MINUTES

Ordinary Council Meeting

Thursday 24 September 2026
3:30pm

Council Chambers, 22 Watts Street, Wandering

OUR VISION

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

These Minutes of the Council meeting held 24 September 2026 are confirmed as a true and correct record of proceedings without amendment. Confirmed on 22/10/2026 by the Presiding Member, Cr S Little.

S G Little
.....
Cr Little Presiding Member

This Ordinary Council Meeting will be recorded in line with Section 5.23A of the *Local Government Act 1995*.

Electronic copies of minutes and agendas are available for download from the Shire of Wandering website www.wandering.wa.gov.au

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1. DECLARATION OF OPENING / ANNOUNCMENT OF VISITORS

The Presiding Member declared the meeting open at 3:31pm

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

2.1 Attendance

Elected Members

Cr. Sheryl Little	Shire President (Presiding Member)
Cr. Alan Price	Deputy President
Cr. Lou Cowan	
Cr. Gillian Hansen	
Cr. Peter Latham	
Cr. Andrew Thompson	
Cr. Brendan Whitely	

Staff

Dr. Alistair Pinto	Chief Executive Officer
Karl Mickle	Operations Manager
Elisha Kerrison	Administration Assistant

Members of the Public

Rachel Thompson

2.2 Apologies

Nil

2.3 Approved Leave of Absence

Nil

3. PUBLIC QUESTION TIME

Rachel Thompson, Lot 106 (No. 624) Moramockining Road, Wandering

Question

1. **I would like formal clarification of what the requirements are for the acoustic/noise assessment that has been mentioned in the agenda. As the guidance that was requested regarding this matter was not provided by the shire or planner.**

Administrations Response:

Thank you for your question.

I understand your concern regarding the reference to acoustic information in the Council agenda report, and I have reviewed the correspondence between yourself and the Shire's planning consultant.

I would like to clarify the process and, in particular, the respective responsibilities of the applicant and the Shire in relation to a request of this nature.

Firstly, this is not a standard development application for a use that is already capable of being approved under the Shire's planning framework. The land is zoned Rural Residential under Town Planning Scheme No. 3 and an "Animal Establishment" is currently an **"X" use, meaning it is not permitted in that zone**. The request before Council is therefore asking Council to initiate an amendment to its planning scheme to introduce an Additional Use specifically over the property.

This is an important distinction. For example, if an application were lodged for a shed or another development that is ordinarily capable of approval within the zone, Shire officers would generally work with an applicant to identify matters requiring modification or additional information to enable the application to be assessed against the relevant requirements.

A scheme amendment request is different. Council is being asked to determine, as a matter of strategic planning, whether it is prepared to commence a process that could ultimately change the permissible uses of the land. **An applicant does not have an automatic entitlement to have such an amendment initiated.**

In those circumstances, **the responsibility rests with the applicant to provide sufficient information and planning justification to satisfy Council** that an exception to the existing zoning provisions warrants consideration. This is also reflected in the agenda report, which states:
"the onus on the applicant to provide a high degree of justification and certainty that an exception to the normal restrictions of the Rural Residential zone can be put aside in this instance."

In relation specifically to noise and acoustic information, I do not consider that this issue came as a new requirement when the Council agenda was published.
Joe's email (from Altus Planning) of 7 July strongly encouraged preliminary acoustic advice at an early stage, explaining that noise was likely to be an important consideration given the proximity of neighbouring properties and that the information may assist in identifying issues before significant time and costs were incurred.

Your response of 8 July acknowledged that advice but indicated that you did not see the benefit of undertaking an acoustic assessment until the kennels had been constructed.
Joe subsequently raised the issue again in his email of 14 July, stating that noise was likely to be an important consideration and specifically advising that: "Not having any preliminary technical acoustic advice may not bode well during the public advertising of any amendment."

Accordingly, the relevance of acoustic information and the potential consequences of proceeding without preliminary technical advice were raised with you on more than one occasion. **The decision as to whether you wished to obtain that information at this stage was ultimately a matter for you as the applicant.**

It is also **important to distinguish between the Shire identifying an iss**ue that an applicant should consider addressing **and the Shire designing or commissioning the applicant's evidence for them**. The planning consultant identified noise as a significant planning consideration and recommended that preliminary technical advice be obtained. It was then open to you to engage an appropriately qualified acoustic consultant and determine, with that consultant, what assessment or preliminary advice would best support your proposal.

The Shire was not in a position to advise you that your request would be refused if an acoustic assessment was not provided. That decision is Council's decision, not an administrative decision, and it would have been inappropriate for administration to pre-empt how Council might determine the matter.

Similarly, the recommendation before Council **is not based solely upon the absence of an acoustic assessment**.
The report identifies a number of separate planning considerations, including:

1. Animal Establishment is presently an "X", or prohibited, use in the Rural Residential zone.
2. Officers consider that insufficient planning justification has been provided to demonstrate that the proposed use is appropriate for the site and consistent with orderly and proper planning.
3. Preliminary acoustic or other technical information has not been provided to demonstrate that the proposed use can operate without unreasonable impacts on surrounding rural-residential amenity.

4. An Additional Use attaches to the land**,** rather than to the current owner or operator, meaning Council must consider the broader and longer-term implications of introducing that land use rather than considering only your particular breeding operation and personal management arrangements.

The report also recognises that, if an amendment were ultimately approved, a subsequent development application would still be required. That later process could address detailed matters including kennel design, site layout, waste management, noise, setbacks and impacts on neighbouring properties.

I also need to respectfully address your expectation that the Shire would contact you after the planning consultant had completed his assessment to advise you of any matters that might result in an unfavourable recommendation. There is not ordinarily a further negotiation stage of this kind before an officer's report is presented to Council. The planning consultant requested further information, identified matters of concern and specifically recommended that preliminary acoustic advice be obtained. It remained open to you to provide further material in support of your request.

Finally, given the particular circumstances of this matter and the fact that you are the spouse of an elected member, administration has been especially conscious of ensuring that the application is handled **objectively and consistently** with the manner in which another applicant would be treated. It would not be appropriate for the Shire to provide an elevated level of assistance, advocacy or opportunity to strengthen an application because of that relationship, just as it would not be appropriate for the application to receive any less assistance because of it.

In relation to your specific question about what acoustic information could be provided, the planning consultant's correspondence was referring to preliminary technical acoustic advice rather than necessarily requiring a full acoustic assessment at the scheme initiation stage**.** The purpose would be to provide some independent technical basis upon which the potential barking/noise impacts, proposed kennel location, separation distances, construction and possible mitigation measures could be considered. The Council report confirms that the concern is the absence of preliminary acoustic advice or other technical information addressing barking, kennel design, separation distances and management measures.

I appreciate that you may disagree with the officer recommendation. However, the recommendation is just that, an officer recommendation. The decision on whether to initiate the amendment rests with Council, and Council will consider the information before it when determining the matter.

Question

2. **What is the status of the proposed new local dog law implementation and what is the councils position on the new proposed local dog limits?**

Response

The development of a new Local Law relating to dogs has been discussed by Council at a General Planning Forum. However, the proposed Local Law remains in draft form and has not yet been finalised or formally considered by Council.

Accordingly, it would be presumptuous to comment on Council's position regarding proposed dog limits at this time. Once a draft is formally progressed, it will be subject to the required public consultation process, providing members of the community with an opportunity to review the proposal and provide feedback.

Question

3. **In the new local dog law, if the numbers are reduced, will the exemption listed under the state law be included to allow applications for additional dogs (up to 6 dogs), without requiring a kennel permit and are already registered with the shire?**

Response
As the proposed Local Law remains in draft form, it would be presumptuous to comment on how any future provisions may apply to existing dog owners.

This is a matter that would need to be considered as part of finalising the draft Local Law and Council's subsequent consideration of it. Any proposed arrangements would be identified through that process and the community would have an opportunity to comment during public consultation.

4. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Rachel Thompson – in relation to Item 12.1

Petition attached.

Good afternoon Councillors,

My name is Rachel Thompson and I'm the face behind this application. Thank you for allowing me to be here today to share some further details and context about my application.

I've had the privilege of owning Labradors for almost 30 years and they have always been an important part of my family. The bond that I had with my childhood Labrador has given me the passion that I have today. I have wanted to breed Labradors since my early 20s and I've been waiting for years for this opportunity.

Unfortunately there are many people breeding dogs to make a quick buck. This is a huge risk, not only for their dogs and their puppies, but for the families that are spending a lot of money on these dogs - health issues, genetic health issues, poor care and upbringing, behavioural issues, adult dogs being kept in inhumane conditions and female dogs that are being bred constantly for years. This is why is it so important for registered breeders with Dogs Australia, like myself, to be able to continue preserving our breeds and breeding healthy dogs that are true to form.

I'm extremely fortunate to have two very well known breeders with several decades of experience, taking me under their wing and gave me the opportunity to start my dream by purchasing registered dogs from them. This isn't something that is easy to do. I have spent the last several years investing a significant amount of time and money importing quality dogs from New Zealand and across Australia. All of my dogs undergo thorough health testing to ensure that the puppies produced are top quality. I am an active member in the Dogs West dog show and scent trial community, where I take my dogs to compete against other dogs and are critiqued by judges from Australia and worldwide.

In saying all of this, first and foremost, I breed Labradors to produce puppies that have balanced temperaments, for families to love and enjoy for many years to come as their companions. Many of my puppy families have young children, children with additional needs, professional working couples who raise their dogs like their children and retired couples or widows who are wanting to share their final years with their fur baby.

Several of my puppies that I have just sold are undergoing therapy work and assistance work training, which is incredibly rewarding for these families and their communities. This is why I do what I do - it is my passion and it brings me so much joy knowing that my puppies are bringing people so much love and happiness, as well as supporting people through some of the most difficult times of their lives.

Many of my puppy families have chosen me as their breeder because of the way I raise my dogs. Our puppies are raised in our house, our dogs live inside with us, they are fed a natural raw diet, they have plenty of space to exercise and because we keep our

breeding dogs into their senior years, not selling them as soon as they've finished having puppies, which is what most breeders do.

My long term goals for my dogs is quite extensive and would be beneficial for the local and wider community. With over a decade of teaching and education experience, my long term goal is to have my own puppies go through therapy work training, which would allow me to take dogs into local schools to support children with additional needs, trauma backgrounds and overall wellbeing. I would also like to do the same for local aged care facilities, as research has shown the many benefits of this.

