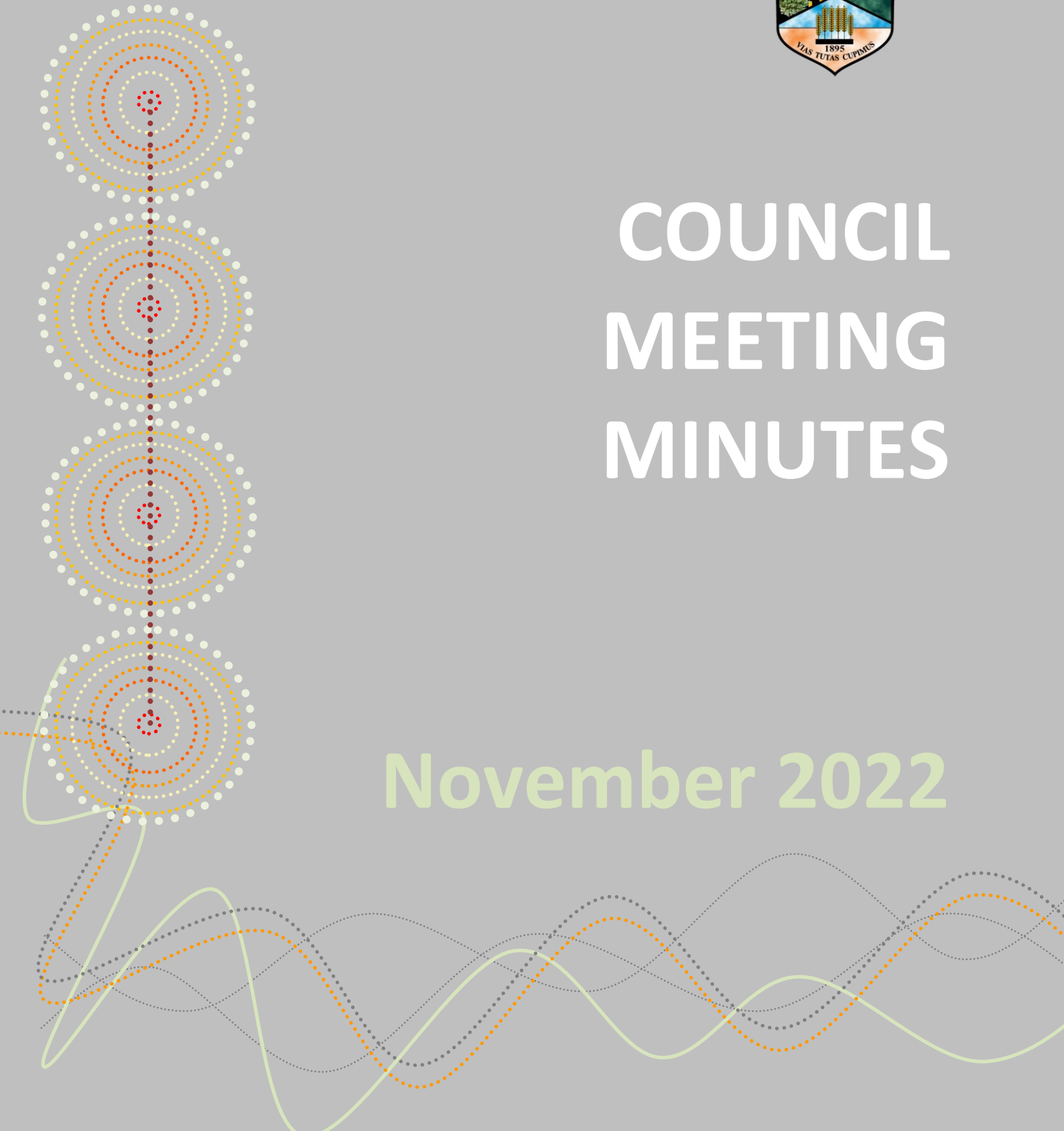


Shire of Goomalling



COUNCIL MEETING MINUTES

November 2022



SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



TABLE OF CONTENTS

Item No	Description	Page No
1.	DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS	3
2.	RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE	3
3.	DECLARATION OF FINANCIAL / IMPARTIALITY / PROXIMITY INTEREST	3
4.	PUBLIC QUESTION TIME	3
5.	APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE	3
6.	CONFIRMATION AND RECEIVING OF MINUTES/BUSINESS ARISING	4
	6.1 Ordinary Meeting of Council – 19 October 2022	
7.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	4
8.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	4
9.	OFFICERS' REPORTS	
	9.1 Schedule of Accounts – October 2022	5
	9.2 Monthly Financial Reports – October 2022	6
	9.3 Application of Common Seal – Certificate of Appreciation	31
	9.4 Bushfire Advisory Committee Recommendations	33
	9.5 Request to waive rates St John Ambulance Sub-Centre	39
	9.6 Goomalling Tennis Club – Request to waive affiliation fee	49
	9.7 WALGA governance structure – request for comment	52
	9.8 Permission to collect seed	99
	9.9 Single house – Lot 208 (No. 28) Hennessy Place, Goomalling	102
	9.10 Review of Bushfire Service reform	114
	9.11 Southwest Native Title Settlement Agreements	127
	9.12 Review of Local Emergency Management Arrangements (LEMA)	132
	9.13 Appointment of Local Recovery Coordinator and Welfare Liaison Officers	237
10.	ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	244
11.	NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL	
	11.1 Proposed outbuilding AK Evans	245
12.	MATTERS BEHIND CLOSED DOORS	246
13.	INFORMATION BULLETIN	247
14.	MEETING CLOSURE	247

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



NYOONGAR ACKNOWLEDGEMENT

We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar Ballardong people as the custodians of the greater Goomalling/Koomal area and that their cultural and heritage beliefs are still important to the living Nyoongar Ballardong people today.

NOTICE OF MEETING

Meeting No. 10 of 2022 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Wednesday 16 November 2022 beginning at 4.29 pm.

1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE

2.1. Attendance

Council	President	Cr Barry Haywood
	Vice President	Cr Julie Chester
	Councillor	Cr Mark Ashton
	Councillor	Cr Christine Barratt
	Councillor	Cr Casey Butt
	Councillor	Cr Roland Van Gelderen
	Councillor	Cr Brendon Wilkes

Administration	Chief Executive Officer	Mr Peter Bentley
	Finance Manager	Miss Natalie Bird
	Works Manager	Mr David Long

2.2. Apologies

Nil

2.3. Approved Leave of Absence

Moved Cr Chester, seconded Cr Barratt that Council approve a leave absence for Cr Mark Ashton the 21st December 2022 Ordinary Council Meeting.

CARRIED 6/0
Simple Majority

3. DECLARATION OF:

- FINANCIAL INTEREST
- MEMBERS IMPARTIALITY INTEREST
- PROXIMITY INTEREST

4. PUBLIC QUESTION TIME

5. APPLICATION FROM MEMBERS FOR LEAVE OF ABSENCE

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



6. CONFIRMATION AND RECEIVING OF MINUTES & BUSINESS ARISING

6.1 Ordinary Meeting of Council held Wednesday 19 October 2022

RESOLUTION 554

Moved Cr Butt, seconded Cr Wilkes that the minutes of the Ordinary Meeting of Council held on Wednesday 19 October 2022, be confirmed as true and correct.

CARRIED 7/0
Simple Majority

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
 MINUTES FOR ORDINARY MEETING OF COUNCIL
 WEDNESDAY, 16 NOVEMBER 2022



9. OFFICERS' REPORTS

9.1 SCHEDULE OF ACCOUNTS PAID 1 OCTOBER TO 31 OCTOBER 2022

File Reference	Not applicable
Disclosure of Interest	Nil
Applicant	Not Applicable
Previous Item Numbers	No Direct
Date	10 November 2022
Author	Deb Horton, Accounts Payable
Authorising Officer	Natalie Bird, Finance Manager
Attachments	
1. Schedule of Payments – October 2022 2. Corporate Credit Card Statements September 2022	

Summary

FUND VOUCHERS AMOUNT

EFT 4734 to 4831/4834 to 4838	\$715,413.55
Direct Debits 8532 to 8535	\$43,437.34
Cheques 15417 to 15425	\$21,730.27
Payroll JNL 6730 & 6737	\$98,856.00
Super DD14549 &14595	\$18,644.77
TOTAL	\$898,081.93

***EFT4733 cancelled

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That the Council:

Approve vouchers from the Municipal Fund and Trust Fund as detailed:

FUND VOUCHERS AMOUNT

EFT 4734 to 4831/4834 to 4838	\$715,413.55
Direct Debits 8532 to 8535	\$43,437.34
Cheques 15417 to 15425	\$21,730.27
Payroll JNL 6730 & 6737	\$98,856.00
Super DD14549 &14595	\$18,644.77
TOTAL	\$898,081.93

RESOLUTION 555

Moved Cr Barratt, seconded Cr Wilkes that the Council endorses the Officer's recommendation.

CARRIED 7/0
Simple Majority

PRESIDENT _____

DATE: _____



9.2 FINANCIAL REPORT FOR OCTOBER 2022

File Reference	Not Applicable
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	10 November 2022
Author	Natalie Bird, Finance Manager
Authorising Officer	Natalie Bird, Finance Manager
Attachments	Monthly Financial Report to 31 October 2022

Summary

In accordance with the *Local Government (Financial Management) Regulations 1996*, to follow is the presentation of the Monthly Financial Reports to Council.

Background

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

Statutory Environment

Local Government Act 1995 – Section 6.4 (as amended)
Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

Policy Implications

No specific policy regarding this matter.

Financial Implications

Ongoing management of Council funds

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
4.1.4	Provide reporting processes in a transparent, accountable and timely manner

Voting Requirements

Simple Majority

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



OFFICER'S RECOMMENDATION

That the Council:

Receive the Monthly Financial Report to 31 October 2022

RESOLUTION 556

Moved Cr Wilkes, seconded Cr Chester that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 October 2022

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

TABLE OF CONTENTS

Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Note 1 Statement of Financial Activity Information	8
Note 2 Cash and Financial Assets	9
Note 3 Receivables	10
Note 4 Stock	11
Note 5 Payables	12
Note 6 Rate Revenue	13
Note 7 Disposal of Assets	14
Note 8 Capital Acquisitions	15-16
Note 9 Borrowings	17-18
Note 10 Cash Reserves	19
Note 11 Other Current Liabilities	20
Note 12 Operating grants and contributions	21
Note 13 Non operating grants and contributions	22
Note 14 Explanation of Material Variances	23



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.16 M	\$0.11 M	\$0.09 M	(\$0.02 M)
Closing	(\$0.05 M)	\$3.21 M	\$1.96 M	(\$1.25 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$2.95 M	% of total
Unrestricted Cash	\$1.01 M	34.4%
Restricted Cash	\$1.93 M	65.6%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.24 M	% Outstanding
Trade Payables	\$0.13 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.89 M	% Collected
Rates Receivable	\$0.51 M	80.3%
Trade Receivable	\$0.89 M	
Over 30 Days		5.3%
Over 90 Days		4.6%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.80 M	\$2.93 M	\$2.55 M	(\$0.38 M)

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.42 M	% Variance
YTD Budget	\$2.15 M	12.5%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.50 M	% Variance
YTD Budget	\$0.18 M	178.5%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.83 M	% Variance
YTD Budget	\$0.53 M	56.8%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.83 M)	\$0.22 M	(\$0.61 M)	(\$0.83 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.11 M	%
Adopted Budget	\$0.11 M	(1.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.03 M	% Spent
Adopted Budget	\$4.39 M	(76.6%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
YTD Actual	\$0.33 M	% Received
Adopted Budget	\$3.41 M	(90.3%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.19 M)	(\$0.04 M)	(\$0.07 M)	(\$0.03 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.05 M
Interest expense	\$0.02 M
Principal due	\$2.52 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$0.91 M
Interest earned	\$0.00 M

Refer to Note 11 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.07 M

Refer to Note 10 - Lease Liabilities

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2022

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control. Provision of Medical Surgery and Doctor. Also noise control and waste disposal compliance

EDUCATION AND WELFARE

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

Maintenance of child minding centre, playgroup centre, senior citizens centre. Provision and maintenance of youth services.

HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Staff housing, provision of general rental accommodation to the public when not required by staff.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Shire Townsite Sewerage Scheme. Administration of the Shire of Goomalling Town Planning Scheme. Administration, maintenance & operation of the Goomalling public cemeteries, public toilets & the Goomalling Community Bus.

RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, swimming pool, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens. Contribution to the operation of the Goomalling Public Library, museums and cultural facilities.

TRANSPORT

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

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Goomalling Caravan Park facilities and Motel Units. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Maintenance costs associated with the Goomalling Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Housing and Engineering operations costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	160,154	108,177	93,149	(15,028)	(13.89%)	▼
Revenue from operating activities							
Governance		30,000	9,996	18,183	8,187	81.90%	
General purpose funding		2,420,268	2,279,905	2,280,566	661	0.03%	
Law, order and public safety		266,950	88,972	125,434	36,462	40.98%	▲
Health		654,000	217,996	201,836	(16,160)	(7.41%)	
Education and welfare		600	200	21	(179)	(89.50%)	
Housing		264,860	88,276	83,581	(4,695)	(5.32%)	
Community amenities		548,000	322,660	1,039,089	716,429	222.04%	▲
Recreation and culture		98,884	32,920	24,102	(8,818)	(26.79%)	
Transport		418,500	139,496	183,038	43,542	31.21%	▲
Economic services		362,930	120,928	115,294	(5,634)	(4.66%)	
Other property and services		99,000	32,992	30,137	(2,855)	(8.65%)	
		5,163,992	3,334,341	4,101,281	766,940		
Expenditure from operating activities							
Governance		(238,926)	(79,568)	(79,867)	(299)	(0.38%)	
General purpose funding		(110,964)	(36,980)	(37,893)	(913)	(2.47%)	
Law, order and public safety		(470,709)	(156,856)	(153,834)	3,022	1.93%	
Health		(734,759)	(244,892)	(203,232)	41,660	17.01%	▲
Education and welfare		(18,693)	(6,224)	(5,820)	404	6.49%	
Housing		(447,296)	(148,612)	(76,893)	71,719	48.26%	▲
Community amenities		(609,595)	(203,084)	(258,941)	(55,857)	(27.50%)	▼
Recreation and culture		(954,484)	(317,932)	(212,364)	105,568	33.20%	▲
Transport		(1,737,736)	(579,132)	(355,088)	224,044	38.69%	▲
Economic services		(590,926)	(196,772)	(152,383)	44,389	22.56%	▲
Other property and services		(15,843)	(5,216)	(15,154)	(9,938)	(190.53%)	
		(5,929,931)	(1,975,268)	(1,551,469)	423,799		
Non-cash amounts excluded from operating activities	1(a)	1,569,016	1,569,016	0	(1,569,016)	(100.00%)	▼
Movement in liabilities associated with restricted cash (Leave Reserve)		0	0	0	0	0.00%	
Amount attributable to operating activities		803,077	2,928,089	2,549,812	(378,277)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	3,412,798	1,088,993	331,300	(757,693)	(69.58%)	▼
Less Unspent Non-Operating Grants represented as Contract Liabilities	14	0	0	(22,693)			
Net Revenue from Non-Operating Grants	14	3,412,798	1,088,993	308,607			
Proceeds from disposal of assets	7	110,000	110,000	108,939	(1,061)	(0.96%)	
Proceeds from financial assets at amortised cost - self supporting loans	9	41,681	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(4,393,285)	(978,584)	(1,028,653)	(50,069)	(5.12%)	
Amount attributable to investing activities		(828,806)	220,409	(611,106)	(831,515)		
Financing Activities							
Loan to Medical Surgery		0	(20,000)	(20,000)	0	0.00%	
Transfer from reserves	11	40,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities	10	(20,869)	0	0	0	0.00%	
Repayment of debentures	9	(182,466)	0	(51,716)	(51,716)	0.00%	▼
Transfer to reserves	11	(23,934)	(23,934)	(0)	23,934	100.00%	▲
Amount attributable to financing activities		(187,270)	(43,934)	(71,716)	(27,782)		
Closing funding surplus / (deficit)	1(c)	(52,845)	3,212,741	1,960,141	(1,252,601)		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance

agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	160,154	108,177	93,149	(15,028)	(13.89%)	▼
Revenue from operating activities							
Rates	6	2,171,729	2,151,463	1,964,887	(186,576)	(8.67%)	
Other rates	6	248,012	248,012	248,012	0	0.00%	
Operating grants, subsidies and contributions	13	983,293	327,728	1,001,336	673,608	205.54%	▲
Fees and charges		1,523,690	528,098	827,902	299,804	56.77%	▲
Interest earnings		70,868	23,616	5,545	(18,071)	(76.52%)	▼
Other revenue		166,400	55,424	53,600	(1,824)	(3.29%)	
		5,163,992	3,334,341	4,101,280	766,939		
Expenditure from operating activities							
Employee costs		(2,300,723)	(766,720)	(776,875)	(10,155)	(1.32%)	
Materials and contracts		(1,322,620)	(440,224)	(550,462)	(110,238)	(25.04%)	▼
Utility charges		(261,462)	(86,964)	(84,870)	2,094	2.41%	
Depreciation on non-current assets		(1,568,999)	(522,960)	0	522,960	100.00%	▲
Interest expenses		(135,465)	(45,144)	4,687	49,831	110.38%	▲
Insurance expenses		(190,013)	(63,224)	(90,260)	(27,036)	(42.76%)	▼
Other expenditure		(150,650)	(50,032)	(53,687)	(3,655)	(7.31%)	
		(5,929,932)	(1,975,268)	(1,551,466)	423,802		
Non-cash amounts excluded from operating activities	1(a)	1,569,016	1,569,016	0	(1,569,016)	(100.00%)	▼
Movement in liabilities associated with restricted cash			0	0	0	0.00%	
Amount attributable to operating activities		803,076	2,928,089	2,549,814	(378,275)		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	3,412,798	1,088,993	331,300	(757,693)	(69.58%)	▼
Less Unspent Non-Operating Grants represented as Contract Liabilities	14	0	0	(22,693)			
Net Revenue from Non-Operating Grants	14	3,412,798	1,088,993	308,607			
Proceeds from disposal of assets	7	110,000	110,000	108,939	(1,061)	(0.96%)	
Proceeds from financial assets at amortised cost - self supporting loans	9	41,681	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(4,393,285)	(978,584)	(1,028,653)	(50,069)	(5.12%)	
Amount attributable to investing activities		(828,806)	220,409	(611,106)	(831,515)		
Financing Activities							
Loan to Medical Surgery	0	0	(20,000)	(20,000)	0	0.00%	
Transfer from reserves	11	40,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(20,869)	0	0	0	0.00%	
Repayment of debentures	9	(182,466)	0	(51,716)	(51,716)	0.00%	▼
Transfer to reserves	11	(23,934)	(23,934)	(0)	23,934	100.00%	▲
Amount attributable to financing activities		(187,269)	(43,934)	(71,716)	(27,782)		
Closing funding surplus / (deficit)	1(c)	(52,845)	3,212,741	1,960,141	(1,252,601)		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 16 for an explanation of the reasons for the variance.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash		17	0	0
Add: Depreciation on assets		1,568,999	522,960	0
Total non-cash items excluded from operating activities		1,569,016	522,960	0

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

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

		Last Year Closing 30 June 2022	This Time Last Year 31 October 2021	Year to Date 31 October 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(914,260)	(929,953)	(914,260)
Less: - Financial assets at amortised cost - self supporting loans	4	(41,680)	(39,157)	(41,681)
Add: Borrowings	9	182,510	2,273,379	130,794
Add: Provisions funded by Reserve	12	112,797	109,813	112,797
Add: Lease liabilities	10	47,302	0	20,870
Total adjustments to net current assets		(613,331)	1,414,082	(691,480)

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

Current assets

Cash and cash equivalents	2	2,308,253	1,307,145	2,947,589
Rates receivables	3	112,572	180,533	506,807
Receivables	3	51,579	58,048	894,370
Stock on Hand	4	27,731	54,625	22,172
Total Current Assets		2,500,135	1,600,351	4,370,938

Less: Current liabilities

Payables	5	(247,809)	(274,210)	(243,208)
Borrowings	9	(182,510)	(2,273,379)	(130,794)
Contract liabilities	12	(689,109)	0	(711,802)
Lease liabilities	10	(47,302)		(20,870)
Provisions	12	(612,643)	(564,043)	(612,643)
Total Current Liabilities		(1,779,373)	(3,111,632)	(1,719,317)

		720,762	(1,511,281)	2,651,621
Less: Total adjustments to net current assets	1(b)	(613,331)	1,414,082	(691,480)
Closing funding surplus / (deficit)		108,177	(97,201)	1,960,141

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	650		650	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	1,013,416		1,013,416	0	Bendigo	0.00%	At Call
Trust Bank Account	Cash and cash equivalents	0	0	0	38,224	Bendigo	0.00%	
Medical Surgery Bank Account	Cash and cash equivalents		15,799	15,799				
Term Deposits		0						
Term Deposits - Reserve	Financial assets at amortised cost	0	609,732	609,732	0	Bendigo	2.75%	28/07/2023
Term Deposits	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Bendigo	1.80%	26/12/2022
Term Deposits - Reserve	Financial assets at amortised cost	0	300,706	300,706	0	Bendigo	2.60%	17/06/2023
Term Deposits - Skeleton Weed A/L & LSL	Financial assets at amortised cost	0	5,234	5,234	0	Bendigo	2.60%	17/06/2023
Total		1,014,066	1,931,471	2,945,537	38,224			
Comprising								
Cash and cash equivalents		1,014,066	15,800	1,029,866	38,224			
Financial assets at amortised cost		0	1,915,672	1,915,672	0			
		1,014,066	1,931,472	2,945,537	38,224			

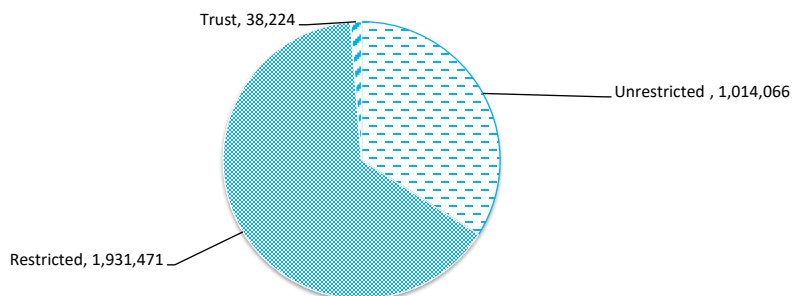
KEY INFORMATION

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

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2022	31 Oct 2022
	\$	\$
Opening arrears previous years	147,184	147,184
Levied this year	2,118,671	2,419,741
Less - collections to date	(2,118,671)	(2,060,118)
Equals current outstanding	147,184	506,807
Net rates collectable	147,184	506,807
% Collected	93.5%	80.3%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,766)	739,725	1,842	3,684	35,905	775,390
Percentage	(0.7%)	95.4%	0.2%	0.5%	4.6%	
Balance per trial balance						
Sundry receivable	0	775,390	0	0	0	775,390
GST receivable	0	77,299	0	0	0	77,299
Loans Club/Institutions - Current	0	41,681	0	0	0	41,681
Total receivables general outstanding						894,370

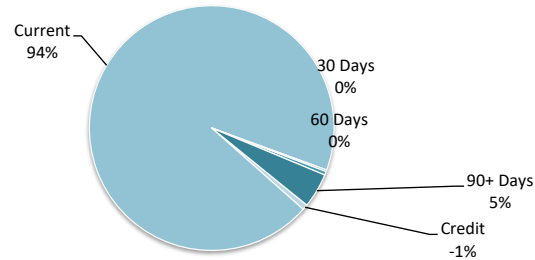
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

Accounts Receivable (non-rates)



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 October 2022
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock On Hand	27,731	(5,560)	0	22,171
Total other current assets	27,731	(5,560)	0	22,171

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	(20,132)	0	0	0	(20,132)
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors	0	(131,670)	0	0	0	131,670
ATO liabilities		27,904				27,904
Gst Payable		71,057				71,057
Bonds & Deposits Held - CI		12,577				12,577
Total payables general outstanding						243,208

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.11880	123	1,350,994	160,498	0	0	160,498	160,498	0	0	160,498
GRV Commercial	0.12700	17	321,640	40,848	0	0	40,848	40,848	0	0	40,848
GRV Industrial	0.12790	11	80,636	10,313	0	0	10,313	10,313	0	0	10,313
GRV Urban Farmland	0.11350	18	220,896	25,072	0	0	25,072	25,072	0	0	25,072
Unimproved value											
UV Rural Zone 2	0.0059	54	25,866,000	152,092	0	0	152,092	152,092	0	0	152,092
UV Special Rural	0.0121	14	1,527,500	18,544	0	0	18,544	18,544	0	0	18,544
UV General Zone 3	0.0059	218	257,374,000	1,518,507			1,518,507	1,518,507	0	0	1,518,507
Sub-Total		455	286,741,666	1,925,875	0	0	1,925,874	1,925,874	0	0	1,925,874
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	1,025	96	553,875	98,400	0	0	98,400	98,400	0	0	98,400
GRV Commercial	950	13	37,597	12,350	0	0	12,350	12,350	0	0	12,350
GRV Industrial	595	7	12,675	4,165	0	0	4,165	4,165	0	0	4,165
GRV Urban Farmland	760	7	24,251	5,320	0	0	5,320	5,320	0	0	5,320
Unimproved value											
UV Rural Zone 2	800	18	2,166,500	14,400	0	0	14,400	14,400	0	0	14,400
UV Special Rural	1,130	4	327,000	4,520	0	0	4,520	4,520	0	0	4,520
UV General Zone 3	1,100	97	7,960,466	106,700	0	0	106,700	106,700	0	0	106,700
Sub-total		242	11,082,364	245,855	0	0	245,855	245,855	0	0	245,855
Amount from general rates							2,171,729				2,171,729
Ex-gratia rates							38,012				38,012
Total general rates							2,209,741				2,209,741
Specified area rates	Rate in \$ (cents)										
Sewerage Residential	8.792		23,520	206,790	0	0	206,790	206,790	0	0	206,790
Sewerage Religious Church			440	3,210	0	0	3,210	3,210	0	0	3,210
Total specified area rates			23,960	210,000	0	0	210,000	210,000	0	0	210,000
Total							2,419,741				2,419,741

KEY INFORMATION

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

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	559,827	559,827	216,608	48,484	(168,124)
Plant and equipment	135,000	135,000	50,000	57,494	7,494
Infrastructure - roads	3,396,458	3,396,458	631,976	792,850	160,874
Infrastructure - sewerage	50,000	50,000	0	55,686	55,686
Infrastructure - footpaths	80,000	80,000	80,000	44,923	(35,077)
Infrastructure - other	172,000	172,000	0	29,217	29,217
Payments for Capital Acquisitions	4,393,285	4,393,285	978,584	1,028,653	50,069
Total Capital Acquisitions	4,453,851	4,393,285	978,584	1,028,653	50,069
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	3,412,798	3,412,798	1,088,993	331,300	(757,693)
Cash backed reserves	914,260	914,260		0	
Reserves cash backed - Long Service Leave Reserve	2,972	2,972	0	0	0
Contribution - operations	(147,311)	63,255	(213,742)	608,413	822,156
Capital funding total	4,393,285	4,393,285	978,584	1,028,653	50,069

