



APPENDICES

20 DECEMBER 2022

ORDINARY COUNCIL MEETING

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Minutes

Local Emergency Management Committee

**Second Quarter
Wednesday 2 November 2022**

Local Emergency Management Committee – 2 November 2022

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona on Wednesday 2 November 2022. The Chairperson Mr. M Walmsley declared the meeting open the time being 10:00am.

1. ATTENDANCES

Members

M Walmsley	LEMC Chairperson / Shire President, Shire of Waroona
S Kirkham	LEMC Chairperson / Councillor, Shire of Murray
R Marlborough (Proxy)	Manager Governance / LEMC EO, Shire of Murray
N Stevens	CESC, Shire of Murray
B Brown (Proxy)	EA to Director Place and Community Development, Shire of Murray
B Jordan	Manager MALC, Shire of Murray
M Goodlet	CEO / LRC, Shire of Waroona
P Thurkle	CESO, Shire of Waroona
S Thomas	CBFCO, Shire of Waroona
S Macdonald	Manager WCRC, Shire of Waroona
S Starkie (Proxy)	Acting LEMC Deputy Chairperson / Acting OIC, WAPOL Pinjarra
W Goodhill	Emergency Response Supervisor, Alcoa
L Hay	CEO, Bedingfeld Park Inc Aged Care Facility
T Sillitto	Senior District Emergency Services Officer, DoC
Q La Rosa	DEMA - Metro, DFES
P Dwyer	Unit Manager, Murray SES
C Hunter	Station Manager, St John Ambulance Pinjarra
C Louis	Principal, Pinjarra Primary School
N Dew	Community Representative, Shire of Waroona
B Worthington	Community Representative, Shire of Waroona

Ex-Officio

C Goff	RESSO/Minute Secretary, Shire of Murray
G McAneny	Acting District Officer Wellington, DFES
C Norris (Proxy)	WHS Advisor, Harvey Water
C Van Veen (Proxy)	Representative, Water Corporation

Guest

R Bloxsidge	Senior Infrastructure & Development Officer, Shire of Waroona
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2. ABSENT

Members

L McGuirk (Apology)	Local Recovery Coordinator, Shire of Murray
R Wilson (Apology)	CBFCO, Shire of Murray
K Oborn (Apology)	Deputy LRC, Shire of Waroona
M Howes (Apology)	LEMC Deputy Chairperson OIC, WAPOL Pinjarra
J Worthington (Apology)	OIC, WAPOL Dwellingup
K Tarver (Apology)	OIC, WAPOL Waroona
S James (Apology)	Representative, Quambie Park
C Thompson (Apology)	Community Representative, Shire of Murray
J Humphreys	Health and Safety Manager, Alcoa
K Jones	Brigade Captain, Pinjarra VFRS
D Wilson	Representative, St John Ambulance Waroona

Ex-Officio

C Shenton (Apology)	AWARE Project Officer, Shire of Murray
J Carter (Apology)	District Officer - Emergency Management, DFES
K Gill (Apology)	Manager Emergency Preparedness Disaster Response, DoH
J Gilliland (Apology)	Principal Response Advisor - Incident and EM, DPIRD
D Cormack (Apology)	Maintenance Supervisor, Fulton Hogan
S Collins (Apology)	Operations Manager, Water Corporation
T Simpson	Local Welfare Coordinator, DoC
N Elrick	District Officer – Natural Hazards, DFES
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
J Rawlins	Field Operations Team Leader, Western Power

Guest

D Unsworth (Apology)	CEO, Shire of Murray
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3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting - **Appendix 1** - 8 August 2022

Committee Recommendation**LEMC22/006****Moved: R Marlborough**

That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 8 August 2022 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 20:0

- 3.2 Review of Meeting Action Register - **Appendix 2**

The current Shire of Murray & Waroona LEMC meeting action register is attached in **Appendix 2**. No changes were made.

4. BUSINESS ARISING

- 4.1 State EM Policy Section 5.12 - Funding for Emergency Responses - **Appendix 3** - R Marlborough

Item for information only. Regarding the ongoing review of the State EM Policy 5.12 for Funding for Emergency Responses.

4.2 Endorsement of the Department of Communities Local Emergency Welfare Plan – Peel Region - Appendix 4 - T Sillitto

File Ref: 7206-05
 Previous Items: Nil
 Applicant: Nil
 Author and Title: Robert Marlborough, Manager Governance
 Declaration of Interests: Nil
 Voting Requirements: Simple Majority

Committee Recommendation

LEMC22/007

Moved: S Kirkham

That LEMC:

1. receives and accepts the Department of Communities Local Emergency Welfare Plan - Peel Region, as detailed in Appendix 4; and
2. notes that the Local Emergency Welfare Plan - Peel Region is a live document that is subject to regular review and amendment to ensure currency.

CARRIED UNANIMOUSLY 20:0

In Brief

To receive and accept the Department of Communities Local Emergency Welfare Plan – Peel Region ('LEWP'), which forms part of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangement suite of documents.

A redacted version of the LEWP has been provided to both the Shire of Murray and the Shire of Waroona Councils to retain confidentiality. A full version has been provided to the LEMC membership.

Background

The LEWP is to be read in conjunction with the State Emergency Welfare Plan. Both plans are prepared by the Department of Communities and are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The LEWP includes:

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

The LEWP covers Shire of Murray, Shire of Waroona, City of Mandurah and Shire of Boddington. This is a live document that is subject to regular review and amendment to ensure currency. The plan forms part of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangement suite of documents.

Report Detail

The Department of Communities has requested that LEMC receive and note the Local Emergency Welfare Plan – Peel Region.

Murray 2031 Strategic Community Plan

Focus Area	Capable and Accountable
Aspiration	Respond efficiently and effectively to the evolving needs of the community.
Strategy	Deliver efficient and effective Council services to the community.

Waroona - Strategic Community Plan

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy	Ensure the safety of our community.

Waroona - Corporate Business Plan 2021- 2025

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective 1.1	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy 1.6	Ensure the safety of our community
Project and Actions 1.1.6.3	Review Local Emergency Management Arrangements

Murray 2021 - 2025 Corporate Business Plan

Nil

Other Strategic Links

Nil

Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (*local emergency management arrangements*) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management; and
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
 - (d) a description of emergencies that are likely to occur in the local government district; and
 - (e) strategies and priorities for emergency management in the local government district; and
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Sustainability & Risk Considerations

Economic - (Financial impact to the community)

There are no economic impacts on the community.

Social - (Quality of life to community and/or affected landowners)

Improvement in emergency management planning will have a positive impact on the community.

Environment – (Impact on environment’s sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

SEMC has a number of arrangements in place including the ‘State Emergency Management Policy 2.5 and 6.3’, ‘State Emergency Management Plan 2.1.3, 5.3.2, 6.3 and 6.5’, ‘Local Emergency Management Arrangements Guideline and Model’, ‘Local Recovery Guideline’ and ‘WA Community Evacuation in Emergencies Guideline’ that sets out local government responsibilities for emergency management.

Overall Risk Management Consideration

Risk Level	Comment
Low	The plan will reduce the Shire’s risk exposure through the development of associated plans, structures and training to effectively coordinate local emergency management activities.

Consultation

Emergency Management Act 2005,
Local Government Act 1995,
Department of Communities,
Local Emergency Management Committee; and,
Relevant internal staff.

Resource Implications*Financial*

Nil.

Workforce

Nil.

Options

Council has the option of:

1. supporting the recommendation, as provided,
2. supporting the recommendation, with amendments; or,
3. rejecting the proposal.

Conclusion

The Local Emergency Management Committee is urged to support the recommendation presented to ensure that adequate Emergency Management plans and structures are in place in the districts, to support emergency management functions and responsibilities.

5. State EM Preparedness Procedure 3.7 - LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMC Contact Details - **Appendix 5**

A meeting attendance sheet was circulated at the meeting. An updated LEMC Contact Register is attached in **Appendix 5**.

5.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports

The Lane Poole Reserve Bushfire Desktop Exercise held Monday 8 August 2022 went well and provided the LEMC membership a chance to test the LEMA's and go through a bushfire/evacuation scenario.

5.1.3 Funding Nominations and Applications Progress

Discussed in item 6.5.

5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

The Shire of Murray was successful in receiving \$118,178.00, from Round 1 of the 2022/23 Mitigation Activity Fund Grants Program (MAFGP). Treatment works approved under the MAFGP are scheduled and progressing.

The Shire of Waroona was successful in receiving \$25,097.50, from Round 1 of the 2022/23 MAFGP. R Bloxside advised that treatment works are progressing with only one more burn required which will hopefully be finished by March 2023. Shire of Waroona have submitted a new application for Round 2.

5.1.5 Local Emergency Management Arrangements - **Appendix 6**

The Shire of Murray and Shire of Waroona Local Emergency Management Arrangements have been reviewed by SEMC and have met the requirements. The joint LEMA was noted at the 13 October 2022 meeting of the State Emergency Management Committee (SEMC) (Resolution 54/2000) in alignment with the State EM Preparedness Procedure.

The SEMC Executive Officer – Rick Curtis sent a letter to congratulate both Shires on achieving this milestone and working with a broad range of stakeholders. **Refer to Appendix 6.**

A special thank you is extended to the Shire of Murray and Shire of Waroona Local Emergency Management Committee, for their contribution and ongoing commitment to improve emergency management within both Shires.

R Marlborough thanked Q La Rosa and her team for all of their assistance with the LEMA project. Q La Rosa congratulated both Shires on the accomplishment.

The Restricted Version - Level 2 will be added to both Shire of Murray and Shire of Waroona websites. Wafer cards (electronic copies) and printed hard copies were distributed at the meeting with the leftover to be sent out.

5.1.6 Review Business Plan Strategies and Record Key Achievements - **Appendix 7**

The current LEMC Annual Business Plan 2022-2024 is attached in **Appendix 7**. Q La Rosa advised that SEMC have recently endorsed the final Business Plan template which also includes climate change.

The Shire of Murray and Shire of Waroona LEMC Business Plan is based on the previous SEMC template. This will be changed to align with the new template and presented at the next meeting.

5.2 **Second Calendar Quarter**

5.2.1 Seasonal Review - DFES

Discussed in item 6.6.

6. **GENERAL BUSINESS**

6.1 Waroona Dam and Surrounding Private Properties - Emergency Evacuation Desktop Exercise - R Marlborough

R Bloxsidge and G McAneny will be meeting after the LEMC meeting to organise the Waroona Dam and Surrounding Private Properties – Emergency Evacuation Desktop Exercise. J Carter will also assist with organising the exercise. A DBCA Masterplan is currently being developed and camping will be reintroduced.

B Worthington raised concerns regarding emergency access on Scarp Road. Water Corporation took the gate keys from surrounding property owners in April 2022. This now locks property owners in should an emergency occur in the area.

B Worthington stated that this has previously been raised and still hasn't been resolved. Shire of Waroona were asked to treat this issue as an extreme urgency. M Goodlet advised that he is aware of the difficulty and stated that the Shire of Waroona are considering alternate escape routes. Informal arrangements are in place for the alternate access.

It was also mentioned that the Shire of Waroona Brigades require keys. Water Corporation will follow up access for residents and provide keys to Shire of Waroona Brigades.

6.2 Foot and Mouth Disease (FMD) - DPIRD - **Appendix 8**

J Gilliland from DPIRD was an apology but provided an update regarding Foot and Mouth Disease. A copy is attached in **Appendix 8**.

6.3 Communications Plan (CP) - **Appendix 9**

The draft Communications Plan is attached in **Appendix 9** for review and feedback.

6.4 NBN Sky Muster Vehicle Overview – Peta Greening

Peta and Ashley from NBN set up the NBN Sky Muster Vehicle in the carpark and provided the LEMC membership an overview at the meeting. NBN works with emergency agencies to support them in times of emergencies through their temporary network infrastructure and equipment.

The sky muster vehicle supports regional communities in Emergency Response. It assists with preparedness, provides mobile connectivity and can be used as an Incident Control Centre. The muster vehicle is basically a satellite on wheels and is the only one in WA (based in Perth).

The Sky Muster vehicle was used at Cyclone Seroja for 4 days. It has a 100m line of sight range with a charging dock for up to 10 devices. With a 50 Mb download and 15Mb upload speed. The truck also has its own diesel generator which lasts approx. 12-15 hours before it needs to be refilled. The NBN team did turn off the generator 3-4 times during Cyclone Seroja to give it a break.

Fly away kits can also be deployed as long as they are connected to a generator. Peta advised that funding will be available shortly from Federal Government for the kits.

Below is a list of sites in the region that have a Project STAND installation (emergency WIFI service) at their respective sites -

LGA	Locality	Site Name	Address
Serpentine-Jarrahdale	Jarrahdale	Bruno Gianatti Hall	8 Munro Street, Jarrahdale WA 6124
Boddington	Boddington	Boddington Shire Office	39 Bannister Road, Boddington WA 6390
Mandurah	Mandurah	Mandurah Aquatic and Recreation Centre (MARC)	303 Pinjarra Road, Mandurah WA 6210
Murray	Pinjarra	Murray Aquatic & Leisure Centre (MALC)	16 Camp Road, Pinjarra WA 6208
Serpentine - Jarrahdale	Byford	Serpentine Jarrahdale Community Recreation Centre	38 Mead Street, Byford WA 6122
Waroona	Waroona	Waroona Recreation & Aquatic Centre	88 Hill Street, Waroona WA 6215

6.5 DFES - DEMA Metro - **Appendix 10** - Q La Rosa

A report was submitted as per **Appendix 10**.

6.6 DFES - Acting DO Wellington - **Appendix 11** – G McAneny

A report was submitted as per **Appendix 11**.

6.7 Harvey Water - WHS Advisor - **Appendix 12** - C Norris

A report was submitted as per **Appendix 12**.

6.8 DoC - Senior District Emergency Services Officer - **Appendix 13** - T Sillitto

A report was submitted as per **Appendix 13**.

6.9 15 Year National Service Award - N Dew

M Walmsley presented N Dew with his 15 Year National Service Award and thanked him for his service.

7. NEXT MEETING

The next Local Emergency Management Committee meeting will be held on Wednesday 1 February 2023 commencing at 10:00am. The meeting will be held at the Shire of Murray Lesser Hall - 1915 Pinjarra Road, Pinjarra (Between the Civic Centre and the Library).

8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 10:57am.

I confirm that these minutes were confirmed at the Local Emergency Management Committee (LEMC) meeting held on Wednesday 1 February 2023 as being a true and correct record of proceedings.

LEMC Chairperson

Date

Unconfirmed



Minutes

Local Emergency Management Committee

First Quarter
Monday 8 August 2022

Local Emergency Management Committee – 8 August 2022

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Bushfire Centre of Excellence at 20 Dollyup Street, Nambeelup on Monday 8 August 2022. The Chairperson Mr. M Walmsley declared the meeting open the time being 10:02am.

1. ATTENDANCES

Members

M Walmsley	LEMC Chairperson Shire President, Shire of Waroona
R Marlborough (Proxy)	Manager Governance, Shire of Murray
B Jordan	MALC Manager, Shire of Murray
P Thurkle	CESO, Shire of Waroona
S Thomas	CBFCO, Shire of Waroona
M Howes	LEMC Deputy Chairperson OIC, WAPOL Pinjarra
J Worthington	OIC, WAPOL Dwellingup
S Butcher (Proxy)	OIC, WAPOL Waroona
W Goodhill	Emergency Response Supervisor, Alcoa
T Sillitto	Senior District Emergency Services Officer, DoC
Q La Rosa	DEMA, DFES
K Jones	Brigade Captain, Pinjarra VFERS
C Hunter	Station Manager, St John Ambulance Pinjarra
C Louis	Principal, Pinjarra Primary School

Ex-Officio

C Goff	RESSO, Shire of Murray
B Finlay	District Officer Wellington – Fire Services, DFES
I Howell (Proxy)	Acting Senior Ranger Lane Poole Reserve, DBCA
C Norris (Proxy)	Representative, Harvey Water
S Collins	Operations Manager, Water Corporation

Guest

M Goodlet	CEO, Shire of Waroona
R Bloxsidge	Senior Infrastructure & Development Officer, Shire of Waroona
N Minnock	Inspector, WAPOL Mandurah
B Slater	Program Leader – Capability and Resilience, DFES
N Ellis	Risk and Resilience Researcher, DFES
R Sheil	Data Officer, DFES

2. ABSENT

Members

S Kirkham (Apology)	LEMC Chairperson Councillor, Shire of Murray
R Wilson (Apology)	CBFCO, Shire of Murray
C Thompson (Apology)	Community Representative, Shire of Murray
S Macdonald (Apology)	WCRC Manager, Shire of Waroona
B Worthington (Apology)	Community Representative, Shire of Waroona
K Tarver (Apology)	OIC, WAPOL Waroona
L Hay (Apology)	CEO, Bedingfeld Park Inc Aged Care Facility
L McGuirk	Local Recovery Coordinator, Shire of Murray
A Nuttall	Local Recovery Coordinator, Shire of Waroona
K Oborn	Deputy Local Recovery Coordinator, Shire of Waroona
N Dew	Community Representative, Shire of Waroona
G Cresswell	Emergency Services Superintendent, Alcoa
J Humphreys	Health and Safety Manager, Alcoa
P Dwyer	Unit Manager, Murray SES
D Wilson	Representative, St John Ambulance Waroona
S James	Representative, Quambie Park

Ex-Officio

C Shenton (Apology)	AWARE Project Officer, Shire of Murray
J Carter (Apology)	District Officer – Emergency Management, DFES
N Elrick (Apology)	District Officer – Natural Hazards, DFES
J Gilliland (Apology)	Manager Emergency Preparedness Agriculture and Food, DPIRD
A Lewis (Apology)	Project Engineer, Harvey Water
T Simpson	Local Welfare Coordinator, DoC
K Gill	Manager Emergency Preparedness Disaster Response, Department of Health
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
D Cormack	Maintenance Supervisor, Fulton Hogan
J Rawlins	Field Operations Team Leader, Western Power

Guest

D Unsworth CEO, Shire of Murray

3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting - **Appendix 1** – 11 May 2022

Committee Recommendation**LEMC22/003****Moved: M Howes**

That the minutes of the Shire of Murray & Waroona Local Emergency Management Committee Meeting held on 11 May 2022 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 14:0

The Shire of Waroona Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 8 August 2022 at the 23 August 2022 Ordinary Council Meeting as per resolution OCM22/08/104.

The Shire of Murray Council received and noted the minutes of the Shire of Murray & Waroona Local Emergency Management Committee meeting held on 8 August 2022 at the 25 August 2022 Ordinary Council Meeting as per resolution OCM22/095.

- 3.2 Review of Meeting Action Register - **Appendix 2**

The Shire of Murray & Waroona LEMC meeting action register was reviewed. Refer to **Appendix 2**.

4. BUSINESS ARISING

4.1 Endorsement of the Shire of Murray and Shire of Waroona Local Emergency Management Arrangements - R Marlborough

File Ref: 7206-05 and 8/9341-02
 Previous Items: Nil
 Applicant: Nil
 Author and Title: Robert Marlborough, Manager Governance
 Declaration of Interests: Nil
 Voting Requirements: Simple Majority

Committee Recommendation

LEMC22/004

Moved: T Sillitto

That Council

1. adopts the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan, as tabled at the meeting;
2. submits copies of the endorsed Local Emergency Management Arrangements to the State Emergency Management Committee (SEMC) and District Emergency Management Committee – South Metropolitan; and,
3. notes that the Local Emergency Management Arrangements inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan, Animal Welfare Plan are live documents that are subject to regular review and amendment in accordance with the requirements of State Emergency Management Policy to ensure effectiveness and currency.

CARRIED UNANIMOUSLY 14:0

Committee Recommendation LEMC22/004 was carried by the Shire of Waroona Council at the 23 August 2022 Ordinary Council Meeting as per resolution OCM22/08/104.

Committee Recommendation LEMC22/004 was carried by the Shire of Murray Council at the 25 August 2022 Ordinary Council Meeting as per resolution OCM22/096.

In Brief

To endorse the Shire of Murray and Shire of Waroona Local Emergency Management Arrangements ('LEMA'), inclusive of the Local Recovery Plan ('LRP'), Local Recovery Resource Manual ('LRRM'), Emergency Evacuation Plan ('EEP') and Animal Welfare Plan ('AWP') as part of the 'All West Australian's Reducing Emergencies' ('AWARE') Project.

Background

The State Emergency Management Committee ('SEMC') provides the AWARE grant funding program, to enhance the capability and knowledge of emergency management agencies across Western Australia.

In December 2020 the Shire of Murray applied for AWARE grant funding following the amalgamation of the Shire of Murray and Waroona Local Emergency Management Committee's ('LEMC'). The proposal was to develop a single comprehensive LEMA, LRP and LRRM utilising the Shire of Murray's existing documents as a base template. It would also include the creation of an EEP, AWP and a Communications Plan ('CP').

The comprehensive arrangements once developed would provide all stakeholders with clear guidance when responding to, and recovering from emergencies. It will also assist both Shires' to better manage and coordinate local emergency and recovery activities, independently and collectively.

On the 8 March 2021 the SoM was informed by the SEMC Secretariat that it had been successful in obtaining \$30,000 to complete the project. The project commenced on 12 April 2021. An application was submitted in June 2022 to extend the grant funded project until 30 August 2022. This application was supported.

The draft LEMA documents prepared were sent to the District Emergency Management Advisor ('DEMA') on 25 March 2022. Following DEMA feedback, requested changes were made and then the amended documents were sent to Shire of Waroona in April 2022 to review and provide feedback.

Changes identified by Shire of Waroona were included in the draft documents and then another copy was sent to the DEMA and the Shire of Waroona in May 2022 for a subsequent review.

In May 2022 the LEMA documents prepared were distributed to the LEMC membership requesting feedback. In early July 2022 the Department of Primary Industries and Regional Development representative provided feedback and minor changes were requested to the LEMA and the AWP. C Shenton the AWARE Project Officer updated the draft documents to reflect the changes sought, and amended them to include the latest Australian Bureau of Statistics census data.

Following this consultation, the new LEMA suite of documents was sent to SEMC for noting and distribution to the District Emergency Management Committee - South Metro for consideration and final review.

The Communications Plan is currently in draft. This plan has been provided to DEMC for initial review. Once feedback is received the final draft will be presented at the next LEMC meeting to progress the review process, prior to formal adoption.

Report Detail

It is proposed to seek LEMC's recommendation for the Councils of the Shire of Murray and the Shire of Waroona, to respectively adopt the joint Local Emergency Management Arrangements, inclusive of the Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan as provided, pursuant to Section 41(1) of the *Emergency Management Act 2005*.

If the documents are endorsed copies will be submitted to the State Emergency Management Committee (SEMC) pursuant to section 41(5) of the *Emergency Management Act 2005* and to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro).

Murray 2031 Strategic Community Plan

Focus Area	Capable and Accountable
Aspiration	Respond efficiently and effectively to the evolving needs of the community.
Strategy	Deliver efficient and effective Council services to the community.

Waroona - Strategic Community Plan

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy	Ensure the safety of our community.

Waroona - Corporate Business Plan 2021- 2025

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective 1.1	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy 1.6	Ensure the safety of our community
Project and Actions 1.1.6.3	Review Local Emergency Management Arrangements

Murray 2021 - 2025 Corporate Business Plan

Nil

Other Strategic Links

Nil

Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (***local emergency management arrangements***) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management; and
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b); and
 - (d) a description of emergencies that are likely to occur in the local government district; and
 - (e) strategies and priorities for emergency management in the local government district; and
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Sustainability & Risk Considerations*Economic - (Financial impact to the community)*

There are no economic impacts on the community.

Social - (Quality of life to community and/or affected landowners)

The review of the LEMA inclusive of sub-plans and the subsequent improvement in emergency management planning will have a positive impact on the community.

Environment – (Impact on environment's sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

SEMC has a number of arrangements in place including the 'State Emergency Management Policy 2.5 and 6.3', 'State Emergency Management Plan 2.1.3, 5.3.2, 6.3 and 6.5', 'Local Emergency Management Arrangements Guideline and Model', 'Local Recovery Guideline' and 'WA Community Evacuation in Emergencies Guideline' that sets out local government responsibilities for emergency management.

Overall Risk Management Consideration

Risk Level	Comment
Low	The comprehensive review of the Local Emergency Management Arrangements and sub-plans will reduce the Shire's risk exposure through the development of associated plans, structures and training to effectively coordinate local emergency management activities.

Consultation

Emergency Management Act 2005,
Local Government Act 1995,
 State Emergency Management Committee,
 Local Emergency Management Committee; and,
 Relevant internal staff.

Resource Implications*Financial*

The costs associated with the AWARE Project was funded from the AWARE grant funding.

Workforce

Involvement on the AWARE Project was incorporated into the scope of the relevant AWARE Officer's role.

Options

Council has the option of:

1. supporting the recommendation, as provided,
2. supporting the recommendation, with amendments; or,
3. rejecting the proposal.

Conclusion

The Local Emergency Management Committee is urged to support the recommendation presented to ensure that adequate Emergency Management plans and structures are in place in the districts, to support emergency management functions and responsibilities.

4.2 Terms of Reference - Shire of Murray & Waroona Local Emergency Management Committee - **Appendix 3** - R Marlborough

File Ref: 7206-05
 Previous Items: Nil
 Applicant: Nil
 Author and Title: Robert Marlborough, Manager Governance
 Declaration of Interests: Nil
 Voting Requirements: Simple Majority

Appendix 3

Committee Recommendation

LEMC22/005

Moved: C Hunter

That Council adopts the Shire of Murray & Waroona Local Emergency Committee (LEMC) Terms of Reference as detailed in Appendix 3.

CARRIED UNANIMOUSLY 14:0

Committee Recommendation LEMC22/005 was carried by the Shire of Waroona Council at the 23 August 2022 Ordinary Council Meeting as per resolution OCM22/08/104.

Committee Recommendation LEMC22/005 was carried by the Shire of Murray Council at the 25 August 2022 Ordinary Council Meeting as per resolution OCM22/097.

In Brief

To endorse the amended Shire of Murray & Waroona Local Emergency Management Committee ('**LEMC**') Terms of Reference ('**ToR**') that details the purpose, scope, functions, authority, roles and responsibilities of the Committee.

Background

The Shire of Murray & Waroona LEMC brings together key stakeholders in emergency management within its boundaries to plan and prepare for emergency management incidents and to meet the requirements of relevant legislation, policy statements and other emergency management related standards.

On 17 February 2021 the Shire of Murray & Waroona LEMC recommended that the original Terms of Reference be adopted. LEMC recommendation LEMC21/003 was carried by the Shire of Murray Council at the 22 April 2021 Ordinary Council Meeting as per resolution OCM21/058 and the Shire of Waroona Council at the 27 April 2021 Ordinary Council Meeting as per resolution OCM21/04/038.

Since then there has been a number of new stakeholders that have been invited to attend the LEMC meetings. However, the new stakeholders aren't included in the original ToR and therefore aren't listed as voting members or as ex-officio members.

Subsequently, Department of Fire and Emergency Services ('**DFES**') have also requested the voting arrangements be modified for DFES representation. Currently the three DFES District Officers (one representative per meeting) are listed as Ex-Officio and the District Emergency Management Advisor ('**DEMA**') is listed as a Voting Member. The request was to reverse this arrangement as the DEMA role should be impartial providing advice and support.

Therefore, the LEMC ToR has been amended to reflect these changes and is identified in **Appendix 3**.

Report Detail

This proposal seeks for the LEMC to adopt the amended ToR to ensure the LEMC has adequate plans and structures established to effectively coordinate emergency management planning.

Murray 2031 Strategic Community Plan

Focus Area	Capable and Accountable
Aspiration	Respond efficiently and effectively to the evolving needs of the community.
Strategy	Deliver efficient and effective Council services to the community.

Waroona - Strategic Community Plan

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy	Ensure the safety of our community.

Waroona - Corporate Business Plan 2021- 2025

Focus Area	Our Community
Aspiration	To have a connected and involved community that improves our quality of life through developing quality places and implementing quality town planning.
Objective 1.1	Create a connected, safe and cohesive community with a strong sense of community pride.
Strategy 1.6	Ensure the safety of our community
Project and Actions 1.1.6.3	Review Local Emergency Management Arrangements

Murray 2021 - 2025 Corporate Business Plan

Nil

Other Strategic Links

Nil

Statutory Environment

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

Local government emergency management responsibilities are set out under the *Emergency Management Act 2005*, the relevant sections are outlined below;

36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- (b) to manage recovery following an emergency affecting the community in its district; and

- (c) to perform other functions given to the local government under this Act.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Sustainability & Risk Considerations

Economic - (Financial impact to the community)

There are no economic impacts on the community.

Social - (Quality of life to community and/or affected landowners)

The LEMC ToR and the subsequent improvement in emergency management planning will have a positive impact on the community.

Environment – (Impact on environment's sustainability)

There is no negative impact on the natural or built environment.

Governance – (Policy implications)

Council Policies are not impacted by this proposal.

Overall Risk Management Consideration

Risk Level	Comment
Low	<p>The amended LEMC ToR details the purpose, scope, functions, authority, roles and responsibilities of the committee.</p> <p>This ensures that the LEMC has adequate plans and structures established to effectively coordinate emergency management planning.</p>

Consultation

*Emergency Management Act 2005,
Local Government Act 1995,
State Emergency Management Committee,
Local Emergency Management Committee; and,
Relevant internal staff.*

Resource Implications

Financial

Nil

Workforce

Nil

Options

Council has the option of:

1. supporting the recommendation, as provided,
2. supporting the recommendation, with amendments; or,
3. rejecting the proposal.

Conclusion/Justification of Officer Recommendation

The Local Emergency Management Committee is urged to recommend to Council for the amended Terms of Reference to be adopted to ensure the Local Emergency Management Committee have adequate plans and structures established to effectively coordinate emergency management planning.

5. State EM Preparedness Procedure 7 – LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMC Contact Details - refer to Appendix 4

The updated LEMC Contact Register is attached in **Appendix 4**. A meeting attendance sheet was circulated at the meeting.

R Marlborough advised that the SoM Coordinator Ranger and Emergency Management and Community Emergency Services Coordinator roles are still vacant at the moment however, the interview process has commenced.

5.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports

Nil.

5.1.3 Funding Nominations and Applications Progress

Discussed below in item 5.1.4.

5.1.4 Bush Fire Risk Management Planning / Treatment Strategies Progress

The Shire of Murray was successful in receiving \$118,178.00 and the Shire of Waroona was successful in receiving \$25,097.50, from Round 1 of the 2022/23 Mitigation Activity Fund Grants Program (MAFGP).

Funding for Shire of Murray has been provided to undertake 10 bush fire treatments in Dwellingup, Nambeelup and Coolup. Mitigation activities will include installing fire breaks/fire access tracks, reducing fuel loads and carrying out hazard reduction burns.

Funding for Shire of Waroona has been provided to undertake 3 bush fire treatments in Waroona. Mitigation activities will include installing fire breaks, chemical spraying to reduce fuel loads and carrying out a hazard reduction burn.

5.1.5 Review and Development of Local Emergency Management Arrangements

Discussed in Item 4.1.

5.1.6 Review Business Plan Strategies and Record Key Achievements

Discussed below in Item 5.2.1.

5.2 First Calendar Quarter

5.2.1 LEMC Business Plan 2022/2024 – Appendix 5 – R Marlborough

It is good business practice for LEMC to maintain a Business Plan. Attached for review and consideration at **Appendix 5** is a plan that has been prepared.

6. GENERAL BUSINESS

6.1 Waroona Dam and Surrounding Private Properties – Emergency Evacuation Desktop Exercise - **Appendix 6 and Appendix 7** - M Goodlet

M Goodlet advised that he would like an emergency evacuation desktop exercise held for the Waroona Dam and surrounding properties within the next 12 months. It was previously raised that two exercises should be held simultaneously with one at the Waroona Dam and the other at Lane Poole Reserve. However, a decision was made to hold them separately.

The Nanga Road bridge closure is an issue which may limit emergency access. Access in and around Waroona Dam is also a problem. DBCA, Peel Development Commission and Shire of Waroona are currently developing a Masterplan for DBCA to manage the Waroona Dam area.

Concerns have been raised by the surrounding community regarding access and the closure of Scarp Road. The initial commitment from Water Corporation was that they wouldn't close the road.

The main issues will be access routes and communications including lack of mobile reception. B Finlay will liaise with J Carter and Waroona Police to organise and provide a list of potential dates. It was agreed by the committee that a desktop emergency evacuation exercise for the Waroona Dam and surrounding private properties will be held prior to the November 2022 LEMC meeting.

Waroona Police will need to be involved if it is an evacuation exercise. S Butcher advised that he is happy to be included.

6.2 Review of SEMC Capability Framework - B Slater, N Ellis and R Sheil

B Slater, N Ellis and R Sheil from Capability and Resilience team at DFES, were invited to the LEMC meeting and the Lane Poole Reserve Bushfire Desktop as observers. They are currently undertaking a review of the SEMC Capability Framework.

6.3 St John Ambulance Station Manager - C Hunter

C Hunter advised that St Johns are trialing a new radio system for improved communications which will automatically transfer from radio, to cell and then to satellite as required. This new system is aimed at improving emergency response communications for ambulance activities.

Investigations are occurring to transfer responsibility for the St John Ambulance sub-center in Pinjarra to a Metro controlled centre. At this point of time nothing has been finalised.

6.4 DFES District Officer Wellington - Fire Services - **Appendix 8** - B Finlay

A full report has been submitted and is included in **Appendix 8**.

6.5 DC Senior District Emergency Services Officer - **Appendix 9** - T Sillitto

T Sillitto advised that he has just returned from 8 months leave. A full review of the DC Local Emergency Welfare Plan for the Peel Region is currently underway.

Evacuation Centre Training will be held in Kwinana on 17 August 2022 with approximately 8 or 9 representatives from SoM and SoW attending. A full report has been submitted and is included in **Appendix 9**.

6.6 DFES DEMA - **Appendix 10** - Q La Rosa

Q La Rosa advised that a joint South Metro and East DEMC meeting/exercise is currently being organised for Tuesday 18 October 2022.

The LEMA suite of documents was noted at DEMC on 4 August 2022. SEMC are currently undertaking a review of the LEMA framework. The Act came into effect in 2005 and the framework has never been reviewed. The project will take approx. 1 year. A LEMC handbook is currently in development for a guide for LEMC Executive Officers. A full report has been submitted and is included in **Appendix 10**.

6.7 Shire of Waroona CESO - P Thurkle

P Thurkle advised that he is slowly progressing from Brigade point of view at Shire of Waroona. Credit was given to the Emergency Services team.

6.8 Shire of Waroona CBFCO - S Thomas

SoW Brigades have been included in the turnout list for Shire of Murray due to the Nanga Road Bridge closure.

6.9 Pinjarra VFRS Brigade Captain - K Jones

The Nanga Road Bridge closure is an issue for both Shires as it impacts on emergency response times given the travel distance increase.

Plans have been put in place with Shire of Waroona Brigades assisting with turnouts due the closure. K Jones is hoping the weight limit will be raised so turn out procedures can be adjusted accordingly.

R Marlborough advised that Main Roads WA engineers are currently looking at the load limit on the bridge which is currently limited to 4 tonnes. R Marlborough will keep the LEMC membership updated as to any changes to the load limit capacity of the bridge. Bobs Crossing is currently an alternative crossing however this also has a load limit which is unknown. Periodic flooding has also impacted using this as an alternate access route.

7. **NEXT MEETING**

The next Local Emergency Management Committee meeting will be held on Wednesday 2 November 2022 commencing at 10:00am. The meeting will be held at the Shire of Waroona Council Chambers at 52 Hesse Street, Waroona.

8. **CLOSE**

There being no further business the Chairperson declared the meeting closed the time being 10:40am.

I confirm that these minutes were confirmed at the Local Emergency Management Committee (LEMC) meeting held on Wednesday 2 November 2022 as being a true and correct record of proceedings.



LEMC Chairperson

10/11/2022

Date

Local Emergency Management Committee
Meeting Action Register

Date Raised	Serial N ^o	Item N ^o	Subject	Action	Responsible Officer	Completion Date / Status
27 November 2013	09/13	7.1 Appendix 4	AWARE ERM Report <i>Risk Reference 35 – Flood/Flash flooding</i> Develop a Local Flood Management Plan	<p>04/05/16 Consultation with DFES to develop the plan. Meeting to be held in June 2016.</p> <p>02/08/17 Ongoing. Discuss further with Water Corp.</p> <p>07/02/18 Ongoing. Invite to the next LEMC meeting DFES.</p> <p>05/02/20 SEMC approved a review of the State Risk Project prior to commencing phase 5. The project commenced in 2013 and was designed to gain comprehensive and consistent understanding of the risks faced at state, district and local levels. The review will assess how to move forward with the knowledge and data collated.</p> <p>11/11/20 R Porter advised that the ERM Risk Assessment Workshops will cover all Hazards.</p> <p>03/11/2021 SES to follow up.</p>	D/O Natural Hazards DFES Unit Manager Murray SES	Deferred
4 March 2020	04/20	5.1.2	LEMC membership is to review the Lake Navarino Emergency and Evacuation Procedure, as found as Appendix 4, and provide feedback to the LEMC Executive Officer.	<p>02/09/2020 – Camping at Lake Navarino is currently prohibited. DBCA are aware they are responsible for managing the land. DBCA are currently liaising with Linda and Craig from Lake Navarino in regards to the management structure.</p> <p>02/12/2020 – RP advised that the procedure will be recirculated to the LEMC membership in early 2021 and feedback will be provided to Linda and Craig from Lake Navarino.</p> <p>11/05/2021 – The Shire of Waroona and DBCA had a meeting at the start of May 2021 to discuss Lake Navarino. The majority of the land around Lake Navarino is unallocated crown land and the management of the land is questionable. DBCA advised they are not responsible for managing the land.</p> <p>04/08/2021 – The Shire of Waroona held a meeting in regards to the management/land responsibility plan for Lake Navarino with various agencies on Monday 26 July 2021. No one has taken ownership yet but hopefully DBCA take ownership. M Walmsley advised that there is no camping and Police/Rangers are helping to monitor the area.</p> <p>09/02/2022 – M Walmsley advised that another meeting is scheduled next week.</p>	LEMC Membership	In Progress

				<p>11/05/2022 – B Worthington was an apology at the meeting. M Goodlet spoke on his behalf and advised that B Worthington received a letter from Water Corp regarding the Scarp Road (to the south) escape route being permanently closed. Landowners previously had a key but the lock has now been changed. Residents are concerned.</p> <p>Lake Navarino is to be vested to DBCA. M Walmsley advised that there are no major issues there at the moment. The Shire is pushing for DBCA to formalise a camping/recreation area.</p>		
17 February 2021	01/21	6.6	Evacuation Workshop to be organised with Bedingfeld Aged Care Facility and Quambie Park.	<p>09/02/2022 – It was raised that this would be difficult to organise with the current COVID-19 situation but could be done as a desktop.</p> <p>11/05/2022 – R Marlborough advised that he will follow up and ask Sharon James (Quambie Park) and Leanne Hay (Bedingfeld Aged Care) to attend the August LEMC meeting to discuss further.</p>	Bedingfeld Aged Care Facility, Quambie Park and LEMC membership	Not Started
3 November 2021	03/21	6.6	J Worthington to follow up with K Laurendi and organise a Bushfire Exercise at Lane Poole Reserve.	<p>09/02/2022 – This is currently being organised however meetings have been pushed back recently due to incidents occurring in the area.</p> <p>11/05/2022 – M Howes advised that planning for the exercise has been pushed back due to incidents and G Stevens being deployed. However, Police have met up to discuss evacuation points and limited communications.</p> <p>R Wilson advised that DBCA organised a desktop evacuation exercise of Lane Poole Reserve which may be useful for planning another exercise. It was raised that an exercise should be held at Lake Navarino with potentially two exercises being held simultaneously (one at Lake Navarino and one at Lane Poole Reserve).</p> <p>08/08/2022 – Lane Poole Reserve Bushfire Desktop Exercise held at the Bushfire Centre of Excellence.</p>	WAPOL / K Laurendi	Completed

DRAFT WITH TRACKED CHANGES

(~~Red and strikethrough~~ – is a removal and Yellow highlighted and underlined is an addition)

State Emergency Management Policy section 5.12 – Funding Arrangements for Emergency Responses

5.12.1 ~~To ensure accountability for expenditure incurred, the emergency management agency~~ Hazard Management Agency (HMA) or Controlling Agency directing an emergency management agency or other agencies or organisations supporting the emergency response, ~~with operational control of any resource is~~ responsible for payment of ~~all related expenses~~ costs associated with ~~its operation during an emergency response,~~ emergencies unless other arrangements are established as described in Situations A-D.

5.12.2 ~~Agencies that have assisted in responses to emergencies may be eligible for reimbursement of some expenses.~~ Funding arrangements for emergencies an emergency response is dependent on the situation as described below: ~~and based on criteria detailed in the document, Criteria for meeting costs associated with emergencies under other financial assistance on the SEMC website, and State EM Recovery Procedure 5.2.~~

Situation A. ~~A Single-agency service~~ Hazard Management Agency (HMA) or Controlling Agency response with no support from other organisations.

~~Funding Arrangement~~

Where an emergency requires ~~only~~ a single Hazard Management Agency or Controlling Agency response, with no support from other organisations, all costs associated with the emergency must be met by the HMA or Controlling Agency.

~~Where such costs impact on the core business programs of the Agency an application for supplementary funding may be made to their Minister, where applicable [ref: Treasurers Instruction 302]. <http://www.treasury.wa.gov.au/FAB/>~~

~~**Situation B.** A Controlling Agency response with agreed bi-lateral arrangements for support, either through plans or memoranda of understanding.~~

~~Funding Arrangement~~

~~When an emergency requires a **Controlling Agency response with agreed bi-lateral arrangements for support**, documented either through Plans or a Memoranda of Understanding, each emergency management agency will meet their own costs unless otherwise agreed.~~

~~Where such costs impact on the core business programs of the agency an application for supplementary funding may be made to their Minister, where applicable [ref: Treasurers Instruction 302].~~

Situation B. A Multi-agency response where prior arrangements are established for an emergency response activity.

~~When an emergency requires a multi agency response, all costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agencies core functions or, as in Category B, the agency has a bi-lateral agreement in either Plans or Memoranda of Understanding to provide such services and resources at its own cost.~~ Where prior arrangements are established, including costs determined within those arrangements, each agency or organisation must meet the costs for emergency response activities directed by the HMA or Controlling Agency.

Prior arrangements may include plans, memoranda of understanding or service agreements agreed to before the emergency response activity occurs.

~~**Situation C. A multi-agency response.**~~

~~**Funding Arrangement**~~

~~When an emergency involves a multi agency response, all costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agency's core functions or, as in Category B, the agency has a bi-lateral agreement in either Plans or Memoranda of Understanding to provide such services and resources at its own cost.~~

Situation C. Multi-agency response where prior arrangements are not established for an emergency response activity.

Where prior arrangements are not established, costs for emergency response activities, must be met by the HMA or Controlling Agency directing the response, unless it is a legislative responsibility of the emergency management agency or other agencies or organisations supporting the emergency response to carry out that response function or activity.

~~**Situation D. Where costs are incurred in delivering services or resources at the request of the Controlling Agency which are not part of the agency's core functions and there are no prior agreements as to funding responsibilities.**~~

~~**Funding Arrangement**~~

~~Where costs are incurred in delivering services or resources at the request of the Controlling Agency, which are not part of the Agency's core functions and there are no prior agreements as to funding responsibilities, then such costs shall be met by the~~

~~Controlling Agency. All expenditure must be agreed by the Controlling Agency prior to incurring.~~

~~The Controlling Agency shall call for the submission of CEO certified accounts within six (6) weeks of the end of the operation. Submissions should also include physical resources under the custody, care, and control of the agency (e.g., motor vehicles, fixed and rotary wing aircraft, heavy moving plant, and equipment, etc.) that were deployed for the emergency including the duration of deployment. Where agencies are unable to forward such accounts within the 6 (six) week period they are to advise the Controlling Agency of expenditure commitments made for the operation.~~

~~Where such costs impact on the core business programs of the agency an application for supplementary funding may be made to their Minister [ref: Treasurers Instruction 302.~~

Situation DE. Where An emergency is declared an eligible event under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

Funding Arrangement

When an emergency is declared an eligible event under DRFAWA, **all agencies or organisations undertaking an emergency response activity can apply for** eligible costs associated with the emergency **response are required to be met**, in accordance with DRFAWA, **Categories A, B and C**, unless prior arrangements in relation to DRFAWA funding have been endorsed by the State **G**overnment.

~~Details of the DRFAWA eligibility measures and application instructions are available in the DRFAWA Guideline on the DFES Website.~~

~~All agencies shall be responsible for providing DFES with financial information in the format designated in the DRFAWA, to ensure the State adheres to the assurance requirements of the DRFA and is able to maximise its return from the Commonwealth.~~

~~Where such costs (less any DRFAWA financial reimbursements for specific eligible measures) have an impact on the core business programs of the agency, an application for supplementary funding may be made to the relevant Minister, where applicable, according to the Financial Management Act 2006.~~

Situation F. Where an emergency occurs outside the jurisdiction of the State of Western Australia.

Funding Arrangement

~~When an emergency occurs outside the jurisdiction of the State of Western Australia, mobilisation to the emergency, or in support of the emergency, shall be governed based on agreements entered into with other States and Territories as well as the Commonwealth Government, including the recovery of costs associated with responding to the emergency.~~

Situation G. An emergency response where an agencies/organisations funding does not meet the criteria of Situation's A – F.

Funding Arrangement

Any agencies/organisations who do not qualify for either supplementary funding or DRFAWA assistance, upon identifying costs associated with the provision of support to an emergency that will impact upon their core business programs, should immediately seek to negotiate (with the agency to which they are providing the support or the Controlling Agency for response to the emergency), for recoup of costs on a fee for service basis.

5.12.3 Where response resources are inadequate because of insufficient funds or a lack of suitable/appropriate items for an emergency response, agencies, or organisations responsible for the cost of a requested emergency response activity may:

- request or negotiate with the HMA or Controlling Agency for reimbursement of costs on a fee for service basis prior to any expenditure; or
- apply for supplementary funding through their Minister, where applicable [ref: Treasurers Instruction 302].

5.12.4 No financial commitments can be entered into, or expenditure incurred for an emergency response activity unless authorised by the HMA or Controlling Agency.

5.12.5 All agencies must maintain a record of all costs incurred in carrying out emergency response activities or providing resources in emergency response.

NEW DRAFT WITH ALL CHANGES ACCEPTED**State Emergency Management Policy section 5.12 – Funding Arrangements for Emergency Response**

5.12.1 The Hazard Management Agency (HMA) or Controlling Agency directing an emergency management agency or other agencies or organisations supporting the emergency response, is responsible for payment of costs associated with an emergency response, unless other funding arrangements are established as described in Situations A-D.

5.12.2 Funding arrangements for an emergency response is dependent on the situation as described below:

Situation A. A single Hazard Management Agency (HMA) or Controlling Agency response with no support from other organisations.

Where an emergency requires a single Hazard Management Agency (HMA) or Controlling Agency emergency response, with no support from other organisations, all costs associated with the emergency must be met by the HMA or Controlling Agency.

Situation B. Multi-agency response where prior arrangements are established for an emergency response activity.

Where prior arrangements are established, including costs determined within those arrangements, each agency or organisation must meet the costs for emergency response activities directed by the HMA or Controlling Agency.

Prior arrangements may include within State Hazard Plans, memoranda of understanding or service agreements agreed to before the emergency response activity occurs.

Situation C. Multi-agency response where prior arrangements are not established for an emergency response activity.

Where prior arrangements are not established, costs for emergency response activities, must be met by the HMA or Controlling Agency directing the response, unless it is a legislative responsibility of the emergency management agency or other agencies or organisations supporting the emergency response to carry out that response function or activity.

Situation D. An emergency is declared an eligible event under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

When an emergency is declared an eligible event under DRFAWA, agencies or organisations undertaking an emergency response activity can apply for eligible costs associated with the emergency response, in accordance with DRFAWA, unless prior

arrangements in relation to DRFAWA funding have been endorsed by the State Government.

5.12.3 Where response resources are inadequate because of insufficient funds or a lack of suitable/appropriate items for an emergency response, agencies, or organisations responsible for the cost of a requested emergency response activity may:

- request or negotiate with the HMA or Controlling Agency for reimbursement of costs on a fee for service basis prior to any expenditure; or
- apply for supplementary funding through their Minister, where applicable [ref: Treasurers Instruction 302].

5.12.4 No financial commitments can be entered into, or expenditure incurred for an emergency response activity unless authorised by the HMA or Controlling Agency.

5.12.5 All agencies must maintain a record of all costs incurred in carrying out emergency response activities or providing resources in emergency response.

Local Emergency Welfare Plan

PEEL REGION

(SUPPORTING CITY OF MANDURAH, SHIRE OF MURRAY, SHIRE OF BODDINGTON, AND SHIRE OF WAROONA)

(Updated October 2022)

Prepared by

Department of Communities - Emergency Services

Tabled/Received and accepted at the

LOCAL EMERGENCY MANAGEMENT COMMITTEE on City of Mandurah 13.02.19
Shire of Boddington 25.02.19, Shire of Waroona 6.03.19 Shire of Murray



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

To activate this Plan call the Department of Communities - Emergency Services On Call Coordinator on [0418 943 835](tel:0418943835), 24 hours/7 days.

Local Emergency Welfare Plan - Peel Region

Contact details

To make comment on this plan please contact –

Terry Sillitto

Senior District Emergency Services Officer

Metropolitan South Districts

Department of Communities

[REDACTED]

[REDACTED]

[REDACTED]

Amendment List

AMENDMENT		DETAILS	AMENDED BY NAME
NO.	DATE		
	08 July 2018	Complete Review and Reissue.	Terry Sillitto
1			
2			
3			
4			
5			
6			

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1. Introduction

1.1 Outline

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

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

The scope of this local plan includes:

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

1.2 Exercise and review period

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

1.3 Welfare services definition

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

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

2. Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Welfare Coordination Group (EWCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the EWCG is provided in Appendix 2 and their agreed organisational responsibilities are provided in Appendix 3.

Local Emergency Welfare Plan - Peel Region

2.2 Special considerations

LGs plan for special considerations as per the State EM Policy 4.6.1 –

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

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

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

Animals in welfare centres

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

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in local emergency management arrangements. Also see Appendix 5 Emergency Accommodation, point 5.5 Children, organisations, educational and care facilities.

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

2.3 Resources – Preparedness and Operational

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

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Communities State Welfare Coordinator (SWC)	The title “State Welfare Coordinator” used throughout this plan is the Communities representative appointed by the

Local Emergency Welfare Plan - Peel Region

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

Local Emergency Welfare Plan - Peel Region

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

Local Emergency Welfare Plan - Peel Region

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

Local Emergency Welfare Plan - Peel Region

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	for their own costs.

2.4 Training

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

2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

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

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

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

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

2.6 Plan Activation Stages

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

Local Emergency Welfare Plan - Peel Region

Activation Stage number	Activation Stage name and actions
Stage 1	Alert: [Redacted text] HMA/Controlling
Stage 2	Activation: [Redacted text]
Stage 3	Stand Down: [Redacted text]

Local Emergency Welfare Plan - Peel Region

Activation Stage number	Activation Stage name and actions
	<div style="background-color: black; width: 100%; height: 100%; min-height: 150px;"></div>

2.7 Public Information Management

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

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

2.8 Exchange of Information

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

2.9 Debriefs and Post Operation Reports

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

3 Recovery

3.1 Recovery Definition

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

As per the State Emergency Management Plan and the State Emergency Welfare Plan, it is the responsibility during recovery for the Department of Communities to

coordinate the welfare components of recovery in line with the services outlined in this Plan for people affected by an emergency.

3.2 Emergency relief and assistance in recovery

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

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

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through **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

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

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

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

3.4 Cessation of recovery

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

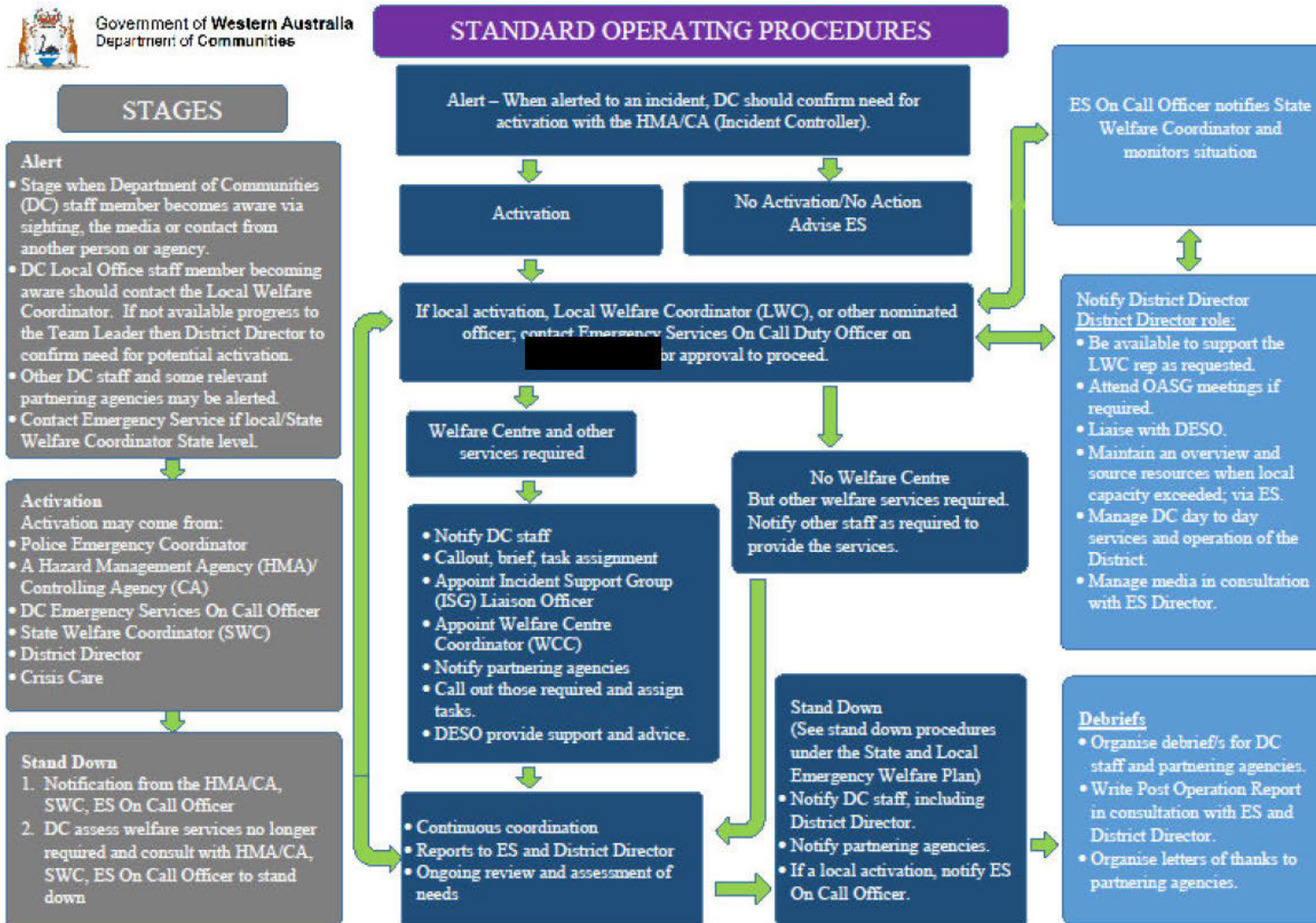
3.5 Review of recovery activities

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

Appendix 1 – Department of Communities Standard Operating Procedures

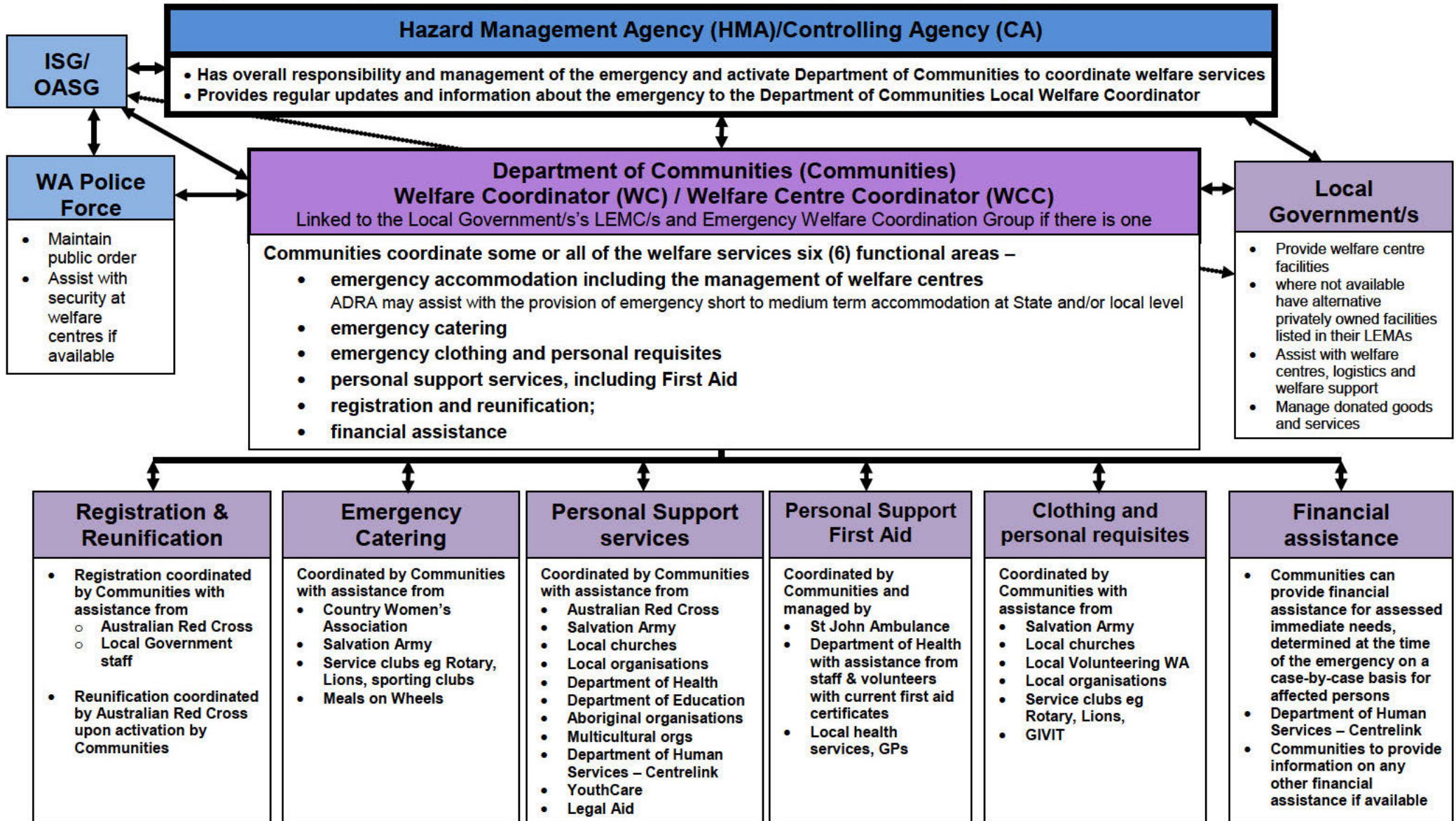


Government of Western Australia
Department of Communities



Appendix 2 – Local Emergency Welfare Coordination

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



Local Emergency Welfare Plan - Peel Region

Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

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

Department of Communities (Communities) Functions include: Overall Coordination * Accommodation * Financial Assistance * Counselling Personal Support * Personal Requisites * Registration		
Name/Position	Work Contact	After Hours Contact
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

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(Proxy Katherine Eaton)		
[Redacted]	[Redacted]	[Redacted]

Shire of Murray Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
Name/Position	Work Contact	After Hours Contact
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Shire of Waroona Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Local Emergency Welfare Plan - Peel Region

City of Mandurah Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets		
Name/Position	Work Contact	After Hours Contact
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Shire of Boddington Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centers Financial Assistance/Appeals * Assistance with Pets		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (1st, 2nd, and 3rd contact used for day-to-day business, planning LWC meetings etc. NOT for emergency responses. For emergency responses refer to after-hours contact numbers in 3rd column)		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

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[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	

Adventist Development Relief Agency (ADRA) Functions Include: Managing Long Term Accommodation Needs (Level 3 activation)			
ADRA are activated by the ESU OnCall Emergency Services Coordinator on 0418 943 835			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Salvation Army Functions include: Catering * Emergency Clothing/Personal requisites * Personal support			
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]
Country Women's Association Functions Include:			

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Catering support * Personal services * Emergency clothing/personal requisites			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Services Australia (Centrelink) Functions include: Financial Assistance * Counseling		
Name/Position	Work Contact	After Hours Contact
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

WA Police Functions Include: Maintain public order at evacuation centre as required		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel Region

1st Contact [Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
St john Ambulance (volunteers)		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
DFES/SES Functions Include: Logistics Support		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	1800 865 103	1800 865 103
DFES/COMMUNITY LIAISON UNIT (CLU) Functions Include: Public information * Liaison between Incident controller and community		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
Department of Education Functions Include: Personal Support * Provide Facilities for Evacuation Centres Provide Facilities for emergency catering		
[Redacted]	[Redacted]	[Redacted]

Local Emergency Welfare Plan - Peel Region

Volunteering WA Functions Include: Managing Affiliated and Spontaneous Volunteers (Level 3 activation) Volunteering WA are activated by the ESU On Call Emergency Services Coordinator on 0418 943 835		
YouthCARE Functions Include: Personal Support and Pastoral Care		
Other agencies yet to be added		
Health Department – Mental Health		
ESU negotiating with Health Dept on possible rep on state and local committees.		
Multi-cultural representation		
Other support agencies I.E. church groups		

Local Emergency Welfare Plan - Peel Region

Appendix 4 – Organisational Responsibilities

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

Agency / Organisation Name	Normal role if engaged
Department of Communities (Communities) – Lead Welfare Agency	(1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government area; (3) Establish and manage the activities of the Fremantle Emergency Welfare Coordination Group including the provision of secretariat support; (4) Provide staff and operate the Welfare Centres if required; (5) Coordinate all welfare resources utilised under this plan; (6) Coordinate the welfare functional areas of: (a) Emergency Accommodation; (b) Emergency Catering; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (7) Provide representatives to various emergency management committees and coordination groups as required.
Department of Communities Disability Services	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of welfare services to people with disabilities; (4) Assist with other welfare functional areas where agreed.
Department of Communities	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support

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Agency / Organisation Name	Normal role if engaged
Housing	Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
ADRA – Adventist Development and Relief Agency	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of emergency short to medium term accommodation; (3) Provide regular updates to Communities, including a list of all emergency accommodation organised for evacuees; (4) Assist with other welfare functional areas where agreed.
Australian Red Cross	(1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Welfare Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
Country Women’s Association	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Catering at Welfare Centres; (3) Assist with the provision of Personal Support Services; (4) Assist with the provision of Emergency Clothing and Personal Requisites; (5) Assist with other welfare functional areas where agreed.
Department of Education	(1) Provide a Support Agency Officer/s as required ; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Catering where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available; (5) Assist with other welfare functional areas where agreed.
Department of Fire and Emergency Services (DFES) Community Liaison Unit	(1) Provide a Support Agency Officer/s as required; (2) Engage “face to face” two way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.
Department of Health	(1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health

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Agency / Organisation Name	Normal role if engaged
	Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
Department of Human Services – Centrelink	(1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with DHS Centrelink guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
Department of Local Government, Sport & Cultural Industries, including Office of Multicultural Interests Divsn	<i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; (3) Assist with other welfare functional areas where agreed.
GIVIT – online donation management system	(1) Provide a Support Agency Officer as required to be a reference source regarding donated goods.
Legal Aid Western Australia	(1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
Local Churches/ Church Ministers Fellowship	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i> (1) Provide a Local Government Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising Local Government facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.
Salvation Army	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected

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Agency / Organisation Name	Normal role if engaged
	as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
St John Ambulance	Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106. (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
Volunteering WA	(1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment; (3) Manage affiliated and spontaneous non-affiliated Volunteers; (4) Assist with other welfare functional areas where agreed.
WA Police Force	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed.
YouthCare	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed

Appendix 5 – Emergency Accommodation

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

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

Points of clarification:

5.1 Establishment of welfare centres

As per State EM Policy -

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

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

5.2 Welfare centres definition

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

5.3 Safety considerations

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

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

5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –
Children and vulnerable people in Evacuation Centres

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

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

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

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

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

5.5 Animals in welfare centres

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

5.6 Responsibility for the welfare centre premises

Communities will take responsibility for the premises utilised as welfare centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities, and agree to replace or reimburse for supplies used in the operation of welfare centres. See Checklists x 3 at the end of this Appendix.

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

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

5.7 School evacuations

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

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

have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Welfare Plan.

5.8 State Welfare Centres

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances local governments or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other local government areas. At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

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

Appendix 5A - List of Pre-Determined Welfare Centres

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

CITY OF MANDURAH

NAME	CAPACITY	ADDRESS	CONTACT
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

MURRAY

NAME	CAPACITY	ADDRESS	CONTACT
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PINJARRA CIVIC CENTRE	350 persons COVID 175/80	1915 Pinjarra Rd, Pinjarra WA 6208	[REDACTED]

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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

SHIRE OF BODDINGTON

NAME	CAPACITY	ADDRESS	CONTACT
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

SHIRE OF WAROONA

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NAME	CAPACITY	ADDRESS	CONTACT
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Note:

Capacity normal use

'Capacity normal use' is shown as the official registered capacity of the building in accordance with licensing for building use. As a guide when being used as a welfare evacuation centre, Communities would recommend utilising only one third of capacity for a short term evacuation (I.E. not overnight), or one quarter capacity for overnight or longer evacuations.

Directional signs

Communities has triangular directional signs in District Emergency Kits that can be placed on street corners to guide evacuees to nominated buildings.

Other accommodation options

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

If a small number of people were required to evacuate the Department of Communities would explore alternative arrangements, depending on the situation. This may include a range of options such as commercial or private facilities.

Refer to the Welfare Centres Local Welfare Emergency Management Support Plan – Sub Plan. This sub plan details the facilities inventory checklists, floor plans, photos and assembly points (currently being developed).

Designated State Evacuation welfare Centres

All activations and any inquiries regarding the designated State Evacuation Centres should be made via the Communities Emergency Services Unit on 0418 943 835.

Private Facilities with Capacity to Host Large Numbers

Aged Care and Disabled

Refer to the individual facilities evacuation plans for the specific details for the Emergency Evacuation and Reception of Residents – Aged Care & Disabled – due to the special needs of these groups a general evacuation/welfare centre is generally not appropriate. Local Government Authorities may be able to assist with identifying any cooperative aged/disabled care emergency evacuation agreements in place within their areas.