There's a local organisation in Perth that works with owners to train suitable dogs to be part of a specialised volunteer search and rescue team and cadaver search dog team. This is something that would be incredibly rewarding to be apart of and knowing that one of my dogs has suitable skills to potentially save a life, makes all of this worth it.

Undergoing this training a substantial financial investment that I would be funding, as a way for me to give back the community. But to be able to do these things, I need permission to own more than 6 dogs and to be able to build specialised kennels for them.

Between my husband and I, there is always someone at home, every single night and majority of the day. If we ever need to go away, this is planned months in advanced and we have family that know our dogs and come and stay at our property.

From the two litters that I have raised in Wandering, some of the families have stayed at the Wandering caravan park for the night in the cabins or in their caravans, supported the local pub by eating and drinking and purchased petrol in town when coming to collect their puppy. This has brought people from far down south to further north to come and visit our small town.

Should my application be approved, very detailed and thorough planning will be done to ensure that infrastructure being designed will reduce noise for our surrounding neighbours. Having purpose built infrastructure would allow us to have more control and reduce potential noise issues. We have not chosen a specific location for the building, where we placed it in the application is an option, the other option is down by the pool, which is further away from our closest neighbour and our house would be between the two buildings.

We are very proactive owners and if we notice that any of our dogs are barking, we find out what's going on and remove them from that situation. We do 1:1 training with our dogs and work on any undesired behaviours that arise. Should barking become an issue, which it hasn't, there are controls that can be put in place to prevent this, for example, a barking collar. In saying this, our dogs will generally bark for a purpose and is

a way for them to tell us that something isn't right - for example, a stranger is on the property that shouldn't be or a snake is in their yard (which happened just last week).

I am trying to do the right thing by seeking the proper approvals through the shire, instead of just doing whatever I want. As mentioned in my application, I am willing to pay for all of the necessary costs associated with the approval process. There would be no financial loss for the shire, in-fact there would be financial gain - annual kennel licence fees, building applications and dog registration fees.

In relation to point A, there are several local shires surrounding Wandering that allow animal establishments for rural residential properties - Boddington, Pingelly, Narrogin, Brookton, York and Beverley. This shows that other local shires that are similar to Wandering, are open and willing to allow rural residential property owners to have an animal establishment and provide them with the flexibility to use their land in line with their hobbies and interests. Being approved for an animal establishment doesn't mean a boarding kennel - it's the terminology within the local planning scheme document. Everyone in our community is going to have different interests and hobbies and mine is quite unique, however I believe it fits within our the rural residential area.

In relation to point B, there's no formal application process or document to follow regarding applying for an additional use. I provided a detailed summary explaining the purpose of my application to the best of my ability without any guiding documents, as well as a document from the City of Gosnells, relating to kennel infrastructure. If further information is required, I am happy to provide any further information or documentation.

In relation to point C, no clarification or additional information was provided to me regarding an acoustic assessment or specific technical information. Should this information be provided to me, I am more than happy to coordinate with the relevant specialists. As mentioned in my application, if approved, I would have kennels designed that are built from materials that will reduce the noise and also ensure hygiene needs are met. The city of Gosnells document is quite detailed with their recommendations and requirements.

In relation to point D, my application has been submitted to hopefully allow me to be approved to have a kennel licence, as per the state dog law exemption, which would allow me to own more than 6 dogs. This would allow me to continue my breeding program, that has been years in the making and a significant financial investment. Should my application be approved, we do not plan to move or sell our property, we are here for the long term. I want to highlight that we do not plan on running a boarding facility, the only dogs that will be on our property, are our own dogs. If approved, it doesn't mean that any future owners of our property are automatically allowed to own more than 6 dogs or have kennel licence. They would still need to apply through the

shire for approval and justify their reasons why they should be allowed to have a kennel licence, therefore the shire still has control.

Should my application not be approved and the new local dog law reduces the number of dogs allowed, without the kennel licence exemption, this will likely force us to sell our property and leave Wandering, which is something we really don't want to do, as we love where we live. My dogs are not disposable members of the family and are like my children and I will do what is in their best interest.

I am willing and wanting to work with the shire to come up with a suitable plan so that the shire is satisfied that all requirements are met and allowing me to be able to continue my passion on our property within the shire.

Thank you for considering my application and I'm happy to answer any questions that you may have.

Regards,

Rachel Thompson

5. REQUESTS FOR LEAVE OF ABSENCE

Nil

6. DISCLOSURE OF INTEREST

Name	Item No.	Interest	Nature
Cr. A Thompson	12.1	Direct Financial Interest	Request for scheme amendment personal application

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Minutes – 20 August 2026

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

020926 Moved: Cr. Whitely **Seconded: Cr. Latham**

Recommendation:
That the Minutes of the Ordinary Meeting of Council held on 20 August 2026 be confirmed as true and correct.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

7.2 Audit Risk & Improvement Committee Minutes – 24 September 2026

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

030926 Moved: Cr. Thompson **Seconded: Cr. Price**

Recommendation:
That the Minutes of the Audit Risk & Improvement Committee held on 24 September 2026 be confirmed as true and correct.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES

9.1 WALGA Central Country Zone Meeting | 14 August 2026

040926 Moved: Cr. Latham Seconded: Cr. Hansen

Officer Recommendation
That the minutes of the WALGA Central Country Zone Meeting held on 14 August 2026, be received.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

9.2 Compliance Audit Return 2025

File Reference:	**N/A**
Date:	**17 S**
eptember 2026	
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Compliance Audit Return 2025**
Voting Requirements:	**Absolute Majority**
Previous Reference:	**N/A**

Summary of Report:
To adopt the Compliance Audit Return in accordance with the *Local Government (Audit) Regulations 1996*.

Background:
The Compliance Audit Return process ensures that each Local Government has appropriate processes in place to support Council's oversight of the organisation's operations and compliance. It is an important tool in assisting Council to fulfil this monitoring role.

The *Local Government (Audit) Regulations* require the Compliance Audit Return to be reviewed by the Audit Committee, then presented to Council. After the Return has been presented to Council a certified copy of the Return along with the relevant section of the Minutes and any additional information is to be submitted to the Department by 30 September 2026.

Consultation:
Nil

Statutory Environment:
Local Government Act 1995 Section 7.12(A).
Local Government Audit Regulations 1996 Regulation 16
Local Government Financial Management Regulations 1996

Policy Implications:
Not applicable.

Financial Implications:
Nil

Strategic Implications:
Improve Our Financial Position

Our Goals	Our Strategies

We plan for the future and are strategicaly focused	• 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

Risk Implications:

Risk	**Low**
Risk is low provided identified non-compliances are documented, corrective actions are assigned and Council monitors their completion.	

Voting Requirements:
Absolute Majority

050926 Moved: Cr. Price Seconded: Cr. Hansen

Officer Recommendation:
That Council:

- **adopts the attached Compliance Audit Return for the period 1 January to 31 December 2025.**
- **authorises the Chief Executive Officer and the Shire President to sign and submit the 2025 Compliance Audit Return to the Department of Local Government.**

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

2025 Compliance Audit Return

Local Government Authority: The Shire of Wandering

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: No

Comments: No. The Shire has one local law currently in force that has not been reviewed within the previous 8 years: Health Local Law (2001). Review is required in accordance with Schedule 9.3 Clause 65 of the Local Government Act 1995 and will be completed by 7 December 2026.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: N/A

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: N/A

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: Yes

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: Yes

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: Yes

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: N/A

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: Yes

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: N/A

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: Yes

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: Yes

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Adoption date or the date of the most recent review: 20/11/2025

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Date of review: 20/11/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: No

Comments: One Councillor is in the process of completing their training.

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: N/A

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: No

Comments: Reg 17 review undertaken in June 2024

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: Yes

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee’s name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: N/A

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: N/A

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: Yes

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government’s advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: Yes

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: Yes

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: Yes

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: Yes

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: Yes

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO	Date
Mayor or President	Date

10. COUNCILLOR REPORTS

10.1 Shire President Report

Meetings attended by Shire President.
14 August – CCZ | August Meeting and Workshop | Shire of Kulin.
19 August – Meeting with the CEO.
03 September – Meeting with the CEO.
08 September – LEMC Meeting
16-18 September WALGA LG Convention 2026

10.2 Deputy President Report

17-18 September WALGA LG Convention 2026.

10.3 Cr. Gillian Hansen Report

17-18 September WALGA LG Convention 2026.

10.4 Cr. Andrew Thompson Report

17-18 September WALGA LG Convention 2026.

10.5 Cr. Peter Latham Report

08 September – LEMC Meeting
17-18 September WALGA LG Convention 2026.

10.6 Cr. Brendan Whitely Report

17-18 September WALGA LG Convention 2026.

10.7 Cr. Lou Cowan Report

WALGA Convention 2026 Councillor Reports attached

WALGA Convention 16th to 18th of September 2026

There aren't many places where such a diverse range of Elected members, politicians, exhibitors relevant to us as Councillors are gathered in the one place. The WALGA Convention is a great opportunity for us, especially as country Elected Members, to learn from each other, and educate ourselves about matters which can be useful to us as a Shire.

Wednesday 9am started with the Mayors and Presidents conference. A highlight for me was hearing Mark Irwin, State President of WALGA, speak about the areas he's been working in for us. What is going on behind the scenes is often different to what is being reported in the media, and it's certainly true for Local Government. Some of the reform Mark hoped would follow, although not all, was announced officially the next day by Hannah Beazley MLA, Minister for Local Government. These included 4-year terms for all Councillors commencing in 2031, not 2027 as originally intended by the Govt, with all Councillor positions being declared vacant, so potentially a whole new Council each 4 years. It will be run by the WAEC and include technology assisted voting. There will be no compulsory voting yet. Forced amalgamations are not on the agenda, but the Minister's view is that there are too many LGs so some must go. Independent deputy members of committees are no longer required, so a small improvement for smaller Local Governments. Councillors are allowed to use PO Boxes now, with full street addresses not being required to be advertised.

Mark Irwin spoke about the pressures of the everyday issues we are dealing with coupled with constant talk of reforms with no real guidance. Community benefit needs to be recognized in any reform and that's not always happening.

Kirrilee Warr MLA, the Shadow Minister for LG, asked what had happened to Royalties for Regions, something which is still supposed to be operational, but something we in the regions are not benefiting from.

We heard from Basil Zempilas, MLA, Leader of the Opposition. He spoke about the lack of clarity regarding the reforms and that Government representation needs to be regionally fair, and that definitely isn't happening now.