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

30/06/2023

31/10/2022

Account Description		Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Land and Buildings						
48005	Replacement Server - Admin	45,000	45,000	45,000	31,114	13,886
98001	Capital housing Up grades	102,000	102,000	34,000	0	34,000
48003	Roofing Project - admin LRCIP	0	0	0	17,370	(17,370)
138001	Public Buildings - Capital upgrade projects	412,827	412,827	137,608	0	137,608
138003	Old Road Board Building - LRCIP	0	0	0	0	0
138004	Gum Toilets Upgrade - LRCIP	0	0	0	0	0
138005	Slater Homestead upgrade - LRCIP	0	0	0	0	0
Total		559,827	559,827	216,608	48,484	168,124
Plant & Equipment						
108001	Skeleton Weed Plant & Equipment	0	0	0	14,050	(14,050)
123907	Plant replacement - Small Tip Truck	50,000	50,000	0	0	0
123908	Plant replacement - Utility GO 039	0	0	0	0	0
123914	Turf Mower - Recreation Ground	45,000	45,000	45,000	43,444	1,556
123913	Miscellaneous Small Plant	10,000	10,000	5,000	0	5,000
123911	Small Plant - Mobile Traffic lights	30,000	30,000	0	0	0
Total		135,000	135,000	50,000	57,494	(7,494)
Infrastructure - Roads						
129904	EXPENSE - Regional Road Group Construction	1,054,435	1,054,435	351,476	308,607	42,869
129901	EXPENSE - R 2 R Construction	314,000	314,000	0	180,861	(180,861)
129910	Local Road and Community Infrastructure Program	50,000	50,000	0	0	0
129912	Black Spot Funding	180,000	180,000	0	0	0
129914	MRWA - Bridge Capital	152,000	152,000	152,000	0	152,000
129908	EXPENSE - Wheatbelt Secondary Freight Network	1,646,023	1,646,023	128,500	303,381	(174,881)
Total		3,396,458	3,396,458	631,976	792,850	(160,874)
Infrastructure - Footpaths						
129911	Local Road and Community Infrastructure Program (footpaths)	80,000	80,000	80,000	44,923	35,077
Total		80,000	80,000	80,000	44,923	35,077
Infrastructure - Sewerage						
108003	Upgrade to sewerage water pipe line LRCIP	50,000	50,000	0	55,686	0
Total		50,000	50,000	0	55,686	0
Infrastructure - Other						
118006	Anstey Park - Upgrade -LRCIP	172,000	172,000	0	29,217	(29,217)
118007	Upgrade to Playground at Rec Ground LRCIP	0	0	0	0	0
Total		172,000	172,000	0	29,217	(29,217)
TOTALS		4,393,285	4,393,285	978,584	1,028,653	5,617

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Original Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Aged Housing Wollyam Street	114	141,407	0	0	9,266	18,778	132,141	122,629	3,721	20,410
Recreation and culture										
New Sports Pavilion	111	1,051,154	0	0	0	30,541	1,051,154	1,081,695	0	34,809
Retic Football/Hockey Ovals	113	15,501	0	0	0	14,990	15,501	30,490	0	340
Economic services										
Rural Community Centre	106	307,532	0	0	10,127	23,857	297,405	331,389	9,763	29,291
Bank Overdraft - subdivision - new loan	115	893,828	0	0	32,323	52,619	861,505	946,447	7,494	39,172
B/Fwd Balance		2,409,422	0	0	51,716	140,785	2,357,706	2,512,650	20,979	124,022
C/Fwd Balance		2,409,422	0	0	51,716	140,785	2,357,706	2,512,650	20,979	124,022
Self supporting loans										
Recreation and culture										
Self Supporting Loan MSC	110	159,125	0	0	0	41,681	159,125	117,445	0	9,734
Self Supporting Loan MSC	110	159,125	0	0	0	41,681	159,125	117,445	0	9,734
Total		2,568,547	0	0	51,716	182,466	2,516,831	2,630,095	20,979	133,756
Current borrowings		182,466					(130,794)			
Non-current borrowings		2,386,081					2,647,625			
		2,568,547					2,516,831			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Original Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$

KEY INFORMATION

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
GO040 Ford Escape (Blue)	6250509	109	0	0	0	69	109	40	0	0
GOSHIRE Ford Escape (White)	6250620	103	0	0	0	65	103	38	0	0
GO015 Ford Utility (WORKSMANAGER)	6463413	11,043	0	0	0	9,903	11,043	1,140	0	321
GO 040 Ford Escape (DCEO White)		0	0	30,283		5,416	30,283	24,867		694
GOSHIRE Ford Escape (CDO White)		0	0	30,283		5,416	30,283	24,867		694
Total		11,255	0	60,566	0	20,869	71,821	50,952	0	1,709
Current lease liabilities		20,870					20,870			
Non-current lease liabilities		47,302					47,302			
		68,172					68,172			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**OPERATING ACTIVITIES
NOTE 11
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Long Service Leave Reserve	112,797	2,972	0	0	0		0	115,769	112,797
Reserves cash backed - Mortlock Lodge Reserve	3,172	82	0	0	0		0	3,254	3,172
Reserves cash backed- Plant Replacement Reserve	139,897	3,665	0	0	0	(40,000)	0	103,562	139,897
Reserves cash backed - Staff Housing Reserve	33,284	879	0	0	0	0	0	34,163	33,284
Reserves cash backed - Aged Care Reserve	119,725	3,153	0	0	0		0	122,878	119,725
Reserves cash backed - Vehicle Reserve	108,058	2,871	0	0	0		0	110,929	108,058
Reserves cash backed - Sewerage Reserve	327,377	8,619	0	0	0	0	0	335,996	327,377
Reserves cash backed - Community Bus Reserve	54,250	1,422	0	0	0		0	55,672	54,250
Reserves cash backed - LCDC Reserve	10,452	271	0	0	0		0	10,723	10,452
Reserves cash backed - SW LAG Officer AL/LSL Reserve	5,248	0	0	0	0	0	0	5,248	5,248
	914,260	23,934	0	0	0	(40,000)	0	898,194	914,260

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 October 2022
		\$	\$	\$	\$
Contract liabilities					
- operating	13	689,109	22,693	0	711,802
Total unspent grants, contributions and reimbursements		689,109	22,693	0	711,802
Provisions					
Annual leave		266,410	0	0	266,410
Long service leave		346,233	0	0	346,233
Total Provisions		612,643	0	0	612,643
Total other current assets		1,301,752	22,693	0	1,324,445

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue			
	Adopted Budget Revenue	YTD Budget	Current Budget	YTD Revenue Actual
	\$	\$	\$	\$
Operating grants and subsidies				
General purpose funding				
GRANTS - General Purpose	93,020	31,004	93,020	35,365
GRANTS - Untied Road Grants	48,073	16,024	48,073	23,700
Law, order, public safety				
REVENUE - ESL Grant	45,000	15,000	45,000	7,631
Recreation & Culture				
REVENUE - Other Recreation & Sport - No GST	1,100	364	1,100	1,100
Community amenities				
REVENUE - Other Grant Funding	145,000	48,332	145,000	160,000
Transport				
REVENUE - Direct Grant	100,000	33,332	100,000	105,370
Economic services				
REVENUE - Other Economic Services	15,000	5,000	15,000	0
Other property and services				
Various Contributions	209,263	30,536	317,190	166,971
	656,456	179,592	764,383	500,136

Non operating grants, subsidies and contributions revenue

	Adopted Budget Revenue	Current Budget	YTD Budget	YTD Revenue Actual	YTD Expenditure Actual	YTD Unspent Contract Liability
	\$		\$	\$	\$	\$
Non-operating grants and subsidies						
General purpose funding						
Grants - Federal Government	796,530	796,530	165,272	0	58,973	0
Transport						
Revenue - Grants Regional Road Group	478,495	478,495	159,496	331,300	308,607	(22,693)
Revenue - Grant Wheatbelt Secondary Freig	1,684,956	1,684,956	561,652	0	303,381	0
Revenue - Grants R 2 R	272,817	272,817	38,573	0	180,861	0
Revenue - Grants Black Spot	24,000	24,000	8,000	0	0	0
Revenue - Grants Pathways	0	0	0	0	44,923	0
Revenue - Grants Bridge Construction	156,000	156,000	156,000	0	0	0
	3,412,798	3,412,798	1,088,993	331,300	896,747	(22,693)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	8,187	81.90%		dependent on receiving the grants commission payment
General purpose funding - rates	(186,576)	(8.67%)		The rates include the sewerage rates as well.
General purpose funding - other	661	0.03%		Within material variance
Law, order and public safety	36,462	40.98%	▲ Timing	Timing of receiving the funding from DFES for the ESL program
Health	(16,160)	(7.41%)		Within material variance
Education and welfare	(179)	(89.50%)		Within material variance
Housing	(4,695)	(5.32%)		Within material variance
Community amenities	716,429	222.04%	▲	dependent on the charging of the rentals for the month of July not all carried out
Recreation and culture	(8,818)	(26.79%)		Within material variance
Transport	43,542	31.21%	▲ Timing	dependent on the timing of MRD funding for the Road works yet to be received
Economic services	(5,634)	(4.66%)		Within material variance
Other property and services	(2,855)	(8.65%)		Within material variance
Expenditure from operating activities				
Governance	(299)	(0.38%)		Within material variance
General purpose funding	(913)	(2.47%)		Within material variance
Law, order and public safety	3,022	1.93%		Within material variance
Health	41,660	17.01%	▲	Dependent on when the annual report is completed so depreciation can be ran.
Education and welfare	404	6.49%		Within material variance
Housing	71,719	48.26%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Community amenities	(55,857)	(27.50%)	▼ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Recreation and culture	105,568	33.20%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Transport	224,044	38.69%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Economic services	44,389	22.56%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Other property and services	(9,938)	(190.53%)	Timing	Dependent on the timing of fuel and oils being ordered and paid for.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(757,693)	(69.58%)	▼	Dependent on when the grants are applied for and when the projects are completed.
Proceeds from disposal of assets	(1,061)	(0.96%)		
Proceeds from financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for property, plant and equipment and infrastructure	(50,069)	(5.12%)		Dependent on the timing of the Capital works program
Financing activities				
Loan to Medical Surgery	0	0.00%		
Transfer from reserves	0	0.00%		
Payments for principal portion of lease liabilities	0	0.00%		
Repayment of debentures	(51,716)	0.00%	▼	1st payment of loans
Transfer to reserves	23,934	100.00%	▲	Yet to carry out the transfer of reserves interest until the end of the year.



9.3 APPLICATION OF COMMON SEAL – CERTIFICATE OF APPRECIATION

File Reference	Not Applicable
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	8 November 2022
Author	Peter Bentley, Chief Executive Officer
Authorising Officer	Peter Bentley, Chief Executive Officer
Attachments	Nil

Summary

The purpose of the report is to endorse affixation of the Shire of Goomalling Common Seal to the Certificate of Appreciation for Chloe Watson and Tahnee Bird to validate the certificates.

Background

Chloe Watson and Tahnee Bird achieve an employment milestone of 10 years' service to the Shire of Goomalling. Council acknowledges employment anniversaries for every 5 years of service with a Certificate of Appreciation, given at the annual Christmas celebrations.

The Common Seal is to be affixed to validate the Certificate of Appreciation for Chloe Watson and Tahnee Bird.

Statutory Environment

Local Government Act 1995

Policy Implications

No specific policy regarding this matter.

Financial Implications

Nil

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
4.1.4	Provide reporting processes in a transparent, accountable and timely manner

Voting Requirements

Simple Majority

PRESIDENT _____

DATE: _____



OFFICERS' RECOMMENDATION

That the Council:

Endorse affixation of the Shire of Goomalling Common Seal to Certificate of Appreciations for Chloe Watson and Tahnee Bird.

RESOLUTION 557

Moved Cr Barratt, seconded Cr Wilkes that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***



9.4 BUSHFIRE ADVISORY COMMITTEE RECOMMENDATIONS

File Reference	5.2A
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	3 November 2022
Author	Robert Koch – Community Emergency Services Manger
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	
1. Bushfire Advisory Committee Minutes – 13 October 2022	

Summary

Adopt the recommendations from the Bushfire Advisory Committee and receive the minutes the minutes of the meeting held Thursday 13 October 2022.

Background

The Bushfire Advisory Committee held its annual meeting on Thursday 13 October 2022 and made the following recommendations to Council regarding the appointment of Fire Control Officers.

1. Appointment of Lindsay White as Chief Bushfire Control Officer
2. Appointment of Brady Anderson as Deputy Bushfire Control Officer
3. Appointment of the following Bushfire Control Officer's
 - Rodney Sheen
 - Barry Haywood
 - Russell Beck
 - Peter Whitfield

Consultation

Nil other

Statutory Environment

Local Government Act 1995

Bushfires Act 1954

Policy Implications

Council does not have a specific policy regarding seed collection.

Financial Implications

Nil

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
	This item is not directly dealt with within Councils Community Strategic Plan

PRESIDENT _____

DATE: _____



Comment/Conclusion

OFFICERS' RECOMMENDATION

That the Council:

Endorse the following recommendations from the Bushfire Advisory Committee:

1. Appointment of Lindsay White as Chief Bushfire Control Officer
2. Appointment of Brady Anderson as Deputy Bushfire Control Officer
3. Appointment of the following Bushfire Control Officer's
 - Rodney Sheen
 - Barry Haywood
 - Russell Beck
 - Peter Whitfield

RESOLUTION 558

Moved Cr Chester, seconded Cr Ashton that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***

SHIRE OF GOOMALLING

**Annual General Meeting of the Combined Bush Fire Brigades Advisory Committee
held at the Goomalling Tennis Complex on Thursday 13 October 2022 commencing at
6:45pm**

MINUTES

PRESENT:

Shire of Goomalling Representatives

Cr Barry Haywood Shire President (Chair)
Cr Julie Chester Councillor
David Long Works Manager
Natalie Bird Deputy CEO
Robert Koch Community Emergency Service Manager

Goomalling Central Bush Fire Brigade

Brendon Beck
Nathan Beck

Konnongorring Bush Fire Brigade

Lindsay White
Robert Dew
David Dew
Colleen Dew
Peter Whitfield

Jennacubbine Bush Fire Brigade

Kylie Hall

Goomalling District Farm Response Brigade

Nil

DFES Representative

Nil

APOLOGIES:

B Anderson, P Bentley, M White

The Shire President opened the Meeting at 6:45 pm.

1. CONFIRMATION OF MINUTES

Resolution: Moved R Dew / Seconded N Beck that the Minutes of the Annual General Meeting held on Wednesday 14 October 2021 as presented be confirmed as a true and correct record of proceedings.

CARRIED

2. MATTERS ARISING

Nil

3. PRESENTATION

Nil

4. CHIEF BUSH FIRE CONTROL OFFICER'S REPORT

L White (Incoming) CBFCO gave a verbal report.

PRESIDENT _____ **DATE** _____

SHIRE OF GOOMALLING

**Annual General Meeting of the Combined Bush Fire Brigades Advisory Committee
held at the Goomalling Tennis Complex on Thursday 13 October 2022 commencing at
6:45pm**

- High fuel load
- Last season relatively quiet.
- Attended DOAC recently. DFES Legal attended and presented on the topic of Workplace Health & Safety. Disappointed they did not hang around for questions/discussion post meeting.
- 3 x New water tanks installed by the Shire.
- Spoke about the value of weather stations noting that Shire Wongan-Ballidu recently spent about \$10,000 on three installations.

Resolution: Moved R Koch / Seconded N Bird that the Chief Bush Fire Control Officer's report as presented be accepted.

CARRIED

5. DFES REPORT

Nil

6. Brigade Reports

Nil

7. CESM REPORT

Thank you to all brigades for their continued support and turnout.

Bush Fire Service Reform

- Council resolved at its December 2021 OCM, change of structure, and minimum training requirements for members (among other measures) in reforming the BFS to meet new WHS legislation.
- Membership review has resulted in 55 members.
- Aim is to have 35-40 meeting training requirement by/soon after end of month.
- Members are asked to ensure that they have submitted PPE requests.
- Members are asked to promote membership in their community.

AFDRS

- The new national fire danger rating system was implemented 01 September.
- High is the new Very High, thus permits will now be invalid at a FDR of High.
- Fire Behavior Index replaces Fire Danger Index – FBI 40 is now the HVMB trigger (this relates to FDI of 32 in the old language).

Fire Emergency Water

- Shire has completed installation of 3x47,000ltr water tanks.
 - o Jennacubbine Fire Station (roof fed)
 - o Goomalling Meckering x Ucarty (cartage supply) – plan to be reviewed inline with near term planed road works at that intersection.
 - o Rowles x Smith (cartage supply)

Air Operations

- Strong indication that 2 x Single Engine Air Tankers will be based out of Northam for 6 weeks from 19th November (TBC).
- Wongan Hills may become a water refill point.
- With air support potentially becoming more available in the Wheatbelt (with faster response time), need for local ground controllers needs to be considered. Further discussion required.

PRESIDENT _____ **DATE** _____

SHIRE OF GOOMALLING**Annual General Meeting of the Combined Bush Fire Brigades Advisory Committee
held at the Goomalling Tennis Complex on Thursday 13 October 2022 commencing at
6:45pm****Vehicle Identifier Stickers**

- Renewal forms will be mailed out soon (to members only).

DFES Callout SMSs

- It is intended that a membership report will go to the November council meeting. It is envisaged that membership status (and hence eligibility for DFES SMSs) will be adjusted in line with the minimum standards set by council in December 2021.

8. BUSH FIRE BRIGADES**Goomalling Central Bush Fire Brigade**

Captain	-	Brady Anderson
1st Lieutenant	-	Nathan Beck
2nd Lieutenant	-	Brendon Beck
Secretary	-	Tarryn Anderson

Konnongorring Bush Fire Brigade

Captain	-	Lindsay White
1st Lieutenant	-	Peter Whitfield
2nd Lieutenant	-	Matthew White
Secretary	-	Colleen Dew

Jennacubbine Bush Fire Brigade

Captain	-	Rodney Sheen
1st Lieutenant	-	Darren Eaton
2nd Lieutenant	-	Rodger Sheen
Secretary	-	Brett Trew

Goomalling District Farm Response Brigade

Nil nominations at or prior to meeting. Unable to resolve at meeting – see General Business.

Resolution: Moved J Chester / Seconded R Koch that the above Bush Fire Brigade positions be adopted.

CARRIED

9. FCO NOMINATIONS

CBFCO	-	Lindsay White
DCBFCO	-	Brady Anderson
FCOs	-	Rodney Sheen
	-	Barry Haywood
	-	Russell Beck
	-	Peter Whitfield

Resolution: Moved J Chester / Seconded R Koch that the above FCO be recommended to council.

CARRIED

PRESIDENT _____ **DATE** _____

SHIRE OF GOOMALLING

**Annual General Meeting of the Combined Bush Fire Brigades Advisory Committee
held at the Goomalling Tennis Complex on Thursday 13 October 2022 commencing at
6:45pm**

10. GENERAL BUSINESS

- R Dew, raised the possibility of Goomalling District Farm Response Brigade members being listed under the other BFBs in light of failure to fulfilled officer bearer positions required by the *Bush Fires Act 1954*. Discussion ensued.
 - *Action/Outcome:* Shire to seek feedback from BFB Captains and report to Council on options to resolve.

11. MEETING CLOSURE

There being no further business to discuss, the President thanked everyone for their attendance and declared the Meeting closed at 8:00 pm.

PRESIDENT _____

DATE _____



9.5 REQUEST TO WAIVE RATES ST JOHN AMBULANCE SUB-CENTRE

File Reference	3.7
Disclosure of Interest	Nil
Applicant	St John’s Ambulance Goomalling Sub-Centre
Previous Item Numbers	Resolution 552
Date	8 November 2022
Author	Peter Bentley – Chief Executive Officer
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	1.

Summary

To Consider a request from the Goomalling St Johns Ambulance Sub-Centre to waive rates.

Background

Lauren Carr, Administration Officer for the St Johns Ambulance Goomalling Sub-Centre, has written to the Council seeking financial support for the Sub-Centre by way of Council waiving rates.

Lauren’s letter outlines that rates are broken up into General Rates, ESL, Rubbish and sewerage costs.

While there is no direct reference to the Sub-Centres financial position, it is assumed that with a downturn in local volunteering state wide, the increased costs of fuel, maintenance and other costs of providing the service and that other financial pressures are playing a part in this request.

Consultation

Lauren has provided further information regarding the financial position of the Sub Centre and has also provided further information regarding the Charitable Status of St Johns WA.

This information was not available due to the late receipt of the request which had to be presented to the Council as a late item last month. Hence the recommendation to lay the matter on the table.

Statutory Environment

Local Government Act (1995)

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land –
 - (a) land which is the property of the Crown and –

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



- (i) is being used or held for a public purpose; or
- (ii) is unoccupied, except —
 - (I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land; and
- (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
- (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
- (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
- (e) land used exclusively by a religious body as a school for the religious instruction of children; and
- (f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and
- (g) land used exclusively for charitable purposes; and
- (h) land vested in trustees for agricultural or horticultural show purposes; and
- (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and
- (j) land which is exempt from rates under any other written law; and

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
 MINUTES FOR ORDINARY MEETING OF COUNCIL
 WEDNESDAY, 16 NOVEMBER 2022



- (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

[Section 6.26 amended: No. 36 of 1999 s. 247; No. 77 of 2006 Sch. 1 cl. 102; No. 24 of 2009 s. 506 (correction to reprint: Gazette 7 Sep 2012 p. 4329).]

Policy Implications

Council does not have a specific policy regarding this matter.

Financial Implications

The Sub-centre pays about \$2,500 in rates each year of which about half is for service charges which would not be considered as rates. Any reduction would see reduced revenues. Council making a donation will be unbudgeted expenditure.

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
	This item is not directly dealt with within Councils Community Strategic Plan

Comment/Conclusion

The Sub-Centre has now provided further financial information to support this request. In addition, it has also provided information regarding its charitable status.

It should be noted that the ESL is a State Government charge and not a Council charge. The sewerage, recycling and rubbish charges are a cost recovery for charges that the Council incurs in providing these services. The rates component is of a general nature and helps to cover costs for roads, health, housing, recreation, emergency management and many other aspects of life in Goomalling.

Following is a brief analysis of the comparison of the past two financial years statements for the sub-centre. I have made some comments following each section

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
 MINUTES FOR ORDINARY MEETING OF COUNCIL
 WEDNESDAY, 16 NOVEMBER 2022



of the reports and the form as presented is a summarised version of the figures provided by the sub-centre. (there may be small rounding errors)

It should be noted that the Goomalling sub-centre also manages the Bolgart ambulance and accordingly is responsible for the replacement and upkeep of that depot and vehicle.

St Johns Financials	2021	2022	YTD 2023	21/22 Variance
REVENUE				
Membership	15,389	15,052	7,336	(337)
Donations	15,416	775	1,254	(14,641)
Investment Income	650	1,033	(180)	383
First Aid Fees Summarised	5,729	1,850	2,115	(3,879)
Country Hospitals PTS	40,724	17,261	8,809	(23,463)
Sub Centre Grants	1,618	2,431	1,907	813
Benefit Fund Revenue (Summary)	4,000	5,944	463	1,944
Ind U65 Other (Summary)	4,111	4,994	2,281	883
Ind U65 SCBF	1,693	3,546	2,224	1,853
Ind O65 Non-Pens (Summary)	868	3,581	1,080	2,713
Inst ICWA	1,736	605	463	(1,131)
Ambulance Standby - Goomalling	0	325	1,825	325
Ind U65 Pens (Summary)	0	1,198	0	1,198
Ind U65 Staff	450	452	0	2
Patient Not Identified W/Off	810	0	0	(810)
Goom Sub Centre Trans	4,671	0	0	(4,671)
Inst DVA Goomalling	0	1,021	0	1,021
Sundry Income	1	550	0	549
	97,866	60,618	29,577	(37,248)

Revenues have declined with regard to donations from 2021 to 2022 and this was because of a specific purpose for the 2021 donation drive. Hospital transfer revenue has fallen most significantly due to the reduction in available volunteers to undertake transfers during the day. Lauren, in her most recent letter has stated that the sub-centre is concentrating on emergency response rather than transfers because of the drop in volunteer participation. Allowing for the reduction in donations, the fall in revenue from hospital transfers accounts for the entire reduction in revenue between the years.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



St Johns Financials	2021	2022	YTD 2023	21/22 Variance
EXPENSE				
Ambulance Fund Writeoff	3,472	6,518	2,456	3,046
Transport Claims - Staff	450	452	0	2
PTS Benefit Fund Writeoff	434	0	0	(434)
Bad Debts	996	2,751	2,336	1,755
Salary - Trainer	1,788	623	614	(1,165)
Salary - Admin Support	12,904	16,040	5,925	3,136
Allowances - Trainer	1,488	36	190	(1,452)
Super - Admin Support	1,965	2,445	888	480
Salaries - Goomalling	3,023	0	0	(3,023)
Super - Goomalling	433	0	0	(433)
Costs - First Aid Kits	172	0	0	(172)
Costs - First Aid Equipment	1,120	2,654	158	1,534
Fuel - Operational	1,810	1,929	1,064	119
Uniform - Operational	185	0	0	(185)
Class Materials	1,185	206	411	(979)
Medical Supplies	5,196	10,808	1,820	5,612
Oxygen Supplies	1,309	1,600	594	291
Volunteer Uniforms	1,015	1,814	140	799
Volunteer Reimbursements	2,373	192	31	(2,181)
Office Expenses	715	961	653	246
Postage	269	255	82	(14)
Printing	145	0	0	(145)
Telephone Expense	5,445	3,298	439	(2,147)
Bank Charges	27	36	5	9
Collection Expense	97	141	0	44
Insurance - General	5,988	6,717	5,234	729
Advertising - First Aid	393	125	0	(268)
Entertainment/Catering etc	343	144	0	(199)
Electricity	260	700	218	440
Property - Ex Grounds	63	0	0	(63)
Rates	1,958	2,657	1,614	699
Vehicle Repairs & Maint	4,505	5,640	1,554	1,135
Repairs & Maintenance Equipment	3,270	3,456	723	186
Repairs & Maintenance Buildings	1,371	701	3,595	(670)
Cleaning	305	600	0	295
Repairs & Maintenance - Grounds	134	687	0	553
Other Volunteer Costs	887	2,259	1,147	1,372
Minor Equipment	0	1,435	0	1,435
Sub-Centre General Expense	0	143	0	143
EXPENSE - CASH	67,493	78,023	31,891	10,530

With regard to expenses, there was a significant increase of around \$5,500 in in medical supplies from 2021 to 2022, an increase around \$1,500 in overall maintenance costs, Minor equipment costs increased as well as bad debt increases of around \$1,500 each as well. Generally, the rest of the expenses cancel one another out.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
 MINUTES FOR ORDINARY MEETING OF COUNCIL
 WEDNESDAY, 16 NOVEMBER 2022



St Johns Financials	2021	2022	YTD 2023	21/22 Variance
EXPENSE - CASH	67,493	78,023	31,891	10,530
Depreciation -Plant & Equipment	2,471	8,935	2,252	6,464
Depreciation - Buildings	10,834	10,939	2,757	105
Depreciation - Training Equipment	677	815	206	138
Depreciation - Ambulance	17,790	17,798	3,023	8
Depreciation - IT Hardware	575	692	2	117
TOTAL EXPENSE	99,840	117,202	40,131	17,362
UNDERLYING CASH RESULT	30,373	(17,405)	(2,314)	(47,778)
TOTAL RESULT	(1,974)	(56,584)	(10,554)	(54,610)

The cash operating results are shown above which sees the underlying result declining by nearly \$50,000 year on year. As shown in the figures there was a \$37,000 reduction in revenues and an increase of \$10,000 in expense. When non-cash items are included, the position worsens to almost \$57,000 in deficit.

