

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Wandering will be held on Thursday 17 October 2024 in the Council Chambers commencing at 3.30pm.

Schedule

3.30pm Ordinary Council Meeting

Alan Hart
Chief Executive Officer

11 October 2024

DISCLAIMER

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

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

AGENDA

Shire of Wandering
Ordinary Council Meeting
17 October 2024

OUR VISION

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of Wandering.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Wandering Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Wandering Office and the Shire of Wandering website within ten (10) working days after the Meeting.

Alan Hart
Chief Executive Officer

SHIRE OF WANDERING

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers on Thursday 17 October 2024 – commencing at 3.30pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

Councillors

Cr Ian Turton (Shire President)
Cr Sheryl Little (Deputy Shire President)
Cr Lou Cowan
Cr Gillian Hansen
Cr Dennis Jennings
Cr Alan Price
Cr Max Watts

Staff

Alan Hart (Chief Executive Officer)
Karl Mickle (Operations Manager)

Apologies

Members of the Public

3. Announcements by the Presiding Member

4. Response to Previous Public Questions Taken on Notice

Nil.

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

Nil.

7. Applications for Leave of Absence

8. Disclosures of Interest

9. Confirmation of Minutes of Previous Meetings Held

9.1 Ordinary Council Meeting Minutes – 19 September 2024

Statutory Environment:

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Ordinary Meeting of Council held on 19 September 2024 be confirmed as true and correct.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

10. Reports of Committees of Council

Nil.

11. Reports from Councillors

Cr Ian Turton (President)

Cr Sheryl Little (Deputy President)

Cr Lou Cowan

Cr Gillian Hansen

Cr Dennis Jennings

Cr Alan Price

Cr Max Watts

12. Chief Executive Officer

12.1 Shire of Wandering Policy Manual Review

| | |
|--------------------------------|---|
| File Reference: | 11.111.11101 |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 3 October 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Policy 0 - Definition of Policy |
| Previous Reference: | Item 12.1 Ordinary Council Meeting 19 September 2024 |

Summary:

To continue with the process of reviewing all Council policies to ensure they are still relevant and correct for the day to day workings of the Shire.

Background:

At the Ordinary Council Meeting held on 18 August 2022 Council resolved to adopt Policy 83 – Policy Manual which states that:

All policies within the Policy Manual are to be reviewed by Council every three years, being one third of Council's policies each year in a three year period. Council may review an individual policy at any time before the next review date if it determines it to be necessary.

As there are currently 91 policies of the Shire it is proposed that each month one to three policies are reviewed by Council, this will ensure that all policies are reviewed in the stated three year period.

Comment:

One policy is to be reviewed this month being Policy 0 - Definition of Policy

This policy was presented to the General Planning Forum on 30 September 2024. No changes were made.

Consultation:

Chief Executive Officer
Elected Members

Statutory Environment:

Local Government Act 1995 S.2.7(2)(b)

Policy Implications:

As reviewed.

Financial Implications:

Nil.

**Strategic Implications:
Provide Strong Leadership**

| Our Goals | Our Strategies |
|--|---|
| A well informed Community | Foster Opportunities for connectivity between Council and the Community |
| We plan for the future and are strategically focused | Ensure accountable, ethical and best practice governance Service Level Plans detail operational roles, responsibilities and resources. |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Not regularly updating the Shire’s Policy manual poses a reputable risk with a medium risk rating. In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council adopts the following policy with no amendments

- **Policy 0 – Definition of Policy**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

| | |
|----------------------|-------------------|
| POLICY TYPE: | GOVERNANCE |
| DATE ADOPTED: | 18/07/2019 |

| | |
|----------------------------|--------------------------|
| POLICY NO: | 0 |
| DATE LAST REVIEWED: | 17/09/2020 16/09/2021 |

| | |
|------------------------|----------------------------------|
| LEGAL (PARENT): | <i>Local Government Act 1995</i> |
|------------------------|----------------------------------|

| | |
|----------------------------|--|
| LEGAL (SUBSIDIARY): | |
|----------------------------|--|

| | |
|--|--|
| DELEGATION OF AUTHORITY APPLICABLE: | |
|--|--|

| | |
|-----------------------|--|
| DELEGATION NO. | |
|-----------------------|--|

| ADOPTED POLICY | |
|-----------------------|--|
| TITLE: | Definitions |
| OBJECTIVE: | To provide guidance on terminology used within the Policy Manual |

POLICY STATEMENT

WHAT IS A POLICY?

A policy is a principle or protocol to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol. Policies are generally adopted by the Council, whereas procedures or protocols would be developed and adopted by the CEO. Policies can assist in both subjective and objective decision making.

Policies to assist in subjective decision making would usually assist staff with decisions that must consider the relative merits of a number of factors before making decisions and as a result are often hard to objectively test e.g. work-life balance policy. In contrast policies to assist in objective decision making are usually operational in nature and can be objectively tested e.g. password policy.

Policy differs from rules or law. While law can compel or prohibit behaviours (e.g. a law requiring the payment of taxes on income), policy merely guides actions toward those that are most likely to achieve a desired outcome.

In summary, a policy is the “what”, a procedure is the “how”.

DEFINITIONS:

Insofar as they are consistent with enabling legislation, the following terms and the definitions noted apply to delegations made by Council and policy adopted by Council:

Authority means the permission or requirement for a Committee or the CEO to act in accordance with:

- The local Government Act or other legislation or regulation,
- A delegation made by Council,
- A policy made by Council, or
- A specific decision by Council.

Delegation means the authority for a Committee or the CEO to act on behalf of Council, where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organisational responsibility.

12.2 New Policy – Fraud, Corruption and Misconduct

| | |
|--------------------------------|--|
| File Reference: | 11.111.11101 |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 9 September 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Proposed Policy 92 Fraud, Corruption and Misconduct |
| Previous Reference: | N/A |

Summary:

The purpose of this report is to present a Fraud, Corruption and Misconduct Policy for Council consideration.

Background:

The development of a Fraud, Corruption and Misconduct policy is a recommendation from the Local Government (Audit) regulation 17 review that was undertaken in June 2024

Comment:

It is recommended that Council adopt the Fraud, Corruption and Misconduct Policy in order to clearly outline the Council process of identification and implementation of strategies to prevent, detect and respond to fraud and corruption.

Draft Policy is attached.

Consultation:

Chief Executive Officer
A/Chief Executive Officer
Elected Members

Statutory Environment:

Fraud and Corruption Control Standards (AS 8001-2008)
Public Interest Disclosure Act 2003
Corruption, Crime and Misconduct Act 2000

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Provide Strong Leadership

| Our Goals | Our Strategies |
|--|--|
| We plan for the future and are strategically focused | Ensure accountable, ethical and best practice governance |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Without a clear Fraud, Corruption and Misconduct Policy the Shire is more vulnerable to fraudulent activities which can lead to substantial financial losses. Instances of fraud and misconduct can severely damage the Shire's reputation and could lead to increased costs for remediation efforts.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council adopts the following policy with any amendments made.

- **Policy 92 – Fraud, Corruption and Misconduct**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

| | |
|---|----------------------------|
| POLICY TYPE: | POLICY NO: 92 |
| DATE ADOPTED: | DATE LAST REVIEWED: |
| LEGAL (PARENT): <i>Local Government Act 1995</i> | LEGAL (SUBSIDIARY): |
| DELEGATION OF AUTHORITY APPLICABLE: | DELEGATION NO. |

| ADOPTED POLICY | |
|-------------------|--|
| TITLE: | Fraud, Corruption and Misconduct |
| OBJECTIVE: | To articulate the Shire's commitment to a zero-tolerance approach to fraud, misconduct, bribery and corruption through the identification and implementation of strategies to prevent, detect and respond to fraud and corruption. |

DEFINITIONS

Fraud is defined by Australian Standard AS8001 – 2008 as: "Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity."

Fraud can take many forms including:

- The misappropriation of assets;
- The manipulation of financial reporting (either internal or external to the Shire); and
- Corruption involving abuse of position for personal gain.

Corruption is defined by Australian Standard AS8001 – 2008 as:

"Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity."

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest or fraudulent and may include:

- Conflict of interest;
- Failure to disclose acceptance of gifts or hospitality;
- Acceptance of a bribe;
- Misuse of internet or email; or
- Release of confidential or private information or intellectual property.

Corrupt conduct tends to show a deliberate intent or an improper purpose and motivation and may involve conduct such as the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty.

POLICY STATEMENT

The Shire of Wandering has adopted a zero-tolerance approach to Fraud and Corruption and will appropriately deal with all allegations and suspected instances of Fraud and Corruption. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution.

In accordance with the best practice guidance as set out in the Fraud and Corruption Control Standards (AS 8001-2008) the Shire will —

- provide a complainant with access to an open and responsive complaints process;
- enhance an organisation's ability to manage complaints in a consistent, systematic and responsive manner;
- enhance an organisation's ability to identify trends and eliminate causes of complaints and
- improve the organisation's operational effectiveness;
- encourage and support staff to improve their skills in complaint management;
- provide a basis for the ongoing review and analysis of the complaint management system, resolution of complaints, and process improvements made; and
- reduce the likelihood of complaints developing into ongoing disputes.

Policy Scope

This policy applies to:

- Elected Members;
- Committee Members;
- All employees whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns;
- Any external party involved in providing goods or services to the Shire, such as contractors, consultants, outsourced service providers and suppliers.

Fraud and Corruption Management

This Policy along with the Code of Conduct, the Shire's values and culture and its governance and risk management policies all operate in synergy to prevent, detect and respond to potential or actual fraud and misconduct. The Shire's organisational structure provides clearly defined responsibilities and appropriate segregation of duties and controls within systems, particularly financial and procurement, that inhibits opportunities for fraud to occur. The zero-tolerance tone is set by the Chief Executive Officer and the Senior Leadership Team. The structure also includes an independent external audit function that receives reports from the Chief Executive Officer on the appropriateness and effectiveness of internal control, legislative compliance and risk management.

To provide guidance to Council members, committee members, contractors, employees, and volunteers, rules and requirements will be enforced as prescribed in relevant legislation as per the Code of Conduct. When any of the above are acting on behalf of the Shire, they must hold our values and code in the highest esteem.

The strategies relating to planning and resourcing, prevention, detection and response of fraud and corruption control includes but is not limited to:

- Training and awareness;
- Pre-employment screening;
- Risk assessment;
- Internal and external audit;
- Whistleblowing; and
- Investigation procedures

Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the Corruption and Crime Commission (CCC) or the Public Sector Commission (PSC) on any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct. Information on reporting to the appropriate authority is available on respective websites:

Public Sector Commission (PSC) : <https://publicsector.wa.gov.au/conduct-integrity/minor-misconduct>

Corruption and Crime Commission (CCC) : <https://www.ccc.wa.gov.au/reporting-corruption>

Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority (includes a local government). The legislation which governs such disclosures is the *Public Interest Disclosure Act 2003*. A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal. The Act requires local governments to appoint a person, known as the Public Interest Disclosure Officer (PID Officer), to whom disclosures may properly be made. The PID Officer should be consulted when considering whether to make a disclosure. The CEO, Shire President and Deputy President have been appointed as ~~the~~ PID officer~~s~~ for the Shire of Wandering.

Disciplinary and Recovery Action

The Shire will respond to all instances of Fraud, Corruption and Misconduct in accordance with its complaints and grievances handling process which may lead to termination. The Shire will also seek to recover any losses it may have suffered through Fraud, Corruption and Misconduct.

Roles and Responsibilities

Council

Council has the responsibility to adopt the Fraud and Corruption policy and to adhere to the policy.

Audit Committee

In relation to fraud control, the Audit Committee's responsibilities include:

- overseeing development and implementation of policies and procedures, to provide assurance that the entity has appropriate processes and systems in place to prevent, detect and effectively respond to fraud and corruption; and
- providing leadership in preventing fraud and corruption.

Chief Executive Officer

The Chief Executive Officer:

- applies the Shire's resources to fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the Shire.
- under the *Corruption, Crime and Misconduct Act 2003* must notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

Employees

All employees have a responsibility to contribute to preventing fraud and corruption by following the Code of Conduct, complying with controls, policies, processes, resisting opportunities to engage in fraudulent or corrupt behaviour and reporting suspected fraudulent or corrupt incidents or behaviour.

Procedure for handling complaints relating to PID Officers:

If the complaint relates to the any of the PID officer~~s~~ ~~who is the CEO~~, the complaining officer may report the allegation to the Corruption & Crime Commission (CCC). or Public Sector Commission (PSC) provided there are reasonable grounds or concerns over the misconduct.

Alternatively, the complaining officer can report the allegation to any of the other PID Officer the Shire President who will make necessary arrangements to investigate the matter independently in compliance with the local government act and regulations.

ASSOCIATED DOCUMENTS

Nil.

12.3 New Policy – Whistleblower (Public Interest Disclosure)

| | |
|--------------------------------|--|
| File Reference: | 11.111.11101 |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 9 September 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Proposed Policy 93 Whistleblower (Public Interest Disclosure) |
| Previous Reference: | N/A |

Summary:

The purpose of this report is to present a Whistleblower (Public Interest Disclosure) Policy for Council consideration.

Background:

The development of a Fraud, Corruption and Misconduct policy is a recommendation from the Local Government (Audit) regulation 17 review that was undertaken in June 2024

Comment:

It is recommended that Council adopt the Whistleblower (Public Interest Disclosure) Policy in order to encourage Employees, Elected Members, contractors, consultants and members of the public, to report unlawful unethical, or undesirable conduct (Misconduct) that they genuinely believe has been committed by a person or persons in breach of the Shire of Wandering's Code of Conduct, policies or the law.

Draft Policy is attached.

Consultation:

Chief Executive Officer
A/Chief Executive Officer
Elected Members

Statutory Environment:

AS 8004–2003 (Whistle blower Protection Programs for Entities) AS 8001–2008 (Fraud and Corruption Control).

Public Interest Disclosure Act 2003 of Western Australia

Public interest Disclosure regulations 2003

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Provide Strong Leadership

| Our Goals | Our Strategies |
|--|--|
| We plan for the future and are strategically focused | Ensure accountable, ethical and best practice governance |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Not having a whistleblower policy can lead to several risks for an organisation, including a lack of transparency and accountability, decreased employee morale and productivity, and potential financial losses and regulatory fines. It can also damage the organisation's reputation, erode public trust, and create a hostile work environment due to increased retaliation against those who report misconduct. Implementing a whistleblower policy helps mitigate these risks by providing a safe and structured way for employees to report concerns, ensuring issues are addressed promptly and appropriately.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council adopts the following policy with any amendments made.

- **Policy 93 – Whistleblower (Public Interest Disclosure)**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

| | |
|---|----------------------------|
| POLICY TYPE: | POLICY NO: 93 |
| DATE ADOPTED: | DATE LAST REVIEWED: |
| LEGAL (PARENT): <i>Local Government Act 1995</i> | LEGAL (SUBSIDIARY): |
| DELEGATION OF AUTHORITY APPLICABLE: | DELEGATION NO. |

| ADOPTED POLICY | |
|-------------------|--|
| TITLE: | Whistleblower (Public Interest Disclosure) |
| OBJECTIVE: | To encourage Employees, Elected Members, contractors, consultants and members of the public, to report unlawful unethical, or undesirable conduct (Misconduct) that they genuinely believe has been committed by a person or persons in breach of the Shire of Wandering's Code of Conduct, policies or the law. |

DEFINITIONS

N/A

POLICY STATEMENT

- The Shire of Wandering (Shire) is committed to the aims and objectives of the Public Interest Disclosure Act 2003. It recognises the value and importance of Employees and others to enhance administrative and management practices, and strongly supports disclosures being made as to alleged Misconduct.
- The Shire will not tolerate Misconduct and has developed this policy to assist Elected Members, Employees, contractors, consultants, and members of the public to raise concerns through a constructive and safe process.
- The Shire will take all reasonable steps to protect employees, contractors, consultants, **elected members** and members of the public from any detrimental action in reprisal for the making of a public interest disclosure

Detail

The Policy has been developed to:

- Demonstrate the Shire's commitment to a fair workplace and outline the process for managing matters of Misconduct.
- Protect individuals who in good faith report conduct which they reasonably believe to be Misconduct, on a confidential basis, without fear of reprisal, dismissal or discriminatory treatment.
- Assist in ensuring that matters of Misconduct and / or unethical behaviour are identified and dealt with appropriately.
- State the Shire of Wandering's commitment to the aims and objectives of the *Public Interest Disclosure Act 2003*, the purpose of which is to facilitate the disclosure of information in the public interest, and to provide protection to those who make a disclosure or who are the subject of a disclosure.

Community Consultation

Policy does not require community consultation it is a statutory requirement.

Governance

This Policy is required under legislation and is governed by the Public Sector Commissioner for issues relating to officers and contractors of the Shire or the Corruption and Crime Commission of Western Australia for matters relating to Elected Members.

Measures of Success

The success of this Policy will be measured in terms of the number of complaints being lodged through effective governance of the Shire's business.

Notes and Conditions

The Whistleblower Policy and Procedures will be reviewed periodically by the Audit and Risk Committee. A report will be made to the Council on the outcome of each review and all recommended changes to the Policy.

All information, documents, records and reports relating to the investigation of reported misconduct will be confidentially stored and retained in an appropriate and secure manner, in accordance with the Public Disclosure Act 2003.

ASSOCIATED DOCUMENTS

Policy 32 – Public Interest Disclosures

State Records Act 2000

This policy has been drafted to comply with the:

- AS 8004–2003 (Whistle blower Protection Programs for Entities) AS 8001–2008 (Fraud and Corruption Control).
- *Public Interest Disclosure Act 2003 of Western Australia*
- Public interest Disclosure regulations 2003

12.4 Delegations Review

| | |
|--------------------------------|---|
| File Reference: | 04.041.04111 |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 30 September 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Delegations Register |
| Previous Reference: | Item 12.2 Ordinary Council Meeting 19 October 2023 |

Summary:

To review the Shire of Wandering Delegations Manual in accordance with statutory requirements.

Background:

All delegations made under the Act must be made by absolute majority and recorded in a register. Sections 5.18 and 5.46 of the Act require that at least once every financial year, delegations are to be reviewed. Council undertook its last annual review of delegations in October 2023.

Comment:

The annual review of delegations by Council is a statutory requirement and is also necessary to ensure the delegations remain consistent with legislation and applicable to the Shire's current operational needs.

All delegations were presented to Council at the General Planning Forum on 30 September 2024 for discussion.

A few minor changes were made as follows:

| Delegation / Sub Delegation Number | Delegation / Sub Delegation Name | Change/s Made |
|---|---|---|
| 17 | Payment from Municipal or Trust Funds | Sub Delegation to include the Executive Assistant |
| 17a | Payment from Municipal or Trust Funds | Sub Delegation to include the Executive Assistant |
| 19 | Rates – Recovery where unpaid | Sub Delegated to the Revenue Officer |

Consultation:

Shire President
Councillors
Chief Executive Officer

Statutory Environment:

Local Government Act 1995 S.2.7(2)(b)

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Provide Strong Leadership

| Our Goals | Our Strategies |
|--|--|
| We plan for the future and are strategically focused | Ensure accountable, ethical and best practice governance |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Not regularly updating the Shire's Delegations poses a compliance risk with a medium rating. Failure to adequately review the Register of Delegations will result in non-compliance with the Local Government Act and could also lead to inefficient practices.

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council endorses the Delegations Register as attached, with any amendments made.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐



Register of: Delegations, Sub-delegations, Appointments, and Authorisations

3 October 2024

Adopted by Council 15/08/2019

*Revised 16/04/2020 / Reviewed: 17/09/2020 / Reviewed: 15/07/2021 / Reviewed: 16/09/2021 / Reviewed 08/09/2022 / Reviewed 18/05/2023
19/10/2023*

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Delegations Deleted 16/09/2021:

| Delegation No. | Heading | Amendments |
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| 04 | Duplication of Services | Delete |
| 07 | Local Government Elections | Delete |
| 09 | Tenders and Expressions of Interest | Delete |
| 10 | Disposal of Property, Plant & Equipment | Delete |
| 11 | Information available to the Public | Delete |
| 13 | Expenditure in the event of an Emergency | Delete |
| 16 | Crown Reserves & Street Names (Council preference for dealing with such matters) | Delete |
| 18 | Rates Issues – General Delegation | Delete |
| 20 | Reimbursement of Expenses to Shire President & Council Members. | Delete |
| 53 | Building Site Refuse Disposal Bond (Policy 68 Deleted) | Delete |



1. INTRODUCTION

FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer, and where appropriate to other employees or other persons; and
- Sub delegations from the Chief Executive Officer to other employees or other persons
- Authorisations made by the Council or the Chief Executive Officer
- Appointments made by the Council or the Chief Executive Officer, or as of right by virtue of legislation

The Register includes the relevant delegation decision followed by a sub delegation decision (where relevant).

The Register includes instruments of sub delegation, authorisation and appointment by the Chief Executive Officer, which do not need to be adopted/approved by Council. They are included to reflect a “one stop shop” approach.

TERMINOLOGY AND ACRONYMS

Clause – of the Shire of Wandering Town Planning Scheme No 3 referenced by ‘cl’, as in cl8.2.1.

Employee – refers to an employee of the Shire of Wandering. It should be noted although the Chief Executive Officer may generally only delegate a function or duty to an employee (s5.44 Local Government Act 1995 and others), any ‘person’ may be appointed an Authorised Person (although some Acts, such as the Building Act 2011 and Health Act 1911 require only employees or certain qualified employees to be ‘authorised’ or ‘appointed’). Thus, care needs to be taken to ensure that contractors are not ‘delegated’ functions or duties, although they may be appointed as Authorised Persons.

Regulation – subordinate legislation, referenced by ‘r’, as in r22.

Schedule – to an Act, referenced as ‘Sch’, as in Sch 3.2.

Section - of an Act, referenced by ‘s’, as in s5.42.

Sub delegation – the terms ‘sub delegate’ and ‘sub delegation’ are used as a style preference, rather than ‘on delegate’ or ‘on delegation’.

DELEGATIONS AND SUB DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire’s Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not ‘undermine’ the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the Chief Executive Officer in the case of most sub delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub delegation or authorisation within the Shire’s decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire, which are cross referenced within each Instrument.



An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the 'head of power' for the exercise of delegation to an elected member, employee, Committee or person,
- the 'head of power' for sub delegation (where such authority exists under the relevant legislation),
- the precise authority being delegated, including any limits, restrictions or conditions,
- relevant Shire policies applicable to the execution of the delegation or sub delegation,
- the statutory requirements for the Council to review all delegations, and others to review sub delegations

In general, for all matters, whether made under the Local Government Act 1995, or otherwise, the requirement of the Local Government Act 1995 to review the Register at least once every financial year will be followed, except where delegations under other Acts have different requirements. Where there is no statutory requirement for review, the provisions of the Local Government Act will be applied to ensure uniformity of approach and outcome.

AUTHORISATIONS

This Register includes authorisations under the Local Government Act 1995 and other legislation. In most cases, authorisations are made by the Chief Executive Officer under delegated authority. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of Local Government officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as 'acting through' functions under s5.45(2) of the Local Government Act 1995.

APPOINTMENTS

Consistent with the aim of providing a single resource, this Register includes appointments under various statutes, in some cases such appointments are "as of right" and in others the Council or the Chief Executive Officer has chosen not to make an appointment at the date of adoption of this Register.

LOCAL GOVERNMENT ACT 1995

The majority of delegations and sub delegations described in this Register originate under the Local Government Act 1995 which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s5.43, which are:

- any power or duty that requires a decision of an absolute majority or special majority of the local government,
- accepting a tender which exceeds an amount determined by the local government,
- appointing an auditor,
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government,
- any of the local government's powers under s5.98, 5.98A, s5.99, s5.99A and s5.100 of the Act,
- borrowing money on behalf of the local government,
- hearing or determining an objection of a kind referred to in s9.5 of the Act,
- the power under s9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government,

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- any power or duty that requires the approval of the Minister or the Governor.

In addition, there are several other matters which cannot be delegated to the Chief Executive Officer:

- under r18G of the Local Government (Administration) Regulations s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors,
- under r18C and 18D which relate to the recruitment and performance management of the Chief Executive Officer
- under r16 of the Local Government (Financial Management) Regulations which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day to day accounts or financial management operations.

The delegation powers under the Local Government Act 1995 relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

OTHER LEGISLATION

Legislation other than the Local Government Act 1995, its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Wandering) include:

- Animal Welfare Act 2002;
- Australian Citizenship Act 2007;
- Building Act 2011 and Building Regulations 2012
- Bush Fires Act 1954, regulations and local laws created under that Act;
- Cat Act 2011 and regulations;
- Caravan Parks and Camping Grounds Act 1995;
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
- Dog Act 1976 and regulations;
- Equal Employment Opportunity Act 1984;
- Environmental Protection Act 1986;
- Food Act 2008;
- Freedom of Information Act 1992;
- Graffiti Vandalism Act 2016
- Health (Miscellaneous Provisions) Act 1911 regulations and local laws created under that Act;
- Health (Asbestos) Regulations 1992
- Land Administration Act 1997, and regulations;
- Litter Act 1979 and regulations;
- Local Government (Miscellaneous Provisions) Act 1960;
- Parks and Reserves Act 1895;
- Planning and Development Act 2005 including regulations, policies and the Town Planning Scheme;
- Public Interest Disclosure Act 2003
- Public Health Act 2016
- Rates and Charges (Rebates and Deferments) Act 1982;
- Road Traffic Act 1974;
- Strata Titles Act 1985

The Shire of Wandering Town Planning Scheme No 3 permits delegation by Council to employees (rather than via the Chief Executive Officer as per the Local Government Act). Accordingly, the process defined by the Town Planning Scheme for delegating authority and duties is utilised.



SUB DELEGATION BY THE CHIEF EXECUTIVE OFFICER

The Local Government Act 1995 allows the Chief Executive Officer to delegate any of the powers delegated to the office of Chief Executive Officer to another employee (s5.44(1)), in writing (s5.44(2)) and may include conditions (s5.44(4)).

REVIEW OF DELEGATIONS

The Register of Delegations relevant to the Chief Executive Officer and other employees will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1), (2)).

As a matter of principle, the Shire of Wandering will review all delegations, authorisations and appointments at least once in every financial year, whether under the Local Government Act 1995, or another Act. This is despite the varying requirements for review viz:

- Building Act 2011 - no requirement
- Bush Fires Act 1954 - no requirement
- Cat Act 2011 - annual review requirement
- Dog Act 1976 - annual review requirement
- Food Act 2008 - no requirement
- Graffiti Vandalism Act 2016 - no requirement
- Public Health Act 2016 - no requirement
- Planning and Development Act 2005 - annual review requirement

This will include the Chief Executive Officer reviewing all sub delegations, authorisations and appointments made by him or her.

RECORD OF ACTIONS AND DECISIONS

If a person is exercising a power or duty that has been delegated (including sub delegated), the Local Government Act requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (r19 Local Government (Administration) Regulations 1996)

Departments/Sections responsible for a work process are to ensure that data is captured, and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Similar provisions do not exist under other legislation regarding record keeping.

The Chief Executive Officer has determined that in relation to all record keeping of the exercise of delegated authority under legislation other than the Local Government Act 1995 that the provisions of the latter will apply and the same record keeping approach as required under the Local Government Act will be applied. These requirements will be applied as an administrative instruction from the Chief Executive Officer.



PRIMARY/ANNUAL RETURNS AND GIFT DISCLOSURES

A person to whom a duty or power is delegated under the Local Government Act 1995 is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests s5.70 LGA
- complete a Primary Return s5.75 LGA
- complete Annual Returns s5.76 LGA

Although these requirements relate only to delegations under the Local Government Act 1995 and not any other Acts, the Council and the Chief Executive Officer have taken the decision to require compliance with those provisions, even where made under other Acts, to ensure all employees are treated equally in such disclosures.

A delegation has prepared in this Register to give effect to this approach, with the Chief Executive Officer delegated authority to nominate employees as "designated employees".

ACTING THROUGH ANOTHER PERSON

The Local Government Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. s5.45 (2) of the Act states:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- a Chief Executive Officer from performing any of his or her functions by acting through another person.

The key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to 'act through' another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government and Communities Guideline No 17 - Delegations.



2. DELEGATIONS BY COUNCIL AND SUB DELEGATIONS BY CEO

| Delegation No: 01 Date | | | | Annual Electors’ Meeting – Setting | |
|---|------------|---|--|------------------------------------|--|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO | |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No | |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | Cannot be sub delegated | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Local Government Act 1995 s5.27(2)</i> | | |
| Conditions | | <i>Chief Executive Officer must consult the Shire President and reach agreement on the proposed date, or it must be submitted to Council for determination.</i> <i>A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.</i> | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to set the date for the annual electors' meeting.

REVIEW REQUIREMENTS

At least once every financial year.

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| Delegation No: 03 | | Appointment of Authorised Officers | |
|--|--|---|-------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Cannot be sub delegated |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 s5.42 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act 1995 s9.10(1); s9.11; s9.13; s9.16; s9.17; s9.19; s9.20 | |
| Conditions | Appointed Authorised Persons are to hold a Certificate of Appointment in accordance with s9.10(2). A register of Authorised Persons is to be maintained as a Local Government Record. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to appoint authorised persons for the purposes of Division 2 Sub Division 1 of the Local Government Act 1995.

The Chief Executive Officer is delegated authority to appoint Authorised Persons under s9.10(1), s9.11, s9.13, s9.16, s9.17, s9.19 and s9.20 of the Local Government Act 1995.

REVIEW REQUIREMENTS

At least once every financial year.

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| Delegation No: 05 | | Executing Documents | |
|---|--|---|-------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | Policy 22 | SUB-DELEGATED TO: | Cannot be sub delegated |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Local Government Act 1995 s9.49</i> | |
| Conditions | <i>In accordance with s9.49A (3) of the Act, the common seal is to be affixed to a document in the presence of the Shire President and Chief Executive Officer. This duty cannot be delegated.</i> | | |

POWER OR DUTY DELEGATED

Pursuant to s5.42 Local Government Act 1995 the Chief Executive Officer is delegated authority to execute documents under s9.49A(2) of the Local Government Act 1995 including:

- The affixing of the Common Seal of the Shire to a document that needs the Shire's Common Seal to be legally effective and that is in one or more of the following categories:
 - (a) Documents required to satisfy conditions of subdivision and/or development approval;
 - (b) Documents required to effect the transfer of land as part of a settlement transaction (sale and purchase);
 - (c) Documents required as part of a funding agreement for an approved grant;
 - (d) Documents required to effect the grant of leasehold interests in the land either by the Shire to a third party, or by a third party to the Shire;
 - (e) Documents required to effect the grant of a licence either by the Shire to a third party, or by a third party to the Shire; and
 - (f) Documents that are necessary or appropriate to enable a Chief Executive Officer to carry out their functions under any written law

REVIEW REQUIREMENTS

At least once every financial year.

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| Delegation No: 06 | | Gifts to Retiring Councillors | |
|---|--|---|-------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | Policy 6 | SUB-DELEGATED TO: | Cannot be sub delegated |
| POLICY REFERENCE: | | | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Local Government Act 1995 s5.100A; s5.102</i> | |
| Conditions | <i>The retirement of a council member who has served at least one full 4-year term of office is prescribed under s5.100A(a) as circumstances in which a gift can be given to the Council member.</i> <i>The amount as prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in sub-regulation (1).</i> <i>Must have regard to Division 8 of Part 5 of the Local Government Act 1995.</i> <i>The Chief Executive Officer to consult with the Shire President on any proposal for a gift, and if it relates to the Shire President, with the Deputy Shire President.</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to decide a gift to retiring Councillors in accordance with s5.100A of the Local Government Act 1995 and r34AC of the Local Government (Administration) Regulations 1996.

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 08 | | Private Property and Thoroughfares | |
|--|--|---|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 s5.42 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act 1995 s3.20 s3.24; s3.25; s3.26(2), (3); s3.27(1); s3.28; s3.31 – s3.36 Sch 3.1, 3.2 and 9.1 Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996 | |
| Conditions | <p><i>In relation to s3.32 (1)</i></p> <ul style="list-style-type: none">• A notice of an intended entry is to be given to the owner or occupier of the land, premises or thing that is to be entered.• The notice is to specify the purpose for which the entry is required and continues to have effect for so long as that requirement continues.• The notice is to be given not less than 24 hours before the power of entry is exercised.• Successive entries for the purpose specified in the notice are to be regarded as entries to which that notice relates.• Approvals given are subject to regulation 14(2) of the Local Government (Uniform Local Provisions) Regulations 1996 (where relevant). <p><i>In relation to r12, r13, r14, r15, r16, r17 of the Local Government (Uniform Local Provisions) Regulations 1996 due process must be followed for the issuing of a notice under s3.25 of the Act.</i></p> <p><i>Decisions under this Delegation must be exercised in alignment with Obstruction of Footpaths and Thoroughfares (where same exists).</i></p> <p><i>Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</i></p> <p><i>Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.</i></p> <p><i>Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</i></p> <p><i>In relation to r.9 Local Government (Uniform Local Provisions) Regulations 1996: Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1) - each approval provided must be recorded in the Shire’s statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8</i></p> <p><i>In relation to r.11(1), (4), (6) & (8) Local Government (Uniform Local Provisions) Regulations 1996: Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6 - Permission may only be granted where, the proponent has:</i></p> <ul style="list-style-type: none">• Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.• Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.• Provided evidence of sufficient Public Liability Insurance.• Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. | | |

SHIRE OF WANDERING

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The Chief Executive Officer is delegated:

- the powers and duties of the local government, and specifically authorised under s.3.20, s3.24, s3.25, s3.26(2), (3), s3.27(1), s3.28, s3.31, 3.32, 3.33, 3.34, 3.35 & 3.36 and Sch 3.1,3.2 and 9.1 of the *Local Government Act 1995* in relation to notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given.
- the power to deem an excavation to be dangerous and to fill in or fence the excavation, or request the owner or occupier to fill or securely fence the excavation, subject to Regulation 11(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* and Schedule 3.1, Division 2, item 2:

The Chief Executive Officer is delegated authority to undertake the following pursuant to Schedule 3.1, Division 1 Things a notice may require to be done including:

- Prevent water from dripping or running from a building on the land onto any other land.
- Place in a prominent position on the land a number to indicate the address.
- Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule 9.1, clause 8, or repair any damage caused to the public thoroughfare or other public place mentioned in that clause.
- Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law — (a) is suitably enclosed to separate it from the public place; and (b) where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand or other matter coming from the land onto the public place. (2) The notice cannot be given to an occupier who is not an owner.
- Ensure that unsightly land is enclosed, to the satisfaction of the local government, with a fence or other means suitable to prevent the land, so far as is practicable, from being unsightly. (2) In this item — “unsightly”, in relation to land, means having an appearance that, because of the way in which the land is used, does not conform with the general appearance of other land in the locality. (3) The notice cannot be given to an occupier who is not an owner.
- Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy. In this item — “disused material” includes disused motor vehicles, old motor vehicle bodies and old machinery.
- Take specified measures for preventing or minimizing sand drifts on the land that are likely to adversely affect other land.
- Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law is not overgrown.
- Remove all or part of a tree that is obstructing or otherwise prejudicially affecting a thoroughfare that is under the local government’s control or management and adjoins the land where the tree is situated.
- Ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.
- Take specified measures for preventing or minimizing— (a) danger to the public; or (b) damage to property, which might result from cyclonic activity.
- Remove bees that are likely to endanger the safety of any person or create a serious public nuisance.
- Ensure that an unsightly, dilapidated or dangerous fence or gate that separates the land from land that is local government property is modified or repaired.
- Take specific measures to prevent — (a) artificial light being emitted from the land; or (b) natural or artificial light being reflected from something on the land, creating a nuisance.

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- Remove or make safe anything that is obstructing or otherwise prejudicially affecting a private thoroughfare so that danger to anyone using the thoroughfare is prevented or minimised. (2) In this item — “private thoroughfare” has the same meaning as in Schedule 9.1 clause 7(1) and s3.25(1)(b) of the Local Government Act 1995:
- Schedule 3.1, Division 2 Provisions contraventions of which may lead to a notice requiring things to be done
- Regulations under Schedule 9.1, clause 3 (Obstructing or encroaching on public thoroughfare).
- Regulations under Schedule 9.1, clause 5(1) (Gates and other devices across public thoroughfares) requiring a person to remove a gate or other device from across a public thoroughfare when requested by a local government to do so.
- Regulations under Schedule 9.1, clause 6 (Dangerous excavation in or near public thoroughfare).
- Regulations under Schedule 9.1, clause 7(2) (Crossings from public thoroughfares to private land or to private thoroughfares) that — (a) prohibit a person from constructing a crossing; or (b) by means of a notice in writing given to a person by the Commissioner of Main Roads, require the person to bring a crossing into accordance with an approval by the Commissioner of Main Roads or to remove a crossing and restore the place where it was to its former condition.
- Regulations under Schedule 9.1, clause 8(1) (Constructing private works on, over, or under public places).
- Regulations under Schedule 9.1, clause 9 (Protection of watercourses, drains, tunnels and bridges).
- Regulations under Schedule 9.1, clause 10 (Protection of thoroughfares from water damage).
- Regulations under Schedule 9.1, clause 12 (Wind erosion and sand drifts).
- Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].
- Impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
- Give Notice re wind erosion and sand drifts – Sch.9.1 cl.12, r.21(1)

REVIEW REQUIREMENTS

At least once every financial year.



| Sub Delegation No: 08a | | Private Property and Thoroughfares | |
|--|--|---|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 s5.44 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act 1995 s3.20, s3.24; s3.25; s3.26(2), (3); s3.27(1); s3.28; s3.31 – s3.36 Sch 3.1, 3.2 and 9.1 Local Government Act 1995Local Government (Uniform Local Provisions) Regulations 1996 | |
| Conditions | <p><i>In relation to s3.32 (1)</i></p> <ul style="list-style-type: none">• A notice of an intended entry is to be given to the owner or occupier of the land, premises or thing that is to be entered.• The notice is to specify the purpose for which the entry is required and continues to have effect for so long as that requirement continues.• The notice is to be given not less than 24 hours before the power of entry is exercised.• Successive entries for the purpose specified in the notice are to be regarded as entries to which that notice relates.• Approvals given are subject to regulation 14(2) of the Local Government (Uniform Local Provisions) Regulations 1996 (where relevant). <p><i>In relation to r12, r13, r14, r15, r16, r17 of the Local Government (Uniform Local Provisions) Regulations 1996 due process must be followed for the issuing of a notice under s3.25 of the Act.</i></p> <p><i>Decisions under this Delegation must be exercised in alignment with Obstruction of Footpaths and Thoroughfares (where same exists).</i></p> <p><i>Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</i></p> <p><i>Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.</i></p> <p><i>Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</i></p> <p><i>In relation to r.9 Local Government (Uniform Local Provisions) Regulations 1996: Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1) - each approval provided must be recorded in the Shire’s statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8</i></p> <p><i>In relation to r.11(1), (4), (6) & (8) Local Government (Uniform Local Provisions) Regulations 1996: Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6 - Permission may only be granted where, the proponent has:</i></p> <ul style="list-style-type: none">• Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.• Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.• Provided evidence of sufficient Public Liability Insurance.• Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. | | |

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POWER OR DUTY DELEGATED

The Operations Manager is sub delegated:

- the powers and duties of the local government, and specifically authorised under s3.20, 3.24, s3.25, s3.26(2), (3), s3.27(1), s3.28, s3.31, 3.32, 3.33, 3.34, 3.35 & 3.36 and Sch 3.1,3.2 and 9.1 of the *Local Government Act 1995* in relation to notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given.
- the power to deem an excavation to be dangerous and to fill in or fence the excavation, or request the owner or occupier to fill or securely fence the excavation, subject to Regulation 11(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* and Schedule 3.1, Division 2, item 2:

The Operations Manager is sub delegated authority to undertake the following pursuant to Schedule 3.1, Division 1 Things a notice may require to be done including:

- Prevent water from dripping or running from a building on the land onto any other land.
- Place in a prominent position on the land a number to indicate the address.
- Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule 9.1, clause 8, or repair any damage caused to the public thoroughfare or other public place mentioned in that clause.
- Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law — (a) is suitably enclosed to separate it from the public place; and (b) where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand or other matter coming from the land onto the public place. (2) The notice cannot be given to an occupier who is not an owner.
- Ensure that unsightly land is enclosed, to the satisfaction of the local government, with a fence or other means suitable to prevent the land, so far as is practicable, from being unsightly. (2) In this item — “unsightly”, in relation to land, means having an appearance that, because of the way in which the land is used, does not conform with the general appearance of other land in the locality. (3) The notice cannot be given to an occupier who is not an owner.
- Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy. In this item — “disused material” includes disused motor vehicles, old motor vehicle bodies and old machinery.
- Take specified measures for preventing or minimizing sand drifts on the land that are likely to adversely affect other land.
- Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law is not overgrown.
- Remove all or part of a tree that is obstructing or otherwise prejudicially affecting a thoroughfare that is under the local government’s control or management and adjoins the land where the tree is situated.
- Ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.
- Take specified measures for preventing or minimizing— (a) danger to the public; or (b) damage to property, which might result from cyclonic activity.
- Remove bees that are likely to endanger the safety of any person or create a serious public nuisance.
- Ensure that an unsightly, dilapidated or dangerous fence or gate that separates the land from land that is local government property is modified or repaired.