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WELFARE CENTRE SAFETY INSPECTION**Facility Name & Address**

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

Areas to check at a minimum	
<p>1. Facility access</p> <ul style="list-style-type: none"> • How many entrances/exits to the centre are there? • Are any entrances/exits a hazard for children/people with special needs? • Do any entrances/exits need to be blocked off or better sign posted? Are any of them fire exits? • Is the car park able to be accessed? Is suitable access for people with disabilities available e.g. ramps/rails etc. • Stage/side halls – are these safe for children? 	<input type="checkbox"/>
<p>2. Slips, trips and fall from height hazards</p> <ul style="list-style-type: none"> • Floors, stairs and ramps - are these free from obstructions that may cause a person to trip or fall – do any need to be barricaded? • Drains, plumbing and wet areas – are these leaking causing a slip hazard – check under sinks, dishwasher. • Are floor surfaces free from uneven surfaces/potholes/other hazards? • Are stair/steps barricaded from children? • Are heavy/frequently used items stored away from top shelves and/or steps/safety ladders available if needing to reach heights (to be secured away at all other times)? 	<input type="checkbox"/>
<p>3. Drowning hazards - Is there a drowning hazard e.g. swimming pool/spa etc? If so have these been barricaded?</p>	<input type="checkbox"/>
<p>4. Electrical hazards</p> <ul style="list-style-type: none"> • Is the switchboard free of any obstructions and switchboard components are clearly marked? • Are plugs, sockets, extension leads, power boards and/or electrical installations in good 	<input type="checkbox"/>

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<p>condition and protected (e.g. covered from damage and not overloaded)?</p> <ul style="list-style-type: none"> • Are flexible cords and extension cords being used in a safe manner (e.g. not lying across walkways and no use of multiple extension cords) • Heaters – are these a hazard that needs to be barricaded? • Kitchen – is this barricaded from children? • Urns/Kettles – have these been barricaded from children? • Other electrical equipment / hazards? 	
<p>5. Hazardous substances</p> <ul style="list-style-type: none"> • Are all potentially dangerous hazardous substances e.g. and chemicals including cleaning products etc locked away? 	<input type="checkbox"/>
<p>6. Other</p> <ul style="list-style-type: none"> • Please include an outline of other areas checked for hazards/risks. 	<input type="checkbox"/>

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

Identified hazard / risk	Resolved/ Barricaded ?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>

3.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Yes <input type="checkbox"/>

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	No <input type="checkbox"/>
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** Please use a separate sheet if more hazards are required to be reported.

Safety Inspection completed by: _____

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		

WELFARE CENTRE CONDITION REPORT

Facility Name & Address

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

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

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

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4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Condition report completed by:

Date:

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		

WELFARE CENTRE HANDOVER REPORT

Facility Name & Address

Report Date/Time:

Name:		Address:	
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Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

Facility Handover Info

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

Areas to consider as a minimum

7. Has a Safety Inspection and Condition Report been completed? Are there any concerns

1. How many Evacuees have been registered? Where are the Registration Forms? Have they been faxed?

2. Has hospitality been provided? Have any Meals been organised for the Evacuees? Have any meals or food has already been served?

3. Have you assigned any Liaison Officers to work in the centre? How Long? Have you arranged any rosters for on-going support?

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4.	Are other community members/groups going to be utilising the centre whilst it is open as a Welfare Evacuation Centre and will disturb its current purpose? Has the community been made aware of this centre being used as a Welfare Evacuation Centre? Have alternative plans been made for activities?	<input type="checkbox"/>
5.	Are there any other concerns or issues that have arisen since the opening of the centre or any that you foresee being an issue whilst the centre is open as a Welfare Evacuation Centre?	<input type="checkbox"/>
6.	Other Notes?	<input type="checkbox"/>

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

Handover report completed/acknowledged by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
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	Local Government		
	Department of Communities		

Appendix 5B – Alternative Temporary Accommodation Services

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

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

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

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

Name	Address	Contact Details	After Hours Contact

Appendix 6 – Welfare function of Registration and Reunification

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

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

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



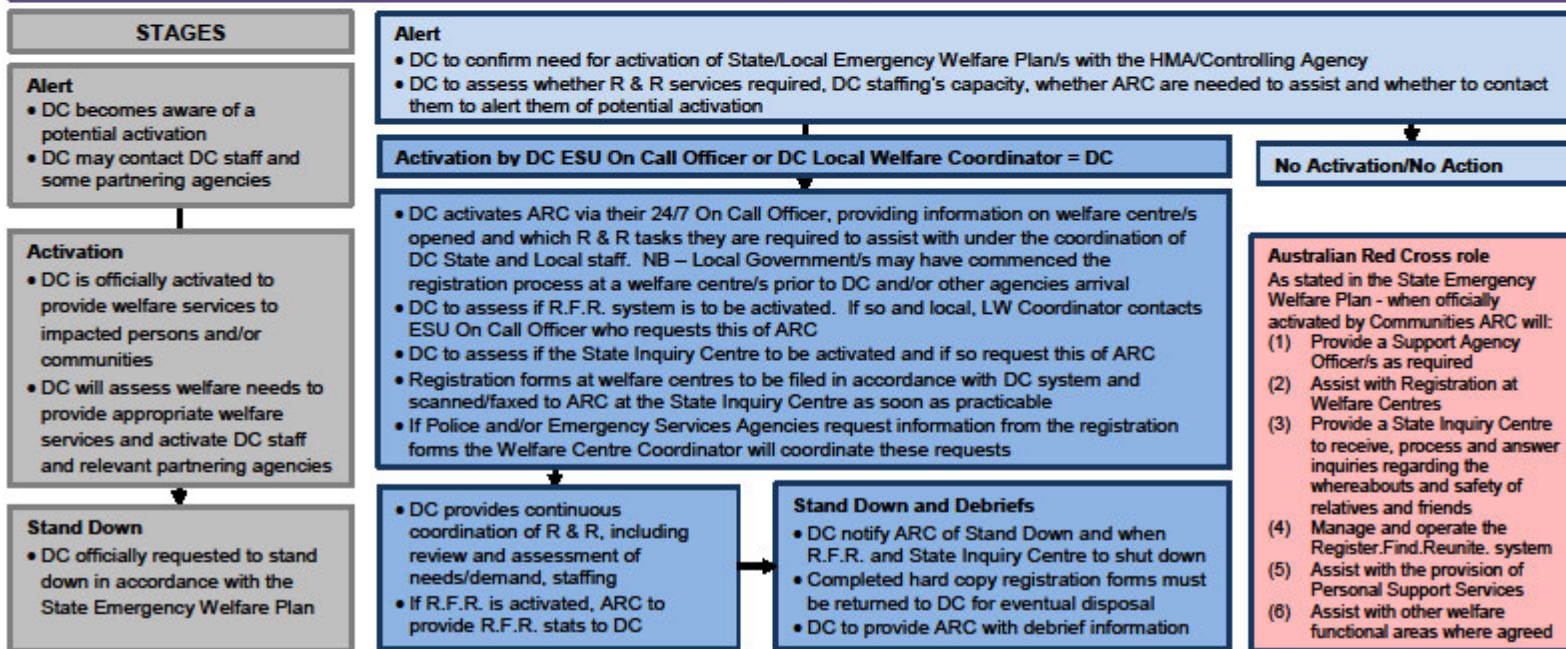
Government of Western Australia
Department of Communities



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

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

Registration and Reunification Standard Operating Procedures – State and Local Levels



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Appendix 7 – Emergency Catering Services

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

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

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

<p>Emergency Services Unit - State Catering Resource List</p> <p>The Emergency Services Unit of the Department for Communities maintains a resource list of potential providers of meals, including Breakfast, Lunch, and Dinner. In the case of large and protracted emergency events requiring catering for large numbers of evacuees, the ESU On Call Duty Officer can be contacted and a request made to activate one of these service providers.</p>

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1.1.1. Gourmania - [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Willing to assist after hours and during business hours with ready-made frozen meals with limited notice.

With more than 24 hours' notice they would be able to provide fresh meals and have these couriered to the site of the hazard.

Costs will be determined based on the meals on hand. (Roughly 10,000-12,000 meals kept on hand)

Fast Food Outlets can provide quick food in an emergency but only for the short term.

Name	Address	Contact Details	Opening hours
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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Murray			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
Boddington			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

Local Emergency Welfare Plan - Peel District

Special dietary needs/culturally appropriate food – LGA Environmental Health Officers will have access to information on providers of food that may address special dietary requirements, including cultural needs. Contact details as per below or via LGA contacts at Appendix 2.

Name	Address	Contact	After Hours Contact
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

TELEPHONE DIRECTORY ASSISTANCE

12456

YELLOW PAGES

WWW.YELLOWPAGES.COM.AU

WHITE PAGES

WWW.WHITEPAGES.COM.AU

Local Emergency Welfare Plan - Peel District

Appendix 8 – Emergency Clothing and Personal Requisites

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

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

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

Petrol Stations 24 hour - With Consumable Supplies.			
Name	Address	Contact Details	Opening Hours
Mandurah			

Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Supermarkets

Mandurah			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Chemists

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

Other Retail Outlets			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

Local Emergency Welfare Plan - Peel District

Appendix 9 – Personal Support Services

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

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

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

A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			
[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]		
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
School Psychologists Dept of Education			
School Chaplain			
Dept of Human Services - Centrelink			

Local Emergency Welfare Plan - Peel District

Telephone Help Services			
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	
[Redacted]	[Redacted]	[Redacted]	

Special Needs Interest Groups

NDIS Partners in Mandurah

[Redacted]	[Redacted]
[Redacted]	[Redacted]
	[Redacted]

Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Translation, Interpretive and Hearing (AUSLAN) Services

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

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Group Housing – Residential care and Independent Living

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Local Emergency Welfare Plan - Peel District

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Education Contact List

[Redacted]	[Redacted]	[Redacted]
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Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]






















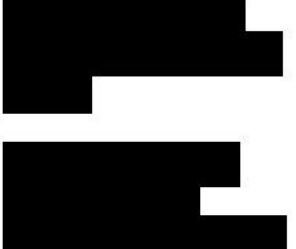
For the full list of schools in WA categorised by region visit www.det.wa.edu.au/schoolinformation/detcms/navigation/school-lists/

Local Emergency Welfare Plan - Peel District

Appendix 10 – Key Contact Lists

Name	Organisation	Work Contact	After Hours Contact
Department of Health – Statewide Duty Officer – Can organize a doctor at a welfare centre and/or write out prescriptions.	Department of Health – Disaster Preparedness and Management Unit	[REDACTED]	[REDACTED]
	Western Power Telstra Alinta Gas Western Power – Control Room	Note: Requests for provision of information and services from providers of utilities should generally be directed to the DCPFS Emergency Services Unit. The Unit has access to these service providers via the State Emergency coordination Group or OASG.	ESU Duty Officer [REDACTED]
Boyd Brown – Area General Manager	Telstra – Can provide a wireless connection for telephone service during an emergency	[REDACTED]	[REDACTED]
Information on road closures	Main roads	http://www.mainroads.wa.gov.au and select 'Alerts' tab	
Information on road closures	DFES	http://www.dfes.wa.gov.au/internet	
Weather	BOM	www.bom.wa.gov.au	
DFES State Public Information Officer – To be used to circulate information regarding evacuation centre location	DFES	[REDACTED]	
Department of Transport	[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

<p>DEPARTMENT OF FIRE & EMERGENCY SERVICE 18 Darius Drive KWINANA 6167 GPO Box P1174, Perth WA 6844 http://www.dfes.wa.gov.au</p>			
<p>Name</p>	<p>Organisation</p>	<p>Work Contact</p>	<p>After Hours Contact</p>
<p>Department for Fire and Emergency Services (SES)</p>			
<p>City of Mandurah</p>			
			
			
			
			

Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

3 Peel Street PO Box 210 MANDURAH 6210 P: 9550 3777 F: 9550 3888 E:
council@mandurah.wa.gov.au www.mandurah.wa.gov.au

[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Essential Services

PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Local Emergency Welfare Plan - Peel District

	[Redacted]
[Redacted]	[Redacted]
[Redacted]	
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Local Emergency Welfare Plan - Peel District

Appendix 11 – Animals at Evacuation Centres:

Families and individuals may arrive at the Welfare Evacuation Centre with a variety of animals, and may need to stay at the ‘centre’ for a period of time, including overnight stays.

Animals are not permitted to enter buildings for health and safety reasons, and therefore options may need to be explored to cater for the needs of the families and individuals who arrive with animals.

Concern for the welfare of pets can be a major stress factor in evacuees and therefore the need to address these concerns should not be overlooked.

Possible options to address the needs of evacuees who arrive with animals are set out below;

1. Evacuees who arrive with animals should be encouraged to register and then relocate with the animals to friends or family.
2. The City of Fremantle has an ‘Animal Welfare Plan’ which may be of assistance if evacuees arrive at the Welfare Evacuation Centre with animals.
3. Local Government Authorities may be able to offer assistance via their Ranger Services.
4. Consider contacting local Dog and Cat boarding facilities via use of search on www.whitepages.com.au OR www.yellowpages.com.au OR internet search engine such as Google OR Directory Assistance on 12456

Other useful contacts are listed below:

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Local Emergency Welfare Plan - Peel District

K9 Dog rescue Mandurah [Redacted]	[Redacted]
[Redacted]	[Redacted]

Pet Supplies		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Local Emergency Welfare Plan - Peel District

Appendix 12 – Security Companies:

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

Name	Address	Contact Details Day & After Hours
[REDACTED]	[REDACTED]	[REDACTED]

Appendix 13 – Distribution List:

This plan has been distributed electronically to:

Department of Communities

- Local Welfare Coordinators as a hard copy in the Local Welfare Coordinator Guide and Checklist folder
- Emergency Services SharePoint site

Local Emergency Management Committee

- *City of Mandurah, Shire of Boddington, Shire of Murray, Shire of Waroona* Local Emergency Management Committees (Edited version for any copies the public have access to – Appendices not included as contain personal names and phone numbers. This is for people's confidentiality and particularly Department of Communities staff)

Local Welfare Emergency Coordination Group

- Email copy to all members of this group

Appendix 14 – Glossary

EMERGENCY SERVICES COORDINATOR – an appointed officer of the Department of Communities authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements.

FUNCTIONAL TEAM LEADER – a person tasked to coordinate the delivery of service provision for one of the 6 (six) Welfare defined functional areas (Accommodation, Catering, etc). The term Functional Team Leader relates to the specific task to be performed not the title of the incumbent (i.e. the Functional Team Leader may be a Department Team Leader, Manager, Project officer but is performing the task of Functional Team Leader)

LOCAL GOVERNMENT WELFARE COORDINATOR – the nominated representative of the Local Government Authority which has elected to assume the responsibility to coordinate the welfare response during emergencies, and liaise with the Welfare Coordinator of the Department.

REGISTRATION – The process of accurately recording on registration forms appropriate details of all persons affected by an emergency and who are temporarily in a Welfare Centre or other location under the authority of the Emergency Services.

STATE WELFARE COORDINATOR – the nominated representative of the Director General, Department of Communities, with the responsibility to coordinate the welfare response to emergencies.

SUPPORT AGENCY OFFICER – are officers from each Welfare Support Agency provided to the Department to assist in the management of the welfare response, as outlined in Section 3.1.3 of this plan.

WELFARE CENTRE – any centre established for the purpose of provision of emergency welfare support services to persons affected by an emergency. The facility may be named an Evacuation Centre, Accommodation Centre, Relief Centre, Recovery Centre, One-Stop-Shop or other name as appropriate. For the purposes of this plan all such facilities are classified as a Local Welfare Centre.

WELFARE CENTRE COORDINATOR – a person appointed by the District Director or Welfare Coordinator to manage the functioning of a Welfare Centre. Usually a senior Department of Communities staff member.

WELFARE COORDINATOR – the Department's staff member appointed by the District Director for the Department and have responsibilities as outlined in Section 2.3 of this plan.

WELFARE SUPPORT AGENCY – a participating organisation whose response in an emergency is to provide assistance to functions under this plan.

Voting Members			
Organisation	Name	Address	Contact Details
Shire of Murray	Cr. Stuart Kirkham (Councillor / LEMC Chairperson)	% - Shire of Murray PO Box 21 Pinjarra WA 6208	0427 868 306 [Redacted]
	Vacant (Manager Ranger and Emergency Management / LEMC Executive Officer)		Vacant
	Mr. Rob Marlborough (Manager Governance / Acting LEMC Executive Officer)		[Redacted]
	Ms. Nicole Stevens (Community Emergency Services Coordinator)		[Redacted] a.gov.au
	Mrs. Leanne McGuirk (Director Place, Community and Economic Development/SoM Local Recovery Coordinator)		[Redacted]
	Mr. Robert "Bluey" Wilson (Chief Bush Fire Control Officer)		[Redacted]
	Mr. Ben Jordan (Manager Murray Aquatic & Leisure Centre)		[Redacted]
Shire of Waroona	Cr. Mike Walmsley (Shire President / LEMC Chairperson)	% - Shire of Waroona PO Box 20 Waroona WA 6215	[Redacted]
	Mr. Mark Goodlet (Chief Executive Officer/SoW Local Recovery Coordinator)		[Redacted]
	Ms. Karen Oborn (Director Infrastructure & Development Services/SoW Deputy Local Recovery Coordinator)		[Redacted]
	Mr. Peter Thurkle (Community Emergency Support Officer)		[Redacted]
	Mr. Steve Thomas (Chief Bush Fire Control Officer)		[Redacted]
	Mr. Stuart Macdonald (Manager Waroona Community Resource Centre)	10 Henning Street Waroona WA 6215	[Redacted]
WAPOL (Pinjarra)	Snr Sgt. Mark Howes (LEC / LEMC Deputy Chairperson / Pinjarra – Officer in Charge)	24 George Street Pinjarra WA 6208	[Redacted]
WAPOL (Dwellingup)	Sgt. Jody Worthington (Dwellingup – Officer in Charge)	55 McLarty Street Dwellingup WA 6213	[Redacted]
WAPOL (Waroona)	Sgt. Keith Tarver (LEC / LEMC Deputy Chairperson / Waroona - Officer in Charge)	9 Recreation Road Waroona WA 6215	[Redacted]
Alcoa Australia (1 x Representative per meeting)	Mr. John Humphreys (Health and Safety Manager)	184 Willowdale Road Wagerup WA 6215	[Redacted]
	Mr. Wade Goodhill (Emergency Response Supervisor)	PO Box 172 Pinjarra WA 6208	[Redacted]
Bedingfeld Park Inc	Ms. Leanne Hay (Chief Executive Officer)	PO Box 762 Pinjarra WA 6208	[Redacted]
Department of Communities - Child Protection and Family Support	Mr. Terry Sillitto (Senior District Emergency Services Officer)	25 Adelaide Street Fremantle WA 6160	[Redacted]
DFES (Emergency Management)	Ms. Quinta La Rosa (District Emergency Management Advisor - Metropolitan)	91 Leake Street Belmont WA 6104	[Redacted]
Murray SES	Mr. Paul Dwyer (Unit Manager)	PO Box 341 Pinjarra WA 6208	[Redacted]

Voting Members

Organisation	Name	Address	Contact Details
Pinjarra Volunteer Fire & Rescue Service	Mr. Ken Jones (Brigade Captain)	Lot 69 Murray Street Pinjarra WA 6208	[Redacted]
St John Ambulance (1 x Representative per meeting)	Ms. Christine Hunter (Station Manager – Pinjarra Sub Centre)	PO Box 123 Pinjarra WA 6208	(08) 9531 3322 / 0428 571 927 [Redacted]
	Ms. Danielle Wilson (Representative)	1 & 3 Henning Street Waroona WA 6215	[Redacted]
Pinjarra Primary School	Mr. Christian Louis (Principal)	Dixon Avenue Pinjarra WA 6208	[Redacted]
Quambie Park Waroona Inc.	Ms. Sharon James (Representative)	15 Eastcott Street Waroona WA 6215	[Redacted]
Community Representative - Shire of Murray	Ms. Christine Thompson JP (Representative)	1 York Road Fumissdale WA 6209	[Redacted]
Community Representative – Shire of Waroona	Mr. Noel Dew (Representative)	92 Panorama Drive Preston Beach WA 6215	[Redacted]
Community Representative – Shire of Waroona	Mr. Bernie Worthington (Representative)	84 Prince Road Waroona WA 6215	[Redacted]

Ex-Officio Members

Organisation	Name	Address	Contact Details
Shire of Murray	Ms. Chantelle Goff (Ranger Emergency Services Support Officer / Minute Secretary)	%- Shire of Murray PO Box 21 Pinjarra WA 6208	[Redacted]
Department of Communities - Child Protection and Family Support	Ms. Tracy Simpson (Local Welfare Coordinator – Peel District Office)	PO Box 972 Mandurah WA 6210	[Redacted]
Department of Fire and Emergency Services (DFES) (1 x Representative per meeting)	Mr. Garry McAney (Acting District Officer Wellington)	Lot 719 South Western Highway Bunbury WA 6230	[Redacted]
	Mr. Nick Elrick (District Officer – Natural Hazards – South West)		[Redacted]
	Mr. John Carter (District Officer – Emergency Management – South West)		[Redacted]
Department of Health	Mr. Karl Gill (Manager Emergency Preparedness Disaster Response)	Elanora Drive Cooloongup WA 6168	[Redacted]
DBCA - Parks and Wildlife Service	Mr. Kris Laurendi (Senior Ranger – Lane Poole Reserve)	1 Banksiadale Road Dwellingup WA 6213	[Redacted]
Department of Primary Industries and Regional Development	Mr. John Gilliland (Principal Response Adviser - Incident and Emergency Management)	1 Nash Street Perth WA 6000	[Redacted]
Harvey Water	Mr. Cameron Norris (WHS Advisor)	1 Turnbull Street Harvey WA 6220	[Redacted]
Main Roads WA	Mr. Dave Cormack (Routine Maintenance Works Manager)	Lakes Road Mandurah WA 6208	[Redacted]
Water Corporation	Mr. Steve Collins (Operations Manager)	1 Richter Road Bunbury WA 6230	[Redacted]
Western Power	Ms. Joscelynd Rawlins (Field Operations Team Leader)	22 Husband Road Mandurah WA 6210	[Redacted]

Guests

Organisation	Name	Address	Contact Details
Shire of Murray	Mr. Dean Unsworth (Chief Executive Officer)	%- Shire of Murray PO Box 21 Pinjarra WA 6208	[Redacted]
Shire of Waroona	Mr. Rhys Bloxside (Senior Infrastructure & Development Officer)	c/- Shire of Waroona PO Box 20 Waroona WA 6215	[Redacted]

Your Ref:
Our Ref: 22/187200; D23329
Enquiries: Quinta La Rosa: 0417 892 694
Sharna Sumpton : 0427 162 486

Dean Unsworth
Chief Executive Officer
Shire of Murray
P O Box 21
PINJARRA WA 6208

Via Email: mailbag@murray.wa.gov.au

Dear Dean Unsworth

RE: LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Thank you for providing a copy of the Murray-Waroona Local Emergency Management Arrangements (LEMA). The LEMA has been reviewed against the requirements of the *Emergency Management Act 2005* (the Act). I am pleased to advise that it meets the requirements.

The Murray-Waroona LEMA was noted at the 13 October 2022 meeting of the State Emergency Management Committee (SEMC) (Resolution 54/2000) in alignment with the State EM Preparedness Procedure. To increase the effectiveness of your arrangements please ensure the LEMA is available on your website and at your local government offices to encourage community familiarity, in accordance with section 43 of the Act.

It is commendable that you have worked with a broad range of stakeholders to achieve this milestone. Congratulations. Please pass on my thanks to your Local Emergency Management Committee for their contribution to the arrangements.

Emergency Management is premised on a shared responsibility between stakeholders, with each individual and agency playing a critical role in keeping themselves and others safe. The shared responsibility does not end with your LEMA being approved and I trust you will continue to work closely with others to continuously improve emergency management within the Shire of Murray.

I encourage you to visit the SEMC website (www.semc.wa.gov.au) to keep updated on SEMC meeting outcomes and updates on key state projects. Your District Emergency Management Advisors, Quinta La Rosa and Sharna Sumpton, are available to provide information and tools to help you support the Shire of Murray.

Thank you for contributing to building a better prepared, safer and more resilient Western Australia.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rick Curtis', enclosed within a large, loopy oval scribble.

Rick Curtis
EXECUTIVE OFFICER
STATE EMERGENCY MANAGEMENT COMMITTEE

13 October 2022

cc Quinta La Rosa, District Emergency Management Advisor, South Metro
Sharna Sumpton, District Emergency Management Advisor, South Metro

SEMC Strategic Plan	LEMC Action	Responsible	Status	Comments
Goal: Collaborative Leadership				
Objective: Stronger relationships enable informed decision-making and local leadership.	<ul style="list-style-type: none"> Periodic review of the Local Emergency Management Committee (LEMC) membership to ensure membership is effective from a local government perspective and is otherwise contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with State Emergency Management (EM) Procedure 7. 	Executive Officer	Achieved/ Ongoing	Terms of Reference review which includes a review of the LEMC membership to be presented to the August 2022 meeting for consideration. Biennial reviews planned.
	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities, where possible. 	LEMC Membership	Ongoing	LEMC membership are invited to attend regular EM training as it arises.
Objective: Continuous improvement championed by engaged and collaborative leaders.	<ul style="list-style-type: none"> LEMC corresponds with DEMC on emerging and current issues in emergency management. 	Executive Officer	Ongoing	It is part of the Executive Officer role to liaise with DEMC regarding EM matters.
	<ul style="list-style-type: none"> LEMC executive officer attend regular DEMC meetings, exercises and forums. 	Executive Officer	Ongoing	It is part of the Executive Officer role to attend DEMC meetings, exercises and forums.
	<ul style="list-style-type: none"> Develop Post Incident Reports in the event of an incident or emergency for the LEMC for review and provide to District Emergency Management Committee (DEMC) for noting. 	Executive Officer	Ongoing	The Executive Officer is responsible for developing post incident reports as necessary.
Goal: Effective Governance				
Objective: Information about hazards, risks and impacts is accessible, trusted and applied by decision makers, the sector and community.	<ul style="list-style-type: none"> A local risk assessment is completed, with a risk register incorporated in the Local Emergency Management Arrangements (LEMA) in accordance with State EM Procedure 8. 	Executive Officer	Completed	<p>Prior to the joint LEMC being established, the Shire of Murray LEMC undertook a risk analysis utilising ERM models based on AS/NZS ISO 31000:2009 "Risk Management – Principles and Guidelines" to determine the emergencies that are likely to occur within its district.</p> <p>Risks identified were included in the ERM Report – Treat Risk – 27 November 2013 (D17/18669) and have subsequently been included in the joint LEMA.</p>
	<ul style="list-style-type: none"> Local risk treatments are identified and reported to the DEMC. 	Executive Officer	Not Started	Once a review is completed the Executive Officer will provide a report to DEMC.
Objective: Changing risk, capability and preparedness are measured and reported across the State.	<ul style="list-style-type: none"> A local risk assessment is updated when new and emerging risks are detected within the community. 	Executive Officer	To be scheduled	A comprehensive risk analysis review using the Emergency Risk Management module will be undertaken within the districts pending suitable State grant funding being identified. With the aim to undertake the review prior to 2025.
	<ul style="list-style-type: none"> LEMC executive officer or member contributes and completes the Annual Preparedness Survey to determine local capability and provide annual reporting information. 	Executive Officer	Completed	2022 Annual Preparedness Surveys completed and lodged. Survey outcomes when released will be circulated to the LEMC.
Objective: Contemporary and evidence-based emergency management framework with well-defined roles and responsibilities and policy maintained by rigorous oversight.	<ul style="list-style-type: none"> LEMA are established, maintained and reviewed in accordance with State EM Procedure 7. 	AWARE Project Officer	Achieved	Project nearly completed. Committee Recommendation LEMC22/004 to be presented to the LEMC meeting held on 8 August 2022, seeking to adopt the LEMA suite of documents.
	<ul style="list-style-type: none"> Local Emergency Management Committee (LEMC) Chair is appointed from local government in accordance with State EM Procedure 7. 	LEMC	Achieved	The LEMC Chairperson is shared role between the respective Shire of Murray and Waroona Council representatives on a rotational basis for a term of two years, this aligns with local government elections. The next appointment process is scheduled for November 2023.

SEMC Strategic Plan	LEMC Action	Responsible	Status	Comments
Objective: Contemporary and evidence-based emergency management framework with well-defined roles and responsibilities and policy maintained by rigorous oversight.	<ul style="list-style-type: none"> LEMC meetings business is administered in accordance with State EM Procedure 7. 	Executive Officer	Ongoing	LEMC meetings held in accordance with State EM Procedure 7.
	<ul style="list-style-type: none"> LEMC contact details are validated quarterly and resource register are validated annually as a minimum. 	Executive Officer	Ongoing	LEMC Contact list amended as required and distributed quarterly.
	<ul style="list-style-type: none"> A Memorandum of Understanding (MOU) for EM district assistance is considered. 	Executive Officer	Achieved	Local Government Emergency Management MOU currently in place with City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona and Shire of Serpentine Jarrahdale. MOU due to expire on 1 December 2025 unless mutually extended, terminated or parties withdraw.
Goal: Capable Sector				
Objective: Capability to respond to risks and vulnerabilities across the state is strengthened.	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. 	LEMC Membership	Ongoing	LEMC membership are invited to attend and participate in district or state level multi-agency exercises where possible.
	<ul style="list-style-type: none"> Capability data is reported annually for the State Emergency Management Committee (SEMC) state emergency management capability survey. 	Executive Officer	Ongoing	Executive Officer completes survey annually, when distributed and a copy is sent to the LEMC membership.
	<ul style="list-style-type: none"> Investigate emergency management funding opportunities to improve resilience in communities. 	Executive Officer	Ongoing	Executive Officer identifies funding opportunities when they arise.
Objective: Public communications systems and technologies are optimised for risk and context.	<ul style="list-style-type: none"> Local communication strategies are incorporated in the LEMA where appropriate. 	Executive Officer	Ongoing	Communications Plan draft currently in development.
Objective: The emergency management sector exercises and learns to continually improve.	<ul style="list-style-type: none"> The LEMC exercises annually in accordance with State EM Policy 4.8.3 and the Western Australia Managing Exercises Guideline. 	LEMC Membership	Ongoing	Lane Poole Reserve Bushfire Desktop Exercise scheduled for 8 August 2022. Waroona Dam and Surrounding Private Properties – Emergency Evacuation Desktop Exercise to be organised.
	<ul style="list-style-type: none"> Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with State EM Policy 4.10. 	Executive Officer	Not Started	Executive Officer to follow up.
	<ul style="list-style-type: none"> Develop a post-exercise report following all exercises in consultation with participants and submit to the DEMC as soon as practicable after the exercise. 	Executive Officer	Not Started	Post exercise report will be created following the Lane Poole Reserve Bushfire Desktop Exercise that is planned and this will be sent to LEMC/DEMC.
Objective: Emergency management knowledge and networks are built across government, industry, and community.	<ul style="list-style-type: none"> LEMC members attend regular emergency management training and professional development opportunities where possible. 	LEMC Membership	Ongoing	LEMC membership are invited to attend regular EM training as it arises.

SEMC Strategic Plan	LEMC Action	Responsible	Status	Comments
Goal: Resilient Community				
Objective: Increase collaboration and coordination to support locally led recovery and resilience.	<ul style="list-style-type: none"> A local recovery plan is established, maintained and exercised as part of the LEMA in accordance with State EM Procedure 8. 	AWARE Project Officer	Achieved	Local Recovery Plan included in LEMA suite of documents. Committee Recommendation LEMC22/004 to be presented to the LEMC meeting held on 8 August 2022, seeking to adopt the LEMA suite of documents.
	<ul style="list-style-type: none"> A Local Recovery Coordinator is identified, trained and where possible experienced in accordance with State EM Procedure 8. 	Local Recovery Coordinators	Ongoing	Local Recovery Coordinators identified for both Shires. Training to be organised.
Objective: Community vulnerability is reduced through risk reduction and adaption.	<ul style="list-style-type: none"> LEMC members participate in district or state level multi-agency exercises where possible. 	LEMC Membership	Ongoing	LEMC membership are invited to attend and participate in district or state level multi-agency exercises where possible.
	<ul style="list-style-type: none"> Capability data is reported annually for the SEMC state emergency management capability survey. 	Executive Officer	Ongoing	Executive Officer completes survey annually, when distributed and a copy is sent to the LEMC membership.
Objective: More agencies and businesses have plans to maintain service delivery to the community.	<ul style="list-style-type: none"> The local government business continuity plan is linked or referred to within the LEMA. 	AWARE Project Officer	Achieved	Shire Business Continuity Plans included in LEMA.
Objective: Critical infrastructure is more resilient through risk reduction, mitigation, and innovation.	<ul style="list-style-type: none"> Critical infrastructure is captured in the LEMA where practical. 	AWARE Project Officer	Achieved	Critical infrastructure layer on Shire of Murray and Shire of Waroona Intramaps.
	<ul style="list-style-type: none"> Key community infrastructure representatives are included on the LEMC, where practical. 	Executive Officer	Achieved	Key community infrastructure representatives apart of LEMC membership.

Project Name	Host Agency	Project Description	Status	Comments
Shire of Murray and Shire of Waroona Local Emergency Management Arrangements Review	SEMC	Develop a single comprehensive Local Emergency Management Arrangements for Shire of Murray and Shire of Waroona. Inclusive of a Local Recovery Plan, Local Recovery Resource Manual, Emergency Evacuation Plan and the Animal Welfare Plan.	●	Project nearly completed. Committee Recommendation LEMC22/004 to be presented to the LEMC meeting held on Monday 8 August 2022, seeking to adopt the LEMA suite of documents. The Communications Plan is currently in draft. This plan has been provided to DEMC for initial review. Once feedback is received the final draft will be presented at a later LEMC meeting to progress the review process, prior to formal adoption.

● On Track	● Off track Minor Issue	● Significant Issues Action Required	● Not yet started
---	--	--	---

From: John Gilliland <John.Gilliland@dpird.wa.gov.au>
Sent: Friday, 21 October 2022 11:06 AM
To: Rob Marlborough <mgov@murray.wa.gov.au>
Subject: RE: [EXT] - Foot and Mouth Disease (FMD) - LEMC Presentation

Hi Rob

Info as discussed

If there are specific questions following the meeting - I will try to obtain answers out of session

The bolded section is really important – if that could be highlighted please

Cheers

John

Foot and Mouth Disease (FMD)

Note: There are, currently, no known incidences of this disease in Australia.

- Presence in Indonesia (as of May 2022) increased risk of entry into Australia.
- Estimated 11.6% chance of FMD outbreak in Australia in the next 5 years.
- FMD is a highly contagious viral disease of cloven-hoofed livestock.
- ABARES estimates a direct economic impact of \$80 billion over 10 years from FMD.
- One case of FMD would lose access to markets for all of Australia.
- Potential pathways into Australia include import of contaminated products and clothing vehicles and equipment.
- National response arrangements in place through the Exotic Animal Disease Response Agreement (EADRA) and AUSVETPLAN.
- A range of prevention and preparedness activities are underway including planning and preparedness for a post border response.
- A national livestock standstill may be declared which would prevent movement of livestock across Australia.
- Response to FMD would include tracing, quarantine, movement controls, surveillance, destruction, disposal, and decontamination.
- A response to FMD may draw on resources from state and local government and private enterprises through the State Emergency Management Arrangements.

John Gilliland

Principal Response Adviser

Incident and Emergency Management

Biosecurity

Department of Primary Industries and Regional Development

1 Nash Street, Perth, Western Australia, 6000

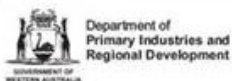
t +61 (0) 8 9368 3934 | **m** +61 439 289 663 | **e** john.gilliland@dpird.wa.gov.au | **w** dpird.wa.gov.au

In Emergencies (08) 9368 3132 | **e** IEM@dpird.wa.gov.au

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This notice should not be removed.



*We're working for
Western Australia.*

If you suspect you may have COVID-19 coronavirus symptoms or may have had close contact with a person who has COVID-19 coronavirus, you should contact the National Coronavirus Helpline on 1800 020 080.

For up-to-date COVID-19 health and information and advice visit the Department of Health's Health.WA website or call 13 COVID (132 68 43).

Appendix 8 - Communication Plan

Shire of Murray and Shire of Waroona

2022



Disclaimer

The Shires of Murray & Waroona make no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

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Requests for further authorisation should be directed to the Coordinator Ranger and Emergency Management, c/- Shire of Murray, PO Box 21, P NJARRA WA 6208 or via email at mailbag@murray.wa.gov.au or warshire@waroona.wa.gov.au

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Front cover photo credit – Josh Cowling

Communication Plan - Authority

The Communication Plan forms part of the joint Local Emergency Management Arrangements (LEMA) and has been prepared and endorsed by the Shire of Murray & Waroona Local Emergency Management Committee (LEMC) pursuant to Section 41(1) of the *Emergency Management Act 2005*.

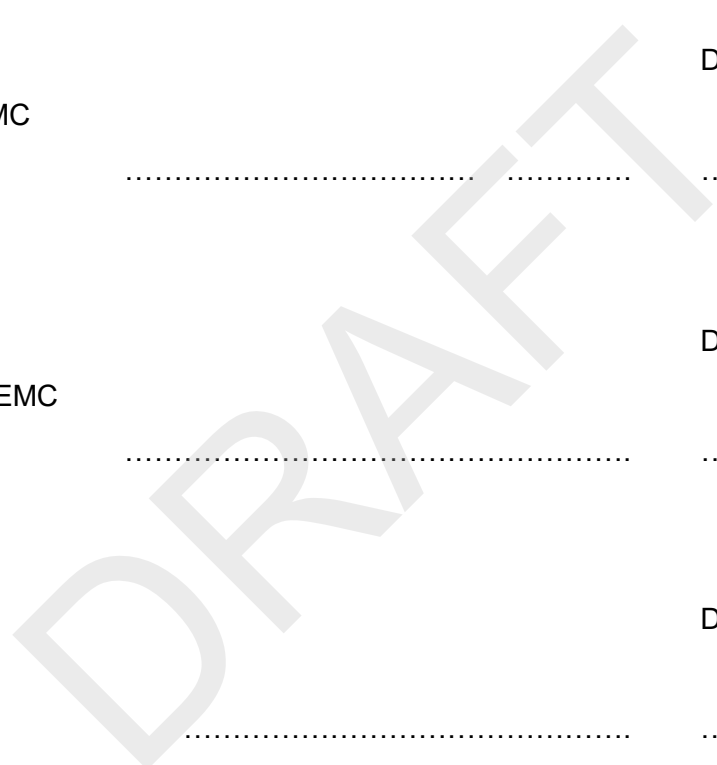
A draft copy was distributed to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro) for comment and feedback during the drafting of the LEMA. A copy has been submitted to the State Emergency Management Committee (SEMC) for noting pursuant to section 41(5) of the *Emergency Management Act 2005*.

Chairperson		Date
Shire of Murray LEMC		
Stuart Kirkham

Chairperson		Date
Shire of Waroona LEMC		
Mike Walmsley

Shire President		Date
Shire of Murray		
David Bolt

Shire President		Date
Shire of Waroona		
Mike Walmsley



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DRAFT

Distribution List

Shire of Murray	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Hard	1
SoM Shire President / LRCG Chairperson	Electronic	1
LEMC / Shire of Murray Councillor	Electronic	1
Director Place, Community and Economic Development/ LRC	Electronic	1
Director Infrastructure Services / Deputy LRC	Electronic	1
Director Planning and Sustainability	Electronic	1
Manager Building Services	Electronic	1
Manager Environmental Health	Electronic	1
Director Corporate Services	Electronic	1
Manager Information Services	Electronic	1
Manager Governance	Electronic	1
Coordinator Ranger and Emergency Management	Electronic	1
Community Emergency Services Coordinator	Electronic	1
Ranger and Emergency Services Support Officer	Electronic	1
Manager Community and Library Services	Electronic	1
Team Leader Customer Service (MALC) / LGWLO	Electronic	1
Manager Communications and Marketing	Electronic	1
CEO Executive Support Officer / Admin. Support Officer	Electronic	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Deputy Chief Bush Fire Control Officer (DCBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	5
Murray State Emergency Services Unit	Hard	1
Dwellingup Visitors Centre	Hard	2
Administration Office	Hard	1
Murray Library	Hard	1
Shire of Murray website	Electronic	1

Shire of Waroona	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Hard	1
Executive Assistant	Hard	1
SoW Shire President / LRCG Chairperson	Hard	1
LEMC Chairperson / Shire of Waroona Councillor	Hard	1
Director Infrastructure and Planning Services / Deputy LRC	Hard	1
Director Corporate and Community Services	Hard	1
Coordinator Community Development	Hard	1
Manager Corporate Services	Hard	1
Manager Recreation Services	Hard	1
Manager Works	Hard	1
Senior Planner	Hard	1
Building Maintenance Officer	Hard	1
Community Development Officer	Hard	1
Infrastructure and Development Services Officer	Hard	1
Corporate Compliance Officer	Hard	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Volunteer Bush Fire Brigades (VFB)	Hard	3
Waroona Visitor Centre	Hard	1
Waroona Administration Office	Hard	1
Waroona Library	Hard	1
Shire of Waroona website	Electronic	1
Local Emergency Management Committee	Hard Copy / Electronic Copy	Nº of Copies
OIC - Pinjarra Police Station / Local Emergency Coordinator	Electronic	1
OIC - Dwellingup Police Station	Electronic	1
OIC - Waroona Police Station	Electronic	1
Alcoa Australia Representative	Electronic	1

CEO - Bedingfeld Park Inc Aged Care Facility	Electronic	1
DC - Senior District Emergency Services Officer	Electronic	1
DFES - District Emergency Management Advisor - Metropolitan	Electronic	1
DFES - District Officer – Natural Hazards - South West	Electronic	1
DFES - District Officer – Emergency Management - South West	Electronic	1
Murray State Emergency Services Unit	Electronic	1
Pinjarra Volunteer Fire & Rescue Service	Electronic	1
St John Ambulance - Station Manager – Pinjarra Sub Centre	Electronic	1
Murray Waroona Schools – Network Principal	Electronic	1
Quambie Park Waroona Inc. - Representative	Electronic	1
Belswan Lifestyle Village	Electronic	1
Community Representative - Shire of Murray	Electronic	1
Community Representative - Shire of Waroona	Electronic	2
DoH - Manager Emergency Preparedness Disaster Response	Electronic	1
DBCA Parks and Wildlife Senior Manager	Electronic	1
DPIRD – Manager Emergency Preparedness	Electronic	1
Harvey Water Project Engineer	Electronic	1
Main Roads WA	Electronic	1
Water Corporation – Operations Manager	Electronic	1
Western Power – Field Operations Team Leader	Electronic	1

Other	Hard Copy / Electronic Copy	No of Copies
DFES – Superintendent – South West	Electronic	1
WAPOL – Superintendent – Metropolitan South	Electronic	1
Western Power – Resource Manager South Metropolitan	Electronic	1
CEO – Shire of Boddington	Electronic	1

CEO – City of Mandurah	Electronic	1
CEO – City of Rockingham	Electronic	1
CEO – Shire of Serpentine/Jarrahdale	Electronic	1
CEO – Shire of Wandering	Electronic	1
CEO – Shire of Harvey	Electronic	1
PWS – Dwellingup Office	Electronic	1
PWS – Mandurah Office	Electronic	1
DC – Mandurah Office	Electronic	1
Department of Education – South Metro Regional Education Office	Electronic	1
Alcoa World Alumina – Refinery and Mine Site Managements	Electronic	2
Rotary Club – Pinjarra Branch	Electronic	1
Salvation Army – Mandurah	Electronic	1
Murray District Hospital	Electronic	1
DEMC – South Metro	Electronic	1
State Emergency Management Committee (SEMC)	Electronic	1
Total:		99

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the plan and subsequent amendments.

Feedback can include:

- What you do and don't like about the plan,
- Unclear or incorrect expression,
- Out-of-date information or practises,
- Inadequacies; and,
- Errors, omissions or suggested improvements.

To forward feedback copy the relevant section, mark the proposed changes and forward it to the Coordinator Ranger and Emergency Management:

Shire of Murray

Post: PO Box 21
PINJARRA WA 6208

Email: mailbag@murray.wa.gov.au

Shire of Waroona

Post: PO Box 2
WAROONA WA 6215

Email: warshire@waroona.wa.gov.au

Any suggestions and/or comments will be referred to the LEMC for consideration. Amendments promulgated are to be certified in the following table when entered.

Nº	Amendment Date	Amendment Details	Resolution Number	Amended by (Initials)
1	Xxxxx 2022	Original Document – LEMC endorsed	LEMC22/xx	
		Original Document – Shire of Murray endorsed	OCM22/xx	
		Original Document – Shire of Waroona endorsed	OCMxxxxx	

Document Availability

Copies of the joint Communication Plan are available for inspection, free of charge, by members of the public during office hours and can be found at:

- Shire of Murray Administration Building, 1915 Pinjarra Road, Pinjarra,
- Shire of Waroona Administration Building, 52 Hesse Street, Waroona
- Murray Library, Corner Pinjarra Road and Forrest Street, Pinjarra
- Waroona Library, Corner Thatcher Street and Hesse Street, Waroona
- Dwellingup History and Visitor Information Centre, Marrinup Street, Dwellingup; and,
- Waroona Visitor Centre, 37 South Western Highway, Waroona.

or alternatively online at: www.murray.wa.gov.au or www.waroona.wa.gov.au

All information relating to the joint Local Emergency Management Arrangements and associated documents will be recorded on the Shire of Murray and Shire of Waroona record-keeping systems to ensure that all records are recorded, registered, maintained and stored. This will allow for efficient retrieval of information.

SoM HPE Content Manager – Emergency Management Files

Local Emergency Management Committee (LEMC)	7206
Local Recovery – Financial	1/2281
Local Recovery – Communications	1/2282
Local Recovery – Coordination Group	1/2283
Local Recovery – Other	1/2284
Evacuation Centres	1/2161

SoW Synergyssoft – Emergency Management Files

Bushfire Service	23/1
Emergency Services	51/1
Local Emergency Management Committee (LEMC)	51/2
Bushfire Brigades	24/1

Acknowledgements

The joint Local Emergency Management Committee would like to acknowledge the State Emergency Management Committee (SEMC) All West Australian's Reducing Emergencies (AWARE) Program for providing grant funding for a comprehensive review of the Local Emergency Management Arrangements and the formation of the Communication Plan.

The quality of the information in this plan is directly attributed to the voluntary input of a wide range of industry experts from a variety of organisations involved in recovery planning, management and service delivery. The joint Local Emergency Management Committee would also like to acknowledge assistance from staff at the following agencies whose input was critical to the Communication Plan being developed. These include representatives from:

- Shire of Murray
- Shire of Waroona
- State Government Agencies
 - State Emergency Management Committee
 - Department Fire and Emergency Services
 - Department of Communities
- Non-government Organisations
 - Red Cross

Consultation of other Communication Plans from throughout Australia has assisted in ensuring that best practice has been adopted;

- City of Armadale

Introduction

This document is an Appendix to and should be read in conjunction with, the joint Local Emergency Management Arrangements (LEMA).

The joint LEMA is available at www.murray.wa.gov.au or www.waroonawa.gov.au

LEMA and Associated Documents

- Local Emergency Management Arrangements
 - Local Recovery Plan
 - Local Recovery Resource Manual
 - Emergency Evacuation Plan
 - Animal Welfare Plan
 - Communication Plan
 - Local Emergency Welfare Plan – Peel Region (Department of Communities)

Aim

The aim of the joint Communication Plan is to assist emergency management agencies with the preparation and execution of best-practice responses within the Shire of Murray and the Shire of Waroona during an emergency event.

Purpose

During the response phase, the Hazard Management Agency (HMA) has the task of managing communications in an emergency. The HMA officially hands this responsibility to the relevant local government/s leading the recovery via the Comprehensive Impact Assessment, in the transition to the recovery management phase. Coordinating the affected community in recovery, including communications, rests with the local government.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency in order to take appropriate actions to safeguard life, property and the environment.

The purpose of the joint Communication Plan is to –

- guide the SoM and SoW staff to communicate effectively with its key stakeholders during the **recovery phase** of an emergency,
- define the Shire's stakeholders,
- ensure communication is relevant, respectful, clear and targeted specifically to stakeholders,
- outline the communication tactics which can be used during recovery; and,
- ensure communication occurs with stakeholders both directly affected and indirectly affected by the emergency.

Emergency Communications Response Philosophy

If an emergency occurs, the Shire of Murray and/or Shire of Waroona Communication teams shall implement a response philosophy that deals directly with the dissemination of public information, based on:

Overreact	An assumption that a credible worst case has occurred, do what needs to be done to ensure sufficient people are being mobilized to provide effective communications.
Assess	Continually assess requirements so that the right expertise, whether internal or external, are available to support a communications response.
Respond	Employees have a responsibility to act quickly and decisively.
Stand down and learn lessons	When an emergency is under control, it is important to clearly confirm when response will stand down. The process of learning lessons then begins.

When an emergency occurs, communications response priorities should reference, in this order, the Safety of:

- People
- Environment
- Assets (Property and Business)
- Reputation

Principles of Communication

During recovery, standard communication principles will apply but there will be additional considerations including the following key principles:

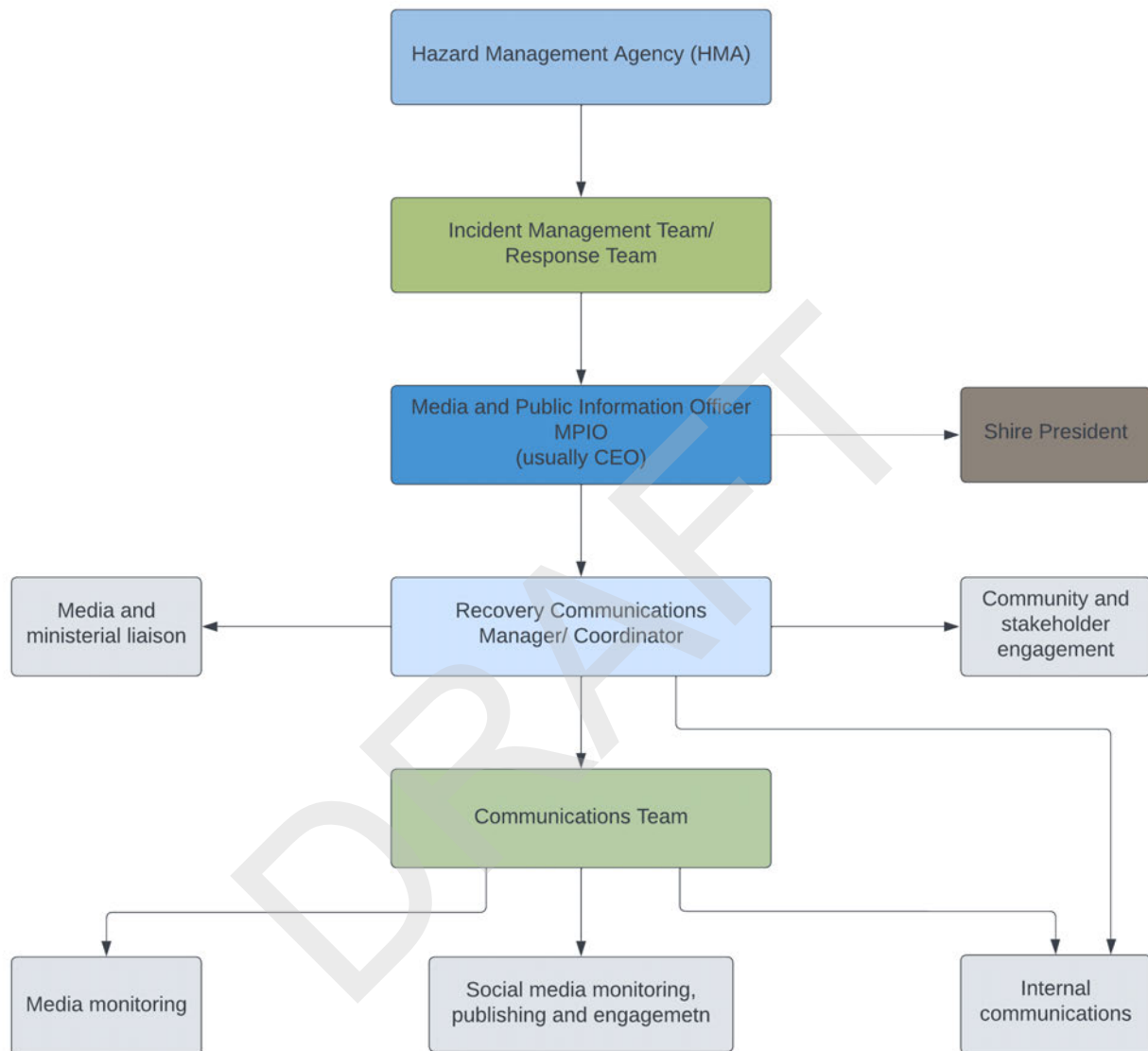
- Assist the community by providing relevant, clear and timely information
- Target communication and utilise appropriate methods of communications for all audiences
- Communications to be accessible
- Reiterate key messages and re-communicate regularly
- Acknowledge the impact to help validate people’s experiences

The SoM and SoW community engagement activities during recovery aims to:

- recognise that communication with a community should be two-way and that input and feedback should be sought and considered over an extended time,
- ensure the use of best-practice community engagement including: inclusiveness, commitment, building relationships and mutual respect, integrity, transparency and accountability, feedback; and evaluation; and,
- ensure early engagement with clear and consistent information to hasten and promote the recovery process and provide community the opportunity to address issues.

Communications Response Structure

In almost any emergency, each of these activities is important and must be done. In small



emergencies, two people may cover all the activities. In very large emergency events, each of the teams could expand with additional members. The primary point is to establish a clearly defined structure with clearly defined responsibilities.

Roles and Responsibilities

Shire of Murray	
Role	Position Responsible
Media and Public Information Officer	Chief Executive Officer
Recovery Communications Manager or Coordinator	Manager Communications & Marketing
Media Liaison and Community Liaison	Manager Communications & Marketing
Media and Ministerial Liaison	Manager Communications & Marketing
Community Liaison and Stakeholder Engagement	Manager Communications & Marketing
Publications and Social Media	Manager Communications & Marketing and Communications and Marketing Officer
Internal Communications and Publications	Manager Communications & Marketing and Communications and Marketing Officer
Shire of Waroona	
Role	Position Responsible
Media and Public Information Officer	Chief Executive Officer
Recovery Communications Manager or Coordinator	Chief Executive Officer
Media Liaison and Community Liaison	Chief Executive Officer
Media and Ministerial Liaison	Chief Executive Officer
Community Liaison and Stakeholder Engagement	Executive Assistant to the Chief Executive Officer
Publications and Social Media	Executive Assistant to the Chief Executive Officer

Media and Public Information Officer (MPIO)

- Shire of Murray**

The Shire of Murray CEO will act in the position as MPIO, Deputy MPIO or as delegated by the Incident Controller (IC) within this structure during the emergency. The Shire of Murray’s role is to provide local information and knowledge.

- Shire of Waroona**

The Shire of Waroona CEO will act in the position as MPIO, Deputy MPIO or as delegated by the Incident Controller (IC) within this structure during the emergency. The Shire of Waroona’s role is to provide local information and knowledge.

The Media Public Information Officer (MPIO) is a key member of the recovery team. The Response team operates under the Australasian Inter-Service Incident Management System (AIIMS) structure with the formation of an Incident Management Team (IMT).

The MPIO supports the information needs of the response, establishes, maintains and deactivates the communications team; and advises the President on all public information matters.

The MPIO must be able to use information about the community, SoM or SoW (as applicable) and response efforts to develop strategic communication goals. They must be able to anticipate the public's need for information.

Key responsibilities:

- Serve as principal advisor in the role of MPIO or Deputy MPIO, to the IMT and / or response team on all matters relating to external communications and interactions with the media.
- Advise Shire President on all relevant information and issues related to reputation and public information.
- Inform and advise response team on public perception issues, significant emerging trends and the implications of actions being taken or considered.
- Recommend actions, plan modifications and communication strategies to maximise positive perception of the SoM or SoW (as applicable)
- Approve communication material (statements, press releases, Question and Answers (Q&A), staff communications), in collaboration with Shire President prior to release.
- Provide approval to disseminate public information products e.g. Frequently Asked Questions (FAQ)
- Inform the response team about content and tone of media reports.
- Develop and implement communications plan and activities.
- Conduct regular briefings with entire communications response team.
- Attend all response team briefings and meetings.

Recovery Communications Manager or Coordinator

The primary responsibilities of the Recovery Communications Manager or Coordinator is to lead and manage the recovery communications work and team.

Key responsibilities include:

- Lead recovery communications team
- Establish resourcing requirements for the recovery communications team including rosters and additional staffing support
- Ensure resource requirements take into account fatigue management issues that may arise
- Keep abreast of all communications related to the emergency (from its outset) from the HMA and other sources
- Provide support to the Local Recovery Coordinator

- Advise the Local Recovery Coordinator on any additional resource requirements for communications
- Ensure timely briefing and debriefing for team members is completed
- Develop a Recovery Communications Plan
- Develop and coordinate time critical recovery messaging for the community
- Coordinate and prioritise recovery messaging for the SoM or SoW (as applicable)
- Be a member of the LRCG or sub-committee

Community Liaison

The community liaison function undertakes direct liaison with key community groups. This includes obtaining and providing information and messages received to and from the affected community via the recovery centre, telephone line, outreach and any other method. This function can have a direct link to the Community Liaison Unit within the Hazard Management Agency (if utilised by the HMA) and the Community Development/ Engagement team or officer with the local government.

Key responsibilities include:

- Gather, coordinate and maintain community contact lists;
- Maintain liaison through various channels such as the recovery centre, telephone line and outreach;
- Coordinate key information analysis from the Community Liaison Unit (where available) and the local government community development/engagement team or officer;
- Coordinate public information messaging and gathering at community events such as public meetings;
- Contribute to key recovery messaging using intelligence gathered from community liaison activities and provide to the Local Recovery Coordination Group;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

Stakeholder engagement

The stakeholder engagement function coordinates with key agency, organisation and local government stakeholders and keeps them informed, engaged and involved. The stakeholders may be assisting directly as a member agency of the Local Recovery Coordination Group or relevant sub-committee or outside of this arrangement supporting recovery activities within the affected community.

Key responsibilities include:

- Coordinate and maintain key stakeholder contacts;
- Ensure information flow is coordinated from all agencies and organisations in and out of the local government;

- Ensure relevant organisations who are integral to the recovery effort are represented at appropriate times on the Local Recovery Coordination Group;
- Contribute to key recovery messaging using intelligence gathered from liaison with stakeholders;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

Media Liaison

The media liaison function has direct contact with media stakeholders and support key messaging in recovery.

Key responsibilities include:

- Coordinate and maintain media contact list;
- Coordinate media opportunities for the local government with the media;
- Brief local government spokesperson before and after media interviews and conferences;
- Contribute to key recovery messaging using intelligence gained from liaison with the key media contacts;
- Provide input to the Recovery Communications Plan and
- Be part of briefing and debriefing with team members.

Social Media

The social media function provides expertise in social media applications that may be used by the local government in communicating with the affected community during recovery. This function requires the use of social media to gather intelligence and to provide up-to-date information and engage with the community.

Key responsibilities include:

- Coordinate and maintain social media platforms utilised by the local government to engage with the community;
- Monitor community-led social media sites to gather intelligence to contribute to recovery decisions by the Local Recovery Coordination Group;
- Contribute to key recovery messaging using intelligence gathered from social media platforms;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

Internal communication

The internal communications function coordinates information and messaging about what is happening in recovery to keep staff within the local government informed. Internal reporting mechanisms are used as appropriate, to support staff dealing with the affected community in a face-to-face, customer service and on the ground environment on a daily basis.

Key responsibilities include:

- Coordinate and maintain information to staff on relevant platforms utilised by the local government for internal communications;
- Contribute to key recovery messaging using intelligence gathered from staff members who have direct liaison with the community;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

Publications

The publications function is to develop, produce and maintain key documentation used in recovery to support communications within the affected community such as newsletters, pamphlets, flyers, website etc.

Key responsibilities include:

- Develop, produce and maintain documents to support the local government's recovery activities;
- Ensure key recovery messages are included in the recovery documents produced;
- Provide input to and document the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

Ministerial liaison

The ministerial liaison function supports the role of the State Recovery Coordinator to ensure coordination and consistent messaging between the relevant ministers, local government and the affected community. It supports dealings with the local government and contact with the Department of Local Government, Sport and Cultural Industries, Department of the Premier and Cabinet, Premier, Ministers, Ministerial Advisers, Members of Parliament and local members.

Key responsibilities include:

- Coordinate and maintain ministerial contact lists;
- Maintain liaison with relevant departments, Ministers and Ministerial Advisers;
- In conjunction with the State and Local Recovery Coordinators, coordinate ministerial visits to the affected community and community venues;
- Contribute to key recovery messaging by gathering intelligence from Ministers and local members who have direct contact with the community;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

Multi Agency Response

The SoM and/or SoW will play a part in any multi-agency response and will work collaboratively with designated authorities and other organisations during an emergency.

Communicating externally about the integrated effort will typically become a function of the IMT once command and control has been established.

The communications team may find themselves working with or coordinating with other external agencies such as DFES, WA Police and should be familiar with their response systems and expectations.

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Communication Protocols

Controlling Agencies manage public information as part of their standard operating procedures, during day-to-day business. During the **response** to an emergency, responsibility for the management of the emergency public information function rests with the Controlling Agency, in consultation with the HMA.

The HMA officially hands this responsibility to the relevant local government/s leading the recovery via the Comprehensive Impact Assessment, in the transition to the **recovery management phase**. Coordinating the affected community in recovery, including communications, rests with the local government.

Media and Public Information management is to reflect multi-agency involvement and will be authorised by the Incident Controller/Manager and the following principles will apply:

- The HMA is to manage all media releases,
- All media releases and public information alerts for the incident are to be authorised by the Incident Controller/Manager after consultation with the Emergency Coordinator and other Combat Agencies,
- All media releases are to reflect multi-agency Incident Management and detail all agencies' involvement,
- Must relate to the incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency,
- All media releases are to carry the agencies' identification,
- Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release and,
- All media releases issued by any agency at state level will reflect multi-agency involvement.

Local Government Authority

Shire of Murray

Section 2.8(1)(d) of the [Local Government Act 1995](#) ('LG Act') gives the authority for the Shire President to speak on behalf of the SoM.

The President may delegate this authority to the SoM Chief Executive Officer under Section 5.41(f) of the LG Act. The SoM has delegated authority to speak on behalf of their Local Government.

Shire of Murray Policy M3 specifies that no contact between the media and any employee (other than the CEO) is permitted. This includes the taking of photos of any kind. In practice, this may be delegated to the Manager, Communications and Marketing.

Any information for release to the media or public must be forwarded through the Manager Communications and Marketing (SoM), and approved by the SoM Chief Executive Officer. Statements to the press on behalf of the SoM shall only be made by the SoM Shire President or the SoM CEO.

The Shire of Murray Chief Bush Fire Control Officer (CBFCO), or a delegated representative, may make statements to the media or public on behalf of the Shire of Murray in regards to Bush Fire operational matters only.

The SoM, or a delegated representative, will be their Shire’s designated MPIO.

Shire of Waroona

Section 2.8(1)(d) of the Local Government Act 1995 (‘LG Act’) gives the authority for the Shire President to speak on behalf of the SoW.

The President may delegate this authority to the SoW Chief Executive Officer under Section 5.41(f) of the LG Act. The SoW CEO have delegated authority to speak on behalf of their Local Government.

Shire of Waroona Policy CGP003 specifies that no contact between the media and any employee (other than the CEO) is permitted. This includes the taking of photos of any kind.

Any information for release to the media or public must be forward d through the Executive Assistant to the CEO (SoW), and approved by the SoW Chief Executive Of cer. Statements to the press on behalf of the Shire shall only be made by the SoW Shire President o the SoW CEO.

The Shire of Waroona Chief Bush Fire Control Officer (CBFCO), or a dele ated representative, may make statements to the media or public on behalf o he Shir of Waroona in regards to Bush Fire operational matters only.

The SoW CEO, or a delegated representative will be their S ires designated MPIO.

Related Shire Policies:

Shire of Murray		Shire of Waroona	
Council Members and CEO Public Statements Policy	M3	Community Engagement	CGP003
Communications	M4	Social Media	CGP022
Community Engagement	G15		
Information Services	A5		

Refer to **LEMA - Part 9 – Appendices – Emergency Contacts Directory** for further contact details.

Information Management

Accurate and timely recording of information plays a vital role in providing an audit trail of decisions made and actions taken. This is essential where legal action could arise either during the response or afterwards.

The communications team working on the response must work together to ensure full compliance with documentation management requirements.

This includes, but is not limited to:

- All documents, including emails, that are related to an issue could become subject to disclosure. Employees are to ensure that all documents created in response to the issue are kept and filed.
- Where possible, seek advice from legal / governance before the circulation of potentially sensitive documents.
- Speculation and opinion must be avoided wherever possible.

Evacuation

The Emergency Evacuation Plan is an appendix to the LEMA, and the LEMA and the EEP should be read in conjunction with the Communication Plan when considering communication activities during and following an evacuation event.

The establishment of the public information strategy during an Evacuation is the responsibility of the CA and / or HMA, including determining the most appropriate methods of communication.

Animal Welfare

The Animal Welfare Liaison Officer will provide information relevant to the SoM Communications and Marketing Manager and/or the SoW Executive Assistant to the CEO for public release.

The SoM Communications and Marketing Manager and/or SoW Executive Assistant to the CEO will liaise with the HMA and DPIRD to provide local information that may include:

- Information for persons evacuating with animals including what resources are available and how they are able to request assistance
- The state of the general welfare of animals involved in the emergency
- The location/s of animals
- Information to enable owners to find and reunite with the animals
- Information regarding public donations

Further information regarding Animal Welfare during an emergency evacuation is contained in the **AWP which is an appendix to the LEMA** and should be referenced.

Getting Prepared

Develop a Communication Plan

Key Contacts List

- Contact details for key internal resources
- Contact details for key external resources (communications agencies, digital firm etc.)
- List of key external stakeholders including emergency services (police, agencies etc.) and media agencies
- Contact details for SoM and SoW spokesperson (Shire President / CEO)
- Build database of local and state journalists through Telum (<https://www.telummedia.com/>). Manager Communications and Marketing, Communications and Marketing Officer and FIPWA Communications and Marketing Officer all have log ns.

Refer to **LEMA Part 9 – Emergency Contact Details** for information.

Communications Resourcing Plan

- Roles and responsibilities of the communications team members
- Staffing roster
- Agreed protocols – press and social media
- Plan to scale up resources as the emergency progresses
- Shift and handover processes
- Agreed access for working from home facilities and equipment (e.g. Meeting room, printer, IT links etc.)

Protocols and Processes

- Agree escalation and approvals process for communications materials including protocols on information release
- Process for setting up issues tracking / media monitoring and regular checks on SoM social channels
- Process for setting up emergency helpline if required and in conjunction with HR
- Process for setting up a call centre for customers and the community

Templates and tools

- Media statement / press release template
- Guidance and scripts for switchboard / customer service, media specialist
- Up-to-date factsheets and Q&A
- Information Hub

Training for Communications

Training communication team members to ensure they gain further understanding of the roles and responsibilities that each individual may play within an emergency. Scenarios used in training and exercises should reflect local issues and risks.

Resources – Internal and External

All communications team members should have a resources directory for use. It is important to have contact details for all key stakeholders in one central location and ensure that it is reviewed on an annual basis. Further details are available at the following locations:

- **LEMA – Part 9 – Emergency Contacts Directory**
- **LEMA – Part 10 – Resources and Asset Register**
- **LEMA – Part 11 – Evacuation and Welfare Centres**

External resources include, but are not limited to:

Standard Emergency Warning Signal (SEWS)

The Standard Emergency Warning Signal (SEWS) is a distinct siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster.