The reality is that there a significant sustainability issue without the hospital transfer revenue but even with this extra revenue the sub centre would struggle to show a break-even position without further assistance. This would indicate that without either a significant injection of revenues, or the use of cash reserves, the picture is a difficult one.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



BALANCE SHEET

St Johns Financials	2021	2022	YTD 2023
CURRENT ASSETS			
CASH			
Cash at Bank	76,413	11,086	14,208
Term Deposit 1	72,296	72,296	72,296
Term Deposit 3	0	58,110	58,110
Debit Card Account	19	500	4,593
Cash Floats	0	0	(2,144)
TOTAL CASH	148,728	141,992	147,063
DEBTORS			
Inter Company - St Johns Perth	5,265	(96)	(3,594)
Debtors	8,990	4,720	2,740
Doubtful Debt Provision	(993)	(731)	(731)
Accrued Income	59	1,137	
TOTAL DEBTORS & ACCRUED INCOME	13,321	5,030	(1,585)
		0	
TOTAL CURRENT ASSETS	162,049	147,022	145,478
NON-CURRENT ASSETS			
Land at Cost	10,000	10,000	10,000
Land & Buildings at Cost	384,298	384,298	384,298
Less Depreciation	(104,189)	(115,128)	(117,885)
	280,109	269,170	266,413
Plant & Equipment at Cost	110,782	178,024	178,024
WIP - Plant & Equipment	67,242	0	0
Less Depreciation	(97,768)	(107,519)	(109,976)
	80,256	70,505	68,048
Ambulances at Cost	142,662	142,662	142,662
Depreciation	(121,841)	(139,639)	(142,662)
	20,821	3,023	0
IT Equipment at Cost	2,082	2,082	2,082
Depreciation	(1,388)	(2,080)	(2,082)
	694	2	0
TOTAL NON-CURRENT ASSETS	391,880	352,700	344,461

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



From an assets point of view the sub-centre has significant cash reserves of nearly \$142,000 and some \$5,000 in outstanding debtors. On the surface this is an extremely healthy position. The lesser of the two Term Deposits is a reserve for the replacement of ambulances. It costs approximately \$12,000 for the sub-centre to replace the vehicles. The other reserve is a building reserve for the upgrade and maintenance of the Sub-centre.

Non-Current assets shows a healthy position also and I note that the ambulance has now been fully depreciated. It would be a prudent for the sub-centre to review the valuation of this asset from an IFRS perspective as the vehicle will still have a reasonable value even though it is fully depreciated using the historical cost method. From a balance sheet perspective, the sub-centre is in a relatively healthy position.

There are no particular issues with regard to the liabilities of the sub-centre apart from an item noted as unearned income. I am not sure what this relates to. A copy of the balance sheet liabilities follows.

BALANCE SHEET

St Johns Financials	2021	2022	YTD 2023
LIABILITIES			
Creditors	(66)	(66)	(66)
GST Claimable	(271)	(456)	(130)
GST Payable	1,925	1,624	1,631
Sub Centre Purchases	(1,176)	0	0
Sub Centre Sales	1,032	0	0
Unearned Income	6,832	10,590	9,974
TOTAL LIABILITIES	8,276	11,692	11,409
CURRENT ACCUMULATION	545,653	488,030	478,530
(PROFIT)/LOSS	1,984	56,574	10,551
PREVIOUS ACCUMULATION	547,637	544,604	489,081

Given the current financial trend continues, the sub-centre looks likely to have a sustainability issues, into the future. With the decline in patient transfers due to a reduction in daytime volunteers it seems to indicate that the current profit and loss situation will continue. This is unsustainable without a new source of revenue to replace the patient transfer income. In reality, the sub-centre probably needs further support above the value of patient transfers to become sustainable again.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
 MINUTES FOR ORDINARY MEETING OF COUNCIL
 WEDNESDAY, 16 NOVEMBER 2022



While this is not a rosy picture, I can only base the analysis on the two years of financial data I have been provided which only provides a short-term trend.

While rate relief will be of some small assistance, the financial future, without other significant revenues or alternatively the use of the significant cash reserves, does not look rosy. Patient transfers looks to be the bread and butter work for the operation and this has reduced significantly. The use of reserves will create other problems into the future for ambulance replacements and building renovations. The sub-centre is currently in a strong financial position but the short term trend does not look sustainable into the longer term.

Council could make a decision to provide some form of financial assistance to the Sub-Centre in the form rate relief or a donation toward training, fuel or other such costs to assist its operation. By providing rate relief the Council can only take into account the “rates” portion of the St John’s assessment. For this year that was \$1,360.26. The other portion are fees and charges for services and Council should not provide a direct relief for these charges. This would set a precedent that any community organisation or member experiencing financial difficulty would rightly be able to come to the Council and request relief from those charges given that it has done so for the Sub-centre. The Sub-centre may not see it this way from its own perspective, however in terms of how the Local Government Act is applied, this would be the situation.

This is why I originally suggested that the Council could provide an annual donation or a once off, as it sees fit. The donation can be for a greater amount than the rates portion of the assessment whereas a rate relief would only be for \$1,360.26 on the current years assessment.

The Break-up of rates levied to the Sub-Centre over the last three years is as follows;

Charge Type	2023	2022	2021	2020
Rates	1,360.26	1,292.38	1,254.75	1,254.75
ESL	93.00	88.00	84.00	84.00
Sewerage	725.00	695.00	0.00	0.00
Rubbish	300.00	285.00	275.00	275.00
Recycling	92.00	88.00	85.00	0.00
TOTAL	2,570.26	2,488.38	1,698.75	1,613.75

Staff found that sewerage charges were not levied in 2021 and 2020 and there is no clear evidence as to why. This has led to a fairly significant increase in the assessment charges for St Johns although these charges are service charges that were not charged and not rate increases.

My recommendation to the Council is unchanged as to how any support should be offered. While the sub-centre has stated that it would prefer rate relief as a formalised arrangement, any arrangement that the Council decides upon is deemed to

PRESIDENT _____

DATE: _____



be a formal arrangement, particularly where it contains a review process which is prudent financial management from its perspective. The donation method gives the Council the ability to increase its contribution or for that matter decrease should the need arise. It does not lock Council into a “forever” arrangement that rate relief would, if the situation changes into the future, and if required, Council can review each year or other period as it sees fit.

OFFICERS' RECOMMENDATION

That the Council:

1. The Council take up this matter from the table;
2. Following its review of the above financial information, determine what level and form of support should be offered to the St Johns Goomalling Sub Centre.

RESOLUTION 559

Moved Cr Chester, seconded Cr Ashton that Council make a donation to St Johns Goomalling Sub Centre \$1,500.00 for the operational cost of the Sub Centre.

That Council encourages the subcentre to provide annual financial reports and it will consider making an ongoing operational donation after considering each financial report.

CARRIED 7/0
Simple Majority



9.6 GOOMALLING TENNIS CLUB – REQUEST TO WAIVE AFFILIATION FEE

File Reference	11.04
Disclosure of Interest	Nil
Applicant	Michael McGill – Goomalling Tennis Club
Previous Item Numbers	
Date	8 November 2022
Author	Peter Bentley – Chief Executive Officer
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	1. Email Letter – Michael McGill – Goomalling Tennis Club

Summary

For Council to consider a proposal to waive affiliation fees for the 2023 financial year for the Goomalling Tennis Club.

Background

The Shire has received a request from the Goomalling Tennis Club to have its 2023 affiliation fees waived due to the club being put into recess because of lack of registered players.

The club has had contact with Tennis West and held meetings to try to gain support for regular tennis however this has failed to yield sufficient players to undertake a normal seasonal competition presence.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

The Tennis Club contribution was budgeted at \$1,100.00 for the current year.

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2029	
	This matter is not directly dealt with in the Community Strategic Plan



Comment/Conclusion

Volunteering is becoming a lost cause to some extent in many country areas and along with this is an aging demographic leading to less young people coming through the ranks of local sporting bodies and the dispersal of young sports minded people to an ever widening array of sports where the traditional sports suffer membership declines.

Historically Goomalling has had a strong presence in tennis and just a few years ago it would have been unheard of that Goomalling could not put together a competitive tennis team.

With Tennis going into recession for the time being Council may wish to impose a usage fee for the courts where on collecting a key to play, participants are asked to pay a small fee to use the courts.

This could be set as say \$10.00 per hour or \$20.00 for fours (doubles) which equates to \$5.00 per person per hour. This would be a fair charge for individuals wishing to play. Additionally, the Council could have a function charge of say \$100.00 or \$150.00 per day for groups to hold larger tennis events.

Voting Requirements

Given that the motion will write off budgeted income and will also incorporate a new fee and Absolute Majority will be required.

OFFICERS' RECOMMENDATION

That the Council:

1. Waive the affiliation fee for the Goomalling Tennis Club for the 2023 financial year with the club to further advise of its position by April 2023
2. Advertise and instigate a new usage fee of \$5.00 per person per hour for the use of the tennis courts.
3. Advertise and instigate a new fee for any tennis event using the full facility of \$150.00 per day.

RESOLUTION 560

Moved Cr Chester, seconded Cr Wilkes that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



Good evening Peter,

I am writing to give you an update regarding the current position of the Goomalling Tennis Club.

The club has successfully fielded pennant teams for weekend and midweek tennis for many years until last year when there were not enough towns in the associations that were able to get teams together. There is no pennant tennis this year for the same reason.

A couple of years ago our club pennant players offered a few junior coaching sessions with the aim of encouraging children as well as their parents to develop an interest in the sport and come along to our social tennis sessions. This did not have any lasting effect unfortunately.

Our membership numbers have steadily declined in recent years despite our best efforts in trying new playing formats, dates and times in an attempt to get people interested. Our AGMs in recent years have only attracted existing and previous committee members and little or no interest has been received from the wider community. Last year we only had 4 financial members, 3 of which were from the same family. We held our AGM on 29 August and were unfortunately unable to form a committee.

We subsequently held a Special General Meeting on 14 September and we were fortunate to have Samantha Gulliver from Tennis West come along. The meeting was well attended by the community, none of which wanted to see the tennis club fold. Samantha advised that our situation is not uncommon and many towns within WA were facing exactly the same predicament. Tennis West are actively working with both schools in Goomalling to develop programs to introduce children to tennis. They are also hoping to get Cardio Tennis running in our community for children and adults alike. This is all positive news for the future of tennis but it will take time to have an effect within the community.

After discussions with Samantha a decision was made to put Goomalling Tennis Club into recess for 2022-23 due to the lack of people to form a new committee. The existing office bearers have agreed to continue in their roles for housekeeping purposes only.

With this in mind I am writing to enquire if consideration could be given to waiving our Annual Hire Fee for 2022-23. If the club decides to host an event during this period we hope it would be possible to hire the facilities on a per day basis.

We are very disappointed that the club is in this position today compared with the huge numbers that were enjoyed in previous years. Hopefully this is only a temporary measure and the club will rise again in the near future.

I look forward to hearing from you in due course.

Kind regards,

Michael McGill
President
0428 533880

PRESIDENT _____

DATE: _____



9.7 WALGA GOVERNANCE STRUCTURE – REQUEST FOR COMMENT

File Reference	4.13
Disclosure of Interest	Nil
Applicant	Western Australian Local Government Association
Previous Item Numbers	Nil
Date	8 November 2022
Author	Peter Bentley - Chief Executive Officer
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	<ol style="list-style-type: none"> 1. Background Paper 2. Consultation Paper

Summary

For Council to consider a proposal for which model it would prefer for the Association to pursue in relation to its future governance structure.

Background

Due to the State Governments Local Government Reform process, WALGA will not be constituted under the Local Government Act as has been the case in the past. The reform process will recognise WALGA in relation to its role in providing the Local Government Mutual insurance products through LGIS and for its role with regard to the Preferred Supplier Panel.

Without this recognition these services may not be available.

Attached is a background paper which provides the basis of several differing models and the existing model of representation of the membership.

Councillors should try to evaluate which model is likely to provide them with the best representation for them as the community representatives for Goomalling. The changes for the board structure should represent a change that provides the best representation for the 139 Local Governments and their constituents but also providing a framework that is agile, efficient and inclusive as well. At times these things can be mutually exclusive but it is hoped that the right model will provide the best compromise for all concerned.

Consultation

Nil by staff.

Statutory Environment

Local Government Act 1995



Policy Implications

Nil

Financial Implications

There are no known financial implications with regard to this matter.

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2029	
	This matter is not directly dealt with in the Community Strategic Plan.

Comment/Conclusion

WALGA is Council’s representative body which not only acts as a lobbying and policy development organisation for the industry but also provides a host of services to Local Government across the state.

It is important that an appropriate structure is put in place to ensure that Local Government has a strong and well respected and resourced representative association.

Governance model option:

There are 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

The attached consultation paper gives a broad outline of how these various structures and roles would be determined but as a summary I provide the following commentary.

All options see the primary Board meet 6 times per year as is currently the case with the State Council. Apart from the current model there is a reduction in board members with equal Country/Metro representation. The four alternative structures provide for variously 2 or 3 independent members however it is unclear as to the exact make-up of the independents with the term “skills or constituency based” being somewhat open to interpretation.

There are ten principles that the steering group have identified and I have listed them below;

Composition
 Election Process

Size
 Timely Decision Making

Diversity
 Engaged Decision Making

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



Agility
Value Added Decision Making

Focus

Continuous Improvement

The steering group has rated the various options against the above criteria and it would appear from its ratings that option 1 and 2 are the preferred models from its perspective. These two models were rated as meeting the standards required in 8 of the 10 criteria. All of the options including the current model at least partially met the criteria although the current model was rated as only meeting 5 of the criteria.

Current Model

The current model has a 24 member State Council with an alternating Metro/Country chair making 25. There is equal representation between country and metro Councils and below the State Council structure are the various zones – 5 Metro and 12 Country.

The zones Consider the State Council Agenda, elect their own State Councillors and undertake regional advocacy and projects as directed by the Zone members. Generally, there is a Zone executive for administrative purposes and a deputy delegate. Members of each zone can sit on various committees and groups such as the Grain Freight Logistics Committee and the like.

The policy development and lobbying aspect is sort of shared between the Zone and the WALGA policy teams. The teams are responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council. There are also various committees that can and are formed within this level.

Option 1: Two tier model, existing zones

This appears robe similar in some respects to the current model however it renames the State Council to Policy Council and removes the high level governance functions and transfers these to the board. Essentially the Policy Council will be formed similarly to the State Council through the zones, but operate in a significantly reduced capacity and potentially on a less regular basis.

Board members would be elected from the Policy Council and that board would be able to appoint up to three independent members. It is unclear at this stage as to how this would be undertaken.

The zones would be in a position to raise policy matters with the policy Council however with a suggested 2 meetings per year, it is unclear as to whether this would be an effective method of dealing with serious and urgent policy matters.

There is no mention in relation to how the current endorsement by the zones on policy and lobbying matters will dealt with or even if they will be. This model could represent a change in focus from the will of the zones depending on the

PRESIDENT _____

DATE: _____



final structures. It would appear that the role of the zones would be a more localised, regional focus.

Option 2: Board, regional bodies

Option 2 provides for a similar board structure and role with a similar regional body structure to zones. It is likely that these regional zones would be a condensed structure putting the various country councils into groupings – perhaps similar to the old CSCA, CUCA, LGA structure but more regionally aligned and at a lower level than those historical peak bodies.

These regions are suggested to be Metro – North, East, South and Central, and Country – Mining & Pastoral, Agricultural, Peel/ South West/Great Southern, and Regional Capitals. It is suggested that each Council would have the ability to choose which group it becomes a member of. The board representation would again be 4 and 4, Country and Metro.

The regional groups would have the responsibility of electing the 8 board members with the board again having the option of engaging up to three independent members. The board would deal with both the governance and policy and advocacy roles which is distinct from option 1 where these roles appear to be split.

Policy teams etc would then sit below these two bodies similar to the existing structure in some ways with the board determining how these teams operate.

Option 3: Board, amalgamated zones

Option 3 is similar to option 2 in that the zones are changed by amalgamation and de-amalgamation. It provides for 6 zones each in both Country and Metro. There is an increased board member number and each zone provides one member totalling 12 again with the option for the board to appoint up to three independents. Otherwise this would resemble a cut down version of the existing model with changes to the zone structure facilitating a reduction in Local Government members with the introduction of independents.

Option 4: Member elected board, regional groups

Option 4 really just deals with an updated board structure to 8 LG members and up to three independents. Again, this board appears to be a cut down State Council however there is no real certainty as to how the member organisation structure below feeds into the decision making process. Each individual Council would vote to elect members of the board for and from either Metro and Country.

The policy teams sit directly below the board structure and it would be up to the membership to determine how they are represented. It would be determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones. There is no real information within the papers as to how this



would be determined by the membership – votes by Council, Zones, Individual Councillor.....

It is important to recognise the similarities and differences of each model. In the case of options 1 to 4 each provides for between 11 and 15 board members. If departing from the current structure then it would appear the either option two or three are the closest to the existing model and may well be the models that provide the greatest input into the decision making process. These models also reduce the number of members which will probably reduce the timeframes concerned with board meetings.

It would appear that the Steering Group have a preference for either of Options 1 or 2 given the ratings that appear in the attached consultation paper however I believe that Option 3 would also meet the objectives as it also provides for a reduction of the number of zones and also reduces the board number. I am not quite sure as to why Option 4 is included as it has no specific detail for how the membership would feed into the decision making process.

The consultation papers are attached and the Council is requested to provide feedback to WALGA in relation to its preferred model and any comment it wishes to make regarding anything related to the review of its structure.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That the Council:

1. Determine which option as provided it sees as the preferred model for the future structure for WALGA;
2. Provide the CEO with any feedback or comment regarding the process or proposed models that may have relevance to any restructure.

RESOLUTION 561

Moved Cr Van Gelderen, seconded Cr Chester that the CEO advise WALGA that it believe that the status quo is its preferred option, however should further input be required its preferred option then would be option 3.

***CARRIED 7/0
Simple Majority***

Best Practice Governance Review

Background Paper

Contents

Item	Section	Page
1	Background, Approach and Timeline	<u>3</u>
2	Jurisdictional Analysis	<u>6</u>
3	Comparator Organisations	<u>9</u>
4	Governance Principles	<u>17</u>

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.

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.

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.

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.

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.



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:

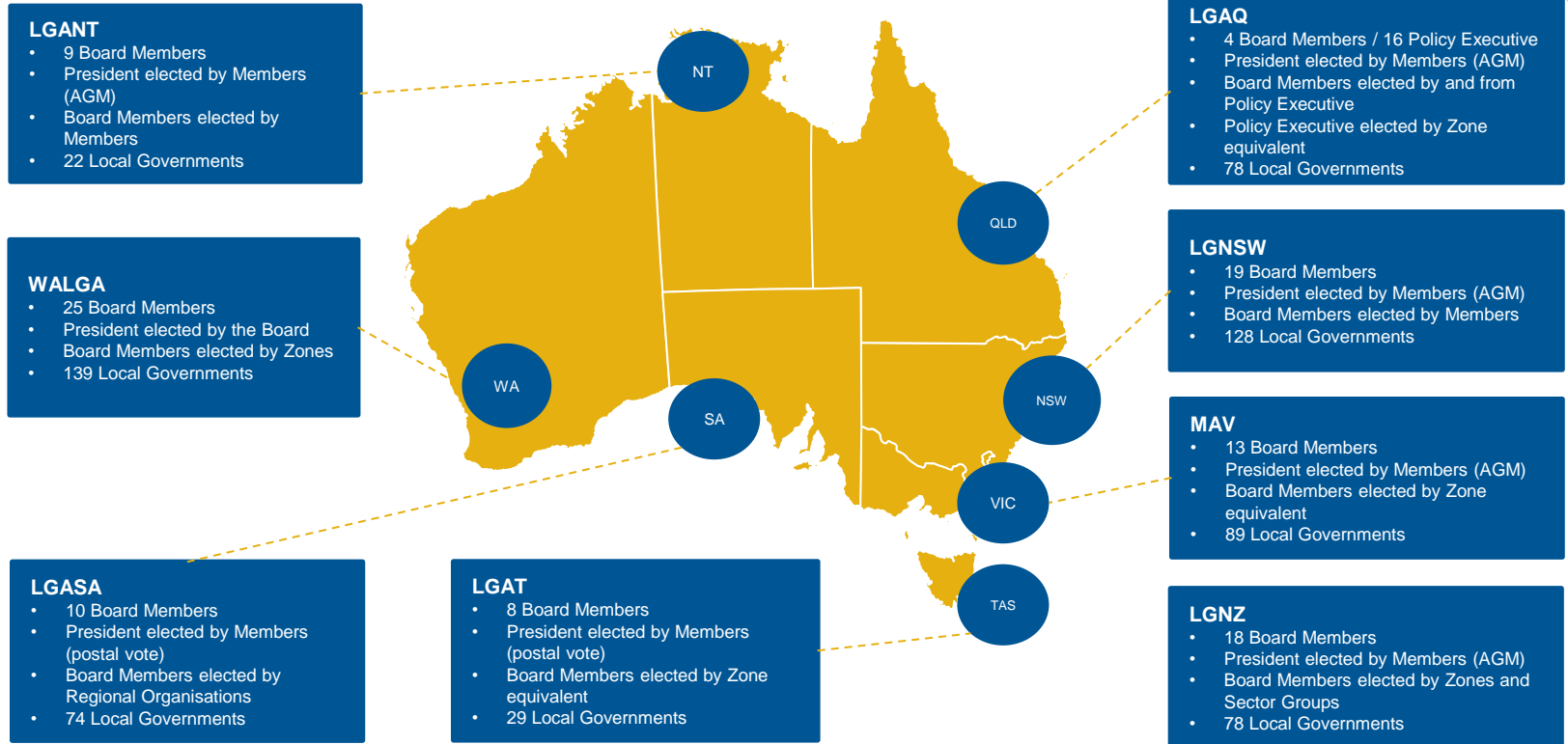
- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of 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.*



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 BPR

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.*



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.



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.
		Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	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.
		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.
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.	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

Contents

Item	Section	Page
1	Introduction	3
2	Governance Principles	5
3	Options and Current Model	7
4	Alignment to Principles	14
5	Consultation Process and Next Steps	20

Best Practice Governance Review

1. Introduction

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
















	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.

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	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.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
 Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals. <i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i>	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).
 Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.






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	<p>Metro/Peel:</p> <ul style="list-style-type: none">• Central Metropolitan• East Metropolitan• North Metropolitan• South Metropolitan• South East Metropolitan• Peel <p>Country*:</p> <ul style="list-style-type: none">• Wheatbelt South• Wheatbelt North• Mid West / Murchison / Gascoyne• Pilbara / Kimberley• South West / Great Southern• Goldfields / Esperance <p><i>*indicative, re-drawing required</i></p>	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

	<p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>
	<p>Policy Council (25 members) 24 members plus President</p>
	<p>Zones (5 metro, 12 country)</p>


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
Representative Size	Meets	<ul style="list-style-type: none"> Board is smaller
Representative Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
Representative Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
Responsive Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
Responsive Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
Responsive Agility	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
Responsive 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
Results Oriented 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.



9.8 PERMISSION TO COLLECT SEED

File Reference	10.02
Disclosure of Interest	Nil
Applicant	Patricia Allsopp
Previous Item Numbers	No Direct
Date	8 November 2022
Author	Peter Bentley – Chief Executive Officer
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	1. Copy of Letter

Summary

To Consider a request from Patricia Allsopp to collect fallen native seed (Casuarina (ceae) (Sheoak) from remnant vegetation on Shire managed reserves.

Background

From time to time, environmental groups and other commercial suppliers approach Council to collect seed for projects or commercial purposes however it is unclear as to where this seed will be used or if it will be of benefit to the district at all.

Consultation

Nil other

Statutory Environment

Local Government Act (1995)

Policy Implications

Council does not have a specific policy regarding seed collection.

Financial Implications

Nil

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
	This item is not directly dealt with within Councils Community Strategic Plan

Comment/Conclusion

Historically Council has supported such requests and has specified conditions for such collections.

PRESIDENT _____

DATE: _____



Voting Requirements
Simple Majority

OFFICERS' RECOMMENDATION

That the Council:

Advise Patricia Allsopp that permission to collect native seed from Council managed reserves is granted under the following conditions:

- All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will abide by the conditions of this license
- Permission is granted for a twelve month period, commencing November 2022.
- This authorisation allows for collection only by Patricia Allsopp and supervised affiliates.
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.

RESOLUTION 562

Moved Cr Van Gelderen, seconded Cr Wilkes that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



Patricia (Trish) Allsopp
Home Accents
38 Goldfields Road
Dowerin, WA 6461
M: 0429 311 077
E: paatriciao@yahoo.com

25 October 2022

Shire of Goomalling
32 Quinlan Street
PO Box 118
Goomalling, WA 6460
T: (08) 9629 1101
E: goshire@goomalling.wa.gov.au

RE: Written Permission

To Whom It May Concern:

I am applying for a License by application "For Flora Taking (Commercial) License - Crown Land (Pursuant to Regulation 60 of the Biodiversity Conservation Regulations 2018)" to the 'Wildlife Licensing Section (DBCA)', to collect the fallen seeds of the Casuarina (ceae) (Sheoak) as I am using them for Commercial purposes.

As part of that application, I need your written permission to take the fallen seed of the Casuarina (ceae) (Sheoak) from Crown Land not managed by DBCA.

If you require any additional information or need to consult me on this request. Please contact me on 0429 311 077 at your convenience.

Kind regards,
Patricia (Trish) Allsopp
Home Accents

PRESIDENT _____

DATE: _____
Page 101 of 247



9.9 SINGLE HOUSE – LOT 208 (NO. 28) HENNESSY PLACE, GOOMALLING

File Reference	10.5A
Disclosure of Interest	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>)
Applicant	Fox Modular
Previous Item Numbers	
Date	28 October 2022
Author	Steve Thompson – Consultant Planner
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	3. Plans from applicant

Summary

For Council to consider a proposal for a single house at Lot 208 (No. 28) Hennessy Place, Goomalling.