I had fruitful and informative discussions with EMs from several different Shires. Some of the exhibition areas which might be of interest to us in the future will be covered by other Councillors who I know also gathered some really useful information, so I won't include them in my report. As Cr Whitely commented: one of the benefits of having several of us in attendance is the ability to gather different parts of the information from the speakers and the exhibitors. We now have some great contacts for regional housing initiatives, something crucial for us in the Shire of Wandering.

Two highlights of the week were hearing Ariarne Titmus and Dean Boxall at the WALGA special breakfast and the closing speaker, Dr Jorian Kippax, the Tasmanian Australian of the Year. Their stories were inspirational and while some might suggest they had nothing to do with being a Local Government Councillor, their stories held many lessons for all of us. My favourite line from Dr Kippax (Google the Franklin River Rescue and watch the video) is when you think you're having the worst day, it can always get worse!! Seriously though, he gave us so much inspiration regarding adaptability and cognitive bandwidth. He taught us about tactical leadership: the leadership role includes, shared purpose, communication must be structured, concise and clear, and teamwork is about trust and training, all essential attributes for the smooth running of any organisation.

I was very proud to have had the Shire of Wandering represented by well-presented and engaged Councillors and our CEO, who gave up time from their busy lives to attend the Convention. We're all looking forward to getting back into the hard work to come!

Cr. Sheryl Little

Shire President

Hello All

The conference was an eye opener; I feel that I did get some further insight into Local Government.

The Walga AGM was interesting and seeing the motions and countermotions taking place certainly has given me a better understanding on how to put motions in play.

I also had a great time in the display area and have made some contacts with quite a few interesting businesses.

Some would be great when we need upgrading our playground or placing a playground in the caravan park, also solar lighting and signs for the caravan park and our upgrade of the community centre road and carpark, I also have a contact for drainage cleanups with or without pulling up the road or footpath they clean and line the drain with a plastic coating.

Also 2 different companies that supply outdoor ablutions, with disabled access.

I realise these all come at a cost but hopefully we can look at grants to make some of these ideas occur.

The breakfast on Friday morning was a highlight and the guest speakers really made me feel super proud to be an Australian, they were humble, passionate and extremely inspiring.

If only as a child I had of had someone believe in me and mentor me at all the sports that I played because I could have been more than I am now.

Kind Regards

CR Gillian Hansen

BRENDAN

LOCAL GOV. CON.

- TAMARA CLARKSON - CEO DERBY/West Kimberley

  RATE INCREASE'S - COMMUNITY EXPECTATIONS, HOUSEING SHORTFALLS

  BUDGETS - RISEING COSTS, CONTRACTORS NEGOTIATIONS.

- GARRY SHERRY - CEO BROOKTON

  INDUSTRIAL BLOCKS, HOUSEING SHORTFALLS.

- TREVOR STACEY - PRES. QUAIRADING

  INDUSTRIAL BLOCKS, HOUSING (FOUR UNITS, GRANT HELP TO BUILD)

  RED TAPE.

- ANTHONY QUAINE - CIVIC LEGAL

  OLD TIMES, CATCH UP.

- STEVE GOLLAN - CEO BEVERLEY

  CATCH UP, OLD TIMES.

SESSION B, 1ST DAY. BUILDING RESILEANCE IN THE REGIONS

At the recent WALGA conference I had the pleasure of meeting many people, from fellow councillors across WA with whom I could discuss shared issues and possible resolutions, to senior executives and politicians who were somewhat open to hearing about how certain policies affect small shires such as ours. It was a thoroughly beneficial and uplifting experience being surrounded by others so passionate about good local governance and their communities.

During the WALGA expo I was able to talk to a variety of company representatives with new and innovative products, including a road condition recording and monitoring service, IT services, signmakers, energy saving and storage, playground designers and many more. I also made a great connection with some executives from Ringers Western, who are very keen to sponsor community events such as the Fair and Campout.
I was fortunate enough to meet the father and son team who own Claycrete Global. During this meeting we had a robust discussion about their signature product, Claycrete, a stabilisation product designed for unsealed roads, rural tracks, and low-traffic infrastructure. This is something I believe would be of great benefit to the Shire of Wandering.

I hope to be lucky enough to attend again next year.

The discussion with Brian and Ron from Claycrete Global centred on:

- Product performance in rural environments
- Suitability for the Shire of Wandering's soil types
- Cost savings compared to traditional road-building methods
- Opportunities for trial sections within the Shire

Key Points Discussed

- Claycrete is a non-toxic soil stabiliser that binds clay and fine materials, improving road strength and reducing dust.
- The product is designed for remote and rural shires, particularly those with clay-based or reactive soils.
- Representatives highlighted successful use in other regional WA shires with similar conditions.
- Claycrete can be applied using existing Shire plant and equipment, reducing implementation barriers.
- The company offered technical support, training, and on-site guidance for any trial works and implementation.

Benefits of Claycrete for the Shire of Wandering

A. Financial Benefits

- Reduced construction costs compared to traditional gravel re-sheeting.
- Lower long-term maintenance costs, with roads requiring fewer grading cycles.
- Potential to extend the life of existing road assets, delaying major capital works.
- Reduced need for imported gravel, lowering transport and extraction expenses.

B. Operational Benefits

- Works can be completed using current Shire machinery, avoiding new capital purchases.
- Faster construction timelines, allowing the Shire to complete more kilometres per season.
- Improved road durability during wet periods, reducing washouts and emergency repairs.
- Less dust generation, improving visibility and safety for road users.

C. Environmental & Community Benefits

- Reduced gravel extraction supports environmental sustainability.
- Lower dust levels benefit nearby residents, farms, and livestock.
- Improved road reliability supports local businesses, school transport, and emergency services.
- Non-toxic product aligns with WHS and environmental compliance requirements.

Proposed Next Steps for Council Consideration:

- Undertake a small-scale trial on a selected section of unsealed road (e.g. high-use rural road or problematic clay-based area).
- Request a formal proposal from Claycrete including costings, technical specifications, and support options.
- Conduct a comparative cost analysis between Claycrete stabilisation and traditional re-sheeting.
- Engage with neighbouring shires who have used Claycrete to gather performance feedback. Eg. Pingelly.
- Present findings to Council for decision on broader rollout.

11. CORPORATE SERVICES REPORTS

11.1 Financial Report

File Reference:	**N/A**
Date:	**15 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Bob Waddell**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Monthly Financial Statements - August 2026**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
The monthly financial report for the period ending 31 August 2026 is presented for Councils consideration.

Background:
In accordance with the Local Government Act 1995, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.
The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. Regulation 34, from the Local Government (Financial Management) Regulations 1996 sets out the detail that is required to be included in the reports.

Consultation:
The Chief Executive Officer has been involved in monthly reviews of the operational budget and provides strategic advice to our financial consultant on trends and variances arising from various operational areas.

Statutory Environment:
Local Government (Financial Management) Regulations 1996 – Regulation 34.

Policy Implications:
Not applicable.

Financial Implications:
As disclosed in the financial statements.

Strategic Implications:
Improve Our Financial Position

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	• 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

Risk Implications:

Risk	Low
Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.	

Voting Requirements:
Simple Majority

060926 Moved: Cr. Hansen **Seconded: Cr. Cowan**

Officer Recommendation:
That Council receive the financial report presented for the period ending 31 August 2026.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

SHIRE OF WANDERING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2026

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

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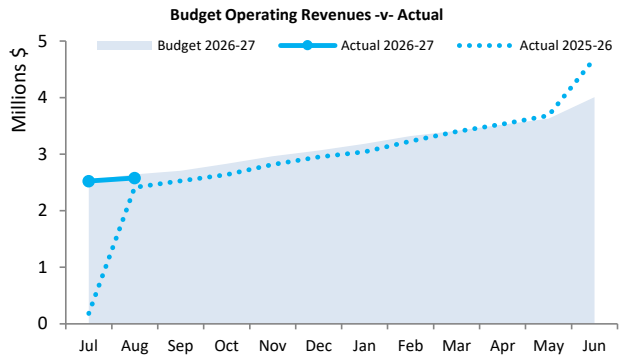
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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2026

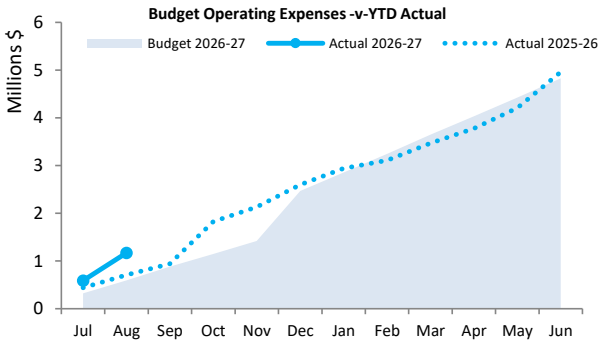
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