The signal is intended for use as an alert signal to be played on public media such as radio, television, public address systems and mobile phones as it aims to draw listeners' attention to the emergency warning that follows.

People are strongly advised to become familiar with the Standard Emergency Warning Signal [\[SEWS Sound\]](#).

Emergency WA

[Emergency WA](#) was developed by the Government of Western Australia to improve the way in which information was provided to the community.

Emergency WA provides community warnings and other emergency management information for bushfires, storms, cyclones, floods, prescribed burns, hazardous material incidents and more.

Emergency Alert (Phone Warnings)

[Emergency Alert](#) is the national telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are deemed to be under direct and imminent threat.

Emergency Alert is not used for every incident DFES responds to. A DFES Incident Controller assesses the level of danger to the community and if lives and homes are under direct and imminent threat, he or she will request an Emergency Alert be issued within that specific geographical area.

Emergency Radio Broadcasts

Radio is the most immediate communication tool and is used to provide essential information, such as location, direction of fire or cyclone, timing etc. ABC local radio [720AM ABC Perth](#) and [684AM ABC South West](#) undertakes emergency broadcasts during its programs' when requested (quarter to and quarter past the hour when activated).

ABC local radio will broadcast an emergency message immediately, repeatedly and for as long as necessary. WAPOL or an authorised representative of the HMA can request this in order to notify listeners that a significant emergency is occurring in their area. The alerts are only to be issued under strict instruction.

For further information regarding these resources refer to the **LEMA – Part 4 Response – Public Warning Systems**.

Resources – Spokespersons

Should the CEO and / or Shire President both be unavailable or not contactable, the Deputy Shire President or Acting CEO delegate is to be called. A media training record is to be maintained by the communications team.

Develop Fact Sheets and Frequently Asked Questions (FAQ)

Factsheets can be very valuable in the critical and early hours of an emergency, as they allow the SoM and/or SoW to start communicating even though information on the actual emergency is minimal. Factsheets and FAQ can be supplied to the media as usual background while details are investigated, checked and approved for release.

Communications Response Toolkit

Initial Response Priorities

As soon as the SoM and/or SoW MPIO is notified of an emergency, they will consult with the Incident Controller to establish context and develop situational awareness.

MPIO Decisions / Actions

- Promptly notify internal resources
- Begin message preparation
- Confirm the message review process (eg CEO only, CEO and Shire President)
- Determine if and what communication resources are needed, and mobilise them
- Designate a deputy MPIO and / or Recovery Communications Manager or Coordinator who will help oversee and coordinate communications activities
- Review prepared emergency event staffing plan, including transition plans
- Establish distribution and inquiry management plan together with monitoring strategy
- Designate a venue for press briefings (if required)

Establish a communications workflow based on the model below:



Planning Staffing Needs

During the response phase of the emergency event review the available resources within the Shire/s to undertake all recovery communication functions, bearing in mind that recovery communications may be required for weeks, months or even years.

If additional assistance is required over and above available local resources, consider enacting the MOU with the City of Mandurah, City of Rockingham, Shire of Serpentine Jarrahdale and Shire of Waroona. This may be applicable during a large-scale emergency event and a copy of the MOU is available in the **LEMA – Appendix 10**.

Transition Time

Managing team members and handovers means planning for transition. Time must be allowed for a thorough debrief on what has occurred, the status of current work, information about upcoming plans, events, schedules etc. At least one hour is required. Team members should be briefed on the importance of managing the transition, including making notes through the shift to share with replacements.

Response Team Actions Checklist

This checklist summarises actions that should be completed by the communications team through the phases of an emergency. Some or all of these are likely to be required.

- When notified of emergency event, assess likely communication needs based on the ‘overreact’ philosophy. In this first instance, this would likely be posts on social media channels acknowledging awareness of the issue. Arrange additional support as required
- Brief the communications team members and assign roles and responsibilities
- Ensure holding statement is completed and ready for distribution following the review process. Agree on the distribution timing and strategy
- Establish a community strategy to take in relation to the incident
- Brief the response team of the potential reputational risks, escalation triggers and mitigation measures
- Source factsheets, video and photographs if required
- Decide how media and other stakeholder inquiries will be handled. MPIO to make recommendation on working with other agencies
- Establish media monitoring, print, broadcast and digital communications strategy including:
 - Preparation / establishment of dedicated response side or hub
 - Use of and access to other digital distribution channels (eg Social Media)
 - Agree team contact / update schedule
- Initiate contact with key partners / stakeholders

Ongoing Activities Checklist

Update communications materials throughout the emergency event	
Brief SoM and/or S W spokesperson (as applicable)	
Identify ongoing issues and support needs. Brief and agree task and resource requirements with CRT	
Regularly liaise with media responders to receive updates on level of media interest, emerging themes etc.	
Liaise according to agreed schedule and identify further actions	
Reassess everything on a rolling basis, build on successes, develop key messages the CEO and / or Shire President can deliver, strengthen your communications counselling role, review number, type and length of briefings, frequency of fact updates etc.	

Monitor effectiveness of communications team members and schedule breaks, move people to where they can be most effective, check impact of stress on the team	
Assess requirement for leader check-ins	
Recommend when the communications team should stand down	

Stand Down Checklist

Consider follow up engagement plan with any identified stakeholders, develop engagement plans as appropriate	
Hold communications team debrief to establish key lessons	
Incorporate communications about the emergency in the business as usual or 'new normal' routine of the communications function	

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Emergency Messaging

All communications materials need to have clear key messages demonstrating our priorities:

Safety of

- People
- Environment
- Assets (Property and Business)
- Reputation

Messages should express all the elements of the four-part message model below. This expression should not include admissions of liability or guilt or responsibility, or make promises without obtaining legal advice.

The broad categories of information that needs to be communicated (perhaps in different ways and at different times) in the recovery process are covered by the following questions:

- what has happened in the community?
- what areas have been affected and how have they been affected?
- what historical emergency events have taken place?
- what do the community see as issues and priorities?
- what is recovery likely to involve?
- what plans are in place for the wellbeing of the community?
- what services and resources are available for recovery of the community?
- what information will assist the community to achieve recovery?

In support of the National Principles of Disaster Recovery, the Australian Red Cross ([Communicating in Recovery](#)) specifically outlines nine principles of recovery communications which ensures people are carefully considered during stressful and disruptive time in their lives. These include:

- Public information, not public relations;
- The right to know;
- Respect people;
- Build on local assets;
- Ask the community how they want to receive information;
- Repeat information;
- Remember the 'unaffected';
- Acknowledge the impact; and
- No spin

Four Part Message Model

1. **Show care and emotion** – express compassion for anyone affected and the environment
2. **Detail your responsible actions** – Demonstrate control over the situation at the most senior levels. Explain that an emergency plan has been activated.
3. **Describe cooperative efforts** – Describe how the SoM and/or SoW is working closely with other agencies or key stakeholders etc.
4. **Demonstrate your resolve** – commit to acting responsibly with regard to the impact of the incident and finding out the cause.

For messages to be credible, they must balance facts with emotion and be backed up by tangible examples or 'proof' points. The following three basic rules to follow in the very initial stage of providing information:

1. Don't deny the obvious
2. Don't speculate
3. Don't minimise

Message Themes and Proof Points

Care and Concern

Demonstrate your care and concern for people and the environment and the Shire's commitment to protect them. Audiences are watching closely to gauge the nature of the Shire and will make value judgements based on the emotional content of the messages.

- Develop a statement quote outlining how the SoM and/or SoW feels about what has happened
- Consider an apology, expressing regret about what has occurred while reaffirming commitment to respond
- Express a desire to treat any affected people with courtesy and respect
- Think about if it's appropriate for the CEO and/or Shire President to comment on the emergency event etc.
- Show and give evidence of a commitment to find solutions to the problems people face

For example:

"We regret what has happened / we are deeply saddened..."

"The health and safety of our community is our primary concern..."

"We are extremely sorry for the inconvenience this emergency event has brought upon our community. We are working hard to limit the impact and to help in any way we can. We have activated our emergency plan which includes..."

"Our primary concern is for the safety and wellbeing of those who were injured. We are making sure they get proper medical attention and we are hoping for their full, speedy recovery..."

“As a member of this community, I am concerned about protecting the quality of our air, land and water. That is why we have asked a wide array of environmental specialist to help us make sure we are doing the right thing...”

“We are deeply sorry for what has happened and are doing everything we can to make it right, we have...”

Detail Responsible Actions

Never assume that the media or any of your key audiences realise you have an emergency plan in place, make this explicit.

Use “doing” language – explain the practical steps you are taking to mitigate and resolve the emergency event but do not admit liability. Show you are working hard to do what is right. Demonstrate control over the situation at the most senior level.

- Document the actions you will be taking
- Give evidence and examples of scope and scale of the response, the resources you are bringing to bear, the level of expertise, training and preparedness
- Confirm that the CEO is closely managing the situation
- Detail the measures taken previously to prevent this type of issue arising and refer to safety or lessons learnt
- Demonstrate your commitment to do what is right and provide precise, detailed evidence of threat commitment in action

“Every possible action is being taken to bring the situation under control”

“We have activated our emergency plan and we are escalating our response. Experts in safety, XYZ are working together to find a resolution.”

“As a precautionary measure we have.”

“We are using every resource we can to effectively respond to this incident. So far we have...”

Cooperation

Describe your cooperative efforts and demonstrate your cooperative attitude. Communicate a team approach to emergency response, citing key response partners.

- State that we are working closely with other agencies
- Describe the additional expertise that you are bringing in
- Be clear that public concerns will be considered

“We are working with the emergency services to contain the fire / evacuate the site.”

“We would like to express our appreciation for the efforts of...”

“We are getting excellent cooperation and assistance from....”

“We appreciate the need to share information with our community, media and others who want information about what we are doing. That is why we have established a series of briefings...”

Commitment

Demonstrate commitment to act responsibly with regard to the impact of the emergency event and resolve to find out the cause. Detail the things that are happening to deal with and overcome the emergency event.

Statements

It is important to have a quick response ready for the media in the initial stages of an emergency event. Take into account if we should be leading or supporting the communications response.

The Initial Statement template is provided in [Appendices 4 and 4A](#). It is intended to be amended and adapted with relevant information relating to the emergency event. Remember, all media releases must be signed off as appropriate.

Media Release / Statement Checklist

1. Does the statement include the following priorities?

Safety of

- People
- Environment
- Assets (Property and Business)
- Reputation

2. Is all information factually correct and checked?

3. Does the statement tell you?

- What has happened, where and when?
- How many people are involved
- What are we doing about it?
- What resources are available?
- Who we have told and who we're working with?
- Contact number for media liaison

Refer to [Appendix 7 – Media Release](#).

Briefing Customer Services and Reception

Customer services and reception will often be the first point of contact for external contacts e.g. media, during an emergency event.

We need to communicate with them to give them the tools and support they will need to deal with incoming enquiries eg. Issue a briefing note to give guidance on how to respond.

For example:

Hello Team,

We are currently handling an emergency regarding (insert brief explanation) and we are expecting calls. These may include:

- Media inquiries
- Community members, AFAC members
- Concerned relatives
- Hoax calls
- Threatening calls

As the face / voice of the Shire, your role in dealing with the emergency is vital and there are certain procedures we must ask you to follow:

Calls from the media should be directed to the Manager Comms and Marketing, or, if not possible, please ask for name, publication/media organisation, phone number, email, deadline date and time, and what their specific request is, and send through CRMS to the Manager Communications and Marketing

Any phone calls you may receive from concerned relatives, friends, and employees should be passed onto the HR team. If any numbers are unavailable, take the callers details (name, phone, date and time of call) and send the message by email to: mailbag@murray.wa.gov.au or warshire@waroona.wa.gov.au

You should:

Deal with concerned callers sympathetically

Not be drawn into conversation or speculation

Not volunteer or promise information.

Note any relevant facts on your call log

Be prepared for:

Angry, threatening or upset callers

Difficult and persistent questioning

If you run into any problems, explain that you are unable to help, offer to take the caller's details and pass the message immediately onto the Communications and Marketing team.

Show visitors or representatives of the media (who have turned up unannounced) into the reception area and call the Manager Communications and Marketing (SoM).

I understand that incidents like this put a pressure on all of us, and add to your workload. I really appreciate your help and support during this incident.

<Insert Name>

<Insert Title i.e. Manager, Comms and Marketing>

Drafting Questions and Answers (Q&A)

The process of drafting Q&A helps the Shire's spokesperson deliver consistent messaging and enables them to respond to difficult questions and deal with questions they may not have the answers to.

Identify the critical and worrying questions that are likely to be asked by a journalist or other stakeholder and formulate a reply that allows the responder to link to the key messages that they want to express.

Guidelines for Drafting Q&A

- Set out the rules for using Q&A at the start of the document (e.g. Q&A should never be distributed to the press or general public)
- Check answers to avoid ambiguity, jargon and inconsistency
- Detail any background or supporting information that the responder may be able to offer
- Just as with press releases, all Q&A must be approved by the C O
- Use the 'Giuliani method' of
 - What we know
 - What we don't know
 - What the Shire of Murray and/or Shire of Warona is doing
 - What we need you to do

Sample Q&A

Q:	What has happened?
A:	Information from latest statement.
Q:	How did this happen?
A:	It's too early to say. We just don't know at this stage. Our priority is to deal with the emergency incident. A full investigation will begin as soon as it is possible to do so and we will do everything we can to establish how this incident happened.
Q:	Do you accept liability of the emergency?
A:	The Shire accept responsibility to do all it can to manage this emergency event and its consequences. The issue of legal liability may take a long time to determine and we don't want legal considerations to slow our efforts to help.
Q:	Why did it take so long to respond?
A:	Initial response actions began immediately. Included in the initial response were...
Q:	What are the names of the injured?
A:	Our primary concern at the moment is to ensure those involved receive the best medical care and support. We are not in a position to release personal details.
Q:	How much will you need to spend to fix the issue?
A:	Money is not our concern right now. Making things safe, ensuring everyone is protected is our sole focus

Engaging Stakeholders

Initial Communications Strategy Assessment

One advantage of colour coding events is you can use them to help set initial strategy.

Green	Holding statement – reactive strategy.
Yellow	Initial statement published on website – semi proactive strategy.
Red	Initial statement widely distributed, website, email lists, social media channels.

Shire of Murray

The Manager Communications and Marketing (SoM) will need to make a recommendation to the MPIO on an appropriate communications strategy.

Shire of Waroona

The SoW CEO, as the MPIO will recommend the appropriate communications strategy for the SoW.

The table below is a graphic tool used as part of the assessment and to help frame strategy recommendations.

Levels	Impact	Media, stakeholder or public interest	Communications strategy
Green	Minor if at all.	No media, some stakeholder interest.	No public communications, very targeted and limited stakeholder communications.
	Minor to moderate.	Limited media and public interest, moderate stakeholder.	Prepare holding statement. Holding statement used for media and public inquiries. Targeted stakeholder communication.
Yellow	Major to potentially catastrophic impact.	No media or public interest, but high stakeholder interest.	Holding statement, no public message on website. More aggressive direct

		Moderate media and public interest, moderate to high stakeholder interest.	messaging to stakeholders. Publish limited statement on website. Prepare Q&A or factsheets for possible release. Aggressive direct messages to stakeholders.
Red	Catastrophic	High media and public interest.	Proactive distribution, widest possible distribution.

Analysing Stakeholders

Make information available to all stakeholders as close to simultaneously as possible. The Shire’s website and social media will be a key tool to deliver information to most groups, and must be current and accurate.

In any emergency, we need to identify stakeholders and manage communications with them carefully.

We look at the impact of the emergency in terms of

- Which stakeholders do we need to speak to immediately, are they a high or low priority?
- Why do we need to talk to them?
- Do we want to talk to them proactively – just react to their questions?
- Who owns the relationships with each stakeholder?
- How do we engage with them – do we have one on one meetings in person, calls, emails, teams?
- What are we saying? Use the key messages
- Who does what, and how do we record who has spoken to who?

The individuals, groups and organisations to be considered are innumerable; however, special mention needs to be made of the information needs of the identified key stakeholders which include, but are not limited to:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Directly affected community members, • Shire of Murray community members and/or Shire of Waroona community members, • Indigenous and culturally and linguistically diverse communities (CaLD Community), • Children and Youth, | <ul style="list-style-type: none"> • Elderly People, • Nursing Homes, • Aged Care Facilities, • Persons with Disabilities, • Schools, • Childcare Centres, • Family Day Care Providers, • Playgroup Centres, |
|---|--|

- Hospitals,
- Tourist Facilities,
- Caravan Parks and Camp Grounds,
- Local Businesses,
- Recovery Agency Partners,
- Local Media,
- State Media,
- Local Government/s; and,
- State Government
- Elected members
- Employees

Reputation, Risks and Impacts

When setting a communications strategy, it is essential to look forward and understand the best, worst and most likely scenario for the SoM and/or SoW.

This approach will help identify how an emergency might develop over time, what the potential reputation risks might be, the potential escalation triggers and what steps we might take to mitigate and prepare for these risks.

Engaging the Community

Communicating with an affected community needs to be carefully planned and managed, and should be done so based on the key principles outlined in the [Nation 1 Principles of Disaster Recovery](#).

Communication with stakeholders should commence as soon as an emergency occurs. Communication should focus on long-term support and the recovery of individuals, households and communities within the SoM and SoW.

Successful engagement with a community can act as a type of community development; empowering the community and individuals to understand and influence their recovery, increase social cohesion and assist in rebuilding the social fabric of the group that has undergone significant dislocation.

Engaging Employees

During an emergency event, it is important that employees are supported by being provided information regarding all ongoing activities, needs, challenges and actions being undertaken. This is particularly important for those staff dealing with the affected community face to face, those involved in customer service and those employees on the ground. The purpose of employee communications is to arm staff with the facts of an emergency as well as to reassure and motivate. They are likely to compare external sources with what they see and hear inside the organisation in order to discern fact from fiction.

Message Development

All internal messages must mirror external messages. Modifications to tone may be advised to make sure they are appropriate for the audience. These modifications must be approved.

Once the facts are confirmed and messages approved, communications are a core conduit for the distribution of these facts without any changes.

For example:

I wanted to provide you with an update / I regret to have to tell you that (insert details – what, who, where and when).

The response team is coordinating support services and has contacted the relevant authorities.

Details about the situation are not yet known, but every possible action is being taken to keep our people safe.

More information will be released as soon as it becomes available, but in the meantime, if you are approached for information by outside sources, you should direct them to XYZ.

Thank you.

LRRM Appendix 33 Bushfire Evacuation Template is an example of a message and handout that may be used by personnel delivering a door-to-door message in a recommended or directed evacuation. This has been developed by DBCA in consultation with DFES and WAPOL for the use in a bushfire to enhance and/or reinforce the level of information that may be provided verbally to the resident. Tools such as these provide consistency in the delivery of information to the community.

Leadership Role

In times of emergency, employees are key ambassadors for the SoM or the SoW (as applicable). It is critical to keep them informed and motivated.

Some of these key roles are outlined in the table below:

Position	Action	Deliverable
CEO	Often, the CEO's presence conveys that the situation is serious enough to impact the organisation's future	All hands meetings, all staff emails, short video updates – all of which should be made available on the intranet.
Shire President / Council	Council can lend added credibility to a situation	Short video interviews. Quotes or sound bites.
Team leaders	Research shows that leadership is seen as the most credible source of information for employees. Team meetings are a good means of collecting questions and feedback.	Briefing sheets and statements issued from response team. Team meetings and / or teleconferences.
Subject Matter Experts (SME)	To explain and demystify difficult concepts, particularly when they relate to a solution to the emergency event	Video and / or information graphics. In person.

Channel Strategy

Leverage existing channels, introducing others as the emergency event dictates. A select few channels should be the core source of information and messages, with this key information replicated across others. Your channel strategy should consider:

- What questions do employees have?
- When do we share information internally in relation to external?
- Do we issue a note from the CEO? At what frequency?
- Do we have a conference call to brief team leaders?
- Do we need to provide materials for team leaders to communicate with employees?
- Do we update the intranet?
- Do we need a webcast or an all hands meeting?
- What other HR issues will there be?
- The most effective way to build awareness of employee counselling service?

Think about how you can 'push' information and what channels allow employees to 'pull' information on a 24/7 basis.

Push – produced a regular interval	Pull – updated adhoc and available 24/7
<ul style="list-style-type: none"> • Email • Team briefing paper • Teleconference • Monday.com 	<ul style="list-style-type: none"> • Website / Intranet • Video interviews • Social media sites

Distribution and Delivery

Establish a routine to coordinate the development and distribution of information, including regular briefing and planning meetings with channel owners. These meetings should cover timing considerations and review / approval requirements.

Communication methods include, but are not limited to:

- community meetings – refer [Appendix 8 – Community Meeting Checklist](#),
- pre-planned meetings (presenting information at existing community group meetings),
- community kiosks (an informal workshop with displays encouraging small group discussion),
- community displays / noticeboards (exhibiting the draft Plan in public areas),
- panels and focus groups (establish a group to represent a cross section of the community),
- media (utilising local newspapers, television, radio stations, circulars, newsletters, posters, pamphlets, flyers and brochures to distribute information and request feedback) – refer [Appendix 7 – Media Release](#),
- social media and online (utilising the internet, websites and social media networks to distribute information and request feedback),
- email (establish an email address for public enquiries and comments),

- text messages (Telstra Integrated Messaging System – TIMS); and,
- word of mouth.

Communication locations where information can be provided include, but are not limited to:

- any place where people spontaneously or normally congregate (churches, shopping centres, schools, community halls, sporting facilities, etc),
- disaster sites (if it is safe to do so) such as mass-casualty events, train or aeroplane crashes, bridge or tunnel collapse etc,
- reception or assembly points (airports, evacuation holding locations in central business districts, hospitals etc),
- relief, recovery centres/one stop shops, which can be used for the short, medium or long term—these services provide the opportunity for face-to-face information provision, as well as a central repository for up-to-date newsletters and agency specific information such as fact sheets, posters and leaflet,
- outreach programs,
- community information forums, or neighbourhood or community meetings— these can include congregations of sporting, spiritual, recreational and school groups,
- community events (street/neighbourhood barbecues, memorials, anniversary events, social occasions); and,
- through a central website with links to relevant government and non-government service information — websites can establish email networks and use pre-existing community groups' databases. Note: using community groups' databases for email contact has privacy law issues.

Communication Tactics

Community Meetings

- Disseminate information between key stakeholders.
- Gather concerns dispel rumours and correct misconceptions.
- Capable to tailor information to suit key stakeholders' needs.
- Provide instant feedback and Q&A time.
- Meetings may involve many state government agencies such as the HMA, along with local government and community organisation representatives.
- The Master of Ceremony and spokesperson are delegated by the SoM or SoW (as applicable)

Refer to [Appendix 8 – Community Meeting Checklist](#).

Face-to-Face Communication

- Disseminate information between key stakeholders.
- Capable to tailor information to suit key stakeholders' needs.
- Provide instant feedback and Q&A time.

Word-of-mouth

- Disseminate information between key stakeholders.
- Simple messages.

- Request for further information.

Publications (Flyers, Newsletters)

- Hardcopies can be retained by stakeholders for future use.
- Reinforces key messages.
- Easy to produce given resources are available.
- Easy to distribute.

eNewsletters / Email

- Easily targeted to specific stakeholders.
- Ideal for reaching residents across both Shires, especially those in isolated locations.
- Easy to create and distribute through the Shires eNewsletter program (SoM – Murray News, SoW – Sea to Scarp).

Notice Boards

A central notice board that is in a key location in the community can be used to provide information during a recovery.

- General and localised information.
- Targets stakeholders in frequented locations across the Shires.
- Easy to disseminate.
- Include contact numbers and places to go to obtain additional information.
- Can be used to gain feedback from the community if required.

SMS Alerts

- High mobile phone usage in both Shires.
- Information can be disseminated quickly.
- Stakeholders can save information for later use.
 - Reaches stakeholders who are affected by distance or isolation.
 - Excellent platform for directing people to more detailed sources of information such as the website.

Website

- Easily updated with current information.
- Allows comprehensive information to be listed on the site.
- Accessible by mobile devices and home computers. Eliminates distance barriers.

LED Sign – Shire of Murray only

- Easy to update.
- Targets motorists and pedestrians travelling along Pinjarra Road, Pinjarra.
- Operates continuously (unless power outage).
- Simple messages.

Communication Barriers

During the recovery phase of an emergency, there are a number of barriers that the Shires may be faced with and must consider when communicating with its stakeholders. These include:

BARRIER		TO OVERCOME THIS
Retention	The amount of new information that can be taken in and understood by stakeholders can be reduced as a result of an emergency.	<ul style="list-style-type: none"> • Ensure information is accurate, short and sharp. • Use clear language and do not use complex words which may not be understood by all stakeholders. • Provide information in various formats, e.g. verbal and print – so that stakeholders can take with them and read later. • Repeat information frequently
Access	During the recovery period the community may not have access to certain communication channels as a result of electricity or internet failure.	<ul style="list-style-type: none"> • Utilise all of the Shires available communication channels to ensure that the dissemination of information is widespread. • Always provide contact details for access to further information. • Utilise opinion leaders and community groups to disseminate information
Emotional Distress	Communications may be difficult as stakeholders may be vulnerable and emotionally distressed from the emergency, depending on the degree in which they were affected.	<ul style="list-style-type: none"> • Ensure communication is respectful at all times. • Use positive language wherever possible. • Emphasise two-way communication and encourage feedback from the community. Illustrate the support available to the community.

Inclusive communication

When communicating with stakeholders, it is important that information disseminated is inclusive and easily accessible to stakeholders who may be considered ‘vulnerable’.

AT RISK GROUPS	POTENTIAL ISSUES	HOW TO OVERCOME ISSUES
Aboriginal and Torres Strait Islanders	<ul style="list-style-type: none"> • Mistrust of government and welfare services • Low literacy rates • Residing in remote areas 	<ul style="list-style-type: none"> • Direct communication through Elders first. Utilise Elders as opinion leaders to disseminate

		<ul style="list-style-type: none"> information on behalf of the Shire Utilise word of mouth Ensure information is clear and does not use complex words or sentences Use electronic modes of communication to reach those in remote areas Use pictures, maps and diagrams in communication where possible
Children	<ul style="list-style-type: none"> Varying literacy levels Limited life experience dealing with emergencies Can be easily emotionally distressed 	<ul style="list-style-type: none"> Engage in dialogue with children Tailor information to children and their parents Use pictures, maps and diagrams in communication where possible
Elderly	<ul style="list-style-type: none"> Hearing and vision impairments Isolated due to lack of mobility 	<ul style="list-style-type: none"> Engage a sign language interpreter Use large font on print and electronic materials Use electronic communication to reach isolated stakeholders
Physical/Mental Impairment	<ul style="list-style-type: none"> Stakeholders unable to read or understand information Isolated due to lack of mobility 	<ul style="list-style-type: none"> Engage a sign language interpreter Engage specialist organisations to assist with communication Use large font on print and electronic materials Use electronic communication to reach isolated stakeholders Provide information verbally

Community Information Briefings

In the event of a major incident, community information (including community briefings and meetings) are often led jointly by emergency services, local governments and state government departments. The role of community briefings in the recovery context is to provide:

- clarification of the emergency event (CA),
- advice on services available (recovery agencies),
- input into the development of management strategies (lead recovery agencies, often local government); and,
- advice to affected individuals on how to manage their own recovery, including the provision of public health information (specialist advisers).

Internal Feedback

One of the key roles internal / employee communicators can play during an emergency event is to help leaders 'listen' to employees by developing and maintaining ways to ensure two-way communication across the organisation. This can be done through information networks and monitoring questions that come through email and websites. Listening groups are preferred to online surveys. The goal is to provide leaders with a sense of the concerns and issues employees have so that they can take action to address them, or at least demonstrate that their views are being heard.

Feedback trends and themes should be shared with the MPIO so they can modify future messages and channel strategies. This raw data and feedback – both quantitative and qualitative – must be documented and retained in line with record keeping.

External Feedback

Obtaining feedback ensures two-way communications is taking place. Two-way communication involves the sharing of perspectives, beliefs, and positions between interested parties, and between an emergency recovery agency and its stakeholders. Building a feedback strategy into the communications plan is important to ensure the communication being provided is beneficial to the community. Feedback can be obtained from the community by utilising the following methods:

- Include council contact detail on all communications (address, email, telephone number, web address),
- Have feedback and evaluation systems integrated into all communications,
- Gather data from community meetings, via note taking and face to face communication; and,
- Talk to employees and volunteers that are returning from the affected area to ensure information and knowledge is transferred.

Engaging Media

In the past, communications plans focused almost solely on media management. Today, multiple channels and many new factors influence public opinion.

Public participation and the ability to interact directly with many important audiences means we must be our own 'broadcaster' in the event of an emergency, providing the most up-to-date and credible information about what's happening. However, the media remain a key stakeholder and there will be a number of requests for the communications team to handle.

Benefits of using media outlets:

Newspapers

- Widespread distribution of information through hardcopy newspapers and their associated social media platforms.
- Existing distribution network and followers already in place.
- Can be seen as a trusted source of information.

Radio

- Disseminating information quickly and efficiently.
- Widespread network of listeners across both Shires.
- Trusted source of information.
- Ability to distribute information and overcome distance and spatial barriers.
- Enables public participation and conversation with stakeholders.

Media Interviews

Consider these questions and create a schedule. *Prioritise the requests from media outlets.*

- Who are we trying to communicate with? Think about stakeholders
- Who are the most influential media outlets / journalists? i.e. who will set the tone/agenda for media coverage?
- Will your spokesperson get a better opportunity to explain the Shire's position speaking to one journalist over another?
- Could there be a backlash from one section of the media if your spokesperson continues to favour one broadcaster / journalist?
- Where should the interview be held?
- What does the location of the interview say to the viewer about the Shire's response?
- Is it suitable to conduct an interview over the phone?
- Can you obtain questions ahead of the interview itself?

Media Conference

A media conference can be organised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

Refer to [Appendix 9 – Media Conference Checklist](#).

Media Response Officers

Do	Don't
<ul style="list-style-type: none"> • Give your name. • Get positive news out proactively. • Emphasize key messages – have these latest statements and fact sheets to hand. • Log journalist's details and interview requests. 	<ul style="list-style-type: none"> • Speculate in conversations with journalists. • Admit responsibility or speculate regarding liability. • Discuss or speculate actions that preceded the emergency event.

- Correct any misinformation as soon as possible.
- Assume everything you say may be reported.
- Be drawn into 'off the record' conversations.
- Use jargon or acronyms.
- Make things up or give out unofficial information.
- Get irritated (easy to do at the end of a long day).
- Be drawn into criticising the Shire of Murray or Shire of Waroona (as applicable) or colleagues.
- Say 'no comment'. Better to say 'nothing to add to what we have said' or 'there is no further confirmed information at the moment'.
- Assume prior knowledge.
- Promise to call back if you won't have time.

Guidance for CEO and Shire President Speaking on Behalf of Council

Before the interview ensure that boundaries are set.

- Tell the reporter what you know about the facts of the situation – it is likely you are the best source of information. Be equally clear about what you don't know.
- Ask the reporter what they have heard and what they want to talk about. This way you can correct misinformation and understand the likely course of questioning.
- Secure verbal agreement to the length of the interview. Ideally it should be no longer than five (5) minutes in an emergency situation.
- Ask how the interview will be used and who else is being interviewed as part of the story.

Know the Facts and Stick to Key Messages

Prepare three key messages that you want to emphasize and practice them.

Don't feel obliged to answer every question specifically. Make a transition from an undesirable or hostile question using bridging or connecting phrases such as:

- "Look, it's too early to speculate, but what I can tell you ... "
- "I don't have that information at this time, but what I can say is... "
- "That speaks to a bigger point... "

If you can't answer a question, don't simply say 'no comment' or 'I can't answer that'. Explain why e.g. Proprietary information and bridge to a topic or message point that is important to you.

The list below is a reminder for media spokespeople ahead of media interviews.

Do	Don't
<ul style="list-style-type: none"> • Be open and honest. • Talk about issues in this order of protection and empathy – people, environment, property and assets, and finally reputation. • Stick to facts and your key messages. • Be clear what you want to say. Make your most important points in the first 15 seconds. • Use plain language rather than technical or local government speak. • Use proof points such as safety statistics or figures that put the situation into perspective. • Remember that presentation, tone, dress and appearance matter. • Maintain eye contact with the reporter. • Anticipate difficult questions and prepare answers. 	<ul style="list-style-type: none"> • Guess, estimate, speculate or give personal opinion. • Admit liability, place blame, accuse anyone of negligence or discuss remedial or other actions. • Rely on notes in an interview. • Use the term 'no comment'. You imply that you know but won't say. • Give analytical answers to emotional questions. • Refer to previous answers. Each answer must stand on its own. • Fold ur arms, recline, slouch, tap or fid e wit anything. • Fill the silen e. When you've completed the answer. St p. • Fo get, nothing is ever 'off the record'.

DRAFT

Engaging Online

Information Distribution

There are various online platforms to reach different audiences, these include Facebook, Instagram, Twitter and LinkedIn. The information dissemination lead should coordinate and distribute approved content through the most appropriate platform for each community and the process recorded.

Social Media

Information can be disseminated quickly and tailored for specific audiences using mobile technology and other online platforms. This has changed the nature of emergency communication for the public and the media, as well as for the organisations responding to the incident.

Benefits of using Social Media include:

- Easy to access and update.
- Generates open dialogue with stakeholders.
- Allows stakeholders to share information easily with other stakeholders.
- Allows stakeholders affected by distance or isolation to interact with other stakeholders.
- Targets stakeholders of all ages.
- Excellent platform for directing people to more detailed sources of information such as the website.

When using social media considerations should be given to:

- Graphics that are developed need to be designed in a way where they can be used for both Facebook, Instagram and Twitter; and
- Using correct dimensions

All communications must continue to follow the approval process outlined in Communication Protocols.

Monitoring

The communications team need to have a good understanding of how the media are reporting the emergency event, as well as the emerging issues resultant of commentary on websites and social media platforms.

The key to effective monitoring is quality rather than quantity. It is important to set a clear and targeted monitoring strategy to identify issues and reflect how our response is being perceived. Join up data from social media, web channels, inquiry management and media for real time insights. Standard searches and tools such as google alerts and twitter searches can identify stories almost as soon as they emerge.

With this information, we can monitor trends, track the effectiveness of communications, adjust the communications strategy and tactics, respond to issues that warrant immediate action and ensure that inaccuracies are corrected as quickly as possible.

Checklist for Effective Issues Monitoring

Initial Actions:

- Agree the goals and objectives for monitoring
- Determine key influencers and hastags / topics / themes being used
- Conduct a search of media and online sources
- Target a range of channels and sites
- Link up to make sure you are receiving print, broadcast and media reports
- Interrogate information about how our websites are being used by site visitors
- Set up a log of media and online coverage
- Remind all staff of social media guidelines / policy (refer to [Related Policies](#))

Ongoing Actions:

- Agree the timing and format of updates or reports to the CRT. Reports should focus on how media are covering the story (their focus, line of questions, emerging risks etc) and how our response is being perceived
- Share top line information with Council, CRT and MT
- Prepare evaluation of spokesperson interview

Deactivation and Lessons

Recording Communication

- Keep a record of all materials and information distributed.
- Monitor and record social media reach and dialogue.
- Record all website visits to the applicable pages associated with the recovery.
- Record the number of times media releases are picked up by local media.

Standing Down the Communication Response

Communications may continue for quite some time in the recovery phase of an emergency event, even if the response team has been stood down following the completion of the operational response.

Acknowledging the Team

Acknowledgement of the commitment and effort of those involved in the communications response is very important. Often during an emergency event the team may be required to work long hours and this may result in high levels of stress. For this reason, it is important that team leaders and managers monitor team members for signs that they may require extra levels of care or support as they move back into their ongoing roles within the organisation. Team members may need to take time in lieu, or undertake counselling service and should be referred to the Employee Assistance Program if required.

Capturing and Learning Lessons

Completing a review of what has been learned after any scale of emergency event is very important and must include recommendation on how to make changes.

The report should contain the following

- What was the overall goal of the communication effort?
- Was it successful? How was this measured?
- How successful were the response leaders in communicating the goals of response?
- How well did the emergency event communications effort meet those goals?
- What factors contributed to the inability to achieve the goal/s?
- Identify:
 - Messages, channels or strategies that were effective
 - Messages, channels or strategies that were ineffective and disappointing
- What communication strategies work well and should be retained?
- What communication strategies should be changed in order to improve response efforts?

Appendix 1 – Glossary of Terms

Terminology used throughout this Communication Plan shall have the meaning as prescribed in Section 3 of the [Emergency Management Act 2005 \(EM Act\)](#) or as defined in the [State Emergency Management Glossary \(EM Glossary\)](#).

AIMS – Australasian Inter-Service Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management.

Controlling Agency - an agency nominated to control the response activities to a specified type of emergency.

Coordination – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.

Disaster – see EMERGENCY.

District – means an area of the State that is declared to be a district under section 2.1 of the *Local Government Act 1995*.

Emergency – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Management – the management of the adverse effects of an emergency. See PPRR.

Evacuation Centre – A centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided.

Exercise - simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.

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 (HMA) – a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Incident – the occurrence or imminent occurrence of a hazard.

Incident Controller (IC) – the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

Incident Management Team (IMT) – a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

Incident Support Group (ISG) – a group of agency / organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Management Committee (LEMC) – a local emergency management committee established under section 38 of the *Emergency Management Act 2005*. The Chair of the joint LEMC is the Shire of Murray Councillor (as appointed) or the Shire of Waroona Shire President.

Mitigation - measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment.

Operational Area Support Group (OASG) - a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.

PPRR - an acronym for Prevention, Preparedness, Response and Recovery.

Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Preparedness –preparation or response to an emergency.

Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the 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.

State Emergency Management Committee (SEMC) – committee established under section 13 of the *Emergency Management Act 2005*.

Telecommunications – the transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

DRAFT

Appendix 2 - Acronyms

AIIMS	Australasian Inter-Service Incident Management System
AWP	Animal Welfare Plan
CA	Controlling Agency
CEO	Chief Executive Officer
CP	Communication Plan
CRT	Critical Response Team
DEMC	District Emergency Management Committee
EMA	Emergency Management Authority
EEP	Emergency Evacuation Plan
HMA	Hazard Management Agency
ISG	Incident Support Group
IMT	Incident Management Team
IRT	Incident Response Team
JOINT	Shire of Murray and Shire of Waroona
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRP	Local Recovery Plan
LRRM	Local Recovery Resource Manual
MPIO	Media and Public Information Officer
MOU	Memorandum of Understanding
OMT	Organisational Response Team
SEMC	State Emergency Management Committee
SEWS	Standard Emergency Warning Signal
SoM	Shire of Murray
SoW	Shire of Waroona

Appendix 3 – Recovery Communication Plan Template (two versions – which one)

Aim	What is the purpose of the Recovery Communication Plan?
Objectives	Specific
	Measurable
	Achievable
	Realistic
	Timely

Part A: Identify Audience and Message

WHO is the Audience? <i>Identify and prioritise target audience and appropriate engagement level</i>	WHAT are the Key Messages? <i>Using clear, succinct statements</i>	HOW and WHERE are messages delivered? <i>Communications methods</i>	WHEN <i>Must be timely</i>	FEEDBACK <i>Strategy for collecting feedback</i>
Affected community members				
Shire of Murray and/or Shire of Waroona community members				
Indigenous and culturally and linguistically diverse communities (CaLD Community)				
WHO is the Audience? <i>Identify and prioritise target audience and</i>	WHAT are the Key Messages?	HOW and WHERE are messages delivered?	WHEN	FEEDBACK

<i>appropriate engagement level</i>	<i>Using clear, succinct statements</i>	<i>Communications methods</i>	<i>Must be timely</i>	<i>Strategy for collecting feedback</i>
Persons with Disabilities				
Children and Youth including Schools, Playgroup Centres, Childcare Centres and Family Day Care Providers				
Elderly People including Nursing Homes and Aged Care Facilities				
Hospitals				
Tourist Facilities				
Caravan Parks and Camp Grounds				
Local Businesses				
Recovery Agency Partners				
Local and State Media				
Local Government/s				
State Government				

Employees				
-----------	--	--	--	--

Part B: Action Plan

Date Raised	Serial Number	Item Number	Subject	Action	Priority	Responsible Officer	Completion Date / Status

Appendix 4 – Initial Statement Template

Shire of Murray

<INSERT SHIRE LOGO>

<INSERT DATE>

Media Release

[INCIDENT] AT SHIRE OF MURRAY

[Place, Month, Day, Year]: The Shire of Murray confirms that we are aware of [incident]. We understand the [incident] began [where, when] and our incident response team is now working with [partners] to get more information.

Our priority is to secure the safety of the [people group/s] and/or [environment/assets] and that is why we are implementing our Local Emergency Management Arrangements (LEMA). These arrangements set out the agreed response to an incident of this nature, and the community can have confidence that we will provide further information as soon as it becomes available.

Regular updates will be posted on our Facebook page with further details on murray.wa.gov.au

For additional information:

Name: <Insert name>

Title: Manager, Communications and Marketing

Mobile Number: <Insert number>

Email: <Insert email>

Website: www.murray.wa.gov.au

Facebook: <https://www.facebook.com/ShireofMurray>

Appendix 4A – Initial Statement Template

Shire of Waroona

<INSERT SHIRE LOGO>

<INSERT DATE>

Media Release

[INCIDENT] AT SHIRE OF WAROONA

[Place, Month, Day, Year]: The Shire of Waroona confirms that we are aware of [incident]. We understand the [incident] began [where, when] and our incident response team is now working with [partners] to get more information.

Our priority is to secure the safety of the [people group/s] and/or [environment/assets] and that is why we are implementing our Local Emergency Management Arrangements (LEMA). These arrangements set out the agreed response to an incident of this nature, and the community can have confidence that we will provide further information as soon as becomes available.

Regular updates will be posted on our Facebook page, with further details on waroona.wa.gov.au

For additional information:

Name: <Insert name>

Title: <Insert title>

Mobile Number: <Insert number>

Email: <Insert email>

Website: www.waroona.wa.gov.a

Facebook: <https://www.facebook.com/Shire-of-Waroona-763655380667714/>

Appendix 5 – Status Update

Summary

Incident Date	Incident Description	Prepared by

Status Summary

Steps taken	% done	Due Date	Assigned to	Notes

Risk and Issue History

Issue	Assigned to	Date

Conclusions/Recommendations

Adapted from SEMC – Communicating in Recovery Guidelines 2018

Appendix 6 – Talking Points

Summary

Incident Name/Date	Version Date/Time	Version Number

Key Points

Talking Points
In this section, summarise the latest key Talking Points. This could be a mix of new important information and older information that is still important or contentious. Where possible limit this to 5-6 points, but don't leave something critical out just to save space
1.
2.
3.
4.
5.

Latest Points

In this section you can provide further background information that is in an easy to read bullet point form. You may wish to use sub-headings such as 'Personal Support', 'Infrastructure', 'Utilities', 'Roads', or other relevant themes based on your recovery priorities. You may also choose to use the 'FAQ' format if there are specific matters of high public interest.

For example:

Personal Support
<ul style="list-style-type: none"> Residents who are experiencing financial difficulties should contact the Shire's Rates Officer to discuss the postponement of rates payments. The Shire's day care facilities are offering short term care available to parents who need to attend to property repair matters

Infrastructure

- The Town’s maintenance crews have been tasked to focus on community centre infrastructure first, including the Town Hall, Library and Primary School
- The repaired centres will be used as multi-purpose facilities while other infrastructure including the Business Centre, Swimming Pools and Skate Park are repaired.
-

FAQS

Q: Is it true the Shire has diverted work crews from the aged care facility to work on the council building?

A: The aged care facility is being repaired by commercial contractors as one of the first priorities, and due to the exposed dangers at the site the Contractor has requested only their staff remain there. Council crews that were due to work there have been diverted to other urgent works matters.

Q:

Q:

Q:

Conclusions/Recommendations

Permissions

Author

Cleared by

Consultation

Adapted from SEMC – Communicating in Recovery Guidelines 2018

Appendix 7 – Media Release

<INSERT SHIRE LOGO>

<INSERT DATE>

Media Release**[Incident update]**

First and/or second sentences must explain what the recovery announcement is. The most important information is at the top of the media release.

Short snippets of information should be gathered from your talking points to provide key information that can be easily picked up and used by the media.

The essential recovery information priorities are:

Safety of:

- People
- Environment
- Assets (Property and Business)
- Reputation

The essential recovery information should include:

- What has happened, where and when?
- How many people are involved
- What are we doing about it?
- What resources are available?
- Who we have told and who we're working with?

Ensure that local government spokesperson is "regularly quoted" throughout the media release.

If a joint statement with other agencies please ensure that relevant logos are also included.

Media Contact:

<Name>

<Title>

<Phone>

<Email>

Appendix 8 – Community Meeting Checklist

BEFORE	DURING
<ul style="list-style-type: none"> • Determine the Master of Ceremony (MC) and SoM and/or SoW spokesperson • Ensure key speakers from the HMA, combat agencies, support organisations and SoM and/or SoW are included, invited, allowed to contribute to the agenda and briefed. • Invite relevant Community Liaison Unit from the HMA to attend the meeting to support the community with their information needs during the response phase. • Select an easy, central and significant location for the community meeting. • Prepare a clear agenda using talking points, time frames and input from all agencies. • Determine a question and answer feedback option for community members during and after the meeting • Advise and notify community members of the meeting details including location, time and agenda. • Organise audio visual requirements, parking, seating, catering record of attendance and feedback capture. • Test all audio equipment, electrical outlets and sound system. Consider filming the speakers to be hosted on the local government website if appropriate. • Brief and prepare SoM and/or SoW spokesperson by practising answers. • Plan for the presence of media at the meeting. 	<ul style="list-style-type: none"> • MC to communicate agenda to the audience and introduce speakers. Agenda is used as a structure for the meeting but allow for other issues at the end of the meeting to be discussed • MC to review previous community meetings including any issues and updates that need to be communicated. MC to advise when the next meeting will be or how often the meetings will continue for. • Determine community members preferred communication methods. Consider using a voting system with dots/sticker/post it notes on the walls to get clear picture of preferred methods. • Assign a person who will take notes, action items and advise the recommended completion or action time to the community. Advise how these will be distributed or communicated after the community meeting. • Ensure all speakers adhere to the Giuliani method of information communication. • Allow questions from the community using a roaming microphone. • MC to thank attendees and advise of availability of refreshments after the conclusion of the meeting.

AFTER

- Ensure speakers are available for further discussion or any contact details available or point of reference for further information.
- Ensure the DC and other support agencies, such as Australian Red Cross are attending the community meeting to provide psychological well-being to community members if required.
- Provide follow up ways to gather information for any audience members that were unable to ask questions during the meeting
- Upload recording of the meeting to the local government website or provide a summary of the information presented.

Adapted from SEMC – Communicating in Recovery Guidelines 2018

DRAFT

Appendix 9 – Media Conference Checklist

BEFORE	THE DAY OF AND DURING
<ul style="list-style-type: none"> • Consider the news cycle timings. • Make a media invitation list and send invite via email. • Select an easy access location for the media conference. • Arrange for parking and catering requirements (only if remote and needed). • Arrange for seating so all media have clear access to the spokesperson – if this is a small event, media can be standing. • Position local government logo on the podium or behind the spokesperson – if this is a small conference, a podium and the logo may not be needed. • Test all audio equipment, electrical outlets and sound system. • Brief and prepare SoM and/or SoW spokesperson by practising answers 	<ul style="list-style-type: none"> • Make it clear where the media should go when they arrive • Prepare and distribute any information to give to the media. • Arrange catering (only if needed). • Start exactly on time. • Introduce SoM and/or SoW spokesperson or they introduce themselves. • Ensure cut off time is adhered to, including time for questions. • Thank the media for their attendance

adapted from SEMC – Communicating in Recovery Guidelines 2018

**SHIRE OF MURRAY-WAROONA
LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
2 NOVEMBER 2022**

STATE NEWS

STATE CONSULTATION REQUESTS

State EM Policy section 5.12 – Funding for Emergency Responses

A sector led working group has completed a review of 'State EM Policy section 5.12 – Funding for Emergency Responses'. The DFES State EM Policy branch is now seeking your feedback on the proposed amendments to the State EM Policy prior to requesting the endorsement and approval from the SEMC Response Capability Subcommittee and the State Emergency Management Committee.

On the State Emergency Management Policy Branch [Consultation Homepage](https://dfes.mysocialpinpoint.com.au/stateempolicysection512) you can view all current consultations, including the State EM Policy section 5.12, <https://dfes.mysocialpinpoint.com.au/stateempolicysection512>

On this page you will be able to:

- View information about the consultation process
- Download and view the proposed amendments
- Submit your feedback

Please submit your feedback by COB Tuesday 13 December 2022.

AMENDMENTS TO STATE EMERGENCY MANAGEMENT DOCUMENTS

There are several amendments that have been approved by the State Emergency Management Committee to the suite of State Emergency Management Documents including:

- The **WA Community Evacuation in Emergencies Guideline** redesign and statement of fact amendments. This also includes statement of fact amendments to word versions of Appendix B (Emergency Evacuation Planning Template) and Appendix C (Operational Evacuation Plan Template).
- The revocation and removal of **All-Hazards Evacuation Flagging Guideline**.
- The removal of Evacuation Flagging from State EM Plan section 5.3.2.
- The revised **Traffic Management During Emergencies Guidelines**. This includes updated word versions of the Traffic Management Checklists and Templates and revised Traffic Management Aide Memoire.
- Statement of fact amendments were made to the State Support Plan – Emergency Public Information to add St John Ambulance to the response responsibilities for this Plan.

Full details of these changes can be found on the amendments page on the SEMC website.

SEMC STRATEGIC PLAN 2022-2025



At its October meeting the SEMC endorsed an updated Strategic Plan. The plan builds on the previous plan and is now inclusive of climate change. This plan will inform the SEMC subcommittee and DEMC/LEMC review.

SEMC CAPABILITY FRAMEWORK REVIEW – LG SURVEY AND WORKSHOP

The DFES State Capability Team on behalf of the State Emergency Management Committee is undertaking a review of the of the capability framework, the capability survey, and its associated data products. The purpose of this review is to ensure the capability framework and products are:

- fit-for-purpose in driving improved EM planning and preparedness
- relevant to stakeholders' EM needs
- consistent with emergency management best practice

Items included in this review:

- Capability Framework
- Annual and Preparedness Capability Survey
- Capability Summary Reports

DEMC AND LEMC REVIEW

At its August meeting the SEMC endorsed the proposed project scopes to review the local and district committee structure. The objectives of the review are to:

- Establish clear roles, responsibilities, functions, and governance for DEMCs and LEMCs so they can achieve the strategic objectives of SEMC.
- Identify improvements to the governance arrangements and capabilities that will increase effective and efficient management outcomes.
- Create a shared understanding of the SEMC expectations of DEMCs and LEMCs.

SEMC WEBSITE HAS A NEW HOME

The SEMC website has successfully transitioned to the WA.gov domain in line with State Government policy. The Office of Digital Government has established the WA.gov domain as a whole-of-government portal which aims to make it easier for people to find and access government services and information.

You can now find all SEMC related information at <https://www.wa.gov.au/organisation/state-emergency-management-committee>

For key emergency management documents please head to the 'State Emergency Management Framework' section <https://www.wa.gov.au/organisation/state-emergency-management-committee/state-emergency-management-framework>

Please note that while the [semc.wa.gov.au](https://www.wa.gov.au) home page will now redirect you to the new page, if you have direct links saved for other pages (such as the EM Policy documents) they will not work as expected and will need to be resaved to the new format. Links within documents are not yet updated and will be updated in due course.

The SEMC Business Unit are working hard to complete the transition as quickly as possible and they thank you for your patience while this is finalised. Please let them know at info@semc.wa.gov.au if you come across anything that's not as you expect.

DISTRICT NEWS

DISTRICT EMERGENCY MANAGEMENT COMMITTEE MEMBERS HANDBOOK

A DEMC Members Handbook has been developed by the DEMC Executive Officers (also the DFES District Emergency Management Advisor's) as an attachment to the State Emergency Management Procedure 3.6 *District Emergency Management*. This handbook is an important reference for members of the District Emergency Management Committee. The DEMC Members Handbook was approved by SEMC at the 4 August 2022 and is available on the SEMC website.

LOCAL NEWS

GRANT PROGRAM UPDATES

The National Disaster Risk Reduction (NDRR) grant program is established under a National Partnership Agreement (NPA) on Disaster Risk Reduction (2019-2024). It seeks to proactively reduce the risk and limit the impact of disasters associated with natural hazards on Western Australian communities and economies. The 2022/23 grant round is progressing, and announcements will be made following the completion of the State and Commonwealth approval process.

The 2022-23 round of the All-West Australians Reducing Emergencies (AWARE) grant program is in the final stages of approval.

The SEMC endorsed a two-year schedule for both grant programs:

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

Further information on the NDRR and AWARE grant programs is available at <https://semc.wa.gov.au/funding>.

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

2022-2023 SEMC MEETING SCHEDULE

- 1 December 2022
- 3 May 2023
- 8 March 2023
- 2 August 2023
- 4 October 2023
- 6 December 2023

Complied by:
District Emergency Management Advisor
Metropolitan Operations
Department of Fire and Emergency Services



Department of Fire and Emergency Services Report for the Shire of Murray/Waroona Local Emergency Management Committee

Wednesday 2nd November 2022

AUSTRALIAN FIRE DANGER RATING SYSTEM (AFDRS)

The Australian Fire Danger Rating System (AFDRS) went live 1st September 2022 and now has four levels (instead of six) – Moderate, High, Extreme and Catastrophic – bringing national consistency to the public display of ratings.

A change in the fire weather districts also occurred with the:

- Shire of Murray being in the Swan Coastal South and Swan Inland South; and.
- Shire of Waroona in Geographe and Brockman.

The South West highway is the boundary between the FWDs.

CLIMATE OUTLOOK

BOM have released their latest climate outlook for November to January (issued 27th October) which is available at <http://www.bom.gov.au/climate/outlooks/#/overview/summary>.

- November to January rainfall is likely to be below median rainfall is likely for large parts of Western Australia.
- For the fortnight 31 October to 13 November, below median rainfall is likely for large parts of Western Australia extending into the western Northern Territory, increasing to very likely around the Kimberley.
- November to January maximum temperatures are likely to be warmer than median for much of north-west Australia.
- Several climate drivers are contributing to this wet outlook, including La Niña, a negative Indian Ocean Dipole event, an expected positive phase of the Southern Annular Mode for most of November and December, and warmer waters around Australia. The Madden–Julian Oscillation may also contribute to wetter conditions for eastern parts of Australia over the next fortnight.

AFAC BUSHFIRE OUTLOOK

AFAC are forecasting a normal fire potential for southern Western Australia. Root zone soil moisture is expected to remain below average with the median to below median rainfalls across the Jarrah Forest bioregion with the forecast high chance of exceeding median maximum and minimum

temperatures and existing rainfall deficiency. This increases the probability of early onset of southern fire season should rainfall deficits continue into spring.

REQUEST FOR CHANGE IN MEMBERSHIP FOR SHIRE OF MURRAY AND WAROONA LEMC

DFES requests that the following changes be made to the Membership for the Murray-Waroon LEMC:

The current member arrangements are:

- Member – DFES DEMA
- Ex Officio – DFES District Officer South West Region

Requested change:

- Member – DFES District Officer South West Region
- Ex Officio – DFES DEMA

John Carter

District Officer Emergency Management

DFES South West Region

From: [Cameron Norris](#)
To: [Chantelle Goff](#)
Subject: Shire of Murray & Waroona Local Emergency Management Committee (LEMC) Meeting - Agenda, Appendices and Previous Minutes - 2 November 2022
Date: Thursday, 3 November 2022 8:27:00 AM
Attachments: [image001.png](#)
[image002.png](#)

Morning

In regards to a few things that were brought to my attention at yesterdays meeting I have provided the details below.

1. Coolup pipe network is dependant on other projects but all signs are very positive so far. There will be points added in for fire brigade use.
2. Training for Fire staff how to use the Harvey Water system to refill trucks. Upon discussion, we have decided that we will review the maps that were previously passed onto all fire departments in the area to ensure they are correct, we will inspect the valves for deterioration and damage to ensure suitability and then Richard Wood of the Yarloop Fire Brigade will conduct the training.

Feel free to pass this information on.

Kind Regards

Cameron Norris
 WHS Advisor
 M: 0487 993 041
 T: 9729 0121
cnorris@harveywater.com.au

My hours are as follows:
 Monday - Friday 7.00am – 3.30pm



Safe Work Month
**WHS – think physical,
 think psychological**

Registrations now open



1 Turnbull Street, Harvey WA 6220
 Harvey Light Industrial Area
 PO BOX 456, Harvey WA 6220
www.harveywater.com.au

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From: [Terry Sillitto](#)
To: [Chantelle Goff](#)
Subject: My report for LEMC
Date: Wednesday, 2 November 2022 10:56:09 AM

COVID 19

We are ensuring that we follow current Health advice in relation to how we might operate an Evacuation Centre if one was required today.

We have a process to ensure we vet people before they can enter the building by asking a series of Covid questions. Anyone who has or may have Covid will be asked to return to their vehicle and await instructions on an alternative location to go to while they are evacuated. Possibly a Hotel/Motel.

Hygiene measures will be in place for staff protection and LGs are encouraged to follow a similar process when they first open an evacuation centre.

Review of Department of Communities 'Emergency Services Function'

Major review of DC Emergency Services currently underway
Changes in structures can be expected

Strengthening of ability to respond to large events, and to ability to support LG through recovery processes.

Training

LG Evacuation Centre Training was provided on 17 August 2022 at the Ken Jackman Hall in Kwinana, and then again on 11 October 2022 at Mike Barnett Sports Stadium in Rockingham. A total of 4 staff attended these sessions for Murray/Waroona and at present for the Shire of Murray there is 4 staff trained within the last 3 years. Shire of Waroona have 5 staff trained within the last 3 years.

SHIRE OF MURRAY	
DATE	NAME
29.03.16	Lyne Gardiner
	Deb Wilkes
	Janine Elliott
	Kate Dennison
05.09.17	Sally Donkin
	Aleksandor Ilik
30.05.19	Ben Jordan
29.07.21	Lynne Gardiner
	Ben Jordan
	Sally Donkin
17.08.22	Belinda Brown

SHIRE OF WAROONA	
DATE	NAME
05.09.17	Louise Fouche

	Bronwyn Cooke
	Brad Vitale
	Leonard Long
31.05.18	Daniel Cools
	Kelly Nottle
9.12.21(Mark)	Daniel Cools
	Ashleigh Nuttall
17.08.22	Jade Salpietro
	Kadee Dillon
	Debra Tyler

Equipment upgrades underway

Equipped now for up to 1000 people sleeping in evacuation centres.

Sheds in whiteman, oakford, trailers in Fremantle, Mandurah, and looking to locate one in Boddington

Local Welfare Plan updates and tabling at LEMC

Plan recently updated, needs to be endorsed at this meeting

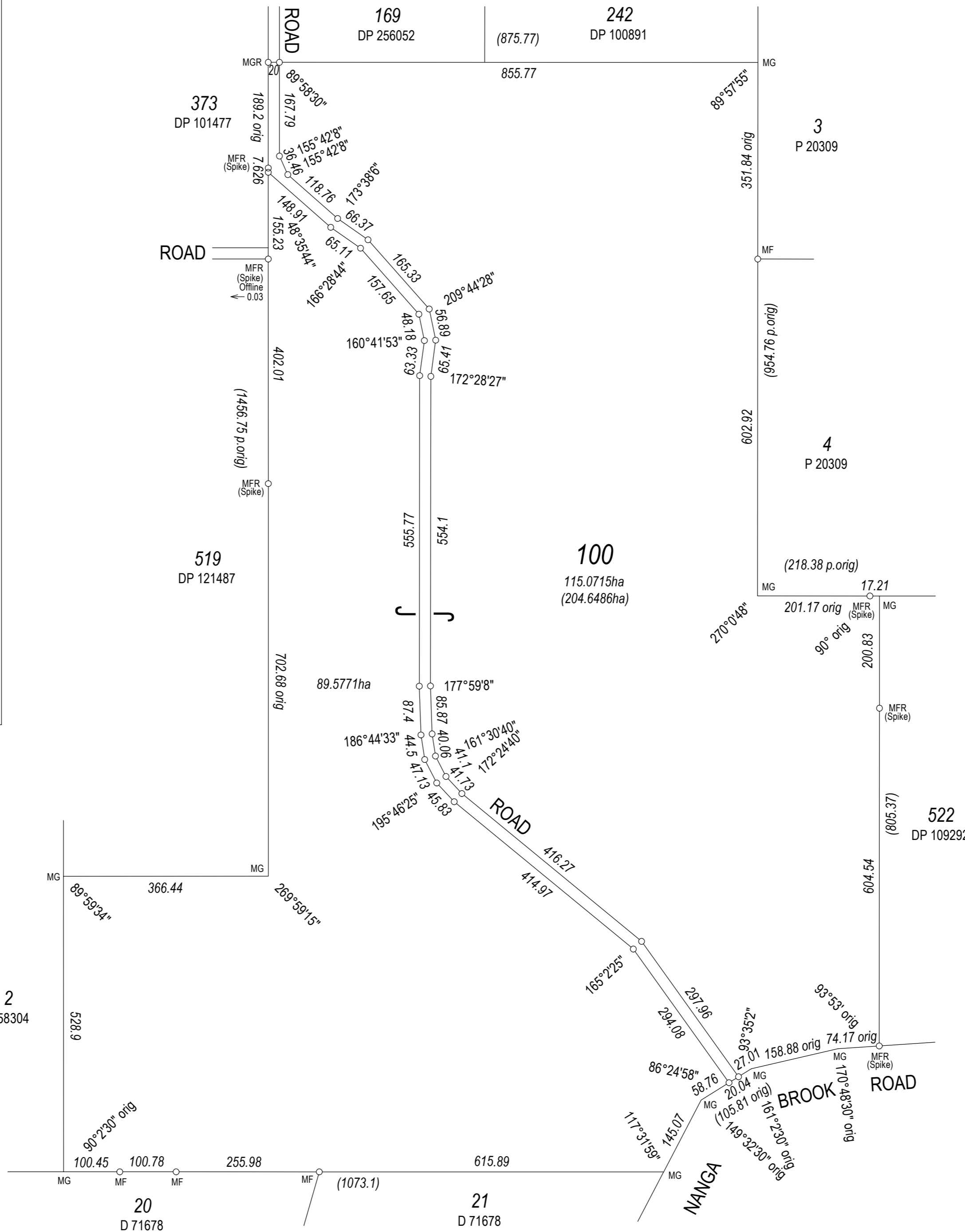
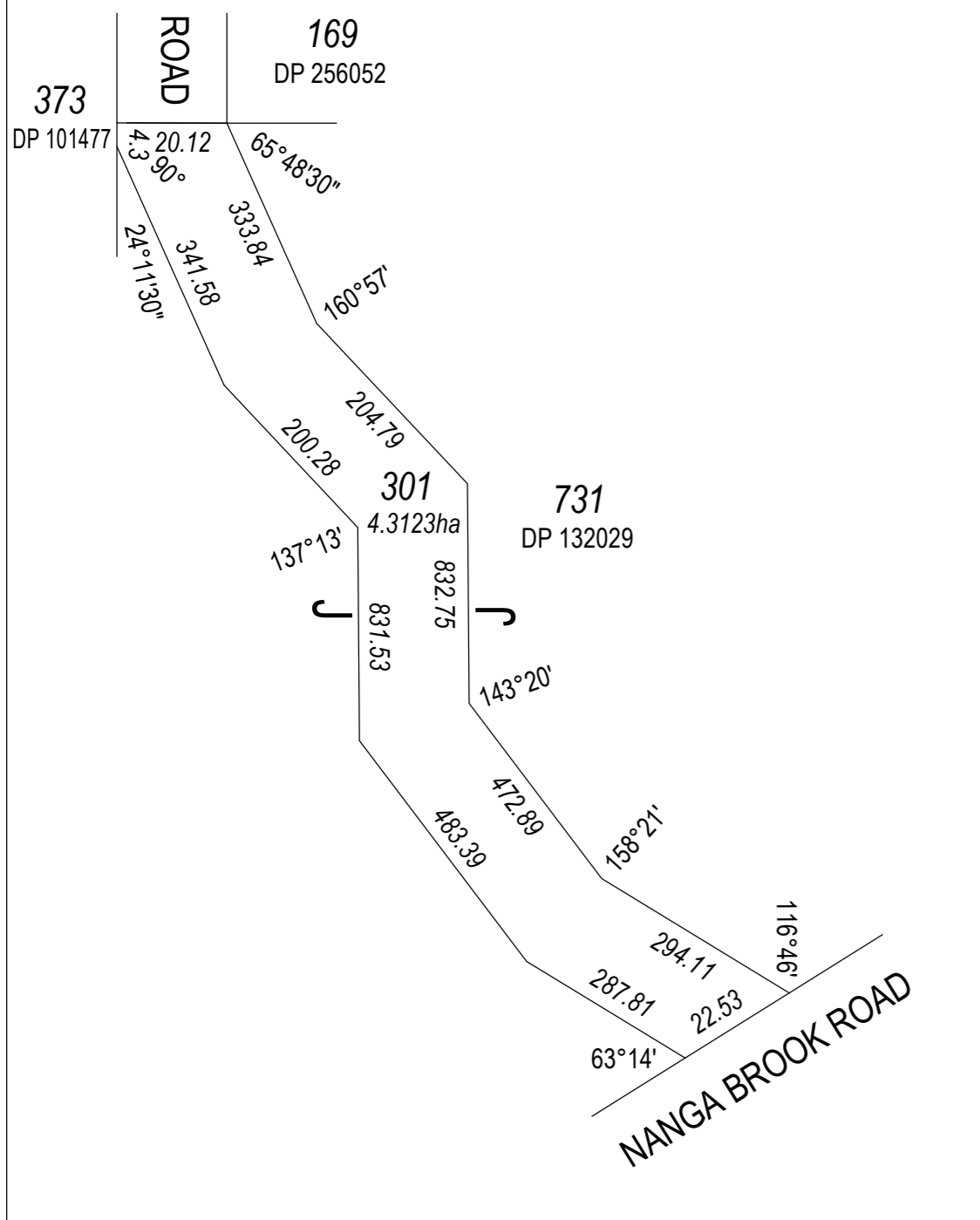
Last tabled in 2019

Terry Sillitto
Senior District Emergency Services Officer
Metro South – Fremantle – Rockingham - Peel
Department of Communities
0427 389 375

The Department of Communities acknowledges the traditional owners of country throughout Western Australia and their connection to land, waters and community. We pay our respects to them and their cultures, and to their elders past and present.

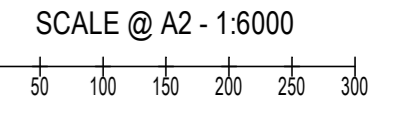
The Department of Communities (Communities) formed on 1 July 2017 and is responsible for the delivery of child protection and family support, community grants, funding and initiatives, education and care regulation, disability services, housing and regional services reform. During the transition phase emails sent from the Housing Authority domain will be converted to the Communities email address. This message may contain privileged and confidential information and is intended for the exclusive use of the addressee(s). You must not disclose this communication to anyone without the prior consent of Communities. If you have received this email in error, please notify us by return mail, delete it from your system and destroy all copies. Communities has exercised care to avoid errors in the information contained in this email but does not warrant that it is error or omission free.