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- Take specific measures to prevent — (a) artificial light being emitted from the land; or (b) natural or artificial light being reflected from something on the land, creating a nuisance.
- Remove or make safe anything that is obstructing or otherwise prejudicially affecting a private thoroughfare so that danger to anyone using the thoroughfare is prevented or minimised. (2) In this item — “private thoroughfare” has the same meaning as in Schedule 9.1 clause 7(1) and s3.25(1)(b) of the Local Government Act 1995:
- Schedule 3.1, Division 2 Provisions contraventions of which may lead to a notice requiring things to be done
- Regulations under Schedule 9.1, clause 3 (Obstructing or encroaching on public thoroughfare).
- Regulations under Schedule 9.1, clause 5(1) (Gates and other devices across public thoroughfares) requiring a person to remove a gate or other device from across a public thoroughfare when requested by a local government to do so.
- Regulations under Schedule 9.1, clause 6 (Dangerous excavation in or near public thoroughfare).
- Regulations under Schedule 9.1, clause 7(2) (Crossings from public thoroughfares to private land or to private thoroughfares) that — (a) prohibit a person from constructing a crossing; or (b) by means of a notice in writing given to a person by the Commissioner of Main Roads, require the person to bring a crossing into accordance with an approval by the Commissioner of Main Roads or to remove a crossing and restore the place where it was to its former condition.
- Regulations under Schedule 9.1, clause 8(1) (Constructing private works on, over, or under public places).
- Regulations under Schedule 9.1, clause 9 (Protection of watercourses, drains, tunnels and bridges).
- Regulations under Schedule 9.1, clause 10 (Protection of thoroughfares from water damage).
- Regulations under Schedule 9.1, clause 12 (Wind erosion and sand drifts).
- Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].
- Impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
- Give Notice re wind erosion and sand drifts – Sch.9.1 cl.12, r.21(1)

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

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| Delegation No: 12 | | Donations, Discounts and Debt Write-offs | |
|---|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | Policy 41 | SUB-DELEGATED TO: | |
| POLICY REFERENCE: | | | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Local Government Act 1995 s6.5; s6.7; s6.9</i> <i>Local Government (Financial Management) Regulations 1996</i> | |
| Conditions | <i>Must comply with relevant policies</i> <i>Includes power to waive or reduce fees charged for the use of Shire facilities by not-for-profit community organisations.</i> <i>Does not include authority to write off rates or service charges (s6.12(2))</i> <i>Details of donations and waivers of fees and charges approved under delegated authority must be recorded in the appropriate record to meet legislative requirements and Council informed of approved applications at the next ordinary meeting of Council.</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to make donations to not for profit community organisations in accordance with s6.7 (2) of the Local Government Act 1995 to a maximum value of \$1,000 per annum

The Chief Executive Officer is delegated authority to defer, grant discounts, waive or write off debts, in accordance with s6.12 (1) (b), (c) and s6.12 (3) of the Local Government Act 1995 to a maximum amount of \$20 per transaction.

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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| Delegation No: 14 | | Investment of Surplus Funds | |
|---|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | Policy 10 | SUB-DELEGATE TO: | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Local Government Act 1995 s6.14</i> <i>Local Government (Financial Management) Regulations</i> | |
| Conditions | <i>In exercising this delegated authority, Chief Executive Officer shall observe s6.14 of the Act.</i> <i>The Chief Executive Officer is to establish and document internal control procedures to be followed by employees to ensure control over investments in accordance with the Local Government (Financial Management) Regulations 1996.</i> <i>The control procedures are to enable the identification of the nature and location of all investments and the transactions related to each investment.</i> <i>A report detailing the investment portfolio’s performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</i> <i>Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</i> <i>The Chief Executive Officer is to review every two years the list of eligible institutions and those used by the Shire.</i> <i>All investment activity must comply with Local Government (Financial Management) Regulations r19C and Council Policy.</i> <i>Procedures are to be administratively reviewed for continuing compliance and confirmed as ‘fit for purpose’ and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to invest any funds held in the Municipal Fund, Reserve Fund or the Trust Fund that is not, for the time being, required for any other purpose. Such investments are to be made with banking institutions as provided for under Part III of the Trustees Act 1962.

REVIEW REQUIREMENTS

At least once every financial year.

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| Delegation No: 15 | | | | Legal Representation and Cost Indemnification | |
|---|------------|---|---|---|--|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO | |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No | |
| POLICY REFERENCE: | Policy 13 | | SUB-DELEGATED TO: | | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Local Government Act 1995 s6.7(2)</i> | | |
| Conditions | | <i>Must comply with relevant policies</i> <i>Legal expenses do not exceed \$5,000.00 in respect of each application.</i> <i>Where it is the Chief Executive Officer who is seeking urgent financial support for legal services, the Council shall deal with the application.</i> <i>An application approved by the CEO is to be submitted to the next ordinary meeting of Council for advice only.</i> | | | |

POWER OR DUTY DELEGATED

In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of the Council, the powers of the Council under Policy 13 to a maximum of \$5,000 in respect of each application.

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 17 | | Payment from Municipal or Trust Funds | |
|--|--|---|--|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | Policy 12 Policy 40 | SUB-DELEGATED TO: | Operations Manager CRC Coordinator Executive Assistant |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 s5.42 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act 1995 s6.5; s6.7; s6.9 Local Government (Financial Management) Regulations 1996 | |
| Conditions | <p>Must comply with relevant policies</p> <p>Subject to the requirements of r5,11,12 and 13 of the Local Government (Financial Management) Regulations 1996.</p> <p>All payments from the Municipal Fund or Trust Fund are to be authorised and signed in accordance with the Council’s policies and the Shire’s approved work procedures. Authority to the Chief Executive Officer is unlimited subject to annual budget limitations.</p> <p>Payment authorisation via internet banking or cheque payment requires a combination of two signatories one of which must include the CEO, or Operations Manager or CRC Coordinator.</p> <p>Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next available ordinary meeting of the Council.</p> <p>Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</p> <p>Procedures are to be administratively reviewed for continuing compliance and confirmed as ‘fit for purpose’ and subsequently considered by the Audit and Risk Committee at least once each financial year. (Audit r.17)</p> <p>Each matter is to be reviewed at least once in every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.</p> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to make payments from the municipal or trust funds and to establish systems and procedures which give effect to internal controls and risk mitigation for:

- Collection of money owed to the Shire;
- Safe custody and security of money collected or held by the Shire;
- Maintenance and security of all financial records, including payroll, stock control and costing records;
- Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;
- Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;

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- Payments from the Shire's Municipal Fund or Trust Fund in accordance with r12 of the Local Government (Financial Management) Regulations 1996. This includes the authority to make payments of accounts and salaries and wages, payroll deductions and other obligations by cheque or Electronic Funds Transfer.
- Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.

REVIEW REQUIREMENTS

At least once every financial year.

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| Sub Delegation No: 17a | | Payment from Municipal or Trust Funds | |
|--|--|---|--|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 04/10/2019 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | Policy 12 Policy 40 | SUB-DELEGATED TO: | Operations Manager CRC Coordinator Executive Assistant |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 s5.44 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act 1995 s6.5; s6.7; s6.9 Local Government (Financial Management) Regulations 1996 | |
| Conditions | <p>Must comply with relevant policies</p> <p>Subject to the requirements of r5,11,12 and 13 of the Local Government (Financial Management) Regulations 1996.</p> <p>All payments from the Municipal Fund or Trust Fund are to be authorised and signed in accordance with the Council’s policies and the Shire’s approved work procedures. Authority to the Chief Executive Officer is unlimited subject to annual budget limitations.</p> <p>Payment authorisation via internet banking or cheque payment requires a combination of two signatories one of which must include the CEO, or Operations Manager or CRC Coordinator.</p> <p>Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next available ordinary meeting of the Council.</p> <p>Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</p> <p>Procedures are to be administratively reviewed for continuing compliance and confirmed as ‘fit for purpose’ and subsequently considered by the Audit and Risk Committee at least once each financial year. (Audit r.17)</p> <p>Each matter is to be reviewed at least once in every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.</p> | | |

POWER OR DUTY DELEGATED

The Operations Manager, CRC Coordinator are delegated authority to make payments from the Shire's Municipal Fund or Trust Fund in accordance with r12 of the Local Government (Financial Management) Regulations 1996, subject to the following limits:

- Operations Manager – \$200,000 - or as directed by the CEO for special circumstances
- CRC Coordinator - \$150,000.

This includes the authority to make payments of accounts and salaries and wages, payroll deductions and other obligations by cheque or Electronic Funds Transfer.

Note: The Shire's current banking arrangements via internet banking or cheque payment requires a combination of two signatories.

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 18 Temporary Overdraft Facility - Municipal Fund | | | |
|---|---|---|-----|
| DATE ADOPTED: | 17/03/2022 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | N/A |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Local Government Act 1995 s6.5; s6.7; s6.9</i> <i>Local Government (Financial Management) Regulations 1996</i> | |
| Conditions | <i>Must comply with relevant policies</i> <i>Subject to the requirements of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.</i> <i>Maximum overdraft facility limit, without explicit prior approval of Council, to be \$300,000.</i> <i>To allow for payments from the Municipal Fund of normal day to day operational expenses only and to be authorised and signed in accordance with the Council's policies and the Shire's approved work procedures. Authority to the Chief Executive Officer is unlimited subject to annual budget limitations.</i> <i>Payment authorisation via internet banking or cheque payment requires a combination of two signatories one of which must include the CEO, or Operations Manager or CRC Coordinator.</i> <i>Each occasion the temporary overdraft facility is used the CEO is to inform Council including the overdraft limit established and the manner in which such facility is to be repaid such as through receipt of a grant or rate income.</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to put in place a temporary overdraft facility for the municipal fund and to establish systems and procedures which give effect to internal controls and risk mitigation for:

- Collection of money owed to the Shire;
- Safe custody and security of money collected or held by the Shire;
- Maintenance and security of all financial records, including payroll, stock control and costing records;
- Proper accounting of the Municipal Fund, including revenue and expenses;
- Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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| Delegation No: 19 | | Rates – Recovery where Unpaid | |
|--|------------------------------------|--|-----------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | Policy 12 - Policy 41 & Policy 71 | SUB-DELEGATED TO: | Revenue Officer |
| POLICY REFERENCE: | | | |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 s5.42 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act 1995 s6.50(1), (2); s6.56(1); s6.60(2), (3), (4); s6.64(1), (3); s6.71(1); s6.74(1); s6.76(4), (5); Sch 6.2 1(1); Sch 6.3 1(4), 4(1) | |
| Conditions | Must comply with relevant policies | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to exercise the powers and discharge the duties of the Council under s6.50(1), 6.50(2), 6.56(1), 6.60(2), 6.60(3), 6.60(4), 6.64(1), 6.64(3), 6.71(1), 6.74(1), 6.76(4), 6.76(5), Sch 6.2 1(1), Sch 6.3 1(4), Sch 6.3 4(1) of the Local Government Act 1995.

- This delegation includes the powers, duties and functions of the local government including to:
- Determine the date that a rate or service charge becomes due and payable in accordance with s6.50 of the Local Government Act 1995.
- Recovery of rates and service charges pursuant to the provisions of s6.56(1) of the Local Government Act 1995.
- Require a lessee to pay rent in accordance with s6.60(2), 6.60(3), 6.60(4) of the Local Government Act 1995.
- Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with s6.64(3).

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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| Delegation No: 21 | | Impounding Abandoned Vehicles and Goods | | |
|--|--|---|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 s5.42 | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act s3.39; s3.40A (1), (4); s3.42; s3.43; s3.44; s3.46, s3.47 (1), (2) s3.47(2A) s3.47A; s3.48 r32 Local Government (Administration) Regulations 1995. | |
| Conditions | Delegation only to be used where the Delegate’s reasonable efforts to identify and contact an owner have failed. | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to exercise the powers and duties of the Shire in respect to:

- Remove and impound any goods that are involved in a contravention that can lead to impounding in accordance with s3.39.
- Impound abandoned vehicle wrecks in accordance with s3.40A (1), (4).
- Take appropriate action in respect to impounded non-perishable goods in accordance with s3.42 and s3.43.
- Give notice in accordance with s3.44 to collect goods.
- Refuse to allow goods to be collected until all costs have been paid in accordance with s3.46.
- Sell or dispose of confiscated or uncollected goods in accordance with s3.47 (1) (2) and s3.47(2a)
- Disposal of sick or injured animals in accordance with s3.47A.
- Take action to recover expenses in accordance with s3.48.

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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Delegation No: 22 Permits for Stall Holder, Trader and/or Outdoor Eating Facilities

| | | | | |
|---|--|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | Regard must be had for the relevant local laws of the Shire. | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to determine applications for new permits or renewal of permits for the activity of a stallholder, trader and/or an outdoor eating facility.

REVIEW REQUIREMENTS

At least once every financial year.



Delegation No: 23 Closure of Streets, Thoroughfares, Control of Reserves & Unvested facilities

| | | | |
|--|--|---|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE Local Government Act 1995 – s5.42 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government Act 1995 – s3.50(1) (1a) (4) (5) (6); s3.50A; s3.51(3); s3.52; s3.53; s3.54; Sch 3.1, Division 2 Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991. r6(3) Local Government (Functions and General) Regulations 1996 r12, r13, r15 Local Government (Uniform Local Provisions) Regulations 1996 | |
| Conditions | Must comply with relevant policies Temporary closure of streets must not exceed 28 days. The Chief Executive Officer, or any employee sub delegated the authority must ensure any applicant has obtained relevant Police approval and provided appropriate indemnities and insurance cover. Where exercising powers and duties pursuant to s3.50, the following conditions apply: 1. Sufficient measures are in place to advise affected parties, minimise disruption to road users and to protect public and Shire assets. 2. Have regard to the provisions of s3.50(1). If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. The permanent closure of thoroughfares is to be referred to Council for determination | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to exercise the powers and discharge the duties of the Shire regarding closing certain thoroughfares to vehicles and partial closure of thoroughfare for repairs or maintenance and temporary closures (including revocation of Orders) for events in accordance with s3.50, 3.50(1), 3.50(1a), 3.50(4), 3.50(5), 3.50(6), 3.50A Local Government Act, r6(3) Local Government (Functions and General) Regulations 1996, S81(c)(2)(b) Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991 (where relevant).

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51(3) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

SHIRE OF WANDERING

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The Chief Executive Officer is delegated authority to:

- Ensure that public thoroughfares are kept open for public use as required under s3.52(2) of the Act.
- In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided in accordance with s3.52(3).
- Keep plans of the levels and alignments of public thoroughfares that are under the Council's control or management and make those plans available for public inspection in accordance with s3.52(4).
- Control and manage otherwise unvested facilities within the Shire in accordance with s3.53 of the Local Government Act 1995.
- Control and manage land that is vested to the Shire in accordance with s3.54 of the Local Government Act 1995.
- Approve the construction of a crossing (vehicle crossover) giving access from a public thoroughfare to:
 - i. the land; or
 - ii. a private thoroughfare serving the land;

in accordance with r12, 13 and 15 of the Local Government (Uniform Provisions) Regulations 1996.

REVIEW REQUIREMENTS

At least once every financial year.



Sub Delegation No: 23a Closure of Streets, Thoroughfares, Control of Reserves & Unvested facilities

| | | | |
|--|--|--|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): <i>Local Government Act 1995 – s5.44</i> | | LEGAL (SUBSIDIARY): <i>Local Government Act 1995 – s3.50(1) (1a) (4) (5) (6); s3.50A; s3.51(3); s3.52; s3.53; s3.54; Sch 3.1, Division 2</i> <i>Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991.</i> <i>r6(3) Local Government (Functions and General) Regulations 1996</i> <i>r12, r13, r15 Local Government (Uniform Local Provisions) Regulations 1996</i> | |
| Conditions | <i>Must comply with relevant policies</i> <i>Temporary closure of streets must not exceed 28 days.</i> <i>The Operations Manager, or any employee sub delegated the authority must ensure any applicant has obtained relevant Police approval and provided appropriate indemnities and insurance cover.</i> <i>Where exercising powers and duties pursuant to s3.50, the following conditions apply:</i> <div><div>1.</div><div><i>Sufficient measures are in place to advise affected parties, minimise disruption to road users and to protect public and Shire assets.</i></div></div> <div><div>2.</div><div><i>Have regard to the provisions of s3.50(1).</i></div></div> <i>If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</i> <i>Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.</i> | | |

POWER OR DUTY DELEGATED

The Operations Manager is delegated authority to exercise the powers and discharge the duties of the Shire regarding closing certain thoroughfares to vehicles and partial closure of thoroughfare for repairs or maintenance and temporary closures (including revocation of Orders) for events in accordance with s3.50, 3.50(1), 3.50(1a), 3.50(4), 3.50(5), 3.50(6), 3.50A Local Government Act, r6(3) Local Government (Functions and General) Regulations 1996, S81(c)(2)(b) Road Traffic Act 1974 and Road Traffic (Events on Roads) Regulations 1991 (where relevant).

The Operations Manager is delegated authority to give the required notices as specified in s3.51(3) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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The Operations Manager is delegated authority to:

- Ensure that public thoroughfares are kept open for public use as required under s3.52(2) of the Act.
- In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided in accordance with s3.52(3).
- Keep plans of the levels and alignments of public thoroughfares that are under the Council's control or management and make those plans available for public inspection in accordance with s3.52(4).
- Control and manage otherwise unvested facilities within the Shire in accordance with s3.53 of the Local Government Act 1995.
- Control and manage land that is vested to the Shire in accordance with s3.54 of the Local Government Act 1995.
- Approve the construction of a crossing (vehicle crossover) giving access from a public thoroughfare to:
 - i. the land; or
 - ii. a private thoroughfare serving the land;

in accordance with Regulations 12, 13 and 15 of the *Local Government (Uniform Provisions) Regulations 1996*.

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 24 | | Obstruction of Thoroughfares | |
|--|---|---|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Local Government (Uniform Local Provisions) Regulations 1996: r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2) | |
| Conditions | Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 . | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated:

- Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to:
 - a. prevent damage to the footpath; or
 - b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].
- Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].
- Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].
- Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].
- Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

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| Sub Delegation No: 24a | | Obstruction of Thoroughfares | |
|--|---|---|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): s.5.44 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO | | LEGAL (SUBSIDIARY): Local Government (Uniform Local Provisions) Regulations 1996: r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2) | |
| Conditions | Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 . | | |

POWER OR DUTY DELEGATED

The Operations Manager is delegated:

- Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to:
 - a. prevent damage to the footpath; or
 - b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].
- Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].
- Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].
- Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].
- Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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| Delegation No: 25 | | Roads – Heavy Vehicle Access | |
|---|--|---|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | <i>Must comply with relevant policies</i> <i>The Council supports ‘as of right’ vehicles as defined by Main Roads WA (MRWA) or approved RAV routes, except where roads are closed for safety reasons.</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to determine applications by heavy vehicle transport operators for Restricted Access Vehicle (RAV) and Accredited Mass Management Scheme (AMMS) Networks to access roads managed and maintained by the Council.

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

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| Sub Delegation No: 25a | | Roads – Heavy Vehicle Access | |
|------------------------|---|------------------------------|--------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): | LEGAL (SUBSIDIARY): | | |
| | Local Government Act 1995 s5.44 | | |
| Conditions | <p><i>Must comply with relevant policies</i></p> <p><i>The Council supports 'as of right' vehicles as defined by Main Roads WA (MRWA) or approved RAV routes, except where roads are closed for safety reasons.</i></p> | | |

POWER OR DUTY DELEGATED

The Operations Manager is delegated authority to determine applications by heavy vehicle transport operators for Restricted Access Vehicle (RAV) and Accredited Mass Management Scheme (AMMS) Networks to access roads managed and maintained by the Council.

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

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| Delegation No: 28 | | Group Values on Contiguous Land | |
|---|---|---|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | Policy 20 | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 – s5.42</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | <i>Must comply with relevant policies</i> <i>The final determination for group rating rests with the Valuer General, the CEO may only recommend an outcome</i> | | |

DEFINITION

For the purpose of this delegation, pieces of land will be taken to be contiguous if they abut one another at any point or if they are separated only by intervening land being a street, road, lane, footway, court, railway, thoroughfare, travelling stock route, a reserve or other similar open space dedicated for public purposes.

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated the power to determine applications for group values on contiguous land.

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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| Delegation No: 29 | | Street Stalls/Appeals | | |
|---|---|-----------------------|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 – s5.42</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | <i>Must comply with relevant policies</i> Regard must be had for the relevant local laws of the Shire. | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated the power, to determine applications for street stalls/ appeals subject to satisfactory insurance arrangements and compliance with any statutes.

REVIEW REQUIREMENTS

At least once every financial year.



Delegation No: 30 Building Act & Regulations – Powers, Duties and Functions

| | | | |
|--|---|--|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Building Act 2011:</i> <i>s.127(1) & (3) Delegation: special permit authorities and local government</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Building Act 2011: various, as detailed</i> <i>Building Regulations 2012: various, as detailed</i> | |
| Conditions | <i>Must comply with relevant policies</i> <i>Sub delegation may only be to employees of the Shire (s127(3)).</i> <i>This delegation includes the power to serve notice on the builder or owner requiring alterations to a building, or in relation to encroachments, pursuant to s189, S190 of the Building Act 2011. These powers cannot be sub delegated.</i> <i>In undertaking the functions of this delegation, Building Surveyors (registered) must be employed by the Shire of Wandering in accordance with s5.36 of the Local Government Act 1995; and with respect to uncertified applications, hold the appropriate qualification as set out under r6 of the Local Government (Building Surveyors) Regulations 2008.</i> <i>In relation to s21 this sub delegation does not apply to places listed on the State’s Register of Heritage Places or the Council’s Heritage Register or to places classified by the National Trust.</i> <i>Must observe s100(2) of the Building Act 2011 in relation to entry to private residence.</i> <i>In relation to s110 this delegation permits a sub delegate to determine that an Order is to remain in effect in accordance with s117(2) of the Building Act 2011 where it is considered appropriate.</i> <i>In relation to s93(2)(d) of the Building Act 2011 and s.53 of the Building Regulations 2012 - *Regulation 52 (2): For the purposes of section 93(2)(d) a person who was an authorised person for the purposes of section 245A of the repealed provisions immediately before repeal day is to be taken to be an authorised person in relation to the inspection of private swimming pool enclosures for the period commencing on repeal day and ending on the day that is 5 years after that day.</i> | | |

POWER OR DUTY DELEGATED

Pursuant to s96 of the Building Act 2011 the Chief Executive Officer is delegated the authority to appoint authorised persons for the purposes of the Building Act 2011 and the Building Regulations 2012 in relation to buildings and incidental structures located or proposed to be located in the local government's district.

Pursuant to s99 the CEO is delegated authority to impose limitations on powers of authorised persons.

Pursuant to s127 the Chief Executive Officer is delegated all the powers and duties of the local government under the Building Act and Regulations and is authorised to take legal proceedings pursuant to s133 of the Act in relation to both the Act and Regulations.



These delegations include the powers and duties specified at:

- s18(1) - to require an applicant to provide any documentation or information required to determine a building permit application;
- s20 – to approve, or refuse to approve a certified or uncertified application for a building permit;
- s21,22 – to approve, or refuse to approve an application for a demolition permit;
- s27(1), (3) - to impose conditions on permit
- s.55 - Further information
- s58 – to approve, modify or refuse to approve an application for an occupancy permit or approve or refuse to approve an application for a building approval certificate;
- s62 – to impose conditions on an occupancy permit or modification of a building approval certificate;
- s65 – to approve, or refuse to approve an application to extend the time in which an occupancy permit or modification or building approval certificate has effect;
- s76 – to give consent for encroachments on Crown land under the care, control and maintenance of the local government;
- s93(2)(d) of the Building Act 2011 and s.53 of the Building Regulations 2012;
- S96(3) of the Building Act (and subject to s100(2) of the Building Act 2011) to appoint Authorised Persons;
- s110 – to make a Building Order in relation to building work, demolition work and/or, an existing building or incidental structure, whether completed before, or after commencement day;
- s111 – to give Notice of proposed building order other than building order (emergency)
- s114 – serve a building order;
- s117 – revoke a building order; and
- s118(2), (3) – to take action in relation to non-compliance with building orders;
- s131(2) - to determine applications for the inspection of or to seek copies of building records;
- s133 - to commence a prosecution for an offence against this Act;
- s145A(1) - to undertake local government functions in relation to Referrals and Issuing Certificates including authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government;
- S145A(2) - authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)];
- r23 (application to extend time), r24 (extension of time), r26 (approval of new responsible person);
- r40 - extension of period of duration of time of occupancy permit or building certificate;
- r51 - private pool barriers - alternatives solutions;
- r55, 61 - smoke alarms - alternative solutions - local government approval of battery powered smoke alarms

REVIEW REQUIREMENTS

At least once every financial year.



Delegation No: 31 Building Act & Regulations – Occupancy Permits and Building Approval Certificates for Strata Plans and Survey Strata Plans

| | | | |
|---|---|---|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Strata Titles Act 1985 – sA5B, s25 in respect of Built Strata Applications except for those applications listed as exceptions in WAPC Planning Bulletin 52/2009. Includes issue of Form 26 | |
| Conditions | Must comply with relevant policies Delegation and authority do not apply to those applications that: 1. Propose the creation of a vacant lot; 2. Proposed vacant air stratas in multi-tiered strata scheme developments; 3. In the opinion of the WAPC as notified to the local government in writing, or in the opinion of the local government as notified to the WAPC in writing, relate to: a) type of development; and/or b) land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. 4. The WAPC is to be provided with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC. | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is authorised to issue occupancy permits and building approval certificates for strata plans and survey strata plans as required by s5B of the Strata Titles Act 1985 and to make certain decisions pursuant to s25 Strata Titles Act 1985 in respect of Built Strata Applications except for those applications listed as exceptions in Western Australian Planning Commission (WAPC) Planning Bulletin 52/2009.

Includes authority to issue Form 26

REVIEW REQUIREMENTS

At least once every financial year.

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| Delegation No: 32 | | Bush Fires Act – General Delegation | |
|--|--|---|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE Bush Fires Act 1954 – s48 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | Must comply with relevant policies Does not include those matters in the Act which require a resolution of the Council, are prescribed in the Act for performance by prescribed employees or are subject to separate delegated authority within this Register. Only the Chief Executive Officer or the Shire President may withdraw infringement notices pursuant to s59A (3) Bush Fires Act 1954 and r4 Bush Fires (Infringements) Regulations 1958 | | |

POWER OR DUTY DELEGATED

Pursuant to s48 Bush Fires Act 1954 the Chief Executive Officer is delegated authority to exercise the powers and discharge the duties of the local government.

This delegation includes the authority to initiate legal action and prosecution.

The Chief Executive Officer is delegated authority to hand over the control of bush fires to the Department of Fire and Emergency Services (DFES).

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



| Delegation No: 33 | | Bush Fires Act – Prohibited Burning Times | |
|--|--|--|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE Bush Fires Act 1954 – s48 | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Bush Fires Act 1954: s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times | |
| Conditions | Must comply with relevant policies Decisions under s,17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- where seasonal conditions warrant it, determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer s.17(7).
- determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].
- declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].
- determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].
- issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].
- prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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| Delegation No: 34 | | | | Bush Fires Act – Variations to Fire Break Orders | | | |
|-----------------------------------|--|---|--|--|--|--------------------------|--|
| DATE ADOPTED: | | 15/08/2019 | | DELEGATE: | | CEO | |
| DATE LAST REVIEWED: | | 16/09/2021 | | SUB-DELEGATED: | | No power to sub delegate | |
| POLICY REFERENCE: | | | | SUB-DELEGATED TO: | | | |
| LEGAL (PARENT): POWER TO DELEGATE | | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | | | |
| Bush Fires Act 1954 – s48 | | | | | | | |
| Conditions | | Must comply with relevant policies Maximum approval period to be twelve (12) months. CEO to consult with relevant Brigade Fire Control Officer prior to exercising this delegation. | | | | | |

POWER OR DUTY DELEGATED

Pursuant to s48 Bush Fires Act 1954 the Chief Executive Officer is delegated authority to vary or approve alternative arrangements to the Shire's Firebreak Orders.

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



Delegation No: 35 Bush Fires Act – Restricted Burning Times and other Matters

| | | | |
|--|---|--|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE Bush Fires Act 1954 – s48 | | Legal (Subsidiary): Power or duty delegated Bush Fires Act 1954: s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land s.27D Requirements for carriage and deposit of incendiary material Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.27(3) Permit, issue of s.33 Local government may require occupier of land to plough or clear fire-breaks r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of s.46 Bush fire control officer or forest officer may postpone lighting fire s.52(1) Approved area may be declared s.58 General penalty and recovery of expenses incurred s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices | |
| Conditions | Must comply with relevant policies Maximum approval period to be twelve (12) months. CEO to consult with relevant Brigade Fire Control Officer and Chief Bush Fire Control Officer prior to exercising this delegation. | | |



POWER OR DUTY DELEGATED

Pursuant to s48 Bush Fires Act 1954 the Chief Executive Officer is delegated authority to:

- where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].
 - a) a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].
- Where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].
- Determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].
- Arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].
- Give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].
- Prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].
 - a) Issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3), r.33(5)].
 - b) Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34].
- Provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:
 - a) a. camping or cooking [s.25(1)(a)].
 - b) b. conversion of bus into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].
- Prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].
- Serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
- Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Wandering
 - a) clearing of firebreaks as determined necessary and specified in the notice; and
 - b) act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and
 - c) as a separate or coordinated action with any other person carry out similar actions [s.33(1)].
- Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].
 - a) Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].

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- Declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning vary Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].
- Appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and
 - a) Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and
 - b) Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].
- Issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Wandering [s.38(5A)]
- Appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].
- Appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
- Determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].
- Issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].
- Prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].
- Recover the cost of measures taken by the Shire of Wandering or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
- Give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from:
 - a) a person operating a bee smoker device during a prescribed period [r.39CA(5)].
 - b) a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].
 - c) a person using explosives [r.39D(2)].
 - d) a person using fireworks [r.39E(3)]
- Determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. *Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.*
- Prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].
 - a) Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].

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- Apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s.50(1)] (Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area s.53.)
- Recover general penalty and recovery of expenses incurred s58
- Institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].
- To serve an infringement notice for an offence against this Act [s.59A(2)].

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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| Delegation No: 35 | | Cat Act – Duties and Functions | |
|--|--|--|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Cat Act 2011 – s44</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Cat Act Regulations 2012</i> | |
| Conditions | <i>Pursuant to s48(2) only an employee of the Shire can be appointed under s62. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. In relation to authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat – it should be noted this delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995.</i> | | |

POWER OR DUTY DELEGATED

Pursuant to s44 Cat Act 2011 the Chief Executive Officer is delegated authority to perform all duties and functions of the local government under the Cat Act 2011 and Cat Act Regulations 2012.

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 36 | | Dog Act – Duties and Functions | |
|--|---|---|------------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | Ranger Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE Dog Act 1976 – s10AA(1) and (3) | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Dog Act 1976 - as detailed below | |
| Conditions | Must comply with relevant policies Cannot delegate authority to commence enforcement proceedings at s44 of the Dog Act 1976 In relation to S.31 Control of dogs in certain public places – this cannot be delegated because it requires an absolute majority and therefore must be determined by Council. | | |

POWER OR DUTY DELEGATED

Pursuant to s10AA(1) of the Dog Act 1976 the Chief Executive Officer is delegated all powers and duties of the local government under the Dog Act 1976 and regulations and the Shire's Dogs Local Law.

Pursuant to s10AA(3) of the Dog Act 1976 the Chief Executive Officer is specifically authorised to sub delegate any and all of these powers and duties to other employees or other persons.

These delegations specifically exclude (and which must be determined by the Council):

- s.33E(1) - Individual dog may be declared to be dangerous dog (declared)
- s.33F(6) s.33G(4) s.33H(1) - Owners to be notified of making of declaration, Seizure and destruction - Local government may revoke declaration or proposal to destroy

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 36a | | Dog Act – Duties and Functions | | |
|---|--|--------------------------------|--|---------------------------------------|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | Contract Ranger Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE <i>Dog Act 1976 – s10AA(1) and (3)</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Dog Act 1976 –s12A; s14; s29; s38; s39; s43; s47; s12A; s14; s16(2); s16(3A); s16(3); s16(3C); s16(6); s26; s33E; s33F; s33G; s33H; s39; s43A;</i> | |
| Conditions | Must comply with relevant policies No authority to commence enforcement proceedings at S44 of the Dog Act 1976. | | | |

POWER OR DUTY DELEGATED

Pursuant to s10AA(1) of the *Dog Act 1976* the Chief Executive Officer has been delegated all powers and duties of the local government.

Pursuant to s10AA(3) of the *Dog Act 1976* the Chief Executive Officer is specifically authorised to sub delegate any and all of these powers and duties

The Chief Executive Officer sub delegates all powers and duties to the Contract Ranger.

These delegations specifically exclude:

- s.33E(1) - Individual dog may be declared to be dangerous dog (declared)
- s.33F(6) s.33G(4) s.33H(1) - Owners to be notified of making of declaration Seizure and destruction
Local government may revoke declaration or proposal to destroy

REVIEW REQUIREMENTS

At least once every financial year.

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Delegation No: 37 Fines, Penalties & Infringement Notices – Appointment of Prosecution Officers

| | | | | |
|---|---|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | |
| LEGAL (PARENT): POWER TO DELEGATE <i>Fines, Penalties and Infringement Notices Enforcement Act 1994 – s13(2); s16; s22</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | <i>Appointed Designated Officers give written notice of their designated authority to the Registrar.</i> <i>Appointed Designated Officers hold a Certificate of Appointment.</i> | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is authorised to appoint Designated Officers for the purposes of the Fines, Penalties and Infringement Notices Enforcement Act 1994, Section 13(2), administer the issuing of, and any subsequent proceedings in relation to, the notice.

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 38 | | Food Act – Payment of Compensation | |
|---|--|---|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub-delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Food Act 2008:</i> <i>s.118 Functions of enforcement agencies and delegation</i> <i>(2)(b) Enforcement agency may delegate a function conferred on it</i> <i>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</i> <i>(4) Sub-delegation permissible only if expressly provided in regulations</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Food Act 2008:</i> <i>s.56(2) Compensation to be paid in certain circumstances</i> <i>s.70(2) and (3) Compensation</i> | |
| Conditions | <i>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</i> <i>Compensation under this delegation may only be determined upon documented losses up to a maximum of \$200.00.</i> <i>Compensation requests above this value are to be reported to Council.</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].
- determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 39 | | Food Act – Prohibition Orders | |
|---|--|---|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub-delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Food Act 2008:</i> <i>s.118 Functions of enforcement agencies and delegation</i> <i>(2)(b) Enforcement agency may delegate a function conferred on it</i> <i>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</i> <i>(4) Sub-delegation permissible only if expressly provided in regulations</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Food Act 2008:</i> <i>s.65(1) Prohibition orders</i> <i>s.66 Certificate of clearance to be given in certain circumstances</i> <i>s.67(4) Request for re-inspection</i> | |
| Conditions | <i>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].
- Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].
- Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

REVIEW REQUIREMENTS

At least once every financial year.



| Delegation No: 40 | | Food Act – Food Business Registrations | |
|---|--|---|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub-delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Food Act 2008:</i> <i>s.118 Functions of enforcement agencies and delegation</i> <i>(2)(b) Enforcement agency may delegate a function conferred on it</i> <i>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</i> <i>(4) Sub-delegation permissible only if expressly provided in regulations</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Food Act 2008:</i> <i>s.110(1) and (5) Registration of food business</i> <i>s.112 Variation of conditions or cancellation of registration of food businesses</i> | |
| Conditions | <i>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</i> <i>Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</i> <i>Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</i> <i>WA Priority Classification System</i> <i>Verification of Food Safety Program Guideline</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].
- vary the conditions or cancel the registration of a food business [s.112].

REVIEW REQUIREMENTS

At least once every financial year.



Delegation No: 41 Food Act – Appoint Authorised Officers and Designated Officers

| | | | |
|---|---|--|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub-delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Food Act 2008:</i> <i>s.118 Functions of enforcement agencies and delegation</i> <i>(2)(b) Enforcement agency may delegate a function conferred on it</i> <i>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</i> <i>(4) Sub-delegation permissible only if expressly provided in regulations</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Food Act 2008:</i> <i>s.122(1) Appointment of authorised officers</i> <i>s.126(6), (7) and (13) Infringement Officers</i> | |
| Conditions | <i>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</i> <i>Appointment of Authorised Officers as Meat Inspectors</i> <i>Appointment of Authorised Officers</i> <i>Appointment of Authorised Officers – Designated Officers only</i> <i>Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</i> | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)].
- appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)].
- appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

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| Delegation No: 42 Food Act – Debt Recovery and Prosecutions Officers | | | |
|---|---|---|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub-delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE Food Act 2008: <i>s.118 Functions of enforcement agencies and delegation</i> <i>(2)(b) Enforcement agency may delegate a function conferred on it</i> <i>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</i> <i>(4) Sub-delegation permissible only if expressly provided in regulations</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Food Act 2008: <i>s.54 Cost of destruction or disposal of forfeited item</i> <i>s.125 Institution of proceedings</i> | |
| Conditions | In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].
- institute proceedings for an offence under the Food Act 2008 [s.125].

REVIEW REQUIREMENTS

At least once every financial year.

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| Delegation No: 43 | | Food Act – Food Businesses List – Public Access | |
|---|---|---|--------------------------|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No power to sub-delegate |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Food Act 2008:</i> <i>s.118 Functions of enforcement agencies and delegation</i> <i>(2)(b) Enforcement agency may delegate a function conferred on it</i> <i>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</i> <i>(4) Sub-delegation permissible only if expressly provided in regulations</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Food Act 2008:</i> <i>r.51 Enforcement agency may make list of food</i> | |
| Conditions | In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to decide to make a list of food businesses maintained under s.115(a) or (b), publicly available [r.51].