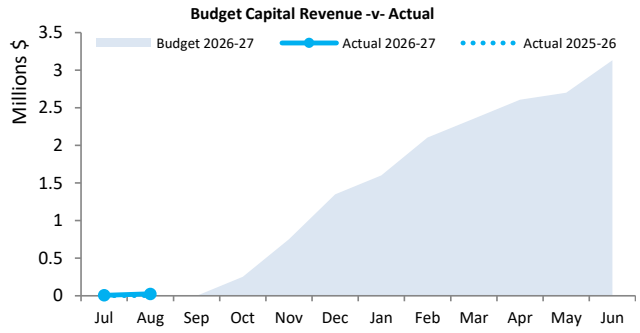


OPERATING EXPENSES

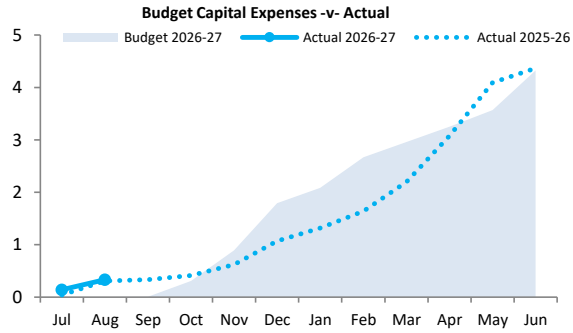


INVESTING ACTIVITIES

CAPITAL REVENUE

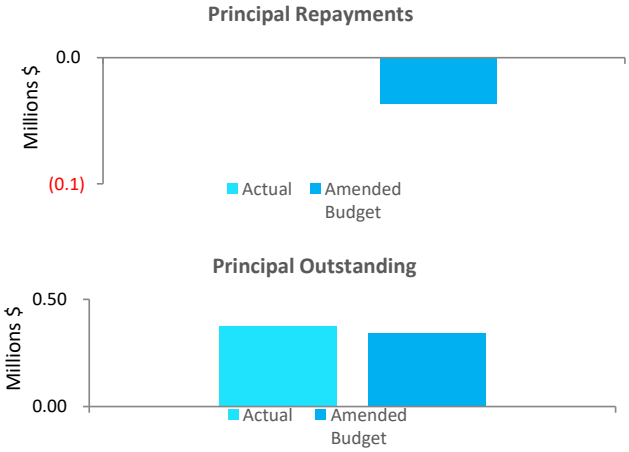


CAPITAL EXPENSES

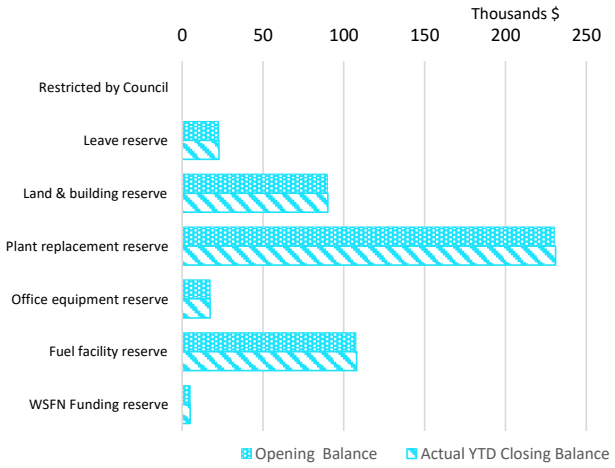


FINANCING ACTIVITIES

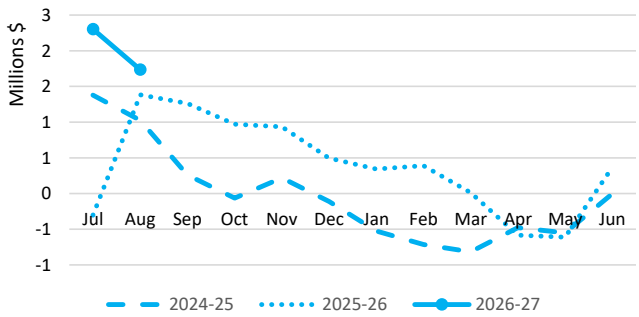
BORROWINGS



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 31 AUGUST 2026

BY NATURE

	Ref Note	Adopted Annual Budget (a)	Amended Annual Budget (d)	YTD Budget (b)	YTD Actual (c)	Variance $ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		$	$	$	$	$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,384,335	2,384,335	2,384,334	**2,379,110**	(5,224)	(0.22%)	
Operating grants, subsidies and contributions	11	469,738	469,738	78,722	**73,524**	(5,198)	(6.60%)	
Fees and charges		735,360	735,360	162,022	**112,723**	(49,299)	(30.43%)	▼
Interest revenue		44,500	44,500	7,414	**11,540**	4,126	55.65%	
Other revenue		356,305	356,305	6,852	**2,153**	(4,699)	(68.58%)	
Profit on disposal of assets	5	18,288	18,288	3,046	**0**	(3,046)	(100.00%)	
Fair value adjustments to financial assets at fair value through profit or loss		0	0	0	**0**	0	0.00%	
		4,008,526	4,008,526	2,642,390	**2,579,049**	(63,340)	(2.40%)	
Expenditure from operating activities								
Employee costs		(1,376,432)	(1,376,432)	(229,306)	**(322,854)**	(93,548)	(40.80%)	▼
Materials and contracts		(1,670,281)	(1,670,281)	(283,188)	**(492,450)**	(209,262)	(73.90%)	▼
Utility charges		(67,400)	(67,400)	(11,212)	**(10,462)**	750	6.69%	
Depreciation on non-current assets		(1,488,663)	(1,488,663)	(9,406)	**(270,781)**	(261,375)	(2778.82%)	▼
Finance costs		(25,355)	(25,355)	(4,222)	**2,952**	7,174	169.92%	
Insurance expenses		(114,984)	(114,984)	(51,495)	**(71,838)**	(20,343)	(39.50%)	▼
Other expenditure		(59,244)	(59,244)	(1,782)	**(4,676)**	(2,894)	(162.43%)	
Loss on disposal of assets	5	(25,255)	(25,255)	(4,208)	**0**	4,208	100.00%	
		(4,827,614)	(4,827,614)	(594,819)	**(1,170,109)**	(575,290)	96.72%	
Non-cash amounts excluded from operating activities	1(a)	1,521,205	1,521,205	36,143	**270,860**	234,717	649.41%	▲
Amount attributable to operating activities		**702,117**	**702,117**	**2,083,714**	**1,679,800**	(403,914)	(19.38%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	12	2,514,495	2,514,495	0	**26,725**	26,725	0.00%	▲
Proceeds from disposal of assets	5	186,500	186,500	0	**0**	0	0.00%	
		2,700,995	2,700,995	0	**26,725**	26,725	0.00%	▲
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	6	(3,635,880)	(3,635,880)	(3,164)	**(331,332)**	(328,168)	(10371.92%)	▼
		(3,635,880)	(3,635,880)	(3,164)	**(331,332)**	(328,168)	10371.92%	
Amount attributable to investing activities		**(934,885)**	**(934,885)**	**(3,164)**	**(304,607)**	(301,443)	9527.26%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	7	0	0	0	**0**	0	0.00%	
Transfer from reserves	9	431,500	431,500	0	**0**	0	0.00%	
		431,500	431,500	0	**0**	0	0.00%	
Outflows from financing activities								
Repayment of borrowings	7	(36,496)	(36,496)	0	**0**	0	0.00%	
Payments for principal portion of lease liabilities	8	(46,173)	(46,173)	(7,694)	**(7,704)**	(10)	(0.13%)	
Transfer to reserves	9	(652,162)	(652,162)	0	**(1,627)**	(1,627)	0.00%	
		(734,831)	(734,831)	(7,694)	**(9,331)**	(1,637)	21.28%	
Amount attributable to financing activities		**(303,331)**	**(303,331)**	**(7,694)**	**(9,331)**	(1,637)	21.28%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1(c)	536,099	536,099	536,099	**369,809**	(166,290)	(31.02%)	▼
Amount attributable to operating activities		702,117	702,117	2,083,714	**1,679,800**	(403,914)	(19.38%)	▼
Amount attributable to investing activities		(934,885)	(934,885)	(3,164)	**(304,607)**	(301,443)	9527.26%	
Amount attributable to financing activities		(303,331)	(303,331)	(7,694)	**(9,331)**	(1,637)	21.28%	
Surplus or deficit at the end of the financial year	1(c)	**(0)**	**(0)**	**2,608,955**	**1,735,672**	(873,283)	(33.47%)	▼

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 31 AUGUST 2026

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	2,384,335	2,384,335	2,384,334	**2,379,110**	(5,224)	(0.22%)	
General Purpose Funding - Other		193,714	193,714	44,199	**41,673**	(2,526)	(5.71%)	
Law, Order and Public Safety		115,974	115,974	15,177	**10,913**	(4,265)	(28.10%)	
Health		1,000	1,000	582	**268**	(314)	(53.89%)	
Education and Welfare		0	0	0	**0**	0	0.00%	
Housing		33,480	33,480	5,578	**5,577**	(1)	(0.02%)	
Community Amenities		61,510	61,510	46,240	**54,106**	7,866	17.01%	
Recreation and Culture		3,000	3,000	498	**661**	163	32.73%	
Transport		104,788	104,788	3,046	**0**	(3,046)	(100.00%)	
Economic Services		752,920	752,920	135,634	**84,580**	(51,054)	(37.64%)	▼
Other Property and Services		357,805	357,805	7,102	**2,161**	(4,941)	(69.57%)	
		4,008,526	4,008,526	2,642,390	**2,579,049**	(63,340)	(2.40%)	
Expenditure from operating activities								
Governance		(343,384)	(343,384)	(56,941)	**(73,278)**	(16,337)	(28.69%)	▼
General Purpose Funding		(120,098)	(120,098)	(20,008)	**(16,105)**	3,903	19.51%	
Law, Order and Public Safety		(265,043)	(265,043)	(36,038)	**(29,177)**	6,861	19.04%	
Health		(21,309)	(21,309)	(3,544)	**(5,255)**	(1,711)	(48.28%)	
Education and Welfare		(7,485)	(7,485)	(1,244)	**(1,398)**	(154)	(12.39%)	
Housing		(56,533)	(56,533)	(9,388)	**(10,299)**	(911)	(9.70%)	
Community Amenities		(347,657)	(347,657)	(58,576)	**(78,638)**	(20,062)	(34.25%)	▼
Recreation and Culture		(370,725)	(370,725)	(53,588)	**(66,417)**	(12,829)	(23.94%)	▼
Transport		(2,110,007)	(2,110,007)	(181,591)	**(488,405)**	(306,814)	(168.96%)	▼
Economic Services		(1,082,661)	(1,082,661)	(178,626)	**(407,028)**	(228,402)	(127.87%)	▼
Other Property and Services		(102,712)	(102,712)	4,725	**5,890**	1,165	(24.65%)	
		(4,827,614)	(4,827,614)	(594,819)	**(1,170,109)**	(575,290)	(96.72%)	▼
Non-cash amounts excluded from operating activities	1(a)	1,521,205	1,521,205	36,143	270,860	234,717	649.41%	▲
Amount attributable to operating activities		**702,117**	**702,117**	**2,083,714**	**1,679,800**	(403,914)	(19.38%)	▼
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	12	2,514,495	2,514,495	0	**26,725**	26,725	0.00%	▲
Proceeds from Disposal of Assets	5	186,500	186,500	0	**0**	0	0.00%	
		2,700,995	2,700,995	0	**26,725**	26,725	0.00%	▲
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	6	(3,635,880)	(3,635,880)	(3,164)	**(331,332)**	(328,168)	(10371.92%)	▼
		(3,635,880)	(3,635,880)	(3,164)	**(331,332)**	(328,168)	(10371.92%)	▼
Amount attributable to investing activities		**(934,885)**	**(934,885)**	**(3,164)**	**(304,607)**	(301,443)	9527.26%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from New Debentures	7	0	0	0	**0**	0	0.00%	
Transfer from Reserves	9	431,500	431,500	0	**0**	0	0.00%	
		431,500	431,500	0	**0**	0	0.00%	
Outflows from financing activities								
Payments for principal portion of lease liabilities	8	(46,173)	(46,173)	(7,694)	**(7,704)**	(10)	(0.13%)	
Repayment of Debentures	7	(36,496)	(36,496)	0	0	0	0.00%	
Transfer to Reserves	9	(652,162)	(652,162)	0	**(1,627)**	(1,627)	0.00%	
		(734,831)	(734,831)	(7,694)	**(9,331)**	(1,637)	(21.28%)	
Amount attributable to financing activities		**(303,331)**	**(303,331)**	**(7,694)**	**(9,331)**	(1,637)	21.28%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	536,099	536,099	536,099	**369,809**	(166,290)	(31.02%)	▼
Amount attributable to operating activities		702,117	702,117	2,083,714	**1,679,800**	(403,914)	(19.38%)	▼
Amount attributable to investing activities		(934,885)	(934,885)	(3,164)	**(304,607)**	(301,443)	9527.26%	
Amount attributable to financing activities		(303,331)	(303,331)	(7,694)	**(9,331)**	(1,637)	21.28%	
Surplus or deficit at the end of the financial year	1	**(0)**	**(0)**	**2,608,955**	**1,735,672**	(873,283)	(33.47%)	▼