Background

The Shire has received a Development Application to construct a new single house. The proposed house has a floor area of 68.8m², has a Colorbond® roof and is intended to be constructed with EPS panels. The house is proposed to be located 40m from the western boundary (railway side) and 20m from the southern boundary.

The property is 1.0373 hectares in area, cleared and is not within a bushfire prone area. There are existing notifications (memorials) relating to the property. One of these states:

‘This lot is situated on the vicinity of a railway-line and may be affected by noise from the railway-line.’

Consultation

The Shire has not sought comments from neighbours or agencies.

Statutory Environment

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Goomalling Town Planning Scheme No. 3 (TPS3)

The property is zoned ‘Rural Residential’ in TPS3.

Table 2 – Development Table of TPS3 sets a 50m front setback and 20m for side and rear setbacks from property boundaries in the Rural Residential zone. The proposed development does not comply with TPS3 setback requirements for the front setback (railway side) but complies with other setbacks.

PRESIDENT _____

DATE: _____



Policy Implications

Nil

Financial Implications

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

Strategic Implications

There are no applicable outcomes or strategies in the *Shire of Goomalling Community Strategic Plan 2019-2029*.

Comment/Conclusion

It is recommended that Council conditionally approve the Development Application given:

- It overall addresses key TPS3 requirements (other than the western setback being 40m compared to 50m) and is overall consistent with the planning framework;
- There is an existing notification on the title which suitably cover rail noise; and
- Development conditions can assist to address relevant planning considerations.

The main planning issue is the proposed house will be impacted by rail freight noise. The property is within the 'trigger area' associated with *State Planning Policy 5.4 Road and Rail Noise*. Given the applicant advises the proposed EPS panels have 'limited acoustic qualities', the Council has various options including:

- A) Encourage the applicant to move the house further from the freight line (it will still be impacted by noise and possibly by vibration);
- B) Seek comments on the Development Application from Arc Infrastructure. This will take time and may still require options C or D to be addressed;
- C) Require the applicant to prepare a noise management plan (this is expensive);
- D) Require the design to be modified to adopt 'quiet house' principles (this is expensive); or
- E) Refuse the Development Application (not recommended).

Initially, the applicant proposed a 20m setback from the front boundary. Following Shire administration advice to review this setback, the applicant has moved the house from 20m to 40m from the western (front) boundary. The reasons put forward by the landowner, to vary the front boundary setback from 50m to 40m, are:

1. I chose this block because I wanted to live near a train line.
2. I have lived near train lines all my life.
3. The chosen location limits the amount of clearing required.
4. Closer to services and cheaper for connections

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



It is suggested the proposed 40m front setback is unlikely to raise issues with neighbours given lots to the west are separated by the railway line.

Voting Requirements

Simple Majority

PRESIDENT _____

DATE: _____
Page 104 of 247



OFFICERS' RECOMMENDATION

That the Council grants development approval to Fox Modular to construct a new single house at Lot 208 on Deposited Plan 66130 (No. 28) Hennessy Place, Goomalling subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. The crossover to Hennessy Place is designed, constructed and drained at the applicant's cost, to the satisfaction of the local government, prior to 16 November 2024.
3. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the house is collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
4. The house is connected to an approved on-site wastewater treatment system, prior to occupation, to the satisfaction of the local government.
5. A water tank with a minimum capacity of 92,000 litres, which is to be connected to the roof catchment, is provided prior to occupation to the satisfaction of the local government.
6. The house is at least 20 metres from the southern boundary.
7. The exterior of the house is to be finished to an acceptable standard and painted in an approved colour, which is in harmony with the amenity of the area, to the satisfaction of the local government prior to occupation.

Advice

- A) This is not a Building Permit. A Building Permit must be obtained before any building works commence.
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- C) The proposed house will be impacted by rail noise and may be impacted by vibration. It is suggested the building design should ideally incorporate measures to reduce the impacts of rail noise and should be designed to take account of possible vibration impacts from railway freight.
- D) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



An application must be made within 28 days of the determination.

RESOLUTION 563

Moved Cr Van Gelderen, seconded Cr Wilkes that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***

PRESIDENT _____

DATE: _____
Page 106 of 247



Fox Modular

[13 Boom St, Gnangara, WA](#) 6077

M 0400 741 968 | **T** 08 6324 1006

Shire of Goomalling
Planning Department
Cnr Hoddy & Quinlan St
Goomalling
WA 6490

RE: Development Approval for new residence at 28 Hennessy Place Goomalling WA 6490

6th October 2022

Dear Sir / Madam,

Please can the attached documents be lodged to form a development application for a new residence at 28 Hennessy Place, Goomalling, WA

- Planning Application Form
- Certificate of Title
- Client Drawings:
 - Site Plans
 - Floor Plans & Elevations
 - Electrical
 - Layouts

Our client has engaged us to construct a new house for her which will be located at 28 Hennessy Place, Goomalling.

We are aware that the house is located close to the railway and noise abatement requirements will need to be considered.

Our client is on a limited budget and has chosen to go with our EPS panel construction.

This has limited acoustic qualities; we have upgraded the thickness of the panels as much as possible.

Our client is happy with the level of noise insulation the building will contain.

The will is intending to install a new septic system, along with rainwater tanks.

Should you need any further information, please feel free to contact me.

Kind Regards

Ciara Oldham

Operations Manager

Fox Modular



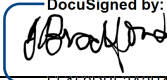
SHIRE OF GOOMALLING


Office address: 32 Quinlan Street, Goomalling WA 6460

Postal address: PO Box 118, Goomalling WA 6460

Phone: 9629 1101 Email: goshire@goomalling.wa.gov.au

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: Jennifer Bradford	ABN (if applicable):	
Address: 28 Hennessy Place, Goomalling		Postcode: 6460
Phone: (work): (home): (mobile): 0488 087 120	Fax:	E-mail: jib051016@gmail.com
Contact person for correspondence:		
Signature: 	Date: 4/10/2022	
Signature:	Date:	
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2)</i></p>		

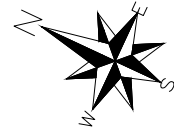
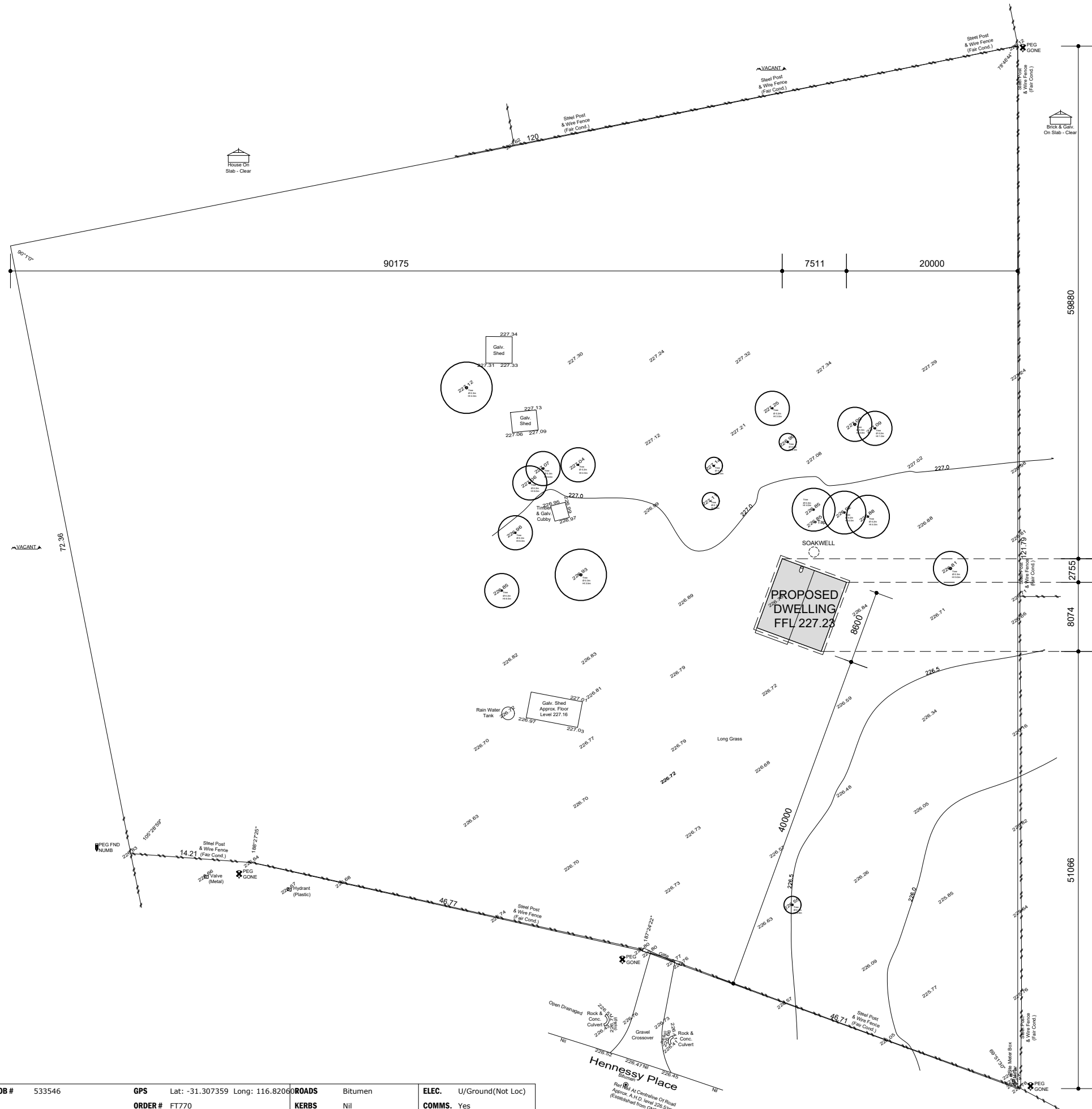
Applicant Details (if different from owner)		
Name: Fox Modular		
Address: 13 Boom St, Gnangara,		Postcode: 6077
Phone: (work): 6243 1006 (home): (mobile):	Fax:	E-mail: coldham@foxmodular.com.au
Contact person for correspondence: Ciara Oldham		
The information and plans provided with this application may be made available by the local government for viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: 	Date: 03/10/2022	

Property Details		
Lot No: 208	House/Street No: 28	Location No:
Diagram or Plan No: 66130	Certificate of Title Vol. No:	Folio: 2757
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Hennessy Place	Suburb: Goomalling	
Nearest street intersection: Goomalling-Toodyat Road		

Proposed Development	
Nature of development: New Residence	
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what is the exemption for:	
Description of proposed works and/or land use: Residential	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Vacant Block	
Approximate cost of proposed development: \$182,255	
Estimated time of completion: 8 months after BP	
OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local Government reference no:	

STORMWATER NOTES
 STORM WATER TO COMPLY WITH AS3500 BCA 3.1.2 & LG REQUIREMENTS
 ROOF AREA: 79.12m²
 VOLUME: 79.12m² X 0.0125 = 0.99m³
 SIZE: 1 X Ø1200 X 900 DEEP
 CONCRETE SOAKWELLS
 POSITION: 1.0m MIN FROM BOUNDARY OR FOOTING

SITE WORKS NOTES
 SITE WORKS TO COMPLY WITH BCA 3.1.1



NOTE:
 NOTIFICATION.
 REFER TO SEC 145 T.P.D. ACT
 SEE DOCUMENT L491771
 RAILWAY

NOTE:
 NOTIFICATION.
 REFER TO SEC 145 T.P.D. ACT
 SEE DOCUMENT L491770
 AGRICULTURAL ACTIVITY

LOT MISCLOSE
 0.004 m

DISCLAIMER:
 Due to lack of survey marks/pegs, all building offset dimensions & features are approximate only and positioned from existing pegs/fences and walls which may not be on the correct alignment. Any design that involves additions to any structures shown or portion of structures remaining after to be removed and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.

DISCLAIMER:
 Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

DISCLAIMER:
 Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

DISCLAIMER:
 Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

DISCLAIMER:
 Cottage & Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the parcel of land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.

COTTAGE SURVEYS
 LICENSED SURVEYORS
 87-89 Guthrie Street
 Osborne Park, WA 6017
 PO Box 1611
 Osborne Park
 Business Centre WA 6917
 P: (08) 9446 7361
 E: perth@cottage.com.au
 W: www.cottage.com.au

JOB #	533546	GPS	Lat: -31.307359 Long: 116.820600	ROADS	Bitumen	ELEC.	U/Ground(Not Loc)
ADDRESS	#28 Hennessy Place	ORDER #	FT770	KERBS	Nil	COMMS.	Yes
SUBURB	Goomalling	LOT	Lot 208 (DP 66130)	FOOTPATH	Nil	WATER	Yes
LGA	SHIRE OF GOOMALLING	AREA	1.0373 ha/VOL. 2757 FOL. 73	SOIL	Sand, Gravel, Clay(Found), Rock(Pegs)	GAS	Check Alinta
DRAWN	T. Do	DATE	20 Sep 22	DRAINAGE	Poor	SEWER	Nil
		SSA	No	VEGETATION	Long Grass Cover	COASTAL	No (Approximate Only Confirm With Shire)



FOX MODULAR
 13 BOOM STREET
 GNANGARA
 WESTERN AUSTRALIA
 6077

t: 08 6377 8335
 w: www.foxmodular.com.au
 e: info@foxmodular.com.au

PROJECT DETAILS

JOB NO: FT770
BUILDING: VERONA
CLIENT: JENNIFER BRADFORD
ADDRESS: LOT 208, 28 HENNESSY PLACE,
 GOOMALLING, WA 6460
 SHIRE OF GOOMALLING

DRAWING DETAILS

PAGE: 1 OF 4
DRAWING: SITE PLAN
SCALE: 1:500
DRAWN: FW
CHECKED: CO
DATE: 14/09/2022

REVISIONS

REV	DATE	DESCRIPTION
D	24/10/22	SITE SETBACKS AMENDED
C	06/10/22	SITE PLAN AMENDED
B	30/09/22	SITE PLAN RECEIVED
A	14/09/22	ISSUED FOR APPROVAL

NOTES

WRITTEN DIMENSIONS TAKE PREFERENCE OVER SCALE. THESE PLANS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS, ENGINEERS DESIGNS, COMPUTATIONS, AND GEOTECHNICAL REPORTS. WRITTEN SPECIFICATIONS TAKE PRECEDENCE OVER THESE DRAWINGS UNLESS NOMINATED IN THE CONTRACT OR SPECIFICATION.

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APPROVALS

OWNER 1: _____
DATE: _____
OWNER 2: _____
DATE: _____



FOX MODULAR
 13 BOOM STREET
 GNANGARA
 WESTERN AUSTRALIA
 6077

t: 08 6377 8335
 w: www.foxmodular.com.au
 e: info@foxmodular.com.au

PROJECT DETAILS

JOB NO: FT770
 BUILDING: VERONA
 CLIENT: JENNIFER BRADFORD
 ADDRESS: LOT 208, 28 HENNESSY PLACE,
 GOOMALLING, WA 6460
 SHIRE OF GOOMALLING

DRAWING DETAILS

PAGE: 2 OF 4
 DRAWING: **FLOOR PLAN & ELEVATIONS**
 SCALE: 1:100
 DRAWN: FW
 CHECKED: CO
 DATE: 14/09/2022

REVISIONS

NO	DATE	DESCRIPTION
D	24/10/22	SITE SETBACKS AMENDED
C	06/10/22	SITE PLAN AMENDED
B	30/09/22	SITE PLAN RECEIVED
A	14/09/22	ISSUED FOR APPROVAL

NOTES

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APPROVALS

OWNER 1: _____
 DATE: _____
 OWNER 2: _____
 DATE: _____

SUB FLOOR VENTILATION NOTES
 SUB FLOOR VENTILATION TO COMPLY WITH BCA 3.4.1

GLAZING NOTES
 GLAZING TO BCA 3.6 AND AS2047/AS1288

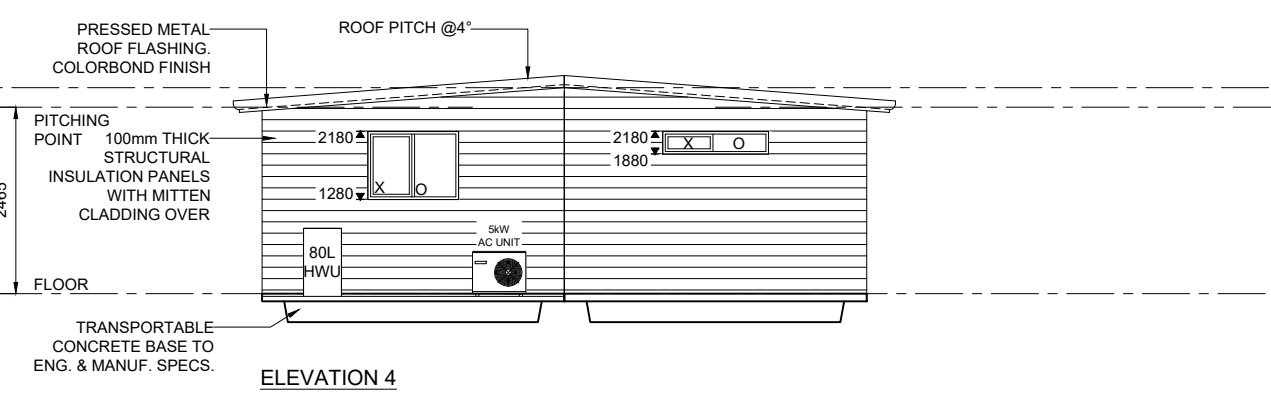
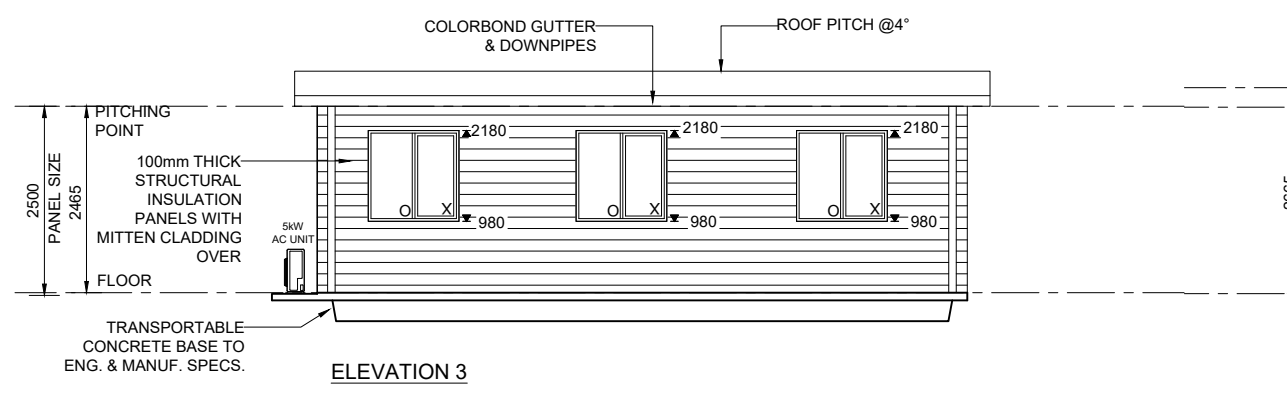
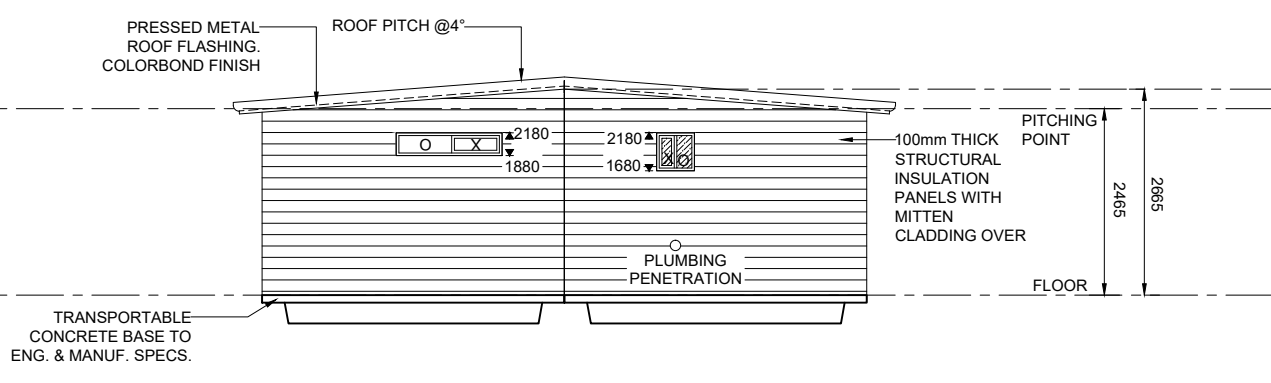
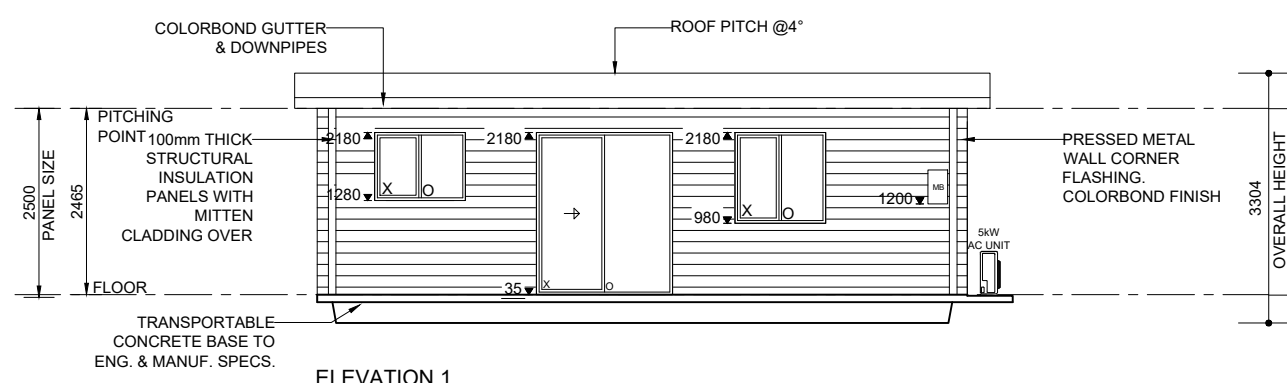
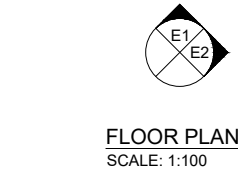
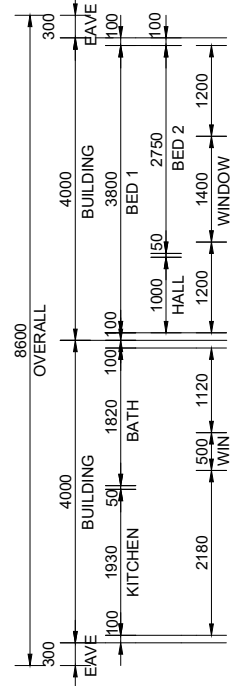
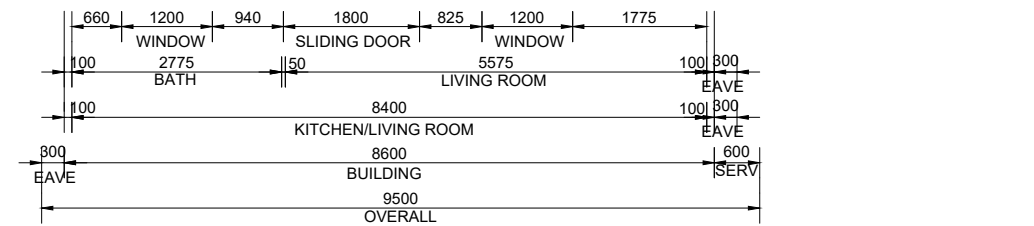
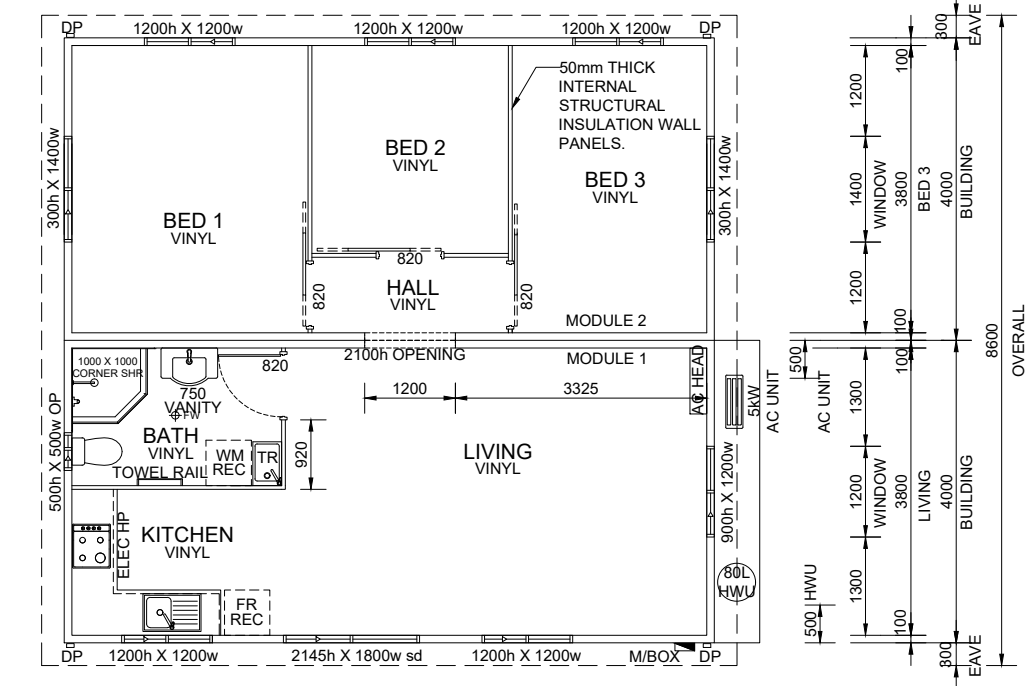
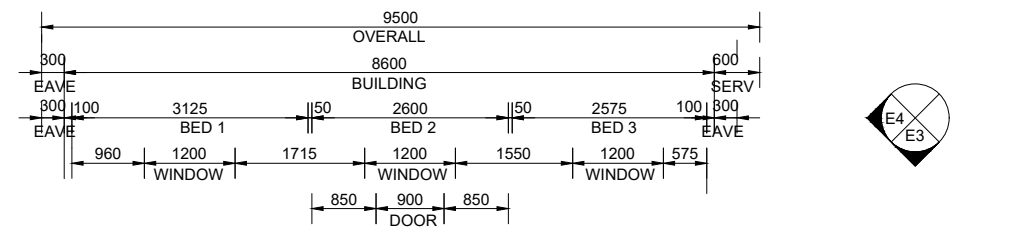
WET AREA NOTES
 WET AREAS TO BCA 3.8.1 & AS3740