REVIEW REQUIREMENTS

At least once every financial year.

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| Delegation No: 44 | | | | Graffiti Vandalism Act – General Delegation | |
|---|---|--|---|---|--|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO | |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | Yes | |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | Operations Manager | |
| LEGAL (PARENT): POWER TO DELEGATE Graffiti Vandalism Act 2016 – s16(1) | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | | |
| Conditions | In accordance with s17(1) of the Graffiti Vandalism Act 2016, the Chief Executive Officer may only sub delegate to an employee of the Shire. The CEO may not sub delegate authority to commence enforcement proceedings. The CEO may not delegate authority to deal with Objections pursuant to s20, 21 and 22 of the Act | | | | |

POWER OR DUTY DELEGATED

Pursuant to s16(1) Graffiti Vandalism Act 2016 the Chief Executive Officer is delegated all powers and duties of the Local Government under the Graffiti Vandalism Act 2016.

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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| Sub Delegation No: 44a Graffiti Vandalism Act – General Delegation | | | | |
|---|---|--|---|--------------------|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | Yes |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | Operations Manager |
| LEGAL (PARENT): POWER TO DELEGATE Graffiti Vandalism Act 2016 – s16(1) | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | In accordance with s17(1) of the Graffiti Vandalism Act 2016, the Chief Executive Officer may only sub delegate to an employee of the Shire. The CEO may not sub delegate authority to commence enforcement proceedings. The CEO may not delegate authority to deal with Objections pursuant to s20, 21 and 22 of the Act | | | |

POWER OR DUTY DELEGATED

Pursuant to s17(1) Graffiti Vandalism Act 2016 the Chief Executive Officer sub delegates:

The Operations Manager to exercise the powers and duties of the local government under the following sections of the Graffiti Vandalism Act 2016:

- s18 Giving Notices;
- s19 Additional Powers;
- s25 Graffiti removal;
- s26 Powers of Entry;
- s27 Procedures;
- s28 Notice of Entry;
- s29 Entry under Warrant; and
- s30 Purpose of Entry.

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Delegation No: 47 Public Health Act 2016 – Enforcement Reports to the Chief Health Officer

| | | | | |
|--|--|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Public Health Act 2016: s.21 Enforcement agency may delegate</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Public Health Act 2016 s.22 Reports by and about enforcement agencies</i> | |
| Conditions | Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)]. | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Wandering. [s.22(1)]

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



Delegation No: 48 Public Health Act 2016 – Authority to Designate Authorised Officers

| | | | |
|--|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE Public Health Act 2016: s.21 Enforcement agency may delegate | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Public Health Act 2016 s.24(1) and (3) Designation of authorised officers | |
| Conditions | Subject to each person so appointed being; <ul style="list-style-type: none">Appropriately qualified and experienced [s.25(1)(a)]; andIssued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. And a Register (list) of authorised officers is to be maintained in accordance with s.27 | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to designate a person or class of persons as authorised officers for the purposes of:

- The Public Health Act 2016 or other specified Act
- Specified provisions of the Public Health Act 2016 or other specified Act
- Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act.

Including:

- an environmental health officer or environmental health officers as a class; OR
- a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR
- a mixture of the two. [s.24(1) and (3)].

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Delegation No: 49 Public Health Act 2016 – Determine Compensation for Seized Items

| | | | | |
|--|---|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Public Health Act 2016: s.21 Enforcement agency may delegate</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Public Health Act 2016 s.264 Compensation</i> | |
| Conditions | Compensation is limited to a maximum value of \$200 with any proposal for compensation above this value to be referred for Council’s determination. | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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| Delegation No: 50 Public Health Act 2016 – Commence proceedings | | | | |
|--|------------|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE Public Health Act 2016: s.21 Enforcement agency may delegate | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED Public Health Act 2016 s.280 Commencing Proceedings | |
| Conditions | | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to commence proceedings for an offence under the Public Health Act 2016 [s.280]

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



Delegation No: 51 Town Planning Scheme No. 3 – Various duties, powers and functions

| | | | |
|--|---|--|-----|
| DATE ADOPTED: | 15/08/2019 | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | No |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Shire of Wandering Town Planning Scheme No. 3</i> | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED <i>Planning and Development Act 2005</i> | |
| Conditions | <i>The Chief Executive Officer is to advise Councillors of the lodgement of a JDAP application, and report to Council at the earliest opportunity, the outcome of the JDAP decision. This Delegation does not preclude the Delegate from referring the categories of development or legal proceedings, to Council for determination, after having regard to the circumstances of a particular case.</i> | | |

POWER OR DUTY DELEGATED

That pursuant to the Division 2 Part 10 Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* and Sections 5.45 and 5.46 LGA Council delegate its authority and power to the Chief Executive Officer the following:

ADVERTISING

Notification and Advertising of Applications for Planning Consent

1. In accordance with Clause 9.4 of the Shire of Wandering Local Planning Scheme No 3 determine that a particular application will be advertised and notify the applicant accordingly.
2. Determine those landowners and occupiers to whom notice of an application for Planning Consent required to be advertised shall be provided pursuant to Clause 9.4.3(b) of Shire of Wandering Local Planning Scheme No. 3.
3. Determine the requirement for consultation with other of authorities for an application for Planning Approval pursuant to Clause 10.1 of the Shire of Wandering Local Planning Scheme No. 3.
4. Determine the requirement for advertising for public comment a draft Development Plan/s pursuant to Clause 8.1 of the Shire of Wandering Local Planning Scheme No. 3.
5. To extend the advertising period for planning scheme amendments and development plans, where considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors meetings, workshops etc).

WAPC REFERRALS OF APPLICATIONS FOR SUBDIVISION APPROVALS

Pursuant to s142 of the *Planning and Development Act 2005*, provide comment to the Western Australian Planning Commission (WAPC) on matters associated with subdivision applications, proposed development plans (or similar) and licence applications.

CLEARANCE OF LOCAL GOVERNMENT CONDITIONS ASSOCIATED WITH SUBDIVISION APPROVAL

Pursuant to s143 of the *Planning and Development Act 2005* and where the WAPC has included conditions on a subdivision approval relevant to the Shire, determine the 'clearance' of a condition designated (LG) in a subdivision approval issued by the WAPC.

SHIRE OF WANDERING

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REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Delegation No: 52 Fence Line Clearing within Road and Other Reserves

| | | | | |
|---|---|--|---|-----|
| DATE ADOPTED: | 15/08/2019 | | DELEGATE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No |
| POLICY REFERENCE: | Policy 52 | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): POWER TO DELEGATE <i>Local Government Act 1995 s5.42</i> | | | LEGAL (SUBSIDIARY): POWER OR DUTY DELEGATED | |
| Conditions | <i>Must comply with relevant policies</i> | | | |

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to determine applications for fence line clearing in accordance The *Environmental Protection (Clearing of Native Vegetation) Regulations 2004 r5 – Item 11*, and with Policy 52.

REVIEW REQUIREMENTS

To be reviewed at least once every financial year.

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Delegation No: 54

Financial Hardship

| | |
|----------------------------|------------|
| DATE ADOPTED: | 16/04/2020 |
| DATE LAST REVIEWED: | 16/09/2021 |
| POLICY REFERENCE: | Policy 71 |

| | |
|--------------------------|-----|
| DELEGATE: | CEO |
| SUB-DELEGATED: | No |
| SUB-DELEGATED TO: | Nil |

| | |
|--|---|
| LEGAL (PARENT): <i>Local Government Act 1995 s5.42</i> | LEGAL (SUBSIDIARY): |
| Conditions | <i>Must comply with relevant policies</i> |

POWER OR DUTY DELEGATED

Council delegate its authority and power to the Chief Executive Officer to:

1. In consultation with the Shire President, determine financial hardship; and
2. Implement payment arrangements.

REVIEW REQUIREMENTS

At least once every financial year.



3. DELEGATIONS, APPOINTMENTS AND AUTHORISATIONS BY OUTSIDE ORGANISATIONS

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No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.



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No. 71. 16-May-2014
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EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.



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No. 71. 16-May-2014
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EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.



DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

| Column 1 | Column 2 | Column 3 |
|--|---|--|
| <p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 152 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p> | <p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Busselton City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dardanup Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojoonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p> | <p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement 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 <i>Planning and Development Act 2005</i> (including any planning scheme). The signature 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 acknowledgement 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.</p> |

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjaraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickiepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York


HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd
..... day of June 2016



PI409

PLANNING AND DEVELOPMENT ACT 2005
Instrument of Delegation
Del 2009/03 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED—

A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission.

SCHEDULE 1

1. Applications made under section 25 of the *Strata Titles Act 1985*

Power to determine applications for the issuing of a certificate of approval under section 25 of the *Strata Titles Act 1985* for a plan of subdivision, re-subdivision or consolidation, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - (i) a type of development; and/or
 - (ii) land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.



**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

**RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS**

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.



WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises
("Authorised Body") by itself, its employees, consultants, agents and contractors
(together "Representatives") to, from the date indicated below, erect, establish, display,
alter or take down such traffic signs and traffic control devices of whatsoever type or
class (except for permanent traffic control signals) as may be required for the purpose
and duration of any works, survey or inspection, associated with the construction,
maintenance or repair on a road (other than a main road or highway), any adjoining land
or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms
and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:



4. APPOINTMENTS AND AUTHORISATIONS

| Appointment/Authorisation No: 1 | | | | Animal Welfare Act 2002 – General Inspector | |
|--|--|--|---------------------|---|--|
| DATE ADOPTED: | 15/08/2019 | | APPOINTEE: | CEO | |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | No | |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA | |
| LEGAL (PARENT): <i>Animal Welfare Act 2002 – s33(2)(a)(v)</i> | | | LEGAL (SUBSIDIARY): | | |
| Conditions | <i>General Inspectors must be employees. General Inspectors are only able to issue infringement notices and cannot be appointed as both General Inspectors and Authorised Persons.</i> | | | | |

POWER OR DUTY DELEGATED

Pursuant to s33(2)(a)(v) Animal Welfare Act 2002 the Chief Executive Officer is appointed as a General Inspector.

REVIEW REQUIREMENTS

Although these Delegations are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



Appointment/Authorisation No: 2 Act 1995 – Authorised Persons

Caravan Parks and Camping Grounds

| | | | |
|---|--|----------------------------|---|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Operations Manager Administration Assistant |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| PREVIOUS APPOINTMENT / AUTHORISATION: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Caravan Parks and Camping Grounds Act 1995 –s17(1)</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>Employees appointed under s17(1) must have an identity card in accordance with s17(1)(b).</i> | | |

APPOINTMENT

The Chief Executive Officer, Operations Manager, Administration Assistant are appointed as an Authorised Person pursuant to s17(1) *Caravan Parks and Camping Grounds Act 1995*.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



Appointment/Authorisation No:3 Act 1995 - Enforcement

Caravan Parks and Camping Grounds

| | | | |
|--|---|---|---------------------------|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Operations Manager |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Caravan Parks and Camping Grounds Act 1995 –s22; s23(2), (5), (7), (11)</i> | | LEGAL (SUBSIDIARY): <i>Caravan Parks and Camping Grounds Regulations 1997</i> | |
| Conditions | <p><i>Employees appointed under s23(2) cannot be appointed under s23(3), (5) or (7).</i></p> <p><i>Employees appointed under s23(2) must hold a certificate stating the person is authorised in accordance with s23(12).</i></p> <p><i>In accordance with r11(2) (c) any approval must be in writing.</i></p> | | |

APPOINTMENT

1. The Chief Executive Officer is appointed an Authorised Person under s22, 23(5), 23(7), 23(11) *Caravan Parks and Camping Grounds Act 1995*.
1. The Operations Manager is appointed as an Authorised Person under s23(2) *Caravan Parks and Camping Grounds Act 1995*.
2. The Operations Manager is appointed as an Authorised Person to undertake all functions of the local government for the purposes of r6 and r11(2)(c) of the *Caravan Parks and Camping Grounds Regulations 1997*.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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Appointment/Authorisation No:4 Control of Vehicles (Off Road Areas) Act 1978

| | | | |
|---|--|--|---------------------------|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Operations Manager |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| PREVIOUS APPOINTMENT / AUTHORISATION: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Control of Vehicles (Off Road Areas) Act 1978 – s38(3)</i> | | LEGAL (SUBSIDIARY): <i>Control of Vehicles (Off-Road Areas) Regulations 1979</i> | |
| Conditions | <i>In accordance with s38(4)(d) each authorised person appointed must have a certificate stating the employee is an authorised person for the purpose of this Act.</i> | | |

APPOINTMENT

Pursuant to s38(3) of *Control of Vehicles (Off Road Areas) Act 1978* and the *Control of Vehicles (Off-road Areas) Regulations 1979*, the Chief Executive officer and Operations Manager are appointed as Authorised Officers to perform all functions of the local government under the Act.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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Appointment/Authorisation No:5 Control of Council Property and Facilities

| | | | |
|---|------------|----------------------------|-----|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Criminal Code Act Compilation Act 1913 – S70A(1)(a))</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | | | |

APPOINTMENT

The Chief Executive Officer is deemed to be the person in authority of local government property and facilities, including the Council Chambers during Council and Committee meetings

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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| Appointment/Authorisation No:6 | | FOI Act 1992 – Internal Review Officer | | |
|---|------------|--|---------------------|-----|
| DATE ADOPTED: | 15/08/2019 | | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Freedom of Information Act 1992 – s41</i> | | | LEGAL (SUBSIDIARY): | |
| Conditions | | | | |

APPOINTMENT

Pursuant to s41 *Freedom of Information Act 1992* the Chief Executive Officer is designated Internal Review Officer

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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Appointment/Authorisation No: 7 FOI Act 1992 - Information Coordinator & Principal Decision Maker

| | | | |
|---|------------|----------------------------|---------------------------|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Operations Manager |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Freedom of Information Act 1992 – s11, 12, 100</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | | | |

APPOINTMENT

1. The Operations Manager is appointed as the Freedom of Information Coordinator to undertake the duties and functions associated with the lodgement and collation of an application for information in accordance with s11, 12, of the *Freedom of Information Act 1992*
2. In accordance with s100 of the *Freedom of Information Act 1992* the Principal Decision Maker is the Chief Executive Officer or an employee directed by the Chief Executive Officer to undertake the duties and functions. The Chief Executive Officer has determined that the Executive Manager Technical Services will be the Principal Decision Maker.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



Appointment/Authorisation No 8 Local Government Act 1995 - Authorised Person – Legal Proceedings, Infringements and Enforcements

| | | | |
|---|---|----------------------------|-----|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Local Government Act 1995 - s9.10(1), (2); s9.11; s9.13; s9.16; s9.17; s9.19; s9.20; s9.24</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>Appointed Authorised Persons are to hold a Certificate of Appointment in accordance with s9.10(2).</i> | | |

APPOINTMENT

The Chief Executive Officer is appointed an authorised person for the purposes of s9.10(1), 9.11, 9.13, 9.16, 9.17, 9.19, 9.20 and 9.24 of the *Local Government Act 1995*.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



Appointment/Authorisation No:9 of Authorised Officers

Public Health Act 2016 – Appointment

| | | | |
|--|---|----------------------------|--|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Contract Environmental Health Officer |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | <p><i>A list of all officers designated as authorised officers must be kept and maintained in accordance with S27 of the Public Health Act 2016.</i></p> <p><i>Each person who is designed as an authorised officer must be issued with certificate of authority as an authorised officer in accordance with S30 of the Public Health Act 2016.</i></p> | | |

APPOINTMENT

1. The Chief Executive Officer and Contract Environmental Health Officer are appointed as an authorised officer under s24 of the *Public Health Act 2016*.
2. Pursuant to s26 *Health (Miscellaneous Provisions) Act 1911* the Chief Executive Officer and Contract Environmental Health Officer, are appointed as Authorised Persons under the Health Local Law.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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Appointment/Authorisation No: 10 Public Interest Disclosure Act 2003 - Public Interest Disclosure Officer

| | | | |
|---|------------|---------------------|-----|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Public Interest Disclosure Act 2003 – s23(1)(a)</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | | | |

APPOINTMENT

Pursuant to s23(1)(a) *Public Interest Disclosure Act 2003* the Principal Executive Officer (Chief Executive Officer) designates the occupant of a specified position within the authority as the person responsible for receiving disclosures of public interest information.

The Chief Executive Officer of the Shire of Wandering is designated accordingly.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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Appointment/Authorisation No: 11 Rates and Charges (Rebates and Deferments) Regulation Act 1992 - Review Officer and Determination Officer

| | | | |
|---|------------|----------------------------|------------------------|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Finance Officer |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Rates and Charges (Rebates and Deferments) Regulation Act 1992 – s12; s13; s32</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | | | |

APPOINTMENT

1. The Chief Executive Officer is the Pensioner Rates Review Officer, as defined by the Act.
2. The Finance Officer is the Pensioner Rates Determination Officer as defined by the Act.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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Appointment/Authorisation No: 12 Health (Asbestos) Regulations 1992 - Authorised Officers

| | | | |
|--|--|----------------------------|---------------------------|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Operations Manager |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Health (Asbestos) Regulations 1992</i> <i>Pt 2 Criminal Procedure Act 2004</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>The approved officer cannot be appointed as an authorised officer.</i> <i>Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].</i> | | |

APPOINTMENT

1. The Operations Manager be authorised pursuant to the *Health (Asbestos) Regulations 1992* for the issuing of infringement notices.
2. The Chief Executive Officer be appointed as an Approved Officer pursuant to the *Health (Asbestos) Regulations 1992* and the *Criminal Procedure Act 2004* for the withdrawal or extension to a period to pay an infringement notice.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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Appointment/Authorisation No: 13 Bush Fires Act – Issue of Infringement and Prosecution

| | | | |
|---|---|----------------------------|-----|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Bush Fires Act 1954 – s59(1), (3); s59A(2)</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>Only the Chief Executive Officer may institute legal proceedings.</i> <i>Only the Chief Executive Officer or the Shire President may withdraw infringement notices pursuant to s59A (3) Bush Fires Act 1954 and r4 Bush Fires (Infringements) Regulations 1958.</i> | | |

APPOINTMENT

The Chief Executive Officer is authorised to issue infringement notices under s59(1), (3) and s59A (2) of *Bush Fires Act 1954*.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



Appointment/Authorisation No: 14 Environmental Protection Act 1986 - Referral of Proposals

| | | | |
|--|--|----------------------------|-----|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Environmental Protection Act 1986 – s38</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>Only the Chief Executive Officer may institute legal proceedings.</i> | | |

APPOINTMENT

Pursuant to s38 of the *Environmental Protection Act 1986* the Chief Executive Officer is authorised to refer Proposals to the Environmental Protection Authority.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



Appointment/Authorisation No: 15 Equal Employment Opportunity Management Plans

| | | | |
|--|------------|----------------------------|-----|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Equal Employment Opportunity Act 1984 –s145</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | | | |

APPOINTMENT

The Chief Executive Officer is to prepare and implement equal employment opportunity management plans pursuant to s145 *Equal Employment Opportunity Act 1984*.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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| Appointment/Authorisation No: 16 | | Liquor Control Act 1988 – Various | | |
|--|---|-----------------------------------|---------------------|-----|
| DATE ADOPTED: | 15/08/2019 | | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Liquor Control Act 1988 – s39; s40; s61(1)(d), (2;) s69(7), (8</i> | | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>The Chief Executive Officer cannot recommend approval or refusal for first time applications for Extended Trading Permits to the relevant State Government authority. Such applications must be considered and determined by the Council.</i> <i>The Chief Executive Officer may recommend approval or refusal for subsequent applications.</i> | | | |

APPOINTMENT

1. Pursuant to s39 (Health), s40 (Planning) *Liquor Control Act 1988* the Chief Executive Officer is authorised to issue Certificates for grant, change or removal of liquor licences.
2. Pursuant to s61(1)(d), (2) *Liquor Control Act 1988* the Chief Executive Officer is authorised to provide comment and make recommendations on Applications for Extended Trading Permits.
3. Pursuant to s69(7), (8) of the *Liquor Control Act 1988* the Chief Executive Officer is authorised to intervene in Applications.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

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| Appointment/Authorisation No: 17 | | | | Litter Act 1979 – Authorised Officers | |
|----------------------------------|--|--|--|---------------------------------------|--|
| DATE ADOPTED: | | 15/08/2019 | | APPOINTEE: | All council members, CEO and all employees |
| DATE LAST REVIEWED: | | 16/09/2021 | | | |
| POLICY REFERENCE: | | | | | |
| LEGAL (PARENT): | | | | | |
| | | | | SUB-DELEGATED: | NA |
| | | | | SUB-DELEGATED TO: | NA |
| | | | | LEGAL (SUBSIDIARY): | |
| | | | | | |
| Conditions | | Council members and Employees appointed under s26(1)(c)(i), (ii) must hold a certificate stating the person is authorised, in accordance with s26(4)(c). | | | |

APPOINTMENT

s26(1)(c)(i), (ii) prescribes that all elected members and employees are Authorised Persons by virtue of their office.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



Appointment/Authorisation No: 18 Litter Act 1979 – Withdrawal of Infringement Notices

| | | | |
|--|---|----------------------------|------------------------|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Shire President |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Litter Act 1978 – s30(4a)</i> | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>Council members and Employees appointed under s26(1)(c)(i), (ii) must hold a certificate stating the person is authorised, in accordance with s26(4)(c).</i> | | |

APPOINTMENT

Pursuant to s30(4a) *Litter Act 1979* the Chief Executive Officer is authorised to withdraw infringement notices.

If the Chief Executive Officer has issued the relevant infringement notice, the Shire President is authorised to withdraw such a notice.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



| Appointment/Authorisation No: 19 | | | | Building Act 2011 – General Duties | | |
|----------------------------------|--|-------------------|--|------------------------------------|---------------------|-----|
| DATE ADOPTED: | | 15/08/2019 | | | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | | 16/09/2021 | | | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | | | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): | | Building Act 2011 | | | LEGAL (SUBSIDIARY): | |
| Conditions | | | | | | |

APPOINTMENT

The Chief Executive Officer is authorised to undertake duties pursuant to the *Building Act 2011* and is an Authorised Person for all relevant purposes under the Act

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



| Appointment/Authorisation No:20 | | Cat Act 2011 – Authorised persons | |
|--|---|--|---|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO Shire Administration Officers Contract Ranger |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Cat Act 2011 – s9; s10; s11; s12; s13; s26; s27; s37; s38; s39; s40; s48; s49; s62; s63; s64.,</i> | | LEGAL (SUBSIDIARY): <i>Cat Act 2011 – s45</i> | |
| Conditions | <i>In accordance with s48(5) each authorised person appointed below, must have a certificate stating the employee is an authorised person for the purpose of this Act. Pursuant to s48(2) only an employee of the Shire can be appointed under s62.</i> | | |

APPOINTMENT

Pursuant to s45 of the *Cat Act 2011* the following employees are appointed:

1. Chief Executive Officer is a Registration Officer and Authorised Person for all purposes of the *Cat Act 2011*
2. All Shire Administration Officers as Registration Officers to perform the functions for Registration related matters in accordance with s9, 10, 11, 12, 13 of the *Cat Act 2011*.
3. The Contract Ranger as an Authorised Person for the purposes of s48, 49, 62, 63 of the *Cat Act 2011*.

REVIEW REQUIREMENTS

At least once every financial year.



| Appointment/Authorisation No:21 | | | | Dog Act 1976 – Authorised Persons | |
|--|---|--|---|---|--|
| DATE ADOPTED: | 15/08/2019 | | APPOINTEE: | CEO Contract Ranger Shire Administration Officers | |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | NA | |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA | |
| LEGAL (PARENT): Dog Act 1976 – s12A; s14; s29; s38; s39; s43; s47; s12A; s14; s16(2); s16(3A); s16(3); s16(3C); s16(6); s26; s33E; s33F; s33G; s33H; s39; s43A; | | | LEGAL (SUBSIDIARY): Cat Act 2011 – s45 | | |
| Conditions | Must comply with relevant policies Cannot delegate authority to commence enforcement proceedings at S44 of the Dog Act 1976. | | | | |

APPOINTMENT

- The Chief Executive Officer and Contract Ranger as Authorised Persons, and to exercise delegations under the following sections of the Dog Act 1976:
 - s12A Entry to premises;
 - s14 Registration;
 - s29 Power to seize dogs;
 - s33G Seizure and destruction;
 - s38 Nuisance dogs;
 - s39 Dogs causing injury or damage may be destroyed;
 - s43A Name and address to be supplied for an offence; and
 - s47 Recovery of veterinary service expenses.
- The Chief Executive Officer and Contract Ranger to undertake the powers of an authorised person under the Dog Act 1976 and the Dog Regulations 2013 for all sections not mentioned in 1 above or 3 below.
- The Chief Executive Officer and Contract Ranger as a specifically Authorised Persons:
 - s33E Dangerous dogs;
 - s33F Dangerous dogs;
 - s33G Dangerous dogs;
 - s33H Dangerous dogs;
 - s39 Dogs causing injury or damage may be destroyed; and
 - s43A Name and address to be supplied for an offence.
- The Chief Executive Officer, Contract Ranger, and Shire Administration Officers as Registration Officers under the following sections of the Dog Act 1976:
 - s14 Register of dogs; and
 - s16(2), s16(3A), s16(3), s16(3c), s16(6) Registration.

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



Appointment/Authorisation No:22 Fines, Penalties and Infringements Notices Enforcement Act 1994 – Appointments

| | | | |
|---|---|---|-----|
| DATE ADOPTED: | 15/08/2019 | APPOINTEE: | CEO |
| DATE LAST REVIEWED: | 16/09/2021 | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>s13 Fines Penalties and Infringement Notices Enforcement Act 1994.</i> | | LEGAL (SUBSIDIARY): <i>Cat Act 2011 – s45</i> | |
| Conditions | <p><i>For the purposes of this Part, the Registrar may approve a prosecuting authority as a prosecuting authority to which this Part applies.</i></p> <p><i>The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22.</i></p> | | |

APPOINTMENT

The Chief Executive Officer is authorised to provide written notice to the Registrar designating those officers that are prosecution officers for the purposes of sections 16 and 22 of the Fines, Penalties and Infringement Notices Enforcement Act 1994.s33H

REVIEW REQUIREMENTS

At least once every financial year.

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

www.wandering.wa.gov.au



| Appointment/Authorisation No:23 | | | | Food Act - Authorised Persons | |
|--|--|---|--|---|--|
| DATE ADOPTED: | | 15/08/2019 | | APPOINTEE: | |
| DATE LAST REVIEWED: | | 16/09/2021 | | CEO | |
| POLICY REFERENCE: | | | | Contract EHO | |
| LEGAL (PARENT): | | | | SUB-DELEGATED: | |
| Food Act 2008 – s38; s56; s62; s65; s66; s67; s110; s112; s122; s125; s126 | | | | NA | |
| | | | | SUB-DELEGATED TO: | |
| | | | | NA | |
| | | | | LEGAL (SUBSIDIARY): | |
| | | | | Food Act 2008: | |
| | | | | s.118Functions of enforcement agencies and delegation | |
| | | | | (2)(b) Enforcement agency may delegate a function conferred on it | |
| | | | | (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] | |
| | | | | (4) Sub-delegation permissible only if expressly provided in regulations | |
| Conditions | | Copies of all decisions made are to be retained on the appropriate file or record | | | |

APPOINTMENT

Pursuant to s118 of the Food Act 2008 the Council:

1. Appoints the Chief Executive Officer and Contract Environmental Health Officer, as Authorised Persons and to undertake duties and functions in relation to:

- s38 Powers of Authorised Officers;
- s.54 Cost of destruction or disposal of forfeited item
- s62 Grounds for servicing Notices;
- s65 Prohibition Orders;
- s110 Registration of food premises;
- s112 Food businesses – conditions and cancellations.;
- s122 Authorised officers;
- s.125 Institution of proceedings
- s126 Infringement Notices.
- s.65(1) Prohibition orders
- s66, 67 Requests for re-inspection.

2. Appoints the Chief Executive Officer as an Authorised Person to undertake duties and functions in relation to:

- s125 Instituting proceedings and
- s126(13) The Chief Executive Officer is to be the Designated Officer.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.



Appointment/Authorisation No: 24 Graffiti Vandalism Act 2016 – Authorised Persons

| | | | | |
|---|--|--|----------------------------|---------------------------|
| D ATE ADOPTED: | 15/08/2019 | | APPOINTEE: | CEO Operations Manager |
| DATE LAST REVIEWED: | 16/09/2021 | | SUB-DELEGATED: | NA |
| POLICY REFERENCE: | | | SUB-DELEGATED TO: | NA |
| LEGAL (PARENT): <i>Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016].</i> | | | LEGAL (SUBSIDIARY): | |
| Conditions | <i>Cannot determine Objections or Suspension of effect in relation to Notice issued by the employee - s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice Must comply with relevant Council Policies</i> | | | |

APPOINTMENT

The Chief Executive Officer is appointed an Authorised Person to deal with Objections and Suspension of effects of Notices and for all other relevant purposes under the Act

The Chief Executive Officer appoints the Operations Manager as authorised person for the other purposes of the Graffiti Vandalism Act 2016, which prescribes Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016] and to have all the powers and duties of Chief Executive Officer, except as otherwise provided.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

12.5 Shire of Wandering Council Meeting Dates 2025

| | |
|--------------------------------|---|
| File Reference: | 04.041.04115 |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 30 September 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Previous Reference: | Item 12.3 Ordinary Council Meeting 19 October 2023 |

Summary:

To advertise meeting dates for 2025.

Background:

It is a requirement of the *Local Government (Administration) Regulations 1996* that Local Governments give local public notice of the dates and times and place of upcoming Council Meetings.

Comment:

Nothing further.

Consultation:

Shire Councillors
Chief Executive Officer

Statutory Environment:

Local Government (Administration) Regulations 1996:

r12. 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 the members of the public, are to be held in the next 12 months.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Provide Strong Leadership

| Our Goals | Our Strategies |
|---------------------------|---|
| A well informed Community | Foster Opportunities for connectivity between Council and the Community |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Nil.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council adopts the following meeting dates for 2025 Ordinary Council Meetings:

- 20 February 2025
- 20 March 2025
- 17 April 2025
- 15 May 2025
- 19 June 2025
- 17 July 2025
- 21 August 2025
- 18 September 2025
- 16 October 2025
- 20 November 2025
- 11 December 2025

Note: Each meeting is held on the third Thursday of the month commencing at 3.30pm unless otherwise advertised. There is no meeting for January. The meeting for December is held on the second Thursday of the month.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

12.6 State Government Elections – Review of WALGA Advocacy Positions

| | |
|--------------------------------|---|
| File Reference: | 04.041.04102 |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 3 October 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Previous Reference: | Nil |

Summary:

This report presents a review of the Western Australian Local Government Association's (WALGA) current and proposed Local Government Election Advocacy Positions. The purpose is to seek the Council's recommendation for WALGA's upcoming State Council meeting in December 2024, following significant electoral reforms introduced by the *Local Government Amendment Act 2023*. The Council's decision will contribute to shaping WALGA's advocacy on key electoral matters, including voting methods, participation, and the election of Mayors and Presidents.

Background:

The *Local Government Amendment Act 2023* introduced several reforms, effective before the 2023 Local Government elections. These reforms included:

- Optional Preferential Voting (OPV)
- Extended election periods due to postal service delays
- New candidate information publication rules
- Provisions for backfilling extraordinary vacancies
- Public election of Mayors or Presidents for larger Local Governments
- Abolishing wards for smaller Local Governments
- Alignment of council sizes with population sizes.

Following the 2023 elections, WALGA conducted an analysis of five election cycles, focusing on postal elections run by the WA Electoral Commission (WAEC). The report highlighted rising costs and a reduction in service quality. In response, WALGA has requested the Council's review and provide feedback on its current advocacy positions to guide its State Council deliberations.

Following requests from several Zones, WALGA undertook a comprehensive review and analysis of five ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

Comment:

The Elections Analysis Review and Report was presented to the State Council on 4 September 2024, with the State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

To inform an item for the December meeting of the State Council, Council decisions are requested by Monday, 28 October 2024. Local Governments will also be able to provide feedback through the November round of Zone meetings.

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 ELECTIONS

Position Statement: The Local Government sector supports:

1. Four year terms with a two year spill;
2. Greater participation in Local Government elections;
3. The option to hold elections through:
 - Online voting;
 - Postal voting; and
 - In-person voting.
4. Voting at Local Government elections to be voluntary; and
5. The first past the post method of counting votes.

The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.

Background:

The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.

State Council Resolutions:

- February 2022 – 312.1/2022;
- December 2020 – 142.6/2020;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- October 2008 – 427.5/2008.

Supporting Documents:

Advocacy Positions for a New Local Government Act

WALGA submission: Local Government Reform Proposal (February 2022)

2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement: Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council Resolutions:

- February 2022 – 312.1/2022;
- March 2019 – 06.3/2019; and
- December 2017 – 121.6/2017.

2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement: The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.

Background:

Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolutions

- May 2023 – 452.2/2023;
- March 2019 – 06.3/2019;
- December 2017 – 121.6/2017; and
- March 2012 – 24.2/2012.

WALGA has requested the following advocacy positions be considered by Councils:

1. PARTICIPATION

- (a) The sector continues to support voluntary voting at Local Government elections. OR
- (b) The sector supports compulsory voting at Local Governments elections.

2. TERMS OF OFFICE

- (a) The sector continues to support four-year terms with a two year spill; OR
- (b) The sector supports four-year terms on an all in/all out basis.

3. VOTING METHODS

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections OR
- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

4. INTERNAL ELECTIONS

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.
OR
- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

- (a) Electronic voting; and/or
- (b) Postal voting; and/or
- (c) In-Person voting.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

- (a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors' method), with regulations preventing a change in this method.
- (b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.
- (c) Apply current provisions to all Bands of Local Governments – apply the election by electors' method to all classes of local governments.

Consultation:

WALGA has conducted comprehensive consultations with its Zones and member Councils, leading to the development of the proposed revisions to their Election Advocacy Positions. Councils are encouraged to consider these positions and provide formal feedback.

Statutory Environment

The Local Government Act 1995 and Local Government Amendment Act 2023 govern the conduct of local government elections, including the introduction of OPV, changes to election periods, and other provisions that affect local electoral processes. WALGA's advocacy positions aim to influence future legislative amendments that could affect these statutory requirements.

Policy Implications:

The review and feedback on WALGA's advocacy positions may influence future policy directions concerning election processes in local governments, including voting methods, terms of office, and the method of electing Mayors or Presidents.

Financial Implications:

There are no immediate financial implications for the Council resulting from this review. However, changes to WALGA's advocacy positions, particularly regarding postal and electronic voting methods, may affect future election costs.

Strategic Implications:

Provide Strong Leadership

| Our Goals | Our Strategies |
|---------------------------|---|
| A well informed Community | Foster Opportunities for connectivity between Council and the Community |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Failure to provide input on WALGA's advocacy positions may result in missed opportunities to influence legislative and procedural changes that could impact local government elections. Additionally, changes in voting methods and the election of Mayors/Presidents could create governance risks if not carefully considered.

Voting Requirements:

Simple Majority

Officer Recommendation:

That the Council recommends that WALGA adopt the following Local Government Election Advocacy Positions;

- 1. Participation: Council supports voluntary voting at Local Government elections;**
- 2. Terms of Office: Council supports four-year terms with a two-year spill;**
- 3. Voting Methods: Council supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections;**
- 4. Internal Elections: Council supports First Past the Post for internal elections;**
- 5. Voting Accessibility: Council supports the option for elections to be held through electronic, postal, and/or in-person voting; and**
- 6. Method of Election of Mayor/President: Council supports returning to the previous provisions where all Local Governments decide by absolute majority decision the method for electing their President.**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

12.7 Wheatbelt Secondary Freight Network Proposed Changes to Governance Arrangements

| | |
|--------------------------------|---|
| File Reference: | 12.121.12104 |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 3 October 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Shire of Brookton Agenda Item, Attachment and Letter |
| Previous Reference: | N/A |

Summary:

A letter has been received from the Shire of Brookton detailing their recent review of the Wheatbelt Secondary Freight Network (WSFN) Governance Plan.

Background:

This item was discussed at the General Planning Forum held on 30 September 2024. Council agreed to support the Shire of Brookton's position on the proposed changes to the governance arrangements as outlined in the attached.

Comment:

Nothing further.

Consultation:

Elected Members
Shire of Brookton

Statutory Environment:

The WSFN Governance Plan is the guiding governance document for the participation of Wheatbelt Council's in the WSFN organisation.

Policy Implications:

Nil.

Financial Implications:

There are no direct financial implications in Council reviewing the WSFN Governance Plan. The WSFN program has and will provide Council with significant road funding.

Strategic Implications:

Improve the Economic Growth of our Community

| Our Goals | Our Strategies |
|--|--|
| The agricultural industry continues to be a main economic driver | Maintain our road network to a high standard |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Governance of the WSFN has reputation risks for the Shire of Wandering and other WSFN members. Governance of the WSFN has been a matter of dispute for local governments in the past.

Voting Requirements:

Simple Majority

Officer Recommendation:

That the Shire of Wandering:

- 1. supports the Shire of Brookton's position on the proposed changes to the governance arrangements as outlined in the attached.**
- 2. Advises the Shire of Brookton and WSFN of the Shire's position.**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

UR REF: ROA006
YOUR REF:
ENQUIRIES/CONTACT GARY SHERRY



Mr Alan Hart
Chief Executive Officer
Shire of Wandering
Email: ceo@wandering.wa.gov.au

Dear Alan

WHEATBELT SECONDARY FREIGHT NETWORK – REVIEW OF GOVERNANCE PLAN

The Shire of Brookton considered the current review of the Wheatbelt Secondary Freight Network's (WSFN) Governance Plan at the August 2024 Council Meeting.

The Shire of Brookton does not support the current proposed changes to the WSFN Governance Plan because of concern for the potential for perceived conflicts of interest arising from consultants/contractors having voting rights on the WSFN's Technical Committee. The role of the Technical Committee has always been to provide technical support, input and advice to key delivery components of the WSFN program including the prioritisation of routes, project designs and project budgets. This is the core business for the engineering consultants and contractors. The Shire of Brookton sees engineering consultants and contractors pursuit of their legitimate business activities and being in conflict with a review role on the Technical Committee.

The current, independently prepared, WSFN Governance Plan recognises the potential conflict of interest and only permits local government employees on the Technical Committee to vote. The proposed WSFN Governance Plan changes are stepping back from this clarity.

The Shire of Brookton has concerns that:

- replacing the entirety of the existing clause under the title *10.2.10 Delegated Representatives* with the wording from clause *10.2.1 Membership*. In addition to creating an unnecessary duplication, the clauses requiring that a Sub Regional Road Group's (SRRG) Proxy Member is elected by that SRRG and removes the ability for a non-voting member to provide a Proxy Delegate. Steering Committee members (SC) Proxy members are now not defined in the amended Governance Plan and when they attend meetings and how and when they vote is no longer clear;



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www.brookton.wa.gov.au



- The proposed changes at clause *11.2.3 Voting and Decision Making* also removes all the rules on Technical Committee voting. Without rules around voting, there may be confusion over how the TC recommendations and decisions are reported. The replacement wording is repeated in the first paragraphs under the title of Clause 11. This is an unnecessary duplication; and
- replacing the entirety of the existing clause under the title *11.2.8 Delegated Representatives* with the wording that from *11.2.2 Membership*. The existing clause wording provided for each TC members to have a proxy attend and vote in their absence. Without this wording the powers/role of proxy delegates is now undefined. The ability for proxy delegates to vote is unclear and the link with proxy members to the SRRG has been removed. In addition the replacement creates an unnecessary duplication.
- some of the proposed changes are adding administrative procedures into a document that requires amendment to be approved by a vote of 2 regional road groups. There are already a number of administrative processes included in the WSFN Governance Plan that could have been removed in this review. One example is the proposed addition of the administrative form for declaring interests by committee members. This would require that an administrative change to this form be approved by a vote of 2 regional road groups.