KEY INFORMATION

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

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 31 AUGUST 2026

	30 June 2026	31 August 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	1,133,831	2,095,221
Trade and other receivables	94,284	1,098,944
Inventories	220,594	100,356
Other assets	36,604	0
TOTAL CURRENT ASSETS	1,882,366	3,691,575
NON-CURRENT ASSETS		
Trade and other receivables	24,536	24,536
Other financial assets	38,974	38,974
Inventories	5,291	12,259
Property, plant and equipment	8,811,320	8,980,709
Infrastructure	91,702,361	91,594,108
Right-of-use assets	100,157	92,602
TOTAL NON-CURRENT ASSETS	100,682,640	100,743,190
TOTAL ASSETS	102,565,005	104,434,764
CURRENT LIABILITIES		
Trade and other payables	267,221	(25,912)
Other liabilities	401,583	1,136,514
Lease liabilities	46,173	38,469
Borrowings	36,499	36,499
Employee related provisions	231,100	231,100
TOTAL CURRENT LIABILITIES	982,575	1,416,670
NON-CURRENT LIABILITIES		
Lease liabilities	61,327	61,327
Borrowings	341,656	341,656
Employee related provisions	49,724	49,724
TOTAL NON-CURRENT LIABILITIES	452,707	452,707
TOTAL LIABILITIES	1,435,283	1,869,377
NET ASSETS	**101,129,723**	**102,565,387**
EQUITY		
Retained surplus	25,789,215	27,223,253
Reserve accounts	472,522	474,149
Revaluation surplus	74,867,986	74,867,986
TOTAL EQUITY	**101,129,723**	**102,565,387**

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

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

Non-cash items excluded from operating activities	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$	$
Adjustments to operating activities					
Less: Profit on asset disposals	5	(18,288)	(18,288)	(3,046)	0
Less: Movement in liabilities associated with restricted cash		25,575	25,575	25,575	79
Add: Loss on asset disposals	5	25,255	25,255	4,208	0
Add: Depreciation on assets		1,488,663	1,488,663	9,406	270,781
Total non-cash items excluded from operating activities		**1,521,205**	**1,521,205**	**36,143**	**270,860**

(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 2026	Amended Budget Opening 30 June 2026	Last Year Closing 30 June 2026	Year to Date 31 August 2026
Adjustments to net current assets					
Less: Reserves - restricted cash	9	(472,522)	(472,522)	(472,522)	(474,149)
Less: - Land held for resale		0	0	(162,770)	(162,770)
Add: Borrowings	7	36,496	36,496	36,499	36,499
Add: Lease liabilities	8	46,173	46,173	46,173	38,469
Add: Current portion of employee benefit provisions held in reserve		22,639	22,639	22,639	22,718
Total adjustments to net current assets		**(367,214)**	**(367,214)**	**(529,981)**	**(539,233)**

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

Current assets					
Cash and cash equivalents	3	1,148,139	1,148,139	1,133,831	2,095,221
Rates receivables	4	27,370	27,370	25,662	704,993
Receivables	4	52,683	52,683	68,623	393,952
Other current assets	5	455,282	455,282	654,251	497,409
Less: Current liabilities					
Payables	6	(83,062)	(83,062)	(267,221)	25,912
Borrowings	7	(36,496)	(36,496)	(36,499)	(36,499)
Contract and Capital Grant/Contribution liabilities	10	(398,676)	(398,676)	(401,583)	(1,136,514)
Lease liabilities	8	(46,173)	(46,173)	(46,173)	(38,469)
Provisions	10	(215,754)	(215,754)	(231,100)	(231,100)
Less: Total adjustments to net current assets	1(b)	(367,214)	(367,214)	(529,981)	(539,233)
Closing funding surplus / (deficit)		**536,099**	**536,099**	**369,809**	**1,735,672**

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 31 AUGUST 2026

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

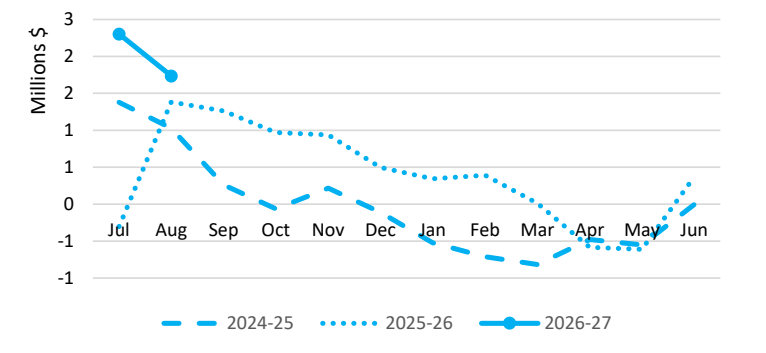
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2026	This Time Last Year 31/08/2025	Year to Date Actual 31/08/2026
		$	$	$
Current Assets				
Cash Unrestricted	3	661,309	785,855	1,621,072
Cash Restricted - Reserves	3	472,522	276,280	474,149
Cash Restricted - Bonds & Deposits	3	0	0	0
Receivables - Rates	4	25,662	2,127,596	704,993
Receivables - Other	4	68,623	29,142	393,952
Other Assets Other Than Inventories	5	433,657	215,667	397,053
Inventories	5	220,594	68,069	100,356
		1,882,366	3,502,609	3,691,575
Less: Current Liabilities				
Payables	6	(259,436)	(14,888)	33,712
Contract and Capital Grant/Contribution Liabilities	10	(401,583)	(1,612,447)	(1,136,514)
Bonds & Deposits	6	(7,785)	(7,385)	(7,800)
Loan Liability	7	(36,499)	(34,853)	(36,499)
Lease Liability	8	(46,173)	(36,265)	(38,469)
Provisions	10	(231,100)	(231,100)	(231,100)
		(982,575)	(1,936,937)	(1,416,670)
Less: Cash Reserves	9	(472,522)	(276,280)	(474,149)
Add Back: Component of Leave Liability not Required to be funded		22,639	22,190	22,718
Add Back: Loan Liability		36,499	34,853	36,499
Add Back: Lease Liability		46,173	36,265	38,469
Add Back: Land Held for Resale		(162,770)	0	(162,770)
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		**369,809**	**1,382,700**	**1,735,672**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices 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)
$1.74 M

Last Year YTD Surplus(Deficit)
$1.38 M

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 2026-27 year is $10,000 or 10.00% whichever is the greater.

				Explanation of positive variances		Explanation of negative variances	
Nature or type	Var. $	Var. %		Timing	Permanent	Timing	Permanent
	$	%					
Surplus or deficit at the start of the financial year	(166,290)	(31.02%)	▼				Budgeted closing position estimate higher than actual at year end.
Revenue from operating activities							
Fees and charges	(49,299)	(30.43%)	▼			Caravan Park, Fuel facility and post office commission income less than YTD budget.	
Expenditure from operating activities							
Employee costs	(93,548)	(40.80%)	▼			Various employee costs are running ahead of budget at this point in time.	
Materials and contracts	(209,262)	(73.90%)	▼			Various material and contract costs are greater than budget for the year, e.g.: fuel purchases, IT expenses, consultancy expenditure.	
Depreciation on non-current assets	(261,375)	(2778.82%)	▼			Asset depreciation has commenced for 2026/27, however the majority of budgeted depreciation does not commence until December 2026.	
Insurance expenses	(20,343)	(39.50%)	▼			Insurance premiums have been paid ahead of budget phasing.	
Non-cash amounts excluded from operating activities	234,717	649.41%	▲	Non-cash depreciation expenses ahead of budget phasing.			
Investing activities							
Proceeds from capital grants, subsidies and contributions	26,725	0.00%	▲	Recognition of revenue which is tied to capital projects is currently ahead of budget phasing.			
Payments for inventories, property, plant and equipment and infrastructure	(328,168)	(10371.92%)	▼			Expenditure on capital expenditure projects is occurring ahead of budget phasing. Refer to Note 6 for further details.	

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	0.16546	34	406,640	67,281	0	67,281	67,281	0	0	67,281
GRV Special Use	0.16546	2	127,920	21,165	0	21,165	21,165	0	0	21,165
GRV Rural Residential	0.16546	57	771,170	127,595	0	127,595	127,595	0	0	127,595
GRV Industrial	0.16546	2	35,360	5,851	0	5,851	5,851	0	0	5,851
Unimproved value										
UV Rural, Rural Residential and Mining Tenements	0.00557	138	328,910,000	1,540,329	0	1,832,357	1,832,358	0	0	1,832,358
Non Rateable										
Non Rateable	0.00000	32	14,765	0	0	0	0	0	0	0
Sub-Total		**265**	**330,265,855**	**1,762,221**	**0**	**2,054,249**	**2,054,249**	**0**	**0**	**2,054,249**
Minimum payment	**Minimum $**									
Gross rental value										
GRV Residential	1,728	46	257,308	79,488	0	79,488	79,488	0	0	79,488
GRV Special Use	1,728	2	14,133	3,456	0	3,456	3,456	0	0	3,456
GRV Rural Residential	1,728	45	200,504	77,760	0	77,760	77,760	0	0	77,760
GRV Industrial	1,728	0	0	0	0	0	0	0	0	0
Unimproved value										
UV Rural, Rural Residential and Mining Tenements	1,728	95	19,831,835	164,160	0	164,160	164,160	0	0	164,160
Sub-total		**188**	**20,303,780**	**324,864**	**0**	**324,864**	**324,864**	**0**	**0**	**324,864**
		453	**350,569,635**	**2,087,085**	**0**	**2,379,113**	**2,379,113**	**0**	**0**	**2,379,113**
Discount						0				0
Concession						0				0
Amount from general rates						**2,379,113**				**2,379,113**
Rates Written Off		0	0	0	0	0	0	0	0	(3)
Ex-gratia rates		0	0	0	0	5,222	0	0	0	0
Total		**453**				**2,384,335**				**2,379,110**

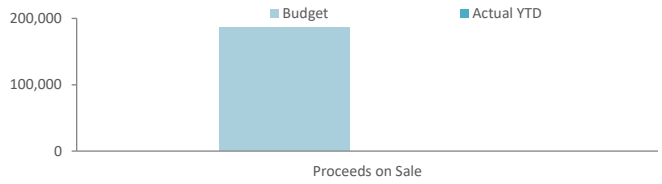
KEY INFORMATION

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.