GUTTERS & DOWNPIPES
 METAL GUTTERS & DOWNPIPES TO COMPLY WITH AS2179

VAPOUR BARRIER
 VAPOUR BARRIER TO BE FITTED IN ACCORDANCE WITH BCA 3.2.2.6

- NOTES**
1. PROVIDE ALL WINDOWS AND DOOR TRIM CHANNELS AS PER MANUFACTURERS SPECIFICATION
 2. ALL WINDOWS TO BE GJAMES WINDOWS; 5mm TOUGHENED GLASS - SHGC .83, SC .95, U 5.8 OR SIMILAR APPROVED.
 3. ROOF CONSTRUCTION - 150mm STRUCTURAL INSULATED PANEL
 4. TOP OF PANEL BATTENED AND THEN COLORBOND ROOF CLADDING OVER, TO PROVIDE THERMAL BREAK
 5. FOOTINGS AND FRAME SHOWN INDICATIVE ONLY. REFER TO CERTIFIED ENGINEERS DETAILS
 6. WASTE PIPES FROM PLUMBING EQUIPMENT WILL BE TAKEN TO THE NEAREST SIDE OF THE BUILDING

AREAS	
FLOOR AREA	68.8m ²
ROOF AREA	79.12m ²
PERIMETER	33.20 m



FLOOR PLAN
 SCALE: 1:100

ELEVATION 1

ELEVATION 2

ELEVATION 3

ELEVATION 4

ELECTRICAL NOTES

1. THIS ELECTRICAL DRAWING TO BE READ IN CONJUNCTION WITH THE LAYOUTS PLAN FOR CONFIRMATION OF GPOs AROUND CABINETS
2. SMOKE ALARMS TO BE HARDWIRED TO THE MAINS SUPPLY
3. ALL HEIGHTS OF ELECTRICAL ITEMS ON INTERNAL WALLS REFERENCED TO FINISHED FLOOR LEVEL (FFL)
4. ALL HEIGHTS OF ELECTRICAL ITEMS ON EXTERNAL WALLS REFERENCED TO BOTTOM OF PANELS
5. NON MIGRATORY WIRING TO BE USED THROUGHOUT

ELECTRICAL LEGEND

- ☐ SINGLE GPO @ NOTED HEIGHT
- ☐ DOUBLE GPO @ NOTED HEIGHT
- ☐ ISOLATOR @ NOTED HEIGHT
- ☐ COAX POINT @ NOTED HEIGHT
- ☉ LIGHT POINT

- ☒ CEILING FAN WITH LIGHT
- ☒ WALL MOUNTED EXHAUST FAN
- ☐ LIGHT SWITCH @ NOTED HEIGHT
- ☉ SMOKE ALARM
- ☒ SWITCH BOARD @ NOTED HEIGHT
- ☐ BUNKER LIGHT @2200

ELECTRICAL			
ITEM	TYPE	QUANTITY	NOTES
WALL MOUNTED	DOUBLE GPO	12	
	SINGLE GPO	3	
	ISOLATOR	2	
	COAX	1	
	LIGHT SWITCH	7	
	EXHAUST FAN	1	
CEILING MOUNTED	SWITCHBOARD	1	
	LIGHT POINT	8	
	CEILING FAN WITH LIGHT	0	
	SMOKE ALARM	2	



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 e: info@foxmodular.com.au

PROJECT DETAILS

JOB NO: FT770
 BUILDING: VERONA
 CLIENT: JENNIFER BRADFORD
 ADDRESS: LOT 208, 28 HENNESSY PLACE,
 GOOMALLING, WA 6460
 SHIRE OF GOOMALLING

DRAWING DETAILS

PAGE: 3 OF 4
 DRAWING: **ELECTRICAL**
 SCALE: 1:50
 DRAWN: FW
 CHECKED: CO
 DATE: 14/09/2022

REVISIONS

NO	DATE	DESCRIPTION
D	24/10/22	SITE SETBACKS AMENDED
C	06/10/22	SITE PLAN AMENDED
B	30/09/22	SITE PLAN RECEIVED
A	14/09/22	ISSUED FOR APPROVAL

NOTES

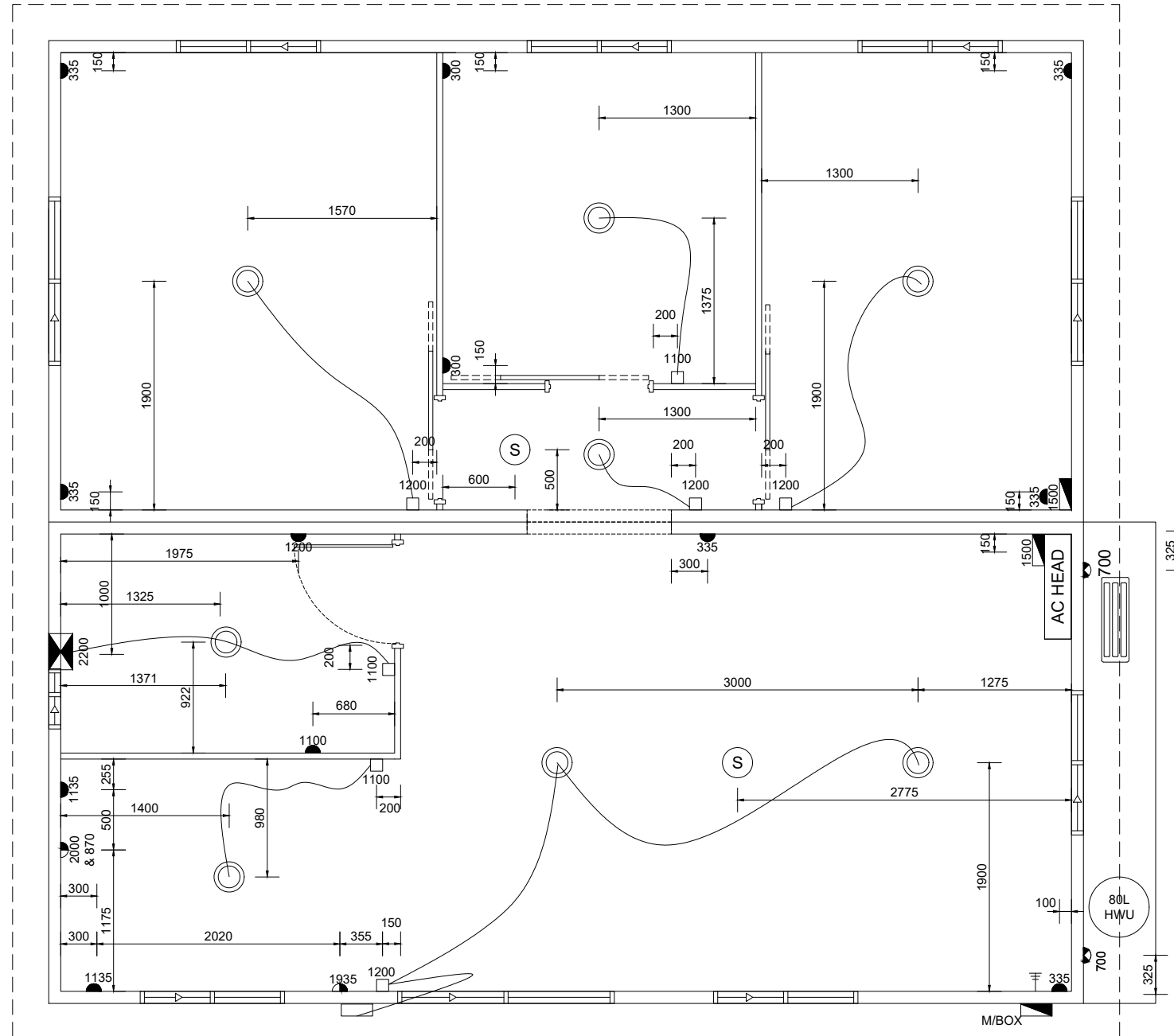
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APPROVALS

OWNER 1: _____
 DATE: _____
 OWNER 2: _____
 DATE: _____





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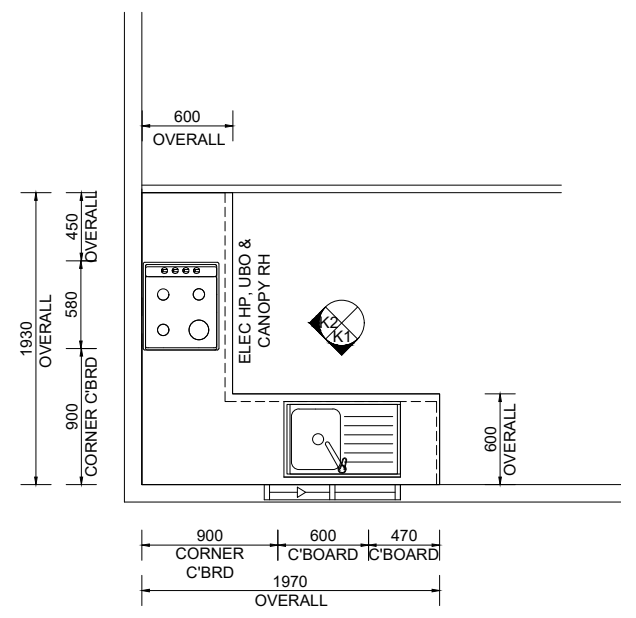
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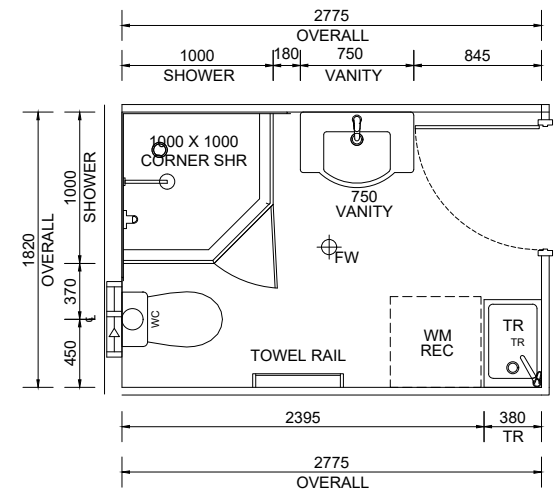
APPROVALS

CABINET MAKER NOTE
 - JOINTS TO BENCHTOPS AT CABINET MAKER'S DISCRETION
 - 145H KICKBOARD TO CABINETS UNO
 - ALL DIMENSIONS, DOOR SWINGS & PANEL SIZES ARE NOMINAL & MAY VARY AT CABINET MAKER'S DISCRETION UNLESS ADVISED AS CRITICAL
 - ANY CRITICAL MINIMUM CLEARANCE TO BE ADVISED BY CLIENT TO FOX GRANNY FLATS
 - REFER TO PLANS FOR DEPTH OF BREAKFAST BAR (IF APPLICABLE)
 - CABINET MAKER TO OBTAIN CUT-OUT SIZES FROM MANUFACTURER TO SUIT APPLIANCES SELECTED
 - CABINET MAKER TO ENSURE COMPLIANCE WITH MANUFACTURERS VENTILATION REQUIREMENTS

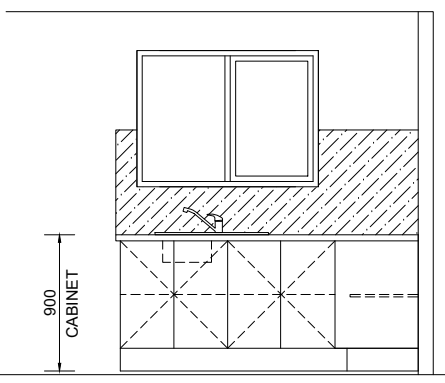
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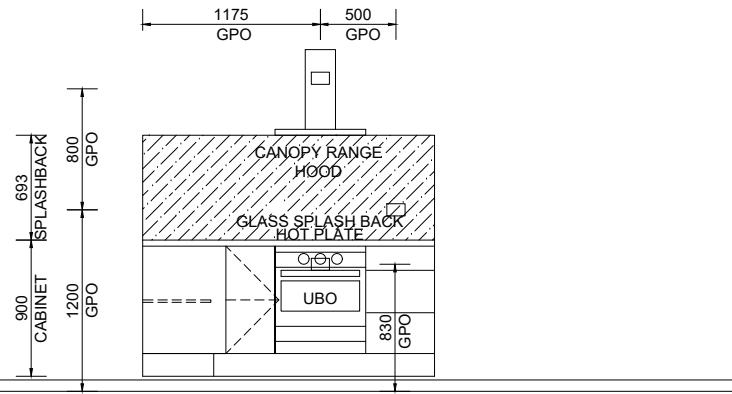
KITCHEN LAYOUT



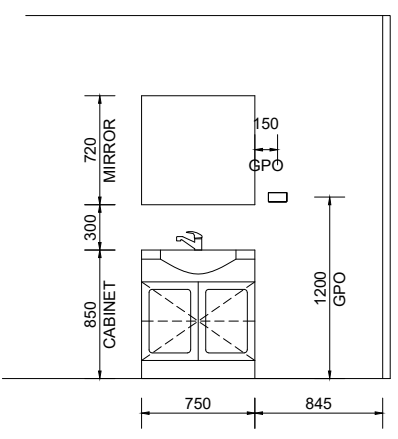
BATH LAYOUT



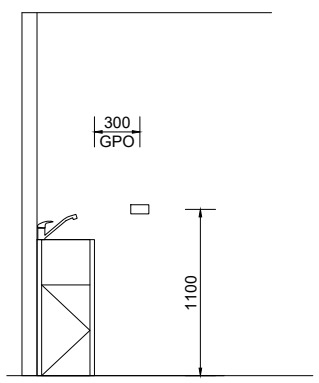
KITCHEN 1



KITCHEN 2



VANITY UNIT



TROUGH UNIT



9.10 REVIEW OF BUSH FIRE SERVICE REFORM

File Reference	5.2A
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	
Date	08 November 2022
Author	Robert Koch – Community Emergency Services Manager
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	
Confidential:	BFS Membership Status/Action List

Summary

The purpose of this report is for council to consider progress of reforms to the Shire’s Bush Fire Service, in line with resolutions 437-433 from the December 2021 OCM and to consider additional recommendations to further support this process.

Please Note: For the purpose of this report the term BFS is being used as a blanket term to cover brigades (BFB) including Farm Response Brigade (FRB), Bush Fire Control Officers (FCOs) and actions taken manage bushfire.

Background

The Shire of Goomalling operates its Bush Fire Service (brigades and response) under the *Bush Fires Act 1954* (BFA). While the *BFA* provides authority to the BFS, activities of the services are also governed by other acts such as (but not limited to) operation of emergency vehicles under the *Road Traffic Act 1974*, and the *Work Health and Safety Act (WHS) 2020*. At the December 2021 OCM seven resolutions were made by Council, which, in effect, constituted a reform agenda for the Shire’s BFS with the aim of limiting the organisations potential exposure to the above-mentioned legislation.

The seven resolutions of the December 2021 OCM were;

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



RESOLUTION 437

That the Council:

1. Authorise the CEO to advise the Fire and Emergency Services Commissioner the cancellation of Cunjardine Farm Support Brigade and;
2. Authorise the CEO to advise the Fire and Emergency Services Commissioner of the creation of the Goomalling District Farm Support Brigade.

RESOLUTION 438

That the Council:

1. Authorise the CEO to contact and/or advertise to existing Bush Fire Service members informing them of a membership review, advising requirements and required actions.
2. Authorise the CEO to allocate members to brigades as appropriate based on review of responses received.
3. Authorise the CEO to suspend membership of members who do not respond in line with the membership review requirements.

RESOLUTION 439

That the Council:

1. Adopt a position that Auxiliary membership classification with the Shire of Goomalling Bush Fire Service will only be granted, to the satisfaction of the CEO, that there is a defined and ongoing need role related to the person applying for Auxiliary Membership.

RESOLUTION 440

That the Council:

1. Adopt a position that Vehicle Identifier Stickers are only issued for firefighting capable vehicles of members of the Bush Fires Service who meet the training firefighter rank requirements for their respective brigade.

RESOLUTION 441

That the Council:

1. Adopt a minimum training standard for Bush Fire Service Members, based on brigade type and rank held being:

Rank	Settlement BFB	Farm Response
Firefighter	<i>Bushfire Safety Awareness Fire Fighting Skills</i>	<i>Rural Fire Awareness</i>
Lieutenant	<i>Bushfire Safety Awareness Fire Fighting Skills AIIMS Awareness Structural Fire Fighting Advanced Bush Fire Firefighting Crew Leader</i>	<i>Bushfire Safety Awareness Fire Fighting Skills AIIMS Awareness Advanced Bush Fire Firefighting Crew Leader</i>
Captain	<i>Bushfire Safety Awareness Fire Fighting Skills AIIMS Awareness Structural Fire Fighting Advanced Bush Fire Firefighting Crew Leader Sector Commander</i>	<i>Bushfire Safety Awareness Fire Fighting Skills AIIMS Awareness Advanced Bush Fire Firefighting Crew Leader Sector Commander</i>

and;

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



2. Adopt a minimum training standards for Bush Fire Control Officers, being:

Bush Fire Control Officer	<i>Bushfire Safety Awareness Fire Fighting Skills AIIMS Awareness Structural Fire Fighting Advanced Bush Fire Firefighting Crew Leader Sector Commander AIIMS 2017 Incident Controller Level 1 Fire Control Officer</i>
----------------------------------	--

and;

3. Adopt a minimum training standard for any Bush Fire Service vehicle driver being:

Driving of a Bush Fire Brigade Appliance under Emergency Conditions	<i>DFES On-Road Driving or National Unit of Competency Equivalent</i>
Driving any vehicle off-road	<i>DFES Off-Road Driving or National Unit of Competency Equivalent</i>

and;

4. Adopt a position of enforcement of the items 1-3 above as follows:

- a. All members must meet the training applicable to 'Firefighter' rank for their membership type by 31 October 2022 and;
- b. All members must meet remaining training applicable to their rank/role by dates as determined by the CEO or Council and;
- c. Members not meeting required training standards by advised dates, will have their membership suspended.

RESOLUTION 442

That the Council:

1. Direct the CEO to develop Bush Fire Service Standard Operating Procedures documentation to be brought back to a future meeting of council.

RESOLUTION 443

That the Council:

1. Direct the CEO to establish a Bush Fire Advisory Committee consisting of the following membership:
 - Captain or nominated representative of Jennacubbine BFB
 - Captain or nominated representative of Konnongorring BFB
 - Captain or nominated representative of Goomalling Central BFB
 - Captain or nominated representative of Goomalling District Farm Response Brigade*
 - Captain or nominated representative of Goomalling Fire and Rescue Service (VFRS)
 - Department of Fire and Emergency Services – DO Avon
 - Community Emergency Services Manager
 - Chief Executive Officer (or nominated representative)
 - Elected Member (Councillor) - Nomination
 - Elected Member (Councillor) - Nomination

The comment section of this report details progress towards each of the resolutions, with subsequent recommendations in support or addressing changed circumstances.

PRESIDENT _____

DATE: _____



Consultation

The activities of the authoring officer have been actioning the existing resolutions from the December 2021 OCM. However, the following consultation has occurred to help inform this report and its recommendations to Council:

- BFB Captains – Advising outcomes of membership review and seeking feedback regarding key individuals who have not responded as part of the membership review.
- To BFB Captains – Seeking thoughts on proposal/discussion which came out of the annual brigades meeting. Specifically in approaching lack of elected office bearers to the Goomalling District Farm Response Brigade. This is discussed in the comments sections.

Statutory Environment

Bush Fires Act 1954

Work Health and Safety Act 2020

Road Traffic Act 1974

Policy Implications

May result in the adoption of new policy related to operation of BFS.

May result in reassessment of '4.27 Use of Council Equipment and Machinery for Bushfire Control'

Financial Implications

The Shire of Goomalling's BFS is almost entirely funded via the Local Government Grants Scheme. Training, PPE/PPC are eligible claimable items under this scheme.

Administration and change management which would be a result of adoption of Officers' recommendations in this report will require a significant administration effort. It is envisaged that this would be achieved with prioritisation of tasks of existing officers.

Minimal financial implications are therefore expected.

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
1.4.3	Support provision of emergency services
1.4.4	Encourage, facilitate and support community participation in the volunteer fire, ambulance and emergency services
1.4.6	Provide community services to uphold public safety standards

Comment/Conclusion

The following headings summarise progress/outcomes of each December 2021 OCM Resolution.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



Resolution 437

Required Action(s): Dissolve Cunjardine FRB, establish Goomalling District FRB.

Outcome: Actioned 09 March 2022, by letter from CEO to DFES. The former Cunjardine FRB is now known as Goomalling District FRB. Considered complete.

Resolution 438

Required Action(s): Conduct BFS Membership Review, relocated members, suspend members not meeting Council's requirements.

Outcome: Membership review commenced February 2021 with letters mailed to all existing members. Reminders sent by email, with additional advertising in the *Goomalling Endeavour* and Shire Newsletter. Items 1 & 2 of this resolution may be regarded as complete.

A summary of membership allocation/changes is contained in the blow table.

Brigade	Type	Members at 26/10/2021	Members at 07/11/2022
Jennacubbine	Settlement (BFB)	38	8
Konnongorring	Settlement (BFB)	37	7
Goomalling Central	Settlement (BFB)	68	14
Goomalling District (formally Cunjardine)	Farm Response (FRB)	5	26
Shire Goomalling (non-brigade affiliated FCOs)	Shire	1	2

Allocation of members has resulted in shift from the settlement BFBs to the FRB brigade as per the intent of the December 2021 recommendations restructure of the FRB. The overall drop in numbers was also not unexpected, due to the out-of-date nature or the 2021 membership list and the effect of the COVID-19 vaccine mandate. Growth in numbers, particularly related to the FRB, are expected going forward as the reformed model gains recognition. At the time of writing the Officer has expressions of interest or enquires from a further eight potential members. It is however important to note that the membership numbers above, do not distinguish between those meeting and those not meeting training standards – Please refer to comments on Resolution 441 and Attachment 1 (confidential) for more detail.

With respect to Resolution 438 Item 3, suspension of memberships have, to date, only included those who responded to membership review communications requesting their membership be terminated (11 individuals) and individuals had membership cancelled either by direct advice or advice received by CESM from fellow Shire staff (11 individuals) external to the membership review process.

24 members did not respond. Officer's Recommendation 1 of this report advocates for a final reminder letter to be sent by the CEO providing a set period (not more than one month) to engage with the Shire about meeting requirements, to the Shire's satisfaction. Suspension would automatically follow the set period or if Shire is not satisfied with respect to the commitment made. Such situation are listed as 'Send Final

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



Reminder' with notes 'No communications from member to date' in **Attachment 1** (confidential).

A further 51 former-members, who's membership was cancelled as part of the COVID-19 vaccine mandate non-response or non-compliance, while communicated with as part of the membership review, did not elect re-active membership and thus these memberships remain cancelled.

Resolution 439

Required Action(s): Auxiliary members are accepted at discretion of CEO where a suitable designated role is performed out.

Outcome: This mechanism is considered completed/in place. Auxiliary memberships have been few with relevant roles fulfilled. Auxiliary membership numbers 3 individuals – thus the Resolution 438 appears to have had its intended effect in limiting exposure via such memberships.

Resolution 440

Required Action(s): Vehicle Identifier Stickers only issued to compliant members.

Outcome: Not yet actioned - to be actioned as membership status are clarified as training period winds down.

Resolution 441

Required Action(s): Ensure members meet minimum training requirements – critical at this point in time is meeting requirements of Firefighter Rank by 31 October 2022.

Outcome: Requirements of membership and multiple training opportunities have been communicated to members.

The table below summarises, progress towards Firefighter Rank compliance:

Brigade	Total Members (07/11/2022)	Compliance			Leave of Absence
		Full	Partial	None	
Jennacubbine BFB	8	3	2	3	-
Konnongorring BFB	7	7	-	-	-
Goomalling Central	14	5	6	2	1
Goomalling District FRB	26	22	-	4	-
Shire Goomalling	2	1	1	-	-
Totals	57	38	9	9	1

With the exception of a few cases highlighted in **Attachment 1** (confidential) the Officer's Recommendation 1, recommends that members with 'Partial' compliance are given further opportunity complete required training and members listed above as 'None' are provided a final reminder notice with a response period, after which membership should be cancelled inline Resolution 441 Item 4c from the December 2021 OCM.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



The Officer is seeking confirmation from Council re: handing membership cancellations as the wording of Resolution 438 was very black and white. While the intent of the Officer has not changed, there are circumstances which need to be considered for some individuals which may be outside their control.

While cancelling memberships is not a decision which is not taken lightly, failure to enforce basic safety requirements unnecessarily exposes the Shire to the Workplace Health and Safety legislation non-compliance and undermines efforts to enforce compliance amongst the membership. It also devalues the effort the vast majority of members have made to date.

Resolution 442

Required Action(s): Develop Standard Operating procedures for the Bush Fire Service.

Outcome: Behind Schedule/Yet to be completed. The Officer will commence review of Shire of Toodyay Bush Fire Service Standard Operating Procedures this month with the intent of producing a February Draft. It is proposed for the sake of officer efficiency that both Shire of Goomalling and Shire of Toodyay are developed in parallel on the above-mentioned timeframe.

A greater emphasis has been put on actioning Resolutions 438 and 441 which have imposed a greater than expected workload to this point.

Resolution 442

Required Action(s): Establish a Bush Fire Advisory Committee.

Outcome: Behind Schedule/Yet to be completed. This due to the deferral of development of Standard Operating Procedures, which would be an initial focus of such a committee, and the lack of office bearers for the Goomalling District Farm Response Brigade.

OTHER NEW ITEMS

During the process of carrying out reform of the Shire's BFS, some new or unexpected items have been encountered. These are listed below with associated Officer Recommendations included in this report.

Request/Issuing/Recording of PPE

During communications with members, repeated requests for ordering of PPE has been made, however placement of PPE orders continues lag behind training occurrences attended.

PPE is a pillar of compliance with Workplace Health and Safety legislation. Issuance (and proof thereof) therefore becomes an important part of reducing the Shire's exposure to the legislation.

While some members may have a level of pre-existing PPE, records have not been kept in the past and thus no way of proving what/what type of PPE our members have. PPE is an eligible expense under the Local Government Grant Scheme funding provided by DFES, thus no impact on Shire finances.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



Officer Recommendation 1 requests that a full order for PPE, accompanies minimum training standards, as conditions of membership.

PRESIDENT _____

DATE: _____
Page 121 of 247



Additions to Minimum Training Requirements

There are three inclusions sought.

1. **Ground Controller** – It is proposed that Ground Controller Training is made a requirement of Captain and Fire Control Officer Ranks. This was overlooked in the December 2021 recommendation/resolution relating to minimum training standards.

Ground Controllers are required at any incident where water bombing aircraft are operating. This ensures both safety of aerial and ground crews, and air operations which are complementary to the Incident Controller's objectives and strategies. The Shire has no personal (other than the CESM with such training). DFES and DBCA are now increasingly prepositioning aircraft to regional areas of at time of high risk (i.e. harvest period or forecast heighten fire danger conditions). Thus, it is likely that areas beyond the metropolitan/near-metropolitan areas will see increased use of aerial resources – it is imperative that our BFS is ready for this.