I have attached a summary of all the proposed changes to the WSFN Governance Plan including the Shire of Brookton comments. Additional information is available on the Shire of Brookton website at www.brookton.wa.gov.au/council-meetings/past/2024.

If you have any queries or wish to discuss this matter further, please do not hesitate to contact me at the Shire of Brookton or 0427 421 032.

Yours faithfully



Gary Sherry
Chief Executive Officer

23rd August 2024

| Clause | Description | Original GP - Changes made | Shire of Brookton Comment |
|--------|----------------------------|---|---|
| | Amendments | Added Revision Date 14 March 2024 | Noted |
| 10.1 | Roles and Responsibilities | Replace: Monitoring project delivery, including budget acquittal with Monitoring the delivery and acquittal of funded projects | Noted |
| 10.1 | Roles and Responsibilities | Deleted: these | Noted |
| 10.1 | Roles and Responsibilities | Changed: PD | <p>This appears to be an error in listing the proposed change. The identified dot point in the amended Governance Plan is the same as the original Plan.</p> <p>The dot point at 10.1 referring to the appointment of the PM:</p> <p>Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.</p> <p>has been amended in the distributed amendments to the governance plan by changing PD with PM. This clause is now</p> <p>Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PM will be undertaken by the Program Host and as such has final approval of the engagement.</p> |
| 10.1 | Roles and Responsibilities | Added: Program Director | <p>Not Required. This addition duplicates an existing dot point in 10.1</p> <p>There is already a separate dot point role of <i>Approval of delegation of authority and assignment of responsibilities of Program Director</i></p> |

| Clause | Description | Original GP - Changes made | Shire of Brookton Comment |
|---------|---------------------------|--|---|
| 10.2.1 | Membership | Added: 8 Proxy Members | Not Required. This change now repeats the Clause 10.2.10 Membership Are proxy delegates voting members? |
| 10.2.10 | Delegated Representatives | <p>Replace: Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member at SC meetings. These nominations must be presented to the SC.</p> <p>A nominated person is entitled to attend and otherwise represent the member at SC meetings but will not assume the roles of Chairperson or Deputy Chairperson held by the member who is not present.</p> <p>The nominated person must be from the SRRG or organization that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG</p> <p>With</p> <p>The SC membership shall be made up of the following:</p> <ul style="list-style-type: none"> • 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region. • 8 Proxy members • 5 non-voting members <ul style="list-style-type: none"> o WSN Program Director. o delegate from WA Local Government Association (WALGA). | <p>This change now repeats Clause 10.2.1 Membership. This is an unneeded and confusing duplication.</p> <p>This existing clause wording provided for each SC members to have a proxy attend and vote in their absence.</p> <p>Without this wording the powers/role of proxy delegates is now undefined. Can proxy delegates vote? Can proxy delegates act as Chair or deputy Chair?</p> <p>A better change would be to replace the terms <i>delegated representative/nominated person</i> with Proxy Delegate in the exiting clause.</p> <p>Proxy Members can be invited to meetings under clause 10.2.5 Observers if this is seen to have value.</p> |

| Clause | Description | Original GP - Changes made | Shire of Brookton Comment |
|--------|----------------------------|---|--|
| | | <ul style="list-style-type: none"> o delegate from Regional Development Australia – Wheatbelt (RDA-W). o delegate from Main Roads Western Australia (MRWA); and o delegate from Wheatbelt Development Commission (WDC). <p>The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections. The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.</p> | |
| 11 | WSFN Technical Committee | Added: These may be LGA employees and/or Consultants/Contractors | Not required. This change is repeated in Clause 11.2.2. |
| 11.2.2 | Membership | Added: 8 Proxy Members | Noted. Clause 11.2.8 was set up to handle this issue. Are proxy delegates voting members? |
| 11.2.2 | Membership | Replace: two-year term with one-year term | Noted. |
| 11.2.2 | Membership | Replace: following the LG elections with of the calendar year | Noted |
| 11.2.3 | Voting and Decision Making | <p>Replace: An SRRG may nominate Consultants or Contractors as their member, but a consultant or contractor cannot be a voting member. Only SRRG nominated members that are LGA employees will be voting members.</p> <p>Each voting member has one vote, and decisions shall be by simple majority.</p> | <p>This change removes rules on voting and raises questions on how the TC meetings will be recorded and the TC decisions referred to the SC.</p> <p>By removing the voting clauses, how will the TC make recommendations to the SC? By agreement? How will the SC know that a recommendation is disputed and to what degree?</p> <p>The requirement for LGA employees to be the only voting delegates was a deliberate choice in</p> |

| Clause | Description | Original GP - Changes made | Shire of Brookton Comment |
|--------|---------------------------|---|--|
| | | <p>If there is no majority, then the matter shall be referred to the SC for consideration.</p> <p>With</p> <p>The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees or Consultants/Contractors.</p> <p>The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.</p> <p>These Terms of Reference shall apply to the role and responsibilities of the TC.</p> | <p>preparing the original Governance Plan due to a perceived conflict of interest in contractors being associated with funding decisions. This change removes this distinction.</p> <p>The replacement wording is repeated in the first paragraphs under the title of Clause 11. This is an unnecessary duplication.</p> |
| 11.2.7 | Meetings | Added: where possible | <p>Noted, but less than 2 weeks would be difficult to include the TC decisions into timely agenda information to the SC to allow consideration prior to their SC Meeting</p> |
| 11.2.8 | Delegated Representatives | <p>Replace</p> <p>Each Technical Committee member may delegate authority to a nominated person, to attend and otherwise represent the member. The nominated person must be from the SRRG or organisation that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG.</p> <p>With</p> <p>The TC membership shall be made up of the following:</p> <ul style="list-style-type: none"> • 8 members nominated from the SRRG's within | <p>Not required.</p> <p>This change now repeats Clause 11.2.2 membership. This is an unneeded duplication.</p> <p>This existing clause wording provided for each TC members to have a proxy attend and vote in their absence. Without this wording the powers/role of proxy delegates is now undefined. The ability for proxy delegates to vote is unclear and the link with proxy members to the SRRG has been removed.</p> |

| Clause | Description | Original GP - Changes made | Shire of Brookton Comment |
|--------------|------------------------------------|--|--|
| | | <p>the Wheatbelt Region (1 from each SRRG).</p> <ul style="list-style-type: none"> • 8 Proxy members • WSFN Program Director. • WSFN Program Manager. • Delegate from Main Roads Western Australia. <p>The SRRG members are nominated to the Technical Committee for a one year term at the first RRG meeting of the calendar year.</p> <p>The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.</p> | A better change would be to replace the terms <i>delegated representative/nominated person</i> with Proxy Delegate in the exiting clause. |
| 13.1 | Funding Sources | Added: current | The whole clause is not needed. The funding is an administrative process that can change outside of the control of the WSFN. |
| 13.4.2 | Over expenditure | Add: The process for an application is documented on the WSFN website | Why is an administrative process being included in a governance plan? This is not needed. |
| Attachment 2 | Meetings – Timing and Venue | Add: The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland. | Why is an administrative process being included in a governance plan? This is not needed. |
| Attachment 3 | Disclosure of Interests Guidelines | Delete: Guidelines | Noted. Why is an administrative process being included in a governance plan? |
| Attachment 3 | Disclosure of Interests Guidelines | Add: Disclosure of Interest Form | <p>Why is an administrative process being included in a governance plan? This is not needed.</p> <p>Changing the form will require a vote of two Regional Road Groups.</p> |

SHIRE OF BROOKTON AGENDA ITEM

15.08.24.04 WHEATBELT SECONDARY FREIGHT NETWORK – REVIEW OF GOVERNANCE PLAN

| | |
|---------------------------------|---|
| File No: | ROA006 |
| Date of Meeting: | 15 August 2024 |
| Location/Address: | Wheatbelt South and Wheatbelt North Regional Road Groups |
| Name of Applicant: | Shire of Brookton |
| Name of Owner: | Shire of Brookton |
| Author/s: | Gary Sherry – Chief Executive Officer |
| Authorising Officer: | Gary Sherry – Chief Executive Officer |
| Declaration of Interest: | The author and authorising officer do not have an interest in this item |
| Voting Requirements: | Simple Majority |
| Previous Report: | N/A |

Summary of Report:

Council is to consider providing comment to the Wheatbelt Secondary Freight Network (WSFN) and others on the proposed changes to the WSFN Governance Plan

Description of Proposal:

Staff have included at Attachment 15.08.24.04A a summary document of the existing WSFN Governance Plan to show the deletions and amendments. In this document the amendments are included in bold black strikethrough font for deletions and bold red font for additions. This document has been prepared by staff to highlight the impact of changes and the formatting of the document is to the same standard as the original Governance Plan.

A summary of staff comments on the proposed revised WSFN Governance Plan are included at Attachment 15.08.24.04B. Most of the changes are appropriate amendments to update the WSFN Governance Plan. Such appropriate changes have the comment Noted.

The review also includes amendments that staff believe duplicate existing clauses, reduce clarity in the Governance Plan and water down clauses specifically included to reduce the potential for conflicts of interest. The amendments include:

1. The proposed changes at clause 11.2.3 Voting and Decision Making allows for TC members who are consultants/contractors. The ability of TC members who are consultants/contractors were deliberately not included in the WSFN Governance Plan because of a perceived conflict of interest concerns from the consultants/contractors reviewing matters. Examples of these perceptions are members of the technical committee providing reviewing engineering solutions for projects that they
2. Replacing the entirety of the existing clause under the title 10.2.10 Delegated Representatives with the wording from 10.2.1 Membership. In addition to creating an unnecessary duplication, the clauses requiring that a Sub Regional Road Group's (SRRG) Proxy Member is elected by that SRRG and removes the ability for a non-voting member to provide a Proxy Delegate. Steering Committee members (SC) Proxy members are now not defined in the amended Governance Plan and when they attend meetings and how and when they vote is no longer clear;
3. The proposed changes at clause 11.2.3 Voting and Decision Making also removes all the rules on Technical Committee voting. Without rules around voting, there may be

confusion over how the TC recommendations and decisions are reported. The replacement wording is repeated in the first paragraphs under the title of Clause 11. This is an unnecessary duplication.

4. Replacing the entirety of the existing clause under the title 11.2.8 Delegated Representatives with the wording that from 11.2.2 Membership. The existing clause wording provided for each TC members to have a proxy attend and vote in their absence. Without this wording the powers/role of proxy delegates is now undefined. The ability for proxy delegates to vote is unclear and the link with proxy members to the SRRG has been removed. In addition the replacement creates an unnecessary duplication.

Some of the proposed changes are ill advised in that they add additional administrative procedures into a document that requires amendment to be approved by a votes of 2 regional road groups. There are already a number of administrative processes included in the WSFN Governance Plan that could have been removed in this review. A proposed addition is to add the administrative form for declaring interests by committee members. If adopted, and administrative change to this form will require a vote of 2 regional road groups.

Background:

The WSFN is an organisation set up to obtain funds for secondary freight roads through the Wheatbelt from the federal government. As an organisation the WSFN has no legal standing and operates under the agreement of the two Regional Road Groups.

The WSFN was established with contributions from wheatbelt local governments. The WSFN successfully sourced \$187.5 Million for the first stages of the WSFN project. It has always hoped to source additional funds in the future.

The current management structure of the WSFN includes:

- A Steering Committee. This committee includes delegates each from Sub Regional Road Group in the Wheatbelt North and Wheatbelt South regions. Main Roads WA, Wheatbelt RDA and WALGA are non-voting members of the committee. The role of the Steering Committee is to oversight the whole WSFN project;
- A Technical Committee. This committee includes delegates each from Sub Regional Road Group in the Wheatbelt North and Wheatbelt South regions. The membership was expected to be local government staff with some contractors also permitted as non-voting members. The role of this group is to make recommendations on technical matters to the Steering Committee.

The organisation is made up of 3 paid positions, including:

- Project Director leading the project;
- Program Manager providing technical knowledge and experience; and
- Executive Officer providing administration support.

These staff are all employed by the Shire of Kellerberrin, who provide the administration support and a legal identify for the project.

The WSFN has advised of a proposed change in the WSFN Governance Plan. The original governance plan was adopted by WSFN 14 September 2022.

The WSN Governance Plan is essentially the constitution of the WSN, outlining how the WSN operates and the roles and responsibilities of local government representatives and WSN employees. Amendments to the WSN Governance Plan require the approval of both the Wheatbelt North and Wheatbelt South Regional Road Groups.

An excerpt of the documents provided to explain the changes provided by the WSN are included at Attachment 15.08.24.04C. This document lists the changes and identifies the changes in a yellow outline in a copy of the draft revised WSN Governance Plan.

Consultation:

Council has been invited to comment on the

Statutory Environment:

The WSN Governance Plan is the guiding governance document for the participation of Wheatbelt Council's in the WSN organisation.

Relevant Plans and Policy: Nil

Financial Implications:

There are no direct financial implications in Council reviewing the WSN Governance Plan. The WSN program has and will provide Council with significant road funding.

Risk Assessment:

Governance of the WSN has reputation risks for the Shire of Brookton and other WSN members. Governance of the WSN has been a matter of dispute for local governments in the past. Reputational damage of a Moderate consequence could occur with a likelihood of Possible.

| Consequence | Insignificant | Minor | Moderate | Major | Extreme |
|----------------|---------------|--------|----------|--------|---------|
| Likelihood | | | | | |
| Almost Certain | Medium | High | High | Severe | Severe |
| Likely | Low | Medium | High | High | Severe |
| Possible | Low | Medium | Medium | High | High |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Low | Medium |

| Risk Rating | Action |
|-------------|---|
| LOW | Monitor for continuous improvement. |
| MEDIUM | Comply with risk reduction measures to keep risk as low as reasonably practical. |
| HIGH | Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable. |
| SEVERE | Unacceptable. Risk reduction measures must be implemented before proceeding. |

Community & Strategic Objectives:

Road management systems are part of the Shire of Brookton's Built Form goal in the Shire of Brookton Strategic Plan.

Comment

While it is appropriate for the Shire of Brookton to share concerns over the proposed changes to the WSNF Governance Plan, changes proposed by the Shire of Brookton in the past have not been taken up. This is likely to occur again.

OFFICER'S RECOMMENDATION

That Council:

- 1. support the comments made on the proposed changes to the Wheatbelt Secondary Freight Network Governance Plan included at Attachment 15.08.24.04B;***
- 2. provide the comments made on the proposed changes to the Wheatbelt Secondary Freight Network Governance Plan included at Attachment 15.08.24.04B to Hotham Dale Sub Regional Road Group members; and***
- 3. not support the proposed changes to the Wheatbelt Secondary Freight Network Governance Plan, as included at Attachment 15.08.24.04C, because of concern for the potential for perceived conflict of interest in consultants/contractors having voting rights on the Wheatbelt Secondary Freight Network Technical Committee.***

(Simple majority vote required)

**Note attachments not included in Shire of Wandering agenda due to size. These can be found on the Shire of Brookton website*

12.8 LGIS Golf Day Income and Expenditure Statement

| | |
|--------------------------------|--|
| File Reference: | N/A |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Alan Hart-Chief Executive Officer |
| Authorising Officer | Alan Hart-Chief Executive Officer |
| Date: | 04 October 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | LGIS Golf Day Financial Report |
| Previous Reference: | Nil |

Summary:

For Council to receive the Financial Report from the LGIS Golf Day and to consider what to do with the surplus funds.

Background:

The Council hosted the LGIS Golf Day on 22 and 23 August 2024 at the Wandering Golf Club. This annual event is held in the community of the winners of the previous years competition. The Wandering team won the 2023 event which was held in Cuballing. The Council partnered with the Wandering Golf Club to hold the 2024 event.

Comment:

The event was a success with over 80 golfers playing over the two day event. It was an opportunity for the Shire of Wandering to showcase the Wandering community to Local Government Professionals from the State. Some of the participants took the opportunity to stay locally at the Caravan Park, local accommodation providers and at the mining camp in Boddington, injecting funds into the local community. Newmont Mine provided accommodation to competitors at no cost to the Shire through their community funding program. The Wandering Lions Club also provided breakfast on both mornings of the event.

The cost of the event was funded by raising Sponsorship income and through nomination player fees. The income raised from the event was \$38,130.

Expenditure on the event totalled \$34,755 with the major expense being catering which was provided by the Wandering Golf Club.

Full details of the income and expenditure for the event is attached in the financial report.

The event made a small surplus of \$3,374 and Council now needs to decide on what it will do with the surplus funds.

This was discussed at General Planning forum, where it was decided to return all surplus funds to consolidated revenue.

Consultation:

Council
Representatives from Wandering Golf Club

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Improve Our Financial Position

| Our Goals | Our Strategies |
|--|--|
| The Wandering Shire is financially sustainable | <ul style="list-style-type: none"> • Improve accountability and transparency • Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs • Prudently manage our financial resources to ensure value for money • Reduce reliance on operational grants |

Improve the Economic Growth of our Community

| Our Goals | Our Strategies |
|---------------------------------------|--|
| Capture tourism opportunities locally | <ul style="list-style-type: none"> • Encourage tourists, longer stays and repeat visitation • Provide for and maintain infrastructure that grows tourism |

Sustainability Implications:

- Environmental: There are no known Environmental Implications
- Economic: Events like this inject funds into the Local Economy
- Social: There are no known Social Implications

Risk Implications:

Nil

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council

1. Receive the financial report for the LGIS Golf Day
2. Resolve to receipt the surplus funds into consolidated revenue.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

**Shire of Wandering
LGIS Golf Event-August 2024**

Income

| | | |
|-----------------------------|-----------|------------------|
| Sponsorship | 26,750.00 | |
| Nomination Fees | 10,430.00 | |
| Accommodation Reimbursement | 950.00 | 38,130.00 |

Less Expenditure

| | | |
|-----------------------------------|-----------|------------------|
| Insurance policy Hole in one Comp | 868.00 | |
| Prizes | 6,691.85 | |
| Soft Drinks for Bar | 112.73 | |
| Golf Club - Catering | 20,335.45 | |
| Golf Towels | 1,496.21 | |
| Polo Shirts | 4,301.28 | |
| Accommodation - LGIS Staff | 950.00 | |
| | | 34,755.52 |
| Profit | | 3,374.48 |

13. Finance

13.1 Financial Report September 2024

| | |
|--------------------------------|--|
| File Reference: | N/A |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Bob Waddell |
| Authorising Officer | Alan Hart – Chief Executive Officer |
| Date: | |
| Disclosure of Interest: | N/A |
| Attachments: | September 2024 Financial Statements |
| Previous Reference: | Nil |

Summary:

Consideration of the financial report for the period ending 30 September 2024.

Background:

The financial report for the period ending 30 September 2024 is included as an attachment.

Comment:

If you have any questions regarding details in the financial report, please contact the office prior to the Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

Consultation:

Not applicable.

Statutory Environment:

Section 34 (1) (a) of the *Local Government (Financial Management) Regulations 1996* states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Improve Our Financial Position

| Our Goals | Our Strategies |
|--|--|
| The Wandering Shire is financially sustainable | <ul style="list-style-type: none"> • Improve accountability and transparency • Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs • Prudently manage our financial resources to ensure value for money • Reduce reliance on operational grants |

Improve Our Financial Position

| Our Goals | Our Strategies |
|--|--|
| The Wandering Shire is financially sustainable | <ul style="list-style-type: none"> • Improve accountability and transparency • Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs • Prudently manage our financial resources to ensure value for money • Reduce reliance on operational grants |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Nil

Voting Requirements:

Simple Majority

Officer Recommendation:

That the financial report for the period ending 30 September 2024 as presented be accepted.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐



SHIRE OF WANDERING

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 SEPTEMBER 2024

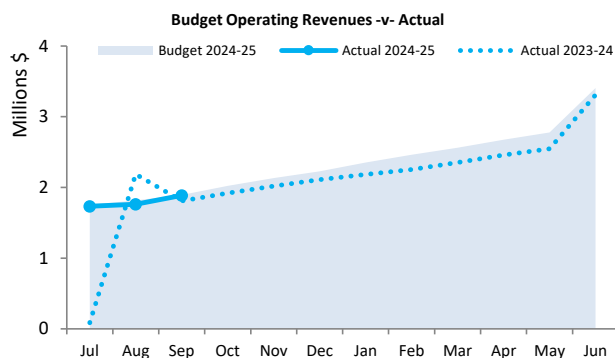
*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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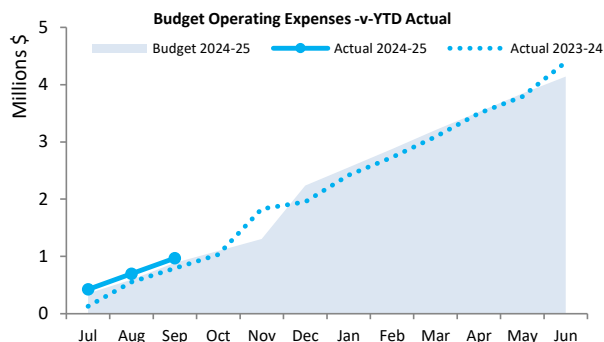
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OPERATING ACTIVITIES

OPERATING REVENUE

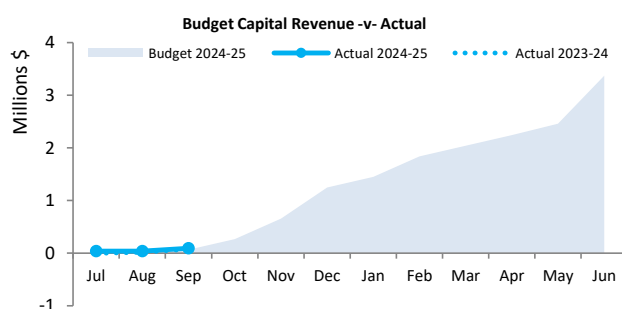


OPERATING EXPENSES

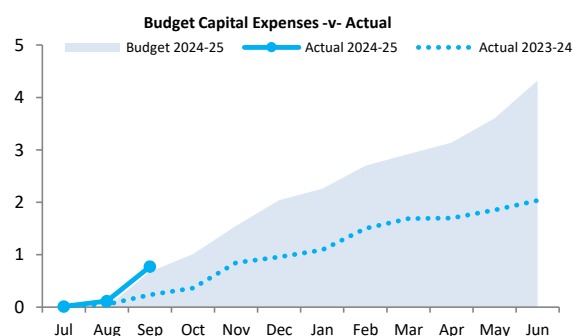


INVESTING ACTIVITIES

CAPITAL REVENUE

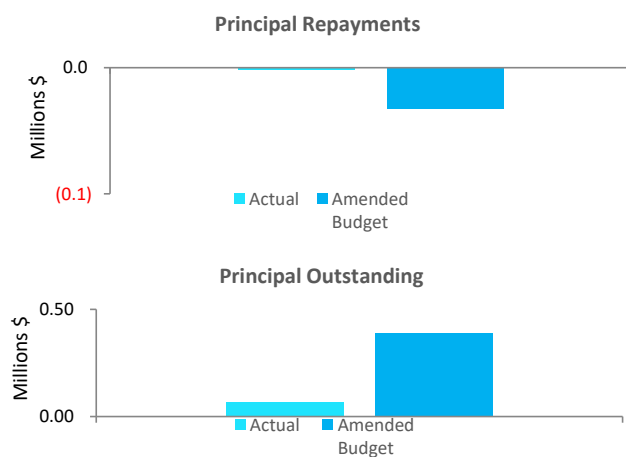


CAPITAL EXPENSES

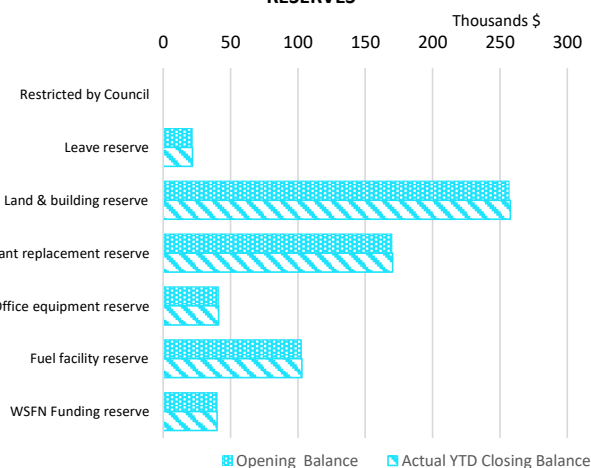


FINANCING ACTIVITIES

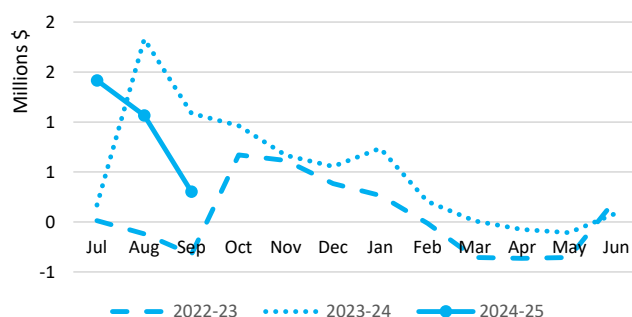
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

BY NATURE

| | Ref | Adopted Annual Budget | Amended Annual Budget | YTD Budget | YTD Actual | Variance \$ | Variance % | Var. |
|--|------|-----------------------------|--------------------------|------------------|------------------|----------------|-----------------|------|
| | Note | (a) | (d) | (b) | (c) | (c) - (b) | ((c) - (b))/(b) | ▲▼ |
| | | \$ | \$ | \$ | \$ | \$ | % | |
| OPERATING ACTIVITIES | | | | | | | | |
| Revenue from operating activities | | | | | | | | |
| Rates | | 1,551,072 | 1,551,072 | 1,551,072 | 1,539,233 | (11,839) | (0.76%) | |
| Operating grants, subsidies and contributions | 11 | 529,100 | 529,100 | 92,963 | 117,478 | 24,515 | 26.37% | ▲ |
| Fees and charges | | 707,096 | 707,096 | 213,694 | 205,870 | (7,824) | (3.66%) | |
| Interest revenue | | 19,000 | 19,000 | 4,746 | 8,762 | 4,016 | 84.62% | |
| Other revenue | | 507,798 | 507,798 | 9,645 | 7,930 | (1,715) | (17.79%) | |
| Profit on disposal of assets | 5 | 92,216 | 92,216 | 23,052 | 8,343 | (14,709) | (63.81%) | ▼ |
| | | 3,406,282 | 3,406,282 | 1,895,172 | 1,887,615 | (7,557) | (0.40%) | |
| Expenditure from operating activities | | | | | | | | |
| Employee costs | | (1,335,562) | (1,335,562) | (462,924) | (486,042) | (23,118) | (4.99%) | |
| Materials and contracts | | (1,198,153) | (1,198,153) | (336,502) | (389,394) | (52,892) | (15.72%) | ▼ |
| Utility charges | | (41,200) | (41,200) | (10,272) | (13,736) | (3,464) | (33.72%) | |
| Depreciation on non-current assets | | (1,389,860) | (1,389,860) | (12,636) | 0 | 12,636 | 100.00% | ▲ |
| Finance costs | | (28,295) | (28,295) | (7,071) | (2,803) | 4,268 | 60.35% | |
| Insurance expenses | | (104,214) | (104,214) | (48,517) | (66,772) | (18,255) | (37.63%) | ▼ |
| Other expenditure | | (43,658) | (43,658) | (10,916) | (11,511) | (596) | (5.46%) | |
| Loss on disposal of assets | 5 | (7) | (7) | 0 | 0 | 0 | 0.00% | |
| | | (4,140,949) | (4,140,949) | (888,838) | (970,259) | (81,422) | 9.16% | |
| Non-cash amounts excluded from operating activities | 1(a) | 1,302,771 | 1,302,772 | (5,296) | (8,266) | (2,970) | 56.08% | |
| Amount attributable to operating activities | | 568,104 | 568,105 | 1,001,039 | 909,090 | (91,948) | (9.19%) | |
| INVESTING ACTIVITIES | | | | | | | | |
| Inflows from investing activities | | | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 12 | 2,067,614 | 2,067,614 | 65,498 | 42,336 | (23,162) | (35.36%) | ▼ |
| Proceeds from disposal of assets | 5 | 406,500 | 406,500 | 0 | 50,455 | 50,455 | 0.00% | ▲ |
| | | 2,474,114 | 2,474,114 | 65,498 | 92,790 | 27,292 | 41.67% | ▲ |
| Outflows from investing activities | | | | | | | | |
| Payments for inventories, property, plant and equipment and infrastructure | 6 | (3,784,617) | (3,784,617) | (677,000) | (771,989) | (94,989) | (14.03%) | ▼ |
| | | (3,784,617) | (3,784,617) | (677,000) | (771,989) | (94,989) | 14.03% | |
| Amount attributable to investing activities | | (1,310,503) | (1,310,503) | (611,502) | (679,198) | (67,696) | 11.07% | |
| FINANCING ACTIVITIES | | | | | | | | |
| Inflows from financing activities | | | | | | | | |
| Proceeds from new debentures | 7 | 350,000 | 350,000 | 0 | 0 | 0 | 0.00% | |
| Transfer from reserves | 9 | 547,500 | 547,500 | 0 | 0 | 0 | 0.00% | |
| | | 897,500 | 897,500 | 0 | 0 | 0 | 0.00% | |
| Outflows from financing activities | | | | | | | | |
| Repayment of borrowings | 7 | (32,945) | (32,945) | 0 | (1,557) | (1,557) | 0.00% | |
| Payments for principal portion of lease liabilities | 8 | (41,456) | (41,456) | (10,362) | (11,171) | (809) | (7.81%) | |
| Transfer to reserves | 9 | (504,700) | (504,700) | 0 | (2,100) | (2,100) | 0.00% | |
| | | (579,101) | (579,101) | (10,362) | (14,828) | (4,466) | 43.10% | |
| Amount attributable to financing activities | | 318,399 | 318,399 | (10,362) | (14,828) | (4,466) | 43.10% | |
| MOVEMENT IN SURPLUS OR DEFICIT | | | | | | | | |
| Surplus or deficit at the start of the financial year | 1(c) | 424,000 | 424,000 | 424,000 | 88,138 | (335,862) | (79.21%) | ▼ |
| Amount attributable to operating activities | | 568,104 | 568,105 | 1,001,039 | 909,090 | (91,948) | (9.19%) | |
| Amount attributable to investing activities | | (1,310,503) | (1,310,503) | (611,502) | (679,198) | (67,696) | 11.07% | |
| Amount attributable to financing activities | | 318,399 | 318,399 | (10,362) | (14,828) | (4,466) | 43.10% | |
| Surplus or deficit at the end of the financial year | 1(c) | (0) | 0 | 803,175 | 303,203 | (499,972) | (62.25%) | ▼ |

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

BY PROGRAM

| | Note | Adopted Annual Budget \$ | Amended Annual Budget (d) \$ | YTD Budget (a) \$ | YTD Actual (b) \$ | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|--|------|-----------------------------------|--|----------------------------|----------------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | \$ | % | ▲▼ |
| OPERATING ACTIVITIES | | | | | | | | |
| Revenue from operating activities | | | | | | | | |
| Governance | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| General Purpose Funding - Rates | 6 | 1,551,072 | 1,551,072 | 1,551,072 | 1,539,233 | (11,839) | (0.76%) | |
| General Purpose Funding - Other | | 189,700 | 189,700 | 26,034 | 28,668 | 2,634 | 10.12% | |
| Law, Order and Public Safety | | 49,150 | 49,150 | 15,282 | 4,678 | (10,604) | (69.39%) | ▼ |
| Health | | 1,000 | 1,000 | 623 | 150 | (473) | (75.92%) | |
| Education and Welfare | | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Housing | | 33,480 | 33,480 | 8,367 | 8,411 | 44 | 0.53% | |
| Community Amenities | | 57,289 | 57,289 | 48,277 | 47,160 | (1,117) | (2.31%) | |
| Recreation and Culture | | 3,000 | 3,000 | 747 | 155 | (592) | (79.25%) | |
| Transport | | 165,416 | 165,416 | 23,052 | 8,343 | (14,709) | (63.81%) | ▼ |
| Economic Services | | 744,877 | 744,877 | 186,198 | 225,251 | 39,053 | 20.97% | ▲ |
| Other Property and Services | | 611,298 | 611,298 | 35,520 | 25,566 | (9,954) | (28.02%) | |
| | | 3,406,282 | 3,406,282 | 1,895,172 | 1,887,615 | (7,557) | (0.40%) | |
| Expenditure from operating activities | | | | | | | | |
| Governance | | (241,083) | (241,083) | (82,187) | (74,354) | 7,832 | 9.53% | |
| General Purpose Funding | | (97,807) | (97,807) | (24,444) | (29,043) | (4,599) | (18.81%) | |
| Law, Order and Public Safety | | (150,110) | (150,110) | (24,602) | (18,088) | 6,514 | 26.48% | |
| Health | | (17,172) | (17,172) | (4,284) | (5,459) | (1,175) | (27.43%) | |
| Education and Welfare | | (6,861) | (6,861) | (1,710) | (2,080) | (370) | (21.65%) | |
| Housing | | (48,883) | (48,883) | (12,171) | (8,349) | 3,822 | 31.40% | |
| Community Amenities | | (247,972) | (247,972) | (62,465) | (60,748) | 1,717 | 2.75% | |
| Recreation and Culture | | (278,966) | (278,966) | (54,096) | (91,304) | (37,208) | (68.78%) | ▼ |
| Transport | | (2,055,350) | (2,055,350) | (304,993) | (381,315) | (76,322) | (25.02%) | ▼ |
| Economic Services | | (993,697) | (993,697) | (268,952) | (303,743) | (34,791) | (12.94%) | ▼ |
| Other Property and Services | | (3,048) | (3,048) | (48,934) | 4,225 | 53,159 | 108.63% | ▲ |
| | | (4,140,949) | (4,140,949) | (888,838) | (970,259) | (81,422) | (9.16%) | |
| Non-cash amounts excluded from operating activities | 1(a) | 1,302,771 | 1,302,772 | (5,296) | (8,266) | (2,970) | 56.08% | |
| Amount attributable to operating activities | | 568,104 | 568,105 | 1,001,039 | 909,090 | (91,948) | (9.19%) | |
| INVESTING ACTIVITIES | | | | | | | | |
| Inflows from investing activities | | | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 12 | 2,067,614 | 2,067,614 | 65,498 | 42,336 | (23,162) | (35.36%) | ▼ |
| Proceeds from Disposal of Assets | 5 | 406,500 | 406,500 | 0 | 50,455 | 50,455 | 0.00% | ▲ |
| | | 2,474,114 | 2,474,114 | 65,498 | 92,790 | 27,292 | 41.67% | ▲ |
| Outflows from investing activities | | | | | | | | |
| Payments for inventories, property, plant and equipment and infrastructure | 6 | (3,784,617) | (3,784,617) | (677,000) | (771,989) | (94,989) | (14.03%) | ▼ |
| | | (3,784,617) | (3,784,617) | (677,000) | (771,989) | (94,989) | (14.03%) | ▼ |
| Amount attributable to investing activities | | (1,310,503) | (1,310,503) | (611,502) | (679,198) | (67,696) | 11.07% | |
| FINANCING ACTIVITIES | | | | | | | | |
| Inflows from financing activities | | | | | | | | |
| Proceeds from New Debentures | 7 | 350,000 | 350,000 | 0 | 0 | 0 | 0.00% | |
| Transfer from Reserves | 9 | 547,500 | 547,500 | 0 | 0 | 0 | 0.00% | |
| | | 897,500 | 897,500 | 0 | 0 | 0 | 0.00% | |
| Outflows from financing activities | | | | | | | | |
| Payments for principal portion of lease liabilities | 8 | (41,456) | (41,456) | (10,362) | (11,171) | (809) | (7.81%) | |
| Repayment of Debentures | 7 | (32,945) | (32,945) | 0 | (1,557) | (1,557) | 0.00% | |
| Transfer to Reserves | 9 | (504,700) | (504,700) | 0 | (2,100) | (2,100) | 0.00% | |
| | | (579,101) | (579,101) | (10,362) | (14,828) | (4,466) | (43.10%) | |
| Amount attributable to financing activities | | 318,399 | 318,399 | (10,362) | (14,828) | (4,466) | 43.10% | |
| MOVEMENT IN SURPLUS OR DEFICIT | | | | | | | | |
| Surplus or deficit at the start of the financial year | 1 | 424,000 | 424,000 | 424,000 | 88,138 | (335,862) | (79.21%) | ▼ |
| Amount attributable to operating activities | | 568,104 | 568,105 | 1,001,039 | 909,090 | (91,948) | (9.19%) | |
| Amount attributable to investing activities | | (1,310,503) | (1,310,503) | (611,502) | (679,198) | (67,696) | 11.07% | |
| Amount attributable to financing activities | | 318,399 | 318,399 | (10,362) | (14,828) | (4,466) | 43.10% | |
| Surplus or deficit at the end of the financial year | 1 | (0) | 0 | 803,175 | 303,203 | (499,972) | (62.25%) | ▼ |

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget 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 2022/23 year is \$10,000 and 10%.

