



Attachments

Ordinary Council Meeting Wednesday 17 July 2024

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Minutes

Ordinary Council Meeting
Wednesday 19 June 2024

Date	Wednesday 15 May 2024
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 21 June 2024



Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 19 June 2024 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in black ink, appearing to read "K Bartley".

Kellie Bartley
Chief Executive Officer

14 June 2024

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council / committee meetings or during formal / informal conversations with Shire of Wickepin employees or representatives. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council / committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member, employee or representative of the Shire of Wickepin during the course of any meeting is not intended to be, and is not to be, taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns anyone who has an application lodged with the Shire of Wickepin must obtain, and only should rely on, written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

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1 Declaration of Opening

The Presiding Member declared the meeting open at 3.34pm.

Shire President Russell welcomed Shire of Pingelly elected member, Cr Brian Hotham to the meeting today.

2 Attendance

2.1 Present

Councillors

J Russell	Councillor
W Astbury	Councillor
T Miller	Councillor
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

Employees

K Bartley	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
G Hedditch	Manager Works & Services
L Marchei	Executive Support Officer

Observer

Cr Brian Hotham	Shire of Pingelly
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3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

Nil

4 Apologies and Leave of Absence

4.1 Apologies

Nil

4.2 Previously Approved Leave of Absence

Nil

4.3 Requests for Leave of Absence

Cr Tyron Miller has requested a leave of absence (as per **Attachment 4.3.1**) for the Ordinary Council Meeting 17th July 2024, due to work commitments.

Council Decision

Resolution OCM-190624-01

Moved Cr P Thompson

Second Cr F Allan

That Council approves Cr Tryon Miller be granted leave of absence for the Ordinary Council Meeting 17th July 2024 due to work commitments.

Carried 6/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson

Against Nil

5 Petitions, Memorials and Deputations

5.1 Petitions

Nil

5.2 Memorials

Nil

5.3 Deputations

Nil

6 Declarations of Councillors and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed – **Nil disclosures**

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held Wednesday 15 May 2024

Officer Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 15 May 2024, as included in Attachment 7.1.1, as a true and accurate record noting the correction of Item 14.4 – New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property with page 29 & 30 for correction of attachment numbers 14.3.1 to 14.4.1, 14.3.2 to 14.4.2, 14.3.1 to 14.4.1 & 14.3.2 to 14.4.2.

Council Decision

Resolution OCM-190624-02

Moved Cr L Corke

Second Cr J Mearns

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 15 May 2024, as included in Attachment 7.1.1, as a true and accurate record noting the correction of Item 14.4 – New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property with page 29 & 30 for correction of attachment numbers 14.3.1 to 14.4.1, 14.3.2 to 14.4.2, 14.3.1 to 14.4.1 & 14.3.2 to 14.4.2.

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

8 Status Report

Key

○ = in progress ✓ = completed ✕ =superseded

Item	Subject	Council Decision	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Commenced, not yet complete. Chief Executive Officer has contacted the Committee regarding progress of the project.
1161-150921-13	Townscape and Cultural Planning Committee Recommendations	That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.	○	Commenced, researching digital signage. Chief Executive Officer has contacted the Committee regarding progress of the project.
OCM-231213-04	Public Transport Authority – Draft Lease Template	That Council re-submit request to the Public Transport Authority to purchase railway reserve land south of the railway line.	○	Re-submitted and awaiting response.
OCM-210224-07	Proposed Fencing Law	<p>That Council:</p> <p>1. In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Fencing Local Law 2024, a summary of its purpose and effect being:</p> <p><u>Purpose</u> The purpose of this local law is to prescribe a sufficient fence and the standard for the construction of fences throughout the district.</p> <p><u>Effect</u> The effect of this local law is to establish the minimum requirements for fencing within the district.</p> <p>2. Notes that:</p>	○	Consultation period has commenced – closes 3 May 2024. Agenda item presented today for decision.

Item	Subject	Council Decision	Status	Action
		<p>a) Copies of the proposed Fencing Local Law 2024 may be inspected at the Shire’s offices and will be made available on the Shire’s website;</p> <p>b) Submissions regarding the proposed Fencing Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;</p> <p>c) In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Fencing Local Law 2024 will be provided to the Minister for Local Government; and</p> <p>d) In accordance with section 3.12(3) (c) of the Local Government Act 1995, a copy of the proposed Fencing Local Law 2024 will be supplied to any person requesting it.</p> <p>3. Notes that all submissions received will be presented to Council for consideration.</p>		
OCM-210224-08	Proposed Parking and Parking Facilities Local Law	<p>That Council:</p> <p>1. In accordance with section 3.12(3)(a) of the Local Government Act 1995, gives local public notice stating that it proposes to make a Parking and Parking Facilities Local Law 2024, a summary of its purpose and effect being: <u>Purpose</u></p>	○	<p>Consultation period has commenced – closes 3 May 2024. Agenda Item presented for consideration.</p>

Item	Subject	Council Decision	Status	Action
		<p>The purpose of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.</p> <p><u>Effect</u></p> <p>The effect of this local law is to control parking throughout the district to ensure the safe, fair and equitable use of parking facilities under the care and control of the local government.</p> <p>2. Notes that:</p> <p>a) Copies of the proposed Parking and Parking Facilities Local Law 2024 may be inspected at the Shire's offices and will be made available on the Shire's website;</p> <p>b) Submissions regarding the proposed Parking and Parking Facilities Local Law 2024 may be made to the Shire within a period of not more than 6 weeks after the public notice is given;</p> <p>c) In accordance with section 3.12(3)(b) of the Local Government Act 1995, as soon as the notice is given, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be provided to the Minister for Local Government; and</p>		

Item	Subject	Council Decision	Status	Action
		<p>d) In accordance with section 3.12(3)(c) of the Local Government Act 1995, a copy of the proposed Parking and Parking Facilities Local Law 2024 will be supplied to any person requesting it.</p> <p>3. Notes that all submissions received will be presented to Council for consideration.</p>		
OCM-210224-09	Consideration of Motion from 2024 Annual General Meeting of Electors – Annual Australia Day Event	<p>1. That Council commit to having an annual Australia Day event, either Shire managed or via a local community group with funding of the event by Council.</p> <p>2. That consideration/planning for the 2025 Australia Day event be scheduled to commence in July 2024 via discussion at that month's Forum.</p>	○	To be discussed at July Forum.
OCM-200324-12	Club Nights Light Program Grant Application – Wickepin Tennis Club	<p>1. That Council approve the submission of the Club Night Lights Program (CNLP) grant application by the Wickepin Tennis Club for upgrade of lighting at the tennis courts.</p> <p>2. The Council advises the Department of Local Government, Sport and Cultural Industries that Council ranks this grant application as Priority 1 of 1 for the current CNLP funding round for this Shire.</p> <p>3. That Council, in the event the application is successful, commits to funding its financial contribution (\$5,750 cash, \$4,016 in-kind) in the 2024/25 budget with</p>	○	Submitted, pending outcome.

Item	Subject	Council Decision	Status	Action
		the cash component being funded from the 2024/25 community grants allocation.		
OCM-200324-13	Final Adoption Scheme Amendment No. 3 – Lot 7 (No. 56) Fisher Street, Wickepin	<p>That with respect to the proposed Scheme Amendment No. 3 at Lot 7 (No.56) Fisher Street, Wickepin, to rezone the land from "Recreation and Open Space" reserve to "Residential" zone with a density coding of R10, Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 50(2) & (3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, support the Standard Scheme Amendment No.3 without modifications to the Shire of Wickepin Local Planning Scheme No. 4 for final approval by: <ol style="list-style-type: none"> a. Amending the classification of Lot 7 on Deposited Plan189958 (No. 56) Fisher Street, Wickepin from 'Recreation and Open Space' reserve to 'Residential' zone with a density coding of R10. b. Amending the Scheme Map accordingly. 2. Authorise the Chief Executive Officer and President to endorse the amendment documentation for final approval and affix the Shire of Wickepin common seal. 3. Advise those persons who lodged submissions of the outcome. 4. Forward the endorsed scheme amendment 	○	In Progress

Item	Subject	Council Decision	Status	Action
		documentation to the Western Australian Planning Commission for its determination. 5. Write to the property owner advising of the potential spray drift from the agricultural property to the east.		
OCM-170424-06	Appointment of Bush Fire Related Officers 2024/2025	That Council, in relation to the appointment of Bush Fire Related Officers for 2024/2025 – 1. Pursuant to Section 38 of the Bush Fires Act 1954, appoints – • T Leeson as the Chief Bush Fire Control Officer, • L Lansdell as the Deputy Chief Bush Fire Control Officer, • P Russell, D White, G McDougall, W Astbury, J Hamilton, T Leeson, D Stacey, R Butler, L Lansdell, T Mullan, T Russell, and C Sims as a Fire Control Officer / Bush Fire Radio Operator / Fire Weather Instrument Officer, and • W Astbury and D White as a Clover Burning Permit Issuing Officer, 2. Pursuant to Section 40 of the Bush Fires Act 1954, requests the following Shires appoint the following persons as Dual Fire Control Officers – • Shire of Corrigin D Stacey and J Hamilton	✓	In progress pending DFES final process. Completed.

Item	Subject	Council Decision	Status	Action
		<ul style="list-style-type: none"> • Shire of Narrogin T Leeson, L Lansdell and P Russell • Shire of Cuballing T Leeson, R Butler and L Lansdell • Shire of Dumbleyung G McDougall and W Astbury • Shire of Wagin L Lansdell and D White • Shire of Pingelly R Butler and J Hamilton • Shire of Kulin W Astbury, D Stacey and T Mullan 		
OCM-170424-08	District Fire Break Notice Approval 2024/2025	<p>That Council, pursuant to clause 14.1(i) of the Shire of Wickepin Local Laws relating to Standing Orders 1998, request that the District Fire Break Notice for 2024/2025 and pursuant to Section 33 of the Bush Fires Act 1954, lie on the table with the reason to seek clarification over the fencing clearing requirements.</p> <p>REASON: To seek further clarification on fencing requirements.</p>	✓	Item laid on table and is being re-presented to Council May 2024. Completed and re-presented at OCM May 2024
OCM-170424-10	Local Emergency Management Committee Review – Combined Shires Wickepin, Cuballing and Narrogin	<p>Recommendation 1 That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only.</p> <p>Recommendation 2 That Council authorises the Shire President and Chief Executive Officer</p>	○	In progress, meeting to be held Monday 13 May 2024 for next step. CEO has been in contact with DFES, DEMC for requirements and advised by CEO's of Narrogin and Cuballing of outcomes.

Item	Subject	Council Decision	Status	Action
		to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest.		
OCM-150524-06	10 Year Plant Replacement Program	That Council adopts the draft 10 Year Plant Replacement Program as contained in Attachment 14.3.1 for the 2024/2025 financial year.	✓	Completed and ready for progress for the 2024/2025 Draft Annual Budget.
OCM-150524-07	14.4 New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property	That Council adopts the Council Policy – Disposal of Property (Other than Land) as contained in Attachment 14.4.1 effective 15th May 2024.	✓	Completed.
OCM-150524-08	14.4 New Policy – Disposal of Property (Other than Land) & New Delegation – A18 – Disposal of Property	That Council adopts, by absolute majority, that the Delegation A18 – Disposal of Property as contained in Attachment 14.4.2 effective 15th May 2024.	✓	Completed.
OCM-150524-09	Policy Review – Council Policy - 2.1.5 – Councillors Resources and Council Policy – 2.1.9 – IPAD Policy	That Council adopts the revised Council Policies – Council Policy – 2.1.5 Councillor Resources and Council Policy – 2.1.9 Councillor ICT Policy with the relevant changes noted and contained in Attachments 14.5.2 and 14.5.4.	✓	Completed.
OCM-150524-10	District Firebreak Notice Approval 24/25	Adoption of District Firebreak Notice 24/25	✓	Completed. Ready for rates mail out.
OCM150524-11	District Firebreak Notice Approval 24/25	That Council authorises the Chief Executive Officer to undertake a	○	In progress.

Item	Subject	Council Decision	Status	Action
		review of the Bush Fire Notice in line with WALGA's guidance note whilst collaborating with DFES, Area Officer and the Shire of Wickepin Bush Fire Control Officers for the pre-season meeting to be held in October 2024.		
OCM-150524-12	Adoption – Shire of Wickepin Parking and Parking Facilities Local Law 2024	That with respect to the proposed Shire of Wickepin Parking and Parking Facilities Local Law 2024, that Council: <ol style="list-style-type: none"> 1. Makes the local law as detailed in Attachment 14.7.3, pursuant to section 3.12 (4) of the Local Government Act 1995; 2. Notes the submissions received during the public advertising period required by the Local Government Act 1995 and the responses taken to the proposed Local Law. 3. Authorises the Shire President and Chief Executive Officer to affix the common seal to the Shire of Wickepin Parking and Parking Facilities Local Law 2024 as contained in Attachment 14.7.3. 4. Instructs the Chief Executive Officer to: <ol style="list-style-type: none"> a) Publish the local law in the Government Gazette in accordance with section 3.12(5) of the Local Government Act 1995; 	○	In progress.

Item	Subject	Council Decision	Status	Action
		<p>b) Provide a copy of this local law to the Minister of Local Government once published in the Government Gazette;</p> <p>c) Give local public notice pursuant to section 1.7 of the Local Government Act 1995 following publication in the Government Gazette, stating the title and purpose and effect of this local law, and that the local law is published on the Shire website and that copies may be inspected at, or obtained from the Shire's administration officers; and</p> <p>d) Prepare and submit to the Joint Standing Committee on Delegated Legislation, a copy of this local law, an explanatory memorandum (jointly signed by the Shire President and Chief Executive Officer) along with the checklist and any other supporting information on the local law made.</p>		
OCM-150524-13	Shire of Wickepin Fencing Local Law 2024	That with respect to the proposed Shire of Wickepin Fencing Local Law 2024, that Council DOES NOT MAKE the Shire of Wickepin Fencing Local Law 2024.	✓	Completed. No further action.
OCM-150524-14	Financial Support – Facey Festival 2025	The Council: 1. considers the financial amount of up to \$5,000 to be presented in the draft Annual	✓	Item presented to AFH Reference Group. Now awaiting grant approval for Theatre 180 to proceed further.

Item	Subject	Council Decision	Status	Action
		Financial Budget 2024/2025 for the Facey Festival 2025; and 2. authorises the Chief Executive Officer to seek additional grant funding on behalf of the Albert Facey Homestead Reference Group for the Facey Festival 2025.	✓	Details added into 2024/2025 Draft Annual Budget.
OCM-150524-15	Grant Application – Solar Panels – Wickepin Community Centre	That Council: 1. withdraw from the current Community Energy Upgrades Fund Round 1; and 2. authorise the Chief Executive Officer to undertake an all facilities audit in the shire to assess eligibility and cost benefit analysis for grant applications over the next 3 years and report back to Council forum.	✓ ○	Submitted pending outcome. Staff to present assessment of cost benefit for shire facilities.
OCM-150524-16	Proposed Workforce Accommodation – Lot 55 Williams Kondinin Road, Wickepin	That with respect to the proposed Workforce Accommodation at Lot 55 Williams Kondinin Road, Wickepin, Council: 1. In accordance with clause 3.4.2 b) of the Shire of Wickepin Local Planning Scheme No 4, determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures with clause 64(4) in Schedule 2 Deemed provisions of the Planning and Development (Local Planning Schemes)	✓	At advertising period. Closing date 14.06.2024.

Item	Subject	Council Decision	Status	Action
		<p>Regulations 2015, in particular part (b); by giving notice of the proposed development to owners and occupiers of properties in the vicinity of the development who, are likely to be affected by the granting of development approval.</p> <p>2. The notification is for a period of 21 days from the date of notification.</p> <p>3. Any objections received will be presented at the next available Council meeting after assessment of the submissions received.</p>		

Where a resolution is formal, procedural or lost it has not been recorded e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.

9 Motions of Which Notice Has Been Given

Nil

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

Nil

11 President's Report

On June 5th I attended the WALGA Central Country Zone Executive Committee meeting by Teams, which is the briefing session prior to the actual full Central Country Zone meeting. At the executive meeting, the Zone's strategic priorities were discussed, speakers for the meetings were suggested and the Zone's budget was received.

On June 14th CEO Kell and myself attended the full Central Country Zone of WALGA meeting at Quairading, where, in attendance, was the Minister for Local Government Hon. Hannah Beazley.

Hannah was presented with a selection of pertinent questions relevant to the Zone's members, which she took on board and assured the audience that she understood the issues and would speak further to relevant Ministers to see if any outcomes could be reached. Topics included, her main goals for local government over her term of tenure; audit costs and assistance for land development in relation to headwork costs.

Other speakers to address the members of the Zone included:

- Department of Local Government
- Wheatbelt Development Commission
- Regional Development Australia Wheatbelt
- Main Roads WA

The topic of "Live export of sheep by sea" has been at the forefront of the news since the announcement by Federal Agricultural Minister Murray Watt a few weeks ago. Rallies of objection have been held by farmers and supporters both in Perth city and at the parliamentary sitting at Muresk on Friday 14th June. There was a small opportunity window to lodge official objections to this debate which was taken up by many local governments, on behalf of their constituents and communities, so only time will tell if there will be any repeal or reversal of this announcement.

I would like to acknowledge the Shire's gardeners as they have been working very hard on the gardens around the towns, in particular the Administration Centre has received a much needed pruning, and is looking so much better for their efforts. Well done Team.

Council Decision

Resolution **OCM-190624-03**

Moved **Cr W Astbury**

Second **Cr J Mearns**

That Council notes the President's report dated 19 June 2024.

Carried **7/0**

For **Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller**

Against **Nil**

12 Report by the Chief Executive Officer

A summary of some of the actions undertaken by the Chief Executive Officer for May/June 2024 is below:

Customer Service Officer Interviews

Interviews conducted for this position. The Shire will have a new staff member commence on 1 July 2024. The Shire would like to welcome Kiesha Thompson to this position and we will be looking forward to her joining the team.

Albert Facey Homestead Reference Group Meeting

Meeting held with Albert Facey Homestead Reference Group, finalising costings and details to prepare for the grant funding proposal. Group still waiting for Theatre 180 for grant approval to progress further.

Interim Audit – AMD

Auditors were present for 2 days in the office for the Interim Audit. Findings yet to be received by Shire Officers to review with Council.

WALGA Central Country Zone

Attended with the Shire President the WALGA Central Country Zone at Shire of Quairading. Hon. Hannah Beazley was in attendance and addressed the group with regards to Local Government and changes through the reform that will be happening over the next 6 months. Through this meeting, an additional meeting was decided for band 4 Councils to be able to get together to discuss the challenges that we experience. Meeting date to be decided and location.

Further matters discussed was CLGF, education opportunities for Regional WA, Live Sheep export ban, e-waste to landfill ban in WA, Telstra, 2023 Western Power Bushfire Volunteers and funding packages to support farmers.

Disability Access & Inclusion

Attended a webinar for the new reporting framework for DAIP Progress Reporting. Department of Communities has aligned the reporting with the State reporting and new template is now to be used. Further work will need to be done to then align to the State's 15 strategies. This is due by 31 July 2024.

Wickepin Swimming Pool

Budget discussions with Pool Manager and LGIS meeting over the pool and concerns with some items. This will be addressed during the Council Forum in June for further direction with regards to the pool and some minor works that may be required.

Johnston Street Units

Shire Officers are progressing with the list of interested persons as the power is soon to be finalised on the units with Western Power. To be worked through with the guidelines and requirements for the units as per the grant funding agreement.

Budget Workshop

Budget workshop with senior and relevant officers over the last few weeks. Draft Budget to be discussed and presented today at Council Forum.

CRC Meeting

Attended the Meeting at the CRC, meeting committee members. Details were asked of the Shire and the current status of the building and the long term plans for a new building. It was advised that I am not aware of these requests and would seek further information before advising on the request.

CRC staff provided an overview of activities that are to be undertaken over the coming months.

Delegations exercised –

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item. 14.1 List of Accounts		CEO, DCEO.
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	Shire of Wickepin – 212 Richter St Shire of Wickepin – 49 Campbell St	18/04/24 09/05/24	CEO
A4	Roadside Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Hughes Diesel Mechanical	21/05/24	CEO
A13	Hire of Community Halls / Community Centre	CEO	Wickepin Carpet Bowls	11/06/24	CEO
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			
A16	Sponsorship, contributions	CEO			

	and donations to sporting and community groups				
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Council Decision**Resolution** OCM-190624-04**Moved** Cr J Mearns**Second** Cr F Allan

That council notes the Chief Executive Officer's report dated 19 June 2024.

Carried 7/0**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller**Against** Nil**13 Notices of Motions for the Following Meeting**

Nil.

14 Reports and Information

14.1 Monthly Schedule of Accounts Paid – May 2024

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	10 June 2024
Attachments	14.1.1 - Monthly Schedule of Accounts Paid – May 2024

Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for May 2024

Council is requested to confirm the Monthly Schedule of Accounts Paid, as included in the attachments.

Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and is contained in **Attachment 14.1.1**.

The schedule of accounts, covering vouchers as listed below, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

For the month under review the following summarised details are presented –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	EFT14521 - 14585	\$ 306,263.02
Cheques	15931 - 15936	\$ 39,507.60
Direct Deductions	May 2024	\$ 1095.05
Superannuation	May 2024	\$ 23,425.43
Credit Card	May 2024	\$ 174.87
BPay Payments	May 2024	\$ 0
Payroll	May 2024	\$ 147,017.00
Licensing	May 2024	\$ 16,577.20
Municipal Fund Total	May 2024	\$ 534,060.17
Trust Fund		
Electronic Funds Transfer		\$ 0
Cheques		\$ 0
Trust Fund Total		\$ 0
Total		\$ 534,060.17

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

Financial Implications

Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$534,060.17 for May 2024, as included in Attachment 14.1.1.

Council Decision**Resolution** OCM-190624-05**Moved** Cr P Thompson**Second** Cr J Mearns

That Council, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996* acknowledges payments from the Municipal Fund of \$534,060.17 for May 2024, as included in Attachment 14.1.1.

Carried 7/0**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller**Against** Nil

14.2 Statement of Financial Activity – May 2024

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	8 May 2024
Attachments	14.2.1 - Statement of Financial Activity – May 2024

Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended May 2024.

Council is requested to accept the Statement of Financial Activity.

Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and is contained in **Attachment 14.2.1**.

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

*That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for the period ending May 2024, as included in **Attachment 14.2.1**.*

Council Decision

Resolution OCM-190624-06

Moved Cr P Thompson

Second Cr F Allan

That Council, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Statement of Financial Activity and associated documentation for the period ending May 2024, as included in Attachment 14.2.1.

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

14.3 Voting Delegates – WALGA Annual General Meeting 2024

Submission to	Ordinary Council Meeting
Location / Address	Nil
Name of Applicant	WALGA
File Reference	GR.SL.1452
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	10 June 2024
Attachments	Nil

Summary

This report is for Council to determine voting delegates for the Annual General Meeting (AGM) for the Western Australian Local Government Association (WALGA) to be held in October 2024.

Background

WALGA is required to hold an AGM annually and will be held during the Annual WALGA Conference to be held between Tuesday 8 October and Thursday 10 October 2024.

Comments

Council will be required to provide WALGA with voting delegates and proxy delegates for registration. Local Governments may nominate the Mayor/President and Deputy Mayor/President to be voting delegates and two other elected members as proxys in the case of the circumstances arising where a delegate cannot attend.

It is Council's decision to choose to nominate the delegates for the 2024 AGM to be held at the Perth Convention and Exhibition Centre.

Statutory Environment

There are no statutory requirements to this report.

Policy Implications

There are no policy implications to this report.

Financial Implications

There are no financial implications associated with this item. Attendance at the WALGA AGM is free of charge for all elected members and staff members of local governments.

Strategic Implications

GOAL - Governance

Objective: 12 Our communities are informed via multiple channels of regular intervals

Strategy: 12.1 Provide meaningful communication that delivers information regularly and succinctly.

Voting Requirement

Simple Majority

Officer Recommendation

That Council;

- 1. Nominates Councillor _____ and Councillor _____ as voting delegates for the 2024 WALGA Annual General Meeting; and*
- 2. Nominates Councillor _____ and Councillor _____ as proxy voting delegates in the event that one or both delegates above are unable to attend.*

Council Decision

Resolution OCM-190624-07

Moved Cr T Miller

Second Cr F Allan

That Council;

- 1. Nominates Councillor P Thompson and Councillor W Astbury as voting delegates for the 2024 WALGA Annual General Meeting; and**
- 2. Nominates Councillor J Mearns and Councillor L Corke as proxy voting delegates in the event that one or both delegates above are unable to attend.**

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

14.4 Dual Fire Control Officers

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire-
Name of Applicant	Shire of Narrogin
File Reference	ES.APN.901
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	29 May 2024
Attachments	Appointment advice – Shire of Narrogin

Summary

In accordance with legislation requirements, the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance and lawfully legitimised their authorisations under the *Bush Fires Act 1954*, in fulfilling their duty.

Background

The BFCO meeting was held on Tuesday 26 March 2024 prior to the adjoining Shires advising of their Dual Fire Control Officers for the Shire of Wickepin. The CEO has since received notification of Dual Fire Control Officers for the Shire of Wickepin from the following Shires:

Shire of Narrogin Troy Smith

Comments

Council will need to appoint the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire for the 2024/2025 Bush Fire Season:

Shire of Narrogin Troy Smith

A copy of the letter from the Shire of Narrogin is provided in **Attachment 14.4.1**.

Statutory Environment

Bush Fires Act 1954

38. Local government may appoint bush fire control officer

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

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

- 1) *Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.*
- 2) *Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.*

Policy Implications

There are no policies applicable to this item.

Financial Implications

There is no impost on the Shire's finances in relation to this matter.

Strategic Implications

GOAL - Community

Objective: 9 Our communities are engaged, have a healthy lifestyle and are safe.

