



Agenda Attachments

August 2021

- ATTACHMENT 7.1.1 MINUTES – ORDINARY COUNCIL MEETING – 20 JULY 2021**
- ATTACHMENT 7.2.1 LEMC MINUTES – 9 AUGUST 2021**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – July 2021**
- ATTACHMENT 8.1.2 - ACCOUNTS FOR PAYMENT – CREDIT CARDS**
- ATTACHMENT 8.1.3 - MONTHLY FINANCIAL REPORT**
- ATTACHMENT 8.2.1.1 - BUSINESS CONTINUITY RESPONSE PLAN**
- ATTACHMENT 8.2.1.2 - SHIRE OF CORRIGIN BUSINESS CONTINUITY PROCEDURES**
- ATTACHMENT 8.2.2.1 - DRAFT LEASE ROCKVIEW CROPPING LAND 2022**
- ATTACHMENT 8.2.2.2 - CONFIDENTIAL**
- ATTACHMENT 8.2.2.3 - CONFIDENTIAL**
- ATTACHMENT 8.2.3 - COLGAN INDUSTRIES PROPOSED WORKS TOWN HALL AND ROADS BOARD**
- ATTACHMENT 8.2.5 - DEVELOPMENT APPLICATION – MALLEE TREE**
- ATTACHMENT 8.2.6 - INFORMATION AND COMMUNICATION TECHNOLOGY USAGE POLICY**
- ATTACHMENT 8.2.7.1 - LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS REVIEW**
- ATTACHMENT 8.2.7.2 - SHIRE OF CORRIGIN LOCAL RECOVERY PLAN REVIEW**
- ATTACHMENT 8.2.7.3 - SHIRE OF CORRIGIN EVACUATION PLAN REVIEW**



MINUTES

ORDINARY COUNCIL MEETING
20 July 2021

UNCONFIRMED

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Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.01pm and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated, and paid respect to Elders past and present.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Deputy Shire President

Cr. D L Hickey
Cr. M A Weguelin
Cr. M B Dickinson
Cr. S L Jacobs
Cr. J A Mason
Cr. S C Coppin
Cr. P R Gilmore

Chief Executive Officer
Manager of Works and Services
Deputy Chief Executive Officer
Executive Support Officer

N M Manton
P Burgess
K A Caley
K L Biglin

Member of the Public
Shire of Pingelly, Councillor

Cr B Hotham

APOLOGIES

NIL

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has been advised that Alexander Gifford Rae, Colin Larke, Stephen Simpson, Cedric Alexander Crombie, Tom Jessett and Freeman of the Shire Hon HW (Mick) Bayfer have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

N Manton declared a Proximity Interest in Item 8.2.1 as she lives on the Bullaring Pingelly Road and owns property along the road reserve.

Cr Dickinson declared an Impartiality Interest in Item 8.2.5 as he is on the Tennis Committee.

Cr Coppen declared a Proximity Interest Item 8.2.6 as he owns property across from the subject of the Item.

Cr Gilmore declared a Proximity Interest in Item 8.2.6 as he owns property adjacent and across road subject to item.

Cr Jacobs declared a Financial Interest in Item 8.2.10 and 8.2.11 as a holder of shares in Cooperative Bulk Handling (CBH) Limited Cooperative.

Cr Hickey declared a Financial Interest in Item 8.2.10 and 8.2.11 as a holder of shares in Cooperative Bulk Handling (CBH) Limited Cooperative.

N Manton declared a Financial Interest in Item 8.2.10 and 8.2.11 as a share in Cooperative Bulk Handling (CBH) Limited Cooperative.

UNCONFIRMED

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 June 2021 (Attachment 7.1.1).

COUNCIL RESOLUTION

(97/2021) Moved: Cr Weguelin Seconded: Cr Jacobs

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 June 2021 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	6/07/2021
Reporting Officer:	Tayla Bryant, Customer Service Officer, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – JUNE 2021

CUSTOMER ACCESSING FEE FOR SERVICE AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 2020	SALES	MTHLY	FROM JULY 2020
Internet Use / Computer Use	7	104	Movie Club Fees	14	87
Photocopying / Printing / Faxing	20	236	Phonebook Sales	1	66
Laminating / Binding / Folding	1	30	'Moments in Time' Books	0	1
Sec. Services / Scans / Email / CD Burning	5	68	Book Sales	0	4
Room Hire	4	24	Wrapping Paper / Postcard Sales	0	4
Equipment Hire	0	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	0	1	Phone Calls	0	0
Resource Centre Membership Fees	0	10	"A Fortunate Life" Ticket Sales	0	150
Exam Supervision	0	0			
Total:	37	425	Total:	15	308
<i>Monthly People through:</i>		42			
CUSTOMER ACCESSING CORRIGIN CRC SERVICES					
SERVICES	MTHLY	FROM JULY 2020	SERVICE	MTHLY	FROM JULY 2020
Phonebook Enquiries	6	44	Corrigin Toy Library	6	68
Tourism	18	285	Broadband for Seniors / Webinars	9	96
Government Access Point	0	69	General Enquires (Face/Email/Website)	129	1454
Community Information	6	156	Corrigin Public Library	50	504
Conf. / Web Conf. / Training	85	803	Corrigin Library eResources	165	906
University Exams	0	0			
Total:	115	1357	Total:	359	3028
<i>Monthly People through:</i>		474			

TOTAL FOR THE MONTH OF JUNE: 526

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – JUNE 2021

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
WBN Workshop – Social Media	13	Conf Room	Commercial
Active Seniors	4	Conference Room	N/A
Graeme Shipway – Optometrist	4	Professionals Office	Commercial
Roe Tourism	3	Video Conf Room	N/A
Active Seniors	7	Conference Room	N/A
Movie Club	14	Conference Room	N/A
123 Parenting Course	4	Conference Room	N/A
AgWest Room Booking	11	Conference Room	Commercial
Forrest Personnel	7	Professionals Office	Commercial
Active Seniors	5	Conference Room	N/A
Active Seniors	9	Conference Room	N/A
123 Parenting Course	3	Conference Room	N/A
Rural Traffic Services	7	Conference Room	Commercial
Active Seniors	5	Conference Room	N/A
123 Parenting Course	3	Conference Room	N/A

CORRIGIN CRC Annual Summary Report

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	540	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	625	715	529	491	539	7329
2010-11	708	610	871	759	465	530	453	444	611	413	607	691	7135
2011-12	568	536	572	535	542	385	446	520	527	499	564	491	6161
2012-13	545	694	691	716	750	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	811	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	506	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	405	708	547	397	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	*480	*296	*341	424	5740
2020-21	391	409	443	561	369	325	476	428	339	464	529	526	5266

*COVID-19 pandemic restrictions in place

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.1	Develop a Youth Action Plan
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin's arts and culture identity

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(98/2021) Moved: Cr Mason Seconded: Cr Hoppen

That Council receives the Corrigin Community Resource Centre Report.

Carried 7/0

UNCONFIRMED

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	13/07/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – June 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to all accounts for the previous month.

BACKGROUND

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

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of June 2021 are provided as Attachment 8.1.2 – Accounts for Payment - June 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$137,643.37.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16232 - 16233, 16236 - 16270, 16274 - 16375	\$959,569.07	
		Cheque	020623 - 020634	\$19,869.59
		Direct Debit	June 2021	\$118,861.13
	Payroll	June 2021	\$116,506.27	\$1,214,806.06
Trust	EFT	16234 - 16235, 16271 - 16273	\$25,266.01	
		Cheque	No Payments	\$0.00
	Direct Debit	June 2021	\$8,415.28	\$33,681.29
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	June 2021	\$34,685.45	\$34,685.45
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of June 2021				\$1,283,172.80

Previous Accounts for Payment report

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – June 2021, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal, Trust, and Edna Stevenson Trust and Licensing	EFT	EFT16231	EFT16232
Municipal	Cheque	020622	020623
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020 / 2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective: Governance and Leadership
Strong Governance and leadership**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's LTFP to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(99/2021) Moved: Cr Coppen Seconded: Cr Gilmore

That Council reviews the list of accounts paid and acknowledges that payments totalling \$1,283,172.80 have been made during the month of June 2021.

Carried 7/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	8/07/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards May 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 29 April 2021 to 28 May 2021.

BACKGROUND

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

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period. This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid for using the Shire of Corrigin corporate credit cards.

A monthly review of credit card use is independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

STATUTORY ENVIRONMENT

S6.4 Local Government Act 1995, Part 6 – Financial Management
R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's LTFP to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(100/2021) Moved: Cr Weguelin Seconded: Cr Jacobs

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 April 2021 to 30 May 2021 for \$3,242.25.

Carried 7/0

UNCONFIRMED

8.1.4 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	9/07/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.4 Monthly Financial Report for month ending 30 June 2021

SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 June 2021.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 3 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

Variances between budgeted and actual expenditure including the required material variances (10% with a minimum value of \$10,000) are included in the variance report.

COMMENT

Council finished the financial year off with a cash balance of \$1.2 million. This includes some carry over projects and purchases from the capital program.

A total of 95% of the outstanding rates have been collected to date and slightly higher than the outstanding balance at 30 June last financial year.

Reserve transfers were completed during the month and the balance of the reserve bank is \$4.9 million. This includes \$1.87 million in unspent grants or grants paid in advance that will be brought back out of reserves when required.

Further information on the June financial position is in the variance report included in the monthly financial reports.

STATUTORY ENVIRONMENT

s. 6.4 *Local Government Act 1995, Part 6 – Financial Management*
r. 34 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's LTFP to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a time basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(101/2021) Moved: Cr Mason

Seconded: Cr Cooper

That Council accept the Statement of Financial Activity for the month ending 30 June 2021 as presented, along with notes of any material variances.

Carried 7/0

UNCONFIRMED

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 BUDGET ADOPTION 2021/22

Applicant:	Shire of Corrigin
Date:	15/07/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0275
Attachment Ref:	Attachment 8.2.1.1 - 2021/2022 Budget Attachment 8.2.1.2 - 2021/2022 Fees and Charges Attachment 8.2.1.3 – 2021/22 Road Program Attachment 8.2.1.4 - 10 Year Plant Replacement Program Attachment 8.2.1.5 - Capital and Project Expenditure 2021/2022

SUMMARY

The purpose of this report is to consider and adopt the Shire of Corrigin Budget for the 2021/22 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve funds, setting of elected member's fees for the year and other consequential matters arising from the budget papers.

BACKGROUND

Council is required to formally adopt an annual budget to guide the functions and operations of the local government and enable it to raise revenue and deliver services to the community.

COMMENT

The draft 2021/22 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as in renewing all assets at sustainable levels.

Rates Modelling

Based on the following:

- Unimproved Values of \$78,695,333
- Gross Rental values of \$4,524,173
- Non rateable Values of 965,893
- Average increase in rates of 4%
- Minimum payments for UV and GRV properties of \$450

Allowances

The allowances paid to elected members are in line with the annual payments for Band 4 as per the Salaries and Allowances Tribunal.

Borrowings

There are no new borrowings planned for the 2021/22 financial year.

Reserve Accounts

The 2021/2022 budget includes transfers to reserves of \$164,900 and transfers from reserves of \$2,099,103.

Brought Forward Value

The opening balance for the 2021/22 is based on a brought forward surplus of \$597,236 as at 30 June 2021. This unaudited figure may change due to adjustments to the opening balance required as part of the auditing process. Council received advance payments for the Federal Assistance Grant, Local Community Infrastructure and Road Program Phase 2 and Drought Communities Program which were locked away in reserves prior to the end of the financial year. There are several carry forward projects and purchases that make up part of the brought forward balance.

Capital Works

A large Capital Works budget of \$7,229,755 is proposed in the 2021/22 financial year.

The capital program includes \$777,821 of new construction and upgrades to Council buildings, \$1,325,000 of plant replacement including the purchase of a new prime mover, Patching Truck and Bushfire truck, \$1,970,175. Other infrastructure upgrades include upgrades to the oval lights, upgrade to Rotary Park and construction of a new waste oil facility. These projects have funding provided from the following sources:

2020/2021 Budget	Carry over surplus	\$1,079,747
2020/2021 Budget	Transfer from Reserves	\$1,036,926
Department of Infrastructure, Transport, Regional Development and Communications (DITRDC)	Drought Communities Program	\$944,184
Department of Sport and Recreation	Community Sport and Recreation Facilities Fund (DORFF)	\$154,240
Government of WA	Department Fire and Emergency Services (DFES)	\$450,000

The Capital Road Program budget includes \$3,080,550 in road projects with \$1,204,848 grant funding provided from the following sources:

Main Roads	Regional Road Group	\$368,023
	Direct Grant	\$178,056
	Road Safety Program	\$72,994
Australian Govt	Federal Assistance Grant – Roads	\$150,500
DITRDC	Roads to Recovery Program	\$435,275
	Wheatbelt Secondary Freight Network	\$1,436,632

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30 June.

Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget.

POLICY IMPLICATIONS

The budget is based on the principles outlined in the Shire of Corrigin Strategic Plan, Corporate Business Plan and other related documents.

FINANCIAL IMPLICATIONS

Financial implications are detailed within the report and in the attached budget documentation.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective: Governance and Leadership
Strong Governance and leadership**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Activities
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's LFR to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority is required for some recommendations in the report while Simple Majority is required in other parts.

PART A – MUNICIPAL FUND BUDGET FOR 2021/22

COUNCIL RESOLUTION

(102/2021) Moved: Cr Mason Seconded: Cr Weguelin

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in the Attachments of this agenda for the 2021/22 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement on page
- Transfers to / from Reserve Accounts as detailed in the budget notes
- Notes to and forming part of the Budget (excluding Road Program)

Carried by Absolute Majority 7/0

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

COUNCIL RESOLUTION

(103/2021) Moved: Cr Dickinson Seconded: Cr Jacobs

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

General Rates

- Residential (GRV) 0.09395 cents in the dollar
- Rural (UV) 0.01278 cents in the dollar

Minimum Payments

- Residential (GRV) \$450
- Rural (UV) \$450

Pursuant to section 6.50 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments.

- Full payment and 1st instalment due date 3 September 2021
- 2nd quarterly instalment due date 3 November 2021
- 3rd quarterly instalment due date 3 January 2022
- 4th quarterly instalment due date 3 March 2022

Pursuant to section 6.45(3) of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, an additional charge of \$10 and interest rate of 5.5% applies to rate and service charge instalment arrangements.

In accordance with the provisions of section 6.51(1) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996* interest at a rate of 7% per annum will be charged on overdue and unpaid rates, ESL and service charges.

Carried by Absolute Majority 7/0

UNCONSIDERED

PART C – OTHER STATUTORY FEES FOR 2021/22

COUNCIL RESOLUTION

(104/2021) Moved: Cr Gilmore Seconded: Cr Coppen

Council adopt the following charges for the removal and deposit of domestic and commercial waste in accordance with the provisions of the *Waste Avoidance and Resources Recovery Act 2007*:

Residential Premises (including recycling)	
• per bin weekly collection	\$435pa
• per bin weekly collection – eligible pensioner	\$328.75pa
• includes 120 ltr bin and 240ltr recycling bin	
Commercial Premises	
• per bin weekly collection	\$405pa
• Includes 240ltr bin and 240ltr recycling bin	
Domestic/Commercial Rubbish Service – 2nd Service	
• 2nd 120ltr bin	\$385pa
• 2nd 240ltr bin	\$445pa
• extra recycle service – 240L recycling bin	\$315pa

Carried 7/0

PART D – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2021/22

COUNCIL RESOLUTION

(105/2021) Moved: Cr Mason Seconded: Cr Coppen

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$7,100
Elected Member	\$3,700

Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Information, Communication and Technology Allowance	\$1,000
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Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$7,500
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Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

Deputy President	\$1,875
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Carried by Absolute Majority 7/0

PART E – MATERIAL VARIANCE REPORTING FOR 2021/22

COUNCIL RESOLUTION

(106/2021) Moved: Cr Mason Seconded: Cr Coppen

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2021/22 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

Carried 7/0

N Manton declared a Proximity Interest in Part F as property owned by her company is adjacent to the Bullaring Pingelly that is included in the road program.

PART F – ROAD WORKS PROGRAM FOR 2021/22

COUNCIL RESOLUTION

(107/2021) Moved: Cr Jacobs Seconded: Cr Weguelin

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2021/22 Roadworks Program as per Attachment 8.2.1.3.

Carried 7/0

PART G – FEES AND CHARGES 2021/22

COUNCIL RESOLUTION

(108/2021) Moved: Cr Mason Seconded: Cr Coppen

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopt the Fees and Charges 2021/2022 as presented as per Attachment 8.2.1.2

Carried by Absolute Majority 7/0

UNCONFIRMED

8.2.2 CHANGE OF ORDINARY COUNCIL MEETING DATE 2021

Applicant:	Shire of Corrigin
Date:	14/06/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0024
Attachment Ref:	NIL

SUMMARY

Council is requested to consider changing the date of the September 2021 Ordinary Council meeting to enable elected members to attend the 2021 WA Local Government Convention.

BACKGROUND

At the Ordinary Council meeting held on 15 December 2020 Council endorsed the schedule of meeting dates for 2021 and the dates were advertised to the public.

Council meetings are generally held on the third Tuesday of the month at 3pm.

The advertised date of the September Council meeting is Tuesday 21 September which clashes with the date of the WA Local Government Convention.

COMMENT

Council meeting are open to the public and the change of meeting date will need to be advertised well in advance.

The Local Government Convention was previously held in August prior to 2020 when the format of the event was changed due to COVID-19.

The conference sessions aims to support and inform Mayors, Shire Presidents, Elected Members and Chief Executive Officers.

The format of the annual WA Local Government Convention has been reviewed and some significant changes have been implemented. The event in 2021 will move to Crown Perth and has been confirmed for Monday, 20 and Tuesday, 21 September, with the Opening Welcome Reception taking place on the evening of Sunday, 19 September 2021.

The Annual General Meeting will be held on the morning of Monday, 20 September and will be incorporated into the Convention program.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

Regulation 12 - Meetings, public notice of (Act s.5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which—

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2024 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(109/2021), Moved: Cr Weguelin Seconded: Cr Dickinson

That Council

1. Change the date of the September Ordinary Council meeting to 16 September 2021 at 3:00pm
2. Request the Chief Executive Officer to give local public notice of the change to Council meeting dates.

Carried 7/0

8.2.3 WALGA AGM VOTING DELEGATES

Applicant:	Shire of Corrigin
Date:	14/06/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.3 - Notice of WALGA Annual General Meeting 2021 and Procedural Information for Submission of Motions

SUMMARY

Council is requested to confirm delegates for the WA Local Government Association (WALGA) Annual General Meeting to be held on Monday 20 September 2021.

BACKGROUND

The WALGA Annual General Meeting (AGM) will be held as part of the WA Local Government Convention at Crown Perth on Monday 20 September 2021 at 9:00am.

All member local governments are entitled to be represented by two voting delegates. Only registered delegates are permitted to exercise voting entitlements on behalf of Council.

The meeting will address issues of interest to all local governments including policy issues, constitutional amendments and key focus areas for the Association.

COMMENT

WALGA also has provision for Council to nominate two voting delegates and two proxies.

In previous years the voting delegates for the Shire of Corrigin have been the President and Deputy President.

Council may consider nominating the CEO as proxy if sufficient number of elected members are not available.

Council is invited to submit motions for inclusion on the WALGA AGM agenda in writing by Friday 16 July 2021.

STATUTORY ENVIRONMENT

Local Government Act 1995 s.9.58.

POLICY IMPLICATIONS

Policy 8.9 elected members' business, conferences and training expenses

FINANCIAL IMPLICATIONS

A budget currently exists for elected members to attend training, including the WA Local Government Convention.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(110/2021) Moved: Cr Weguelin Seconded: Cr Jacobs

That Council appoints Cr Hickey and Cr Mason as the Shire of Corrigin voting delegates and Cr Weguelin and Cr Jacobs as proxy voting delegates for the 2021 WMLGA Annual General Meeting.

Carried 7/0

UNCONFIRMED

8.2.4 PROPOSED LOCAL LAWS – CORRIGIN WAR MEMORIAL SWIMMING POOL REPEAL

Applicant:	Shire of Corrigin
Date:	6/07/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	LE.0002
Attachment Ref:	Attachment 8.2.4 - <i>Shire of Corrigin War Memorial Swimming Pool Repeal Local Law 2021</i>

SUMMARY

In April 2021 Council resolved to proceed with the proposed *Shire of Corrigin War Memorial Swimming Pool Repeal Local Law 2021*. Council is requested to make the attached *Shire of Corrigin Swimming Pool Repeal Local Law 2021* under section 3.12(4) of the *Local Government Act 1995*.

BACKGROUND

The Shire of Corrigin currently has a very outdated By-law relating to the use and control of the Corrigin War Memorial Swimming Pool. The original purpose of the by-law was to give the Pool Manager certain powers, enforce rules within the pool enclosure and the dress code whilst within the pool and to set admission fees. As these areas are all covered by other legislation the local law is no longer required. As such under the local law review that was conducted in September 2017 Council resolved to proceed with the repeal of this local law.

During the April 2021 Council meeting, staff were directed to proceed with the adoption of the *Shire of Corrigin War Memorial Swimming Pool Repeal Local Law 2021* and complete the requirements for public consultation. The results of the public consultation were then to be presented to Council for consideration following the closure of submissions.

COMMENT

Community stakeholder engagement was undertaken in accordance with section 3.12(3) of the *Local Government Act 1995*. Local public notice was given in accordance with section 1.7 of the *Local Government Act 1995* and regulation 3A of the *Local Government (Administration) Regulations 1996* as follows:

- A notice was published on the Shire of Corrigin website on 22 April 2021;
- A notice was published on 3 May 2021 in the Corrigin Windmill community newsletter;
- A notice was published in the May (published on social media 30 April 2021) edition of the Shire of Corrigin newsletter.
- The public notice was displayed on the Shire Administration and Corrigin Community Resource Centre (Library) noticeboard between 22 April 2021 and 23 June 2021.
- Notice of the consultation was posted on the Shire's Facebook page on 22 April 2021.

No public submissions were received, however one telephone call was received from the Corrigin Amateur Swimming Club asking for clarification on the local law and if it would affect the operation of the swimming pool in relation to the swimming club.

As required by section 3.12(3)(b) of the *Local Government Act 1995*, a copy of the proposed local law was provided to the Minister for Local Government via the Department of Local Government, Sport and Cultural Industries on 4 May 2021. No response was received.

A final version of the *Shire of Corrigin War Memorial Swimming Pool Repeal Local Law 2021* is provided as an attachment to this item.

STATUTORY ENVIRONMENT

The process for making a local law is set out in section 3.12 of the *Local Government Act 1995*.

3.12. Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice of the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
- (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
 - and*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- UNCONFIRMED
- [(3a) deleted]
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*
- * *Absolute majority required.*
- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) *stating the title of the local law; and*

- (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government’s official website and that copies of the local law may be inspected at or obtained from the local government’s office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

There are costs associated with the drafting, advertising and gazetting of the local law, estimated costs are under \$1,000.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2	Communication to the workforce and community is consistent	4.2.1	Shire communication is aligned to policy and best practice engagement standards

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(111/2021) Moved: Cr Mason

Seconded: Cr Coppen

That the Council

- 1. Resolves to make the Shire of Corrigin War Memorial Swimming Pool Local Law 2021 and authorises the affixing of the Common Seal of the Shire to that local law.
- 2. Authorises the Chief Executive Officer to continue the process specified in section 3.12 of the Local Government Act 1995 to give effect to resolution one.

Carried by Absolute Majority 7/0

N Manton left the room at 3.18pm.

N Manton and H Talbot entered the room at 3.19pm.

8.2.5 LEASE AGREEMENTS WITH LOCAL SPORTING/CULTURAL GROUPS

Applicant:	Shire of Corrigin
Date:	13/04/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CP.0095, CS.0117, RCS.0005
Attachment Ref:	Attachment 8.2.5.1 - Signed Lease Agreement – The Corrigin Historical Society Incorporated Attachment 8.2.5.2 - Draft Lease – Corrigin Tennis Club

SUMMARY

This item seeks Council clarification and endorsement for the lease agreements with the Corrigin Historical Society Incorporated and Corrigin Tennis Club.

BACKGROUND

To improve the overall governance of the Shire, over the past eighteen months the administration have been working towards entering into lease agreements with all community organisations that currently have the use of buildings on Shire managed Crown Reserves.

The need to enter into lease agreements arose after discussions with Council auditors and insurers over the past few years as a number of community buildings within the Shire were located on crown reserves under management orders with the Shire of Corrigin. This basically meant that the auditors were requiring Council to recognise these assets on the asset register and questions then were raised as to who could insure the building and would that insurance be honoured if the legal owner was not the insurer.

The situation exposed the Shire and Minister for Lands to a number of risks and it was unclear who would be responsible for insurance, replacement or maintenance of these assets into the future. The provision of lease agreements between all organisations who have an interest over Shire managed reserve and offers the required protection of the interests of both parties and the Minister for Land as well as making it clear the responsibilities of each party into the future.

In March 2020 Council authorised the Shire administration to proceed with entering into lease agreements with a number of community organisations on reserves with the power to lease, this included the following organisations:

- Corrigin Golf Club
- Corrigin Bowling Club
- Corrigin Creative Arts Club
- Corrigin Rifle Club
- The Corrigin Practical Pistol Club; and
- The Australian Red Cross Society.

These leases have now been completed with the exception of the Australian Red Cross Society.

At the March 2020 Council meeting, Council also authorised the Chief Executive Officer to apply to the Minister for Lands for the inclusion of leasing powers up to 21 years for Reserve 22105 which is where the Tennis Club is located and Reserve 36400 on which the Historical Museum is located with the intention of then entering into lease agreements with these two organisations.

COMMENT

The Minister has since given approval for the power to lease over Reserve 22105 and Reserve 36400 and leases have been prepared similar to the other community organisation leases. The Corrigin Historical Society has already agreed to the terms and subsequently signed a lease agreement. The administration realised that authority however from Council had not been fully sought for this to proceed as the power of lease had been formally agreed to but not the entering of lease agreement, even though it was implied from the agenda item that this would occur once the power to lease had been approved.

The Tennis Club has also agreed to the terms of a lease agreement and the lease is currently with the Minister's office waiting on approval. Once approval has been received the staff will arrange for the signing of this lease agreement with the committee, Shire President and Chief Executive Officer.

This item seeks Council's endorsement before entering into the lease agreement with the Corrigin Tennis Club and to give retrospective authority to enter into the lease with the Corrigin Historical Society as per the attached lease agreements.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 3.58. Disposing of property

Local Government (Functions and General) Regulation 1996

30. Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —

(i) its market value is less than \$5 000; and (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

Land Administration Act 1987 (WA)

A management body (e.g. the Shire of Corrigin) has power to lease land in a management order) or, has power to lease land under its own written law, may also lease reserve land provided the lease accords with the purpose of the reserve and subject to the approval of the Minister for Lands under section 18 of the Land Administration Act.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of the preparation of the required leases is included in legal expenses in the 2021-22 annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.2	Continue to lobby the key stakeholders to ensure the necessary support is provided for volunteer services who support Corrigin

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(112/2021) Moved: Cr Gilmore Seconded: Cr Mason

That Council:

1. Authorises the Chief Executive Officer to enter into the following lease agreements (as attached):
 - Portion of Reserve 22105 with the Corrigin Tennis Club
 - Reserve 36400 and portion of Reserve 22105 with the Corrigin Historical Society Incorporated
2. Authorise the Shire President and the Chief Executive Officer to execute the relevant lease agreements and affix the common seal of the Shire of Corrigin on the relevant documents as specified above.

Carried by Absolute Majority 7/0

Cr Gilmore and Cr Coppen declared a Proximity Interest in Item 8.2.6 as they own property across the road from the Red Cross building and left the room at 3.25pm.

8.2.6 LEASE AGREEMENTS WITH THE AUSTRALIAN RED CROSS SOCIETY

Applicant:	Shire of Corrigin
Date:	13/04/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CP.0095
Attachment Ref:	Attachment 8.2.6.1 - Draft Lease - Australian Red Cross Society Attachment 8.2.6.2 - Structural Engineers Report Attachment 8.2.6.3 - Exert from Minutes of the June 2016 Ordinary Council Meeting

SUMMARY

This item seeks Council clarification and endorsement for the lease agreements with the Australian Red Cross Society.

BACKGROUND

To improve the overall governance of the Shire the administration have been working towards entering into lease agreements with all community organisations that currently have the use of buildings on Shire managed Crown Reserves.

The need to enter into lease agreements arose after discussions with Council auditors and insurers over the past few years as a number of community buildings within the Shire were located on crown reserves under management orders with the Shire of Corrigin. This basically meant that the auditors were requiring Council to recognise these assets on the asset register and questions then were raised as to who could insure the building and would that insurance be honoured if the legal owner was not the insurer.

The situation exposed the Shire and Minister for Lands to a number of risks and it was unclear who would be responsible for insurance, replacement or maintenance of these assets into the future. The provision of lease agreements between all organisations who have an interest over Shire managed reserve and offers the required protection of the interests of both parties and the Minister for Land as well as making it clear the responsibilities of each party into the future.

In March 2020 Council authorised the Shire administration to proceed with entering into a new lease agreement The Australian Red Cross Society.

COMMENT

The Shire administration have been attempting to negotiate a suitable lease agreement with the Australian Red Cross Society over the past 18 months.

It has recently come to the attention of the administration that whilst Council had previously given approval for a new lease agreement to be entered into with the Australian Red Cross Society that there had been an earlier decision of Council in 2016 which was in conflict with the current lease agreement that has been prepared between the Shire and the Australian Red Cross Society.

In June 2016, the then CEO, Mr Rob Paull took the attached item to Council and the following motion was passed by Council:

That Council:

1. *Subject to CEO confirming no existing agreement is in place with regard to Department of Agriculture over Lot 523 Walton St.*
2. *In accordance with Local Government (Functions and General) Regulations 1996 regulation 30(2)(b) grant in favour of the Australian Red Cross a lease over Reserve 47959, being Lot 523 Walton Street, Corrigin structured around:*
 - a) *A twelve month lease period with a further one (1) option of twelve months at the Chief Executive Officer's discretion;*
 - b) *An annual lease payment of \$300 (excluding GST);*
 - c) *A CPI rent review clause; and*
 - d) *Provisions for maintenance, payment of all utility charges, repair of the premises.*
3. *Authorise the Shire President and the Chief Executive Officer to execute the relevant lease agreement and affix the common seal of the Shire of Corrigin on the relevant documentation as specified in point 1 above.*
4. *Request the Australian Red Cross to:*
 - a) *use all endeavours to rebuild the existing Australian Red Cross building at Lot 33 Corner of Jose and Walton Streets, Corrigin for the use by local Corrigin Australian Red Cross volunteers;*
 - b) *keep Council informed of repairs to be carried out;*
 - c) *note that the use of Reserve 47959, being Lot 523 Walton Street, Corrigin by local Corrigin Australian Red Cross volunteers is a temporary arrangement only and the Council does not guarantee the availability of the building beyond the timeframe outlined in the Lease.*

A copy of the structural engineers report is also provided which shows the extent of the repairs needed to the Australian Red Cross Society building located on the corner of Jose and Walton Streets.

At the time Council was obviously of the opinion that the lease of the Old Railway Building was very much a temporary solution to the issue and the preferred course of action was for the Australian Red Cross Society to repair the building on the corner of Walton and Jose Street for use into the future.

The previous lease agreement was not a legally correct document as the Australian Red Cross Society is essentially running a shop and therefore there is a requirement for the Shire to comply with the *Commercial Tenancy (Retail Shops) Agreement Act 1985*.

The application of the *Commercial Tenancy (Retail Shops) Agreement Act 1985* will have, amongst other things, the following implications for the Shire:

- (a) The Lease must incorporate the tenant guide. (This is already included within the draft Lease);
- (b) The Shire must provide the Lessee with a disclosure form, at least 14 days prior to signing of the Lease.
- (c) The Lease must give the Lessee the ability to assign the Lease.
- (d) The Lessee must be granted a term of 5 years.

The Australian Red Cross Society do not have to accept the five year term but it will need to be offered to them. They have indicated that they would prefer one year with a one year option. However, the Shire could offer five years as one year, plus one, plus one year. This will enable the Society to easily terminate the lease after a year if that is what they would like to do.

The attached draft lease has been prepared on the basis of offering a one year term with four, one year options which enables the lease to be reviewed on an annual basis.

A representative of the local committee was contacted to ascertain their views on the running of the centre. Whilst they would ideally want to be operating from the old centre as the Railway Building is only a quarter of the size, they do not believe that the Australian Red Cross Society will spend the required funds to repair the building. They still believe there is a need in the community as there are very few opportunistic shops in the area and no clothing shops in Corrigin.

The committee members reported that people from within Corrigin and out of town visit the shop and there are busy periods such as now when the weather has turned cold. One hundred percent of their takings go to head office so there is no allowance for maintenance costs.

The committee like all volunteer committees in Corrigin is getting older and is struggling to attract new members. A number of people also use the centre as a social meeting place and they believe this is a valuable service to the community. The current members are happy to continue on the committee operating from the current building on a year by year basis as long as they can.

It is suggested that Council proceed with entering into a lease agreement with the Australian Red Cross Society for the attached draft lease agreement in support of the local Red Cross committee members but that the CEO advise the Australian Red Cross Society that it needs to use all endeavours to rebuild the existing Australian Red Cross building at Lot 33 on the corner of Jose and Walton Streets, Corrigin for use by the local Corrigin Australian Red Cross volunteers. Further that no new lease agreements will be entered into after this agreement expires.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 3.58. Disposing of property

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —

(i) its market value is less than \$5 000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.

Land Administration Act 1997 (WA)

A management body (e.g. the Shire of Corrigin) has power to lease land in a management order) or, has power to lease land under its own written law may also lease reserve land provided the lease accords with the purpose of the reserve and subject to the approval of the Minister for Lands under section 18 of the Land Administration Act.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of the preparation of the required leases is included in legal expenses in the 2021-22 annual budget.

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.2	Continue to lobby the key stakeholders to ensure the necessary support is provided for volunteer services who support Corrigin

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(113/2021) Moved: Cr Mason Seconded: Cr Dickinson

That Council:

1. Authorises the Chief Executive Officer to enter into a lease agreement (as per the attached agreement) with the Australian Red Cross Society for a term of one year, with four one year options.
2. Authorise the Shire President and the Chief Executive Officer to execute the relevant lease agreements and affix the common seal of the Shire of Corrigin on the relevant documents as specified in point one above.
3. That the Chief Executive Officer advise the Australian Red Cross Society that it needs to use all endeavours to rebuild the existing Australian Red Cross building at Lot 33 on the corner of Jose and Walton Streets, Corrigin for use by the local Corrigin Australian Red Cross volunteers. Further that no new lease agreements will be entered into after this agreement expires.

Carried by Absolute Majority 5/0

Cr Gilmore and Cr Coppen re-entered the room at 3.30pm.

8.2.7 LOTTERYWEST BUILDING GRANT AGREEMENT – CREC

Applicant:	Shire of Corrigin
Date:	8/07/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	GS.0011
Attachment Ref:	Attachment 8.2.7.1 - Deed of Termination Lotterywest Building Grant Agreement Attachment 8.2.7.2 - Lotterywest Building Grant Agreement Corrigin Recreation and Events Centre

SUMMARY

This item seeks Council's approval to formally execute the Deed of Termination between the Shire of Corrigin and Lotterywest Building Grant Agreement for the Corrigin Recreation and Events Centre (CREC).

BACKGROUND

In 2013 Council was successful in receiving funding of \$363,636 towards the construction of the Corrigin Recreation and Events Centre from Lotterywest. As part of the funding process at the time the Shire was required to enter into a Building Grant Agreement with Lotterywest for a period of ten years. A copy of the agreement is attached.

COMMENT

Lotterywest have recently reviewed its policy towards retaining a beneficial interest in buildings purchased or renovated using grant funds. As an outcome of that review, Lotterywest has decided to relinquish its beneficial interest over the Corrigin Recreation and Events Centre.

Lotterywest has prepared a Deed of Termination for co-signing to progress the matter to finalisation.

STATUTORY ENVIRONMENT

Local Government Act 1995

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —
 - (a) the common seal of the local government is affixed to it in accordance with the provisions (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the CEO,each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Action
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(114/2021) Moved: Cr Gilmore Seconded: Cr Jacobs

That Council authorises the execution of the Deed of Termination for the Building Grant Agreement between the Shire of Corrigin and Lotterywest for the construction of the Corrigin Recreation and Events Centre. Further that the Shire President and Chief Executive Officer are authorised to formally execute the document including the affixing of the Shire of Corrigin Common Seal.

Carried 7/0

H Tatnot left the room at 3.32pm and did not return.

8.2.8 PROPOSED POLICY 2.19 PORTABLE AND ATTRACTIVE ASSETS

Applicant:	Shire of Corrigin
Date:	13/07/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.8 – Policy 2.19 Portable and Attractive Assets

SUMMARY

This report recommends that Council review and endorse the proposed policy relating to the management of portable and attractive assets.

BACKGROUND

In 2012 the *Local Government (Financial Management) Regulations 1996* were amended to include regulation 17A which states that all non-financial assets below \$5,000 were to be excluded from the asset register.

Previously, all assets were captured in the asset register and fell under Council's policies relating to asset capitalisation and significant accounting policies and there was no requirement to have a separate policy. Now that these portable and attractive assets are no longer classed as capital and are absorbed into the operations of the Shire it is necessary to have in place guidelines to manage the risk of the items being lost, stolen or misused.

COMMENT

One of the findings from the 2020/21 interim audit was that the Shire did not currently have in place a portable and attractive assets policy or procedures to reduce the risk of misappropriation of the assets not registered on the asset register.

Currently a minor asset register is kept in order to keep track of those attractive assets below the capitalisation threshold of \$5,000. However, there are currently no specific guidelines outlining the terms and conditions relating to custody, security, use, monitoring and disposal of these minor assets. The introduction of a policy was a recommendation from the auditors to manage the risk involved with these attractive items.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Regulation 17A(5) – assets to be excluded from asset register if fair value at date of acquisition is less than \$5,000

Regulation 17B – CEO to take steps to protect excluded portable and attractive assets

Local Government (Audit) Regulations 1996

Regulation 17(1)(b) – CEO to review internal controls

Regulation 17(2) – review is to be undertaken at once every 3 financial years

POLICY IMPLICATIONS

Policy 2.14 Asset Accounting Capitalisation Thresholds

Policy 2.15 Significant Accounting Policies

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's LTFP to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a time basis

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(115/2021) Moved: Cr Dickinson Secoded: Cr Gilmore

That Council adopt the policy 2.19 Portable and Attractive Assets as presented in Attachment 8.2.8.

Carried by Absolute Majority 7/0

UNCONFIRMED

8.2.9 FINAL ADOPTION - PROPOSED SHIRE OF CORRIGIN HERITAGE LIST

Applicant:	Shire of Corrigin
Landowner:	State of Western Australia
Location:	Corrigin Townsite
Date:	9 July 2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	LUP.0006
Attachment Reference:	Attachment 8.2.9 – Proposed Shire of Corrigin Heritage List

SUMMARY

This report recommends that Council finally adopt the proposed Shire of Corrigin Heritage List without modification and advise the Heritage Council of Western Australia and the affected landowner and any occupier/s accordingly.

BACKGROUND AND COMMENT

In March 2020 Council authorised the Shire Administration to proceed with preparation of a new independent, standalone Heritage List to provide for the long term protection of those buildings, places and objects in the Shire's municipal district identified in the Shire of Corrigin Local Heritage Survey 2019 as having the highest levels of cultural heritage significance (i.e. 'Grade A' places).

The proposed draft Shire of Corrigin Heritage List, prepared pursuant to Council's previous resolution in this matter, comprises a total of three (3) places all owned by the State of Western Australia that were assigned a 'Grade A' management classification in the Shire's Local Heritage Survey 2019 based on their exceptional heritage significance, integrity and conservation value (see Attachment 8.2.9).

Should Council resolve to finally adopt the proposed Heritage List, the heritage controls afforded to Council under the Shire's local planning framework will only apply to the three (3) properties included in the Heritage List and not all 197 places listed in the Shire's Local Heritage Survey 2019.

In accordance with the procedural requirements of Part 3 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposed draft Heritage List was advertised for public comment in May and June 2021 for the minimum required period of 21 days. The advertising process included:

- i) Correspondence to the Lands Division of the Department of Planning, Lands and Heritage which acts on behalf of the State of Western Australia as the owner of those places proposed to be included in the Heritage List inviting feedback and comment including a description of the places and the reasons for their proposed entry;
- ii) Publication of public notices in local newsletters and the Shire's website inviting comment from the broader community; and
- iii) Display of the proposed Heritage List at the Shire Administration Centre and on the Shire's website for public view and comment.

At the completion of public advertising a total of one (1) submission had been received by the Shire. The submission, which was received from the Heritage Services division of the Department of Planning, Lands and Heritage on behalf of the State of Western Australia, advised that as all three (3) places listed in the Shire's proposed Heritage List are State Registered Places, the Department is supportive of their inclusion in the proposed Heritage List and has no further comment on the matter.

Council must now consider the submission received during public advertising and decide whether to modify or remove any place entry included in the proposed Heritage List before finally adopting it. Following Council's final resolution in this matter the Shire must then advise the Heritage Council of Western Australia and the owner and any occupier of the places included in the final adopted Heritage List.

Having regard for the outcomes from public advertising and Council's statutory obligation to identify and provide for the long term protection of those properties assigned a 'Grade A' management classification in the Shire's Local Heritage Survey 2019 for the benefit of future generations, it is recommended Council finally adopt the draft Shire of Corrigin Heritage List without modification and advise the Heritage Council of Western Australia and the owner and any occupier of the relevant properties accordingly.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015 (as amended)

Heritage Act 2018

Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No immediate financial implications for the Shire aside from the administrative costs associated with preparing, advertising and adopting the proposed Heritage List which are provided for in Council's annual budget.

UNCONFIRMED

COMMUNITY AND STRATEGIC IMPLICATIONS

The preparation and adoption of a proposed Heritage List is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2021-2031:

- i) *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- ii) *Environment Outcome 2.2 - A well-managed built environment by maintaining the integrity of heritage buildings within available resources and enhancing and maintaining the Shire's townscapes.*
- iii) *Leadership Objective - Strong governance and leadership;*
- iv) *Leadership Outcome 4.1 - A strategically focussed, dynamic Council serving the community to provide leadership, communication and active engagement with the community and undertake strategic planning and ensure legislative compliance.*

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(116/2021) Moved: Cr Mason

Seconded: Cr Jacob

That Council:

- i) *Finally adopt the draft Shire of Corrigin Heritage List without modification having regard for the outcomes from the recent community consultation process and advise the Heritage Council of Western Australia and the owner and any occupier/s of the relevant properties accordingly; and*
- ii) *Authorise the Shire Administration to publish a copy of the finally adopted version of the Shire of Corrigin Heritage List on the Shire's website pursuant to the specific requirements of clause 87 of the of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*

Carried 7/0

UNCONFERMED

8.2.10 DEVELOPMENT APPLICATION – PROPOSED NEW INDUSTRIAL WORKSHOP BUILDING

Applicant:	Phoenix Building Systems
Landowner:	Co-Operative Bulk Handling Limited
Location:	Lot 500 on Deposited Plan 190194 Walton Street, Corrigin
Date:	13 July 2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA-05-2021
Attachment Reference:	Attachment 8.2.10 – Copy of Development Application

SUMMARY

This report recommends that a development application submitted by Phoenix Building Systems on behalf of Co-Operative Bulk Handling Limited (CBH) (Landowner) to construct a new 270m² workshop building at CBH's existing grain handling and storage facility on Lot 500 Walton Street, Corrigin be approved subject to conditions.