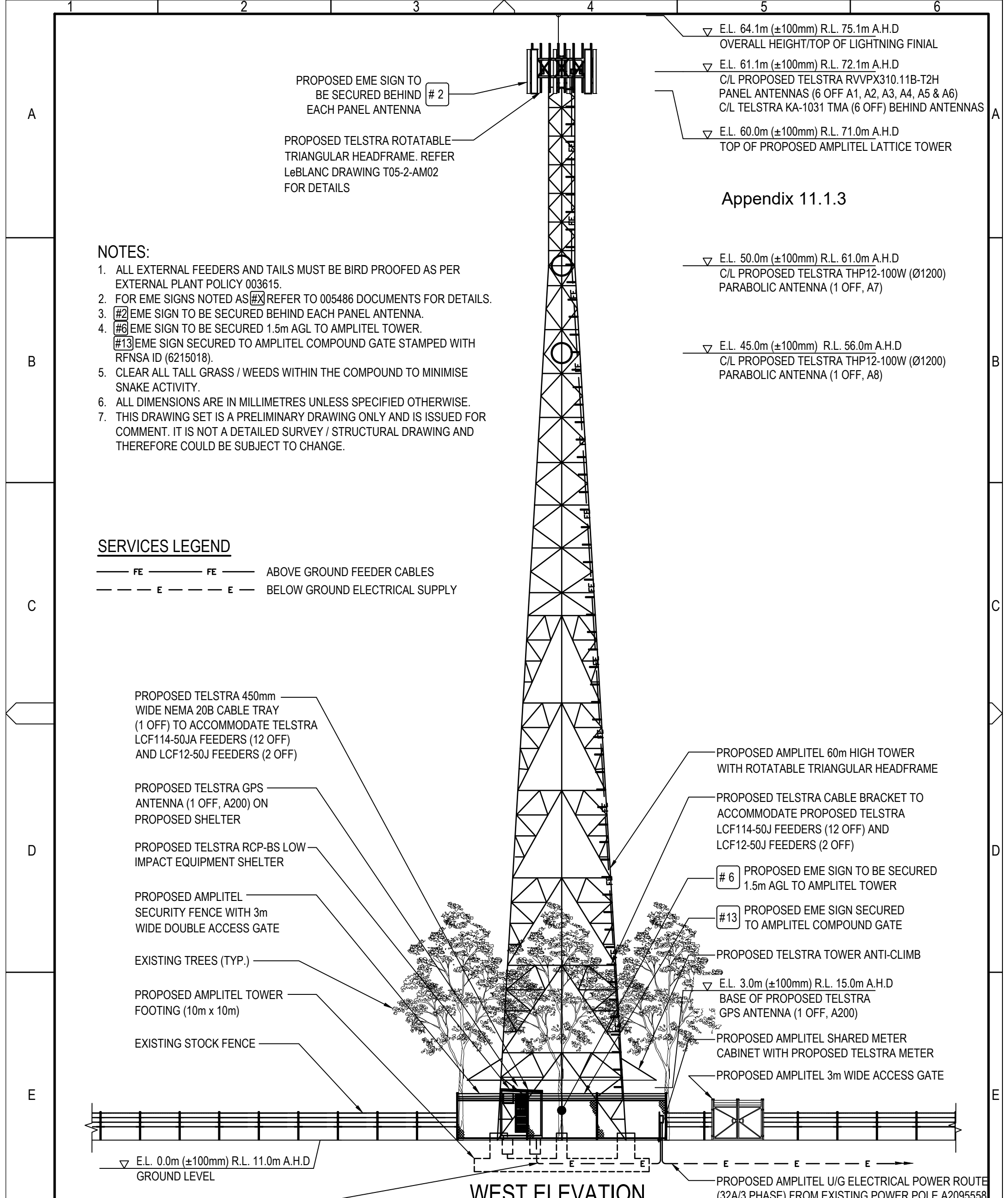
INSET - LOT 301 (ROAD CLOSURE)
BEING CROWN LAND FOR AMALGAMATION
FORMALLY ROAD ON DP 132029
NOT TO SCALE



LIMITED IN DEPTH TO 60.96 METRES

Appendix 11.1.1





NOTES:

1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
3. #2 EME SIGN TO BE SECURED BEHIND EACH PANEL ANTENNA.
4. #6 EME SIGN TO BE SECURED 1.5m AGL TO AMPLITEL TOWER.
5. #13 EME SIGN SECURED TO AMPLITEL COMPOUND GATE STAMPED WITH RFNSA ID (6215018).
5. CLEAR ALL TALL GRASS / WEEDS WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.
6. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
7. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.

SERVICES LEGEND

- FE — ABOVE GROUND FEEDER CABLES
- - - E - - - BELOW GROUND ELECTRICAL SUPPLY

WEST ELEVATION

SCALE 1:200
 2m 0 2m 4m 6m 8m 10m
 SCALE 1:200

PRELIMINARY

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S1-2 & S3-1.

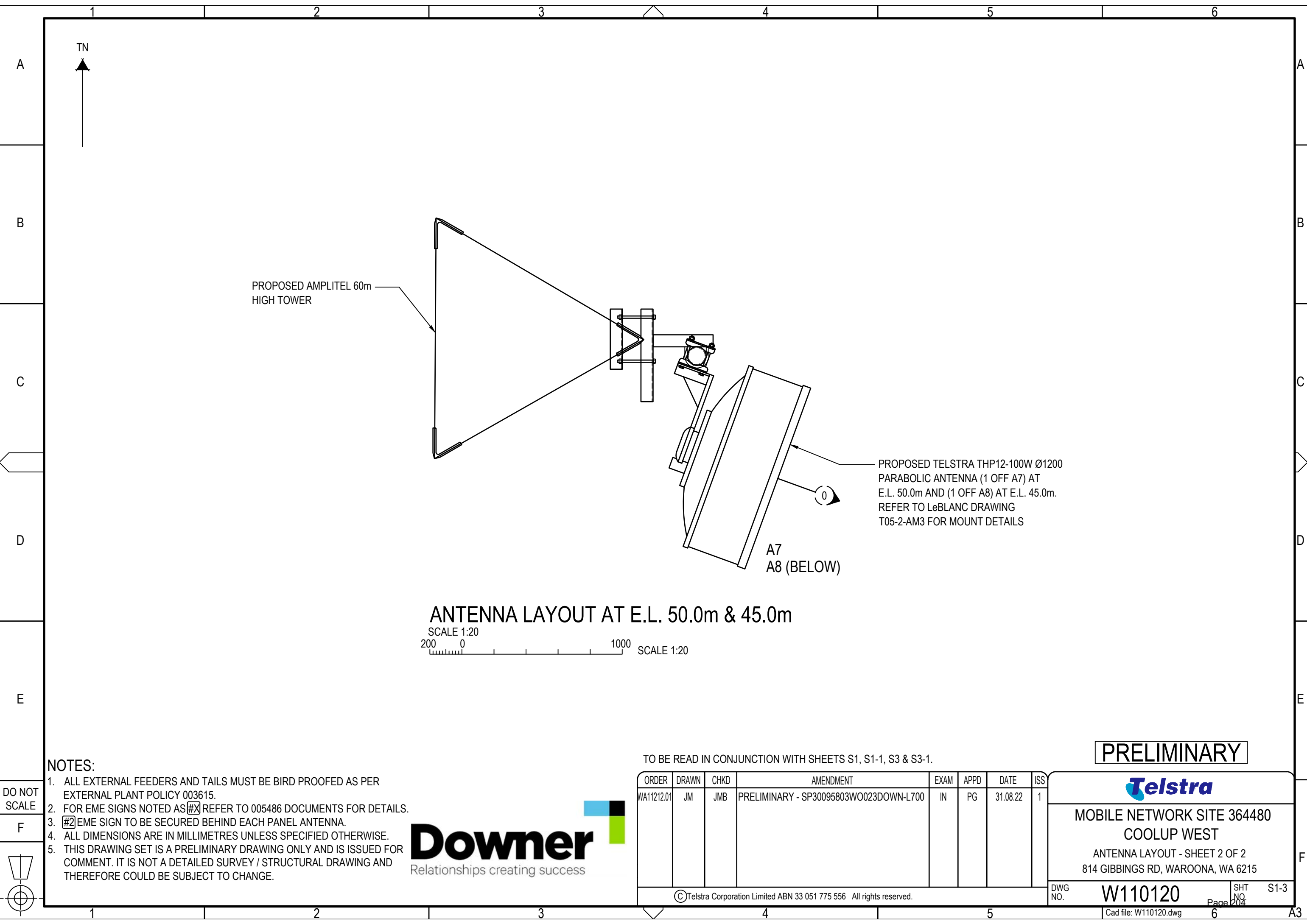
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TOWER AMS SITE WA008380
COOLUP WEST
 WEST ELEVATION
 814 GIBBINGS RD, WAROONA, WA 6215

DWG NO. **W110120** SHT NO. **S3**





- NOTES:**
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
 2. FOR EME SIGNS NOTED AS (#X) REFER TO 005486 DOCUMENTS FOR DETAILS.
 3. (#2) EME SIGN TO BE SECURED BEHIND EACH PANEL ANTENNA.
 4. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
 5. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.



TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S3 & S3-1.

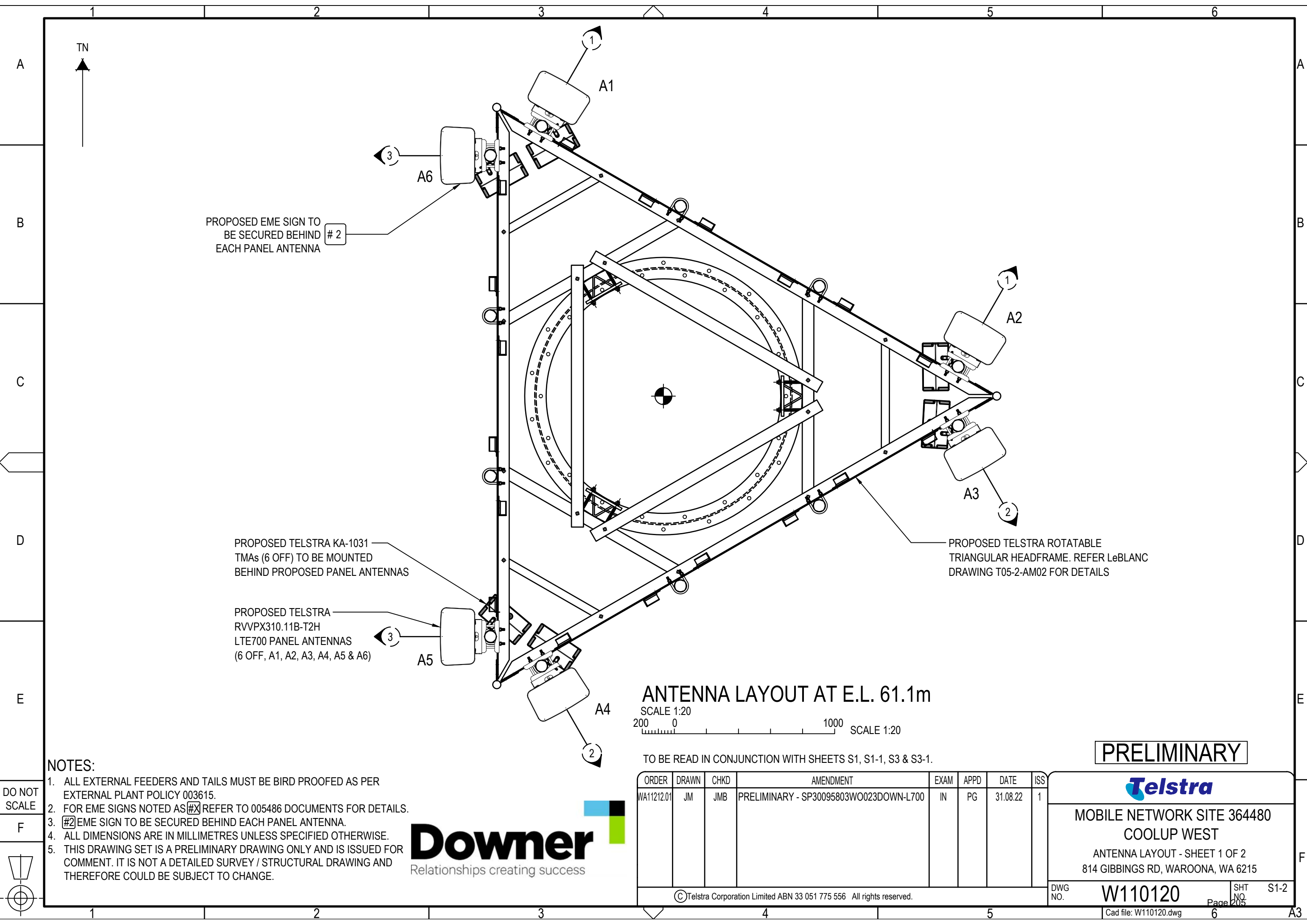
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PRELIMINARY



MOBILE NETWORK SITE 364480
COOLUP WEST
 ANTENNA LAYOUT - SHEET 2 OF 2
 814 GIBBINGS RD, WAROONA, WA 6215

DWG NO. **W110120** SHT NO. **S1-3**



PROPOSED EME SIGN TO BE SECURED BEHIND EACH PANEL ANTENNA #2

PROPOSED TELSTRA KA-1031 TMAs (6 OFF) TO BE MOUNTED BEHIND PROPOSED PANEL ANTENNAS

PROPOSED TELSTRA RVVPX310.11B-T2H LTE700 PANEL ANTENNAS (6 OFF, A1, A2, A3, A4, A5 & A6)

PROPOSED TELSTRA ROTATABLE TRIANGULAR HEADFRAME. REFER LeBLANC DRAWING T05-2-AM02 FOR DETAILS

ANTENNA LAYOUT AT E.L. 61.1m

SCALE 1:20
200 0 1000 SCALE 1:20

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1, S3 & S3-1.

- NOTES:
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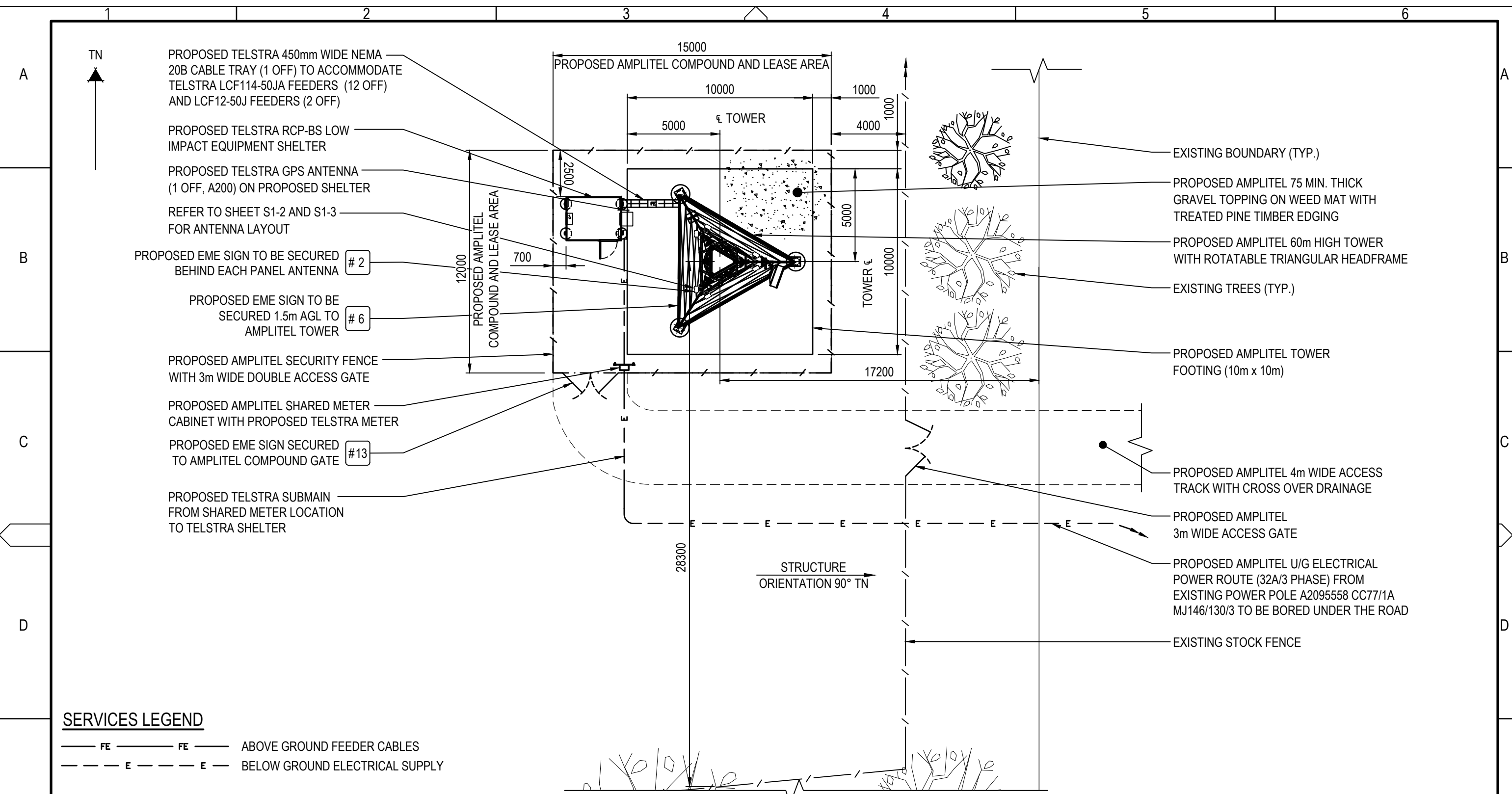
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WA11212.01	JM	JMB	PRELIMINARY - SP30095803WO023DOWN-L700	IN	PG	31.08.22	1

PRELIMINARY



MOBILE NETWORK SITE 364480
COOLUP WEST
ANTENNA LAYOUT - SHEET 1 OF 2
814 GIBBINGS RD, WAROONA, WA 6215

DWG NO. W110120 SHT NO. S1-2



SERVICES LEGEND

- FE — FE — ABOVE GROUND FEEDER CABLES
- - - E - - - E - - - BELOW GROUND ELECTRICAL SUPPLY

NOTES:

1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
3. #2 EME SIGN TO BE SECURED BEHIND EACH PANEL ANTENNA.
4. #6 EME SIGN TO BE SECURED 1.5m AGL TO AMPLITEL TOWER.
5. #13 EME SIGN SECURED TO AMPLITEL COMPOUND GATE STAMPED WITH RFNSA ID (6215018).
6. CLEAR ALL TALL GRASS / WEEDS WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.
7. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
8. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.

SITE SETOUT PLAN

SCALE 1:200
 2m 0 2m 4m 6m 8m 10m SCALE 1:200

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-2, S3 & S3-1.



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
BTS-23540	JM	JMB	PRELIMINARY - SP30095803WO023DOWN-L700	IN	PG	31.08.22	1

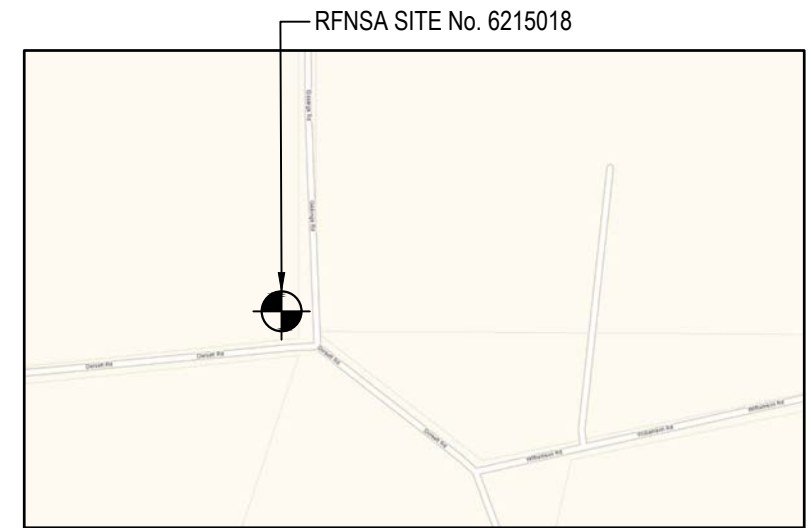
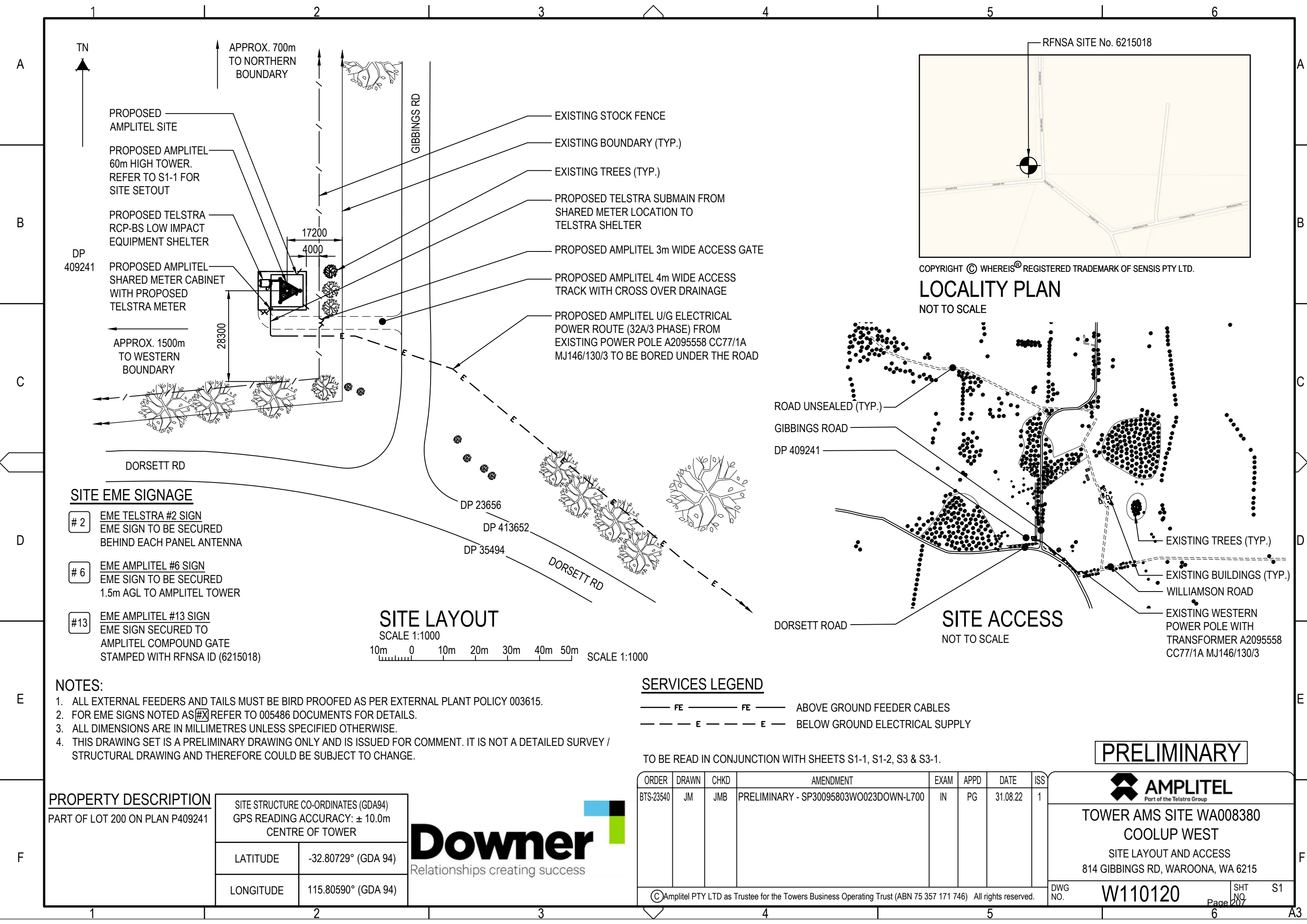
PRELIMINARY



TOWER AMS SITE WA008380
COOLUP WEST
 SITE SETOUT PLAN
 814 GIBBINGS RD, WAROONA, WA 6215

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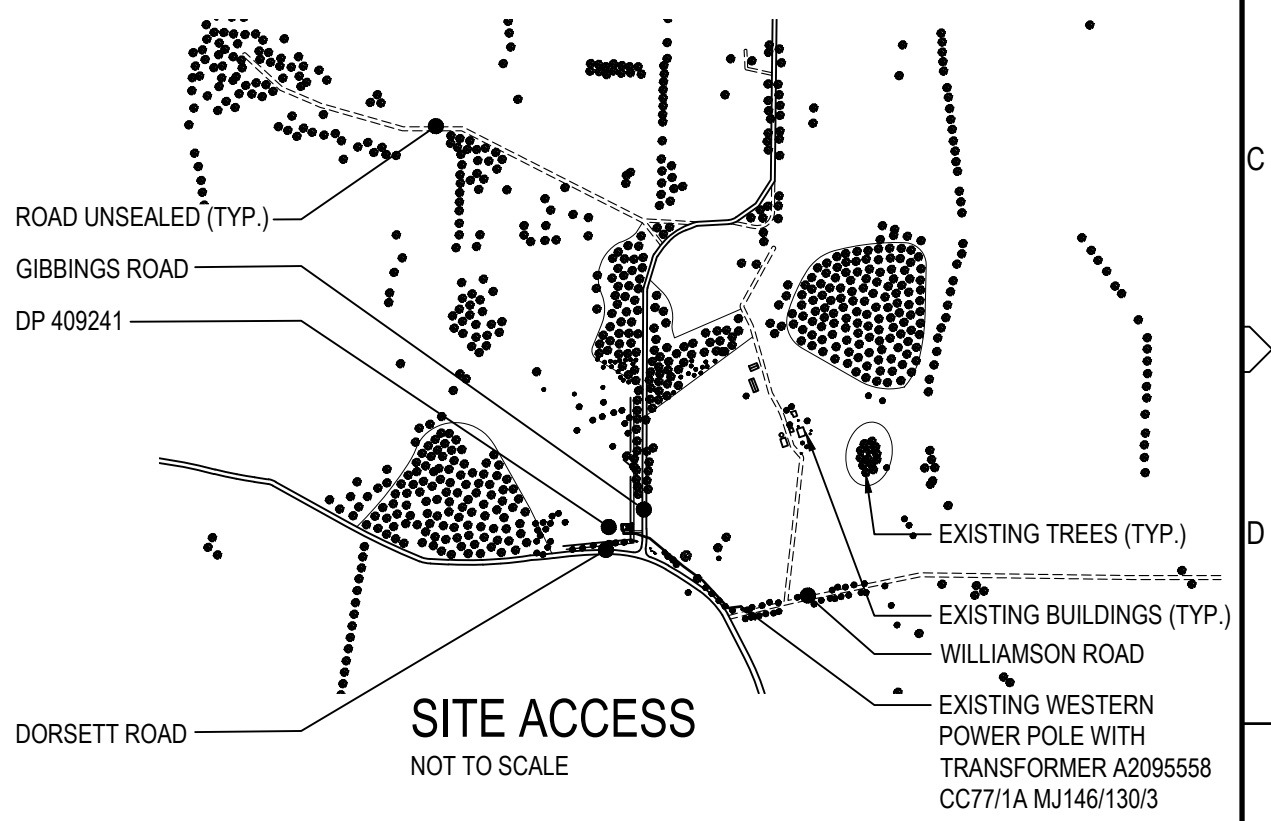
DWG NO. **W110120** SHT NO. **S1-1** Page 206



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LOCALITY PLAN

NOT TO SCALE



SITE ACCESS

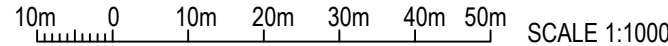
NOT TO SCALE

SITE EME SIGNAGE

- # 2 EME TELSTRA #2 SIGN
EME SIGN TO BE SECURED BEHIND EACH PANEL ANTENNA
- # 6 EME AMPLITEL #6 SIGN
EME SIGN TO BE SECURED 1.5m AGL TO AMPLITEL TOWER
- #13 EME AMPLITEL #13 SIGN
EME SIGN SECURED TO AMPLITEL COMPOUND GATE STAMPED WITH RFNSA ID (6215018)

SITE LAYOUT

SCALE 1:1000



SERVICES LEGEND

- FE — FE — ABOVE GROUND FEEDER CABLES
- - - E - - - E - - - BELOW GROUND ELECTRICAL SUPPLY

NOTES:

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TO BE READ IN CONJUNCTION WITH SHEETS S1-1, S1-2, S3 & S3-1.

PRELIMINARY

PROPERTY DESCRIPTION

PART OF LOT 200 ON PLAN P409241

SITE STRUCTURE CO-ORDINATES (GDA94)
GPS READING ACCURACY: ± 10.0m
CENTRE OF TOWER

LATITUDE	-32.80729° (GDA 94)
LONGITUDE	115.80590° (GDA 94)



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
BTS-23540	JM	JMB	PRELIMINARY - SP30095803WO023DOWN-L700	IN	PG	31.08.22	1

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TOWER AMS SITE WA008380
COOLUP WEST
SITE LAYOUT AND ACCESS
814 GIBBINGS RD, WAROONA, WA 6215

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DWG NO. **W110120** SHT NO. **1** S1

Extractive Industries Licence Application and Environmental Management Plan

WELLINGTON LOCATION 2143, WILLOWDALE ROAD
WAGERUP, SHIRE OF WAROONA



REPORT PREPARED BY
LUNDSTROM ENVIRONMENTAL CONSULTANTS PTY LTD

Wellington Location 2143 on Plan 126564, Willowdale Road
Extractive Industries Licence Application and Environmental
Management Plan (EMP)

Version Reference: 0.2

Date: October 2022

Prepared by Lundstrom Environmental Consultants Pty Ltd for B&J Catalano Pty Ltd

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Web: <https://www.catalano.com.au/>

Version Register

Version No.	Description	Author	Reviewed by	Date
0.1	Final	S.Talvelkar	M.Lundstrom	October 2021
0.2	Final	S.Talvelkar	M.Lundstrom	October 2022

Front cover image: *Nearmaps Image of the extraction area, May 2021*

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1 INTRODUCTION

1.1 GENERAL DESCRIPTION OF THE PROPOSAL

The purpose of this report is to provide all the necessary information in support of a renewal of Extractive Industries Licence (EIL) application by the Proponent, B & J Catalano Pty Ltd. Information contained in this report is also aimed at fulfilling the requirements for Town Planning Consent. The Planning Consent and Excavation Licence application forms are included with this report as Appendix 1.

The report sets out the details for the extraction of laterite gravel within stage 3 having area of 9.5ha on the property together with maps and photographs. It also provides a brief environmental assessment of the proposal and a rehabilitation plan.

The existing licence was issued on 24/11/2016 and expired on 24/11/2021. A copy of existing Planning consent and the EIL are included in Appendix 2 of this report.

1.2 PROPERTY DESCRIPTION, OWNERSHIP AND LOCALITY

The property is situated approximately 9km by road east of the South Western Highway and is surrounded by State Forest 14.

Table 1: Property description

Property Description	Wellington Location 2143 on Plan 126564, Willowdale Road Shire of Waroona
Volume	958
Folio	125
Area	64.805 ha
Ownership	WJ Brown

Figure 1 shows the regional location of the property.

2 PRESENT LAND USE

The property comprises previously logged, regrowth Jarrah Forest and areas previously cleared for gravel extraction in stages 1,2 and 3.

B&J Catalano Pty Ltd are currently extracting gravel on the property in stage 3. Figure 2 illustrates the land use of the property and its immediate surrounds and indicates the proposed Extractive Industries Licence (EIL) area covered by this application.

The property lies within State Forest 14 in a Local Scheme Reserve designated for water production, mining or recreation as defined by the Shire of Waroona's Town Planning Scheme No. 7. It is anticipated that the extraction area will be returned to native vegetation on completion of extraction. The completed stages 1 and 2 are rehabilitated back to native vegetation.

3 EXISTING ENVIRONMENT

3.1 TOPOGRAPHY AND DRAINAGE

The elevation of the property is between 300 and 330m AHD and drainage is generally northwards into an upper tributary of McKnoe Brook which discharges into Samson Brook. The property lies on a watershed divide and no major waterways are present.

Average slopes over the whole property are between 4 and 6%. Average slopes within the Stage 3 extraction area are 8%.

The property lies within the Samson Drain sub-catchment of the Harvey Estuary – Harvey River hydrographic catchment. The property is located within a Proclaimed Surface Water Management Area under the *Rights in Water Irrigation Act 1914* (RIWI). It is not located within a Public Drinking Water Source Area (Landgate, 2021). Stormwater and sedimentation management are discussed in section 5.5.2.

3.2 GEOLOGY AND SOILS

A thin veneer of topsoil overlies approximately 1m of laterite caprock and gravel. The indurated material grades into kaolinitic clays which are approximately 20 metres deep before fresh granitic material is encountered.

3.3 GROUNDWATER AND HYDROLOGY

Groundwater resources are limited within the area due to the low permeability of the sub-surface materials. Small quantities may be obtained at some depth below the weathered clays. This may be at between 15 to 25m below ground level. The proposed extraction depth is approximately one to two metres below ground level, greatly exceeding the minimum clearance from the water table required under current regulatory policies and guidelines (DWER, 2019). Proposed gravel extraction will not impact groundwater.

3.4 WETLANDS

There are two Paluslope multiple use wetland located 100m from the stage 3 boundary, in the northern section of the property (Figure 2). This wetland will not be impacted by the proposed extraction activities. The distance to all wetlands exceeds the 50 m buffer recommended by the Department of Water and Environmental Regulation (DWER) (Water and Rivers Commission, 2001).

There is no Conservation Wetland present within 1km distance from the proposed extraction area.

3.5 VEGETATION

The Extraction area falls into the D1 vegetation complex classification (Matiske and Havel, 1998) and is described as open *Eucalyptus marginata marginata* – *Corymbia calophylla* forest on lateritic

uplands. The majority of vegetation occurring on the site is regrowth Jarrah/Marri forest from extensive logging that occurred on the property 30 to 40 years ago.

A clearing permit CPS 841/1 was exercised in 2006 for stage 1,2 and 3; and the regrowth in the area was cleared under clearing permit CPS 7558/2 for stage 3 in 2017. There is no significant regrowth in stage 3.

There are no threatened ecological communities, nor is there any threatened flora within the proposed extraction area.

3.6 FAUNA

A search of the EPBC Protected Matters Database identified the area as potential breeding habitat for *Calyptorhynchus latirostris* (Carnaby's Black-Cockatoo), potential roosting area for *Calyptorhynchus baudinii* (Baudin's Black – Cockatoo) and potential habitat for *Calyptorhynchus banksii naso* (Forest Red-tailed Black-Cockatoo) (DAWE, 2021). The proposed extraction area does not include vegetation suitable for cockatoo habitat.

3.7 DIEBACK DISEASE

No obvious signs of dieback infestation were observed in the uncleared forest surrounding the extraction areas. Since most of the area within which the extraction is to be undertaken has been completely cleared, the status of this area could not be readily ascertained. Based on this, the site should be classified as uninterpretable and managed as such. Methods to manage dieback on this site are discussed in Section 5.8 of this report.

3.8 BUSHFIRE PRONE AREAS

The EIL area falls within a bushfire prone area as designated by the Fire and Emergency Services (FES) Commissioner on 28 September 2019 (Government of Western Australia, 2019). However, the threat of bushfire from this operation is considered low and no habitable building, or any other structure, is to be developed.

3.9 CURRENT ZONING

The property lies within State Forest in a Local Scheme Reserve designated for water production, mining or recreation as defined by the Shire of Waroona's Town Planning Scheme No. 7. It is anticipated that the extraction area will be returned to native vegetation on completion of extraction.

3.10 EXISTING INFRASTRUCTURE ON THE SITE

There is no infrastructure located on site associated with this operation.

3.11 CLOSEST RESIDENCES

There is a shed located at 860m from stage 3 but it is not considered as a sensitive receptor. There are no residences within 1.5 km of the operational stage 3.

4 THE DEVELOPMENT PROPOSAL

4.1 EXISTING DEVELOPMENT

Extraction of gravel has previously been undertaken in Stages 1 and 2. Stages 1 and 2 have been rehabilitated, whilst Stage 3 is still operational. There is no infrastructure remaining on site from these operations.

Rehabilitation is being undertaken progressively. Topsoil replacement and rehabilitation was undertaken for Stage 2 in winter 2018. Stage 1 revegetation planting is establishing well (as indicated in Figure 3).

4.2 PROPOSED EXTRACTION ACTIVITIES

It is proposed to extract gravel from the area of 9.5ha in three cells within Stage 3 using a front-end loader and bulldozer. This will result in the extraction and removal of approximately 95,000m³ or 171,000 tonnes of material in total.

The extraction licence renewal is required for the purpose of continuing the following activities on the site:

- Extraction of gravel from Stage 3 as shown in Figure 3. Stage 3 consist of three cells and involves extraction of approximately 32,000 m³ (57,000 tonnes) of gravel per cell.
- Topsoil will be removed from the extraction area prior to the commencement of each stage, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no higher than two metres.
- Within the current stage of extraction, a bulldozer will rip and blade material to a stockpile. A mobile crushing and screening plant will be used on site for approximately six weeks per year, dependent on the size of the campaign. Trucks will enter the pit via an unsealed, existing CALM access road off Willowdale Road and be loaded from the stockpile by a front-end loader. Communication regarding the track has been maintained with the local Department of Biodiversity, Conservation and Attractions (DBCA).
- Excavation will proceed until the laterite has been removed, resulting in a reduction in ground level of approximately one to two metres.
- Where possible, topsoil will be replaced and seeded with local native species on a progressive basis, in fully extracted areas, prior to the commencement of winter.

Table 2 summarises the stages of the extraction operation and an estimated timeframe for associated activities.

Table 2: Proposed Stages of Extraction

Stage	Action	2022	2023	2024	2025	2026	2027
3 (Cell 1)	Strip, Crush and Stockpile	█					
3 (Cell1)	Load and truck out		█				
3 (Cell 1)	Progressive Rehabilitation of 3.35ha			█			
3 (Cell 2)	Strip, Crush and Stockpile		█				
3 (Cell 2)	Load and truck out			█			
3 (Cell 2)	Progressive Rehabilitation of 3.44ha				█		
3 (Cell 3)	Strip, Crush and Stockpile				█		
3 (Cell 3)	Load and truck out					█	
3 (Cell 3)	Progressive Rehabilitation of 2.7ha					█	
All	Monitoring and remediation of rehabilitated areas		█	█	█	█	█

4.3 SITE ACCESS AND EGRESS ROADS

It is proposed to continue to access the site off Willowdale Road, turning south down a CALM track which runs along the western boundary of the property. This is shown on Figure 3. Communication regarding the track has been maintained with the local Department of Biodiversity, Conservation and Attractions.

4.4 ESTIMATED TRAFFIC TO BE GENERATED

Operating times will be Monday to Friday 0630 to 1800, and Saturdays 0630 to 1530, excluding public holidays.

The following estimates are made:

Total annual gravel removal:	19,000m ³
Number of working days per month:	24 days
Vehicle payloads (GAV's ¹):	Standard rigid truck (14 tonnes) Single Semi-loader (24 tonnes) Road Train (50 tonnes)
Proportional use:	14 tonners (20%), 24 tonners (30%), 50 tonners (50%)

The above estimates suggest an average of 6 truck trips per day, but this will be dependent on demand.

¹ General Access Vehicle (in terms of Road Traffic Rules and Regulations 2002)

5 POTENTIAL ENVIRONMENTAL IMPACTS AND PROPOSED MANAGEMENT

Short term negative environmental impacts are to be expected in the process of all mining actions. However, these can largely be mitigated over the medium to long term provided that operating procedures are in accordance with acceptable standards and that rehabilitation measures are implemented as proposed. The following listed potential impacts are used as a check list to ensure that all potential major impacts are addressed.

5.1 FLORA AND FAUNA

Since the area to be extracted is already cleared, there will be no significant impact to indigenous flora and fauna.

5.2 WEEDS

B&J Catalano Pty Ltd will continue to implement a weed management plan aimed at controlling the *Watsonia sp.* which occur along the entrance road to the property. Other weeds are not a problem on the site, but this will be monitored and if problems occur, then the necessary weed management will be implemented.

5.2.1 Weed Emergence Monitoring

Monitoring of the emergence of weeds will be undertaken by an experienced and licensed weed management contractor annually or as required. In addition, B & J Catalano Pty Ltd personnel on the site will be instructed to report any infestations that may occur on other occasions. Based on the type of weeds that emerge, a control plan will be formulated by the licensed weed management contractor.

5.2.2 Import and Export of Weeds

B & J Catalano Pty Ltd will ensure that all plant and equipment is clean and free of any soil when moving any equipment to or from the site. B & J Catalano Pty Ltd will also ensure that any quarry products imported to the site will be free of weeds.

5.2.3 Weed Control Program

If a weed infestation occurs within the proposed area, the licensed weed management contractor will apply the appropriate method of control, in accordance with the guidelines published by the Department of Agriculture and Food (DAF), whether chemical or mechanical, at the appropriate time. The weed management contractor will keep a record of all treatments.

5.3 ALTERATION OF THE LAND SURFACE

No steep slopes will remain after extraction, and this will ensure that the extraction area will blend into the surrounding landscape. The final land surface will be approximately one to two metres below the original ground level and the edges will be battered back to a gradient of 1:6.

5.4 VISUAL IMPACT

The extraction area is not considered to be in a visually sensitive area. Once rehabilitation has been completed and vegetation established, there will be little evidence that extraction has taken place.

5.5 WATER

5.5.1 Potential Impacts

In all mining operations the potential exists for impacts to be incurred on surrounding water resources, or by storm water erosion of exposed areas. This is dependent on the slopes associated with the site, the nature of the ground materials and the proximity of the site to sensitive receptors such as productive aquifers, wetlands, lakes or rivers.

5.5.2 Water Management

Management measures to mitigate potential impacts to or from water are summarised below.

5.5.2.1 Surface Water Management

The area to be mined is situated near the top of a local catchment divide and will thus not be subjected to accumulated runoff from a large area. All runoff generated from the slopes above the extraction area will be diverted away from the operational area into the forest using cut-off drains. The runoff generated by direct rainfall onto the working cell will be fully retained within the depression created by the mining.

In addition to this, stormwater detention ponds will be installed in each cell of stage 3 to store accumulated runoff for the 2-hour 10% Annual Exceedance Probability rainfall event with any potential stormwater generated being directed to the detention ponds via contour banks. The detention ponds will serve as effective silt traps in times of high surface runoff.

As part of the rehabilitation process, contour banks will be constructed with an average fall of approximately 1:400 and at intervals of approximately 30m with the outfall being directed into the detention ponds.

Surface drainage near the proposed EIL area is towards the east and northeast within Stage 3. The proposed extraction site does not include any expressions of surface water such as lakes, wetlands, dams, rivers or creeks, and no surface drainage lines have been identified within the proposed project areas.

5.5.2.2 Stormwater Management

Stormwater management at this site is not expected to be an issue. The pit will be approximately one to two metres below ground level and combined with the gentle slopes of the EIL area, most stormwater will naturally be retained within the pit.

For the design of stormwater management, rainfall intensity has been calculated using the BoM's Intensity-Frequency-Duration (IFD) data system (BoM 2016), which yields the 2-hour 10% Annual Exceedance Probability rainfall event for the property as 19.7mm/hr. The Department of Water and Environmental Regulation (DWER) recommends that surface water runoff produced within the mined area from this rainfall event should be contained within the pit (DWER, 2019).

The management of stormwater on this site will be as follows:

- Any surface runoff from unmined areas outside the EIL area will be diverted around the workings into the forest using cut-off drains.
- The runoff generated by direct rainfall onto the working stage will be managed through use of several measures which include:
 - A stormwater detention pond (or two detention ponds in the case of the larger areas) will be constructed in each stage whilst it is being worked, with stormwater generated from the active cell being directed to it using Contour bunds as shown in Figure 4. These will serve as effective silt traps in times of high surface runoff.
 - Strategically placed stockpiles
 - Contour banks to direct surface runoff to detention ponds.
- On completion of the extraction stage, contour banks will be constructed with an average fall of approximately 1:400 and at intervals of approximately 30m with the outfall being directed into the detention ponds.

The individual areas and design storm runoffs and the proposed detention pond volumes are also listed in Table 3.

Table 3: Stormwater Detention Pond Capacity

Stage 3 Cell No.	Area (ha)	Design Storm Runoff (m ³)	Detention Pond Volume at 2m Depth (m ³)
1	3.35	1,188	594
2	3.44	1,220	610
3	2.7	957	479
Total	9.5	3,365	1,683

5.5.2.3 Groundwater Management

The project does not involve abstracting groundwater for operational purposes. No groundwater will be exposed by this development and the depth of groundwater has been calculated as approximately 15-20m below the surface which exceeds the minimum required clearance under current regulatory policies and guidelines (DWER, 2019).

Due to the low scale nature of the operations, no groundwater contamination is anticipated. No fuel or lubricant storage will occur on the site. Refuelling will take place using a mobile refuelling vehicle which is equipped with a “snap-on snap-off, fast-fill and auto shut-off” facility. Plant will be refuelled each morning, leaving the vehicles almost empty overnight. No major servicing, which could lead to fuel and oil spills, will take place on the site. Minor spills which may occur occasionally will be neutralised by soil processes. B&J Catalano have a Safety Practice document for Hydrocarbon Spill Response outlining their procedures for controlling, recovering, treating, and reporting hydrocarbon spills (Appendix 3).

5.6 NOISE

The proposed development will generate some operational noise during periods of stripping/crushing/screening etc, but this will be limited to approximately three weeks per annum. Mitigation measures will be implemented which will limit the impact of operational noise.

There are no noise sensitive premises located within 1.5km of the operational site. The site is surrounded by State Forest.

Mitigation measures to limit the impact of operational noise will be implemented as such:

- Hours of operation will be restricted to 6:30 am to 6 pm Monday to Friday and 6:30 am to 3:30 pm on Saturdays, with no crushing and dozing operations taking place on Sundays.
- Late model equipment will be utilised with reduced noise level outputs.
- Machine reverse alarms will be lower frequency output units.
- During mining, topsoil will be pushed up in bunds along the edges of the pit and these will serve to attenuate the noise.
- During crushing and screening, gravel stockpiles will be placed around the plant, and this will act as an additional buffer.
- The crushed material will be stockpiled in a manner that will maximize the buffering of noise that might occur from the loading of trucks after mining operations have ceased.
- The existing complaints register will continue to be used, with all complaints being formally recorded.
- The signage on the gate will include the contact telephone number of the quarry manager to allow for quick reaction to any complaints that might arise.

5.7 DUST

There is potential for dust to be generated from active working areas, stockpiles, and unsealed access roads under dry, windy conditions. A water cart will be made available to the site for wetting down if dust problems arise during operations.

5.7.1 Dust Management

The potential dust generating activities associated with the proposed development and the measures that are proposed to manage dust impacts are listed below:

- A 15kl water cart will be on site during all periods when earth is being moved or crushing is being conducted. If and when dust is caused to occur during these periods, the water cart will be employed to damp down the areas of concern. During crushing a spray bar is employed at all times.
- Crushing and stockpiling activities will be in topographic low points with raw and processed stockpiles arranged such that windbreaks are created to further prevent impacts from fugitive dust.
- A polymer-based spray-on soil stabilizer will be applied to topsoil and overburden stockpiles if they do not stabilize by crusting and grass re-growth.
- Internal roads will be surfaced with gravel.
- Truck loads will always be covered so that no dust is generated in transit.

- A notice will be erected at the front gate, and this will provide emergency contact details for the Quarry Manager.
- The existing complaints register will continue to be used, with all complaints being formally recorded.

5.8 DIEBACK

5.8.1 Potential Impacts

No obvious signs of dieback infestation were observed in the uncleared forest surrounding the proposed extraction areas. Since the majority of the area to be extracted is cleared, it is not possible to ascertain the dieback status of the area. The area should thus be classified as “uninterpretable” and managed as per the guidelines applicable for this classification (Dieback Working Group, 2010).

5.8.2 Dieback Management

The following management measures will be put in place to minimise future spread of dieback:

- The property will be fenced
- Access to the property will be via a single entrance gate.
- All machinery, trucks and other vehicles will arrive in a clean condition free of soil and organic matter that may contain dieback fungus.
- Any soil and plant material brought to the site for rehabilitation purposes should be from dieback free sources.
- Employees and contractors working on the site will be informed of the purpose of the above measures and their responsibilities in relation to dieback prevention.
- The site will not be worked during wet periods.
- A dieback information brochure (Appendix 5) will be made available for customers.

5.9 HERITAGE SITES

A search of the Department of Planning, Lands and Heritage (DPLH) (Aboriginal Heritage Inquiry System) did not identify any known sites of Aboriginal significance on Lot 2143. If during mining an Aboriginal cultural heritage site is discovered, the Proponent will immediately advise the Department of Department of Planning, Lands and Heritage and abide by the *Aboriginal Heritage Act 1972*.

5.10 ACID SULPHATE SOILS

Acid sulfate soil (ASS) risk mapping by Department of Water and Environmental Regulation indicates the new extraction area has no known risk of ASS (Landgate, 2021).

6 REHABILITATION

6.1 PROPOSED REHABILITATION MEASURES

Rehabilitation of the completed areas will be progressive with the area being returned to native vegetation. The following steps will be implemented:

- Topsoil and overburden will be stripped at the commencement of each extraction stage and will be stored in stockpiles placed along the edges of the operational areas to be used during rehabilitation. Topsoil stockpiles will be no more than 2m high and 25m wide with batter slopes of 1:4.
- Batters will be smoothed to 1:6 and the base of the pit levelled out. In doing so, care will be taken not to impact any fringing vegetation.
- Stockpiled topsoil and overburden will be spread over the completed areas.
- The pit floor will be ripped along the contour, at 2m intervals, to a depth of 0.5-1.0m to relieve compaction, improve infiltration and facilitate rapid root penetration.
- The area will be fertilised and seeded with pasture species.
- Contour drains with a fall of 1:400 will be constructed at elevation intervals of approximately 30 metres.
- All areas will be planted and seeded with endemic species.
- Where available, windrowed brush and logs will be respread over the completed surface.
- Rehabilitation work will be undertaken just prior to or during winter.
- Monitoring and maintenance of rehabilitated areas.

The final rehabilitated surface will be approximately one metre below the original surface. A detailed revegetation and maintenance plan is provided in Appendix 4.

6.2 MONITORING AND MAINTENANCE

Monitoring of rehabilitated areas will ensure that any areas requiring remedial work are identified. Monitoring will be carried out on an annual basis to assess:

- The physical stability of the landform in the rehabilitated areas.
- The success of planted native vegetation.
- The emergence of weeds.

Monitoring will continue until the completion criteria presented in Section 6.3 have been fulfilled. Maintenance procedures will be carried out where necessary and will include:

- Repair of any erosion damage.
- Seeding areas that may not have regenerated.
- Weed control.

6.3 COMPLETION CRITERIA

Completion criteria should be set at a high enough standard to ensure that the overall objectives of the rehabilitation have been met. These criteria should allow for efficient reporting and auditing so that rehabilitation works can be tracked and finalised within an appropriate timeframe.

The completion criteria proposed for extractive operations are presented in Table 4.

Table 4: Closure Criteria, Objectives, and Interim Targets

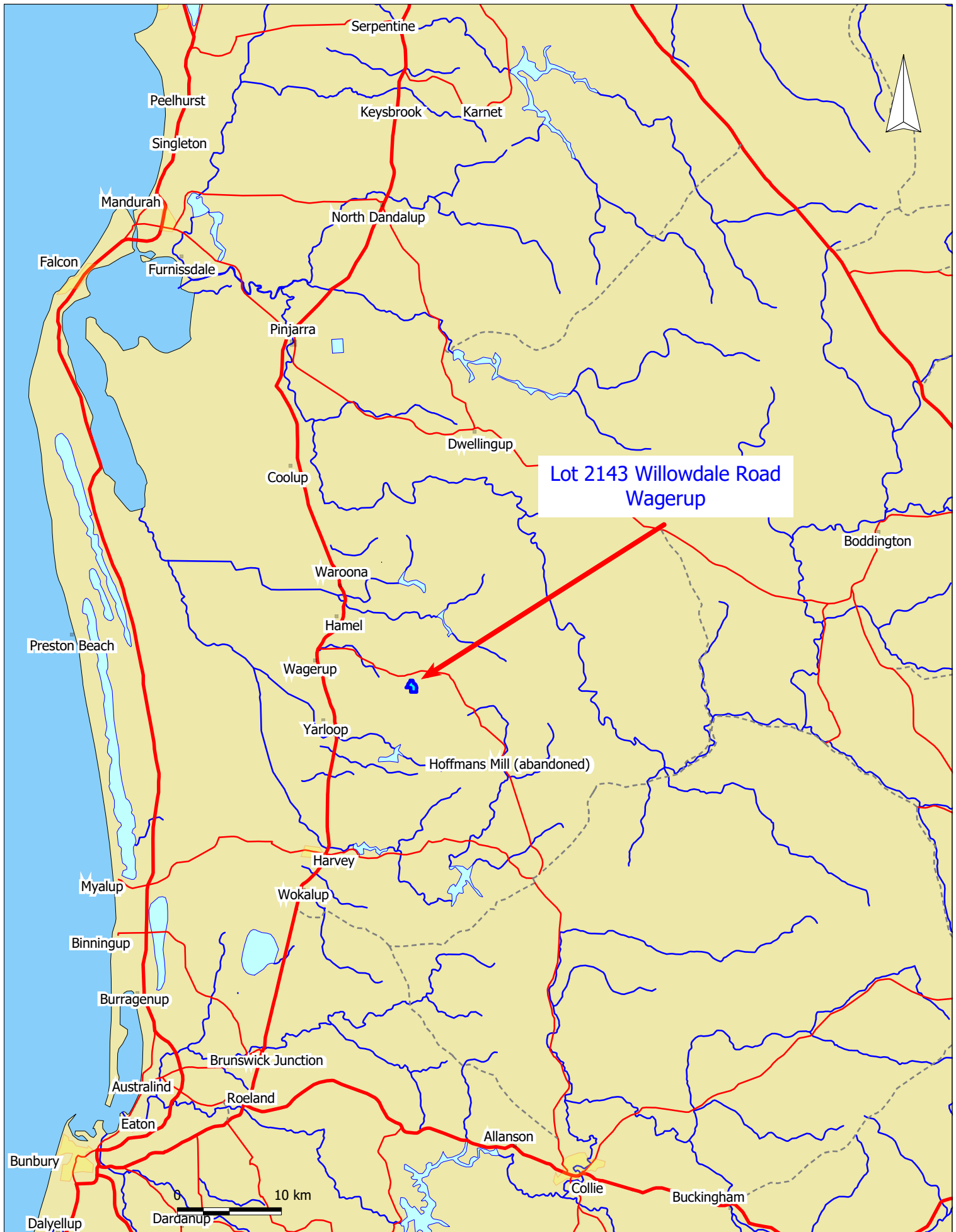
Criteria	Objective	Interim Targets
Safety	The site is safe to humans.	Site is safe to humans during operations.
Sustainability	The site is sustainable in the long term without additional management inputs.	On-going Management of short-term impacts
Suitability	The site is suitable for the agreed land uses.	On-going Management of short-term impacts
Visual amenity and heritage	The rehabilitated extraction area blends into the surrounding environment.	On-going Management of short-term impacts
Off-site impacts	Significant adverse off-site impacts are prevented.	Significant adverse off-site impacts are prevented.
Hydrology	Site hydrology does not prevent the establishment of desired vegetation.	Stormwater is contained within the site during operations.
	Site hydrology does not reduce the stability of the landform.	Identification and mitigation of any hydrology related issues during operations.
	Stormwater is contained within the site.	
Soils and stability	Soil profiles and structures are sufficient to ensure vegetation establishment.	Topsoil is respread in all rehabilitation areas.
	The landform is stable.	Identification and mitigation of potential erosion scars and scours during operations.
Vegetation	Survival rates 60% or higher by end year 5	75% survival of planted tubestock/germinants at the end of year 1
	Species diversity 75% or higher by end year 5	85% of planted/seeded species diversity remaining at the end of year 1
	Rehabilitated areas blend into the surrounding area by year 5	Achievement of the above 'revegetation' objectives will ensure that this objective is met Within the first year of planting the

Criteria	Objective	Interim Targets
		survival/emergence of 4, 500 native plants per ha. After 5 years plant densities should be as follows: Upper storey: 1800 plants per ha; Middle storey: 3000 plants per ha; Lower storey: 1200 plants per ha
Weeds	Weed cover 20% or less by end Year 5	No more than 20% weeds at any time throughout rehabilitation process

7 REFERENCES

- Bureau of Meteorology (BOM) (2016). Website: www.bom.gov.au. Accessed: September 2021.
- Dieback Public Map (2020) Project Dieback website: <https://dieback.net.au/dieback-public-map/>
- Dieback Working Group (2010). Management of Phytophthora Dieback in Extractive Industries. Best Practice Guidelines. Available on <http://www.dec.wa.gov.au>
- Department of Agriculture and Food (DAF) (2014). Department of Agriculture and Food WA guidelines for weed control procedures for extractive industries licence.
- Department of Agriculture, Water, and the Environment (DAWE) : <https://www.environment.gov.au/>
- Department of Planning, Lands and Heritage (DPLA) : [Search Aboriginal sites or heritage places \(AHIS\) | Western Australian Government \(www.wa.gov.au\)](#)
- Department of Water and Environmental Regulations (DWER) (2019). Water Quality Protection note no.15
- Government of Western Australia (2019). Bush Fire Prone Areas 2019 dataset (OBRM-017). Downloaded from: <https://catalogue.data.wa.gov.au/dataset/bush-fire-prone-areas-2019-no3-obrm-017>.
- Landgate (2021). Locate V5. [Online] <https://maps.slip.wa.gov.au/landgate/locate/>. Accessed February 2021.
- Water and Rivers Commission (2001). Position Statement: Wetlands.
- Mattiske and Havel (1998). Vegetation mapping in the South west of Western Australia. Department of Conservation and Land Management: Perth, Western Australia.

FIGURES



**Lundstrom Environmental
Consultants Pty Ltd**



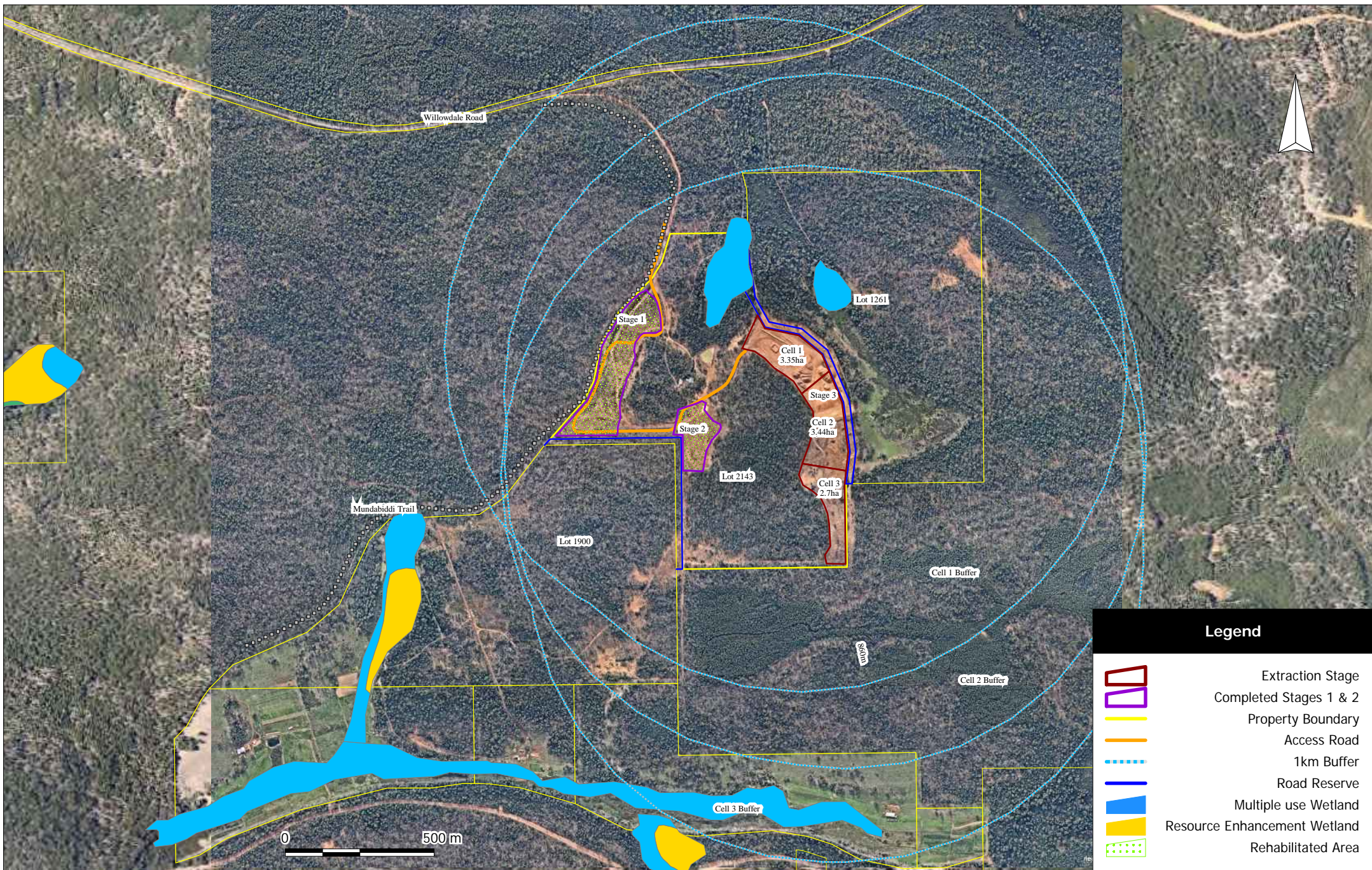
21 Sellen Court, Leeming 6149
Mob: 0417934863
mikellund1@bigpond.com

Scale: 1:9
Original Size: A4
Datum: GDA94
Projection: Australia MGA94 (50)










B&J Catalano Pty Ltd
Lot 2143 Willowdale Rd
Waroona
Gravel Extraction

Locality Plan

Figure 1



Legend

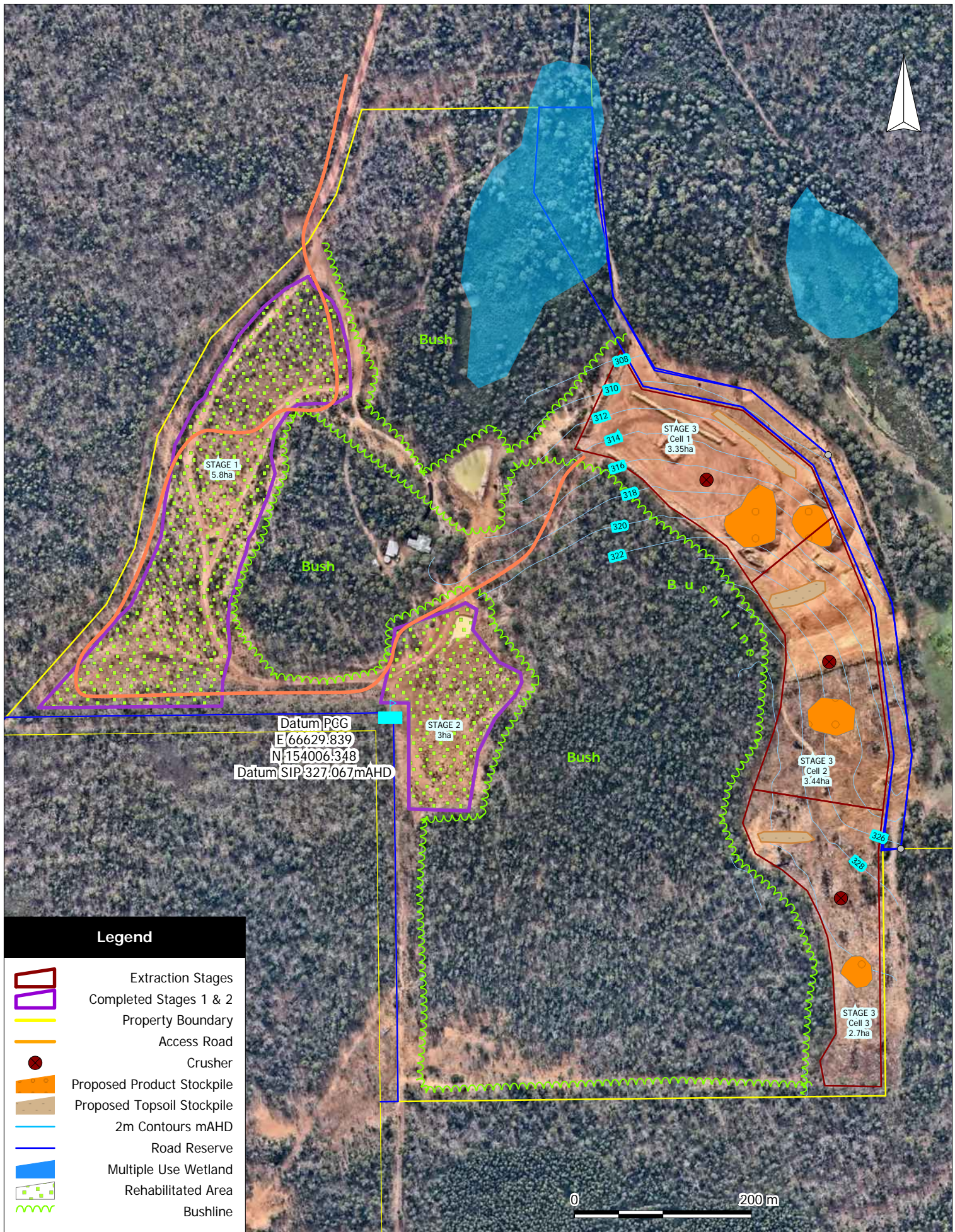
-  Extraction Stage
-  Completed Stages 1 & 2
-  Property Boundary
-  Access Road
-  1km Buffer
-  Road Reserve
-  Multiple use Wetland
-  Resource Enhancement Wetland
-  Rehabilitated Area

Lundstrom Environmental Consultants Pty Ltd
 21 Sellen Court Leeming WA 6149
 Mobile: 0417934863
 Email: mikelund1@bigpond.com

Scale: 1:16000
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 Air Photo Source: Nearmap May 2021
 Datum: GDA94
 Projection: Australia MGA94 (50)

B&J Catalano Pty Ltd
Lot 2143 Willowdale Rd Waroona
Gravel Extraction

Site and Surrounds
 Page 230
Figure 2



**Lundstrom Environmental
Consultants Pty Ltd**



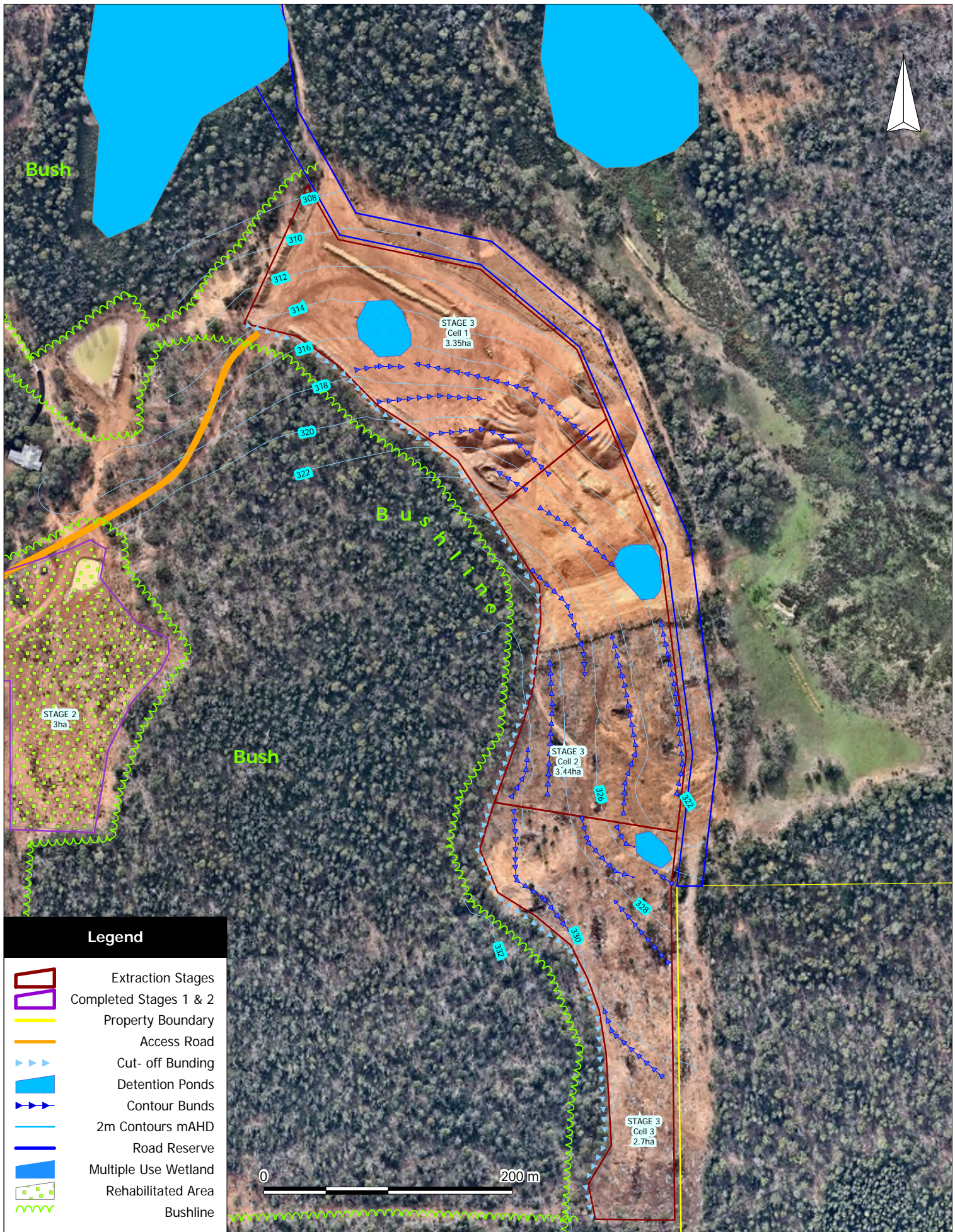
21 Sellen Court Leeming WA 6149
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Email: mikelund1@bigpond.com

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Air Photo Source: Nearmap May 2021
Datum: GDA94
Projection: Australia MGA94 (50)

B&J Catalano Pty Ltd
Lot 2143 Willowdale Rd
Waroona
Gravel Extraction

**Stages of Extraction
and Rehabilitation**

Figure 3



Legend

- Extraction Stages
- Completed Stages 1 & 2
- Property Boundary
- Access Road
- Cut-off Bunding
- Detention Ponds
- Contour Bunds
- 2m Contours mAHd
- Road Reserve
- Multiple Use Wetland
- Rehabilitated Area
- Bushline

Lundstrom Environmental Consultants Pty Ltd

21 Sellen Court Leeming WA 6149
 Mobile: 0417934863
 Email: mikelund1@bigpond.com

Scale: 1:3800
 Original Size: A4
 Air Photo Source: Nearmap May 2021
 Datum: GDA94
 Projection: Australia MGA94 (50)

B&J Catalano Pty Ltd
 Lot 2143 Willowdale Rd
 Waroona
Gravel Extraction

Stormwater Management

Figure 4

APPENDIX 1

EXTRACTIVE INDUSTRY LICENCE AND PLANNING CONSENT FORMS

Local Government Act 1995

SHIRE OF WAROONA
Form 1

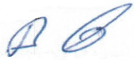
APPLICATION
FOR AN EXTRACTIVE INDUSTRY LICENCE

- 1. Name B&J Catalano Pty Ltd(Applicant)
- 2. Address South Western Highway, Brunswick
Junction WA 6224
.....
- 3. Telephone 972608100 Fax 972601575.....
- 4. Address and locality of proposed excavation site
..... Loc 2143 Willowdale Rd, Wagerup
- 5. Lot No 6. Location No 2413
- 7. Plan or Diagram No
- 8. Certificate of Title Volume 958 Folio 125
- 9. Owner of the land William John Brown
- 10. Address of owner of the land PO Box 125 Waroona 6215
- 11. Material to be excavated Gravel
- 12. If the application covers land that is the subject of an existing licence:
Date of Issue of that licence 24 November 2016
- Date of expiration of that licence 24 November 2021
- Conditions applicable to that licence
- 13. Term of licence sought 5 years
- 14. Submitted with this application are:
 - (a) 3 copies of excavation site plans and supporting information in accordance with Clause 8(1)(a);
 - (b) 3 copies of works and excavation program in accordance with Clause 8(1)(b);

- (c) 3 copies of rehabilitation and decommissioning program in accordance with Clause 8(1)(c);
- (d) datum peg evidence
- (e) licensed surveyor’s certificate certifying the correctness of 8(1) (a) and (d) above
- (f) evidence of compliance with Clause 9 (1) and (2)
- (g) copies of all land use planning approvals
- (h) written consent of the owner of the excavation site
- (i) any other information that the local government has required
- (j) licence application fee of \$.....