Strategy: 9.8 Emergency service planning is coordinated and articulated

9.14 Develop community readiness to cope with natural disasters and emergencies

Voting Requirement

Simple Majority

Officer Recommendation

That Council appoints under Section 38 of the Bush Fires Act 1954, the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire as the authorized officer in the capacity of Dual Fire Control Officer for the 2024/2025 Bush Fire Season:

Shire of Narrogin

Troy Smith

Council Decision

Resolution OCM-190624-08

Moved Cr W Astbury

Second Cr L Corke

That Council appoints under Section 38 of the *Bush Fires Act 1954*, the following Dual Fire Control Officers for the Shire of Wickepin from adjoining Shire as the authorized officer in the capacity of Dual Fire Control Officer for the 2024/2025 Bush Fire Season:

Shire of Narrogin

Troy Smith

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

Council Decision

Resolution OCM-190624-09
Moved Cr P Thompson
Second Cr W Astbury

That Council goes behind closed doors as per the Shire of Wickepin Standing Orders Local Law as clause 15.10.1 at 3.49pm to discuss the confidential attachments for item 14.5.

Carried 7/0
For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller
Against Nil

Visitor Cr B Hotham left the room at 3.50pm.

14.5 Facey Group Incorporated Agreement

Submission to	Ordinary Council Meeting
Location / Address	40 Wogolin Road, Wickepin
Name of Applicant	Facey Group Incorporated
File Reference	LD.MM.7/CS.AGR.300
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	10 May 2024
Attachments	14.5.1 Confidential - 2023 AGM Minutes (Under Separate Cover) 14.5.2 Confidential - Draft Agreement - 2024 – 2027 (Under Separate Cover)

Confidential attachments are under a separate cover as per Section 5.23 (2)(e)(iii) of the Local Government Act 1995.

Summary

This report is for Council to consider the renewal of the three year agreement from 1 July 2024 with the Facey Group Incorporated based on the previous three year agreement.

Background

The Facey Group is a farmer run group that aims to improve on-farm practice to keep farms healthy and profitable into the future.

The group conducts trials, demonstrations and extension works in the local region in addition to tailoring training that enables farmers to adopt practices which they see as beneficial and with the potential to increase their production, resulting in increasing profits.

Based in Wickepin, the Facey Group is an innovative, highly motivated, organised and well-resourced grower group with a strong focus on the local region, in addition to being involved with recognised and progressive grower groups in Australia.

The Facey Group works with its members, sponsors, partners, industry and government who are all integral facets of the success of the Facey Group.

Comments

The Facey Group is an acceptable tenant as it meets an ongoing community need, especially assisting local farmer with educational needs and opportunities in the farming industry with innovation ways.

A meeting was held on the 7 May 2024 with Facey Group Chief Executive Officer and Deputy Chief Executive Officer with the Shire's Chief Executive Officer. The meeting was informal and a meet and greet session with points of discussion on the current agreement due for renewal.

The Facey Group is extremely grateful for the Shire to be able to assist in the current arrangements in place and are wanting to secure a renewal of another 3 years for the building site and financial support. The Facey Group welcomes the support of the Shire and the continued assistance with general building maintenance and support provided. The Facey Group has provided their Financials as contained with **Confidential Attachment 14.5.1**.

The financial support has provided opportunity for the Facey Group to continue to support the grant opportunities with the support of staff with expertise to continue the trial programs that help support the farming communities. Along with this, the Facey Group supports mental well-being by providing support in engagement in Cultivating Resilience events and Women in Agriculture farming, "Seeds of Change".

The proposed terms for the new agreement have been discussed. The draft agreement has minor changes with the provision of the vehicle, by adding in, any traffic infringements to be the responsibility of the person/s who the Facey Group employs or allows to drive the vehicle.

Discussions were had with regards to the vehicle replacement, with the suggestion that at the end of this renewed contract, that the Shire cease the vehicle provision at the commencement of any future agreements. This will give the opportunity for the Facey Group to have the time to consider this and that further discussions to be had prior to the next agreement. The current vehicle has approximately 36,000 kms as the ODO reading.

The draft Agreement is contained in **Confidential Attachment 14.5.2**.

Statutory Environment

The report is aligned with the *Local Government Act 1995* (the Act). Under Section 3.58 of the *Local Government Act 1995*, a disposition of land includes leasing of local government property. If a local government does not dispose of property via a public auction or the public tender method, the proposal must be advertised for public comment – unless the proposal is an "exempt" disposition.

A disposition of property is exempt from section 3.58 under Regulation 30, Part 6 Miscellaneous Provisions of the *Local Government (Functions and General) Regulations 1996*, if the land is to be used for charitable, benevolent, religious, cultural, educational, recreational, sporting or other like purposes. As the Facey Group is seeking use of local government property for educational, the intended use of the land is exempt from section 3.58 of the Act. The Facey Group is an incorporated association.

Policy Implications

There are no policy implications to this report.

Financial Implications

The current allocations are within the draft 2024/2025 Annual Budget for this item with associated costs of the building maintenance, cleaning, electricity and water. Plant vehicle costs are invoiced to the Facey Group. Current expenses are listed below:

Expenses	Unit Costs
Synergy	\$ 2,802.46
Insurance	\$ 3,099.60
Cleaning	\$ 2,305.06
Water	\$ 147.83
Fire equipment service	\$ 100.00
Maintenance - Lights & Aircond.	\$ 2,948.32
Spider Spray	\$ 158.64
Total	\$11,561.91

Strategic Implications

GOAL - Economy

Objective: 5 We are an agricultural hub, that innovates and leverages opportunities.

Strategy: 5.1 Where appropriate support the Facey Group to continue its close links with local growers and key stakeholders.

5.3 Collaborate with the Facey Group on strategic projects.

Voting Requirement

Simple Majority

Council Decision

Resolution OCM-190624-10

Moved Cr W Astbury

Second Cr P Thompson

That Council resumes the meeting from behind closed doors as per the Shire of Wickepin Standing Orders Local Law as clause 15.11 at 4.22pm having discussed the confidential attachments for item 14.5.

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

Officer Recommendation

That Council;

1. *Formally enters into a three year agreement with the Facey Group Incorporated as contained in **Confidential Attachment 14.5.2** effective from 1 July 2024 to 30 June 2027;*
2. *Provides support of \$10,000 per annum as outlined in the Draft 2024/2025 Annual Budget and subsequent years; and*

3. *Authorises the Chief Executive Officer to have discussions with the Facey Group Incorporated on the future of the Vehicle, that is currently supplied to Facey Group Incorporated, by the end of this agreement date 30 June 2027.*

Amended Council Decision

Resolution OCM-190624-11

Moved Cr W Astbury

Second Cr P Thompson

That Council;

1. **Formally enters into a three year agreement with the Facey Group Incorporated as contained in amended Confidential Attachment 14.5.2 effective from 1 July 2024 to 30 June 2027;**
2. **Authorises the Chief Executive Officer to dispose of the vehicle to the Facey Group that is currently supplied to Facey Group Incorporated, by the end of this agreement date 30 June 2027 and for the Shire to incur the associated costs with the transfer.**

Carried 6/1

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson

Against Cr T Miller

Cr Hotham re entered the meeting at 4.27pm

14.6 Policy Review – Revocation of Council Policy – 3.1.10 – Petty Cash

Submission to	Ordinary Council Meeting
Location / Address	Whole District
Name of Applicant	Kellie Bartley – Chief Executive Officer
File Reference	Policy Manual
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author has no financial, proximity or impartiality interests in this item.
Report Written Date	11 May 2024
Attachments	14.6.1 Current Council Policy 3.1.10 – Petty Cash

Summary

This report is presented to Council to revoke Council Policy – 3.1.10 – Petty Cash as the policy is to be revoked and made into an operational procedure.

Background

There is no formal requirement for Council to review the Policy Manual, however, it is one of the principal roles of Council under Section 2.7 of the *Local Government Act 1995* which is to determine the Policies of the Local Government and as such they should be regularly reviewed by Council.

The Shire of Wickepin Council Policy – 3.1.10 – Petty Cash was created in 2017 and has been reviewed 4 times over this period. The objective of the policy is to provide clear parameters in relation to use of petty cash.

The Council Policy – 3.1.10 – Petty Cash can be reviewed in **Attachment 14.6.1**.

Comments

Guided by the principles of good governance, Council Policies are required to support the delivery of the Shire's strategic goals, assisting in fulfilling statutory requirements and provide guidance to staff when exercising delegations.

A work procedure focus on operational and functional activity and decision making relative to the administration responsibilities and statutory duties of the CEO in managing the day to day operations of the Local Government in pursuant to section 5.41 (d) of the *Local Government Act 1995*.

On recent review of internal financial procedures and processes, it was identified through the interim audit that Council Policy – 3.1.10 – Petty Cash is of an operational nature and will be transferred to a work procedure.

The officer's recommendation is to support the review of changing Council Policy – 3.1.10 – Petty Cash to a work procedure.

Statutory Environment

Section 2.7 of the *Local Government Act 1995*, states:

2.7. Role of council

(1) *The council —*

- (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Furthermore, section 5.41 of the *Local Government Act 1995* notes that one of the CEO's functions is to ensure that advice and information is available to Council so that informed decisions can be made.

Policy Implications

The policy has been detailed in this item that is being presented.

Financial Implications

There are no financial implications associated with this item.

Strategic Implications

GOAL - Governance

Objective: 10 Our organisation is well positioned and has capacity for the future.

Strategy: 10.1 Attract, train, develop and retain a skilled and effective workforce.

Voting Requirement

Absolute Majority

Officer Recommendation

*That Council revokes Council Policy – 3.1.10 – Petty Cash as contained in **Attachment 14.6.1** as it is identified as Work Procedures effective 19 June 2024.*

Council Decision

Resolution OCM-190624-12

Moved Cr P Thompson

Second Cr F Allan

That Council revokes Council Policy – 3.1.10 – Petty Cash as contained in Attachment 14.6.1 as it is identified as Work Procedures effective 19 June 2024.

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

14.7 Policy Review – Council Policy 3.1.3 Corporate Credit Card

Submission to	Ordinary Council Meeting
Location / Address	Whole Shire
Name of Applicant	Kellie Bartley – Chief Executive Officer
File Reference	Policy Manual
Author/s	Kellie Bartley – Chief Executive Officer Erika Clement – Deputy Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	13 June 2024
Attachments	14.7.1 Current Council Policy – 3.1.3 – Corporate Credit Card 14.7.2 Revised Council Policy – 3.1.3 – Transaction Card Policy

Summary

The purpose of this report is to recommend to the Council to amend the current Council Policy – 3.1.3 – Corporate Credit Card so that it reflects current practice.

Background

Shire Officers have commenced the review of the policies to be presented to the Council over the next 12 months. The review will identify to revoke, review or endorse work procedures due to their administrative functions.

The Council Policy – 3.1.3 – Corporate Credit Card has been endorsed since 2015 and has been reviewed over this period of time. The policy provides for a clear direction and parameters in relation to the corporate credit cards that the Shire of Wickepin currently uses.

The current Council Policy – 3.1.3 – Corporate Credit Card is contained in **Attachment 14.7.1**.

Comments

Local Governments can deliver service delivery utilising corporate credit cards or transaction cards to help improve administrative practices and be more effective with cash management. However, these types of transactions can pose a risk to any organisation if not properly controlled or monitored.

Having the policy and work procedures helps to reduce the risk to the organisation and also gives practices for shire staff to be guided by these practices.

The advantages of the credit card/transaction cards can be:

- Eliminate or reduce time spent on paper based ordering and payments;
- Reduce administration costs;
- Reduce the number of payments made per month;
- Provide a useful resource in remote or emergency situations;
- Reduce the need to carry cash on the premises; and
- Provide an effective audit trail of expenditure.

The Shire only has two credit cards with a number of fuel cards that are used for the fuel facility. The fuel cards are based per vehicle and not a person or position as such, therefore the Shire will be reviewing

the work procedures for the administration process and the user process. This was identified through the current OAG guidelines and also the Department of Local Government reporting requirements.

The procedures will have controlling use of the cards by having some of the following implemented through the review process:

- A signed agreement by any cardholder and/or relevant officers utilising the credit/fuel cards which will set out the cardholder/user responsibilities and legal obligations when using the cards;
- A register of all current cardholder/fuel card with details of card number, expiry date, credit limits and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders will be provided with a copy of the policies relating to the use of credit/fuel cards;
- What the process is when an employee ceases working for the Shire of Wickepin, any extended leave or they are removed from a position which does not require the credit/fuel card;
- What the cardholder should do if they lose or misplace their credit/fuel card;
- No card is transferrable to any other users;
- How reward schemes, such as Fly Buys will be treated;
- Arrangements of how the destruction of all surrendered credit/fuel cards are dealt with; and
- What action is to be taken in the event that a cardholder fails to comply with the policies.

The better practice guidance issued by the Office of the Auditor General (OAG) has provided that the key controls for the issue, use and cancellation of cards be reviewed on a regular basis. Shire Officers have finalised the operational procedures and have implemented with staff on these changes. The overview of the key components is listed in the figure below:

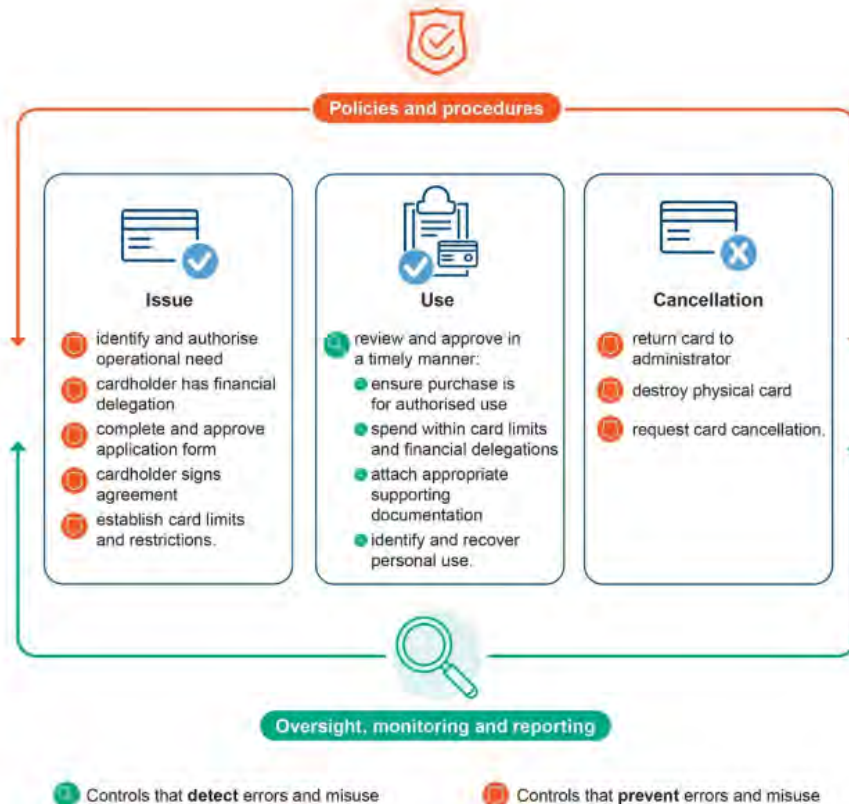


Figure 1: Overview of the key components in purchasing card management and controls

Shire Officer's have reviewed and updated the changes to the Council Policy – 3.1.3 – Transaction Card Policy as contained in **Attachment 14.7.2**.

Statutory Environment

Section 2.7 of the *Local Government Act 1995*, states:

2.7. Role of council

(1) *The council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

Furthermore, section 5.41 of the *Local Government Act 1995* notes that one of the CEO's functions is to ensure that advice and information is available to Council so that informed decisions can be made.

Section 6.5 (a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

6.5. Accounts and records

The CEO has a duty —

- (a) *to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government; and*
- (b) *to keep the accounts and records up to date and ready for inspection at any time by persons authorised to do so under this Act or another written law.*

Under the *Local Government (Financial Management) Regulations 1996*, regulation 11 (1) (a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

11. Payments, procedures for making etc.

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —*
 - (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained*

Policy Implications

The policy will provide for the objective of specific resources and guidelines on the appropriate use of Council credit/fuel cards.

Financial Implications

There are no financial implications to this item however all purchases are outlined in the annual budget.

Strategic Implications

GOAL - Governance

Objective: 10 Our organisation is well positioned and has capacity for the future.

Strategy: 10.1 Attract, train, develop and retain a skilled and effective workforce.

Voting Requirement

Simple Majority

Officer Recommendation

*That Council adopts the revised Council Policy – 3.1.3 – Transaction Card Policy with the relevant changes noted and contained in **Attachment 14.7.2**.*

Council Decision

Resolution OCM-190624-13

Moved Cr F Allan

Second Cr J Mearns

That Council adopts the revised Council Policy – 3.1.3 – Transaction Card Policy with the relevant changes noted and contained in Attachment 14.7.2.

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

14.8 Review Delegation A5 Application for Planning Consent

Submission to	Ordinary Council Meeting
Location / Address	Whole District
Name of Applicant	Kellie Bartley – Chief Executive Officer
File Reference	Delegation Register
Author	Kellie Bartley – Chief Executive Officer
Interest Disclosures	The author/s have no financial, proximity or impartiality interests in this item.
Report Written Date	11 May 2024
Attachments	14.8.1 Current Delegation – A5 Application for Planning Consent 14.8.2 Review Delegation – A5 Application for Planning Consent 14.8.3 Letter Department of Planning, Lands & Heritage

Summary

This report is presented to Council to endorse the review of Delegation A5 Application for Planning Consent due to changes to the *Planning and Development Act 2005*.

Background

The Shire has had Delegation A5 Application for Planning Consent as a delegation for a number of years to allow for Shire Officers to make the necessary authorisations associated with planning consent for development applications that fully comply with all requirements.

The Delegation – A5 Application for Planning Consent can be reviewed in **Attachment 14.8.1**.

Comments

The Shire has received notice from the Director General, from the Department of Planning, Lands and Heritage in relation to the recent changes that the Minister of Planning has announced. These changes include the local government role and responsibilities in decision making on development applications for single houses.

The changes require the Shire of Wickepin to amend the delegation to accommodate the changes that are stated in the advice. This is contained in **Attachment 14.8.3**.

As the Delegation is clear with the intention of “*consent for development applications that fully comply with all requirements*”, therefore the changes do not reflect the changes that will now be enforced from 1 July 2024.

The review of the delegation addresses provisions The changes are noted in **RED** for additional wording and the deletions are noted with **STRIKE-OUT** in **BLUE**. Therefore the review of the Delegation A5 Application for Planning Consent has been amended and is contained in **Attachment 14.8.2**.

Statutory Environment

Section 2.7 of the *Local Government Act 1995*, states:

2.7. Role of council

(1) *The council —*

(a) *governs the local government’s affairs; and*

- (b) is responsible for the performance of the local government's functions.*
- (2) Without limiting subsection (1), the council is to —*
- (a) oversee the allocation of the local government's finances and resources; and*
 - (b) determine the local government's policies.*

Furthermore, section 5.41 of the *Local Government Act 1995* notes that one of the CEO's functions is to ensure that advice and information is available to Council so that informed decisions can be made.

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.*

Policy Implications

There are no policy related to this item.

Financial Implications

There are no financial implications associated with this item.

Strategic Implications

GOAL - Governance

Objective: 10 Our organisation is well positioned and has capacity for the future.

Strategy: 10.1 Attract, train, develop and retain a skilled and effective workforce.

Voting Requirement

Absolute Majority

Officer Recommendation

*That Council adopts, by absolute majority, that the Delegation A5 Application for Planning Consent as contained in **Attachment 14.8.2** effective 1 July 2024.*

Council Decision

Resolution OCM-190624-14

Moved Cr W Astbury

Second Cr F Allan

That Council adopts, by absolute majority, that the Delegation A5 Application for Planning Consent as contained in Attachment 14.8.2 effective 1 July 2024.

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

14.9 Fees and Charges 2024/2025

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.BU.1208
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	12 June 2024
Attachments	14.9.1 Fees and Charges for 2024/2025

Summary

Each year Council is required to, and from time-to-time, consider the level of imposition of fees or charges for any goods or services it provides or may provide.

Shire Officers have assessed the goods and services currently provided, and those which may potentially be provided in the next financial year and have recommended the amount of relevant fees or charges to be imposed.

Council is requested, with regards to the Fees and Charges for 2024/2025, to impose the fees and charges for the provision of the goods and services as included in the attachments.

Background

The Annual Budget is to include a schedule of fees and charges for imposition during the relevant financial year.

The adoption of the Annual Budget is generally the mechanism by which Council accepts and imposes fees and charges, however many Councils set new fees and charges earlier so they may be advertised before the budget adoption, and the community advised in advance of any changes.

This Report allows for the early adoption of proposed fees and charges for the 2024/2025 financial year, effective 1 July 2024. The Fees and Charges are contained in **Attachment 14.9.1**.

Comments

Shire Officers have undertaken an analysis on the proposed fees and charges to be imposed.

Officers, in reviewing and proposing the applicable fees and charges, haven taken into consideration legislative requirements regarding setting the level of fees and charges.

The proposed schedule of fees and charges, which is included in the attachments, includes –

- Known changes to legislatively / externally set fees and charges at the time of publication, and
- A five percent (5%) increase across all Council-set fees and charges

Shire officers acknowledge the cost of providing goods and services in the district has probably increased greater than five percent (5%) although are conscious a greater increase may result in reduced usage of facilities leading to a downturn in revenue.

Should a need to change the fees and charges arise before the adoption of the annual budget these will be identified and presented to Council at the meeting to adopt the budget.

Statutory Environment

Local Government Act 1995 – Section 6.16 Imposition of fees and charges

Council, by an absolute majority decision, may impose and recover a fee or charge for any goods or services it provides or proposes to provide.

Fees and charges are to be imposed when adopting the annual budget, although may be imposed during the year, and may be amended from time-to-time.

Local Government Act 1995 – Section 6.17 Setting levels of fees and charges

In determining the amount of a fee or charge for a service or for goods, Council must consider –

- The cost to provide the service or goods,
- The importance of the service or goods to the community, and
- The price at which an alternative provider could provide the service or goods.

Local Government Act 1995 – Section 6.19 Local government to give notice of fees and charges

If a local government wishes to impose or alter any fees and charges not within the adoption of the annual budget, it must first give local public notice of the intention to do so and the date at which the fees or charges will be imposed.

Policy Implications

Nil

Financial Implications

Current Financial Year

Fees and charges constitute approximately fifteen percent (15%) of the operating funds required to undertake the activities of the Shire.

If adopted, due to the fees and charges being determined outside the annual budget adoption, local public notice is required, which has some minor associated advertising expenses.

Future Financial Years

It is likely there will be greater revenue generated through the proposed increases.

Strategic Implications

Nil

Voting Requirement

Absolute majority

Officer Recommendation

*That Council, with respect to the fees and charges for 2024-2025 and pursuant to Section 6.16 of the Local Government Act 1995, imposes the fees and charges as included in **Attachment 14.9.1**, effective 1 July 2024.*

Council Decision

Resolution **OCM-190624-15**

Moved **Cr J Mearns**

Second **Cr L Corke**

That Council, with respect to the fees and charges for 2024-2025 and pursuant to Section 6.16 of the *Local Government Act 1995*, imposes the fees and charges as included in Attachment 14.9.1, effective 1 July 2024.

Carried 7/0

For Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller

Against Nil

15 Confidential Reports and Information

Nil

16 Urgent Business

Nil

17 Closure

The Presiding Member thanked everyone for attending today and declared the meeting closed at 4.35pm.