BACKGROUND

The applicant is seeking Council's development approval to construct a new 270m² steel framed and zincalume clad workshop building at CBH's existing grain handling and storage facility on Lot 500 Walton Street, Corrigin for mobile equipment maintenance purposes.

A complete copy of the development application is provided in Attachment 8.2.10.

Lot 500 is an irregular shaped lot located in the south-western part of the Corrigin townsite immediately west of the town's designated industrial area. The subject land comprises a total area of approximately 6.599 hectares and has direct frontage and access to Walton Street along a portion of its eastern boundary which is a sealed and drained local road under the care, control and management of the Shire.

The property has been extensively developed and used by CBH for industrial purposes and contains a number of improvements associated with the company's existing grain handling and storage facilities including grain storage bins, sheds, office, weighbridge, vehicle accessways etc.

Whilst Lot 500 is not subject to inundation or flooding, it has been designated by the Fire and Emergency Services Commissioner as being bushfire prone, including that portion of the land where the new workshop building is proposed to be constructed.

Under the terms of the information and plans submitted in support of the application the following is proposed:

- i) Removal of one (1) existing medium sized tree and construction of a level gravel pad in the southern portion of Lot 500 in close proximity to the main entry to the facility and immediately east of an existing workshop building and site office to accommodate the proposed new workshop building;
- ii) Construction of a new 18 metre long, 15 metre wide and 6.32 metre high steel framed and zincalume clad workshop building on the gravel pad referred to in point i) above;
- iii) Construction of a 90m² covered area on the south side of the proposed new workshop building adjacent to its main entry doors which will be integrated with the workshop building using the same construction materials;
- iv) Installation of a suitable capacity rainwater tank adjacent to the new workshop building for

- stormwater drainage management purposes;
- v) Vehicle access to/from the new workshop building via the existing sealed and drained driveway entry immediately south and compacted gravel accessway; and
- vi) Use of the new workshop building by CBH staff from 7am to 3:30pm Monday to Friday; and
- vii) Ongoing maintenance of existing boundary fire breaks and a proposed 14 metre wide asset protection zone from all elevations of the proposed workshop building and covered area in accordance with the recommendations contained in a Bushfire Management Statement submitted in support of the application.

COMMENT

Lot 500 is classified 'Industrial' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

The current approved use of the land for grain handling and storage purposes is most appropriately defined in Part 6 of LPS2 as 'Industry'. Under the terms of the Zoning Table in LPS2 the development and use of any land classified 'Industrial' zone for the purposes of 'Industry' is classified as being permitted (i.e. a 'P' use).

The subject land is also located within the designated boundaries of the Special Control Area associated with the Corrigin townsite's wastewater treatment plant buffer, the purpose of which is to ensure any future development and use of land located within the buffer is compatible with any existing or future possible development and use of the wastewater treatment plant.

Assessment of the application in the context of the specific requirements of the Shire of Corrigin Local Planning Scheme No.2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* has confirmed the proposed development is compliant with all relevant objectives and standards and is unlikely to have a negative impact on the amenity, character, functionality and safety of the immediate locality provided it is implemented in accordance with the information and plans submitted in support of the application.

The Water Corporation has also confirmed, given the nature of the existing development and use of Lot 500, the proposed development is acceptable but will require approval from the Water Corporation's Building Services section which is a standard requirement.

In light of the above findings it is recommended Council exercise its discretion and grant conditional approval to the application.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Not required or deemed necessary.

FINANCIAL IMPLICATIONS

No immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget. All costs associated with the proposed development will be met by CBH.

It is significant to note that should the applicant/landowner be aggrieved by Council's final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

STRATEGIC IMPLICATIONS

The proposal for Lot 500 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2021-2031:

- v) *Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- vi) *Economic Outcome 1.3 - Well supported diverse industry and business;*
- vii) *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- viii) *Environment Outcome 2.2 – A well-managed built environment.*

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

(117/2021) Moved: Cr Coppen Seconded: Cr Vanguelin

That Council **APPROVE** the development application submitted by Phoenix Building Systems on behalf of Co-Operative Bulk Handling Limited (CBH) (Landowner) to construct a new 270m² workshop building at CBH's existing grain handling and storage facility on Lot 500 Walton Street, Corrigin subject to the following conditions and advice notes:

Conditions

1. *The proposed development shall be undertaken in a manner consistent with all the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
2. *Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
3. *The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has also lapsed, the use shall not be carried out without the further approval of Council having first being sought and obtained.*
4. *A fourteen (14) metre wide asset protection zone from all elevations of the proposed workshop building and covered area shall be established prior to occupation and use of the building in accordance with the recommendations and guidelines contained in the Bushfire Management Statement submitted in support of the application and maintained thereafter in perpetuity until the building is removed from the land in its entirety.*
5. *The proposed new rainwater tank adjacent to the new workshop building for stormwater drainage management purposes shall be installed prior to occupation and use of the building and have a suitable capacity to contain all stormwater flows during extreme storm events.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *In accordance with the Building Act 2011 and Building Regulations 2012 a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land. To confirm the Shire's requirements in this regard please contact the Shire's Building Surveyor Mr Peter Hulme on 0402 232 264 or peter.hulme@kalamunda.wa.gov.au.*
4. *The proposed workshop building is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the required building permit application.*
5. *The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district.*
6. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
7. *If the applicant/landowner are 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. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

Carried 0/0

UNCOMPLETED

COUNCIL RESOLUTION

(118/2021) Moved: Cr Mason

Seconded: Cr Weguelin

That Council allow a late item.

Carried 7/0

Cr Hickey, Cr Jacobs and N Manton declared a Financial Interest in items 8.2.10 and 8.2.11 after item 8.2.10 as soon as they realised that they held shares in the Cooperative.

Cr Hickey and Cr Jacobs left the room at 3.42pm. N Manton is not involved in the decision and therefore remained in the room.

Cr Weguelin assumed the role of the Chairperson.

8.2.11 REQUEST FOR EXEMPTION TO REQUIREMENT FOR DEVELOPMENT APPROVAL – PROPOSED EMERGENCY GRAIN STORAGE INFRASTRUCTURE

Applicant:	Co-Operative Bulk Handling Limited
Landowner:	Co-Operative Bulk Handling Limited
Location:	Lot 20 on DP 41206 & Lot 21 (No.70) Corrigin South Road, Corrigin
Date:	16 July 2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 04-2021
Attachment Reference:	Attachment 8.2.11 – Copy of Submission

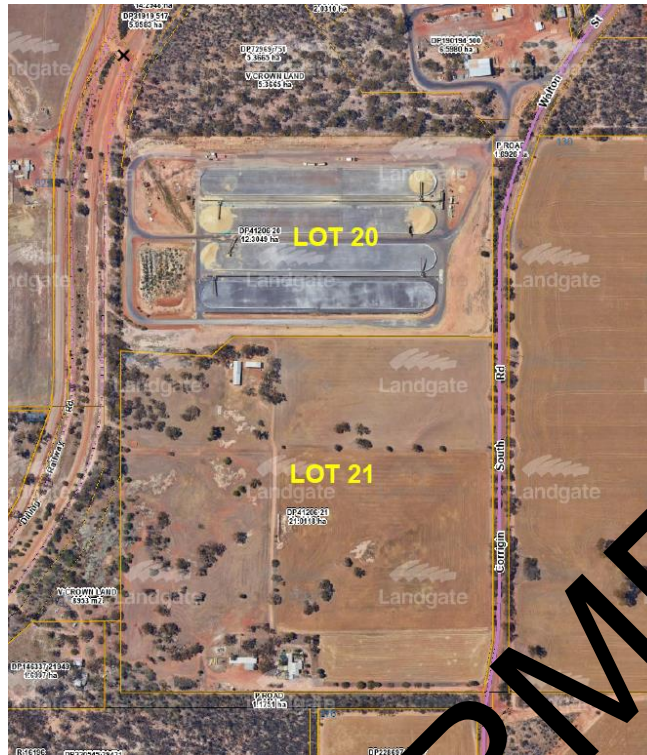
SUMMARY

This report recommends that Council resolve to support a written request from Co-Operative Bulk Handling Limited (CBH) (Landowner) to waive the requirement for development approval for the temporary construction and use of emergency grain storage infrastructure on Lot 20 on DP 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin.

BACKGROUND AND COMMENT

CBH have submitted a written request to the Shire seeking approval to an exemption to the need for Council's development approval for the temporary construction and use of emergency grain storage infrastructure on Lot 20 on DP 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin for a period of twelve (12) months.

UNCONFERMED



Location & Lot Configuration Plan (Source: Landgate 2021)

With the highly favourable growing conditions in the wheat belt region this season, CBH are expecting a record breaking harvest at the end of the year and require additional storage infrastructure across many of its grain handling and receival facilities to accommodate the high volumes of grain, including its facility in Corrigin.

Due to changes made to the Shire's Local Planning Scheme No.2 in 2017 to align it with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*, there are some legal complexities and uncertainty surrounding land use permissibility and Council's ability to issue development approval for the proposed emergency grain storage infrastructure on Lots 20 and 21 in a timely manner. As such, there is concern Council will not be able to issue development approval until September and possibly October 2021 which leaves little time for CBH to finalise detailed engineering design drawings and procure contractors to undertake and complete the required construction works in readiness for this year's harvest which usually commences at the beginning of November each year.

It is important to note CBH are currently planning a large scale expansion of its grain handling and storage facilities on Lots 20 and 21 to accommodate its long term needs. A significant amount of planning has already been completed with CBH committed to ensuring all necessary regulatory approvals are sought and obtained. This will however take a bit of time with the proposed works unlikely to be completed in time for this year's harvest. As such, CBH are proposing to undertake smaller scale temporary works on both lots to provide additional grain storage infrastructure to meet the anticipated demand and satisfy grower needs.

Clause 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides an exemption to the need for development approval for temporary works and uses where they are in existence for less than 48 hours, or a longer period agreed by a local government, in any twelve (12) month period.

Having regard for:

- i) CBH's future long term intentions for Lots 20 and 21 and their demonstrated commitment

to ensuring all necessary regulatory approvals are sought and obtained to develop and use the land for grain handling and storage purposes;

- ii) The relatively small scale of the proposed temporary works and use of Lots 20 and 21 for emergency storage purposes to accommodate the anticipated demand arising from this year's grain harvest which will be of significant benefit to local growers;
- iii) The minimal impact the proposed temporary works and use of Lots 20 and 21 will have on the natural environment and rural amenity of the immediate locality given the land's location and physical characteristics; and
- iv) The findings from a recent Traffic Impact Statement prepared by suitably qualified engineers which confirms:
 - a) the estimated additional heavy vehicle traffic volumes to be generated by the proposed development can be accommodated within the capacity of the adjacent road network;
 - b) the additional heavy vehicle traffic generated by the proposed development is unlikely to increase the likelihood of vehicle crashes to unacceptable levels;
 - c) the sealed widths of the surrounding road are equal to or above the minimum road width for their relative restricted access vehicle (RAV) categories; and
 - d) safer intersection sight distances and heavy vehicle turning movements can be achieved at the existing main entry point to CBH's central facility as part of the proposed development by removing some trees to the south of the main entry or modifying the speed zone on Corrigin South Road and undertaking minor widening works at the main entry point, all of which will need to be approved by the Department of Water and Environmental Regulation, Main Roads WA and the Shire through separate regulatory processes,

it is recommended that Council support CBH's request for an exemption to the need for development approval in this particular instance.

In relation to the legal complexities and uncertainty surrounding land use permissibility and Council's ability to issue development approval for the larger scale development of Lots 20 and 21 proposed by CBH following this year's harvest season to build and expand upon the temporary works the subject of this report, Council should note the reporting officer is currently liaising with CBH, its town planning consultant and the Department of Planning, Lands and Heritage to find a pathway forward that ensures any final determination by Council is legally robust and cannot be challenged.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Not required or deemed necessary.

FINANCIAL IMPLICATIONS

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget. All costs associated with the proposed development will be met by CBH.

STRATEGIC IMPLICATIONS

The proposal for Lots 20 and 21 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- ix) Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- x) Economic Outcome 1.3 - Well supported diverse industry and business;*
- xi) Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- xii) Environment Outcome 2.2 – A well-managed built environment.*
- xiii) Leadership Objective - Strong governance and leadership;*
- xiv) Leadership Outcome 4.1 - A strategically focussed, dynamic Council serving the community.*

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

(119/2021) Moved: CR Gilmore Seconded: Cr Mason

That Council support and approve Co-Operative Bulk Handling Limited's request to waive the requirement for development approval for the temporary construction and use of emergency grain storage infrastructure on Lot 20 on DP 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin for a 12 month period from the date of Council decision.

Carried 5/0

Cr Hickey and Cr Jacobs re-entered the room at 3.44pm.

Cr Hickey resumed the role of Chairperson.

UNCONFERMED

9 CHIEF EXECUTIVE OFFICER REPORT

Thank you to the group of 45 volunteers who came together on Sunday 27 June 2021 at Gorge Rock to clean up the walk trail around the base of Gorge Rock. The group was split into smaller groups who each worked on different sections of the trail and the area is looking much more appealing for future visitors to the site.

After the trail was cleared the volunteers enjoyed a sausage sizzle and a hot drink.

The day was an excellent example of the wonderful community spirit and was a credit to Tayla Bryant and the team at the Corrigin Community Resource Centre for organising such a great day.

Following this work, the Shire will develop the trail by installing bollards along the walkway and information signage for visitors to the area. This is all possible through the State NRM (Natural Resources Management Program) Community Stewardship Grants Program.

10 PRESIDENT'S REPORT

The President thanked the Corrigin Resource Centre (CRC) staff for their efforts in cleaning up Gorge Rock and the activities held for the kids over school holidays. It is great to see so much positive community feedback about the event.

The President attended a webinar on the South West Native Title Settlement and provided an update to elected members.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 17 August 2021 at 3.00pm.

16 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 4.07pm and thanked Cr Bryan Hotham of the Shire of Pingelly for attending the meeting.

President: _____ Date: _____



Local Emergency Management Committee Meeting

Minutes

Monday 9 August 2021

1.00pm

Venue: Council Chambers,
9 Lynch Street Corrigin

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee (LEMC).

2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

3.0 OBJECTIVES OF THE COMMITTEE

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the LEMC for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Hazard Management Agencies during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in February, May, August and December each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- by the Presiding Member
- by written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven days notice and stating purpose of the meeting.
- by the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

First quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.03pm.

2. ATTENDANCE AND APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Deputy Shire President/ Recovery Officer	Cr. M Weguelin
Deputy Recovery Officer	L Baker
Chief Executive Officer, Shire of Corrigin	N Manton
Sergeant, Corrigin Police	S Mayne
Chair, St John Ambulance	G Dawson
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Community Emergency Services Manager	J Carrall
Principal, Corrigin District High School	H Prance
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Executive Support Officer, Shire of Corrigin	K Biglin
DFES Area Officer, Narrogin East	G Hansen (1.24pm)

Apologies

District Emergency Service Officer, Dept of Communities Manager Works and Services	J Spadaccini
District Emergency Management Advisor, DFES	P Burgess A Smith

Absent

Health Services Manager, Corrigin Hospital	L Reed
Community Paramedic, St John Ambulance	T Dixon
Manager, Dept of Primary Industries & Regional Development	A Lacey
Chief Bush Fire Control Officer	G Evans

3. MINUTES OF PREVIOUS MEETING

Moved: Graeme Dawson Seconded: Lyn Baker

Minutes of the LEMC meeting held on 10 May 2021 (Attachment 1).

Carried

4. REVIEW OF LEMC DOCUMENTS

4.1 Updated LEMC Documents

Natalie Manton gave an overview of the changes made to the Local Emergency Management Arrangements. Only minor changes were suggested, such as changes to contact details and acronym changes. Once endorsed by the committee, these documents will then be presented to Council to be adopted and then distributed for use.

Moved: Cr Weguelin Seconded: Dino Di Fulvio

That the committee incorporate any minor amendments and endorse the following documents

- *Local Emergency Management Arrangements*
- *Local Recovery Management Plan*
- *Emergency Evacuation Plan*
- *Local Emergency Management Plan for the Provision of Welfare Support*

Carried

5. REVIEW OF INCIDENTS AND EXERCISES

Review of any post-incident reports and post exercise reports generated since last meeting.

5.1 Incidents

The Corrigin areas has experienced rainfall of 146 mm during July which is the highest monthly total since records commenced in 1910. There has been significant damage to floodways and some gravel roads throughout the shire.

The Wickepin Corrigin Road, Bulyee Road and Nambadilling Road were closed for a short time with the Bulyee Road being the only road that remains closed.

Quotes are being obtained for a contractor to assess the extent of the damage and provide an estimate of the repair cost. The Shire will make an application for grant funded administered by DFES to fix damage caused recent heavy rainfall.

6. DEVELOPMENT OF FUTURE EXERCISES

Future exercises could include:

- Communications
- Interruption to Critical Supplier
- Major Crash/ School bus roll over exercise

Action: J Carroll to prepare a calendar of exercises and arrange scenarios for desktop or actual exercises.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

8.1 Generator for CREC.

9. FUNDING

- Funding application for a generator for the CREC.
- Airstrip lights.

10. OTHER MATTERS

10.1 Draft Animal Welfare in Emergencies Plan

Draft Animal Welfare in Emergencies Plan will be presented to LEMC and Council in next few months.

11. REPORTS

Reports from LEMC members and stakeholders

Department of Communities

Jo Spadaccini is unable to attend the meeting but rang the shire office and advised that they have now positioned bedding at Merredin and Narrogin so the trailers will now be able to get to locations quicker if needed and will not need to come from Perth each time.

Jo has also provided the latest update of the Local Emergency Welfare Plan – June 2021 to be distributed for comment to the LEMC Committee. The ESO will provide this document with the minutes.

DFES

Standard winter work. DFES currently don't have any boats available to assist with minor flooding incidences, plenty of volunteers for assistance.
CESM – Trying to finalise bushfire training courses.

Corrigin Police

Standard winter work. Only had minor incidences recently.
Planning an exercise involving surrounding shires.
Interesting in planning a land search exercise.

St John Ambulance

New community paramedic.
Trying to recruit some new numbers.
RAC experience chopper coming in for the Corrigin show.

Corrigin District Hospital

NIL

Corrigin Volunteer Fire and Rescue

Minor accidents. Focussing on training new employees.

Chief Bush Fire Control Officer

NIL

Corrigin District High School

Business as usual.

Shire of Corrigin

Men's Health – Pre-Harvest Breakfasts to continue this year despite no grant funding.
R Thornton Roadwise is interested in attending to raise awareness of fatigue especially in the lead up to harvest.
Looking to see if there is interest in holding a Ladies day to support women's mental health as well.
Busy with supporting the community to ensure the roads are safe through the heavy rainfall and focusing on our communication.

Wheatbelt South WALGA – Road Safety

Football Grandfinal – will have a road safety message at the event.
Works on the Bruce-Rock Merredin Road has been causing a lot of damage to vehicles – there is a claims process you can go through for this.
Trying to get some funding for a small production about flooding and safety awareness.

Recovery Officer

Locals good at signing into SafeWA, people from out of town have had to be reminded.
Some suppliers being held up with COVID shut downs over east.

Deputy Recovery Officer

NIL

12. NEXT MEETING

The next meeting will be Monday 8 November 2021 at 1.00pm.

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 2.05pm.

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2021

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
20635	01/07/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 198.00	MUNI
20636	07/07/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 150.50	MUNI
20637	08/07/2021	SYNERGY	ELECTRICITY CHARGES	\$ 3,892.29	MUNI
20638	14/07/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 304.00	MUNI
20639	15/07/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 205.00	MUNI
20640	21/07/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 337.70	MUNI
20641	27/07/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 236.10	MUNI
20642	29/07/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 205.00	MUNI
EFT16376	01/07/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 47.88	MUNI
EFT16377	01/07/2021	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 61.50	MUNI
EFT16378	01/07/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT16379	01/07/2021	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 145.00	MUNI
EFT16380	05/07/2021	DEPARTMENT OF TRANSPORT	VEHICLE LICENCE & MOTOR INJURY INSURANCE POLICY RENEWALS FOR SHIRE VEHICLES	\$ 12,004.45	MUNI
EFT16381	08/07/2021	TELSTRA	PHONE AND INTERNET CHARGES	\$ 429.99	MUNI
EFT16382	08/07/2021	AC ELECTRICS WA	UPGRADE SWITCHBOARD AND RCD'S AT THE WINDMILL BUILDING	\$ 1,269.35	MUNI
EFT16383	08/07/2021	ADVANCED AUTOLOGIC PTY LTD	20 LITRES WINDOW CLEANER, 20 LITRES TRUCK WASH	\$ 175.00	MUNI
EFT16384	08/07/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 690.23	MUNI
EFT16385	08/07/2021	ARROW BRONZE	NICHE WALL PLAQUE	\$ 333.58	MUNI
EFT16386	08/07/2021	AUSTRALIA POST	POSTAGE AND STATIONERY SUPPLIES FOR JUNE 2021	\$ 103.72	MUNI
EFT16387	08/07/2021	AVON WASTE	4 WEEKS RUBBISH COLLECTION - JUNE 2021	\$ 18,892.95	MUNI
EFT16388	08/07/2021	BOC LIMITED	CONTAINER SERVICE FEE FOR POOL - MEDICAL OXYGEN	\$ 12.14	MUNI
EFT16389	08/07/2021	BEST OFFICE SYSTEMS	PHOTOCOPYING - CRC AND ADMIN OFFICE	\$ 532.14	MUNI
EFT16390	08/07/2021	BRANDWORX	STAFF UNIFORM	\$ 459.73	MUNI
EFT16391	08/07/2021	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 38.00	MUNI
EFT16392	08/07/2021	CLINIPATH PATHOLOGY	PRE-EMPLOYMENT DRUG SCREENINGS FOR JUNE 2021	\$ 119.99	MUNI
EFT16393	08/07/2021	CORRIGIN DISTRICT HIGH SCHOOL	BOND REFUND	\$ 150.00	MUNI
EFT16394	08/07/2021	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 4,208.60	MUNI
EFT16395	08/07/2021	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL APPOINTMENT	\$ 225.00	MUNI
EFT16396	08/07/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 134.90	MUNI
EFT16397	08/07/2021	CORRIGIN PHARMACY	BAND AIDS FOR CREC FIRST AID CABINET	\$ 20.97	MUNI
EFT16398	08/07/2021	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$ 112.00	MUNI
EFT16399	08/07/2021	CORRIGIN TYREPOWER	NEW TYRES FOR HOLDEN ACADIA	\$ 622.00	MUNI
EFT16400	08/07/2021	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR JUNE 2021	\$ 56.65	MUNI
EFT16401	08/07/2021	EAGLE PRINTING CO	PRINTING OF CORRIGIN TOURIST BROCHURES & WILDFLOWER DRIVE BROCHURES	\$ 950.00	MUNI
EFT16402	08/07/2021	ELDERS NARROGIN	RENTAL INSPECTION FEES FOR SHIRE RESIDENCES	\$ 1,041.00	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2021

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT16403	08/07/2021	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR JUNE 2021	\$ 1,871.10	MUNI
EFT16404	08/07/2021	GANNAWAY BROS.	BOW SHACKLES FOR VEHICLES, VASE PLAQUE FOR NICHE WALL	\$ 432.20	MUNI
EFT16405	08/07/2021	GREENLITE ELECTRICAL CONTRACTORS PTY LTD	PROGRESS CLAIM FOR OVAL LIGHTING UPGRADE PROJECT	\$ 12,980.80	MUNI
EFT16406	08/07/2021	HARRIS ZUGLIAN ELECTRICS	ANNUAL RCD AND SMOKE ALARM INSPECTIONS ON SHIRE BUILDINGS AND RESIDENCES	\$ 8,075.56	MUNI
EFT16407	08/07/2021	HERSEY'S SAFETY PTY LTD	STAFF UNIFORM	\$ 276.65	MUNI
EFT16408	08/07/2021	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 307.14	MUNI
EFT16409	08/07/2021	IT VISION	IT VISION EXCEL INTEGRATION HALF DAY ONLINE COURSE REGISTRATION	\$ 440.00	MUNI
EFT16410	08/07/2021	INSTANT WEIGHING	CALIBRATE LOADER SCALES, TROUBLESHOOT FAULT IN BATCHING PLANT	\$ 3,381.13	MUNI
EFT16411	08/07/2021	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 215.91	MUNI
EFT16412	08/07/2021	LG CORPORATE SOLUTIONS PTY LTD	CONSULTANCY FEES TO UPDATE LONG TERM FINANCIAL PLAN UP TO DRAFT STAGE	\$ 2,640.00	MUNI
EFT16413	08/07/2021	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 422.00	MUNI
EFT16414	08/07/2021	MARKETFORCE	ADVERTISING - REQUEST FOR TENDER 04/2021, DEATH NOTICE	\$ 766.90	MUNI
EFT16415	08/07/2021	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS	\$ 2,237.19	MUNI
EFT16416	08/07/2021	MCMILES INDUSTRIES PTY LTD	SUPPLY RETICULATION SYSTEM FOR APEX PARK	\$ 10,642.00	MUNI
EFT16417	08/07/2021	MIRIAM HARDINGHAM	BOND REFUND	\$ 100.00	MUNI
EFT16418	08/07/2021	NATURAL PARK	SAND FOR BABAKIN-CORRIGIN ROAD, BENDERING ROAD, TOWN MAINTENANCE	\$ 952.77	MUNI
EFT16419	08/07/2021	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - MINI EXCAVATOR, X-TRAIL, ACADIA, HILUX, MAZDA	\$ 2,251.95	MUNI
EFT16420	08/07/2021	OFFICE OF REGIONAL ARCHITECTURE	ARCHITECTURAL SERVICES - WELLNESS CENTRE REDEVELOPMENT	\$ 4,318.60	MUNI
EFT16421	08/07/2021	R MUNNS ENGINEERING CONSULTING SERVICES	ASSISTANCE WITH PREPARATION OF 2021 / 2022 ROAD PROGRAM	\$ 6,049.43	MUNI
EFT16422	08/07/2021	RHETT & LAURA MILLER	GRANITE RISE INCENTIVE PAYMENT	\$ 2,750.00	MUNI
EFT16423	08/07/2021	SHIRE OF KONDININ	REIMBURSEMENT OF FEES - ROE ROC LICENCE TO USE LAND	\$ 228.98	MUNI
EFT16424	08/07/2021	STABILISATION TECHNOLOGY	PAVEMENT TECHNOLOGY INVESTIGATION OF RABBIT PROOF FENCE ROAD	\$ 10,947.75	MUNI
EFT16425	08/07/2021	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 1,039.05	MUNI
EFT16426	08/07/2021	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 140.00	MUNI
EFT16427	08/07/2021	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 136.80	MUNI
EFT16428	08/07/2021	TREMAR CONTRACTING	SUPLY AND INSALL COLOURBOND FENCING AT AGED HOUSING UNITS	\$ 8,657.00	MUNI
EFT16429	08/07/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 280.50	MUNI
EFT16430	08/07/2021	WESTERN MECHANICAL CORRIGIN	PLANT PARTS & REPAIRS - WATER TRUCK, ROLLER	\$ 12,939.65	MUNI
EFT16431	15/07/2021	A & M MEDICAL SERVICES PTY LTD	ANNUAL SERVICE OF MEDICAL OXYGEN AND DEFIB EQUIPMENT AT SWIMMING POOL	\$ 368.39	MUNI
EFT16432	15/07/2021	CITY OF KALAMUNDA	BUILDING SERVICES AND ADMINISTRATION FEES - DECEMBER 2020 TO JUNE 2021	\$ 2,685.24	MUNI
EFT16433	15/07/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR JUNE 2021	\$ 2,914.72	MUNI
EFT16434	15/07/2021	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 45.00	MUNI
EFT16435	15/07/2021	MARKET CREATIONS	BUSINESS CARDS FOR ROE EHO AND BUILDING OFFICER	\$ 242.00	MUNI
EFT16436	15/07/2021	NARA TRAINING	CONFINED SPACE AND WORKING AT HEIGHTS COURSE REGISTRATION	\$ 170.00	MUNI
EFT16437	15/07/2021	SHIRE OF BROOKTON	PROVISION OF LOCAL GOVERNMENT COMMUNITY EMERGENCY SERVICES MANAGER	\$ 5,779.86	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2021

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT16438	15/07/2021	TALIS CONSULTANTS PTY LTD	BENDERING LANDFILL MANAGEMENT PLAN	\$ 4,479.75	MUNI
EFT16439	15/07/2021	WALLIS COMPUTER SOLUTIONS	CONTAINERS FOR CHANGE SHED POS UPGRADE AND TROUBLESHOOTING	\$ 569.80	MUNI
EFT16440	15/07/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 47.43	MUNI
EFT16441	15/07/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT16442	29/07/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 51.75	MUNI
EFT16443	29/07/2021	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT16444	29/07/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT16445	29/07/2021	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 110.00	MUNI
DD13220.1	01/07/2021	WESTNET PTY LTD	INTERNET CHARGES	\$ 298.95	MUNI
DD13221.1	01/07/2021	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD13191.1	05/07/2021	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 1,259.72	MUNI
DD13208.1	14/07/2021	AWARE SUPER	PAYROLL DEDUCTIONS	\$ 8,489.22	MUNI
DD13208.2	14/07/2021	MLC NAVIGATOR RETIREMENT PLAN	PAYROLL DEDUCTIONS	\$ 111.00	MUNI
DD13208.3	14/07/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 319.29	MUNI
DD13208.4	14/07/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,558.75	MUNI
DD13208.5	14/07/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 445.69	MUNI
DD13208.6	14/07/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 412.66	MUNI
DD13208.7	14/07/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 708.55	MUNI
DD13208.8	14/07/2021	CBUS SUPER INCOME STREAM	SUPERANNUATION CONTRIBUTIONS	\$ 52.73	MUNI
DD13233.1	19/07/2021	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD13229.1	21/07/2021	TELSTRA	TELSTRA INTEGRATED MESSAGING HARVEST BAN SMS SERVICE	\$ 1.80	MUNI
DD13230.1	27/07/2021	TELSTRA	INTERNET CHARGES	\$ 34.95	MUNI
DD13231.1	27/07/2021	TELSTRA	PHONE CHARGES	\$ 100.52	MUNI
DD13232.1	27/07/2021	TELSTRA	PHONE CHARGES	\$ 69.89	MUNI
DD13251.1	28/07/2021	AWARE SUPER	PAYROLL DEDUCTIONS	\$ 8,615.51	MUNI
DD13251.2	28/07/2021	MLC NAVIGATOR RETIREMENT PLAN	PAYROLL DEDUCTIONS	\$ 111.00	MUNI
DD13251.3	28/07/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 372.49	MUNI
DD13251.4	28/07/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,532.36	MUNI
DD13251.5	28/07/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 465.19	MUNI
DD13251.6	28/07/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 412.66	MUNI
DD13251.7	28/07/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 755.67	MUNI
DD13251.8	28/07/2021	CBUS SUPER INCOME STREAM	SUPERANNUATION CONTRIBUTIONS	\$ 57.52	MUNI
DD13182.1	01/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 844.25	LIC
DD13184.1	02/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 438.00	LIC
DD13186.1	05/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 980.05	LIC

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2021

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD13188.1	06/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 14,331.20	LIC
DD13190.1	08/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,805.35	LIC
DD13193.1	09/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,712.00	LIC
DD13199.1	13/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 702.10	LIC
DD13205.1	14/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 728.85	LIC
DD13215.1	15/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,932.20	LIC
DD13217.1	16/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 917.95	LIC
DD13219.1	19/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 10,476.50	LIC
DD13227.1	20/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 981.25	LIC
DD13235.1	21/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,208.40	LIC
DD13237.1	22/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 7,716.10	LIC
DD13241.1	23/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,349.10	LIC
DD13243.1	26/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,869.45	LIC
DD13247.1	27/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,157.85	LIC
DD13249.1	28/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 117.90	LIC
DD13254.1	29/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 113.70	LIC
DD13258.1	30/07/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,298.95	LIC
JNL	15/07/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 14/07/2021	\$ 60,220.51	MUNI
JNL	29/07/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 28/07/2021	\$ 61,807.12	MUNI

\$ 363,927.41

MUNICIPAL ACCOUNT PAYMENTS	\$ 313,246.26
TRUST ACCOUNT PAYMENTS	\$ -
LICENSING ACCOUNT PAYMENTS	\$ 50,681.15
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 363,927.41



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 MAY 2021 TO 28 JUNE 2021

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
8/06/2021	Officeworks	Metallique paper for CRC	\$ 119.77
22/06/2021	Corrigin Shire - Licensing	Plate change fee for 4CR	\$ 28.60
23/06/2021	Mega Thing	Ergonomic document holder for FAO	\$ 136.62
		CREDIT CARD TOTAL	\$ 284.99
CARD NUMBER 4557-XXXX-XXXX-0935			
28/05/2021	Corrigin Post Office	Gift card for Greg Tomlinson	\$ 505.95
31/05/2021	Wheatbelt Business Network	WBN Corrigin Workshop registration for CRC CSO	\$ 87.63
1/06/2021	Officeworks	Computer monitor for CRC	\$ 174.95
24/06/2021	Corrigin Shire - Licensing	New vehicle registration for 4CR	\$ 53.30
25/06/2021	General Tech	Phone case and screen protectors for Building Officer	\$ 152.90
		CREDIT CARD TOTAL	\$ 974.73

BILLING ACCOUNT \$ -
TOTAL CREDIT CARD PAYMENTS \$ 1,259.72

I, Kylie Caley, Deputy Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-4143 and confirm that from the descriptions on the documentation provided that ;
 - all transactions are expenses incurred by the Shire of Corrigin;
 - all purchases have been made in accordance with the Shire of Corrigin policy and procedures;
 - all purchases are in accordance with the Local Government Act 1995 and associated regulations;
 - no misuse of the any corporate credit card is evident .

Kylie Caley Kylie Caley 8 / 7 /2021

I, Natalie Manton, Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-0935 and confirm that from the descriptions on the documentation provided that ;
 - all transactions are expenses incurred by the Shire of Corrigin;
 - all purchases have been made in accordance with the Shire of Corrigin policy and procedures;
 - all purchases are in accordance with the Local Government Act 1995 and associated regulations;
 - no misuse of the any corporate credit card is evident .

Natalie Manton NM 8 / 7 /2021



Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON

Account No:

Statement Period: 29 May 2021 to 28 June 2021

Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
7 Jun 2021	\$119.77 ✓	OFFICEWORKS BENTLEIGH EAS					74940521156
23 Jun 2021	\$28.60 ✓	CGN SHIRE LIC CORRIGIN	METALLIQUE PAPER FOR CRC				02194424033
23 Jun 2021	\$136.62 ✓	Mega Office Supplies 0755243888	PLATE CHANGE FEE 4CR				03136415272
			DOCUMENT HOLDER FOR FAO				
Total for this period	\$284.99		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: *N.M.M.*

Date: *6/7/21*

Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)





Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MS KYLIE ANN CALEY

Account No:

Statement Period: 29 May 2021 to 28 June 2021

Cardholder Limit: \$5,000

Transaction record for: MS KYLIE ANN CALEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
31 May 2021	\$505.95 ✓	POST CORRIGIN LPO CO CORRIGIN	MNS GIFT CARD				74813841148
31 May 2021	\$174.95 ✓	OFFICEWORKS BENTLEIGH EAS	CRC monitor				74940521148
1 Jun 2021	\$87.63 ✓	TICKETS-CORRIGIN WORKSHO MCMAHONS POIN	WBN - CORRIGIN WORKSHOP BOOKING FEE FOR TAYLA BRYANT				74211981151
24 Jun 2021	\$53.30 ✓	CGN SHIRE LIC CORRIGIN	NEW VEHICLE REGISTRATION LIC				04122890810
28 Jun 2021	\$152.90 ✓	MWA*DEMAN TECH Solutio Narragin	Building Officer Proc				74186081176
Total for this period	\$974.73		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: *K. Caley*

Date: *6/7/2021*



SHIRE OF CORRIGIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 July 2021

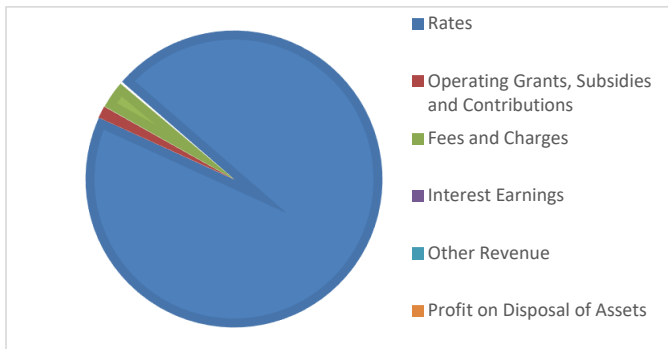
*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT)
REGULATIONS 1996*

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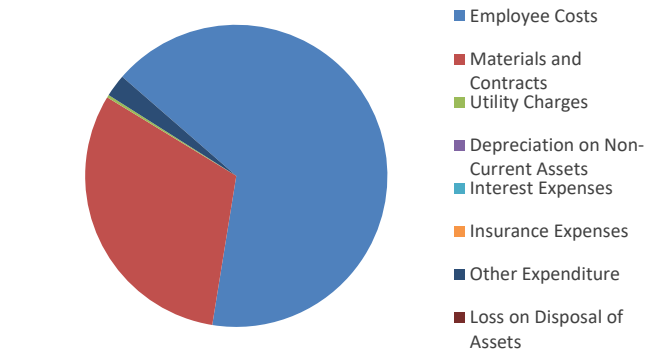
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OPERATING ACTIVITIES

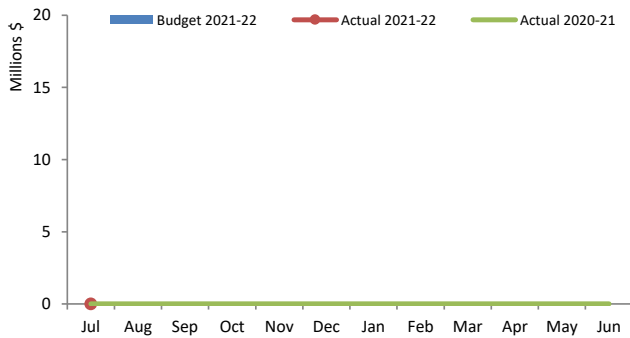
OPERATING REVENUE



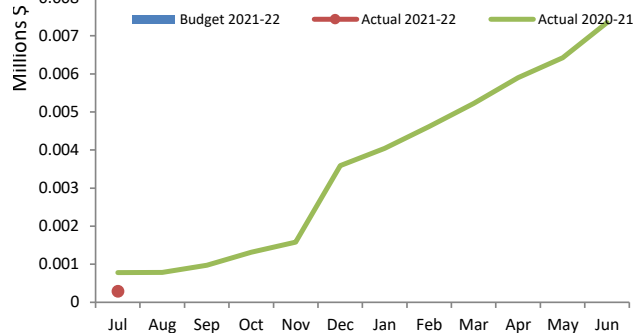
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

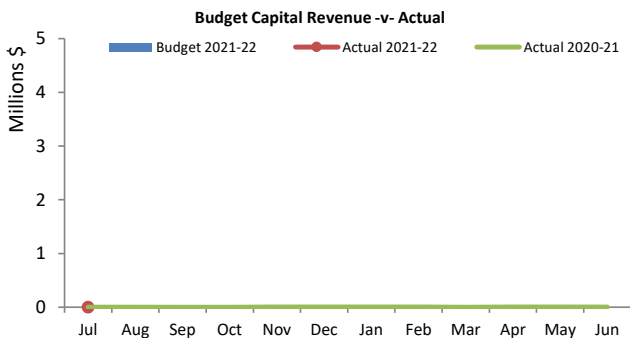


Budget Operating Expenses -v-YTD Actual

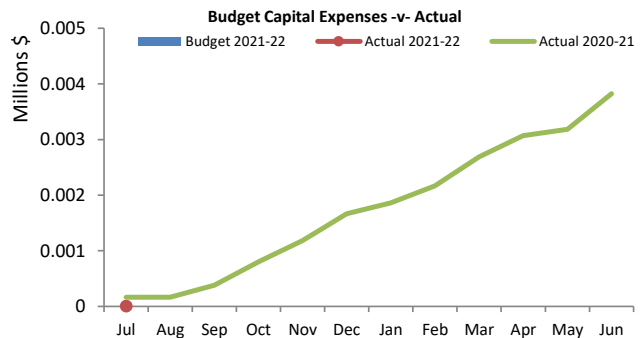


INVESTING ACTIVITIES

CAPITAL REVENUE



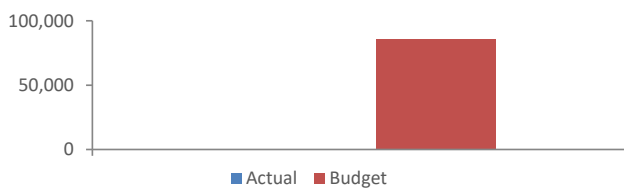
CAPITAL EXPENSES



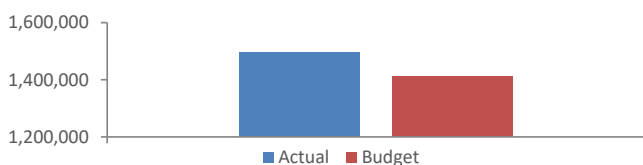
FINANCING ACTIVITIES

BORROWINGS

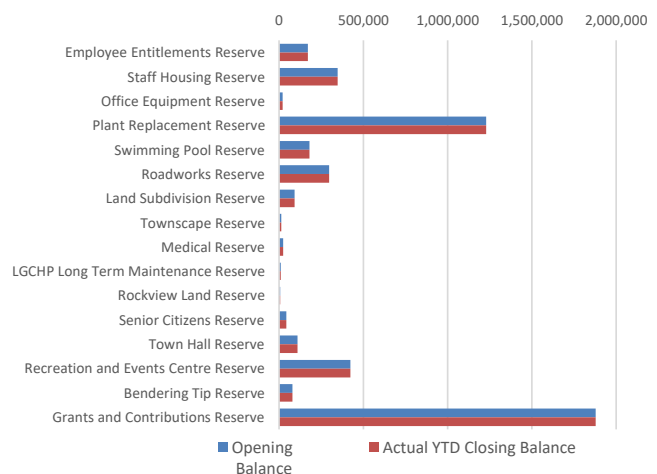
Principal Repayments



Principal Outstanding



RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.60 M	\$0.60 M	\$0.92 M	\$0.32 M
Closing	\$0.00 M	\$3.07 M	\$3.49 M	\$0.42 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.16 M	19.1%
Restricted Cash	\$4.93 M	80.9%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.19 M	
0 to 30 Days		42.8%
30 to 90 Days		57.2%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$3.07 M	-5.3%
Trade Receivable	\$0.07 M	
30 to 90 Days		13.8%
Over 90 Days		2.1%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.09 M	\$2.32 M	\$2.57 M	\$0.25 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.73 M	
YTD Budget	\$2.73 M	(0.0%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.04 M	
YTD Budget	\$0.04 M	(1.5%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.09 M	
YTD Budget	\$0.10 M	(12.7%)