The applicant applies for a licence in respect of the proposed excavation site in accordance with and subject to the Shire of Waroona Local Law relating to Extractive Industries.

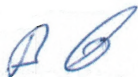
Dated this4th..... day ofOctober..... 20 ..21.....



.....
Signature of Applicant



Signature of Owner of the land



.....
Signature of existing licensee
(if applicable)

APPLICATION FOR PLANNING CONSENT (P1)



<u>Office Use Only:</u>	<u>Fees Paid</u>
TP No: _____ Assess No. A _____	Amount: \$ _____
Lot area: _____ Zone: _____	Date Received: _____

Use Class: _____ Use Table Symbol: _____ Receipt No: _____

1. Full Name of Owner(s): William John Brown
 Address: PO Box 125, Waroona 6215
 Telephone: 0428376650

2. Full Name of Applicant: B & J Catalano Pty Ltd
 Address: South Western Highway, Brunswick Junction
 Tel: 9726 8100 Fax: 9726 1575

3. Address for Correspondence: Mike Lundstrom, 21 Sellen Court
LEEMING 6149

4. Locality of Proposed Development (Lot & Street No, Street, Locality): _____
Lot 2143 Willowdale Rd, WAGERUP

5. Certificate of Title: Vol: 958 Fol: 125 Diagram/Plan: _____

6. Purpose for which Applicant desires to use the land: Gravel Extraction

7. Nature of existing buildings and other improvements on the land: _____
Residential House and Shed

8. Nature of buildings and other improvements proposed to be constructed on the land: _____

9. Estimated time of Commencement: _____ Completion: 5 Years

10. No. of employees (if applicable): _____

11. Approximate cost \$ (EX GST): _____

Signature of Applicant: Date: 4/10/2021

Signature of Owner(s): Date: 4/10/2021

Forms and Plans to be returned to: Chief Executive Officer
 Shire of Waroona
 PO Box 20
 WAROONA WA 6215

SEE NOTES ON REVERSE

APPENDIX 2

CURRENT APPROVED EXTRACTIVE INDUSTRY LICENCE AND PLANNING CONSENT



DOCUMENT

01 DEC 2016

RECEIVED

Our Ref: TP1895/ EI29
25 November 2016

B & J CATALANO PTY LTD
SOUTH WESTERN HIGHWAY
BRUNSWICK JUNCTION WA 6224

Dear Sir/Madam

LOT 2143, KOOYONG ROAD, WAROONA - APPLICATION FOR RENEWAL OF PLANNING CONSENT FOR EXTRACTIVE INDUSTRY (GRAVEL) AND EXTRACTIVE INDUSTRY LICENCE

Please be advised that your application received 09/09/2016, for the above, was considered at Council's meeting held on 22 November 2016 and was **approved** subject to the conditions contained on the enclosed Planning Consent.

If you are aggrieved by a discretionary decision as reflected in any of the conditions on the enclosed Planning Consent you may lodge a formal appeal, within twenty eight (28) days of the date of this letter, with the State Administrative Tribunal. For further information on the appeal procedure, please visit the Tribunal's website at www.sat.justice.wa.gov.au.

Should you have any queries regarding the Planning Consent, please do not hesitate to contact the Town Planner, Chris Dunlop on 9733 7800.

Yours faithfully



LEONARD LONG
MANAGER DEVELOPMENT SERVICES

Enc. *Planning Consent*



TOWN PLANNING SCHEME NO. 7

DECISION ON APPLICATION FOR COUNCIL'S PLANNING CONSENT

Name of Owner of Land on which Development is Proposed:

Surname: BROWN

Given Names: WILLIAM JOHN

Address: PO BOX 125, WAROONA WA 6215

Council's Planning Consent to the proposed development, described on the Application dated 09/09/2016 and the accompanying plans for EXTRACTIVE INDUSTRY located at address shown on top of page is **granted subject to the following conditions as per Council's Resolution:**

1. **A site rehabilitation plan in accordance with part 4 of the submitted application (received 9 September 2016) shall be implemented by the holder of the Extractive Industry Licence to the satisfaction of the Shire of Waroona.**
2. **In accordance with the Department of Water (DoW) Water Protection Note 15, Extractive Industries near sensitive water resources' the following best management practices shall be adhered to:**
 - a) **All vehicle and plant fuelling facilities (including mobile power generators), shall be placed and operated within bunded compounds designed to allow effective recovery of any fuel spill without fluid loss to the environment;**
 - b) **Stormwater run-off from disturbed land shall be contained on-site initially to achieve effective removal of sediment and turbidity. Effective settling pits are recommended to minimise turbidity and should be designed and maintained to provide storage for a minimum of two hours run-off resulting from a 10-year ARI storm event. Over-land stormwater flows from outside the quarry area should be diverted via bypass drains or earthen bunds around disturbed surfaces and any stockpiles.**
 - c) **Natural surface drainage systems shall be retained**
3. **A Weed Management Plan in accordance part 4 of the submitted application (received 9 September 2016) shall be implemented by the holder of the Extractive Industry Licence to the satisfaction of the Shire of Waroona.**
4. **A Monitoring, Maintenance and Completion Criteria plan shall be submitted to the satisfaction of the Shire of Waroona.**

5. **Prior to the commencement of the use the operator shall undertake upgrades, and make contributions to maintenance, in respect of roads used by the operator in connection with the extractive industry, in accordance with the terms of a deed of agreement between the operator and the Shire; and**

To enter into a deed of agreement that is substantially in accordance with the Shire's draft 'Deed of Agreement for Road Upgrade and Maintenance Contribution'.

6. **Excavation depths shall not extend below one (1) metre above the highest known ground water level.**
7. **A Dieback prevention plan shall be submitted to and approved by the Shire of Waroona.**
8. **A Noise mitigation and suppression plan shall be submitted to and approved by the Shire of Waroona.**
9. **A Dust Suppression Plan shall be submitted to and approved by the Shire of Waroona.**
10. **Stockpiles of gravel and topsoil shall be regularly watered so as to prevent dust from blowing onto nearby properties.**
11. **Stockpiles of gravel and topsoil shall not be located on the high ridgelines of the property and stored in an east/west configuration (i.e. stockpiles to be located within the working pits so that they are not open to wind erosion).**
12. **Topsoil shall, when possible, be dressed upon the excavated land to a minimum depth of five (5) centimetres before seeding and planting occurs.**
14. **This approval shall expire after five (five) years from the date of the determination.**

Advice to the Applicant:

1. In relation to condition number 1, species of vegetation to be planted will be taken from the West Coastal Soil Species list.
2. Department of Water stated that the subject area is located within the Waroona and Harvey Irrigation Districts as proclaimed under the Rights in Water Irrigation Act 1914. Any activities that use or intercepts ground or surface water may require a license. The applicant is advised to contact the Mandurah Office for further advice.
3. In relation to condition number 4, this plan shall detail the maintenance of the site for a period of two years after the initial works are completed, incorporating weed control, re-seeding and infill planting.
4. A clearing permit, from the Department Environment Conservation, may be required if clearing is intended to be undertaken on the lot.
5. In relation to Condition 14, should the continuation of the extractive industry be required after the expiry of the Planning Consent, a new Planning Consent application will be required.

Date: 24 November 2016

Signed


LEONARD LONG
MANAGER DEVELOPMENT SERVICES

Council Resolution No: **OCM16/11/121**



Local Government Act 1995

SHIRE OF WAROONA

Form 3

EXRACTIVE INDUSTRY LICENCE

Licensee:	B & J CATALANO PTY LTD
Address:	SOUTH WESTERN HIGHWAY BRUNSWICK JUNCTION WA 6224
Land Description:	LOT 2143, KOOYONG ROAD, WAROONA
Material to be Excavated:	GRAVEL
Term of Licence:	5 YEARS
Date or Expiry:	24 NOVEMBER 2021

This licence is issued in accordance with the Shire of Waroona Local Law relating to Extractive Industries subject to the Following conditions:

- 1. Operations shall be undertaken in a manner consistent with the applicant's submission.**
- 2. Operations shall be carried out in compliance with the Shire of Waroona Extractive Industries Local Law as adopted by Council.**
- 3. Clearing and rehabilitation shall occur in accordance with an approved Rehabilitation Management Plan.**
- 4. Operations shall not take place within 20 metres of the boundary of any land on which the excavation site is located.**

5. Council reserves the right to direct that cartage over particular roads may be redirected from time to time, and in the case of road failure, may direct that cartage operations over designated roadways cease entirely for the period specified.
6. Pit faces shall be kept in a safe condition at all times.
7. The site shall be managed in a manner that will avoid unacceptable impacts on the amenity of adjoining properties by way of noise or dust emissions.
8. Excavation depths shall not extend below one (1) metre above the highest known ground water level.
9. A Dieback prevention plan shall be submitted to and approved by the Shire of Waroona.
10. A Noise mitigation and suppression plan shall be submitted to and approved by the Shire of Waroona.
11. A Dust suppression plan shall be submitted to and approved by the Shire of Waroona.
12. Stockpiles of gravel and topsoil shall be regularly watered so as to prevent dust from blowing onto nearby properties.
13. Stockpiles of gravel and topsoil shall not be located on the high ridgelines of the property and stored in an east/west configuration (i.e. stockpiles to be located within the working pits so that they are not open to wind erosion).
14. Topsoil shall, when possible, be dressed upon the excavated land to a minimum depth of five (5) centimetres before seeding and planting occurs.
15. A Topsoil management plan shall be submitted to and approved the Shire of Waroona.
16. No later than 24 months from the date of this approval the licensee must provide a progress report to the satisfaction of Council detailing progress with extraction activities and rehabilitation and demonstrating compliance with all conditions of approval. The progress report must include a survey of the current state of the site.
17. Payment of the annual licence renewal fee as determined under the Shire of Waroona Extractive Industries Local Law .
18. Prior to the commencement of the use the operator shall undertake upgrades, and make contributions to maintenance, in respect of roads used by the operator in connection with the extractive industry, in accordance with the terms of a deed of agreement between the operator and the Shire; and

To enter into a deed of agreement that is substantially in accordance with the Shire's draft 'Deed of Agreement for Road Upgrade and Maintenance Contribution'.

19. The licence shall be valid for a period of five (5) years from the date of this approval.

Advice to the Applicant:

1. In relation to Condition 19, should the continuation of the extractive industry be required after the expiry of the Licence, a renewal of the Extractive Industries Licence will be required.

Date: 24 October 2015

Signed


LEONARD LONG
MANAGER DEVELOPMENT SERVICES

Council Resolution No: OCM16/11/121

APPENDIX 3

HYDROCARBON SPILL RESPONSE

Safety Practice

SAF-SP-029 HYDROCARBON SPILL RESPONSE

PURPOSE

This procedure summarises the safety practice of B & J Catalano to control the personal and environmental hazard posed by hydrocarbon spills. It outlines the correct procedure for controlling, recovering and reporting hydrocarbon spills to ensure compliance with West Australian legislative requirements.

SCOPE

This safety practice will apply to all B & J Catalano areas and employees.

DEFINITIONS

MSDS: Material Safety Data Sheet - A document which describes the properties and use of a substance, i.e., its identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

Hydrocarbon: An organic compound containing only carbon and hydrogen including diesel, oil, petrol, grease, solvent-based degreasers, hydraulic fluids and transformer oils.

Hydrocarbon Spill: Any uncontrolled release of hydrocarbon products.

Bund: An embankment or wall that may form part or the entire perimeter of a compound. Usually made of concrete, bunds are placed around storage tanks to contain spills.

INFORMATION

Under the general and specific provision of duty of care an employer shall, so far as is practicable, provide and maintain a working environment in which his employees are not exposed to hazards existing in the workplace. This requirement includes the hazards associated with hydrocarbons spills.

It is the responsibility of ALL employees and contractors to manage hydrocarbon spills as they occur. Supervisors are accountable if their immediate areas are found to have poor hydrocarbon management practices (this includes the clean-up of minor spills).

Spills involving hydrocarbons have the potential to produce adverse consequences to human health and/or the environment. Environmental spills can lead to contamination of water (both surface and aquifers), soil and habitats. The effect is higher closure costs, loss of a potable resource, death of flora and fauna, requirement for remediation, classification into Western Australia's Contaminated Sites database and prosecution by the Department of Environment and Conservation (DEC).

Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
SAF-SP-29	SAF	May 2011	1.0	May 2012	1 of 4

This safety practise outlines:

- Action required when a spill is identified
- Techniques to restrict the extent of the contamination
- Techniques to collect spilled material
- Techniques to collect and dispose of contaminated material
- Techniques to treat soils contaminated by hydrocarbon
- Reporting requirements in regard to hydrocarbon spills

REQUIREMENTS

1 Action required when a spill is identified

- 1.1 Isolate the spill area
- 1.2 Identify the spilt substance
- 1.3 Identify hazards and PPE requirements – consult the appropriate MSDS.
- 1.4 If safe to do so, the source of the spill should be restricted or stopped (i.e. shutdown machinery, switch off pumps, close valves).
- 1.5 If suitable equipment is readily available and can be operated in a safe manner, the extent of the spill is to be contained.
- 1.6 Contact immediate Supervisor as soon as possible and advise of spill.

2 Techniques to restrict the extent of the contamination

- 2.1 If possible restrict the source of the spill to ensure the flow of hydrocarbon is stopped.
- 2.2 If the spill is occurring outside a containment bund, use earthmoving equipment to construct additional earthen bunds to contain the extent of the flow.
- 2.3 Isolate drains.
- 2.4 On advice of Environmental Department, pump source material from either or both of the source container or the bunded containment into a safe container.

3 Techniques to collect spilled hydrocarbon

- 3.1 On advice of Environmental Department, pump source material from either or both of the source container or the bunded containment into a safe container.
- 3.2 Use absorbent materials to soak up residual hydrocarbon.
- 3.3 If the spill occurs in an area where a water body has become contaminated, use mini air booms to contain the spread of hydrocarbon on the surface of the water.
- 3.4 Use a skimmer to collect contained hydrocarbon in a triple oil separator or retain on the surface of the water body and pump to a waste oil tank or other safe container.
- 3.5 Hydrocarbon absorbents are to be collected and disposed of as decided by the Environmental Department and according to site requirements.

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4 Techniques to treat soils contaminated by hydrocarbon

- 4.1 Dependent on site requirements and on advice from the Environmental Department, contaminated soils may be treated in the following ways:
- Collected and disposed of
 - Encapsulated in the waste dump
 - Collected or remain in situ and treated by bioremediation to breakdown the hydrocarbon.
- 4.2 On completion of the rehabilitation program the Environmental Department must inspect and verify that the spill has been successfully remediated.

5 Reporting requirements in regard to hydrocarbon spills

- 5.1 All incidents of hydrocarbon spills are to be reported to the immediate Supervisor as soon as possible and followed up with the completion of the B&J Catalano Incident Report Form which requires an incident investigation to determine root cause and assists in the prevention of a reoccurrence.
- 5.2.1 The immediate Supervisor must then report the incident to the Environmental Department to determine what reporting to external departments is required i.e. Department of Conservation.

Table 1: Suggested Spill Equipment

Type of Spill	Recommended Spill Equipment
Spill on rocks / dirt	<ul style="list-style-type: none"> • Use earthen bunds or booms to contain spill • Polypropylene pads to mop up excess oil at the outset • Global Peat or Enretec to treat contaminated soil in-situ
Spill on concrete / hardstand area e.g. workshop	<ul style="list-style-type: none"> • Polypropylene pads (easiest and quickest) • Floorsorb / kitty litter if pads not available (this must be swept up and disposed of in hydrocarbon bins immediately, as these products are not hydrophobic and will not contain the spill if they become wet)
Spill in containment bund	<ul style="list-style-type: none"> • Polypropylene pads or pillows • Bund can be drained or sucked out to waste oil receptacle if the spill is large
Spill occurs when raining or on a water body	<ul style="list-style-type: none"> • Polypropylene pads

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RELATED DOCUMENTS

- a. B&J Catalano Incident Report Form

REFERENCES

- a. Occupational Safety and Health Act (WA) 1984
- b. Occupational Safety and Health Regulations (WA) 1996
- c. Mines Safety and Inspections Act (WA) 1994
- d. Mines Safety and Inspections Regulations (WA) 1995
- e. Environmental Protection Act 1986
- f. Environmental Protection (Unauthorised Discharges) Regulations 2004
- g. AS 1940 : 2004 Storage and handling of flammable and combustible liquids

DOCUMENT CONTROL

Approval			
Role	Name	Date	
General Manager	Nunzio Giunta	Sept 2011	
HSE/HR Manager	Doriann Walls	Sept 2011	
Revision Events			
Rev.	Author	Changes	Date
1.0	Nic Henley		May 2011
2.0	Ian Prosser	Definitions / Table 1	March 2012

Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
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APPENDIX 4

REVEGETATION AND MAINTENANCE MANAGEMENT PLAN



REVEGETATION AND MAINTENANCE MANAGEMENT PLAN

**Prepared for B&J Catalano Pty Ltd
Wellington Location 2143
Willowdale Road, Wagerup
Shire Of Waroona**

1. INTRODUCTION

This Revegetation and Maintenance Management Plan (RMMP) has been prepared to describe the measures that will be undertaken to rehabilitate the area of land impacted by the proposed EIL operations on Lot 2143 Willowdale Road, Wagerup, Shire of Waroona. This RMMP should be read in conjunction with the report entitled "Extractive Industries Licence Application and Environmental Management Plan (EMP) "Lot 2143 Willowdale Road, Wagerup, Shire of Waroona", prepared for B&J Catalano Pty Ltd by Lundstrom Environmental Consultants in October 2022.

This plan will set out methodologies and standards for rehabilitation of this area according to best management practices. It will be used by B & J Catalano Pty Ltd and/or contractors engaged by them to undertake the revegetation activities. The document "Checklist for a Revegetation Plan" provided by Department of Water and Environmental Regulation, was used as a guideline in the preparation of this document (DWER, 2019).

1.1 LOCALITY AND OWNERSHIP

Locality: Lot 2143 Willowdale Road, Wagerup, Shire of Waroona
Ownership: B&J Catalano Pty Ltd and Catalano Investments Pty Ltd

The property is situated approximately 9km by road east of the South Western Highway. The property comprises previously logged, regrowth Jarrah forest and areas previously cleared for gravel extraction.

B&J Catalano are currently extracting gravel on the property in stage 3 of area 9.5ha. Figure 1 illustrates the land use of the property and its immediate surrounds.

The property lies within State Forest in a Local Scheme Reserve designated for water production, mining or recreation as defined by the Shire of Waroona's Town Planning Scheme No. 7. It is anticipated that the extraction area will be returned to native vegetation on completion of extraction.

1.2 DEVELOPMENT PROPOSAL

B&J Catalano Pty Ltd intend to extract gravel from the area in stage 3, that is indicated on Figure 2 over a period of five years. The total area to be disturbed is 9.5ha and it is intended to rehabilitate the area back to native vegetation on completion of extraction.

Extraction of gravel has previously been undertaken in Stage 1 and Stage 2; they have been revegetated back with native vegetation. There is no infrastructure remaining on site.

The extraction licence renewal is required for the purpose of continuing the following activities on the site:

- Extraction of gravel from Stage 3 as shown in Figure 2. Each cell will involve extraction of approximately 32,000m³ (57, 000 tonnes) of gravel annually, but will be dependent on demand.
- Topsoil will be removed from the extraction area prior to the commencement of each stage, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no higher than two metres.
- Within the current stage of extraction, a bulldozer will rip and blade material to a stockpile. A mobile crushing and screening plant will be used on site for approximately six weeks per year, dependent on the size of the campaign. Trucks will enter the pit via an unsealed, existing CALM (now known as DPaW) access road off Willowdale Road and be loaded from the stockpile by a front-end loader. Communication regarding the track has been maintained with the local Department of Biodiversity, Conservation and Attractions (DBCA).
- Crusher and stockpile positions have been identified by the proponent for each stage and are illustrated in Figure 2.
- Excavation will proceed until the laterite has been removed, resulting in a reduction in ground level of approximately one to two metres.
- Where possible, topsoil will be replaced and seeded with local native species on a progressive basis, in fully extracted areas, prior to the commencement of winter.

Table 1 Summarises the stages of the extraction operation and an estimated timeframe for associated activities.

Table 1: Stages of the Extraction Operation

Stage	Action	2022	2023	2024	2025	2026	2027
3 (Cell 1)	Strip, Crush and Stockpile	█					
3 (Cell1)	Load and truck out		█				
3 (Cell 1)	Progressive Rehabilitation of 3.35ha			█	█		
3 (Cell 2)	Strip, Crush and Stockpile		█				
3 (Cell 2)	Load and truck out			█	█		
	Progressive Rehabilitation of 3.44ha				█	█	
3 (Cell 3)	Strip, Crush and Stockpile				█		
3 (Cell 3)	Load and truck out					█	
3 (Cell 3)	Progressive Rehabilitation of 2.7ha					█	█
All	Monitoring and remediation of rehabilitated areas		█	█	█	█	█

2. REVEGETATION

2.1 REVEGETATION AREAS

The areas to be revegetated with native vegetation in stage 3 are shown in Figure 2. The total area to be revegetated is 9.5ha.

2.2 REVEGETATION GOALS

The revegetation goals proposed for this area include:

- restoring the native vegetation within the proposed area to a state that closely approximates the diversity of plant species that currently exists on the site and in adjacent remnant vegetation sites.
- creating a landform that is stable, erosion resistant, aesthetically pleasing, and safe for humans and animals, both on and surrounding the site.
- encouraging rapid re-colonisation of the mined area by native fauna thereby providing an ecological linkage between the remnant vegetation and the recently mined areas.

2.2.1 COMPLETION CRITERIA

Revegetation of the area will be deemed successful when:

- A planted seedling (tubestock) or germinant (direct seeding) survival rate in year 5 of 60% or more representing at least 75% of the intended species diversity (as per the species lists included in Annexure 1) will constitute success for this project. If mortality rates are higher than this, supplementary planting will be required in the subsequent year(s) until such time as the target rate is achieved.
- Weed cover within the revegetated areas is less than 20% of the total area.
- No erosion scars are present within the rehabilitation areas.
- Native faunas are utilising vegetation within the rehabilitation areas.

2.3 BEST PRACTICE METHODS

B & J Catalano intends to use best practice methods to achieve revegetation on this site. The specific strategies that will be implemented to achieve the restoration goals are discussed below.

2.3.1 STAGING

A staged approach to stripping of topsoil, mining and rehabilitation will be employed, with only one active area being stripped and mined at a time. Mining will be undertaken in three stages in Stage 3 as shown in Figure 2. Topsoil will be removed from the extraction area prior to the commencement of each stage, with only the area targeted for immediate extraction being open.

2.3.2 COLLECTION OF SEED PRIOR TO CLEARING AND USE OF CLEARED VEGETATIVE MATERIAL

Regrowth vegetation to be cleared within the extraction area is a valuable source of seed and vegetative material to assist in future rehabilitation of the site. Prior to clearing, the vegetation should be assessed by revegetation personnel and viable seeds of appropriate species collected, if required. Cleared vegetation will be retained for windrow/mulching, seed harvesting (if required), erosion management and habitat replacement. Large logs should be strategically placed throughout the site to create habitat for reptiles, small mammals, and invertebrates.

2.3.3 LANDFORM RESHAPING AND ALLEVIATION OF COMPACTION

After the extraction phase, the land will be reshaped into a stable landform with gradients no greater than 1 in 6. During this stage and prior to topsoil respreading, the pit floor will be ripped at two metre intervals to a depth of 0.5-1.0m, to alleviate compaction, improve infiltration and facilitate root penetration.

2.3.4 TOPSOIL MANAGEMENT

Prior to the commencement of extraction, a grader operating with a front-end loader will be used to remove the top 50 to 100mm of soil from the newly cleared area. Large items will be removed from the topsoil and the material either stockpiled for future use in rehabilitation, or where possible, immediately spread onto a prepared surface of the previously mined area at an average depth of 50mm to maximise benefits from direct return. Topsoil should be sourced when the soil is dry, with autumn being the optimal time of the year.

2.3.5 WEED MANAGEMENT

Effective weed management in this area will be necessary to maintain a low weed burden. The most appropriate form of weed management will be applied in response to the level of infestation that occurs on the restoration sites. This is most likely to be a combination of mechanical, manual, and chemical measures.

The success of any revegetation program is dependent on weed control. The two main aims of the weed control program are:

- To prevent weed seed set
- To reduce competition for water and nutrients between weeds and the emerging/planted seedlings.

A suitably qualified weed management contractor will be engaged to undertake this weed management.

2.3.6 REVEGETATION METHODOLOGY

Direct seeding and tubestock planting will be undertaken within the areas shown on Figure 2 to ensure successful revegetation within a reasonable timeframe. The seed mix and tubestock for these areas will consist of species which provide the best results for soil stabilisation and out-competing of weed species (Annexure 1).

The target structure of the revegetated area as proposed in the species list is as follows:

- Trees – 30%
- Mid-storey – 50%
- Groundcovers – 20%

2.3.6.1 TUBESTOCK (SEEDLING) PLANTINGS

Tubestock grown from local provenance seed or plant material will be sourced from local nurseries. Seedling orders will need to be submitted by November 30 in the year preceding the proposed plantings to enable sufficient time for nursery staff to collect and propagate the necessary seeds to ensure tubestock is of reasonable size for planting.

Seedlings will be planted at a density of 510 plants/ha throughout the revegetation areas. Tree guards will be used to prevent damage by predation from herbivores.

2.3.6.2 DIRECT SEEDING

Seed of local provenance will be purchased from or collected by a local seed supplier and seeded by hand at a rate of approximately 3 kg/ha. The species to be used in the seed mix will be typical of those found on the lateritic soils of the upslopes of the Coastal Plain. Seeding should occur after the first rain of the season.

2.3.7 EROSION CONTROL

The following erosion control measures will be implemented at the commencement of mining and continue through to the end of the monitoring period:

- During the initial post mining surface rehabilitation, several contour banks will be constructed as described in water management section of the EIL report.
- Prior to planting of tube stock and seeds, the re-topsoiled surface will be ripped at 1.5m centres to create mounds (see example in Annexure 1).
- A polymer may be applied to the soil surface in areas where wind erosion may be a problem. Spreading of cleared vegetation material in windrows or the use of wind fences are additional options if erosion in the vegetated areas is a problem.

2.3.8 HERBIVORE CONTROL

Kangaroo activity onsite should be monitored during the extraction phase. If kangaroo numbers are high, the area to be revegetated will need to be fenced to limit damage by predation.

If rabbits are present on site, the use of '1080' oat baits and ripping of the rabbit warrens have proven to be effective control methods.

2.4 REVEGETATION SCHEDULE

The proposed revegetation of the area shown in Figure 2 will commence as soon as extraction and gravel removal are complete in Stage 3. Activities to be undertaken to prepare the extraction area for revegetation include:

- Engage seed contractor at least 12 – 24 months in advance of the proposed revegetation works.
- Once extraction has been completed, grade and contour the site and rip the area to a depth of approximately one metre using a winged tyne to relieve compaction.
- Return topsoil to the area to be revegetated (usually in autumn) (direct return of topsoil from the next extraction area, where possible).
- Undertake necessary weed control.
- Broadcast of native seed mix following winter rains in the year of planting.

- Plant out seedlings once the winter has commenced proper (i.e. following good rains after the break of season), usually around June. Providing there is good winter rainfall, planting can be undertaken until the end of August.

2.5 MONITORING AND MAINTENANCE

Monitoring is important as it provides a measure of the effectiveness of revegetation actions and identifies if maintenance and contingency actions such as follow-up planting or weed control are required.

2.5.1 MEASURING SUCCESS AGAINST COMPLETION CRITERIA

Completion criteria must be sufficiently stringent to ensure that the overall objectives of the rehabilitation have been met. These criteria must also be designed to allow effective reporting and auditing to define an endpoint for the rehabilitation activities.

Regular monitoring against set completion criteria will be undertaken and appropriate actions implemented where necessary. Monitoring will continue until the completion criteria presented in Table 1 have been fulfilled.

Table 1: Closure criteria, objectives, and interim targets

Closure Criteria	Objective	Interim target
Revegetation	<ul style="list-style-type: none"> • Survival rates 60% or higher by end Year 5 • Species diversity 75% or higher by end Year 5 • Rehabilitated areas blend into the surrounding area by end Year 5 	<ul style="list-style-type: none"> • 75% survival of planted tubestock/germinants at the end of Year 1 • 85% of planted/seeded species diversity remaining at the end of Year 1 • Achievement of the above 'revegetation' objectives will ensure that this objective is met <p>Within the first year of planting the survival/ emergence of 4500 native plants per ha.</p> <p>After 5 years plant densities should be as follows: Upper storey: 1800 plants per ha; Middle storey: 3000 plants per ha; Lower Storey: 1200 plants per ha</p>
Weeds	<ul style="list-style-type: none"> • Weed cover 20% or less by end Year 5 	<ul style="list-style-type: none"> • No more than 20% weeds at any time throughout rehabilitation process
Erosion/soil stability	<ul style="list-style-type: none"> • Site hydrology does not prevent the establishment of desired vegetation. • No erosion scars by end Year 5 	<ul style="list-style-type: none"> • Stormwater is retained within the site • Identification and mitigation of potential erosion scars during rehabilitation • Direct autumn return of topsoil in areas to be revegetated

Closure Criteria	Objective	Interim target
Fauna	<ul style="list-style-type: none"> Native fauna are using rehabilitation areas by end Year 5 	<ul style="list-style-type: none"> Some fauna using rehabilitation areas. It is likely that ants and then reptiles will be the first to recolonise the site. Evidence through observation of individuals, scats and tracks
Pest animals	<ul style="list-style-type: none"> Grazing by herbivores, including macropods, affects no more than 10% of rehabilitation by end Year 5 	<ul style="list-style-type: none"> Herbivore grazing affects no more than 10% of rehabilitation at any time throughout the rehabilitation process

2.5.2 MAINTENANCE AND CONTINGENCY MEASURES

Revegetation areas will need to be inspected and managed after initial planting/seeding as initial success is often compromised by weeds, feral animals, human activities, fire, and drought.

Maintenance procedures will be carried out where necessary and may include:

- Repair of any erosion damage
- Replanting/seeding areas in subsequent years that may not have established
- Weed control – weed inspections should be undertaken in autumn, spring and summer by a suitably qualified contractor and appropriate treatment undertaken when required.

3. REFERENCES

Department of Water and Environmental Regulations (DWER) (2019). Water Quality Protection note no.15

Mattiske, E.M. and Havel, J.J. 1998. Vegetation Complexes of the South-west Forest Region of Western Australia. Maps and report prepared as part of the Regional Forest Agreement, Western Australia for the Department of Conservation and Land Management and Environment, Australia.

Shepherd, D.P., Beeston, G.R. and Hopkins, A.J.M. 2001. Native Vegetation in Western Australia. Technical Report 249, Part 5. Department of Agriculture Western Australia, South Perth.

4. ATTACHMENTS

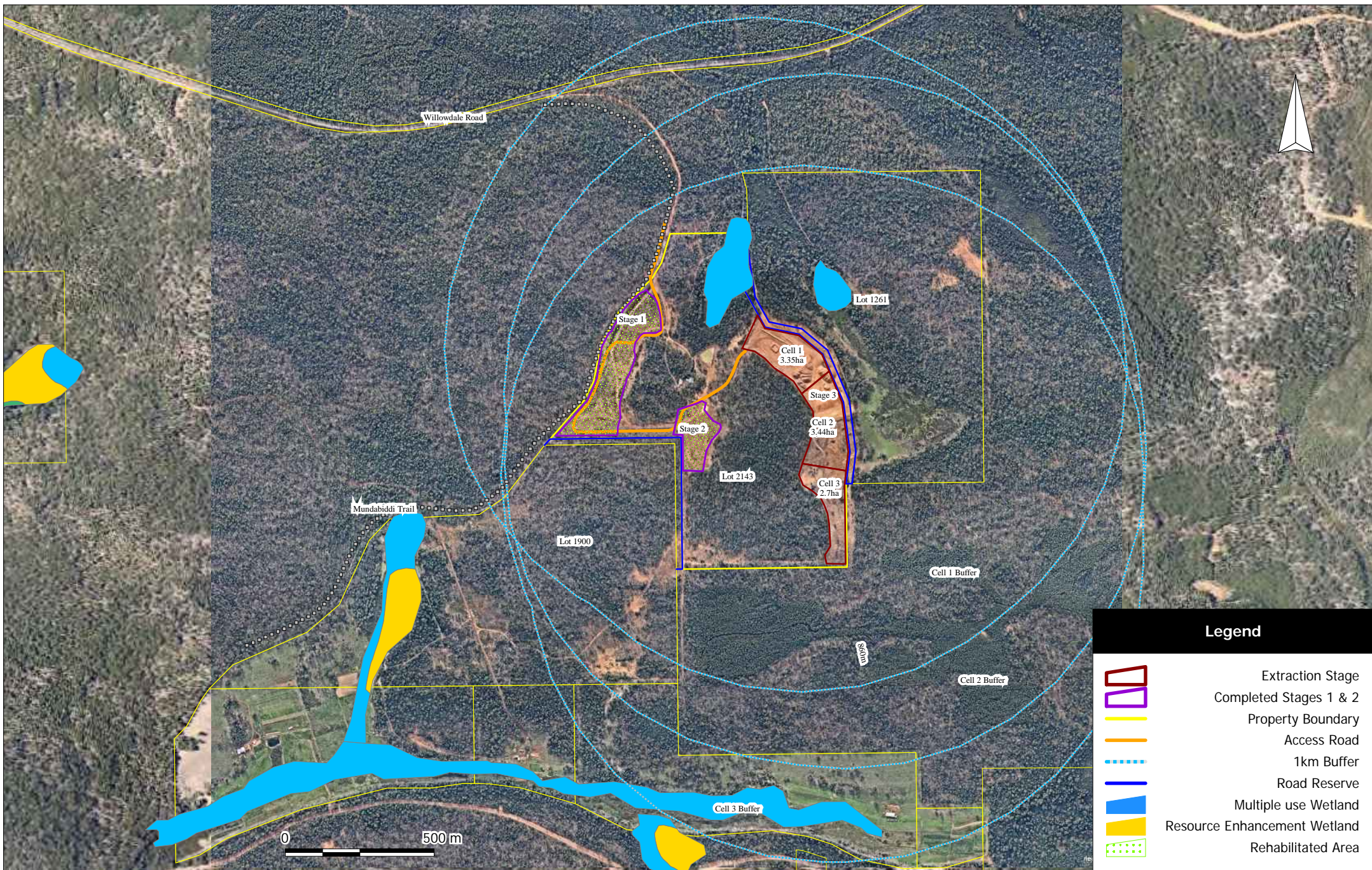
FIGURES

- Figure 1 Site and Surrounds
Figure 2 Proposed Operations










ANNEXURES

- Annexure 1 Photograph

FIGURES



Legend

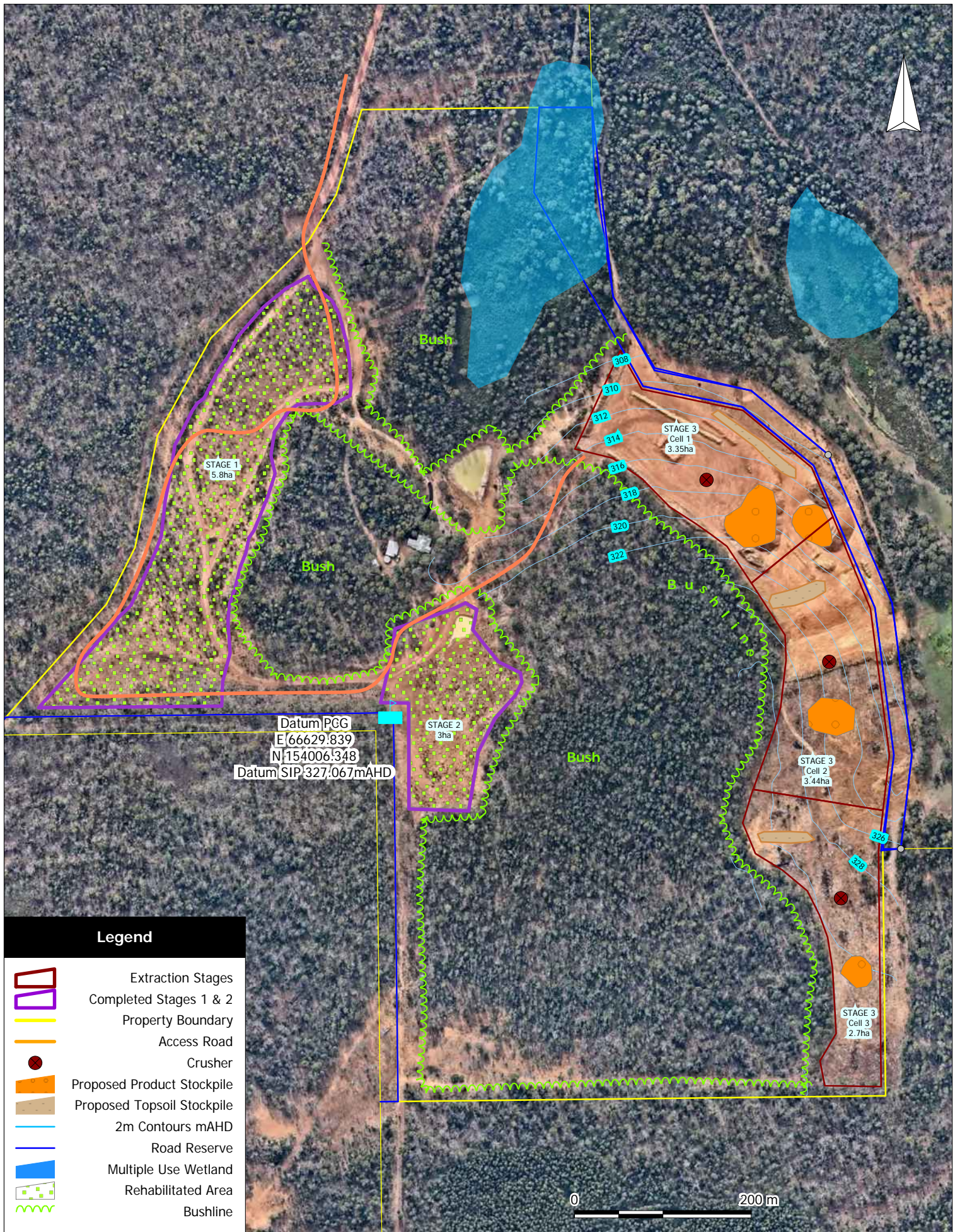
-  Extraction Stage
-  Completed Stages 1 & 2
-  Property Boundary
-  Access Road
-  1km Buffer
-  Road Reserve
-  Multiple use Wetland
-  Resource Enhancement Wetland
-  Rehabilitated Area

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Scale: 1:16000
 Original Size: A4
 Air Photo Source: Nearmap May 2021
 Datum: GDA94
 Projection: Australia MGA94 (50)

B&J Catalano Pty Ltd
Lot 2143 Willowdale Rd Waroona
Gravel Extraction

Site and Surrounds
 Page 260
Figure 1



**Lundstrom Environmental
Consultants Pty Ltd**



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Scale: 1:5400
Original Size: A4
Air Photo Source: Nearmap May 2021
Datum: GDA94
Projection: Australia MGA94 (50)

B&J Catalano Pty Ltd
Lot 2143 Willowdale Rd
Waroona
Gravel Extraction

**Stages of Extraction
and Rehabilitation**

Figure 2

ANNEXURE 1
Photographs



Stage 1 Area Rehabilitated with Native Vegetation





Stage 2 Area Rehabilitated with Native Vegetation

APPENDIX 5

DIEBACK BROCHURE

PHYTOPHTHERA DIEBACK AND EXTRACTIVE INDUSTRIES INFORMATION BROCHURE

for



Staff, Customers and Clients

What is *Phytophthora (cinnamomi)* Dieback?

Phytophthora dieback is a soil-borne fungal pathogen that kills a wide range of plant species in the southwest of WA by destroying their root systems. There are over fifty species of *Phytophthora* that occur worldwide. Although most *Phytophthora* species can cause plant disease, *Phytophthora cinnamomi* is the most frequently isolated *Phytophthora* species from native plant communities in WA' south west.

Impact of *Phytophthora* Dieback

Phytophthora Dieback occurs in all Southern Australian States and has had a significant impact on the biodiversity of native plants and animals from WA. It sometimes occurs in the nursery, mining, and forestry industries in WA.

According to CALM (2003), a conservative estimate places approximately 15-20% of the Jarrah forest as infested by *Phytophthora cinnamomi*. Furthermore, approximately 60% of the shrubland, *Banksia* woodland and Mallee woodland in the Stirling Range National Park are infected by the pathogen. Similarly, 70% of the Shannon and D'Entrecasteaux National Parks are also affected by *Phytophthora cinnamomi*.

Managing *Phytophthora* Dieback

The movement of large volumes of soil is a significant risk in terms of spreading *Phytophthora cinnamomi*. The extractive industry has the opportunity to reduce the rate of spread of *Phytophthora cinnamomi* by taking steps to minimise the accidental spread of the pathogen, with extraction in the >400 mm rainfall zone at greatest risk of spreading the pathogen.

In particular, operations occurring near native plant communities dominated with *Banksia* species and other Proteaceae may be at high risk. Different types of extracted materials have their different levels of inherent risk with regards to the likelihood of being infested with *Phytophthora* Dieback and therefore these differences need to be taken into account. For example, sand and gravel which carries organic matter or topsoil can be infested with *Phytophthora*, whereas limestone and hard rock are normally always dieback free.



Plants Susceptible to *Phytophthora* Dieback

Banksias, *Adenanthos* and other Proteaceae, *Grass Trees (Xanthorrhoea)*, *Lomandra*, *Hibbertia*, *Dasypogon*, *Patersonia*, Jarrah (*Eucalyptus marginata*) are highly susceptible to *Phytophthora* impacts, as are 2,300 native plant and some exotic plants (Shearer 2004). The Dieback Working Group site provides a list of susceptible species. On the other hand species such as Marri (*Corymbia calophylla*) are not affected.

Disturbed native vegetation, farmland, urban and other similar areas are not normally able to be assessed for *Phytophthora*.

Should you have concerns with the use of particular gravels next to or high quality native vegetation please contact B & J Catalano for further advice or view

<https://www.dwg.org.au>.

Best Practice Management Techniques

are described by the Dieback Working Group¹ and these are used by B & J Catalano to minimise the risk of their operations in acting as a vector for the transfer of the pathogen. The techniques described in this document are by no means all-encompassing but provide a summary.

B & J Catalano choose resources that are elevated, dieback free or have species not favoured by *Phytophthora* such as blue gum plantations and pasture, where best practice is possible. Resources are extracted, processed managed and tested to provide the lowest possible *Phytophthora* Risk.



Summary of Best Practice Guidelines for a site entirely infested with *Phytophthora* Dieback

- Entirely dieback infested sites are only used to supply to similarly infested sites.

Guidelines for *Phytophthora* free, excluded from assessment or partially impacted sites.

- Training of staff on *Phytophthora* Dieback and management.
- No unauthorised entry is permitted.
- Vehicles must be “clean on entry”
- Areas are identified as follows:
 - Extraction and processing areas
 - Roads, including haul roads
 - Turn around points
 - Hygiene – quarantine points
 - Storage and stockpile areas
 - Water sources
- Surface water is contained on site.
- Stockpile areas are hard and well drained.
- All vehicles are clean on exit.
- The site and activities are secured by fencing, Signage, training and other methods.
- Separate excavation and loading areas.
- Signs illustrate the status and measures required are used as applicable.
- Dieback free water is used.
- Customers are notified of the Dieback status of the site and the resource.
- Stockpiles are regularly checked for organic matter or topsoil contamination.
- Product is regularly tested for *Phytophthora*.



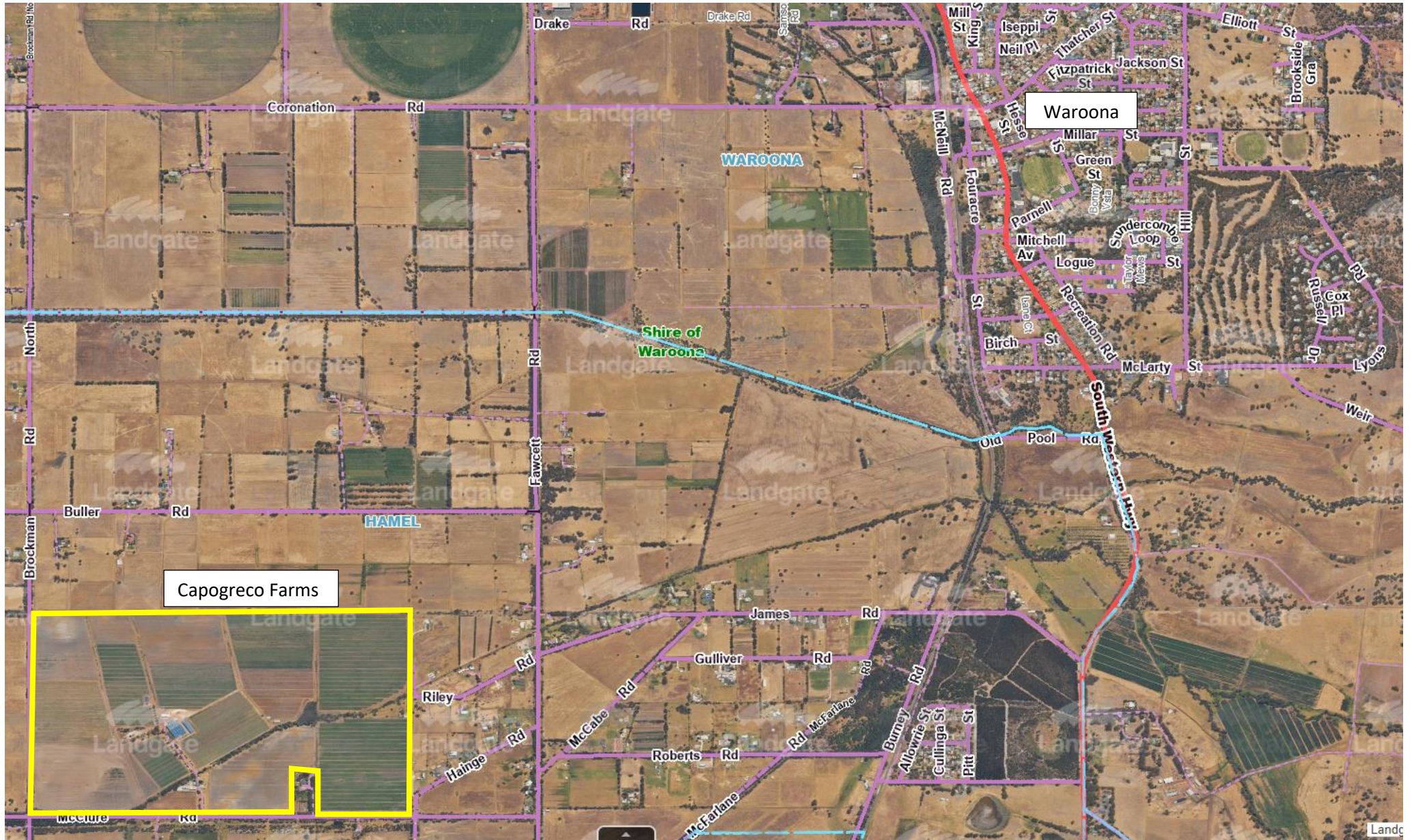
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INFORMATION FOR THIS BROCHURE
HAS BEEN OBTAINED FROM:

¹Dieback Working Group, 2019.
Management of *Phytophthora* Dieback
in Extractive Industries.

Attachment 1 – Location plan



Attachment 2 – Photos of the development



View of the workforce accommodation from McClure Road



View of workforce accommodation from the rear



The transportable buildings are screened from view from the road by the existing farm shed



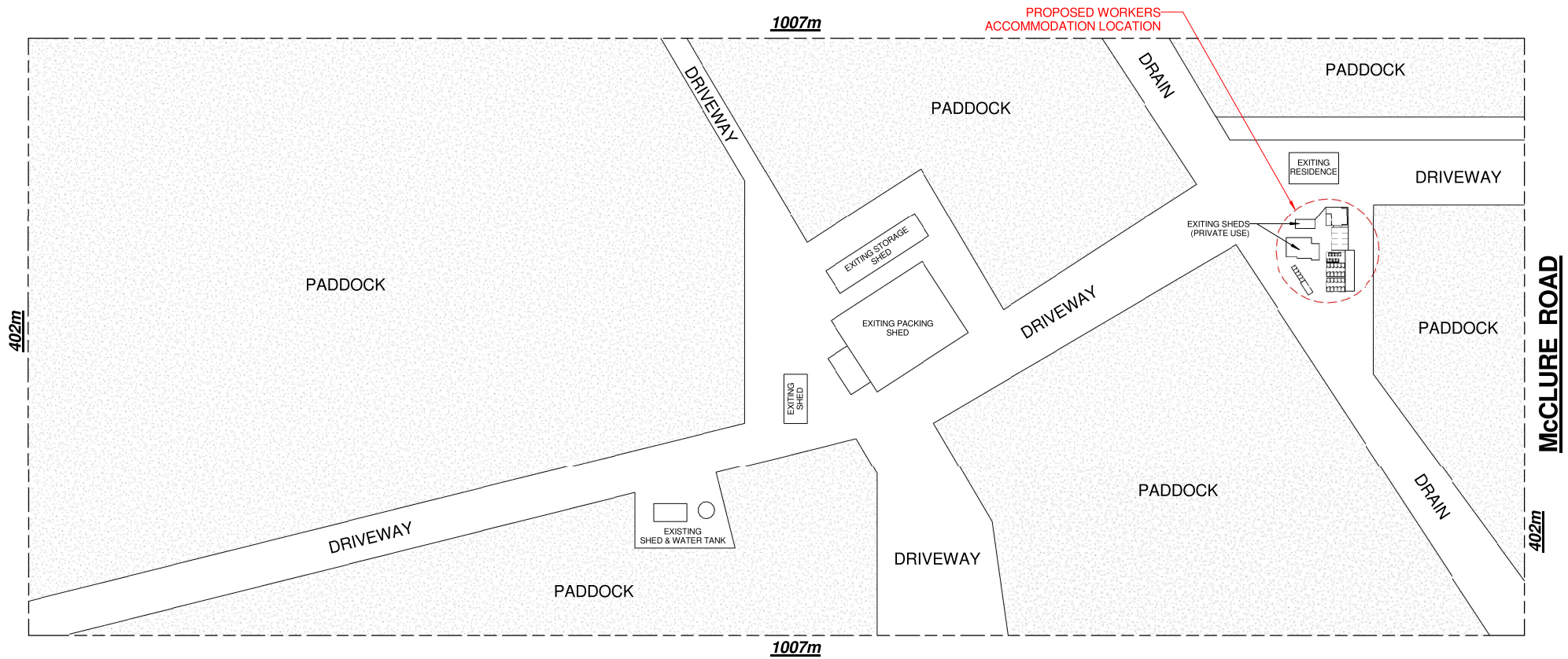
Inside the kitchen facilities



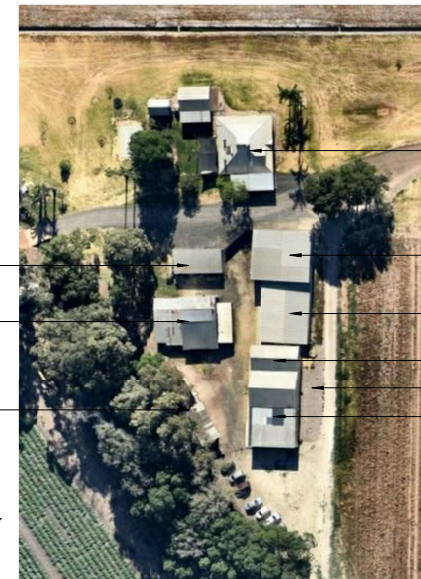
The clothes drying area



The existing mature vegetation screens the workforce accommodation from adjacent properties



**Proposed Overall Property Plan
1:2000**



Subject Area Aerial View

DRW 1 of 3

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WARNING: THIS IS A SKETCH ONLY.
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#142 (Lot 58) McClure Rd., Hamel

Approval For Workers Accommodation Buildings
Issue For DA
A201 - Overall Property Plan

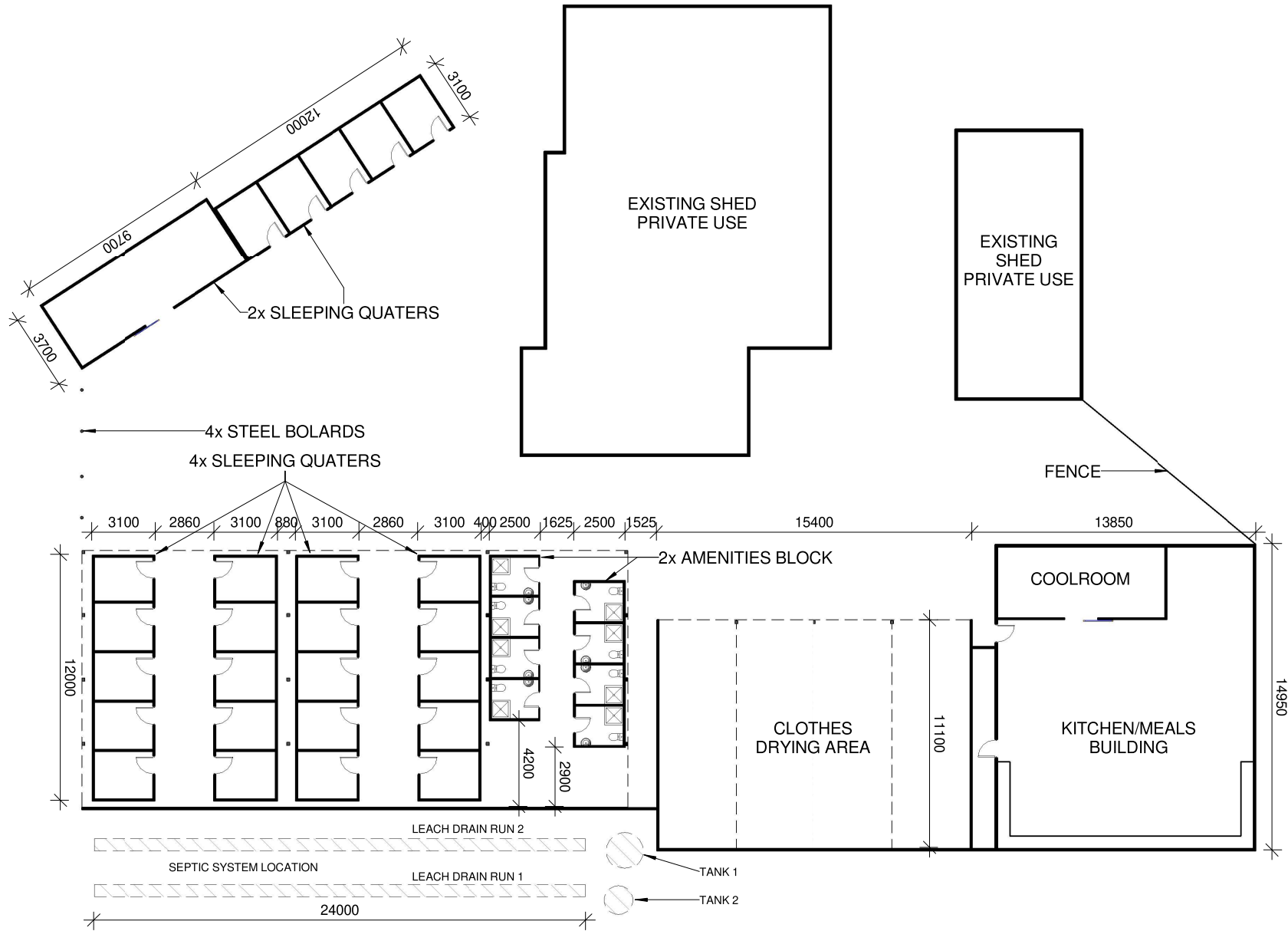
02/06/2022
Design & Drawn By
Frank Panalis

REV E	
REV D	
REV C	
REV B	
REV A	
REV 0	02/06/2022 - ISSUE FOR DA APPROVAL

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DRW 2 of 3

**Proposed Site Plan
1:200**

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<p>WARNING: THIS IS A SKETCH ONLY.</p> <p>DIMENSIONS APPROXIMATE. DO NOT SCALE FROM DRAWINGS. REPORT ANY DISCREPANCIES TO THE DESIGNER.</p>	<p>#142 (Lot 58) McClure Rd., Hamel</p>	
	<p>Approval For Workers Accommodation Buildings Issue For DA A301 - Proposed Site Plan</p>	<p>02/06/2022 Design & Drawn By: Frank Panala</p>

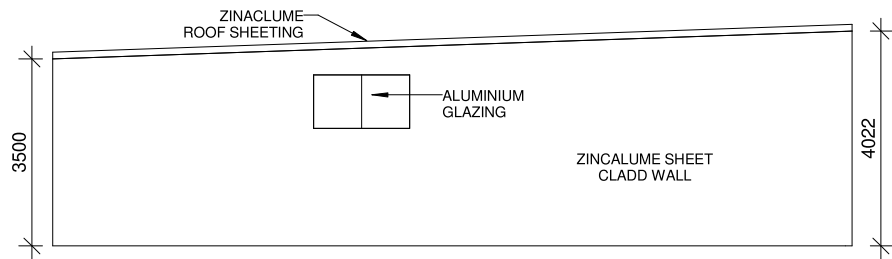
REV F	
REV E	
REV D	
REV C	
REV B	
REV A	
REV 0	02/06/2022 - ISSUE FOR DA APPROVAL.

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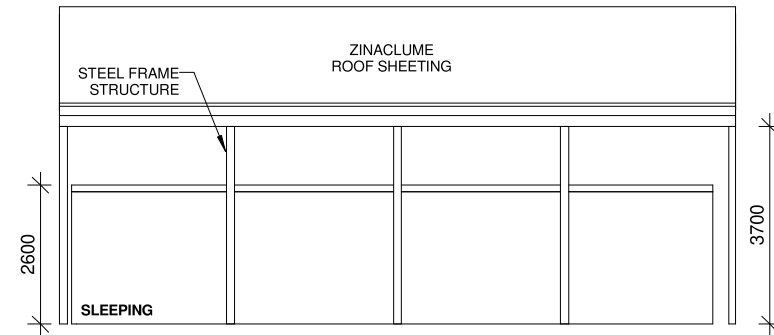
CONTACT DETAILS P 0423 204 563 E admin@fgpdesigns.com.au

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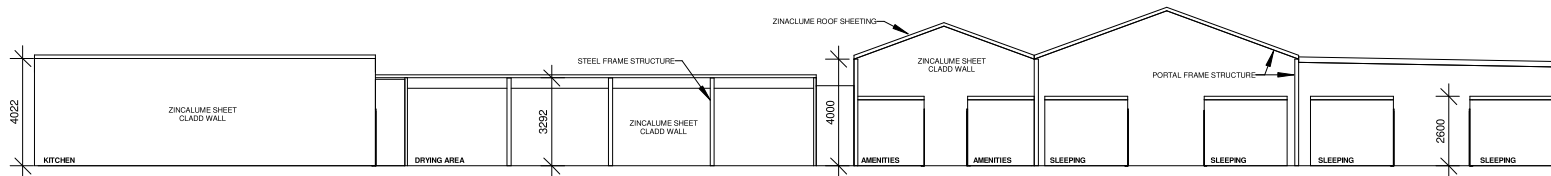




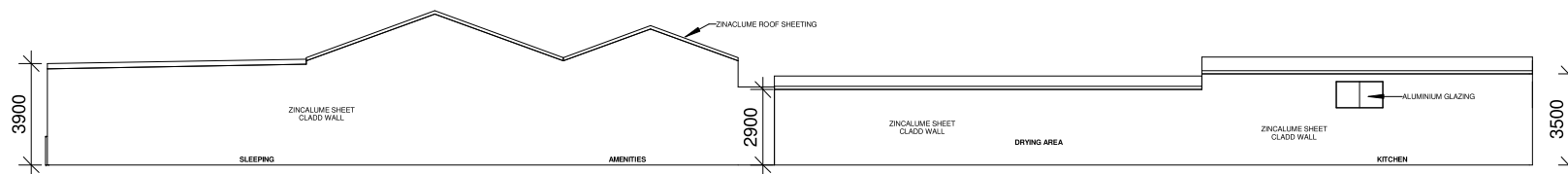
**East Elevation
1:100**



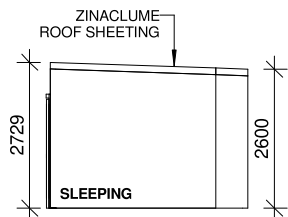
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1:100**



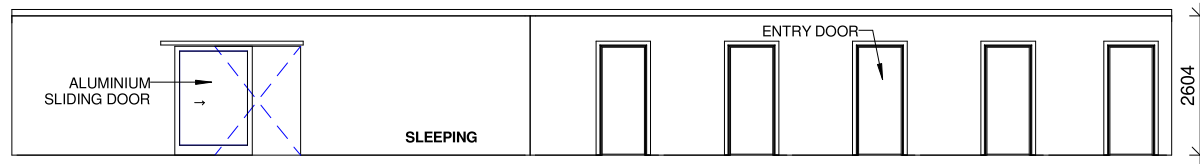
**North Elevation
1:200**



**South Elevation
1:200**

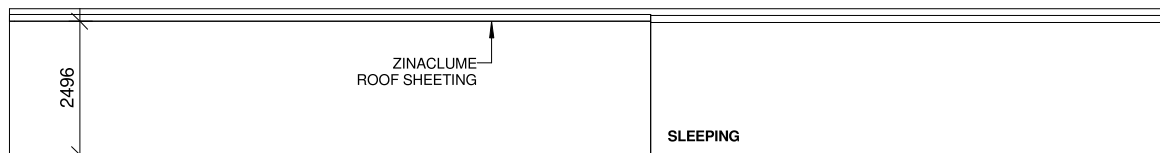


**NE Elevation
1:100**

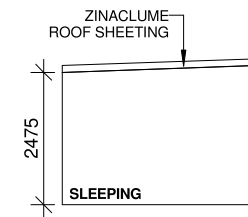


**SE Elevation
1:100**

Sleeping Quaters 2



**NW Elevation
1:100**



**SW Elevation
1:100**

DRW 3 of 3

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DIMENSIONS APPROXIMATE. DO NOT SCALE FROM DRAWINGS. REPORT ANY DISCREPANCIES TO THE DESIGNER.	Approval For Workers Accommodation Buildings Issue For DA A302 - Proposed Elevations
02/06/2022	Design & Drawn By: Frank Panala

REV F	
REV E	
REV D	
REV C	
REV B	
REV A	
REV 0	02/06/2022 - ISSUE FOR DA APPROVAL.