List of Accounts Due & Submitted to Council

30th JUNE 2024

Chq/EFT	Date	Name	TRUST	MUNI
EFT14681	28/06/2024	BUILDING AND ENERGY DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	\$ 113.30	
EFT14682	28/06/2024	SHIRE OF WICKEPIN	\$ 10.00	
		TOTALS TRUST	\$ 123.30	
EFT14586	06/06/2024	AUSTRALIA POST		\$ 75.99
EFT14587	06/06/2024	THE AUSTRALIA DAY COUNCIL OF WA		\$ 400.00
EFT14588	06/06/2024	AIR RESPONSE		\$ 2,463.45
EFT14589	06/06/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD		\$ 24.51
EFT14590	06/06/2024	AUSTRALIA WIDE INVESTIGATIONS PTY LTD		\$ 4,249.74
EFT14591	06/06/2024	BURGESS RAWSON (WA) PTY LTD		\$ 832.58
EFT14592	06/06/2024	BKS ELECTRICAL		\$ 220.00
EFT14593	06/06/2024	DX PRINT GROUP PTY LTD		\$ 253.00
EFT14594	06/06/2024	DAIMLER TRUCKS		\$ 686.21
EFT14595	06/06/2024	DUFFY ELECTRICS		\$ 604.16
EFT14596	06/06/2024	ELDERS WICKEPIN		\$ 1,306.25
EFT14597	06/06/2024	EMBROIDER ME		\$ 20.90
EFT14598	06/06/2024	DEPARTMENT OF FIRE AND EMERGENCY (DFES)		\$ 5,458.60
EFT14599	06/06/2024	FRED HOPKINS WA		\$ 1,086.80
EFT14600	06/06/2024	GREAT SOUTHERN FUEL SUPPLIES		\$ 14,943.56
EFT14601	06/06/2024	GCM AGENCIES PTY LTD		\$ 2,012.67
EFT14602	06/06/2024	HANCOCKS HOME HARDWARE		\$ 399.00
EFT14603	06/06/2024	JASON SIGNMAKERS		\$ 3,725.92
EFT14604	06/06/2024	KELYN TRAINING SERVICES		\$ 1,549.08
EFT14605	06/06/2024	LINEMARKING WA		\$ 22,275.00
EFT14606	06/06/2024	M.E PUMP WIZARDS		\$ 4,400.00
EFT14607	06/06/2024	MCINTOSH & SON NARROGIN		\$ 97.59
EFT14608	06/06/2024	NARROGIN HARDWARE MAKIT		\$ 343.14
EFT14609	06/06/2024	NARROGIN BEARING SERVICES		\$ 13.99
EFT14610	06/06/2024	NARROGIN PACKAGING		\$ 693.16
EFT14611	06/06/2024	NICHOLLS BUS SERVICE		\$ 241.00
EFT14612	06/06/2024	OFFICEWORKS SUPERSTORES PTY LTD		\$ 93.86
EFT14613	06/06/2024	PERFECT COMPUTER SOLUTIONS - PCS		\$ 212.50
EFT14614	06/06/2024	E & MJ ROSHER P/L		\$ 2,817.21
EFT14615	06/06/2024	REPCO		\$ 1,004.81
EFT14616	06/06/2024	R J SMITH ENGINEERING		\$ 251.10
EFT14617	06/06/2024	SAFE ROADS WA		\$ 3,234.00
EFT14618	06/06/2024	SHIRE OF NARROGIN		\$ 6,114.00
EFT14619	06/06/2024	TEAM GLOBAL EXPRESS PTY LTD		\$ 436.24
EFT14620	06/06/2024	THE YEALERING PANTRY		\$ 384.00
EFT14621	06/06/2024	WICKEPIN DISTRICT SPORTS CLUB		\$ 228.00
EFT14622	06/06/2024	WURTH AUSTRALIA PTY LTD		\$ 2,439.98
EFT14623	06/06/2024	ZONE 50 ENGINEERING SURVEYS		\$ 3,911.60
EFT14624	17/06/2024	KYRAN BLIGHT		\$ 120.00
EFT14625	20/06/2024	AIR LIQUIDE WA PTY LTD		\$ 60.86
EFT14626	20/06/2024	AG. AIRCON & ELECTRICAL		\$ 1,575.00
EFT14627	20/06/2024	GOODYEAR AUTOCARE NARROGIN		\$ 2,559.00
EFT14628	20/06/2024	TUTT BRYANT EQUIPMENT		\$ 1,261.50
EFT14629	20/06/2024	DAVE'S TREE SERVICE		\$ 24,530.00
EFT14630	20/06/2024	EDWARDS MOTORS PTY LTD		\$ 1,670.56
EFT14631	20/06/2024	EWEN RURAL SUPPLIES		\$ 5,945.15

Chq/EFT	Date	Name	TRUST	MUNI
EFT14632	20/06/2024	EVERLON BRONZE		\$ 321.75
EFT14633	20/06/2024	ELDERS WICKEPIN		\$ 2,177.99
EFT14634	20/06/2024	HANCOCKS HOME HARDWARE		\$ 163.80
EFT14635	20/06/2024	BERYLE HOLM		\$ 495.83
EFT14636	20/06/2024	HIGHWAYS TRAFFIC PTY LTD		\$ 2,750.00
EFT14637	20/06/2024	JASON SIGNMAKERS		\$ 638.55
EFT14638	20/06/2024	LGIS INSURANCE BROKING SERVICE		\$ 3,046.24
EFT14639	20/06/2024	MAIN ROADS WESTERN AUSTRALIA		\$ 1,480.09
EFT14640	20/06/2024	MCPEST PEST CONTROL		\$ 3,740.00
EFT14641	20/06/2024	GREAT SOUTHERN WASTE DISPOSAL		\$ 7,598.98
EFT14642	20/06/2024	NARROGIN PACKAGING		\$ 505.67
EFT14643	20/06/2024	NARROGIN & DISTRICTS PLUMBING SERVICE		\$ 429.00
EFT14644	20/06/2024	PARRYS		\$ 59.45
EFT14645	20/06/2024	REPCO		\$ 391.82
EFT14646	20/06/2024	R J SMITH ENGINEERING		\$ 85.00
EFT14647	20/06/2024	STEELO'S GUNS & OUTDOORS		\$ 14.00
EFT14648	20/06/2024	TANYA MARY SANDS		\$ 78.46
EFT14649	20/06/2024	TEAM GLOBAL EXPRESS PTY LTD		\$ 169.20
EFT14650	20/06/2024	THE YEALERING PANTRY		\$ 163.45
EFT14651	20/06/2024	TONY'S MAINTENANCE		\$ 11,440.00
EFT14652	20/06/2024	WICKEPIN NEWSAGENCY		\$ 391.60
EFT14653	21/06/2024	BEN O'DONOHUE		\$ 126.00
EFT14654	21/06/2024	AUSTRALIAN TAXATION OFFICE		\$ 24,243.00
EFT14655	28/06/2024	FRANCES ALLAN		\$ 1,480.80
EFT14656	28/06/2024	WES ASTBURY		\$ 2,064.16
EFT14657	28/06/2024	ASSET INFRASTRUCTURE MANAGEMENT		\$ 4,527.60
EFT14658	28/06/2024	GOODYEAR AUTOCARE NARROGIN		\$ 62.00
EFT14659	28/06/2024	LG CORKE		\$ 1,350.80
EFT14660	28/06/2024	DC & LB CURTIS		\$ 7,120.00
EFT14661	28/06/2024	LANDGATE		\$ 125.20
EFT14662	28/06/2024	EFIRE & SAFETY		\$ 55.00
EFT14663	28/06/2024	EDGE PLANNING AND PROPERTY		\$ 2,559.81
EFT14664	28/06/2024	FULFORD EARTHMOVING & CIVIL		\$ 49,720.00
EFT14665	28/06/2024	GREAT SOUTHERN RAMMED EARTH & CONCRETE		\$ 6,050.00
EFT14666	28/06/2024	HANCOCKS HOME HARDWARE		\$ 16.00
EFT14667	28/06/2024	JOHN RAYMOND MEARNES		\$ 1,337.80
EFT14668	28/06/2024	TYRON MILLER		\$ 777.80
EFT14669	28/06/2024	NARROGIN PUMPS, SOLAR AND SPRAYING		\$ 577.48
EFT14670	28/06/2024	PERFECT COMPUTER SOLUTIONS - PCS		\$ 212.50
EFT14671	28/06/2024	PARRYS		\$ 6.70
EFT14672	28/06/2024	JULIE ALEXIA RUSSELL		\$ 6,607.80
EFT14673	28/06/2024	REPCO		\$ 544.13
EFT14674	28/06/2024	R J SMITH ENGINEERING		\$ 706.48
EFT14675	28/06/2024	SHIRE OF BROOMHILL TAMBELLUP		\$ 14,010.34
EFT14676	28/06/2024	SHIRE OF NARROGIN		\$ 6,608.60
EFT14677	28/06/2024	THE YEALERING PANTRY		\$ 92.80
EFT14678	28/06/2024	PETER THOMPSON		\$ 1,325.32
EFT14679	28/06/2024	WURTH AUSTRALIA PTY LTD		\$ 949.33
EFT14680	28/06/2024	MJ & HA WYATT		\$ 21,120.00
			TOTALS EFT	\$ 317,744.00

Chq/EFT	Date	Name	TRUST	MUNI
15937	10/06/2024	SYNERGY		\$ 2,151.63
15938	10/06/2024	WATER CORPORATION		\$ 13,312.64
15939	20/06/2024	SYNERGY		\$ 5,568.82
15940	20/06/2024	WATER CORPORATION		\$ 901.62
15941	25/06/2024	SHIRE OF WICKEPIN		\$ 8,984.20
15942	28/06/2024	ANGLO AMERICIAN EXPLORATION (AUSTRALIA) PTY LTD		\$ 748.35
15943	28/06/2024	SYNERGY		\$ 125.67
15944	28/06/2024	WATER CORPORATION		\$ 1,493.90
		TOTALS CHEQUE		\$ 33,286.83
DD15012.2	01/06/2024	CRISP WIRELESS PTY LTD		\$ 238.00
DD15026.1	02/06/2024	WA TREASURY		\$ 21,416.28
DD15061.1	28/06/2024	3E ADVANTAGE PTY LTD		\$ 1,095.05
DD15084.1	23/06/2024	ANZ BANK		\$ 61.65
		TOTALS DIRECT DEBIT		\$ 22,749.33
DD15024.1	12/06/2024	AWARE SUPER		\$ 5,095.98
DD15024.2	12/06/2024	REST INDUSTRY SUPER		\$ 246.63
DD15024.3	12/06/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 232.37
DD15024.4	12/06/2024	PRIME SUPER		\$ 529.50
DD15024.5	12/06/2024	NETWEALTH INVESTMENTS		\$ 275.54
DD15024.6	12/06/2024	ANZ SUPER		\$ 35.81
DD15024.7	12/06/2024	FIRSTCHOICE WHOLESALE PERSONAL SUPERANNUATION		\$ 254.13
DD15024.8	12/06/2024	SPIRIT SUPER		\$ 362.40
DD15024.9	12/06/2024	AMP SIGNATURE SUPER		\$ 236.63
DD15057.1	26/06/2024	AWARE SUPER		\$ 5,087.52
DD15057.2	26/06/2024	REST INDUSTRY SUPER		\$ 247.49
DD15057.3	26/06/2024	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS		\$ 237.27
DD15057.4	26/06/2024	PRIME SUPER		\$ 374.30
DD15057.5	26/06/2024	NETWEALTH INVESTMENTS		\$ 275.54
DD15057.6	26/06/2024	ANZ SUPER		\$ 109.83
DD15057.7	26/06/2024	FIRSTCHOICE WHOLESALE PERSONALSUPERANNUATION		\$ 255.85
DD15057.8	26/06/2024	SPIRIT SUPER		\$ 363.42
DD15057.9	26/06/2024	AMP SIGNATURE SUPER		\$ 236.63
DD15024.10	12/06/2024	AUSTRALIAN SUPER		\$ 253.53
DD15057.10	26/06/2024	AUSTRALIAN SUPER		\$ 253.53
		TOTALS SUPERANNUATION		\$ 14,963.90
63100624	10/06/2024	TELSTRA		\$ 1,644.69
63280624	28/06/2024	TELSTRA		\$ 1,699.65
		TOTALS BPAY		\$ 3,344.34
98040624	04/06/2024	DEPT OF TRANSPORT		\$ 474.30
98050624	05/06/2024	DEPT OF TRANSPORT		\$ 677.60
98060624	06/06/2024	DEPT OF TRANSPORT		\$ 388.15
98120624	12/06/2024	DEPT OF TRANSPORT		\$ 503.55
98130624	13/06/2024	DEPT OF TRANSPORT		\$ 51.10
98170624	17/06/2024	DEPT OF TRANSPORT		\$ 2,215.15
98180624	18/06/2024	DEPT OF TRANSPORT		\$ 2,250.10
98190624	19/06/2024	DEPT OF TRANSPORT		\$ 972.90
98200624	20/06/2024	DEPT OF TRANSPORT		\$ 3,559.10
98240624	24/06/2024	DEPT OF TRANSPORT		\$ 426.25
98250624	25/06/2024	DEPT OF TRANSPORT		\$ 9,220.85
98260624	26/06/2024	DEPT OF TRANSPORT		\$ 99.70
98270624	27/06/2024	DEPT OF TRANSPORT		\$ 1,654.15
98280624	28/06/2024	DEPT OF TRANSPORT		\$ 1,954.10
		TOTALS LICENSING		\$ 24,447.00

Chq/EFT	Date	Name	TRUST	MUNI
12/06/2024	12/06/2024	PAYROLL		\$ 47,258.00
26/06/2024	26/06/2024	PAYROLL		\$ 46,564.00
		TOTALS PAYROLL		\$ 93,822.00
		ACCOUNT TOTALS	\$ 123.30	\$ 510,357.40
		TOTAL PAYMENTS FOR JUNE 2024		\$ 510,480.70

Chq/EFT	Date	Name	TRUST	MUNI
		<u>Credit Card Payment Summary</u>		
		<u>23rd MAY 2024 - 23rd JUNE 2024</u>		
		CARD ENDING XXXX224175		DEPUTY CEO
	DATE	COMPANY		
	28/05/2024	BUILDING COMISSION		\$ 61.65
				<u>Total For This Card</u>
				\$ 61.65
				<u>TOTAL FOR SHIRE OF WICKEPIN</u>
				\$ 61.65
		<u>Fuel Card JUNE 2024</u>		
	Job	Job Description		
	P1915	HINO 500 SERIES 1628 MEDIUM NINE TRUCK		\$ 432.34
	P1955A	FUSO CANTER 7.5T CREW CAB		\$ 2,908.95
	P2283	TOYOTA FORKLIFT 1.4 TON - LRC1		\$ 164.46
	P237	TOYOTA COMMUNITY BUS		\$ 239.72
	P2433	HINO FG 1628 TRUCK		\$ 613.50
	P2473	HINO 300 SERIES 921 AUTO TRADE ACE		\$ 343.15
	P2489	BOBCAT T650 TRACK LOADER		\$ 86.59
	P2495	TORO REELMASTER 5510		\$ 53.51
	P2567	ISUZU DMAX - WHITE CREW CAB CHASSIS AUTO		\$ 533.09
	P342	HINO 700 SERIES FS2848		\$ 87.61
	P468	HOLDEN COLORADO 4X4- GARDENER'S UTE		\$ 316.10
	P632	ISUZZ D-MAX 4X4 SINGLE CAB CHASSIS SX AUTO		\$ 170.01
	P664	JOHN DEERE Z997 RIDE ON MOWER - GREEN		\$ 286.49
	P698	FUSO CANTER 815 7.5T TRUCK - GARDENERS		\$ 148.07
	P706	HOLDEN COLORADO 4X4 - MEHCANIC UTE		\$ 565.54
	P813	CAT 12H GRADER 2017		\$ 728.85
	P822	HITACHI ZW150-5B WHEEL LOADER		\$ 762.49
	PCEO	ISUZU MU-X 4X4 LSU 3.0L AUTO MINERAL WHITE		\$ 61.73
	PMWS	ISUZU D MAX 4X4 MINERAL WHITE CREW CAB		\$ 221.66
		TOTAL FOR SHIRE OF WICKEPIN		\$ 8,723.86



SHIRE OF WICKEPIN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 June 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Wickepin

Compilation Report

For the Period Ended 30 June 2024

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 June 2024 of \$1,712,990.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

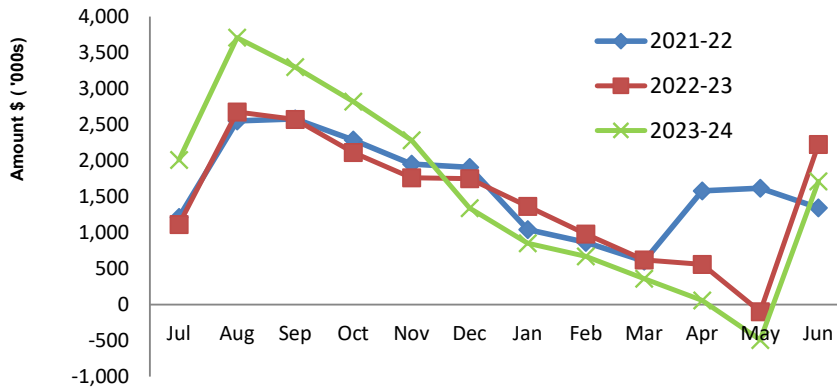
Prepared by: E.Clement DCEO

Date prepared: 10-Jul-24

Reviewed by: K Bartley - CEO

Shire of Wickepin
Monthly Summary Information
For the Period Ended 30 June 2024

Liquidity Over the Year (Refer Note 3)



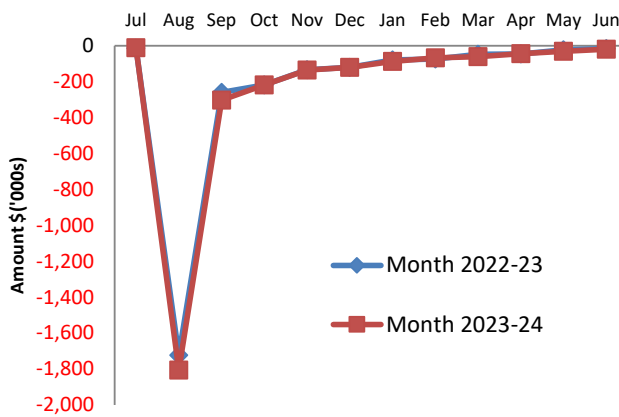
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 2,054,002
Restricted	\$ 3,239,614
	\$ 5,293,616

Receivables

Rates	\$ 20,238
Other	\$ 24,809
	\$ 45,047

Rates Receivable (Refer Note 6)



**Accounts Receivable Ageing (non-rates)
(Refer Note 6)**

Comments

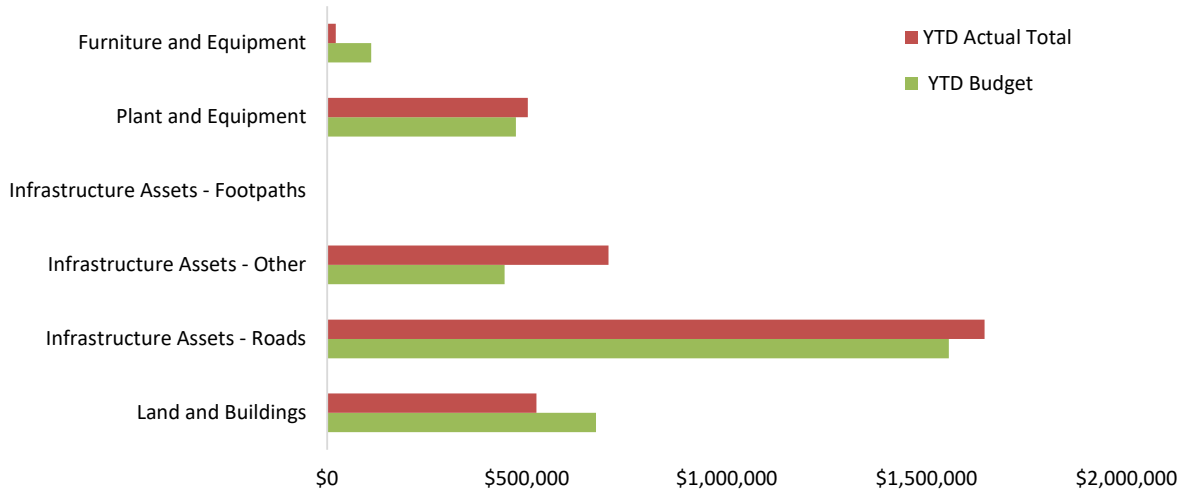
Unrestricted cash includes the following payments in advance

23/24 Grants Commission - General	\$1,156,701
23/24 Grants Commission - Roads	\$650,457
Amounts paid in advance	\$1,807,158

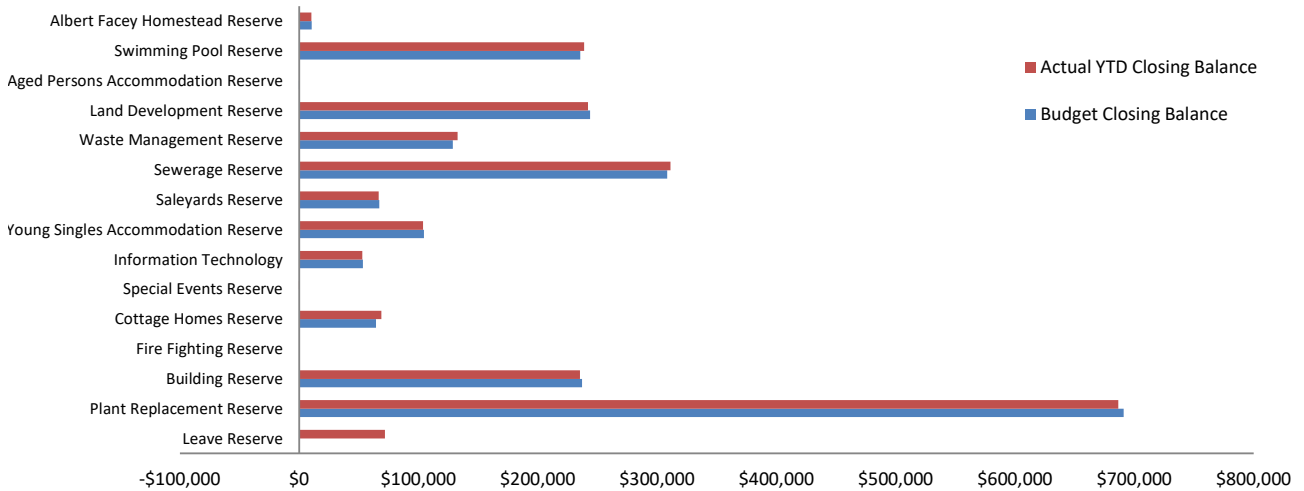
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Wickepin
Monthly Summary Information
 For the Period Ended 30 June 2024

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

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

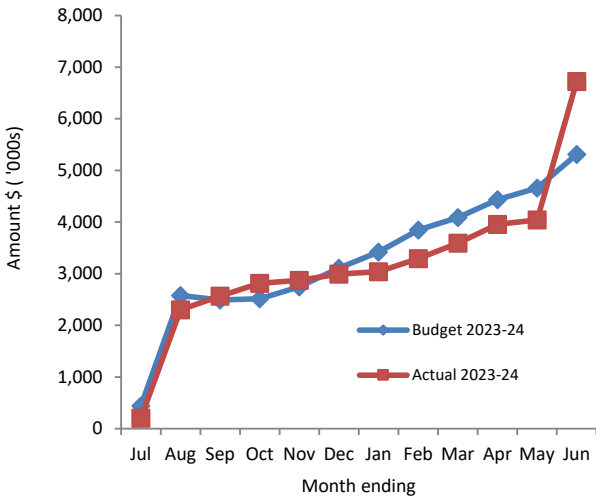
Shire of Wickepin

Monthly Summary Information

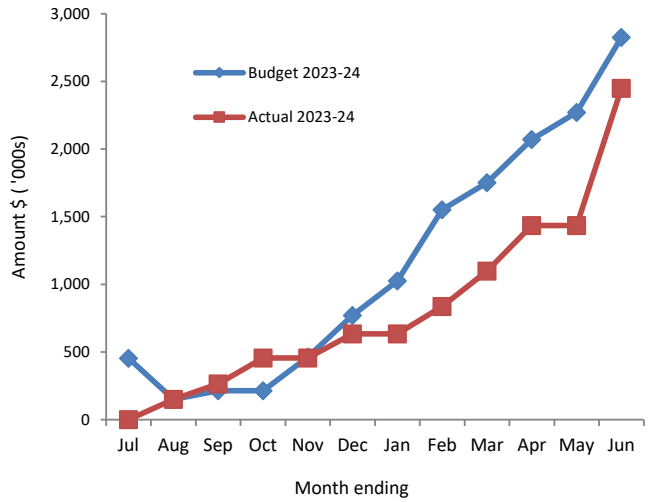
For the Period Ended 30 June 2024

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

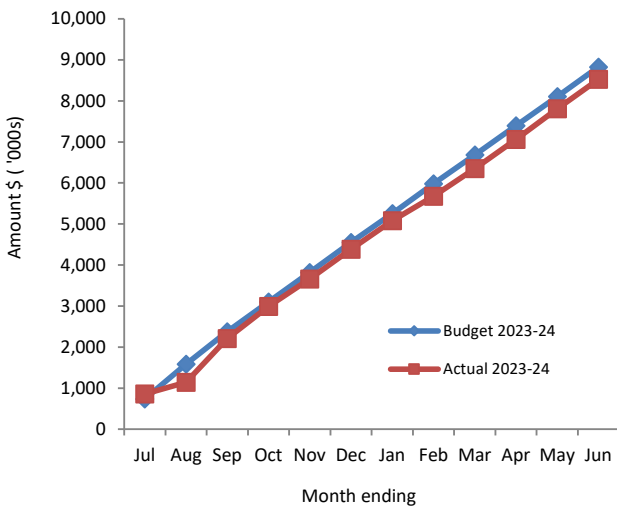


Budget Capital Revenue -v- Actual (Refer Note 2)

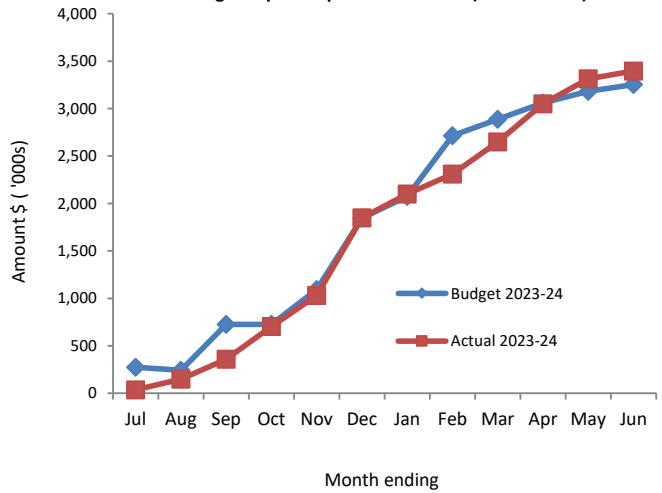


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2024

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues	\$	\$	\$	\$	%	
Governance	100	100	45,157	45,057	45056.73%	▲
General Purpose Funding - Rates	9	1,566,800	1,566,800	1,562,783	(4,017)	(0.26%)
General Purpose Funding - Other	361,100	361,100	2,042,886	1,681,786	465.74%	▲
Law, Order and Public Safety	130,500	130,500	125,363	(5,137)	(3.94%)	
Health	200	200	356	156	78.00%	
Education and Welfare	300	300	100	(200)	(66.67%)	
Housing	227,700	227,700	232,819	5,119	2.25%	
Community Amenities	292,100	292,100	352,172	60,072	20.57%	▲
Recreation and Culture	1,171,100	1,171,100	716,118	(454,982)	(38.85%)	▼
Transport	1,452,700	1,452,700	1,495,293	42,593	2.93%	
Economic Services	77,000	77,000	101,414	24,414	31.71%	▲
Other Property and Services	30,000	30,000	47,966	17,966	59.89%	▲
Total Operating Revenue	5,309,600	5,309,600	6,722,428	1,412,828		
Operating Expense						
Governance	(617,733)	(617,733)	(603,381)	14,352	2.32%	
General Purpose Funding	(109,700)	(109,700)	(102,729)	6,971	6.35%	
Law, Order and Public Safety	(290,300)	(290,300)	(245,335)	44,965	15.49%	▼
Health	(32,300)	(32,300)	(22,631)	9,669	29.93%	
Education and Welfare	(47,200)	(47,200)	(28,174)	19,026	40.31%	▼
Housing	(178,900)	(178,900)	(150,841)	28,059	15.68%	▼
Community Amenities	(679,100)	(679,100)	(594,059)	85,041	12.52%	▼
Recreation and Culture	(1,412,200)	(1,412,200)	(1,316,557)	95,643	6.77%	
Transport	(5,103,500)	(5,103,500)	(4,930,366)	173,134	3.39%	
Economic Services	(343,700)	(343,700)	(252,115)	91,585	26.65%	▼
Other Property and Services	(14,100)	(14,100)	(279,855)	(265,755)	(1884.78%)	▲
Total Operating Expenditure	(8,828,733)	(8,828,733)	(8,526,044)	302,689		
Funding Balance Adjustments						
Add back Depreciation	4,785,500	4,785,500	4,848,503	63,003	1.32%	
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	(28,200)	(75,661)	(47,461)	168.30%
Adjust Provisions and Accruals	(71,100)		0	0		
Adjust Rounding	0	0	0			
Net Cash from Operations	1,167,067	1,238,167	2,969,225.08	1,731,058		
Capital Revenues						
Proceeds from Disposal of Assets	8	253,000	168,667	279,324	110,658	65.61%
Total Capital Revenues	253,000	168,667	279,324	110,658		
Capital Expenses						
Land and Buildings	13	(692,500)	(672,500)	(523,196)	149,304	22.20%
Infrastructure - Roads	13	(1,555,100)	(1,555,100)	(1,644,779)	(89,679)	(5.77%)
Infrastructure -Other	13	(443,500)	(443,500)	(704,086)	(260,586)	(58.76%)
Plant and Equipment	13	(472,000)	(472,000)	(501,792)	(29,792)	(6.31%)
Furniture and Equipment	13	(110,000)	(110,000)	(21,821)	88,179	80.16%
Total Capital Expenditure	(3,273,100)	(3,253,100)	(3,395,674)	(142,574)		
Net Cash from Capital Activities	(3,020,100)	(3,084,433)	(3,116,350)	(31,916)		
Financing						
Transfer from Reserves	7	113,100	0	42,424	42,424	
Repayment of Debentures	10	(40,000)	(40,000)	(40,031)	(31)	(0.08%)
Transfer to Reserves	7	(569,300)	0	(431,743)	(431,743)	
Net Cash from Financing Activities	(496,200)	(40,000)	(429,350)	(389,350)		
Net Operations, Capital and Financing	(2,349,233)	(1,886,266)	(576,475)	1,309,792		
Opening Funding Surplus(Deficit)	3	2,349,233	2,349,233	2,289,464	(59,769)	(2.54%)
Closing Funding Surplus(Deficit)	3	0	462,967	1,712,990	1,249,903	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF WICKEPIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 June 2024