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

SHIRE OF WANDERING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

| | 30 June 2024 | 30 September 2024 |
|--------------------------------------|-------------------|-------------------|
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash and cash equivalents | 1,523,531 | 1,488,672 |
| Trade and other receivables | 113,500 | 501,823 |
| Inventories | 48,158 | 73,344 |
| Other assets | 36,063 | 0 |
| TOTAL CURRENT ASSETS | 1,846,398 | 2,188,985 |
| NON-CURRENT ASSETS | | |
| Trade and other receivables | 16,767 | 16,767 |
| Other financial assets | 20,793 | 20,793 |
| Inventories | 166,300 | 339,142 |
| Property, plant and equipment | 7,539,204 | 8,065,543 |
| Infrastructure | 87,994,573 | 88,025,270 |
| Right-of-use assets | 189,104 | 189,104 |
| TOTAL NON-CURRENT ASSETS | 95,926,741 | 96,656,617 |
| TOTAL ASSETS | 97,773,139 | 98,845,602 |
| CURRENT LIABILITIES | | |
| Trade and other payables | 154,784 | 89,516 |
| Other liabilities | 796,847 | 987,615 |
| Lease liabilities | 41,456 | 30,285 |
| Borrowings | 6,336 | 4,779 |
| Employee related provisions | 196,434 | 196,434 |
| TOTAL CURRENT LIABILITIES | 1,195,857 | 1,308,628 |
| NON-CURRENT LIABILITIES | | |
| Lease liabilities | 151,252 | 151,252 |
| Borrowings | 64,636 | 64,636 |
| Employee related provisions | 35,247 | 35,247 |
| TOTAL NON-CURRENT LIABILITIES | 251,136 | 251,136 |
| TOTAL LIABILITIES | 1,446,993 | 1,559,764 |
| NET ASSETS | 96,326,146 | 97,285,838 |
| EQUITY | | |
| Retained surplus | 21,610,922 | 22,568,515 |
| Reserve accounts | 631,800 | 633,899 |
| Revaluation surplus | 74,083,424 | 74,083,424 |
| TOTAL EQUITY | 96,326,146 | 97,285,838 |

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

(a) Non-cash items excluded from operating activities

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

| | Notes | Adopted Budget | YTD Budget (a) | YTD Actual (b) |
|--|-------|------------------|----------------|----------------|
| Non-cash items excluded from operating activities | | \$ | \$ | \$ |
| Adjustments to operating activities | | | | |
| Less: Profit on asset disposals | 5 | (92,215) | (23,052) | (8,343) |
| Less: Movement in liabilities associated with restricted cash | | 5,119 | 5,120 | 77 |
| Add: Loss on asset disposals | 5 | 7 | 0 | 0 |
| Add: Depreciation on assets | | 1,389,860 | 12,636 | 0 |
| Total non-cash items excluded from operating activities | | 1,302,771 | (5,296) | (8,266) |

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

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

| | | Adopted Budget Opening 30 June 2024 | Last Year Closing 30 June 2024 | Year to Date 30 September 2024 |
|---|---|---|--------------------------------------|--------------------------------------|
| Adjustments to net current assets | | | | |
| Less: Reserves - restricted cash | 9 | (52,703) | (631,800) | (633,899) |
| Add: Borrowings | 7 | 0 | 6,336 | 4,779 |
| Add: Lease liabilities | 8 | 0 | 41,456 | 30,285 |
| Add: Current portion of employee benefit provisions held in reserve | | 16,583 | 21,604 | 21,681 |
| Total adjustments to net current assets | | (36,120) | (562,403) | (577,154) |

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

Current assets

| | | | | |
|---------------------------|---|-----------|-----------|-----------|
| Cash and cash equivalents | 3 | 1,653,757 | 1,523,531 | 1,488,672 |
| Rates receivables | 4 | 45,453 | 40,745 | 316,256 |
| Receivables | 4 | 186,810 | 72,755 | 185,566 |
| Other current assets | 5 | 106,987 | 209,367 | 198,490 |

Less: Current liabilities

| | | | | |
|--|------|------------------|------------------|------------------|
| Payables | 6 | (165,240) | (154,784) | (89,516) |
| Borrowings | 7 | (32,945) | (6,336) | (4,779) |
| Contract and Capital Grant/Contribution liabilities | 10 | (655,810) | (796,847) | (987,615) |
| Lease liabilities | 8 | (41,456) | (41,456) | (30,285) |
| Provisions | 10 | (141,662) | (196,434) | (196,434) |
| Less: Total adjustments to net current assets | 1(b) | (531,894) | (562,403) | (577,154) |

| | | | | |
|--|--|----------------|---------------|----------------|
| Closing funding surplus / (deficit) | | 424,000 | 88,138 | 303,203 |
|--|--|----------------|---------------|----------------|

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 SEPTEMBER 2024

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

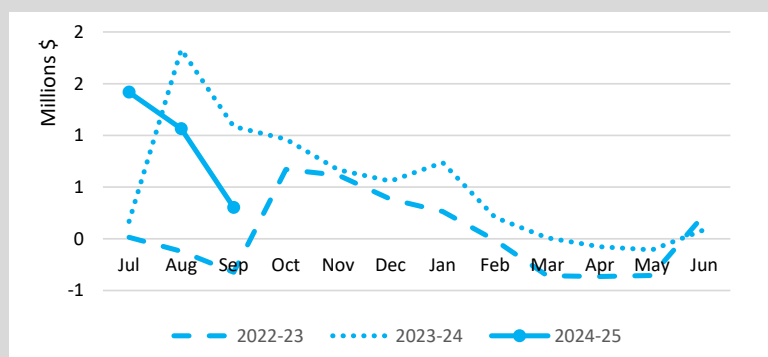
| Adjusted Net Current Assets | Note | Last Years Closing 30/06/2024 | This Time Last Year 30/09/2023 | Year to Date Actual 30/09/2024 |
|---|------|----------------------------------|-----------------------------------|--------------------------------------|
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Cash Unrestricted | 3 | 891,732 | 1,655,181 | 854,772 |
| Cash Restricted - Reserves | 3 | 631,800 | 572,719 | 633,899 |
| Cash Restricted - Bonds & Deposits | 3 | 0 | 0 | 0 |
| Receivables - Rates | 4 | 40,745 | 416,013 | 316,256 |
| Receivables - Other | 4 | 72,755 | 342,938 | 185,566 |
| Other Assets Other Than Inventories | 5 | 161,209 | 4,294 | 125,147 |
| Inventories | 5 | 48,158 | 18,515 | 73,344 |
| | | 1,846,398 | 3,009,658 | 2,188,985 |
| Less: Current Liabilities | | | | |
| Payables | 6 | (146,867) | (184,287) | (80,106) |
| Contract and Capital Grant/Contribution Liabilities | 10 | (796,847) | (1,034,537) | (987,615) |
| Bonds & Deposits | 6 | (7,917) | (6,995) | (9,409) |
| Loan Liability | 7 | (6,336) | (3,087) | (4,779) |
| Lease Liability | 8 | (41,456) | 0 | (30,285) |
| Provisions | 10 | (196,434) | (141,662) | (196,434) |
| | | (1,195,857) | (1,370,567) | (1,308,628) |
| Less: Cash Reserves | 9 | (631,800) | (572,719) | (633,899) |
| Add Back: Component of Leave Liability not Required to be funded | | 21,604 | 16,424 | 21,681 |
| Add Back: Loan Liability | | 6,336 | 3,087 | 4,779 |
| Add Back: Lease Liability | | 41,456 | 0 | 30,285 |
| Less : Loan Receivable - clubs/institutions | | 0 | 0 | 0 |
| Less : Trust Transactions Within Muni | | 0 | 0 | 0 |
| Net Current Funding Position | | 88,138 | 1,085,882 | 303,203 |

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 M

Last Year YTD

Surplus(Deficit)

\$1.09 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**NOTE 2
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 2024-25 year is \$10,000 or 10.00% whichever is the greater.

| Nature or type | Var. \$ | Var. % | Explanation of positive variances | | Explanation of negative variances | |
|---|----------|----------|-----------------------------------|---|--|-----------|
| | | | Timing | Permanent | Timing | Permanent |
| Revenue from operating activities | \$ | % | | | | |
| Operating grants, subsidies and contributions | 24,515 | 26.37% | ▲ | Positive variance due to CRC Grant received in September 24phased for October 24. | | |
| Profit on disposal of assets | (14,709) | (63.81%) | ▼ | Phasing of profit on disposals phased over 12 months, only one disposal has occurred in 24/25. | | |
| Expenditure from operating activities | | | | | | |
| Materials and contracts | (52,892) | (15.72%) | ▼ | | Negative variance due to phasing on Land Held for Resale development costs will correct in October 24. | |
| Depreciation on non-current assets | 12,636 | 100.00% | ▲ | | Negative variance due Depreciation not being run for the 24/25 financial year. | |
| Insurance expenses | (18,255) | (37.63%) | ▼ | | Negative variance is due to phasing of Admin Insurance expenditure. | |
| Investing activities | | | | | | |
| Proceeds from capital grants, subsidies and contributions | (23,162) | (35.36%) | ▼ | | Budget phasing behind actuals, due to phasing of Grants receivable. | |
| Proceeds from disposal of assets | 50,455 | 100.00% | ▲ | Proceeds received in advance of budget phasing. | | |
| Payments for inventories, property, plant and equipment | (94,989) | (14.03%) | ▼ | Positive variance due to budget being phased for 1st half of year and actuals likely in the 2nd half of the year. | Negative variance due to budgeted payment for Capital Works tracking lower than actuals. | |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

OPERATING ACTIVITIES
NOTE 4
RATE REVENUE

| General rate revenue | Budget | | | | | | YTD Actual | | | |
|--|-----------------------|-------------------------|--------------------|------------------|-----------------|------------------|------------------|------------------|---------------|------------------|
| | Rate in \$ (cents) | Number of Properties | Rateable Value | Rate Revenue | Interim Rate | Total Revenue | Rate Revenue | Interim Rates | Back Rates | Total Revenue |
| RATE TYPE | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Gross rental value | | | | | | | | | | |
| GRV Residential | 0.133250 | 34 | 406,640 | 54185 | 0 | 54,185.00 | 54,185 | 0 | 0 | 54,185 |
| GRV Special Use | 0.133250 | 2 | 127,920 | 17045 | 0 | 17,045.00 | 17,045 | 0 | 0 | 17,045 |
| GRV Rural Residential | 0.133250 | 56 | 759,210 | 101165 | 0 | 101,165.00 | 101,165 | 203 | 0 | 101,368 |
| GRV Industrial | 0.133250 | 2 | 35,360 | 4712 | 0 | 4,712.00 | 4,712 | 0 | 0 | 4,712 |
| UV Rural, Rural Residential and Mining Tenements | | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Non Rateable | | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Unimproved value | | | | | | | | | | |
| UV Rural, Rural Residential and Mining Tenements | 0.004484 | 131 | 256,128,000 | 1,148,478 | 0 | 1,148,478 | 1,148,478 | 0 | 0 | 1,148,478 |
| Non Rateable | | | | | | | | | | |
| Non Rateable | 0.00000 | 32 | 14,765 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Total | | 257 | 257,471,895 | 1,325,585 | 0 | 1,325,585 | 1,325,585 | 203 | 0 | 1,325,787 |
| Minimum payment | Minimum \$ | | | | | | | | | |
| Gross rental value | | | | | | | | | | |
| GRV Residential | 1,391 | 46 | 247,768 | 63,986 | 0 | 63,986 | 63,986 | 0 | 0 | 63,986 |
| GRV Special Use | 1,391 | 2 | 14,133 | 2,782 | 0 | 2,782 | 2,782 | 0 | 0 | 2,782 |
| GRV Rural Residential | 1,391 | 46 | 204,464 | 63,986 | 0 | 63,986 | 63,986 | 0 | 0 | 63,986 |
| Unimproved value | | | | | | | | | | |
| UV Rural, Rural Residential and Mining Tenements | 1,391 | 96 | 16,286,520 | 133,536 | | 133,536 | 133,536 | 902 | 121 | 134,559 |
| Sub-total | | 190 | 16,752,885 | 264,290 | 0 | 264,290 | 264,290 | 902 | 121 | 265,313 |
| | | 447 | 274,224,780 | 1,589,875 | 0 | 1,589,875 | 1,589,875 | 1,105 | 121 | 1,591,101 |
| Discount | | | | | | (43,556) | | | | (56,072) |
| Concession | | | | | | 0 | | | | 0 |
| Amount from general rates | | | | | | 1,546,319 | | | | 1,535,029 |
| Rates Written Off | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ex-gratia rates | | 0 | 0 | 0 | 0 | 4,753 | 4,205 | 0 | 0 | 4,205 |
| Total | | 447 | | | | 1,551,072 | | | | 1,539,233 |

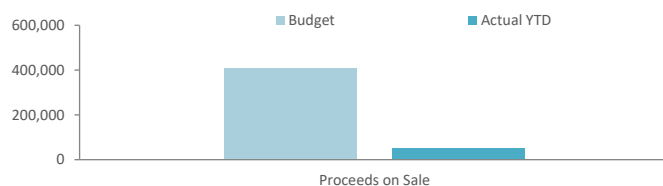
KEY INFORMATION

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 2021 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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

| Asset Ref. | Asset description | Budget | | | | YTD Actual | | | |
|------------|---|----------------|----------------|---------------|------------|----------------|---------------|--------------|----------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| | Plant and equipment | | | | | | | | |
| | Transport | | | | | | | | |
| 374 | Grader - 12M (G1) - WD.920 | 81,649 | 120,000 | 38,351 | 0 | 0 | 0 | 0 | 0 |
| 647 | 2016 Isuzu Crew Cab Truck - WD.6 | 25,856 | 55,000 | 29,144 | 0 | 0 | 0 | 0 | 0 |
| 649 | QF Pajero Sport GLX 4x4 2.4DSL - WD.001 | 28,007 | 28,000 | 0 | (7) | 0 | 0 | 0 | 0 |
| 107 | 2023 ISUZU MU-X 4x4 LST3.0L (CEO) - 0.WD | 44,688 | 51,500 | 6,813 | 0 | 42,112 | 50,455 | 8,343 | 0 |
| | Isuzu MU-X - WD 001 | 43,293 | 48,500 | 5,207 | 0 | 0 | 0 | 0 | 0 |
| 688 | Isuzu D-Max 4x4 Crew Cab Chassis SX 3.0L Auto | 50,750 | 54,000 | 3,250 | 0 | 0 | 0 | 0 | 0 |
| | Isuzu D-Max 4x4 Crew Cab Chassis SX 3.0L Auto | 40,049 | 49,500 | 9,451 | 0 | 0 | 0 | 0 | 0 |
| | | 314,292 | 406,500 | 92,216 | (7) | 42,112 | 50,455 | 8,343 | 0 |

The Shire has no assets budgeted for disposal in 2023/24.



| Capital acquisitions | Adopted Budget | Amended Budget | YTD Budget | YTD Actual | YTD Actual Variance |
|--|------------------|------------------|----------------|----------------|---------------------|
| | \$ | \$ | \$ | \$ | \$ |
| Land held for resale - cost | 440,000 | 440,000 | 200,000 | 172,842 | (27,158) |
| Buildings | 202,000 | 202,000 | 0 | 47,343 | 47,343 |
| Furniture and equipment | 32,000 | 32,000 | 12,500 | 11,425 | (1,075) |
| Plant and equipment | 929,000 | 929,000 | 464,500 | 509,683 | 45,183 |
| Infrastructure - roads | 2,148,453 | 2,148,453 | 0 | 30,696 | 30,696 |
| Infrastructure - footpaths | 33,164 | 33,164 | 0 | 0 | 0 |
| Payments for Capital Acquisitions | 3,784,617 | 3,784,617 | 677,000 | 771,989 | 94,989 |
| Capital Acquisitions Funded By: | | | | | |
| | \$ | \$ | \$ | \$ | \$ |
| Capital grants and contributions | 2,067,614 | 2,067,614 | 65,498 | 42,336 | (23,162) |
| Lease liabilities | 0 | 0 | 0 | 0 | 0 |
| Cash backed reserves | | | | | |
| Plant replacement reserve | 54,000 | 522,500 | 0 | 0 | 0 |
| Contribution - operations | 906,503 | 413,003 | 611,502 | 679,198 | 67,696 |
| Capital funding total | 3,784,617 | 3,784,617 | 677,000 | 771,989 | 94,989 |

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

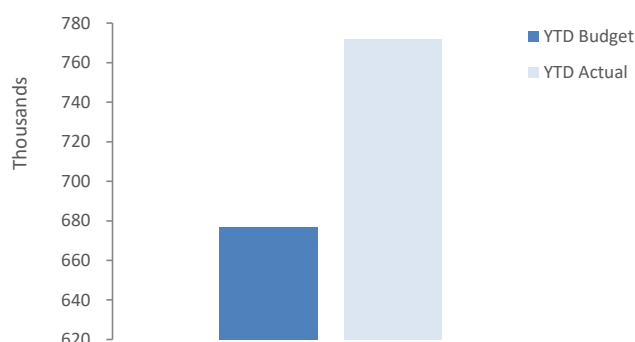
Initial recognition and measurement for assets held at cost

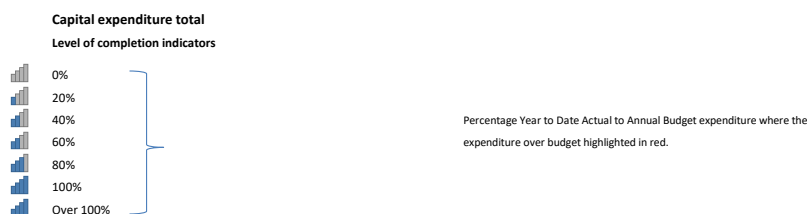
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions





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

| Account Number | Job Number | Balance Sheet Category | Account/Job Description | Adopted Budget | Amended Budget | YTD Budget | YTD Actual | Variance (Under)/Over |
|---|------------|------------------------|--|--------------------|--------------------|------------------|------------------|-----------------------|
| | | | | \$ | \$ | \$ | \$ | \$ |
| Land Held for Resale | | | | | | | | |
| Other Property & Services | | | | | | | | |
| E14761 | | 511 | Land Held for Resale - Industrial Estate & Lot 801 | (440,000) | (440,000) | (200,000) | (172,842) | 27,158 |
| Total - Other Property & Services | | | | (440,000) | (440,000) | (200,000) | (172,842) | 27,158 |
| Total - Land Held for Resale | | | | (440,000) | (440,000) | (200,000) | (172,842) | 27,158 |
| Buildings | | | | | | | | |
| Law, Order & Public Safety | | | | | | | | |
| E05109 | | 521 | LGG5 - Purchase Buildings | (20,000) | (20,000) | 0 | 0 | 0 |
| E05111 | | 521 | Fire Station - New Toilet and Change Room | 0 | 0 | 0 | 0 | 0 |
| Total - Law, Order & Public Safety | | | | (20,000) | (20,000) | 0 | 0 | 0 |
| Recreation And Culture | | | | | | | | |
| E11383 | WCC233 | 521 | Wandering Community Centre Construction - New Veranda Gr | 0 | 0 | 0 | (10,526) | (10,526) |
| E11383 | WCC234 | 521 | Wandering Community Centre Upgrade - Ktichen Upgrade Gr | (182,000) | (182,000) | 0 | (3,725) | (3,725) |
| E11383 | WCC235 | 521 | LRCIP-Solar and Battery System | 0 | 0 | 0 | (1,902) | (1,902) |
| E11383 | WCC237 | 521 | LRCIP-Chairs for Community Centre | 0 | 0 | 0 | (31,190) | (31,190) |
| Total - Recreation And Culture | | | | (182,000) | (182,000) | 0 | (47,343) | (47,343) |
| Total - Buildings | | | | (202,000) | (202,000) | 0 | (47,343) | (47,343) |
| Plant & Equipment | | | | | | | | |
| Transport | | | | | | | | |
| E12360 | | 525 | Purchase Plant & Equipment | (929,000) | (929,000) | (464,500) | (509,683) | (45,183) |
| Total - Transport | | | | (929,000) | (929,000) | (464,500) | (509,683) | (45,183) |
| Total - Plant & Equipment | | | | (929,000) | (929,000) | (464,500) | (509,683) | (45,183) |
| Furniture & Equipment | | | | | | | | |
| Governance | | | | | | | | |
| E04116 | | 523 | Purchase Furniture & Equipment | (7,000) | (7,000) | 0 | 0 | 0 |
| Total - Governance | | | | (7,000) | (7,000) | 0 | 0 | 0 |
| Other Property & Services | | | | | | | | |
| E14560 | | 523 | Purchase Furniture & Equipment | (25,000) | (25,000) | (12,500) | (11,425) | 1,075 |
| Total - Other Property & Services | | | | (25,000) | (25,000) | (12,500) | (11,425) | 1,075 |
| Total - Furniture & Equipment | | | | (32,000) | (32,000) | (12,500) | (11,425) | 1,075 |
| Infrastructure - Roads | | | | | | | | |
| Transport | | | | | | | | |
| E12102 | RRG241 | 541 | York Williams Road- SLK21.75-26.71 Bitumen Seal | (159,500) | (159,500) | 0 | (3,098) | (3,098) |
| E12102 | RRG251 | 541 | RRG - YORK WILLIAMS UPGRADE GRAVEL ROAD 7M SEAL SLK0 | (557,960) | (557,960) | 0 | (960) | (960) |
| E12103 | R2R002 | 541 | Bannister Road-Seal 200m from SLK14.37 - 14.57 | (41,332) | (41,332) | 0 | 0 | 0 |
| E12103 | R2R003 | 541 | R2R CROSSMAN DWARDA ROAD -REPAIR SUB-BASE SLK7.74-7 | (34,767) | (34,767) | 0 | 0 | 0 |
| E12103 | R2R011 | 541 | R2R KUBBINE ROAD GRAVEL RESHEET SLK 0.00-6.16 24/25 YEA | (90,109) | (90,109) | 0 | 0 | 0 |
| E12103 | R2R015 | 541 | R2R HERDIGAN ROAD- GRAVEL RESHEET SLK 0.24-1.75 & 1.24, | (112,928) | (112,928) | 0 | (18,845) | (18,845) |
| E12103 | R2R019 | 541 | R2R JOE KELLY ROAD-GRAVEL RESHEET 24/25 YEAR | (29,096) | (29,096) | 0 | (1,134) | (1,134) |
| E12103 | R2R040 | 541 | R2R GNOWING STREET RESEAL SLK 0.00-0.20 24/25 YEAR | (20,665) | (20,665) | 0 | 0 | 0 |
| E12103 | R2R042 | 541 | R2R CHEETANING STREET-RESEAL SLK 0.00-0.46 24/25 YEAR | (41,165) | (41,165) | 0 | 0 | 0 |
| E12103 | R2R054 | 541 | R2R-DEANS ROAD-GRAVEL RESHEET-24/25 YEAR | (29,096) | (29,096) | 0 | 0 | 0 |
| E12103 | R2R056 | 541 | Bridge 0425 Profile Surface and tie into existing Road surface | (37,587) | (37,587) | 0 | 0 | 0 |
| E12103 | R2R13200 | 541 | Caravan Park- Kerbing and Seal Main Entrance | (86,802) | (86,802) | 0 | 0 | 0 |
| E12104 | BS241 | 541 | York Williams Road -Intersection Seal on north Approach SLK 8 | 0 | 0 | 0 | (6,660) | (6,660) |
| E12105 | WSFN241 | 541 | North Bannister Wandering Road-Upgrade and Overlay Pavem | (907,446) | (907,446) | 0 | 0 | 0 |
| Total - Transport | | | | (2,148,453) | (2,148,453) | 0 | (30,696) | (30,696) |
| Total - Infrastructure - Roads | | | | (2,148,453) | (2,148,453) | 0 | (30,696) | (30,696) |
| Infrastructure - Footpaths | | | | | | | | |
| Transport | | | | | | | | |
| E12140 | BN02 | 543 | PATH REPLACEMENT GNOWING STREET 97M OF NEW PATH 24/25 YEAR | (33,164) | (33,164) | 0 | 0 | 0 |
| Total - Transport | | | | (33,164) | (33,164) | 0 | 0 | 0 |
| Total - Infrastructure - Footpaths | | | | (33,164) | (33,164) | 0 | 0 | 0 |
| Grand Total | | | | (3,784,617) | (3,784,617) | (677,000) | (771,989) | (94,989) |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

FINANCING ACTIVITIES

NOTE 7

BORROWINGS

Repayments - borrowings

| Information on borrowings | | | New Loans | | | Principal Repayments | | | Principal Outstanding | | | Interest Repayments | | |
|-------------------------------|----------|-------------|-----------|----------------|----------------|----------------------|----------------|----------------|-----------------------|----------------|----------------|---------------------|----------------|----------------|
| Particulars | Loan No. | 1 July 2024 | Actual | Adopted Budget | Amended Budget | Actual | Adopted Budget | Amended Budget | Actual | Adopted Budget | Amended Budget | Actual | Adopted Budget | Amended Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Community amenities | | | | | | | | | | | | | | |
| Industrial Estate Development | 1 | 70,972 | 0 | 350,000 | 350,000 | (1,557) | (32,945) | (32,945) | 69,415 | 388,028 | 388,028 | 8 | (18,904) | (18,904) |
| Total | | 70,972 | 0 | 350,000 | 350,000 | (1,557) | (32,945) | (32,945) | 69,415 | 388,028 | 388,028 | 8 | (18,904) | (18,904) |
| Current borrowings | | 6,336 | | | | | | | 4,779 | | | | | |
| Non-current borrowings | | 64,636 | | | | | | | 64,636 | | | | | |
| | | 70,972 | | | | | | | 69,415 | | | | | |

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2024, nor is it expected to have unspent funds as at 30th June 2025.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**FINANCING ACTIVITIES
NOTE 8
LEASE LIABILITIES**

Movement in carrying amounts

| Information on leases | | | New Leases | | | Principal Repayments | | | Principal Outstanding | | | Interest Repayments | | |
|-------------------------------|-----------|-------------|------------|----------------|----------------|----------------------|----------------|----------------|-----------------------|----------------|----------------|---------------------|----------------|----------------|
| Particulars | Lease No. | 1 July 2024 | Actual | Adopted Budget | Amended Budget | Actual | Adopted Budget | Amended Budget | Actual | Adopted Budget | Amended Budget | Actual | Adopted Budget | Amended Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Transport | | | | | | | | | | | | | | |
| JCB Excavator | 1 | 192,708 | 0 | 0 | 0 | (11,171) | (41,456) | (41,456) | 181,537 | 151,252 | 151,252 | (2,812) | (9,390) | (9,390) |
| Total | | 192,708 | 0 | 0 | 0 | (11,171) | (41,456) | (41,456) | 181,537 | 151,252 | 151,252 | (2,812) | (9,390) | (9,390) |
| Current lease liabilities | | 41,456 | | | | | | | 30,285 | | | | | |
| Non-current lease liabilities | | 151,252 | | | | | | | 151,252 | | | | | |
| | | 192,708 | | | | | | | 181,537 | | | | | |

All lease repayments were financed by general purpose revenue.

The Shire does not have any lease liabilities to report.

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS

Reserve accounts

| Reserve name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|------------------------------|--------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|------------------------------|----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Restricted by Council | | | | | | | | | |
| Leave reserve | 21,604.47 | 120.00 | 76.68 | 5,000.00 | 0.00 | 0.00 | 0.00 | 26,724.47 | 21,681.15 |
| Land & building reserve | 256,873.74 | 1,853.00 | 911.30 | 5,000.00 | 0.00 | 0.00 | 0.00 | 263,726.74 | 257,785.04 |
| Plant replacement reserve | 169,791.81 | 1,318.00 | 602.37 | 469,200.00 | 0.00 | (522,500.00) | 0.00 | 117,809.81 | 170,394.18 |
| Office equipment reserve | 40,926.62 | 295.00 | 145.19 | 5,000.00 | 0.00 | (25,000.00) | 0.00 | 21,221.62 | 41,071.81 |
| Fuel facility reserve | 102,603.13 | 625.00 | 363.97 | 16,000.00 | 0.00 | 0.00 | 0.00 | 119,228.13 | 102,967.10 |
| WSFN Funding reserve | 40,000.00 | 289.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40,289.00 | 40,000.00 |
| | 631,799.77 | 4,500.00 | 2,099.51 | 500,200.00 | 0.00 | (547,500.00) | 0.00 | 588,999.77 | 633,899.28 |

Amendments to original budget since budget adoption. Surplus/(Deficit)

| GL/JOB Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-------------|-----------------|--------------------|----------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | | | | \$ | \$ | \$ | \$ |
| | Budget adoption | | | | | | 0 |
| | | | | | | | 0 |
| | | | | | | | 0 |
| | | | | | | | 0 |
| | | | | 0 | 0 | 0 | 0 |

13.2 Accounts for Payment September 2024

| | |
|--------------------------------|---|
| File Reference: | N/A |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Alan Hart – Chief Executive Officer |
| Authorising Officer | Alan Hart – Chief Executive Officer |
| Date: | |
| Disclosure of Interest: | N/A |
| Attachments: | Payment Listing and Credit Card Statement September 2024 |
| Previous Reference: | Nil |

Summary:

Council to note payments of accounts as presented.

Background:

The schedule of accounts is included as an attachment for Council information.

Comment:

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

Consultation:

There has been no consultation.

Statutory Environment:

Section 12 of the *Local Government (Financial Management) Regulations 1996* states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
 - (b) The amount of the payment;
 - (c) Sufficient information to identify to transaction; and
 - (d) The date of the meeting of the council to which the list is to be presented.

Policy Implications:

There are no policy implications.

Financial Implications:

There are no financial implications.

Strategic Implications:

Improve Our Financial Position

| Our Goals | Our Strategies |
|--|--|
| The Wandering Shire is financially sustainable | <ul style="list-style-type: none"> • Improve accountability and transparency • Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs • Prudently manage our financial resources to ensure value for money • Reduce reliance on operational grants |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

Risk Implications:

Nil.

Voting Requirements:

Simple Majority

Shire of Wandering

Certificate of Expenditure – 30 September 2024

This Schedule of Accounts to be passed for payment covering:

| Payment Method | Cheque/EFT/DD Number | Amount |
|----------------------------|------------------------------|---------------------|
| Municipal Fund: | | |
| Electronic Funds Transfers | EFT9544 – EFT9628 | \$391,216.55 |
| Direct Debits | DD4991.1 – DD250924.1 | \$ 30,238.26 |
| Cheques | N/A | \$ 0 |
| | TOTAL | \$421,454.81 |

to the Municipal and Trust Accounts, totalling \$421,454.81 which were submitted to each member of the Council on 17 October 2024, have been checked and fully supported by vouchers and invoices which are submitted herewith, have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.

Alan Hart
Chief Executive Officer

Officer Recommendation:

That in accordance with section 13 of the Financial Management Regulations of the *Local Government Act 1995* and in accordance with delegation, payment of Municipal Fund vouchers, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$421,454.81 (attached) be noted as approved for payment and credit card statement be noted.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

Shire of Wandering
List of Accounts for Payments for September 2024

| Chq/EFT | Date | Name | Description | Amount | Amount |
|----------------|-------------------|--|--|----------|------------------|
| EFT9544 | 04/09/2024 | Acres of Taste | CRC Café Expense | - | 322.00 |
| 00001344 | 19/08/2024 | Acres of Taste | cakes and biscuits | 322.00 | |
| EFT9545 | 04/09/2024 | Adrianne Yzerman Photography | Photography | - | 50.00 |
| 00105 | 14/08/2024 | Adrianne Yzerman Photography | Printing, posting and mounting of Councillor photo | 50.00 | |
| EFT9546 | 04/09/2024 | Advertiser Print | Postage | - | 476.00 |
| 00012362 | 08/07/2024 | Advertiser Print | 500DLX Envelopes - Rate Notices , Postage, Transfer Station 26/52 option Tip Passes | 476.00 | |
| EFT9547 | 04/09/2024 | Allwest Plant Hire | Plant Equipment Hire | - | 6,050.00 |
| 37974 | 31/08/2024 | Allwest Plant Hire | Multi Roller Hire | 6050.00 | |
| EFT9548 | 04/09/2024 | Altus Planning | Planning Services | - | 556.88 |
| AP3636 | 02/09/2024 | Altus Planning | August 2024 | 556.88 | |
| EFT9549 | 04/09/2024 | Australia Post | Various Postal Stock Requirments | - | 937.65 |
| 1013467427 | 03/09/2024 | Australia Post | Various Postal Stock Requirements / Stamps , Envelopes, Shire - Printing, Stationery & Postage Expenses GEN, CRC - Printing, Stationery & Postage Expenses GEN | 937.65 | |
| EFT9550 | 04/09/2024 | BOC | Container Rental | - | 32.77 |
| 5006456719 | 29/08/2024 | BOC | Container Service, Oxygen, Acetylene, Argoshield, Medical Oxygen | 32.77 | |
| EFT9551 | 04/09/2024 | Best Office Systems | Copier Contract | - | 740.33 |
| 635691 | 27/08/2024 | Best Office Systems | Copier Contract - Shire , B&W copies, Colour copies | 269.25 | |
| 635936 | 29/08/2024 | Best Office Systems | Copier contract - CRC, B&W Copies, Colour Copies, Echo - 75% of colour | 471.08 | |
| EFT9552 | 04/09/2024 | Bob Waddell & Associates | Accounting Services | - | 2,992.00 |
| 4108 | 26/08/2024 | Bob Waddell & Associates | Accounting Services provided to the Shire of Wandering | 880.00 | |
| 4126 | 02/09/2024 | Bob Waddell & Associates | Accounting Services provided to the Shire of Wandering | 2112.00 | |
| EFT9553 | 04/09/2024 | Boddington Hardware & Newsagency | Boddington Hardware Monthly Expenditure - Depot | - | 135.20 |
| 103000745 | 23/08/2024 | Boddington Hardware & Newsagency | Depot - Black Fencing Posts | 84.00 | |
| 102011399 | 28/08/2024 | Boddington Hardware & Newsagency | Boddington Hardware Monthly Expenditure - Depot | 51.20 | |
| EFT9554 | 04/09/2024 | Boddington IGA | Councilors Supplies-Member's Refreshments | - | 27.50 |
| 014226/19 | 13/08/2024 | Boddington IGA | Councilors Supplies, Councilors Supplies | 27.50 | |
| EFT9555 | 04/09/2024 | Boddington News | Advertising | - | 59.00 |
| 316 | 23/08/2024 | Boddington News | 150th Event Advertising - Boddington News | 50.00 | |
| 314 | 23/08/2024 | Boddington News | Boddington News, Edition #742 | 9.00 | |
| EFT9556 | 04/09/2024 | Boral Construction Materials | Yard Maintenance | - | 1,056.00 |
| WA18439392 | 21/08/2024 | Boral Construction Materials | 2 x 1 tonne bags of pre-mix | 1056.00 | |
| EFT9557 | 04/09/2024 | Bout Time Mechanical | Mechanical Repairs | - | 702.67 |
| 0441 | 24/08/2024 | Bout Time Mechanical | Hydraulic Hoses | 159.68 | |
| 0442 | 24/08/2024 | Bout Time Mechanical | Air Hose, Hydraulic Hoses | 542.99 | |
| EFT9558 | 04/09/2024 | CSSTECH | Hold Phone Systems | - | 93.50 |
| I0003771 | 27/08/2024 | CSSTECH | M2 on Hold Phone Systems | 93.50 | |
| EFT9560 | 04/09/2024 | Department of Fire & Emergency Services | Department of Fire and Emergency Services of WA Act | - | 42,745.00 |
| 157916 | 21/08/2024 | Department of Fire & Emergency Services | ESL In Accordance with Department of Fire and Emergency Services of WA Act - Option B | 42745.00 | |
| EFT9561 | 04/09/2024 | Focus Networks | Managed Computer /Server Services and Support-Rates Services | - | 170.50 |

Shire of Wandering
List of Accounts for Payments for September 2024

| Chq/EFT | Date | Name | Description | Amount | Amount |
|----------------|-------------------|---|--|---------|-----------------|
| 14201 | 30/08/2024 | Focus Networks | Managed Computer /Server Services and Support-Rates Services, Managed Computer /Server Services and Support-CRC, Managed Computer /Server Services and Support-Works Admin, Managed Computer /Server Services and Support-General Administration | 170.50 | |
| EFT9562 | 04/09/2024 | Herseys Safety Pty Ltd" | Depot Supplies | - | 815.65 |
| S49397 | 16/08/2024 | Herseys Safety Pty Ltd" | Lifting Sling 3T x 3M, Lifting Sling 2T x 3M, Spray Marking Paint, Heavy Duty Lube, Magic Trees, Flagging Tape, Bag of Rags, Spray Bottles, Electrical Tape, Delivery, Safety Glasses tinted | 815.65 | |
| EFT9563 | 04/09/2024 | Industrial Automation Group | Standpipes Orerating Expenses | - | 1,437.70 |
| SINV-156387 | 27/08/2024 | Industrial Automation Group | 1 standpipe, Annual Cloud Server | 1437.70 | |
| EFT9564 | 04/09/2024 | Integrated ICT | Microsoft Office Licencing Fees | - | 835.78 |
| 33911 | 29/08/2024 | Integrated ICT | Microsoft Office Licencing Fees | 835.78 | |
| EFT9565 | 04/09/2024 | LG Best Practices | Payroll Services | - | 7,744.00 |
| 22578 | 31/08/2024 | LG Best Practices | Payroll Services from PPE from 9/4/24 | 5940.00 | |
| 22580 | 31/08/2024 | LG Best Practices | Payroll Services from PPE 23-26/08/24 | 792.00 | |
| 22579 | 31/08/2024 | LG Best Practices | Training and Rates Support 2023/24 Financial Year | 1012.00 | |
| EFT9566 | 04/09/2024 | LGISWA | 2023/24 adjustmtnet for Workers Compensation Insurance | - | 2,244.83 |
| 100-159414 | 13/08/2024 | LGISWA | Policy 000084 | 2244.83 | |
| EFT9567 | 04/09/2024 | Landgate | Valuation rolls- August 2024 | - | 253.22 |
| AUGUST2024 | 28/08/2024 | Landgate | Valuation rolls, Mining tenements, Minimum charge | 253.22 | |
| EFT9568 | 04/09/2024 | Marketforce | Advertising | - | 636.41 |
| 1770729 | 31/08/2024 | Marketforce | Advertising - fees and charges 24/25 | 50.34 | |
| 1770730 | 31/08/2024 | Marketforce | Request for Tender - Underground Power Light Industrial Area | 586.07 | |
| EFT9569 | 04/09/2024 | Narrogin Whitford Fertilisers | Grounds Maintenance | - | 1,005.40 |
| 00010830 | 26/08/2024 | Narrogin Whitford Fertilisers | 500kg turf granular fertiliser | 1005.40 | |
| EFT9570 | 04/09/2024 | Officeworks | 150th Celebration | - | 1,733.70 |
| 616117536 | 23/08/2024 | Officeworks | A3 files and inserts | 293.75 | |
| 616178714 | 27/08/2024 | Officeworks | history board stands (to be refunded) | 1439.95 | |
| EFT9571 | 04/09/2024 | One Music Australia | Music Licence | - | 378.55 |
| 476784 | 08/08/2024 | One Music Australia | Wandering Community Centre | 378.55 | |
| EFT9572 | 04/09/2024 | Pingelly Times | 150th Celebration | - | 160.00 |
| JAN2187 | 19/08/2024 | Pingelly Times | Event Advertising - Pingelly Times | 160.00 | |
| EFT9573 | 04/09/2024 | Pyke Plumbing and Gas Pty Ltd | Plumbing Maintenance | - | 363.00 |
| 0771 | 29/08/2024 | Pyke Plumbing and Gas Pty Ltd | Backflow testing for Depot 32 Watts Street | 363.00 | |
| EFT9574 | 04/09/2024 | Shire of Wandering Christmas Club | Payroll deductions | - | 95.00 |
| DEDUCTION | 27/08/2024 | Shire of Wandering Christmas Club | Payroll Deduction | 95.00 | |
| EFT9575 | 04/09/2024 | Shire of Wandering Staff Lotto | Payroll deductions | - | 70.00 |
| DEDUCTION | 27/08/2024 | Shire of Wandering Staff Lotto | Payroll Deduction | 70.00 | |
| EFT9576 | 04/09/2024 | Uniforms At Work Australia Pty LTD | Uniforms | - | 177.35 |
| 45000009 | 05/08/2024 | Uniforms At Work Australia Pty LTD | Councillor Dress Shirts with embroidery | 71.45 | |
| U12000209-1 | 12/08/2024 | Uniforms At Work Australia Pty LTD | Councillor Dress Shirts with embroidery. | 105.90 | |
| EFT9577 | 04/09/2024 | WD Auto Repairs | Mechanical Repairs | - | 8,097.35 |