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)
(\$2.54 M)	\$0.15 M	(\$0.00 M)	(\$0.15 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.35 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.00 M	
Adopted Budget	\$7.23 M	(99.9%)

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.00 M	
Adopted Budget	\$4.34 M	(100.0%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.85 M	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.50 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$4.93 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2021**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Adminisration and operation of facilities and services to members of Council; other costs that relate to the task of assiting elected members and ratepayers on matters on matters which do not concern specific Council services
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, noise control and waste disposal compliance. Administration of the RoeRochealth Scheme and provision of various medical facilities
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child care centre, playgroups senior citizen centre and aged care Provision of services provided by the Community Resource Centre
HOUSING	To provide and maintain staff and rental housing.	Provision and maintenance of staff, aged, rental and joint venture housing
COMMUNITY AMENITIES	To provide services required by the community	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens reserves and playgrounds. Operation of library, and the support of other heritage and cultural facilities
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES	To help promote the Shire and its economic wellbeing.	Tourism and area promotion including the Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
OTHER PROPERTY AND SERVICES	To monitor and control Shire overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	597,236	597,236	921,896	324,660	54.36%	▲
Revenue from operating activities							
Governance		1,500	0	0	0	0.00%	
General purpose funding - general rates	6	2,730,415	2,730,415	2,730,345	(70)	(0.00%)	
General purpose funding - other		977,107	46,096	42,383	(3,713)	(8.05%)	
Law, order and public safety		56,623	12,554	13,729	1,175	9.36%	
Health		220,389	4,942	5,146	204	4.13%	
Education and welfare		154,819	30,143	26,543	(3,600)	(11.94%)	
Housing		134,890	11,053	7,642	(3,411)	(30.86%)	
Community amenities		307,071	25,585	26,669	1,084	4.24%	
Recreation and culture		56,510	4,102	3,549	(553)	(13.48%)	
Transport		275,760	2,108	1,525	(583)	(27.66%)	
Economic services		81,834	6,815	1,305	(5,510)	(80.85%)	
Other property and services		82,095	6,838	2,056	(4,782)	(69.93%)	
		5,079,013	2,880,651	2,860,892	(19,759)		
Expenditure from operating activities							
Governance		(836,098)	(59,856)	(41,094)	18,762	31.35%	▲
General purpose funding		(76,649)	(6,037)	(3,169)	2,868	47.51%	
Law, order and public safety		(228,699)	(15,329)	(2,428)	12,901	84.16%	▲
Health		(664,802)	(62,034)	(25,779)	36,255	58.44%	▲
Education and welfare		(383,027)	(41,138)	(20,035)	21,103	51.30%	▲
Housing		(164,313)	(23,765)	(6,162)	17,603	74.07%	▲
Community amenities		(693,600)	(58,885)	(28,765)	30,120	51.15%	▲
Recreation and culture		(1,712,776)	(170,478)	(30,748)	139,730	81.96%	▲
Transport		(3,043,437)	(249,935)	(125,583)	124,352	49.75%	▲
Economic services		(470,995)	(37,438)	(14,667)	22,771	60.82%	▲
Other property and services		(142,084)	(118,447)	11,591	130,038	109.79%	▲
		(8,416,480)	(843,342)	(286,839)	556,503		
Non-cash amounts excluded from operating activities	1(a)	3,427,358	282,385	0	(282,385)	(100.00%)	▼
Amount attributable to operating activities		89,891	2,319,694	2,574,053	254,359		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	4,343,146	150,055	0	(150,055)	(100.00%)	▼
Proceeds from disposal of assets	7	351,400	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(7,229,755)	0	(4,133)	(4,133)	0.00%	
		(2,535,209)	150,055	(4,133)	(154,188)		
Non-cash amounts excluded from investing activities		0	0	0	0	0.00%	
Amount attributable to investing activities		(2,535,209)	150,055	(4,133)	(154,188)		
Financing Activities							
Transfer from reserves	10	2,099,103	0	0	0	0.00%	
Repayment of debentures	9	(86,121)	0	0	0	0.00%	
Transfer to reserves	10	(164,900)	0	0	0	0.00%	
Amount attributable to financing activities		1,848,082	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	3,066,985	3,491,816			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 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 JULY 2021

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 JULY 2021**

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)	597,236	597,236	921,896	324,660	54.36%	▲
Revenue from operating activities							
Rates	6	2,730,415	2,730,415	2,730,345	(70)	(0.00%)	
Specified area rates	6	0	0	0	0	0.00%	
Operating grants, subsidies and contributions	12	1,409,081	38,315	37,746	(569)	(1.49%)	
Fees and charges		694,792	97,693	85,299	(12,394)	(12.69%)	▼
Service charges		0	0	0	0	0.00%	
Interest earnings		41,660	3,469	384	(3,085)	(88.93%)	
Other revenue		114,762	9,184	7,119	(2,065)	(22.48%)	
Profit on disposal of assets	7	88,304	1,575	0	(1,575)	(100.00%)	
		5,079,014	2,880,651	2,860,893	(19,758)		
Expenditure from operating activities							
Employee costs		(2,332,392)	(194,316)	(189,763)	4,553	2.34%	
Materials and contracts		(1,856,587)	(148,634)	(89,364)	59,270	39.88%	▲
Utility charges		(299,425)	(1,095)	(810)	285	26.03%	
Depreciation on non-current assets		(3,398,229)	(283,139)	0	283,139	100.00%	▲
Interest expenses		(68,431)	0	0	0	0.00%	
Insurance expenses		(235,165)	(205,700)	0	205,700	100.00%	▲
Other expenditure		(159,275)	(9,637)	(6,903)	2,734	28.37%	
Loss on disposal of assets	7	(66,977)	(821)	0	821	100.00%	
		(8,416,481)	(843,342)	(286,840)	556,502		
Non-cash amounts excluded from operating activities	1(a)	3,427,358	282,385	0	(282,385)	(100.00%)	▼
Amount attributable to operating activities		89,891	2,319,694	2,574,053	254,359		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	4,343,146	150,055	0	(150,055)	(100.00%)	▼
Proceeds from disposal of assets	7	351,400	0	0	0	0.00%	
Payments for property, plant and equipment	8	(7,229,755)	0	(4,133)	(4,133)	0.00%	
		(2,535,209)	150,055	(4,133)	(154,188)		
Amount attributable to investing activities		(2,535,209)	150,055	(4,133)	(154,188)		
Financing Activities							
Transfer from reserves	10	2,099,103	0	0	0	0.00%	
Repayment of debentures	9	(86,121)	0	0	0	0.00%	
Transfer to reserves	10	(164,900)	0	0	0	0.00%	
Amount attributable to financing activities		1,848,082	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	3,066,985	3,491,816			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 00 January 1900

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(88,304)	(1,575)	0
Movement in employee benefit provisions (non-current)		50,456		
Add: Loss on asset disposals	7	66,977	821	0
Add: Depreciation on assets		3,398,229	283,139	0
Total non-cash items excluded from operating activities		3,427,358	282,385	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 2021	This Time Last Year 31 July 2020	Year to Date 31 July 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(4,930,126)	(2,600,855)	(4,930,126)
Less: Land Held for Resale - Current		(80,000)	(60,000)	(80,000)
Add: Borrowings	9	86,121	82,260	86,121
Add: Provisions - employee	11	302,829	345,627	302,829
Total adjustments to net current assets		(4,621,176)	(2,232,968)	(4,621,176)

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

Current assets				
Cash and cash equivalents	2	3,187,210	2,622,584	1,162,868
Financial assets at amortised cost	2	3,053,498	2,600,855	4,930,126
Rates receivables	3	149,288	3,029,407	3,074,449
Receivables	3	52,981	320,761	71,111
Other current assets	4	149,323	139,506	151,444
Less: Current liabilities				
Payables	5	(173,432)	(278,257)	(222,766)
Borrowings	9	(86,121)	(82,260)	(86,121)
Contract liabilities	11	(486,846)	(403,330)	(665,290)
Provisions	11	(302,829)	(345,627)	(302,829)
Less: Total adjustments to net current assets	1(b)	(4,621,176)	(2,232,969)	(4,621,176)
Closing funding surplus / (deficit)		921,896	5,370,670	3,491,816

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(b) Adjusted Net Current Assets

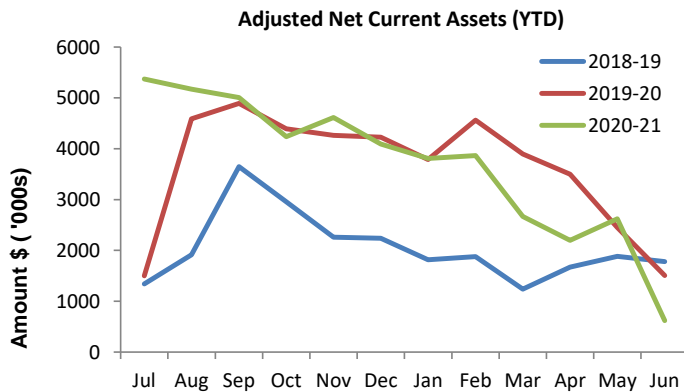
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2021	This Time Last Year 31 July 2020	Year to Date Actual 31 July 2021
		\$	\$	\$
Current Assets				
Short term Investment	2	1,067,143	1,931,244	1,067,271
Cash Unrestricted	2	243,439	691,340	95,597
Cash Restricted	2	4,930,126	2,600,855	4,930,126
Receivables - Rates	3	149,288	3,029,407	3,074,449
Receivables - Other	3	51,953	239,437	58,686
Accrued Income		(13,381)	0	0
Interest / ATO Receivable		1,028	81,324	12,425
Inventories		82,704	79,506	71,444
Land held for resale - current		80,000	60,000	80,000
		6,592,301	8,713,113	9,389,997
Less: Current Liabilities				
Payables	5	(660,279)	(681,588)	(888,057)
Provisions - employee	11	(302,829)	(345,627)	(302,829)
Long term borrowings	9	(86,121)	(82,260)	(86,121)
		(1,049,230)	(1,109,475)	(1,277,008)
Unadjusted Net Current Assets		5,543,071	7,603,638	8,112,989
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	10	(4,930,126)	(2,600,855)	(4,930,126)
Less: Land held for resale		(80,000)	(60,000)	(80,000)
Add: Provisions - employee	11	302,829	345,627	302,829
Add: Long term borrowings	11	86,121	82,260	86,121
Adjusted Net Current Assets		921,896	5,370,670	3,491,816

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD
Surplus (Deficit)
\$3.49 M
Last Year YTD
Surplus (Deficit)
\$5.37 M

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Petty Cash and Floats	Cash and cash equivalents	1,100		1,100				
		0						
At Call Deposits								
		0						
Municipal Fund	Cash and cash equivalents	94,497		94,497		NAB		At Call
Trust Fund	Cash and cash equivalents	0		0	65,116	NAB		At Call
Edna Stevenson Trust Fund	Cash and cash equivalents	0		0	902,804	NAB		At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	4,567	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	1,067,271	1,876,628	2,943,899		WATC	0.20%	At Call
		0						
Term Deposits								
		0						
Reserve Fund	Financial assets at amortised cost	0	3,053,498	3,053,498		NAB	0.29%	22/03/2022
Total		1,162,868	4,930,126	6,092,994	972,487			
Comprising								
Cash and cash equivalents		1,162,868	1,876,628	3,039,496	972,487			
Financial assets at amortised cost		0	3,053,498	3,053,498	0			
		1,162,868	4,930,126	6,092,994	972,487			

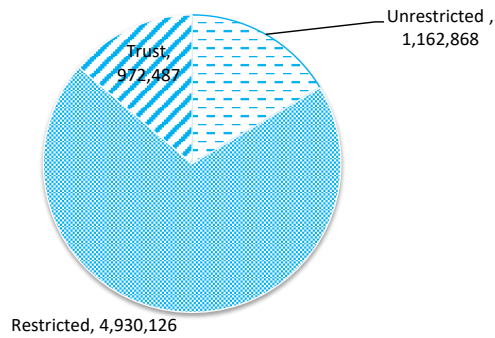
KEY INFORMATION

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

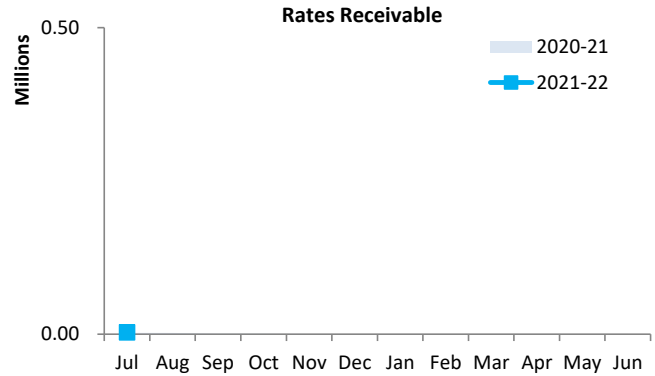
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 Jun 2021	31 Jul 2021
	\$	\$
Opening arrears previous years	155,860	149,288
Levied this year	2,658,045	2,771,473
Less - collections to date	(2,664,617)	153,688
Equals current outstanding	149,288	3,074,449
Net rates collectable	149,288	3,074,449
% Collected	94.7%	-5.3%

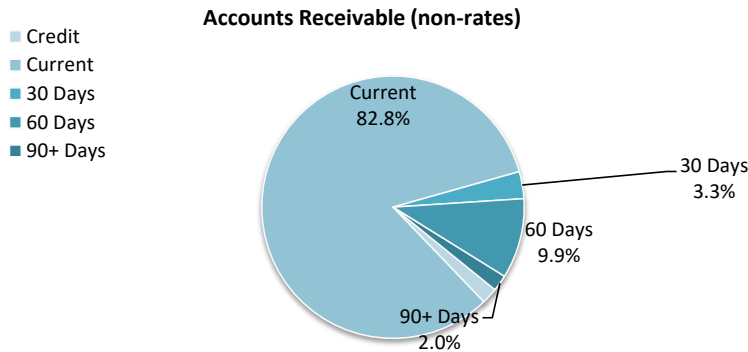


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,223)	50,617	2,036	6,039	1,217	58,686
Percentage	(2.1%)	86.3%	3.5%	10.3%	2.1%	
Balance per trial balance						
Sundry receivable						58,686
GST receivable						12,425
Total receivables general outstanding						71,111

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 July 2021
	\$	\$	\$	\$
Inventory				
Fuel & Materials	82,704		(11,260)	71,444
Land held for resale				
Cost of acquisition	80,000			80,000
Other current assets				
Prepayments	0			0
Accrued income	(13,381)		13,381	0
Total other current assets	149,323	0	2,121	151,444
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire 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.

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.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

Contract assets

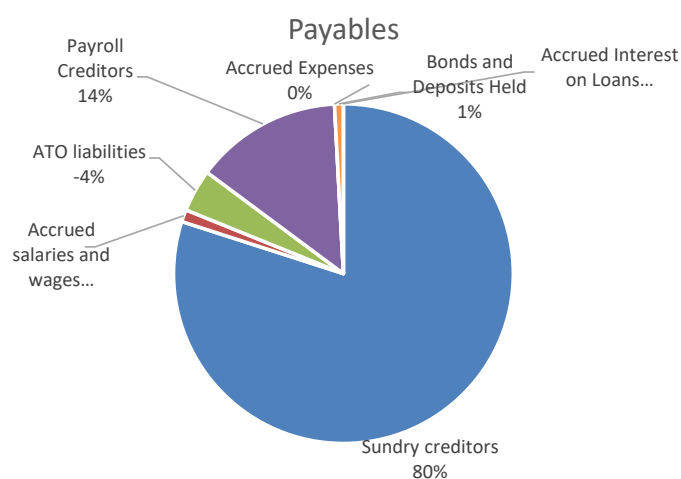
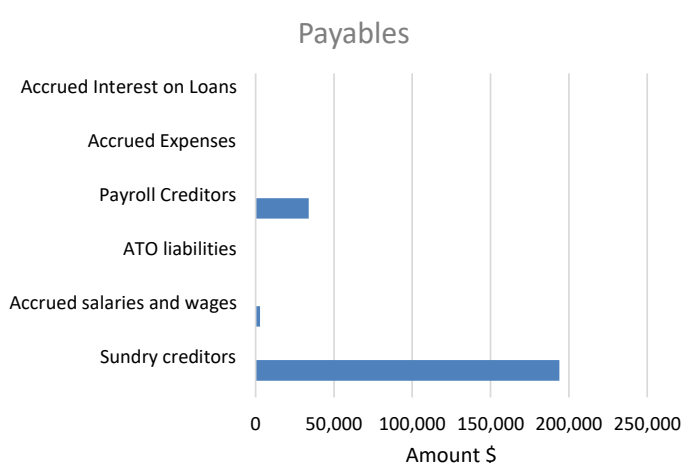
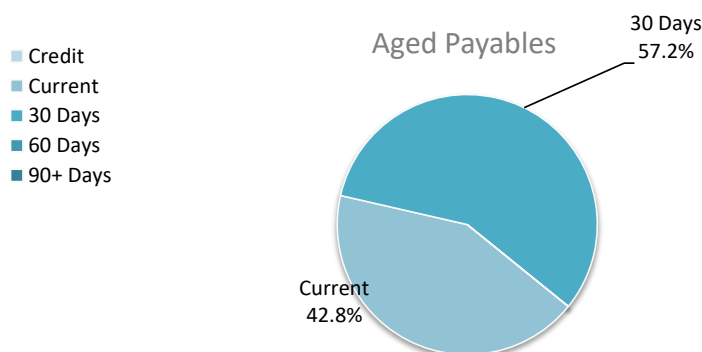
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	50,686	67,855	0	0	118,541
Percentage	0%	42.8%	57.2%	0%	0%	
Balance per trial balance						
Sundry creditors						193,833
Accrued salaries and wages						2,815
ATO liabilities						(9,819)
Payroll Creditors						33,905
Accrued Expenses						0
Bonds and Deposits Held						2,034
Accrued Interest on Loans						0
Total payables general outstanding						222,768

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.



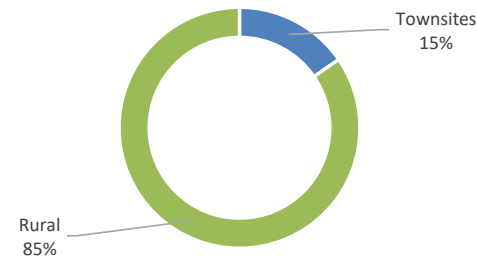
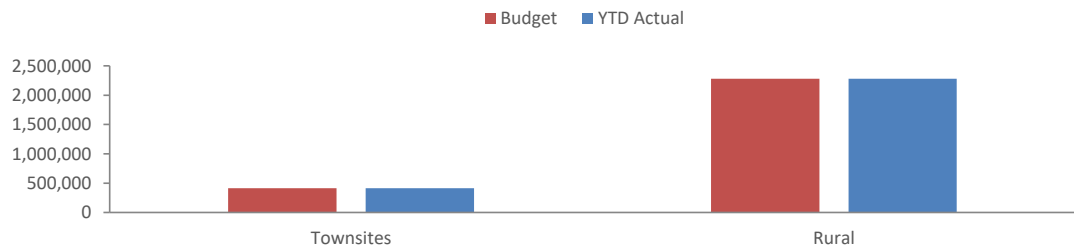
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

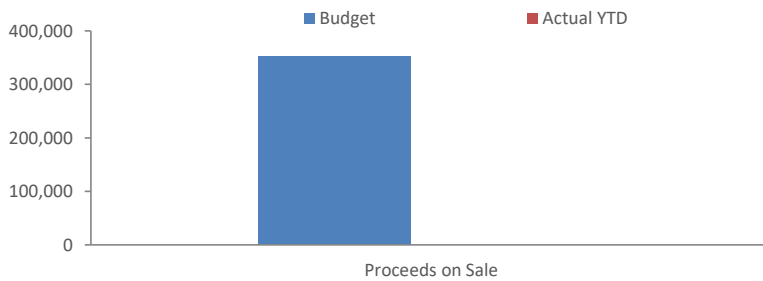
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Townsites	0.09395	410	4,421,914	415,426	0	0	415,426	415,426	136	0	415,562
Unimproved value											
Rural	0.01278	344	178,401,735	2,279,439	0	0	2,279,439	2,279,439	(206)	0	2,279,233
Sub-Total		754	182,823,649	2,694,865	0	0	2,694,865	2,694,865	(70)	0	2,694,795
Minimum payment	Minimum \$										
Gross rental value											
Townsites	450	55	102,259	24,750	0	0	24,750	24,750	0	0	24,750
Unimproved value											
Rural	450	24	293,598	10,800	0	0	10,800	10,800	0	0	10,800
Sub-total		79	395,857	35,550	0	0	35,550	35,550	0	0	35,550
Amount from general rates							2,730,415				2,730,345
Ex-gratia rates							41,128				41,128
Total general rates							2,771,543				2,771,473

KEY INFORMATION

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



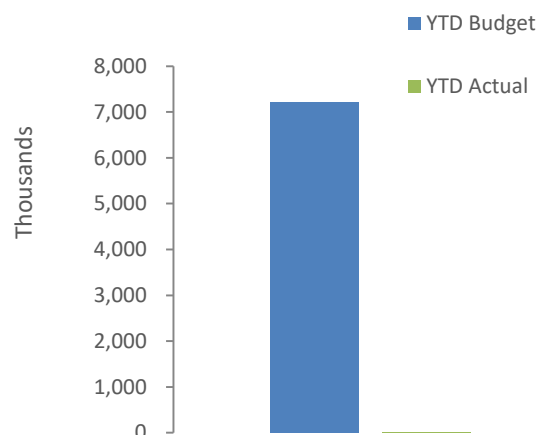
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land and Buildings								
	Bulyee Toilet Block	0		0	0	0	0	0	0
	Granite Rise Blocks	60,000	78,900	18,900	0	0	0	0	0
	Plant and equipment								
	Law, order, public safety								
	1COH392 Central Brigade Fire Truck	44,620	0	0	(44,620)	0	0	0	0
	Health								
	4CR 2021 Isuzu MUX	32,500	25,000	0	(7,500)	0	0	0	0
	CR1000 2018 Toyota Kluger	44,857	35,000	0	(9,857)	0	0	0	0
	Transport								
	CR7 2011 Iveco Powerstar Prime Mover	85,596	100,000	14,404	0	0	0	0	0
	CR23 2005 Hino Dutro 8500 X/Long	0	50,000	50,000	0	0	0	0	0
	2008 Spreader Horward Bagshaw or Bredrock	0	5,000	5,000	0	0	0	0	0
	Other property and services								
	1CR 2021 Toyota Prado	62,500	57,500	0	(5,000)	0	0	0	0
		330,073	351,400	88,304	(66,977)	0	0	0	0

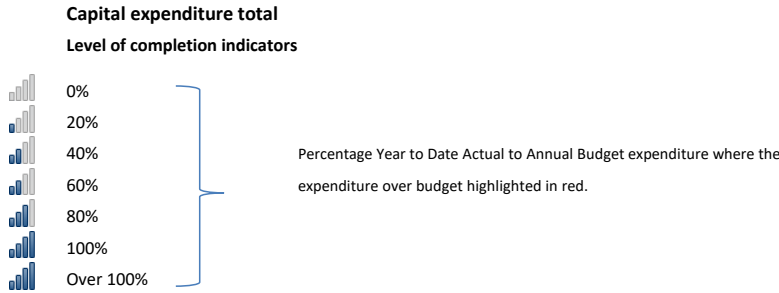


Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	777,821	0	0	0
Plant and equipment	1,325,000	0	0	0
Infrastructure - roads	3,156,759	0	4,133	4,133
Infrastructure - Footpaths	1,970,175	0	0	0
Payments for Capital Acquisitions	7,229,755	0	4,133	4,133
Right of use assets	0	0	0	0
Total Capital Acquisitions	7,229,755	0	4,133	4,133
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	4,343,146	150,055	0	(150,055)
Other (disposals & C/Fwd)	351,400	0	0	0
Cash backed reserves				
Recreation and Events Centre Reserve	220,000	0	0	0
Grants and Contributions Reserve	1,879,103	0	0	0
Contribution - operations	436,106	(150,055)	4,133	154,188
Capital funding total	7,229,755	0	4,133	4,133

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.





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

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Land and Buildings					
8411	Retention of Final Payment for Aged Housing	51,153	0	0	0
13282	Retention of Final Payment for Caravan Park Ablutions	3,908	0	0	0
7780	Wellness Centre Refurbishment	207,760	0	0	0
11186	Bullaring Hall Asbestos Removal	80,000	0	0	0
11187	Bulyee Toilet Block	60,000	0	0	0
11370	Gorge Rock Toilet Block	50,000	0	0	0
11180	Town Hall Painting & Improvements - Exterior	50,000	0	0	0
11185	Roads Board Conservation Works	275,000	0	0	0
Plant & Equipment					
14582	Purchase and Disposal of 1CR Toyota Prado	65,000	0	0	0
7480	Purchase and Disposal of 4CR Isuzu MUX	35,000	0	0	0
7781	Purchase and Disposal of CR1000 Toyota Kluger	45,000	0	0	0
12381	Purchase and Disposal of Iveco Prime Mover	200,000	0	0	0
12377	Purchase and Disposal of Hino Dutro	500,000	0	0	0
15181	New BFB Truck - Central Brigade	450,000	0	0	0
14287	Major Repair to Horward Bagshaw Spreader	10,000	0	0	0
14287	Purchase and Disposal of Small Plant	20,000	0	0	0
Infrastructure - Roads					
RG172	Corrigin Quairading Road	552,034	0	0	0
WFN007	Rabbit Proof Fence Road	1,539,771	0	4,133	(4,133)
RR003	Bullaring Pingelly Road	56,000	0	0	0
RR001	Bendering Road	144,500	0	0	0
RR004	Bullaring Gorge Rock Road	517,000	0	0	0
MR010	Yealering Kulin Road	40,760	0	0	0
MR126	Adam Street	70,000	0	0	0
MR018	Lomos South Road	72,994	0	0	0
CR011	Bilbarin Quairading Road	129,700	0	0	0
CR131	Hill Street	21,000	0	0	0
CR142	Connelly Parade	13,000	0	0	0
Infrastructure - Other					
12281	Footpath Upgrade	84,336	0	0	0
13285	Rotary Park Upgrade	1,436,599	0	0	0
10185	Waste Oil Facility	25,000	0	0	0
11390	Upgrade to Oval Lighting	374,240	0	0	0
11293	Non Slip Coating to Pool facility & Replace Filter in Hydro Pool	50,000	0	0	0
		7,229,755	0	4,133	(4,133)

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
Recreation and culture								
Community Recreation & Events Centre	102	1,496,092	0	86,121	1,496,092	1,409,971	0	68,432
Total		1,496,092	0	86,121	1,496,092	1,409,971	0	68,432
Current borrowings		86,121			86,121			
Non-current borrowings		1,409,971			1,409,971			
		1,496,092			1,496,092			

All debenture repayments were financed by general purpose revenue.

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 JULY 2021**

OPERATING ACTIVITIES

NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	171,090	0		0	0	0	171,090	171,090
Staff Housing Reserve	347,261	0	20,000	0	0	0	367,261	347,261
Office Equipment Reserve	21,609	0	10,000	0	0	0	31,609	21,609
Plant Replacement Reserve	1,229,600	0	0	0	0	0	1,229,600	1,229,600
Swimming Pool Reserve	181,112	0	30,000	0	0	0	211,112	181,112
Roadworks Reserve	297,539	0	0	0	0	0	297,539	297,539
Land Subdivision Reserve	91,617	0	18,900	0	0	0	110,517	91,617
Townscape Reserve	12,738	0	5,000	0	0	0	17,738	12,738
Medical Reserve	24,870	0	10,000	0	0	0	34,870	24,870
LGCHP Long Term Maintenance Reserve	10,269	0	0	0	0	0	10,269	10,269
Rockview Land Reserve	6,924	0	1,000	0	0	0	7,924	6,924
Senior Citizens Reserve	43,549	0	0	0	0	0	43,549	43,549
Town Hall Reserve	109,823	0	0	0	0	0	109,823	109,823
Recreation and Events Centre Reserve	423,726	0	60,000	0	(220,000)	0	263,726	423,726
Bendering Tip Reserve	79,296	0	10,000	0	0	0	89,296	79,296
Grants and Contributions Reserve	1,879,103	0	0	0	(1,879,103)	0	0	1,879,103
	4,930,126	0	164,900	0	(2,099,103)	0	2,995,923	4,930,126

KEY INFORMATION

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2021
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		468,633	0	0	0	468,633
- Rubbish Service - Inc Rec'd in Advance		0	0	190,947	0	190,947
- Excess Rates - Inc Rec'd in Advance		18,213	0	0	(12,503)	5,710
Total other liabilities		486,846	0	190,947	(12,503)	665,290
Provisions						
Provision for annual leave		186,391	0	0	0	186,391
Provision for long service leave		116,438	0	0	0	116,438
Total Provisions		302,829	0	0	0	302,829
Total other current liabilities		789,675	0	190,947	(12,503)	968,119
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
Federal Assistance Grant - General Purpose	566,882	0	0
Federal Assistance Grant - Roads	309,437	0	0
Law, order, public safety			
DFES Grant	47,023	11,756	13,381
Education and welfare			
DPIRD CRC Grant	106,237	26,559	24,365
Resource Centre Grant - Miscellaneous	5,000	0	0
Recreation and culture			
Thank a Volunteer Grant	855	0	0
Healthways Grant (Park Party)	3,500	0	0
Transport			
Main Roads Direct Grant	178,056	0	0
	1,216,990	38,315	37,746
Operating contributions			
Health			
ROEROC Scheme Reimbursement Income	189,091	0	0
Education and welfare			
CRC Conference Reimbursement	500	0	0
Recreation and culture			
Community Donations (Park Party)	2,500	0	0
	192,091	0	0
TOTALS	1,409,081	38,315	37,746

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Non-operating grants and subsidies			
Law, order, public safety			
FESA Capital Grant - New Truck	450,000	0	0
Recreation and culture			
Local Community Infrastructure & Road Program - Town Hall	50,000	0	0
Local Community Infrastructure & Road Program - Roads Board	274,115	27,009	0
Transport			
Regional Road Group	368,023	0	0
Roads to Recovery	435,275	0	0
Wheatbelt Secondary Freight Network	1,289,181	0	0
Regional Bicycle Network	42,168	0	0
Economic services			
Drought Communities Program - Rotary Park	490,200	0	0
Local Community Infrastructure & Road Program - Rotary Park	944,184	0	0
	4,343,146	27,009	0
Non-operating contributions			
TOTALS	4,343,146	27,009	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 Jul 2021
	\$	\$	\$	\$
Community Funds Held	64,608	0	0	64,608
Edna Stevenson Educational Trust	902,767	37	0	902,804
Police Licensing	1,282	53,966	(50,681)	4,567
Westrail Bus Ticketing	219	289	0	509
	968,876	54,292	(50,681)	972,488

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		
	\$	%		
Revenue from operating activities				
Education and welfare	(3,600)	(11.94%)	Timing	YTD income recieved is less than anticipated YTD budget.
Housing	(3,411)	(30.86%)	Timing	YTD income recieved is less than anticipated YTD budget.
Recreation and culture	(553)	(13.48%)	Timing	Oval lighting reimbursements and CREC hire fees have been higher than anticipated YTD budget.
Transport	(583)	(27.66%)	Timing	Licensing commission income is under anticipated YTD budget
Economic services	(5,510)	(80.85%)	Timing	Anticipated income is under YTD budget across the program. Standpipe fee income is down due to amount of rain received in July.
Other property and services	(4,782)	(69.93%)	Timing	Anticipated income is under YTD budget across the program. Diesel rebate yet to be claimed for July, private works income is under budget.
Expenditure from operating activities				
Governance	18,762	31.35%	▲ Timing	Expenditure is below budget due to depreciation not being run until after the audit
General purpose funding	2,868	47.51%	Timing	Expenditure is below anticipated budget due to not receiving rates expenses as yet.
Law, order and public safety	12,901	84.16%	▲ Timing	Fire Prevention expenditure is below anticipated YTD budget. Depreciation expense not yet recognised until after the audit.
Health	36,255	58.44%	▲ Timing	Expenditure is below budget due to depreciation not being run until after the audit. Expenditure is down across the program.
Education and welfare	21,103	51.30%	▲ Timing	Expenditure is below budget due to depreciation not being run until after the audit
Housing	17,603	74.07%	▲ Timing	Expenditure is below budget due to depreciation not being run until after the audit
Community amenities	30,120	51.15%	▲ Timing	Anticipated YTD expenditure is under YTD budget across the program. Depreciation expense not yet recognised until after the audit.
Recreation and culture	139,730	81.96%	▲ Timing	Expenditure is below budget due to depreciation not being run until after the audit
Transport	124,352	49.75%	▲ Timing	Expenditure is below budget due to depreciation not being run until after the audit
Economic services	22,771	60.82%	▲ Timing	Anticipated YTD expenditure is under YTD budget across the program. Depreciation expense not yet recognised until after the audit.
Other property and services	130,038	109.79%	▲ Timing	Anticipated YTD expenditure is under YTD budget across the program. Depreciation expense not yet recognised until after the audit.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(150,055)	(100.00%)	▼ Timing	Anticipated grant revenue is below YTD budget due to claims not yet made.



Incident Management and Business Continuity Response Plan

July 2021

Document Control

Version	Date Revised	Revised By	Changes Made
0.1	October 2016	LGIS	Initial Draft for consideration
0.1.1	February 2017	GPO/CEO	Draft ready for Council adoption
0.1.2	December 2018	GPO	Draft ready for Council adoption
1.0	19 March 2019	Council	Adopted by Council
1.2	19 March 2019	Council	Adopted by Council
1.3	30 March 2020	GPO	Adopted by COVID Incident Management Team March 2020
1.4	June 2020	CEO	For Council Adoption - July 2020
1.5	July 2021	GPO	For Council Adoption – August 2021

Copies of this plan are located:

- Administration Centre – Emergency Evacuation File
- Depot
- CEO's Office
- Deputy CEO – Residence
- Corrigin Recreation and Events Centre

Version 1.5 to be adopted by Council – 17 August 2021

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Plan Holders

Incident Management Team

Name	Position	Contact	Alternative	Personal Contact
Natalie Manton	CEO	08 9063 2203	0427 425 727	0428 787 068
Kylie Caley	Deputy CEO	08 9063 2203	0429 632 049	0457 080 268
Phil Burgess	Manager Works Services	08 9063 2079	0429 632 203	
Kirsten Biglin	Executive Support Officer	08 9063 2203		0488 141 770
Gerry Smith	Customer Service Officer	08 9063 2203		0427 363 580
Lauren Pitman	Environmental Health Officer	0427 137 431		

Internal Support Team

Name	Position	Contact
Heather Talbot	Governance Projects Officer	0428 632 132
Terry Barron	Leading Hand -Construction	0447 137 749
Kody Broun	Building Officer	0427 632 565
Chris Priest	Leading Hand Parks, Gardens and Town Maintenance	0419 952 940
John Reynolds	Transfer Station Manager	0428 178 121
Wendy McMiles	Shire Cleaner	0448 812 216
Morne Pfister	Contract Ranger Services	0456 775 309
Matthew Sharpe	Contract Ranger Services/Wheatbelt Dog Rescue	0459 678 154
Shire of Kalamunda	Contract Building Surveyor	08 9257 9821
Avon Waste	Waste Contractor	08 9641 1318
Wallis Computer Solutions	Contract IT Support	9661 1803
WALGA	Manager Human Resources	08 9213 2000

Administration Support Team

Name	Position	Contact
Gerry Smith	Customer Service Officer	0427 363 580
Emma Shaw	Administration Officer	0439 983 687
Tanya Ludlow	HR/Finance Officer	0431 116 897
Karen Wilkinson	Senior Finance Officer	0427 658 003
Koby Smith	Finance Administration Officer	0408 905 184
Emily Cousins	Resource Centre Coordinator	0409 098 556
Pippa Davey	Resource Centre Officer	0427 878 323
Tayla Smith	Resource Centre Officer	0459 928 295
Kelly Robinson	Shire Office Cleaner	0428 420 790

Checklists

Emergency Response and Plan Activation Procedures

Action	Who	Done
Respond to audible and telecommunication alarms	Onsite Staff	Time
Evacuate building if required to do so	Managers	Time
Implement Emergency Management Procedure (as part of building evacuation)	Onsite Staff	
Secure impacted sites where safe to do so	Managers	
Receive information from relevant sources (Internal, DFES, Police, Witnesses, Hazard Management Agency))	CEO	
Account for and verify staff support and wellbeing and safety	Officers	
Convene the Incident Management Team to review the situation and arrange access and teleconferencing facilities at Incident Control Centre.	Incident Management Team Leader (CEO)	
Secure involvement of staff from support areas with expertise relevant to the incident See Key Contacts	Incident Leadership	
Activate internal Support and Administration Support Teams	DCEO	
Determine employee support and wellbeing requirements	DCEO	
Contact any relevant contractors to confirm if they have been affected by the incident See Key Contacts	Manager Works	
Contact local business, school and community leaders where appropriate	CEO	
Notify Councillors of business interruption and remind them of the Media Policy.	CEO	
Ensure emergency funds are available if required	CEO	
Arrange for phones to be diverted and set up a temporary reception area.	Customer Service	
Arrange for signage to advise the public not to enter the Administration Office, Community Resource Centre, Library and Depot	Customer Service	

Notes: Emergency Response in bold borders

Assess

Task	Who	Done
Delegate responsibility to record all decisions, actions and issues	ESO	
Which areas are impacted, or may become impacted? All shire, business and community operations		
Loss of People , See: Scenario-Specific Checklist: Loss of People <ul style="list-style-type: none"> Staff working from home wherever possible Staff may become unwell and unable to work. 	DCEO	
Loss of (or access to) buildings / infrastructure / equipment , See: Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment <ul style="list-style-type: none"> Shire Administration Office, Community Resource Centre and Depot buildings closed to public. Council facilities including Recreation and Events Centre, Halls, CWA, Pools and playgrounds. Functions and events cancelled or postponed 	Customer Service	
Loss of IT or Communications , See: Scenario-Specific Checklist: Loss of IT or Communications <ul style="list-style-type: none"> Phone calls to Administration Office and Community Resource Centre diverted to Customer Service Officers Access to laptops and internet while working from home IT contractor available for remote assistance 	DCEO	
Loss of Supplier , See: Scenario-Specific Checklist: Loss of Supplier <ul style="list-style-type: none"> Waste Contractor services 	Manager Works	
What is the geographic scope of the incident? <ul style="list-style-type: none"> Local, State, National and International impact 		
What action has been taken so far?		
Is urgent action required? <ul style="list-style-type: none"> Immediate and ongoing measures required. Action required to comply with government declaration and directions Communication with staff, community, business owners and other stakeholders. Administration, CRC and Depot Office closure and staff working from home 		

What needs to be done next? <ul style="list-style-type: none"> • Ongoing action in response to emergency situation, government declaration and directions • Ongoing communication staff, community, business owners and other stakeholders • Environmental Health Officers inform businesses of Emergency Management and Public Health Act requirements. • Management of business continuity • Planning for recovery phase. 		
What is the potential timeline?		
Delegate responsibilities Met with Incident Response Team		
Consider and agree the following key actions for assessment: Recovery objective(s) <ul style="list-style-type: none"> • Resume normal service delivery as soon as possible after disruptive incident is over. 		
Task	Who	Done
The Executive Team's main responsibilities include: <ul style="list-style-type: none"> • Before all else, establish the safety and wellbeing of staff, visitors and the community. • Provide regular, concise and meaningful communications internally and externally. • Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality. • Minimise the impact on the Shire's operations and public image. • Strategically manage the incident, through strong organisational leadership. • Provide assurance to the community that the Shire's operations and service to residents remain strong and viable. • Restore time-critical business activities to acceptable levels within recovery time objectives. • Ensure that the recovery efforts have the necessary resources and support. • Set critical milestones and time frames for recovery. Plan into the future. • Ensure all actions are documented for investigators. 	CEO/DCEO/ Manager of Works	
Determine employee's support and wellbeing requirements:	DCEO	
Set up incoming and outgoing contact arrangements for staff	Customer Service phone diversion	
Monitor employee's medical and stress factors and promote external employee assistance program (EAP)		
Assist employees who may have increased medical requirements.		
Consider employee's family and carer responsibilities and flexible working arrangements		

<p>Determine Management and Staff roles and responsibilities before sending anyone home (if applicable):</p> <ul style="list-style-type: none"> • Reporting arrangements • That their jobs are safe (if applicable) • When they should come back to work • When the next communication can be expected and how it will be communicated. <p>Contact and instruct staff not affected by the incident, currently off site, on leave or located elsewhere. A main internal point of contact should be nominated and provided to all staff should they need to communicate.</p>	CEO/ DCEO	
<p>Ensure regular updates to staff and allocate responsibilities for updates. Methods: Email; SMS; Social Media; White Board; Bulletin board; Internet; Other.</p>	CEO/DCEO/ESO	

Assessment Phase - Priority Critical Services	Who:
Communication – internal – Incident Management Team, Staff and Councillors	CEO
Communication – external – customers, community members, business owners, contractors, emergency services and other stakeholders	CEO
Waste collection – check business continuity or any changes to current service	Manager Works/Customer Service
Payroll – capacity to undertake payroll from home and identify backup capability	HR/Finance Officer
Creditor payments - capacity to make creditor payments from home and identify backup capability	HR/Finance Officer
Monitor Emergency Operations Centre or Hazard Management Agency Advisory	CEO

React

Task	Who
Record all decisions, actions and issues	
Monitor ongoing staff support and wellbeing requirements	CEO/DCEO
If relevant, ensure external and emergency agencies are involved in management of problem.	CEO/LEMC
Key Objectives for Reaction Phase <ul style="list-style-type: none"> • Implement local or state emergency and other directions to endure public safety and well-being. • Continue to provide local government essential services. • Provide staff with safe working environment so that essential services can continue to be delivered. • Communication with staff, elected members, community, business owners and community to stay calm and adjust to changing situation to keep safe 	Incident Management Team
Staff Meetings: <ul style="list-style-type: none"> • Appraisal of the situation and the scope of the incident • Inform them of the actions already decided upon • Agree on reporting arrangements • Prepare for working from home and when they're expected back • Review of equipment and resource needs for continuity of services • When and how the next communication can be expected Key messages: <ul style="list-style-type: none"> • Actions required to stay safe and stay home if sick. • Jobs are safe and staff will continue to be paid. • Changes that will have to be made to continue to deliver services in a safe way. • Work together to support colleagues and counselling services are available if required. • Regular communication will be provided as situation changes 	Incident Management Team
Delegate authority for special responsibilities <ul style="list-style-type: none"> • Environmental Health Officer, Bush Fire Control Officer etc delegation • Communications - CRC Co-ordinator, ESO 	EHO, BFCO CRC Co-ordinator/ ESO
<ul style="list-style-type: none"> • Assign operational responsibilities 	CEO/DCEO
Approve expenditure <ul style="list-style-type: none"> • Additional expenditure if required • Data packs for staff working from home • Additional products. 	DCEO
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator

Reaction Phase - Priority Critical Services	Who:
Communication – internal – Incident Management Team, staff and Councillors	CEO
Communication – external – customers, community members, business owners, contractors, emergency services and other stakeholders	CEO
Additional cleaning of Admin and Depot offices, CRC and public toilets and buildings if required	Cleaners
Environmental Health Officer – monitoring compliance and changes to operations.	EHO
Closure of Admin and Depot offices, CRC and public buildings	Senior Finance Officer
Closure of public buildings and recreation facilities	Manager Works
Working from Home - Set up IT access for administration staff	DCEO