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,552,400	1,552,400	1,548,262	(4,138)	(0.27%)	
Rates excluding General Rates	9	14,400	14,400	14,521			
Operating Grants, Subsidies and Contributions	11	221,600	221,600	1,905,291	1,683,691	759.79%	▲
Fees and Charges		469,700	469,700	872,156	402,456	85.68%	▲
Interest Earnings		105,500	105,500	86,658	(18,842)	(17.86%)	▼
Other Revenue		255,700	255,700	45,121	(210,579)	(82.35%)	▼
Profit on Disposal of Assets	8	34,400	34,400	80,997	46,597		
Total Operating Revenue		2,653,700	2,653,700	4,553,006	1,899,185		
Operating Expense							
Employee Costs		(1,594,800)	(1,594,800)	(1,615,988)	(21,188)	(1.33%)	
Materials and Contracts		(1,919,633)	(1,919,633)	(1,534,851)	384,782	20.04%	▲
Utility Charges		(231,600)	(231,600)	(226,192)	5,408	2.34%	
Depreciation on Non-Current Assets		(4,785,500)	(4,785,500)	(4,848,503)	(63,003)	(1.32%)	
Interest Expenses		(2,800)	(2,800)	(2,803)	(3)	(0.11%)	
Insurance Expenses		(255,700)	(255,700)	(243,994)	11,706	4.58%	
Other Expenditure		(32,500)	(32,500)	(48,378)	(15,878)	(48.85%)	▼
Loss on Disposal of Assets	8	(6,200)	(6,200)	(5,335)	865	13.95%	
Total Operating Expenditure		(8,828,733)	(8,828,733)	(8,526,044)	302,689		
Funding Balance Adjustments							
Add back Depreciation		4,785,500	4,785,500	4,848,503	63,003	1.32%	
Adjust (Profit)/Loss on Asset Disposal	8	(28,200)	(28,200)	(75,661)	(47,461)	168.30%	
Adjust Provisions and Accruals		(71,100)			0		
Adjust Rounding		0	0	0			
Net Cash from Operations		(1,488,833)	(1,417,733)	799,803	2,217,415		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,655,900	2,655,900	2,169,422	(486,478)	(18.32%)	▼
Proceeds from Disposal of Assets	8	253,000	168,667	279,324	110,658	65.61%	▲
Proceeds from Sale of Assets		0	0	0	0		
Total Capital Revenues		2,908,900	2,824,567	2,448,747	(375,820)		
Capital Expenses							
Land and Buildings	13	(692,500)	(672,500)	(523,196)	149,304	22.20%	▲
Infrastructure - Roads	13	(1,555,100)	(1,555,100)	(1,644,779)	(89,679)	(5.77%)	
Infrastructure - Drainage	13	(443,500)	(443,500)	(704,086)	(260,586)	(58.76%)	▼
Plant and Equipment	13	(472,000)	(472,000)	(501,792)	(29,792)	(6.31%)	
Furniture and Equipment	13	(110,000)	(110,000)	(21,821)	88,179	80.16%	▲
Total Capital Expenditure		(3,273,100)	(3,253,100)	(3,395,674)	(142,574)		
Net Cash from Capital Activities		(364,200)	(428,533)	(946,927)	(518,394)		
Financing							
Transfer from Reserves	7	113,100	0	42,424	42,424		
Repayment of Debentures	10	(40,000)	(40,000)	(40,031)	(31)	(0.08%)	
Transfer to Reserves	7	(569,300)	0	(431,743)	(431,743)		▼
Net Cash from Financing Activities		(496,200)	(40,000)	(429,350)	(389,350)		
Net Operations, Capital and Financing		(2,349,233)	(1,886,266)	(576,474)	1,309,671		
Opening Funding Surplus(Deficit)	3	2,349,233	2,349,233	2,289,464	(59,769)	(2.54%)	
Closing Funding Surplus(Deficit)	3	0	462,967	1,712,990	1,249,902		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

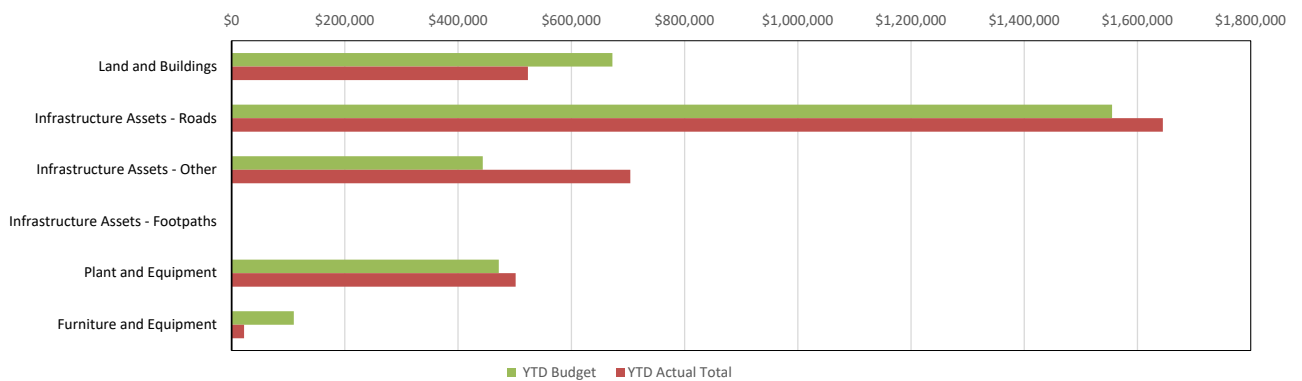
SHIRE OF WICKEPIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 June 2024

Capital Acquisitions	Note	YTD 30 06 2024					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 523,196	\$ 0	\$ 523,196	\$ 672,500	\$ 692,500	\$ (149,304)
Infrastructure Assets - Roads	13		1,644,779	1,644,779	1,555,100	1,555,100	89,679
Infrastructure Assets - Other	13	704,086	0	704,086	443,500	443,500	260,586
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Plant and Equipment	13	501,792	0	501,792	472,000	472,000	29,792
Furniture and Equipment	13	21,821	0	21,821	110,000	110,000	(88,179)
Capital Expenditure Totals		1,750,895	1,644,779	3,395,674	3,253,100	3,273,100	142,574

Funded By:

Capital Grants and Contributions	2,169,422	2,655,900	2,655,900	486,478
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	279,324	168,667	(28,200)	110,658
Own Source Funding - Cash Backed Reserves		0		0
Total Own Source Funding - Cash Backed Reserves	440,592	0		440,592
Own Source Funding - Operations		428,533	645,400	428,533
Capital Funding Total	2,889,339	3,253,100	3,273,100	(363,761)

Capital Expenditure Program YTD



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also 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.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses 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.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and 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 reported as short term borrowings in current liabilities in the statement of financial position.

(g) 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.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) 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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Roads	20 to 50 years
Footpaths	20 years
Sewerage Piping	100 years
Water Supply Piping and Drainage Systems	75 years
Infrastructure - Parks & Ovals	30 to 50 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council 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 even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

A Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment

The Strategic Community Plan defines the key objectives of the Shire as:

- (1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*
- (2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*
- (3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*
- (4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

(s) GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, swimming facilities, walk trails, public halls and Community Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF WICKEPIN
NOTES TO FINANCIAL ACTIVITY STATEMENT
For the Period Ended 30 June 2024

Note 2: EXPLANATION OF MATERIAL VARIANCES

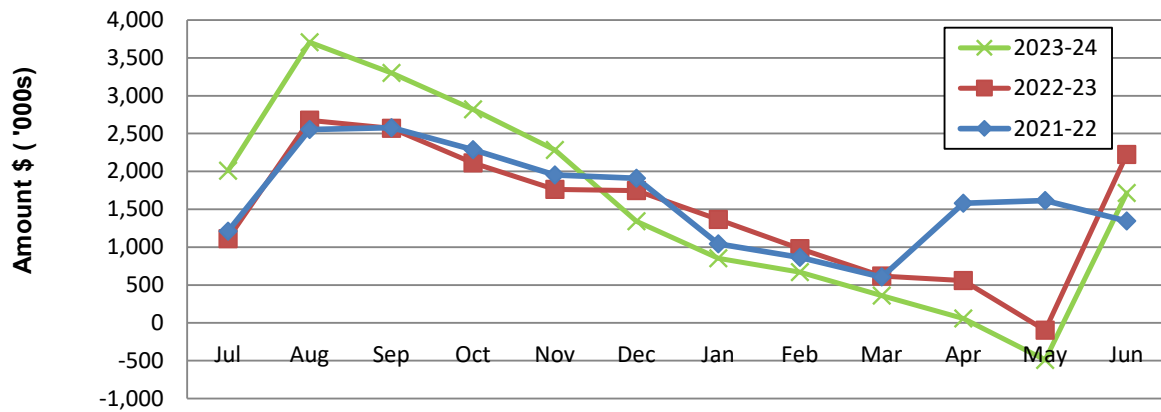
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	45,057	45057%	▲	Permanent	Paid Paental leave income
General Purpose Funding - Other	1,681,786	465.74%	▲	Permanent	Grants Commission funding increase
Law, Order and Public Safety	(5,137)	(3.94%)			
Health	156	78.00%			
Education and Welfare	(200)	(66.67%)			
Housing	5,119	2.25%			
Community Amenities	60,072	20.57%	▲	Permanent	Increase in Sewerage rates
Recreation and Culture	(454,982)	(38.85%)	▼	Timing	LRCI funding not yet received
Transport	42,593	2.93%			
Economic Services	24,414	31.71%	▲	Permanent	Increase in Standpipe income and Building Fees, Caravan Park Fees
Other Property and Services	17,966	59.89%	▲	Permanent	Increase in Private Works
Operating Expense					
Governance	14,352	2.32%			
General Purpose Funding	6,971	6.35%			
Law, Order and Public Safety	44,965	15.49%	▼	Timing	Bushfire Mitagation Officer not in place, Fire insurance under budget
Health	9,669	29.93%			
Education and Welfare	19,026	40.31%	▼	Timing	Donations Lower YTD,
Housing	28,059	15.68%	▼	Timing	Building Maintenance Lower YTD
Community Amenities	85,041	12.52%	▼	Timing	Plans not yet completed, Cemetery maintenance not yet expended
Recreation and Culture	95,643	6.77%			
Transport	173,134	3.39%			
Economic Services	91,585	26.65%	▼	Timing	Concept plan not yet expended.
Other Property and Services	(265,755)	(1884.78%)	▲	Permanent	Private works increase, Long service leave not budgeted
Capital Revenues					
Grants, Subsidies and Contributions	(486,478)	(18.32%)	▼	Timing	LRCI funding not yet received
Proceeds from Disposal of Assets	110,658	65.61%	▲	Timing	Higher proceeds
Capital Expenses					
Land and Buildings	149,304	22.20%	▼	Timing	Projects yet to be completed (LY Ablution, HS Caravan Park, Fencing)
Infrastructure - Roads	(89,679)	(5.77%)			
Infrastructure - Other	(260,586)	(58.76%)	▲	Timing	Skate Park Fencing higher
Infrastructure - Footpaths	0				
Plant and Equipment	(29,792)	(6.31%)			
Furniture and Equipment	88,179	80.16%	▼	Timing	Change to Chambers upgrade , CCTV plan not yet completed
Financing					
Loan Principal	(31)	(0.08%)			

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Jun 2024	30 June 2023	YTD 30 Jun 2023
Note		\$	\$	\$
Current Assets				
4	Cash Unrestricted	2,054,002	2,839,188	3,054,752
4	Cash Restricted	3,239,614	3,179,786	2,824,404
6	Receivables - Rates	20,238	16,420	157,827
6	Receivables -Other	24,809	251,825	5,929
	Interest / ATO Receivable/Trust	17,594	44,240	25,304
		5,356,257	6,331,460	6,068,216
Less: Current Liabilities				
-	Payables	59,328	(169,230)	(210,020)
-	Contract Liabilities	145,127	(493,592)	(853,441)
-	Provisions	199,200	(199,388)	(227,654)
		403,654	(862,210)	(1,291,116)
7	Less: Cash Reserves	3,239,614	(3,179,786)	(2,824,404)
	Net Current Funding Position	1,712,990	2,289,464	1,952,696

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	0.00%	1,773,967			1,773,967	ANZ	At Call
Reserve Bank Account	0.00%		3,239,614		3,239,614	ANZ	At Call
Trust Bank Account	0.00%			79,537	79,537	ANZ	At Call
Cash On Hand	Nil	700.00			700	N/A	On Hand
(b) Term Deposits							
Municipal					0		
Municipal					0		
Municipal	4.30%	279,095			279,095	WA Treasury	At Call
Reserve	0.40%				0		
Trust	0.40%				0		
Total		2,053,762	3,239,614	79,537	5,372,913		

Comments/Notes - Investments

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 6: RECEIVABLES

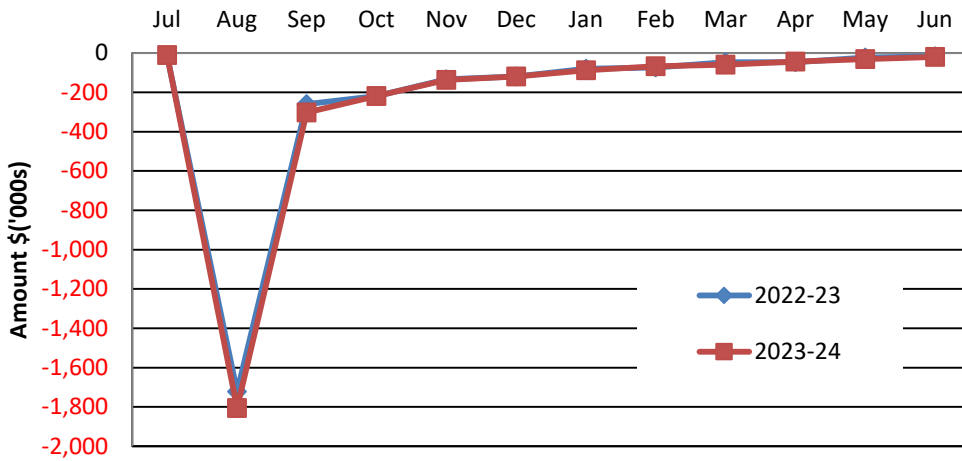
Receivables - Rates Receivable

Opening Arrears Previous Years
 Levied this year
Less Collections to date
 Equals Current Outstanding

Net Rates Collectable
 % Collected

	YTD 30 Jun 2024	30 June 2023
	\$	\$
Opening Arrears Previous Years	16,420	19,522
Levied this year	1,753,996	1,654,442
<u>Less Collections to date</u>	(1,750,178)	(1,657,544)
Equals Current Outstanding	20,238	16,420
Net Rates Collectable	20,238	16,420
% Collected	98.86%	99.02%

Note 6 - Rates Receivable



Comments/Notes - Receivables Rates

Receivables - General

Receivables - General

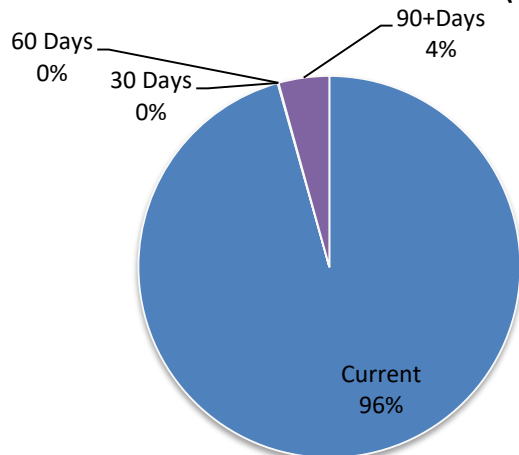
	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	23,726	19		1,064

Total Receivables General Outstanding

24,808.72

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



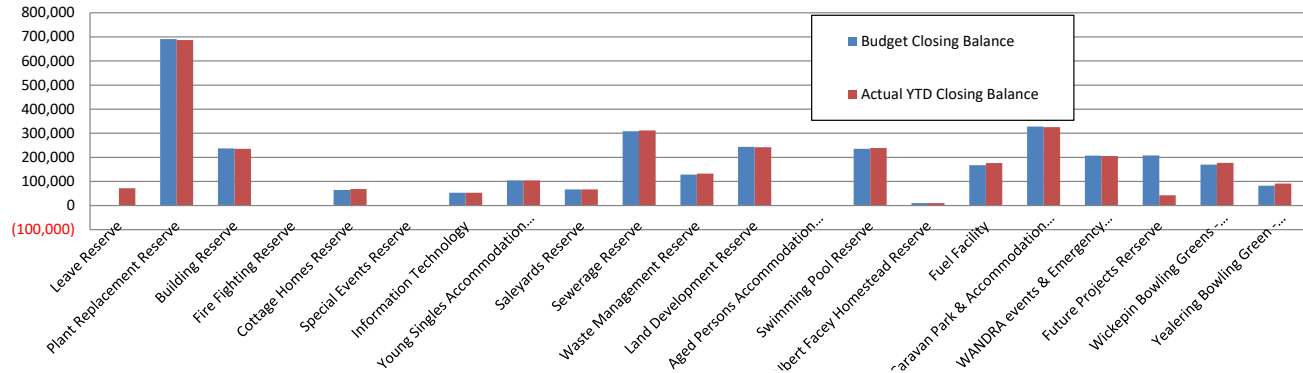
Comments/Notes - Receivables General

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 7: Cash Backed Reserve

2023-24	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Name	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	71,069		769			71,100			0	71,838
Plant Replacement Reserve	619,898	11,100	6,703	60,000	60,000				690,998	686,601
Building Reserve	232,817	4,200	2,526						237,017	235,343
Fire Fighting Reserve	23,063		247			23,100	23,310		(0)	0
Cottage Homes Reserve	63,166	1,100	686		5,000				64,266	68,851
Special Events Reserve	15,176		164			15,200	15,341		0	(0)
Information Technology	52,428	900	567						53,328	52,995
Young Singles Accommodation Reserve	102,700	1,800	1,111						104,500	103,812
Saleyards Reserve	66,005	1,200	714						67,205	66,719
Sewerage Reserve	302,999	5,400	3,279		5,000				308,399	311,278
Waste Management Reserve	126,418	2,300	1,368		5,000				128,718	132,786
Land Development Reserve	239,389	4,300	2,591						243,689	241,979
Aged Persons Accommodation Reserve	3,733		40			3,700	3,773		(0)	(0)
Swimming Pool Reserve	231,238	4,200	2,503		5,000				235,438	238,740
Albert Facey Homestead Reserve	10,144	200	110						10,344	10,254
Fuel Facility	164,759	3,000	1,754		10,000				167,759	176,513
Caravan Park & Accommodation Reserve	322,021	5,800	3,506						327,821	325,528
WANDRA events & Emergency Repairs Reserve	203,274	3,700	2,207						206,974	205,481
Future Projects Reserve		1,300	1	206,600	42,424				207,900	42,424
Wickepin Bowling Greens - Replacement	0	1,000	1,840	168,800	175,048				169,800	176,888
Yealering Bowling Green - Replacement	0	500	886	81,900	90,696				82,400	91,583
	2,850,295	52,000	33,575	517,300	398,168	113,100	42,424		3,306,554	3,239,614

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget			
				YTD 30 06 2024			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
57,272	3,829	48,329	(5,114)	CEO	(1,850)	(5,114)	(3,264)
50,023	1,658	48,397	33	CEO	(1,850)	33	1,883
60,359	7,541	52,598	(220)	PWS	(2,600)	(220)	2,380
190,000	140,963	130,000	80,963	Loader	31,500	80,963	49,463
			0	Mower	3,000	0	(3,000)
			0			0	0
			0			0	0
			0			0	0
357,654	153,991	279,324	75,661		28,200	75,661.43	47,461

Comments - Capital Disposal/Replacements

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV	0.078864	145	1,501,516	119,031	532	0	119,563	118,416			118,416
UV	0.006166	272	242,206,610	1,486,518	1,100		1,487,618	1,485,517	778		1,486,295
Mining UV	0.006166	5	944,112	4,190			4,190	8,040			8,040
Sub-Totals		422	244,652,238	1,609,739	1,632	0	1,611,371	1,611,973	778	0	1,612,751
Minimum Payment	Minimum \$										
GRV	500	115	360,400	63,250			63,250	63,800			63,800
UV	500	25	1,332,127	13,750			13,750	15,950	778		15,950
Mining UV	500	7		3,850			3,850				
Sub-Totals		147	1,692,527	80,850	0	0	80,850	79,750	778	0	79,750
Ex Gratia Rates							1,692,221				1,692,501
Discount							14,521				14,400
Rates Writeoffs							(143,897)				(140,000)
Amount from General Rates							(62)				(100)
Specified Area Rates							1,562,782				1,566,801
Totals							1,562,782				1,566,801

Comments - Rating Information

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-23	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 103 -Staff House	309,540		40031	40,031	309,540	309,540	2801	2,801	2/12/2030
	309,540	0	40,031	40,031	309,540	309,540	2,801	2,801	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2023-24 Budget	Variations Additions (Deletions)			Recoup Status	
					Operating	Capital	Received	Not Received
					\$	\$	\$	\$
GENERAL PURPOSE FUNDING		(Y/N)	\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y		0	0	0	1,074,410	(1,074,410)
Grants Commission - Roads	WALGGC	Y		0	0	0	609,215	(609,215)
GOVERNANCE		Y					0	0
LAW, ORDER, PUBLIC SAFETY								
DFES Grant - Operating Bush Fire Brigade	DFES	Y	61,600	0	61,600	0	61,620	(20)
				0				0
HOUSING								
WSAHA Grant	DPIRD	Y	150,000			150,000	150,000	0
EDUCATION & WELFARE		N						0
		N			0	0		0
COMMUNITY AMENITIES								
LY Ablution (From Contract Liabilities)		Y	104,500			104,500	104,470	30
RECREATION AND CULTURE	From							
Wogolin Playground (From Contract Liabilities)	LRCI Phase 1	Y	36,369			36,369	36,369	0
	LRCI Phase 2	Y	26,136			26,136	26,136	0
	LRCI Phase 3	Y	415,000			415,000	389,122	25,878
	LRCI Phase 4	Y	675,595			675,595	199,143	675,595
	LRCI Phase 4							(199,143)
Boat Ramp Grant		Y	26,594			26,594	23,285	3,309
ECONOMIC SERVICES								
LRCI Funding		Y					0	0
		N						0
TRANSPORT								
Roads To Recovery Grant - Cap	Roads to Recovery	Y	263,900	0	0	263,900	263,929	(29)
RRG Grants - Capital Projects	Regional Road Group	Y	984,400	0	0	984,400	976,968	7,432
Direct Grant - Maintenance	Dept. of Transport	Y	160,000	0	160,000	0	160,046	(46)
TOTALS			2,904,094	0	221,600	2,682,494	4,074,713	(1,170,619)

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 12: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 23	Amount Received	Amount Paid	Closing Balance 30-Jun-24
	\$	\$	\$	\$
Housing Bonds	0	1,640	-1,640	0
Master Key Deposits	240	6,636	-6,384	492
Nomination Deposits	0	300	-300	0
Building and BCITF	1,128	2,108	-3,052	185
Cat/Dog Trap Hire	0	0	0	0
WDSC Replacement Greens	167,548	7,500	-175,048	0
Kidsport	0	0	0	0
Wickepin Community Harvest Fund	76,903	0	0	76,903
Albert Facey Homestead	0	0	0	0
Miscellaneous Trust	2,329	960	-840	2,449
Yealering Bowling Club Greens	81,896	8,800	-90,696	0
Licensing		221,649	-221,649	0
	330,045	249,593	-499,609	80,029

Level of Completion Indicators

- 0% ○
- 20% ○
- 40% ●
- 60% ●
- 80% ●
- 100% ●

SHIRE OF WICKEPIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 13: CAPITAL ACQUISITIONS