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Transport								
105	Isuzu NLR45-150 Tipper - WD.000	22,037	15,000	0	(7,037)	0	0	0	0
93	Multipac 524H Multi-Tyred Roller - WD.182	65,383	50,000	0	(15,383)	0	0	0	0
118	2020 Mitsubishi Triton - WD.011	0	9,000	9,000	0	0	0	0	0
101	Holden Colorado 4x4 Crew Cab Auto Silver - WD.0	0	5,000	5,000	0	0	0	0	0
704	Isuzu 2025 MU-X 4X4 LSU Wagon Auto 3.0L TD WD001 (OM)	49,712	54,000	4,288	0	0	0	0	0
703	Isuzu 2025 MU-X 4X4 LST Wagon Auto 3.0L TD 0WD (CEO)	56,335	53,500	0	(2,835)	0	0	0	0
		193,467	**186,500**	**18,288**	**(25,255)**	**0**	**0**	**0**	**0**

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



INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$	$
Land held for resale - cost	50,000	50,000	0	**6,968**	6,968
Buildings	24,000	24,000	1,498	**2,193**	695
Furniture and equipment	20,000	20,000	1,666	**7,625**	5,959
Plant and equipment	629,000	629,000	0	**227,576**	227,576
Infrastructure - roads	2,720,693	2,720,693	0	**53,689**	53,689
Infrastructure - bridges	192,187	192,187	0	**33,280**	33,280
Payments for Capital Acquisitions	**3,635,880**	**3,635,880**	**3,164**	**331,332**	**328,168**
Capital Acquisitions Funded By:					
	$	$	$	$	$
Capital grants and contributions	**2,514,495**	**2,514,495**	**0**	**26,725**	26,725
Other (disposals & C/Fwd)	**186,500**	**186,500**	**0**	**0**	0
Cash backed reserves					
Plant replacement reserve	**431,500**	**431,500**	**0**	**0**	0
Contribution - operations	**503,385**	**503,385**	**3,164**	**304,607**	301,443
Capital funding total	**3,635,880**	**3,635,880**	**3,164**	**331,332**	**328,168**

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.

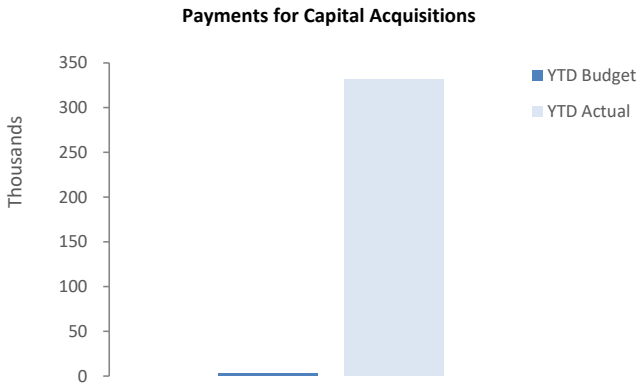
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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

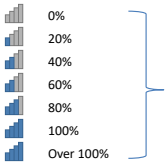
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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.



INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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	(50,000)	(50,000)	0	(6,968)	(6,968)
Total - Other Property & Services				**(50,000)**	**(50,000)**	**0**	**(6,968)**	**(6,968)**
Total - Land Held for Resale				**(50,000)**	**(50,000)**	**0**	**(6,968)**	**(6,968)**
Buildings								
Recreation And Culture								
E11383	WCC238	521	Wandering Community Centre - New Stage	(15,000)	(15,000)	0	0	0
E11383	WCC239	521	Wandering Community Centre - BBQ Shelter	0	0	0	(2,193)	(2,193)
Total - Recreation And Culture				**(15,000)**	**(15,000)**	**0**	**(2,193)**	**(2,193)**
Economic Services								
E13260		521	Purchase Buildings-Tourism	(9,000)	(9,000)	(1,498)	0	1,498
Total - Economic Services				**(9,000)**	**(9,000)**	**(1,498)**	**0**	**1,498**
Total - Buildings				**(24,000)**	**(24,000)**	**(1,498)**	**(2,193)**	**(695)**
Plant & Equipment								
Transport								
E12360		525	Purchase Plant & Equipment-Plant	(629,000)	(629,000)	0	(227,576)	(227,576)
Total - Transport				**(629,000)**	**(629,000)**	**0**	**(227,576)**	**(227,576)**
Total - Plant & Equipment				**(629,000)**	**(629,000)**	**0**	**(227,576)**	**(227,576)**
Furniture & Equipment								
Economic Services								
E13450		523	CRC - Purchase Furniture and Equipment	(10,000)	(10,000)	(1,666)	(126)	1,540
Total - Economic Services				**(10,000)**	**(10,000)**	**(1,666)**	**(126)**	**1,540**
Other Property & Services								
E14560		523	Purchase Furniture & Equipment-Administration	(10,000)	(10,000)	0	(7,499)	(7,499)
Total - Other Property & Services				**(10,000)**	**(10,000)**	**0**	**(7,499)**	**(7,499)**
Total - Furniture & Equipment				**(20,000)**	**(20,000)**	**(1,666)**	**(7,625)**	**(5,959)**
Infrastructure - Roads								
Transport								
E12102	RRG008	541	RRG - York Williams Road Final Seal SLK3.00-6.00	(221,205)	(221,205)	0	(16,563)	(16,563)
E12102	RRG242	541	RRG - York Williams Road Reconstruct from SKL 3.00.6.00	0	0	0	(17,060)	(17,060)
E12102	RRG243	541	RRG - York Williams Road Reconstruct/Widen SLK 6.00-9.00	(624,452)	(624,452)	0	(3,842)	(3,842)
E12103	R2R016	541	R2R - Down Street and Watt's Street footpath and drainage repairs	(45,670)	(45,670)	0	0	0
E12103	R2R040	541	R2R - Gnowing Street Reseal SLK 0.00-0.20 26/27 Year	(37,668)	(37,668)	0	0	0
E12103	R2R042	541	R2R - Cheetaning Street-Reseal SLK 0.00-0.46 26/27 Year	(108,454)	(108,454)	0	0	0
E12105	WSFN251	541	WSFN North Bannister Wandering Rd - Replace Culverts-Clearing-Batter Works SLK13.60-18.52	(1,296,192)	(1,296,192)	0	0	0
E12105	WSFN252	541	WSFN North Bannister Wandering Road - Final Seal 4.5km	(387,052)	(387,052)	0	(16,224)	(16,224)
Total - Transport				**(2,720,693)**	**(2,720,693)**	**0**	**(53,689)**	**(53,689)**
Total - Infrastructure - Roads				**(2,720,693)**	**(2,720,693)**	**0**	**(53,689)**	**(53,689)**
Infrastructure - Bridges								
Transport								
E12120	BR0424	550	Bridge replacment 0424A Wandering Pingelly RD	(192,187)	(192,187)	0	(33,280)	(33,280)
Total - Transport				**(192,187)**	**(192,187)**	**0**	**(33,280)**	**(33,280)**
Total - Infrastructure - Bridges				**(192,187)**	**(192,187)**	**0**	**(33,280)**	**(33,280)**
Grand Total				**(3,635,880)**	**(3,635,880)**	**(3,164)**	**(331,332)**	**(328,168)**

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2026	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		$	$	$	$	$	$	$	$	$	$	$	$	$
Other property and services														
Industrial Estate Development	10	56,307	0	0	0	0	(7,006)	(7,006)	56,307	49,301	49,301	7	(2,414)	(2,414)
Industrial Estate Development	11	321,847	0	0	0	0	(29,490)	(29,490)	321,847	292,357	292,357	3,716	(14,768)	(14,768)
Total		378,154	0	0	0	0	(36,496)	(36,496)	378,154	341,658	341,658	3,723	(17,182)	(17,182)
Current borrowings		36,499							36,499					
Non-current borrowings		341,656							341,656					
		378,154							378,154					

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2026, nor is it expected to have unspent funds as at 30th June 2027.

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 materiallly 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.

Repayments - leases

Information on leases			New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Lease No.	1 July 2026	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		$	$	$	$	$	$	$	$	$	$	$	$	$
Transport														
JCB Excavator	1	107,501	0	0	0	(7,704)	(46,173)	(46,173)	99,797	61,328	61,328	(770)	(4,673)	(4,673)
Total		107,501	0	0	0	(7,704)	(46,173)	(46,173)	99,797	61,328	61,328	(770)	(4,673)	(4,673)
Current lease liabilities		46,173							38,469					
Non-current lease liabilities		61,327							61,327					
		107,501							99,797					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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	22,638.73	575.00	78.79	25,000.00	0.00	0.00	0.00	48,213.73	22,717.52
Land & building reserve	89,880.12	2,283.00	312.81	50,000.00	0.00	0.00	0.00	142,163.12	90,192.93
Plant replacement reserve	230,215.07	5,846.00	801.22	415,162.00	0.00	(431,500.00)	0.00	219,723.07	231,016.29
Office equipment reserve	17,272.90	439.00	60.12	0.00	0.00	0.00	0.00	17,711.90	17,333.02
Fuel facility reserve	107,514.83	2,730.00	374.18	25,000.00	0.00	0.00	0.00	135,244.83	107,889.01
WSFN Funding reserve	5,000.00	127.00	0.00	25,000.00	0.00	0.00	0.00	30,127.00	5,000.00
	472,521.65	**12,000.00**	**1,627.12**	**640,162.00**	**0.00**	**(431,500.00)**	**0.00**	**693,183.65**	**474,148.77**

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
			Opening Surplus(Deficit)			0	0
				0	**0**	**0**	**0**

11.2 Payment Listing

File Reference:	**N/A**
Date:	**15 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Finance Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**List of Payments and Credit Card Statement 31 August 2026**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
The list of payments for the month ending 31 August 2026 is presented for noting by Council.