Scenario-Specific Checklists

Loss of Access to Buildings Infrastructure or Equipment

Tasks	Who	Done
Relocation strategy: <ul style="list-style-type: none"> Alternative locations for administration staff CRC, Recreation Centre, Old Roads Board, Depot, school, other shires. Work from home 	CEO/ DCEO/ Manager Works	
Redirect Phone <ul style="list-style-type: none"> Contact Telstra and redirect impacted telephone lines to mobile phones or alternative numbers. 	Customer Service Officer	
Identify Working from Home Issues <ul style="list-style-type: none"> How workstations and communications for staff working from home will be organised Familiarise staff with new arrangements and determine communication protocols 	DCEO	
Manage any new OHS/Support and wellbeing issues that may arise either <ol style="list-style-type: none"> During relocation or At the new location or With the use of new equipment 	DCEO	
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	CEO/ DCEO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	CEO Communication Coordinator	
Redirect: Couriers, mail, newspapers, phones, etc	Customer Service	
Identify necessary people and equipment requirements to maintain Time-Critical Activities	Incident Management Team	
Other:		

Maintaining Information Technology Access and Communications

Tasks	Who	Done
Contact IT Support to; <ul style="list-style-type: none"> Clarify the extent of outage 	DCEO	
Contact Telstra and redirect impacted telephone lines to mobile phones or alternative numbers	Customer Service	
<ul style="list-style-type: none"> Identify other staff able to assist with I.T. issues 		
<ul style="list-style-type: none"> Clarify the extent of any data loss 		
<ul style="list-style-type: none"> Determine restoration target timeframes 		
<ul style="list-style-type: none"> Determine potential cause(s) 		
Detail strategy and resources for recovery and consider:	DCEO	
<ul style="list-style-type: none"> Deliverables due today or in the near future: 	DCEO	
<ul style="list-style-type: none"> Manual procedures or workarounds to complete Critical Business Functions 	DCEO	
<ul style="list-style-type: none"> System Requirements 	DCEO	
<ul style="list-style-type: none"> Other productive activities not requiring I.T. or communications 	DCEO	
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	ESO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator	
Ensure ongoing interaction with appropriate I.T. Incident Management for regular updates and feedback	Incident Management Team	
Consider support and wellbeing requirements of the I.T. Team (Contractor)		
Invoke the I.T. Disaster Recovery Plan (provided by I.T. Contractor)	Admin Officer	

Scenario-Specific Checklist: Loss of People

Tasks: Loss of People	Who	Done
Determine the number of staff away, affected service areas and expected return dates.	HR/Finance Officer	
Ensure the safety and wellbeing of remaining staff	CEO/DCEO	
Identify Critical deliverables due today and for the next 5 days	Incident Management Team	
Determine the minimum number of staff required to continue operations and identify critical servicing and staffing gaps	Incident Management Team	
Ensure appropriate inductions, training and supervision to be in place for any replacement staff	CEO/DCEO Manager Works	
Ensure risk assessments in regards to any potential safety issues and key staff loss	Incident Management Team	
Organise any required Employee Assistance including counselling to assist with personnel returning to work.	GPO	
Cease all non-critical activities where appropriate	Incident Management Team	
In consultation with HR, notify/escalate to Health Department or Worksafe etc.	HR/Finance Officer/GPO	
Can temporary competent replacements be arranged: <ul style="list-style-type: none"> • Other Local Governments • Casuals/increase part-time hours • Volunteers / from the Community /prisoners • Existing contractors • Recruitment agencies for Labour Hire (e.g. LoGo, WALGA) • State Government Agencies • Retired or former employees 	CEO/DCEO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator	
Notify Stakeholders of amended working arrangements: See Key Contacts	ESO	

Scenario-Specific Checklist: Loss of Supplier

Tasks	Who	Done
Contact the Supplier (where possible) and determine:		
• The nature and extent of the incident		
• Have operations ceased entirely, or is it limited?		
• Restoration timeframes and clearance of backlogs (if applicable)		
• Provision of any services / goods currently in transit		
Consider:		
• Time-Critical activities that rely on this supplier		
• Length of time before these activities are impacted		
• Alternative procedures		
• Alternative suppliers		
• Communication updates		
• Assign someone to monitor and communicate with the supplier		
• Any legal / risk implications:		
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	ESO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator	

Manage

Tasks	Who	Done
Arrange responsibilities for tasks and determine target completion times		
Record all decisions, actions and issues.	CEO/ESO	
Monitor ongoing staff support and wellbeing requirements	CEO/DCEO	
Key Objectives for Reaction Phase <ul style="list-style-type: none"> • Provide strong leadership to manage incident • Ensure regular, accurate and up to date information is communicated to staff, councillors, business owners and community members. • Monitor vulnerable members of the community and facilitate additional support if required. • Work together as a team to continue to provide high quality local government services 	Incident Management Team	
Considerations to be discussed and actioned accordingly: <ul style="list-style-type: none"> • Review effectiveness of recovery actions to date 	Incident Management Team	
• Discuss any emerging issues or new information		
• Reassess resource requirements and capabilities		
• Review all working arrangements for affected areas		
• Review all Time-Critical business activities (achievement of Recovery Time Objectives)		
• Review existing / current workload and any backlogs		
• Review all outstanding Deferred Activities and arrange resumption		
• Assess any insurance implications		
• Set next meeting and venue		
Identify and notify Key Contacts of amended working arrangements	ESO	
Provide feedback, information, copies of communications and copies of logs to the Admin Support Team to ensure that an appropriate record of the incident is maintained	ESO	
Provide updates to impacted staff	CEO/DCEO	
Release external communications if deemed appropriate		
Conduct site visit if deemed appropriate	CEO/DCEO/ Manage Works	
Ensure all relevant stakeholders continue to be kept informed	CEO	
Continue to monitor incident and issue instructions as appropriate	Incident Management Team	
Review status of incident and scale down recovery as situation dictates	Incident Management Team	

Management of Time-Critical Business Functions

Critical Activities	Who	Done
Office of CEO		
Provide advice and specialist guidance on internal and external communications.	CRC Coordinator	
Ensure public relations, media liaison and official media releases are being managed	CEO/ ESO	
Stakeholder communications including staff, business community and elected members.	ESO/ CRC Coordinator	
Provide administrative support to Councillors and CEO	ESO	
Facilitate employee assistance and welfare support	HR/Finance Officer GPO	
Manage communication with Police, next of kin, Worksafe etc	CEO	
Plans: Local Emergency Management Arrangements	ESO	
Corporate and Customer Services		
Ensure I.T. and communications systems to the organisation are operational (mainframe, internet, e-mail, systems, and phones).	DCEO	
Customer Services: redirect main office numbers, set up new temporary customer face-to-face office, and monitor incoming e-mails. Consider giving staff pre-prepared statements for callers and visitors.	Customer Service Officer	
Contact all relevant contractors to confirm if they have been affected by the incident	Manager Works	
Contact Insurers (LGIS) if required		
Burials, burial register and liaison with Funeral Directors	Customer Service Officer	
Complete accident investigation and incident reporting forms	Manager Works GPO	
Consider cancelling any events, committee meetings, etc	Customer Service Officer	
Records management including incoming and outgoing mail	Customer Service Officer	
Finance	Finance Officer	
Banking, revenue control, rates, payment of creditors, etc.	Finance Officer	
Payroll	Finance Officer	
Provide support and guidance to CEO on Business Continuity Matters	DCEO/ GPO	

Works and Services		
Ensure urgent Works requests are being managed (sewerage, drainage, retic, roads, traffic, trees, verges, etc.)	Manager Works	
Traffic management and road project activities if required	Manager Works	
Ensure staff continue cleaning of public facilities	Cleaners	
Waste and recycling (sites and Contractors)	Manager Works	
Ensure urgent building maintenance requests are managed	Building Officer	
Check airstrip for use by emergency services (if required)	Manager Works	
Ensure adequate fuel supplies	Technical Officer	
Maintain security of buildings	Building Officer	
Manage liaison with emergency services, recovery sites and salvage	Manager Works	
Governance and Compliance		
Ensure urgent EHO-related requests are being managed (contamination, food premises, pests, etc.)	EHO	
Ensure urgent Ranger-related calls are being managed (Local Law enforcement, animal control, etc.)	Customer Service Officer/ Ranger	
Contact applicants of certified and uncertified building permits, occupancy permits, planning applications and advice to customers on statutory planning matters.	ESO / Building Surveyor	
Animal pound food and water	Manager Works	
Event equipment		
Community		
Pool operations	Pool Manager	
Library	CRC	
Aged Care	CRC	
Youth Services	CRC	

Recover

Tasks	Who	Done
Arrange responsibilities for tasks and determine target completion times		
Record all decisions, actions and issues.	ESO	
Monitor ongoing staff support and wellbeing requirements	HR/Finance Officer GPO	
Key Objectives for Recovery Phase		
<ul style="list-style-type: none"> Completed action items 		
<ul style="list-style-type: none"> Recovery objectives 	Incident Management Team	
<ul style="list-style-type: none"> Plans are in place to deal with any backlogs 	Incident Management Team	
<ul style="list-style-type: none"> Communication to staff to recognise efforts 	Communication Coordinator	
<ul style="list-style-type: none"> Target date for completion of post incident review 	Incident Management Team	
Provide copies of logs and decisions to Admin Support Team	All	
Undertake <u>post-incident review</u>, including:		
<ul style="list-style-type: none"> Communication within and between Incident Team and Support areas Effectiveness of communication with affected areas Cost of recovery arrangements and insurance offsets Effectiveness of recovery strategies Advice to external and internal customers Media arrangements Impact of incident on Shire's reputation Timeframes for tasks and achievement of target Impact on workflows of affected and interdependent areas Special staffing arrangements and acknowledgment of contributions. I.T. recovery arrangements. 	Incident Management Team	
Present findings to the Audit and Risk Committee for review.	CEO	
Celebrate achievements and anniversary of incident.	CEO	

Notes:

Recurring Activities / Events

Month	Day	Schedule	Recurring Activity
Monthly		M	Contracts - Review contracts and specifications for tenders to be called in six months' time
Monthly		M	Status Reports, Tape back-ups
Monthly		M	Monthly Information Bulletin
Monthly		M	Council Meeting, agenda and minutes
Monthly		M	Primary and Annual Returns – All returns lodged under s5.75 or s5.76 and removed from register, to be kept for five years after officer ceased to be Council member or designated employee. Remove returns over five years.
Monthly		M	Emergency Services Levy – Complete Form B – Schedule 5 – Emergency Service Levy (ESL) Remittance Advice Return Submit by 21st of each month. Remit funds to Department of Fire and Emergency Services (DFES)
Monthly		M	Primary and Annual Returns Register – Review and remove details of officers who are no longer relevant
Monthly		M	Legal Deposit – Deposit copies of published material of the Shire to the State Library of WA and National Library of Australia within 30 days of its publication
January		5	Local Emergency Management – Full review every five years endorsed February 2020
January		A	Equal Opportunity Management Plan – Report progress of initiatives
January		A	Occupational Safety and Health – Review legislation to ensure compliance with legislative requirements
January		A	Local Emergency Management – Review arrangements and report to State Emergency Management Committee (SEMC)
January		A	Compliance Audit Return – Commence process – Due to Department of Local Government by 31 March
January		A	Authorised Officers – Review list of officers authorised to represent the Shire in legal proceedings
January		A	Authorised Officers – Review list of officers authorised to perform particular functions
January	26	A	Australia Day Citizenship Ceremony
January		A	Corporate Business Plan – adopted July 2019
January		2	Community Strategic Plan – Minor Review – every two years from adoption post each Biennial Local Government Election adopted August 2019
January		4	Community Strategic Plan – Major Review – every four years from adoption post each Biennial Election adopted August 2019
January		Q	Rates – Payment of 3rd rate instalment notices – 63 days after second instalment
January		A	Authorising Officers – Purchasing and requisitions – review listing and processes
January		A	Financial Management Systems – Review procedures for the approval of accounts to ensure that before payment, relevant debt was incurred by a person who was properly authorised to do so.
January		A	Financial Management Systems – Review controls to ensure verification of receipt for goods and services prior to payment of accounts.

Month	Day	Schedule	Recurring Activity
January		A	Impounded vehicles audit to ensure that owners of all impounded vehicles were identified and notified within 7 days of impounding vehicle.
January		A	Designated Prosecuting Officers – Review register and advise Registrar of updates to prosecuting officers (Asbestos)
January		A	Authorised Officers – Review appointment of Authorised Officers for the purposes of the Dog Act 1976
January		A	Authorised Officers – Review appointment of authorised persons for the purposes of the Caravan Parks and Camping Grounds Act 1995
January		A	Authorised Officers – Review appointment of Environmental Health Officers and other authorised persons for the purposes of the Health Act 1911
January		A	Designated Officers – Review appointment of designated officers for the purposes of the Food Act 2008
January		A	Authorised Officers – Review appointment of authorised persons and inspectors by the Executive Director of Public Health for the purposes of the Environmental Protection Act 1986
January		A	Authorised Officers – Review appointment of authorised persons for the purposes of the Building Act 2011
January		2	Primary Returns – due 3-months from swearing-in of newly Elected Members of Council
January		4	Financial management systems review – report to Council
January		8	Local Laws - eight year review of local laws last completed 2017
February			Statutory Compliance Audit Return to be completed. Submit to Audit Committee and Council.
February		A	Budget Review – Between 1 January and 31 March – Report to Council
February			Commence Budget and Long Term Financial Plan preparation
February		A	Annual Elector's Meeting
February		A	Caravan Parks and Camping Grounds – Commence inspection
February		Q	Local Emergency Management Committee – Hold committee meeting quarterly in accordance with the Act
February		A	Delegation Register - Commence Review – Council Report due 30 June
February		8	Ward Boundary and Elected Member Review if requested by Advisory Board to be completed in year prior to election.
February		5	Record Keeping Plan – Review and submit to State Records Commission – required every five years OR when significant change to organisations functions, last completed 2018.
February		A	Health Fees and Charges – Gazettal and Notice of new fees and charges for next financial year. Then for inclusion in budget.
March	2		Beginning of restricted burning period
March			Budget Review – Mid Year Review – Send a copy of the review and determination to the Department of Local Government and Communities within 30 days of Council adopting the review
March			Complete CEO performance review
April			Review of Risk Management (Reg. 17 / LG (Audit) Regs)
April	15		End of restricted burning period

Month	Day	Schedule	Recurring Activity
April			Advertise for budget submissions
April		5	District Planning Scheme No. 2 – Prepare a consolidated scheme every five years. (last completed 2018)
April			Elections – Create Election Timeline
April			Elections – Reminder Memo – Elected Members – Pre-Election Period – regulations regarding Electoral Gifts – Seek Declarations
April			Equal Employment Opportunity – Send Equality Index and Representation EEO Survey to the Equal Opportunity Commission
April			Elections – Confirm agreement of Electoral Commissioner to conduct the election Due 80th day before election day Last Day
April			New Budget - Develop Capital worksheets for next year's budget
April			New Budget - Commence review of schedule of fees and charges
May			Council bus tour of roads / projects
May			Pensioner Rebate – Submit pensioner rebate claim to the Office of State Revenue for rates and Emergency Service Levy rebate claims
May			Blackspot – Prepare Black Spot submissions
May			Budget New – Differential Rating – Earliest Day differential rating intentions can be published
May			Local Emergency Management Committee – Hold committee meeting quarterly in accordance with the Emergency Management Act 2005.
May			Rates – Notice advising intention to impose differential general rates or a minimum payment applying to a differential rate category
May			Annual Performance Review – Staff Development Review – Audit
May			Review Corporate Plan
May			Review Strategic Community Plan
June			1st Budget Workshop
June		A	End of Financial Year Back-up
June			Council Policy to be reviewed within every 12 month period
June	30	A	End of Financial Year
June			Election year - Invitation to all non-resident ratepayers to enrol
June			New Budget - For adoption between 1 June and 31 August
June			Compliance Audit Return - Report to Executive on progress with implementation of remedial action (if any)
June		2	Workforce Plan - Finalise minor review of Workforce Plan due 2020
June		4	Workforce Plan - Finalise major review of Workforce Plan last completed July 2018
June			Primary Returns - Audit new employees with delegated authority to ensure compliance
July			Annual review of Delegations Register
July			Budget Adoption Meeting
July			Emergency Services Levy - Complete Form A - Schedule 4 - ESL Declaration of Annual Service Levy Billing

Month	Day	Schedule	Recurring Activity
July			Annual Returns - Commence process for elected members and employees for completion by 31 August
July			Deferred interest claim - to the Office of State Revenue for rates and ESL deferred claims
July			Rates - Issue rate notices
July			Disability Access and Inclusion Plan - Prepare report on the implementation of the plan for inclusion in Annual Report
July			Disability Access and Inclusion Plan - Regulations prescribe information that must be included in the Disability Services Plan Report
July			Freedom of Information - FOI Annual Statistical Data to the Commissioner
July			Elections - Decision to Conduct Postal Elections and Appointment of Electoral Commissioner as Returning Officer (no less than 80th day before the election)
July			Leases - Agreements or Arrangements ("Leases") of Council Land at 30 June - Land Tax for Office of State Revenue if required
July			Public Interests Disclosures - Provide Annual Report to Commissioner for Public Interests Disclosures
July			Annual Report - commence preparation of Annual Report
July			Emergency Services Levy - Complete and Submit Form C - Schedule 6 - ESL End of Year Reconciliation Report and Complete and Submit Form E - Schedule 12 - Aged ESL Rate Debtors Report
August			Local Government Week
August			New Budget- Copy of Budget to be provided to the Executive Director of DLGC within 30 days of adoption by Council
August			Dangerous Goods Storage Licence Renewal
August			Local Emergency Management Committee meeting
August			Rates - Payment of First Rate Instalment Notices
August	31		Annual Returns - Last day to submit returns
August			Annual Returns - CEO to confirm receipt of received Annual Returns
August	31		New Budget - Last day to be adopted
August			Elections - State-wide Public Notice - Close of enrolments (must occur between (70th and 56th day)
August			Elections - Advertise to call for nominations - between 56th day and 45th day
August			Elections - Close Electoral Rolls - 5pm (50th day)
September	30	A	Annual Financial Report to be submitted to Auditor prior to 30 September
September	30		CSRFF grants (Community Sporting and Recreation Facilities Fund) close to Council at a date determined by Council before 30 September
September		4	Private swimming pool inspections
September			Review Council Policies
September			Advertise for Sporting and Citizen Awards
September			Elections - Disclosure of Gifts and Declaration of Interest requirements - Send reminder to Elected Members to remind them of this requirement.
September			Elections - Establish and maintain Electoral Gift Register
September			Elections - Nominations Open (8 day period) - (44th day to 37th day) 4pm

Month	Day	Schedule	Recurring Activity
September			Elections - Owners and Occupiers Roll - (CEO to certify before 36th day)
September			Elections - Complete Consolidated Roll - by (22nd day)
September			Council – call special Council Meeting post elections if required for election of President, Deputy President and appointment to Committees and external boards. Agenda and Public Notice (if required).
September			Elections - Last Day for Returning Officer to give State-wide notice of the election - (19th day)
September			Primary Returns - Audit new employees with delegated authority to ensure compliance
October	31	A	Dog and Cat Registrations due to expire
October			Local Emergency Management - Annual report of Local Emergency Management Committee
October			Bush Fires - Advertise prohibited burning times
October			Bush Fires - Fire Break Notices - Advertise - Local Public Notice
October			FOI Statement - Commence review of Information Statement (and FOI processes)
October			Local government election - 3rd Saturday in October
October			Council - Swearing-In Ceremony and new Councillor declarations
October			Elections - Advertise Election Results
October			Elected Members - Conduct Elected Member Training and Induction Program
October			Council - Appointment of Members to Committees
October			Elections - Refund candidate deposits
October			Primary Returns from new Councillors
October			Code of Conduct Review
October			Annual Financial Report and Auditors Report - to be accepted by Council - No later than 31 December
October			Annual Report - Adoption of Annual Report - Advertise Local Public Notice
October		6 M	Financial and Impartial Interest declaration requirements – Send reminder memo of obligations to staff and Elected Members
October			Rates - Issue rates Instalment Notices
October			Strategic Community Plan – ensure review has been completed
October			Annual General Meeting of Electors - Public Notice
October			Elections - Send Election Report to Minister
October			Electoral Gifts Register - Remove any unsuccessful candidates disclosures from Electoral Gift Register
November			Nominations for Citizen/Community Group Awards close
November			Council Elected Members Photograph (every odd year after Election)
November			Review of Freedom of Information Statement
November			Review Authorisations Register
November			Primary Return - Letter to NEW Elected Members acknowledging receipt

Month	Day	Schedule	Recurring Activity
November			Elections - Election Report to Minister for election of President and Deputy President- (+14days)
November			Annual Report - Report to Council
November			Annual Audit Report - Report to Council
November			Annual Audit Report - Audit Actions Report to Minister
November			Elections - Destroy Electoral Material from election four years prior
November			Annual Financial Report - After the annual financial report has been audited, the CEO is to sign and append to the report declaration Form 1.
November			Annual Financial Report - A copy to be submitted to the Department of Local Government within 30 days of receipt by the CEO.
November			Road Information Return - Commence WA Local Government Grants Commission Road Information Return Due on date advised by Grants Commission
November			Local Emergency Management Committee meeting
November			Roads to Recovery - Identify projects for inclusion in draft five year Capital Works Program
November			Regional Road Group Funding - Prepare submissions for projects (Due 1 May)
November			Annual Electors Meeting - to be held within 56 days of adoption of Annual Report
November			Gifts - Send memo to staff and Elected Members as a reminder of their obligations
December			Thank A Volunteer Day Function
December			Annual Electors Meeting - Local Public Notice - at least 14-days prior
December			Shire Christmas Party
December			Community/Street Christmas Party
December			Business Continuity and Recovery Plan Review
December			Annual Electors Meeting
December			Council - Local Public Notice to be given for upcoming 12 months Council meeting dates
December			Corporate Business Planning - Commence annual corporate business plan review process
December			Heritage - Review and update Municipal Heritage Inventory and provide to Heritage Council last completed 2019
December		A	Internal Audit – Review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal controls and legislative compliance (Report to Audit Committee)
December	31		Annual Financial Report - Last day for acceptance by Council
December			Auditor's Report - Last day for Council to receive report
December			Rates - Payment of 1st rates Instalment Notices
December			Annual Electors Meeting - Minutes to Feb Council Meeting.
December			FOI Statement - Completion and publicise on website
December		2	Equal Opportunity Management Plan Review last completed Dec 2018

Key Contacts

Position	Purpose	Mobile #	Name
Shire President	Media	0428 751 024	Cr Des Hickey
CEO	Everything	0427 425 727	Natalie Manton
Works Manager	Emergencies	0429 632 203	Phil Burgess
Leading Hand	Works	0447 137 749	Terry Barron
EHO	Health	0427 137 431	Lauren Pitman
EHO	Health	0409 770 824	Brendon Gerrard
Ranger	Ranger	0459 678 154	Matthew Sharpe
Ranger	Ranger	0456 775 309	Morne Pfister
Building	Building	9257 9821	Shire of Kalamunda
Community Emergency Services Manager	Emergencies	0448 494 027	Jason Carrall

External Contacts

Company	Contact
Building Commission	1300 489 099
Corrigin District High School	9063 2042 or 9063 4400
Department Primary Industry and Regional Development - Wheatbelt Development Commission Narrogin - Agriculture and Food	9881 0222
Department of Child Protection and Family Support Narrogin	9881 0123
Department of Corrective Services – Youth Justice Service Narrogin	9881 6022
Department of Finance, Building Management and Works Narrogin	9781 4100
Department of Fire and Emergency Services Narrogin	6832 3110/6832 3106 Grant Hansen – 0427 012 948
WA Country Health Service Narrogin	9881 0333
Department of Housing Narrogin	9881 9400
Department of Local Government, Sport and Cultural Industries – Local Government	6551 8700
Department of Local Government, Sport and Cultural Industries – Sport and Recreation Northam	9690 2400 or 9690 2438
Department of Biodiversity, Conservation and Attractions Parks and Wildlife Narrogin	9881 9200
Department of Transport	13 11 56 or 1800 354 928
Dial Before You Dig	1100
Department of Communities - Disability Services	9426 9200
Doctors Surgery	9063 2107
Hospital	9063 0333
Landgate	9273 7373
Main Roads Western Australia Narrogin	9881 0566
Police – non emergency	9063 2200

Company	Contact
Police, Fire, Ambulance	000
Post Office	9063 2100
Shire of Kulin	9880 1204/9880 1221
Shire of Kondinin	9889 1006/9889 1197
Shire of Narembeen	9064 7308/9064 7037
Shire of Bruce Rock	9061 1377/9061 1340
Shire of Pingelly	9887 1066/9887 1453
Shire of Brookton	9642 1106/9642 1173
Shire of Quairading	9645 2400/9645 1126
Shire of Wickepin	9888 1005/9888 1074
Water Corporation	13 13 75
Western Power	13 13 51
Department Primary Industry and Regional Development - Wheatbelt Development Commission Narrogin	9881 0222
Wheatbelt Mental Health Service - Narrogin	9881 0700

Contractors

Service	Contractor	Contact	Number	2 nd contact
Aged Care Services	Corrigin Hospital		9063 0333	
Asbestos removal		Rick Gilmore	0427 481 104	
Banking	NAB	Jo DiFulvio	9063 3300	
Bitumen supply and repair	Bitutek	Mick Lundie	9296 6411	
Building Security Alarm repairs	Arm Security		9427 4800	
Building Surveyors (Permits)	Shire of Kalamunda		9257 9821	
Cat and Dog pound	WA Ranger Service	Matthew Sharpe	0459 678 154	
	WA Ranger Service	Morne Pfister	0456 775 309	
Catering	Corrigin Roadhouse	Pauline	9063 2210	
Catering	Corrigin Hotel	Scott	9063 2002	0439 958 399
	Mallee Tree Café	Annmarie	9063 2384	0428 632 194
	Corrigin Café	Mareese	0487 212 769	
Child Care Services	Giggle Pots REED Corrigin		9063 2365	
Couriers	Corrigin Delivery	David Matthews	0427 632 681	
Electrician-Automotive	Neutech	Dino DiFulvio	9063 2149	
Electrician-Air Conditioning	Harris Zuglian	Gary Harris	9063 2911	0417 632 289
Electrician-Buildings	Harris Zuglian	Gary Harris	9063 2911	0417 632 289
Employee Assistance Program –	LGIS Counselling Service	Claire Rowe	0456 914 733	

Service	Contractor	Contact	Number	2 nd contact
Fuel Supply	Great Southern Fuels	Jeanette Walling	9063 2014	
	Liberty Rural	Darryle Smith	9063 2497	0419 027 723
Funeral Director/Services	Corrigin Regional Funeral Service	John Reynolds	0428 178 121	
Glass repairs	Narrogin Glass		9881 2600	
Grave Digging/Burials	Shire			
Insurers	LGIS		9483 8888	
Internet	Westnet/Wallis		1300 786 068	
I.T. backups	Wallis Computer Solutions	Nat	9661 1803	
I.T. – Synergysoft	IT Vision		9315 7000	
Lawyer	McLeods		9383 3133	
Local newsletter	The Windmill	Kate Nicholls	9063 2790	9063 7014
Regional Local newspaper	Narrogin Observer		6332 1141	
Locating Services	Western Service Locators		0487 339 001	
Mail	Corrigin Post Office		9063 2100	
Machinery Carting	Kailam Transport	Matt Hughes	0427 632 351	0488 940 976
Mechanic	Western Mechanical		0429 013 667	
Media Outlets – Newspaper	Corrigin Newsagency	Ivor Ebsary	9063 2081	
Media Outlets - Radio	Triple M Great Southern		9881 4000	
	ABC Radio		9842 4011	
Newspaper Delivery	Corrigin Newsagency	Ivor Ebsary	9063 2081	
Pest Control	McPest Pest Control		0429 801 152	
Plumbing	Brownely's Plumbing and Gas		9061 1906	
Respite Centre	Corrigin Hospital		9063 0333	
Road resurfacing	Bitutek		9296 6411	
Stationery	Newsagent, Post Office or Office Supplies		9063 2081, 9063 2100,	9063 2555
Street sweeping	I Sweep Town and Country		9417 2949	
Structural engineers	Structerre Consulting		9205 4500	
Telecommunications	Merredin Telephone Service		9041 1199	
Telstra Helpdesk	Faults		132 999	
Traffic Management	Rural Traffic Service	Bruce Turton	0488 110 264	9063 2300
Trees	Dave's Tree Service		9041 1783	
Tyres	Corrigin Tyrepower		9063 2303	
Vehicle Inspection Heavy Vehicle	Western Mechanical	Michael Robins	0429 013 667	

Service	Contractor	Contact	Number	2 nd contact
Vet	Merredin Veterinary Hospital	Dr Louise French	9041 1734	
Waste/bins	Avon Waste	Ashley Fisher	9641 1318	

Shire Recovery Information

People and Equipment:

Shire of Corrigin	Cumulative quantities required within ..				
	1 day	3 days	5 days	10 days	20 days
Office Equipment:					
Workstations / Laptops	12	12	12	12	12
Phones / Mobiles	6	6	6	6	6

Infrastructure, Plant and Equipment:	
Light vehicles (Sedans, Utilities)	Two-way radios
Heavy vehicles (fully equipped) Loader, Backhoe, Graders, Water truck, rubbish trucks, etc.	Event equipment
Banking Security Tokens	Ranger vehicle (fully equipped)
White Board	Dog / Cat cages
Bulletin board	Animal pound and animal food and water
EFTPOS	Base radio
Safe and petty cash tins	Generator (Depot / Rec Centre)
Fuel	Spare batteries for radios
Mobile phone chargers	Bus
Emergency kits	

Critical Contact Points		
Purpose	Number / Address	Recovery Options
Main Reception	9063 2203 9 Lynch Street	Redirect to 0427 425 727
Main e-mail	shire@corrigin.wa.gov.au	Redirect to ceo@corrigin.wa.gov.au
Deputy CEO	0429 632 049	
Works Manager	0429 632 203	
Senior Finance Officer	0427 658 003 (h)	
Governance Projects Officer	0428 632 132 (h)	
Finance/HR Officer	0431 116 897 (h)	
Executive Support Officer	0488 141 770 (h)	
Customer Service Officer	0427 363 580 (h)	
Administration Officer	0439 983 687 (h)	
Finance Administration Officer	0408 905 184(h)	
Leading Hand Roads	0447 137 749 (h)	
Leading Hand Parks, Gardens and Town Maintenance	0419 952 940 (h)	
Building Officer	0427 632 565 (w)	
Resource Centre Coordinator	0409 098 556 (h)	

Incident Box / Vital documentation:	
Item	Item
Phone lists	Payroll records
Map of Corrigin	Agency contact list
Fine book	Manual receipts
Pound book	Analogue phones
Hard copy forms: Lost and Found, Registration, Building, Health, Planning, etc.	Hard drive containing forms and procedures documents
Payroll report	Sector maps
Purchase orders	
Bushfire forms	
Preferred trades list	
Incident Control Sheets	
Burial Register	
Burial applications	
Cemetery map	
Password document	
Records Disaster Recovery Plan	
Emergency Management Plan / Recovery Plan	
Material Safety Data Sheet (MSDS)	
Pool testing monitor sheets	
Rosters	
Time sheets	

Systems / Applications

System / Application	Recovery Time (Days)		Workarounds
	System	Data	
Synergysoft	1		
Internet	1		
MS Office			
Adobe			

Appendix A – Communications Guidelines

Sample Communications Template

- This is what we know

- This is what we don't know

- This is what we are doing

- This is what we want you to do

Communications Team Responsibilities

ONLY an authorised spokesperson may speak to the media.

Primary	Deputy	Role / Responsibility
Shire President/ CEO		<ul style="list-style-type: none"> • Works with Management Team / Council to publicly issue statements to the media. • Serves as lead representative at press conferences with assistance as required. • Approves all publicly disseminated information. • Identifies spokespersons if required.
		<ul style="list-style-type: none"> • Works in close liaison with the spokesperson to ensure message accuracy and delivery. • Assists with media relations.
		<ul style="list-style-type: none"> • Provides legal advice on communications strategies. • Provides legal advice on messaging to victim(s), family members, media, etc. • Approves messages before release.

Verify the Incident

WHAT happened?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being done?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____
- Other? _____

Notification Chart

Internal Audience	Mode of delivery, release date and time	Likely questions
Councillors	Face-to-face / phone call / e-mail / Conference call	What has happened? What is the impact? How have you responded? What is the status of your recovery?
Employees		Where should we go? What should we do? How do we do it? What are we allowed to say? Will I get paid? Is my job safe? When do I come back to work?
Employee's family		Are they safe?
Incident Management Team		What has happened? What is the impact? How should we respond?
Other?		
Other?		
External Audience	Mode of delivery, release date and time	Likely questions
Community	Face-to-face / phone call / Social Media / e-mail / Conference call / website / radio bulletin / press release	Will you be in a position to provide the services I require?
DFES / SES / WA Police		
Media: local, regional and national		What is the impact? How many casualties?
Public		
Stakeholders		
Contractors / Suppliers		Will my bills be paid?
Employee Assistance Provider	LGIS	
Regulators		Are all relevant rules and regulations being adhered to?
Other?		
Other?		

Message Mapping - Example

Stakeholders: e.g. Community, employees, clients and customers	
Core Message 1	
<p>At 2am on Tuesday 23 January 2019, a contractor</p> <p>Police have confirmed that a male of approximately 25 years of age</p> <p>.....was discovered by workers this morning at approximately 6.30am.</p> <p>this is what we know</p>	
Supporting core message 1	Evidence
<p>It is not known why the contractor was on site at 2am ...</p> <p>this is what we don't know</p>	<p>A: Questioned staff</p> <p>B: Interviewed the witness</p> <p>C:</p>
Information Supporting the core message 1	Evidence
<p>We have contacted ...</p> <p>this is what we are doing</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Information Supporting the core message	Evidence
<p>If anyone has any information ...</p> <p>this is what we want you to do</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Delivery Method: CEO: Verbal interview with reporter at 11am.	

Appendix B - Event Log

Use the Event Log to record information, decision and actions

Date	Time	Information / Decisions / Actions	Initials

Appendix C – Deferred Business Activities

Area of Responsibility	Service Unit	Activity
Building Supervisor	Building Services	Shire land holdings maintenance and inspections
CEO	Executive	Advocacy and lobbying
CEO	Executive	Recurring compliance obligations
CEO	Executive	Executive Team Leadership
CEO	Communications	Media liaison
CEO	Communications	Official media releases
CEO	Communications	Stakeholder communications including staff and elected members
CEO	Councillor Activity / Liaison	Councillor liaison
CEO	Councillor Activity / Liaison	Councillor induction and training
CEO	Councillor Activity / Liaison	Committee meetings
CEO	Councillor Activity / Liaison	Council meetings
CEO	Councillor Activity / Liaison	Council agendas and minutes
CEO	Councillor Activity / Liaison	Shire travel arrangements
CEO	Regional Development	Regional Organisation of Councils
CEO	Regional Development	Regional Development Initiatives
CEO	Economic Development	Advocacy for economic development
CEO	Economic Development	Funding submissions.
CEO	Human Resources	Complaints and dispute handling
CEO	Human Resources	Recruitment, selection, induction and retention
CEO	Human Resources	Employee and Industrial relations
CEO	Human Resources	Staff training and development
CEO	Human Resources	Staff performance and appraisal systems
CEO	Human Resources	Human resources policies and procedures
CEO	Human Resources	Workforce Plan
CEO	OHS	Occupational Health and Safety policies and procedures
CEO	OHS	Occupational Health and Safety Committee
CEO	OHS	Oversee minutes of Safety meetings and action plans
CEO	OHS	Occupational Health and Safety awareness and education

Area of Responsibility	Service Unit	Activity
CEO	OHS	Accident investigation
CEO	OHS	Incident reporting
CEO	OHS	Oversee and manage return to work programs
CEO	OHS	Provision of safety equipment
CEO	Risk Management	Audit reports
CEO	Risk Management	Develop overall risk management policy
CEO	Risk Management	Train staff and elected members to assess potential risks
CEO	Risk Management	Define the organisations risk appetite, tolerance and likelihood guidelines
CEO	Risk Management	Identify, analyse, evaluate, treat, monitor and communicate risks
CEO	Landfill operations	Manage waste management facilities
CEO	Landfill operations	Waste management business planning
CEO	Landfill operations	Strategic site management
CEO	Waste collection and Recycling services	Manage contracted waste and recycling services for domestic and commercial collection
CEO	Waste collection and Recycling services	Contract renewals
CEO	Waste collection and Recycling services	Strategic waste management plan
CEO	Waste collection and Recycling services	Waste and recycling promotion and education
CEO	Waste collection and Recycling services	New services and master list maintenance
CEO	Waste collection and Recycling services	Complaints and missed bins
CEO	Waste collection and Recycling services	Illegal dumping
CEO	Statutory Land Use Planning	Assessment of development applications
CEO	Statutory Land Use Planning	Planning and Development Act administration
CEO	Statutory Land Use Planning	Sub-division process management
CEO	Statutory Land Use Planning	State Administrative Tribunal reviews and responses
CEO	Statutory Land Use Planning	Advice to customers and internal Stakeholders on planning matters
CEO	Statutory Land Use Planning	Local Planning Scheme amendments
CEO	Statutory Land Use Planning	Structure Planning
CEO	Statutory Land Use Planning	Local planning policies

Area of Responsibility	Service Unit	Activity
CEO	Statutory Land Use Planning	Compliance with local planning scheme requirements
CEO	Statutory Land Use Planning	Liaison and referral to relevant government agencies
CEO	Strategic Planning	Review and implement the Local Planning Strategy
CEO	Strategic Planning	Develop and review planning strategic documents
CEO	Strategic Planning	Input to State planning legislation and policy.
CEO	Strategic Planning	Provide strategic planning advice to customers.
CEO	Building Services	Certified building permits.
CEO	Building Services	Uncertified building permits.
CEO	Building Services	Building control including compliance
CEO	Building Services	Applications for strata subdivisions
CEO	Building Services	Inspections and issue of certificates
CEO	Building Services	Occupancy permits
CEO	Community	Liaison with Culturally and Linguistically Diverse groups
CEO	Community	Community Safety and Crime Prevention
CEO	Community	Liaison with government, non-government, grants and community organisations
CEO	Community	Community education programs eg waste recycling, asbestos awareness.
CEO	Media and Communications	Assist with drafting of official media releases
CEO	Media and Communications	Assisting with Shire staff communication
CEO	Media and Communications	Oversee Shire's corporate communication policy
CEO	Tourism and Promotion	Coordinate Economic Development
CEO	Tourism and Promotion	Contribute to the marketing and promotion of the Shire
CEO	Recreation	Recreation Centre as an emergency evacuation centre
CEO	Recreation	Manage active recreation reserves
CEO	Recreation	Recreation Centre management
CEO	Recreation	Liaise/coordinate with sporting groups/clubs
CEO	Aged	Responding to the needs of the aged in the aged-care facility
CEO	Aged	Services and facilities accessible to the aged
CEO	Grants Management	Opportunity identification
CEO	Grants Management	Application facilitation
CEO	Grants Management	Acquittal facilitation
CEO	Grants Management	Process oversight

Area of Responsibility	Service Unit	Activity
CEO	Ranger	Animal control
CEO	Ranger	Permits issued under Local Laws
CEO	Ranger	Local Law enforcement
CEO	Ranger	Litter control
CEO	Ranger	Community education programs
CEO	Shire Administration	Compliance (Acts, Regs and Local Laws)
CEO	Shire Administration	Compliance Audit
CEO	Shire Administration	Financial management
CEO	Shire Administration	Insurance management and review
CEO	Shire Administration	Staff development
CEO	Shire Administration	Procurement of goods and services
CEO	Shire Administration	Complaints and dispute handling
CEO	Shire Administration	Council elections
CEO	Shire Administration	Management of leases associated with Shire controlled land and facilities
CEO	Shire Administration	Processing insurance claims
CEO	Cemetery	Burials
CEO	Cemetery	Maintaining Burial Register
CEO	Cemetery	Liaison with Funeral Directors
CEO	Customer Service	Customer Services (general)
CEO	Customer Service	Community communications and coordination
CEO	Customer Service	Department of Transport Licensing
CEO	Customer Service	Telephone/e-mail service
CEO	Environmental Health	Section 39 Liquor Licencing approvals
CEO	Environment	Environmental assessment and clearances for development
CEO	Environment	Environmental strategies
CEO	Environment	Monitor extractive industry operations
CEO	Environment	Implement biodiversity strategy
CEO	Emergency	Liaison with government agencies and non-government organisations
CEO	Emergency	Development and ongoing review of Emergency Management Plans
CEO	Emergency	Training in emergency management practices and response
CEO	Emergency	Local and district emergency management committee
CEO	Emergency	Education programs
CEO	Emergency	Monitoring and informing of emergencies
CEO	Emergency	Local recovery plans
CEO	Emergency	Bushfire mitigation

Area of Responsibility	Service Unit	Activity
DCEO	Finance	Payment of creditors
DCEO	Finance	Invoicing and collection of charges
DCEO	Finance	Managing and investing Shire funds
DCEO	Finance	Payroll
DCEO	Finance	Rating and property management
DCEO	Finance	Facilitate funds for procurement of goods and services
DCEO	Finance	Management of the asset register
DCEO	Finance	Financial management reports
DCEO	Finance	Statutory reporting
DCEO	Finance	Annual budget
DCEO	Finance	Long Term Financial Plan
DCEO	Finance	Financial audit
DCEO	Finance	Audit Committee
DCEO	Information Technology	Provision of information technology and communications systems to the organisation
DCEO	Information Technology	Security of critical applications and data
DCEO	Information Technology	Telecommunications
DCEO	Information Technology	IT Contracts management
DCEO	Information Technology	Purchase of new IT equipment
DCEO	Information Technology	Licence renewals
DCEO	Records Management	Registration and distribution of incoming and outgoing hard copy and digital correspondence
DCEO	Records Management	Registration of building and planning applications
DCEO	Records Management	Filing, retrieving and archiving of files
DCEO	Records Management	Disposal of records according to legislation
DCEO	Records Management	Freedom of Information requests

Area of Responsibility	Service Unit	Activity
CRC	Community Events	Youth Projects
CRC	Community Events	Christmas Decoration – lighting of the tree, street party etc.
CRC	Community Events	Upcoming Events and Festivals
CRC	Media and Communications	Coordinate Staff newsletter
CRC	Media and Communications	Oversee Social Media usage
CRC	Library	Library administration and management
CRC	Tourism and Promotion	Events admin
CRC	Youth	National Youth Week
CRC	Youth	Liaison with government agencies and non-government organisations
EHO	Landfill operations	Site Licence renewals and compliance
EHO	Landfill operations	Ground water bore monitoring and sampling
EHO	Landfill operations	Annual DER Licence and quarterly DER levy reporting
EHO	Landfill operations	Assessment of contaminated waste disposals
EHO	Landfill operations	Management of controlled waste disposal
EHO	Landfill operations	Monitor septic tanks and caravan sewerage drop-points
EHO	Environmental Health	Food businesses approvals and assessments
EHO	Environmental Health	Food sampling (Legal and LHAAC Coordinated)
EHO	Environmental Health	Approval of Skin Penetration premises
EHO	Environmental Health	Sampling and assessment of aquatic facilities.
EHO	Environmental Health	Sampling and assessment of reclaimed Waste Water reuse scheme
EHO	Environmental Health	Lodging House inspection and registration
EHO	Environmental Health	Vector investigation
EHO	Environmental Health	Health promotion and education
EHO	Environmental Health	Registration of Offensive Trades
EHO	Environmental Health	Issue permits for stallholders, street traders, morgues, stable licences and portable signs
EHO	Environmental Health	Onsite effluent disposal systems
EHO	Environmental Health	Advice on Environmental Health related matters
EHO	Environmental Health	Public Building approvals and assessments

Area of Responsibility	Service Unit	Activity
EHO	Environmental Health	Public event assessment, permits and monitoring
EHO	Environmental Health	Unsightly land/ hoarding
EHO	Environmental Health	Complaints (noise, noxious odours, poultry, dust)
EHO	Environmental Health	Liaison with Department of Water and Environmental Regulation regards lead levels in community
EHO	Environment	Investigate and recommend appropriate action on Shire controlled contaminated sites
EHO	Environment	Environmental compliance and complaints
EHO	Environment	Manage abattoir operations
Senior Finance Officer	Building Services	Building statistics to the Australian Bureau of Statistics, Valuer Generals Office and BCITF
ESO	Media and Communications	Coordinate website content
ESO	Media and Communications	Coordinate Elected Members bulletin content
GPO	Community	Disability Access and Inclusion
Pool Manager	Aquatic	Aquatic operations (pool quality, cleanliness, etc.)
Pool Manager	Aquatic	Aquatic centre administration
Pool Manager	Aquatic	Swim lessons and classes
Pool Manager	Aquatic	Fitness programs
Pool Manager	Aquatic	Kiosks
Pool Manager	Aquatic	Routine maintenance (planned, building and grounds) of Corrigin Swimming Pool
Shire of Kalamunda-Contracted	Building Services	Advice to customers on statutory building matters

Area of Responsibility	Service Unit	Activity
Works and Services	Building maintenance	Building Asset Management Plan
Works and Services	Building maintenance	Prioritised response to urgent building maintenance requests (safety)
Works and Services	Building maintenance	Upgrades to Council buildings
Works and Services	Building maintenance	Project management
Works and Services	Building maintenance	Design of building modifications
Works and Services	Building maintenance	Liaise with stakeholders
Works and Services	Building maintenance	Supervision of contractors
Works and Services	Building maintenance	Preparation and management of tenders and contracts
Works and Services	Building maintenance	Routine building maintenance and inspections
Works and Services	Administration	Financial management and reporting
Works and Services	Administration	Procurement and procurement procedure compliance
Works and Services	Administration	Regional Road Group membership
Works and Services	Administration	Complaints and dispute resolution
Works and Services	Administration	Policy review
Works and Services	Administration	Staff development and training
Works and Services	Asset Management	Asset management framework
Works and Services	Asset Management	Development of asset management plans
Works and Services	Asset Management	Funding submission applications
Works and Services	Asset Management	Project renewal modelling
Works and Services	Asset Management	Asset management reports
Works and Services	Asset Management	Preventative maintenance planning
Works and Services	Asset Management	Asset information systems management
Works and Services	Asset Management	Asset management information recording.
Works and Services	Asset Management	Data collection and analysis
Works and Services	Operations	Depot management

Area of Responsibility	Service Unit	Activity
Works and Services	Operations	Roads, footpaths and laneways construction
Works and Services	Operations	Manage reticulation systems and bores
Works and Services	Operations	Works Services procurement
Works and Services	Operations	Drainage construction
Works and Services	Operations	Street and footpath sweeping
Works and Services	Operations	Private Works
Works and Services	Operations	Manage wastewater effluent re-use system
Works and Services	Plant and Fleet Services	Plant and equipment maintenance
Works and Services	Plant and Fleet Services	Vehicle fleet management
Works and Services	Plant and Fleet Services	Vehicle fleet planning
Works and Services	Plant and Fleet Services	Procurement of plant, equipment, and fleet.
Works and Services	Parks, Gardens and Reserves	Parks, gardens and ovals routine maintenance
Works and Services	Parks, Gardens and Reserves	Gardens maintenance
Works and Services	Parks, Gardens and Reserves	Litter control (needles, etc)
Works and Services	Parks, Gardens and Reserves	Cemetery Maintenance
Works and Services	Parks, Gardens and Reserves	Street Verge maintenance



Incident Management and Business Continuity Response Procedures Manual

Version 2.4 to be adopted by Council – August 2021 (review annually)

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Document Control

Version	Date Revised	Revised By	Changes Made
0.1	October 2016	LGIS	Initial Draft for consideration
0.1.1	February 2017	GPO	Finalised Draft for Council Adoption
0.1.2	21 February 2017	Council	Adopted by Council
2.0	December 2018	GPO	Revised Draft for Council Adoption March 2019
2.1	19 March 2019	Council	Adopted by Council
2.2	30 March 2020	GPO	Revised Draft for Incident Management Team adoption March 2020
2.3	June 2020	CEO	For Council Adoption – July 2020
2.4	July 2021	GPO	For Council Adoption – August 2021

Introduction

This Manual is designed to provide the management and staff of the Shire of Corrigin (the Shire) with the information and tools necessary for a robust and effective Incident Management and Business Continuity Response Framework (Framework).