		30/06/2024					
Infrastructure Assets			Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
Land & Buildings							
Governance							
	Administration Office Upgrade	LAB2	10,000	10,000	9,005.95	994	
	Administration Office - Upgrade Carport	XAB3	20,000	20,000	17,500.00		
	Governance Total		30,000	10,000	26,505.95	994	
Education & Welfare							
	Wickepn Playgroup - Renew Gazebo	XPG1	6,000	6,000	0.00	6,000	
	Education & Welfare Total		6,000	6,000	0.00	6,000	
Housing							
	Capital Expenses To 7 Rintel Street	CSH1	7,000	7,000	8,450.00	(1,450)	
	7 Rintel Street - Renew Flooring	XSH1	5,000	5,000	0.00	5,000	
	14 Smith St - Upgrade Fencing	XSH12	15,000	15,000	0.00	15,000	
	Housing Total		27,000	27,000	8,450.00	18,550	
Other Housing							
	Aged Units - Johnston St - Wsaha	CLCH3	300,000	300,000	244,470.60	55,529	
	Other Housing Total		300,000	300,000	244,470.60	55,529	
Community Amenities							
	Wickepin Tip - New Building	XWT1	30,000	30,000	22,498.18		
	Land Purchases				32,555.94		
	Community Amenities Total		30,000	30,000	55,054.12	0	
Recreation and Culture							
	Swimming Pool - Renew Pump Shed Roof	XSP7	17,000	17,000	1,772.50	15,228	
	Lake Yealering Foreshore Ablutions	LYFA2	258,500	258,500	101,910.08	156,590	
	Toolibin Tennis Club - Lrci 4 - Ablutions	XTA1	0	0	37,872.14	(37,872)	
	Wickepin Community Centre - Change Rooms- LRCI Phase 4	XCC1	0	0	34,087.00	(34,087)	
	Wickepin Swimming Pool- Disable Toilet- LRCI Phase 4	XSP6	0	0	4,672.73	(4,673)	
	Recreation And Culture Total		275,500	275,500	180,314.45	95,186	
Transport							
	Public Works Dept (Old He Shed She Shed)	LPWC	10,000	10,000	8,400.53	1,599	
	Transport Total		10,000	10,000	8,400.53	1,599	
Economic Services							
	Harrismith Caravan Park - Renew Facilities	XCP3	14,000	14,000	0.00	14,000	
	Transport Total		14,000	14,000	0.00	14,000	
Land and Buildings Total			692,500	672,500	523,195.65	170,864	
Footpaths Total			0	0	0.00	0	
Furniture & Equipment							
Governance							
	Council Chambers - Upgrade Technology	XAB4	20,000	20,000	0.00	20,000	
	Administration Office - Upgrade Technology	XAB5	50,000	50,000	18,345.96	31,654	
	Various Locations - New Cctv System	XCTV	40,000	40,000	3,474.95	36,525	
	Governance Total		110,000	110,000	21,820.91	88,179	
	Furniture & Office Equip. Total		110,000	110,000	21,820.91	88,179	
Plant , Equip. & Vehicles							
Governance							
	Ceo Vehicle 4X4 Wagon (1) Renew	XCEO1	60,000	60,000	50,022.73	9,512	
	Ceo Vehicle 4X4 Wagon (2) - Renew	XCEO2	60,000	60,000	50,488.18	9,512	
	Governance Total		120,000	120,000	100,510.91	9,512	
Recreation And Culture							
	Swimming Pool - Renew Pool Pumps	XSP5	30,000	30,000	27,443.20		
	Recreation And Culture Total		30,000	30,000	27,443.20	0	
Transport							
	Loader - Renew	XPM1	226,000	226,000	284,000.00	(58,000)	
	Mower - Renew	XPM2	26,000	26,000	24,180.95	1,819	
	Pws Vehicle 4X4 Wagon Dual Cab - Renew	XPWS	70,000	70,000	65,657.27	4,343	
	Transport Total		322,000	322,000	373,838.22	(51,838)	
	Plant , Equip. & Vehicles Total		472,000	472,000	501,792.33	(42,326)	
Infrastructure Other							
Recreation and Culture							
	Swimming Pool - Renew Pool Covers	XSP4	10,000	10,000	9,098.00		
	Wickepin Skate Park	5088	412,500	412,500	465,796.23	(53,296)	
	Wickepin Oval - Renew Cricket Pitch Covers	XWCP	16,000	16,000	16,053.35	(53)	
	Capital Wickepin War Memorial	CWWM1	5,000	5,000	5,415.23	(415)	
	Wickepin Community Centre - Playground- LRCI Phase 4	XCC2	0	0	140,000.00		
	Harrismith Community Centre Playground- LRCI Phase 4	XHC1	0	0	0.00		
	Wickepin District Sports Club Capital Infra Other	WDSO	0	0	27,800.00		
	Recreation And Culture Total		443,500	443,500	664,162.81	(53,765)	
Economic Services							
	Wickepin Fuel Facility - Lrci 4 - Resealing	XFF2	0	0	39,923.00	(39,923)	
	Economic Services Total		0	0	39,923.00	(39,923)	
	Infrastructure Other Total		443,500	443,500	704,085.81	0	
Roads							
Transport Regional Road Group							
	Wickepin Pingelly Road	RG001	451,000	451,000	487,768.78	(36,769)	
	Wickepin-Corrigin Rd	RG003	278,800	278,800	266,075.99	12,724	
	Cuballing East Road	WSF24	561,300	561,300	618,379.82	(57,080)	
	Regional Road Group Total		1,291,100	1,291,100	1,372,224.59	(81,125)	
Transport Roads to Recovery							
	Yarling Brook Road	R2R018	264,000	264,000	272,554.70	(8,555)	
	Roads to Recovery Total		264,000	264,000	272,554.70	(8,555)	
Council Resources Construction							
	Harrismith Layby - LRCI Phase 4	XH15	0	0	0.00	0	
	Council Resources Construction Total		0	0	0.00	0	
	Roads Total		1,555,100	1,555,100	1,644,779.29	(89,679.29)	
	Capital Expenditure Total		3,273,100	3,253,100	3,395,673.99	127,038	

2.1.15 Flag Protocol

OBJECTIVE: Bestow an honour and express a collective sense of sorrow at of loss of a person associated with the Shire of Wickepin.

Council will fly the Council flags at half-mast for all funerals held in the Shire of Wickepin if requested.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

2.1.15 Flag Protocol

OBJECTIVE: The objective of this policy is to ensure that the Shire of Wickepin protocols and practice of flying, displaying and lowering flags to half-mast is exercised in a consistent, respectful and appropriate manner at Shire owned/managed premises. Whilst bestowing an honour and express a collective sense of sorrow at of loss of a person associated with the Shire of Wickepin.

Scope

This policy applies to flags flown at Shire buildings and reserves only. Order is relevant to the number of poles available at the site and does not constitute a requirement for additional poles.

Policy

Introduction

The Australian National Flag is to be flown/displayed at Shire buildings during ordinary working hours on ordinary business days.

- In a two flagpole configuration, the Western Australian State Flag is to be flown.
- In a three flagpole configuration, the Western Australian State Flag and Aboriginal Flag is to be flown.
- In a four flagpole configuration, the Western Australian State Flag, Aboriginal Flag and Torres Strait Islander Flag is to be flown.

The flag configuration is to be used for Australian Citizenship Ceremonies in accordance with the Australian Citizenship Ceremonies Code.

Flying Flags

Flags will be flown in accordance with the Australian National Flag Protocols.

When flags may be flown at half-mast

The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:

- a) When advised by the Commonwealth and/or State Government.
- b) When a current or former Elected Member of the Shire passes away.
- c) When a Freeman of the Shire passes away.
- d) When a current Shire employee passes away.
- e) When a local resident who passes, a request by a family member or a local funeral services.

~~Council will fly the Council flags at half mast for all funerals held in the Shire of Wickepin if requested.~~

Approval to fly the flags at half-mast in circumstances b), c), d) or e) above is to be given by the Chief Executive Officer in consultation with the Shire President.

When the flags are flown at half-mast acknowledgment of the reason will be made via a post on the Shire's Facebook page.

Legislation

- Department of the Prime Minister and Cabinet – Australian Flags Booklet
- Department of the Prime Minister and Cabinet – Australian National Flags Protocol
- *Australian Flags Act 1953*
- *Local Government Act 1995*

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017
180320-02	19/02/2020
170321-03	17/02/2021
200422-12	16/03/2022

1.1 2.1.31 - Closed Circuit Television (CCTV) Policy

Purpose

The purpose of this policy is to establish clear parameters governing the use of the Shire of Wickepin's Closed Circuit Television (CCTV) systems across the Shire to assist in:

- a) creating a safer environment for residents and visitors to the Shire of Wickepin;
- b) access to analytics software and access to recorded footage and data;
- c) protect Council's assets and other assets under the control and care of Council.

Whilst CCTV cameras bring benefits to the community, such as a reduction in crime, which can lead to enhanced community safety and property protection in particular areas, it is recognised that crime will never totally be prevented.

Scope

This policy applies to all locations where the Shire has CCTV in place. It is acknowledged that CCTV cameras installed in public place locations as part of Council infrastructure, will capture images of the general public and staff performing work tasks. The provision of CCTV within the Shire of Wickepin is not designed to intentionally provide workplace surveillance unless specifically stated.

Mobile or temporary cameras that are used in the same manner as fixed CCTV cameras to achieve said objective of CCTV provision, are incorporated into the scope of this Policy. This policy does not relate to mobile or temporary cameras (including dash cams or body-worn cameras) that are primarily used for activities associated with enforcement by authorised Council officers in their delegated tasks; or for personal safety measures relevant to those tasks.

Definitions

Nil

Policy Details

The Shire will continue to design and implement programs that enhance safety, security and wellbeing in the community. The use of CCTV and analytics software will increase the community's feelings of security, safety and wellbeing.

The Shire's CCTV system and collected data will only be accessed by Shire employees or its agents authorised for this purpose.

Original recordings or data will not be released unless required by law or if requested by WA Police or the Australian Federal Police. All requests for access may be in writing.

The Shire may use footage in the investigation of breaches of its local laws or other relevant legislation.

Metadata from analytics software may be used to provide information to assist in the efficient use and management of the Shire's facilities.

Reference Documentation

Surveillance Devices Act 1998

Security and Related Activities (Control) Act 1996

Evidence Act 1906

Freedom of Information Act 1992

Relevant Management Practice

Nil

Notes, Forms and Templates

Nil

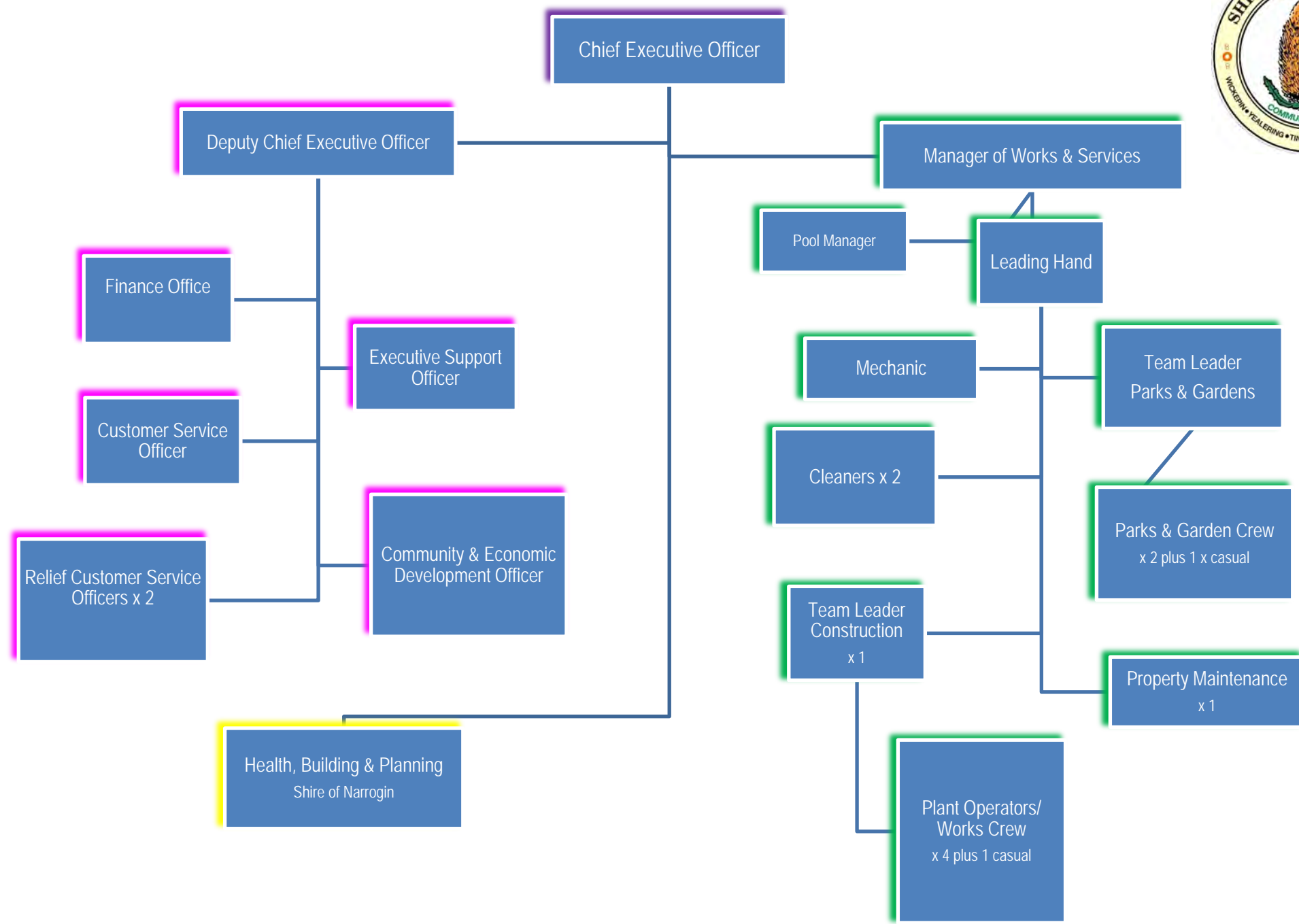
Policy Data

Adoption Date

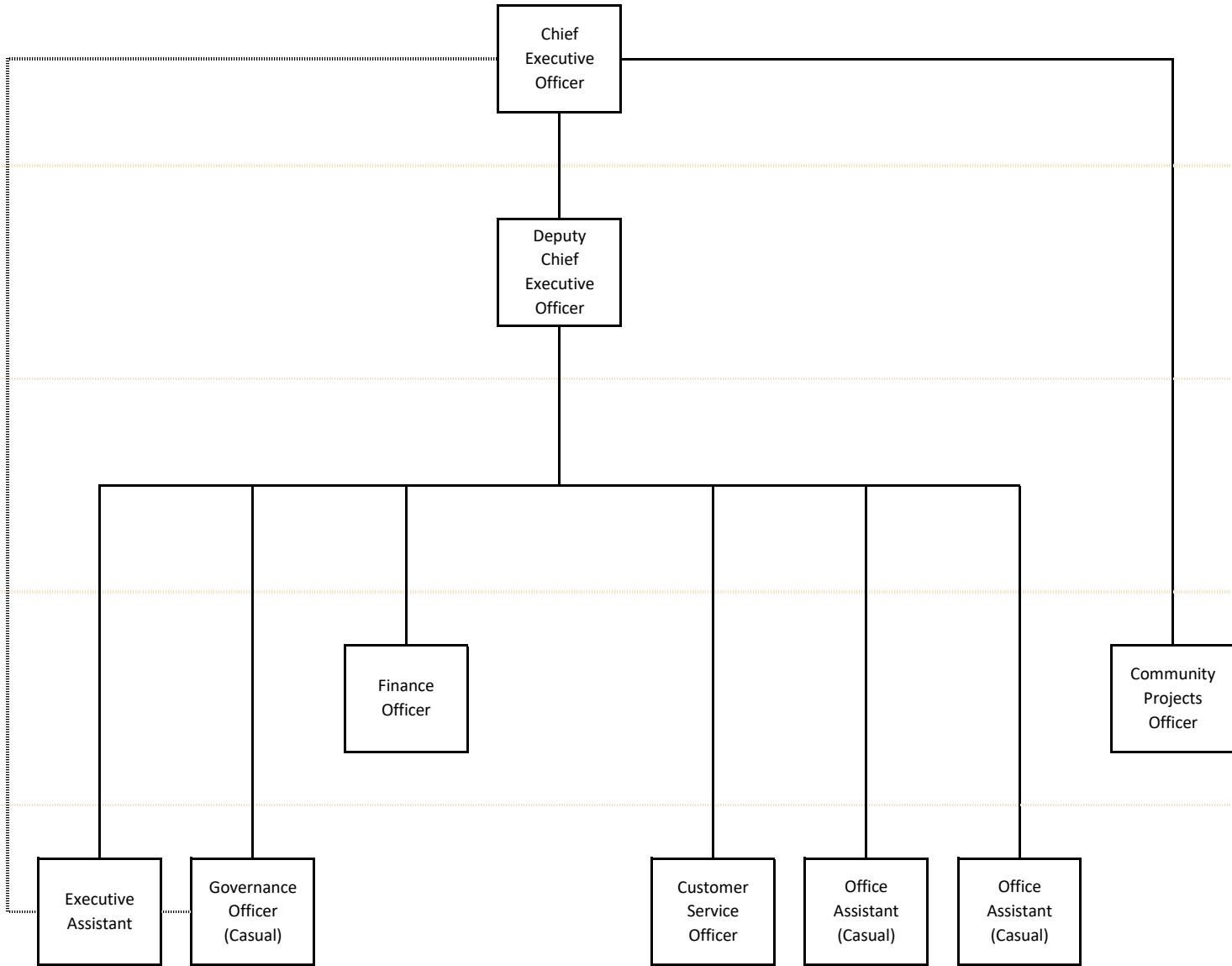
Decision Reference

Revision History

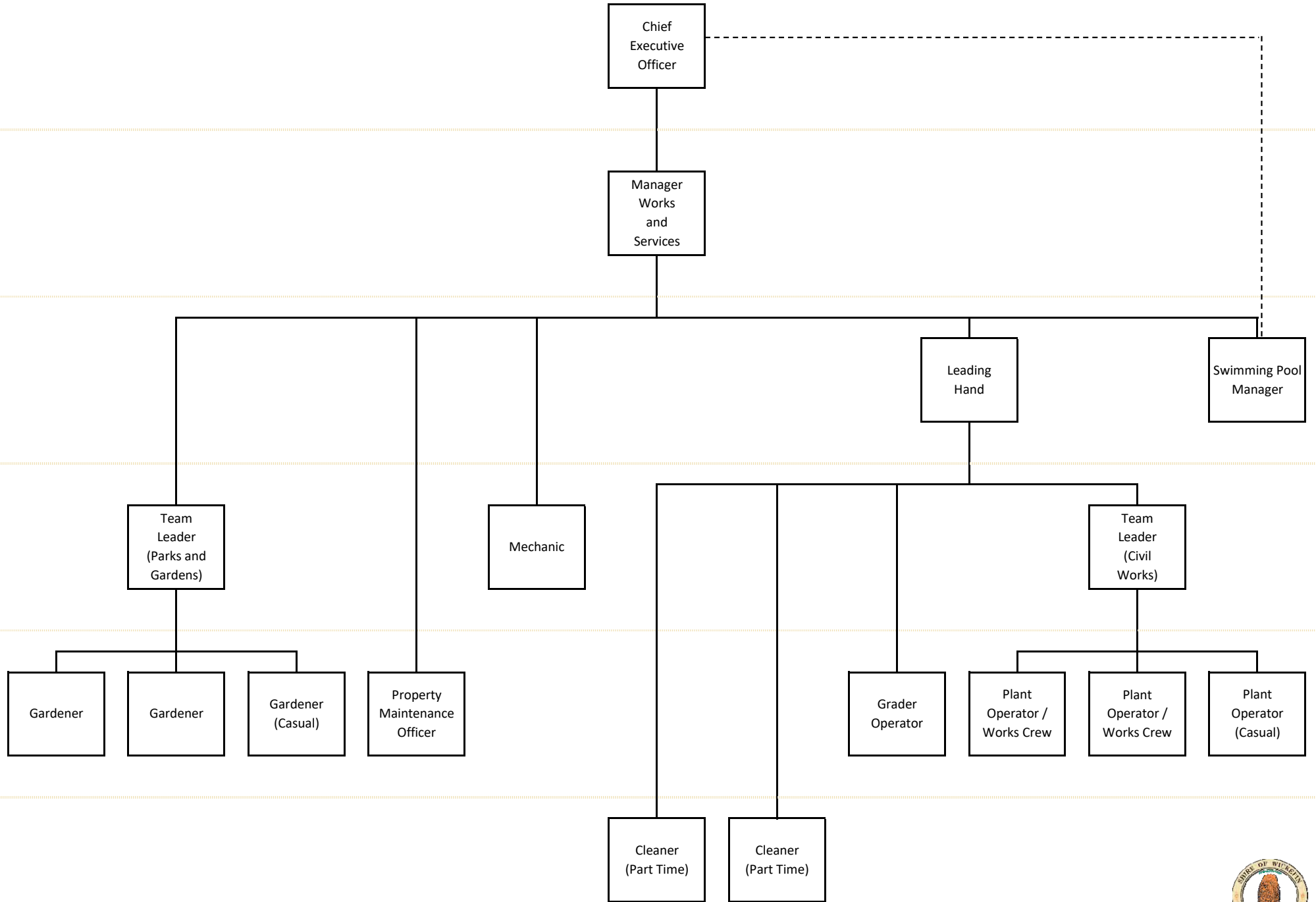
Shire of Wickepin – Current Organisational Structure



Organisational Structure (Administration)



Organisational Structure (Works and Services)



Functional Management Areas

These are the operational and functional groups that deliver services or provide internal support. These areas are where management's responsibility for the function sits. Operational tasks may cross business units. Each area plays a role in implementing the objectives of the Corporate Business Plan.

CEO	Infrastructure/Works	Corporate and Community
<ul style="list-style-type: none"> Council support Executive Management Agendas & Minutes Policy Formulation Economic Development Civic Functions Primary/Annual Returns Compliance Contracts & Agreements Marking & Comms Website & Facebook Management Shire Planning Services Special Projects Co-ordination Regional relations Local Government Legislation Internal Governance/Auditing Internal Regulatory Compliance Organisational Development/HR Pool Inspections Swimming Pool Environmental Health Services Building Services Town Planning Integrated Planning & Reporting Risk Management Emergency Management Community Development 	<ul style="list-style-type: none"> Animal Control Asset Management Parks & Gardens Public Open Spaces Public Building Inspections Water Re-use Management Sewerage Maintenance & Management Property Maintenance Cleaning Services Roads Network Cemetery Management Firebreaks (Reserves) RAMMS Roads Data Plant/Vehicle Management Property Maintenance Caravan Park Maintenance/Management Refuse Site Compliance Waste & Refuse Site Management Municipal Heritage Tenders OHS Emergency Response Special Projects 	<ul style="list-style-type: none"> Finance Budget Preparation Audit Reporting Procurement Contract Management Housing – tenancy Community Development Grants & Acquittals ITC DIAP Annual Reporting Records management Customer Service Admin Support Rates Payroll/HR OHS Insurance FOI & PID Library & Cultural Cleaning Services Cemetery Admin Community Bookings

Legal and statutory compliances are met, particularly related to asset infrastructure.

- The Annual Compliance Return demonstrates a very high level of compliance across all areas of the assessment.
Expected Outcome – Annual Compliance Return (February 2025) is completed with a 95%, or higher, compliance.
- Local Laws are reviewed in accordance with legislation by 30 June 2025.
Expected Outcome – Council has reviewed all Local Laws by 30 June 2025, and proposed any modifications (does not include the making of any new Local Laws or passing of proposed modifications through parliament).
- All public Registers are current and accessible on the Shire website.
Expected Outcome – Registers identified in the Compliance Audit Return contain all required information and are current.
- Council Policies are reviewed and updated to effectively guide Council decision making.
Expected Outcome – A process of reviewing Council Policies is implemented with regular items presented to Council Meetings for approval.
- Building and construction activities of the Shire are performed under the relevant Australian Standards / Codes.
Expected Outcome – A register of compliance is created and maintained demonstrating all capital works have been performed to Australian Standards / Codes.

Ensure effective financial management, including internal controls, throughout the organisation.

- Implement and undertake an Internal Audit program which focuses on Shire activities outside of financial management.

Expected Outcome – A minimum of two (2) Internal Audits undertaken each financial year (commencing 1 July 2024) which are presented to Council’s Audit Committee.

- Ensure the Corporate Business Plan is relevant and useful in assessing revenue capacity, allocating resources and determining the financial priorities in the annual budget process.

Expected Outcome – Annual review of Corporate Business Plan which has clear and defined links to the Strategic Community Plan and the Annual Budget.

- Budgeted capital works are delivered to an acceptable standard and, where practicable, on time and within budget.

Expected Outcome – A monthly capital works costing and progress update is provided to Council with minimal budget and timing variations.

- Undertake the legislated Financial Management Review and Risk Management Review by 31 December 2024.

Expected Outcome – The Financial Management Review and Risk Management Review are presented to Council’s Audit Committee before 30 November 2024, and adopted by Council before 31 December 2024.

Under delegation from Council, represent the objectives of Council with relevant stakeholders.

- **Implement a District Growth Strategy.**

Expected Outcome – Prepare, and have adopted by Council, a District Growth Strategy by 30 June 2025.

- **Implement a Local Planning Strategy.**

Expected Outcome – Prepare, and have adopted by Council, a Local Planning Strategy by 30 June 2025.

- **Regularly meet with parliamentary representatives.**

Expected Outcome - A register of meetings with parliamentary representatives is created and provided to Councillors at least quarterly (following the period commencing 1 July 2024).

- **Regularly meet with local business owners and industry groups.**

Expected Outcome - A register of meetings with local business owners and industry groups is created and provided to Councillors at least quarterly (following the period commencing 1 July 2024).

Provide strategic direction and leadership within the organisation in delivering a high level of service to the community and Council, in accordance with corporate business objectives.

- Be approachable and available to discuss relevant issues with Council Members on a “one on one” basis.

Expected Outcome - A register of meetings / discussions with Council Members is created and provided to Councillors at least quarterly (following the period commencing 1 March 2024).

- Implement a Customer Service Charter applicable to the community and Council Members and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

Expected Outcome – A Customer Service Charter is implemented and adopted by Council, along with a reporting system, by 31 December 2024, with reporting to Councillors at least quarterly.

- Demonstrate evidence of staff training and development programs and activities undertaken.

Expected Outcome – A register of staff training and development is created and provided to Councillors at least once per year (following the period commencing 1 March 2024).

- Implement a regular Staff Satisfaction Survey and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

Expected Outcome – A Staff Satisfaction Survey is implemented, along with a reporting system, by 30 June 2024, with reporting to Councillors.