Shire of Wandering
List of Accounts for Payments for September 2024

| Chq/EFT | Date | Name | Description | Amount | Amount |
|----------------|-------------------|---|--|-----------|-------------------|
| 00001854 | 07/07/2024 | WD Auto Repairs | Service of excavator completed onsite | 1752.70 | |
| 00001939 | 21/08/2024 | WD Auto Repairs | New Batteries | 718.85 | |
| 00001940 | 21/08/2024 | WD Auto Repairs | 0 WD service | 637.38 | |
| 00001938 | 21/08/2024 | WD Auto Repairs | Coastmac trailer suspension and bearing upgrade to comply with all vehicles. | 4597.44 | |
| 00001948 | 28/08/2024 | WD Auto Repairs | WD 6 service | 390.98 | |
| EFT9578 | 04/09/2024 | Wandering Brook Estate | LGIS Gold Day Expenditure | - | 950.00 |
| 0874 | 30/08/2024 | Wandering Brook Estate | Accommodation- Wandering Brook Estate | 950.00 | |
| EFT9579 | 04/09/2024 | Wandering Golf Club | LGIS Golf Day Expenditure | - | 22,369.00 |
| 052 | 04/09/2024 | Wandering Golf Club | LGIS Golf Day Expenditure | 22369.00 | |
| EFT9580 | 04/09/2024 | Wandering Smash Repairs | Payroll deductions | - | 600.00 |
| DEDUCTION | 27/08/2024 | Wandering Smash Repairs | Payroll Deduction | 600.00 | |
| EFT9581 | 04/09/2024 | Wandering Tavern | 150th Celebration | - | 6,000.00 |
| 00000058 | 03/09/2024 | Wandering Tavern | Deposit Catering for 150th - Friday night | 6000.00 | |
| EFT9582 | 04/09/2024 | Yahava Koffeeworks Wholesale | CRC Supplies | - | 261.70 |
| 1-00023763 | 27/08/2024 | Yahava Koffeeworks Wholesale | coffee & freight | 261.70 | |
| EFT9583 | 10/09/2024 | DOT Licencing | DOT Payment Left over | - | 2,694.20 |
| AUGUST | 30/08/2024 | DOT Licencing | Transport WADO-Fleet Payment | 2694.20 | |
| EFT9584 | 12/09/2024 | Shire of Wandering Christmas Club | Payroll deductions | - | 95.00 |
| DEDUCTION | 10/09/2024 | Shire of Wandering Christmas Club | Payroll Deduction | 95.00 | |
| EFT9585 | 12/09/2024 | Shire of Wandering Staff Lotto | Payroll deductions | - | 70.00 |
| DEDUCTION | 10/09/2024 | Shire of Wandering Staff Lotto | Payroll Deduction | 70.00 | |
| EFT9586 | 12/09/2024 | Wandering Smash Repairs | Payroll deductions | - | 600.00 |
| DEDUCTION | 10/09/2024 | Wandering Smash Repairs | Payroll Deduction | 600.00 | |
| EFT9588 | 18/09/2024 | A to Z Signs | 150th Celebration | - | 6,783.83 |
| 00004489 | 12/09/2024 | A to Z Signs | History Board printing for 150th Celebration | 6783.83 | |
| EFT9589 | 18/09/2024 | ATI-Mirage | Staff Training | - | 387.00 |
| 7937 | 06/09/2024 | ATI-Mirage | Staff Training- Word Intermediate Course | 387.00 | |
| EFT9590 | 18/09/2024 | Australian Taxation Office | BAS August 2024 | - | 6,825.00 |
| AUGUST24 | 01/08/2024 | Australian Taxation Office | GST on Sales, Group Tax Clearing, Quarterly FBT Instalment, GST on Purchases, Fuel Credits, Rounding, Tax Withheld | 6825.00 | |
| EFT9591 | 18/09/2024 | Avon Waste | Domestic & commercial general waste services | - | 4,511.27 |
| 00064526 | 31/08/2024 | Avon Waste | Domestic & commercial general waste services, | 4511.27 | |
| EFT9592 | 18/09/2024 | Bob Waddell & Associates | Accounting Services provided to the Shire of Wandering - August | - | 8,228.00 |
| 4127 | 09/09/2024 | Bob Waddell & Associates | Accounting Services provided to the Shire of Wandering | 6116.00 | |
| 4145 | 16/09/2024 | Bob Waddell & Associates | Accounting Services provided to the Shire of Wandering | 2112.00 | |
| EFT9593 | 18/09/2024 | Boddington Hardware & Newsagency | 150th Celebration | - | 60.90 |
| 102012150 | 10/09/2024 | Boddington Hardware & Newsagency | Lights for Community Centre- 150th | 60.90 | |
| EFT9594 | 18/09/2024 | Boddington IGA | 150th Celebration | - | 141.89 |
| 013892/19 | 12/09/2024 | Boddington IGA | Board Hanging & Milk | 15.39 | |
| 02144/19 | 14/09/2024 | Boddington IGA | 150th Food - Saturday evening | 126.50 | |
| EFT9595 | 18/09/2024 | CCW (WA) PTY LTD | Material Installment - light industrial area | - | 105,211.26 |
| INV0061 | 27/08/2024 | CCW (WA) PTY LTD | Underground power to 6 blocks in light industrial area as per UPD 9461-R3 | 105211.26 | |

Shire of Wandering
List of Accounts for Payments for September 2024

| Chq/EFT | Date | Name | Description | Amount | Amount |
|----------------|-------------------|--|---|----------|------------------|
| EFT9596 | 18/09/2024 | Cardile International Fireworks Pty Ltd | 150th Celebrations | - | 12,500.00 |
| 00003163 | 12/09/2024 | Cardile International Fireworks Pty Ltd | Fireworks Display for 150th Celebrations | 12500.00 | |
| EFT9597 | 18/09/2024 | Castledex | Community Centre | - | 17,154.50 |
| 001912 | 21/08/2024 | Castledex | 150 Integra Chairs as per quotation | 17154.50 | |
| EFT9598 | 18/09/2024 | Corsign WA | Road Signs | - | 585.20 |
| 00088370 | 04/09/2024 | Corsign WA | Horse signs, Road name signs, Road name signs, Road name signs, Golf Club signs, Road name signs | 585.20 | |
| EFT9599 | 18/09/2024 | Department of Fire & Emergency Services | 2023/2024- ESL Option 6aSection 36L & 36M | - | 1,568.00 |
| 156381 | 11/10/2023 | Department of Fire & Emergency Services | ESL Option 6a | 1078.00 | |
| 156079A | 14/01/2024 | Department of Fire & Emergency Services | ESL Option B | 98.00 | |
| 157916A | 09/09/2024 | Department of Fire & Emergency Services | ESL Option B | 392.00 | |
| EFT9600 | 18/09/2024 | Department of Planning, Lands & Heritage | Fees for Easement | - | 7.30 |
| IN506923 | 09/09/2024 | Department of Planning, Lands & Heritage | Easement Lot 500 DP 416253 Reserve 29674 | 7.30 | |
| EFT9601 | 18/09/2024 | Focus Networks | IT Services | - | 17,510.85 |
| MPSD-14226 | 04/09/2024 | Focus Networks | - Supply and install HPE DL380 Server and Migrate Data from Old Server to New. | 3062.40 | |
| SAAS-14247 | 10/09/2024 | Focus Networks | Monthly Managed Services | 605.28 | |
| 10884G | 11/09/2024 | Focus Networks | Monthly Managed Services (SAAS) | 1276.00 | |
| INV10915GA | 17/09/2024 | Focus Networks | Deposit on supply and install HPE DL380 Server and Migrate Data from Old Server to New. | 12567.17 | |
| EFT9602 | 18/09/2024 | Herseys Safety Pty Ltd" | Line Marking | - | 306.90 |
| 3317 | 06/09/2024 | Herseys Safety Pty Ltd" | Line Marking Paint (Blue), Spray Marking Paint (Blue), Frieght | 306.90 | |
| EFT9603 | 18/09/2024 | Hughes Diesel Mechanical | Vehicle Maintenance | - | 569.36 |
| 2489 | 13/08/2024 | Hughes Diesel Mechanical | Diagnose and fix coolant leak plus parts- on Roller WD182 | 569.36 | |
| EFT9604 | 18/09/2024 | IT Vision Software Pty Ltd (trading as ReadyTech) | Consulting | - | 554.40 |
| INITV41655 | 17/09/2024 | IT Vision Software Pty Ltd (trading as ReadyTech) | Please reverse and re-process payroll batch 882 as per quotation 10354. | 554.40 | |
| EFT9605 | 18/09/2024 | JB HIFI | 150th Celebration | - | 1,895.00 |
| BD1556436 | 12/09/2024 | JB HIFI | portable screen 150 year display lotterywest grant | 1895.00 | |
| EFT9606 | 18/09/2024 | JEB Cleaning Services | Shire Cleaning | - | 3,334.00 |
| 01 | 14/09/2024 | JEB Cleaning Services | Cleaning contract, Public conveniences - Watts St, Caravan Park, Administration Office, CRC, Depot, Codjatotine, Pumphreys Bridge, Community Centre, Fire Station | 3334.00 | |
| EFT9607 | 18/09/2024 | Jason Signmakers | CONE TRAFFIC PVC | - | 1,887.71 |
| 409886 | 12/09/2024 | Jason Signmakers | As per quote 51883 CONE TRAFFIC PVC 700MM ORANGE W/ WHT REF CL400 SLV BLK BASE | 1887.71 | |
| EFT9608 | 18/09/2024 | Kennards Hire | 150th Celebration | - | 4,394.00 |
| 26645296 | 17/09/2024 | Kennards Hire | Hire of equipment as per quotation 410373 | 4394.00 | |
| EFT9609 | 18/09/2024 | Kleenheat Gas | Service Charge | - | 49.50 |
| 4605423 | 10/09/2024 | Kleenheat Gas | Service Charge - 19 Humes Way | 49.50 | |
| EFT9610 | 18/09/2024 | Liberty Rural | Fuel Delivery | - | 41,167.77 |
| F14236346 | 13/09/2024 | Liberty Rural | diesel order, ulp order | 41167.77 | |
| EFT9611 | 18/09/2024 | Local Government Professionals Australia WA | LG Professionals Annual Conference Registration - A Hart | - | 1,550.00 |
| 41167 | 17/09/2024 | Local Government Professionals Australia WA | LG Professionals Annual Conference Registration - A Hart | 1550.00 | |

Shire of Wandering
List of Accounts for Payments for September 2024

| Chq/EFT | Date | Name | Description | Amount | Amount |
|-----------------|-------------------|--|--|----------|------------------|
| EFT9612 | 18/09/2024 | Mucky Duck Bush Band | 150th Celebration | - | 1,700.00 |
| 14094 | 26/03/2024 | Mucky Duck Bush Band | Band for 150th Celebration for the Shire of Wandering | 1700.00 | |
| EFT9613 | 18/09/2024 | Officeworks | Stationary Order | - | 2,055.59 |
| 616335443 | 04/09/2024 | Officeworks | Various Stationery & postage, Google Nest Wifi & cleaning products, Various kitchen supplies, Amenities supplies, Amenities Supplies, Friday night event | 1535.94 | |
| 616470109 | 11/09/2024 | Officeworks | glue | 29.70 | |
| 616469568 | 12/09/2024 | Officeworks | velcro | 401.00 | |
| 616571976 | 18/09/2024 | Officeworks | Cardstock and freight | 88.95 | |
| EFT9614 | 18/09/2024 | Quest Payment Systems | Monthly maintenance fee - Fual Facility September 2024 | - | 418.00 |
| 50795 | 06/09/2024 | Quest Payment Systems | Monthly maintenance fee - Fual Facility, September 2024 | 418.00 | |
| EFT9615 | 18/09/2024 | Resonline | Online booking system fee | - | 242.00 |
| 00167480 | 31/08/2024 | Resonline | Caravan Park, August 2024 | 242.00 | |
| EFT9616 | 18/09/2024 | RingCentral | Phone system Administration | - | 662.00 |
| CD_000907648 | 06/09/2024 | RingCentral | Phone system Administration | 662.00 | |
| EFT9617 | 18/09/2024 | WA Contract Ranger Services | Contract Ranger Service 30/08 & 05/09 Labour & travel | - | 721.88 |
| 0005784 | 07/09/2024 | WA Contract Ranger Services | Contract Ranger Service, Labour & travel | 721.88 | |
| EFT9618 | 18/09/2024 | WD Auto Repairs | Vehicle Maintenance | - | 491.57 |
| 00001957 | 11/09/2024 | WD Auto Repairs | Service - WD001 | 491.57 | |
| EFT9619 | 18/09/2024 | Wandering HVAC | Electrical Works Multi Sites | - | 5,024.78 |
| INV04190 | 13/09/2024 | Wandering HVAC | Tractor shed lighting and power, Community centre lights, Caravan Park septic submersible pump, Fuel Depot 15A outlet | 5024.78 | |
| EFT9620 | 18/09/2024 | Wandering Tavern | 150th Celebration | - | 17,460.00 |
| 00000060 | 16/09/2024 | Wandering Tavern | Catering for 150th - Friday night, Hampers & Equipment Hire | 17460.00 | |
| EFT9621 | 18/09/2024 | Waroona Septics | Plumbing Maintenance | - | 1,630.70 |
| 45693 | 10/09/2024 | Waroona Septics | Caravan Park Dump point pump out | 1630.70 | |
| EFT9622 | 18/09/2024 | Yahava Koffeeworks Wholesale | CRC Supplies | - | 502.40 |
| 1-00024022 | 16/09/2024 | Yahava Koffeeworks Wholesale | Coffee & Coffee Supplies with Freight | 502.40 | |
| EFT9624 | 24/09/2024 | Synergy | Streetlighting August 2024 | - | 863.21 |
| 2030215540 | 02/09/2024 | Synergy | Street lighting, Usage | 863.21 | |
| EFT9625 | 26/09/2024 | De Lage Landen Pty Ltd | Loan No. JCB Lease | - | 4,660.94 |
| JCB Lease | 26/09/2024 | De Lage Landen Pty Ltd | Lease Principal payment | 4660.94 | |
| EFT9626 | 27/09/2024 | Shire of Wandering Christmas Club | Payroll deductions | - | 95.00 |
| DEDUCTION | 24/09/2024 | Shire of Wandering Christmas Club | Payroll Deduction | 95.00 | |
| EFT9627 | 27/09/2024 | Shire of Wandering Staff Lotto | Payroll deductions | - | 70.00 |
| DEDUCTION | 24/09/2024 | Shire of Wandering Staff Lotto | Payroll Deduction | 70.00 | |
| EFT9628 | 27/09/2024 | Wandering Smash Repairs | Payroll deductions | - | 600.00 |
| DEDUCTION | 24/09/2024 | Wandering Smash Repairs | Payroll Deduction | 600.00 | |
| DD4991.1 | 10/09/2024 | Australian Super | Payroll deductions | - | 1,751.43 |
| SUPER | 10/09/2024 | Australian Super | Payroll Deduction | 1370.18 | |
| DEDUCTION | 10/09/2024 | Australian Super | Payroll Deduction | 73.08 | |
| DEDUCTION | 10/09/2024 | Australian Super | Payroll Deduction | 308.17 | |

Shire of Wandering
List of Accounts for Payments for September 2024

| Chq/EFT | Date | Name | Description | Amount | Amount |
|-------------------|-------------------|--|-------------------------------------|---------|-----------------|
| DD4991.2 | 10/09/2024 | Aware Super | Payroll deductions | - | 6,465.43 |
| DEDUCTION | 10/09/2024 | Aware Super | Payroll Deduction | 1117.83 | |
| SUPER | 10/09/2024 | Aware Super | Payroll Deduction | 5347.60 | |
| DD4991.3 | 10/09/2024 | HostPlus Super Fund | Payroll deductions | - | 299.10 |
| DEDUCTION | 10/09/2024 | HostPlus Super Fund | Payroll Deduction | 69.56 | |
| SUPER | 10/09/2024 | HostPlus Super Fund | Payroll Deduction | 229.54 | |
| DD4991.4 | 10/09/2024 | MLC Masterkey | Payroll deductions | - | 312.05 |
| DEDUCTION | 10/09/2024 | MLC Masterkey | Payroll Deduction | 72.57 | |
| SUPER | 10/09/2024 | MLC Masterkey | Payroll Deduction | 239.48 | |
| DD4991.5 | 10/09/2024 | HESTA | Payroll deductions | - | 208.51 |
| DEDUCTION | 10/09/2024 | HESTA | Payroll Deduction | 48.49 | |
| SUPER | 10/09/2024 | HESTA | Payroll Deduction | 160.02 | |
| DD4991.6 | 10/09/2024 | Macquarie Super | Payroll deductions | - | 155.06 |
| SUPER | 10/09/2024 | Macquarie Super | Payroll Deduction | 155.06 | |
| DD4991.7 | 10/09/2024 | Prime Super | Payroll deductions | - | 306.19 |
| SUPER | 10/09/2024 | Prime Super | Payroll Deduction | 306.19 | |
| DD4991.8 | 10/09/2024 | Australian Retirement Trust Super Savings | Payroll deductions | - | 225.69 |
| SUPER | 10/09/2024 | Australian Retirement Trust Super Savings | Payroll Deduction | 225.69 | |
| DD4991.9 | 10/09/2024 | HUB24 Super Fund | Payroll deductions | - | 256.27 |
| SUPER | 10/09/2024 | HUB24 Super Fund | Payroll Deduction | 256.27 | |
| DD200924.1 | 20/09/2024 | Bankwest | Credit Card August/September | - | 4,958.46 |
| DEDUCTION | 20/09/2024 | Bankwest | Corporate Credit Card | 4958.46 | |
| DD5022.1 | 24/09/2024 | Australian Super | Payroll deductions | - | 1,697.89 |
| SUPER | 24/09/2024 | Australian Super | Payroll Deduction | 1325.82 | |
| DEDUCTION | 24/09/2024 | Australian Super | Payroll Deduction | 63.90 | |
| DEDUCTION | 24/09/2024 | Australian Super | Payroll Deduction | 308.17 | |
| DD5022.2 | 24/09/2024 | Aware Super | Payroll deductions | - | 6,548.50 |
| DEDUCTION | 24/09/2024 | Aware Super | Payroll Deduction | 1143.69 | |
| SUPER | 24/09/2024 | Aware Super | Payroll Deduction | 5404.81 | |
| DD5022.3 | 24/09/2024 | HostPlus Super Fund | Payroll deductions | - | 299.10 |
| DEDUCTION | 24/09/2024 | HostPlus Super Fund | Payroll Deduction | 69.56 | |
| SUPER | 24/09/2024 | HostPlus Super Fund | Payroll Deduction | 229.54 | |
| DD5022.4 | 24/09/2024 | MLC Masterkey | Payroll deductions | - | 312.05 |
| DEDUCTION | 24/09/2024 | MLC Masterkey | Payroll Deduction | 72.57 | |
| SUPER | 24/09/2024 | MLC Masterkey | Payroll Deduction | 239.48 | |
| DD5022.5 | 24/09/2024 | HESTA | Payroll deductions | - | 208.51 |
| DEDUCTION | 24/09/2024 | HESTA | Payroll Deduction | 48.49 | |
| SUPER | 24/09/2024 | HESTA | Payroll Deduction | 160.02 | |
| DD5022.6 | 24/09/2024 | Macquarie Super | Payroll deductions | - | 128.65 |
| SUPER | 24/09/2024 | Macquarie Super | Payroll Deduction | 128.65 | |
| DD5022.7 | 24/09/2024 | Prime Super | Payroll deductions | - | 306.19 |
| SUPER | 24/09/2024 | Prime Super | Payroll Deduction | 306.19 | |

Shire of Wandering
List of Accounts for Payments for September 2024

| Chq/EFT | Date | Name | Description | Amount | Amount |
|-------------------|-------------------|--|-------------------------------------|---------|-------------------|
| DD5022.8 | 24/09/2024 | Australian Retirement Trust Super Savings | Payroll deductions | - | 145.05 |
| SUPER | 24/09/2024 | Australian Retirement Trust Super Savings | Payroll Deduction | 145.05 | |
| DD5022.9 | 24/09/2024 | HUB24 Super Fund | Payroll deductions | - | 259.80 |
| SUPER | 24/09/2024 | HUB24 Super Fund | Payroll Deduction | 259.80 | |
| DD250924.1 | 25/09/2024 | Comm Bank | Credit Card August/September | - | 5,394.33 |
| DEDUCTION | 25/09/2024 | Comm Bank | Corporate Credit Card | 5394.31 | |
| TOTAL | | | | - \$ | 421,454.81 |

| BANK WEST Credit Card Breakdown -August-September 2023 | | | |
|---|-----------------------|---|--------------------|
| Date | Supplier | Description | Amount |
| 16/08/2024 | Wandering Tavern | Councillors Dinner | \$ 331.87 |
| 19/08/2024 | Off the Vine Dist | LGIS Golf Day Prizes | \$ 1,353.59 |
| 19/08/2024 | Golfbox | LGIS Golf Day Prizes | \$ 2,795.00 |
| 28/08/2024 | Jb Hi Fi | LGIS Golf Day Prizes | \$ 124.00 |
| 02/09/2024 | Midland Mobile Rep | Mobile Phone Screen Protector | \$ 25.00 |
| 30/08/2024 | Aussie Broadband | Administration Internet | \$ 79.00 |
| 11/09/2024 | Narrogen Reticulation | Hire of Coolroom for 150th Celebrations | \$ 250.00 |
| | | | |
| | | TOTAL | \$ 4,958.46 |

| COMM BANK - Credit Card Breakdown -August-September 2023 | | | |
|---|-----------------|---------------------------|--------------------|
| Date | Supplier | Description | Amount |
| 04/09/2024 | Austr Post | Stamps CRC | \$ 15.00 |
| 05/09/2024 | First Choice | Mens Night Drinks | \$ 254.00 |
| 06/09/2024 | Canning Pool | | \$ 190.00 |
| 06/09/2024 | Ryans Meats | Mens Night Meat | \$ 373.67 |
| 06/09/2024 | Coles | Mens Night Supplies | \$ 132.75 |
| 06/09/2024 | Adobe | Monthly Subscription | \$ 579.86 |
| 09/09/2024 | Dept Transport | Change of Plates | \$ 31.10 |
| 11/09/2024 | Tentworld | Oztail Gazenbo's | \$ 2,790.00 |
| 11/09/2024 | Coles | Cool drink for 150th | \$ 286.40 |
| 15/09/2024 | Officeworks | SD card for Camera 150th | \$ 34.98 |
| 13/09/2024 | Zoom | Annual Subscription | \$ 223.90 |
| 13/09/2024 | IGA | 150th Cool Drinks | \$ 84.15 |
| 27/09/2024 | TryBooking | | \$ 95.50 |
| 30/09/2024 | Harvey Norman | Cutlery for Shire Kitchen | \$ 88.00 |
| 30/09/2024 | Nespresso Aust | Coffee pods | \$ 230.00 |
| | | TOTAL | \$ 5,394.31 |

13.3 Update of Fees and Charges to Include Memorabilia from the 150th Celebrations and increase cost of “The Horses Came First” book.

| | |
|--------------------------------|---|
| File Reference: | 150 |
| Location: | N/A |
| Applicant: | N/A |
| Author: | Lisa Boddy, Executive Assistant |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 3 October 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Previous Reference: | N/A |

Summary:

To amend adopted Fees and Charges for the cost of the book “The Horses Came First” and to set fees for various items that were available for sale at the recent 150th Celebrations.

Background:

The 2024/25 Shire Fees and Charges were adopted at the Ordinary Council Meeting of 16 May 2024. Since then the Shire have reprinted copies of the book “The Horses Came First” a history of Wandering and the cost of printing each copy is \$38. The current fee is set at \$11.00. It is therefore necessary to raise the sale price of this book to cover costs of printing.

At the recent 150th Celebrations memorabilia was available for sale. It is proposed to add these prices into the fees and charges document so they can remain for sale at the Shire office and Community Resource Centre.

Comment:

The proposed prices of the memorabilia are as follows:

| Item name | Quantity ordered | Purchase Cost to Shire | Selling Price |
|---|------------------|------------------------|---|
| Baron Round Leather Keyring 150 Year Logo | 100 | \$915.20 | \$15.00 |
| White Coffee Mugs 150 Year Logo | 72 | \$977.00 | \$15.00 |
| Keyring Torches Golf/150 Year | 131 | \$1,099.19 | \$7.50 |
| Black Metal Pens 150 Year Logo | 250 | \$402.00 | Price to be decided (arrived after the event) |

Consultation:

Alan Hart, CEO
Elected Members

Statutory Environment:

Local Government Act 1996

Policy Implications:

Nil.

Financial Implications:

Changes to the budget with income being received from all items.

Strategic Implications:

Provide Strong Leadership

| Our Goals | Our Strategies |
|--|--|
| We plan for the future and are strategically focused | Ensure accountable, ethical and best practice governance Develop and maintain our Asset Management Plan |

Improve our Financial Position

| Our Goals | Our Strategies |
|--|---|
| The Wandering Shire is financially sustainable | Improve accountability and transparency |

Sustainability Implications:

- Environmental: There are no known significant environmental considerations
- Economic: There are no known significant economic considerations
- Social: There are no known significant social considerations

Risk Implications:

Omitting items can result in non-compliance with regulatory requirements. Ensuring all items for sale are included in our fees and charges document helps maintain transparency, compliance, and operational efficiency.

Voting Requirements:

Absolute Majority

Officer Recommendation:

That Council, pursuant to s6.16 of the *Local Government Act 1995*:

- **imposes the following fees for the memorabilia**

| Item name | Quantity ordered | Purchase Cost to Shire | Selling Price |
|---|------------------|------------------------|---|
| Baron Round Leather Keyring 150 Year Logo | 100 | \$915.20 | \$15.00 |
| White Coffee Mugs 150 Year Logo | 72 | \$977.00 | \$15.00 |
| Keyring Torches Golf/150 Year | 131 | \$1,099.19 | \$7.50 |
| Black Metal Pens 150 Year Logo | 250 | \$402.00 | Price to be decided (arrived after the event) |

- **authorises the amendment of the current fee for the book “The Horses Came First from \$11.00 to \$38.00**
- **authorises the CEO to give local public notice of same:**

Moved: _____

Seconded: _____

For/Against: Cr Turton ☐ Cr Treasure ☐ Cr Hansen ☐ Cr Little ☐ Cr Parsons ☐ Cr Watts ☐

14 Planning and Technical Services

14.1 Local Recovery Plan

| | |
|--------------------------------|--|
| File Reference: | N/A |
| Location: | N/A |
| Applicant: | Shire of Wandering |
| Author: | Karl Mickle, Operations Manager |
| Authorising Officer | Alan Hart Chief Executive Officer |
| Date: | 20 September 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Proposed Local Recovery Plan – Shire of Wandering |
| Previous Reference: | 16 June 2022 – Item 14.1 |

Summary:

Council to consider endorsing the reviewed and updated Local Recovery Plan (LRP) 2024 for the Shire of Wandering.

Background:

The Local Recovery Plan (LRP) has been developed in accordance with Section 41(4) of the *Emergency Management Act 2005 (WA)* (the Act) and forms part of the Emergency Management Plans and Arrangements for the Shire of Wandering.

Comment:

This LRP was last reviewed and updated in 2022. The document has been reviewed by the Shire of Wandering Local Emergency Management Committee (LEMC) and DFES and it has been recommended for the Shire of Wandering Council to endorse the attached LRP. It is noted that the LRP is a live document and it will be updated as required.

Consultation:

Shire of Wandering LEMC
Acting Chief Executive Officer
Lewis Winter - Consultant

Statutory Environment:

Section 41(4) of the *Emergency Management Act 2005 (WA)*

Policy Implications:

Policy number 23 – Risk Management.

Financial Implications:

There will be direct financial implications associated with adoption of this Local Recovery Plan if the Shire must implement the plan for the community, but there will be financial support from both State and Federal Governments to offset some of the associated costs but for this to happen we need to have an approved LRP.

**Strategic Implications:
Provide Strong Leadership**

| Our Goals | Our Strategies |
|---|---|
| A well informed Community | <ul style="list-style-type: none"> • Foster opportunities for connectivity between Council and the Community |
| We plan for the future and are strategically focussed | <ul style="list-style-type: none"> • Ensure accountable, ethical and best practice governance • Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan. • Service Level Plans detail operational roles, responsibilities and resources. • Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships |

Sustainability Implications:

- Environmental: There are high significant environmental considerations.
- Economic: There are high significant economic considerations.
- Social: There are high significant social considerations.

Risk Implications:

Nil.

Voting Requirements:

Simple Majority

Officer Recommendation

That Council endorse the Local Recovery Plan including attachments as recommended by the Local Emergency Management Committee.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐



SHIRE OF WANDERING

Local Recovery Plan



JANUARY 1, 2024
SHIRE OF WANDERING
22 Watts Street

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Local Recovery Coordinator – CEO

Chair Local Recovery Coordination Group – Shire President

Chair Local Emergency Management Committee – Shire President

Recovery Support Officer

Recovery Liaison Officer – CEO or Delegate

Recovery Coordination Centre (RCC) Coordinator – CEO or Delegate

Recovery Communications Coordinator – LRC
 Municipal Safety Officer – Works Coordinator
 Information Technology Support Officer -
 Community Services Coordinator -
 Children and Family Services Coordinator –
 Engineer Operation and Logistics – Operations Manager
 Field Coordinator Supervisors – Works Coordinator
 Financial Recovery Coordinator – CEO
 Municipal Emergency Resource Officers –
 Economic Recovery Coordinator – CEO
 Waste Services Officer – Operations Manager
 Health Risk Advisor - EHO
 Supervisor Building Maintenance – EHO
 Building Structural Officer – EHO
 Business Risk Management Officer – CEO
 Supervisor Parks Maintenance – Works Coordinator

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1. ADMINISTRATION

1.1 ENDORSEMENT OF LOCAL RECOVERY PLAN

The Local Recovery Plan (LRP) has been developed in accordance with Section 41(4) of the Emergency Management Act 2005 (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Wandering and as such should not be read in isolation.

The development, implementation and revision of this plan is the responsibility of the Shire of Wandering in consultation with LEMC and key stake holders in accordance with the EM Act.

The LRP was supported by the Shire of Wandering Local Emergency Management Committee (LEMC) and endorsed by Council

Shire President
Shire of Wandering
Chairperson Local Emergency Management Committee

Date

Chief Executive Officer
Shire of Wandering

Date

Disclaimer: This plan has been produced by the Shire of Wandering in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Wandering expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

1.2 AMENDMENT RECORD

| NO. | DATE | AMENDMENT DETAILS | DOCUMENT PREPARED BY |
|-----|----------|-------------------|----------------------|
| 1 | Aug 2024 | Complete Review | LEMC |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

1.3 DISTRIBUTION LIST

| Organisation | No Copies |
|---|-----------|
| Shire of Wandering | |
| Pingelly Police Station | |
| Wandering Volunteer Bushfire Brigades | |
| Boddington St John Ambulance | |
| Chief Bush Fire Control Officer | |
| District Emergency Management Committee | |
| State Emergency Management Committee | |
| Local Emergency Management Committee | |
| Shire Ranger | |

1.4 ACRONYMS USED WITHIN THESE ARRANGEMENTS

| | |
|-------------|--|
| BOM | Bureau of Meteorology |
| CA | Controlling Agency |
| DBCA (DPaW) | Dept of Biodiversity, Conservation and Attractions (Dept Parks and Wildlife) |
| DEMC | District Emergency Management Committee |
| DFES | Department of Fire and Emergency Services |
| DOC | Department of Communities |
| DPIRD | Department of Primary Industries and Regional Development |
| DWER | Department of Water and Environmental Regulation |
| ECC | Emergency Coordination Centre |
| EOC | Emergency Operations Centre |
| HMA | Hazard Management Agency |
| IC | Incident Controller |
| IMT | Incident Management Team |
| ISG | Incident Support Group |
| LEMA | Local Emergency Management Arrangements |
| LEMC | Local Emergency Management Committee |
| LG | Local Government |
| LRC | Local Recovery Coordinator |
| LRCG | Local Recovery Coordination Group |
| LRP | Local Recovery Plan |
| OIC | Officer in Charge |
| SEMC | State Emergency Management Committee |

2. **RELATED DOCUMENTS**

To enable integrated and coordinated delivery of emergency management within the Shire of Wandering, these arrangements are consistent with West Australian Emergency Management Framework.

The LRP is to be read in conjunction and alignment of the Shire's Local Emergency Management Arrangements (LEMA).

Reference should also be made to the;

- Shire of Wandering Emergency Evacuation Plan
- Department of Communities Local Support Plan

2.1 **AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS**

| Parties to the Agreement | Aim of the Agreement |
|--|---|
| Local Government MOU – Shires of Wandering, Brookton, Beverley, Corrigin, Cuballing, Dumbleyung, Kulin, Lake Grace, Narrogin, Pingelly, Quairading, Wagin, West Arthur, Wickepin, Williams | Basic framework for cooperation between LG's named and to promote cooperation in a disaster event which affects one or more of the partnering LGs |
| Addendum to MOU above with the Shires of Wandering, Boddington, Pingelly and Williams | Assistance in an emergency sharing resources and staff |

3. **RECOVERY**

3.1 **OVERVIEW**

Following the impact of a hazard on a community within the Shire of Wandering, 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.

- a) Reconstruction of the physical infrastructure; and
- b) Restoration of emotional, social, economic and physical wellbeing
- c) Social Environment – defined by relationships and connected by networks of communications, ie. Individuals, families and common interest groups that form whole communities.
- d) Built Environment – human made assets that underpin the functioning of the community
- e) Economic Environment – economic recovery is critical to the whole-of-community recovery process
- f) Natural Environment – is considered in terms of impact in the air, water, land and soil, plants and animals.

The purpose of managing a recovery is to assist the community to 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.

3.2 **PURPOSE**

To detail planning, arrangements and processes established to restore, as quickly as possible, the quality of life in an affected community so that they can continue to function as part of the wider community.

3.3 **AUTHORITY**

This Local Recovery Plan (LRP) is prepared in accordance with the *Emergency Management Act 2005* (WA). Endorsed by the Shire's Local Emergency Management Committee (LEMC) and Shire Council. Tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC)

3.4 AIM

The aim of the Wandering Local Recovery Plan is to formalise the arrangements for the effective management of any recovery from an emergency and/or disaster and to ensure compliance with the Emergency Management Act (2005), specifically section 41(4).

3.5 OBJECTIVES

The objectives of the plan are to:

- Assist recovery at a personal, community, economic and environmental level;
- Establish and articulate community recovery management structures and processes, which should ensure active and effective community participation in the recovery process;
- Ensure that government and non-government support is made available to affected communities, to the maximum levels possible, or appropriate;
- Assist communities to rebuild, recognising all opportunities to enhance social, economic and environmental values, wherever possible;
- Improve the resilience of the Wandering community;
- Ensure that lessons learnt through the recovery process are captured, recorded and available to managers of future recovery processes; and
- Identify trigger(s) for the activation of these arrangements, incorporating these into emergency response protocols, thereby ensuring timely, effective and early integration of recovery activities, into any emergency response

3.6 RECOVERY PRINCIPLES

The Shire's Local Recovery Plan (LRP) and its Local Recovery (LRG) will consider all aspects of recovery, incorporating the Australian national disaster recovery principles that are considered central to successful recovery, being:

| | |
|--|---|
| Understanding the CONTEXT The Shire recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within the Shire of Wandering area, having its own history, values and dynamics and will always take this into consideration | COORDINATE all activities The Shire will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies, and industry based on continuing assessment impacts and needs. |
| Recognising COMPLEXITY The Shire will acknowledge the complex and dynamic of both emergencies and the diverse nature of its community | COMMUNICATE effectively The Shire understands the imperative of effectual communication for successful recovery and thus will ensure this is activated using the Recovery Communications Plan ensuring community and partners are always informed and heard. |
| Using COMMUNITY-LED approaches The Shire recognises that successful recovery is based around community-centred involvement and as such will be responsive, flexible and engaging with the community supporting them to move forward | Build CAPACITY The Shire appreciates successful recovery, recognises, supports and builds on individual community and organisational capacity and resilience and so will always allow for programs and processes which will enhance resilience and capacity building at every opportunity |

3.7 RECOVERY MANAGEMENT CONCEPTS

The following concepts provide the foundation for effective recovery management:

- **Community involvement** – The recovery process is most effective when individuals and communities take an active part in the management of their own recovery.

The inclusion within the Local Recovery Coordinator Groups, of representatives from a mixture of government, private and voluntary agencies, local council, cultural group leaders and any others considered appropriate, remains the most effective way of involving the whole of the community into recovery planning and management.

- **Management at the local level** – Management of emergency recovery should be entrusted to the local community.

The local community would be more effective at managing recovery in their own community, as they have the required local knowledge and community networks. Resource support may be required from the State level.

- **Affected area/Community approach** – Emergencies rarely occur within the confines of a single government area.

Management of the recovery process is generally undertaken on the basis of an identifiable area of impact. The affected area should be considered with respect to the losses that have resulted and by the impacts upon the people involved.

- **Differing effects/needs for different communities/individuals** – The capacity of individuals, families and communities to recovery from the impact and re-establish normal living patterns following emergencies, will vary depending upon their own capacity, the specific circumstances of the emergency and its effect upon them.

Assistance measures must be adapted to most appropriately meet the needs of those affected. This will require sensitivity and extensive consultation with the affected people and communities.

- **Empowering individual and communities** – it is essential that emergency affected individuals and communities, are encouraged to actively participate in the management of their own recovery. Emphasis should be given to supporting and maintaining the identity, dignity and autonomy of those affected.

Support services and assistance measures should be well advertised through local networks on a repetitive basis, and easily accessible. These should still allow people to make their own decisions. It should be ensured that appropriate information is provided for cultural and linguistically diverse groups and sufficient to enable people to make their own decisions.

- **Minimum intervention** – External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the effected community.

Where possible, additional resources provided should be under local management, through the network of existing service providers

- **Planned/timely withdrawal** – A critical aspect of recovery management is that the withdrawal of external assistance, is carefully planned, monitored and communicated. A planned withdrawal should be done with community involvement, through the Local Recovery Coordination Group, ensuring that a void/s will not be left behind.
- **Recognition of local resourcefulness** – It will become clear as the recovery process proceeds, what the capacity of individuals and communities is, to participate in the management of their own recovery and whether there is a requirement for further support services. It is important to recognise what capacity exists for individuals and the community and provide appropriate assistance as/where required.
- **Accountability, flexibility, adaptability and responsiveness** – Accountability is in reference to public administration, and it remains very important in ensuring that the recovery process is transparent, fair and appropriate.

Flexibility and responsiveness in a potentially ever-changing recovery environment, are necessary to properly manage the community recovery. The requirement for these attributes is highlighted by the likely scrutiny from public, media and political groups, during and post recovery.

- **Integration of services** – Recovery effort should commence immediately, concurrently to any emergency response activity. This require active collaboration with the Incident Management Team from the HMA/CA. An Incident Support Group should seek to frame the communication frameworks and begin planning for the eventual transition to recovery process. The LEMA Risk Evaluation criteria should be communicated to the HMA/CA, to provide insight to them on what the community sees as the acceptable threshold of impact. Damage beyond that threshold should be seen as an early warning for the need to commence recovery and standing up of an Incident Support Group.

Effective liaison arrangement and networks are necessary to ensure that resources are utilised in the most effective manner, especially where both recovery and response agencies may require the same limited resources.

Various recovery services/agencies must work together effectively, which will be assisted through the establishment of coordination networks and collaborative arrangements, during the planning process.

- **Coordination** – Recovery management is most effective when coordinated by a a single agency, actively engaging with the effected community. The Local Recovery Coordination Group, with its chairperson and through the Recovery Coordinator, will be responsible for facilitating the full extent of recovery activities.