Officer Recommendation 2 seeks for this requirement to be established, however does not impose a compliance deadline at this point in time, in-line with other non- foundation course requirements. This acknowledges:

- a. Progression to higher level competencies cannot be achieved in a compressed time frame; and
- b. Need for individuals to be issued DFES radio hardware to carry out this function – this forms a parallel body of work to training.

The CESM has DFES endorsement to deliver Ground Controller training, thus the Shire has the capability to resource this training (without any tangible cost implications).

The course runs for 5-7 hours dependant on number of students being assessed.

Four individuals, with the access to appropriate DFES radio hardware have been identified and agreed to receive Ground Controller training in the near term.

2. **Respiratory Protective Equipment (Sub-Module)** – It is proposed that Respiratory Protective Equipment Training is made a requirement of the Goomalling District Farm Response Brigade.

This forms part of the standard PPE issue and it is important that the use and maintenance is covered off with specific training. The adverse health effects of, and operational efficiencies in managing, smoke apply equally to all firefighters regardless of farm or settlement bridge status. This increases Workplace Health and Safety compliance by provision of and training in safety equipment.

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



This module takes about 1 hour and can be run within the existing 1-day Rural Fire Awareness requirement for the FRB.

This module has been run at all four occurrences of Rural Fire Awareness run by the Shire, thus all members trained to date have received this training and no need for further training effort is required.

Officer Recommendation 3 seeks for this requirement to be established.

There is no cost implications of providing this training, and the Shire (via the CESM) has the DFES endorsement to deliver this training.

3. **All Modules Relevant to Bush Fire Safety Awareness and Firefighting Skills) – It is proposed that all BFB (that is, Jennacubbine, Goomalling Central and Konnongorring) members are required to have all modules of to Bush Fire Safety Awareness and Firefighting Skills with the exception of the Ropes and Ladders module.**

The requirement for Bush Fire Safety Awareness and Firefighting Skills for BFB members forms part of December 2021 Resolution 441, however competency in the DFES training database can be awarded on a subset of modules which make up the respective courses.

All modules, bar Ropes and Ladders which do not feature on any current or planned SoG BFB appliances, are considered critical to safety and compliance with WHS legislation.

The individual components are listed below.

Couse	Module	Relevant/Required
Bush Fire Safety Awareness	Bushfire Characteristics and Behaviour	Yes
Bush Fire Safety Awareness	Safety and Survival	Yes
Bush Fire Safety Awareness	Suppress Bushfire	Yes
Firefighting Skills	Introduction to Map Reading	Yes
Firefighting Skills	Introduction to Communications	Yes
Firefighting Skills	Tools and Equipment	Yes
Firefighting Skills	Crew Protection, incorporating <ul style="list-style-type: none"> - Radiant Heat Shield/Burnover Blanket - In Cab Air Dräger OXY3000 - Automatic Vehicle Locator & Emergency Distress Button - Deluge System - Respiratory Protective Equipment 	Yes NB: Konnongorring Light Tanker does not feature Deluge System equipment, however the pending replacement for this appliance will, therefore deemed necessary.
Firefighting Skills	Ropes & Ladders	No

PRESIDENT _____

DATE: _____



Recommendation 3 seeks for this to be explicitly clarified as a resolution of council.

There is no cost implicants of providing this training, and the Shire (via the CESM) has the DFES endorsement to deliver this training.

4. Officer Bearers of the Goomalling District Farm Response Brigade

At the 13 October 2022 Annual Brigades Meeting, no nominations were received for Captain, Lieutenants and Secretary of the FRB. The *BFA* (s43) requires at a minimum a Captain, first Lieutenant and Second lieutenant to be appointed. Thus, as it stands the Shire is still seeking to fill such positions to achieve *BFA* compliance.

A suggestion from the Annual Brigade meeting, was for FRB members to be included a membership tier in their nearest BFB as a way of negating the need to appoint another set of officer bearers for the FRB.

The Officer, while acknowledging this a valid approach, is not supportive of owing to:

- No ability within the (DFES) membership databased utilised by the Shier to record a two-tiered membership structure, thus adding to administration complexity.
- Not having full support of existing BFB Captains following consultation.

The officer recommends that the CEO write to all FRB members asking for nominations (self or other member) for these roles and if insufficient nominations are received/accepted, the CEO makes appointments to these roles from the FRB Membership.

It is possible some of the apprehension to voluntary leadership nominations is the whole of Shire approach to the FRB, with the Officer receiving some feedback by discussion that some members may favour a more localised farm brigade. While doing so would actually increase the number of positions filled, it is possible that this would encourage the sought leadership nominations, and thus the Shire should seek such feedback as part of the above recommended correspondence.

Recommendation 4 requests the CEO correspondence with FRB members in line with the above.

Voting Requirements

Simple Majority

PRESIDENT _____

DATE: _____



OFFICERS' RECOMMENDATION 1

That Council endorse the Recommended Membership Action as per Attachment 1 to this report with members listed as, and not adequately responding to, a 'Final Reminder Notice' to have their membership cancelled.

RESOLUTION 564

Moved Cr Ashton, seconded Cr Butt that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***

OFFICERS' RECOMMENDATION 2

That the Council Require all members to make a full Personal Protective Equipment/Clothing request to the Shire as a condition of membership.

RESOLUTION 565

Moved Cr Ashton, seconded Cr Butt that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***



OFFICERS' RECOMMENDATION 3

That the Council:

1. Add the following minimum training requirements as per below:

Membership Status	Additional Requirement
Bush Fire Brigade Captains	<i>Ground Controller</i>
Bush Fire Control Officers	<i>Ground Controller</i>
Farm Response Brigade Members	<i>Respiratory Protective Equipment (Sub-Module)</i>

and;

2. Clarify the existing requirement for Bush Fire Brigade members with respect to *Bush Fire Safety Awareness* and *Fire Fighting Skills* courses covers completion of all modules with the exception of the *Ropes and Ladders* module.

RESOLUTION 566

Moved Cr Ashton, seconded Cr Butt that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***

OFFICERS' RECOMMENDATION 4

That the Council:

1. Direct the CEO to write to all Farm Response Brigade members, seeking voluntary nominations for the positions of Captain, First Lieutenant and Second Lieutenant.
and;
2. Direct the CEO to make appointments to the said positions, without voluntary nominations if necessary.

RESOLUTION 567

Moved Cr Ashton, seconded Cr Butt that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***



9.11 SOUTHWEST NATIVE TITLE SETTLEMENT AGREEMENTS

File Reference	8.05
Disclosure of Interest	
Applicant	Auspan Building Systems Pty Ltd for ESA Investment Fund Pty Ltd
Previous Item Numbers	
Date	10 November 2022
Author	Perter Bentley – Chief Executive Officer
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	4. Plans from applicant

Summary

For Council to formulate a position and make comment regarding the attached proposed parcels of land for inclusion within the Native Title Settlement.

Background

Council will be aware of the history of the Native title processes that have been under way now for many years. I do not propose to rehash the significant body of work already undertaken over that time.

Council last month responded a request for comment regarding several lots on Dick Street proposed for inclusion within the settlement and registered no issues with the inclusion of those lots. The Department has again contacted the Shire seeking comment regarding a significant number of reserves and locations within the Goomalling Townsite for inclusion in the settlement.

Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

A key part of the process being followed by the Department involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities. To that end, please find attached a spreadsheet comprising of land parcels identified for possible transfer. It would be appreciated if you could provide comments on each of the land parcels directly into the column labelled 'Referee Comments' in relation to the following:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?

PRESIDENT _____

DATE: _____



3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to any mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

Once Council has considered the land identified, I will provide the South West Settlement Project team your comments. In accordance with Annexure J of the ILUAs, Council's advice is required within 40 days of receiving this request. As a result, comments need to be supplied by 14 December 2022. Where no response is received from the Council within the 40 day timeframe, this will be taken as having no comment on the land parcels referred.

Consultation

Nil other

Statutory Environment

Local Government Act (1995)

Policy Implications

Nil

Financial Implications

Nil at this stage

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2029	
	This matter is not directly dealt with in the Community Strategic Plan

Comment/Conclusion

I have provided a matrix identifying the proposed land along with my own comments. These are for Council to review and/or add to as it sees appropriate.

PRESIDENT _____

DATE: _____



Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That the Council:

Reviews the attached matrix with regard to the proposed land offerings for the ILUA and the comments contained within and provide the CEO with any further comments or alterations it deems appropriate.

RESOLUTION 568

Moved Cr Van Gelderen, seconded Cr Ashton that the CEO advise the Department of Planning, Land and Heritage Council's feedback and preferences to the proposed land offering for the ILUA in accordance with the completed matrix attached.

***CARRIED 7/0
Simple Majority***

PROPERTY	LOCATION DESCRIPTION	Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?	Does the Shire have any interest in the land?	Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.	Is the land parcel subject to any mandatory connection to services?	Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?	Are there any future proposals for adjoining land that may affect the land? If so, in what timeframe?	Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?	Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).	Please provide any additional comments on the proposed transfer of this land as part of the Settlement
GOOMALLING SHIRE										
57 THROSSELL ST	Middle of southern block	Yes	No	No	Where developed - Sewerage	No	No	Currently Residential	Nil	
9 HELENA ST	Residential adjacent to CBH	No	These lots are potential residential lots in keeping with the rest of the street and Council would likely be interested in these lots for local housing.	No	Not unless zoning changes	Unknown	Adjoining land is residential in this street and railway purposes otherwise surrounding	Currently Zoned Railway Purposes	CBH operation, dust and railway noise will be issues	While there are issues with regard to the proximity of rail and CBH, Council sees these lots as potential future residential lots given that there is a significant housing crisis within the state but also here in Goomalling.
7 HELENA ST	Residential adjacent to CBH	No		No	Not unless zoning changes	Unknown		Currently Zoned Railway Purposes	CBH operation, dust and railway noise will be issues	
3 – 5 HELENA ST	Residential adjacent to CBH	No		No	Not unless zoning changes	Unknown		Currently Zoned Railway Purposes	CBH operation, dust and railway noise will be issues	
75 THROSSELL ST	Cnr Eaton Street	Yes	Potential residential future development	No	Where Developed - Sewerage	Unknown	No	Currently Zoned Residential	Opposite farming land	
5 WILLIAMS ST	Behind the Swimming Pool	No	Potential residential future development Council would be interested in these lots for future residential development	No	Where Developed - Sewerage	Unknown	No	Currently Zoned Residential	Lots are on gravel road directly behind swimming pool and near Go-Kart Track – Noise is likely	Again, these lots are potential light industry lots for the future economic development. With significant development being undertaken at the moment Council would potentially be interested in these lots Council sees these lots as potential future housing lots
7 WILLIAMS ST	Behind the Swimming Pool	No		No	Where Developed - Sewerage	Unknown	No	Currently Zoned Residential		
9 WILLIAMS ST	Behind the Swimming Pool	No		No	Where Developed - Sewerage	Unknown	No	Currently Zoned Residential		
11 WILLIAMS ST	Behind the Swimming Pool	No		No	Where Developed - Sewerage	Unknown	No	Currently Zoned Residential		
40 MARTINDALE LANE	CSBP Depot end of Martindale Lane	No	Potential for Light Industry future development Council has little in the way of potential industrial land and these lots would be a valuable asset for future development	No	No	Unknown	Lots on poor gravel road in industrial area	Currently zoned Light Industry	Lots are adjacent to the Rail and industrial/commercial business in Ag industry and are zoned light industry	These lots are potential light industry lots for the future economic development. With significant development being undertaken at the moment Council would potentially be interested in these lots
46 MARTINDALE LANE	CSBP Depot end of Martindale Lane	No		No	No	Unknown	Lots on poor gravel road in industrial area	Currently zoned Light Industry		
28 EDWARDES ST	Triangular reserve at CSBP Depot end of Martindale Lane adjacent to above	No		No	No	Unknown	Lots on poor gravel road in industrial area	Currently zoned Light Industry		
133 SLATER ST	Behind Sub division	Yes	Bush Reserves	No	No	Unknown	No	Currently Zoned Recreation	This land contains a rare red orchid and it is our understanding that it is a protected or endangered species. This may effect any future use of the property	The land adjoins a proposed subdivision to the west and would require a land use that would be consistent with or complimentary to that use.
89 SLATER ST	End of Slater LHS	Yes	Bush Reserves	No	No	Unknown	No	Currently zoned Town Environs	Nil Known	
83 SLATER ST	Next lot North of 89	Yes	Bush Reserves	No	No	Unknown	No	Currently zoned Town Environs	Nil Known	
2 BEDFORD ST	Next to 83 Slater - North	Yes	Bush Reserves	No	No	Unknown	No	Currently zoned Town Environs	Nil Known	
Reserve opposite 89 Slater Street	RHS of 89 Slater		Bush Reserves	No	No	Unknown	No	Currently zoned Town Environs	Nil Known	
White Street Reserve	Reserve where Sewerage pipe	No	Bush Reserve	Council's sewerage pipeline runs through	No	In coming years Council will upgrade	See below	Currently Zoned Recreation	These reserves have sewerage lines	Council infrastructure is on these reserves



9.12 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

File Reference	5.5
Disclosure of Interest	Nil
Applicant	Local Emergency Management Committee
Previous Item Numbers	
Date	10 November 2022
Author	Robert Koch – Community Emergency Services Manager
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	
<ol style="list-style-type: none"> 1. Draft Local Emergency Management Arrangements 2. Confidential: Contact & Resource Register 3. Minutes of 09 November Shire of Goomalling Local Emergency Management Committee 	

Summary

To receive the revised Local Emergency Management Arrangements (LEMA) documents and consider its referral (recommendation) to the District Emergency Management Committee.

Background

Under section 41 of the *Emergency Management Act 2005* Local Government is required to have a LEMA and review every five years.

LEMAs are developed to provide a community focused, coordinated approach to the management of all potential emergencies within a local government area. It is a requirement for each local government in Western Australia to provide access to their LEMA and to publish their Local Emergency Management Arrangements (LEMAs) on their website.

The Shire of Goomalling's existing LEMA review is due prior to the end of 2022.

Consultation

During the revision process a draft LEMA was tabled at the 10 August 2022 LEMC meeting, for comment and to gain local content for the document, this included the draft being received and reviewed by the DFES District Emergency Management Advisor.

At the 09 November LEMC meeting the membership endorsed the LEMC with recommendation for Council approval.

Statutory Environment

Under section 41 of the *Emergency Management Act 2005* Local Government is required to have a LEMA in place and review it every five years.

PRESIDENT _____

DATE: _____



Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
1.4.3	Support provision of emergency services
1.4.4	Encourage, facilitate and support community participation in the volunteer fire, ambulance and emergency services
1.4.6	Provide community services to uphold public safety standards

Comment/Conclusion

As per the Local Emergency Management Committee recommendation below, the LEMC is seeking Council endorsement LEMA to allow it to be submitted to the District Emergency Management Committee prior to the end of 2022. Should Council choose not to make such a recommendation at this meeting, there is a risk that that the Shire could miss the deadline and become non-compliance with the EM Act.

Voting Requirements

Simple Majority

Cr Ashton left the meeting at 5.20 pm

OFFICERS' RECOMMENDATION

That Council:

1. Endorse the attached Draft Local Emergency Management Arrangements; and
2. Instruct the CEO to submit the Draft Local Emergency Management Arrangements to the District Emergency Management Committee.

RESOLUTION 569

Moved Cr Chester, seconded Cr Van Gelderen that the Council endorses the Officer's recommendation.

***CARRIED 6/0
Simple Majority***

PRESIDENT _____

DATE: _____



Local Emergency Management Arrangements

Shire of Goomalling

The aim of the Shire of Goomalling Local Emergency Management Arrangements (LEMA) is to ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise.

Document Control			
Document ID	LEMA	Version	0.1
LEMC Endorsement date		Last Review	10/08/2017
Current Review	22/07/2022	Next Review Date	
Prepared by	Community Emergency Services Manager		
Documents maintained by	Community Emergency Services Manager		

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) ('the Act'), endorsed by the Shire of Goomalling Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of Goomalling and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the *Emergency Management Act 2005* and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

Chairperson, LEMC

Date

The Common Seal of the Shire of Goomalling
was hereto affixed as per council resolution
No.in the presence of:

Cr Barry Haywood
Shire President

Date

Mr Peter Bentley
Chief Executive Officer

Date

AMENDMENT HISTORY

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1	22 July 2022	Updated to new format, for tabling at 10 August 2022 LEMC – Preliminary Draft.	R. Koch

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

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

The Chairperson

Local Emergency Management Committee Shire of Goomalling

PO Box 118 GOOMALLING WA 6460

Or email to: goshire@goomalling.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

- [State Emergency Management Policy](#)
 - [State Emergency Management Plan](#)
 - [State Emergency Management Procedure](#)
 - [State Emergency Management Guidelines](#)
 - [State Emergency Management Glossary](#)
-

DISTRIBUTION LIST

<u>Organisation</u>	<u>No. Copies</u>
Shire of Goomalling	
Chief Executive Officer	1
Shire President	1
Shire Council Elected Members	1 each
Goomalling Community Emergency Services Manager	1
Goomalling Chief Bush Fire Control Officer	1
Shire of Goomalling Website	1
Public Library	1
LEMC Membership (Not Included Above)	
Chairperson LEMC	1
WA Police - OIC Goomalling	1
Goomalling Volunteer Fire and Rescue	1
Goomalling St John Ambulance sub-station	1
Goomalling Primary School	1
Sacred Heart Catholic School Goomalling	1
Goomalling District Hospital	1
Department of Communities	1
Department of Fire and Emergency Services (DEMA, DO Avon)	1 each
Main Roads WA Representative	1
Other Local Governments	
Shire of Northam	1
Shire of Toodyay	1
Shire of Victoria Plains	1
Shire of Wongan-Ballidu	1
Shire of Dowerin	1
Shire of Cunderdin	1
Other Committees	
Wheatbelt District Emergency Management Committee	1
State Emergency Management Committee	1

Table of Contents

Section One	1
1.0 Glossary of Terms	2
1.1 General Acronyms used in these Arrangements:	6
1.2 Disclaimer	6
1.3 Document Availability:	7
1.4 Aim:	7
1.5 Purpose:	7
1.6 Scope:	7
1.7 Area Covered:	8
1.8 Exercising, Reviewing and Reporting:	8
1.9 Local Roles and Responsibilities	9
1.10 LEMC Roles and Responsibilities	11
1.11 LEMC Membership	12
1.12 Agency Roles and Responsibilities	12
1.13 Related Documents and Arrangements	13
1.14 Community Consultation	15
1.15 Community Awareness	16
Section Two	1
2.0 Coordination of Emergency Operations	4
2.1 Incident Management Team (IMT)	5
2.2 Incident Support Group (ISG)	5
2.3 Triggers for AN ISG	5
2.4 Membership of an ISG	6
2.5 Frequency of Meetings	6
2.6 Location of Incident Control Centres	6
Primary Emergency Operations Centre (Response)	6
Alternative Emergency Operation Centre's (Response)	6
Alternative Emergency Operation Centre's (Response/Recovery)	7
2.8 Financial Arrangements	8

Section Three..... 1

- 3.0 Risk Management 2
- 3.1 Special Considerations 2
- 3.2 Critical Infrastructure: 2
- 3.3 Risk Register: 6
- 3.4 Emergencies likely to occur / Hazards Register 6

Section Four..... 1

- Evacuation 2
- 4.0 Types of Evacuations 2
- 4.1 The Five stages of Evacuation 3
- 4.2 Evacuation (WELFARE) Centres 4
- 4.3 Evacuation to other Local Government Areas 4
- 4.4 Special Needs Groups 4
- 4.5 Evacuation of Animals 4
- 4.6 Vulnerable Groups 4

Section Five 1

- 5.0 Local Emergency Welfare Plan (LEWP) 2
- 5.1 Local Welfare Coordinator 2
- 5.2 Local Welfare Liaison Officer 2
- 5.3 Register find Reunite 2
- 5.4 Animal Welfare 2
- 5.5 Evacuation Centre 3

Section Six 1

- 6.0 Introduction 2
- 6.1 Roles and Responsibilities 3
 - Role 3
 - Functions 3
 - Role 4
 - Functions 4
- 6.2 Controlling Agency Hazard Management Agency 6

6.3	State Recovery Coordinator	6
6.4	Recovery Structure State and Local	7
6.5	Commencement of Recovery	8
6.6	Priorities for Recovery:	11
6.6	Assessment and Operational Recovery Planning:	12
6.7	Resources	12
6.8	Financial Arrangements:	13
6.9	Financial Preparation:	13
6.10	Community Reactions	14
6.11	Actions and Strategies	16
	APPENDIX 6A: Sub Committees– Objectives	19
	APPENDIX 6B: Aide Memoire Local Recovery Coordinator	21
	APPENDIX 6C: Aide Memoire Local Recovery Coordination Group	27
	APPENDIX 6D: Operational Recovery Plan Template	32
6.13	Recovery Report	35
Section Seven		1
7.0	Introduction	2
7.1	Communication Policy	2
7.2	Communication Principals	3
7.3	Stakeholder Communication	3
7.4	Communicating in the Prevention Stage:	4
7.5	Communicating in the Preparedness Stage:	4
7.6	Public Warning Systems	4
7.6	Communicating in the Response Stage:	6
7.7	Communicating in the Recovery Stage:	7
	Status Update	7
	Talking Points	7
	Social Media Applications	7
	Media Release	8
	Community Meetings	8
	Notice Boards	8

Media Conference..... 8

Community Newsletter 9

Newspaper Article..... 9

Recovery Communications Plan..... 9

Managing the Media 9

General Enquiries..... 10

APPENDIX 7A Recovery Communications Plan Template 11

 Mission..... 11

 Key Target Audience 12

 Monitor and Evaluate..... 13

 Communications Budget 13

 Communications Plan Review 13

DRAFT

Introduction

Section One

1.0 Glossary of Terms

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also *Control* and *Coordination*)

Control: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also *Command* and *Coordination*)

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

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

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

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

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

- A. prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- B. Preparedness: preparation for response to an emergency
- C. Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.
- D. Recovery: the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

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

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened

by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

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

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005*.

Operational Area: The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

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

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

Risk: A concept used to describe the likelihood of harmful consequences arising

from the interaction of hazards, communities and the environment.

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

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

Welfare: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

1.1 General Acronyms used in these Arrangements:

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WAPOL	WA Police Force

1.2 Disclaimer

The Shire of Goomalling makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Goomalling hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular

purpose, title and non-infringement. In no event shall the Shire of Goomalling be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

1.3 Document Availability:

A copy of this document is available on the Shire of Goomalling website www.goomalling.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of Goomalling administration building at 32 Quinlan Street GOOMALLING WA 6460

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

1.4 Aim:

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose:

To set out:

- The Shire of Goomalling policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons
- Description of emergencies likely to occur within the Shire of Goomalling
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of Goomalling that the Shire of Goomalling considers appropriate

1.6 Scope:

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of

Goomalling

- This document covers areas where the Shire of Goomalling provides support to HMAs in the event of an incident.
- This document details the Shire of Goomalling capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Goomalling's responsibilities in relation to recovery management.

The arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.7 Area Covered:

The Shire of Goomalling Local Emergency Management Arrangements has been prepared for the area gazetted as the Shire of Goomalling Local Government District. Goomalling is situated in the Central Wheat belt area of Western Australia, 132km northeast of Perth. The Shire of Goomalling borders the Shires of Toodyay, Victoria Plains, Wongan –Ballidu, Dowerin, Cunderdin and Northam and spans an area of 1845 square kilometres. The Shire of Goomalling represents the localities of Konnongorring, Walyormouring, Karranagin, Goomalling Township, Ucarty West, Hulongine, Moomberkine, Rossmore, Cunjardine, Jennacubbine and Wongamine.

1.8 Exercising, Reviewing and Reporting:

Exercising:

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to enable people to practice working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of Goomalling Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to

an incident, but this could be incorporated into a LEMC exercise.

Exercises are reported on annually as part of the Annual and Preparedness Capability Survey which is submitted to the Department of Fire and Emergency Services to form the Preparedness Report for the Minister of Emergency Services.

Reviewing:

An entire review of the emergency management arrangements should be undertaken

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.
- Every five years and;
- Whenever the local government considers it appropriate.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

1.9 Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of Goomalling are defined in s.36 Functions of local government of the Emergency Management Act 2005 stated below:</p> <p>It is a function of a local government —</p> <ul style="list-style-type: none"> (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.
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in s37(4) Local Emergency Coordinators of the <i>Emergency Management Act 2005</i> stated below:</p>

Local Role	Description of Responsibilities
	<p>(4) The local emergency coordinator for a local government district has the following functions —</p> <ul style="list-style-type: none"> (a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district; (b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; (c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p> <p>Refer to <i>Contacts & Resources Register</i> for details.</p>
Local Government Welfare Liaison Officer	<p>During an evacuation assist Dept. Communities by providing advice information and resources</p> <ul style="list-style-type: none"> (a) open and establish a welfare centre at the nominated facility until the arrival of DC; (b) establish the registration process of evacuees until the arrival of DC; (c) provide advice, information and resources in support of the facility; and (d) assist with maintenance requirements for the facility. <p>Refer to <i>Contacts & Resources Register</i> for details.</p>
Local Government Liaison Officer (to ISG/IMT)	<p>During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.</p>

Local Role	Description of Responsibilities
Local Government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the IMT/ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

1.10 LEMC Roles and Responsibilities

The Shire of Goomalling has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of Goomalling LEMC meets quarterly, generally on the second Wednesday of every February, May, August and October.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. NB: The Goomalling LEMC elects a Deputy Chair on an 'as needs' basis, in the absence of the elected Chair.
LEMC Executive Officer	Coordinates the activities of the LEMC by oversight of actions of relevant Shire personnel as delegated by the CEO.

1.11 LEMC Membership

The LEMC was established by the local government to develop, overview, plan and test the Local Emergency Management Arrangements, convening every three months. The committee includes representatives of agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements. Members of the Shire's LEMC include representatives from DFES, Shire of Goomalling councillors and staff, WA Police Force, Department of Health, Department of Education and the Department of Communities as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

For current LEMC membership names and contacts please refer to Contacts & Resources Register – this is only available to LEMC members and Emergency Management professionals.

1.12 Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

Agency Roles	Description of Responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident

Agency Roles	Description of Responsibilities
	During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	<p>A HMA is to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed”</p> <p>A HMA’s function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan/State Hazard Plan for that hazard • Ensure effective transition to recovery by Local Government
Combat Agency	A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A Public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

1.13 Related Documents and Arrangements

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify “the local government

policies for emergency management”. The Shire of Goomalling has the following emergency management policies in place:

Policy Name	Policy Objective	Status
Shire of Goomalling Bush Fire Operating Procedures.	To provide a Council Endorsed administration document for operation of the Shire's Bush Fire Service.	Under development. Development approved by Resolution 442, December 2021 OCM.