Its aim is the delivery of a standardised, consistent approach to Incidents and Business Continuity Management, whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

This document sets out the governance framework to ensure a sustainable state of preparedness and the management principles to be followed should any incident cause, or threaten to cause, serious impact to the operations of the Shire.

It provides a process to facilitate organised decision-making in the event of a major incident that might otherwise be chaotic, to:

- Protect safety of staff, visitors and the community.
- Provide flexible responses to a variety of incidents.
- Assist decision making in a potentially uncertain and stressful environment.
- Manage and minimise the consequence of incidents to the Shire's operations.

The Shire of Corrigin ***Incident Management and Business Continuity Response Plan***, developed in conjunction with this Framework Manual, documents the response strategies to be followed by the Shire of Corrigin to respond, recover, resume and restore to a pre-defined level of operation following disruption.

Scope

The Shire should maintain an up-to-date and fit-for-purpose Incident Management and Business Continuity Response Plan.

Business Continuity should form part of every project and at all stages of a Change Management Process within the Shire in order to mitigate any associated risks.

The impact of a project upon existing Business Continuity arrangements and any Change Management Processes must include an element of Business Continuity Management to ensure their effects are incorporated into recovery arrangements and requirements. Consequently, the procedures in this manual apply to all areas under the control of the Shire.

Emergency Response procedures such as evacuation and associated activities are considered under Work Health and Safety constraints and consequently do not fall within scope. The Business Continuity Plans will however provide information of current procedures for reference purposes.

Assumptions

Business Continuity Management principles assume that all external hazard management agencies respond as per normal.

Incident (Crisis) Management

The Shire defines an Incident as an event that:

- Threatens the health and safety of staff, visitors and/or community and/or;
- Has the potential to disrupt critical activities for more than one business day and/or;
- Crosses over the responsibilities of more than one Business Unit.

Incident events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

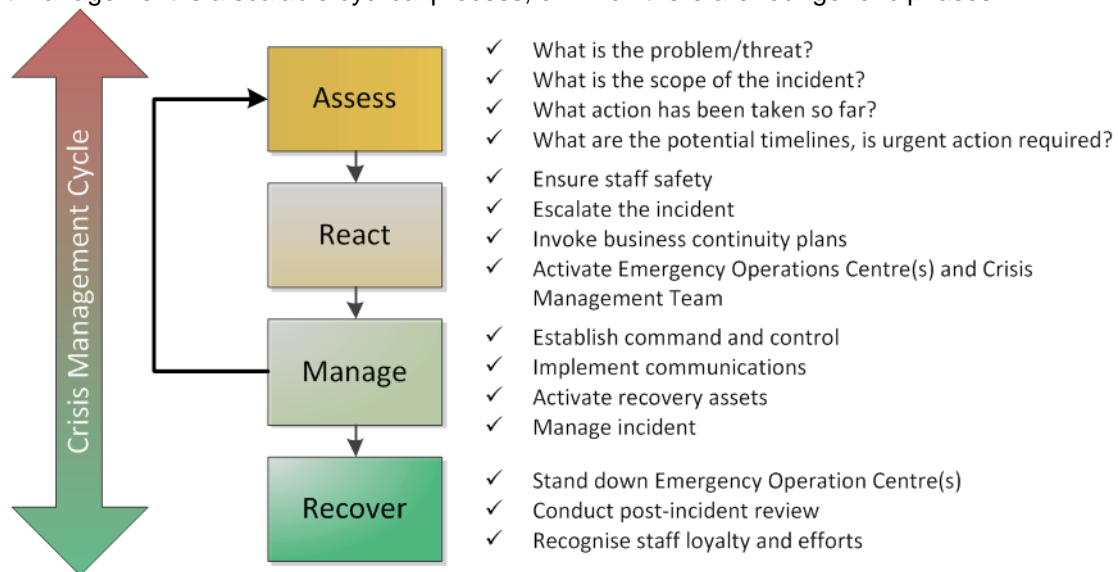
It is important to note that incident response and Incident management is dictated by the impact the event has or may have on the Shire and not by the event itself. The Shire's Incident Management and Business Continuity Response Plan extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of Information Technology (IT) and communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers

During any Incident the Shire will seek to:

- **Before all else**, establish the safety and wellbeing of staff, visitors and the community.
- Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.
- Provide regular, concise and meaningful communications internally and externally.
- Work together as a team demonstrating the Shire's principles and values to swiftly return the impacted Departments to normality.

Incident Management is a scalable cyclical process, of which there are four generic phases.



Flexibility is required at all times.

Within the Incident Management Cycle, it is appropriate to continually re-**assess** the situation and modify the response, which will result in a different set of **reactions**, and tasks to **manage** the incident, leading to the ultimate **recovery** of the business.

For example, the initial assessment of an incident may lead to reaction and management phases that subsequently prove to be inadequate, or the scale and nature of the incident may change.

Incident Response

Before an incident there are opportunities to implement proactive controls that can make potentially disruptive events less likely or less severe, as well as making preparations for contingencies to be activated only once an event commences. The contingent controls implemented are aimed at reducing the scale and effects of disruption, returning to routine operations and a full recovery as soon as possible and seizing any opportunities that may arise.

Command and Control

It is always preferable to over-react to an incident, and then scale down the response, than to underestimate the level of response required.

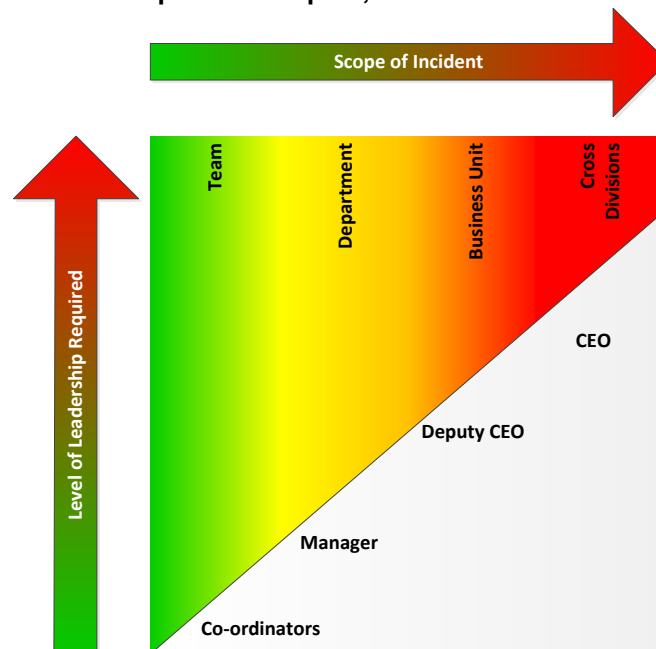
Under normal circumstances, Departments manage their own recovery in accordance with the pre-planning in their Business Continuity Plan, with support from the relevant support areas. Effectively, a small incident involving a single Department would be managed by the specific Manager.

As the real or potential impact increases, the command and control of any situation should be escalated up the Shire's management structure and should be based upon the existing management reporting lines. When an Incident reaches a point where its effects become material to the Shire or crosses Business Unit boundaries, the Incident Management Team will be convened to provide strategic leadership of the incident to minimise the impact on the Shire's operations and public image.

As shown below, higher levels of control may be invoked in response to the assessment of the situation or threat.

If the Shire is exposed to a situation that threatens the safety of staff, the loss of premises or any other situation that could result in a material impact for the Shire, then the situation should be **immediately** escalated.

If any doubt exists as to the level of potential impact, it is recommended that escalation occurs.



Incident Communications

Incident Communications Role Descriptions

No one is permitted to represent the Shire without prior approval from the Incident Management Team. The following is a list of Key Staff and their roles with regard to Incident Communications.

Shire President

The Shire President is the Shire's official spokesperson on all non-operational issues during an Incident management situation and plays a key role in developing Shire messages.

Chief Executive Officer

The CEO is the Shire's official spokesperson on all operational issues during an Incident management situation. In the CEO's absence the Acting CEO must be able to take on the role of official spokesperson.

Incident Management Team

The Incident Management Team are responsible for ensuring all staff are fully briefed and aware of the requirements of this plan.

All media inquiries on any issue are to be referred to The Incident Management Team.

The Shire is committed to delivering accurate, timely and relevant information to the community, media, councillors, staff, the public and other stakeholders.

It is absolutely crucial for responses to the media to be accurate, truthful and open. The Shire's long-term reputation for truthfulness outweighs any short-term gain.

If the Shire is experiencing intense media coverage, it is essential for the Incident Management Team to have all the information necessary to frame correct responses, so it is incumbent on staff to supply all relevant information. The most common error is for staff to not include a piece of information because they think it is not relevant.

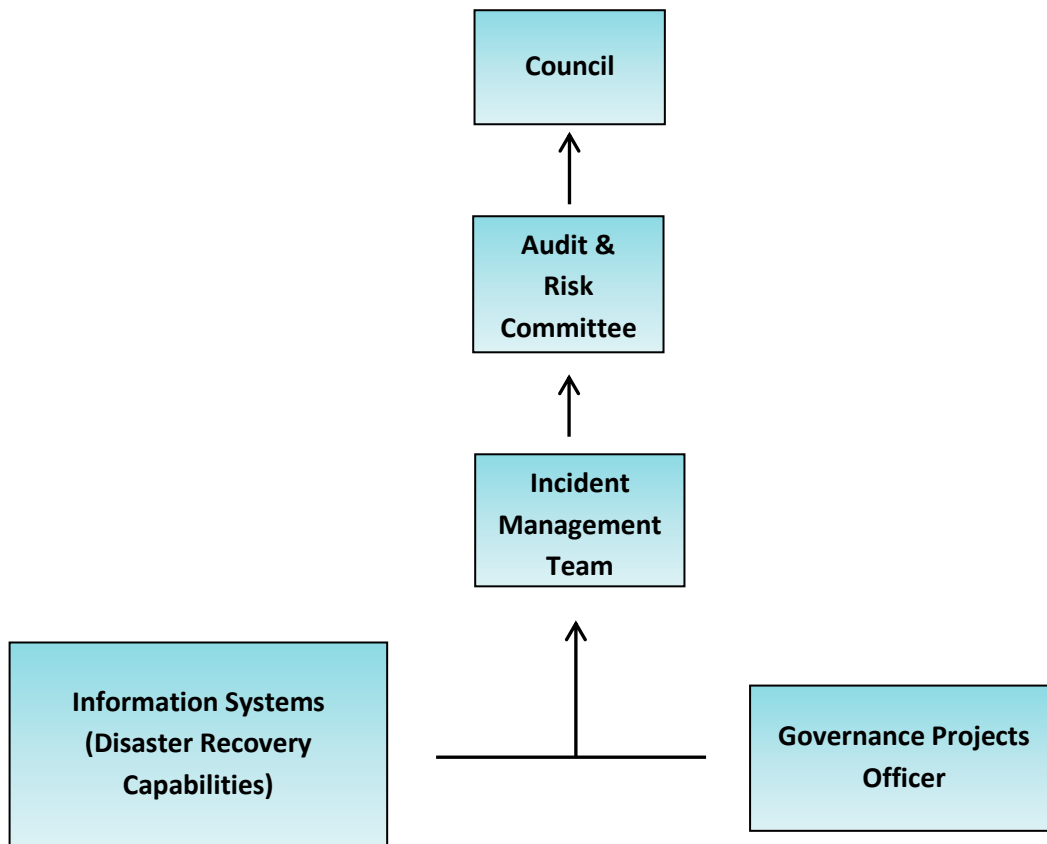
Access to all information – including confidential material where required – is absolutely crucial in the shaping of correct responses. Cover-ups ALWAYS attract more damaging coverage than an initial misstep. To assist in this process, any area with responsibility for an issue likely to result in media coverage should report the relevant information to the Incident Management Team with urgency.

Business Continuity Management

Business Continuity Management is an integrated process that encompasses the following two main elements:

- **Management Practices**
 - Defining, reviewing and consistently improving the Framework and how it will be implemented, controlled and validated.
 - The integration of Business Continuity into business-as-usual activities and organisational culture.
- **Technical Practices**
 - The ongoing review and assessment of the Shire's objectives, functions and environmental constraints against operations.
 - Identification and enablement of appropriate strategies and processes to determine how best to recover from business disruption.
 - Maintaining documented plans around the current strategies and processes.
 - Validating, through exercise and formal review that this program meets the key objectives.

Business Continuity Governance Structure



Governance Roles and Responsibilities

Incident Management Team

The Incident Management Team is responsible for:

- Regular oversight of the Risk Management Framework, including the Business Continuity Program.
- Sharing best practice to improve the overall Business Continuity process.
- Advocating cross-Business Units activities such as plan strategies and exercises where applicable.

Council

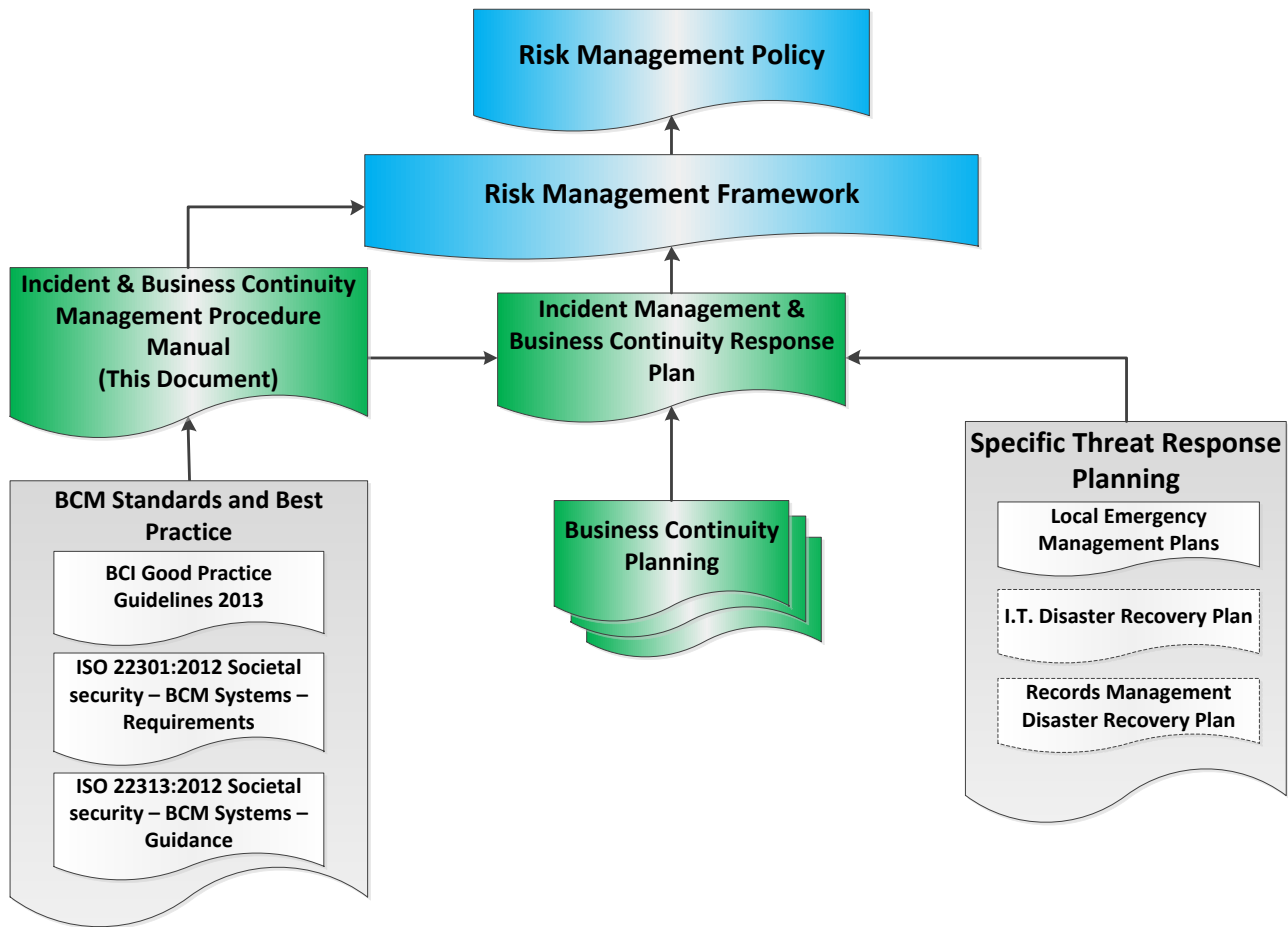
Council is responsible for:

- Reviewing and approving the Shire's overall business strategies, risk management strategies, risk appetite, frameworks and policies for managing key risks.
- Providing direction to Incident Management Team and delegating appropriate authority to accept risk and oversee implementation and outcomes.

Information Systems

The CEO and Deputy CEO overseeing the Shire's IT Systems is responsible for developing, maintaining and reporting to the Incident Management Team on the Shire IT Disaster Recovery Framework and capabilities.

Document Structure



The above diagram depicts the documentation involved in the Business Continuity Program. Other components of the overall Risk Management Framework, such as Strategic, Operational and Project Risk documentation have not been shown.

Service Team Incident Preparation Requirements

Each Service Team is responsible for the maintenance and upkeep of their own Business Continuity data and for promoting awareness through:

- Contributing to and implementing procedures under this manual.
- Partnering with support areas and other Business Units to provide solutions that meet recovery requirements.
- Liaising with the Incident Management Team to ensure best practise is maintained.

The following provides a summary of generic responsibilities for all Business Units:

Outsourced Partners/Key Suppliers

Identify and assess any associated risks and be satisfied that these entities have robust processes that result in an adequate Business Continuity Management program.

Budgetary Considerations

Fund and provide forecast budgeting for Business Continuity activities required in relation to the Shire's Business Continuity Management Program (e.g. Resiliency improvements, testing).

Risk Identification and Reporting

Follow standard Shire Risk Management Procedures to identify threats, determine their potential impact and the likelihood of their occurrence.

Displacement Strategies

Where Business Units intend using existing alternative operational buildings or other local government buildings as recovery sites, they must make an assessment of the capacity of the site(s) and the timeframe over which the site(s) could operate in a combined business continuity and operational mode. In addition, formal approval must be obtained from the relevant Executive / Owner of the other site (where applicable). This would also need to be reviewed, assessed and approved at least annually.

Off-site Copies of Plans

Copies of all plans must be appropriately and securely kept at relevant off-site recovery sites as well as by a number of responsible staff having designated responsibilities under each plan.

Culture

Business Units must satisfy themselves that colleagues engaged in Business Continuity activities have the appropriate training and knowledge and are aware of the expectations held of them should the need arise.

Incident Preparation Requirements

Human Resources

Develop and exercise plans to provide trauma counselling for colleagues and their families.

Communications

Develop and test plans for the management of media and internal and external communications during an incident.

Information Services

Fund and provide forecast budgeting for all IT Infrastructure associated with recovery sites, in addition to any other IT Disaster Recovery and IT Connectivity testing as required under standard policy. Liaise with Business Units to agree expectations of IT systems and infrastructure recovery time and point objectives.

Work Health and Safety

Develop and implement emergency response plans and drills as required under legislation. This includes identifying and training Wardens and First Aid representatives.

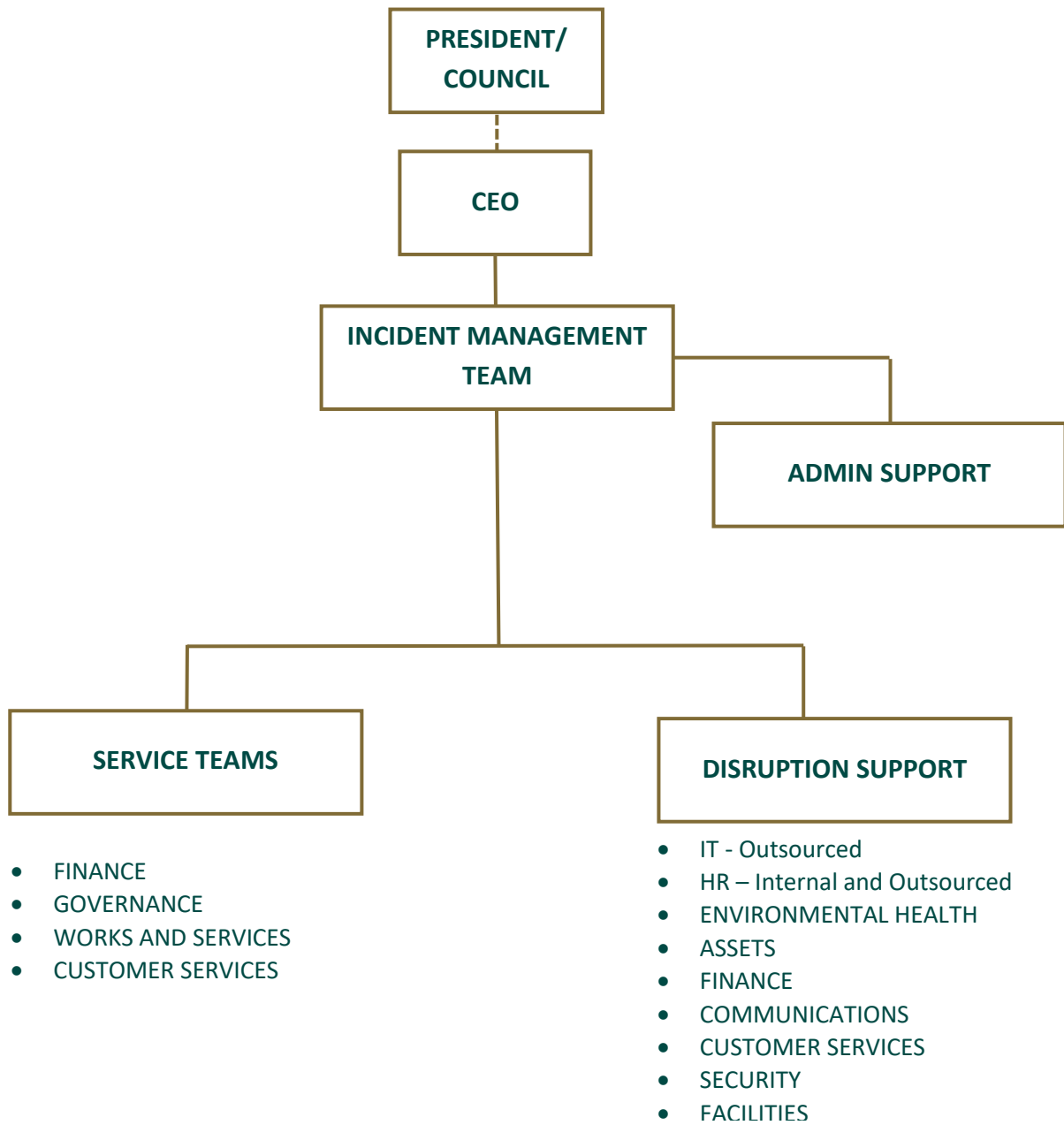
Building Services

Fund and provide forecast budgeting associated with the availability, maintenance and/or lease of alternative sites as required. Implement and oversee salvage and restoration activities as required.

Financial Services

Ensure ability to make ad-hoc and increased payments as requested by Incident Management Team.

Incident Management Structure



Incident Management Roles and Responsibilities

Incident Management Team

The Incident Management Team is called together as a result of, or the potential for, a material incident affecting the Shire.

The Incident Management Team is comprised of:

- CEO
- Deputy Chief Executive Officer
- Executive Support Officer
- Manager Works and Services
- Or, in their absence, their Deputies.

The Incident Management Team's main responsibilities include:

- Minimise the impact on the Shire's operations and public image (reputation).
- Strategically managing the incident, through strong organisational leadership and communications.
- Approve necessary expenditure and ratify major recovery decisions.
- Ensure that the recovery efforts have the necessary resources and support.
- Set critical milestones and time frames for recovery.
- Ensure that Employees are fit for the role they're being asked to perform.

Managers/Coordinators/Supervisors

Managers/Coordinators/Supervisors are to ensure that actions, decisions and any other requirements of the Incident Management Team are enabled, completed and reported on.

The Incident Management Team will request support from specialist areas as required by the level and scope of the incident. An Administrative Support Team will also form and provide assistance to the Incident Management Team from an administrative perspective. Whilst overall membership and support will initially be set by the Incident Management Team during the first 'assessment' meeting; membership and support roles may change as required.

Business Continuity Framework Guidelines

Business Continuity Management is an integrated process that encompasses the following elements within management and technical practices:

Policy and Program Management

Defining, reviewing and consistently improving the Business Continuity Management Program and how it will be implemented, controlled and validated.

This manual forms part of the Business Continuity Management Framework which is governed under the Risk Management Policy. The review of this framework should be completed in conjunction with the review frequency of that Policy. To support the improvement culture within the Shire, this framework may be supported with annual action plans as detailed in the Integrated Planning process. This Program is managed and facilitated by the Governance Projects Officer.

Embedding Business Continuity

Integrating Business Continuity into business-as-usual activities and organisational culture

The application of this program will support the integration of Business Continuity and overall Risk Management methodology into operational and strategic decision making. Ongoing program reviews must ensure that education and awareness is considered in all planned activities.

Analysis

The ongoing review and assessment of the Shire's objectives, functions and environmental constraints to operations

A Business Impact Analysis (BIA), should be conducted or formally reviewed every two years for all Service Teams, or earlier if the Service Team has been subjected to any material change including but not limited to:

- Structural (hierarchy).
- Operational Objectives.
- Project/change management.
- IT software or infrastructure.

In all cases, the impact of a business interruption to services from key suppliers or third parties should also be clearly analysed and understood.

The CEO and Governance Projects Officer are required to consider and analyse any specific threats to the Shire’s operations and ensure that these are reflected in business continuity or threat specific planning.

Time Criticality Ratings Overview		
(Based on lowest Recovery Time Objective / Maximum Tolerable Period of Disruption in the area)		
High	Medium	Low
>= 3 days	4 – 10 days	>10 days

Design

Identification and enablement of appropriate strategies and processes to determine how best to recover from a business disruption

The Shire considers the following a reflection of current strategies which may be used in part, in combination or consecutively as required.

This list is non-exhaustive and subject to constant review.

Do Nothing (mothball the activity)

This strategy is to be employed for all activities that are not considered time critical. This approach is to allow management to focus initial efforts on critical activities only. Resumption of these activities (and the associated backlog) should occur as soon as practical.

Recovery Sites

Formal Recovery Sites have been determined in advance to ensure the swift resumption of critical business functions following an incident, which has rendered the original operational site inaccessible or inoperable.

Other forms of Recovery Sites include alternative arrangements to provide dual resources to staff needing to work at another site for varied reasons.

Displacement

As the Shire operates from more than one site, consideration to placement of staff will take into account the potential displacement of less critical tasks in favour of those more critical in the case of a business disruption.

Where this strategy is employed, it is imperative that the area being displaced has clear objectives around staff and workload management during the period of disruption. Consequently, this strategy will be approved by the Incident Management Team.

Sharing

This strategy has two main options:

1. Increasing the number of people per workstation.
2. Creating shifts over a greater period of the day. Workstations or work areas are used over more hours than the standard 8. Potential people management issues will need to be taken into consideration.

Working from home

A simple and effective strategy that allows an almost immediate resumption of activities. It is only effective for those staff:

- Using their own PC.
- Taking Laptops home (prior to incident).
- Having available connectivity and Internet security.

A Work From Home Checklist has been developed to reduce the risk of potential Work Health and Safety issues that will need to be taken into consideration.

Implementation

Maintaining the Incident Management and Business Continuity Plan around current strategies and processes

The Incident Management Team own this document. Adequate time and resources must be allocated to achieving a functional and valuable Plan. It is the input and understanding of the Business Continuity data and localised strategies that will determine how effective the plan can be.

This plan should be updated every 12 months. The plan must also be reviewed whenever structural, technological or procedural considerations indicate. Once reviewed, it must be approved by the Incident Management Team and approved copies distributed accordingly.

Validation

Validating, through exercise and formal review that the program meets its key objectives

An effective fit-for-purpose plan cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the plan assumes considerable importance in establishing the Business Continuity Management ability and capability of the Shire.

Exercises do not create pass/fail situations; rather they are designed to expose the areas in the plan that need to be revisited.

The major components of the Plan should be tested annually and revised upon the results of each test.

As the Business Continuity Management Program develops within the Shire, additional test types may be introduced, however at this stage the plan will be tested via desktop scenarios.

Desktop scenario exercises provide a mechanism to validate the plan, identify any improvements that can be made and provide training to those people who would be involved with the enactment of the plan in an actual Incident. Among other things, desktop scenario exercises are designed to identify any potential roadblocks and their solutions, to ensure that when the plan is executed in a real life situation it will work without fail.

The objectives of exercises are to:

- Ensure staff are aware of their roles and responsibilities
- Act out critical steps to recognise difficulties in the plan
- Demonstrate decision making abilities and knowledge of response operations
- Highlight areas of improvement



CROPPING LEASE

Date of Farm Tenancy: 1 January 2022 to 31 December 2024

The Lessor: Shire of Corrigin

The Lessee:

Cropping Lease of: Land known as Rockview,
Lot 3 of Avon Location 16025, CORRIGIN WA 6375

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PROPERTY LEASE AGREEMENT

LEASE OF REAL ESTATE made on the day set out in **Item 1** of **Schedule 1**.

BETWEEN

The Lessor as stated in **Item 2** of **Schedule 1**.

and

The Lessee as stated in **Item 3** of **Schedule 1**.

RECITALS

A The Lessor is the legal owner of the a freehold interest in the land.

B The Lessee has agreed to lease the Land on the terms and conditions of this Lease.

THIS DEED NOW WITNESSETH as follows:

Interpretation

1 In this Lease unless a contrary intention appears:

(a) **Land** means all of the land as described in **Item 4** of **Schedule 1**;

(b) **Property** means all of the Land as described in **Item 4** of **Schedule 1** and the buildings, structures, fixtures, assets and improvements as described in **Schedule 2**;

(c) **Purpose** means the use of the land as described in **Schedule 3**;

(d) **Termination date** means the last day of the term as stated in **Item 7** of **Schedule 1**;

Lease

2 The Lessor agrees to lease the Property to the Lessee on the terms and conditions of this Lease.

Commencement date

3 This Lease commences on the date stated in **Item 6** of **Schedule 1**.

The Term

4 This Lease will be in force for the term stated in **Item 7** of **Schedule 1**.

Exclusions

5 The Property specifically does not include the land, buildings, structures, fixtures, assets and improvements specified in **Item 5** of **Schedule 1**.

The Rental

6 The Lessee agrees to pay the Lessor the rental stated in **Item 10** of **Schedule 1** to be paid at the times and in the manner specified at **Item 11** of **Schedule 1**.

- 7 The rental will be reviewed and may be adjusted in the manner stated in **Item 12** of **Schedule 1** at the times stated in **Item 13** of **Schedule 1**.

Condition and maintenance of the Property

- 8 The condition of the Property will be recorded in **Schedule 4** prior to the commencement of this Lease.
- 9 Maintenance of the Property will be in accordance with the specifications contained in **Schedule 5**.

Insurance and Indemnity

- 10 The Lessee at the Lessee's sole cost and expense, will keep current and be responsible for at all times a policy of:
- a. Public risk insurance applicable to the Property for an amount not less than the amount stated in **Item 14** of **Schedule 1**; and
 - b. other operational insurances such as crop insurance.
- taken with a reputable insurer noting the Lessor's interest in the policies.
- 11 The Lessor will maintain insurance applicable to the Property and public risk insurance applicable to the Property for an amount not less than the amount stated in **Item 14** of **Schedule 1** at all times during the term of the Lease.
- 12 Each party will present evidence of these insurance to the other party within 2 weeks of the commencement date.

Lessor's Obligations

- 13 The lessor will at all times during the term of the Lease and any extension of the Lease:
- a. give the Lessee quiet possession and enjoyment of the Property without any interruption so long as the Lessee complies with the terms of this Lease;
 - b. pay rates to the local authority in respect of the Land if required to do so in **Item 8** of **Schedule 1**;
 - c. pay water rates to the appropriate authority if required to do so in **Item 9** of **Schedule 1**;
 - d. permit the Lessee to use water from any dam located on the Land in their absolute discretion;
 - e. take out insurance in accordance with clause 11 of this Lease.

Lessee's Obligations

- 14 The Lessee will at all times during the term of the Lease and any extension of the Lease:
- a. pay the rental as stated in **Item 10 of Schedule 1** in the manner laid down in **Item 11 of Schedule 1** or as amended under clause 7 of this Lease provided that in the event of damage by fire, lightning, flood or tempest rent will abate until the Property is restored;
 - b. pay rates to the local authority in respect of the Land if required to do so in **Item 8 of Schedule 1**;
 - c. pay water rates to the appropriate authority if required to do so in **Item 9 of Schedule 1**;
 - d. only use the Property for the Purpose or Purposes described in **Schedule 3**;
 - e. use the Land in a good and fair-like manner;
 - f. carry out any cultivation and stocking of the Land in accordance with good farm management and animal welfare practices;
 - g. maintain and leave the Property in good and tenable repair (having regard to the condition at the commencement of this Lease) except for damage from flood, storm, tempest and reasonable wear and tear;
 - h. maintain the Property in accordance with the specifications contained in **Schedule 5**;
 - i. comply with all laws relating to the use or occupation of the Property;
 - j. at the end of the Lease return the Property to the Lessor;
 - k. at or prior to the expiration of the Lease remove any fixtures installed by the Lessee;
 - l. promptly give notice to the Lessor of service by any authority of a notice or order affecting the Property;
 - m. not do anything or permit anything to be done on the Property which may become a nuisance or annoyance or cause damage or inconvenience to the Lessor or tenants or occupiers of neighbouring properties;
 - n. take out and maintain insurances in accordance with clause 10 of this Lease;
 - o. not do anything or permit anything to be done which may render any insurance void or voidable;
 - p. upon termination of this Lease deliver up to the Lessor all access keys if any.

Entry by the Lessor

- 15 The Lessor or its authorised agent may during the term at a reasonable time of day upon giving the Lessee 2 days notice in writing (or at any time without notice in the case of an emergency) enter for the following reasons:
- a. to view the state of repair of the Property;
 - b. to carry out repairs or agreed alterations;
 - c. to do anything necessary to comply with notices or orders of any authority, provided that in exercising these rights the Lessor must use its best endeavours to minimise any disturbance to the Lessee in its occupation and use of the Property.
- 16 The Lessor may serve the Lessee a notice in writing specifying any defects and requiring the Lessee to effect repairs within a reasonable time.

Termination by Lessee

- 17 The Lessee may terminate this Lease immediately by notice in writing:
- a. if the Lessor breaches any of the obligations in clause 13 of this Lease;
 - b. any rights or entitlements attaching to or connected with the Land to which the Lessee is entitled to enjoy under the Lease are cancelled, revoked or withdrawn;
 - c. upon the Lessor breaching any other condition of this Lease and failing to rectify such a breach within 30 days of receiving notice in writing from the Lessee of such breach.

Termination by Lessor

- 18 The Lessor may terminate this Lease and re-enter the Property if:
- a. the rental is unpaid;
 - b. the Lessee fails to meet its obligations under this Lease;

provided that the Lessor has first served a notice on the Lessee specifying the nature of the breach and if the breach is capable of remedy requiring the Lessee to remedy the breach and/or make compensation in money for the breach and the Lessee has failed to make good the breach within 30 days of receipt of the notice.

Renewal of this Lease

- 19 Renewal of this Lease will be in accordance with the procedure outlined in **Item 15 of Schedule 1**.
- 20 Unless the parties agree otherwise, the new Lease will be subject to the same terms and conditions, including any variation made during the term of this Lease, as are contained in this Lease except:
- a. the commencement date will be the day after the Termination Date under this Lease and the termination date will be the last day of the further term;
 - b. the rental will be as determined by the parties.

Consequences of breach

21 Should this Lease be terminated under clause 17 or 18 prior to the expiry of the term and Lessor retake possession of the Property, then without limitation to any other remedy the Lessee may have under this Lease or at law, the consequences outlined in **Schedule 6** will apply.

Improvements

22 Improvements and any capital works carried out during the term of the Lease by either the Lessor or the Lessee, the ownership of these improvements, their removal at the end of the Term and any compensation to be paid for the making of these improvements will be in accordance with a separate written agreement between the parties.

Dispute Resolution

23 The Lessor and the Lessee agree that the following steps will take place in the event of a dispute arising during the term of this Agreement:

- a. The Lessor and Lessee will meet at a mutually convenient time and make a genuine attempt to resolve the dispute informally and quickly. If the dispute cannot be resolved after this meeting the parties agree that they will submit to a mediation to be conducted by a mutually acceptable mediator.
- b. If the parties cannot agree on the mediator the parties agree to submit to mediation by a mediator appointed by the chairperson of the Chapter of the Institute of Arbitrators and Mediators Australia in the Western Australia.
- c. If the dispute cannot be settled by agreement or mediation within 21 days of the dispute arising, the parties agree to submit to arbitration by an arbitrator appointed by the chairperson of the Chapter of the Institute of Arbitrators and Mediators Australia in Western Australia.
- d. The parties agree to bear their own costs and that the cost of any mediation or arbitration will be shared equally between them.
- e. The parties agree that they will continue to perform their obligations under this Agreement while the dispute is being resolved.
- f. Nothing in this clause prevents either party from exercising their legal rights to take action to enforce payment or seek urgent court relief to prevent detrimental action by either party.

Assignment

24 The Lessee will not assign any rights, privileges or benefits under this Lease without the prior consent of the Lessor which may be withheld by the Lessor at its absolute discretion.

Additional terms and conditions

25 The parties agree that the additional terms and conditions contained in **Schedule 7** form part of this Lease.

Costs of the preparation of this Lease

26 Each party will bear their own costs of and incidental to this Lease.

27 The party specified in **Item 2 of Schedule 1** will pay any stamp duty in relation to this Lease.

28 The party specified in **Item 2 of Schedule 1** will pay any registration fee in relation to the registration of this lease.

Whole Agreement

29 This Lease contains the whole agreement between the parties and supersedes all prior representations, warranties, arrangements, understandings and agreements between them relating to the subject matter of this Lease.

Variation

30 No variation, modification or waiver of any provision of this Lease nor consent to any departure by any party therefrom will in any event be of any force unless it is confirmed in writing and signed by the parties and will only be effective to the extent for which it has been made or given.