Ensure the development and maintenance of sound communication and effective relationships between the Shire, Community Groups, regional Local Governments, as well as State and Federal Government Departments.

- Be approachable and available to discuss relevant issues with community members and regularly meet with Community Groups.

Expected Outcome - A register of matters discussed and meetings with Community Groups is created and provided to Councillors annually (following the period commencing 1 March 2024).

- Regularly meet with neighbouring Local Governments and State and Federal Government Departments.

Expected Outcome - A register of meetings with Local Governments and State and Federal Government Departments is created and provided to Councillors annually (following the period commencing 1 March 2024).

CHIEF EXECUTIVE KEY PERFORMANCE INDICATORS

Legal and statutory compliances are met, particularly related to asset infrastructure.

- The Annual Compliance Return demonstrates a very high level of compliance across all areas of the assessment.
- Local Laws are reviewed in accordance with legislation by 30 June 2025.
- All public Registers are current and accessible on the Shire [website](#).
- Council Policies are reviewed and updated to effectively guide Council decision making.
- Building and construction activities of the Shire are performed under the relevant Australian Standards / Codes.

Ensure effective financial management, including internal controls, throughout the organisation.

- Implement and undertake an Internal Audit program which focuses on Shire activities outside of financial management.
- Ensure the Corporate Business Plan is relevant and useful in assessing revenue capacity, allocating resources and determining the financial priorities in the annual budget process.
- Budgeted capital works are delivered to an acceptable standard and, where practicable, on time and within budget.
- Undertake the legislated Financial Management Review and Risk Management Review by 31 December 2024.

Under delegation from Council, represent the objectives of Council with relevant stakeholders.

- Implement a District Growth Strategy by 30 June 2025.
- Implement a Local Planning Strategy by 30 June 2025.
- Regularly meet with parliamentary representatives.
- Regularly meet with local business owners and industry groups.

Provide strategic direction and leadership within the organisation in delivering a high level of service to the community and Council, in accordance with corporate business objectives.

- Be approachable and available to discuss relevant issues with Council Members on a “one on one” basis.
- Implement a Customer Service Charter applicable to the community and Council Members and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

- Demonstrate evidence of staff training and development programs and activities undertaken.
- Implement a regular Staff Satisfaction Survey and provide Council Members with a strategic briefing on the survey outcomes and proposed strategic response.

Ensure the development and maintenance of sound communication and effective relationships between the Shire, Community Groups, regional Local Governments, as well as State and Federal Government Departments.

- Be approachable and available to discuss relevant issues with community members and regularly meet with Community Groups.
- Regularly meet with neighbouring Local Governments and State and Federal Government Departments.

3.15 Separation of Combined Local Governments for the Purpose of Emergency Management

Background

Where one or more local governments who have combined under section 34 of the EM Act for the purposes of emergency management wish to separate from the arrangement and undertake their responsibilities under section 38 of the EM Act as a single local government the following procedure will be adopted.

Procedure

Each local government which is part of the 'combined local government' must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to emergency management. This analysis should examine the local government's ability to provide both effective and efficient emergency management and identify any associated risks.

Where a local government establishes that it will be able to more effectively comply with the provisions of the EM Act by undertaking its responsibilities as a single local government, a report advising of its intention to separate must be tabled to the relevant LEMC. This report must detail the rationale for the decision.

Following the decision to separate from a combined arrangement, the local government concerned should establish a working group to establish administration arrangements including:

- membership of the LEMC
- appointment of a committee Chair
- provision of secretariat support
- emergency management arrangements
- recovery arrangements
- a community communication and marketing strategy.

The local government wishing to manage its emergency management responsibilities as a single local government must forward written advice of its intention to establish a LEMC for its local government district to the Executive Officer - SEMC. A copy must also be forwarded to the Chair of the relevant DEMC.

This advice should include the following details:

- the name of the combined LEMC
- the name of the local government withdrawing from the arrangement
- the outcome of risk assessments and the rationale for separation,
- administrative arrangements.
- The letter to the Executive Officer - SEMC must be endorsed by the relevant local government Chief Executive Officer.

Following receipt of the advice by the SEMC, the SEMC Business Unit will:

- acknowledge receipt of the advice in writing

3.0 | PREPAREDNESS

- list the correspondence for noting on the agenda of the next meeting of the SEMC.
- The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.



SHIRE OF WICKEPIN

EMERGENCY EVACUATION PLAN 2024

This document is accurate as at 12/07/2024

SHIRE OF WICKEPIN

EMERGENCY EVACUATION PLAN

INTRODUCTION

These instructions are recommended for use by emergency services and support personnel of the Shire of Wickepin and have been specifically designed to establish procedural guidelines for dealing with any emergencies.

Should an emergency occur, it is imperative that the situation is dealt with swiftly and effectively to ensure that injuries, loss of life, and damage, is kept to an absolute minimum.

Life safety must be considered a priority, and for that reason, the evacuations must be planned and organised to ensure that all personnel are moved in an orderly fashion from any danger, or potentially dangerous situation, to a place of safety.

As a result of an emergency, evacuation of affected people may need to be considered.

This may involve a complex operation that has the potential to place evacuees at risk during the evacuation. It also has the propensity to destabilise a community and involve extensive welfare arrangements. Through careful planning, and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.

The Emergency Evacuation Plan is integral for the ongoing care and reception of evacuees and is to be read in conjunction with:

- the Welfare Plan, and
- any other relevant agency plans .

The Welfare Plan is being developed by the Department for Child Protection, in conjunction with the Shire of Wickepin, using local and regional facilities and organisations.

These arrangements will adopt the 5 stages of evacuation:

- 1. Decision to evacuate**
- 2. Warning**
- 3. Withdrawal**
- 4. Shelter**
- 5. Return**

The Western Australia Community Evacuation in Emergencies Guideline provides a further reference, including an Operational Evacuation Plan template.

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DISTRIBUTION LIST

Distribution	No of Copies
Shire of Wickepin – CEO	1
Shire of Wickepin – President	1
Shire of Wickepin – Manager of Works	1
Wickepin Police – OIC	1
Wickepin Health Service/Centre – SCHN	1
St John Ambulance Wickepin - OIC	1
Wickepin Central Bus Fire Brigade – Captain	1
Wickepin Primary School – Principal	1
Yealering Primary School - Principal	1
Department of Communities	1
Narrogin SES Unit	1
Great Southern District Emergency Management Committee	1

A COPY OF THIS PLAN IS TO BE AVAILABLE ON THE SHIRE WEBSITE
www.wickepin.wa.gov.au.

ISSUE, REVIEW AND AMENDMENT

An emergency plan must be simple, flexible, written, disseminated, tested, reviewed and be easy to use and amend.

The Shire of Wickepin, in conjunction with the Local Emergency Management Committee (LEMC) is responsible to review these procedures on a regular basis, suggested 12 monthly.

Ideally this review would occur after the Annual LEMC Evacuation Exercise has been conducted, with procedural amendments being updated to the plan based on the possible deficiencies identified during the Annual Evacuation Exercise and forwarded during the following required debriefing.

Reviews should be recorded on the form below and any amendment to the procedures should be noted on the Amendment Certificate.

REVISION CONTROL

Revision	Date	Description	Origin	Check	Approved
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Shire of Wickepin Emergency Evacuation Plan

AMENDMENT RECORD

Proposals for the amendment or addition to this plan should be forwarded to the Chair of the ~~Shire of Cuballing and~~ Shire of Wickepin ~~Joint~~ Local Emergency Management Committee.

It is certified that the Amendments in the list below have been made in this Plan.

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY LEMC/DATE
No	Date		
1	21/10/2020	Updated names & contacts	ESO 21/10/2020
2	19/10/2021	Updated names & contacts	ESO 19/10/2021

DEFINITIONS

EMP	Shire of Wickepin Emergency Management Plan
EEP	Shire of Wickepin Emergency Evacuation Plan
LGA	Local Government Authority
IC	Incident Controller
ERMP	Shire of Wickepin Emergency Risk Management Plan
HMA	Hazard Management Agency
Shire	Shire of Wickepin
DCP	Department of Communities
Police OIC	Wickepin Police Station

DEFINITIONS

THE EVACUATION PLAN Shire of Wickepin Emergency Evacuation Plan

EMERGENCY The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

EVACUATION The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

THE SHIRE The Shire of Wickepin

POLICE OIC Wickepin Police Station

WELFARE CENTRE Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

AUTHORISED OFFICER - the State Emergency Coordinator and
- a person authorized under section 61 of the Emergency Management Act 2005

1. AUTHORITY

The Emergency Management Act (2005) gives authority for emergency management arrangements to be developed by LEMC's in Local Government Areas (LGA).

Evacuation can be effected under section 67 of the Emergency Management Act 2005.

This Emergency Evacuation Plan has been prepared and endorsed by the Shire of Wickepin Local Emergency Management Committee (LEMC) and the Shire of Wickepin. They form a sub-plan of the Shire of Wickepin Emergency Management Plan (EMP). They have been tabled for information and comment by the District Emergency Management Committee (DEMC).

2. SCOPE

Scope of this Emergency Evacuation Plan will take into account the guidelines and considerations for emergency evacuation at the community level. These guidelines and considerations relate to both peacetime and hostility-related emergencies. It applies to the circumstances where there may be a need to partially or totally evacuate the areas of population in the Shire of Wickepin. This plan is not intended for use in site specific evacuations which are addressed under OH&S guidelines.

The plan will incorporate:

- activation mechanisms;
- responsibilities and tasks;
- recovery services;
- resourcing arrangements; and
- management structures and processes.

The geographical area covered by this plan shall be the Shire of Wickepin local government boundaries however regional support will be an integral part of the Plan.

3. TITLE

The title of this document is the Shire of Wickepin Emergency Evacuation Plan (EEP)

4. AIM

The aim of the Plan is to provide for the coordination of evacuation, reception and recovery of affected individuals, as expediently and safely as possible.

5. PURPOSE

The purpose of this document is not to develop plans for every evacuation scenario, but to provide assistance to HMA's and/or Incident Controller, to rapidly implement an effective evacuation plan to cover a particular approaching threat. Checklists are by no means all encompassing and may be expanded depending on the particular scenario.

Effectiveness of this plan hinges on:

- Up to date information on the Welfare Centre Register
- Effective links with the media and community warning systems
- Community preparedness
- Knowledge and skills developed in conjunction with these arrangements for those responsible for implementing evacuations.
- Up to date resource list pertinent to evacuation requirements.

6. RISK ASSESSMENT

Shire of Wickepin Emergency Management Plan (EMP) identifies the two prime areas of risk requiring evacuation to be **fire and flood**. However a range of situations could present, that may involve the need to evacuate persons from an area of impending danger. Some examples of these may be severe weather, hazardous materials incident, terrorist or civil disturbance.

7. THE EVACUATION PLANNING SUB-COMMITTEE

In the event of an emergency, the following members will be contacted to form the Evacuation Planning Sub-Committee:

- CEO Shire of Wickepin
- Chairman Shire of Wickepin LEMC
- OIC Wickepin Police District
- Fire and Rescue Service LEMC Representative
- Narrogin Unit SES LEMC Representative
- Department of Communities LEMC Representative
- St John Ambulance LEMC Representative

8. INTERFACE WITH OTHER PLANS

The EEP is a sub-plan of the EMP and as such should not be viewed in isolation.

9. ROLES AND RESPONSIBILITIES

Organisations have accepted responsibilities under the Shire of Wickepin Emergency Management Plan (EMP). These roles may be enacted by the Hazard Management Authority (HMA) of the event as designated in the State Emergency Management Plan, Policy, Procedure and Guidelines in line with the Emergency Management Act 2005.

10. ACTIVATION OF EMERGENCY EVACUATION

The Emergency Management Act 2005, section 67 provides:

67. Powers concerning movement and evacuation

For the purpose of emergency management during an emergency situation or state of emergency, a hazard management officer or authorized officer may do all or any of the following:

- a. direct or, by direction, prohibit, the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- b. direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- c. close any road, access route or area of water in or leading to the emergency area;
- d. direct that any road, access route or area of water in or leading to the emergency area be closed.

The HMA IC on deeming it necessary and appropriate for the safety of persons about to be adversely affected in the emergency area will order evacuation.

11. THE FIVE STAGES OF EVACUATION

11.1 DECISION TO EVACUATE

11.2 WARNING

11.3 WITHDRAWAL

11.4 SHELTER

11.5 RETURN

11.1 Decision To Evacuate

Planners must consider the risks associated with the conduct of any evacuation and be aware that, under some circumstances, sheltering in location may provide greater levels of safety for the population.

The type of evacuation, and the methods by which it is affected, is dependent on a range of factors; including the nature of the hazard, community needs and expectations, and the available resources and infrastructure.

A community, or any part of that community, may elect to self-evacuate acting on information or advice received through the Media or other sources including relevant warning authorities e.g. Bureau of Meteorology (BOM) Flood Warning Centre or on advice from the Incident Controller (IC) of the HMA or Area Coordinator.

The HMA IC would advise residents to self-evacuate as a result of information received, or as a result of consultation with informed specialists from relevant advisory authorities. This type of evacuation is not reliant upon a Emergency Situation Declaration Section 50 of the Emergency management Act 2005 but is provided as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely and thus negating the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous.

Refer to Appendix 1 for Decision To Evacuate Consideration Checklist

11.2 Warnings

All warnings should be timed to allow ample time for residents to evacuate from the impending danger. The lead-time should include planning time, warning time, reaction time and travel time for the evacuees.

When the public are warned that they must evacuate, they should be advised:

- (i) Why there is a need to evacuate;
- (ii) How much time they have;
- (iii) How long they can be expected to be away;
- (iv) Which way they must travel;
- (v) Check points for registration
- (vi) Transport pick-up locations;
- (vii) How to obtain transport if required;
- (viii) Whether there are any restrictions on what belongings they can take.
- (ix) That they should advise family/friends of their intended evacuation plan.

Note :

During this phase it should be determined what the requirements are to relocate sick or immobile people. The aim and objectives of the warning phase is for timely warnings, accurate warnings and evaluation of the warnings received.

Media Information:

In the event of an evacuation, media liaison will be established by the HMA Media and Public Information Officer or the Shire of Wickepin Communications Officer. A sample media release is provided in Appendix 8

Refer to Appendix 2 Warnings Considerations Checklist

11.3 Withdrawal

11.3.1 Voluntary Evacuation

By private transport or provided transport (if private not available) to safe havens (as determined by evacuees) or to suitable assembly area as determined by the HMA IC.

Police responsibility is to man strategic points on traffic routes to facilitate a safe and effective movement of traffic.

11.3.2 Emergency Evacuation

Persons residing within the Shire may be advised to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with a Emergency Situation Declaration. Police responsibility is to ensure that strategic points on traffic routes are manned to facilitate a safe and effective movement of traffic.

11.3.3 Methods of Transport

1. Private Vehicles
2. Buses

See **Appendix 7** for Transport Resource Register.

Refer to Appendix 3 for Withdrawal Considerations Checklist

11.4 Shelter

A list of evacuation sites is attached in **Appendix 6** for Community Emergency Assembly Areas.

11.4.1 Move to Assembly Areas:

The public should be directed to assembly areas to determine:

- (i) If they require accommodation;
- (ii) If they require transport to be relocated;
- (iii) If they need to be registered at that point;
- (iv) If they need any special needs.

At the assembly area, registration of those who are leaving the area by their own means, and do not require accommodation, is carried out.

To save time, registration of those people being given assistance with accommodation and/or transport can be conducted at their destination.

Location of Potential Assembly Areas and Welfare Centres.

For a complete list of potential assembly areas and welfare centres, see Part 1 (Emergency Contacts and Resources Directory).

This list is not available on the internet because it is constantly being updated. Contact the Shire of Wickepin if you have a need to access this information.

All assembly areas should be re-evaluated according to the direction of the emergency. Possibly contemplate evacuating to other Shires.

In case of early evacuees, they should report to Incident Control point for instructions. Contact details should be taken of persons leaving.

11.4.2 Relocation:

More than likely there will be a requirement to provide transport for some of the people to be relocated. This is particularly so with special needs persons. Locations of where people would be accommodated are shown at Appendix 6.

11.4.3 Security:

Provided that it is safe to do so, the Police will facilitate the security of the evacuated area to ensure:

- (i) Everyone had been evacuated; and
- (ii) Protect properties from persons with criminal intent

Refer to Welfare Plan for information on evacuated persons welfare arrangements.

Refer to Appendix 4 for Shelter Considerations Checklist

11.5 Return

The HMA will determine when to approve return to premises, in consultation with the Recovery Committee, taking into account safety and habitability.

Return will take place following the threat passing without impact, or once services/infrastructure is returned to a safe state.

Timings of return to premises will be determined by the HMA in consultation with the Recovery Committee and specialist advice.

Police responsibility is to man strategic locations to facilitate a safe and effective return to premises

Refer to Appendix 5 for Return Considerations Checklist

12. EXERCISING AND TESTING OF EVACUATION PLAN

The EEP should be part of the annual exercising of EMP in conjunction with other plans and arrangements. All agencies involved in the execution of this plan must be familiar with their roles and responsibilities.

13. REVIEW

The Emergency Evacuation Plan will be reviewed annually as part of the overall annual review of the Shire of Wickepin Emergency Management Plan. The Evacuation Planning Sub-Committee shall sit in review of these Plans.

APPENDIX 1

DECISION TO EVACUATE CONSIDERATIONS					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Threat	What is the threat?				
Authority	Who has the authority to make the decision and have the legal ramifications been considered				
Numbers Affected	How many people may be required to evacuate and from what areas/towns?				
	What will the impact be to business/tourism?				
Secondary Risks	What is the risk to the evacuees during movement?				
Staging/ Assembly	Do evacuated people require staging/assembly areas?				
Transport	What transport resources and routes are available to move the evacuees?				
Security	Security How will the evacuated area be secured?				
Community Preparedness	What is the state of readiness or preparedness in the community for an evacuation?				
	What arrangements/policy exists relating to the particular threat				
	Is evacuation absolutely necessary or is it safer for people to shelter at home?				
Time Restraints	Is there time available to organise and safely carry out the evacuation?				
Persons with Special Needs	What are the risks to persons with special needs while carrying out the evacuation				
Risk to responders	What are the risks to the emergency responders while carrying out the evacuation				
Shelter	Do all evacuees require shelter?				
Resources	What resources are required and are there sufficient to carry out the evacuation in a safe and timely manner?				

APPENDIX 2

WARNING CONSIDERATIONS CHECKLIST					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authorisation of warning	Who authorises the issue of a warning and who authorises the content?				
Methods to inform	What media sources or other methods will be used to inform the public and do you have current contacts?				
	What resources/personnel are needed for an effective warning – door knock?				
	Who is responsible for sending the message and activating the warning system?				
Special needs	Which special needs groups will need to be warned & who is responsible for the warning?				
	Where can interpreters be found if needed?				
	How many persons to be Warned?				
	What transport is available for those without, and where can they obtain it?				
	What access/egress routes are they to use/follow?				
Pets	What are the arrangements for pets/other animals?				
Instructions	What instructions for home and personal property? Consider: not to use phones, turn off gas/electricity, secure property.				
	What are they to take/not take? Consider: vehicles, pets, clothing, blankets, food, medical supplies, battery operated radio?				

APPENDIX 3

WITHDRAWAL CONSIDERATIONS CHECKLIST				
Considerations	Actions	Responsible Authority	Completion By	Complete
Who is to control/coordinate the withdrawal stage?				
What public information has/will been given on the Evacuation and the Welfare Centres				
What resources are available/required? Consider: PA Systems, transport including ambulances/ motor/trucks/buses/aircraft, interpreters.				
What access/egress routes are to be used				
Can the routes be properly controlled and are they clearly defined?				
Do you intend registering all those leaving?				
Can breakdowns and other blockages along the route be quickly cleared?				
Who is responsible for assisting with any special needs groups				
What checks are to be made on premises to ensure all persons have evacuated?				
Has security for the evacuated area been arranged?				
What arrangements have been made for pets/other animals left behind				
Can vehicle parking at Assembly Areas/Welfare Centres be controlled				
What arrangements for the National Registration Inquiry System implementation.				

APPENDIX 4

SHELTER CONSIDERATIONS CHECKLIST					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	Has Department of Communities been notified?				
	Is the Welfare Centre Register up-to-date?				
Which Centres	Decision made in consultation with the IC, LG and DC.				
	Can the Centres cope with the expected number of evacuees and if not what are the options?				
Centre Management	Who is to activate/manage/staff the Welfare Centre				
	Are those persons likely to be available at short notice				
Duration	How long are the evacuees likely to need to use the Centre				
Facilities	What facilities are likely to be needed? Considerations: toilets, cooking, sleeping accommodation, facilities for the very young, aged or disabled, vehicle parking, eating/cooling, medical triage				
	Can families remain together?				
Welfare arrangements	What are the catering and welfare arrangements and can they cope?				
	Are foodstuffs/clothing readily available				
Other services	What other services may be required? Considerations: information services, communication with relatives?				
Heads up to agencies	Have relevant welfare agencies been informed of evacuation?				
	If evacuees are to be registered at the centre, who is responsible for activating process				
Pets	What will you do with pets that are brought to the Centre?				

APPENDIX 5

RETURN CONSIDERATIONS CHECKLIST					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authority	Who has the authority to order a return				
	Who controls/coordinates the return?				
Staggered Return	Will the return be staggered?				
Safety	Can the people safely return?				
Transport	What transport is available to return the people?				
	Are utilities available to support the community?				
	Have relevant support/welfare agencies been notified of the order to return?				
Ongoing support	Can people return to homes to clean up/assist but then return to Welfare Centres for food and sleep?				

APPENDIX 6

POTENTIAL COMMUNITY WELFARE CENTRE REGISTER

Note: this document to be read in conjunction with Department of Communities Local Emergency Welfare Plan.

Limited assistance with providing temporary care for pets would be provided by Wickepin and adjoining Shire Ranger Services.

Assembly areas and welfare centres:

WICKEPIN COMMUNITY CENTRE					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	Yes	Yes	No
100-500	Yes	Yes	No	No	No
500+	Yes	Yes	No	No	No
FACILITIES					
Toilets, Showers, Kitchen, Disabled Access, Parking					

WICKEPIN DISTRICT SPORTS CLUB					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	Yes	No	No
100-500	Yes	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Showers, Kitchen, Disabled Access, Parking					

YEALERING TOWN HALL					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	Yes	Yes	No
100-500	Yes	No	No	No	No
500+	Yes	No	No	No	No
FACILITIES					
Toilets, Showers, Kitchen, Disabled Access, Parking					

HARRISMITH GOLF CLUB/COMMUNITY CENTRE					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	Yes	No	No
100-500	Yes	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Showers, Kitchen, Disabled Access, Parking					

WICKEPIN PRIMARY SCHOOL					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	No	No	No
10-100	Yes	Yes	No	No	No
100-500	Yes	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Kitchen, Disabled Access, Parking					

YEALERING PRIMARY SCHOOL					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	No	No	No
10-100	Yes	Yes	No	No	No
100-500	No	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Kitchen, Parking					

APPENDIX 7

RESOURCE REGISTER

For a complete list of resources available, see Shire of Wickepin Emergency Contacts and Resources Directory.

TRANSPORT RESOURCES				
OPERATOR/S	CONTACT	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Wickepin	Shire Office Manager of Works	9888 1005 0429 882 871	1x 21 Seat Bus	Wickepin
Tom and Helen Sands	Owner Tom Sands (Driver) Helen Sands (Driver)	0428 880 100 9888 1046	1x 22 Seat Bus 1x 14 Seat Bus	Wickepin
Steph Cook	Owner Colin & Linda Coxon Steph Cook (Driver)	0409 752 299	1x 20 Seat Bus 1x 21 Seat Bus	Yealering
Wickepin Home and Community Care	Wickepin Health Centre	9888 2222	1x 8 Seat Bus	Wickepin

SHIRE OF WICKEPIN PLANT AND EQUIPMENT RESOURCES				
OPERATOR/S	Fitted With WAERN	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Wickepin	Yes	Noel Mason 0429 207 855 Graeme Hedditch 0429 882 871	2x Graders	Wickepin
Manager of Works, Graeme Hedditch	Yes		1x Loader (2.2 m3 capacity)	Wickepin
	Yes		1x Backhoe/Loader 1.0 m3 capacity + rake attachment if required	Wickepin
	Yes		2x water trucks (9000 litres per unit)	Wickepin
Fulford Earthmoving Aussie and Mark Fulford	No	Aussie 08 9888 1093 0428 881 093 Mark 08 9888 1152 0427 998 026	1 x Grader 2 x D8 dozers 1 x Excavator	Wickepin

APPENDIX 8
EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE - WARNING
MEDIA RELEASE (No

WARNING (Significant Emergency Situation Identified)

This is an official media release issued by the Hazard Management Authority through the Shire of Wickepin on (insert date) at (insert time) by(name of incident controller).

On(insert date & time) a(state type of emergency) was reported that affects the locality of This is a serious emergency and the alert status for the Shire is currently (delete those not applicable):

- Blue (this is your first advice, please review your Action Plan)
- Yellow (implement your Action Plan - go to a place of safety or prepare to defend).
- Red (may be too late to evacuate – take necessary measures to sit out the emergency).

The following emergency services have so far responded (delete those not applicable):

-(insert names)Bushfire Brigades.
- State Emergency Service:
 - o Narrogin
 - o
- Police:
 - o Wickepin
 - o
- Fire & Emergency Services
 - o Wickepin
 - o Narrogin
- St John Ambulance
-
-
-

The latest information that we have is that:

- Roads closed.....
- Risk type Poor visibility Toxic fumes Other
- Direction of threat
- What/who is at risk.....
- What is the rate of travel of threat
- What is burning.....
- Other.....

For a life threatening emergency – call 000.

If the telephone is not working, listen to ABC radio or TV.

Residents currently outside the area who are trying to decide if they should return to their homes should first check that it is safe to do so.

Non-residents who are concerned about the safety of friends/family should, in the first instance, try to telephone them direct.

For information about the emergency, please call (tick box):

- Shire of Wickepin 9888 1005
- FESA's hotline 1300 657 209.

Any resident who chooses to leave their property and seek safety should notify the Shire of Wickepin on 9888 1005. They will tell you where the nearest evacuation point is and the safest way to get there.