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Existing Plans and Arrangements:

Document	Owner	Location	Date of Plan
Risk Register	Shire of Goomalling	Shire of Goomalling	2016
Bushfire Management Plan	Shire of Goomalling	Shire of Goomalling	2021
Local Emergency Welfare Plan (LEWP)	Department of Communities	Department of Communities Shire of Goomalling	2022
Emergency and Critical Incident Management Plan	Goomalling Primary School	Goomalling Primary School	2022-2023
Emergency and Critical Incident Management Plan	Secret heart Catholic School Goomalling	Secret heart Catholic School Goomalling	2022-2023
Emergency Response Procedure Code Yellow Bush Fire	Department of Health	Goomalling Hospital	2022-2024

Local Agreements, Understanding and Commitments

Parties to the agreement	Summary of the agreement
Shires of Toodyay, Shire of Goomalling and DFES	MOU for the position of Community Emergency Services Manager (CESM) shared between the two Shires. The MOU was entered into February 2018 for a period of three (3) years.

The Shire of Goomalling is continuing to work towards provision of mutual aid during emergencies and post incident recovery.

1.14 Community Consultation

These arrangements have been developed by the Shire of Goomalling in consultation with the Shire of Goomalling Local Emergency Management Committee.

- Community representatives are encouraged to become members of the LEMC

- The LEMC seeks community leaders to assist with consultations and attend exercises where appropriate.
- Through utilisation of the Shire Facebook and website pages
- Via articles/notifications from time to time as required in the Shire's quarterly newsletter to residents.

1.15 Community Awareness

The Shire of Goomalling LEMC makes every effort to increase community awareness of emergency management.

- EM news including raising awareness of risks and preparedness measure provided in local community newsletters and social media platforms. (i.e. storm season preparedness, bush fire awareness)
- invites to major exercises
- emergency management days
- workshops and information days
- Encourage LEMC members to share learnings with family, friends and colleagues and to disseminate information through their agencies.

Coordination of Emergencies

Section Two

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

1	Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
2	Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
3	Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
4	Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
5	Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

1	Control	Management of all activities required to resolve the incident.
2	Planning	Development of objectives, strategies and plans for the resolution of the incident.
3	Intelligence	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
4	Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
5	Operations	Tasking and application of resources.
6	Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
7	Logistics	Acquisition and provision of human and physical resources, facilities, services and materials.
8	Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

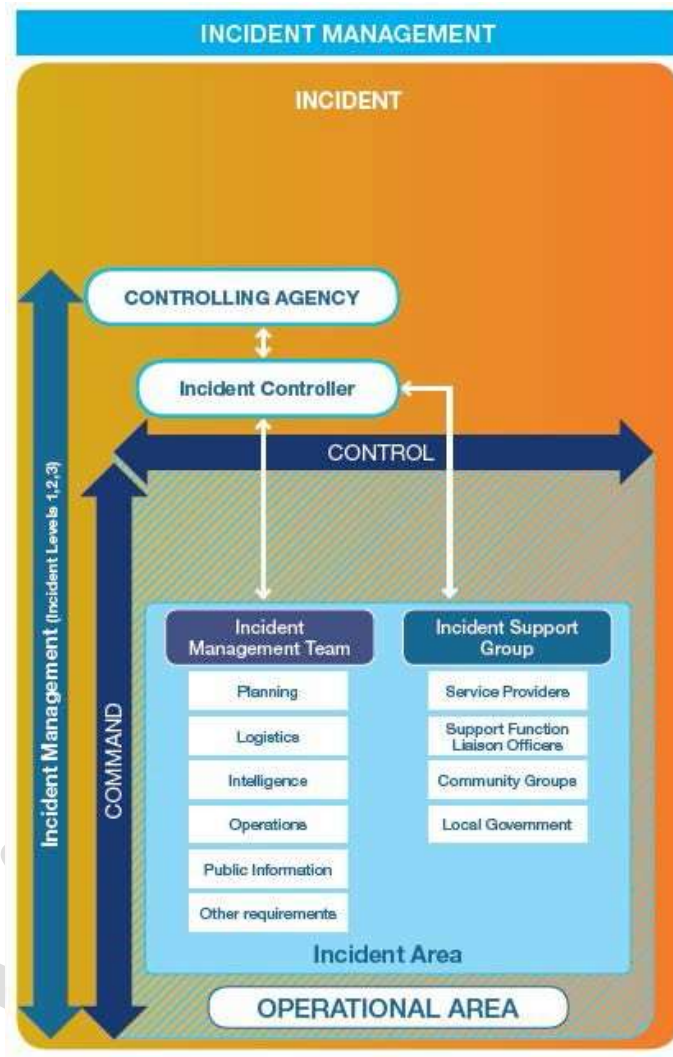


Figure 1: A diagram illustrating Incident Management

2.0 Coordination of Emergency Operations.

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Goomalling is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

The Local government liaison officer/s will attend the IMT and ISG as required to provide the link between operations and the local government.

2.1 Incident Management Team (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

2.2 Incident Support Group (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident and who provide support to the Controlling Agency.

2.3 Triggers for AN ISG

An ISG is triggered when the incident is a “Level 2” or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.
Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.

2.4 Membership of an ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

Agencies supplying staff/liasion officers for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

2.5 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will depend on the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

2.6 Location of Incident Control Centres

Primary Emergency Operations Centre (Response)

Goomalling Community Resource Centre 51 Railway Terrace Goomalling (NB: Not WAERN equipped)			
	Contact	Name	Contact
OPERATIONS CENTRE	1st Contact	CEO	Refer to Contacts and Resource Register
	2nd Contact	DCEO	
	3rd Contact	Goomalling CRC	

Alternative Emergency Operation Centre's (Response)

Goomalling Fire Station 12 Quinlan Street Goomalling			
	Contact	Name	Contact
OPERATIONS CENTRE	1st Contact	DO AVON	Refer to Contacts and Resource Register
	2nd Contact	Captain VFRS	
	3rd Contact	CESM	

Alternative Emergency Operation Centre's (Response/Recovery)

	Shire of Goomalling Administration Centre 32 Quinlan Street Goomalling		
	Contact	Name	Contact
OPERATIONS & RECOVERY	1st Contact	CEO	Refer to Contacts and Resource Register
	2nd Contact	DCEO	
	3rd Contact	LRC	

2.7 Locations of ISG Meetings

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

	Shire of Goomalling Administration Centre 32 Quinlan Street Goomalling		
	Contact	Name	Contact
ISG	1st Contact	CEO	Refer to Contacts and Resource Register
	2nd Contact	DCEO	
	3rd Contact	LRC	

	Goomalling Community Resource Centre 51 Railway Terrace Goomalling		
	Contact	Name	Contact
ISG	1st Contact	CEO	Refer to Contacts and Resource Register
	2nd Contact	DCEO	
	3rd Contact	Goomalling CRC	

2.8 Financial Arrangements

The Shire of Goomalling is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the Shire of Goomalling occurs to ensure the desired level of support is achieved.

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Risk

Section Three

3.0 Risk Management

Risk Management is a vital part of the emergency management process.

The Shire of Goomalling LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

3.1 Special Considerations

- Bush fire season is starting earlier and finishing later. Many volunteers away during summer.
- There is the possibility that summer storms may become more severe and that cyclones will be a new consideration as they move further south with the current warming trend.
- An emergency incident may occur during a COVID 19 outbreak or lockdown. All agencies to refer to their own guidelines or the state Government COVID 19 plan. The Dept of Communities have a plan that covers actions to run a Welfare centre safely during a COVID 19 outbreak
- Vulnerable residents will require special considerations. Welfare services that work with these residents are included in the contacts list. Refer to the contacts and resources register.
- There have been no CaLD groups identified in preparation of this document.
- Tourist influx periods and major community events. Major events such as listed below may require organisers to provide a risk management plan to the Shire.

Event	Description
Dowerin Field Days	Late August Annually. Event held in neighbouring Shire attracting large number of attendees, resulting in large increase of through traffic and accommodation bookings in Goomalling.
Vintage Car Sprint	Biennial (nominally October) single day motorsport event held on closed public roads in the Goomalling town site attracting around 1000 visitors.

3.2 Critical Infrastructure:

The following assets/infrastructure are located within the Shire of Goomalling have been classified as critical infrastructure: (consider essential services that if affected will have impacts on your community)

Power

Lines from Northam service the townsite of Goomalling

Water – pipelines

From Northam to Goomalling Townsite and beyond to surrounding areas;

Sewage treatment;

Goomalling Townsite – Operated by the Shire of Goomalling.

Communications

Telephone exchanges;

Communication towers (Mobile, Radio, NBN);

Railway

From Northam to Goomalling Townsite onwards North to Wongan Hills and East to Dowerin.

Bridges

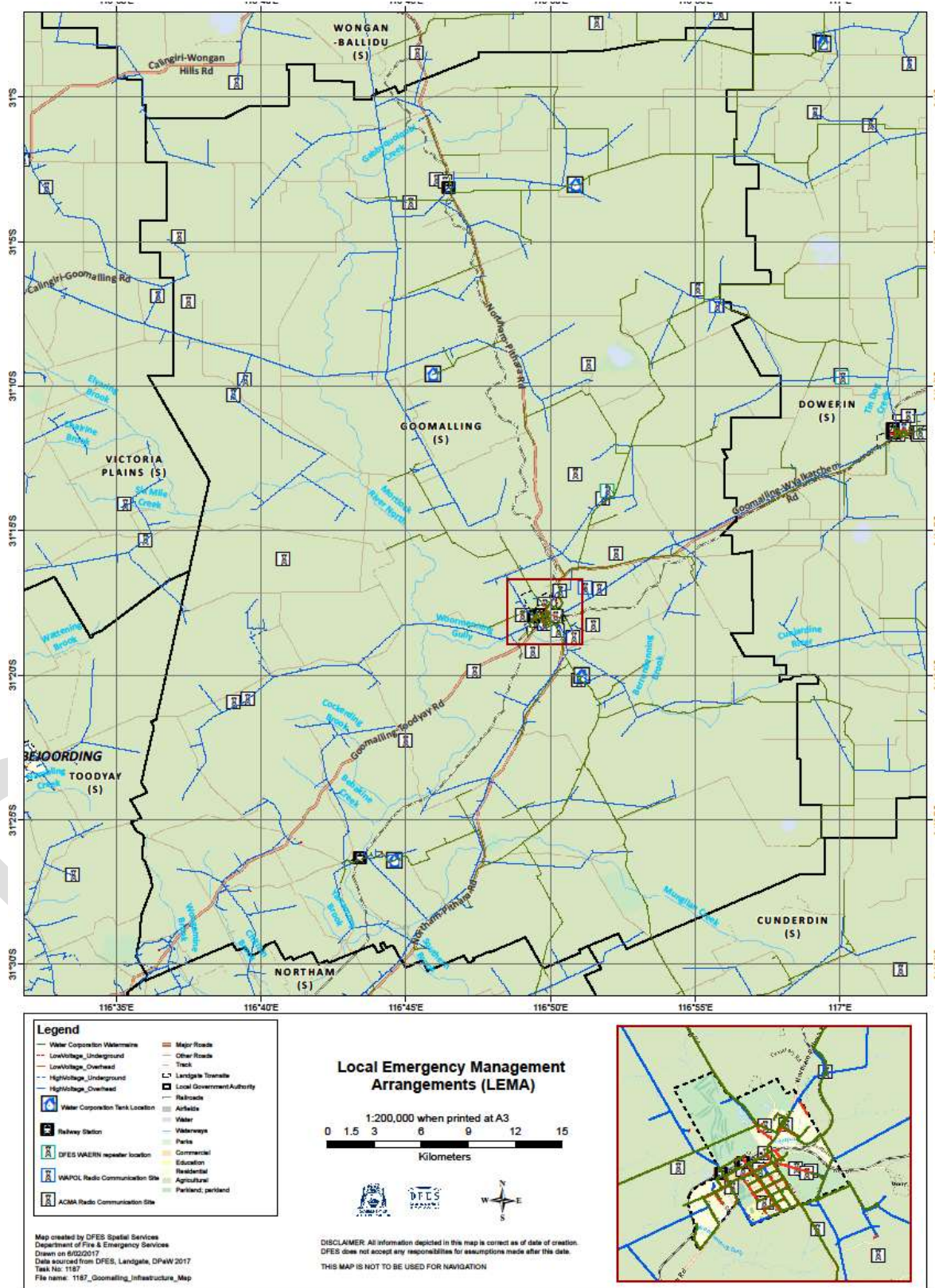
Bridges exist on Main Roads WA arterials and several local government roads.

Waste Transfer Station

Waterhouse Way Goomalling. General refuse and hazardous waste

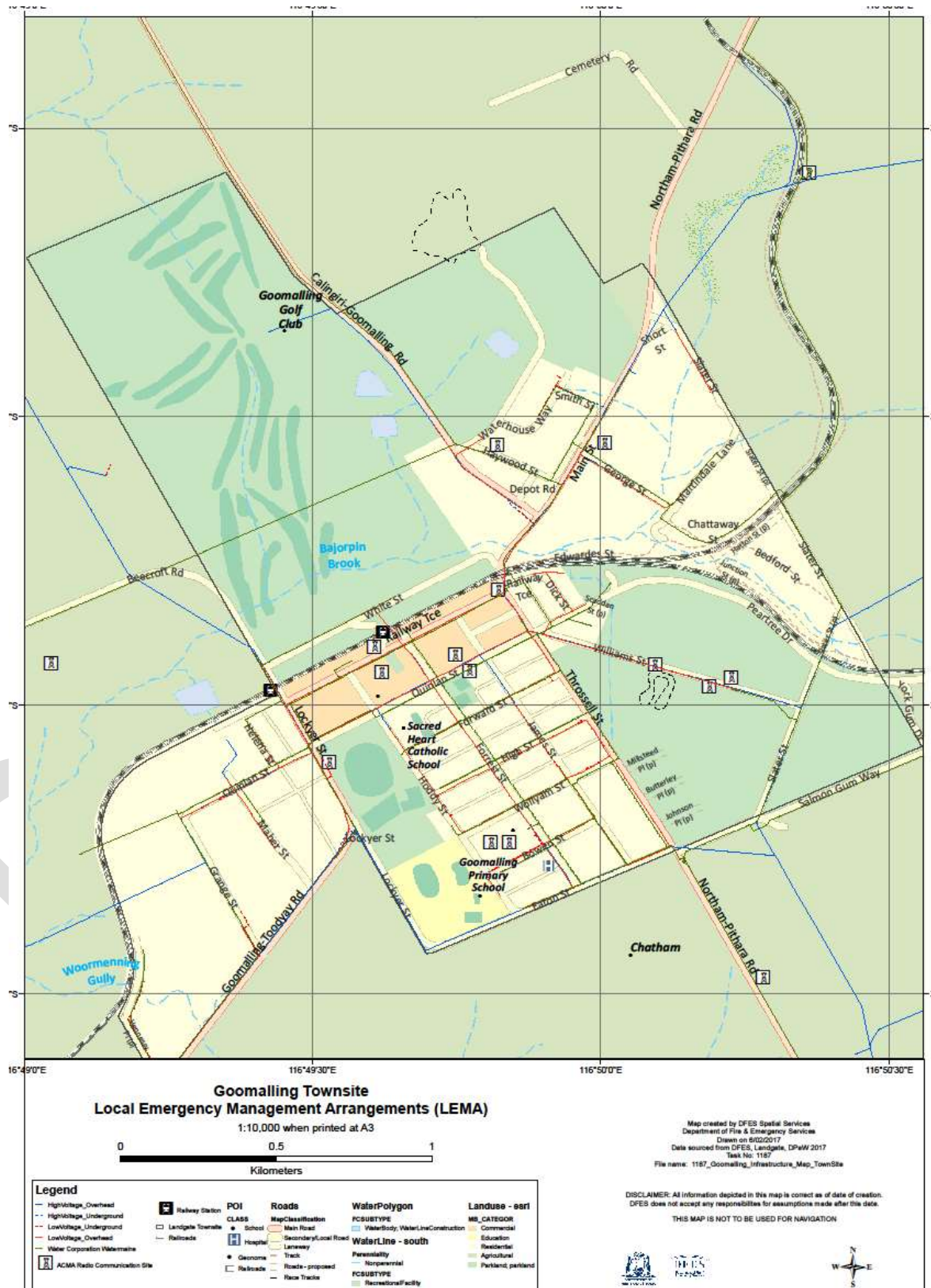
Grain Receival Sites

Goomalling, Jennacubbine, Konnongorring



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Version 0.2 – 09 November 2022



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Version 0.2 – 09 November 2022

3.3 Risk Register:

The Shire of Goomalling LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

- Scenarios of the top 7 hazards were presented and 127 risk statements were assessed across the hazards of Storm, Earthquake, Human Epidemic, Animal Biosecurity, Bushfire and Heatwave.
- All 127 of the risk statements have been recommended for treatment consideration.
- Likelihood of a risk occurring was rare or unlikely in the majority of risks assessed. However the consequence of the risks, should they occur, predominantly fell in the Moderate – Extreme range.

For further detail, the full risk register and the “Local Risk Assessment Summary Document” are available from the Shire of Goomalling.

3.4 Emergencies likely to occur / Hazards Register

The following hazards were identified as the most likely to occur in the Shire. Below is a register of the identified hazards.

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)
Fire	FES Commissioner	DFES/LG	VFRS/BFB (Gazetted Fire District Dependant)	LG	Fire 2020
Storm	FES Commissioner	DFES	Regional SES	LG, SJA, Police	Storm 2016
Crash (Road, Train & Plane)	Commissioner for Police	WA Police Force	VFRS	LG, SJA,	Crash Emergency 2020
Human Biosecurity	State Health Coordinator	Dept of Health	Dept of Health	Police, LG, SJA,	Human Biosecurity 2020

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)
Animal & Plant Biosecurity	Agriculture Director General	Department of Primary Industries and Regional Development	Police, LG	Police, LG	Animal & Plant Biosecurity 2021
Earthquake	Fire and Emergency Services Commissioner	Department of Fire and Emergency Services	VFRS, SES	Police, LG	Eathquake 2021

Evacuation

Section Four

Evacuation

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Goomalling and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Goomalling and the Department of Communities.

4.0 Types of Evacuations

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A **controlled evacuation** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A **recommended evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property, but it is not believed to be imminent or significant.

A **directed evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

4.1 The Five stages of Evacuation



Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

4.2 Evacuation (WELFARE) Centres

Please refer to section Five “Welfare” for a full list of evacuation centres.

4.3 Evacuation to other Local Government Areas

Partnering agreements with surrounding Shires have yet to be developed.

4.4 Special Needs Groups

The Shire of Goomalling is continuing to work towards engagement of special need group representatives. Arrangements for have yet to be developed.

4.5 Evacuation of Animals

Assistance animals are welcomed at all welfare centres. The Shire and LEMC has yet to develop an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency.

4.6 Vulnerable Groups

The two Primary Schools, Early Learning Centres (Day Care), Hospital and Aged Living/Care residents have been identified as Vulnerable Groups within the community. Please refer to the Contacts and Resources Register for listings and contacts.

Welfare

Section Five

5.0 Local Emergency Welfare Plan (LEWP)

The Department of Communities has the role of coordinating welfare. The Shire of Goomalling falls under the Northam district of the Department of Communities. They have developed a Local Emergency Welfare Plan, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of Goomalling and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

5.1 Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of Goomalling is the Department of Communities Team Leader Northam Office.

Refer to Contacts & Resources Register for details.

5.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

Refer to Contacts & Resources Register for details.

5.3 Register find Reunite

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

5.4 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already

trying situations.

The Shire and LEMC has yet to develop an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency.

It is important to note that due to safety reasons general companion pets will not be allowed inside an evacuation centre, however animals will be welcomed to the precinct around the welfare centre and every effort will be made to ensure their welfare.

5.5 Evacuation Centre

The Local Government may choose to manage a Evacuation Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Emergency Coordinator, to request assistance with the Department of Communities. In the event the Department of Communities assume control of one or more evacuation centres, the Shire of Goomalling will have representation at the centre to provide support to the Department.

EVACUATION/WELFARE CENTRES

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Facilities	Contact Details
Goomalling Recreation Centre	47 Lockyer Street Goomalling	200	70	Kitchen Toilets, Showers	Recovery Coordinator Deputy Recovery Coordinator
Goomalling Memorial Hall	34 Quinlan Street Goomalling	100	30	Kitchen Toilets	CEO

Please note Emergency Activation Kit is located at Shire Administration Office.

Functional areas of Welfare Coordination include.

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services

- Registration and reunification
- Financial assistance
- Opening and Coordination of Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of an Evacuation Centre to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open an Evacuation Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with process.

The LG staff will provide a handover to Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

Recovery Plan

Section Six

6.0 Introduction

Recovery

The Shire of Goomalling Local Recovery Plan has been prepared by the Shire of Goomalling Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

This recovery plan forms part of the Shire of Goomalling's Local Emergency Management Arrangements (LEMA).

Authority

The local recovery plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and Part 6 of the State EM Plan.

Objectives:

The objectives of this plan are to:

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

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of Goomalling. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

6.1 Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

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

Refer to Contacts & Resources Register for appointed persons details.

Role

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

Functions

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;

- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. – [APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR](#)

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

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

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;

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

[Management Handbook 2 "Community Recovery"](#) contains details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

6.2 Controlling Agency Hazard Management Agency

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

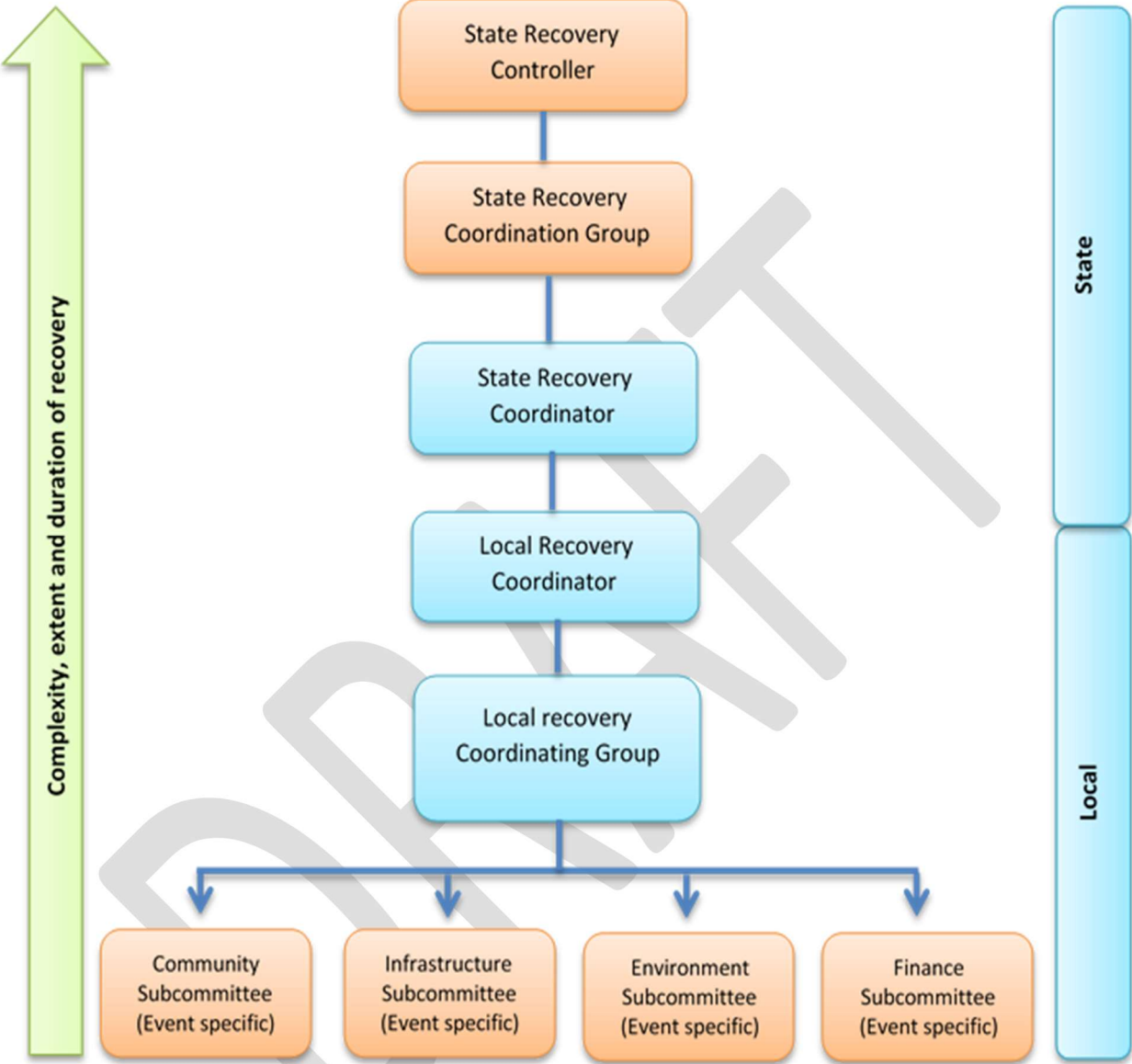
- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to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

6.3 State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency.

For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6.4 Recovery Structure State and Local



6.5 Commencement of Recovery

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

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

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

Local Recovery Coordination Group:

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

(Function – recovery planning, activation of plan, support Local recovery coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff)

Title
Chair LRCC
Local Recovery Coordinator
Deputy Recovery Coordinator
Chief Executive Officer
Finance Manager
Works Manager
Communications Officer
Administration Officer (Support)

Co-opted members:

(Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.)

Hazard Management Agency or controlling Agency	
Essential services	WA Police St John Ambulance Water Corporation Western Power Telstra National Broadband Network
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	

Subcommittees:

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Economic / Finance Subcommittee
- Infrastructure Subcommittee
- Personal / Community Subcommittee
- Environmental Subcommittee

Please refer to [APPENDIX 6A: SUB COMMITTEES – OBJECTIVES](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

6.6 Priorities for Recovery:

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Goomalling aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader context and recognising complexity is foundational.

Principles	Detail
Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXITY	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

Principles	Detail
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at <https://knowldge.aider.org.au/resources/national-principles-disster-recvoery>

6.6 Assessment and Operational Recovery Planning:

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

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Appendix 6 B: Operational Recovery Plan template](#)

6.7 Resources

Recovery Resources:

The Local Recovery Coordinator for the Shire of Shire of Goomalling is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

The Shire of Goomalling resources are identified in the Contacts and

Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Goomalling should an emergency occur.

Section 2.6 identifies suitable Local Recovery Coordination Centres in the Local Government area.

6.8 Financial Arrangements:

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

Through the Disaster Recovery Funding Arrangements – WA (DFRA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of Goomalling will make claims for recovery activities where they are deemed eligible under DFRA.