3.8 OUR RECOVERY VALUES

Shire of Wandering will always apply sound disaster recovery **Values** to all activities by:

| | |
|----|---|
| 1. | Always consider consequences of actions ensuring NO HARM to disaster affected communities |
| 2. | Always providing LEADERSHIP for our communities |
| 3. | Recognise our key role is to foster COLLABORATION between partner agencies, community and council |

| | |
|----|--|
| 4. | EMPOWERING individuals and groups to effectively carry out recovery activities |
| 5. | Avoid DUPLICATION of services and programs within the community |
| 6. | ACT as quickly as possible, however planning for the LONG TERM in consideration of Value 1 and for TRANSITION to normal services will be part of Recovery Long Term Strategy |
| 7. | CAPTURING lessons learnt for provision of capacity building and resilience |

3.9 THREATS

Disasters have the potential to pose a significant threat to human health and safety, property, heritage and critical infrastructure throughout the year.

The Shire of Wandering Local Emergency Management Arrangements have identified threats including:

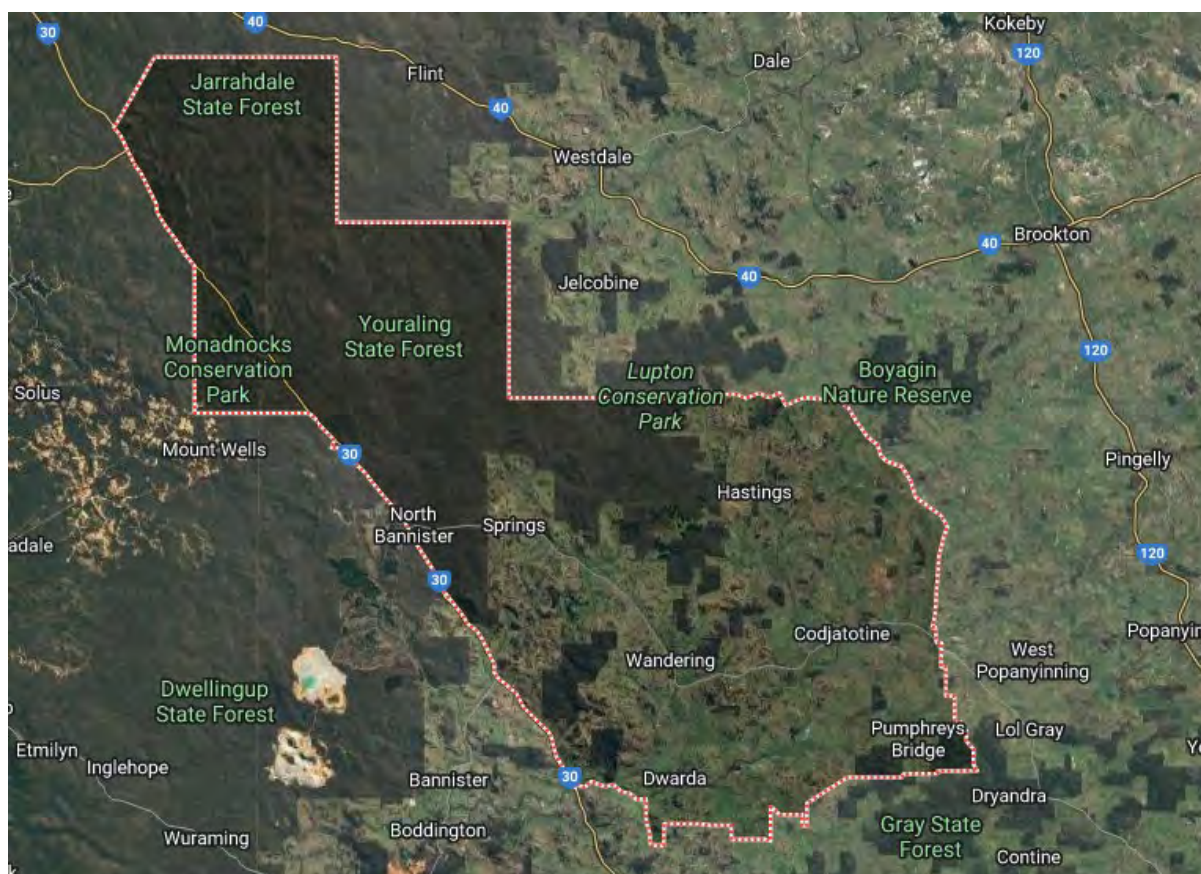
| | |
|--|-----------------|
| Bushfire | October – April |
| Storm | Anytime |
| Flood | May – October |
| Public Health Emergency/Human Epidemic | Anytime |
| Critical infrastructure environment/heritage | Anytime |

3.10 SCOPE

The scope of this recovery plan is limited to the boundaries of the Shire of Wandering local government. It details the recovery arrangements for the community and does not detail how individual organisations will conduct recovery activities within their core business areas. This plan recognises the leadership, expertise, knowledge and relationships that exist within any community and advocates the utilisation of these in the recovery phase of the emergency.

The Plan is a support plan to the Shire's Local Emergency Management Plans and Arrangements. The plan is a guide to recovery management at a local level.

3.11 **GEOGRAPHIC LOCATION**



3.12 **MANAGEMENT ARRANGEMENTS**

The Local Recovery Coordination Centre (LRCC) will be managed by the Local Recovery Coordinator from the Local Recovery Centre.

The location of the LRCC 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 and facilities are desirable when setting up an LRC (dependant on the scale of the incident): Phone, email, video conferencing, meeting rooms, ablutions, kitchen/food preparation area.

4. **ACTIVATING RECOVERY**

Activation of the Local Recovery Plan (LRP) will be made by the Shire's CEO on the advice from the Local Recovery coordinator (LRC).

Assessment of assistance require for recovery will be made by;

- Incident Support Group (ISG)
- Consultation between HMA/CA, Incident Controller (IC) and Local Emergency Coordinator
- The Shire of Wandering President/CEO

When authorised for activation, Local Recovery Group, Chairperson (CEO/Shire President) in conjunction with LRC are responsible for implementing the recovery processes of the plan.

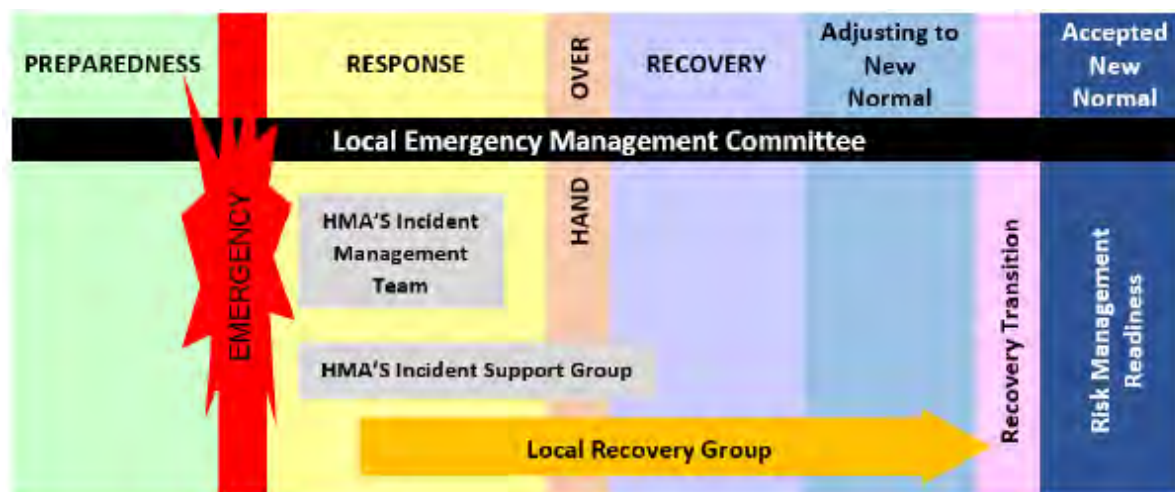


Figure 1: Groups, teams and committees through preparedness, response and recovery

ACTION

- LRC consults and advises Shire's CEO of recovery activation.
- Assessment of assistance determined.
- Local Recovery Plan is activated.

4.1 RESPONSE TO RECOVERY EVENT RESPONSIBILITIES

Initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery.

Regardless of response engagement, as soon as possible assemble the LRG to be briefed on the emergency incident and detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

The LRG will:

- Align response and transitional recovery priorities,
- Connect with key agencies and community,
- Understand key impacts and tasks,
- Identify recovery requirements and priorities as early as possible,
- Include the LRC in ISG meetings from onset.

Transfer of management from response to recovery handover to Shire shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire's CEO. The CEO has discretion regarding accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA.

Acceptance of this Impact Statement and its responsibilities should not occur unless the CEO and the Local Recovery Coordinator and Group are fully aware to the extent of the affect that the incident has had on the community as a whole and the Local Government Authority itself is willing to take on that responsibility.

ACTION

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaison with Incident Controller
- LRG gathered and briefed ensuring coordinated recovery recommendations
- CEO to sign off response to recovery event management handover with HMA/CA Impact Statement completed.

4.2 IMPACT STATEMENT AND NEEDS ASSESSMENT

The event Controlling Agency (CA) will complete and Impact Statement (IS) in consultation with the Incident Support Group (ISG). The IS will contain a detailed description of the impact of the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure.

The IS will be completed as outlined in the State Emergency Management Procedure.

<https://www.wa.gov.au/media/32476>

4.3 OUTREACH NEEDS ASSESSMENT

NEEDS can broadly be defined as;

| | |
|-----------------------------|--|
| Physical Needs: | Food, water, shelter, clean breathable air |
| Psychological Needs: | Psychological first aid/supporting, bonding |
| Societal Needs: | Community infrastructure, power, drainage, shops, telephone, schools, industry transport |

When a community is affected by an emergency, it is essential to determine the NEEDS of that community, which are often extensive. One of the best ways to capture this information is using a technique called 'Outreach' whereby volunteers from the Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to impacted individual to determine individual needs and impacts as:

| | |
|------------------------------|---|
| What has been affected? | Wish to be contacted for further information? |
| What information is needed? | Their best contact details? |
| What assistance is required? | Information on assistance for neighbours |

This establishes contact as soon as possible with affected community for future information sharing and resource allocation priorities. A form for Outreach Impact and Needs Assessment can be found in Attachment 1.

(Large scale recovery) The Australian Red Cross is equipped with tablets and software specific for Outreach.

4.4 SOURCES OF INFORMATION – IMPACT (IS) and NEEDS ASSESSMENT (NA)

The IS process must be undertaken as soon as possible after the emergency event. Sources that may assist in the collection of this data may include:

- HMA/CA

- Partner agencies – identifying persons in need of immediate assistance
- Shire Building Surveyors, Engineers, Environmental Health Officers and Rangers
- Insurance Assessors
- Business Associations (Wandering businesses)
- Recovery Outreach Needs Assessment form (attachment 1)
- Department of Communities (DOC) or Australian Red Cross (ARC) have systems to register individuals present at Evacuation Centre and resources to assist in outreach activities and will be activated by HMA/CA.

ACTION

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaise with Incident Controller.
- LRG gathered and briefed ensuring recovery commencement.
- CEO sign off response to recovery handover with HMA/CA Impact Statement.
- Recovery initiated while response still in progress.
- LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event.
- Department of Communities/Aust. Red Cross contacted ASAP to establish partnership in recovery activities.

4.5 OPERATIONAL RECOVERY PLAN

Where significant reconstruction and restoration is required, an Operation Recovery Plan (ORP) should be prepared by the LRC. The ORP shall provide a complete description and extent of damage, both physical and human, and detailed plans for restoration and reconstruction of the affected community, including community activities and community development activities. Suggested composition of ORP viewed at Attachment 4.

ACTION

- LRG/LRC to prepare Operation Recovery Plan where significant reconstruction and restoration is required.

4.6 LONG TERM RECOVERY STRATEGY

A Long Term Recovery Strategy is developed to achieve holistic, long-term, enduring recovery for the individuals, families and communities affected by an emergency and build resilience for future emergencies.

The Shire, where appropriate, will develop a collaborative, comprehensive and inclusive long-term community recovery strategy with the community and for the community. This will also incorporate how community needs have changed over time. A further outreach program may be instigated checking on wellbeing and changes in the needs of the community.

ACTION

- Shire to develop a collaborative and inclusive long term community recovery strategy which may include any changes in community needs and further outreach activities.
- Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity for Shire to support recovery process in the immediate and long term.

4.7 MANAGED WITHDRAWAL

Recovery must evolve, change and assist the affected community towards management of its own recovery. This transition from recovery to ongoing community activities and services requires a comprehensive strategy (Long Term Recovery Strategy) that gradually integrates the recovery services into mainstream services that existed prior to the disaster or have emerged since and require minimal support to continue.

The Shire and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development, while maintaining the sense of community health and well-being.

ACTION

- The Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.
- The Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long term.
- LRG to identify recovery programs that will *phase down, phase out or be handed over to community to continue.*

5. OPERATIONAL RECOVERY MANAGEMENT

5.1 LOCAL RECOVERY COORDINATION GROUP (LRCG)

The LRCG will be chaired by the Shire of Wandering Shire President, the Shire of Wandering 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.

Wandering Local Recovery Coordination Group (LRCG) Appendix 1.

5.1.1 Membership

| | |
|----------------------------|--|
| Chairperson | Shire President |
| Local Recovery Coordinator | LG representative, as appointed by the CEO |
| Secretary | Provided by LG |
| Local Government | Shire of Wandering Local Emergency Management Committee – members as required – key stakeholders |
| State Government | Relevant government agencies and other statutory authorities will nominate their representatives to be |

| | |
|----------------------------------|--|
| | <p>members dependent on incident type.</p> <p>Recommended.</p> <ul style="list-style-type: none"> • HMA/Controlling Agency (initially) • Department of Fire and Emergency Services (initially) • WA Police (initially) • Department of Primary Industries and Regional Development • Department of Biodiversity, Conservation and Attractions • Main Roads WA • Department of Water and Environmental Regulation • Regional Development Commission • Department of Communities • Lifelines – power, water, gas • Department of Health |
| Organisations | <ul style="list-style-type: none"> • St John's Ambulance • Education/school representative • Community Groups • Australian Red Cross • Silver Chain/Aged Care • Insurance representatives • Brookfield Rail |
| Key Identified Community Members | <p>To be identified depending on event and location</p> <ul style="list-style-type: none"> • Cultural representation • Vulnerable |

5.1.2 Functions

| |
|---|
| Appoints key position within the LRG |
| Establishes sub-committees as required |
| Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies. |
| <p>Develops an Operation Recovery Plan to coordinate a recovery process that considers:</p> <ul style="list-style-type: none"> • Long-term planning and goals for the Shire • Assessing recovery needs and determining recovery functions still requires. • Developing a timetable, identifying responsibilities for completing major functions. • Considering needs of youth, aged, disabled, culturally linguistically diverse (CaLD). • Allowing full community participation and access. • Allowing monitoring and reporting of the recovery process. |
| Facilitates provision of services, exchange of public information and acquisition of resources. |
| Negotiates effective use of available resources and support from State and Commonwealth |
| Monitors progress of recovery, receives periodic reports from recovery agencies. |
| Ensures a coordinated multi-agency approach to community recovery. |
| Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning. |

5.2 COMMUNITY INVOLVEMENT – CULTURAL AND DIVERSITY INCLUSIVENESS

Diversity is an integral part of the Shire’s history, culture and identity. Inclusion is the way the Shire treats and perceives all differences.

During the Shire’s recovery activities, it will endeavour to create an inclusive culture, within the affected communities, by striving to involve all cultures and diversity within the recovery priorities, strategies and decision-making.

Key stakeholders and representatives will be sought from the community while acknowledging the significance of culture and diversity makeup. These representatives will be considered for inclusion on relevant LRG sub-committees, depending on the nature of the emergency.

When threatened or affected by an emergency, everyone within that community is encouraged to be actively involve in their own and collaborative recovery. It is the role of formal recovery agencies to provide structured support, communications, and coordination to assist the community’s efforts.

5.3 LOCAL RECOVER GROUP SUB COMMITTEES

Depending on the size of the emergency event, sub committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to the LRG. A full list of functions of various sub-committees can be viewed in Appendix 1.

5.4 STATE GOVERNMENT INVOLVEMENT

The State Government may provide support and assistance to the Shire of Wandering in recovery. The State Recovery Coordination Structure is shown below.

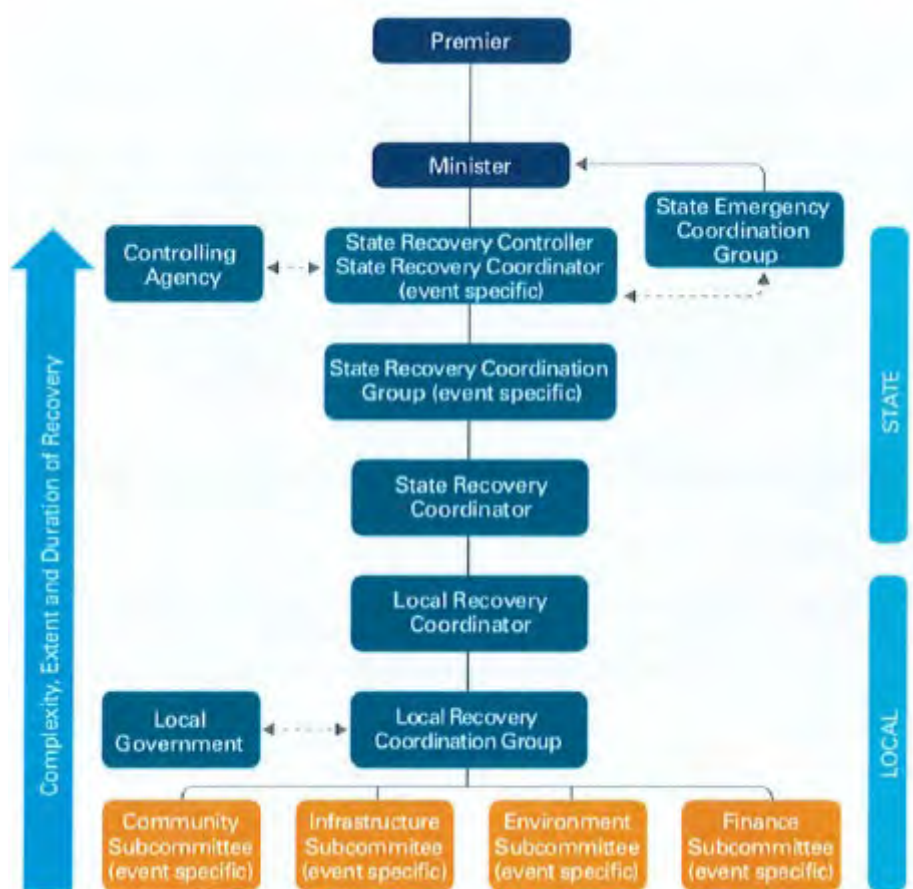


Figure 2: State Government Coordination Structure .

5.4.1 State Recovery Coordinator/State Recovery Controller

The State Recovery Coordinator supports a whole of government approach and coordinated the maintenance of the State recovery arrangements and plans through the SEMC recovery sub-committee. The State Recovery Coordinator supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The State Recovery Controller is appointed by the Premier. The State Recovery Controller will usually occur when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

ACTION

- The Shire will establish an LRCG management structure relevant to event size and complexity.
- LRCG will establish membership from Shire staff, supporting agencies and community members.
- LRCG will operate within recognised functions and relevant sub-committee structure.
- LRCG will actively encourage and invite community participation within the LRCG
- LRCG will actively engage with State Government to maximise recovery recourses and synergies between Local and State recovery activities.

6. FINANCIAL MANAGEMENT

In and emergency, the Local Government Act 1995, Section 6.8(c) allows expenditure from municipal funds, not included in the annual budget, to be authorised by the President at the time of an emergency.

Within this section 6.8 (1) of the same act, tenders do not have to be publicly invited if goods and services are obtained from this expenditure.

Responsibilities expending Shire of Wandering funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the Recovery Operational Sequence Guide (Appendix 3) must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds expenditure.

6.1 FINANCIAL RECORDS

Records and invoices of costs associated with an emergency event are to be assigned specific emergency cost centres which all costs associated with recover are allocated.

To ensure accurate records associated with recovery process, are easily identifiable and accessible at any time.

ACTION

- CEO and/or nominated senior officer have authority to expend funds on emergency events.
- All invoicing and costs associated with the emergency event to be allocated against emergency cost centre.

6.2 FINANCIAL ASSISTANCE

The State Emergency Management Policy (SEMP)

The SEMP Section 5.12 outlines the responsibility of the Hazard Management Agency/Control Agency to meet costs associated with an emergency.

Financial Management in Recovery

Primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognised that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances.

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination. <https://www.wa.gov.au/government/publications/state-emergency-management-plan>

6.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)

DRFAWA is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed ‘eligible’.

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters

Once it has been determined that the emergency is a large -scale costly event, the Shire shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: drfawa@dfes.wa.gov.au

Phone: 9392 1642 or 9392 1639

Website: <https://www.dfes.wa.gov.au/recovery/funding>

6.2.2 Services Australia

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested recovery payment to eligible adults (\$1000) and eligible children (\$400).

For more information, visit: <https://www.servicesaustralia.gov.au/natural-disaster>

ACTION

- On advice an emergency is an eligible event and significant recourses have been expended LRC will direct the Shire to contact with DRFAWA Officers for advice and guidance.
- In an eligible major disaster LRC will assist affected individuals connect with Services Australia for assistance payments.
- For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.

7. APPEALS, DONATIONS AND VOLUNTEERS

7.1 LORD MAYOR'S DISTRESS RELIEF FUND (LMDRF)

The Shire will advise and direct monetary donations through the LMDRF, which operates under the specific guidelines and policy. LMDRF will provide aid for victims of events of a disastrous nature for Western Australians. The fund will primarily focus on the relief of distress and hardship of individuals.

LMDRF works closely with the LRG ensuring local issues are considered before deciding on a disbursement plan. LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed.

For more information see: <https://appealswa.org.au/>

Shire of Wandering Emergency Account

7.2 DONATIONS OF GOODS

At all opportunities, donations of physical goods should be discouraged due to significant difficulties to manage. Cash donations are more practicable to manage and provide the opportunity to utilise local services which in turn assists the recovery of local business.

7.2.1 Non-Government Organisations (NGO) Assistance

NGO's may offer assistance in way of emergency relief funds, shelter or supplies. Where possible all offers or request should be coordinated through the LRG avoiding duplication of effort and confusion.

7.2.1 Donations of Service and Labour

Donations of services/labour to assist with recovery should be coordinated by the Shire or LRG

ACTION

- On advice of eligibility following a disaster LRC will direct Shire of Wandering Officers to contact LMDRF for advice and guidance.
- Spokesperson for the Shire of Wandering will advise that donations of goods will not be accepted by the Shire of Wandering.
- All financial donations will be directed through the LMDRF.
- Offers of assistance will be directed to LRCG.

7.3 SPONTANEOUS VOLUNTEERS

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the Shire and its LRG will determine the process of dealing with spontaneous volunteers and if support agencies are required to assist in the management of these volunteers.

The likely sources of volunteers are:

- Clubs
- Community Groups
- Non-government organisations
- Members of the public

ACTION

- LRCG will refer to local service clubs and support organisations regarding the management of volunteers.

RECOVERY FACILITIES AND RESOURCES

8.1 HAZARD MANAGEMENT AGENCY RESPONSE RESOURCES

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility.

8.2 SHIRE OF WANDERING CONTACTS, RESOURCES AND ASSETS REGISTERS

As per LEMA

8.3 AUSTRALIAN RED CROSS

Australian Red Cross are experts in dealing with people in crisis and have 100 years' experience. A wide range of helpful resources can be found on the Australian Red Cross website <https://www.redcross.org.au/> to help communities prepare for, respond to and recover from disasters.

8.4 RECOVERY FACILITIES AND STAFF

The purpose of a **Recovery Centre** (RC) and a **One-Stop-Shop** (OSS) is to bring together agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The decision of where to establish the RC (which could be on-going for a significant length of time) and the OSS (usually immediate and short term length of time) will be made by the LRC and will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as suitable RC's:

- Community Centre, Council Chambers, Community Resource Centre

Depending on the severity of the incident, a **One-Stop-Shop (OSS)** may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition in the OSS. Where this option is not viable other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

ACTION

- LRC/LRCG to determine location for RC and establish as soon as possible.
- OSS to be established immediately following event and located appropriately.

8.5 SHIRE OF WANDERING STAFF

Staff considerations

Consideration needs to be given to the demands of recovery operations on staff as well as the continuity of regular business processes. As a consequence, additional staff may be required to ensure that the Shire continues to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be require for months or even years to follow.

Staffing levels

In the event of a large-scale emergency, staffing needs should be assessed by management as soon as possible to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded for consideration to the LRG. MOU as per LEMA.

Stress and fatigue

It is **imperative** that all staff be regularly briefed and kept up to date with all activities and progress of recovery. Shire of Wandering staff communicate with a broad range of community members on a daily basis so can confidently understand and relate the extensive activities and actions the Shire and its LRCG is currently engaged in. Situation reports should be posted prominently within the workplace.

A formal debriefing arrangement will be instigated by the Shire for all staff as they transition from recovery back to their normal duties.

ACTION

- Shire of Wandering staff to be regularly briefed on current situations and activities within recovery.
- Stress and fatigue of Shire staff to be monitored and assisted where appropriate.
- As soon as possible determine staffing level increase to meet demands

9. ROLES AND RESPONSIBILITIES

The Shire LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

During the response phase some members may appear in the ISG while forming part of the Local Recovery Coordination Group (LRCG) to assist the Shire manage its recovery activities.

9.1 LOCAL RECOVERY COORDINATOR

The Shire of Wandering Local Recovery Coordinator (LRC) has been appointed in accordance with Section 41(4) of the *Emergency Management Act 2005*.

9.2 SHIRE OF WANDERING RECOVERY ROLES AND RESPONSIBILITIES

A comprehensive list of all roles and responsibilities of the Local Recovery Coordinator and identified Shire staff for disaster recovery duties can be viewed at Appendix 2.

9.3 EXTERNAL AGENCIES RECOVERY ROLES AND RESPONSIBILITIES

The WA State Government along with Non-Government Organisations will provide a range of services and resources to the recovery effort and should be utilised wherever possible.

A complete list of agencies and their roles and responsibilities can be viewed in the State Emergency Management Plan at Appendix E

<https://www.wa.gov.au/government/publications/state-emergency-management-plan>

ACTION

- All Shire of Wandering staff could be engaged in various stages of disaster recovery.
- Specific Shire of Wandering staff identified in this plan should be familiar with the roles and responsibilities with disaster recovery.
- External agencies should be engaged and utilised wherever possible.

10. COMMUNICATIONS

Recovery communications is the practice of sending, gathering, managing and evaluating the dissemination information. During the response phase, the HMA/CA has the task of managing communications in an emergency. The CA officially hands communications responsibility to the local government leading the recovery, complete with the Impact Statement, as the transfer of event management to the recovery is conducted. Coordinating the affected community in recovery, including communications, rests with the local government.

Communities threatened by or experiencing an impact from an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

10.1 RECOVERY COMMUNICATION PLAN

A recovery Communications Plan template has been developed as guidance to recovery communications, detailing a vision, mission and direction for communication to the affected community and provided to the Local Recovery Coordination Group (LRCG).

10.2 SPOKESPERSON(S)

The spokesperson for the Shire of Wandering in recovery will be the Shire President or the delegated authority for specific person/s to act as a spokesperson.

ACTION

- The Recovery Communications Plan will be used to provide a template of guidance in public information and communications.
- For further guidance refer *Communication in Recovery Guidelines*.

11. STAND DOWN

There is no definite end period to recovery; however deliberation is required to decide when the Shire of Wandering will consider normal service delivery. This decision will be made depending on the severity and nature of the emergency and the impact on the Shire of Wandering and the community.

11.1 DEBRIEFING

A formal debriefing arrangement will be instigated by CEO for all staff through the Employee Assistance Program as required as Shire of Wandering transit from recovery back to their normal duties.

11.2 EVALUATION

The one-year anniversary period for the emergency marks the time when the local government is required under state emergency management guidelines to provide an evaluation report of their activities in recovery. (State EM Policy 6.10 – Review of Recovery Activities).

The Local Recovery Coordinator will provide the State Recovery Coordinator with a formal report of reflection about the recovery process on behalf of the Shire of Wandering and its LRCG.

See Appendix 6 Post Incident Analysis and Appendix 7 LRCG Standing Reporting Template.

ACTION

- A formal Post Incident Analysis will be held for the LRCG for evaluation and lessons learnt application (Appendix 6).
- A formal debrief will be held for the Shire of Wandering staff for evaluation and lessons learnt application.
- Assistance will be made available through EAP for any staff working in the recovery process.
- Formal report compiled by LRC for Council and State Recovery Coordinator

12. REVIEW

12.1 SUPPORT PLAN REVIEW

The Local Recovery Support Plan will be reviewed and amended as follows:

- A review conducted after an event or incident in which the Local Recovery Support Plan was implemented;
- After an exercise that tests the Local Recovery Support Plan;
- An entire review is undertaken every five years, as risks might vary due to climatic, environmental, and population changes; and
- Any other circumstances that may require more frequent reviews.

The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.

13. TO CONSIDER

13.1 DONATIONS OF FODDER

- Contamination of noxious weeds.
- Point of access an area large enough for semi-trailers to access/turn around
- Machinery to unload from semi-trailers and to load to recipients.

13.2 AGISTMENT OF LIVESTOCK

- Time [period livestock to be agisted and if this impacts the movement before lambing/calving etc.

13.3 ACCOMMODATION OF AGENCY MEMBERS

- Large scale incidents will require various agencies to be in town and the ability to provide accommodation.

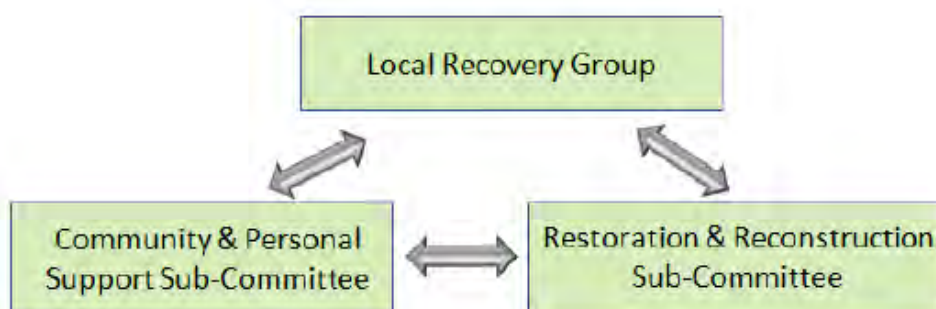
APPENDIX 1: LOCAL RECOVERY COORDINATION GROUP MANAGEMENT STRUCTURE AND FUNCTIONS

Initial Recovery Management Structure during Response Phase.

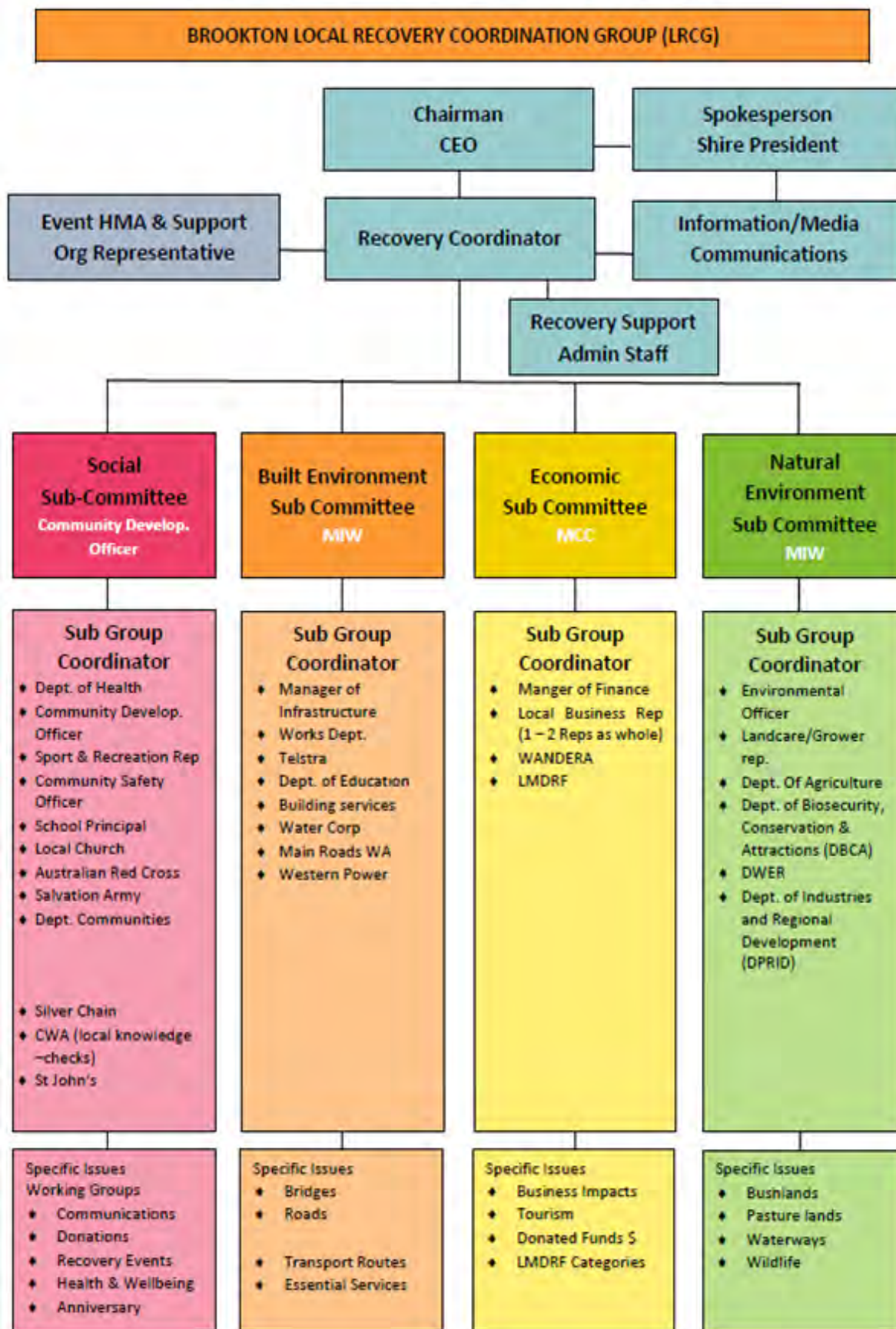


Partial Recovery Management Structure – Initial

(Dependent on community impact and complexity of event)



Full Management Structure (Comprehensive/Complex Event)



Local Recovery Group Sub-Committee Functions

Social Community Wellbeing Sub Committee - Functions

- Provide advice and guidance assisting in restoration and strengthening of community well-being post event.
- Facilitate understanding of needs of impacted community in relation to community wellbeing.
- Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs.
- Assess and recommend medium and long-term priority areas to the Shire for consideration to assist in restoration and strengthening of community wellbeing.
- Assesses the requirement for personal support services in the short, medium and long term.
- Facilitates resources (financial and human) as required to complement/assist existing local services.
- Monitors progress of local personal service providers and receives regular progress reports from agencies involved.

Built Environment Sub Committee

- Assesses requirements for restoration of service and facilities with assistance of responsible agencies.
- Assesses restoration process and reconstruction policies, programmes and facilitate reconstruction plans where required.
- Reports progress of restoration and reconstruction process to LRCG.
- Assess and recommend priority infrastructure projects assisting with recovery process in immediate, short, medium and long term.

Finance/Economic Sub Committee

- Provide advice and guidance to assist in restoration and strengthening of the Shire's economy post the event.
- Make recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship as a result of the event.
- Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 1. Ensure the principles of equity, fairness, simplicity and transparency apply.
 2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance.
 3. Recognise the extent of loss suffered by individuals.
 4. Complement other forms of relief and assistance provided by government and the private sector.
 5. Recognise immediate, short, medium and longer term needs of affected individuals.
 6. Ensure the privacy of individuals is protected at all times.
- Facilitate disbursement of financial donations from corporate sector to affected individuals, where practical.

Natural / Environment Sub Committee

- Provide advice and guidance to assist in restoration of natural environment post event.
- Facilitate understanding of needs of impacted community in relation to environmental restoration.
- Assess and recommend priority areas, projects and community education to assist with recovery process in immediate and short term regarding restoration of environment including weed management and impacts on wildlife.
- Assess and recommend medium and long-term priority areas to the Shire of Brookton for consideration to assist in the restoration of the natural environment in the medium to long term.

APPENDIX 2: RECOVERY ROLES AND RESPONSIBILITIES – SHIRE OF WANDERING

Local Recovery Coordinator – Executive Governance Officer

- ✓ Forms part of the Incident Support Group (ISG) in provision of a coordinated response during an emergency.
- ✓ Facilitate and coordinate all recovery actions as directed by LRCG.
- ✓ To advise and inform the community in regards to all aspects of recovery as per communication strategy.
- ✓ Assess community recovery requirements for each emergency in liaison with HMA to:
 1. Provide advice to the CEO on requirements to activate LRP and convene the LRCG.
 2. Provide advice to the LRCG.
- ✓ Undertake the functions of the Executive Officer to the LRCG.
- ✓ Facilitate the acquisition and the appropriate application of materials staff and financial resources.
- ✓ Manage resources required for an emergency disaster with assistance from Recovery Coordination Centre Coordinator.
- ✓ Coordinate local recovery activities, in accordance with plans, strategies and policies determined by the LRCG.
- ✓ Monitor the progress of recovery and provide periodic reports to the LRCG.
- ✓ Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with local services.
- ✓ Ensure that regular reports are made to the State Recovery Coordinating Committee on progress of recovery.
- ✓ Arrange for conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down.
- ✓ Ensure that all emergency events and related meetings are minuted and all Emergency Coordination Centre records are kept for 7 years for coronial inquest and legal defence purposes.

Chair Local Recovery Coordination Group – Shire President

- ✓ Provide information to the LEMC Chair of issues that need to be addressed from LG perspective.

Chair Local Emergency Management Committee – Shire President

- ✓ Identify any issues that arise from the LRCG and communicate to the relevant LEMC member for consideration and action.

Recovery Support Officer

- ✓ Provide administrative support as required to members of the LRCG and LRC.

Recovery Liaison Officer – CEO or delegate

- ✓ To liaise with the HMA and the Communication Coordinator.
- ✓ To ensure a consistent message is released to the community and internal staff.

Recovery Coordination Centre (Rcc) Coordinator - Community Development Officer

- ✓ Management Arrangements, including the Recovery Plan.
- ✓ Appoint a deputy.
- ✓ Prepare, maintain and exercise RCC.
- ✓ Monitoring and reviewing information relating to centres (eg. Location, facilities).
- ✓ Building and activating a team to open and manage centre.
- ✓ Dissemination of information on location, functions, hours of operation to public in conjunction with the Communication Coordinator.
- ✓ Access to and authority to commit Shire resources to the centre.
- ✓ Coordinate the presence of relevant external agencies.
- ✓ Ensure that all emergency events and related meetings are minuted and all RCC records are kept for 7 years for coronial inquest and legal defence purposes.
- ✓ During non-disaster periods, work in partnership with HMA's and State Emergency Management Committee Secretariat to increase recovery awareness and promote recovery planning with key stakeholders.

Recovery Communications Coordinator – LRC (in consultation with CEO)

- ✓ Liaise with other relevant Hazard Management Agencies.
- ✓ Ensure communication strategy in place to share information internally and externally.
- ✓ Writing and distribution media statements inline with LG policy.
- ✓ Writes, produces and distributes promotional material.
- ✓ Advises Executive Management Team (EMT) on media issues.
- ✓ Assist with preparation of protocols for dealing with the Media.