Background:
Council has delegated the Chief Executive Officer the exercise of its power to make payments from the Shires municipal fund and the trust fund. In exercising their authority, and in accordance with the Local Government (Financial Management) Regulation, it is a requirement to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to Council for the purposes of noting, in the following month.

Consultation:
The Chief Executive Officer has been involved in the approvals of any requisitions, purchase orders, invoicing and reconciliation matters.

Statutory Environment:
Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states that

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared — (a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

Policy Implications:
Officers are required to ensure that they comply with the Shire's Purchasing Policy, where applicable and that budget provision is available for any expenditure commitments.

Financial Implications:
Payments are made under delegated authority and are within approved budgets. Payment is made within agreed trade terms and in a timely manner.

Strategic Implications:
Improve Our Financial Position

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	• 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

Risk Implications:

Risk	**Low**
Failure to make payments within terms may render Council liable to interest and penalties. **Failure to pay for goods and services in a prompt and professional manner, in particular to local suppliers, may cause dissatisfaction (reputational damage) amongst the community.**	

Voting Requirements:
Simple Majority

Municipal Fund	**Amount**
Electronic Funds Transfers	$ 662,957.34
Direct Debits	$ 46,436.55
Cheques	Nil
TOTAL	$ 799,359.16

070926 Moved: Cr. Cowan Seconded: Cr. Hansen

Officer Recommendation:
That Council receive the list of payments totalling $799,359.16 for the month ending 31 August 2026 as presented.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

Councillor questions raised in relation to items on the 'List of Payments' tabled. Please see below responses/explanations for these expenditures.

Q. EFT11385 – Brandy's Hire – $5,520.28 - This seems to be a rather large amount for a service.
A. This payment relates to a combination of repairs and servicing carried out on five vehicles. The description on the payment list is incorrect and should have reflected the multiple vehicles involved.

Q. EFT11399 – Thinkproject Deutschland GmbH – $9,010.45
A. This payment relates to the annual program subscription for the 2026/27 financial year. The program is required for local governments to manage and enter the road data requirements.

Q. EFT11423 – TyreCycle Pty Ltd – $4,977.71 - Collection or disposal?
A. This payment relates to the cost of removing the accumulated tyres from the Wandering Transfer Station. The tyres have not been disposed of for several years, resulting in a significant quantity requiring removal/disposal.

Q. EFT11437 26/08/2026 Department of Fire & Emergency Services 2026/27 ESLB Contribution & 2025-26 A billing Adjustment 48,221.00. A brief explanation please?

A. As per the Local Government (LG) Agreement with DFES, every year DFES sends us a bill for the ESL contribution for our Shire as a whole and any adjustment for the previous year. The LG then bills individual ratepayers by including the ESL in the rates notice.

Q. EFT11416 & EFT11440 – Hydra Storm – $17,124.25 and $722.15. Is the item in EFT 11440 half the length?

A. These payments relate to pipes being purchased for the Wheatbelt Secondary Freight Network works. There were two deliveries of pipes, as they wouldn't all fit on one truck, hence different lengths

Q. EFT11446 – Trans Tank International – $49,990.00
A. This payment relates to the replacement of the skid-mounted 10,000-litre water truck. The purchase was included in this year's plant replacement budget.

Q. DD5856.2 – Synergy – $5,985.29
A. The analysis of the reasoning behind the increased power bills at the Caravan Park will require further investigation by Administration. We will provide a response as soon as our investigation is completed.

Shire of Wandering
List of Accounts for Payment for August 2026

Chq/EFT	Date	Name	Description	Amount
EFT11376	04/08/2026	JLT	Salary Continuance Insurance Premium Renewal 2026/27	4,204.75
EFT11377	04/08/2026	LGISWA	LGIS Insurance Premiums 2026/27 First 50%	80,280.59
EFT11378	04/08/2026	Local Government Professionals Australia WA	LG Professionals Full Membership 2026/27	560.00
EFT11379	13/08/2026	Avon Waste	Domestic & Commercial Waste Services July 2026	3,726.65
EFT11380	13/08/2026	BOC	Container Service 28/06/2026 to 28/07/2026	42.27
EFT11381	13/08/2026	Bob Waddell & Associates	Assistance with Licensing & Payroll batch issues, Budget upload & 25/26 AFR	6,556.00
EFT11382	13/08/2026	Boddington Plumbing and Gas	Tap fitting replacements in the female ablutions & cleaners Laundry. Pillar Tap Timeflow Chrome.	1,034.31
EFT11383	13/08/2026	Bookeasy Australia Pty Ltd	Online booking system fee - Caravan Park July 2026	242.00
EFT11384	13/08/2026	Bout Time Mechanical	Tree Rake Hydraulic hose fix	212.94
EFT11385	13/08/2026	Brandy's Hire	Holden Colorado 204,000Km service	5,520.28
EFT11386	13/08/2026	C & D Cutri	Bridge 5174 repairs	7,370.00
EFT11387	13/08/2026	Corsign WA	Signage - Various locations	1,115.40
EFT11388	13/08/2026	Elders Real Estate	Sale Lot 11 Ferguson Way Wandering Commission	7,000.00
EFT11389	13/08/2026	Focus Networks	Manage Computer / Server Services July 2026	6,169.28
EFT11390	13/08/2026	Fuel Distributors of WA	ULP & Diesel Purchase and Delivery	54,718.88
EFT11391	13/08/2026	JEB Cleaning Services	Shire Contract Cleaning - 22/06/2026 to 5/07/2026	4,988.96
EFT11392	13/08/2026	LG Best Practices Pty Ltd	Creditors & Bank Rec Finance Support July 2026	14,426.50
EFT11393	13/08/2026	Landgate	UV Interim rural valuations	167.65
EFT11394	13/08/2026	OMG - Omnicom Media Group Australia Pty Ltd	Extra Ordinary Shire Election 31/07/2026 Public Notice	543.35
EFT11395	13/08/2026	Redfish Technologies	CCTV Support Contract Fee 2026/27	2,066.33
EFT11396	13/08/2026	RingCentral	Phone System August 2026	662.00
EFT11397	13/08/2026	Shire of Narrogin	Environmental Health Officer Services July 2026	72.00
EFT11398	13/08/2026	Sunny Industrial Brushware	2 New Tractor Broom brushes	1,991.00
EFT11399	13/08/2026	Thinkproject Deutschland GmbH	Asset Annual Support and Maintenance 1/07/2026 to 30/06/2027	9,010.45
EFT11400	13/08/2026	WALGA	Annual Subscription 2026/27 Central Country Zone	550.00
EFT11401	13/08/2026	Wandering Rural	Weed spray chemical required for town oval	370.47
EFT11402	18/08/2026	Able Trailers and Tool Boxes Mandurah	Trailer (T85B2000) & Cage 8x5 including ramp as per quote 00000697	5,025.50
EFT11403	18/08/2026	Allwest Plant Hire	BOMAG Roller Hire - 23 days 1/7/2026- 31/7/2026	5,060.00
EFT11404	18/08/2026	Altus Planning	Town Planning services July 2026	1,780.63
EFT11405	18/08/2026	Best Office Systems	Purchase of Konica Minolta C451i Colour Photocopier	8,545.41
EFT11406	18/08/2026	Bill & Ben's Hot Bread Shop	Bread Rolls for CRC Event- Boombox Bingo	45.00
EFT11407	18/08/2026	Bob Waddell & Associates	Assistance with Monthly Financial statement July 2026	396.00
EFT11408	18/08/2026	Boddington Electrical Services Pty Ltd	Install Solar Connection Plus Light incl travel and parts	731.61
EFT11409	18/08/2026	Boddington Hardware & Newsagency	Various items, Killrust gloss black 4lt, Narva Trailer connector 7 pin, Paint brushes, metal 6pin plug	361.60
EFT11410	18/08/2026	Boddington News	Boddington News Edition #787 x 6 copies	12.00
EFT11411	18/08/2026	Boral Construction Materials	patching Asphalt - 10 tonne	4,226.20
EFT11412	18/08/2026	Colleen Ovens	Various items for CRC Cafe & Youth for life program	464.50
EFT11413	18/08/2026	Elders Real Estate	Marketing & Certificate of titles - sale of Industrial lots Ferguson Way	645.60
EFT11414	18/08/2026	Focus Networks	Managed Computer /Server Services and Support-Rates Services - Synergy Back up	259.60
EFT11415	18/08/2026	Gibbons Automotive	KIA TK Tasman Double cab chassis SX 4x4 2.2L MY26 auto as per quote 889*3	56,625.14
EFT11416	18/08/2026	Hydra Storm	600 SN8 Hydra Storm rHDPE Corrugated RRJ 5.901m x12	17,124.25
EFT11417	18/08/2026	JEB Cleaning Services	Contract cleaning shire premises 3/8/2026 to 16/8/2026	2,472.00
EFT11418	18/08/2026	LGISWA	Employee Assistance Program (EAP) for 20 employees 1/7/2026 - 31/12/2026	1,234.12
EFT11419	18/08/2026	Officeworks	CRC Stationary - Labels & A4 clear covers	269.10
EFT11420	18/08/2026	Quest Payment Systems Pty Ltd	Fuel Facility OPT Monthly Maintenance 1/8/2026 - 31/8/2026	418.00
EFT11421	18/08/2026	Startrack Express	Freight for parts/signs Sunny Industrial & Corsigns	949.21
EFT11422	18/08/2026	Stirling Asphalt	Repairs to deck - Bridge 0424A Wandering Pingelly RD	36,608.00
EFT11423	18/08/2026	TyreCycle PTY LTD	Collection of various size tyres from transfer station	4,977.71
EFT11424	18/08/2026	WA Contract Ranger Services	Contract Ranger Service Labour & travel 5/8/2026	917.13
EFT11425	18/08/2026	Wandering Brook Estate	Patio Construction - Accommodation Supplied 7-9 July 2026 (3Nights)	450.00
EFT11426	18/08/2026	Wandering Rural	Glyphosate 450 x 20lt	241.96
EFT11427	18/08/2026	Westrac	Caterpillar 140-14A 2D Grader - 1000 hour service including travel and consumables	4,926.46
EFT11428	26/08/2026	Australian Taxation Office	BAS July 2026	64,643.00
EFT11429	26/08/2026	Belmont St John Ambulance Western Australia	First aid kits and defib servicing	2,285.20
EFT11430	26/08/2026	Bob Waddell & Associates	Assistance with 25/26 Annual financial report	1,188.00
EFT11431	26/08/2026	Boddington Electrical Services Pty Ltd	Lights Install - Community Centre BBQ Shelter - labour, travel and parts	1,452.33
EFT11432	26/08/2026	Boddington Hardware & Newsagency	Various items - micro fibre cloths, Adhesive seal foam, BBQ grease cleaner, 2kg Gas bottle	180.54
EFT11433	26/08/2026	Boddington IGA	Various items for Council OCM June lunch	90.20
EFT11434	26/08/2026	Boddington News	Boddington News Edition #788 x 6 copies	12.00
EFT11435	26/08/2026	Cemeteries & Crematoria Association of WA	Ordinary Membership 2026-27	130.00
EFT11436	26/08/2026	DCE Services	Make gates and re-install mesh for generator cage	1,100.00
EFT11437	26/08/2026	Department of Fire & Emergency Services	2026/27 ESLB Contribution & 2025-26 A billing Adjustment	48,221.00
EFT11438	26/08/2026	Focus Networks	Microsoft MFA tokens - reception including freight	110.00
EFT11439	26/08/2026	Hersey's Safety Pty Ltd"	Various items - Gloves, bag of rags, 68pc Socket set & freight	937.75
EFT11440	26/08/2026	Hydra Storm	600 SN8 Hydra Storm rHDPE Corrugated RRJ x1	722.15
EFT11441	26/08/2026	Industrial Automation Group	Sewell road - Annual Standpipe server access fee 1/7/2026 to 30/6/2027	1,577.40
EFT11442	26/08/2026	Local Government Professionals Australia WA	Staff Training and Professional Development registration 28/8/2026	500.00
EFT11443	26/08/2026	Narrogin Quarry Operations	20 tonne of Cracker Dust	514.30
EFT11444	26/08/2026	Officeworks	Stationary Items	805.70