GST

31 The following provisions apply with respect to GST:

- a. expressions used in this clause have the same meaning as when used in the GST Act;
- b. amounts payable and consideration provided under or in respect of this Lease (other than in sub-clause (c)) are GST exclusive;
- c. the recipient of a taxable supply made under or in respect of this Lease must in addition pay to the supplier, at the time the consideration for the supply is due, the GST payable in respect of the supply;
- d. a party is not obliged, under sub-clause (c), to pay the GST on a taxable supply to it under this Lease until given a valid tax invoice for the supply.

Severability

32 Every provision or part of this Lease will be deemed to be severable as far as is possible from any other provision or part thereof and should any provision or part thereof be void or unenforceable for any reason the same will be deemed to be omitted therefrom and this Lease with such provision or part omitted will otherwise remain in full force and effect so far as is possible.

Applicable Law

33 This Lease will be construed in accordance with the laws of the state of Western Australia and the parties submit to the jurisdiction of the appropriate courts of that state in respect of any matter or thing relating to this Lease.

Notices

34 Any notice required to be served under this Lease will be sufficiently served on a party in one of the following ways:

- a. if left addressed to the party at the address stated in **Item 2 or 3 of Schedule 1** for that party or such other address as may be notified to the sender by the recipient from time to time or forwarded to the recipient by post at such address;
- b. by faxing to the party at the number shown at in **Item 2 or 3 of Schedule 1**;
- c. by email to the party at the email address shown at in **Item 2 or 3 of Schedule 1**

A notice sent by post is deemed to be given at the time when in a normal course of the post it would be delivered at the address to which it is sent.

General

35 In this Lease, unless the contrary intention appears:

- a. the singular includes the plural and vice versa;
- b. words importing one gender include other genders;
- c. a reference to a document or instrument, including this Lease, includes that document or instrument as novated, altered or replaced from time to time.
- d. a reference to an individual or person includes a partnership, body corporate, government authority or agency and vice versa;
- e. a reference to a party includes that party's executors, administrators, successors, substitutes and permitted assigns;
- f. other grammatical forms of defined words or expressions have corresponding meanings;
- g. a covenant, undertaking, representation, warranty, indemnity or agreement made or given by two or more parties or a party comprised of two or more persons, is made or given and binds those parties or persons jointly and severally;

- h. a reference to a statute, code or other law includes regulations and other instruments made under it and includes consolidations, amendments, re-enactments or replacements of any of them;
- i. a recital, schedule, annexure or description of the parties forms part of this Lease;
- j. if an act must be done on a specified day that is not a business day, the act must be done instead on the next business day;
- k. if an act required to be done under this Lease on a specified day is done after 5.00pm on that day in the time zone in which the act is performed, it is taken to be done on the following day;
- l. all monetary amounts are in Australia dollars;
- m. a party that is a trustee is bound both personally and in its capacity as trustee of the trust for which it is acting as trustee;
- n. a reference to an authority, institution, association or body ("**original entity**") that has ceased to exist, been reconstituted, renamed or replaced or whose powers or functions have been transferred to another entity, is a reference to the entity that most closely serves the purposes or objects of the original entity;
and
- o. headings are for convenience only and do not affect the interpretation of the Lease.

EXECUTED AS A DEED

SIGNED, SEALED AND DELIVERED

SIGNED for and on behalf of the Lessor:

THE COMMON SEAL of THE SHIRE OF CORRIGIN

was affixed in the presence of:

President

(Print Full Name)

Chief Executive Officer

(Print Full Name)

SIGNED for and on behalf of the Lessee:

Signed on behalf of:

Office Holder Sign

Office Holder Sign

Name:

Name:

Address:

Address:

Office Held:

Office Held:

Schedule 1

- 1. Date:**
- 2. The Lessor is:** Shire of Corrigin
9 Lynch Street, CORRIGIN WA 6375
(PO Box 221)
Phone: 08 9063 2203 Fax: 08 9063 2005
Email: shire@corrigin.wa.gov.au
- 3. The Lessee is:**
- 4. Land:** The Land known as Rockview, Lot 3 of Avon Location 16025,
CORRIGIN WA 6375

Exclusions: The House and other buildings located on the land,
now in a state of disrepair.
- 5. Commencement**
Date: 1 January 2022
- 6. Term:** 3 years, terminating on 31 December 2024
- 7. Shire Rates:** The Property is rate exempt and therefore no rates are payable.
- 8. Water Charges:** Rates are not payable but usage will charged at cost.
- 9. Rental:** The property is provided at \$1000.00 per annum rent paid in advance.
- 10. Rent payable:** \$1000.00 per annum paid in advance
- 11. Review Dates:** 31 December 2024
- 12. Option to Renew:** None
- 13. Insurance:** Public Liability Insurance of \$20,000,000

Schedule 2 – List of Buildings, structure, fixtures, assets and improvements

- House and associated outbuildings (now in a state of disrepair)
- Fencing in poor condition
- No water connection or associated infrastructure is in service.

Schedule 3 – Use of Land

- Use of the house does not form part the lease.
- To grow cereal crops (including hay production) and lupin/canola or other crops as approved by the Shire of Corrigin on the land.
- To grow pastures on the land.
- No stock as fences are in poor condition.
- Suggested rotation as follows:

2022 Lupins

2023 Cereal

2024 Cereal/Canola/Lupins

Schedule 4 – Property Condition prior to commencement

- The property is provided in good condition with weed control having been completed to a satisfactory level:
- Fences are considered to be of poor condition.
- House in a state of disrepair and therefore not considered habitable.
- No water connection to house.
- No water trough or other water infrastructure
- Fire breaks to a standard considered suitable by the local Bushfire Control Officer.

Schedule 5 – Property Maintenance

- To install and maintain firebreaks to the specifications of the Shire of Corrigin Firebreak Order.
- To control all summer weeds at the completion of the harvest.
- To apply fertiliser to the minimum level of:
 - For cereals – 10P+ 7-10 K + trace Sulphur
 - For hay – 12P, 30K + Trace Sulphur + Urea
 - For canola – 10P + 10 Sulphur
 - For Lupins – 10P
- The Lessee will be responsible for the spreading of lime before seeding as assessed by soil tests.
- Lime is available from the Lessor at the request of the Lessee and all costs of spreading and freight are to be borne by the Lessee.
- To undertake distinct practice for pest, vermin and noxious weed control.
- No burning of stubble is permitted.

Schedule 6 - Consequences of a Breach

- Should this Lease be terminated under clause 17 or 18 prior to the expiry of the term and Lessor retake possession of the Property, the Lessor shall be entitled to recover from the Lessee as and by way of liquidated damages for such breach the aggregate of the Rent, rates and taxes and all other monies which would have been payable by the Lessee for the unexpired residue of the Term but for such determination less the aggregate of the Rent, rates and taxes and other monies which the Lessor by taking proper steps to re-let the Farm shall obtain or could reasonably be expected to obtain by reletting the Farm for the unexpired residue of the Term after such determination PROVIDED THAT in so doing the Lessor shall not be required or obliged to offer or accept in respect of such reletting terms covenants conditions or stipulations which are the same or similar to the terms covenants conditions or stipulation herein contained or implied.

Schedule 7 – Additional Terms and Conditions

- To provide the Lessor with a copy of the proposed cropping programme prior to commencement of the lease containing the crop type.
- At the conclusion of the lease provide the Lessor with a copy of the actual cropping programme including details of: crop yields, fertiliser applications and chemical application (herbicide/insecticide/fungicide).
- Soil testing to be completed at the completion of the last harvest with the information to be provided to the Lessor.

Previous crop and yield as follows:

2014	Wheat	2.9t/ha
2015	Barley	3.1t/ha
2016	Lupins	2.1t/ha
2017	Wheat	3.4t/ha
2018	Barley	3.7t/ha (Intervix chemical applied @500ml/ha)

2019

2020

2021

2012	Lime	1t/ha
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16 Canham Way
GREENWOOD WA 6024

T: + 61 (08) 9342 0412 - F: + 61 (08) 9342 6658
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ABN: 15 081 033 847

Builders Notes

Colgan Industries is a family run business employing over 20 heritage tradesmen and 3 heritage apprentices. It carries work out all over the State and is renowned as WA Premier Heritage Builders. The love of what we do matches with the skill depth and ensures the best practices and results are achieved in a friendly cooperative manor.

We have vast experience in heritage restoration projects work (both internally and externally) and have access to Heritage Engineers and Consultants who we have completed many projects with in the past. These experts can be engaged by the client through Colgan Industries if the need arises. Some projects of note are the Old Observatory National Trust Head Office, Subiaco Gate House, Supreme Courts WA, Leighton Battery and countless others. We are active in the following of the BURRA Charter and are up to date with best Heritage Practices/Techniques and products. We also have all safety management policies and procedures in place.

Our painter is well versed in heritage projects and will ensure all the right sealers and products are used on the current substrates; he will conduct paint rubbings for establishing original colour schemes. It would be a fantastic project to be involved with and I look forward to hopefully being involved. We have our own in-house ornamental plasterers and stone masons that are skilled in carrying out restoration works such as those required for this project.

Colgan Industries can prepare new drawings based on original/existing drawings. Original/existing drawings would need to be provided by the Council. Additionally, Council will organize any footpath closures required due to restoration works on the Corrigin Town Hall and Old Roads Board Building over the course of this project.

We believe that most areas of restoration can be scoped by our in-house builder and engineer. If additional engineering services are required we suggest a budget of \$4,000.00 be allowed.

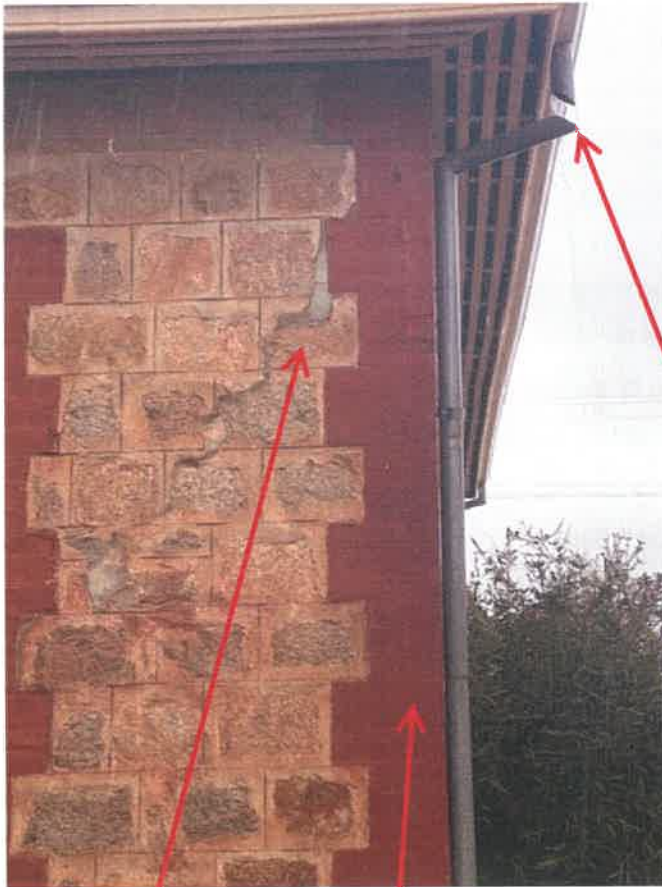




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Previous repaired crack –
Cut out and repointed with lime
to match original

RWP Failed

Provided option to remove paint and re-point all Quoining to building





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Remove original flagpole-
Possible Re-instatement

Missing cover flashings





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We have allowed to remove fixings and
To carry out concrete repair





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We will remove tiles from floor under ramp to be reused in more visible sections of portico and replace with matched tiles

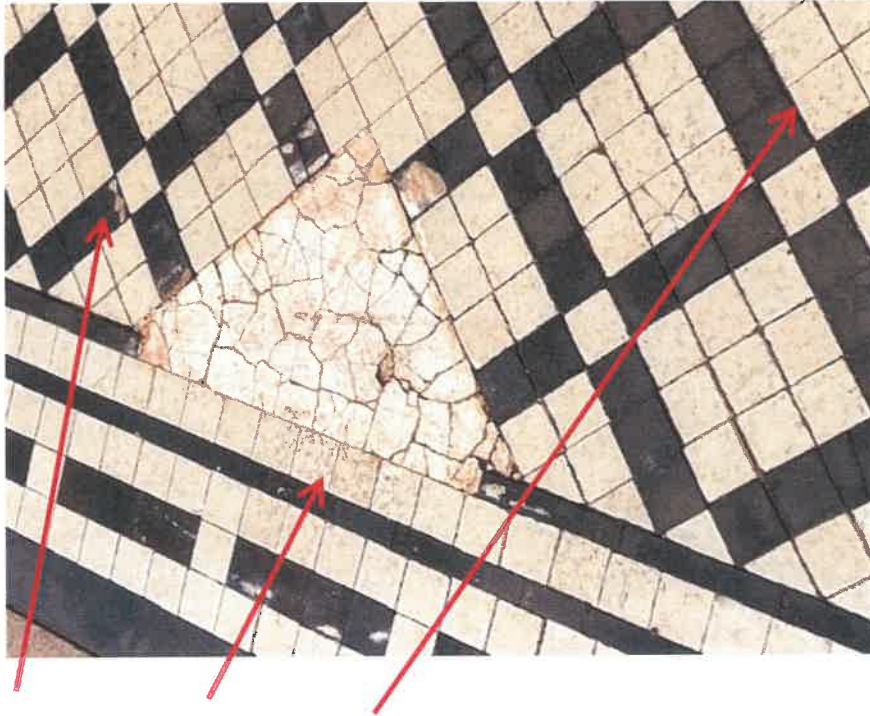




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We will clean and regrout all tiles on completion

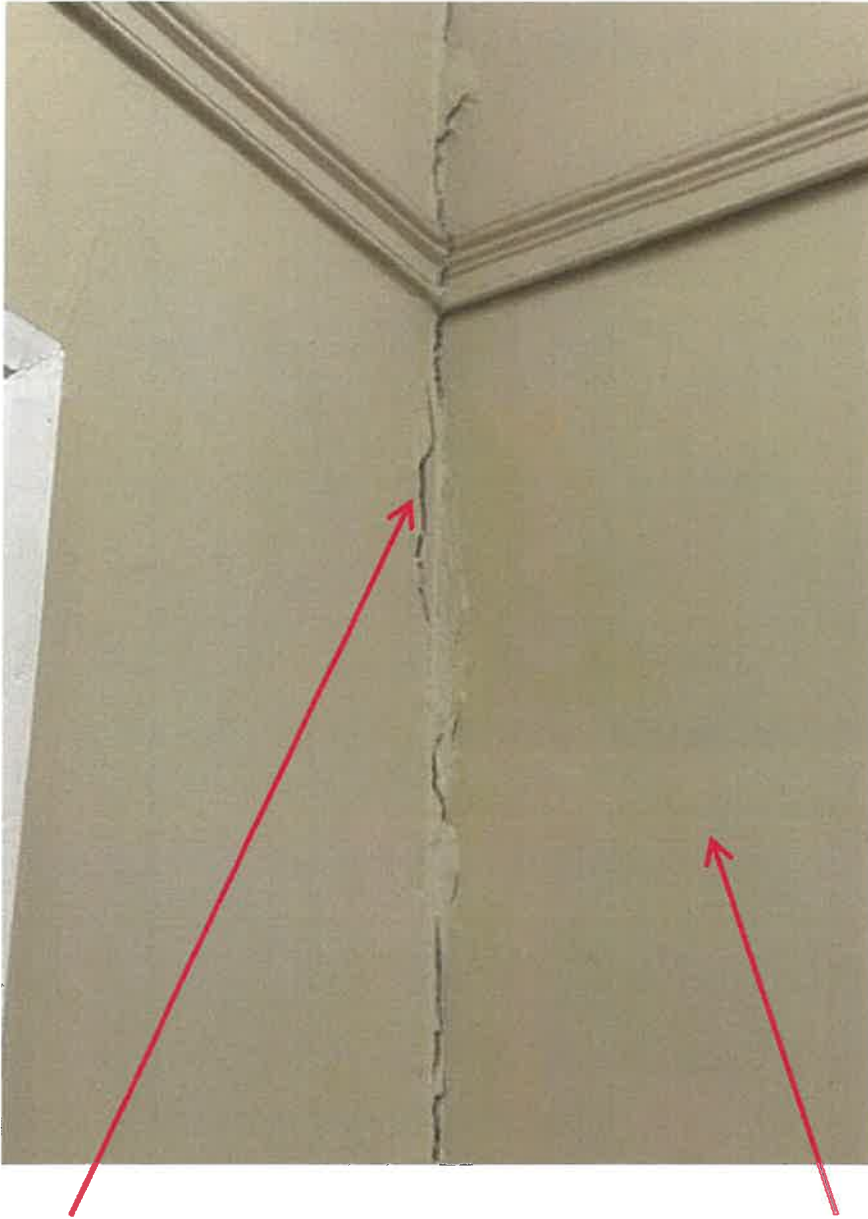




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Cracks will be stitched with Helifix bars prior to patching and painting

Original colour schemes to be determined via comprehensive rubbings

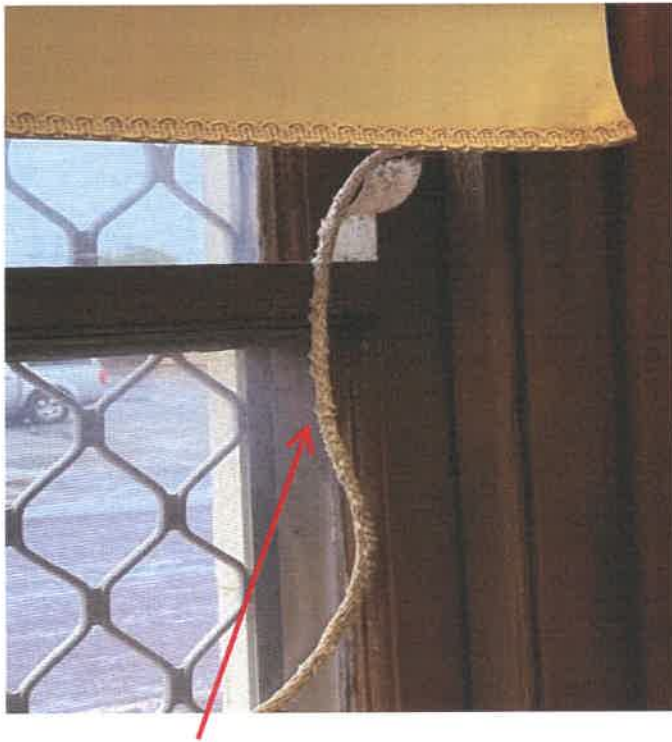




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E: admin@colgan.com.au - W: www.colgan.com.au
ABN: 15 081 033 847



Windows will be roped and made operational.





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All introduced cement will be removed and
Repointed with matching lime mortar





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Steel that supports balustrade will be removed
And replaced with stainless steel Helifix

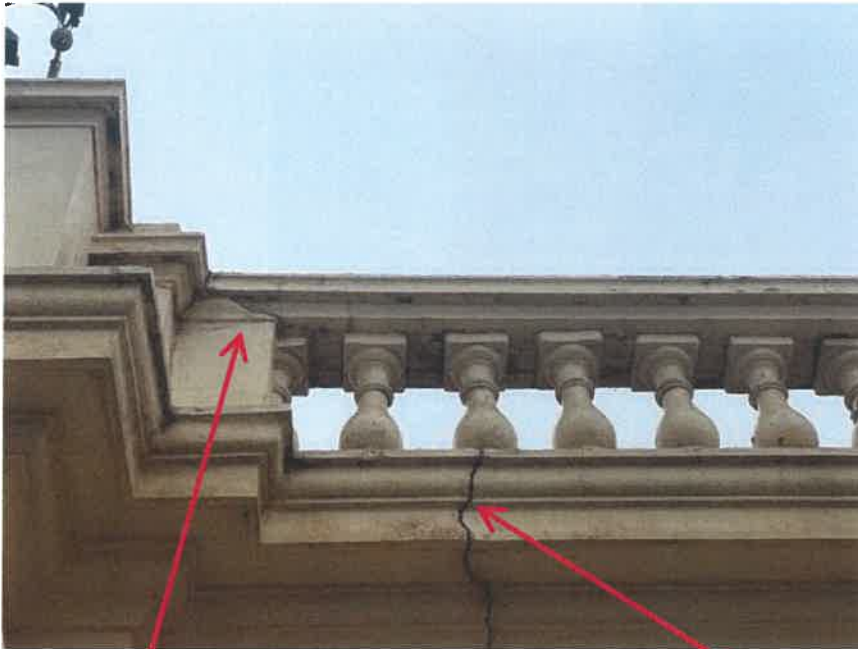




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Mouldings re-run after steel removed

All cracks stitch with Helifix by certified installer





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All moulds will be re-run prior to painting





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All plaster work to be re-run to detail





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Painting to all exterior previously painted surfaces





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Balusters need rebuilding – both
Sides of parapets

Option to reinstate ball finials

We have allowed to fully scaffold the front and back façade to carry out structural works to balustrades and balisters.





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Major cracks to be repaired

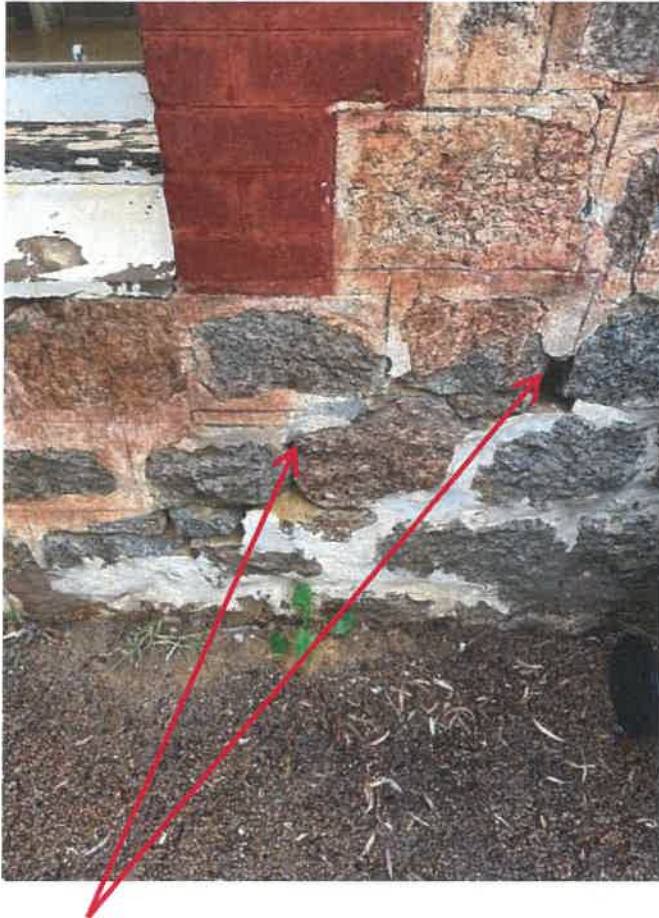




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Repointing needs doing





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Allowed for grout injection. May be required where subsidence is present
Correct storm water drainage and introduction of sump can be priced



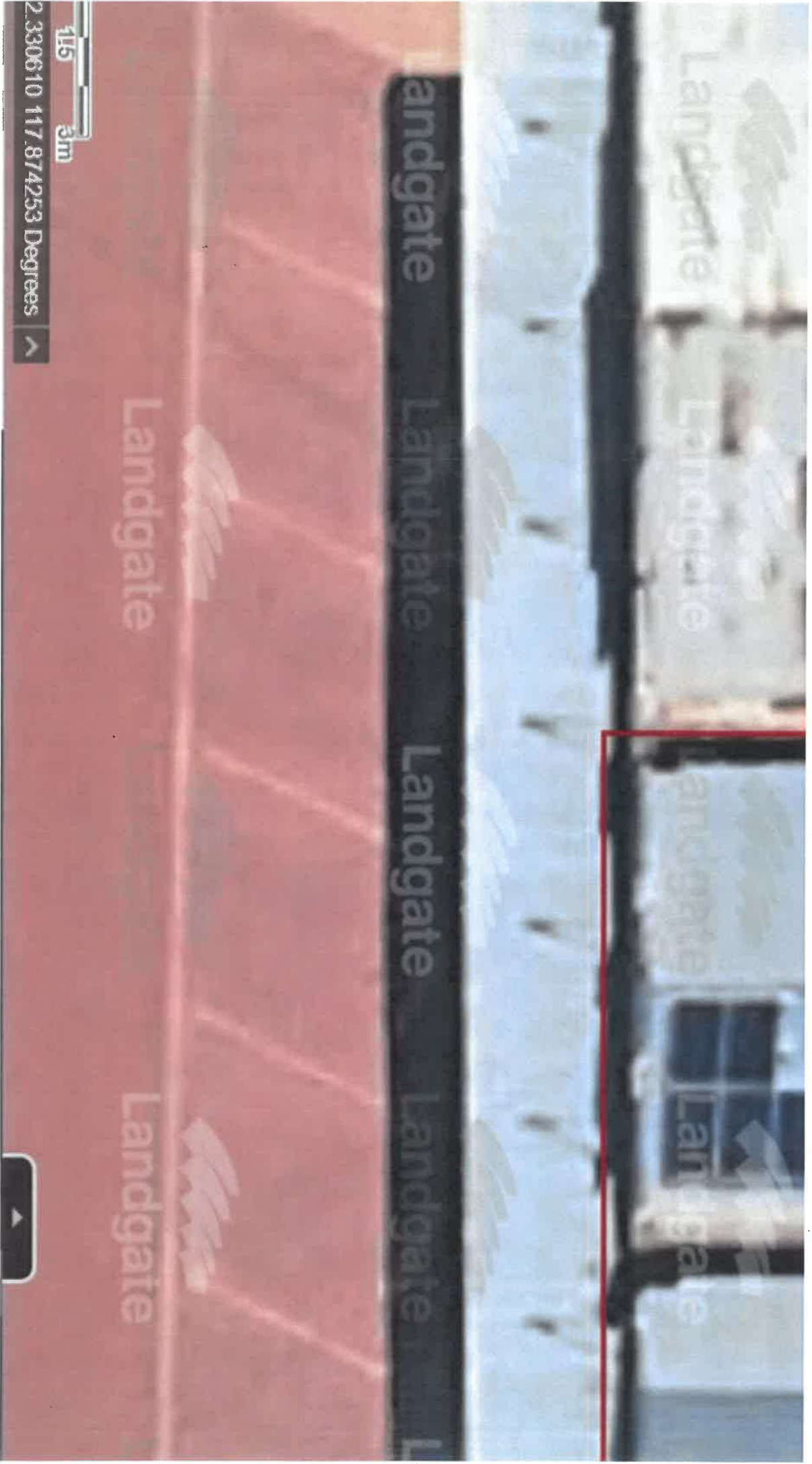
Mallee Tree Veranda Restoration

Scope of works

To insert four 120mm steel post along veranda along main street. These posts will be placed 3.25m apart into concrete footings, these post will act as support for the cantilever.

The support post will be painted the same charcoal colour as the bollards to keep with the same theme as the main street.

The post placement will be parallel with the bollards so that there is interference with parking on the street and keeping an 1800mm width on the main street for pedestrians.



Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

115 3m

2.330610 117.874253 Degrees







13m

3.25m

The Mallon Tree Cafe & Gallery

TRIGIN

GALLERY

100% LOCAL
Cafe and Bakery
Bakery / Deli
Cafe and Bakery
Cafe and Bakery
Cafe and Bakery

3200mm

CAFE

WHITE
COFFEE

OPEN

Fresh homemade
Cappuccino
homemade pies
Sandwiches
Hot chips

1800 mm

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	Anne-Marie + Jim O'Donohue				
ABN (if applicable):	39400461575				
Mailing Address:	11 Campbell St				Postcode:
	Corrigin				6375
Work Phone:	90632384	Fax:			
Home Phone:	0428632194	Email:	mailto:reesate@bigpond.com		
Mobile Phone:	0428632194				
Contact Person for Correspondence:					
Signature:			Date:	4/8/21	
Signature:			Date:	4/8/21	
<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(s):	As above				
Mailing Address:	As above				Postcode:
Work Phone:		Fax:			
Home Phone:		Email:			
Mobile Phone:					
Contact Person for Correspondence:					
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.					Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Signature:	As above		Date:		

Property Details

Lot No:	3	Street No:	11	Location No:	N/A
Diagram or Plan No:	6311	Certificate of Title Volume No:	1734	Folio:	535
Title encumbrances (e.g. easements, restrictive covenants):					
Nil					
Street Name:	Campbell St	Suburb:	Corrigin		
Nearest street intersection:	Gayder St				

*The above information can be obtained by referring to the Certificate of Title. A copy of the Certificate of Title should be provided with an application for works. Certificates can be purchased through Landgate directly, or by paying the access fee along with your application fee.

Proposed Development							
Nature of Development:	Works	<input checked="" type="checkbox"/>	Use	<input type="checkbox"/>	Works and Use	<input checked="" type="checkbox"/>	
Is an exemption from development claimed for part of the development?				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, is the exemption for:		Works	<input checked="" type="checkbox"/> NOT APPLICABLE				
Description of proposed works and/or land use:	Installing 4 x 125 steel posts to support Jerandah - Patch all cracking						
Description of exemption claimed (if relevant)	Nil						
Nature of any existing buildings and/or land use:	Public cafe						
Approximate cost of proposed development:			\$	6000			
Estimated time of completion:		14 days					

Checklist of required materials	Attached?
A plan or plans in a form approved by the local government showing the following — (i) the location of the site including street names, lot numbers, north point and the dimensions of the site; (ii) the existing and proposed ground levels over the whole of the land the subject of the application; (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site; (iv) the structures and environmental features that are proposed to be removed; (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site; (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site; (vii) the location, number, dimensions and layout of all car parking spaces intended to be provided; (viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas; (ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area; (x) the nature and extent of any open space and landscaping proposed for the site;	<input checked="" type="checkbox"/>
Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained.	<input checked="" type="checkbox"/>
A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies.	<input checked="" type="checkbox"/>
Any other plan or information that the local government reasonably requires	<input checked="" type="checkbox"/>
Form 2 for providing additional information for development approval for advertisements	<input type="checkbox"/>

OFFICE USE ONLY											
Application Fee:						File No.					
Fees Paid:		/		/		Application No.	P		/		
Received By:						Record No.					
Date Received		/		/		Receipt No.					

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	Shire of Corrigin on behalf of the State of Western Australia		
ABN (if applicable):	99 880 773 647		
Mailing Address:	PO Box 221		
	CORRIGIN	Postcode:	6375
Work Phone:	9063 2203	Fax:	N/A
Home Phone:	N/A	Email:	ceo@corrigin.wa.gov.au
Mobile Phone:	N/A		
Contact Person for Correspondence:	Natalie Manton - CEO		
Signature:		Date:	9 August 2021
Signature:		Date:	

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).

Applicant Details (if different from owner)

Name(s):	See separate application form submitted by Anne-Marie & Jim O'Donohue		
Mailing Address:			Postcode:
Work Phone:		Fax:	
Home Phone:		Email:	
Mobile Phone:			
Contact Person for Correspondence:			
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Signature:		Date:	

Property Details

Lot No:	N/A	Street No:	N/A	Location No:	N/A
Diagram or Plan No:	N/A	Certificate of Title Volume No:	N/A	Folio:	N/A
Title encumbrances (e.g. easements, restrictive covenants):					
<p><small>This form has been signed by the Shire of Corrigin to formalise the development application required for the proposed building encroachment works and improvements within the Campbell Street road reserve area (Landgate Land ID number 3350079). This form has been signed by the Shire's CEO only as acknowledgment that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the Planning and Development Act 2005 (including any planning scheme). The CEO's signature above does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgment of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</small></p>					
Street Name:	Campbell Street	Suburb:	Corrigin		
Nearest street intersection:	Campbell & Goyder Streets				

**The above information can be obtained by referring to the Certificate of Title. A copy of the Certificate of Title should be provided with an application for works. Certificates can be purchased through Landgate directly, or by paying the access fee along with your application fee.*

Policy Owner: Governance
Person Responsible: Chief Executive Officer
Date of Approval:
Amended:

Objective: To establish guidelines on the appropriate usage of the Shire's information and communication technology (ITC) systems and devices.

Policy: Effective security is a team effort involving the participation and support of every Shire of Corrigin employee who deals with information and/or information and communication systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term employee/s shall cover people performing work on a permanent basis with the Shire of Corrigin.

General Use of ICT Equipment

1. Users should be aware that the data they create on the corporate systems remain the property of the Shire of Corrigin. The confidentiality of personal (non-work-related) information stored on any network device belonging to the Shire of Corrigin cannot be guaranteed.
2. A degree of personal use is allowed on the Shire of Corrigin's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:
 - personal use should be conducted either before or after contracted hours of work or during authorised breaks;
 - personal use should be limited and brief, avoiding excessive downloads or transmissions. An example of acceptable personal use would be conducting brief transactions through internet banking;
 - personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
 - managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
 - if there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.
3. For security and network maintenance purposes, authorised individuals within the Shire of Corrigin may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.
4. The Shire of Corrigin reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

All emails sent by Shire of Corrigin employees should include the approved 'signature' and disclaimer at the foot of the body of the email, in the format specified by the Shire of Corrigin style guide.

Security and Proprietary Information

1. All information stored on the Shire of Corrigin's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.
2. Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with advice from the Shire of Corrigin ICT Consultants.

3. All devices connected to the Shire of Corrigin's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.
4. Employees must use caution when opening files received from unknown senders.

Unacceptable Use

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role.

Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire of Corrigin ICT systems or resources.

System and Network Activities

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of pirated or other software products that are not appropriately licensed for use by the Shire of Corrigin or the end user.
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire of Corrigin or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is in unclear.
- Introduction of malicious programs or codes into the network or onto devices connected to the network.
- Revealing your account password to others or allowing use of your account by others.
- Using Shire of Corrigin equipment for the downloading or distribution of any material that could be considered as offensive. If an employee receives such material they should notify their manager and also the ICT Team.
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire of Corrigin equipment, device or account.
- Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access.
- Executing any form of network monitoring which will intercept data not intended for the user's host.
- Attempting to avoid or bypass the Shire of Corrigin's network security measures.
- Interfering with any other user's account, by whatever means.
- Using the system in a way that could damage or affect the performance of the network in any way.

Email and Communications Activities

The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of junk mail or other advertising material, jokes, or chain communication to individuals who did not specifically request such material.
- Any form of harassment via electronic/ICT means.
- Unauthorised use, or forging, of email header information.
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding chain letters or pyramid schemes of any type.
- Use of any of the Shire of Corrigin network or systems for the purpose of generating unsolicited communications.
- Providing information about, or lists of, the Shire of Corrigin employees to parties outside the Shire of Corrigin or to personal email addresses.
- Communicating in a manner that could adversely affect the reputation or public image of the Shire of Corrigin.
- Communicating in a manner that could be construed as making statements or representations on behalf of the Shire of Corrigin without the CEO's express permission to do so.

Users should also [endeavour](#) to archive their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either archiving or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

Remote Access

Employees with remote access are subject to the same rules and regulations that apply to the Shire of Corrigin corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire of Corrigin's network and servers to ensure the security and integrity of data and records.

Employees are reminded of the following conditions relating to remote access to the Shire of Corrigin system:

- Family members must not violate any of the Shire of Corrigin policies, perform illegal activities, or use the access for outside business interests.
- The device that is connected remotely to the Shire of Corrigin's corporate network should be secure from access by external non-Shire of Corrigin parties and should be under the complete control of the user.
- The use of non-Shire of Corrigin email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire of Corrigin business, thereby ensuring official business is not confused with personal business.
- All devices (whether personal or corporate) connected to the Shire of Corrigin's networks via remote access technologies should have up-to-date anti-malicious-code software.

Provision and Use of Mobile Phones and Information/ Communication Devices

Some employees will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire of Corrigin and users must not change service providers unless authorized in writing to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire of Corrigin should be sent through the Shire of Corrigin's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

The following conditions apply to the provision and use of mobile phones and other electronic devices:

1. The allocation of mobile phones and other devices for business purposes shall be determined by the CEO and the Deputy CEO based on operational need.
2. The purchase and replacement of mobile phones and other devices shall be determined by the CEO and DCEO.
3. All staff in receipt of a mobile phone and other device shall sign an acceptance form acknowledging the provisions of this policy.
4. A Shire mobile phone is to be used for business use except in the event of a personal emergency, unless otherwise approved by CEO or documented as a benefit in an Employee's Employment Package.
5. Should an employee's private use of a mobile phone and/or other device be determined by the CEO to unreasonable and excessive, such costs attributed to that use shall be reimbursed by the employee.
6. A Councillor or employee in possession of a mobile telephone and/or other device is responsible for its use and care, and shall provide immediate notification of any loss, damage or malfunction, with explanation to the particular circumstances.
7. The Shire may withdraw entitlement to use a mobile phone or other device should there be evidence or an admission as to personal neglect or abuse.
Reimbursement of the cost for repair, replacement, or reimbursement of excessive use may be sought from the offending officer at the discretion of the CEO.
8. Staff may be required to return mobile phones and/or devices to the office or other staff members during period of leave.
9. The CEO may award a Mobile Phone Allowance to certain staff to allow them to carry and use their personal mobile phone for calls / texts for work purposes as and when the need arises.
10. Where a mobile phone or device is willingly or maliciously damaged or lost, the person to which the mobile phone or device is responsible shall repair or replace the mobile phone or device at their cost.

Consequences of Breaching This Policy

1. Any employee found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Corrigin may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.
2. Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the employee being obligated to pay any extra costs incurred.



Shire of Corrigin Local Emergency Management Arrangements

Adopted Council 17 August 2021
Res **/2021

**SHIRE OF CORRIGIN
EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Corrigin Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....
Cr Des Hickey
Chairperson Corrigin LEMC

.....
Date

.....
Cr Des Hickey
President, Shire of Corrigin

.....
Date

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Distribution

Distribution List	
Organisation	No Copies
Shire of Corrigin – Shire Administration Office, Corrigin Recreation and Events Centre (CREC), Shire Depot, CEO and Manager of Works vehicles	5
Corrigin Police Station	1
Corrigin District Hospital	1
Corrigin Volunteer Fire and Rescue	1
Corrigin St John Ambulance	1
Water Corporation – Corrigin Office	1
Chief Bush Fire Control Officer	1
Great Southern District Emergency Management Committee	1

Amendment Record

No.	Date	Amendment Details	By
1	June 2014	Complete Re-write	LEMC
2	July 2014	Update of Contact Details – Change to Titles	LEMC
3	June 2016	Update of format/Contact Details – Change to Titles	LEMC
4	November 2018	Complete Review	LEMC
5	February 2019	Updated documents endorsed	LEMC
6	May 2019	Minor amendments update contact details	CEO
7	Feb 2020	Minor amendments	ESO
8	August 2021	Complete Review	LEMC
9			
10			
11			
12			

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the [Glossary](#) (*State Emergency Management A Strategic Framework for Emergency Management in Western Australia Glossary*).

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department for Communities
DBCA	Department of Biodiversity, Conservation and Attractions -Parks and Wildlife Service
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
VFRS	Voluntary Fire and Rescue Service

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Corrigin Local Emergency Management Committee and approved by the Shire of Corrigin Council.

1.2 Community Consultation

These Arrangements have been developed in consultation with the Corrigin Local Emergency Management Committee which includes local community representation. These Arrangements have been adopted by the Corrigin Shire Council as representatives of the community.

1.3 Document Availability

Copies of the Local Emergency Management Arrangements are available from the Shire of Corrigin website – www.corrigin.wa.gov.au

A hard copy is available on request from the Shire of Corrigin Offices, 9 Lynch Street, Corrigin during normal office hours – Monday – Friday 8.30am-4.30pm.

1.4 Area Covered (Context)

Corrigin is a progressive rural community situated in the heart of the Wheatbelt only 234km south east of Perth. Corrigin enjoys a relaxed country lifestyle and has access to many services and facilities including recreational, educational, health and professional.

Area of Shire	3095 square kilometres
Population	1146
Distance from Perth	234km
Annual revenue	\$8,767,627
No. of Dwellings	558
Length of roads	405km sealed 767km unsealed
Localities	Bullaring, Bulyee, Bilbarin, Corrigin, Kunjin, Gorge Rock
Local Industry	Agriculture, Steel Fabrication, Machinery Dealers, Flour Mill, Sign Maker, Vet, Upholstery, Abattoir, Transport.

1.5 Aim

The aim of the Shire of Corrigin Local Emergency Management Arrangements is to set out a framework for all hazards emergency management.

1.6 Purpose

The purpose of these emergency management arrangements is to set out:

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate. (s. 41(2) of the Emergency Management Act).

1.7 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 HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan. Furthermore:

- This document applies to the local government district of the Shire of Corrigin;
- This document covers areas where the Shire of Corrigin (Local Government) provides support to Hazard Management Agency (HMA) in the event of an incident;
- This document details the Shire of Corrigin's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire Corrigin's responsibility in relation to recovery management.

These 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.

1.8 Related Documents and Arrangements

1.8.1 Local Emergency Management Policies

The Shire of Corrigin has established the Corrigin Local Emergency Management Committee to advise and assist the Shire with the establishment and maintenance of the Local Emergency Management Arrangements.

1.8.2 Existing Plans and Arrangements

Table 1

Document	Owner	Location
Business Continuity Plan	Shire of Corrigin	Shire
Business Continuity Plan	Corrigin District Hospital	Hospital
Emergency and Critical Incident Management Plan	Corrigin District High School	School
Wogerlin House	Department of Health	Hospital

1.9 Agreements, Understandings and Commitments

Table 2

Parties to the Agreement	Summary of the Agreement	Special Considerations
Shires of Beverley, Brookton, Corrigin, Cuballing, Dumbleyung, Kulin, Lake Grace, Narrogin, Pingelly, Quairading, Wagin, Wandering, West Arthur, Wickiepin Williams.,	Provision of mutual aid during emergencies and post incident recovery.	Nil
Shires of Corrigin, Kondinin, Kulin and Narembeen	Roe Regional Organisation of Councils (Roe ROC)	Nil

1.10 Special Considerations

During the following events and time, Controlling Agencies need to give consideration to the increase in population and/or risk;

- Corrigin Agricultural Show – September each year, approximately 1500 additional people visit Corrigin
- Bushfire Season – November to April each year

1.11 Resources

A resource list is found at *Annexure 1*

1.12 Roles and Responsibilities

Table 3

Local role	Description of responsibilities
Local Government	The responsibilities of the Shire of Corrigin are defined in s.36 of Emergency Management Act 2005.
Local Emergency Coordinator	The responsibilities of the LEC are defined in s.36 of <u>The Act</u>
Local Recovery Coordinator	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.
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by Department of Communities to provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the Local Emergency Management Arrangements.
Local Government – Incident Management	<p>Ensure planning and preparation for emergencies is undertaken</p> <p>Implementing procedures that assist the community and emergency services deal with incidents</p> <p>Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</p> <p>Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability.</p> <p>Liaise with the Incident Controller (provide Liaison Officer)</p> <p>Participate in the ISG and provide local support</p> <p>Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS <u>Department of Communities</u></p>
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support by:</p> <p>Provide secretariat support to the LEMC including:</p> <p>Meeting agenda;</p> <p>Minutes and action lists;</p>

Local role	Description of responsibilities
	Correspondence; Maintain committee membership contact register; Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; Annual Report; Annual Business Plan; Maintain Local Emergency Management Arrangements; Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and Participate as a member of sub-committees and working groups as required.