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COVER PAGE

[INSERT SHIRE LOGO]

Shire of Waroona

Local Planning Scheme No.7

Amendment No.42

Revision to the scheme text (addition/deletion and changes to text) relating to indigenous vegetation and clearing restrictions.

Document Control

Revision Number	Document Date	Prepared by	Checked by
Rev 1	8 December 2022	RH	RM/CZ
Rev 2	12 December 2022	RH	RM

**Planning and Development Act 2005
RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

***Shire of Waroona Local Planning Scheme No.7 –
Amendment Number 42 – Revision of Scheme Text***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

Revision to the scheme text (addition/deletion and changes to text) relating to indigenous vegetation and clearing restrictions.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

This amendment will introduce changes to the scheme text to protect all vegetation within the Shire not just indigenous vegetation. The amendment simply proposes to amend/delete certain parts of the scheme text and to add a qualifying clause to a number of Rural and Urban zones.

Dated this _____ day of _____ 20__

(Chief Executive Officer)

Introduction

The Shire of Waroona is seeking Amendment No.42 to Local Planning Scheme No.7 (LPS7) to delete, amend and add wording in various clauses of the scheme text.

The Shire's intent of the amendment is to ensure the protection of all significant trees and other significant vegetation (at present the Scheme only applies to indigenous vegetation).

According to the Planning and Development Act Regulations criteria this amendment is a standard amendment, and the simple procedure applies to its initiation and advertisement for public comment.

Background – Why does the Shire need to amend the Scheme text?

This amendment reflects the Shire's intention to provide clarity and to better focus on environmental objectives which intend to protect trees where they provide an environmental and ecological benefit to the Shire and its community. Trees provide shade, remove carbon and other greenhouse gases from the atmosphere and maintain healthy soil biomes. They also support pollinators and other important fauna.

This information is an important explanation and justification for the amendment which can assist the public to appreciate its merit.

The current Scheme text wording specifically nominates indigenous vegetation, and this restricts the capability of the Shire to control removal and associated clearing of trees on rural and non-rural properties where some or all the removed species may not be classified as indigenous but nevertheless hold ecological and community services benefits.

The Scheme text clauses currently focus on indigenous vegetation within the zone. These will therefore be edited to remove and replace text to expand the application to all vegetation which is considered significant in the opinion of the Shire.

The Shire's current LPS7 is being reviewed by a planning consultant (Land Insights) and this is likely to consider provisions which protect vegetation where there is a benefit for society, the economy, and the environment. The review of and preparation of a new Scheme has only just commenced and will take over 12 months to be adopted and so this amendment is necessary to update present controls for a more immediate effect.

Once completed the amendment would require there be a formal planning application submitted for the assessment of proposals which involved the clearing of significant trees. This will aid in the protection of all significant vegetation within the Shire.

Planning Context – What other changes are happening?

The Shire's current LPS7 is currently under review with Land Insights and a new Local Planning Strategy is also being developed for the Shire whereby there will be a renewed environmental focus, one which may protect and enhance the current natural and rural landscape qualities of the Shire and its districts.

Whilst the new scheme will progress greater scope for protecting the natural environment, its preparation and adoption will take some time and therefore it is necessary in the interim for this amendment to aid in the protection of all significant trees and vegetation not just indigenous vegetation within the Shire with a more immediate effect.

The following outlines the proposed changes to the Scheme Text:

Part 1 of proposed Amendment – Amend and Remove Scheme Text

It is proposed to change/delete or amend the wording in the following clauses so that all vegetation not just indigenous vegetation will be protected within the zone.

The proposed changes are as follows:

Current	Proposed
<p>3.8.3 Clearing of Trees or vegetation</p> <p>Development approval is required for the clearing of indigenous trees or other substantial vegetation except where exempt by clause 61(m) of Schedule A.</p>	<p>3.8.3 Clearing of Trees or vegetation</p> <p>Development approval is required for the clearing of trees or other vegetation except where exempt by clause 61(m) of Schedule A.</p>
<p>3.15.4 Clearing Restrictions</p> <p>Subject to any provision of Schedule 2 the approval of Council is required for the clearing of indigenous trees or other substantial vegetation except for the clearing of vegetation which is:</p> <ul style="list-style-type: none"> • dead, diseased or dangerous; • necessary for any firebreak required by law; Shire of Waroona LPS 7 Page No. 31 • for the purpose of access to an approved dwelling or outbuildings; • within a defined building envelope and limited to that; • necessary for the construction of a dwelling, outbuildings and an area of 20 metre width surrounding the dwelling for the purpose of bush fire protection. 	<p>3.15.4 Clearing Restrictions</p> <p>Subject to any provision of Schedule 2 the approval of Council is required for the clearing of trees or other vegetation except for the clearing of vegetation where exempt by clause 61(m) of Schedule A.</p>
<p>3.16.7 Clearing Restrictions</p> <p>Subject to any provision of Schedule 7 the approval of Council is required for the clearing of indigenous trees or other substantial vegetation except for the clearing of vegetation which is:</p> <ol style="list-style-type: none"> a) dead, diseased or dangerous; b) necessary for any firebreak required by law; c) for the purpose of access to an approved dwelling or outbuildings; d) within a defined building envelope and limited to that; e) necessary for the construction of a dwelling, outbuildings and an area of 20 metre width surrounding the 	<p>3.16.7 Clearing Restrictions</p> <p>Subject to any provision of Schedule 7 the approval of Council is required for the clearing of trees or other vegetation except for the clearing of vegetation where exempt by clause 61(m) of Schedule A.</p>

dwelling for the purpose of bush fire protection.	
<p>3.17.9 Clearing Restrictions</p> <p>The approval of Council is required for the clearing of indigenous trees or other substantial vegetation except for the clearing of vegetation which is –</p> <ul style="list-style-type: none"> • Dead, diseased or dangerous; • Necessary for any firebreaks or any clearing required by an adopted Bush Fire Management Plan or Subdivision Guide Plan; • For the purpose of access to an approved dwelling or outbuilding; • Within a defined building envelope and limited to that. 	<p>3.17.9 Clearing Restrictions</p> <p>The approval of Council is to be obtained prior to the clearing of trees or other vegetation except for the clearing of vegetation which is exempt by clause 61(m) of Schedule A.</p>

Part 2 of proposed Amendment – Addition of Scheme Text in relation to Clearing Restrictions

The following changes relates to the addition of a clause relating to clearing in the following zones

- 3.9 Urban 6 – Rural Living Zone
- 3.10 Urban 7 – Industrial Zone
- 3.13 Rural Zones – All
- 3.14 Rural 3A & 3B – Coastal & Coastal Highway Zones

The addition of the clauses below into the scheme text of LPS7, in the above identified zones will allow for the protection of trees and remanent vegetation with the Shire.

The additional clauses are as follows;

3.9.4 Clearing Restrictions

The approval of Council is required to be obtained prior to the clearing of trees or other vegetation, except for the clearing of vegetation which is exempt by clause 61(m) of Schedule A.

3.10.7 Clearing Restrictions

The approval of Council is required to be obtained prior to the clearing of trees or other vegetation, except for the clearing of vegetation which is exempt by clause 61(m) of Schedule A.

3.13.9 Clearing Restrictions

The approval of Council is required to be obtained prior to the clearing of trees or other vegetation, except for the clearing of vegetation which is exempt by clause 61(m) of Schedule A.

3.14.5 Clearing Restrictions

The approval of Council is required to be obtained prior to the clearing of trees or other vegetation, except for the clearing of vegetation which is exempt by clause 61(m) of Schedule A.

Part 3 of proposed Amendment – Amendment to Schedule A of LPS7

The following describes the proposed changes that will take place to Schedule A of LPS7;

Current

Clause 61(1):

- (k) the carrying out of earthworks that do not, at any point, cause the resultant ground level to deviate by greater than 0.5 metres in height above or below natural ground level, including the construction of a retaining wall;
- (l) aquaculture proposals involving the use of existing dams where no structural works are proposed;
- (m) the clearing of vegetation subject that is:
 - (i) *dead, diseased, or dangerous;*
 - (ii) necessary for any firebreak required by law;
 - (iii) for the purpose of access to an approved dwelling or outbuilding;
 - (iv) within a defined building envelope and limited to that; or
 - (v) necessary for the construction of a dwelling, outbuildings, and an area of 20 metres width surrounding the dwelling for the purpose of bushfire protection;

Proposed

Clause 61(1):

- (k) the carrying out of earthworks that do not, at any point, cause the resultant ground level to deviate by greater than 0.5 metres in height above or below natural ground level, including the construction of a retaining wall;
- (l) aquaculture proposals involving the use of existing dams where no structural works are proposed;
- (m) the clearing of vegetation subject that it is:
 - (i) exempt by the written opinion of the Local Government, in accordance with the Department of Water and Environmental Regulations guidelines, policy and regulations pertaining to clearing vegetation.
 - (ii) necessary for an adequate firebreak required by law;
 - (iii) for the purpose of access to an approved dwelling or outbuilding;
 - (iv) within a defined building envelope and limited to that; or
 - (v) necessary for the construction of a dwelling, outbuildings, and an area of 20 metres width surrounding the dwelling for the purpose of bushfire protection;

Conclusion

These proposed amendments to the scheme text of LPS7 provide for improved control of the removal and achieve a greater protection of trees and vegetation within the Shire.

The scope of the proposed amendment meets the standard amendment procedure criteria and so the corresponding process for initiation and adoption shall apply. This measure to update the Scheme under review will introduce controls and apply for the interim period until the Shire's new Local Planning Scheme (LPS8) and Local Planning Strategy are developed and approved. It is likely equivalent clauses to these would be included as part of draft Scheme (LPS8).

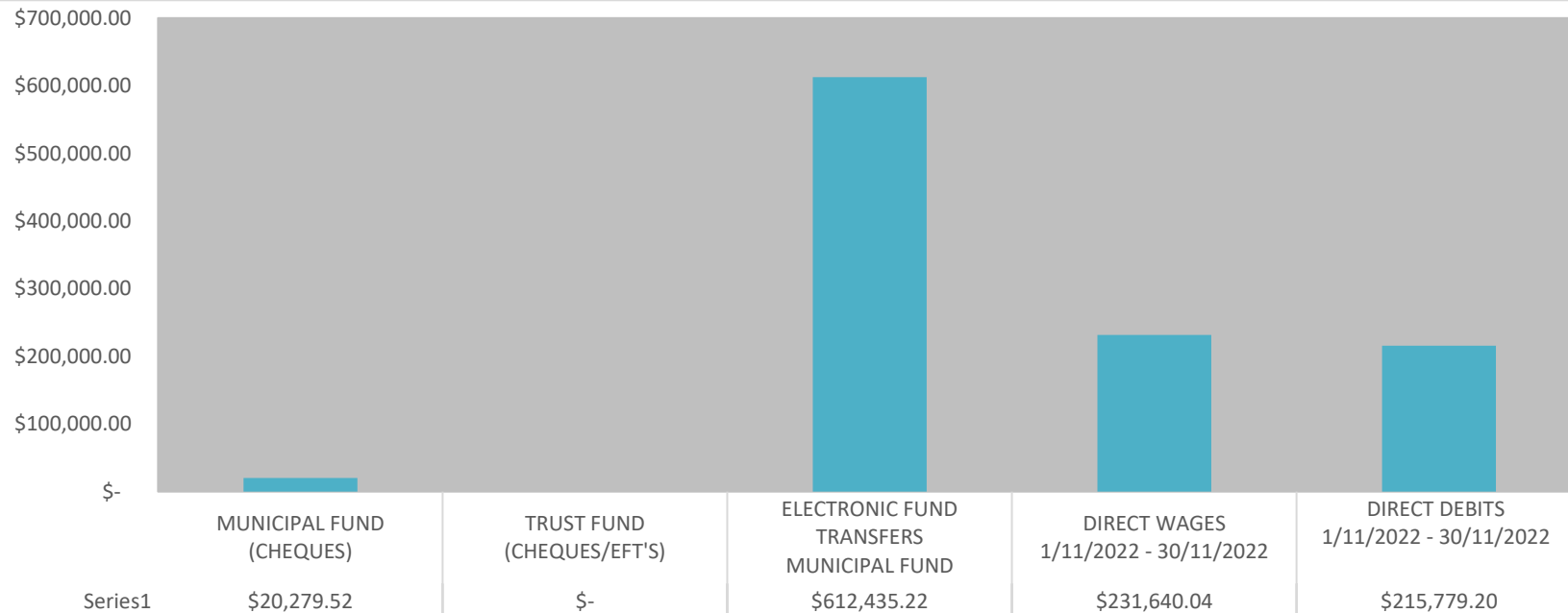
Council is requested to receive and note the proposed Amendment No.42 to Local Planning Scheme 7 and accept the proposed amendment for initiation, and to forward the amendment to the Western Australian Planning Commission (WAPC) for their review and final assessment and endorsement to have the proposed changes included in the current scheme text.

SUMMARY OF PAYMENTS FOR THE PERIOD 1/11/2022 TO 30/11/2022

Appendix 11.2.1

ACCOUNT	CHEQUE NO'S	TOTAL
MUNICIPAL FUND (CHEQUES)	10036 - 10053	\$ 20,279.52
TRUST FUND (CHEQUES/EFT'S)	Nil	\$ -
ELECTRONIC FUND TRANSFERS MUNICIPAL FUND	37414 - 37593	\$ 612,435.22
DIRECT WAGES 1/11/2022 - 30/11/2022	N/A	\$ 231,640.04
DIRECT DEBITS 1/11/2022 - 30/11/2022	N/A	\$ 215,779.20

GRAND TOTAL: \$ 1,080,133.98



List of Accounts Due & Submitted to Committee December 2022				
Municipal Funds Cheques November 2022				
Chq/EFT	Date	Name	Description	Amount
10036	02/11/2022	SHIRE OF WAROONA	Purchase Shire Number Plates - 342 WR	-\$ 200.00
10037	04/11/2022	OPTUS BILLING SERVICES	Telephone Charges	-\$ 2,763.96
10038	04/11/2022	PETTY CASH - please pay cash	Petty Cash Reimbursements	-\$ 98.00
10039	04/11/2022	SHIRE OF WAROONA - SUNDRY DEBTORS	Payroll deductions	-\$ 625.00
10040	11/11/2022	PETTY CASH - please pay cash	Petty Cash Reimbursements	-\$ 112.65
10041	11/11/2022	SYNERGY	Electricity Charges	-\$ 277.13
10042	11/11/2022	SHIRE OF WAROONA	BSL Commission Collected - October 2022	-\$ 90.00
10043	11/11/2022	WATER CORPORATION	Water Use Charges	-\$ 4,028.35
10044	18/11/2022	OPTUS BILLING SERVICES	Internet Charges	-\$ 205.06
10045	18/11/2022	AUST COMMUNICATIONS & MEDIA AUTH (ACMA)	Licence Renewal - Mt William Tower	-\$ 114.00
10046	18/11/2022	PETTY CASH - please pay cash	Petty Cash Reimbursements	-\$ 440.55
10047	18/11/2022	SHIRE OF WAROONA - SUNDRY DEBTORS	Payroll deductions	-\$ 625.00
10048	18/11/2022	SHIRE OF WAROONA	BCITF Commission Collected - October 2022	-\$ 16.50
10049	18/11/2022	WAROONA SENIOR CITIZENS WELFARE COMMITTEE	Annual Donation - Christmas Celebrations	-\$ 660.00
10050	18/11/2022	WATER CORPORATION	Water Use Charges	-\$ 5,325.59
10051	24/11/2022	OPTUS BILLING SERVICES	Sat Sleeve - Volunteer Rangers	-\$ 16.75
10052	24/11/2022	SYNERGY	Electricity Charges	-\$ 2,480.98
10053	24/11/2022	WATER CORPORATION	Legal Fees - L2930 - Drakesbrook Weir	-\$ 2,200.00
TOTAL MUNICIPAL FUNDS CHEQUES				-\$ 20,279.52

Trust Fund Cheques/EFTs				
Chq/EFT	Date	Name	Description	Amount
NIL				
TOTAL TRUST CHEQUES				\$ -

Direct Debit Payments				
Direct Debit	Date	Name	Description	Amount
DD20905.1	20/11/2022	PUMA ENERGY - WEX AUSTRALIA PTY LTD	Fuel Card Fees - Waroona West Fire Brigade	-2.50
DD20933.1	08/11/2022	GOGO MEDIA	On-Hold Messages Service	-75.90
DD20935.1	01/11/2022	DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-27764.70
DD20937.1	02/11/2022	HOST PLUS SUPERANNUATION FUND	Superannuation Contributions	-1836.15
DD20937.2	02/11/2022	BT SUPER FOR LIFE	Superannuation Contributions	-67.05
DD20937.3	02/11/2022	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation Contributions	-61.51
DD20937.4	02/11/2022	UNISUPER	Superannuation Contributions	-356.25
DD20937.5	02/11/2022	AWARE SUPER	Payroll Deductions	-14423.60
DD20937.6	02/11/2022	REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	Superannuation Contributions	-658.56

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DD20937.7	02/11/2022 CBUS SUPERANNUATION	Superannuation Contributions	-892.19
DD20937.8	02/11/2022 AUSTRALIAN SUPER	Superannuation Contributions	-1489.46
DD20937.9	02/11/2022 AUSTRALIAN RETIREMENT TRUST	Superannuation Contributions	-496.28
DD20942.1	02/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-6466.10
DD20946.1	03/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-3319.70
DD20952.1	04/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-4252.60
DD20954.1	07/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-2253.15
DD20956.1	06/11/2022 WA TREASURY CORPORATION	Loan No. 122 Interest payment - Purchase of land for town centre park	-19339.76
DD20959.1	08/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-4706.35
DD20961.1	09/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-2965.35
DD20966.1	10/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-3261.25
DD20970.1	11/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-2566.65
DD20972.1	14/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-4114.50
DD20977.1	29/11/2022 TELAIR PTY LTD	NBN & Fax Service - Volunteer Bush Fire Brigade	-266.00
DD20979.1	15/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-2763.20
DD20981.1	16/11/2022 HOST PLUS SUPERANNUATION FUND	Superannuation Contributions	-1810.05
DD20981.2	16/11/2022 WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-79.89
DD20981.3	16/11/2022 MIML - MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-68.09
DD20981.4	16/11/2022 BT SUPER FOR LIFE	Superannuation Contributions	-67.05
DD20981.5	16/11/2022 COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation Contributions	-61.51
DD20981.6	16/11/2022 UNISUPER	Superannuation Contributions	-356.25
DD20981.7	16/11/2022 AWARE SUPER	Payroll Deductions	-14415.10
DD20981.8	16/11/2022 REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	Superannuation Contributions	-699.09
DD20981.9	16/11/2022 CBUS SUPERANNUATION	Superannuation Contributions	-892.19
DD20984.1	16/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-16315.20
DD20992.1	17/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-20811.05
DD20994.1	18/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-7073.30
DD20998.1	28/11/2022 AMPOL CARD	Fuel - Volunteer Bush Fire Brigades	-698.16
DD21000.1	21/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-4766.60
DD21004.1	23/11/2022 IINET TECHNOLOGIES	Internet Fees - Landcare	-109.95
DD21006.1	23/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-4603.45
DD21008.1	23/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-9226.25
DD21015.1	24/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-9052.95
DD21017.1	25/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-3356.50
DD21019.1	28/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-2390.80
DD21024.1	29/11/2022 DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-2187.60
DD21027.1	29/11/2022 HOST PLUS SUPERANNUATION FUND	Payroll Deductions	-2459.88
DD21027.2	29/11/2022 WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-40.17
DD21027.3	29/11/2022 MIML - MACQUARIE SUPER ACCUMULATOR	Superannuation Contributions	-45.39

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DD21027.4	29/11/2022	COLONIAL FIRST STATE FIRSTCHOICE WHOLESALE PERSONAL SUPER	Superannuation Contributions	-55.36
DD21027.5	29/11/2022	UNISUPER	Superannuation Contributions	-356.25
DD21027.6	29/11/2022	AWARE SUPER	Payroll Deductions	-14707.52
DD21027.7	29/11/2022	REST SUPER - RETAIL EMPLOYEES SUPERANNUATION FUND	Superannuation Contributions	-666.68
DD21027.8	29/11/2022	CBUS SUPERANNUATION	Superannuation Contributions	-820.12
DD21027.9	29/11/2022	AUSTRALIAN SUPER	Superannuation Contributions	-1491.72
DD21033.1	30/11/2022	DEPARTMENT OF TRANSPORT	Reimbursement of Vehicle Licensing Proceeds	-3924.20
DD20937.10	02/11/2022	TIDDY SF PTY LTD ATF TIDDY SUPER FUND	Superannuation Contributions	-132.42
DD20937.11	02/11/2022	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	Superannuation Contributions	-201.59
DD20937.12	02/11/2022	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-99.29
DD20981.10	16/11/2022	AUSTRALIAN SUPER	Superannuation Contributions	-1384.06
DD20981.11	16/11/2022	AUSTRALIAN RETIREMENT TRUST	Superannuation Contributions	-496.28
DD20981.12	16/11/2022	TIDDY SF PTY LTD ATF TIDDY SUPER FUND	Superannuation Contributions	-110.35
DD20981.13	16/11/2022	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	Superannuation Contributions	-201.59
DD20981.14	16/11/2022	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-104.02
DD21027.10	29/11/2022	AUSTRALIAN RETIREMENT TRUST	Superannuation Contributions	-496.28
DD21027.11	29/11/2022	TIDDY SF PTY LTD ATF TIDDY SUPER FUND	Superannuation Contributions	-110.35
DD21027.12	29/11/2022	AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND	Superannuation contributions	-204.53
DD21027.13	29/11/2022	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-92.20
TOTAL DIRECT DEBIT PAYMENT				-\$ 231,640.04

Municipal Electronic Funds Transfers				
Chq/EFT	Date	Name	Description	Amount
EFT37414	04/11/2022	FIONA ESTELLE PRATT	Rates Refund - 3 Butler Retreat, Waroona	-\$ 799.43
EFT37415	04/11/2022	PETES TREEWORX	Tree Pruning & Tree Removal	-\$ 3,671.25
EFT37416	04/11/2022	CITY & REGIONAL FUELS	Fuel	-\$ 12,701.67
EFT37417	04/11/2022	TECHNOLOGY ONE	Firebreak Rollover 2022	-\$ 3,234.00
EFT37418	04/11/2022	STRATEGIC ASSET & BUILDING SOLUTIONS (DAVE BLACKMAN)	Repair Broken Eave at Library	-\$ 890.00
EFT37419	04/11/2022	TOLL IPEC PTY LTD	Freight	-\$ 29.20
EFT37420	04/11/2022	WAROONA ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION	Refund Hall & Key Deposit - Memorial Hall	-\$ 280.00
EFT37421	04/11/2022	CLEANING SUPPLIES WA (SHOP)	Cleaning Supplies	-\$ 398.22
EFT37422	04/11/2022	ARCHAE-AUS PTY LTD	Aboriginal Heritage - Drakesbrook Weir & Community Precinct	-\$ 9,319.62
EFT37423	04/11/2022	AUSTRALIAN SERVICES UNION	Payroll Deductions	-\$ 127.50
EFT37424	04/11/2022	CURTIS ELECTRICAL CONTRACTING PTY LTD	Electrical Works	-\$ 819.27
EFT37425	04/11/2022	DE ROSAS HIGHWAY MOTORS	Service Fire Truck - Volunteer Bush Fire Brigades	-\$ 3,483.16
EFT37426	04/11/2022	LANDGATE	Valuation Fees	-\$ 168.61
EFT37427	04/11/2022	LGIS LIABILITY	Insurance Renewals 22/23	-\$ 138,945.51
EFT37428	04/11/2022	ROYAL LIFESAVING SOC OF AUST	Pool Lifeguard Courses	-\$ 1,654.32
EFT37429	04/11/2022	THE WEST AUSTRALIAN (HARVEY REPORTER)	Advertising	-\$ 2,571.47

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EFT37430	04/11/2022	CHILD SUPPORT AGENCY	Payroll Deductions	-\$	355.09
EFT37431	04/11/2022	SHIRE OF WAROONA STAFF LOTTO SYNDICATE	Payroll Deductions	-\$	128.00
EFT37432	04/11/2022	SOUTHERN LOCK & SECURITY	Quarterly Alarm Monitoring 2022/23	-\$	140.43
EFT37433	04/11/2022	WOODBURY PLUMBING	Plumbing Works	-\$	1,743.64
EFT37434	04/11/2022	WAROONA RURAL SERVICES	Hardware Supplies	-\$	648.81
EFT37435	04/11/2022	IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)	New Tyres	-\$	2,928.75
EFT37436	04/11/2022	WAROONA MITRE 10	Hardware Supplies	-\$	271.75
EFT37437	11/11/2022	PATRICIA MARY KUHL	Payment of Consignment Stock - Visitor Centre	-\$	54.00
EFT37438	11/11/2022	RICKARDO JETTA	Aboriginal Consultant - Fieldwork Services - Drakesbrook Weir Project	-\$	613.64
EFT37439	11/11/2022	KLEEN WEST DISTRIBUTORS	Cleaning Supplies	-\$	242.28
EFT37440	11/11/2022	PETES TREEWORX	Tree Pruning	-\$	1,223.75
EFT37441	11/11/2022	RENIER & CHRISTINE THEELEN	Payment of Consignment Stock - Visitor Centre	-\$	76.50
EFT37442	11/11/2022	BUILDING AND ENERGY	BSL Collections - October 2022	-\$	1,426.65
EFT37443	11/11/2022	T-QUIP	Parts	-\$	102.75
EFT37444	11/11/2022	CARMEN TYRER	Payment of Consignment Stock - Visitor Centre	-\$	38.25
EFT37445	11/11/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	Works Approval Fee - Buller Road Refuse Site	-\$	1,520.75
EFT37446	11/11/2022	D & E DIESEL SERVICES	Repairs to Compactor	-\$	991.35
EFT37447	11/11/2022	KATHLEEN NORMA KRAUTH	Payment of Consignment Stock - Visitor Centre	-\$	145.00
EFT37448	11/11/2022	ROBERT JETTA	Senior Aboriginal Consultant - Fieldwork Services - Drakesbrook Weir Project	-\$	675.85
EFT37449	11/11/2022	COMMERCIAL CLEANING EQUIPMENT	Floor Scrubber Service - Rec Centre	-\$	495.68
EFT37450	11/11/2022	VIDA HILL	Payment of Consignment Stock - Visitor Centre	-\$	180.00
EFT37451	11/11/2022	BILL VANDERSTEEN	Payment of Consignment Stock - Visitor Centre	-\$	44.77
EFT37452	11/11/2022	TRICIA MICHELLE DALLING	Payment of Consignment Stock - Visitor Centre	-\$	112.45
EFT37453	11/11/2022	JAYCAR ELECTRONICS	Party Lighting - Rec Centre	-\$	72.85
EFT37454	11/11/2022	STRATEGIC ASSET & BUILDING SOLUTIONS (DAVE BLACKMAN)	Maintenance Repairs - 26 Fouracre Street	-\$	1,239.00
EFT37455	11/11/2022	PETER FOEKEN	Payment of Consignment Stock - Visitor Centre	-\$	103.50
EFT37456	11/11/2022	MCG ARCHITECTS PTY LTD	Architectural Consultancy - Waroona Community Precinct	-\$	770.00
EFT37457	11/11/2022	MARKET CREATIONS AGENCY	Embedding of Fire Danger Rating on Shire Website	-\$	825.00
EFT37458	11/11/2022	THE DISTRIBUTORS PERTH	Kiosk Items	-\$	646.10
EFT37459	11/11/2022	JALMER IRON	Payment of Consignment Stock - Visitor Centre	-\$	45.00
EFT37460	11/11/2022	DAVREY GROWERS	Payment of Consignment Stock - Visitor Centre	-\$	41.65
EFT37461	11/11/2022	KATHLEEN ELIZABETH COLE	Payment of Consignment Stock - Visitor Centre	-\$	51.30
EFT37462	11/11/2022	ALANA RAINER	Payment of Consignment Stock - Visitor Centre	-\$	335.70
EFT37463	11/11/2022	SEA 2 SCARP AIR CONDITIONING & REFRIGERATION SERVICES	Degassing of Fridges	-\$	150.00
EFT37464	11/11/2022	SCOPE BUSINESS IMAGING	Photocopier Charges	-\$	728.27
EFT37465	11/11/2022	NORTH COAST DESIGN PTY LTD	Architectural Services - Envirocentre	-\$	2,085.16
EFT37466	11/11/2022	LITTLE FARM HONEY - MAREE ELLIS	Payment of Consignment Stock - Visitor Centre	-\$	117.75
EFT37467	11/11/2022	AMPAC DEBT RECOVERY	Debt Recovery Costs - Rates	-\$	1,331.51

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EFT37468	11/11/2022 ELEMENT ADVISORY PTD LTD	Local Heritage Survey Review	-\$	6,220.50
EFT37469	11/11/2022 TINA MAREE CURULLI	Payment of Consignment Stock - Visitor Centre	-\$	67.50
EFT37470	11/11/2022 HELEN THERESE HENDERSON (art mirrors australia)	Payment of Consignment Stock - Visitor Centre	-\$	165.00
EFT37471	11/11/2022 FLICK ANTICIMEX PTY PTD T/A ADVANCED PEST CONTROL	Termite Timber Inspection & Treatment	-\$	2,084.01
EFT37472	11/11/2022 FAIRY WREN (SAMSON BROOK SOUTH)	Payment of Consignment Stock - Visitor Centre	-\$	26.25
EFT37473	11/11/2022 PRESTIGE TIMBER CRAFT (MICHELLE DOLDEN)	Payment of Consignment Stock - Visitor Centre	-\$	165.00
EFT37474	11/11/2022 CLEANING SUPPLIES WA (SHOP)	Cleaning Supplies	-\$	472.93
EFT37475	11/11/2022 MARCIA EWING	Payment of Consignment Stock - Visitor Centre	-\$	133.20
EFT37476	11/11/2022 SAPIO PTY LTD	Video Management Software - Annual Renewal 22/23	-\$	1,058.75
EFT37477	11/11/2022 CHEM CENTRE (SCIENTIFIC SERVICES DIVISION)	Water Sampling - Forest Edge Recreational Camp	-\$	62.70
EFT37478	11/11/2022 BILYA NOONGAR ORGANISATION	Aboriginal Consultant - Fieldwork Services for Drakesbrook Weir Project	-\$	971.74
EFT37479	11/11/2022 AUSTRALIA POST (NEW)	Postage Charges	-\$	1,505.73
EFT37480	11/11/2022 GREG LUCAS	Payment of Consignment Stock - Visitor Centre	-\$	176.25
EFT37481	11/11/2022 ANTHONY PAPAMATHEOS	Legal Fees	-\$	1,391.50
EFT37482	11/11/2022 NATASA TUIVAGA-WILSON	Refund Hall & Key Deposit - Natasa Tuivaga-Wilson	-\$	280.00
EFT37483	11/11/2022 AMAZON WEB SERVICES AUSTRALIA PTY LTD	Amazon Web Services Charges	-\$	220.01
EFT37484	11/11/2022 VICTOR WEBB	Payment of Consignment Stock - Visitor Centre	-\$	22.50
EFT37485	11/11/2022 CHRONICLE RIP PTY LTD	Chronicle Software Implementation -	-\$	3,759.80
EFT37486	11/11/2022 OSCAR GRAHAM	Payment of Consignment Stock - Visitor Centre	-\$	51.75
EFT37487	11/11/2022 CURTIS ELECTRICAL CONTRACTING PTY LTD	Annual Electrical Tagging - Preston Beach Toilets	-\$	167.59
EFT37488	11/11/2022 COATES HIRE	Portable Toilet Hire	-\$	858.90
EFT37489	11/11/2022 DE ROSAS HIGHWAY MOTORS	Parts	-\$	11.04
EFT37490	11/11/2022 JR & A HERSEY PTY LTD	Workshop Supplies	-\$	1,236.33
EFT37491	11/11/2022 HARVEY WATER	Water Consumption	-\$	3.09
EFT37492	11/11/2022 INKSPOT PRINTING	Business Cards	-\$	55.00
EFT37493	11/11/2022 A1 LOCKSMITHS (MANDURAH LOCK & KEY)	6 Keys Cut	-\$	42.00
EFT37494	11/11/2022 McLEODS	Legal Fees	-\$	2,586.88
EFT37495	11/11/2022 THE WORKWEAR GROUP (PREVIOUSLY NEAT N' TRIM)	Staff Uniforms	-\$	157.92
EFT37496	11/11/2022 PERTH REGION TOURISM ORGANISATION	Silver Membership 2022/23	-\$	269.50
EFT37497	11/11/2022 PFD FOOD SERVICES PTY LTD	Kiosk Items	-\$	597.25
EFT37498	11/11/2022 PEEL H2O SOLUTIONS	Sprinklers	-\$	418.85
EFT37499	11/11/2022 PISCONERI FAMILY TRUST	Rubbish Tip Contract	-\$	12,431.07
EFT37500	11/11/2022 SUBARU MANDURAH	50,000km Service - 103WR	-\$	797.60
EFT37501	11/11/2022 RIGGS AUTO CENTRE	45,000km Service - 108WR	-\$	297.00
EFT37502	11/11/2022 SYNERGY - STREETLIGHT ACCOUNT	Street Lighting	-\$	8,288.47
EFT37503	11/11/2022 SOUTHERN LOCK & SECURITY	6 Keys Cut	-\$	85.99
EFT37504	11/11/2022 WAROONA RURAL SERVICES	Hardware Supplies	-\$	319.20
EFT37505	11/11/2022 WURTH AUSTRALIA PTY LTD	Parts	-\$	224.85
EFT37506	11/11/2022 IAN DIFFEN CITY DISCOUNT TYRES WAROONA (WAROONA TYRE MECHANICAL)	New Mower Tyre	-\$	403.70
EFT37507	11/11/2022 WA HORTICULTURAL DEVELOPMENTS PTY LTD	Garden Maintenance	-\$	6,793.88

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EFT37508	11/11/2022 PAULINE BONNER	Payment of Consignment Stock - Visitor Centre	-\$	108.45
EFT37509	11/11/2022 JEANETTE AUDINO (Beadsparklez)	Payment of Consignment Stock - Visitor Centre	-\$	180.90
EFT37510	11/11/2022 GAIL DIANNE CURTIS	Payment of Consignment Stock - Visitor Centre	-\$	27.64
EFT37511	11/11/2022 CHRISTINE HYDE	Payment of Consignment Stock - Visitor Centre	-\$	828.45
EFT37512	11/11/2022 SANDRA HEPTON	Payment of Consignment Stock - Visitor Centre	-\$	48.15
EFT37513	11/11/2022 DEBBIE ARMSTRONG	Payment of Consignment Stock - Visitor Centre	-\$	39.00
EFT37514	15/11/2022 NATIONAL AUSTRALIA BANK		-\$	4,293.37
	Manager Corporate Services	Number Plate Remake - 102WR	\$	126.70
		Assorted Books - Library	\$	420.75
		Google Suite Subscription - Waroona Councillor	\$	332.64
		Mail Chimp Subscription	\$	17.40
		PLWA Membership	\$	200.00
		Card Fee	\$	9.00
		TOTAL MCS	\$	1,106.49
	Visitor Centre Manager	Parking - Meeting Visitor Centre	\$	16.20
		Card Fee	\$	9.00
		TOTAL VCM	\$	25.20
	Chief Executive Officer	Parking - Meeting at Parliament	\$	6.16
		Card Fee	\$	9.00
		TOTAL CEO	\$	15.16
	Director Infrastructure and Development Services	Dash Cam - Preston Beach Volunteer Rangers	\$	247.00
		National Local Roads and Transport Congress - DIDS	\$	1,095.00
		National Local Roads and Transport Congress - MWWS	\$	1,095.00
		Card Fee	\$	9.00
		TOTAL DIDS	\$	2,446.00
	Building Maintenance Coordinator	Hire Cherry Picker	\$	265.00
		Card Fee	\$	9.00
		TOTAL BMC	\$	274.00
	Executive Assistant	Catering - Waroona West Fire Brigade Training	\$	115.00
		Catering - Rates Morning Tea	\$	239.00
		Catering - Heritage/Aboriginal Engagement	\$	45.00
		Card Fee	\$	9.00
		TOTAL EA	\$	408.00
	Community Service Coordinator	Card Fee	\$	9.00
		TOTAL CSC	\$	9.00
	Director Corporate and Community Services	Card Fee	\$	9.00
		TOTAL DCCS	\$	9.00
		Other Charges	\$	0.52
		TOTAL OTHER CHARGES	\$	0.52

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EFT37515	17/11/2022 AUSTRALIAN TAXATION OFFICE	Payroll deductions	-\$	19,857.00
EFT37516	18/11/2022 DEPT OF TRANSPORT	Disclosure of Information Fees - Electronic Searches	-\$	16.40
EFT37517	18/11/2022 WAROONA SENIOR CITIZENS WELFARE CTTE(INC) COMMUNITY CAR A/C	Annual Contribution - Community Car	-\$	1,100.00
EFT37518	18/11/2022 PETES TREEWORX	Tree Pruning and Tree Removal	-\$	40,104.35
EFT37519	18/11/2022 ESTUARY BOBCATS	Box Out Shoulders - Johnston Road	-\$	9,350.00
EFT37520	18/11/2022 EQUIPPED EARTHWORKS	Two Coat Seal and Install Drainage	-\$	32,538.00
EFT37521	18/11/2022 WAROONA HARVEY BUS SERVICES	Bus Services for Youth Fusion	-\$	440.00
EFT37522	18/11/2022 WAROONA WAGERUP YARLOOP MEALS ON WHEELS	Annual Contribution - Meals on Wheels	-\$	1,000.00
EFT37523	18/11/2022 PEEL MOTORS PTY LTD	Vehicle Registration - 102 WR	-\$	425.60
EFT37524	18/11/2022 TOLL IPEC PTY LTD	Freight	-\$	33.48
EFT37525	18/11/2022 ZINNIA FLORAL DESIGNS	Remembrance Day Wreath	-\$	280.00
EFT37526	18/11/2022 CLARKEYS CARPENTRY & MAINTENANCE	Replace Mixer Tap in Kitchen - Preston Beach Fire Brigade	-\$	253.00
EFT37527	18/11/2022 DOR TRADING PTY LTD T/AS IMCO AUSTRALISA	Permanent Asphalt Repair	-\$	2,420.00
EFT37528	18/11/2022 LPD GROUP PTY LTD	Survey / Project Management Component - Mitchell Road Sub Division	-\$	6,530.26
EFT37529	18/11/2022 EPCAD	Waroona Community Precinct - Landscape Design Services	-\$	14,243.63
EFT37530	18/11/2022 METAL ARTWORK BADGES	Name Badges	-\$	48.84
EFT37531	18/11/2022 FLICK ANTICIMEX PTY LTD T/A ADVANCED PEST CONTROL	Termite Timber Inspection & Exterra Renewal	-\$	8,069.33
EFT37532	18/11/2022 WAROONA ROADHOUSE	Fuel	-\$	1,776.16
EFT37533	18/11/2022 THE MAGIC COAT FOUNDATION	Youth Mental Health & Suicide Prevention Program	-\$	2,589.00
EFT37534	18/11/2022 AUSTRALIAN SERVICES UNION	Payroll deductions	-\$	127.50
EFT37535	18/11/2022 BELL FIRE EQUIPMENT	Fire Extinguisher Service	-\$	1,910.15
EFT37536	18/11/2022 BCITF	BCITF Commission Collected	-\$	337.20
EFT37537	18/11/2022 CLEANAWAY	Bin Collections	-\$	30,416.11
EFT37538	18/11/2022 COCA -COLA AMATIL (AUST) PTY LTD	Kiosk Items	-\$	867.33
EFT37539	18/11/2022 CHARLES HULL CONTRACTING	Gravel, Limestone	-\$	9,887.10
EFT37540	18/11/2022 HARVEY WATER	Water Consumption	-\$	782.41
EFT37541	18/11/2022 JETLINE CORPORATION PTY LTD	Install Kerbing	-\$	6,952.00
EFT37542	18/11/2022 LAKE CLIFTON HERRON RESIDENTS ASSOCIATION INC	Annual Donation - Australia Day Celebrations	-\$	550.00
EFT37543	18/11/2022 PRESTON BEACH PROGRESS ASSOC	Annual Donation - Australia Day Celebrations	-\$	550.00
EFT37544	18/11/2022 PINJARRA BAKERY & PATISSERIE	Catering - Local Emergency Management Committee Meeting	-\$	285.00
EFT37545	18/11/2022 CHILD SUPPORT AGENCY	Payroll Deductions	-\$	355.09
EFT37546	18/11/2022 SHIRE OF WAROONA STAFF LOTTO SYNDICATE	Payroll Deductions	-\$	128.00
EFT37547	18/11/2022 SHIRE OF MURRAY	IT Services and Environmental Health Services	-\$	9,385.18
EFT37548	18/11/2022 TELSTRA CORPORATION LIMITED	Telephone Charges	-\$	1,070.40
EFT37549	18/11/2022 LOGIWEST EXPRESS	Freight	-\$	39.53
EFT37550	18/11/2022 WAROONA COMMUNITY CENTRE INC -TELECENTRE	Annual Contribution - Youth Centre Staff Wages	-\$	1,100.00
EFT37551	18/11/2022 WAROONA IGA	Groceries	-\$	917.38
EFT37552	18/11/2022 WAROONA HISTORICAL SOCIETY INC	Annual Donation - Waroona Historical Society	-\$	550.00
EFT37553	18/11/2022 WAROONA MITRE 10	Hardware Supplies	-\$	328.17
EFT37554	18/11/2022 WAROONA WOOD SUPPLIES	Dry Hire - Front End Loader	-\$	4,235.00

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EFT37555	24/11/2022 PREMIUM ALLSANDS & PREMIUM WASTE MANAGEMENT	Recycled Sand - Buller Road Refuse Site	-\$	328.90
EFT37556	24/11/2022 KLEEN WEST DISTRIBUTORS	Cleaning Supplies	-\$	1,329.85
EFT37557	24/11/2022 NOVUS AUTO GLASS	Windscreen Replacement - 103 WR	-\$	926.08
EFT37558	24/11/2022 T-QUIP	Parts	-\$	568.20
EFT37559	24/11/2022 CLUNE GROUP PTY LTD T/A PEAK TRAFFIC MANAGEMENT	Traffic Control	-\$	36,237.41
EFT37560	24/11/2022 QUALITY PRESS	Volunteer Bush Fire Brigade Supplies	-\$	456.50
EFT37561	24/11/2022 JAYCAR ELECTRONICS	Stereo Amplifier, phone holder, bullbar	-\$	274.25
EFT37562	24/11/2022 FUEL TECHNOLOGY	Annual Diesel Tank Cleaning - Depot	-\$	1,199.00
EFT37563	24/11/2022 360 ENVIRONMENTAL PTY LTD	Ground Water Monitoring - October 2022 - Buller Road Refuse Site	-\$	6,470.20
EFT37564	24/11/2022 NAPA AUTO PARTS	Parts	-\$	6.60
EFT37565	24/11/2022 TOLL IPEC PTY LTD	Freight	-\$	11.01
EFT37566	24/11/2022 PEEL ARCHERS INC	Youth Fusion Archery Activity	-\$	175.00
EFT37567	24/11/2022 CORSIGN	Surface Mount Guide Posts	-\$	1,639.00
EFT37568	24/11/2022 FLICK ANTICIMEX PTY LTD T/A ADVANCED PEST CONTROL	Timber Termite Inspection & Exterra Renewal	-\$	1,462.18
EFT37569	24/11/2022 NATASA TUIVAGA-WILSON	Refund Hall & Key Deposit - Natasa Tuivaga-Wilson	-\$	280.00
EFT37570	24/11/2022 WINGS APIARY	Bee Swarm Removal from Grader	-\$	150.00
EFT37571	24/11/2022 PINJARRA CRANE HIRE PTY LTD T/A SOUWEST CRANE HIRE	Hire Crane to Lift Pontoon onto Truck - Drakesbrook Weir	-\$	375.10
EFT37572	24/11/2022 ALLSTAMPS (SWASTIK SHREE PTY LTD)	Stamp - Library	-\$	52.00
EFT37573	24/11/2022 CLEANAWAY	Bin Collections - National Day of Mourning - Queen Elizabeth II	-\$	515.36
EFT37574	24/11/2022 CEMETERIES & CREMATORIA ASSOCIATION	CCAWA Gravesafe Course	-\$	110.00
EFT37575	24/11/2022 CURTIS ELECTRICAL CONTRACTING PTY LTD	Electrical Works	-\$	640.33
EFT37576	24/11/2022 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	ESL Quarter 2 Payment	-\$	77,409.19
EFT37577	24/11/2022 JR & A HERSEY PTY LTD	Dry Graphite Spray	-\$	98.80
EFT37578	24/11/2022 WA AUTOMOTIVE	15,000km Service - WR163	-\$	526.08
EFT37579	24/11/2022 McLEODS	Legal Fees	-\$	519.20
EFT37580	24/11/2022 THE WORKWEAR GROUP (PREVIOUSLY NEAT N' TRIM)	Staff Uniforms	-\$	391.89
EFT37581	24/11/2022 PRESTIGE PRODUCTS	Gallery Packaging	-\$	244.97
EFT37582	24/11/2022 PEEL H2O SOLUTIONS	Rotator Sprinkler	-\$	150.30
EFT37583	24/11/2022 ROYAL LIFESAVING SOC OF AUST	Swim Certificates	-\$	82.01
EFT37584	24/11/2022 RIGGS AUTO CENTRE	40,000km Service - 101 WR	-\$	436.00
EFT37585	24/11/2022 ST JOHN AMBULANCE (BELMONT)	Annual Servicing of First Aid Kits	-\$	1,858.52
EFT37586	24/11/2022 SOU WESTOS CLEANING SERVICE	Landcare Centre Cleaning	-\$	264.00
EFT37587	24/11/2022 TUCKEYS HARDWARE MITRE 10	Hardware Supplies	-\$	27.93
EFT37588	24/11/2022 LOGIWEST EXPRESS	Parts	-\$	242.61
EFT37589	24/11/2022 WAROONA NEWS	Stationery	-\$	393.20
EFT37590	24/11/2022 WESTERN POWER	Civil Works Waroona Oval - WTC Application Fee	-\$	275.00
EFT37591	24/11/2022 WESTRAC EQUIPMENT PTY LTD	500Hr Service - CAT Roller	-\$	1,842.60
EFT37592	24/11/2022 WAROONA MITRE 10	Hardware Supplies	-\$	14.00
EFT37593	24/11/2022 MARIA STELLA CARNA	Rates Refund - 26 Lyons Road, Waroona	-\$	400.00
TOTAL MUNICIPAL ELECTRONIC FUNDS TRANSFER			-\$	612,435.22

Electronic Fund Transfer - Direct Salaries & Wages			
Date	Name	Description	Amount
02/11/2022	National Australia Bank	Payroll	-\$ 107,732.00
16/11/2022	National Australia Bank	Payroll	-\$ 108,047.20
29/11/2022	National Australia Bank	Payroll	-\$ 111,425.40
TOTAL DIRECT WAGES TRANSFER			-\$ 215,779.20
Total Municipal Fund Cheques			- 20,279.52
Total Trust Fund Cheques			-
Total Direct Debit			- 231,640.04
Total Electronic Funds			- 612,435.22
Total Direct Wages			- 215,779.20
GRAND TOTAL ALL ACCOUNTS PAYABLE			-\$ 1,080,133.98



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2022

SHIRE OF WAROONA

MONTHLY FINANCIAL REPORT



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Please note that these financial statements are in draft form due to agenda cutoff times.

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

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE



FOR THE PERIOD ENDED 30 NOVEMBER 2022

Details	Note	Original Budget	YTD Budget	YTD Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues		\$	\$	\$			
Grants, Subsidies and Contributions	8	1,091,672	443,399	318,387	(125,012)	(39%)	▼
Profit on Asset Disposal	10	52,182	0	5,461	5,461	100%	
Fees and Charges		1,643,818	1,208,576	1,142,517	(66,059)	(6%)	
Service Charges		0	0	0	0		
Interest Earnings		113,750	19,194	6,514	(12,680)	(195%)	
Other Revenue		112,000	56,866	57,026	160	0%	
Total (Excluding Rates)		3,013,422	1,728,035	1,529,905			
Operating Expense							
Employee Costs		(4,246,475)	(1,766,958)	(1,720,828)	46,130	(3%)	
Materials and Contracts		(4,054,656)	(1,550,732)	(1,164,349)	386,383	(33%)	
Utilities Charges		(418,336)	(190,165)	(134,097)	56,068	(42%)	
Depreciation (Non-Current Assets)		(3,449,419)	(1,437,245)	(837,321)	599,924	(72%)	
Interest Expenses		(64,662)	(20,608)	(4,193)	16,415	(391%)	
Insurance Expenses		(261,307)	(252,269)	(233,174)	19,095	(8%)	
Loss on Asset Disposal	10	(26,040)	0	0	0		
Other Expenditure		(217,237)	(78,129)	(61,689)	16,440	(27%)	
Reallocation Code		302,355	120,715	(24,852)	(145,567)		
Total		(12,435,777)	(5,175,391)	(4,180,504)			
Funding Balance Adjustment							
Add Back Depreciation		3,449,419	1,437,245	837,321			
Adjust (Profit)/Loss on Asset Disposal	10	(26,141)	0	(5,461)			
Unspent Grants July B/fwd		0	0	1,839,946			
Unspent Grants June C/fwd		0	0	0			
Adjust Provisions and Accruals		33,135	0	0			
Net Operating (Ex. Rates)		(5,965,942)	(2,010,111)	21,207			
Capital Revenues							
Grants, Subsidies and Contributions	8	7,060,905	981,663	261,629	(720,034)	(275%)	▲
Proceeds from Disposal of Assets	10	250,000	20,833	52,818	31,985	61%	▼
Proceeds from Advances		100,000	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Interfund Transfer Adj		0	0	970	970	100%	
Transfer from Reserves	9	626,863	0	0	0		
Total		8,037,768	1,002,496	315,417			
Capital Expenses							
Land and Buildings	10	(490,743)	(236,435)	(36,791)	199,644	(543%)	
Plant and Equipment	10	(917,000)	(210,000)	(75,569)	134,431	(178%)	
Furniture and Equipment	10	(48,600)	(48,600)	(12,601)	35,999	(286%)	
Infrastructure Assets - Roads	10	(2,869,603)	(404,036)	(386,776)	17,260	(4%)	
Infrastructure Assets - Other	10	(5,171,460)	(2,043,378)	(382,112)	1,661,266	(435%)	
Repayment of Debentures		(128,791)	(52,521)	(37,549)	14,972	(40%)	
Payment of Low Interest Loan		0	0	0	0		
Transfer to Reserves	9	(159,395)	0	0	0		
Total		(9,785,592)	(2,994,970)	(931,397)			
Net Capital		(1,747,824)	(1,992,474)	(615,980)			
Total Net Operating + Capital		(7,713,766)	(4,002,585)	(594,773)			
Rate Revenue		5,389,248	5,023,646	5,387,382	(125,012)		
Opening Funding Surplus(Deficit)		2,324,519	2,322,917	2,322,917	5,461		
Closing Funding Surplus(Deficit)	3	0	3,343,978	7,115,526			

SHIRE OF WAROONA
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM



FOR THE PERIOD ENDED 30 NOVEMBER 2022

Details	Note	Original Budget	YTD Budget	YTD Actual (b)
Operating Revenues		\$	\$	\$
Governance		51,574	32,827	40,026
General Purpose Funding		995,388	629,181	247,071
Law, Order and Public Safety		329,245	148,445	73,944
Health		41,450	31,560	35,969
Education and Welfare		49,665	49,565	1,614
Housing		32,680	13,620	3,469
Community Amenities		1,392,817	1,106,162	992,086
Recreation and Culture		1,326,951	449,354	89,471
Transport		2,432,137	179,290	240,268
Economic Services		3,398,820	59,859	40,205
Other Property and Services		23,600	9,835	27,410
Total (Excluding Rates)		10,074,327	2,709,698	1,791,534
Operating Expense				
Governance		(1,607,987)	(672,131)	(620,077)
General Purpose Funding		(132,615)	(50,641)	(47,753)
Law, Order and Public Safety		(698,517)	(257,209)	(239,322)
Health		(294,424)	(120,349)	(81,082)
Education and Welfare		(423,748)	(180,107)	(134,114)
Housing		(18,208)	(8,812)	(4,694)
Community Amenities		(2,069,825)	(768,835)	(580,103)
Recreation and Culture		(3,178,760)	(1,392,590)	(1,092,088)
Transport		(3,072,625)	(1,184,360)	(909,570)
Economic Services		(835,128)	(414,586)	(311,639)
Other Property and Services		(103,940)	(125,771)	(160,062)
Total		(12,435,777)	(5,175,391)	(4,180,504)
Funding Balance Adjustment				
Add back Depreciation		3,449,419	1,437,245	837,321
Adjust (Profit)/Loss on Asset Disposal	10	(26,141)	0	(5,461)
Unspent Grants July B/fwd		0	0	1,832,238
Unspent Grants June C/fwd		0	0	0
Adjust Provisions and Accruals		33,135	0	0
Net Operating (Ex. Rates)		1,094,963	(1,028,448)	275,128
Capital Revenues				
Proceeds from Disposal of Assets	10	250,000	20,833	52,818
Proceeds from New Debentures		100,000	0	0
Self-Supporting Loan Principal		0	0	0
Low Interest Loan Repayments		0	0	0
Interfund Transfer/Adj		0	0	970
Transfer from Reserves	9	626,863	0	0
Total		976,863	20,833	53,788
Capital Expenses				
Land and Buildings	10	(490,743)	(236,435)	(36,791)
Plant and Equipment	10	(917,000)	(210,000)	(75,569)
Furniture and Equipment	10	(48,600)	(48,600)	(12,601)
Infrastructure Assets - Roads	10	(2,869,603)	(404,036)	(386,776)
Infrastructure Assets - Other	10	(5,171,460)	(2,043,378)	(382,112)
Repayment of Debentures		(128,791)	(52,521)	(37,549)
Transfer to Reserves	9	(159,395)	0	0
Principal Payments of Lease Liability		0	0	0
Total		(9,785,592)	(2,994,970)	(931,397)
Net Capital		(8,808,729)	(2,974,137)	(877,609)
Total Net Operating + Capital		(7,713,766)	(4,002,585)	(602,481)
Rate Revenue		5,389,248	5,389,248	5,387,382
Opening Funding Surplus(Deficit)		2,324,519	2,322,917	2,322,917
Closing Funding Surplus(Deficit)	3	0	3,709,580	7,107,818

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 NOVEMBER 2022

Details	Amount
Current Assets	
Cash At Bank	6,544,943
Reserves	2,404,494
Trust Fund Bank	2,583,814
Sundry Debts - Rates	1,296,998
Sundry Debts - Sanitation	59,439
Sundry Debts - Other	361,347
Stock On Hand	0
Prepayments	0
Gst Expenditure Control	57,738
Emergency Services Levy	(120,802)
Municipal Deposits (Muni Bonds/Trust)	(1,795,272)
Total Current Assets	11,392,698
Current Liabilities	
Creditors	527,202
Accrued Expense	0
Long Service Leave Accrual	457,465
Provision For Annual Leave	281,591
Trust Fund	2,584,783.79
Gst Income Control	25,749
Contract Liability	1,832,238
Lease Liability - Current	253,763
Municipal Withdraw (Muni Bonds/Trust)	(1,256,378)
Total Current Liabilities	4,706,414
NET CURRENT ASSETS	6,686,284
Non Current Assets	
Buildings	24,242,299
Land	20,051,000
Plant & Equipment	2,815,535
Furniture & Equipment	171,158
Sporting Club Loans	0
Self Supporting Loan	0
Tools	0
Infrastructure - Roads	75,750,258
Infrastructure - Other	15,749,737
Leased Assets	253,763
Non Current Financial Assets	58,353
Total Non Current Assets	139,092,103
Non Current Liabilities	
Borrowings	1,753,076
Provision Long Service Leave	22,573
Total Non Current Liabilities	1,775,649
NET ASSETS	144,002,738

SHIRE OF WAROONA
STATEMENT OF FINANCIAL POSITION



FOR THE PERIOD ENDED 30 NOVEMBER 2022

Details	Amount
Equity	
Emergency Assistance Reserve	106,370
Sporting Organisations	78,257
Long Service Leave Reserve	91,934
Asset Revaluation	127,782,759
Waste Management Reserve	1,097,401
Recreation Centre Bdg Mtce Res	70,239
Plant Replacement Reserve	262,557
Depot Redevelopment Reserve	80,575
Building Asset Mtce Reserve	98,483
Strategic Planning Reserve	20,038
Council Building Construction Res	170,136
Preston Volunteer Rangers Res	60,335
Information Technology Reserve	144,046
Footpath Construction Reserve	31,982
History Book Reprint Reserve	10,077
Drakesbrook Cemetery Reserve	72,811
Risk & Insurance Reserve	9,251
Surplus/Defecit Ytd	2,998,413
Movement from/to reserves	0
Accummulated Surplus	10,817,073
Total Equity	144,002,738

FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 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), 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. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(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.

(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.

FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 1 - Significant Accounting Policies**(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.

(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	40 to 60 years
Furniture and Equipment	3 to 20 years
Plant and Equipment	5 to 20 years
Seats and Benches	15 to 25 years
Water Supply Piping	20 to 40 years
Sealed roads and streets	
* Formation	not depreciated
* Construction	45 to 55 years
* Bituminous Seals	15 to 25 years
* Asphalt Seals	25 to 30 years
Unsealed Roads	
* Formed	10 to 15 years
* Gravel	12 to 15 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.

(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.

FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 1 - Significant Accounting Policies**(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.

(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 these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

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

Other Revenue / Income

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

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.

FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 1 - Significant Accounting Policies**Utilities (Gas, Electricity, Water, etc.)**

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Program Classifications (Function/Activity)

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

GOVERNANCE**Objective:**

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

Activities:

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

GENERAL PURPOSE FUNDING**Objective:**

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY**Objective:**

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

Activities:

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

HEALTH**Objective:**

To provide an operational framework for environmental and community health.

Activities:

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

FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 1 - Significant Accounting Policies**EDUCATION AND WELFARE****Objective:**

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

Activities:

Maintenance of playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING**Objective:**

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES**Objective:**

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE**Objective:**

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

Activities:

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

TRANSPORT**Objective:**

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

Activities:

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

ECONOMIC SERVICES**Objective:**

To help promote the shire and its economic wellbeing.

Activities:

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

OTHER PROPERTY AND SERVICES**Objective:**

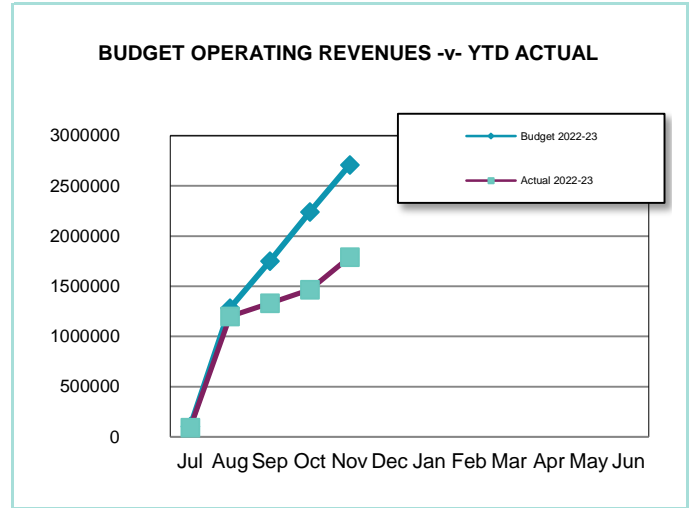
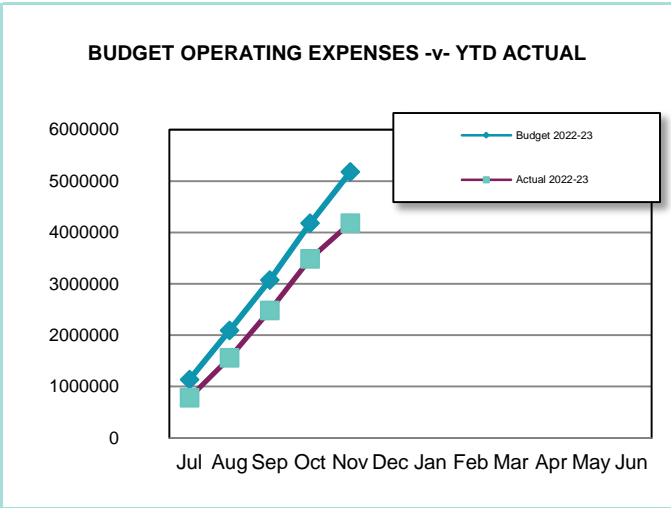
To monitor and control Shire overheads operating accounts.

Activities:

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

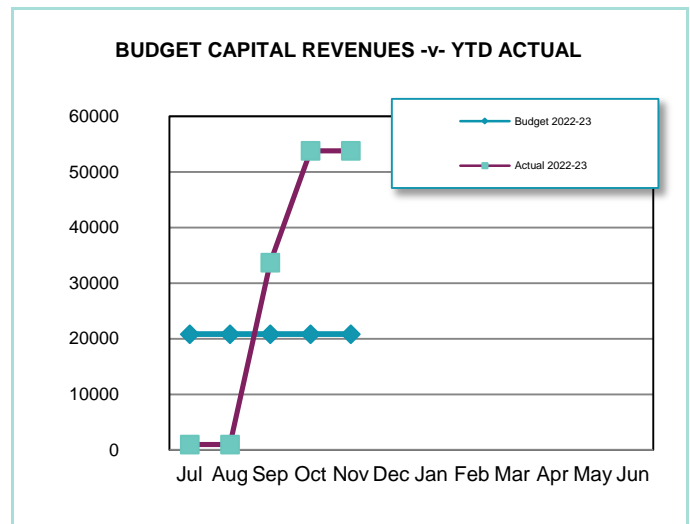
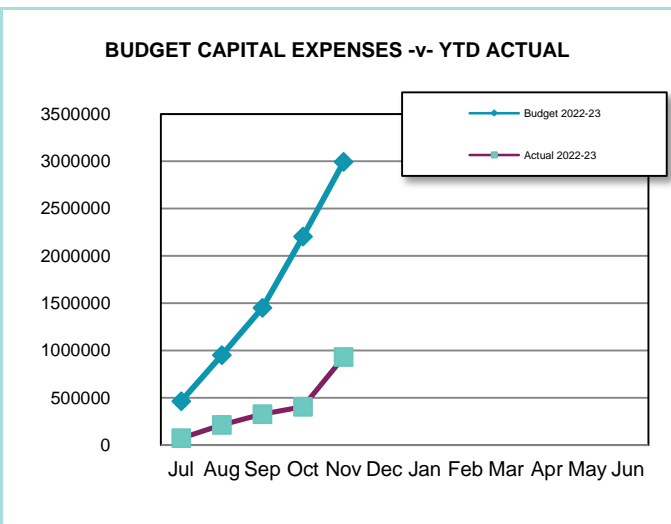
NOTE 2 - Graphical Representation - Source Statement of Financial Activity

OPERATING EXPENSES & REVENUE - GRAPHICAL REPRESENTATION



Comments/Notes - Operating Expenses & Revenues

CAPITAL EXPENSES & REVENUE - GRAPHICAL REPRESENTATION



Comments/Notes - Capital Expenses & Revenues

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

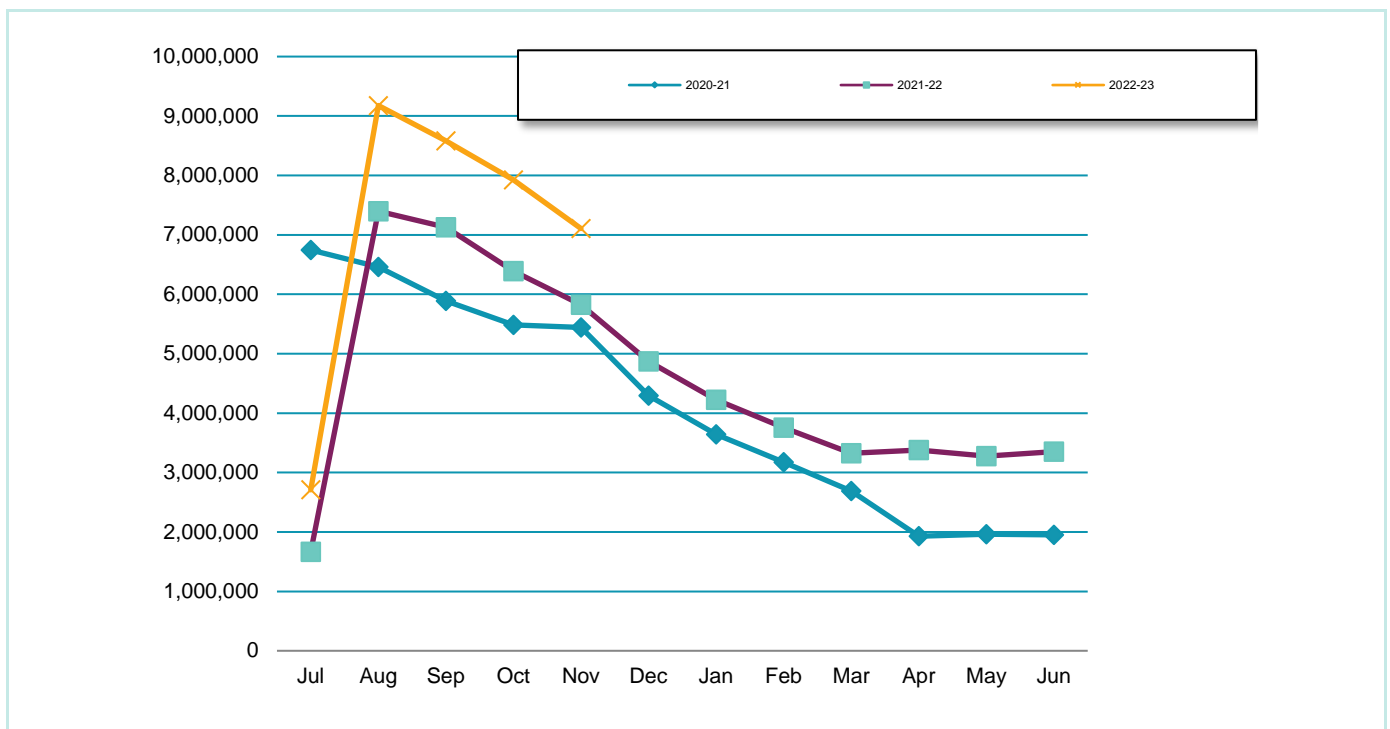


FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 3: Net Current Funding Position

Details	Note	Positive=Surplus (Negative=Deficit)		
		2022-23		
		This Period	Last Period	Same Period Last Year
		\$	\$	\$
Current Assets				
Cash Unrestricted		6,544,943	6,904,607	5,733,982
Cash Restricted		2,404,494	2,404,494	2,456,562
Cash Restricted - Muni Bonds (Trust)		(538,894)	(568,813)	(546,561)
Receivables		1,654,719	1,852,269	1,163,548
Inventories		0	0	0
Total Current Assets		10,065,262	10,592,557	8,807,531
Less: Current Liabilities		(552,951)	(262,053)	(529,349)
Payables		(552,951)	(262,053)	(529,349)
Less: Cash Restricted		(2,404,494)	(2,404,494)	(2,456,562)
Net Current Funding Position		7,107,818	7,926,010	5,821,620

NOTE 3: LIQUIDITY OVER THE YEAR - GRAPHICAL REPRESENTATION



Comments - Net Current Funding Position

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 4: Cash and Investments

Details	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Bank	Maturity Date
(a) Cash Deposits								
Municipal Account		1,766,639				1,766,639	NAB	
Trust Account				583,814		583,814	NAB	
(b) Term Deposits								
Sporting Reserve	2.30%		78,696			78,696	NAB	28/06/2023
Building Asset Maintenance Reserve	2.30%		99,035			99,035	NAB	28/06/2023
Recreation Centre Building Maintenance Reserve	2.30%		70,633			70,633	NAB	28/06/2023
Preston Beach Volunteer Rangers Reserve	2.30%		60,673			60,673	NAB	28/06/2023
Emergency Assistance Reserve	2.30%		106,967			106,967	NAB	28/06/2023
Works Depot Redevelopment	2.30%		81,027			81,027	NAB	28/06/2023
Council Building Construction Reserve	2.30%		171,090			171,090	NAB	28/06/2023
Information Technology Reserve	2.30%		144,854			144,854	NAB	28/06/2023
Footpath Construction Reserve	2.30%		32,161			32,161	NAB	28/06/2023
Plant Reserve	2.30%		264,029			264,029	NAB	28/06/2023
Staff Leave Reserve	2.30%		92,450			92,450	NAB	28/06/2023
Strategic Planning Reserve	2.30%		20,150			20,150	NAB	28/06/2023
Waste Management Reserve	2.30%		1,103,555			1,103,555	NAB	28/06/2023
History Book Reprint Reserve	2.30%		10,134			10,134	NAB	28/06/2023
Risk & Insurance Reserve	2.30%		9,303			9,303	NAB	28/06/2023
Drakesbrook Cemetery Reserve	2.30%		73,219			73,219	NAB	28/06/2023
(c) Investments								
Trust Term Deposit 1	3.10%			2,000,000		2,000,000	NAB	9/01/2023
Muni Term Deposit 1	3.65%				503,452	503,452	NAB	17/02/2023
Muni Term Deposit 2	3.00%				800,000	800,000	NAB	9/12/2022
Muni Term Deposit 3	3.42%				1,000,000	1,000,000	NAB	8/01/2023
Muni Term Deposit 4	3.29%				500,000	500,000	NAB	8/02/2023
Muni Term Deposit 5	3.45%				500,000	500,000	NAB	16/01/2023
Muni Term Deposit 6	3.65%				1,000,000	1,000,000	NAB	6/03/2023
TOTAL		1,766,639	2,417,977	2,583,814	4,303,452	11,071,882		

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 5a: Major Variances

Comments/Reason for Variance

Council policy in relation to materiality states that for highlighting variances (budget to actual) the factor shall be 10% with a minimum of \$25,000.