More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

6.9 Financial Preparation:

The Shire of Goomalling will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;

- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

Managing Donations:

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1– Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

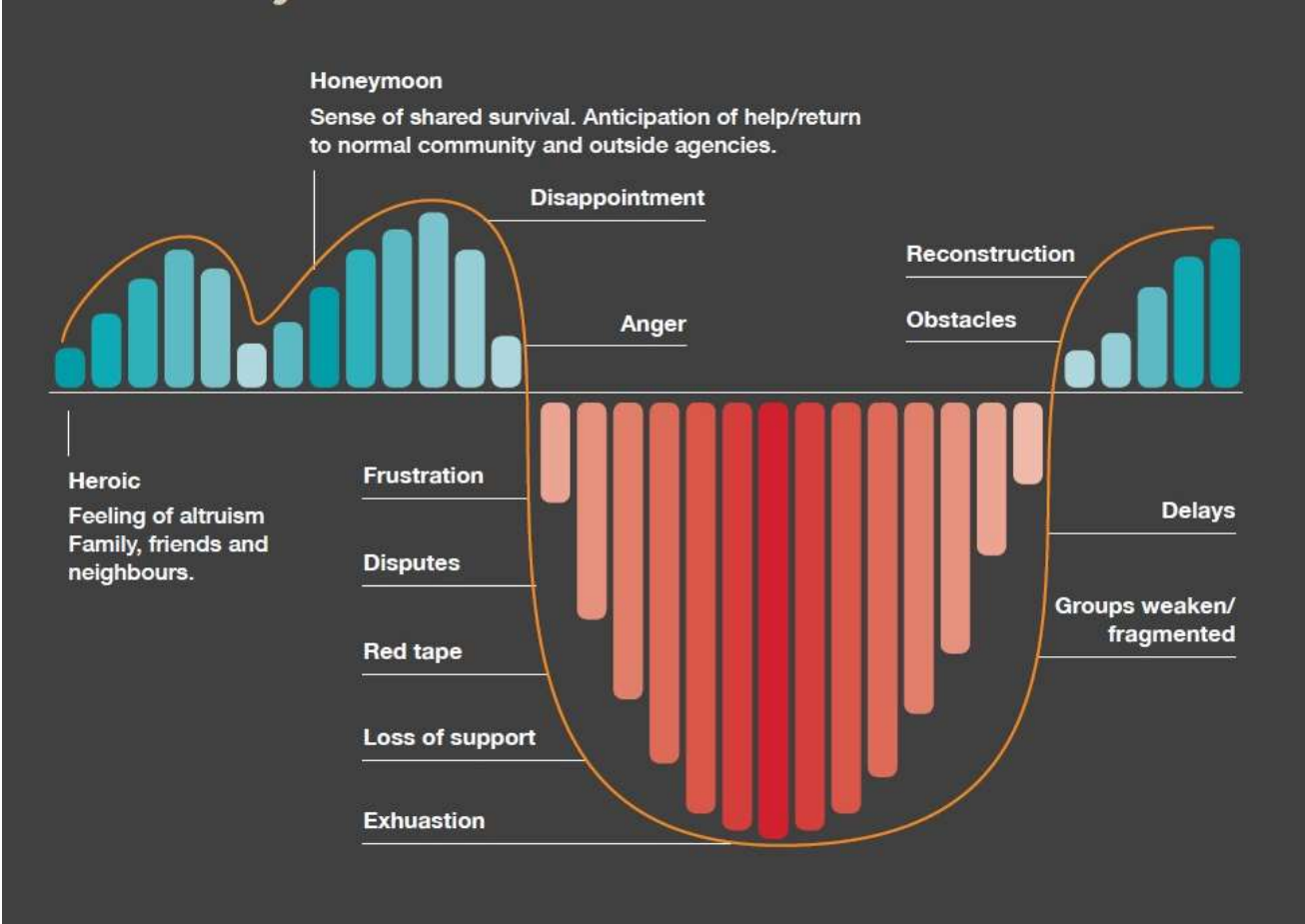
6.10 Community Reactions

It is important to understand the common reactions that individuals and the affected community as a whole, move through, when they are touched by an emergency.

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency.

This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6.11 Actions and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a list of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

Provide regular updates on –

- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Outreach Programs
- Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

DRAFT

APPENDIX 6A: Sub Committees– Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium-term and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium-term and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> • Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Committee	Objectives
Finance (or Economic) Subcommittee	<p>To make recommendations to the Lord Mayor’s Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</p> <ul style="list-style-type: none"> • The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> ○ ensure the principles of equity, fairness, simplicity and transparency apply ○ ensure the procedures developed are straightforward and not onerous to individuals seeking assistance ○ recognise the extent of loss suffered by individuals • complement other forms of relief and assistance provided by government and the private sector; recognise immediate-, short-, medium- and longer-term needs of affected individuals • ensure the privacy of individuals is protected at all times. • Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

APPENDIX 6B: Aide Memoire Local Recovery Coordinator

Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the [Local Recovery Coordination Group](#) (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the [Local Recovery Plan](#) in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the [Impact Statement](#) prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);

- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Telstra Corporation;
 - National Broadband Network;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#); State Recovery Cadre; [Disaster Recovery Funding Arrangements Western Australia](#); environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan .	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Task Description	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	

Task Description	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

APPENDIX 6C: Aide Memoire Local Recovery Coordination Group

Local Recovery Coordination Group Aide Memoire

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district.

ROLE

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

FUNCTIONS

- Assess the [Impact Statement](#) for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. [Impact Statement](#), Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the [Lord Mayor's Distress Relief Fund](#) if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific [Operational Recovery Plan](#) which allows full community participation and access, as well as:
 - taking account of the local government's long-term planning and goals; and
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;

- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing [Local Recovery Plan](#) is reviewed and amended after an event in which the [Local Recovery Plan](#) was implemented.

MEMBERSHIP

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;

- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#), State Recovery Cadre, [Disaster Recovery Funding Arrangements Western Australia](#), environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	

Task Description	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

APPENDIX 6D: Operational Recovery Plan Template

Shire of Goomalling
Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

.....

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

.....

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks, and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans:
(includes mitigation proposals)

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs, and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals, and donations)*
.....
.....

Public information dissemination *(Key messages, methods of distribution)*
.....
.....

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*
.....
.....
.....

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture, and equipment details for additional temporary personnel)*

.....
.....

Section 6 – Conclusion

(Summarises goals, priorities, and timetable of the plan).

.....
.....
.....
.....

Endorsed by

Chairperson
Local Recovery Coordinating Group

Date

6.13 Recovery Report

**STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT
(Emergency Situation)**

Agency / Organisation:.....Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation update should include:

- Full damage report (once only)

.....
.....
.....

- Estimated amount in \$

.....
.....
.....

- Work in progress including estimated completion dates

.....
.....
.....

- Details of difficulties or problems being experienced.

.....
.....
.....

Proposed Activities should include:

- Plans and strategies for resumption of normal services (where appropriate)

.....
.....
.....

- Plans for mitigation works

.....
.....
.....

- Dates of commencement and completion of reconstruction works

.....
.....
.....

- Possible disruption of activities of other agencies.

.....
.....
.....

Special Assistance:

Requirements should include:

- support from other agencies

.....
.....
.....

- SRCC intervention with priorities.

.....
.....
.....

Financial Issues may include:

- Support from SRCC for additional funding from Treasury.

.....
.....
.....

Recommendations:

.....
.....
.....
.....
.....
.....

Signature

Date

Title:

DRAFT

Communications Plan

Section Seven

7.0 Introduction

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the [VULNERABLE PEOPLE CONTACT GROUPS](#) within the Contacts and Resources section.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflict messages being given to the public.

All Council (Local Government) media contact must be directed to the Shire President or Chief Executive Officer.

7.1 Communication Policy

Management of communication in a crisis is critical. This section has been created to guide the Shire of Goomalling in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of Goomalling CEO and/or Shire President.

7.2 Communication Principals

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

7.3 Stakeholder Communication

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of Goomalling.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of Goomalling Communications Policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

7.4 Communicating in the Prevention Stage:

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The Shire of Goomalling employs several practices in order to aid the prevention of emergencies and these are communicated to the public.

- Information shared with community at the monthly markets.
- Information included in the community newsletter
- Information available on social media and the Shire website.
- The Shire is mindful of older residents and ensures that communications do not solely rely on social media and the internet. Messages will also be disseminated via newsletters, pamphlets and messages on local radio

7.5 Communicating in the Preparedness Stage:

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7.6 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. Such information should include the following information:

- Where to go
- The safest route to take
- What to take (Medications etc)

State Systems

During a major emergency you can also find information on;

- Emergency WA website: <https://www.emergency.wa.gov.au/>
- Emergency broadcast on the ABC radio. (Car radios can be used during power outage)
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):
- SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au and www.emergency.wa.gov.au

Telephone 13 3337 (13DFES) (For emergency information only) – OR 1300 657 209 (recorded information line).

State Alert System

1300 253 787

State Alert

State Alert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice – Landline and mobile, and/or

- Text – mobile telephone, email and RRS feed.

State Alert is also available for use by external HMAs for situations where lives may be in danger. All requests for State Alert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of State Alert is classed as a 'Life threatening' incident.

Local Systems

Having multiple methods can be very useful and ensure a large population of the community are reached, even when the power is out.

- Notice Boards at predetermined locations.
- Variable message boards
- Temporary notice boards may be erected in easy-to-access locations during emergencies.
- Information would also be publicly displayed at any evacuation centres that were opened as a result of the emergency.
- Community Newsletter
- Shire of Goomalling Facebook page
- Shire of Goomalling Website <http://www.goomalling.wa.gov.au>
- Shire Harvest Ban SMS List
- School SMS list
- Existing distribution email distribution lists including the LEMC.
- Doorknocking and loud hailer if necessary.

7.6 Communicating in the Response Stage:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

7.7 Communicating in the Recovery Stage:

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of Goomalling.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. The Shire is committed to regular use; monitoring and reliable updating.

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

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

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at Appendix 7A

Managing the Media

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts
- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire CEO
- Shire President

- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations. It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

General Enquiries

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of Goomalling's Communication advisor will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

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APPENDIX 7A Recovery Communications Plan Template

Shire of Goomalling

Recovery Communication Plan

Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and bywhen?

Target Audience	
Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

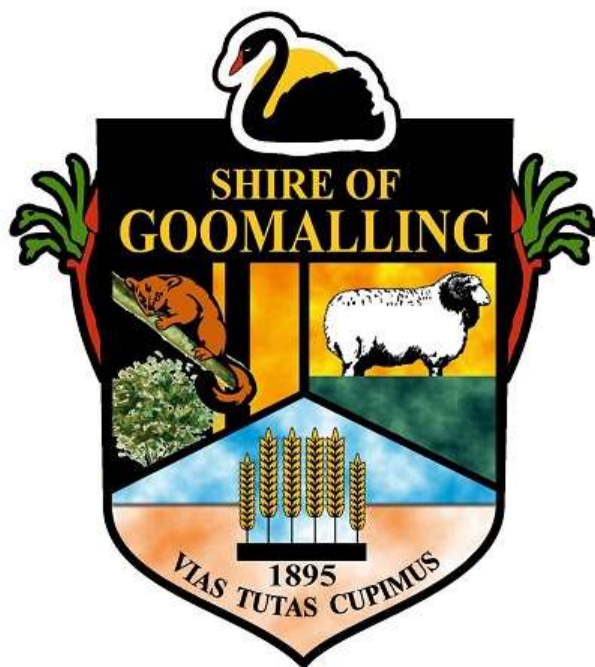
How much money has been allocated to be spend on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made?

By Whom	
Date	
Major Changes	



Local Emergency Management Committee Meeting

Unconfirmed

MINUTES

09 November 2022

Shire of Goomalling

LEMC MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was declared open at 1:07pm.

2. RECORDS OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

RECORD OF ATTENDANCE

Members

Ms N Bird	Deputy Recovery Coordinator
Mr B Hush	Goomalling Police OIC
Ms J Walker	Goomalling Hospital (entered 3:10pm)
Mr R Koch	CESM (Acting Chair)
Ms J Spadaccini	Department of Communities
Ms J Rimers	Department of Communities
Mr David Long	Works Manager Shire of Goomalling (entered 3:30pm)
Ms Y Grigg	DFES
Ms T Manera	Shire of Goomalling WLO
Ms C Dadd	St John Ambulance Goomalling Sub Centre

Visitors

Nil

APOLOGIES

Cr B Haywood	Shire of Goomalling
Mr P Hay	DEFS District Officer Avon
Mr P Bentley	CEO Shire of Goomalling
Mr Lindsay White	Chief Bush Fire Control Officer
Ms S Greenan	St John Ambulance Community Paramedic
Mr T Johnson	Goomalling Police

APPROVED LEAVE OF ABSENCE

Nil

APPLICATIONS FOR LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

UNCONFIRMED MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
09 NOVEMBER 2022

That the minutes of the Local Emergency Management Committee meeting held on the 11 May 2022 at the Goomalling Community Resource Centre are not viable (due to administrative error).

Amendments Required: Nil

Moved: B Hush **Seconded:** N Bird

Matters Arising from the Minutes:

- Nil

5. PRESENTATION

Nil

6. REPORTS OF OFFICERS

6.1 CESM – See General Business

7. REPORTS OF COMMITTEE MEMBERS

- a. **Bush Fire Brigades/VFRS**
No Report.
- b. **St John Ambulance**
C Dadd – Business as Usual – Busy with a number of recent major road accidents. Thanked DFES both staff and volunteer for their support. Completed recent cross agency exercise.
- c. **Shire of Goomalling**
N Bird – Following on from las meeting Shire has discussed Local Recovery Coordinator and Welfare Liaison Officer appointments with the following proposal.

Local Recovery Coordinator – Natalie Bird
Deputy Local Recovery Coordinator – Peter Bentley
Welfare Liaison Officer – Trudi Manera
Deputy Welfare Liaison Officer – Tahnee Bird

Moved: R Koch **Seconded:** Y Grigg
- d. **Goomalling Police**
B Hush – Business as Usual – Busy with a number of recent major road accidents. Thanked DFES both staff and volunteer for their support.
- e. **Goomalling Hospital**
J Walker – Recently completed/adopted Emergency Response Procedure – Code Yellow Bush Fire for the facility.
- f. **DC**

UNCONFIRMED MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
09 NOVEMBER 2022

J Spadaccini – Spoke about internal restructuring will now be part of the Directorate Emergency Relief and Support.

Activation process for Evacuation centre is via the 24/7 Support line.
Covid-19 hotline is no longer operational in line with the ending of the State of Emergency declaration. Covid-19 protocols remain for operations of evacuation centres.

Review of the contacts in the Local Emergency Welfare Plan.

- g. **DFES (District EM Advisor)**
As per attached.
- h. **DFES DO AVON**
No Report.
- i. **GOOMALLING PRIMARY SCHOOL**
No Report.
- j. **SACRED HEART PRIMARY SCHOOL**
No Report
- k. **LOCAL RECOVERY CO-ORDINATOR**
No Report.
- l. **CHAIRPERSON**
No Report
- m. **CHIEF BUSH FIRE CONTROL OFFICER**
No Report

8. GENERAL BUSSINESS

9.1 Review of Local Emergency Management arrangements (LEMA)

Discussion with amendment to agenda report recommendation:

**LOCAL EMERGENCY MANAMGNET COMMITTEE
RECOMMENDATION 1**

That the Local Emergency Management Committee:

1. Recommend the CEO to submit the Draft Local Emergency Management Arrangements (with amendments advised by Department of Communities) to Council.

Moved: R Koch **Seconded:** C Dadd

9.2 Proposed meeting schedule change.

UNCONFIRMED MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
09 NOVEMBER 2022

The report was considered by council and membership agreed of new meeting scheduled being:

Second Wednesday of March, June and November at 1:00pm

9. DESKTOP EXERCISE

Y Grigg – Recapped the recent regional exercise held in Northam 01 September 2022. A report on the exercise and outcomes is attached to these minutes.

A group desktop discussion exercise then occurred, covering Local Government recovery actions for the Special Idea from the 01 September Exercise.

10. CLOSURE OF MEETING

The meeting was declared closed at 2:15 pm

11. NEXT MEETING

08 March 2023, Goomalling CRC at 1:00pm

Attachments:

1. DEMA Report
2. Report on 01 September 2022 Regional Exercise



9.13 APPOINTMENT OF LOCAL RECOVERY COORDINATORS AND WELFARE LIAISON OFFICERS

File Reference	5.5
Disclosure of Interest	Nil
Applicant	Local Emergency Management Committee
Previous Item Numbers	
Date	10 November 2022
Author	Robert Koch – Community Emergency Services Manager
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	
1. Minutes of 09 November Shire of Goomalling Local Emergency Management Committee	

Summary

To consider alterations in the appointment of Local Recovery Coordinators and Welfare Liaison Officers and make recommendation to Council.

Background

The position of Local Recovery Coordinator (LRC) is to ensure the development and maintenance of effective recovery management arrangements for the local government in conjunction with the local recovery committee. Local Government is required to have a local recovery coordinator as per Section 41(4) of the *Emergency Management Act 2005*.

The Shire of Goomalling may appoint more than one person to the position of LRC, thereby ensuring that coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

Additionally, appointment of one or more individuals to the position of a Local Government Welfare Liaison Officer (WLO) is another key requirement of the Shire of Goomalling Local Emergency Management Arrangements (LEMA). This appointment/s ensures initial and ongoing support to the Department of Communities, is provided in the effective opening and operation of an evacuation centre during an emergency.

The Shire of Goomalling has in the past appointed LRCs, for the primary purpose of WLO function.

Re-examination of the LRC and WLO roles and associated responsibilities recommends that managerial experience and financial authority that would better serve the position of an LRC and be separate to the function of WLO, and that redundancy to each role, by appointment of a deputy is also considered.

Consultation

The issues of LRCs/WLOs was raised by the Local Emergency Management Committee at their August 2022 meeting. Some internal discussion and correspondence prior to the November LEMC meeting resulted in feedback and subsequent LEMC recommendation to Council (recommendation of this report).

PRESIDENT _____

DATE: _____



Statutory Environment

Under section 41 of the *Emergency Management Act 2005* Local Government is required to have a LEMA in place and review it every five years.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Comment/Conclusion

As per the Local Emergency Management Committee recommendation below, the LEMC is seeking Council endorsement of Local Recovery Coordinator, Deputy Local Recovery Coordinator, Welfare Liaison Officer, Deputy Welfare Liaison Officer.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

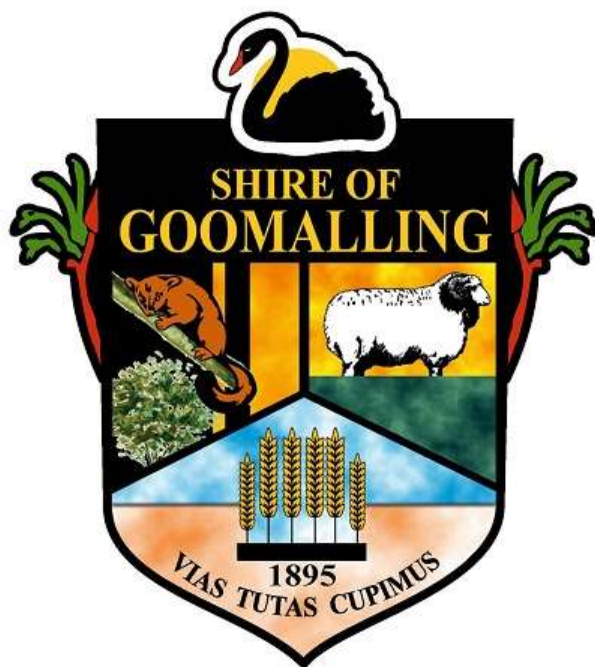
That Council assign the following staff to the following responsibilities:

<i>Role/Responsibility</i>	<i>Staff Member</i>
Local Recovery Coordinator	Natalie Bird
Deputy Local Recovery Coordinator	Peter Bentley
Welfare Liaison Officer	Trudi Manera
Deputy Welfare Liaison Officer	Tahnee Bird

RESOLUTION 570

Moved Cr Barratt, seconded Cr Wilkes that the Council endorses the Officer's recommendation.

***CARRIED 7/0
Simple Majority***



Local Emergency Management Committee Meeting

Unconfirmed

MINUTES

09 November 2022

Shire of Goomalling

LEMC MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was declared open at 1:07pm.

2. RECORDS OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

RECORD OF ATTENDANCE

Members

Ms N Bird	Deputy Recovery Coordinator
Mr B Hush	Goomalling Police OIC
Ms J Walker	Goomalling Hospital (entered 3:10pm)
Mr R Koch	CESM (Acting Chair)
Ms J Spadaccini	Department of Communities
Ms J Rimers	Department of Communities
Mr David Long	Works Manager Shire of Goomalling (entered 3:30pm)
Ms Y Grigg	DFES
Ms T Manera	Shire of Goomalling WLO
Ms C Dadd	St John Ambulance Goomalling Sub Centre

Visitors

Nil

APOLOGIES

Cr B Haywood	Shire of Goomalling
Mr P Hay	DEFS District Officer Avon
Mr P Bentley	CEO Shire of Goomalling
Mr Lindsay White	Chief Bush Fire Control Officer
Ms S Greenan	St John Ambulance Community Paramedic
Mr T Johnson	Goomalling Police

APPROVED LEAVE OF ABSENCE

Nil

APPLICATIONS FOR LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

UNCONFIRMED MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
09 NOVEMBER 2022

That the minutes of the Local Emergency Management Committee meeting held on the 11 May 2022 at the Goomalling Community Resource Centre are not viable (due to administrative error).

Amendments Required: Nil

Moved: B Hush **Seconded:** N Bird

Matters Arising from the Minutes:

- Nil

5. PRESENTATION

Nil

6. REPORTS OF OFFICERS

6.1 CESM – See General Business

7. REPORTS OF COMMITTEE MEMBERS

- a. **Bush Fire Brigades/VFRS**
No Report.
- b. **St John Ambulance**
C Dadd – Business as Usual – Busy with a number of recent major road accidents. Thanked DFES both staff and volunteer for their support. Completed recent cross agency exercise.
- c. **Shire of Goomalling**
N Bird – Following on from las meeting Shire has discussed Local Recovery Coordinator and Welfare Liaison Officer appointments with the following proposal.

Local Recovery Coordinator – Natalie Bird
Deputy Local Recovery Coordinator – Peter Bentley
Welfare Liaison Officer – Trudi Manera
Deputy Welfare Liaison Officer – Tahnee Bird

Moved: R Koch **Seconded:** Y Grigg
- d. **Goomalling Police**
B Hush – Business as Usual – Busy with a number of recent major road accidents. Thanked DFES both staff and volunteer for their support.
- e. **Goomalling Hospital**
J Walker – Recently completed/adopted Emergency Response Procedure – Code Yellow Bush Fire for the facility.
- f. **DC**

UNCONFIRMED MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
09 NOVEMBER 2022

J Spadaccini – Spoke about internal restructuring will now be part of the Directorate Emergency Relief and Support.

Activation process for Evacuation centre is via the 24/7 Support line.
Covid-19 hotline is no longer operational in line with the ending of the State of Emergency declaration. Covid-19 protocols remain for operations of evacuation centres.

Review of the contacts in the Local Emergency Welfare Plan.

- g. **DFES (District EM Advisor)**
As per attached.
- h. **DFES DO AVON**
No Report.
- i. **GOOMALLING PRIMARY SCHOOL**
No Report.
- j. **SACRED HEART PRIMARY SCHOOL**
No Report
- k. **LOCAL RECOVERY CO-ORDINATOR**
No Report.
- l. **CHAIRPERSON**
No Report
- m. **CHIEF BUSH FIRE CONTROL OFFICER**
No Report

8. GENERAL BUSSINESS

9.1 Review of Local Emergency Management arrangements (LEMA)

Discussion with amendment to agenda report recommendation:

**LOCAL EMERGENCY MANAMGNET COMMITTEE
RECOMMENDATION 1**

That the Local Emergency Management Committee:

1. Recommend the CEO to submit the Draft Local Emergency Management Arrangements (with amendments advised by Department of Communities) to Council.

Moved: R Koch **Seconded:** C Dadd

9.2 Proposed meeting schedule change.

UNCONFIRMED MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
09 NOVEMBER 2022

The report was considered by council and membership agreed of new meeting scheduled being:

Second Wednesday of March, June and November at 1:00pm

9. DESKTOP EXERCISE

Y Grigg – Recapped the recent regional exercise held in Northam 01 September 2022. A report on the exercise and outcomes is attached to these minutes.

A group desktop discussion exercise then occurred, covering Local Government recovery actions for the Special Idea from the 01 September Exercise.

10. CLOSURE OF MEETING

The meeting was declared closed at 2:15 pm

11. NEXT MEETING

08 March 2023, Goomalling CRC at 1:00pm

Attachments:

1. DEMA Report
2. Report on 01 September 2022 Regional Exercise

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

RESOLUTION 571

Moved Cr Chester, seconded Cr Butt that the new business of urgent nature be accepted by Council.

*CARRIED 6/0
Simple Majority*

PRESIDENT _____

DATE: _____
Page 244 of 247



11.1 PROPOSED FARM OUTBUILDING AK EVANS

File Reference	10.5A
Disclosure of Interest	Nil
Applicant	AK Evans – Lot 3, 1675 Bejoording Road Wongamine
Previous Item Numbers	No Direct
Date	15 November 2022
Author	Peter Bentley – Chief Executive Officer
Authorising Officer	Peter Bentley – Chief Executive Officer
Attachments	1. A copy of the development proposal plans is attached.

Summary

For Council to consider granting development approval for a proposal to erect a 450m² outbuilding at Lot 3, 1675 Bejoording Road Wongamine

Background

Mr Evans has submitted a Development Application to erect a 30m x 15m storage shed which is attached.

Consultation

N/A

Statutory Environment

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Goomalling Town Planning Scheme No. 3.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
1.2.6	Provide to the community quality regulatory services

Comment/Conclusion

The development aligns with the objects for Rural Zone 3 and generally complies with the provisions of the Town Planning Scheme. Council’s contract planner has assessed the application and has provided the following recommendation.

PRESIDENT _____

DATE: _____



Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That the Council:

Approve the Development Application subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications or otherwise amended by the Shire and these shall not be altered and/or modified without the prior knowledge and written consent of the Shire.
2. Run-off from the shed is directed to a rainwater tank which is connected prior to occupation.

Advice

- A) The applicant is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) The shed is located within a designated bushfire prone area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. A low fuel area should be maintained around the shed at all times.

RESOLUTION 572

Moved Cr Barratt, seconded Cr Wilkes that the Council endorses the Officer's recommendation.

CARRIED 7/0
Simple Majority

12. MATTERS BEHIND CLOSED DOORS

The meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2))

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.

PRESIDENT _____

DATE: _____

SHIRE OF GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 16 NOVEMBER 2022



13. INFORMATION BULLETIN

RESOLUTION 573

Moved Cr Barratt, seconded Cr Butt that the Information Bulletin for November 2022 be received by Council.

*CARRIED 6/0
Simple Majority*

14. MEETING CLOSURE

Shire President thanked everyone for their attendance and declared the meeting closed at 5.34 pm

PRESIDENT _____

DATE: _____
Page 247 of 247