Municipal Safety Officer – Works Coordinator

- ✓ Provide advice on OS&H Risk Management during emergencies to all sections of the Shire of Wandering LEMC.
- ✓ Liaise with relevant external services or agencies in relations to OHS practices.

Information Technology Support Officer

- ✓ Ensure continuation of normal services as demand potentially increases from emergency.
- ✓ Ensure IT equipment and resources available for Service Units requesting support and equipment.

Community Services Coordinator – Community Development Officers

- ✓ Liaise with Dept of Communities Evacuation Centre Coordinator.
- ✓ Assess requirement for support services in short, medium, long term.
- ✓ Facilitate resources (financial and human) as required to complement/assist existing local services.
- ✓ Monitor local service providers and receive regular progress reports from agencies involved.

- ✓ Ensure maximum community involvement.
- ✓ Ensure that immediate and long-term individual and community needs are met.
- ✓ Make recommendations to the LRCG.

Children And Family Services Coordinator – Community Development Officer

- ✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency.
- ✓ Provide advice/progress to the LRCG on issues affecting Children/Family services.

Engineer Operation And Logistics – Manager of Infrastructure & Works

- ✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency.
- ✓ Assess requirements for the restoration of services and facilities with the assistance of responsible agencies.
- ✓ Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required.
- ✓ Report the progress of the restoration and reconstruction process to the LRCG.

Field Coordinator Supervisors – Works Coordinator

- ✓ Assist as requested by Engineering Operations Logistics with operational response.

Financial Recovery Coordinator – Manager of Corporate Services

- ✓ Acquisition, distribution and accounting of funds.
- ✓ Liaise with the LRCG to identify financial implications of emergency event.
- ✓ Committee established to manage donations, appeals etc.
- ✓ Keep records of all costs as a result of the emergency.
- ✓ Liaise with DOC to gain access of potential emergency funding.
- ✓ After declaration made that activates the DRFAWA fund, liaise with State officers.
- ✓ Representative to ensure appropriate recuperation of funds spent.

Municipal Emergency Resource Officers

- ✓ Assist Local Recovery Coordinator (LRC) as required.

Economic Recovery Coordinator – Senior Finance Officer

- ✓ Liaise with the FRC (Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure impacting on business operations).
- ✓ Assist business in recovery following an incident.
- ✓ Liaise with the business community to ensure that immediate/urgent needs are addressed.
- ✓ Assist with DRFAWA funding arrangements if required.

- ✓ Liaise with insurance companies and provide assistance where required to fast track claims from businesses (for example provide temporary local office space for insurance assessors)

Waste Services Officer – Manager of Infrastructure and Works

- ✓ Ensure the continuation of waste services as the demand potentially increases as result of an emergency.

Health Risk Advisor - EHO

- ✓ Ensure the continuation of normal services as the demand potentially increases as a result of an emergency.
- ✓ Provide advice/information to the LRCG on issues impacting on environmental health as a result of the emergency.
- ✓ Post emergency evaluation/assessment of properties affected by the emergency.

Supervisor Building Maintenance - EHO

- ✓ Post-emergency evaluation of building structures following an emergency.
- ✓ Assistance with emergency permits.
- ✓ Liaise with Planning Implementation, Engineers and Building Practitioners.

Building Structural Officer - EHO

- ✓ Post-emergency evaluation/assessment of building structures following an emergency.
- ✓ Provide assistance to residents impacted by a disaster with advice and processing of building plans.

Business Risk Management Officer – Manager of Corporate & Community

- ✓ Development of a business continuity plan to ensure LG Business continues during and after the emergency/recovery process.

Supervisor Parks Maintenance – Works Team

- ✓ Assist as requested by EOL with an operational response.

APPENDIX 3: RECOVERY OPERATIONAL SEQUENCE GUIDE/CHECKLIST

| Situation | Organisation / Action |
|---|---|
| <p style="text-align: center;">ALERT</p> <p style="text-align: center;">(Transition)</p> <p>Advice of an emergency with potential to require local coordination of recovery activities</p> | <p>HMA/CONTROLLING AGENCY</p> |
| | <p>Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements.</p> <p>Include Local Recovery Coordinators/local governments in briefings/Incident Support Group</p> |
| | <p>LOCAL GOVERNMENT</p> |
| <p style="text-align: center;">ACTIVATION</p> <p>Requirement for local level coordination of recovery identified/requested</p> | <p>Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support.</p> <p>Advise and liaise with LRG members</p> |
| | <p>LOCAL GOVERNMENT</p> |
| | <p>When requested by or on the advice of the HMA or IMG, convene LRG and where required, establish management structure</p> |
| <p style="text-align: center;">STAND DOWN</p> <p>On completion of local recovery activities</p> | <p>LRC</p> |
| | <p>Arrange for conduct of onsite assessment, if appropriate.</p> <p>Maintain links with affected organisations for the identification and coordination of the provision of recovery support</p> |
| | <p>LOCAL GOVERNMENT/LRC</p> |
| | <p>Ensure handover of responsibility for ongoing recovery activities to a managing agency.</p> <p>Advise LEC and LRG members of stand-down</p> <p>Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group</p> <p>Manage the implementation of post operation report recommendations and revision of the Local Recovery Plan as required.</p> |

APPENDIX 4: RECOVERY ACTION CHECKLIST

Recovery actions for Local Recovery Coordination Group and Local Recovery Coordinator

| Transition from Response: | OK |
|---|----|
| IC shall include the LRC in critical response briefings | |
| LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency | |
| LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role | |
| LRCG shall initiate key recovery arrangements including full LRCG sub-committee briefing during the response phase and ensure formalization of handover takes place | |
| Management Structure the LRCG shall: | |
| Ensure of the appointment of an LRC prior to any event | |
| Set up an office with administrative support | |
| Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions | |
| Ensure and facilitate the completion of the impact assessment | |
| Assume public information responsibilities from response agency and provide information to the impacted area and to public and media | |
| Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding | |
| Prepare verbal and written financial and non-financial reports and briefs | |
| LRCG Human/Social Sub-Committee to promote community involvement by: | |
| Working within existing community organisations | |
| Recruiting representatives of the community into recovery planning | |
| Establish strategies for uniting the community behind agreed objectives | |
| Providing "one-stop-shops" for advice, information and assistance during the recovery period | |
| Establishing mechanisms for sharing information and reporting local initiatives (e.g., Regular community meetings and local newsletters) | |
| Impact Assessment (managerial issues) LRCG shall: | |
| Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC | |
| Confirm the total area of impact for determination of survey focus | |
| Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues | |
| Link with parallel data-gathering work | |
| Identify and close information gaps (establish the "big picture") | |
| Assess the financial and insurance requirements of affected parties | |
| Gather evidence to support requests for government assistance | |
| Ensure all relevant information is strictly confidential to avoid use for commercial gain | |
| Inspection and Needs Assessments (technical focus) LRCG shall: | |
| Establish and define the purpose of inspection/assessment and expected outcomes | |
| Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process) | |

| | |
|--|--|
| Collect and analyse data | |
| Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> - how and who will gather the information (single comprehensive survey) - how information will be shared - how information will be processed and analysed - how the data will be verified (accuracy, currency and relevance) | |
| Managing the process to minimise “calling back” | |
| Select and brief staff | |
| Maintain confidentiality and privacy of assessment data | |
| Data Management LRCG shall: | |
| Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer | |
| Create templates for impact assessment and for tracking assistance provide | |
| State Government Involvement LRCG shall: | |
| Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRCG Sub-committees | |
| Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals | |
| Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour) | |
| Answer requests for information from government agencies | |
| Public Information LRCG shall: | |
| 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: <ul style="list-style-type: none"> - joint information centres - spokesperson/s - identifying and adopting key message priorities - using a single publicised website for all press releases | |
| Develop processes for: <ul style="list-style-type: none"> - 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 | |

| | |
|---|--|
| Rehabilitation and Assistance LRCG shall: | |
| Establish a mechanism for receiving expert technical advice from lifeline groups | |
| Monitor and assist rehabilitation of critical infrastructure | |
| Prioritise recovery assistance | |
| Prioritise public health to restore health services and infrastructure | |
| Assist and liaise with businesses to re-establish and reopen | |
| Restore community and cultural infrastructure (including education facilities) | |
| Restore basic community amenities for meetings and entertainment | |
| Facilitate emergency financial assistance. (DOC) | |
| Adjust capital works and maintenance programs | |
| Implementation of Reduction Measures LRCG shall plan to | |
| Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> - identify essential services and facilities in high-risk areas - consider the restoration options in the event of their becoming dysfunctional | |
| Record information within the Recovery Plan on pre-event preparation, Business Continuity Plans, and alternative providers | |
| Identify options based on research and consultation | |
| Financial Management LRCG shall to: | |
| Review financial strategies | |
| Communicate with financial agencies, including insurance companies | |
| Keep financial processes transparent | |
| Reporting LRCG shall plan to: | |
| Provide a simple, flexible and succinct reporting system | |
| Provide adequate administrative support | |
| Managed withdrawal LRCG shall plan to: | |
| Continually review the recovery management process with a view to withdrawing as the community takes over | |
| Stage a public event of acknowledgement and community closure | |
| Management of Donations: | |
| Direct all public donations through the LMDRF | |
| Dissuade spontaneous goods being donated through LRCG spokesman | |

APPENDIX 5: RECOVERY COORDINATOR ACTION CHECKLIST

(Listing is a guide only and is not exhaustive)

| Prior to Emergency | |
|---|--|
| Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan (LRP) | |
| Prepare, maintain and test (LRP) in conjunction with local government for endorsement by Council. | |
| Ensure the completed LRP clarifies any recovery and operation agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; records of all recovery expenditure. | |
| Identify special needs people such as youth, the aged, people with disabilities, Indigenous people, CaLD people, and isolated and transient people. | |
| Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required. | |
| Within 48 hours | |
| Contact and alert key local contacts. | |
| Liaise with Controlling Agency (CA) and participate (or nominate a suitable local government representative i.e. LRC, executive staff or CEO) in the incident management arrangements, including the ISG and Operations Area Support Group where appropriate. | |
| Where more than one local government is affected, a coordinated approach should be facilitated by the LRC and supported by the State Recovery Coordinator, as required. | |
| Ensure an understanding of known or emerging impacts from the Impact Statement provided by the CA. | |
| Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals. | |
| Ensure CA start recovery activities during the response to that emergency. | |
| Provide advice to the Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened. | |
| During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required. | |
| Consider support required such as resources to maintain records, including a record/log of events, actions and decisions. | |
| Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping. (contact DFES State Recovery for advice or for possible State Recovery Cadre support). | |
| Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies. | |
| Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery). | |
| Develop and implement an event specific Communication Plan, including public information, appointment of spokesperson and the local government's internal communication processes. | |

| Within 1 week | |
|---|--|
| Consider fatigue management for self and recovery staff throughout all recovery. | |
| Consult with CA on completing the impact statement before the transfer of responsibility for management of recovery to the local government. | |
| In conjunction with the CA and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community. | |
| Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions. | |
| Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies where appropriate. | |
| Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance. | |
| Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals. | |
| Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour). | |
| Determine the acquisition and appropriate use of resources necessary for effective recovery. | |
| Consider establishing a call centre with prepared responses for frequently asked questions. | |
| Determine level of State involvement in conjunction with the local government the State Recovery Coordinator. | |
| Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally. | |
| Ensure recovery activities are consistent with the National Principles for Disaster Recovery. | |
| With 1 to 12 months (or longer-term recovery) | |
| Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established. | |
| Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities. | |
| Arrange for an operation debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended. | |
| Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers. | |
| Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes. | |
| Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for. | |
| Monitor the progress of recovery and receive periodic reports from recovery agencies. | |

| Within 12 months (or longer-term recovery) | |
|---|--|
| Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for. | |
| Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities. | |
| Implement transitioning to mainstream services. | |

Recovery Communication Plan

1. Vision

The Shire of Wandering's (the Shire) vision during an emergency and subsequent recovery it to empower and support the community so it feels an active partner in its recovery.

To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent emergency.

2. Mission

The Shire's mission is to provide widespread regular high-quality information to disaster affected community members and the greater community.

To acknowledge the psychological challenges and complexities of communication with a community that has been affected by the disaster.

To encourage and promote two-way communication to better understand the community's needs and concerns.

3. Background

Brief outline of emergency event

4. Communication Objectives

The objectives of communication during recovery are to:

- Provide direction for communication activities.
- Ensure communications are appropriate for the audience (to and from).
- Be flexible to incorporate changes as the situation develops.
- Ensure feedback to the Shire, stakeholders and community is comprehensive, meaningful and timely.
- Identify the appropriate delegations, information release authority arrangements and protocols.

5. Key Target Audience

The following have been identified as the primary target audience for communications.

| Primary Target Audience | Description | Actions When/Where |
|-------------------------------------|---|---|
| Disaster affected community members | Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this database. | Provide recovery contacts and key information to aid decision via outreach. Shire's website to be kept updated with recovery information |

| | | |
|---|--|--|
| Displaced persons | Displaced persons need to remain contactable. Use a variety of networks to reach people. | Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts. |
| Community of the Shire of Wandering | Reach those who like to be kept up to date on local news and happenings. | Shire's website Recovery Newsletter Local Paper (Echo) |
| | Use existing community networks so all request for support and assistance can be provided | Community Radio TV interviews Community Events Group gatekeeper networks |
| Recovery agency partners | Ensure a coordinated effort and that all messages provided to the community are consistent. | All messages coordinated through Local Recovery Coordinator's Office. |
| Rural/Special Sub-division community | Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available. | Outreach conducted at interval: Immediately after impact. 6 monthly follow up. 12 monthly follow up. Ensure special issue of Recovery News attached to rates notice. Consider phone outreach. |
| Identified vulnerable community members (families, children, socially isolated, elderly, youth, bereaved) | Communicate with a range of other vulnerable community members through service providers (eg Schools, HACC) | Coordination and support of key stakeholder agencies involved in supporting the wellbeing of vulnerable community. Ensure information is exchanged between different agencies |
| Affected businesses and their employees | Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff. | Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged. |
| Wandering Community | Reach those who like to be kept up-to-date on local news and happenings. Reach those who may want to donate cash, supplies/materials or labour. | Official Shire media releases. Website kept updated with latest recovery information. Engage radio/TV keeping recovery of community positive and transparent. |
| State and Federal Government | Keep governments informed of Shire's challenges to enlist appropriate solutions and provide actions. | Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to ensure common objectives and goals are met and a united front is projected for recovery. |
| Shire's staff and elected Councillors | Provide information about the challenged to enlist appropriate solutions and provide actions. | Staff newsletter/information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information is a regular Council agenda item. |

| | | |
|---|---|--|
| Local Recovery Group and Sub-Committees | Provide information to committees of: Finance Social Wellbeing Infrastructure Natural Environment | Maintain spreadsheet database of all sub-committee meetings highlighting actions, time schedules, responsibilities and outcomes which are available across four sub-committees |
|---|---|--|

The following audiences have been identified as the secondary targets for communication.

| Secondary Target Audience | Description | Actions When/Where |
|---------------------------|---|---|
| Media commentators | Provide information to: Authorised State and regional newspapers State and local radio State and local television. | Weekly newspaper updates. Monthly radio interviews/updates Encourage good news/recovery stories for TV/Radio Community events Develop and manage an agreed reporting rhythm |
| Business community | Keep the business community informed | Form working groups of affected businesses, so they are hubs to distribute information |
| WA Community | Keep the wider community informed | Encourage wider syndication of good news stories and media releases. |

6. Key Message

Messages must be consistent with the overall purpose of the communication and meet the requirements of the Shire, stakeholders and community.

Key messages to be delivered to both primary and secondary target audiences are:

| | |
|--|---|
| Message: What do you want your audience to think, feel or do? | Purpose: Does this message meet your communication objective? |
| All concerns/issues, whether great or small, matter to the Shire and are being addressed. | Objective 4,3 |
| Current situations and information received will be acted upon | Objectives 2,4 |
| The whole community is being informed and kept up-to-date | Objective 4 |
| The community is empowered by the information received and is encouraged to be self-sufficient to build capacity | Objective 1 |

7. Actions

| | | |
|------------------|-------------------------------------|--------|
| Key Stakeholders | Proposed Consultation/Communication | Medium |
|------------------|-------------------------------------|--------|

| | | |
|--------------------------------------|--|---|
| Community | Community consultation via a range of mediums to reach appropriate members Using existing community networks and information conduits to engage and inform Recovery Community Meetings Recovery Newsletter Shire website and using submittable forms (Attachment Part 1) | Face-to-face via Recovery Centre Community Development team as needs basis Weekly first month Switching to fortnightly/monthly Further outreach as needed to maintain contact and get to persons that don't have other forms of communication |
| Shire Councillors | Implementation updates via Council meetings, email, newsletters | Weekly, via 'FYI' newsletter |
| Shire staff internal and operational | Updates regarding actions and ongoing issues | Messages disseminated through senior staff via weekly meetings. Agency updates via CEO |
| Media | Council segment updates in local papers. Regular interviews with local radio stations | Locally read newspaper (Echo) and possible West Australian |
| Shire of Wandering | Develop and use a protocol to ensure that all information is vetted, factual and suitable endorsed for release | LRC, CEO, Communications Officer |

8. Risk Management

| Risk | Action/Mitigation |
|--|--|
| Information overload | Ensure information is fresh, different and interesting, e.g. consider news items found about other communities and their recovery. Ensure all information presented addresses a community need, thus minimising superfluous information. |
| Material poorly designed and ineffective in communicating key messages | Design material so its is clear, easy to use and written in appropriate language for the chosen audience. |
| Material and information too late or infrequent | Have weekly or fortnightly deadlines. |
| Other agencies sending mixed messages | Make sure all agencies are aligned and messages are consistent |

| Communication Channels | Monitor and Evaluate |
|--|--|
| Wandering (Emergency/Disaster) Event Recovery Newsletter | After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication. |
| Local Newspaper (Echo), Community Bulletins, West Australian Newspaper | After publication, register any enquiries or comments regarding the content and assess weekly. |
| Shire's website and FAQs | Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications. |
| Radio interviews (spokesperson) | Record interviews for critical analysis. |

9. Communication Plan Review

The communication plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Group Chairman and/or CEO of Wandering.

Date:

Hello, my name is _____ and I am from LG/Volunteer/Aust Red Cross on behalf of the Shire of Wandering.

We are here to engage/speak/check in with those affected by the recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up-to-date information and assistance in connecting people with appropriate organisations/agencies/people depending on assistance you may require.

| PROPERTY DETAILS | |
|--|--|
| Property Location (Lot No, Street name, Area): | |
| | |
| Nearest Cross Road: | |
| Property Owner/Occupant Name: | |
| How would you like to be contacted? | Your preferred time? |
| <input type="checkbox"/> Phone: | <input type="checkbox"/> Morning (7am – 12 noon) |
| <input type="checkbox"/> Email: | <input type="checkbox"/> Afternoon (12 noon – 5pm) |
| <input type="checkbox"/> Post: | <input type="checkbox"/> Evening (after 5pm) |
| PROPERTY NEEDS | |
| <input type="checkbox"/> House Destroyed/uninhabitable <input type="checkbox"/> House damaged <input type="checkbox"/> Outbuildings destroyed – Total: <input type="checkbox"/> Rebuilding assistance <input type="checkbox"/> Asbestor/popssible asbestos <input type="checkbox"/> Water supply affected <input type="checkbox"/> Animals lost/injured <input type="checkbox"/> Utility services affected <input type="checkbox"/> Fencing destroyed/damaged <input type="checkbox"/> Environmental clean-up required <input type="checkbox"/> Other (please provide details) | |
| INFORMATION NEEDS | OTHER ASSISTANCE REQUIRED |
| <input type="checkbox"/> Rubbish collection/disposal info | <input type="checkbox"/> Council Servies TYPE: |
| <input type="checkbox"/> Recovery information/Newsletter | <input type="checkbox"/> Referral to Agency WHO: |
| <input type="checkbox"/> Financial/Grant assistance | <input type="checkbox"/> Other (provide details): |
| <input type="checkbox"/> Counselling/Wellbeing check | |
| Would you like someone to contact you? | |
| <input type="checkbox"/> Immediately <input type="checkbox"/> Within the week <input type="checkbox"/> In the future | |



Emergency/Disaster Event RECOVERY **MAKE A STATEMENT**

Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.

| | |
|------------|--|
| | |
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| | |
| | |
| | |
| | |
| | |
| Your name: | Your contact details if response required: |

COPY ON YELLOW PAPER



Emergency/Disaster Event RECOVERY **MAKE A STATEMENT**

Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.

| | |
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| | |
| Your name: | Your contact details if response required: |



Emergency/Disaster Event RECOVERY **MAKE A STATEMENT**

Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.

| | |
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| | |
| Your name: | Your contact details if response required: |

COPY ON GREEN PAPER



Emergency/Disaster Event RECOVERY **MAKE A STATEMENT**

Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.

| | |
|------------|--|
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| | |
| | |
| | |
| Your name: | Your contact details if response required: |



Operational Recovery Plan

Emergency Event: (Type and location).....

.....

Date of Emergency:

HMA/CA Incident Level.....Declared as.....

Section 1

Introduction:

| | |
|---|---|
| Background on the nature of the emergency or incident | Compile the type of event and basic outline of sequence of events |
| Aim or purpose of the plan | Like all management tools, think about why you are engaged in recovery and what you hope to achieve overall |
| Authority for plan | As a local authority you are charged with the responsibility of recovery under the <i>Emergency Management Act 2005</i> |

Section 2

Assessment of Recovery Requirements

| | |
|--|--|
| Details of loss and damage | Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure. Your primary Comprehensive Impact Assessment (CIA) from HMA will give you an initial overview. This can be added to in subsequent reports made |
| Estimates of costs of damage | You may get indications from CIA. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment. |
| Temporary accommodation requirements | Includes details of evacuation centres opened, displaced persons, need for temporary accommodation, relocation displaced persons. |
| Additional personnel requirements (general and specialist) | It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads. |
| Human Services (personal and psychological support) requirements | On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term understanding the impact on community |
| Health issues | Medical/Health personnel and council EHOs will assess any significant issues (water, food spoilage, medical supplies or medivac). |

Section 3

Organisation Aspects:

| |
|--|
| Details the composition, structure and reporting lines of the groups, sub-committees and Working Groups set up to manage the recovery process |
| Details the inter-agency relationships and responsibilities |
| Details the roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including the Local Recovery Coordinator |

Section 4

Operational Aspects:

| | |
|---|---|
| Details resources available and required | Give list of resources deployed and confer with the LRCG network for future resources |
| Redevelopment Plans (includes mitigation proposals for betterment) | This could be inappropriate in the early stages however should be part of the Long Term Recovery Strategy in future reporting |
| Reconstruction restoration programme and priorities | Detail agencies engage in their specialist fields and estimates for re-establishing lifelines, waste and restoration |
| Includes programs and strategies of government agencies to restore essential services | Consider Betterment when engaged in rebuilding |
| Includes the local government program for community services restoration | Local events, meetings, coffee get together, recreation, breakfast, BBQs etc |
| Financial arrangements | Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations |
| Public information dissemination | From the Communication Plan outline what and how your communication is being staged |

Administrative Arrangements:

| | |
|--|---|
| Administration of recovery funding | General financial issues |
| Public appeals policy and administration | Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel |

Section 5

Conclusion:

Give an overall summary highlighting immediate, short , medium and long-term priorities and timetable:

[illegible]

Signed by: _____

Chairperson, Local Recovery Coordination Committee

Date: _____

LOCAL RECOVERY CENTRE (RC) GUIDELINES & EVENT GUIDELINE

Aim

To assist the impacted community in their medium to long term recovery by providing coordinated collocation of agencies to attend psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

Objectives

The objectives of a Recovery Centre are to;

| |
|---|
| ✓ To connect people to each other and with agencies and organisations which can assist people in their recovery. |
| ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be. |
| ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief |
| ✓ To provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information |
| ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience |
| ✓ To acknowledge the psychological challenges and complexities faced by the impacted community |

Location

Ideally the Recovery Centre (RC) will be in a central location to the impacted community.

Building Features

Specific features to consider in a potential building include;

| |
|---|
| ✓ The building needs to be accessible for disabled persons. |
| ✓ A reception area and a comfortable place for people to wait. |
| ✓ Large rooms that will be suitable for office space |
| ✓ An interview room for appointments with individuals and families. |
| ✓ Public toilets |
| ✓ A multipurpose function room that has the capacity for meetings and events. |
| ✓ Storage such as a shed for storing 'new' donated items. |
| ✓ Kitchen suitable for catering for small events and acting as a staff room. |
| ✓ Ensure adequate parking is available. |

Set-up considerations

Suggestions to consider for physically setting up a Recovery Centre include;

| |
|--|
| ✓ Office furniture including desks, chairs, book shelves, whiteboards, waiting room couch, meeting room fold out tables (light easy to move) |
| ✓ Office equipment including computers, printer, photocopier, phones. |
| ✓ Secure disposal of confidential papers. |
| ✓ Essential services such as power, phone and internet will need to be connected. |
| ✓ Signage for the public and visiting stakeholders to locate with ease. |
| ✓ Children's corner with colouring in books and pencils and small toys. |
| ✓ Artwork to lighten and brighten the mood. |

Steps to establish Recovery Centre (RC)

Not all local governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered;

| |
|---|
| ✓ Rental or lease agreement for the building |
| ✓ Building modifications |
| ✓ Mobile office building (donga) |
| ✓ Arrange hire, lease or purchase of office equipment |
| ✓ Second hand furnishing |
| ✓ Cleaning and rubbish collection |

Record Keeping

The *Emergency Management Act 2005* allows information to be shared between State Agencies and Local Government.

It is recommended that LRC keeps a master database that records;

| |
|---|
| ✓ The property address |
| ✓ Is it destroyed or damaged |
| ✓ Owner contacts (including email, mobile number) |
| ✓ Renters contacts (if rental) |
| ✓ Insured or uninsured |
| ✓ Received Centrelink Immediate Payment |
| ✓ Received assistance from Department of Communities |
| ✓ Applied for LMDRF |
| ✓ Email collection for Newsletter and other important information |
| ✓ Received Outreach from Australian Red Cross |

Management of Recovery Centre (RC)

The following should be considered in the running of RC;

| |
|---|
| ✓ All staff at the RC should be wearing identification such as name badges that show the organisation they are working for. |
| ✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building |
| ✓ Establish a process for regular operational staff briefing and debriefing |

Recovery Events

RC Staff will likely attend a wide range of recovery events that are located at the RC or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See Recovery short, medium and long term.

To assist in the management of recovery events see the attached 'Local Government Recovery Event Planning Template'

Closing of the Recovery Centre (RC)

The following should be considered in the running of the RC;

| | |
|---|--|
| ✓ | The RC will become an important point of community focus and solidarity. It is not unusual for the centre to be open for months or even years. |
| ✓ | Liaise with key stakeholders to establish the appropriate time for the RC to be closed and report to LRG. |
| ✓ | Communicate well in advance with the community that the centre will be closed and on what date. |
| ✓ | Ensure all people who have used the centre are contacted and notified of how they can access services in the future. |
| ✓ | Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community |
| ✓ | Sync closure of recovery centre with formal cessation of recovery with community celebration. |

Short-term recovery (where we have been)

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (ie. How big), the human impacts (ie. Who is affected and are there casualties), the property and infrastructure impacts (ie. What is damaged or destroyed), and the environmental impacts (ie. Are there threats to health and sanitation).

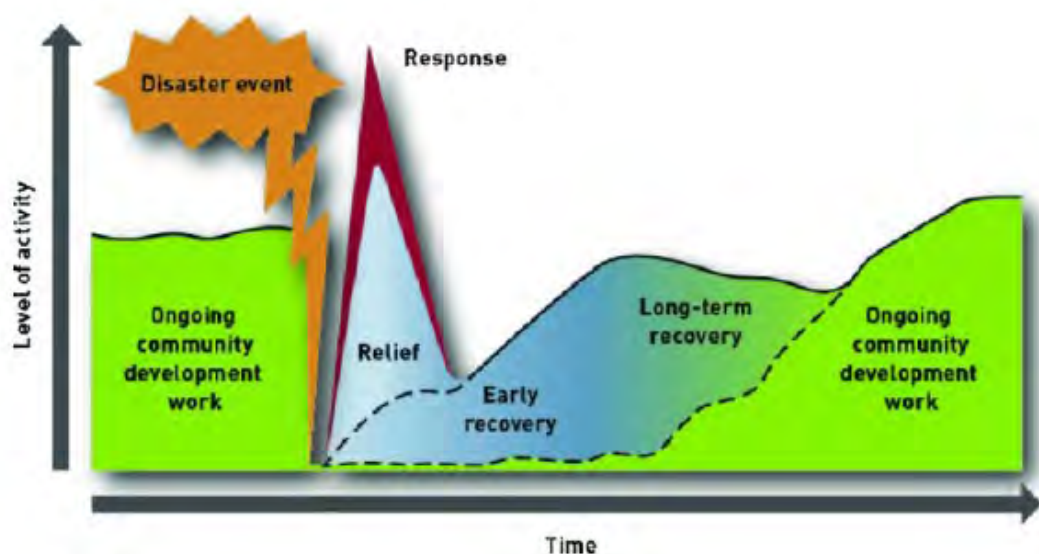
Medium-term recovery (Where we are now)

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

Long-term recovery (where we are heading)

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long-term recovery strategy with you.

One of the key aims of long term recovery should be to help the community become more resilient and more independent of agency support. This is why community-driven recovery is so important: it enables us to begin as we meant o continue: with community leading the way and with agencies in the supporting role.



Attachment 7 Local Government Recovery Event Planning Template

| ACTION | DESCRIPTION | GOALS |
|---|--|---|
| | | |
| COMMUNITY SUPPORT | | |
| WHERE HAS CONCEPT/IDEA COME FROM?: | | |
| STAKEHOLDERS: Who owns the action? | | |
| RESOURCES: | | |
| COSTS: | | |
| SPONSORS/ FUNDING BODIES | | |
| HEALTH & WELLBEING RISK: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | | SUPPORT REQUIRED: <input type="checkbox"/> Shire Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other: _____ |
| ENVIRONMENTAL RISK: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | | SUPPORT REQUIRED: <input type="checkbox"/> Shire Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other: _____ |
| CATEGORY: | <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing | |
| RECOVERY VALUE: | <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest | |
| PRIORITY/TIMELINE: | <input type="checkbox"/> High/Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium/Medium Term <input type="checkbox"/> Lower/Long Term | |
| DIFFICULTY: | <input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long Term/Complex | |
| OBJECTIVES: | <input type="checkbox"/> Promote health and wellbeing <input type="checkbox"/> Provide information/enhance communication | <input type="checkbox"/> Increase/Enhance understanding of community needs <input type="checkbox"/> Support Community Recovery through long term programs and projects |
| EVALUATION: | | |



Shire of Wandering

Local Recovery Coordination Group Meeting (LRCG)

AGENDA

| | |
|-------------------------|--|
| DATE OF MEETING: | |
| TIME OF MEETING: | |
| VENUE: | |
| TELECONFERENCE DETAILS: | As per “Teams” meeting details emailed |

| | |
|----------------------------------|--|
| Incident Type | |
| Incident Number/Name | |
| Incident Level | |
| Meeting opened and welcome | |
| Record of attendance | |
| Apologies | |
| Confirmation of previous minutes | |
| Confirmation of contact details | |

| ITEM | SPEAKER | DISCUSSION/DECISION WANDERING | ACTION |
|--|-------------------------|----------------------------------|--------|
| <ul style="list-style-type: none"> • Business arising from previous Minutes | | | |
| <ul style="list-style-type: none"> • Standing items | | | |
| <ul style="list-style-type: none"> • HMA Report <ul style="list-style-type: none"> • Overview of incident • Confirmation (or otherwise) of signed Impact Statement handover. • Noting of any high-risk areas or emerging risks • Forecast weather patterns for immediate future (if relevant) | DFES | | |
| <ul style="list-style-type: none"> • Impacts (Local Government) <ul style="list-style-type: none"> • Overview of impacts from Impact Statement • Identification of priorities. List urgent actions | Local Government | | |
| <ul style="list-style-type: none"> • Recovery strategies | | | |
| <ul style="list-style-type: none"> • Identify vulnerable people | | | |
| <ul style="list-style-type: none"> • Community welfare-status | | | |
| <ul style="list-style-type: none"> • Identify critical services and their functionality | | | |
| <ul style="list-style-type: none"> • Communications/public information. Discuss methodologies and messages. | | | |

| <ul style="list-style-type: none"> Potential for significant, prolonged business disruptions. Discuss | | | |
|--|---------|----------------------------------|--------|
| ITEM | SPEAKER | DISCUSSION/DECISION WANDERING | ACTION |
| <ul style="list-style-type: none"> Other | | | |
| <ul style="list-style-type: none"> Agency Updates | | | |
| <ul style="list-style-type: none"> DPIRD | | | |
| <ul style="list-style-type: none"> Dept of communities | | | |
| <ul style="list-style-type: none"> Western Power | | | |
| <ul style="list-style-type: none"> Water Corporation | | | |
| 7. Other Items | | | |
| 8. Details of next meeting | | | |
| 9. Meeting closed | | | |

APPENDIX 6: POST INCIDENT ANALYSIS – EMERGENCY & RECOVERY MANAGEMENT

| ISSUE | COMMENT | RECOMMENDATIONS |
|---|---------|-----------------|
| Was notification/mobilisation satisfactory/appropriate? | | |
| Was the Management/ Administration structure effective? | | |
| Reporting relationship clear? (Did you know who to report to?) | | |
| Was the transition from Response Phase to Recovery Phase clearly established? | | |
| Were recovery Objectives/Actions clearly defined? | | |
| Were Recovery Arrangements useful or require review/upgrade? | | |
| Inter-agency liaison Any issues working/laiaising with other organisations? | | |
| Emergency Management – Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current? | | |

Wandering Recovery Group – Recovery Report

Report No.....

<Insert Emergency Situation Here>

To Chairman, SRG/State Recovery Coordinator

Situation Update:

Should include: full damage report (once only) and estimated amount in dollars, work in progress including estimated completion dates, details or difficulties or problems being experienced.

Proposed Activities:

Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, date of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements:

Includes support from other agencies, LRG intervention with priorities.

Financial Issues:

May include support from LRG for additional funding from Treasury.

Recommendations:

Name & Signature:_____

Title:_____

Date:_____

14.2 RAV Request LGA Support Network Change

| | |
|--------------------------------|---|
| File Reference: | 12.122.12200 |
| Location: | N/A |
| Applicant: | Shire of Wandering |
| Author: | Karl Mickle - Operations Manager |
| Authorising Officer | Alan Hart, Chief Executive Officer |
| Date: | 4 October 2024 |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Previous Reference: | Nil |

Summary:

The purpose of this report is to present to Council a request from Heavy Vehicle Services (HVS) to assess and provide HVS with any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the below roads onto the N6 network. road

Background:

An application was submitted to Main Roads Western Australia (HVS) by TS & DE Cowcher Farms Pty Ltd requesting the below named roads be access and changed from a AMMS1 to AMMS3 on the network 4:


| Dimension Requirements | | | | | |
|------------------------|-------------------------|--|----------------------------------|------------------------|----------------------|
| Road No. | Road Name | From Location (SLK) | To Location (SLK) | Current Network | Requested Network |
| 4270060 | Pennington Rd | Wandering - Pingelly Rd (0.00) | Pennington Rd - End Road (2.050) | Tandem Drive Network 4 | No Change |
| 4270056 | Wandering - Pingelly Rd | North Wandering Rd & North Bannister - Wandering Rd (0.00) | Pennington Rd (7.54) | Tandem Drive Network 4 | No Change |
| Mass Requirements | | | | | |
| Road No. | Road Name | From Location (SLK) | To Location (SLK) | Current Mass Level | Requested Mass Level |
| 4270060 | Pennington Rd | Wandering - Pingelly Rd (0.00) | Pennington Rd - End Road (2.050) | AMMS Level 1 | AMMS Level 3 |
| 4270056 | Wandering - Pingelly Rd | North Wandering Rd & North Bannister - Wandering Rd (0.00) | Pennington Rd (7.54) | AMMS Level 1 | AMMS Level 3 |

Comment:

The most significant changes from AMMS1 to AMMS3 is the overall mass weight of the truck and trailer from 93.5t to 100t as shown in the table below: with a additional 6.5t mass weight of the truck and trailer:

If Council does not want a higher Network level on particular roads for any reasons, then they have the option to, not support the application. This consultation process precedes the onsite assessment process by HVS staff members, who determine whether the road is suitable for the higher Network level. This assessment process either shows the road as suitable for the higher Network level or highlights those blackspots and deficiencies that are restricting the higher levels to be achieved.

Main Road combinations and network levels:

| Vehicle Configuration | Common Name | Maximum Length | Maximum Statutory Mass | Maximum Mass under AMMS 1 | Maximum Mass under AMMS 2 | Maximum Mass under AMMS 3 |
|---|-------------|----------------|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | | Approved Network | Approved Network | Approved Network | Approved Network |
|  | A-Double | ≤ 27.5m | 88.5t | 93.5t | 96.5t | 100.0t |
| | | | Tandem Drive N4 | Tandem Drive N4.1 | Tandem Drive N4.2 | Tandem Drive N4.3 |
| | | | Tandem Drive N6 | Tandem Drive N6.1 | Tandem Drive N6.2 | Tandem Drive N6.3 |

Shire Road Hierarchy of roads in question below:

| Rd No. | Road Name | Bitumen | Gravel | Total | Road Hierarchy |
|---------|----------------------------|---------|--------|-------|---------------------------------|
| 0082MNT | Wandering Narrogin Rd | 6.50 | 0.00 | 6.50 | Regional Distributor (RRG)Type5 |
| 0056MNT | Wandering Pingelly Rd | 26.15 | 0.00 | 26.15 | Regional Distributor (RRG)Type5 |
| 0055MNT | Nth Bannister Wandering Rd | 26.16 | 0.00 | 26.16 | Regional Distributor (RRG)Type5 |

Consultation:

Nil

Statutory Environment:

The Road Traffic Act 1974, Road Traffic Code 2000, Road Traffic (Vehicle Standards) Regulations 2002 and MRWA Regulations and Policies control the use of heavy vehicles throughout the State.

Policy Implications:

Nil

Financial Implications:

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

Strategic Implications:

Liaising with the State Government vehicle configurations is in line with Council's strategic direction on Infrastructure (Work with State Government to ensure improvement and integration of our local and state road network and public transport systems).

Sustainability Implications:

- Environmental: There are no significant environmental implications
- Economic: There are no significant economic implications
- Social: There are no significant social implications

Risk Implications:

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has, the potential to reduce the life, of the road and increase the maintenance requirements of the road.

Risk Implications - Any amendment to RAV Network Ratings can potentially reduce the life of the road and increase the maintenance requirements of the road, therefore impacting on the Shire of Wandering Asset Management Plan and Long-Term Financial Plan.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council do not support the request from TS & DE Cowcher Farms PTY LTD a change the above roads from AMM1 to AMMS3, on the grounds of costly maintenance that will be required, the additional weight will destroy the road in its current condition, these roads were never designed for these types of vehicle combinations.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton ☐ Cr Little ☐ Cr Cowan ☐ Cr Hansen ☐ Cr Jennings ☐ Cr Price ☐ Cr Watts ☐

15. Elected Members Motions of Which Previous Notice Has Been Given

16. New Business or Urgent Business Introduced by Decision of the Meeting

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

16.1 Elected Members

16.2 Officers

17. Matters Behind Closed Doors

18. Closure of Meeting

The Presiding Member to declare the meeting closed.