5.1 OPERATING REVENUE

The following programmes were identified as having a material variance in accordance with Council Policy:

Grants, Subsidies and Contributions

Income is lower than budgeted due to budget profile setting for receipt of LRCI funding.

5.2 OPERATING EXPENSES

The following programmes were identified as having a material variance in accordance with Council Policy:

Nil

5.3 CAPITAL REVENUE

Grants, Subsidies and Contributions

Income is lower than budgeted due to budget profile setting for receipt of LRCI funding.

Proceeds from disposal of assets

Income is lower than budgeted due to budget profile setting for sale of assets.

5.4 CAPITAL EXPENDITURE

Nil

5.4 SUMMARY

See Notes 10 and 11 for details of asset acquisition including progress expenditure.

NOTE 5b: Other Variances & Forecasts

Comments/Reason for Variance

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 6: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Muni Adjust)	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Difference between Budget Surplus and Actual Surplus				2,322,917	2,322,917	0
123020	Increase expenditure for the implementation of Chronicle Software	OCM 22/10/153	Operating Expenses		2,900		2,900
123020	Increase expenditure for annual subscription to Chronicle	OCM 22/10/153	Operating Expenses		531		3,431
101720	Reduce expenditure to allow for purchase of Chronicle Software	OCM 22/10/153	Operating Expenses			(3,431)	0
100910	Increase Federal Assistance Grants revenue	OCM 22/10/158	Operating Revenue		101,725		101,725
132650	Increase Federal Assistance Grants Roads revenue	OCM 22/10/158	Capital Revenue		27,827		129,552
177540	Increase capital expenditure account for capital improvements to 26 & 28 Fouracre St	OCM 22/10/158	Capital Expenses			(50,000)	79,552
132740	Increase capital expenditure account for capital improvements to infrastructure assets	OCM 22/10/158	Capital Expenses			(27,827)	51,725
177720	Increase operating expenditure for Business Case Initiatives	OCM 22/10/158	Operating Expenses			(51,725)	0
135540	Increase capital expenditure account for purchase of mower	OCM22/11/161	Capital Expenses			(13,800)	(13,800)
135850	Increase transfer of funds from Plant Reserve	OCM22/11/161	Reserve Transfer		13,800		0

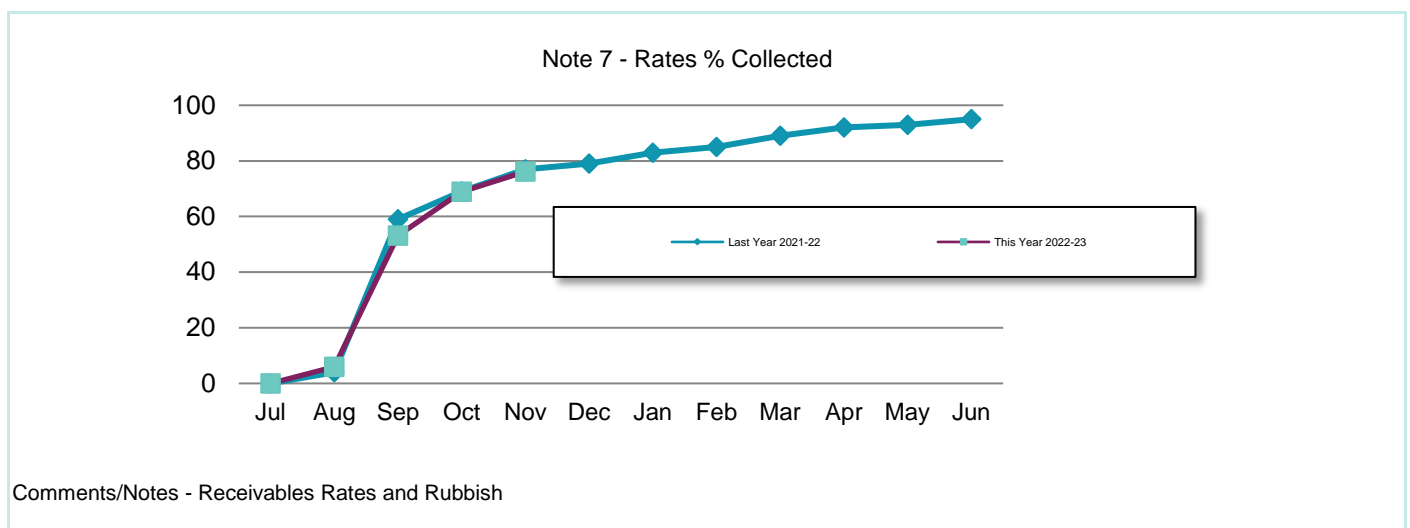
SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

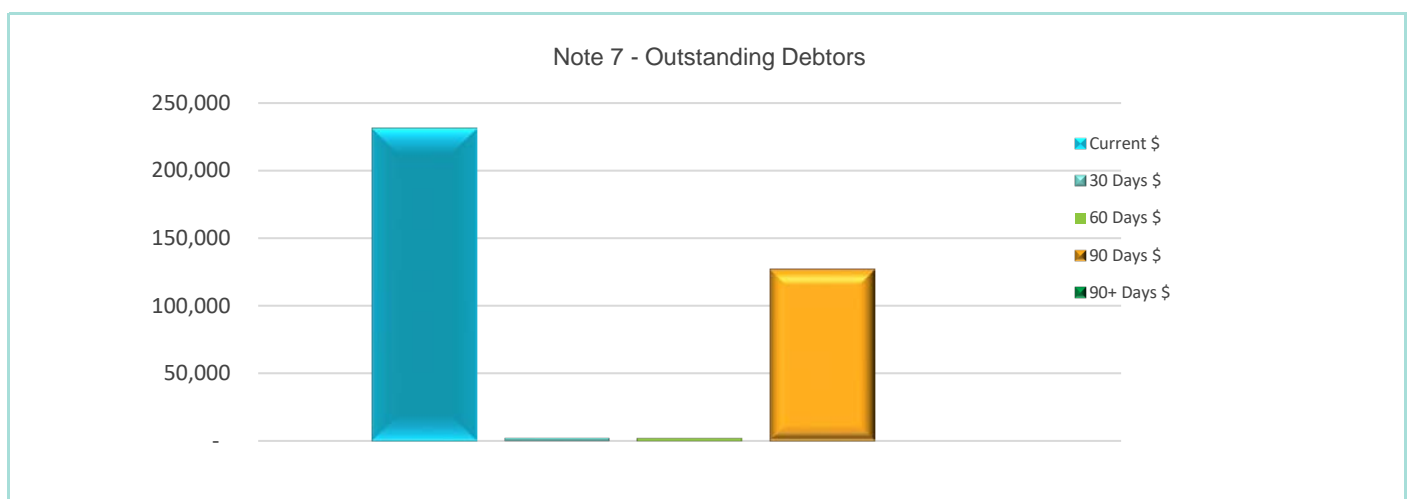
NOTE 7: Receivables

Receivables - Rates & Rubbish	Current 2022-23	Previous 2021-22
	\$	\$
Opening Arrears Previous Years	168,026	155,658
Rates & Rubbish Levied this year	6,250,611	5,891,433
Less Collections to date	(4,889,468)	(5,723,407)
Equals Current Outstanding	1,361,143	168,026
Net Rates Collectable	1,361,143	168,026
% Collected	76.18%	94.65%



Receivables - General	Current	30 Days	60 Days	90 Days	90+ Days
	\$	\$	\$	\$	\$
Aged Trial Balance	231,392	1,767	1,960	126,778	-
Total Outstanding					361,897

Amounts show above include GST (where applicable).



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 8: Grants and Contributions

Program/Details		Provider	2022-23	Recoup Status	
			Budget	Received	Not Received
			\$	\$	\$
COMMUNITY AMENITIES					
2103	Contribution	Various Contributions	\$ 2,000	\$ -	\$ 2,000
2113	State Government Grant	Dune brushing & 4 X 4 Study Preston Beach	\$ 38,000	\$ 4,488	\$ 33,512
2343	State Government Grant	Heritage Review	\$ 20,000	\$ 20,000	\$ -
7503	Contribution	Landcare	\$ 77,500	\$ 2,305.45	\$ 75,195
ECONOMIC SERVICES					
3933	Contribution	Contribution from Visitor Centre Trust	\$ 8,075	\$ 8,075	\$ -
7705	Federal & State Government Grants	Town Precinct Government Grants	\$ 3,253,949	\$ -	\$ 3,253,949
7733	Contribution	Tourism Strategy	\$ 45,000	\$ -	\$ 45,000
EDUCATION AND WELFARE					
5213	Grants & Contributions	LDAT/Alcoa Place Management & Waroona Connect	\$ 24,355	\$ 24,355	\$ -
5213	State Government Grant	WAPHA Funding	\$ 11,871	\$ 11,871	\$ -
GENERAL PURPOSE FUNDING					
3265	Federal Government Grant	Federal Assistance Grants	\$ 94,782	\$ 47,391	\$ 47,391
0091	Federal Government Grant	Federal Assistance Grants	\$ 321,572	\$ 160,786	\$ 160,786
3493	Federal Government Grant	Special LRCI Funding	\$ 523,286	\$ -	\$ 523,286
LAW, ORDER, PUBLIC SAFETY					
0723	State Government Grant	Bushfire Risk Management Program	\$ 25,098	\$ 12,549	\$ 12,549
0765	State Government Grant	Preston Beach Bushfire Brigade Upgrades	\$ 183,173	\$ -	\$ 183,173
0933	Contribution	Preston Beach Volunteer Rangers	\$ 12,060	\$ -	\$ 12,060
3203	State Government Grant	ESL Total Allocation	\$ 65,293	\$ 46,250	\$ 19,044
RECREATION AND CULTURE					
2733	State Government Grant	Australian Sports Commission - Kambarang Outrigger Festival	\$ 7,300	\$ 7,300	\$ -
3113	Contribution	Alcoa Micro Grants	\$ 26,500	\$ -	\$ 26,500
3623	State Government Grant	Drakesbrook Weir / Preston Beach Boardwalk	\$ 848,394	\$ 473,394	\$ 375,000
3643	Contribution	Refurbishment of Weir Pontoon	\$ 30,000	\$ -	\$ 30,000
3723	Contribution	CSRFF Grant / Bowling Club Contribution	\$ 14,000	\$ -	\$ 14,000
7083	Contribution	Alcoa Community Partnership Agreement	\$ 228,807	\$ -	\$ 228,807
7103	State Government Grant	DLGSCI Active Regional Communities	\$ 5,000	\$ 5,000	\$ -
TRANSPORT					
3215	State Government Grant/Contribution	Preston Beach North Road	\$ 660,000	\$ -	\$ 660,000
3225	Federal & State Government Grants	Black Spot - Contribution to Roads	\$ 42,800	\$ -	\$ 42,800
3255	Federal Government Grant	Roads to Recovery - Contribution to Roads	\$ 252,529	\$ 3,220	\$ 249,309
3275	Federal Government Grant	Regional Road Group/Commodity Route	\$ 1,175,000	\$ 670,000	\$ 505,000
3285	State Government Grant	Direct Grant - Contribution to Roads	\$ 110,374	\$ 110,374	\$ -
3295	Federal & State Government Grants	Johnston Road Freight Study	\$ 19,347	\$ 19,347	\$ -
TOTALS			\$ 8,126,065	\$ 1,626,705	\$ 6,499,360

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

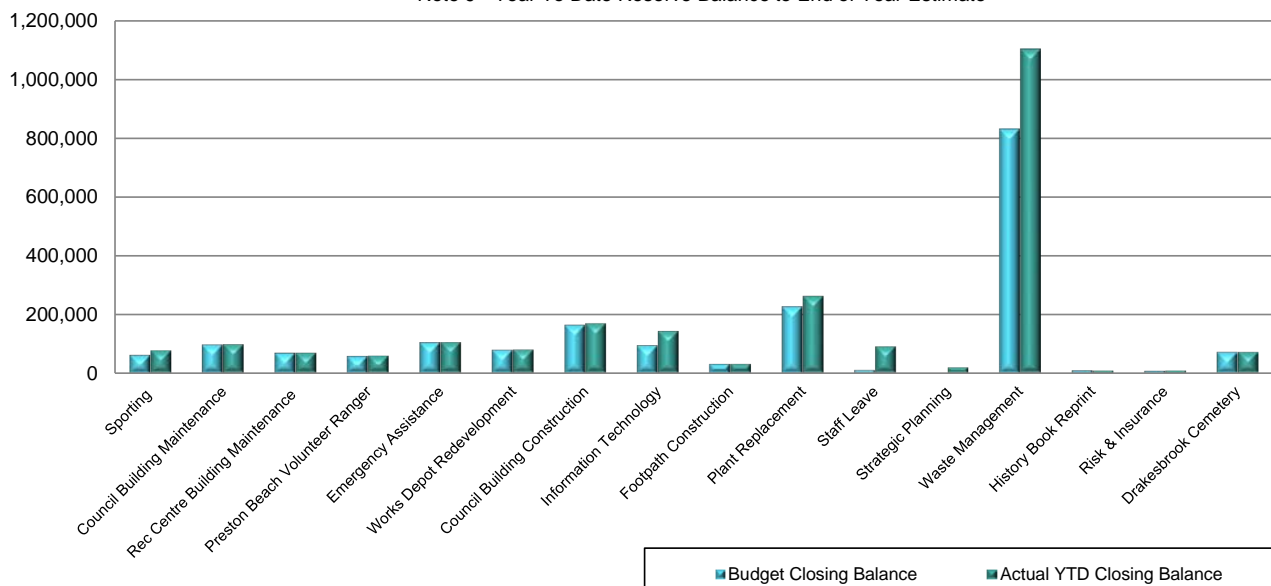


FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 9: Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Transfer to other Reserve	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Sporting	78,257		439			(15,000)			63,257	78,696
Council Building Maintenance	98,483		552						98,483	99,035
Rec Centre Building Maintenance	70,239		394						70,239	70,633
Preston Beach Volunteer Ranger	60,335		338	24,060		(25,000)			59,395	60,673
Emergency Assistance	106,370		597						106,370	106,967
Works Depot Redevelopment	80,575		452						80,575	81,027
Council Building Construction	170,136		954			(4,425)			165,711	171,090
Information Technology	144,046		808			(48,600)			95,446	144,854
Footpath Construction	31,982		179						31,982	32,161
Plant Replacement	262,557		1472			(33,800)			228,757	264,029
Staff Leave	91,934		516			(80,000)			11,934	92,450
Strategic Planning	20,038		112			(20,038)			0	20,150
Waste Management	1,097,401		6154	134,635		(400,000)			832,036	1,103,555
History Book Reprint	10,077		57	700					10,777	10,134
Risk & Insurance	9,251		52						9,251	9,303
Drakesbrook Cemetery	72,811		408						72,811	73,219
Total	2,404,492	0	13,485	159,395	0	(626,863)	0		1,937,024	2,417,977

Note 9 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 10: Capital Disposals and Acquisitions

Profit(Loss) of Asset Disposal				Disposals	Current Budget		
Account	WDV	Proceeds	(Loss)		Budget	Actual	Variance
	\$	\$	\$		\$	\$	\$
0574	29,915	32,727	2,812	Subaru Outback - Officer Vehicle	39,000	39,138	138 ▲
0924			0	Mitsubishi Triton (Vol Ranger Vehicle)	20,000		(20,000) ▼
0924			0	Holden Space Cab (Ranger)	50,000		(50,000) ▼
3534			0	Holden Colorado 4 x 4 - Officer Vehicle	44,000		(44,000) ▼
3554			0	JCB Backhoe 3CX	170,000		(170,000) ▼
3534			0	Groundmaster 360 Mower	63,200		(63,200) ▼
3534	17,442	20,091	2,649	Holden Colorado Tray Back 4 x 4	40,000	36,431	(3,569) ▼
3534			0	Ford Ranger Single Cab 4 x 4	40,000		(40,000) ▼
3554			0	Holden Colorado 4 x 4	40,000		(40,000) ▼
	47,357	52,818	5,461	TOTALS	506,200	75,569	(430,631)

Comments - Capital Disposals

Contributions Information				Summary Acquisitions	Current Budget		
Grants	Reserves	Borrow	Total		Budget	Actual	Variance
\$	\$	\$	\$		\$	\$	\$
				Property, Plant & Equipment			
307,248	72,095	0	379,343	Land and Buildings	490,743	29,639	(461,104) ▼
0	400,000	0	400,000	Plant & Equipment	1,861,600	151,138	(1,710,462) ▼
0	0	0	0	Furniture & Equipment	48,600	12,601	(35,999) ▼
				Infrastructure			
1,580,703	0	0	1,580,703	Roadworks	2,869,603	386,776	(2,482,827) ▼
3,497,838	0	0	3,497,838	Other Infrastructure	5,184,487	378,456	(4,806,031) ▼
5,385,789	472,095	0	5,857,884	Totals	10,455,033	958,609	(9,496,424)

Comments - Capital Acquisitions

Contributions				Land & Buildings	Current Budget		
Grants/Cont	Reserves	Borrow	Total		This Year		
\$	\$	\$	\$	Budget	Actual	Variance	
				\$	\$	\$	
				GOVERNANCE			0
100,000	67,670	0	167,670	Admin Building Disability Access & Front Counter	167,670	1,250	(166,420) ▼
				LAW, ORDER & PUBLIC SAFETY			
183,173	0	0	183,173	Preston Beach Bush Fire Brigade Shed	183,173	5,000	(178,173)
				EDUCATION & WELFARE			0
16,000	0	0	16,000	Senior Citizens Centre Building Upgrades	16,000	0	(16,000) ▼
				COMMUNITY AMENITIES			0
0	0	0	0	DPIRD Building Renovations & Redesign	30,000	19,852	(10,148) ▼
0	0	0	0	Ablution Repairs - Preston Beach & Weir	23,700	0	(23,700) ▼
				RECREATION & CULTURE			
0	0	0	0	Roof Repairs at the Rec Centre	57,700	1,878	(55,822) ▼
				ECONOMIC SERVICES			
8,075	4,425	0	12,500	Vis Centre - Replace ceiling/storage shed	12,500	1,658	(10,842) ▼
307,248	72,095	0	379,343	Totals	490,743	29,639	(461,104)

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 10: Capital Disposals and Acquisitions

Contributions				Plant & Equipment	Current Budget		
Grants	Reserves	Borrow	Total		This Year		
					Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	
				GOVERNANCE			
0	0	0	0	Changeover of Vehicle	39,000	39,138	138 ▲
				LAW ORDER PUBLIC SAFETY			
0	0	0	0	Changeover of Vehicles (Ranger & Vol Ranger)	70,000	0	(70,000) ▼
				COMMUNITY AMENITIES			
0	400,000	0	400,000	Capital Upgrade to Refuse Site CAT Loader & Compactor	400,000	0	(400,000) ▼
				TRANSPORT			
0	0	0	0	Replace Backhoe & Change over of vehicles	353,800	36,431	(317,369) ▼
0	0	0	0	Changeover of Vehicle	44,000	0	(44,000) ▼
0	0	0	0	Minor tools & equipment	24,000	0	(24,000) ▼
0	400,000	0	400,000	Totals	1,861,600	151,138	(1,710,462)

Contributions				Furniture & Equipment	Current Budget		
Grants	Reserves	Borrow	Total		This Year		
					Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	
				GOVERNANCE			
				Purchase Altus Payroll Module	48,600	9,050	(39,550) ▼
0	0	0	0	Totals	48,600	12,601	(35,999)

Contributions				Infrastructure - Roads	Current Budget		
Grants	Reserves	Borrow	Total		This Year		
					Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	
				TRANSPORT			
252,529	0	0	252,529	Roads to Recovery	362,903	0	362,903 ▼
1,328,174	0	0	1,328,174	Roads Works Total Construction	2,506,700	386,776	2,119,924 ▼
1,580,703	0	0	1,580,703	Totals	2,869,603	386,776	2,482,827

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 10: Capital Disposals and Acquisitions

Contributions				Other Infrastructure	Current Budget			
Grants	Reserves	Borrow	Total		This Year			
					Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$		
				COMMUNITY AMENITIES				
0	0	0	0	Transfer station construction	80,000	1,881	(78,119)	▼
0	0	0	0	Townsite Drainage Works	70,000	39,751	(30,249)	▼
0	0	0	0	Refuse Site Sewerage Pond Closure	25,000	0	(25,000)	▼
				RECREATION AND CULTURE				
475,000	0	0	475,000	Drakesbrook Weir & Preston Beach Boardwalk	881,394	102,758	(778,636)	▼
14,000	0	0	14,000	Bowling Club Remedial Works	28,000	0	(28,000)	▼
				TRANSPORT				
0	0	0	0	Footpath upgrades	67,527	0	(67,527)	▼
0	0	0	0	Decommision and remove fuel tank	25,000	0	(25,000)	▼
				ECONOMIC SERVICES				
3,008,838	0	0	3,008,838	Waroona Community Precinct	4,007,566	234,066	(3,773,500)	▼
3,497,838	0	0	3,497,838	Totals	5,184,487	378,456	(4,806,031)	

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 11: 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	Amount	Amount	Closing Balance
	1-Jul-22	Received	Paid	30-Nov-22
ALCOA WAROONA SUSTAINABILITY	2,434,722	1,441	-	2,436,163
PUBLIC OPEN SPACE	130,489	77	-	130,566
EXTRACTIVE INDUSTRIES	18,074	11	-	18,085
TOTAL	2,583,285	1,529	-	2,584,814

SHIRE OF WAROONA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY



FOR THE PERIOD ENDED 30 NOVEMBER 2022

Note 12: Information on Borrowings

(a) Debenture Repayments

Loan Details		Principal 1-Jul-22	New Loans	Principal		Principal		Interest	
				Repayments		Outstanding		Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget
				\$	\$	\$	\$	\$	\$
Recreation & Culture									
117	Basketball Stadium	35,964	0	8,559	17,400	27,405	18,564	1,165	2,053
120	Rec Centre Upgrade	46,422	0	0	22,762	0	23,660	0	1,595
121	Memorial Hall Upgrade	90,788	0	14,579	29,375	76,209	61,413	1,348	2,480
122	Town Centre Park Land Purchase	617,450	0	14,410	28,936	603,040	588,514	4,929	9,744
123	Waroona Community Precinct Development	450,000	0	0	13,643	0	436,357	0	21,955
124	Town Centre Land Purchase 26 & 28 Fouracre Street	550,000	0	0	1,675	0	548,325	0	26,834
125	Preston Beach Land Development	0	100,000	0	0	0	100,000	0	0
TOTAL		1,790,624	0	37,549	113,791	706,654	1,776,833	7,443	64,661

(SS) Self Supporting Loan

All debenture repayments are to be financed by General Purpose Revenue

(b) New Debentures

The Shire of Waroona plans to loan an additional \$100,000 in 2022/23 for the Preston Beach Land Development project.

AP003 – Records Management

1. Intention

To control and manage government records within a records management and record keeping framework that complies with legislative accountability and best practice requirements.

2. Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

3. Statement

The Shire of Waroona is committed to making and keeping full and accurate records of its business transactions and official activities. Records created and received by Shire employees and contractors, irrespective of format, are to be managed in accordance with the Shire of Waroona's Record Keeping Plan and Record Keeping Policy and Procedures Manual. Records will not be destroyed except by reference to the State Records Office's [General Disposal Schedule Authority for Local Government Records](#), [General Disposal Authority for Source Records](#), [General Retention and Disposal Authority for Incidents and Allegations of Child Abuse or Neglect](#), [Ad Hoc Disposal Authority – User Data in Government Mobile Device Applications \("Apps"\)](#), [Ad Hoc Disposal Authorities and Disposal Lists and Ad Hoc Disposal Authority – Vaccination Status Records](#).

The Shire of Waroona has implemented systematic records management policies, procedures and practices to ensure the capture and management of all *government records*, irrespective of format.

The Shire uses a standard method to identify and retrieve the records it holds, through the use of standardised file numbering and consistent methods of classification.

All elected members and employees will ensure that full and accurate records are created to reflect business transactions and decisions.

All *government records* are to be registered and included in the Shire of Waroona's [Electronic Record Keeping System](#). It is the responsibility of all employees to ensure that records created or received in [electronic form irrespective of format](#) are registered in the SynergySoft central records system in the same manner as other registered mail ~~and included in the paper based filing system~~.

~~Government records will only be disposed of in accordance with the State Records Office's [General Disposal Authority for Local Government Records](#).~~

Commented [DT1]: Covered in 3. above

4. Guidelines

1. It is the responsibility of all employees to ensure that the business, operational and administrative activities of the Shire of Waroona are appropriately documented and that records are created and maintained in fulfilment of legislative requirements;



2. All significant records, irrespective of format, are to be registered, classified and captured into the Shire of Waroona's official record keeping system. All correspondence should be attached to a corporate file;
3. The Shire of Waroona is responsible for the security and protection of all records created or captured as part of the Shire's day to day operations. All employees and contractors have a responsibility to apply appropriate security and protection measures to all records created or received in their possession when carrying out the Shire's business. All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction by allocating electronic security levels to records or files in consultation with ??????????, and kept in accordance with necessary retrieval, preservation and storage requirements;
4. Access to the Shire of Waroona's records by employees and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire's policy on Freedom of Information. Access to the Shire's records by Elected Members will be through the Chief Executive Officer in accordance with the *Local Government Act 1995*;
5. Records will only be destroyed or otherwise disposed of by reference to *the General Disposal Authority for Local Government Records, General Disposal Authority for Source Records, General Retention and Disposal Authority for Incidents and Allegations of Child Abuse or Neglect, Ad Hoc Disposal Authority – User Data in Government Mobile Device Applications ("Apps"), Ad Hoc Disposal Authorities and Disposal Lists and Ad Hoc Disposal Authority – Vaccination Status Records the General Disposal Authority for Local Government Records issued by the State Records Office*, and following authorisation from the Chief Executive Officer. Records identified as a State Archive should be stored at the Shire until transferred to the State Records Office in accordance with the requirements of the *General Disposal Authority for Local Government Records, Retention and Disposal Authorities listed above*.

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5. Rationale

The *State Records Act 2000* compels each government agency to have in place a comprehensive record keeping framework referred to as a Record Keeping Plan that covers the management of government records from their inception ~~to~~ through to their final disposition by destruction or archiving.

Under section 3 of the *State Records Act 2000*, a government record is defined as:

"a record created or received by a government organisation, or a government organisation employee in the course of the employee's work for the organisation"

It is the responsibility of all Shire employees and contractors to ensure that they create and maintain government records in accordance with the Shire's Record Keeping Plan. Failure to comply with this requirement is deemed to be an offence [s78(1)] and could attract a penalty of up to \$10,000.

6. Legislative and Strategic Context

The *State Records Act 2000*, *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

7. Review

This policy is to be reviewed every five years.

8. Associated Documents

Other documents that have an association to this policy and that may be useful reference material are:



- State Records Office: General Retention and Disposal Schedule for Local Government Records.
 - General Disposal Authority for Source Records.
 - General Retention and Disposal Authority for Incidents and Allegations of Child Abuse or Neglect.
 - Ad Hoc Disposal Authority – User Data in Government Mobile Device Applications (“Apps”).
 - Ad Hoc Disposal Authorities and Disposal Lists and
 - Ad Hoc Disposal Authority – Vaccination Status Records .
- These documents can be located on the State Records Office of Western Australia website

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Division	Administration				
Policy Number	AP003				
Contact Officer	Records Officer				
Related Legislation	ISO AS/NZS 15489 State Records Act 2000 State Records (Consequential Provisions) Act 2000 Local Government Act 1995 State Building Act 2011 Criminal Code Compilation Act 1913 Electronic Transactions Act 2003 Evidence Act 1906 Freedom of Information Act 1992 Interpretation Act 1984 State Records Commission: Principles and Standards				
Related Shire Documents	AMP002 – Record Keeping Plan				
Risk Rating	Medium	Review Frequency	Every 5 years	Next Review	2022
Date Adopted	22/06/2004			OCM04/083	

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
CORP048 – Record Keeping Plan		
2.40 – Record Keeping Plan		



Register of Delegations
Council to Committees and Chief Executive
Officer

About this document

Delegations and authorisations are the means by which decision making bodies can access the power to undertake certain statutory functions.

A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

The Register of Delegations records the compiled delegations made by Council and the Chief Executive Officer under the authority of the *Local Government Act 1995* and other legislative instruments as specified.

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.

Document Control		
Date Reviewed	Details	Author
27/11/18	Adopted by Council	Ian Curley
17/12/19	Reviewed by Council	Brad Vitale
24/11/20	Reviewed by Council	Brad Vitale
25/05/21	Amended by Council	Brad Vitale
22/06/21	Amended by Council	Brad Vitale
27/07/21	Amended by Council	Brad Vitale
24/08/21	Amended by Council	Brad Vitale
23/11/21	Reviewed by Council	Brad Vitale
22/02/22	Amended by Council	Brad Vitale
27/09/22	Amended by Council	Kate Pisconeri
<u>(Dec 2022)</u>	<u>Amended by Council</u>	<u>Kate Pisconeri</u>

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Background

The *Local Government Act 1995* requires local governments to review their delegation of powers and authority to the Chief Executive Officer (CEO) at least once in every twelve months, and for the Chief Executive Officer to review their delegation of authority within the same review period.

Statutory Framework

Local Government Act 1995

5.16. Delegation of some powers and duties to certain committees

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

* *Absolute majority required.*

- (2) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* *Absolute majority required.*

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

- (4) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

- (5) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
- (i) any power or duty that requires a decision of an absolute majority of the council; and
 (ii) any other power or duty that is prescribed; and

- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

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

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — conditions includes qualifications, limitations or exceptions.

5.45. Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

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

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

Local Government (Administration) Regulations 1996

18G. Delegations to CEOs, limits on (Act s.5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

19. Delegates to keep certain records (Act s.5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

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

Other Legislation

- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Caravan Parks & Camping Grounds Act 1995*
- *Caravan Parks & Camping Grounds Regulations 1997*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Control of Vehicle (Off-road Areas) Act 1978*
- *Control of Vehicle (Off-road Areas) Regulations 1979*
- *Criminal Procedures Act 2004*
- *Criminal Procedures Regulations 2005*
- *Dog Act 1976*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
- *Liquor Control Act 1988*
- *Litter Act 1979*
- *Litter Regulations 1981*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government (Parking for People with Disabilities) Regulations 2014*
- *Planning & Development (Local Planning Schemes) Regulations 2015*
- *Road Traffic Act 1974*

- *Shire of Waroona Activities on Thoroughfares & Trading in Public Places Local Law 2001*
- *Shire of Waroona Dogs Local Law 2001*
- *Shire of Waroona Drakesbrook Cemetery Local Law 2021*
- [Shire of Waroona Extractive Industries Local Law 2021](#)
- *Shire of Waroona Fencing Local Law 2014*
- *Shire of Waroona Health Local Law 2021*
- ~~*Shire of Waroona Local Government Property Local Law 2014*~~
- *Strata Titles Act 1985*
- *Strata Titles General Regulations 1996*

Definitions

The *Local Government Act 1995* has not defined the term “delegation” or “delegated power”, however:

- s.5.16 refers to “...the exercise of any of its powers and duties...”
- s.5.42 refers to “...the exercise of any of its powers or the discharge of any of its duties...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

“Authority” means the permission or requirement for a committee or an officer to act in accordance with:

- the *Local Government Act 1995*, regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council.

“Delegation” means the authority to exercise a power, or discharge a duty, as conferred under the provisions of the relevant legislation.

“Policy” as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instruction in a particular way; or
- the authority for officers to act, where that authority is not considered a delegation of a legislative or other specific power or duty.

“Instruction” means the requirement for a staff member to act in accordance with a direction given by the CEO, senior officer or supervisor.

Department of Local Government, Sport & Cultural Industries – Guideline No. 17

The Department of Local Government, Sport & Cultural Industries has published guidelines for the formation of delegations.

Guideline No. 17 can be found on the Department website www.dlgsc.wa.gov.au

Delegations to a Temporarily Employed or Appointed Chief Executive Officer

In accordance with Shire of Waroona policy CGP018 – Temporary Employment or Appointment of a Chief Executive Officer, an Acting CEO shall exercise the powers, including delegations, and discharge the duties of the CEO for those periods when the CEO is:

- a. on annual, sick or long service leave for a period exceeding one week;
- b. not within the State of Western Australia for a period of more than one week;
- c. during other absences, as determined necessary by the Chief Executive Officer;

but in any case, not for a period exceeding thirty (30) consecutive working days in any one occasion.

Administration

~~Delegations from Council require approval by an absolute majority of Council.~~

~~Delegations from the CEO to other employees are at the discretion of the CEO and do not require a Council resolution. The CEO can delegate a power or duty, the exercise or discharge of which has been delegated by a local government to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO (s.5.44(3)).~~

~~It is a requirement that the use of all delegated authority is recorded but it is not a requirement to report the use of delegated authority to Council.~~

Record Keeping

~~Section 5.46 of the Local Government Act 1995 and Regulation 19 of the Local Government (Administration) Regulations 1996 require a person who is delegated a power or duty to keep records in relation to the exercise of the power or discharge of the duty. The written record is to contain:~~

- ~~• How the person executed the delegation;~~
- ~~• When the person executed the delegation; and~~
- ~~• The persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.~~

Review of Delegations

~~A delegation has effect for the period of time specified in the delegation or indefinitely if no period has been specified.~~

~~However, it is a requirement of the *Local Government Act 1995* s.5.18 and s.5.46(1) that all delegations made under the authority of the Act be reviewed by the delegator at least once in each financial year.~~

~~Any decision to amend or revoke a delegation by a local government is to be an absolute majority (s.5.45(1)(b)).~~

~~Review of delegations from the Council to committees and the CEO will be carried out before the end of each financial year and preferably in conjunction with the annual review of Council policies.~~

~~The CEO will review delegations as required on changeover of staff or change of staff functions and will review all delegations at least once in the financial year in accordance with the Act.~~

New Delegations

~~Council and the CEO may make new delegations at any time.~~

~~However, unless specifically resolved that the authority is to be included in the Register of Delegations, the authority to act is for a specific matter, and is not a general or ongoing delegation.~~

1. Delegations from Council to Committees

Nil.

1.1 — Local Government Act 1995

An Act to provide for a system of local government in Western Australia, to amend the *Local Government Act 1960* and for related purposes.

1.1.1 — Audit and Risk Committee

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to examine the report of the Auditor and determine matters that require action to be taken by the Shire of Waroona; and ensure that appropriate action is taken in respect to those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Waroona's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Finance & Audit Committee
Conditions	This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
Express power to subdelegate	Sub-delegation is prohibited by s.7.1B.
Statutory framework	Nil
Policy	Nil

Record keeping	<i>Local Government (Administration) Regulations 1996</i> r.19 Delegates to keep certain records	
Amendments		
Date	Details of Amendment	Reference

2. Delegations from Council to Chief Executive Officer

2.1 Building Act 2011

An Act to provide for the following — permits for building work and demolition work; standards for the construction and demolition of buildings and incidental structures; the use and maintenance of, and requirements in relation to, existing buildings and incidental structures; work affecting land other than land on which the work is done; and related matters.

2.1.1 Uncertified Application to be Considered by Building Surveyor

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.17(1) Uncertified application to be considered by building surveyor
Function	Authority to refer to a building surveyor an uncertified application if the application complies with section 16 [s.17(1)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.2 Building Permits

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.18 Further information s.20 Grant of building permit s.22 Further grounds for not granting an application s.23 Time for deciding an application for building or demolition permit s.24 Notice of decision not to grant building or demolition permit s.27(1) & (3) Impose conditions on permit
Function	<p><i>Building Regulations 2012</i></p> <p>r.23 Application to extend time during which permit has effect [s.32]</p> <p>r.24 Extension of time during which permit has effect [s.32(3)]</p> <p>r.26 Approval of new responsible persons [s.35(c)]</p> <ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to refuse to consider an application [s.18(2)]. 3. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)]. 5. Record the grounds on which a decision to refuse to grant a building permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24]. 6. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 7. Authority to determine an application to extend time during which a building permit has effect [r.23 and r.24]. 8. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO

Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Regulation 5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.3 Demolition Permits

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.18 Further information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.23 Time for deciding an application for building or demolition permit s.24 Notice of decision not to grant building or demolition permit s.27(1) & (3) Impose conditions on permit
Function	<p><i>Building Regulations 2012</i></p> <p>r.23 Application to extend time during which permit has effect [s.32]</p> <p>r.24 Extension of time during which permit has effect [s.32(3)]</p> <p>r.26 Approval of new responsible persons [s.35(c)]</p> <ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to refuse to consider an application [s.18(2)]. 3. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.21(1) & (2) and s.22]. 4. Authority to refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in s.23(1) and (2) [s.23(4)]. 5. Record the grounds on which a decision to refuse to grant a demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24]. 6. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 7. Authority to determine an application to extend time during which a demolition permit has effect [r.23 and r.24]. 8. Authority to approve, or refuse to approve, an application for a new responsible person for a responsible permit [r.26].
Delegates	CEO

Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.4 Occupancy Permits or Building Approval Certificates

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<p>s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.59 Time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration</p> <p><i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate [s.65]</p>
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application and to verify the information by statutory declaration [s.55(1)]. 2. Authority to refuse to consider an application [s.55(2)]. 3. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 4. Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60]. 5. Authority to impose, add, vary or revoke conditions on an occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1) and (3)]. 6. Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62 (4) and (5)]. 7. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].

Delegates	8. Authority to refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40 (2)].
Conditions	CEO
Express power to subdelegate	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.5 Designate Employees as Authorised Persons

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.6 Building Orders

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.88 Finishes of walls close to boundaries s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) & (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) & (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. building work; b. demolition work; and c. an existing building or incidental structure [s.110(1)]. 2. Authority to specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)]. 3. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 4. Authority to revoke a building order [s.117]. 5. Authority to decide on whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117(2)]. 6. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 7. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].

Delegates	8. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i> .
Conditions	CEO
Express power to subdelegate	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.7 Inspection and Copies of Building Records

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.8 Referrals and Issuing Certificates

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	s.145A Local Government functions
Function	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a Certificate of Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Waroona's District [s.145A(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.9 Private Pool Barrier – Alternative and Performance Solutions

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.51 Approvals by permit authority
Function	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant problems of a structural nature or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.10 Smoke Alarms – Alternative Solutions

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.1.11 Appointment of Approved Officers and Authorised Officers

Head of power	Building Act 2011
Delegator	Council
Express power to delegate	s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012</i> r.70 Approved officers and authorised officers
Function	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(1) & (1A) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i></p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Regulation 70(2) of the <i>Building Regulations 2012</i>. <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></p>
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)

Amendments		
Date	Details of Amendment	Reference

2.2 Bush Fires Act 1954

An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the Bush Fires Act 1937 and for other purposes.

2.2.1 Make Request to FES Commissioner – Control of Fire

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Waroona that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
27/09/22	Removed Shire President from list of Delegates.	27/09/127

2.2.2 Prohibited Burning Times – Vary

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) & (8))
Express power or duty delegated	s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Shire President Chief Bush Fire Control Officer
Conditions	Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) & (8).
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
27/09/2022	Removed s.48 Delegation by Local Government from Express Power to Delegate.	OCM22/09/127

2.2.3 Prohibited Burning Times – Control Activities

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	<p>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions</p> <p>s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954</i></p> <p>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</p> <p>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</p> <p>r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
Function	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures

Delegates	to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Conditions	
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
	Removed s.17(7) from Express Power or Duty Delegated list.	
27/09/2022	Removed reference to Decisions made under S.17(7), from Conditions.	OCM22/09/127

2.2.4 Restricted Burning Times – Vary and Control Activities

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	<p>s.18(5) & (11) Restricted burning times may be declared by FES Commissioner</p> <p>s.22(6) & (7) Burning on exempt land and land adjoining exempt land</p> <p>s.27(2) & (3) Prohibition on use of tractors or engines except under certain conditions</p> <p>s.28(4) & (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954</i></p> <p>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</p> <p>r.15C Local Government may prohibit burning on certain days</p> <p>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</p> <p>r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
Function	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]: <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].

	<ol style="list-style-type: none"> 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of Waroona or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.5 Control of Operations Likely to Create Bush Fire Danger

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> b. a person operating a bee smoker device during a prescribed period [r.39CA(5)]; c. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]; d. a person using explosives [r.39D(2)]; and e. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <p>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</p>
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.6 Burning Garden Refuse / Open Air Fires

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954</i> r.27(3) Permit, issue of
Function	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: <ol style="list-style-type: none"> a. authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]; and b. authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]; and b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in

	open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.7 Firebreaks

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.33 Local government may require occupier of land to plough or clear firebreaks
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Waroona: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]: <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.38(1), (2A), (2C), (5A), (8), (9), (10) and (13) Local government may require occupier of land to plough or clear firebreaks
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a. of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to cause a notice of an appointment made under the provisions of section 38(1) of the Act to be published in accordance with the Act [s.38(2A)]. 3. To fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush fire Control Officer within one month after the vacancy occurs [s.38(2C)]. 4. Authority to issue directions to a Bush Fire Control Officer or to an officer of a bush fire brigade registered to the local government, to burn on or at the margins of a road reserve under the care, control and management of the Shire of Waroona [s.38(5A)]. 5. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]: <ol style="list-style-type: none"> a. authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)]. 6. Authority to give notice of an appointment made under s.38(8) or s.38(10) to the FES Commissioner and to publish the appointments of fire weather officers made under the <i>Bush Fires Act 1954</i> in a newspaper circulating in the district [s.38(13)].

Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.9 Control and Extinguishment of Bush Fires

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.46(1A) and (1B) Bush fire control officer or forest officer may postpone lighting fire
Function	<p>Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].</p> <p>a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</p>
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.10 Apply for Declaration as an Approved Area

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.52(1) Approved area may be declared
Function	Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s.50(1)]. (Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area [s.53].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.11 Recovery of Expenses Incurred through Contraventions of the Act

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government
Express power or duty delegated	s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Waroona or those on behalf on the Shire of Waroona to do so [s.58].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference

2.2.12 Prosecution of Offences

Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	s.48 Delegation by local government s.59(3) Delegation of prosecution of offences
Express power or duty delegated	s.59 Prosecution of offences s.59A(2) Alternative procedure - infringement notices
Function	<ol style="list-style-type: none"> Authority to institute and carry on proceedings against a person for an offence alleged to be committed against the <i>Bush Fires Act 1954</i> [s.59]. Authority to serve an infringement notice for an offence against the <i>Bush Fires Act 1954</i> [s.59A(2)].
Delegates	CEO Director Infrastructure & Development Services Director Corporate & Community Services Manager Ranger & Emergency Services Manager Governance Rangers
Conditions	Prior to the persons appointed as Rangers instigating proceedings in a court of competent jurisdiction, the section Manager is to be consulted.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

Amendments		
Date	Details of Amendment	Reference
	Added s.59(3) Delegation of prosecution of offences under Express power to delegate.	
	Changed Director Corporate Services to Director Corporate & Community Services.	
27/09/2022	Added Director Infrastructure & Development Services under Delegates.	OCM22/09/127
	Added Manager Governance under Delegates	

Commented [KP1]: Date and council resolution reference to be added after council adoption.

2.3 Cat Act 2011

An Act to provide for the control and management of cats; and promote and encourage the responsible ownership of cats, and for related matters.

2.3.1 Cat Registration

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to record in the register the information prescribed in respect of each cat registered by the local government [s.12(3)]. 6. Authority to cause any error in, or omission from, the register to be corrected [s.12(4)]. 7. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Waroona's District [Regs. Sch. 3 cl.1 (4)].
Delegates	CEO
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .

Express power to subdelegate	s.45 Delegation by CEO of local government
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.1 to 2.3.1.	OCM21/05/059

2.3.2 Cat Control Notices

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Waroona's District [s.26].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.2 to 2.3.2.	OCM21/05/059

2.3.3 Approval to Breed Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.37 Approval to breed cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	Notices of decision must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.3 to 2.3.3.	OCM21/05/059

2.3.4 Recovery of Costs – Destruction of Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.4 to 2.3.4.	OCM21/05/059

2.3.5 Applications to Keep Additional Cats

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	Notices of decision must include advice as to Review rights in accordance with Regulation 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.5 to 2.3.5.	OCM21/05/059

2.3.6 Reduce or Waiver Registration Fees

Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012</i> Sch.3 Fees, cl.1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3, clauses (2) or (3) in respect to any individual cat.
Delegates	CEO
Conditions	This Delegation does not provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express power to subdelegate	s.45 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.4.6 to 2.3.6.	OCM21/05/059

2.4 Dog Act 1976

An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.

2.4.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$10 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.1 to 2.4.1.	OCM21/05/059

2.4.2 Registration of Dogs

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.14(1), (3) & (4) Register of dogs s.16(1), (2), (3A), (3C) & (6) Registration Procedure s.45(2) Evidentiary provisions
Function	<ol style="list-style-type: none"> 1. Authority to keep an accurate and up-to-date register of dogs registered by the local government [s.14(1)]. 2. Authority to record in the register the information prescribed in respect of each dog registered by the local government [s.14(3)]. 3. Authority to cause any error in, or omission from, the register to be corrected [s.14(4)]. 4. Authority to register a dog in the district in which <ol style="list-style-type: none"> (a) the dog is ordinarily kept; or (b) the dog is deemed to be ordinarily kept pursuant to section 9 or section 10(2), if the owner of the dog or some person on his behalf delivers an application in the prescribed form, signed by or on behalf of the owner and accompanied by the prescribed fee, if any, to the office of the local government or some other place within the district appointed by the local government for the purpose [s.16(1)]. 5. Authority to, on receipt of an application duly made under subsection (1) shall — <ol style="list-style-type: none"> (a) effect the registration in accordance with this Act; or (b) where the local government so directs, refuse the application and refund the fee, if any, and in either event shall as soon as is practicable thereafter enter the prescribed particulars in the record maintained by the local government pursuant to section 14 [s.16(2)]. 6. Authority to cancel the registration of a dog in accordance with section 16(3A) and (3C). 7. Authority to, on effecting or renewing any registration, deliver to the applicant — <ol style="list-style-type: none"> (a) a certificate in the prescribed form acknowledging the fee paid and specifying the registration number allocated to each dog, the term of the

Delegates	<p>relevant registration period, and a description of each dog so registered; and (b) in respect of each dog so registered, a registration tag of the prescribed kind [s.16(6)].</p> <p>8. Authority to certify entries in the register of dogs in accordance with s.45(2) [s.45(2)].</p> <p>CEO</p>
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to sub-delegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference

2.4.3 Refuse or Cancel Registration

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.15(2) & (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) & (6) Refusal or cancellation of registration
Function	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.15(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> (a) the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or (b) the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or (c) the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or (d) the dog is required to be microchipped but is not microchipped; or (e) the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Waroona's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].
Delegates	CEO

Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.2 to 2.4.3.	OCM21/05/059

2.4.4 Kennel Establishments

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.27 Licensing of approved kennel establishments
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) & (6)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.3 to 2.4.4.	OCM21/05/059

2.4.5 Recovery of Monies Due Under this Act

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.29(5) Power to seize dogs
Function	Authority to recover monies, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.4 to 2.4.5.	OCM21/05/059

2.4.6 Dispose or Sell Dogs Liable to be Destroyed

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.5 to 2.4.6.	OCM21/05/059

2.4.7 Declare Dangerous Dog

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.6 to 2.4.7.	OCM21/05/059

2.4.8 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) & (5) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]: <ol style="list-style-type: none"> (a) Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.7 to 2.4.8.	OCM21/05/059

2.4.9 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33H(5) Local government may revoke declaration or proposal to destroy
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: <ul style="list-style-type: none"> a. A notice declaring a dog to be dangerous; or b. A notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments

Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.8 to 2.4.9.	OCM21/05/059

2.4.10 Determine Recoverable Expenses for Dangerous Dog Declaration

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.33M(1)(a) Local government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33M(1)(a)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.5.9 to 2.4.10.	OCM21/05/059

2.4.11 Applications to Keep More than the Prescribed Number of Dogs

Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	s.10AA Delegation of local government powers and duties
Express power or duty delegated	s.26 Approval to keep more than the prescribed number of dogs
Function	To consider and determine written applications seeking approval to keep more than the prescribed number of dogs, (not exceeding 6 dogs) where Council have set a limit of the number of dogs that may be kept on certain land in the district. Conditions may be applied, as necessary to any approval granted.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorised sub-delegation)

Amendments		
Date	Details of Amendment	Reference

2.5 Food Act 2008

An Act providing for the safety and suitability of food for human consumption, and for related purposes.

2.5.1 Determine Compensation

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.56(2) Compensation to be paid in certain circumstances s.70(2) & (3) Compensation
Function	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	CEO Director Infrastructure & Development Services Development Officer
Conditions	<ol style="list-style-type: none"> 1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500,000. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services.	OCM21/05/059

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.1 to 2.5.1.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

2.5.2 Prohibition Orders

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Director Infrastructure & Development Services Development Officer <u>Environmental Health Officer</u>
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.2 to 2.5.2.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

Amendments		
<u>Date</u>	<u>Date</u>	<u>Date</u>
	<u>Replaced Development Officer with Environmental Health Officer, under Delegates.</u>	

Commented [KP2]: Date and council resolution reference to be added after council adoption.

2.5.3 Food Business Registrations

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.110(1) & (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Director Infrastructure & Development Services Development Officer Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; WA Priority Classification System; and Verification of Food Safety Program Guideline.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.3 to 2.5.3.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

<u>Amendments</u>		
<u>Date</u>	<u>Details of Amendment</u>	<u>Reference</u>
	Replaced Development Officer with Environmental Health Officer, under Delegates.	

Commented [KP3]: Date and council resolution reference to be added after council adoption.

2.5.4 Appoint Authorised Officers and Delegated Officers

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.122(1) Appointment of authorised officers s.126(6), (7) & (13) Infringement officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)]. 2. Authority to appoint an Authorised Officer appointed under s.122(1) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO Director Infrastructure & Development Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: Appointment of Authorised Officers as Meat Inspectors; Appointment of Authorised Officers – Designated Officers only; and Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services.	OCM21/05/059

Amendments		
Date	Details of Amendment	Reference
	Add Director Planning & Sustainability. Renumbered from 2.6.4 to 2.5.4.	
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

2.5.5 Debt Recovery and Prosecutions

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	<ol style="list-style-type: none"> 1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Delegates	CEO Director Infrastructure & Development Services Development Officer Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.5 to 2.5.5.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
	Replaced Development Officer with Environmental Health Officer, under Delegates	

Commented [KP4]: Date and council resolution reference to be added after council adoption.

2.5.6 Abattoir Inspections and Fees

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Regulations 2009</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Function	<ol style="list-style-type: none"> 1. Authority, relevant to the payment of abattoir meat inspection fees under Regulation 41, to: <ol style="list-style-type: none"> (a) require a person to provide security, (b) determine the form that security is to be provided, and (c) discharge a security held by the Shire of Waroona [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	CEO Director Infrastructure & Development Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.6 to 2.5.6.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012

2.5.7 Food Business List – Public Access

Head of power	Food Act 2008
Delegator	Council
Express power to delegate	s.118 (2), (3) & (4) Functions of enforcement agencies and delegation
Express power or duty delegated	<i>Food Regulations 2009</i> r.51 Enforcement agency may make list of food businesses publicly available
Function	Authority to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO Director Infrastructure & Development Services Development Officer <u>Environmental Health Officer</u>
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Sub-delegation not provided for in <i>Food Regulations 2009</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Remove Director Corporate Services. Add Director Planning & Sustainability. Renumbered from 2.6.7 to 2.5.7.	OCM21/05/059
22/02/22	Remove Director Planning & Sustainability. Add Director Infrastructure & Development Services.	OCM22/02/012
	<u>Replaced Development Officer with Environmental Health Officer, under Delegates.</u>	

Commented [KP5]: Date and council resolution reference to be added after council adoption.

2.6 Graffiti Vandalism Act 2016

An Act to consolidate laws dealing with graffiti vandalism and to amend certain Acts as a consequence.

2.6.1 Giving Notice Requiring Obliteration of Graffiti

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.1 to 2.6.1.	OCM21/05/059

2.6.2 Notices – Deal with Objections and Give Effect to Notices

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.2 to 2.6.2.	OCM21/05/059

2.6.3 Obliterate Graffiti on Private Property

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.3 to 2.6.3.	OCM21/05/059

2.6.4 Powers of Entry

Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	s.16 Delegation by local government
Express power or duty delegated	s.28 Notice of entry s.29 Entry under warrant
Function	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.17 Delegation by CEO of local government

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.7.4 to 2.6.4.	OCM21/05/059

2.7 Liquor Control Act 1988

An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to minimise harm or ill-health caused to people, or any group of people due to the use of liquor, to provide for orders that may prohibit persons from being employed at, or from entering, licensed premises, to repeal the Liquor Act 1970, and for related matters.

2.7.1 Enforcement of Liquor Control Act 1988 and Liquor Licensing Act 1988

Head of power	Liquor Control Act 1988
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
Function	<ol style="list-style-type: none"> 1. Authority to enforce all local authority responsibilities under the <i>Liquor Control Act 1988</i> and <i>Liquor Licensing Act 1988</i>. 2. To issue certificates of Local Health Authority and Local Planning Authority.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.8.1 to 2.7.1.	OCM21/05/059

2.8 Local Government Act 1995

An Act to provide for a system of local government in Western Australia, to amend the *Local Government Act 1960* and for related purposes.

2.8.1 Performing Functions Outside the District

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.20(1) Performing functions outside district
Function	Authority to determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of that function [s.3.20(1)].
Delegates	CEO
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the function does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments

Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.1 to 2.8.1.	OCM21/05/059

2.8.2 Compensation for Damage Incurred when Performing Executive Functions

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.22(1) Compensation s.3.23 Arbitration
Function	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	CEO
Conditions	Delegation is limited to settlements which do not exceed a material value of \$500,000.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.2 to 2.8.2.	OCM21/05/059

2.8.3 Notice Requiring Certain Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.25(1) Notices requiring certain things to be done by owner or occupier of land s.3.26(2) & (3) Additional powers when notices given
Function	<ol style="list-style-type: none"> 1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that <ol style="list-style-type: none"> a. is prescribed for in Schedule 3.1, Division 1; or b. is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 [s.3.25(1)]. 2. If the person who is given the notice fails to comply with it, authority to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice is given [s.3.26(2)]. 3. Authority to recover the cost of anything that is done under subsection (2) as a debt due from the person who failed to comply with the notice [s.3.26(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.3 to 2.8.3	OCM21/05/059

2.8.4 Powers of Entry

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry or enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.4 to 2.8.4.	OCM21/05/059

2.8.5 Declare Vehicle is Abandoned Vehicle Wreck

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Authority to declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.9.6 2.8.6 Confiscated or Uncollected Goods, or alternatively, referred for Council decision.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.5 to 2.8.5.	OCM21/05/059
	<u>Corrected delegated authority number 2.9.6 to 2.8.6, under conditions</u>	

Commented [KP6]: Add date and resolution number after council adoption.

2.8.6 Confiscated or Uncollected Goods

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.6 to 2.8.6	OCM21/05/059

2.8.7 Disposal of Sick or Injured Animals

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of sick or injured animals [s.3.48].
Delegates	CEO
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.7 to 2.8.7.	OCM21/05/059

2.8.8 Close Thoroughfares to Vehicles

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfares for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	<p><i>Local Government (Functions and General) Regulations 1996</i> r.6(3) Transitional provisions about road closures</p> <ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to (a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and (b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or training water from a thoroughfare to private land [s.3.51]. 6. Authority to, by local public notice, order that the closure be revoked or that it be varied in such a way as to be less restrictive [r.6(3)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as

Express power to subdelegate	<p>soon as practicable after the thoroughfare is closed [s.3.50(8)].</p> <p>2. Maintain access to adjoining land [s.3.52(3)].</p> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.8 to 2.8.8.	OCM21/05/059

2.8.9 Control Reserves and Certain Unvested Facilities

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Waroona that the Shire of Waroona could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s.3.54(1)].
Delegates	CEO
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.9 to 2.8.9.	OCM21/05/059

2.8.10 Obstruction of Footpaths and Thoroughfares

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch.9.1, cl.3(1)(a) r.7A Obstruction of public thoroughfare by fallen things - Sch.9.1, cl.3(1)(b) r.7 Encroaching on public thoroughfare - Sch.9.1, cl.3(2)
Function	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local</i>

Express power to subdelegate	<p><i>Government (Uniform Local Provisions) Regulations 1996.</i></p> <p>2. Permission may only be granted where, the proponent has:</p> <ol style="list-style-type: none"> a. where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.10 to 2.8.10.	OCM21/05/059

2.8.11 Gates Across Public Thoroughfares

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 Permission to have gate across public thoroughfare - Sch.9.1, cl.5(1)
Function	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Each approval provided must be recorded in the Shire of Waroona's statutory Register of Gates in accordance with Regulation 8 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.11 to 2.8.11.	OCM21/05/059

2.8.12 Public Thoroughfare – Dangerous Excavations

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions_ Regulations 1996</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare - Sch.9.1, cl.6
Function	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and

Express power to subdelegate	<p>d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
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Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.12 to 2.8.12.	OCM21/05/059

2.8.13 Crossing – Construction, Repair and Removal

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare - Sch.9.1, cl.7.2 r.13(1) Requirement to construct or repair crossing - Sch.9.1, cl.7(3)
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	Actions under this Delegation must comply with procedural requirements details in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.13 to 2.8.13.	OCM21/05/059

2.8.14 Private Works on, over or under Public Places

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 Private works on, over or under public places - Sch.9.1, cl.8
Function	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> a. where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works; b. provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works; c. provided evidence of sufficient Public Liability Insurance; and d. provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.14 to 2.8.14.	OCM21/05/059

2.8.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.21(1) Wind erosion and sand drifts – Sch.9.1, cl.12
Function	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.15 to 2.8.15.	OCM21/05/059

2.8.16 Expressions of Interest for Goods and Services

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.16 to 2.8.16.	OCM21/05/059

2.8.17 Tenders for Goods and Services

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].

	<ol style="list-style-type: none"> 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.18(5)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)] 14. Authority to: <ol style="list-style-type: none"> a. vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. b. exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Sole supplier arrangements may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> a. a detailed specification; b. the outcomes of market testing of the specification; c. the reasons why market testing has not met the requirements of the specification' and d. rationale for why the supply is unique and cannot be sourced through other suppliers. 2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> • proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; • current supply contract expiry is imminent;

	<ul style="list-style-type: none"> • value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. <ol style="list-style-type: none"> 3. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget. 4. Authority to enter into a variation [F&G r.20(1) and r.20(2)] subject to: <ul style="list-style-type: none"> • that the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract. 5. Compliance with Council's Purchasing and Procurement Policy and Regional Price Preference Policy.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.17 to 2.8.17	OCM21/05/059

2.8.18 Application of Regional Price Preference Policy

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.18 to 2.8.18.	OCM21/05/059

2.8.19 Disposing of Property

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.3.58(2) & (3) Disposing of Property
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> a. the highest bidder at public auction [s.3.58(2)(a)]; b. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]. 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property under Regulation 30(3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i>.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Value of property that may be disposed under this Delegation shall not exceed \$500,000 including plant and assets with a depreciated value not exceeding \$500,000, in accordance with the provisions of section 5.43(d) of the <i>Local Government Act 1995</i>. 2. Section 3.58(4) - where the market value of the lease is less than \$15,000 per annum.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments

Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.19 to 2.8.19.	OCM21/05/059

2.8.20 Payments from the Municipal or Trust Funds

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO Shire President
Conditions	Make payments for procurement provided for in Budgets approved by Council, or otherwise approved by Council resolution, and undertaken in accordance with Council's Purchasing and Procurement. Consistent with the functions of the CEO specified in section 5.41(c) and (d) of the <i>Local Government Act 1995</i> .
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.20 to 2.8.20.	OCM21/05/059

2.8.21 Defer, Grant Discounts, Waive or Write Off Debts

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.12 Power to defer, grant discounts, waive or write off debts
Function	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Waroona [s.6.12(1)(b)]. 2. Waive or grant concessions in relation to any amount of money [s.6.12(1)(b)]. 3. Write off any amount of money which is owed to the Shire of Waroona [s.6.12(1)(c)].
Delegates	CEO
Conditions	Write-off fees and charges and interest on rates up to \$1,000 [s.6.12(1)(c) & (2)].
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.21 to 2.8.21.	OCM21/05/059

2.8.22 Power to Invest and Manage Investments

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r.19 Investments, control procedures for
Function	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. All investment activity must comply with Regulation 19C of the <i>Local Government (Financial Management) Regulations 1996</i> and Council Policy FIN019 - Investment of Surplus Funds. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. Procedures are to be documented. 4. Procedures are to be administratively reviewed as per Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.22 to 2.8.22.	OCM21/05/059

2.8.23 Rate Record Amendment

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.39(2)(b) Rate records
Function	Authority to determine any requirement to amend the rate record for the 5 years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.23 to 2.8.23.	OCM21/05/059

2.8.24 Agreement as to Payment of Rates and Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [6.49].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.24 to 2.8.24.	OCM21/05/059

2.8.25 Determine Due Date for Rates or Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.50 Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire of Waroona [s.6.50].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.25 to 2.8.25.	OCM21/05/059

2.8.26 Recovery of Rates or Service Charges

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.26 to 2.8.26.	OCM21/05/059

2.8.27 Recovery of Rates Debt – Require Lessee to Pay Rent

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.60 Local government may require lessee to pay rent
Function	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Waroona [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.27 to 2.8.27.	OCM21/05/059

2.8.28 Recovery of Rates Debt – Actions to Take Possession of the Land

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or ii. cause the land to be transferred to the Shire of Waroona [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	CEO
Conditions	In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.28 to 2.8.28.	OCM21/05/059

2.8.29 Rate Record – Objections

Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.6.76 Grounds of objection
Function	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.9.29 to 2.8.29.	OCM21/05/059

2.9 Local Government (Miscellaneous Provisions) Act 1960

An Act to deal with certain matters concerning local government.

2.9.1 Appointment of Rangers, Poundkeepers and the Establishment of Public Pounds

Head of power	Local Government (Miscellaneous Provisions) Act 1960
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.449 Pounds, establishing: poundkeepers and rangers, appointing
Function	Authority to establish and maintain one or more public pounds, and appoint fit and proper persons to be keepers of those pounds and appoint a ranger or rangers.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.10.1 to 2.9.1.	OCM21/05/059

2.10 Planning & Development Act 2005

An Act to provide for a system of land use planning and development in the State and for related purposes.