1.13 Local Emergency Management Committee

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

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 is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership should include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of LEMC [s. 39 of the Emergency Management Act 2005] are to:

- advise and assist the local government in establishing local emergency management arrangements for the district;
- liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- carry out other emergency management activities as directed by State Emergency Management Committee or prescribed by regulations.

1.14 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;

- Undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness.
- Control all aspects of the response to an incident.
- During recovery the Controlling Agency will ensure effective transition to recovery by Local Government.

1.15 Hazard Management Agency

A hazard management agency 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.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

Their function is to:

- Undertake responsibilities where prescribed for these aspects [EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 and 53 Act]
- Coordinate the development of the **State Hazard Plan** for that hazard [**SEMPP 3.2**]
- Ensure effective transition to recovery by Local Government

1.16 Combat Agencies

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 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.

1.17 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.

1.18 Public Authorities

A public Authority is established under section 3 of the Act. Under s35(6) the SEMC may specify both an area of the State and a public authority to exercise the functions of local government detailed under s36 of the Act. To date, the Rottneest Island Authority is the only agency that has been classed as a 'public authority'.

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 LEMC Membership

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities

Representatives from other agencies as required

Member names and details are contained with the contact details.

2.2 Meeting Schedule

The Shire of Corrigin LEMC meets on the third Monday every three (3) months generally being:

- February/~~March~~
- May
- August/~~September~~
- November/~~December~~

2.3 LEMC Constitution and Procedures (s38(4) EM Act)

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- i. Confirmation of local emergency management arrangements contacts details and key holders;
- ii. Review of any post-incident reports and post exercise reports generated since last meeting;
- iii. Progress of emergency risk management process;
- iv. Progress of treatment strategies arising from emergency risk management process;
- v. Progress of development or review of local emergency management arrangements; and
- vi. Other matters determined by the local government.

First quarter:

- i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- ii. Begin developing annual business plan.

Second quarter:

- i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- ii. Finalisation and approval of annual business plan.

Third quarter:

Identify emergency management projects for possible grant funding.

Fourth quarter:

National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The LEMC annual report is to contain, for the reporting period:

- a) A description of the area covered by the LEMC,
- b) A description of activities undertaken by it, including:
 - i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),
 - v. the level of development of the local recovery plan for the area covered by the LEMC,
 - vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the LEMC Annual Business Plan.
the text of any direction given to it by:
the local government that established it.
the major objectives of the annual business plan of the LEMC for the next financial year.

2.5 The Annual Business Plan

State EM Preparedness Procedure 3.17, Annual Reporting provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year.

One of the requirements of the Annual Report is to have a Business Plan. State EM Preparedness Procedure 3.17, Annual Reporting. From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

A copy of the Annual Business Plan is available on request from the Executive Officer.

2.6 Emergency Risk Management

The Shire of Corrigin reviewed the emergency risk management process and policies in .

2.7 Finance Arrangements

State Emergency Management Policy Section 5.12 outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of State Emergency Management Policy Section 5.12, the Shire of Corrigin 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 an emergency event requiring resourcing by the Shire of Corrigin occurs to ensure the desired level of support is achieved.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

Table 4

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Fire	Shire, P and W, DFES	FES Commissioner	Bushfire Brigades, Dept Parks and Wildlife DFES		Bushfire	
Storm	DFES	FES Commissioner	Kondinin or Kulin VES		Storm	
Road Crash	WA Police	Commissioner of Police	Corrigin VFRS	Corrigin SJA	Crash Emergency	
HazMat	DFES	FES Commissioner	Corrigin VFRS		HazMat	
Flood	DFES	FES Commissioner	Kondinin or Kulin VES		Flood	
Air Crash	WA Police	Commissioner of Police	Corrigin VFRS	Corrigin SJA	Crash Emergency	

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and combat agencies may require Shire of Corrigin resources and assistance in emergency management.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Policy [State EM Plan, Section 5](#). These are:

- where an incident is designated as Level 2 or higher; or
- multiple agencies need to be coordinated.

3.2.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency. Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per year or incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

3.2.5 Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

Location One

Shire of Corrigin

9 Lynch Street, Corrigin

	Name	Phone	Phone
1 st Contact	Chief Executive Officer (CEO)	9063 2203	0427 425 727
2 nd Contact	Manager Works and Services	9063 2959	0429 632 203

Location Two
Corrigin Volunteer Fire and Rescue Station

	Name	Phone	Phone
1 st Contact	Dino DiFulvio	9063 2524	0428_632_149
2 nd Contact	Gerald Williams		0473 248 219

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the HMA.** This is achieved through the Incident Management Team position of ‘Public Information Officer’ as per the AIIMS Structure.

3.3.1 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. This section highlights local communication strategies.

3.3.2 Local Systems

The Shire of Corrigin has a number of local communication and information supply systems available for use. All facilities are accessible by contacting the Shire of Corrigin – details are in the contact list provided as *Annexure 2*.

- SMS service
- Email database
- Shire Facebook account
- Harvest Ban Hotline (phone message may be modified)
- Windmill News –local paper published fortnightly
- School News – local school newsletter published weekly
- ABC Radio – broadcasts on 558 am

3.4 Critical Infrastructure

A list of local infrastructure considered critical to the community is listed in *Annexure 3*.

3.5 Evacuation

Western Australian communities regularly face the threat of numerous hazards. The evacuation of people and/or animals from an area affected by a hazard is one of the strategies that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life. This is consistent with the State's core objective to protect the lives and wellbeing of persons.

It should be noted that experience has shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as shelter in place, quarantine and/or the control or restriction of movement should also be considered where appropriate. (*State Emergency Management Guidelines (Background)*)

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.5.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy Section 5.7 Community Evacuation should be consulted when planning evacuation.

Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department for Communities must be consulted during the planning stages. This is because [the Department of Communities](#)~~DC~~ have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare [\(State Hazard Plans\)](#).

3.6 Special Needs Groups

Within the Shire of Corrigin there are sections of the community that may require assistance during an emergency or evacuation. These are groups of people the controlling agency will need to consider and may need to make special arrangements for during an emergency.

Details of these groups are listed in *Annexure 4*.

3.7 Routes and Maps

A broad map of the Shire and townsite is located in *Annexure 5*. It should be noted that at certain times of the year unsealed roads may be closed or restricted due to rainfall in order to reduce the risk of damage to the road.

3.8 Welfare

The Department of Communities has the role of managing welfare. ~~DC~~[The Department of Communities](#) has a Local Welfare Plan for the Narrogin District which includes the Shire of Corrigin which is available from the Department or the Shire of Corrigin.

3.9 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;
- Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- Establish and maintain the Local Welfare Emergency Coordination Centre;
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required

The Local Welfare Coordinator is identified in the contacts list.

3.10 Local Welfare Liaison Officer

The CEO, DCEO or the Manager Works and Services will be the local welfare liaison officer. The contact details are in the contact list. This role will provide assistance to the Local Welfare

Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

3.11 State and National Registration and Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

3.12 Animals (including assistance animals)

Animals may be housed temporarily at the ram shed at O'Shea Place or the Corrigin Sale Yards. To access the stockyards contact the CEO or DCEO or the Manager of Works and Services – details are in the contacts list.

A separate Animal Welfare in Emergencies Plan provides greater detail for dealing with animals in an emergency.

3.13 Welfare Centres

The Local Welfare Plan details arrangements for the provision of welfare support. It highlights the following facilities as welfare centres. For further detail refer to this plan.

Community	Primary Centre	Address of Centre's	Capacity	Air conditioners System/Fans	Key Contact
Corrigin	Corrigin Recreation and Events Centre	Larke Crescent, Corrigin	200/600	Yes	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton
Corrigin	Town Hall	Goyder Street, Corrigin	400	No	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton
Corrigin	District High School	53 Lynch Street Corrigin WA 6375	75/200	Yes	School phone: 9063 2042 0435 476 765 Principal – Heather Prance
Corrigin	Golf Club	Dry Well Road Corrigin	50	Yes	Mark Szczecinski 0428629026 Kaye Ferrari 98891022
Bullaring	Bullaring Town Hall	Attwood Street, Bullaring	50/100	No	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton
Bulyee	Bulyee Town Hall	Bulyee Road, Bulyee	50/100	No	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton
Bilbarin	Bilbarin Hall	Franklyn Street, Bilbarin	50/100	No	Shire phone: 90632203 0427 425 727 CEO – Natalie Manton

Note: The Corrigin Golf Club is in flood plain area and may be inundated with flood waters, but this building can be used for other incidents.

PART 4 - RECOVERY

Please refer to the Shire of Corrigin Local Recovery Management Plan.

Part 5 - EXERCISING AND REVIEWING

5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

5.2 Frequency of Exercises

The State Emergency Management Policy Section 4.8.85, and State Emergency Preparedness Procedure 3.19 requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

5.4 Reporting of Exercises

Exercise schedules must be developed and submitted to the State Exercise Coordination Team (SECT) for emergency management agencies, public authorities and DEMCs or to the DEMC for local governments in accordance with the following procedure (State EM Policy section 4.10). It is recommended that exercise schedules are designed to build in complexity, allowing participants to progressively build knowledge and thoroughly practice their roles and responsibilities under the State EM Framework.

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with Procedure 3.19 Exercise Management www.semc.wa.gov.au/emergency-management and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Corrigin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. *State Emergency Management Preparedness Procedure 3.7 – Local Emergency Management Committee* inclusive provides a list of recommended members.

5.7 Review of Resources Register

The CEO shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

Appendices

Annexure 1: Resources

NAME OF ORGANISATION: SHIRE OF CORRIGIN

Personnel, Plant and Equipment Resources – updated August 2021

Location:	9 Lynch Street, Corrigin	9063 2203
Depot:	Lot 514 Walton Street, Corrigin	9063 2079
Pool	Corner of Lynch and Kirkwood Street, Corrigin	9063 2212
Contacts:	Natalie Manton – Chief Executive Officer	Mob: 0427 425 727
	Phil Burgess – Manager Works and Services	Mob: 0429 632 203
	Rachel Bairstow – Pool Manager	Mob: 0429 634 024

Total Employed	Located	Full-time	Part-time
<u>152</u>	Shire Administration Office, 9 Lynch Street, Corrigin	<u>85</u>	7
16	Shire Depot, Lot 514 Walton Street, Corrigin	15	1
1	Transfer Station, Brookton Hwy (3km west of Corrigin)		1
<u>24</u>	Pool, Corner of Lynch and Kirkwood Street, Corrigin	1	<u>1 (casual)</u>
<u>2</u>	<u>Container Deposit Shed</u>	<u>0</u>	<u>1 Part-time,</u> <u>1 Casual</u>

Item description	Located	Number of Items
Buses – 25 Seats	Shire Depot, Walton Street, Corrigin	1
Fleet Vehicles		
Standard Ute	Shire Depot, Walton Street, Corrigin	4
Dual Cab Utes	Shire Depot, Walton Street, Corrigin	1
4x4 Wagons	Shire Depot, Walton Street, Corrigin	2
Large Equipment		
Prime movers	Shire Depot, Walton Street, Corrigin	3
Tip Trucks	Shire Depot, Walton Street, Corrigin	1
Small Trucks	Shire Depot, Walton Street, Corrigin	5 (2 crew cabs, 1 patching truck, 2 small tip trucks)
Water Truck	Shire Depot, Walton Street, Corrigin	2
Trailers	Shire Depot, Walton Street, Corrigin	2
Side Tipper Trailers	Shire Depot, Walton Street, Corrigin	5
Low Loader Trailer	Shire Depot, Walton Street, Corrigin	1
Water Tanker	Shire Depot, Walton Street, Corrigin	1
Graders	Shire Depot, Walton Street, Corrigin	2
Loaders	Shire Depot, Walton Street, Corrigin	2
Tractors	Shire Depot, Walton Street, Corrigin	2
Small Equipment		
Cherry Picker	Shire Depot, Walton Street, Corrigin	1
Chainsaws	Shire Depot, Walton Street, Corrigin	8
Fuel Trailer	Shire Depot, Walton Street, Corrigin	1
Pump for water truck	Shire Depot, Walton Street, Corrigin	2
Street Sweeper	Shire Depot, Walton Street, Corrigin	1
Emergency Signs	Shire Depot, Walton Street, Corrigin	Various
Signage	Shire Depot, Walton Street, Corrigin	Numerous
Various Temporary Signs	Shire Depot, Walton Street, Corrigin	Numerous

NAME OF ORGANISATION: CORRIGIN POLICE

Personnel, Plant and Equipment Resources – updated August 2021

Location:	35 Walton Street, Corrigin	9063 2200
Contact/s	SGT Carmel MORGAN Steve Mayne	Work Mob: 0436 846 685
	SC Barry MCGRATH (as of 01/12/2018) Andre Micmalski	9063-2200

Item description	Located	Number of Items
Sedan	Police Station	1
Safety Cones	Police Station	6
E Flares	Police Station	4
CB Radio	Police Station	1
Police Radio	Police Station	1
Photocopier	Police Station	1
Storage Shed	Police Station	1
Torches	Police Station	4
Digital Camera	Police Station	1
Video Camera	Police Station	1
Video/DVD Player	Police Station	1
Binoculars	Police Station	1

NAME OF ORGANISATION: ST JOHN AMBULANCE CORRIGIN SUB CENTRE

Personnel, Plant and Equipment Resources – updated August 2021

Location:	McAndrew Avenue, Corrigin	9063 2799
Contact/s	Graeme Dawson	Mob: 0428 259 287
	Michelle Hooper	Mob: 0427 275 174
	Satellite phone	0424 228 897

Item description	Located	Number of Items
Ambulance Hall (with bathroom facilities)	McAndrew Ave, Corrigin	1
Ambulance vehicles	McAndrew Ave, Corrigin	2
Phone	McAndrew Ave, Corrigin	1
Photocopier/Printer	McAndrew Ave, Corrigin	1
Spare oxygen cylinders	McAndrew Ave, Corrigin	2
Trained personnel	Corrigin and district	6-8
Body Bags	McAndrew Ave, Corrigin	10

NAME OF ORGANISATION: CORRIGIN HOSPITAL/HEALTH SERVICE

Personnel, Plant and Equipment Resources – updated August 2021

Location:	49 Kirkwood Street, Corrigin	9063 0333
	Hostel/ Lynch Street, Corrigin	Mob: 0428786259
Contact/s	Lucy Reed	Mob: 0400 520 678
	Jocelyn Johns	Mob: 0427 632 265

Item description	Located	Number of Items
Personnel	Corrigin	40
Fleet Vehicles	Corrigin	2
Emergency Generator	Hospital	1
Disaster Box	Hospital	1
Water /Emergency	Hospital	4,000 gallons
Food Supplies	Hospital	1 week supply
Medical kit/Parry pack	Hospital	1
Photocopier Oxygen	Hospital	1 (various amounts of different sized bottles)
Communication	Hospital	2 Hand held radio sets
Satellite Phone	Hospital	1

NAME OF ORGANISATION: SHIRE OF CORRIGIN BUSH FIRE SERVICE

Personnel, Plant and Equipment Resources – updated August 2021

Location:	Shire of Corrigin, 9 Lynch St Corrigin	9063 2203
Contact/s	Greg Evans, Chief FCO	Mob: 0429 657 021
	Steven Bolt, Deputy Chief FCO	Mob: 0427 652 043
	Andrew Szczencinski, Deputy Chief FCO	Mob: 0429 657 014

Item description	Located	Number of Items
2.4 Rural Tanker	Corrigin	1
Fast Fill Trailer (mobile Standpipe)	Corrigin	1
2.4 Broadacre Tanker	Bilbarin	1
Fast Fill Trailer (mobile Standpipe)	Bilbarin	1
2.4 Urban Tanker	Bullaring	1
Rural Tanker	Bulyee	1
Various volunteer farm fire units	Various	50 (approx.)
Mobile WAERN Radios fitted to farm units	Various	23
WAERN Base Station Radios	Various	7
Fire Station	Bilbarin	1
Fire Station	Corrigin	1
250kl Water Tank	Bullaring	1
64kl Water Tank	Bulyee	1
32kl Water Tank	Nornakin East Rd Bilbarin	1
32 kl Water Tank	Bilbarin East Rd Bilbarin	1
120kl Water Tank	Corrigin	1

NAME OF ORGANISATION: CORRIGIN FIRE AND RESCUE SERVICE

Personnel, Plant and Equipment Resources – updated August 2021

Location:	2 Goyder Street, Corrigin	
Contact/s	Dino DiFulvio	Mob: 0428 632 149

Item description	Located	Number of Items
HSR Medium Pump (1500l)	Corrigin	1
Light Tanker (500l)	Corrigin	1
2kVA Generator	Corrigin	1
1kVA Generator	Corrigin	1
Light Stands	Corrigin	2
Vehicle Recovery Equipment	Corrigin	1
Vehicle Rescue Equipment	Corrigin	1
Oxy Viva	Corrigin	1
Chainsaw	Corrigin	1
Fire Station	Corrigin	1

TRANSPORT RESOURCES

Personnel, Plant and Equipment Resources — updated August 2021

OPERATOR/S	CONTACT	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Corrigin	Shire Office Manager of Works and Services	9063 2203 0429 632 203	1x 25 Seat Bus	Corrigin
Jill Blacklock Reed	Owner 9065 2014 Rose Tulloch (Driver)	0427 082 701 9063 2225	1x 20 Seat Bus 1x 14 Seat Bus 1x 14 Seat Bus	Corrigin
Brad and Mandy Bootsma	Owner Brad and Mandy Bootsma Vivienne Lewis (Driver) Ivan Lewis (Driver) Alby White (Driver)	9063 2273 0408 410 418 9063 7011 9063 2274	1x 14 Seat Bus 1x 14 Seat Bus 0439 523 399 0427 637 011	Corrigin
Jim and Steph Williams	Owner Jim and Steph Williams	9888 7095 0409 752 299	1x 20 Seat Bus	Yealering

Annexure 2: LEMC Contact List

Name	Organisation	Address	Telephone (w)	Telephone (h)	Facsimile	Mobile	Email
Councillor Des Hickey	Shire President, Shire of Corrigin	PO Box 13 Corrigin		9065 7053		0427 097 141	muirton@treke.net.au chickey@corrigin.wa.gov.au
Natalie Manton	CEO, Shire of Corrigin	9 Lynch Street Corrigin	9063 2203		9063 2005	0427 425 727	ceo@corrigin.wa.gov.au
Rob Adameczyk Steve Mayne	OIC, Corrigin Police	35 Walton Street Corrigin	1314444 (goes to perth and calls closest)		9063 2428	0436-863-954 0436 846 685	rob.adameczyk@police.wa.gov.au steve.mayne@police.wa.gov.au
Dino DiFulvio	Captain, Corrigin Volunteer Fire and Rescue Service	PO Box 21 Corrigin	9063 2149	9063 2524		0428 632 149	neutech@westnet.com.au kdifulvio@wm.com.au dino28@bigpond.com
Greg Evans	Chief Fire Control Officer, Corrigin Bush Fire Brigade	PO Box 264 Corrigin		9065 7021		0429 657 021	colovale@activ8.net.au
Jason Carrall	Community Emergency Services Manager, LG & DFES	C/- Shire of Corrigin				0448 494 027	Jason.carrall@dfes.wa.gov.au
Graeme Dawson	St John Ambulance Corrigin	PO Box 179 Corrigin					grdawson@comswest.net.au

Heather Prance	Principal, Corrigin District High School	53 Lynch Street Corrigin	9063 2042		9063 2040	0435 476 765	Heather.Prance@education.wa.edu.au
Lucy Reed	Health Service Manager Corrigin District Hospital	49 Kirkwood Street Corrigin	9063 0333				lucy.reed@health.wa.gov.au
Margaret Rendell	Corrigin Red Cross	C/- 16 Gayfer Street Corrigin		9063 2414		0427 632 414	
Ron Silver	Kulin SES Unit	312 Johnston St, Kulin	9880 1079			0427 911 244	
Jo Spadaccini	District Emergency Service Officer – Wheatbelt, Emergency Services Unit, Department of Communities	Cnr Fitzgerald and Gairdner Streets Northam	9621 0459	After Hours 1800 199 008	9622 3779	0429 102 614	joanne.spadaccini@cpfs.wa.gov.au

Additional Contacts

Name	Organisation	Address	Telephone (w)	Telephone (h)	Facsimile	Mobile	Email
SC Barry McGrath Andre Micmalski	2IC Corrigin Police	35 Walton Street Corrigin	9063 2200				
Dr Raj Ramakrishna	Doctor	5 Murphy Street Corrigin	9063 2107	9063 2300	9063 2011	0421 198 969	drthyagaraj@gmail.com
Lyndon Clark Operations Manager	Water Corporation	Merredin	9041 0205		9041 2568	0447 109 775	Lyndon.clark@watercorporation.com.au
Grant Hansen	DFES Area Officer Narrogin District Great Southern Region	Narrogin	1800 865 103 (24/7 duty officer)		9881 3892	0427 012 948	Grant.Hansen@dfes.wa.gov.au
Kate Matthews	Katem's Supermarket	Campbell Street Corrigin	9063 2010		9063 2010	0427 632 010	katems@wn.com.au
Pauline Smith	Corrigin Roadhouse	8 Kunjin Street Corrigin	9063 2210	9063 2210	90632679		
Mike Weguelin	IGA Corrigin	Campbell St, Corrigin	9063 2008	9063 2843	9063 2843	0400190 221	igacorrigin@westnet.com.au
Tania Dickson (Luke Knowles (Temp))	St John Ambulance – Community Paramedic	McAndrew Street, Corrigin				0439 045 691	cp.eastcentralwbt@stjohnambulance.com.au

Dr John Coble	Corrigin Dental Surgery	45 Kirkwood Street Corrigin	9063 2323			0419 987 397	
Greg Durell	Department of Parks and Wildlife	Hough Street, Narrogin	9881 9200		9881 1645		narrogin@dpaw.wa.gov.au
Name	Organisation	Address	Telephone (w)	Telephone (h)	Facsimile	Mobile	Email
Alison Lacey	Department of Primary Industries and Regional Development	10 Doney Street Narrogin	9881 0232		9881 1950	0429 084 421	Alison.Lacey@dpird.wa.gov.au
Team Leader	Department of Communities	Park Street, Narrogin	9881 0123		9881 2040	After Hours 1800 199 008	emma.brown2@cpfs.wa.gov.au
Marilyn and Peter McRae	Salvation Army	Narrogin Head Office	9881 4004 9227 7010	9881 4355			marilyn.mcrae@aus.salvationarmy.org peter.mcrae@aus.salvationarmy.org
Linda Elms	DFES		0428 100 483				
Naomi Evans	Telstra	Regional Engagement	0409 886 821				
	Satellite image of fire						www.Sentinel.ga.gov.au

FIRE CONTROL OFFICERS

Chief Bush Fire Control Officer

Greg Evans 9065 7021 ph 0429 657 021 m

Deputy Chief Bush Fire Control Officers

~~Andrew Szczecinski 9065 7014 ph 0429 657 014 m~~

Steven Bolt 9065 2043 ph 0427 652 043 m

BILBARIN BUSH FIRE BRIGADE

Sadow Jacobs 9065 2042 ph 0427 652 042 m

Bruce Mills 9062 9012 ph 0428 956 779 m

Steven Bolt 9065 2043 ph 0427 652 043 m

Paul McBeath 9062 9024 ph 0427 629 024 m

BULLARING BUSH FIRE BRIGADE

Andrew Szczecinski 9065 7014 ph 0429 657 014 m

Greg Evans 9065 7021 ph 0429 657 021 m

Greg Doyle 9880 9048 ph 0427 809 044 m

Craig Jespersen 9888 7075 ph 0427 887 075 m

Bryce Nicholls 9063 7014 ph 0429 883 799 m

BULYEE/KUNJIN BUSH FIRE BRIGADE

~~Ray Hathaway 9642 7045 ph 0488 138 904 m~~

~~Craig Poultney 9062 9130 ph 0427 454 002 m~~

Tony Guinness 9065 7079 ph 0429 657 004 m

John Hewett 9063 2480 ph 0427 632 480 m

Braden Grylls 9065 8006 ph 0428 658 048 m

CORRIGIN EAST BUSH FIRE BRIGADE

Tim George 9065 5045 ph 0427 655 045 m

Kim Courboules 0427 632 624 m

Bruce Talbot 9063 2132 ph 0427 632 224 m

CORRIGIN CENTRAL BUSH FIRE BRIGADE

Garrick Connelly 9063 2956 ph 0488 632 107 m

Adam Rendell 9063 2291 ph 0427 632 291 m

**Dual Fire Control Officers
Corrigin members
SHIRE OF QUAIRADING**

Bruce Mills
Ray Hathaway

surrounding town members

Gregory Hughes – 0428 457 002

SHIRE OF WICKEPIN

Craig Jespersen
Greg Doyle

Colin Coxon – 0428 887 095
David Stacey – 0427 886 045

SHIRE OF BRUCE ROCK

Sandow Jacobs
Tim George

NIL

SHIRE OF NAREMBEEN

Tim George

SHIRE OF BROOKTON

Ray Hathaway
Braden Grylls

Darrell Turner – 0429 426 014
Travis Eva – 0428 421 642
Bevan Walters – 0427 426 061

SHIRE OF KONDININ

Bruce Talbot
Tim George

SHIRE OF KULIN

Greg Doyle
Bryce Nicholls

Donald Bradford – 0427 801 252

SHIRE OF PINGELLY

Greg Evans
Braden Grylls

Council Res 94/2021

Rodney Shaddick – 0427 871 328
Robert Kirk – 0428 871 580
Victor Lee – 0428 879 023
Jeffrey Edwards – 0429 427 044
Sam MacNamara – 0427 693 275

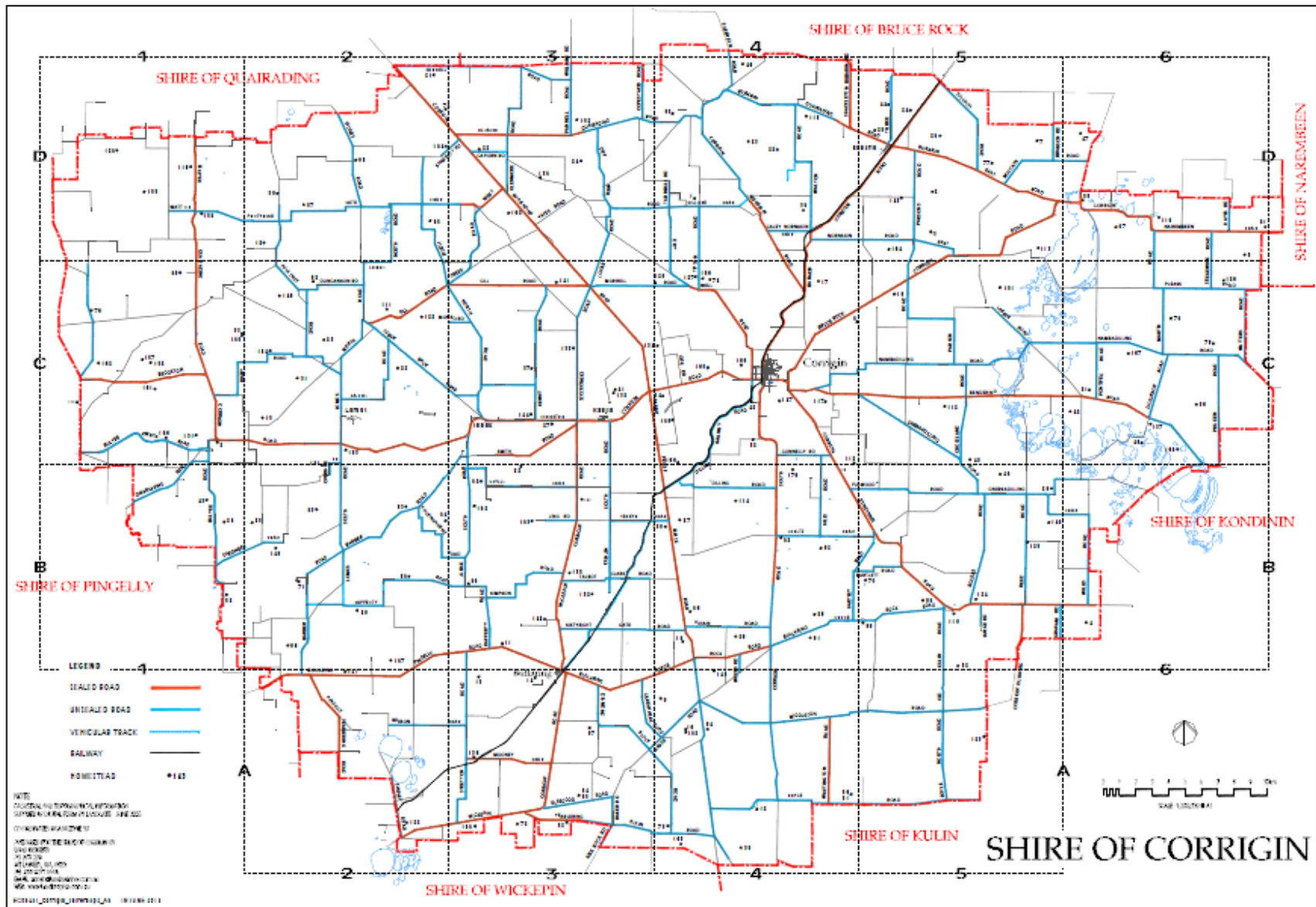
Annexure 3: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Repeater Towers – Radio and TV	Corrigin Hill	Radio and TV repeater stations	Telstra Optus Shire	132203	Loss of communications for emergency responders and issuing warning to public
Water Tank	Corrigin Hill	Town water tank	Water Corporation	131375	Loss of water to townsite
Phone Exchange	Walton Street, Corrigin	Telstra phone exchange	Telstra Shane Kinneer	132203 6224 5469 0419 887 936	Loss of phone communications around town WA Emergency Services Liaison Officer
Phone Exchange	Wamenusking	Telstra Phone Exchange	Telstra	132203	Loss of phone communications to and from Corrigin
Western Power		Mobile Tower		13 13 51	www.westernpower.com.au/poweroutages
Main Roads			Glen Putland	9881 0566 138 138	
Telstra	Camm Street site #28932				Telstra.power.interruptions@team.telstra.com
Western Power Linesman				0448 974 120	

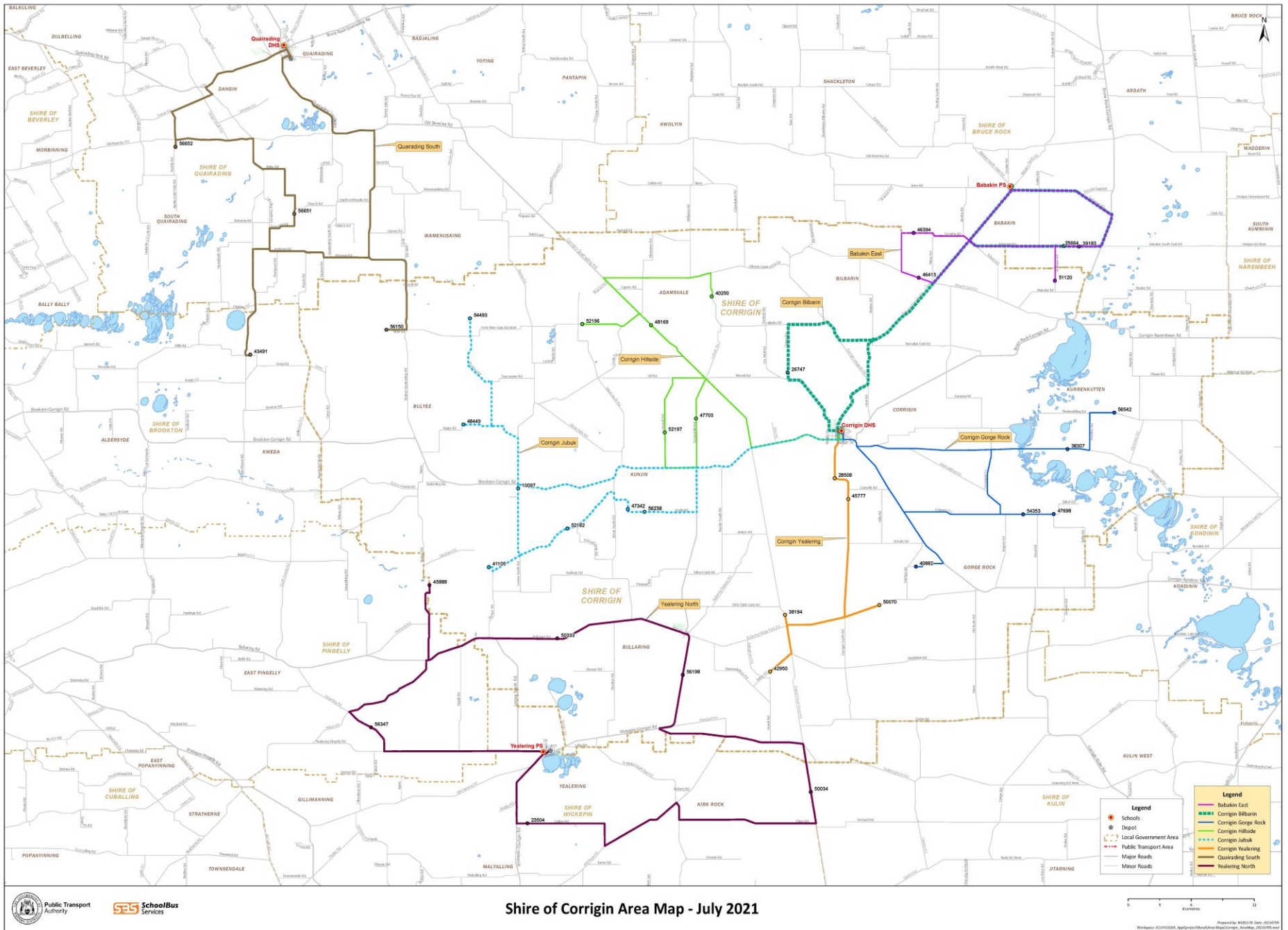
Annexure 4: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No. of People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Corrigin District High School	Primary and High school	53 Lynch Street Corrigin	Heather Prance 0435 476 765		200	Evacuation Plan managed by Principal – copy not supplied.
Corrigin Senior Citizens Village	Independent Seniors Housing	6 Lynch Street Corrigin	Annyta Priest 90632 053		30	No
Wogerlin House	Aged Care	7 Lynch Street Corrigin	Lucy Reed		12	Evacuation Plan managed by HSM – copy not supplied.
Giggle Pots Daycare Centre	Child Care Centre	42 Lynch Street Corrigin	Centre Coordinator 9063 2365		22	No
Corrigin District Hospital	Hospital	Kirkwood Street Corrigin	Lucy Reed		20	Evacuation Plan managed by HSM – copy not supplied.

Annexure 5: Map of the District



Annexure 6: 2021~~0~~ School Bus Route



Shire of Corrigin Area Map - July 2021

Local Recovery Management Plan



Shire of Corrigin

Adopted Council 17 August 2021
Res **/2021

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Distribution

Distribution List	
Organisation	No Copies
Shire of Corrigin	1
Corrigin Police Station	1
Corrigin District Hospital	1
Corrigin Volunteer Fire & Rescue	1
Corrigin St John Ambulance	1
Water Corporation – Corrigin Office	1
Chief Bush Fire Control Officer	1
Great Southern District Emergency Management Committee	1

Amendment Record

NO.	DATE	AMENDMENT DETAILS	DOCUMENT PREPARED BY
1	Nov 2018	Complete Review	LEMC
2	Feb 2019	Endorsed by LEMC	LEMC
3	May 2019	Minor Amendment update contact details	CEO
4	Feb 2020	Minor Amendment update	ESO
5	<u>Aug 2021</u>	<u>Minor Amendment update</u>	<u>ESO</u>
6			
7			
8			
9			
10			
11			
12			

PART 1 - INTRODUCTION

Following the impact of a hazard on a community within the Local Government, there may be a need to assist the community to recover from the effects of the emergency. Recovery is a coordinated process of supporting the affected community in:

- a. reconstruction of the physical infrastructure; and
- b. restoration of emotional, social, economic and physical wellbeing.
- c. the Social Environment – defined by relationships and connected by networks of communications, ie individuals, families and common interest groups that form whole communities
- d. the Built Environment – human made assets that underpin the functioning of the community
- e. the Economic Environment – economic recovery is critical to the whole-of-community recovery process
- f. the Natural Environment – is considered in terms of impact on the air, water, land and soil, plants and animals.

The purpose of managing recovery is to assist the community attain a proper level of functioning as soon as possible. Recovery activities will normally commence in conjunction with response activities but will continue for an extended period after response activities have concluded.

2.1. AUTHORITY AND PLANNING RESPONSIBILITY

The Local Recovery Arrangements has been prepared in accordance with the Emergency Management Act 2005. They have been endorsed by the Local Government Local Emergency Management Committee (LEMC) and the Local Government. They have been tabled for information and comment with the Great Southern District Emergency Management Committee.

Section 36b of the *Emergency Management Act 2005* states:

“It is a function of a local government – to manage recovery following an emergency affecting the community in its district;”

Section 41 (4) of the *Emergency Management Act 2005* states:

“Local emergency management arrangements are to include a recovery plan and the nomination of a recovery coordinator”.

The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local government.

2.2. AIM

The aim of this document is to detail the recovery management arrangements for the Local government to assist with the timely and effective coordination of reconstruction and restoration activities to improve the quality of life in an affected community, so that they can continue to function as part of the wider community.

2.3. SCOPE

The scope of these recovery Arrangements is limited to the boundaries of the Local government. It details the recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

These arrangements are a support plan to the Local Government Local Emergency Management Arrangements.

2.4. OBJECTIVES

The objectives of the plan are to:

- prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- establish a basis for coordination between agencies that may become involved in the recovery effort;
- provide a framework for recovery operation;
- provide guidelines for the operation of the recovery management arrangements.
- ensure effective and coordinated management of recovery within the Local government;
- ensure the Plan complies with State Emergency Management Arrangements and
- identify the roles and responsibilities of Hazard Management Agency (HMA), emergency services, support organisations and the Local Government whilst promoting effective liaison between all organisations.

2.5. RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

The arrangements comply with the recovery principles and concepts detailed in the State Emergency Management Plan (SEMC) 'Recovery Coordination' and the Australian Emergency Management Handbook 'Community Recovery'.

The National Principles for Disaster Recovery are:

- Understanding the context – successful recovery is based on an understanding of the community context.
- Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities.
- Using community led approach – successful recovery is responsive and flexible engaging communities and empowering them to move forward.
- Ensuring coordination of all activities – successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.
- Employing effective communication - successful recovery is built on effective communication with affected communities and other stakeholders.
- Acknowledging and building capacity – successful recovery recognises, supports and builds on community and individual and organisational capacity.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan.

- The community has a right to be involved in the decision making and management of all aspects of the recovery process;
- The community has a 'right to know', as information is an essential part of the recovery process;
- Every person has a right to effective assistance until long-term recovery is achieved;
- Both the affected person and the community have a responsibility to account for financial and material resources used;
- The community has a right to know the criteria for the determination of financial support and grants; and
- The community has a right to expect the maintenance of family cohesion.

2.6. RELATED DOCUMENTS

To enable integrated and coordinated delivery of emergency management within the Local government, these arrangements are consistent with West Australian Emergency Management Framework.

Reference should also be made to the;

- Department of Communities Local Welfare Support Plan
- Local Government Recovery Workbook Package
- Local Government Local Emergency Management Arrangements

PART 2 – PLANNING

2.7. APPOINTMENT

LOCAL RECOVERY COORDINATOR

The appointment of the Local Recovery Coordinator will be undertaken by Council resolution. The appointed Recover Coordinator is Mike Weguelin.

DEPUTY LOCAL RECOVERY COORDINATOR

The appointment of the Deputy Local Recovery Coordinator will be undertaken by Council resolution. The appointed Deputy Recover Coordinator is Lyn Baker

RECOVERY COMMITTEE MEMBERS

The membership of the recovery committee will be determined by the recovery coordinator based on the community's needs following an emergency. Each emergency will be different and may require representation from different organisations.

TRAINING

At present the WA Local Government Association provides recovery management training.

2.8. ROLES AND RESPONSIBILITIES

LOCAL GOVERNMENT

The Local government will undertake the following;

- Nominate a Recovery Coordinator and Deputy Local Recovery Coordinator.
- Be responsible for ensuring a co-ordinated recovery.
- Provide executive, communications and media support to the Recovery Committee.
- Provide staff and equipment for the Recovery Coordination Centre as required.
- Prepare, maintain and test these arrangements.
- Ensure the training, education and exercising of organisations and their personnel in the recovery management arrangements.
- Provide financial management support to the Recovery Committee.
- Prepare Business Continuity Plan to accommodate a protracted Recovery process.
- coordinate the promotion of community awareness with respect to the recovery arrangements.

LOCAL RECOVERY COORDINATOR / DEPUTY LOCAL RECOVERY COORDINATOR

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.

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 where appropriate;
- 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 Mayor/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 Local Recovery Coordination Group;
- 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 Local Recovery Coordination Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group 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 problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- 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 arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

2.9. LOCAL RECOVERY COORDINATION GROUP

The Local Recovery Coordination Group (LRCG) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Committee (SEMC) policies and the Local Recovery Arrangements.

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 and 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 the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted to best support the recovery of impacted communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure that 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;
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee; and
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

2.10. COMPOSITION OF LOCAL RECOVERY COORDINATION GROUP

The LRCG will be chaired by the Local Government President, the Local Government CEO, or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCG is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCG is dynamic and will change with the needs of the community at various stages during the recovery process.

Where a LRCG is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

- Chairperson (if not the President, or the CEO, then preferably a Councillor);
- Local Recovery Coordinator (should be different to Chairperson);
- Secretary (provided by LGA);
- Local Emergency Coordinator (OIC Police).
- Local Government Officers;
- Hazard Management Agency;
- Department of Health and or Local Environmental Health Officer;
- Department for Communities;
- Western Australian Police Service;
- Community representative/s;
- Chairpersons of sub-committees;
- Department of Primary Industries and Regional Development;
- Department of Biodiversity, Conservation and Attractions;
- Lifelines (power, water, gas, etc);
- Main Roads;
- Department of Water and Environmental Regulation
- Regional Development Commission;
- Education/school representative;
- Community Groups;
- Chamber of Commerce;
- St John's Ambulance;
- Insurance representative;
- Other persons/organisations as identified.

2.11. RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

LOCAL GOVERNMENT

- Chair and manage the activities of the Local Recovery Committee.
- Provide secretariat and administrative support to the Local Recovery Committee.
- Provides the Local Recovery Management Centre and facilities.
- Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

HAZARD MANAGEMENT AGENCY

- Provide a representative to the Local Recovery Committee.
- Advise the Local Recovery Coordinator when an event threatens or has impacted the community.
- Initiate the recovery process.
- Participate in the development of the recovery plan.
- Advise the Recovery Coordinator when withdrawing from the recovery process.

DEPARTMENT FOR COMMUNITIES

- Provide a representative to the Local Recovery Committee;
- Provide the welfare components of the recovery process including:
 - Emergency accommodation.
 - Emergency catering.
 - Emergency clothing and personal requisites.
 - Personal services (including counselling).
 - Registration and Inquiry.
 - Immediate financial assistance.

LIFELINE AGENCIES

- Provide a representative to the Local Recovery Committee;
- Undertake repairs and restoration of services;
- Assist the recovery effort with resources and expertise available from within the service.