- Turn off gas/electricity and close/lock all internal and external windows and doors.
- If possible, leave your pets with a neighbour. If not, take them with you.
- Take at least 2 litres of drinking water and any personal medication.
- Take clothing, blankets, food, portable radio and torch.
- Do not let stock onto public highways.
- Unlock gates to allow access by emergency vehicles.
- Confine stock to a well grazed paddock or open gates/drop fences so that stock can move within paddocks.
- Leave a notice on your gate to tell the emergency services who has evacuated, and where you have gone to.

Emergency workers are working hard to minimize the situation and Police will be monitoring security of the area.

An update of this message will be issued at(insert time of next update).

Regular updates will also be uploaded to the Shire website at regular intervals. Click on the "refresh" button to get the most up to date information.

Signed..... (Incident Controller)

Name (block capitals).....

For more information about this media release, contact(Name).....(Title).....(Phone)

Distribution:	Phone	Fax
ABC Radio Great Southern	08 9842 4011	08 9842 4099
ABC Radio Perth	08 9220 2700	08 9220 2911
After hours	08 9220 2789	n/a
Wickepin Shire	08 9888 1005	08 9888 1074
Wickepin Police	08 9888 1100	08 9888 1204
Wickepin Health Centre	08 9888 2222	08 9888 1075
Narrogin Hospital	08 9881 0333	08 9881 0315
Wickepin Post Office	08 9888 1114	08 9888 1421
Wickepin Telecentre	08 9888 1500	08 9888 1588
FESA Duty Officer Narrogin	08 9881 3893	08 9881 3894
Ewen Rural Services	08 9888 1002	08 9888 1105
Yealering Ag Parts & Repairs	08 9888 7095	08 9888 7095
Elders Wickepin	08 9888 1016	08 9888 1003
Tincurrin Rural Services	08 9883 2026	08 9883 2065
Wickepin Hotel	08 9888 1192	08 9888 1300
Yealering Hotel	08 9888 7014	08 9888 7119
Harrismith Oasis Hotel	08 9883 1010	08 9883 1007
Wickepin Primary School	08 9888 1126	08 9888 1148
Yealering Primary School	08 9888 7088	08 9888 7145

APPENDIX 9

**EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE POST EMERGENCY
MEDIA RELEASE
(Post Emergency)**

This is an official media release issued by the Hazard Management Authority through the Shire of Wickepin on (insert date) at (insert time) by(name of incident controller).

On(insert date) a(state type of emergency) was reported at(insert location). This was a serious emergency however we are pleased to advise that the situation is now under control and the threat has passed.

Residents are advised that (delete as applicable):

- They should stay on their property until advised it is safe to move around the roads.
- It is safe to move around the roads at low speeds.

Residents already in the area should contact the following numbers for information:

- For emergency assistance to deal with property damage – call the SES on 1300 130039
- If someone is injured or sick (non-life threatening) – call Health Direct 1800 022 222.
- For problems with electrical or scheme water supply – contact Western Power or Water Corporation.
- Call the Shire on 9888 1005:

- o For help in containing roaming stock, or replacing fences
- o Dealing with injured wildlife
- o To clear fallen trees across roads

• Residents wishing to offer specialist skills or equipment to help with the clean up, or for any other queries, call the Shire of Wickepin 9888 1005.

Non-residents who are concerned about the safety of friends/family should, in the first instance, try to telephone them direct. If no answer, call the Shire of Wickepin 9888 1005.

Delete as applicable:

- An update of this message will be issued at(insert time of next update).
- Regular updates will also be uploaded to the Shire website at regular intervals.
- This is the last message.

Signed.....

Name (block capitals).....
Incident Controller

For more information about this media release, contact(name)
.....(phone).

APPENDIX 10

Western Australia Position Statement on Evacuation and Protection of People and Property Endangered by Bushfires

FESA, CALM and local government are the designated Hazard Management Agencies (HMA) for bushfire. These agencies have responsibility for the protection of life, property and the environment from fire and will make decisions in relation to community dangers posed by bushfires. The Western Australia Police Service has an obligation for the protection of life and property. Agencies with fire management related responsibilities and the Western Australia Police Service will work together to protect life and property during bushfires in the best interests of the community.

This position statement is consistent with State Emergency Management Committee (SEMC) Policy Statements 5 (Evacuation) and 7 (Western Australian Emergency Management Arrangements), WESTPLAN Wildfire, the *Fire Brigades Act 1942* and the *Bush Fires Act 1954*. It is endorsed by the Western Australian Local Government Association (WALGA), however adoption of its principles should be assessed independently by individual local governments.

The principles of the position statement are outlined as follows:

1. Where adequate fire protection measures have been implemented, able bodied people are encouraged to remain in their homes during the passing of the fire front.

However, exceptions may include the aged, young children and people who in the opinion of the fire Incident Controller (IC), or his/her delegated authority¹, are considered incapacitated. These people should leave well before the approach of the fire when it is safe to do so. If people self evacuate, then it is advisable that they do so early to facilitate their relocation from imminent danger and avoid being cut off by fire response activity and road closures.

If people are going to leave – they must leave early.

Residents who remain to protect their property must be, in the opinion of the IC, or his/her delegated authority, capable, appropriately dressed and equipped to extinguish any fires that start in and around their property.

Residents evacuating should be advised that they may not be able to return for some time because of a lack of access to their property.

2. Where adequate fire protection measures have not been undertaken, the occupants of houses should relocate to a welfare centre (or other safe area) well before the approach of the fire for their own safety.

A decision on the need for evacuation will be given by the IC. The police will be requested to effect and control evacuation of persons to a location to be determined by the IC. Evacuation will occur in a planned and safe manner, co-ordinated by the police.

In the opinion of the IC, or his/her delegated authority, able bodied people should be allowed to return to their homes as soon as possible after the main fire has passed. (Subject to 4).

3. A police officer will seek the advice of the IC prior to effecting an evacuation. However, when loss of life or injury is imminent, and a decision from the IC is not readily available, a police officer may make a decision to evacuate.


Mass evacuation is not the favoured option.

4. Road closures must be determined by the HMA to ensure public and emergency personnel safety.

- The IC will determine the location and timing of any road closures.
- Roads will be closed before they become unsafe and will remain closed until the IC determines that they have returned to a safe condition.
- When loss of life or injury is imminent, and a decision from the IC is not readily available, a police officer may make a decision to close a road with immediate notification to the IC.
- While roads are closed, every effort should be made, in consultation with the IC, to safely escort able bodied residents to return to their homes as soon as possible as they may be needed to protect their homes from ongoing ember fires.

5. Information and warnings are vital to allow householders to make informed decisions during bushfires.

The Hazard Management Agency will ensure that timely information and advice is available to the community to allow them to make an informed decision on whether to relocate.



Bob Mitchell
Chief Executive Officer
Fire and Emergency Services
Authority of Western
Australia



Keiran McNamara
Executive Director
Department of Conservation
and Land Management



Ricky Burges
Chief Executive Officer
Western Australian Local
Government Association



Karl O'Callaghan
Commissioner of Police
Western Australia
Police Service



"Prepare ... stay and defend or go early"

¹ A delegated authority could include the Western Australia Police Service, SES, CALM, and local government.



Local Emergency Management Arrangements 2016

LEMC endorsement date: 12/04/2016

Full review required: 2021

Maintained by: Executive Officer to LEMC

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Certificate of Approval

~~The Shires of Cuballing and Wickepin have joined together by mutual agreement for the purposes of emergency management.~~ The Local Emergency Management Arrangements (LEMA) has been prepared by the Shires of Cuballing and Wickepin Shire of Wickepin Local Emergency Management Committee to address their legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the ~~Shire of Cuballing and Shire of Wickepin~~ Shire of Wickepin Local Emergency Management Arrangements:

- Local Recovery Plan
- Risk Register and Treatment Schedule
- Contacts and Resources Register
- Local Emergency Management Arrangements for the Provision of Welfare Support (Department of Child Protection and Family Support), known as the CPFS Local Welfare Plan.

In accordance with State Emergency Management Policy 2.5 and ADP5, arrangements have been endorsed and noted by the following entities:

Shire of Cuballing-Wickepin Local Emergency Committee – **Endorsement 12/04/2016**

Shires of Cuballing Council – Endorsement **Resolution 21042016**

Shire of Wickepin Council – Endorsement **Resolution 20042016-09**

Great Southern District Emergency Management Committee - Noting
State Emergency Management Committee - Noting.

Noting to be updated

Certificate of Approval

The Shires of Cuballing and Wickepin have joined together by mutual agreement for the purposes of emergency management. The Local Emergency Management Arrangements (LEMA) has been prepared by the Shires of Cuballing and Wickepin Local Emergency Management Committee to address their legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the Shire of Cuballing and Shire of Wickepin Local Emergency Management Arrangements:

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- Risk Register and Treatment Schedule
- Contacts and Resources Register
- Local Emergency Management Arrangements for the Provision of Welfare Support (Department of Child Protection and Family Support), known as the CPFS Local Welfare Plan

In accordance with State Emergency Management Policy 2.5 and ADPS, these arrangements have been endorsed and noted by the following entities:

Shire of Cuballing-Wickepin Local Emergency Committee – Endorsement 12 April 2016

Shire of Cuballing Council – Endorsement 21 April 2016

Shire of Wickepin Council – Endorsement 20 April 2016

Great Southern District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.

Shire of Cuballing-Wickepin Local Emergency
Management Committee


Joint Chair Shire of Cuballing

Date: 19/5/2016


Joint Chair Shire of Wickepin

Date: 4/5/2016

Noting to be updated

Version Control

Document Title	Shires of Cuballing and Wickepin Local Emergency Management Arrangements 2016
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Authors	Shire of Cuballing-Wickepin LEMC
Project Manager	John Lane WALGA

Disclaimer

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Amendment Record

Suggestions and comments from the community and stakeholders can help improve the document.

Feedback can include:

- What you do or do not like about the document;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Chairperson
Local Emergency Management Committee
PO Box 19
WICKEPIN WA 6370

The Chairperson will refer any correspondence to the LEMC for consideration and or approval.

Amendments promulgated are to be certified in the below table when updated.

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	25/05/2016	Update all references to State policy and procedures to reflect the adoption of the State EM Plan	J. Lane	1.1
2	25/05/2016	Update Glossary of Terms to reflect State EM Glossary	J. Lane	1.1

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to either the [Shire of Cuballing or Shire of Wickepin](#) the Shire of Wickepin through the following email address: enquiries@cuballing.wa.gov.au or admin@wickepin.wa.gov.au

Note: Printed versions of the document may not be accurate.

Copies provided to	No. of copies
Shire of Cuballing	
Shire President (Joint Chair LEMC)	1
Chief Executive Officer Shire of Cuballing	1
Manager Works & Services	1
Chief Bushfire Control Officer	1
Shire of Wickepin	
Shire President (Joint Chair LEMC)	1
Chief Executive Officer	1
Manager Works	1
Chief Bushfire Control Officer	1
LEMC membership	
Narrogin Police Station	1
Wickepin Police Station	1
St John Ambulance Wickepin sub-branch	1
Department of Child Protection & Family Support Narrogin	1
Wickepin Health Centre	1
Department of Fire & Emergency Services Narrogin	1
Department of Parks & Wildlife Narrogin	1
Australian Red Cross Narrogin	1
Other committees	
Great Southern District Emergency Management Committee	1
State Emergency Management Committee	1

PART 1 – Introduction

Authority

The **Shires of Cuballing and Wickepin** have by mutual agreement, joined for the purposes of emergency management under Section 34(1) of the Emergency Management Act 2005. This plan has been prepared and endorsed by the **Shires of Cuballing and Wickepin** LEMC. They have been presented and endorsed by the Shire of Cuballing and the Shire of Wickepin Councils in compliance to the *Emergency Management Act 2005* s41. The Local Arrangements document has been tabled for noting with the Great Southern DEMC.

Endorsement Date:

This plan was endorsed by the **Shires of Cuballing and Wickepin** LEMC on: 12/04/2016

Area Covered

The **Shires of Cuballing and Wickepin** Local Emergency Management Arrangements have been prepared for the areas Gazetted as the Shire of Cuballing and the Shire of Wickepin Local Government Districts.

Profile

Cuballing

~~The Shire of Cuballing is located 192 km southeast of Perth in the Upper Great Southern Region of Western Australia. The Shire of Cuballing Local Government District covers an area of 1,250 sq. km and supports a population of 894 persons. The Shire embraces the townships of Cuballing, Popanyinning and Yornaning.~~

Wickepin

The Shire of Wickepin is located 210 km south east of Perth and covers an area of 1,989 square kilometres. Wickepin has a population of 733 persons and is made up of five district areas: Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. The town is a service centre for the rural community.

Purpose

The purpose of this plan is to document:

1. The ~~Shire of Cuballing and Wickepin's~~ Shire of Wickepin preparedness and capacity to support the effective management of an emergency that may impact on the local community;
2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Shire of Wickepin local government district;
3. A list of natural and technological hazards that may impact the local community;
4. Strategies and priorities for emergency management in the local government district; and
5. Other matters about emergency management in the local government district that either local government considers appropriate as outlined in this document.

Scope

The scope of this document is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term. This document (LEMA) along with other supporting plans, perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community. Consequently similar plans may require differentiated levels prioritisation in the process compared with other assets.

To ensure the best possible outcomes for the Shire of Wickepin ~~Shire of Cuballing and the Shire of Wickepin~~, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other emergency management plans and agreements.

Existing Plans and supporting documents

To enable integrated and coordinated delivery of emergency management support within the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~, this document is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (Westplans). The flow chart in [Annex B](#) indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that together become the emergency management arrangements for the Shire of Wickepin. ~~Shires of Cuballing and Wickepin~~

State plans and policy

SEMC Policy Statements guiding Local Government, and WestPlans and Support Plans, can be viewed on the SEMC website www.semc.wa.gov.au

Local Arrangements

The following documents form the local emergency management arrangements for the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~:

- Local Emergency Management Arrangements;
- Local Recovery Plan;
- Emergency Contact Directory;
- Resources Register;
- Risk Register and Treatment Schedule;
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and family Support);
- Shire of Wickepin Community Evacuation Plan;
- Shire of Wickepin Building and Structures Asset Management Plan

Finance Arrangements

State Emergency Management Policy (SEMP 4.2) outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of [State Emergency Management Procedure](#), the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The respective Chief Executive Officers should be approached immediately an emergency event requiring resourcing by the either Shire occurs to ensure the desired level of support is achieved.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Act, a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in [Part 7 of State EM Preparedness Procedures](#)

Local government emergency management planning

[Section 41](#) of the Emergency Management Act 2005 sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

Hazard Management Agency Responsibilities

The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the Emergency Management Act 2005.

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under [The State Emergency Management Plan with reference to Section 5 Response](#) and in Part 4 of the [State Emergency Response Procedures](#).

Once a formal transition from response to recovery has been agreed between the HMA and Local Government, local government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the [Local Government Act 1995](#) Section 2.8 and 5.4 (1)(f). **Refer to the Local Recovery Plan for guidance.**

Local Emergency Operations Centres

The local EOC for an emergency will be designated by the HMA "Incident Manager". Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre (Response)	Shire of Cuballing Administration Building 186 Campbell Street, Cuballing Replace with Wickepin's Details
Alternative Emergency Operations Centre (Response/Recovery)	Wickepin Police Station 68 Wogolin Road, Wickepin / Narrogin police Station 82 Earl Street, Narrogin

PART 2 – Planning

Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district. At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

~~For the Shire of Cuballing Local Government District, the LEC appointed is the Officer in Charge Narrogin Police Station.~~

For the Shire of Wickepin Local Government District, the LEC appointed is the Officer in Charge Wickepin Police Station.

Local Emergency Management Committee (LEMC)

The ~~Shires of Cuballing and Wickepin~~ Shire of Wickepin have established a ~~joint~~ LEMC to plan, administer and test these arrangements and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to [Annex G](#).

LEMC Functions and responsibilities:

The LEMC should follow a meeting and business cycle as recommended in Appendix 1 of ADP-5 Emergency management in Local Government. For direct reference to the schedule refer [Annex H](#).

LEMC Executive

The Shires have agreed that the LEMC will meet twice yearly in the months of April and October. The April meeting ~~of the LEMC will be hosted by the Shire of Cuballing~~ and the October meeting of the LEMC hosted by the Shire of Wickepin.

Chair	The Shire President of the hosting Shire will assume the position of Chair of the LEMC.
Deputy Chair	The Shire Presidents of the Shires of Cuballing and Wickepin are the joint Deputy Chairs of the LEMC
Executive Officer	Shire Officer

Risk Register & Treatment Schedule

In 2014 the LEMC presided over a risk management project to systematically identify and analyse natural and technological hazards likely to impact of the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ — local government districts. A risk register and treatment schedule has been compiled. Those hazards are listed at [Annex E](#). Further risk analysis will be undertaken as an ongoing process of the LEMC based on the AS/NZS ISO 31,000:2009 Risk Management Standard and processes outlined in the National Emergency Risk Assessment Guide and the WA Emergency Risk Management Guide (2015).

PART 3 – Response

Emergency Management Structure and Response levels

The Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. Both Shires are equally committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG or OASG is formed: <ul style="list-style-type: none"> • Provide Local Government Liaison Officers. • Make available to the HMA local facilities designated in this plan as evacuation centres.

Emergency actions

Emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

To ensure a timely response to any of the hazards identified in [Annex E](#), local or district contact details for HMA and Combat and Supporting Agencies are listed below:

HMA Combat and Supporting Agency Contact Details

AGENCY NAME	LOCAL CONTACT NUMBER
WA Police Wickepin	9888 1100
WA Police Narrogin	9882 2555
DFES Narrogin	9881 3892 9881 3893
SES Narrogin	132500 or 0417 918 910
Parks & Wildlife Narrogin	9881 9200
Child Protection & Family Services	1800 622 258

HMAs and Controlling Agencies may require resources held by the local government and assistance to manage the emergency. The ~~Shires of Cuballing and Wickepin~~ are committed to providing assistance/support if the required resources are available.

Local Government Involvement in Response

The Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ will ensure that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ will each provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings. The LGLO designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

Shires of Wickepin and Cuballing Incident Management

The successful resolution of any incident affecting the Shire of Wickepin ~~Shires of Cuballing or Wickepin~~ is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ must take responsibility for ensuring their respective Shire's response to an emergency event is coordinated and informed.

Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;

- Implementing procedures that assist the community and emergency services deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the Shire's systems and resources; and
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident. The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in the [State EM Plan](#) with reference to Section 5 page 31 Response

The ~~Shires of Cuballing and Wickepin~~ Shire of Wickepin Liaison Officer will attend all meetings of the ISG as '**liaison officer**' for their respective Shires and represent their local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in [Annex C](#)

Community Evacuation Plans

The ~~Shires of Cuballing and Wickepin~~ Shire of Wickepin and have developed a Community Evacuation Plan for their respective communities. For an electronic copy of the plan contact ~~either~~ Shire office.

Community Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the Shire of Wickepin ~~Shires of Cuballing or Wickepin~~.

Evacuation can be either:

Controlled -This refers to either a recommended or directed evacuation, where a HMA/Controlling Agency is undertaking specific activity to manage the withdrawal of people from an area at risk or subject to the effects of a hazard.

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents

the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with [The State EM Plan 5.3.2 Community Evacuation](#).

Reference can also be made to the [Western Australia Community Evacuation in Emergencies Guide](#).

Evacuation Management

The decisions to evacuate during an emergency rest with the Incident Controller appointed by the HMA/ Controlling Agency. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support to support an informed decision on evacuation and its management.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

The hazard management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

SEWS: - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an "Emergency Warning Message".

Emergency Alert: - A telephone based warning system which can capture all telephones within a specific geographic area.

Emergency warning messages: - Verbal messages transmitted by the electronic media.

Animals in Emergency

The Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ have no capacity to arrange for the welfare of domestic animals. ~~Horses evacuated by their owners during emergency may be housed at the Dryandra Regional Equestrian Centre Darcy Street, Cuballing.~~ No formal arrangements are in place.

Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, Aboriginal people, culturally and linguistically diverse (CALD) people, FIFO workers and tourists. In addition town based organisations catering for the most vulnerable in the community must come under consideration. For a comprehensive list of these community based vulnerable groups refer to [Annex F](#).

Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible person / position / agency
<p>HMA/Controlling Agency</p>	<ul style="list-style-type: none"> • Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
<p>WA Police</p>	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
<p>Shire of Wickepin</p> <p>Shires of Cuballing and Wickepin</p>	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Shire of Wickepin Shires of Cuballing and Wickepin, provide a liaison officer to support the CPFS
<p>Department for Child Protection & Family Support and the Shires of Cuballing and Wickepin</p>	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare for evacuees

Property security	WA Police
Traffic management	WA Police initially then traffic contractors as appointed by MRWA or the Shire of Wickepin Shires of Cuballing or Wickepin
Welfare	Department of Child Protection and family Support (CPFS) and Shire of Wickepin, and the Shires of Cuballing or Wickepin

Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The following tables details the welfare centres owned by the Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ — available and deemed suitable for the purpose. The ‘number of persons’ figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The CPFS will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or CPFS.

~~Shire of Cuballing Evacuation Centres (For contact details refer to Contacts and Resources Register)~~

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Cuballing Recreation Centre	Campbell Street, Cuballing	100	30	1 st Contact Shire of Cuballing Administration Centre 2 nd Contact Gary Sherry CEO 3 rd Contact Bruce Brennan
Cuballing Hall	191 Campbell Street, Cuballing	150	50	As above
Dryandra Regional Equestrian Centre, Cuballing	Darcy Street, Cuballing	75	10	As above
Popanyinning	Francis Street,	75	0	As above or Popanyinning

Hall	Popanyinning			General Store 9887 5033
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Shire of Wickepin Evacuation Centres (For contact details refer to Contacts and Resources Register)

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Wickepin Community Centre	Cnr Johnson and Campbell Streets Wickepin	500	250	1st Contact Mark Hook CEO 2 nd Contact Peter Vlahov Manager Works & Services
Harrismith Golf Club	Wickepin-Harrismith Rd, Harrismith	100	25	As above
Yealering Hall	Wickepin-Corrigin Rd, Yealering	190	50	As above or Yealering Ag Parts 9888 7095

The above local government owned buildings have been identified by the Shire of Wickepin the ~~Shires of Cuballing and Wickepin~~ — as suitably constructed and equipped evacuation centres for use in emergencies meeting the requirements for sheltering of persons for up to 24 hours.

For other welfare centres refer to the CPFS Local Emergency Management Arrangements for the Provision of Welfare Support.

Note: CPFS is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross “Register. Find. Reunite” system and associated forms which can be located at <https://register.redcross.org.au>

CPFS Local Welfare Plan contains details of all local government controlled Welfare Centres including building layout, facilities available and key holders.

Welfare Support

CPFS is responsible for to coordination of welfare support services and undertakes the provision of services to support the physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, emergency clothing, and personal requisites.

Provision of Welfare Support

Welfare provisions are outlined in the [State EM Plan 5.5.4 Welfare](#).

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

Department for Child Protection and Family Support

Local Welfare Coordinator (CPFS):

CPFS shall appoint a Local Welfare Coordinator who will liaise with the Local Welfare Liaison Officer for either Shire if one has been appointed for assistance in the coordination and provision of resources detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

~~The Shire of Cuballing or the Shire of Wickepin~~ The Shire of Wickepin will provide an officer to be Liaison/support between CPFS and the local government where a welfare centre has been established within either or both districts of the local government. The duties to be performed by the Local Government Welfare Officer are described in [Annex D:](#)

PART 4 – Recovery

Area Covered

The Shire of Wickepin ~~Shire of Cuballing and Wickepin~~ Local Recovery Plan has been prepared for the areas Gazetted as the ~~Shire of Cuballing Local Government District and~~, the Shire of Wickepin Local Government District.

Purpose

The purpose of this plan is to describe the arrangements for effectively managing recovery at the local level, including accountability and responsibility.

Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Wickepin ~~Shire of Cuballing and Wickepin~~;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- Provide a framework for recovery operations for the Shire of Wickepin ~~Shire of Cuballing and Wickepin~~.

Scope

The scope of this recovery plan is not limited to the boundaries of ~~either~~ Shire as it is possible any emergency may affect the districts ~~of either or both Shires~~. It details the general recovery arrangements for the respective communities and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

Related documents and arrangements

The following documents are related to this plan

- ~~Shire of Cuballing and Wickepin~~ Shire of Wickepin Local Emergency Management Arrangements
- Shire of Wickepin Resources and Contacts Register
- ~~Shire of Cuballing Resources and Contacts Register~~
- ~~Shire of Cuballing Asset Management Plan~~
- Shire of Wickepin Asset Management Plan
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Child Protection and Family Support), known as the CPFS Local Welfare Plan.

Local Government

The Shire of Wickepin ~~Shire of Cuballing and Wickepin~~ are required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in

that capacity upon the unavailability of the nominated Local Recovery Coordinator. In accordance with the requirements, each local Government mentioned in this plan have nominated persons to act as Local Recovery Coordinator.

State plans and policy

The following documents relate to this plan:

Document Title	Document Owner
State Emergency Management Plan for Recovery Coordination	SEMC
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	SEMC
SEMP 4.2 Funding for Emergencies	SEMC
SEMP 4.9 Australian Government Physical Assistance	SEMC
State Emergency Management Procedures OP-19 Management of Public Fundraising and Donations	SEMC
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government 2015	Dept. of the Premier and Cabinet
Lord Mayor's Distress Relief Fund	LMDRF Board

Local Recovery Resources

The Local Recovery Coordinator for the Shire of Wickepin ~~Shire of Cuballing and Wickepin~~ is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The ~~Shire of Cuballing and Wickepin~~ Shire of Wickepin resources are identified in the Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Wickepin should an emergency occur.

The resources available and contact details for recovery have been identified and are included in [Annex K](#).

Financial arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

The Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ have arrangements in place to insure their assets. Assets are recorded and managed through the Roman II Asset Management System. The Shire of Wickepin has in place an Asset Management Plan. The respective Chief Executive Officers and Managers will be involved early in the recovery process.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible

natural event. The Shire of Wickepin ~~and the Shire of Cuballing~~ will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet web page - link - <http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx> .

The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

Financial preparation

The ~~Shires of Cuballing and Wickepin~~— Shire of Wickepin will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance; and

- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund as detailed in SEMC Procedure OP-19 – Managing of Public Fundraising and Donations.

NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor’s Distress Relief Fund.

(Refer to [Annex Q](#) for suggested media release relating to donation of goods)

Roles and responsibilities

The roles and responsibilities of those involved in recovery management are outlined below:

Local Recovery Coordinator (LRC)

~~The Shire of Cuballing has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Wickepin may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.~~

LRCG Position	Primary	Alternate
LRCG Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Chief Executive Officer	Deputy Chief Executive Officer
Scribe	Deputy Chief Executive Officer	Shire Officer

The Shire of Wickepin has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Wickepin may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Chief Executive Officer	Manager Works & Services

Scribe	Shire officer	Shire officer
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The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The functions of the LRC are explained in [Annex I](#)

Local Recovery Coordinating Group (LRCG)

The Local Recovery Coordinating Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations and community representatives. The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

- The LRCG must be driven by the Operational Recovery Plan. Refer to [Annex O](#);
- The core functions of the LRCG are listed in [Annex J](#);
- For suggested composition of the LRCG and subcommittees refer to [Annex L](#);
- For suggested LRCG subcommittee roles refer to [Annex M](#);
- For suggested LRCG subcommittee Terms of Reference refer to [Annex N](#); and
- For available resources refer to [Annex K](#).

Controlling Agency/ Hazard Management Agency

The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Comprehensive Impact Assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

Determination of level of state involvement

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to [State EM Plan 6.0 Recovery](#). The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Assessment data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Annex O](#).

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

The State EM Plan 4.7. Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs' plans and arrangements at the local-level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional;
 - Discussion (Seminars, Workshops, Desktops)
 - Functional (Drills or game style)
 - Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks; and
- Improving the arrangements in accordance with the results of exercise debriefings. It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum.

Where possible the community should be encouraged to participate in or observe the exercise.

Review of this plan

The Local Emergency Management Arrangements will be reviewed on a continual basis and particularly where they have been activated for any reason. The plan will at a minimum be reviewed at least every five (5) years.

The Executive Officer of the LEMC is responsible for ensuring the review of the plan occurs.

ANNEX A: Glossary of Terms and Acronyms

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

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- A district emergency management committee established under section 31(1) of the Emergency Management Act 2005.

EMERGENCY- The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

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

HAZARD MANAGEMENT AGENCY - A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

local emergency coordinator (LEC) – The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under section 38 of the Emergency Management Act 2005.

RECOVERY - The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

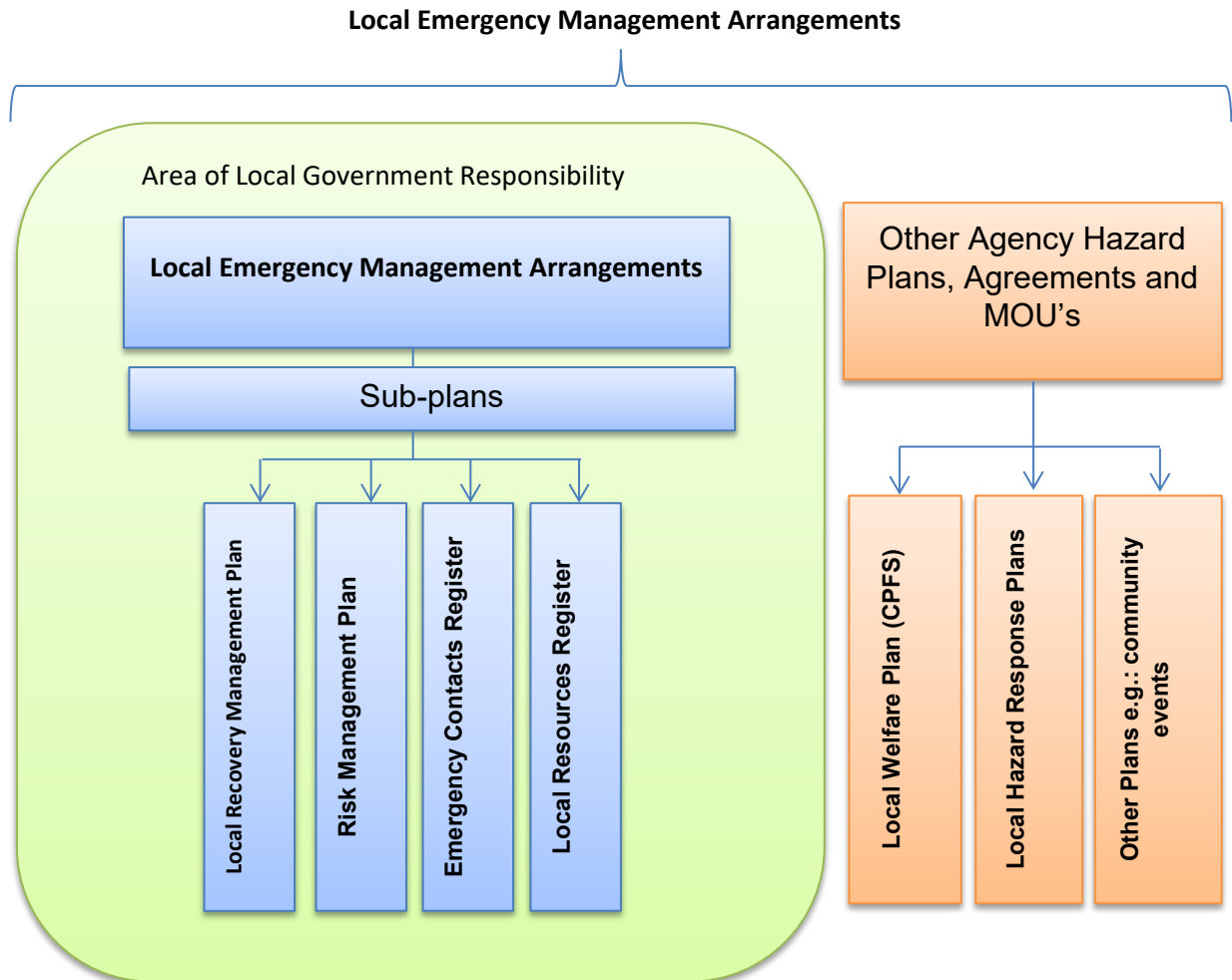
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual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

RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk.

ACRONYMS USED IN THESE ARRANGEMENTS

CEO:	Chief Executive Officer
CEMO:	Community Emergency Management Officer
CPFS:	Department for Child Protection and Family Support
DEMC:	District Emergency Management Committee
DFES:	Department of Fire and Emergency Services
LEC:	Local Emergency Coordinator
IC:	Incident Controller
IMT:	Incident Management Team
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator
LRCG:	Local Recovery Coordinating Group
OASG:	Operations Area Support Group
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMCS:	State Emergency management Committee Secretariat
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
WAP:	Western Australia Police

ANNEX B: State and Local Emergency Management Arrangements



ANNEX C: Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.); and
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status; and
- Significant issues.

Responsibilities of the IC

- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting; and
- Details of the next scheduled meeting.

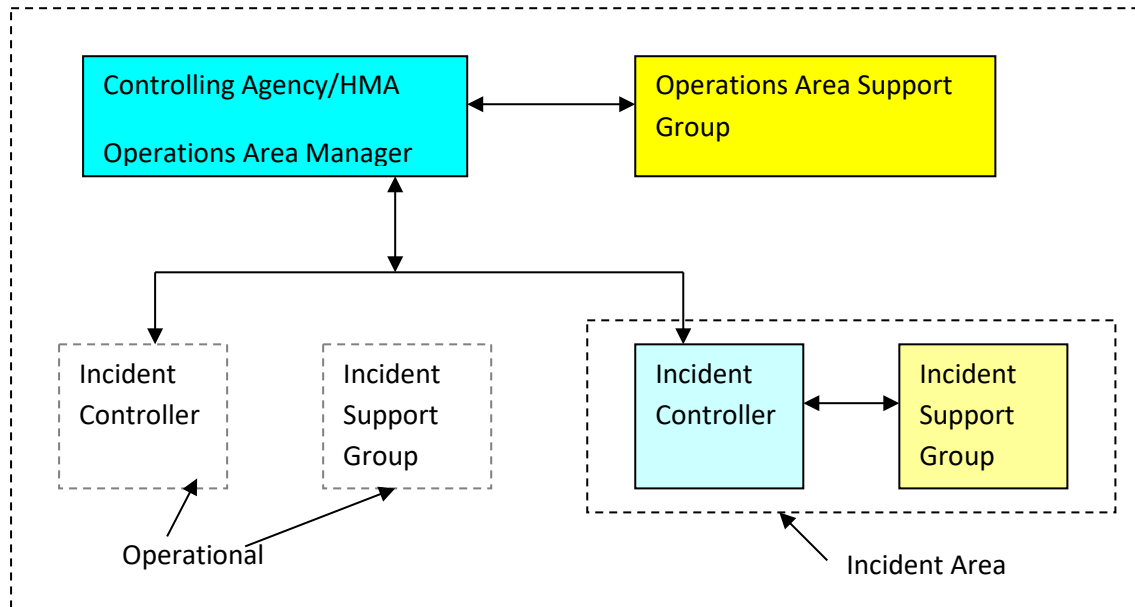


Figure 1: Multi agency support structure

ANNEX D: Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the CPFS where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shire of Wickepin ~~Shires of Cuballing and Wickepin~~ will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the CPFS Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Report to the CPFS Local Welfare Coordinator;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the CPFS;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Shire of Wickepin ~~or the Shire of Cuballing~~;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre; and
- Carry out other duties as requested by the LWC.

ANNEX E: Hazards identified

Hazard	HMA	State Plans	Local Plan
Bush Fire	DFES	Westplan Fire	Shire of Wickepin Contact & Resources Register Shire of Cuballing Contacts & Resources Register
Road Crash	WA Police	Westplan Road Crash	Shire Road Safety Audits National and State Black Spot funding
Storm	DFES	Westplan Storm	Shire of Wickepin Contact & Resources Register Shire of Cuballing Contacts & Resources Register
HAZMAT	DFES	Westplan HAZMAT	Shire local drainage maps and regular inspections
Flood	DFES	Westplan Flood	Shire drainage maps and regular inspections
Land Search	WA Police	Westplan Land SAR	
Earthquake	DFES	Westplan Earthquake	

The following table (Figure 1) identifies the impact and likelihood level of hazards identified through the risk management process.

The placement of hazards on the matrix is based on an average assessment of consequence and likelihood across all risk statements. It is provided as an indicator only and must not be relied upon in isolation to make assessments of the risks to the community posed by the listed hazards. All hazard assessments are based on worst case scenario.

Figure 2: Hazard Matrix – hazards identified as likely to impact and associated risk level

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain		Land Search	Bushfire	Road Crash	
Likely		Flood HAZMAT	Storm		
Unlikely					
Rare					
Very rare					
Extremely rare					

Figure 3 Hazard Matrix guide to levels of risk

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	
Rare	Very Low	Low	Moderate	High	High
Very rare	Very Low	Very Low	Low	Moderate	High
Extremely rare	Very Low	Very Low	Low	Moderate	High

ANNEX F: Vulnerable groups

Public and private Schools

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wickepin Primary School	44 Henry Street, Wickepin	9888 1126	Total persons for pre-primary & primary 55 students & 10 staff	Yes
Yealering Primary School	Yealering-Pingelly Road, Yealering	9888 7088	28 students & 8 staff	Yes

Aged care

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wickepin Cottage Homes	Wogolin Road, Wickepin	Shire 9888 1005	4 X 1 bedroom units single private occupancy	No legal requirement

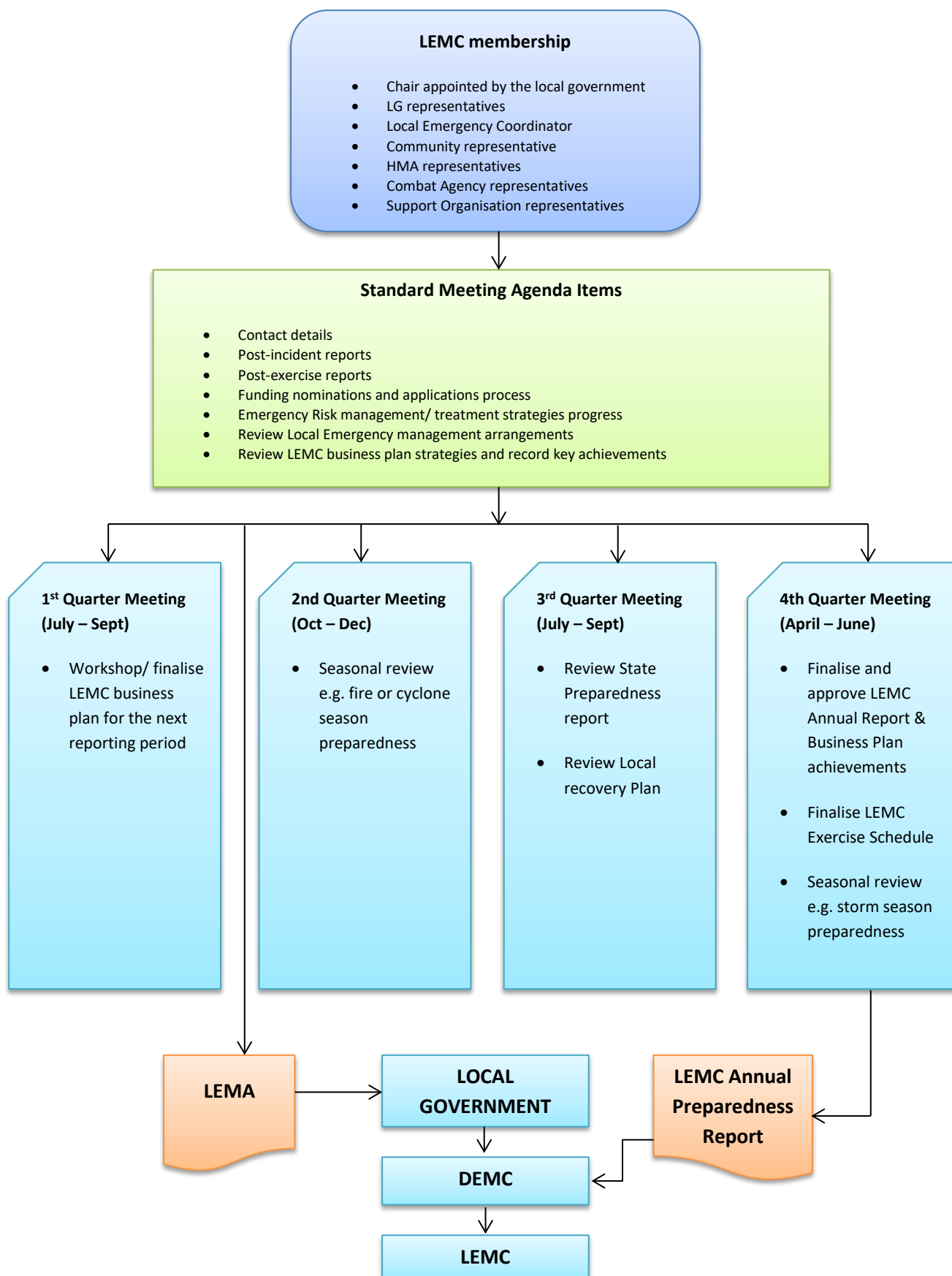
Health

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Country Health Service Wickepin Nursing Post	Johnson Road Wickepin	9888 1104	5	Yes

ANNEX G: LEMC Members

Agency	Position
Shire of Cuballing	
	Shire President (Joint Chair)
	Chief Executive Officer
	Chief Bushfire Control Officer
	Manager Works & Services
Shire of Wickepin	
	Shire President (Joint Chair)
	Chief Executive Officer
	Manager Works & Services
	Chief Bushfire Control Officer
Other Agencies	
Narrogin Police Station	Officer in Charge (LEC)
Wickepin Police Station	Officer in Charge (LEC)
Wickepin Nursing Post	
St John Ambulance Narrogin Sub Branch	Manager
St John Ambulance Wickepin Sub Branch	Manager
Department of Child Protection and Family Support	District Emergency Management Officer
Department of Parks & Wildlife	
Red Cross	
State Emergency Management Committee	Community Emergency Management Officer
Wickepin primary School	Principal
Yealering Primary School	Principal

ANNEX H – Suggested LEMC meeting business cycle



ANNEX I: Roles and responsibilities of the Local Recovery Coordinator (LRC).

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

ANNEX J: Roles and functions of the Local Recovery Coordinating Group (LRCG)

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
 - Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
 - Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

ANNEX K: Local Recovery Resources

Shire of Cuballing

Department	Management-area	Capability	Contact-details
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • Corporate responsibility • Link to Council • Management of staff during recovery process • Staff redirection and backfill to support recovery process • Financial Management • Prepare community information • Arrange public meetings 	
	Deputy CEO	<ul style="list-style-type: none"> • Corporate assistance to the CEO • Recovery cost management • Statutory requirements and policy • Oversight of Shire's financial management systems and reporting requirements • Act as scribe to the LRCG 	
	Shire President	<ul style="list-style-type: none"> • Chair Local Recovery Coordination Group • Address public meetings • Authorise media releases 	
	Deputy Shire President	<ul style="list-style-type: none"> • Alternate Chair LRCG 	
	Executive Assistant	<ul style="list-style-type: none"> • Corporate 	

		<ul style="list-style-type: none"> support ● Secretarial support ● Community messaging 	
	Environmental Health Officer	<ul style="list-style-type: none"> ● Environmental Health 	
	Manager Works and Services	<ul style="list-style-type: none"> ● Asset information ● Engineering advice ● Damage reporting ● Parks and reserves management ● Equipment allocation for recovery support ● Building safety audits ● Environmental & waste management advice 	

Shire of Wickepin

Department	Management area	Capability	Contact details
Executive	Chief Executive Officer	<ul style="list-style-type: none"> ● Corporate responsibility ● Link to Council ● Alternate Chair LRCG ● Management of staff during recovery process ● Staff redirection and backfill to support recovery process 	
	Shire President	<ul style="list-style-type: none"> ● Chair Local Recovery Coordination Group ● Address public meetings ● Authorise media 	

		releases	
	Manager Works	<ul style="list-style-type: none"> • Asset information • Engineering advice • Damage reporting • Parks and reserves management • Equipment allocation for recovery support 	
	Senior Finance Officer	<ul style="list-style-type: none"> • Management of financial assistance grants (Lord Mayor's Distress relief Fund) • Recovery cost centre creation • Recovery cost management • Management of public donations 	
	Environmental Health/ Building Surveyor	<ul style="list-style-type: none"> • Environmental health management • EHO advice • Building safety audits • Environmental & waste management advice 	

	Community Development Officer	<ul style="list-style-type: none">• Community information• Coordinate community information• Arrange public meetings and events• Assist in the management of public donations (goods only)	
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Supporting organisations

Organisation	Responsible area	Capability	Contact details
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> Community recovery support Recovery advice Community outreach Personal support 	
Department for Child Protection & Family Support	District Community Support Officer	<ul style="list-style-type: none"> Provide a representative to the RC if required and available. Coordinate emergency welfare services as part of the recovery process (Westplan Recovery). Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated. 	
Department of Parks & Wildlife		<ul style="list-style-type: none"> Wildlife information and support Environmental advice 	
Disability Services Commission		<ul style="list-style-type: none"> Community support resources for persons with disabilities 	
Local Government Insurance Services (LGIS)	District representative	<ul style="list-style-type: none"> Insurance and risk management advice 	
Department of the Premier & Cabinet	WANDRRA Manager	<ul style="list-style-type: none"> WANDRRA advice and support 	
	State Recovery Coordinator	<ul style="list-style-type: none"> State recovery advice Coordination of State resources 	
Mental Health Services WA	Local Coordinator	<ul style="list-style-type: none"> Mental health services for the 	

		<ul style="list-style-type: none"> community • Community help programs 	
State Emergency Management Committee Secretariat	Community Emergency Management Officer	<ul style="list-style-type: none"> • Recovery support and advice 	
Water Corporation	Local Manager	<ul style="list-style-type: none"> • Water restoration and service advice 	
Western Power	Local Manager	<ul style="list-style-type: none"> • Power restoration and service advice 	

ANNEX L: Suggested composition Local Recovery Coordinating Group and subcommittees

Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair LRCG	1
	Local Recovery Coordinator - Chief Executive Officer	1
	Executive Manager Corporate Services	1
	Executive Manager Engineering Services	1
	Executive Manager Development Services	1
Hazard Management Agency/s	Incident Controller or Regional Manager	2
Department for Child Protection and Family Support	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
SEMC Secretariat	Community Emergency Management Officer	1
Department of the Premier and Cabinet	State Recovery Coordinator	1
	WANDRRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community representation	Affected community representative or elected member	As required

LRCG- Finance Subcommittee (Event specific) Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair – Executive Manager Corporate Services	1
	Minute taker	1
	Finance/Administration Officer	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Department of Human Service	Local Centre Link manager	1

LRCG – Infrastructure Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair –Executive Manager	1
	Engineering Services Minute taker	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1

LRCG- Environment Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair – Executive Manager	1
	Development Services Minute taker	1
	Environmental Health Officer	1
Department of Environment & Regulation (DER)	District officer	1

LRCG – Community Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair – Deputy CEO	1
	Minute taker	1
Department of Child Protection and Family Support	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

ANNEX N: Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Background

The Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post ;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the will provide this secretarial support.

- Meetings of the Subcommittee are not open to the public.
-

Reporting

The Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Community Subcommittee acknowledges that the is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the Local Recovery Coordinating Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

ENVIRONMENT SUB COMMITTEE

Terms of Reference

Background

The Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Representative

- Link to community. Receive guidance and perspective from the community.

Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the Local Recovery Coordinating Group for consideration to assist in the restoration of the natural environment in the medium to long term.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Local Recovery Coordinating Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Environment Subcommittee acknowledges that the is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

FINANCE SUB COMMITTEE

Terms of Reference

Background

The Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Finance Sub Committee

The primary objective if the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordinating Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the bushfires which occurred on in the .

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the bushfire which occurred on the .

The primary role of the Finance Subcommittee will include:

- With regard to the Lord Mayor's Distress Relief Fund (LMDRF), the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.

In developing the eligibility criteria and procedures pertaining to the LMDRF, the Finance Subcommittee will endeavour to:

- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.

The Finance Sub Committee will need access to funding information provided to individuals by other agencies to assist with the above assessments.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Local Recovery Coordinating Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Finance Subcommittee acknowledges that the is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

INFRASTRUCTURE SUB COMMITTEE

Terms of Reference

Background

The Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the coordination of the restoration of Local Government and State infrastructure lost or damaged;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Conduct of Meetings

- The quorum for a meeting of the subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the subcommittee has a *financial interest* in any matter before the subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

- If a member of the subcommittee has an *impartiality interest* in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- Other matters arising concerning the orderly and proper conduct of meetings of the subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Local Recovery Coordinating Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Subcommittee acknowledges that the is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

ANNEX O: Operational Recovery Plan template

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage:

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (NDRRA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

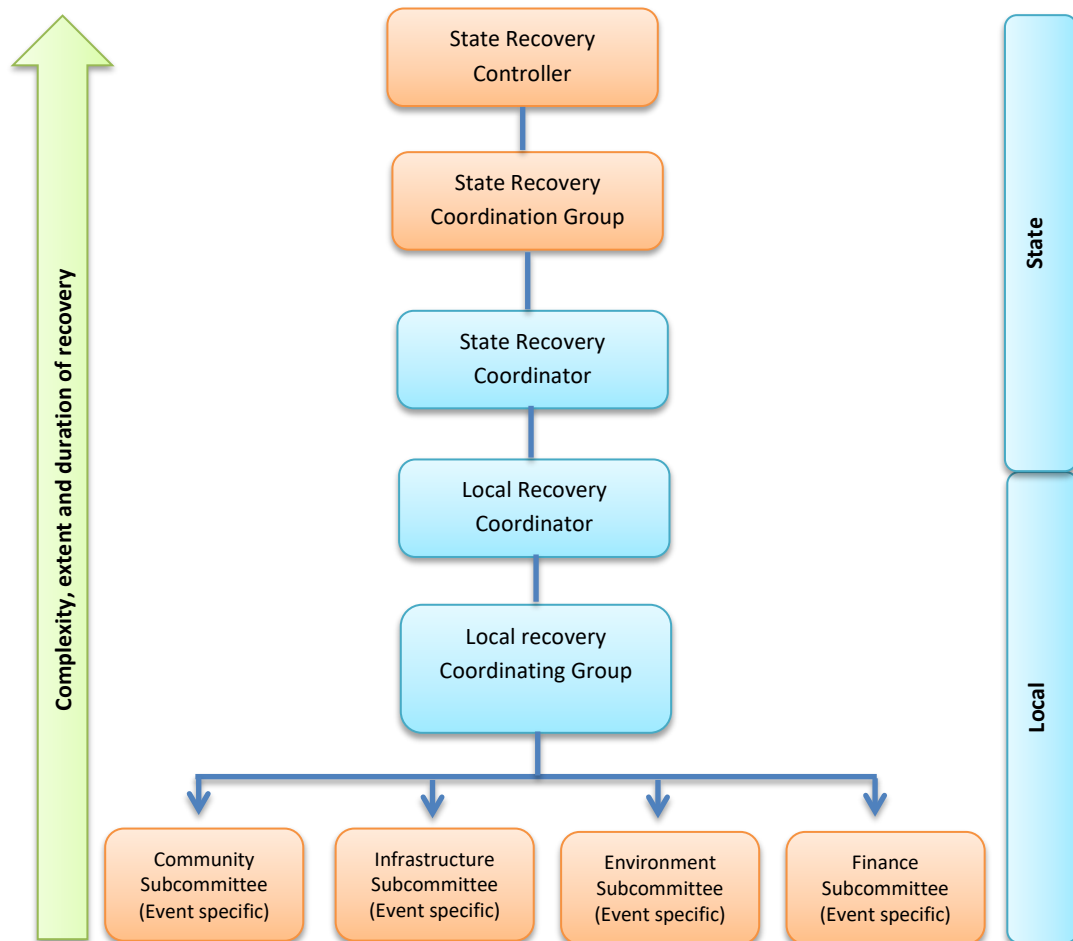
(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

ANNEX P: Potential Recovery Governance Structures



ANNEX Q: (Suggested) MEDIA RELEASE - DONATIONS

Donations in time of disaster

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.