2.10.1 Illegal Development

Head of power	Planning & Development Act 2005
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	s.214(2), (3) & (5) Illegal development, responsible authority's powers as to s.215 Illegal development, responsible authority's powers to remove etc.
Function	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority; 3. Give a written direction to the person whose duty it is to executive work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. 4. If — <ol style="list-style-type: none"> a. a notice is served on a person under section 214(2), (3) or (5) and that person fails to — <ol style="list-style-type: none"> i. carry out the directions within the time specified in the notice; or ii. apply under section 255 for a review of any direction contained in the notice; or

Delegates	<p>b. on an application by that person for a review of any direction contained in the notice, the direction is confirmed or varied and the owner fails to carry out the direction as confirmed or varied within the time specified by the State Administrative Tribunal in the notice given under section 255(2), the responsible authority may itself remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started, or execute that work, as it directed that person.</p> <p>5. Any expenses incurred by a responsible authority under section 215(1) may be recovered from the person to whom the direction was given as a debt due in a court of competent jurisdiction.</p>
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.11.1 to 2.10.1.	OCM21/05/059

2.11 Planning & Development (Local Planning Schemes) Regulations 2015

2.11.1 Planning Approvals and Associated Decisions

Head of power	Planning & Development (Local Planning Schemes) Regulations 2015
Delegator	Council
Express power to delegate	<i>Planning & Development (Local Planning Schemes) Regulations 2015</i> Sch.2 cl.82 Delegations by local government
Express power or duty delegated	Exercise of all of the local government's powers and discharge of all of the local government's duties under the Scheme other than the power of delegation
Function	Powers and duties under the Shire of Waroona Local Planning Scheme No. 7 and Regulations, including authority to determine applications for development approval, including applications for land use, home occupations, building envelope variations, the exercise of discretion under the Scheme and the Residential Design Codes, authority to amend or cancel development approval, authority to determine the period in any 12 month period which temporary uses and development do not require development approval, all decisions arising from the imposition of conditions and in relation to Local Planning Policies, Structure Plans, Activity Centre Plans; Local Development Plans and authority to enter and inspect buildings or land.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Decisions relating to Local Planning Policies, Structure Plans, Activity Centre Plans and Local Area Plans may only be determined by the Chief Executive Officer. 2. Decisions to proceed with a Local Planning Policy are to be made by the Council. 3. Where a public objection has been received after the application has been advertised for comment the application may only be determined by the Chief Executive Officer. 4. Where a Councillor has requested in writing that a particular matter be referred to Council for determination then that matter is to be determined by the Council.
Express power to subdelegate	<i>Planning & Development (Local Planning Schemes) Regulations 2015</i>

	cl.83 Local government CEO may delegate powers
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Amendments		
Date	Details of Amendment	Reference

2.12 Public Health Act 2016

An Act to protect, promote and improve the health and wellbeing of the public of Western Australia and to reduce the incidence of preventable illness, and for related purposes.

2.12.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	<i>Health (Asbestos) Regulations 1992</i> r.15D(5) Appointment of authorised officers r.15D(7) Infringement notices
Express power or duty delegated	r.15D(5) Infringement notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of Part 2 of the <i>Criminal Procedure Act 2004</i> [r.15D(5)].
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].
Express power to subdelegate	Sub-delegation is not provided for in the <i>Health (Asbestos) Regulations 1992</i>

Amendments		
Date	Details of Amendment	Reference
25/05/21	Renumbered from 2.13.2 to 2.12.1.	OCM21/05/059

2.12.2 Enforcement Agency Reports to the Chief Health Officer

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.22 Reports by and about enforcement agencies
Function	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Waroona [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO Designated Authorised Officer – Environmental Health Officer
Conditions	Nil.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.12.3 Designate Authorised Officers

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.24(1) & (3) Designation of authorised officers
Function	<p>Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> The <i>Public Health Act 2016</i> or other specified Act; Specified provisions of the <i>Public Health Act 2016</i> or other specified Act Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> an environmental health officer or environmental health officers as a class; OR a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR a mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> Subject to each person so appointed being; <ul style="list-style-type: none"> Appropriately qualified and experienced [s.25(1)(a)]; and Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.12.4 Determine Compensation for Seized Items

Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	s.21 Enforcement agency may delegate
Express power or duty delegated	s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Amendments		
Date	Details of Amendment	Reference

2.13 Shire of Waroona Local Laws

Local Laws made under the powers conferred by the *Local Government Act 1995* and respective Acts.

2.13.1 Application of Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001

Head of power	Shire of Waroona Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<ul style="list-style-type: none"> cl.2.1 General prohibitions cl.2.2 Activities allowed with a permit – general cl.2.4 Permit required cl.2.5 Removal of redundant crossing cl.2.11 Notice to owner or occupier cl.2.15 Assignment of numbers cl.2.17 Signs cl.3.2 Advertising signs and portable direction signs cl.3.3 Matters to be considered in determining application for permit cl.3.4 Conditions on portable sign c.3.5 Conditions on election sign cl.4.6 Retailer to remove abandoned trolley cl.5.3 Declaration of flora road cl.5.5 Signposting of flora roads cl.5.6 Driving only on carriageway of flora roads cl.5.7 Designation of special environmental areas cl.5.8 Marking of special environmental areas cl.5.10 Relevant considerations in determining application cl.5.15 When application for permit can be approved cl.5.16 Prohibition on burning cl.5.18 When application for permit cannot be approved cl.5.20 Permit for revegetation projects cl.6.3 Trader's permit cl.6.5 Relevant considerations in determining application for permit cl.6.6 Conditions of permit cl.6.17 Matters to be considered in determining application cl.6.18 Obligations of permit holder cl.7.1 Application for permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.4 Imposing conditions under a policy

	cl.7.5 Compliance with and variance of conditions cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.8.1 Application of Part 9 Division 1 of Act cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.13.2 Application of Shire of Waroona Dogs Local Law 2001

Head of power	Shire of Waroona Dogs Local Law 2001
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.4.2 Application for licence for approved kennel establishment cl.4.3 Notice of proposed use cl.4.4 Exemption from notice requirements cl.4.5 When application can be determined cl.4.6 Determination of application cl.4.7 Where application cannot be approved cl.4.8 Conditions of approval cl.4.13 Variation or cancellation of licence cl.4.14 Transfer cl.4.15 Notification
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference

2.13.3 Application of Shire of Waroona Drakesbrook Cemetery Local Law 2021

Head of power	Shire of Waroona Drakesbrook Cemetery Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.3.1 Applications for burial cl.3.2 Application for cremation cl.3.4 Certificate of identification cl.3.5 Minimum notice required cl.4.3 Application refusal cl.5.1 Requirements for funerals and coffins cl.5.2 Funeral processions cl.5.6 Conduct of funeral by Board cl.5.9 Depositing the coffin cl.5.10 Removal of the name plate and lead strip cl.5.11 Removal of metal fittings cl.5.12 Disposal of ashes cl.5.14 Ashes held by the Board cl.7.1 Application for monumental work cl.7.5 Removal of sand, soil or loam cl.7.6 Hours of work cl.7.8 Use of wood cl.7.11 Australian war graves cl.7.13 Specification of monuments cl.7.15 Requirements of a memorial plaque cl.7.16 Monumental mason's licence cl.7.18 Carrying out monumental work cl.8.2 Damaging and removing objects cl.8.5 Advertising cl.8.7 Removal from the cemetery
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments

Date	Details of Amendment	Reference

2.13.4 Application of Shire of Waroona Extractive Industries Local Law ~~2021~~1999

Head of power	Shire of Waroona Extractive Industries Local Law 2021 1999
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl. 3.140 Determination of application cl. 4.142 Transfer of licence cl. 4.243 Cancellation of licence cl. 4.344(4) Renewal of licence cl. 6.347 Prohibitions cl. 7.424 Works to be carried out prior to cessation of operation cl.22 Stop work orders
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.3 to 2.13.4.	OCM21/07/093
	Corrected clause numbers under Express power or duty delegated to align with updated Head of Power: Shire of Waroona Extractive Industries Local Law 2021. Removed Clause 22 – Stop work orders.	

Commented [KP7]: Date and Council resolution referenece to be inserted following adoption by council.

2.13.5 Application of Shire of Waroona Fencing Local Law 2014

Head of power	Shire of Waroona Fencing Local Law 2014
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.2.1 Sufficient fences cl.2.4 Depositing fencing material on public place cl.2.5 Alteration of ground levels cl.2.8 Fences across rights-of-way, public access ways or thoroughfares cl.2.9 General discretion of the local government cl.2.10 Pre-used fencing materials c.2.11 Barbed wire fences and spiked or jagged materials cl.2.12 Electrified and razor wire fences cl.2.14 Tennis court fencing cl.2.15 Estate fencing cl.3.1 Application for approval cl.3.2 Decision on application for approval cl.3.4 Duration of approval cl.5.1 Notices of breach Sch.2 Residential lot Sch.3 Commercial lot Sch.3A Industrial lot Sch.4 Rural lot Sch.5 Electrified fence licence Sch.6 Razor wire fence licence
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.4 to 2.13.5.	OCM21/07/093

2.13.6 Application of Shire of Waroona Health Local Law 2021

Head of power	Shire of Waroona Health Local Law 2021
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<ul style="list-style-type: none"> cl.2.2 Dwelling house cl.2.12 Bathrooms cl.2.13 Laundries cl.3.3 Disposal of rainwater cl.4.3 Disposal of liquid waste cl.4.9 Burning of rubbish or refuse cl.4.10 Suitable enclosure cl.4.13 Unauthorised storage of materials cl.4.14 Removal of refuse and disused materials c.4.15 Removal of unsightly overgrowth of vegetation cl.5.2 Escape of smoke etc. cl.5.5 Dust management cl.5.6 Emission or reflection of light cl.5.7 Car parks cl.5.12 Commercial vehicles cl.5.13 Bird scaring devices cl.5.16 Slaughter of animals cl.5.19 Keeping of approved animals and provision of stables cl.5.25 Roosters, geese, turkeys, peafowl and gamebirds cl.5.31 Premises to be approved cl.6.9 Drainage of land cl.6.10 Local government may execute work and recover costs cl.7.4 Authorised Officer may disinfect or disinfest the premises cl.7.5 Insanitary houses, premises and things cl.7.7 Persons in contact with an infectious disease sufferer cl.7.8 Declaration of infected house or premises cl.7.11 Local government may carry out work and recover costs cl.8.2 Accommodation not to be kept unless registered cl.8.4 Certificate of Registration of Accommodation cl.8.5 Renewal of registration cl.8.7 Revocation of registration cl.8.21 Furnishing etc. of sleeping arrangement cl.8.26 Keeper report cl.8.29 Room occupancy cl.9.2 Consent to establish an offensive trade cl.9.5 Certificate of Registration of Premises for Offensive Trade cl.9.7 Alterations to premises cl.10.3 Other enforcement actions

Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.5 to 2.13.6.	OCM21/07/093
24/08/21	Updated to reflect new Health Local Law	OCM21/08/122

2.13.7 Application of Shire of Waroona Local Government Property Local Law 2014

Head of power	Shire of Waroona Local Government Property Local Law 2014
Delegator	Council
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	cl.1.7 Overriding power to hire or agree cl.2.9 Outright prohibition of specific activities on any local government property cl.3.2 Application for permit cl.3.3 Decision on application for permit cl.3.4 Condition which may be imposed on a permit cl.3.5 Imposing conditions under a policy cl.3.7 Agreement for building cl.3.10 Transfer of permit cl.3.12 Cancellation of permit cl.3.13 Activities needing a permit cl.3.14 Permit required to camp outside a facility cl.4.9 Signs cl.5.1 When entry must be refused cl.6.1 No unauthorised entry to function cl.8.5 Disposal of lost property cl.8.6 Liability for damage to local government property cl.9.1 Offence to fail to comply with notice cl.9.2 Local government may undertake requirements of notice
Function	Authority to perform the duties of the local government for the abovementioned delegated powers and duties.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees

Amendments		
Date	Details of Amendment	Reference
27/07/21	Renumbered from 2.13.6 to 2.13.7.	OCM21/07/093

3. History Summary

Date / Reference	Amendments
24 November 2020 OCM20/11/196	Major review – all previous delegations revoked and new delegations created.
25 May 2021 OCM21/05/059	Removed Section 2.3 Caravan Parks & Camping Grounds Act 1995 and Delegation 2.4.7 Infringement Notices – Extensions and Withdrawals. Amended Delegations 2.6.1 to 2.6.7, inclusive. Renumbered Delegations 2.4.1 to 2.13.2, inclusive. Added Delegations 2.12.2, 2.12.3 and 2.12.4.
22 June 2021 OCM21/06/070	Added Delegations 2.13.1 to 2.13.6, inclusive.
27 July 2021 OCM21/07/093	Added Delegation 2.13.3.
24 August 2021 OCM21/08/122	Amended Delegation 2.13.6.
23 November 2021 OCM21/11/181	Annual statutory review – no amendments made.
14 December 2021 OCM21/12/204	Added Delegation 2.4.11.
22 February 2022 OCM22/02/012	Amended Delegations 2.5.1 to 2.5.7, inclusive.
<u>27 September 2022</u> <u>OCM22/09/127</u>	<u>Amended Delegations 2.2.1, 2.2.2, 2.2.3, and 2.2.12.</u>
<u>Xx December 2022</u>	<u>Amended Background and Delegations 2.2.12, 2.5.2, 2.5.3, 2.5.5, 2.5.7, 2.8.5 and 2.13.4.</u>

Commented [KP8]: Add date of council resolution



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From: Kathy Robertson <KRobertson@walga.asn.au>
Sent: Monday, 24 October 2022 2:36 PM
To: Mark Goodlet <ceo@waroona.wa.gov.au>
Subject: WALGA Best Practice Governance Review | Council Feedback Requested

Sent on behalf of Nick Sloan, Chief Executive Officer, WALGA

Please note that our previous email regarding the WALGA Best Practice Governance Review should have listed the due date for feedback as **23 December 2022**.

Mark Goodlet
Chief Executive Officer
Shire of Waroona

Dear Mark

WALGA Best Practice Governance Review | Council Feedback Requested

As you would be aware, WALGA is undertaking a Best Practice Governance Review to ensure our governance model is contemporary, agile and maximises engagement with members.

A significant body of work, which is summarised in the [Background Paper](#), has been undertaken by the Project's Steering Committee.

Member feedback, in the form of a Council decision, is requested from Local Governments on the governance model options presented in the [Consultation Paper](#) by **23 December 2022**.

In addition, to supplement Council feedback, WALGA will be undertaking independent consultation to gain deeper insights from the perspective of CEOs and Elected Members. Look out for more details and a link to the online survey in the coming weeks.

For more information visit our [Best Practice Governance Review website](#) or contact Tim Lane, Manager Association and Corporate Governance via [email](#) or on 9213 2029.

We would also be happy to present on the material in the Papers or facilitate workshops to assist in deliberations.

Kind regards

Nick Sloan | Chief Executive Officer | WALGA
(p) (08) 9213 2025 | (e) nsloan@walga.asn.au



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Our work regularly takes us across the State and as such WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia. We pay our respects to their Elders, past, present and emerging.

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Best Practice Governance Review

Background Paper

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Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "*deal with matters related to State Councillors' Candidature for State and Federal elections*".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995 (WA)*.
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979 (WA)*, which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.

Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022

WALGA Corporate Strategy 2020-25

In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

Stakeholder Engagement Project, GRA Partners, 2021

45 responses received from Federal and State Government and Opposition.

Commissioning of Best Practice Governance Review

In March 2022, WALGA commissioned PwC to support the BPGR Project.

First BPGR Steering Committee meeting held

On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

Third BPGR Steering Committee meeting held

On 28 June 2022, an options paper was reviewed.

State Council updated

On 3 August 2022, an update on the BPGR was provided to State Council.

Principles shared

In September 2022 agreement on the next steps for sharing the principles with Local Government members.

2019 Governance Review

A governance review was undertaken in 2019 that led to numerous process changes.

WALGA Stakeholder Engagement Project, Marketforce 2021

105 survey responses and 42 interviews were facilitated across 95 Local Governments.

State Council Performance Assessment, 2020

17 survey responses and comments received from State Councillors.

Second BPGR Steering Committee meeting held

On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

Fourth BPGR Steering Committee meeting held

On 18 July 2022, core principles were decided to guide the BPGR.

Fifth BPGR Steering Committee meeting held

On 10 August 2022, core principles for the BPGR were finalised.

Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

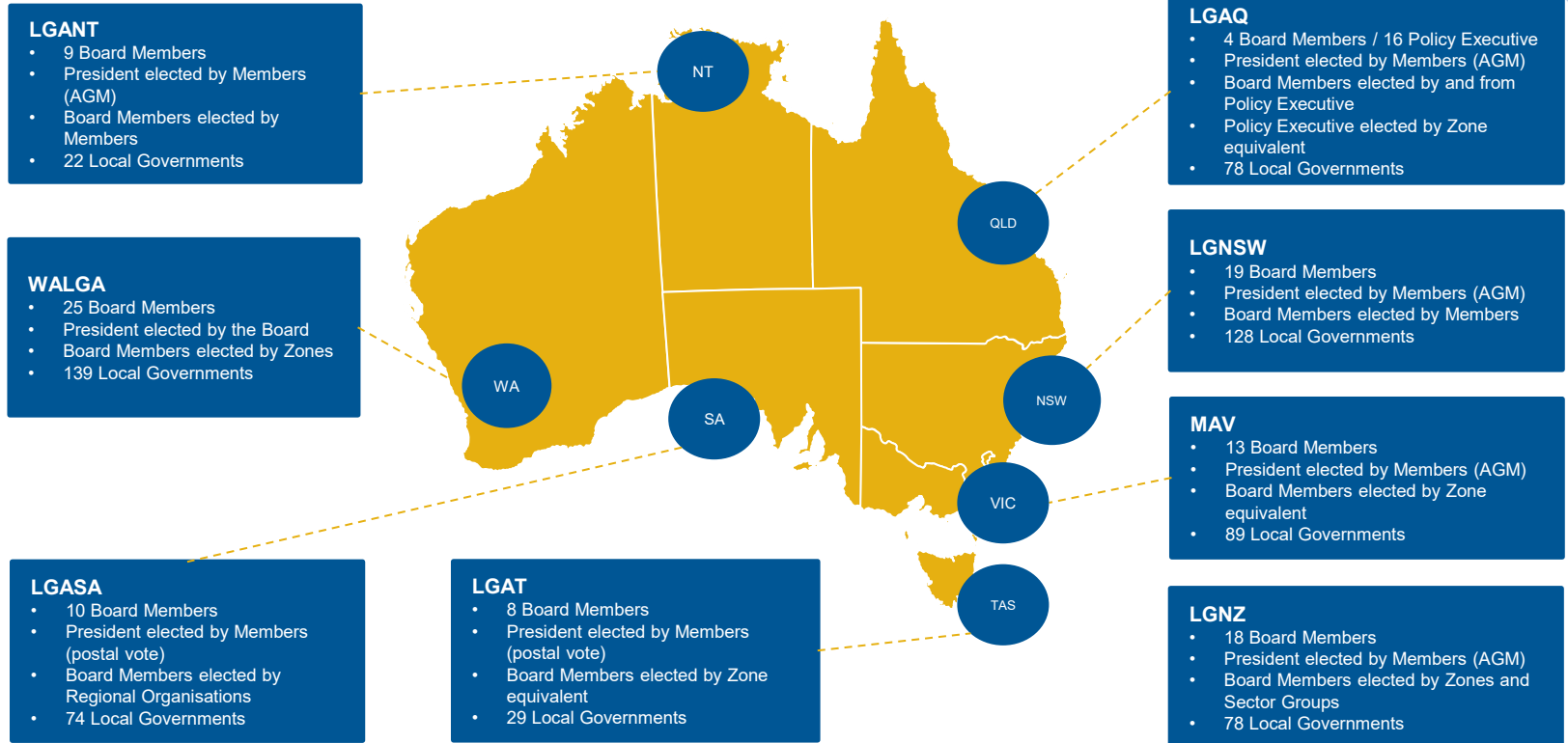
- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.



Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.



Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.



Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	<ul style="list-style-type: none"> Up to 12 elected by Members Up to 8 appointed by the Board Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.



Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The General Council focuses on advocacy, policy making, and representation of the association.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council. Page 476*



Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.



Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.



Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPCR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

*The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information. Page 479



Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.

All powers and functions of the Branch Committee between meetings of the Branch Committee.

Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).

Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

*Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website. Page 480



Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.



Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Consultation Paper – Model Options

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Best Practice Governance Review

1. Introduction

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Representative

Responsive

Results Oriented
















Principle	Principle component	Component description	Governance implications
WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Best Practice Governance Review

3. Options and Current Model




Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>




Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
 Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.




Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 Board	<p>11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.</p>	<p>Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.</p>
 Regional Bodies	<p>Metro: North, South, East and Central.</p> <p>Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals.</p> <p><i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i></p>	<p>Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).</p>
 Policy Teams / Forums / Committees	<p>Membership drawn from the Board and Regional Bodies with some independent members.</p>	<p>Responsible for specific functions – such as policy development – as determined by the Board.</p>

Option 3 – Board, Amalgamated Zones




A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Zones	Metro/Peel: <ul style="list-style-type: none">• Central Metropolitan• East Metropolitan• North Metropolitan• South Metropolitan• South East Metropolitan• Peel Country*: <ul style="list-style-type: none">• Wheatbelt South• Wheatbelt North• Mid West / Murchison / Gascoyne• Pilbara / Kimberley• South West / Great Southern• Goldfields / Esperance <i>*indicative, re-drawing required</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.






Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
 Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.

Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
 Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
 Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.






Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones


	Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents
	Policy Council (25 members) 24 members plus President
	Zones (5 metro, 12 country)

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership
	Size	Meets	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
Responsive	Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
	Agility	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governance body roles in consultation with members


Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles


Option 2 – Board, Regional Bodies



Board
(11 members)
8 elected from
Regional Bodies, incl.
Board elected
President
Up to 3 independents



**Regional
Bodies**
(4 metro,
4 country)



**Policy Teams
/ Forums /
Committees**

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership How to establish regional body membership is a consideration
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Number of regional bodies is a consideration
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from regional bodies
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on regional body meetings
	Agility	Meets	<ul style="list-style-type: none"> Board and regional bodies are future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> There may be challenges defining accountabilities and responsibilities of regional bodies
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board will be responsible for ongoing reviews of governing body roles in consultation with members



Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles


Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)






Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership There may be composition challenges for amalgamated zones
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Amalgamation of zones to 12 in total
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from zones
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are aligned to zone meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> The Board would be responsible for ongoing reviews of governance body roles in consultation with members

Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles

Option 4 – Member elected Board, Regional Groups


	Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents
	Policy Teams / Forums / Committees
	Regional Groups

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership Membership of regional groups dynamic and ad hoc
	Size	Partial	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from a general meeting
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on policy teams / regional group meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future-proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Policy teams / Regional Group meetings to influence priorities
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governing body roles in consultation with members


Option 5 – Current Model

Current model and its alignment to the principles


Option 5 – Current Model



State Council
(25 members)
24 State Councillors
1 President



Zones
(5 metro,
12 country)



Policy Teams
/ Forums /
Committees

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> State Council has equal metropolitan and country membership
	Size	Partial	<ul style="list-style-type: none"> State Council will retain 25 members
	Diversity	Partial	<ul style="list-style-type: none"> No control of diversity of State Council
	Election Process	Meets	<ul style="list-style-type: none"> State Council election from zones
Responsive	Timely Decision Making	Partial	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> State Council meetings are aligned to zone meetings
	Agility	Partial	<ul style="list-style-type: none"> State Council is not future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	<ul style="list-style-type: none"> Best practice board approaches will not be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members



Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.



Association Constitution

Adopted: 7 August 2001
Amended: 8 August 2004
6 August 2006
5 August 2007
6 August 2011
7 August 2013
3 August 2016
1 August 2018
20 September 2021

Constitution

Preamble

This Constitution serves as the instrument for establishment of the Western Australian Local Government Association (WALGA).

WALGA marks the progression from a structure in which the Western Australian Municipal Association (WAMA) serves as a federation of three separate constituent Associations to a single association tasked with directly representing the needs and interests of all Western Australia.

The Constituent Associations of WAMA were: the Country Shire Councils' Association (dissolved in August 2003), the Country Urban Councils' Association (dissolved in August 2002) and the Local Government Association (dissolved in August 2003).

The establishment of WALGA in 2001 represents an evolution in the process by Local Government to promote more effective representation on behalf of its elected membership and the broader community.

Central to this process is the recognition of the sense of history and significant contribution of WAMA's constituent Associations, both in terms of the creation of WALGA and in the pursuit of aims and objectives on behalf of all Western Australian Local Governments as represented within this Constitution.

1. NAME

The name of the Association is ***“Western Australian Local Government Association”***.

2. INTERPRETATION

(1) Throughout this Constitution, if not inconsistent with the context:

“Absolute Majority” means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be more than 50% of the number of voting positions of representatives or delegates (whether present and voting or not);

“Annual General Meeting” means the meeting convened under clause 22 of this Constitution;

“Association” means Western Australian Local Government Association (WALGA);

“Associate Member” means:

- in relation to the Association, those Members of the Association referred to in sub-clause 5(6) and those persons admitted as Associate Members of the Association in accordance with sub-clause 5(9); or
- in relation to a Zone, those Ordinary Members of the Association admitted as Associate Members of a Zone in accordance with sub-clause 14(9);

“Chief Executive Officer” means the Chief Executive Officer of the Association;

“Code of Conduct” means the written guidelines which define the minimum standards of professional conduct and integrity that are expected of all State Council members.

“Commissioner” means a commissioner appointed to a Local Government under sections 2.6(4) or 2.36A(3) of the *Local Government Act 1995*;

“Constituency” means such country and metropolitan groupings of Ordinary Members as the Association for the time being, may determine;

“Councillor” has the same meaning as under the *Local Government Act 1995* except that it includes a mayor or president elected by electors and includes a Commissioner appointed under section 2.6(4) or section 2.36A(3) of the *Local Government Act 1995*;

“Country Constituency” means the Ordinary Members as are grouped within the geographical area of the State of Western Australia not included within the boundaries of the Metropolitan Region Planning Scheme;

“Country Shire Councils’ Association” means the Country Shire Councils’ Association constituted under section 9.58 of the *Local Government Act 1995*;

“Country Urban Councils’ Association” means the Country Urban Councils’ Association of Western Australia constituted under section 9.58 of the *Local Government Act 1995*;

“Delegate” means a councillor or officer nominated or appointed to represent an Ordinary Member and exercise voting entitlements at General Meetings of the Association pursuant to clauses 22 and 23 of this Constitution, or on a Zone pursuant to clause 14 of this Constitution;

“Deputy President” means the Deputy President for the time being of the Association;

“Ex-officio” means a person or organisation who has an entitlement to membership of the State Council or another committee, by virtue of their office, but is not entitled to exercise a deliberative vote on any matter before the State Council or another committee;

“Governance Charter” means the written policy document that clearly defines the respective roles, responsibilities and authorities of the President, State Council members (individually and collectively) and the Chief Executive Officer in setting the direction, management and control of the Association.

“In Writing” means notice provided by posting or transmission in electronic form;

“Life Members” means those members of the Association referred to in sub-clause 5(1) and those persons admitted as Life Members of the Association in accordance with sub-clause 5(8) of this Constitution;

“Local Government” means an entity constituted under Part 2 of the Western Australian *Local Government Act 1995*;

“Local Government Act” means the Western Australian *Local Government Act 1995*;

“Local Government Association” means the Local Government Association of Western Australia constituted under section 9.58 of the *Local Government Act 1995*;

“Local Government Professionals Australia WA” means the Western Australian Division of Local Government Professionals Australia;

“Member” means:

- in relation to the Association, a Local Government, organisation or person admitted to Ordinary, Life or Associate membership of the Association in accordance with the provisions of this Constitution; or
- in relation to a Zone, those Ordinary Members of the Association that are determined to be members of a Zone by State Council in accordance with sub-clause 14 (2); or
- a new Council created pursuant to a merger or amalgamation of existing Councils that were Ordinary Members of the Association prior to the merger or amalgamation.

“Metropolitan Constituency” means the Ordinary Members as are grouped within the geographical area of the State of Western Australia within the Metropolitan Region Planning Scheme;

“Ordinary Member” means a Local Government admitted to membership of the Association in accordance with the provisions of this Constitution and includes a new Council created pursuant to a merger or amalgamation of existing Councils that were Ordinary Members of the Association prior to the merger or amalgamation;

“President” means the President for the time being of the Association;

“Present” means attendance in person or by electronic means deemed suitable by the Chief Executive Officer

“Representative” means a member on the State Council elected or appointed by the country and metropolitan constituencies in accordance with the provisions of sub-clause 9(1) and 9(3);

“Secretariat” means the staff of the Association appointed from time to time by the State Council and includes the Chief Executive Officer;

“Special General Meeting” means the meeting convened under clause 23 of this Constitution.

“Special Majority” means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be at least 75% of the number of representatives or delegates (whether present and voting or not);

“Simple Majority” means, in relation to the State Council or any General Meeting of the Association, a majority comprising enough of the representatives of the State Council or delegates of Ordinary Members for the time being for their number to be more than 50% of the number of representatives or delegates that are present;

“State Council” means the governing board of the Association established pursuant to clause 9; and

“Zone” means a geographically based subdivision containing Ordinary Members and incorporated within a country and metropolitan constituency. The country and metropolitan zones are set out in the Register of Zone Membership referred to in sub-clause 14(8).

(2) In this Constitution:

- (a) a reference to any written law, whether specific or general, includes a reference to all amendments, modifications, re-enactments or replacements and includes all orders, ordinances, regulations, rules and by-laws made under or pursuant to that written law;
- (b) words meaning persons include natural persons, corporations and associations; and
- (c) the headings shall not affect the interpretation or construction of this Constitution.

3. OBJECTS

The objects of the Association shall be:

- (a) to provide a united voice for Local Government in Western Australia;
- (b) to promote the credibility and profile of Local Government;
- (c) to speak on behalf of Local Government in Western Australia;
- (d) to represent the views of the Association to the State and Federal Governments on financial, legislative, administration and policy matters;

- (e) to provide services to Local Government in Western Australia;
- (f) to promote Local Government issues of importance by involvement with national bodies;
- (g) to do all and any such other things as in the opinion of the State Council may conveniently be carried on by the Association or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the members of the Association; and
- (h) to use the property and income of the Association solely for the promotion of the objects or purposes of the Association. No part of the property or income of the Association may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

4. POWERS

- (1) The Association shall have such specific powers as may be vested in it from time to time by the Ordinary Members. The initial powers of the Association are set out in the Register of Powers (Schedule One).
- (2) The powers of the Association may be added to, amended, withdrawn, modified or substituted in accordance with the provisions of sub-clause 12(3).
- (3) The Chief Executive Officer shall keep an up-to-date copy of the Register of Powers which records all changes and the dates thereof. The Register of Powers shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.
- (4) Subject to obtaining the requisite majority support, the Association shall have general power to act in connection with all other matters in its discretion.
- (5) The Association may do all acts and things as are necessary, incidental or conducive to the attainment or execution of its objects and shall have all the powers conferred on an association constituted under section 9.58 of the *Local Government Act 1995* including, but without limitation, power to:
 - (a) acquire hold and dispose of real and personal property;
 - (b) accept any gift of any real or personal property or any interest or estate in that property or disclaim the benefit of any such gift;
 - (c) sue and be sued; and
 - (d) do all things that bodies corporate may do.

5. MEMBERSHIP OF THE ASSOCIATION

- (1) Three classes of membership to the Association shall be available:
 - (a) Ordinary Membership;
 - (b) Associate Membership; and
 - (c) Life Membership.
- (2) Ordinary Membership of the Association shall be open to all Western Australian Local Governments.

- (3) Ordinary membership shall be immediately conferred upon any new Council created by the merger of existing Councils that were Ordinary Members of the Association prior to the merger, provided that all membership fees and subscriptions owed to the Association up to the date of merger by the predecessor Councils of that new Council have been paid.
- (4) An Ordinary Member shall belong to either the metropolitan constituency or the country constituency, but not both.
- (5) Subject to subclause (5), if an Ordinary Member has land both within and outside the Metropolitan Region Planning Scheme (MRPS), if the greater land area is in the MRPS, it will be deemed to be in the metropolitan constituency, otherwise it will be deemed to belong to the country constituency; or
- (6) State Council, on application from an Ordinary Member, may resolve to set aside the general rule prescribed in subclause (4) and permit an Ordinary Member to be a member of an alternate constituency. In considering any application made pursuant to this subclause, State Council shall give regard to the reasons provided in support of the application and any views expressed by Ordinary Members within the two constituencies. State Council may approve or refuse any application, advising accordingly and including any reason therefore.
- (7) Associate Members shall be:
 - (a) the Local Government Professionals Australia WA; and
 - (b) any other Associate Member admitted to membership pursuant to sub-clause 5(11).
- (8) Associate Members are ineligible to vote at all meetings of the Association.
- (9) The State Council from time to time will determine nominations for Life Membership of the Association.
- (10) Additional Ordinary Members may be admitted from time to time on a simple majority resolution of the State Council.
- (11) Any person or organisation seeking admission as an Associate Member shall make written application to the Chief Executive Officer. The State Council or its delegate shall consider the application and may admit or refuse the applicant, advising accordingly including any reason therefore.
- (12) If an application for membership is granted, the membership shall commence upon payment of the appropriate subscription.
- (13) The Chief Executive Officer shall keep and maintain in an up-to-date condition a Register of the Members of the Association. The Register shall be open for inspection to the representatives of Ordinary Members during office hours and on reasonable notice.

6. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION

- (1) Membership of the Association may be terminated upon:

- (a) receipt by the Chief Executive Officer of not less than 3 months notice in writing from a Member requesting to withdraw from membership of the Association; or
 - (b) non-payment by a Member of the required subscription within three months of the date fixed by the State Council for subscriptions to be paid, unless the State Council decides otherwise; or
 - (c) expulsion of a Member in accordance with clause 30.
- (2) Pursuant to subclause 6(1), where the membership of an Ordinary Member is terminated, the Chief Executive Officer shall remove the name of the Ordinary Member from the Register of the Members of the Association and that Ordinary Member shall cease to be a Member of the Association.
 - (3) A Member who withdraws from membership to the Association shall not be entitled to a refund of any portion of such subscription as the Member will have paid in advance for the period up to and including 30 June of that year.

7. BUDGET

- (1) The Association's Budget shall be prepared annually by the Chief Executive Officer in consultation with the State Council, including such other Committees as the State Council may deem expedient pursuant to clause 21.
- (2) The Budget shall be submitted to the State Council for approval not later than 31 July prior to the financial year to which it relates.

8. SUBSCRIPTION

- (1) The annual subscriptions of all Members of the Association shall be as determined by the State Council.
- (2) Subscription levels shall be submitted for approval by the State Council together with the relevant Budget each year.
- (3) Subscriptions shall be due and payable on such date or dates as the State Council may decide having regard to all relevant circumstances.

9. STATE COUNCIL

- (1) The State Council is to be the governing board of the Association, responsible for the management and affairs of the Association. Members of the State Council shall include:
 - (a) 12 Councillors elected as representatives from amongst the delegates to the Zones of the metropolitan constituency;
 - (b) 12 Councillors elected as representatives from amongst the delegates to the Zones of the country constituency;
 - (c) The President (ex-officio); and
 - (d) The President of Local Government Professionals Australia WA (ex-officio).

- (2) The metropolitan constituency and country constituency shall determine the allocation of representational positions on State Council between the Zones within each respective constituency.
- (3) Representatives and deputy representatives to the State Council shall be elected by Zones of the metropolitan and country constituencies from amongst the delegates to the Zones for a term commencing on the day of the first Ordinary Meeting of State Council immediately following the biennial Local Government elections and concluding on the day before the first Ordinary Meeting of State Council of the following biennial Local Government elections.
- (4) The State Council shall be the body responsible for establishment and review of the processes which are to be applied by the Zones of the metropolitan and country constituencies to determine the election of their representatives and deputy representatives to the State Council.
- (5) The Secretariat shall be the body responsible for coordinating the nominations and election processes by which the Zones of the metropolitan and country constituencies elect their representatives and deputy representatives to the State Council.
- (6) A deputy representative elected from amongst the delegates to that Zone to act in the capacity of a representative unable to attend a meeting of the State Council shall exercise all rights of that representative.
- (7) If for any reason, a representative or deputy representative is unable to hold office for the full period for which the representative or deputy representative was appointed, the affected Zone shall be entitled to fill that vacancy by appointing some other Councillor from within that Zone as a representative or deputy representative. The representative or deputy representative so appointed shall hold office for the balance of the term of the representative or deputy representative originally elected.

10. PROCEEDINGS OF STATE COUNCIL

- (1) The State Council must meet together for the dispatch of business not less than four times in each year.
- (2) Each representative on the State Council shall be entitled to exercise one (1) deliberative vote on any matter considered by the State Council provided that this clause shall not apply to any ex-officio members of the State Council. The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16 in which the President is entitled to a deliberative vote only.
- (3) At any meeting of the State Council, thirteen (13) representatives present and entitled to vote shall form a quorum.
- (4) The President shall preside at all meetings of the State Council.
- (5) In the absence of the President, the Deputy President shall preside at a meeting of the State Council. In presiding, the Deputy President shall be entitled to exercise one (1)

deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter considered, shall exercise a casting vote.

- (6) In the absence of the President and Deputy President, the State Council shall choose a representative of the State Council to preside at the meeting of the State Council. The representative chosen to preside shall exercise a deliberative vote in respect of a matter considered by the State Council, and in the event of there being an equality of votes in respect of a matter being considered, shall exercise a casting vote.
- (7) The State Council shall establish a Corporate Governance Charter as the instrument to be used by State Council in implementing good governance policies, procedures and practices.
- (8) The State Council shall establish a Code of Conduct to which all State Council members must comply.
- (9) State Council shall adopt Standing Orders that will apply to all meetings.

11. NOTICE OF STATE COUNCIL MEETINGS

- (1) Ordinary Meetings of the State Council shall be called by the Chief Executive Officer in accordance with the Corporate Governance Charter.
- (2) Special Meetings of the State Council shall be called by the Chief Executive Officer by providing notice to State Councillors of the date, time, place and purpose of the meeting upon the written request of the President or at least one quarter of the representatives to the State Council.

12. RESOLUTIONS OF STATE COUNCIL

- (1) Except as provided in this clause, all motions concerning the affairs of the Association shall be passed by a simple majority of the representatives of the State Council or by their deputy representatives.
- (2) The following resolutions shall not be passed unless they receive a special majority of not less than 75% of representatives of the State Council or by their deputy representatives:
 - (a) any addition, amendment, withdrawal, modification or substitution to, of or in the powers of the Association; or
 - (b) any allocation or change in allocation of any representation or voting rights on the State Council; or
 - (c) any change to the membership of Ordinary Members to Zones.
- (3) The annual budget, including annual subscriptions, shall not be adopted unless passed by an absolute majority of representatives of the State Council or by their deputy representatives.

13. CHIEF EXECUTIVE OFFICER AND SECRETARIAT

- (1) The State Council may appoint a Chief Executive Officer at such remuneration and on such terms and conditions and with such powers, authorities, discretions and duties as it deems appropriate and may terminate the appointment of the Chief Executive Officer.
- (2) The State Council may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Constitution from time to time in such manner as the State Council determines and the scope of which are set out in Schedule Two. The Chief Executive Officer shall be responsible for the establishment and maintenance of a Register of Powers, Authorities, Discretions and Duties delegated by the State Council.
- (3) Subject to the control of the State Council, the Chief Executive Officer shall be solely responsible for the appointment of the staff of the Secretariat and the administration of the Association.
- (4) The Chief Executive Officer shall be the custodian of records, books, documents and securities of the Association.

14. ZONES

- (1) Ordinary Members of the Association shall be grouped into Zones of the metropolitan and country constituencies.
- (2) The membership of Ordinary Members to Zones shall be determined from time to time by State Council.
- (3) The number of Zones shall be determined from time to time by the Ordinary Members of the Association at a Special or Annual General Meeting.
- (4) Each member of a Zone shall be entitled to be represented by a delegate or delegates elected or appointed by the member to represent its interests. Zones shall determine the number of delegates to which each member is entitled to be represented by on the Zone.
- (4a) The term of a person who is a delegate of a member of a Zone expires when the person:
 - (a) dies;
 - (b) ceases to be a Councillor of the Ordinary Member;
 - (c) resigns the position by notice in writing given to the Ordinary Member who elected or appointed the person as its delegate and the resignation is accepted;
 - (d) becomes a member of State or Federal Parliament;
 - (e) is convicted of an offence under the *Local Government Act 1995*;
 - (f) is permanently incapacitated by mental or physical ill-health; or
 - (g) is the subject of a resolution passed by the Ordinary Member who appointed the person as its delegate terminating their appointment as the delegate of that Ordinary Member.

- (h) is a Councillor that has been suspended by the Minister for Local Government under part 8 of the *Local Government Act 1995*.
- (5) The management and affairs of the Zone shall be vested in the delegates that are elected or appointed to the Zone by each member of the Zone.
- (6) The functions of each Zone shall be:
 - (a) electing a representative or representatives and deputy representative or deputy representatives to the State Council;
 - (b) considering the State Council agenda;
 - (c) providing direction and/or feedback to their representative or representatives on the State Council; and
 - (d) any other functions deemed appropriate by the members of the Zone.
- (7) An application for change in membership between Zones may only be made by the member seeking to change its membership and with the approval of the receiving Zone.
- (8) Applications for changes in membership between Zones shall be determined by the State Council. In considering such applications, State Council shall give regard to the reasons provided in support of the application and any views expressed by the Zones directly affected by the application. State Council may approve or refuse any application, advising accordingly and including any reason therefore.
- (9) The Chief Executive Officer is to keep and maintain in an up-to-date condition a Register of Zone Membership, which may be varied from time to time by State Council. Upon request of an Ordinary Member, the Chief Executive Officer shall make the Register available for inspection by the representatives of an Ordinary Member during office hours and on reasonable notice.
- (10) A Zone may, from time to time, resolve to admit an Ordinary Member or Associate Member of the Association from outside their existing membership as an Associate Member of their Zone. In considering whether to admit an Ordinary Member or an Associate Member of the Association as an Associate Member of a Zone, the Zone shall give regard to the significance of communities of interest between the existing membership of the Zone and the Ordinary Member or Associate Member of the Association that is seeking to become an Associate Member of the Zone.
- (11) Subject to subclause (12), Zones shall determine the participation of any Associate Member admitted to the Zone, including the extent to which the representatives of an Associate Member may speak to and vote on matters considered by the Zone.
- (12) An Associate Member of a Zone may not:
 - (a) nominate a delegate for election to any office of the Zone;
 - (b) participate in an election held for any office bearer of the Zone; or
 - (c) vote on any matter considered by the Zone requiring a 75% majority.

15. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS

Prior to the Annual General Meeting, the President and Chief Executive Officer shall prepare the President's annual report and audited financial statements of the Association for presentation to Members at the Annual General Meeting.

16. ELECTION PROCEDURE

Any election other than to elect the President or Deputy President held by the Association shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of "first-past-the post";
- (d) if the election is to fill one vacancy, the candidate who receives the greater or greatest number of votes is elected;
- (e) if the election is to fill two or more vacancies, the candidates elected are –
 - (i) the candidate who receives the greatest number of votes; and
 - (ii) the candidate who receives the next highest number of votes; and
 - (iii) the candidate who receives the next highest number of votes,and so on up to the number of vacancies to be filled; and
- (f) if two or more candidates receive the same number of votes so that sub-section (d) or (e) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.

16A. ELECTION PROCEDURE – PRESIDENT AND DEPUTY PRESIDENT

An election to elect the President or Deputy President shall be conducted as follows:

- (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
- (b) representatives are to vote on the matter by secret ballot;
- (c) votes are to be counted on the basis of "first-past-the-post";
- (d) the candidate who receives the greatest number of votes is elected;
- (e) if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;
- (f) any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;
- (g) when the meeting resumes, an election will be held in accordance with sub-sections (a), (b), (c) and (d);

- (h) if two or more candidates receive the same number of votes so that sub-section (d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.

17. PRESIDENT

- (1) Subject to subclause 17(3) of this Constitution, the State Council shall elect a President from amongst those of its members that are representatives from the Zones of the metropolitan and country constituencies or were originally elected to State Council in that capacity.
- (2) The President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The President's term shall commence from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.
- (3) A person, other than the incumbent President of the Association, shall not be eligible for election as President unless they have first been elected by the metropolitan or country constituencies as a representative on the State Council.
- (4) The metropolitan or country constituency from which the President is elected has the right to nominate a further representative to the State Council, with that representative being drawn from the same zone and entitled to serve for the same term as their originally nominated representative.
- (5) Where the incumbent President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

17A. ROTATION OF PRESIDENCY

- (1) At an election for the position of President conducted under sub-clause 17(2), only the incumbent President, subject to complying with sub-clause 17(5), or State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.
- (2) At an election for the position of President conducted under Clause 19, only State Councillors from the alternate constituency to the incumbent President will be eligible to be elected.

18. DEPUTY PRESIDENT

- (1) Following determination of the election of the President pursuant to clause 17 of this Constitution, the State Council shall elect a Deputy President from amongst its metropolitan and country representatives, provided the Deputy President represents the alternate constituency to the President elected pursuant to clause 17.
- (2) The Deputy President shall be elected by the State Council at the first Ordinary Meeting of State Council of an even numbered year. The Deputy President's term shall commence

from the date of election and shall conclude on the day of the first Ordinary Meeting of State Council of the following even numbered year.

- (3) Prior to expiration of a term of office, a Deputy President may seek re-election for a consecutive term.
- (4) Where a Deputy President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.

19. VACANCY – PRESIDENT AND DEPUTY PRESIDENT

- (1) If the office of the President becomes vacant or if for any other reason the President is unable to take or hold office at a period which exceeds six months from the date of the next scheduled election for that office, then the State Council shall meet to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced.
- (2) Where a vacancy occurs in the office of President at a period which is six months or less from the date of the next scheduled election for that office, the State Council may convene a meeting to elect from among their number a President who, subject to this Constitution, shall hold the office of President for the balance of the term of the President replaced, or the State Council may in its discretion, determine that the vacancy be filled by the Deputy President until the date of the next scheduled election.
- (3) An election pursuant to sub-clause 19(1) or sub-clause 19(2) shall cause the office of Deputy President to be declared vacant immediately prior to the conduct of the election.
- (4) Following an election pursuant to sub-clause 19(1) or sub-clause 19(2) an election pursuant to Clause 19 (5) will be conducted for the office of Deputy President from amongst representatives of the alternative constituency to that of the President just elected.
- (5) If the office of Deputy President becomes vacant or if for any other reason the Deputy President is unable to take or hold office, then the State Council shall meet to elect from among their number a Deputy President who shall hold the office for the balance of the term of the Deputy President replaced, provided the Deputy President represents the alternate constituency to that of the President.
- (6) A State Council representative elected to fill a vacancy of President or Deputy President pursuant to clause 19 shall still be eligible for election for a subsequent two (2) full consecutive terms.

20. VACATION OF OFFICE

A person shall cease or be disqualified from being a representative or deputy representative on the State Council or from being President or Deputy President of the Association, or from attending State Council in an ex-officio capacity, if that person:

- (a) dies;

- (b) ceases to be a Councillor of the Ordinary Member;
- (c) resigns the position by notice in writing delivered or sent by post to the Chief Executive Officer, and such resignation is accepted;
- (d) is a member of State or Federal Parliament;
- (e) is convicted of an offence under the *Local Government Act 1995*;
- (f) is permanently incapacitated by mental or physical ill-health;
- (g) is absent from more than 3 consecutive State Council meetings;
- (h) is a member of a Local Government that ceases to be a member of the Association;
- (i) is the subject of a resolution passed by the Zone from which that person was originally elected terminating his or her appointment as a representative or deputy representative of that Zone, except where that person is the subject of any resolution consequent upon his or her being elected President of the Association and in pursuance of sub-clause 17(4); or
- (j) is a Councillor that has been suspended by the Minister for Local Government under Part 8 of the *Local Government Act 1995*.

21. COMMITTEES AND SUB-COMMITTEES

- (1) The State Council may from time to time as it may deem necessary or expedient appoint, delegate or refer to any person or committee any of its powers, duties and functions as it thinks fit except the powers to:
 - (a) acquire, hold and dispose of real property;
 - (b) borrow money;
 - (c) set subscription levels; and
 - (d) progress any matter requiring a resolution of the State Council pursuant to sub-clauses 12(2) or 12(3) of this Constitution.
- (2) The person or the members of any committee so appointed shall not be required to be representatives on the State Council.
- (3) Any person or committee in the exercise of the powers, duties or functions so delegated or referred to it shall observe and perform any rules, regulations and directions that may be made by the State Council.
- (4) Each Committee shall elect a Chair from the members of the Committee.

22. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting of the Association shall be held at a date to be determined by the State Council, provided that such date occurs prior to 31 October each year.
- (2) The Chief Executive Officer shall give at least ninety (90) days' notice of the date of the Annual General Meeting and the closing date on which notice of proposed business for the Annual General Meeting will be received by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice

shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.

- (3) At an Annual General Meeting, greater than one half of the delegates of Ordinary Members who are eligible to vote and are present constitute a quorum.
- (4) At each such Annual General Meeting the order of business shall be as follows:
 - (a) attendance, apologies and announcements;
 - (b) confirmation of minutes from last Annual General Meeting;
 - (c) adoption of President's annual report;
 - (d) consideration of annual financial statements; and
 - (e) consideration of Executive and Member motions.
- (5) In respect of the Annual General Meeting:
 - (a) a notice of motion may only be submitted by the State Council or an Ordinary Member; and
 - (b) a motion may only be moved seconded or voted upon by a delegate of an Ordinary Member.
- (6) An agenda paper shall be forwarded by the Chief Executive Officer to each Ordinary Member, at the address appearing in the records of the Association for the time being, at least thirty (30) days before the date of the Annual General Meeting. The agenda paper shall be deemed to have been delivered to the Ordinary Member immediately if transmitted electronically or on the second date after posting.
- (7) Where the State Council considers that a direction or decision from an Annual General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the State Council may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the State Council and the reasons for that decision.
- (8) Notwithstanding the provisions of sub-clause (7), the State Council is required to give consideration to any direction or decision made at an Annual General Meeting in its discharge of responsibilities and functions.

23. SPECIAL GENERAL MEETING

- (1) A Special General Meeting shall be called by the Chief Executive Officer upon the instructions of the State Council or the written demand of not less than any twenty (20) Ordinary Members.
- (2) The Chief Executive Officer shall give at least thirty (30) days notice of any Special General Meeting by posting notice thereof to each Ordinary Member at the address appearing in the records of the Association for the time being. Such notice shall specify the nature of the business to be transacted at the Special General Meeting and shall be deemed to have been delivered immediately if transmitted electronically or on the second date after posting.

- (3) At a Special General Meeting, greater than one half of the delegates of Ordinary Members who are eligible to vote and are present constitute a quorum.
- (4) Where the State Council considers that a direction or decision from a Special General Meeting has been made without information of a material nature or in circumstances which have materially altered and such direction or decision is not in the best interests of the Association, the State Council may decline to follow that direction or decision and, in that event, the Chief Executive Officer by notice shall advise the Ordinary Members of the decision of the State Council and the reasons for that decision.
- (5) Notwithstanding the provisions of sub-clause (4), the State Council is required to give consideration to any direction or decision made at a Special General Meeting in its discharge of responsibilities and functions.

24. REPRESENTATION AND VOTING AT GENERAL MEETINGS

- (1) Subject to this Constitution, each Ordinary Member shall be entitled to be represented at any Annual General Meeting or Special General Meeting of the Association by two (2) delegates.
- (2) A delegate shall be entitled to one (1) deliberative vote at the Annual General Meeting or Special General Meeting of the Association.
- (3) A delegate unable to attend any Annual General Meeting or Special General Meeting shall be entitled to cast a vote by proxy. A proxy shall be in writing and shall nominate the person in whose favour the proxy is given which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer before the commencement of the general meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Ordinary Member that nominated the delegate.
- (4) Except as provided in this Constitution, all matters considered at an Annual General Meeting or Special General Meeting of the Association shall be passed by a simple majority of the Ordinary Members' delegates or by a duly authorised proxy vote exercised on their behalf.
- (5) At any Annual General Meeting or Special General Meeting of the Association, greater than one half of the delegates who are eligible to vote must be present to form a quorum.

25. MINUTES OF MEETINGS OF ASSOCIATION

- (1) The Chief Executive Officer must cause proper minutes of all proceedings of all general meetings and State Council meetings to be taken and then to be entered within 30 days after the holding of each general meeting or State Council meeting, as the case requires, in a minute book kept for that purpose.
- (2) The President must ensure that the minutes taken of a general meeting or State Council meeting under sub-clause (1) are checked and signed as correct by the person who presided at the general meeting or State Council meeting to which those minutes relate or by the person who presides at the next succeeding general meeting or State Council meeting, as the case requires.

- (3) When minutes have been entered and signed as correct under this clause, they are, until the contrary is proved, evidence that-
 - (a) the general meeting or State Council meeting to which they relate (in this sub-clause called "the meeting") was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - (c) all appointments or elections purporting to have been made at the meeting have been validly made.

26. AUDIT

- (1) At least once a year the State Council shall cause the Association's accounts to be audited by a person or persons appointed by the State Council or its delegated body.
- (2) The accounting records of the Association shall be open for inspection by the representatives of Ordinary Members during office hours and on reasonable notice.

27. BANKING

- (1) All moneys received by the Association shall be banked into an operating account established by the State Council, in the name of the Association.
- (2) Payments drawn on the account and other documents relating to such account shall be authorised by the Chief Executive Officer and such other authorised persons as the State Council may deem appropriate.
- (3)
 - (a) The operating account to be so established, may be utilised for the purposes of paying salaries and operating expenses and for other purposes authorised by a resolution of the State Council.
 - (b) The State Council on the advice of the Chief Executive Officer, may appoint any member of the Secretariat to manage the operating account.

28. COMMON SEAL

- (1) The Association shall have a common seal on which its corporate name appears in legible characters.
- (2) The common seal of the Association must not be used without the approval of the State Council and every use of that common seal must be recorded in the minutes of the State Council meeting.
- (3) The affixing of the common seal of the Association must be witnessed by any two of the Chief Executive Officer, the President and the Deputy President.

- (4) The common seal of the Association must be kept in the custody of the Chief Executive Officer or of such other persons as the State Council from time to time decides.

29. AMENDMENT TO THE CONSTITUTION

The Constitution of the Association may be altered, added to or repealed by:

- (1) A resolution at any meeting of the State Council on the receipt of a special majority of not less than 75% of representatives or by their deputy representatives; and
- (2) A resolution at an Annual General Meeting or Special General Meeting passed by a majority of not less than 75% of delegates or duly authorise a proxy vote to be exercised on their behalf, provided that:
- (a) 75% of Ordinary Members who are eligible to vote are present or represented; and
 - (b) the Chief Executive Officer has given not less than sixty (60) days notice of any proposal to alter, add or repeal the Constitution to all Ordinary Members.

30. EXPULSION OF MEMBERS

- (1) An Ordinary Member may be expelled from the Association by resolution at a meeting of the State Council on the consent in writing to the proposition for expulsion being first received from not less than 75% of the Ordinary Members.
- (2) The Ordinary Member whom it is proposed to expel must receive at least sixty (60) days notice of the State Council meeting referred to in sub-clause (1) and shall be given the opportunity of attending the meeting and being heard with respect to the motion for expulsion.
- (3) An Associate Member may be expelled by resolution of State Council.

31. DISPUTES, MEDIATION AND ARBITRATION

- (1) The grievance procedure set out in this clause applies to disputes arising in connection with this Constitution between:
- (a) a member and another member; or
 - (b) a member and the Association; or
 - (c) if the Association provides services to non-members, those non-members who receive services from the Association, and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.

- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the dispute must, within ten (10) days, be referred initially to a panel to settle the dispute by mediation and if the dispute cannot be resolved, to arbitrate the dispute.
- (4) The panel shall be established by the State Council having regard to the nature and circumstances of the dispute and shall comprise such number of persons as the State Council may decide, being not less than three (3), who shall be drawn from amongst the following:
 - (a) Life Members of the Association;
 - (b) the President or Past Presidents of Local Government Professionals Australia WA;
 - (c) the Director General, Department of Local Government; or
 - (d) such other persons as the State Council considers appropriately qualified having regard to the nature and circumstances of the dispute.
- (5) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (6) The panel, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (7) Any arbitration shall be conducted in accordance with the provisions of the *Commercial Arbitration Act 1985 (WA)* and, notwithstanding section 21 (1) of that Act, each disputant may be represented by a duly qualified legal practitioner or other representative.
- (8) If a matter proceeds to arbitration, then the decision of the panel shall be final and binding on the disputants.
- (9) Any mediation or arbitration conducted under this clause must be confidential and without prejudice.

32. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION

The State Council shall if instructed in writing by all of the Ordinary Members dissolve the Association and, after paying and discharging out of the Association's funds and assets all debts and liabilities, transfer the funds or realise the same and transfer the proceeds to any organisation or organisations constituted with similar objects to those of the Association and which organisation or organisations prohibit the distribution of property among the Ordinary Members thereof or in the absence of such an organisation as determined by a Judge of the Supreme Court.

SCHEDULE ONE

REGISTER OF POWERS

The powers of the Association on incorporation are the:

- (a) advocacy of Federal and State matters;
- (b) progression of Legislative Review;
- (c) management and pursuit of Local Government Act matters;
- (d) management and pursuit of Industrial (Labour) Relations matters;
- (e) direction of the Secretariat and management of the Association's offices;
- (f) appointment of delegates in the case of joint appointment from amongst the metropolitan and country constituencies; and
- (g) instigation of all things necessary to pursue and achieve the objectives of the Association.

In construing the above powers the following terms shall have the meanings set out opposite them:

- “Federal Affairs” means all matters from time to time under consideration by the Australian Local Government Association and all matters concerned with aspects of Federal legislation including all inter-governmental finance questions between Federal and State Governments but shall not extend to the intra-state distribution of grants;
- “Industrial (Labour) Relations” includes all issues concerned with conditions of employment within Local Government whether award or otherwise, personnel practices and training;
- “Legislative Review” means any review or proposed review of existing or proposed legislation whether State or Federal unless the State Council resolves that it is of relevance only to one of either the metropolitan or country constituencies;
- “Local Government Act matters” means all questions pertaining to the provisions of the Local Government Act.

The above powers and definitions may be added to, amended, modified or substituted from time to time in accordance with clause 4 of the Constitution.

SCHEDULE TWO

REGISTER OF DELEGATED POWERS, AUTHORITIES, DISCRETIONS AND DUTIES

Date	Committee/Person	Detail on Delegations
2 December 2015	Chief Executive Officer	<p>Chief Executive Officer delegated the authority to admit or refuse organisations seeking Associate Membership to WALGA on the basis that such organisations are:</p> <ul style="list-style-type: none"> • organisations constituted by Local Governments such as Regional Councils, Voluntary Regional Councils and Alliances; • not-for-profit organisations that can demonstrate a link or relationship with the Local Government sector, or • Government agencies, including Government Trading Entities.
1 June 2011	Chief Executive Officer	<p>Authorisation of Expenditure</p> <p>Authorising all expenditures as approved in the budget, subject to:</p> <ul style="list-style-type: none"> • all Chief Executive Officer compensation, outside of normal monthly remuneration being authorised by the President; and • all business-related expenses paid to the Chief Executive Officer being authorised or ratified by the President
27 March 2019	Chief Executive Officer	<p>Reallocations of Budget</p> <p>Subject to compliance with budgetary policies / limitations set by State Council, the CEO may reallocate budget allocations between activity areas up to a maximum amount of \$20,000 between State Council meetings, with such amendments to be reported to the next meeting of the Finance and Services Committee detailing the amount and reasons.</p>
4 December 2002	President Deputy President Chief Executive Officer	<p>Affixation of the Common Seal</p> <ul style="list-style-type: none"> • Affixation of the Association's common seal be undertaken upon the resolution of State Council except where it is impractical to obtain prior approval; • In instances where obtaining prior approval is impractical, authority to affix the common seal be delegated to the Chief Executive Officer and one of either the President or Deputy President; • A regular report be submitted to State Council "for noting" outlining all instances where the common seal has been used without prior resolution; and • WALGA give priority to preparing an appropriate instrument of delegation.
6 February 2002 6 June 2007 (Updated)	Finance and Services Committee Insurance Board Municipal Waste Advisory Council Honours Panel Selection Committee	<p>Finance and Services Committee</p> <p>On behalf of State Council, and in accordance with any policies, directions or limitations set by State Council, undertake the following functions:</p> <ul style="list-style-type: none"> • Determining key directions in relation to the establishment and/or development of new and current business opportunities that result in the delivery of outputs which enhance the financial and operational capacity of members and the Association. • Adoption of business plans for the Association's service delivery units that deliver the key objectives within the Association's Strategic Plan, with regular monitoring of outcomes against agreed performance indicators. • Oversee the financial management of the Association, including the recommendation of a draft annual Governance Budget to State Council, long term financial planning, monitoring/assessment of financial reports, approving and/or recommending budgetary reallocations to State Council, committing or reallocating reserve funds for special purposes, and auditing and presentation of the Association's annual accounts.

		<ul style="list-style-type: none"> • Internal audit including monitoring/assessing compliance against financial and asset management and internal control policies. • Oversee the delivery of business development, business management, human resource management and information management and corporate services. • Establish a risk governance structure which ensures that management has implemented sound risk management policies and procedures across the Association, and which is regularly reviewed. • Establish risk management and internal control performance indicators that are regularly evaluated through internal and external audit processes. • Regularly report to State Council on the key activities and major decisions of the Committee. <p>Local Government Self Insurance Schemes Board</p> <ul style="list-style-type: none"> • To provide the overall strategic direction of the Schemes. • To recommend the appointment of the Scheme Manager to State Council. • To monitor the financial performance of the Schemes. • To ensure the compliance of the Schemes with the law • To ensure the proper management of risk. • Communicating between the Scheme Manager and Stakeholders. • To establish business plans for the Schemes with ongoing review. • To establish performance indicators and set achievable targets in consultation with the Scheme Manager. • To monitor the performance of the Scheme Manager's management of Scheme operations against key performance indicators. • To require the Scheme Manager to put forward policy recommendations on key operational issues for the Services, including reinsurance, deductibles, level of contributions, levels of policy cover, investments, provisioning (reserves), risk management, rehabilitation etc, and to adopt policies on these issues and keep them under review. • To make procedural determinations on process which are to be followed for the resolution of major claims. • To satisfy itself that satisfactory reinsurance cover has been obtained for the Schemes for each Fund year. • To accept members into the Schemes, with authority to place conditions for admission to membership, with authority for the Board to delegate this power to the Scheme Manager. • To consider the advice of the Scheme Manager and make determinations on the levying of additional contributions on the Scheme Members where the Board considers such action to be necessary, and on the disbursement of surpluses. • To consider the advice of the Scheme Manager and make determinations on the application of penalty loadings or other directives to members of the Schemes who have failed to comply with reasonable risk management standards or taken on additional risk exposures. • To approve annual budgets, financial statements and annual reports for the Schemes. • To appoint Scheme bankers, actuaries, auditors, legal panels, investment advisors and other service providers as required. • To consider actuaries reports and set reserves. • To consider auditors reports. • To review the findings of Scheme performance reviews and customer satisfaction surveys. • To adopt and keep under review Scheme Rules and Policy Wordings. • To undertake such inquiries and seek such reports and information on the Schemes operations as the Board deems fit. • To satisfy itself that the Scheme Manager maintains appropriate professional indemnity, public liability and other appropriate insurance policies that indemnify WALGA and the Schemes against Scheme Manager negligence. <p>Municipal Waste Advisory Council (MWAC)</p> <p>Representing the Western Australian Local Government Association in all matters relating to municipal waste management through delegation of appropriate powers and expenditure of budgeted funds, except the powers to acquire, hold and dispose of real property; borrow money; and set subscription levels. This delegation is further defined by the following:</p> <ul style="list-style-type: none"> • Decisions consistent with an existing formal Policy Statement of the Association can be made without reference to State Council. • Decisions on issues where there is not an existing formal Policy Statement of the Association, may be made without prior reference to State Council - all decisions of this nature will be referred to State Council as soon as practicable for endorsement.
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		<ul style="list-style-type: none"> Changes to the membership and voting entitlements of the Municipal Waste Advisory Council must be adopted by State Council prior to taking effect. <p>The objectives of the Municipal Waste Advisory Council Strategic Plan as amended from time to time define the primary areas of activity of the Council. The objectives of the current Strategic Plan are:</p> <ul style="list-style-type: none"> Maintain MWAC as a credible, active and effective peak body in the area of waste management; Facilitate and encourage cooperative linkages between Local, State and Federal Government, Regional Councils, Industry and the Community. Promote economically sound, environmentally safe and socially acceptable waste management and minimisation strategies. Represent Local Governments' view on waste management issues. Coordinate and initiate research on waste management issues. <p>Honours Panel</p> <ul style="list-style-type: none"> Overseeing the Association's annual Honours Program with delegated power from the State Council during the entire process. Adjudicating in the selection of recipients for Association Honours and the Local Government Medal, annually. Recommending, where appropriate, the conferral of alternative Association Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for. Overseeing the annual budget set for the Association's Honours Program. Encouraging, educating, promoting and raising the profile of all honours available to people in Local Government and all Western Australians. Reviewing the Honours Policies and supporting documentation as deemed necessary. <p>Selection Committee</p> <ul style="list-style-type: none"> Oversee the nominations and selection processes in accordance with the objectives and framework endorsed by the State Council. Call for and assess nominations for vacancies on Boards and Committees on the basis of objective selection criteria. Ensure that all steps in the selection process are completed before existing appointments to Boards and Committees expire. Make advisory recommendations to the State Council concerning the selection of applicants for vacancies on Boards and Committees which have been previously identified by State Council as being of strategic importance to the Association, including providing reasons for recommendations. For vacancies on boards and committees that have been identified as the highest strategic priority to Local Government, institute a process of formal interviews in the selection of candidates to ensure that the best person for the vacancy is recommended to State Council. Resolve upon preferred applicants for vacancies on Boards and Committees which have not been identified by State Council as being of strategic importance to the Association, including providing reasons for decision. Provide routine reports to State Council on the exercise of all delegated decision making authority concerning the selection process. Establish key performance indicators and set achievable targets for the Association's selection process. Review the process for the selection of applicants for vacancies on Boards and Committees and the delegations provided to the Selection Committee annually or biennially. Develop and implement measures to increase the awareness and understanding of the selection process amongst the Association's membership.
<p>1 October 2002</p>	<p>Selection Committee</p>	<p>Nominations for Boards and Committees</p> <p>That the President be given authority to co-opt persons for vacancies where no nominations were received.</p>
<p>4 December 2002</p>	<p>Local Government Self Insurance Schemes Board</p> <p>Joint Venture Management Committee</p>	<p>Local Government Self Insurance Schemes</p> <p>In relation to the roles, relationships and responsibilities between the LGIS Management Committee and the Local Government Self Insurance Schemes Board:</p> <ul style="list-style-type: none"> The name of the LGIS Management Committee be formally amended to 'Joint Venture Management Committee'.

		<ul style="list-style-type: none"> • The roles for the Local Government Self Insurance Schemes Board be: <ul style="list-style-type: none"> - providing the overall strategic direction of the Schemes; - recommending appointment of the Scheme Manager to State Council; - monitoring/evaluating Scheme Manager performance; - monitoring the financial performance of the Schemes; - ensuring compliance of the Schemes with the law; - the proper management of risk; and - communicating between the Scheme Manager and Stakeholders. • The roles for the Joint Venture Management Committee be: <ul style="list-style-type: none"> - policy oversight for the Municipal Insurance Broking Service (MIBS); - monitoring the market share achieved by MIBS, by Council and by insurance type; and - development of new insurance services or the enhancement of existing services and presenting such proposals to the WALGA Finance and Services Committee. - All responsibility for managing the contractual relationship between the Association and JLT reside with the WALGA Finance and Services Committee. - All relevant documentation be amended accordingly to reflect these changes. - Membership to the Joint Venture Management Committee comprise the President and CEO of WALGA or their nominees, the CEO or nominee of JLT and another senior officer of JLT.
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