2.12. MANAGEMENT ARRANGEMENTS

LOCAL RECOVERY COORDINATION CENTRE

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Centre.

The location of the Recovery Coordination Centre will be the administration office of the Local Government.

The Local Recovery Coordination Centre is where the Local Recovery Committee is based during an emergency and recovery phase, and provides a focal point for a coordinated approach to recovery services.

The following communication systems are desirable when setting up an LRC (dependant on the scale of the incident):

- Phone;
- Fax; and
- Email.

It is preferred that each LRC will have the following facilities available (dependant on the scale of the incident):

- Meeting Rooms;
- Ablutions; and
- Kitchen/Food Preparation Area.

PART 2 – COMMENCING RECOVERY

2.13. ACTIVATION

The process for the activation of these arrangements is outlined in State Emergency Management Policy 4.4 Section 6 Recovery which provides;

- The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to all recovery environments prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Comprehensive impact information is required by local governments to assist in planning recovery activities.
- *The Controlling Agency with responsibility for the response to an emergency must initiate recovery activity during the response to that emergency, as detailed in the State EM Plan (Section 6.4).*
- *In some circumstances, the State Government may have an increased role through the State Recovery Coordinator or establishment of a State Recovery Coordination Group and/or State Recovery Controller.*

2.14. TRANSITION FROM RESPONSE

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery.

The LRC should be called together as soon as possible for a briefing of the emergency incident even in the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

The Local Recovery Coordinator must be included in Incident Support Group meetings from the onset.

The Controlling Agency is responsible for commencing the recovery process. As the response to the incident concludes the recovery phase will be handed to the Local government. A copy of the document is included in the Recovery Resource Book'. The form will be used by both parties to affect the handover process.

It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Coordination Group, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

Where the decision is taken not to activate the plan or convene the Local Recovery Coordination Group because statutory agencies are coping with the situation, the Local Recovery Coordinator will monitor the situation and keep the Local Recovery Coordination Group advised accordingly.

2.15. IMPACT ASSESSMENT AND OPERATIONAL RECOVERY PLANNING

It is essential that the Controlling Agency coordinates conduct an assessment of the impacts, recovery and restoration requirements as soon as possible after the impact of the event. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Controlling Agency.
- Welfare agencies – to identify persons in need of immediate assistance.
- LGA building inspectors and engineers.
- Insurance assessors.
- Business associations, e.g. local chamber of commerce.
- Recovery Needs Assessment and Support Survey Form.

Following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRCG.

The operational recovery plan should provide a full description of the extent of the damage, including both social, economic, built and natural, and detail plans for restoration and reconstruction of the affected community. Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. An Action Recovery Plan Template is included in the Recovery Resource Book.

2.16. RECOVERY COORDINATION CENTRE

A Recovery Coordination Centre should be established if extensive recovery activities are to be undertaken. The purpose of the Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks

The location and details of the centre are included in Part 1 of these arrangements.

2.17. LOCAL RECOVERY COORDINATION GROUP

It may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator by addressing specific components of the recovery process.

The LRC should consider the following areas when recommending priorities and ensuring work is completed.

- Social environment effects
- Built environment effects
- Economic environment effects
- Natural environment effects

When identifying priorities consideration should be given to the risk evaluation criteria developed during the Emergency Risk Management process. (Risk Evaluation – community values).

The most commonly established sub-committees and their responsibilities are detailed below:

COMMUNITY (OR SOCIAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;

- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing; and
- 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

- 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; and
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE

Objectives

- 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; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

FINANCE (OR ECONOMIC) SUBCOMMITTEE

Objectives

- To assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area;
- Consider the need for an economic impact assessment;
- Consider participation of business and/or industry representatives in economic recovery decision making;
- Work with the insurance sector to coordinate insurance companies' response;
- Consider projects to ensure tourism viability is maintained;
- Support and promotion of the economic viability of affected community through short and long term projects;
- Coordination of supply and distribution of emergency fodder, water, fencing, agistment and other materials/services; and
- To provide advice on care and management of livestock, including feed, water, fencing, agistment and transport

2.18. CULTURAL AND SPIRITUAL FACTORS

Cultural and spiritual symbols provide an essential dimension to the recovery process. They provide a framework for meaning and evaluation of the emergency experience. These need to be managed as an integral part of recovery activities. The community will present its own symbols and rituals, probably beginning in the immediate aftermath. If these are recognised, supported and coordinated as part of the recovery process, which is owned by the community, they will provide the focus for cultural and spiritual activities.

These activities will assist in the long-term integration of the emergency into the history of the community. Often these activities can be conducted on anniversaries or other significant community occasions.

2.19. RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordination Group a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

2.20. ACTIVITIES TO BE UNDERTAKEN BY THE LOCAL RECOVERY COORDINATION GROUP

SHORT TERM

- 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/Town Planning schemes.

2.21. STRATEGIES

COMMUNITY INVOLVEMENT STRATEGIES

- Maximise the use of local resources, groups and individuals.
- Promote 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 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 and 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 and 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.

2.22. PUBLIC INFORMATION

Successful communication in recovery is about connecting with people by enabling access to clear, relevant, targeted and high quality information to assist them build their own capacity and gain a greater understanding of community needs in the process. Good recovery communications is not only about sending information out, it's about engaging in two-way dialogue.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

EFFECTIVE COMMUNICATION IN RECOVERY

- Messages need to be clear, relevant, accurate and timely;
- Communication needs to be two-way
- Information needs to be accessible to a wide-ranging audience, including those with special needs;
- Have well-structured communication networks, both with individuals and organisation; and
- Adopt strategies to reiterate key messages.

Messaging should consider:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do.

Information may be made available to the public using a combination of the methods such as:

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters
- Public Meetings
- Noticeboards
- Email communication
- Websites
- Local newspapers
- Social media
- Radio and television
- Text messaging

MEDIA

During emergencies the media have a legitimate interest in obtaining prompt and accurate information. If media access to accurate information is restricted, rumour and speculation may be substituted for fact. Consequently, there is nothing to be gained by attempting to restrict media access. The media are also a vital link between recovery agencies and the public, and provide an effective means of disseminating information. It is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Due to the fact that the recovery process will generally involve a range of different organisations, there is a need for coordination of information to the media to avoid confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

All media releases prepared by the Recovery Sub-Committee will be forwarded to the LRC for release by the Chairperson. If the recovery process is of such a nature that State involvement is required, reference should be made to State Support Plan - Emergency Public Information to ensure appropriate processes are followed and adhered to. The Communicating in Recovery Guidelines is a useful tool to assist.

VISITING VIPs

In addition to the level of media interest, there is also likely to be a number of visits to the affected area and a high level of interest in the recovery process from VIPs from government and a range of other agencies.

There are a number of issues that need to be considered by the recovery manager involved with, or responsible for hosting, such visits.

Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment. Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to arrival.

- Briefing of any visitors should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the event, as well as identification of any existing sensitivities.
- Visitors should have a clear understanding of emergency management arrangements and protocols.
- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. In particular, it should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an affected community may reinforce the impact of the event.
- In the case of a disaster affecting more than one geographic area, care should be taken to ensure that communities are treated impartially and visits are arranged accordingly.

Visits by Commonwealth and State Parliamentarians (including Ministers) should be discussed in advance with the LRC to ensure the visits are the most effective for both the community and the Member of Parliament.

INFORMATION SERVICES

The community recovery information services provided to affected people aim to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Information services must be made available to assist and hasten recovery as well as the means of accessing those services.

The information provided should advise:

- the support, psychological, development and resource services available;
- where, when and how to access those services; and
- the psychological reactions commonly experienced by affected people.

The information should be provided at a “One Stop Shop” set up in a location to be determined and be available as soon as possible and provided and repeated through a range of information means.

The accessibility of the information to the people affected by the emergency is a major issue and actions need to ensure it is available to:

- the whole of the affected area;
- non-English speaking people;
- special needs groups and or individuals;
- isolated people and communities; and
- secondary victims.

PUBLIC MEETINGS

Various forms of public meetings provide an important part of the recovery process. Public meetings may be held soon after an emergency has taken place as a means of communicating information to an affected community regarding such things as the extent of the damage caused by the event and the services available through the range of recovery agencies. Representation of the various recovery agencies at a public meeting also gives the affected community an opportunity to identify those agencies providing services and to clarify important issues. Further public meetings may be held throughout the recovery process as the need arises.

Public meetings also provide the opportunity for members of an affected community to meet together and for rumours, which are inevitable in the early part of the recovery process, to be dispelled. However, given the volatility that may be evident immediately following an emergency, it is critical that public meetings be carefully timed and managed by a facilitator skilled in dealing with any problems which may arise.

Public forums may also be organised to provide practical advice and discussion on a range of issues from personal needs to housing and rebuilding issues. The need for such forums is best identified by workers who have a direct understanding of emerging needs within a community.

Community recovery committees also provide an affected community with a mechanism to have an input into the management of the recovery process. These committees provide an important forum, ensuring local participation in the management of the recovery process.

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains

Points to Consider

- Appoint potential spokespeople to deal with the media
- Manage public information during the transition from response to recovery when handover completed from HMA.
- Identify priority information needs.
- Develop a comprehensive media/communication strategy.
- Coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases
- Develop processes for:
 - media liaison and management (all forms e.g. print, and electronic)
 - briefing politicians
 - alternative means of communication e.g. public meetings, mailbox fliers, advertising
 - communicating with community groups
 - meeting specialist needs
 - formatting press releases
 - developing and maintaining a website
 - ensuring feedback is sought, integrated and acknowledged
- Monitor print and broadcast media, and counter misinformation.

2.23. ONE STOP SHOP

An effective method of providing the affected community with access to information and assistance is through the establishment of central information point and would include representatives from relevant recovery service providers to provide information and advice for the local community.

A One Stop Shop may be established in identified Council buildings, the location and contact details will be disseminated to the community when it is established.

2.24. MANAGING SPONTANEOUS VOLUNTEERS

LOCAL VOLUNTEER COORDINATOR (LVC)

Within the first few days of an emergency occurring, the Local Government may receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers and opportunities are not lost.

There are likely to be two sources of volunteers:

- Clubs, community groups and other non-government organisations;
- Members of the general public.

Volunteers affiliated with an organisation will generally be managed by the organisation of membership and are likely to have specific skills to perform assigned roles (e.g. CWA, Lions Clubs, etc).

Volunteers from the general public (individuals and private companies) who offer assistance on an ad-hoc basis require careful management and coordination. "Volunteer Information Forms" (refer to the Recovery Resource Book) must be completed by shire staff whenever an offer of assistance is made and they should be forwarded to the LVC for consideration. Consideration should be given to establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, the LRC will request the activation of the LVC.

REGISTRATION

For insurance purposes, it is paramount that any volunteer under the direction and control of the Local government must be registered and signs on prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must sign off on the completion of the volunteers shift.

It is the responsibility of the LVC to oversee the registration of all volunteers who are under the direction and control of the SOM, regardless of whether they are individuals or belong to a community group or club. This must occur during all recovery activities including emergency welfare centre activities on the "Volunteer Log Form" found in the Recovery Resource Book.

ALLOCATION OF TASKS

The LVC is responsible for matching volunteers' skills and resources to required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded against the respective volunteers "Volunteer Information Form". When tasked, the volunteer is to be given a copy of the "Volunteer Task Allocation Form" to ensure they have a clear understanding of the role to be undertaken. Refer to Local government Recovery Workbook Package for the "Volunteer Task Allocation Form".

The LRC or, if convened, the LRCC is responsible for creating the tasks to be allocated. All tasks allocated must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of tasking is avoided.

HOURS OF DUTY

Where applicable, volunteers should be rostered on for periods of no longer than 8.5 hours at one time, followed by a minimum 10 hour rest period. Shifts should overlap by a minimum of 30 minutes to enable briefings and handovers to their relief to occur. Meal breaks should be planned for with the LVC responsible for all volunteer rostering. Refer to the Recovery Resource Book for the "Volunteer Roster Form". All rostering must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of resources is avoided.

IDENTIFICATION

The LVC shall provide all volunteers with appropriate identification, the minimum standard being a name tag. The name tag must have the volunteer's full name, date and Volunteer Information Form Reference Number clearly identified.

OTHER

The LVC shall conduct regular briefing and debriefing of volunteers. Access to appropriate counselling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.

PART 3 – FINANCIAL MANAGEMENT

3.1. FINANCIAL ARRANGEMENTS DURING AN EMERGENCY SITUATION

It should be recognised that in the event of an emergency there may be a need for the Local Government to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire of Corrigin will need to act in its capacity as the agency responsible for Recovery without funding allocated within Council's Budget. Under Section 6.8 of the *Local Government Act 1995*, the President may approve emergency expenditure where requested by the Chief Executive Officer:

- *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*
- *is incurred in a financial year before the adoption of the annual budget by the local government;*
- *is authorised in advance by resolution*;* or
- *is authorised in advance by the mayor or president in an emergency.*

LOCAL GOVERNMENT POLICIES

For the Local Government policies and procedures as passed by Council relating to expenditure during an emergency refer to the Local Recovery Management Plan Resource Book.

Disaster Recovery funding arrangements (DRFA)

Commencing 1 November 2018, the Commonwealth has introduced Disaster Funding Recovery Arrangements (DRFA) for the states and territories of Australia to provide financial assistance for eligible disaster events.

In Western Australia, the Disaster Recovery Funding Arrangements – Western Australia (DRFAWA) is administered by the Department of Fire and Emergency Services (DFES) and is Western Australia's application of the DRFA. The DRFAWA includes additional support measures the State government deems necessary to best support communities and businesses within Western Australia.

What is the aim of the DRFA?

Natural disasters or terrorist acts may result in large-scale expenditure by state governments in the form of disaster relief and recovery payments and infrastructure reconstruction. To assist with this burden, the Commonwealth has made arrangements to provide financial assistance to the states and territories in certain circumstances. Usually the assistance is in the form of partial reimbursement of state expenditure and estimated reconstruction costs.

What is an eligible disaster event?

A natural disaster or terrorist act for which:

- A coordinated multi-agency response was required, and
- It must be estimated that the cost of emergency assistance to individuals and communities, or damage to essential public assets will exceed \$240,000.

What are the eligible disaster events?

An eligible disaster event is:

- One, or a combination of the following rapid onset events:
 - Bushfire
 - Cyclone
 - Meteorite strike
 - Earthquake
 - Storm surge
 - Tornado
 - Flood
 - Landslide
 - Storm
 - Tsunami
- A terrorist act; whereby an action or a series of actions committed in Australia which the Commonwealth Minister has determine is a terrorist act.

Relief and Recovery Assistance Measures

The DRFAWA provides certain measures to support relief and recovery efforts following an eligible disaster. It is intended to complement other strategies including insurance, mitigation planning and activities to prevent disasters. Assets that can be insured are not covered by DRFAWA.

When an eligible event is declared, different assistance measures can be made available to individuals and communities to support them in their recovery from an eligible disaster; these four (4) main categories are:

Category A – Emergency assistance for individuals, administered by the Department of Communities

Category B – financial support provided to the State, counter disaster operations and assistance for small business and primary producers. Administered by DFES with assistance from the appropriate State Government Departments

Category C – Community Recovery Packages, (when severe impact) administered by DFES

Category D – Exceptional Circumstances Measure, administered by DFES

Further information on DRFAWA can found by visiting the DFES website at dfes.wa.gov.au or clicking [here](#).

3.2. APPEALS AND DONATIONS

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

LORD MAYORS DISTRESS RELIEF FUND

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions. Further information is available via their website: <http://appealswa.org.au/>

Donations of Cash: The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations.

Donations of Service and Labour: Any donations of services or labour to assist with the recovery from an emergency will be administered by the Local Government via the Local Recovery Committee in accordance with the Managing Spontaneous Volunteers section of these arrangements.

Donations of Goods: The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

3.3. STATE LEVEL ASSISTANCE

State level assistance to community recovery will normally be provided by a range of State government agencies through direct representation on the LRC.

In conjunction with the local government/s and the State Emergency Coordinator, 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.

These include:

- The capacity of the local governments involved to manage the recovery;
- The number of local governments affected; and
- The complexity and duration of the recovery.

3.4. STAND DOWN

The Local Recovery Coordinator shall progressively stand down participants and programs when they are no longer required

3.5. DEBRIEFING/POST OPERATIONS REPORT

The LRC will arrange to debrief all participants and organisations as soon as possible after stand down and prepare a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report shall also be forwarded to the DEMC.

Refer to **Annexure 7** for reporting template and **Annexure 8** for Post Incident Analysis Pro forma.

Annexure 1 Contacts (Recovery Specific)

LR Coordinator	Mike Weguelin	7 Spanney Street Corrigin 6375	0400 190 221	igacorrigin@westnet.com.au
DLR Coordinator	Lyn Baker	PO Box 304 Corrigin 6375	0427 097 141	relbaker@bigpond.com



SHIRE OF CORRIGIN

EMERGENCY MANAGEMENT PLAN

EMERGENCY EVACUATION PLAN

**Adopted by Council 17 August 2021
Res **/2021**

**SHIRE OF CORRIGIN
EMERGENCY MANAGEMENT PLAN**

EMERGENCY EVACUATION PLAN

INTRODUCTION

This Plan is to be used as a guide by Hazard Management Agencies to formulate an Operational Evacuation Plan should an evacuation within the Shire of Corrigin be required.

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

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

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

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

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

- the Local Emergency Welfare Plan, and
- other relevant agency plans

The Local Emergency Welfare Plan has been developed by the Department of Communities, in conjunction with the Shire of Corrigin, using local and regional facilities and organisations.

This plan will adopt the 5 stages of evacuation:

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

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Distribution list

Distribution	No of Copies
Shire of Corrigin – Chief Executive Officer	1
Shire of Corrigin – President	1
Shire of Corrigin – Works Supervisor	1
Corrigin Police – Officer in Charge	1
Corrigin Hospital – Health Services Manager	1
St John Ambulance Corrigin – Officer in Charge	1
Corrigin Fire and Rescue – Captain	1
Corrigin Bush Fire Service – Chief Bush Fire Control Officer	1
Corrigin District High School – Principal	1
Department of Communities	1
Kondinin VFES Unit	1
DFES Narrogin – Lynda Elms	1
Main Roads – Glen Putland	1
CESM – Jason Carrall	1

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

Issue, Review and Amendment

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

The Shire of Corrigin, in conjunction with the Local Emergency Management Committee (LEMC) is responsible to review this plan annually.

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

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

REVISION CONTROL

Revision	Date	Description	Amended By
1	February 2019	Updated documents endorsed LEMC	LEMC
2	May 2019	Minor amendments, formatting and contact details	CEO
3	Feb 2020	Minor amendments	ESO
4	Feb 2021	Minor amendments	ESO
5	<u>August 2021</u>	<u>Minor Amendments</u>	<u>ESO</u>
6			
7			
8			
9			
10			

Acronyms

LEMA	Shire of Corrigin Local Emergency Management Arrangements
EEP	Shire of Corrigin Emergency Evacuation Plan
LGA	Local Government Authority
IC	Incident Controller
ERMP	Shire of Corrigin Emergency Risk Management Plan
HMA	Hazard Management Agency
CA	Controlling Agency
Shire	Shire of Corrigin
DC	Department of Communities
Police OIC	Corrigin Police Station

For additional information in regard to the Glossary of Terms, refer to the Glossary (State Emergency Management – Strategic Framework for Emergency Management in Western Australia’ Glossary).

1. AUTHORITY

The Emergency Management Act (2005) gives authority for local emergency management arrangements to be developed Local Government Areas (LGA).

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

2. SCOPE

The geographical area covered by this plan is the Shire of Corrigin local government area however regional support will be an integral part of the Plan. This Plan applies to the circumstances where there may be a need to partially or totally evacuate the areas of population in the Shire of Corrigin.

The plan incorporates:

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

3. TITLE

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

4. AIM

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

5. PURPOSE

The purpose of this document is not to develop plans for every evacuation scenario, but to provide assistance to Controlling Agencies and/or Incident Controller, to rapidly implement an effective evacuation plan to cover an approaching hazard. The checklists provided are by no means all-encompassing and may be expanded depending on the particular scenario.

The effectiveness of this plan hinges on:

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

6. RISK ASSESSMENT

The Corrigin Local Emergency Management Arrangements (LEMA) identifies the two prime areas of risk requiring evacuation to be **fire and flood**. However a range of situations may involve the need to evacuate persons from an area of impending danger. Some examples of these may be severe weather or a hazardous materials incident.

7. CONSULTATION – OPERATIONAL EVACUATION PLANNING EVACUATION PLANNING SUB-COMMITTEE

In the event of an emergency and as far as practicable, operational evacuation planning should be done in a collaborative environment with those agencies expected to have an operational role in the evacuation; however the extent this is practically achievable will be determined by the amount of time available to plan and implement the evacuation. The Incident Support Group is a good reference group and may comprise of

- CEO Shire of Corrigin.
- Chairman Shire of Corrigin LEMC.
- OIC Corrigin Police District.
- Fire and Rescue Service LEMC Representative.
- Kondinin VFES Unit Representative.
- Department of Communities LEMC Representative.
- St John Ambulance LEMC Representative.
- Department of Fire and Emergency Services

8. INTERFACE WITH OTHER PLANS

The EEP is a sub-plan of the LEMA and as such should not be viewed in isolation. Other plans integral to the success of evacuation are the Wogerlin House Aged Care Emergency Evacuation and Reception Plan, and the Corrigin Local Welfare Plan submitted by the Department of Communities.

9. ROLES AND RESPONSIBILITIES

Role	Responsible Agency
Pre-Emergency Evacuation Planning	Shire of Corrigin
Operational Evacuation Planning	Hazard Management Agency
Decision to evacuate	Hazard Management Agency
Issue Community Warnings	Hazard Management Agency
Coordinate withdrawal process	Hazard Management Agency
Provide Shelter	Hazard Management Agency
Manage Return Process	Hazard Management Agency

Under State Emergency Management Policy, section 5.7 Community Evacuation, the following applies;

Pre-evacuation Planning (Shire of Corrigin Emergency Evacuation Plan)

- The Shire of Corrigin, HMAs and emergency management agencies in consultation with the LEMC must identify and advise of refuge sites and evacuation centres appropriate for the hazard – the refuge sites should be documented in the LEMA

Operational Evacuation Planning

- The Hazard Management Agency is responsible for the management of evacuation during an incident and this continues during an emergency response
- Operational evacuation plans should include all five stages of evacuation – decision, warning, withdrawal, shelter and return
- The Hazard Management Agency is responsible for the decision to evacuate during an emergency, the criteria to be considered prior to a decision being made are outlined in the [SEMCs WA Community Evacuation in Emergencies Guide](#)
- The Hazard Management Agency is responsible for providing community warnings and timely advice on the likely threat of an emergency and the required actions of the community to assist community members in recognising a threat and being able to make an informed decision as to whether to move to another location.
- Once a decision has been made to evacuate an area, the IC, in consultation with the HMA, is responsible for ensuring effective communication strategies are implemented.
- The decision to undertake a controlled evacuation must be made by the Hazard Management Agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory). A direction to evacuate is a lawful instruction and may be made by a person authorised to do so.
- The Hazard Management Agency must provide clear instruction to persons conducting the evacuation on what action should be taken where a person refuses to evacuate.
- The Hazard Management Agency should manage any additional risks that arise from 'non-prescribed hazards' (i.e. those not defined under the EM Act and prescribed under the EM Regulations), such as structural integrity, before allowing a community to return following evacuation.

10. ACTIVATION OF EMERGENCY EVACUATION

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

11. THE FIVE STAGES OF EVACUATION

- Decision To Evacuate
- Warning
- Withdrawal
- Shelter
- Return

11.1 Decision to Evacuate

In the Decision Stage the HMA must decide if the evacuation is the best option. Areas for consideration include;

- Legislative powers and authority to act
- Risk Management

Risk Management

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

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

- Resource requirements
- The decision to evacuate
- Trigger points for evacuation

A community, or any part of that community, may elect to self-evacuate acting on information or advice received through the Media or other sources including relevant warning authorities. The HMA IC would advise residents to self-evacuate as a result of information received, or as a result of consultation with informed specialists from relevant advisory authorities. This type of evacuation is not reliant upon a Emergency Situation Declaration but is provided as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely and thus negating the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous.

Refer to Appendix 1 for Decision to Evacuate Consideration Checklist

11.2 Warnings

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

- The method of communicating warnings
- A public information strategy
- Shelter in place warnings
- Community warnings
- The use of Emergency Alert (telephone warning system) or SEWS-

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

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

Note:

During this phase it should be determined what the requirements are to relocate sick or immobile people. The aim and objectives of the warning phase is for timely warnings, accurate warnings and evaluation of the warnings received. (For additional information refer Wogerlin House Aged Care Evacuation and Reception Plan)

Refer to Appendix 2 for a Warnings Considerations Checklist

11.3 Withdrawal

There are a number of methods used in the withdrawal stage dependent on the type of evacuation and circumstance:

11.3.1 Self-evacuation

Self-evacuation may occur in response to general awareness of or information about an emergency, either prior to, or in the absence of a recommendation or direction to leave. It may occur as a consequence of the issuing of an 'Advice' level of community warning (or other first level of warning, depending on the hazard), or in response to a perceived risk through personal observation or other source of information. A Hazard Management Agency may receive requests to assist those who choose to self – evacuate and, whilst it is unlikely that formal arrangements will be in place to provide welfare and support, it can be prudent to support self-evacuation as far as practicable early in an incident.

11.3.2 Controlled Evacuation

Controlled evacuation is generally easier to manage where significant numbers of a community are involved. It also allows for the planned provision of suitable welfare and support for evacuees and allows the withdrawal process to be undertaken in a phased manner, normally prioritising those most at risk

11.3.3 Recommended Evacuation

A decision to recommend the evacuation of a community or part of a community will be initiated by the Hazard Management Agency's Incident Controller or other authorised person when there is a possible threat to the lives of members of the community or property but this is not believed to be imminent or significant and it is believed that members of the community have the capacity and capability to make an informed decision.

Direction to Evacuate

The decision to direct the evacuation of a community or part of a community will be made by the Hazard Management Agency's Incident Controller or other authorised person when it is believed that members of the community either do not have the capacity or capability to make an informed decision or that there is a significant and/or imminent threat to the lives of members of the community. Although it is an offence to refuse to evacuate once directed to do so, there is also a discretion for the person issuing the direction to remove a person refusing to leave, or to take punitive action for failing to comply with the direction.

Security of the Evacuated Area

The Hazard Management Agency should ensure, as far as practicable, the security of the area that has been evacuated and the of remaining persons and property. The Hazard Management Agency may seek assistance with this function from WA Police Force, local government and security and/or traffic management contractors, depending on the specific circumstances of the situation.

11.3.4 Methods of Transport

- Private vehicles
- Buses

See Appendix 7 for Transport Resource Register.

11.4 SHELTER

Phases of sheltering may include immediate sheltering (where there is limited time to take protective action), temporary sheltering (e.g. evacuation centres) and temporary housing (for more long term evacuations). Not all phases are applicable to all emergencies.

Refer to Appendix 3 for Withdrawal Considerations Checklist

Types of Shelter

A determination of the most appropriate types of shelter for a specific incident should form part of the Operational Evacuation Plan, as far as practicable. This may include:

- shelter in place – where this is the safest or most appropriate option for the hazard, with consideration for advising additional action to increase personal safety;
- family, friends or other accommodation outside the affected area if it is safe to leave (many members of the community will choose to do this if they have the option to do so);
- assembly areas – either for a known short term evacuation or as a temporary stopping point before moving on to an evacuation centre;
- refuges – if available in the affected area and appropriate to withstand the threat of hazard;
- evacuation centres – selected from suitable locations detailed in LEMAs;
- specialist facilities – for evacuees with particular additional care needs (e.g. hospitals or care facilities); and
- places of last resort – places that may provide some protection but with no guarantee of safety will not be staffed by agency personnel.

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

11.4.1 Location of Potential Assembly Areas and Welfare Centres.

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

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

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

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

11.4.2 Relocation

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

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

Refer to Appendix 4 for Shelter Considerations Checklist

11.5 RETURN

The evacuation process cannot be considered complete until the return of the affected community, assuming this is possible. In most circumstances, the return of evacuees will be the responsibility of the Hazard Management Agency which determined the need for the evacuation in the first place; however, in some circumstances, particularly 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 either the local or State level).

The responsible agency should ensure there is an effective plan in place for returning the displaced community in a safe and controlled manner as part of the Operational Evacuation Plan or other documented process. [Note – Strategies for the return of evacuated residents may be included in the local government’s Evacuation Plan and/or Local Recovery Plan.]

Safety Assessment

The relevant responsible person (e.g. either from the Hazard Management Agency or local recovery committee) will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to and identify if any special conditions need to be applied. Factors to be considered include:

- The hazard itself (or any consequential hazards);
- The conditions to which evacuees would be returning, such as, food, sanitation and health;
- Consideration of the physical and emotional wellbeing and capacity of evacuees;
- Economic factors relating to short term and long term viability of the evacuated area;
- Support services for those returning;
- Continuing need for public information, particularly with regard to essential services;
- Whether or not the area is a protected forensic area or a restricted access area.

The return of a community is most appropriate after an ‘All Clear’ for the emergency warning has been issued.

Staged Return

The return phase of evacuation may be executed in stages and the operational plan for this stage should consider issues such as community safety, restoration of essential services and provision of welfare support services. There may be other reasons to delay or restrict access to an evacuated area, such as the preservation of a crime scene or as part of a coronial investigation, where applicable. Conflict may arise where evacuees and people outside of the evacuated area at the time of the evacuation are prevented from entering/re-entering before the area has been formally re-opened but other residents have remained against either a recommendation or direction to leave. This will need to be carefully managed, and may extend to the provision of escorts for returning evacuees, by agreement.

Refer to Appendix 5 for Return Considerations Checklist

12. EXERCISING AND TESTING OF EVACUATION PLAN

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

13. REVIEW

The Emergency Evacuation Plan will be reviewed annually as part of the overall annual review of the Shire of Corrigin Local Emergency Management Arrangements.

APPENDIX 1. DECISION TO EVACUATE CONSIDERATIONS

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

APPENDIX 2 WARNING CONSIDERATIONS CHECKLIST

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

APPENDIX 3 WITHDRAWAL CONSIDERATIONS CHECKLIST

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

APPENDIX 4 SHELTER CONSIDERATIONS CHECKLIST

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

APPENDIX 5 RETURN CONSIDERATIONS CHECKLIST

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

APPENDIX 6 POTENTIAL COMMUNITY WELFARE CENTRE REGISTER

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

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

Assembly areas and welfare centres:

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

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

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

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

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

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

APPENDIX 7 RESOURCE REGISTER

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

TRANSPORT RESOURCES				
OPERATOR/S	CONTACT	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Corrigin	Shire Office Works Supervisor	9063 2203 0429 632 203	1x 25 Seat Bus	Corrigin
Jill Blacklock Reed	Owner 9065 2014 Rose Tulloch (Driver)	0427 082 701 9063 2225	1x 20 Seat Bus 1x 14 Seat Bus 1x 14 Seat Bus	Corrigin
Brad and Mandy Bootsma	Owner Brad and Mandy Bootsma Vivienne Lewis (Driver) Ivan Lewis (Driver) Alby White (Driver)	9063 2273 0408 410 418 9063 7011 9063 2274	1x 14 Seat Bus 1x 14 Seat Bus 0439 523 399 0427 637 011	Corrigin
Linda and Colin Coxon	Owner	9888 7095 wk 0428 887 018	1x 20 Seat Bus	Yealering

APPENDIX 8 OPERATIONAL EVACUATION PLAN TEMPLATE

Execution	
Key Roles	
HMA/Hazard Management Agency and Incident Controller:	
Agency:	Incident Controller:
Contact Number(s):	Email:
Operational Area Manager (if appointed) :	
Agency:	Operational Area Manager:
Contact Number(s):	Email:
Police Commander :	
Agency: WA Police Force	Name:
Contact Number(s):	Email:
Emergency Coordinator(s): (Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/or district levels)	
Agency: WA Police Force	Local Emergency Coordinator:
Contact Number(s):	Email:
Agency: WA Police Force	District Emergency Coordinator:
Contact Number(s):	Email:
Evacuation Manager: (Where appointed – this position will generally sit under Operations in the incident management system (e.g.AIIMS))	
Agency:	Name:
Contact Number(s):	Email:
Other:	
Major Facilities	
Location of the Incident Control Centre:	
Name of ICC:	Location:
Contact Number(s):	Email:
Location of the Incident Control Point/Forward Control Centre (if applicable):	
Name of ICP:	Location:
Contact Number(s):	Email:

Location of the Incident Support Group (if activated):	
Name of ISG site:	Location:
Contact Number(s):	Email:
Location of the Operational Area Support Group (if activated):	
Name of OASG site:	Location:
Contact Number(s):	Email:
Location of the Primary Evacuation Centre: (if activated)	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Location of the Secondary Evacuation Centre: (if activated)	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Other	

Decision Phase: that getting people out is best		
The decision to recommend the evacuation of a community is the responsibility of the Hazard Management Agency's Incident Controller. The decision may be made in consultation with:		
Hazard Management Agency	WA Police Force	
Name(s)	Name(s)	
Other Experts		
Name(s)/Agency(ies)	Name(s)/Agency(ies)	
Name(s)/Agency(ies)	Name(s)/Agency(ies)	
Does the person making the decision to recommend evacuation have the legislated authority:	Yes No/Unknown	
If yes, give details:	If No/Unknown, state reasons:	
Relevant issues to this evacuation/potential evacuation and affecting decision:	Yes	No
Time pressure	<input type="checkbox"/>	<input type="checkbox"/>
Information source / validity	<input type="checkbox"/>	<input type="checkbox"/>
Competing tasks	<input type="checkbox"/>	<input type="checkbox"/>
Ability / risk to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Safety of community	<input type="checkbox"/>	<input type="checkbox"/>
Safety of vulnerable and other at-risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Staffing (resourcing)	<input type="checkbox"/>	<input type="checkbox"/>
Community preparedness	<input type="checkbox"/>	<input type="checkbox"/>
Communication processes	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient shelter provisions	<input type="checkbox"/>	<input type="checkbox"/>
Safety of emergency responders	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Trigger Points – Are there identified trigger points for evacuation to be recommended or commenced? If Yes, specify below:	<input type="checkbox"/>	<input type="checkbox"/>
Trigger Point	Activity	

Alternatives – By necessity, are there any alternatives to an evacuation:	Yes	No
Shelter in place	<input type="checkbox"/>	<input type="checkbox"/>
Identified community refuge	<input type="checkbox"/>	<input type="checkbox"/>
Private shelter	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Warning Phase: telling people of the need to go		
<i>The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Hazard Management Agency's Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.</i>		
Actual messaging to contain the following information:	Yes	No
Identification of the HMA/Controlling Agency	<input type="checkbox"/>	<input type="checkbox"/>
Location of area affected	<input type="checkbox"/>	<input type="checkbox"/>
Predicted impact time	<input type="checkbox"/>	<input type="checkbox"/>
Predicted severity	<input type="checkbox"/>	<input type="checkbox"/>
How people should respond	<input type="checkbox"/>	<input type="checkbox"/>
Where to get further information	<input type="checkbox"/>	<input type="checkbox"/>
If you answered No to any of the above, please enter reason(s):		
Other information to include (if appropriate):	Yes	No
Instructions for vulnerable and other at-risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary issues, such as domestic pets, medications, identification	<input type="checkbox"/>	<input type="checkbox"/>
Limitations on possession. e.g. oversize items, livestock	<input type="checkbox"/>	<input type="checkbox"/>
Recommended personal items. e.g. toiletries, clothing, baby formula	<input type="checkbox"/>	<input type="checkbox"/>
Recommended transport routes and/or transport options	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated areas (assurance patrols or similar if safe to do so)	<input type="checkbox"/>	<input type="checkbox"/>
Advice on and air conditioning. e.g. switch off gas, electricity	<input type="checkbox"/>	<input type="checkbox"/>
Advise to inform relatives / friends on your intentions / destination	<input type="checkbox"/>	<input type="checkbox"/>
Information about 'Register. Find. Reunite' system	<input type="checkbox"/>	<input type="checkbox"/>

Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	<input type="checkbox"/>	<input type="checkbox"/>
Media (radio)	<input type="checkbox"/>	<input type="checkbox"/>
Telephone contact	<input type="checkbox"/>	<input type="checkbox"/>
Short Message Service (SMS)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Alert	<input type="checkbox"/>	<input type="checkbox"/>
Standard Emergency Warning Signal	<input type="checkbox"/>	<input type="checkbox"/>
Door knocks	<input type="checkbox"/>	<input type="checkbox"/>
Verbal messages	<input type="checkbox"/>	<input type="checkbox"/>
Community meetings	<input type="checkbox"/>	<input type="checkbox"/>
Sirens	<input type="checkbox"/>	<input type="checkbox"/>
Public address systems	<input type="checkbox"/>	<input type="checkbox"/>
Agency websites	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Social networking sites	<input type="checkbox"/>	<input type="checkbox"/>
Print material	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

Withdrawal Phase: getting people out		
<p>The responsibility for evacuating a community remains with the Hazard Management Agency's Incident Controller. The Incident Controller may request assistance with specific activities as part of their (documented) evacuation strategy or the development/execution of an evacuation strategy may be delegated by agreement. Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the Incident Controller where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.</p>		
Key components of an evacuation strategy to consider:	Yes	No
Does a plan already exist for all or part of the affected area?	<input type="checkbox"/>	<input type="checkbox"/>
Sectorising of the affected area and phased evacuation activity	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable at other at risk	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of assembly areas if required	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation centre(s) identified (with the Department of Communities – welfare support)	<input type="checkbox"/>	<input type="checkbox"/>
Forecast need for registration and reunification	<input type="checkbox"/>	<input type="checkbox"/>
Identify transport options	<input type="checkbox"/>	<input type="checkbox"/>
Develop traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Multi agency communications arrangements / plan	<input type="checkbox"/>	<input type="checkbox"/>
Any use of flagging of evacuated properties	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated area	<input type="checkbox"/>	<input type="checkbox"/>
Actions on persons declining to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Other considerations (not identified)	<input type="checkbox"/>	<input type="checkbox"/>
Outline of evacuation strategy		
Does a plan already exist:	<input type="checkbox"/>	<input type="checkbox"/>
Sectorise / Phase the affected area if appropriate:		
Vulnerable and other at risk persons (aged, CALD, children, walking wounded, people with disability, etc.):		
Consider assembly areas, if required:		

Evacuation centre(s) identified (Department of Communities to coordinate welfare support on request):
Forecast need for registration and reunification (Register, Find, Reunite):
Identify transport options (including by land, sea or air, as applicable):
Develop traffic management plan (consider ingress and egress routes, sole use of route for evacuees/emergency responders, welfare/first aid enroute as applicable, etc):
Identify multi agency communications arrangements/plan:
Flagging of evacuated properties (any scheme in place for flagging by residents or responders):
Security of evacuated area:
<p>Actions on persons declining to evacuate (e.g. possibility of registration/list of premises).</p> <p>Note: Unaccompanied children should be evacuated to Department of Communities centre.</p>
Other considerations:

Shelter Phase: where people can go and providing support		
<p>The Hazard Management Agency's Incident Controller is responsible for ensuring evacuated persons are appropriately provided for. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department of Communities on request. Where this plan has been delegated, confirm whether the Department of Communities have been activated by the Hazard Management Agency or this is a task requested as part of the delegation of the planning. In addition, if facilities are required that will accept animals, Local Government should be able to provide advice.</p>		
Considerations of evacuation centre:	Yes	No
Safe location	<input type="checkbox"/>	<input type="checkbox"/>
Effective shelter from elements	<input type="checkbox"/>	<input type="checkbox"/>
Toilets / Showers	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for people with disabilities (access, eating, toileting, transferring, bathing and dressing).	<input type="checkbox"/>	<input type="checkbox"/>
Heating / Cooling	<input type="checkbox"/>	<input type="checkbox"/>
Private areas / space	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen (/ water / dining)	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping areas	<input type="checkbox"/>	<input type="checkbox"/>
Car parking	<input type="checkbox"/>	<input type="checkbox"/>
Registration facilities	<input type="checkbox"/>	<input type="checkbox"/>
Re-union location	<input type="checkbox"/>	<input type="checkbox"/>
General information / updates	<input type="checkbox"/>	<input type="checkbox"/>
Financial assistance	<input type="checkbox"/>	<input type="checkbox"/>
Insurance enquiries	<input type="checkbox"/>	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	<input type="checkbox"/>
First aid	<input type="checkbox"/>	<input type="checkbox"/>
Legal services	<input type="checkbox"/>	<input type="checkbox"/>
Child minding / personal support	<input type="checkbox"/>	<input type="checkbox"/>
Interpreters	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning / rubbish removal	<input type="checkbox"/>	<input type="checkbox"/>
General security	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Have the following actions been taken:	Yes	No
Registration and reunification process (Register, Find, Reunite) access requested / delivered – Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Welfare response requested (through Dept. of Communities)	<input type="checkbox"/>	<input type="checkbox"/>

Other resources are in position to commence registration of evacuees (pre Red Cross attendance)	<input type="checkbox"/>	<input type="checkbox"/>
Recommended Appendices:	Yes	No
Incident Management Team (IMT) contact list	<input type="checkbox"/>	<input type="checkbox"/>
Residents contact list	<input type="checkbox"/>	<input type="checkbox"/>
Record of warning messages (date / time / method)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment matrix	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>
Record of advice provided to affected areas / persons	<input type="checkbox"/>	<input type="checkbox"/>
List of vulnerable and other at risk people / locations	<input type="checkbox"/>	<input type="checkbox"/>

Return Phase: allowing people back and supporting their return		
The decision to allow a community to return and planning for this phase is the responsibility of the Hazard Management Agency's Incident Controller, along with providing accurate and timely information to the displaced community. Where other agencies are assisting, it is important that this is confirmed and decisions swiftly disseminated to relevant personnel.		
Key considerations:	Yes	No
The affected area being declared safe	<input type="checkbox"/>	<input type="checkbox"/>
Crime scene preservation	<input type="checkbox"/>	<input type="checkbox"/>
Availability of health and welfare services and support mechanisms	<input type="checkbox"/>	<input type="checkbox"/>
Availability of services and utilities (gas, electricity, roads)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuees' psychological and physical health	<input type="checkbox"/>	<input type="checkbox"/>
Transport for people with a disability or other special needs	<input type="checkbox"/>	<input type="checkbox"/>
Economic factors involved in the return of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
Possible need for a phased return / traffic management / permit system	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordinator / Coordination Group included in planning	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Informing other stakeholders of the decision:	Yes	No
Community representatives	<input type="checkbox"/>	<input type="checkbox"/>
Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Department of Primary Industries and Regional Development	<input type="checkbox"/>	<input type="checkbox"/>
Department of Fire and Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Department of Biodiversity, Conservation and Attractions	<input type="checkbox"/>	<input type="checkbox"/>
Department of Water and Environmental Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Department of Mines, Industry Regulations and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transport	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>
Main Roads WA	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>
Water Authorities	<input type="checkbox"/>	<input type="checkbox"/>
WA Police Force	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Verification of Return Process – The decision to allow return is:			
Authorised by:	(name/title)	at hours on (time)	(date)
Organisation:			
Administration and Logistics			
Communications			
Safety			
Records Management			
Transport			
Equipment			
Medical			
Meals			
Other (specify):			
Other (specify):			
Other (specify):			
Other (specify):			

APPENDIX 9 TYPES OF EVACUATION