Shire of Wandering
List of Accounts for Payment for August 2026

EFT11445	26/08/2026	SHDL Group Pty Ltd T/a Wandering Smash Repairs, WD Auto Repairs, Wandering Towing	New tyres + fitting and disposal and brake rotors and freight on various vehicles	3,382.37
EFT11446	26/08/2026	Trans Tank International	Floodrite 10,000l slip on water cart as per quote TTi32277	49,990.00
EFT11447	26/08/2026	WA Contract Ranger Services	Contract Ranger Service for 18/8/2026 Labour & travel	506.00
EFT11448	26/08/2026	Wandering Rural	Rapid set Cement and all purpose cement	131.60
EFT11449	31/08/2026	Best Office Systems	Contract Copier - Admin & CRC B&W,Colour copies period 20/7/2026 - 31/7/2026	776.98
EFT11450	31/08/2026	CA Hartl & CE Hartl	Flowers for Staff member	100.00
EFT11451	31/08/2026	Fuel Distributors of WA	Purchase of Diesel and ULP	87,382.08
EFT11452	31/08/2026	Hersey's Safety Pty Ltd"	Gas struts & Red Reflectors	803.00
EFT11453	31/08/2026	Karl Mickle	Reimbursement ASA 20 Battery Secateurs AS system kit & Skin	550.00
EFT11454	31/08/2026	Mcpest Pest Control	Shire Termite Inspections & Spot treatments	1,815.00
EFT11455	31/08/2026	Narrogin Farmers Centre Narrogin	JCB Hydro Dig Excavator - Investigate low drive speed, Repair including parts, Labour and	6,995.28
EFT11456	31/08/2026	Quay Perth	CEO & Councillors Accommodation - WALGA LG Convention 2026	4,671.00
EFT11457	31/08/2026	State Library of Western Australia	Better Beginnings Pack 2026-27	29.87
EFT11458	31/08/2026	WALGA	Meals, Membership & delegate tickets - WALGA LG Convention 2026	12,760.00
EFT11459	31/08/2026	Wandering Camp Out Weekend	Wandering Collective Sales as at 30/06/26	93.80
EFT11460	31/08/2026	Wandering Rural	Fittings for turret	132.00
			Total EFT Payments	**662,957.34**

Direct Debits

DD5832.1	11/08/2026	Australian Super	Payroll deductions	1,182.72
DD5832.2	11/08/2026	Aware Super	Payroll deductions	7,366.61
DD5832.3	11/08/2026	Australian Retirement Trust Super Savings	Superannuation contributions	330.82
DD5832.4	11/08/2026	HUB24 Super Fund	Superannuation contributions	304.35
DD5832.5	11/08/2026	Retail Employees Superannuation (REST)	Superannuation contributions	69.66
DD5842.2	20/08/2026	Commonwealth Bank	CC July 2026 - Dan Murphys Refreshments Council chambers	354.83
DD5844.1	03/08/2026	DOT Licencing	Transport WADO EOD 30/07/26	32.00
DD5850.1	25/08/2026	Australian Super	Payroll deductions	1,182.72
DD5850.2	25/08/2026	Aware Super	Payroll deductions	7,334.63
DD5850.3	25/08/2026	Australian Retirement Trust Super Savings	Superannuation contributions	330.82
DD5850.4	25/08/2026	HUB24 Super Fund	Superannuation contributions	304.35
DD5850.5	25/08/2026	Retail Employees Superannuation (REST)	Superannuation contributions	16.00
DD5856.1	18/08/2026	Water Corporation	Down street Standpipe Water use 22/6/2026 - 20/7/2026	35.11
DD5856.2	14/08/2026	Synergy	Caravan Park & Fire Station Electricity supply 26/5/2026 - 23/7/2026	5,985.29
DD5856.3	03/08/2026	Telstra	Telephone and Internet Charges 11/7/2026 - 10/8/2026	1,134.58
DD5856.4	26/08/2026	Synergy	Street lighting - period 25/6/2026 - 24/7/2026	1,138.09
DD5856.5	18/08/2026	Synergy	13 Dunmall Dr Electricity Supply 23/5/2026 - 22/7/2026	1,105.83
DD5858.1	11/08/2026	De Lage Landen Pty Ltd	JCB Lease payment August 2026	4,660.94
DD5858.2	28/08/2026	Aussie Broadband	Broadband - 19 Humes way billing period 16/8/2026 - 15/9/2026	79.00
DD5867.1	05/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 03/08/2026	950.35
DD5867.2	24/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 20/08/2026	116.10
DD5867.3	26/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 24/08/2026	1,187.20
DD5867.4	07/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 05/08/2026	32.00
DD5867.5	10/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 06/08/2026	356.35
DD5867.6	12/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 10/08/2026	194.65
DD5867.7	13/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 11/08/2026	237.20
DD5867.8	14/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 12/08/2026	1,297.45
DD5867.9	17/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 13/08/2026	6,241.25
DD5867.10	19/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 17/08/2026	1,778.20
DD5867.11	21/08/2026	DOT Licencing	Transport WADO - EOD Days Taking 19/08/2026	1,097.45
			Total Direct Debit Payments	**46,436.55**

Payroll

PAY	11/08/2026	Wages	Fortnight ending 11th August 2026	43,997.46
PAY	25/08/2026	Wages	Fortnight ending 25th August 2026	43,083.90
			Total Payroll	**87,081.36**

Shire of Wandering
List of Accounts for Payment for August 2026

Corporate Credit Card

DD5860.1	**27/08/2026**	**Commonwealth Bank**	**Commonwealth Credit card Usage CEO 25/7/2026 - 26/08/2026**		**2,843.91**
00/12814	27/07/2026	Commonwealth Bank	CC August 2026 Australia Post - Mailbox Flyer Postal Delivery for Extra Ordinary Election	81.00	
INV-0169	23/07/2026	Commonwealth Bank	CC August 2026 Sparks Butchers - Beef Patties for CRC Event BOOMBOX Bingo	199.23	
#936615777	18/08/2026	Commonwealth Bank	CC August 2026 Events & Conferences DPIRD 2026 Conference	177.98	
217425444	18/08/2026	Commonwealth Bank	CC August 2026 Coles Online CRC & Shire Food Supplies	379.32	
814235	19/08/2026	Commonwealth Bank	CC August 2026 CostCo - Council Dinner supplies	227.94	
7171	19/08/2026	Commonwealth Bank	CC August 2026 Coles - supplies for Council dinner	13.70	
TRANS 2840	22/08/2026	Commonwealth Bank	CC August 2026 Woolworths - Fire Brigade Training - Morning Tea Supplies	58.00	
#147482	25/08/2026	Commonwealth Bank	CC August 2026 Riverside Roadhouse - Fire Brigade Catering - Training Lunches 28-31August 2026	480.00	
41	25/08/2026	Commonwealth Bank	CC August 2026 Bill & Bens Hot Bread -Bread for CRC Event - Men's Night	35.00	
04963-14600573-1	04/08/2026	Commonwealth Bank	CC August 2026 Canva - Membership Canva for Teams	164.99	
647789	30/07/2026	Commonwealth Bank	CC August 2026 CostCo -refreshments-Extra Ordinary Election Day Event	217.33	
40061	20/08/2026	Commonwealth Bank	CC August 2026 Metal Artwork - Staff name badge and Councillor name plate	28.60	
168916801	30/07/2026	Commonwealth Bank	CC August 2026 Dan Murphys -Refreshments for the Extra Ordinary Election Day Event	166.94	
ANNUAL FEE	03/08/2026	Commonwealth Bank	CC August 2026 Annual fee	40.00	
268577318	04/08/2026	Commonwealth Bank	CC August 2026 Coles Online - Cooking Class Supplies	172.01	
270297180	10/08/2026	Commonwealth Bank	CC August 2026 Coles Online - Youth engagement - Cooking	71.97	
LICENSING	12/08/2026	Commonwealth Bank	CC August 2026 DOT - Replacement Plates for Works Supervisor Vehicle	74.90	
AUGUST 2026	12/08/2026	Commonwealth Bank	CC August 2026 - Brayco CRC Kitchen Bench	134.00	
39941	26/08/2026	Commonwealth Bank	CC August 2026 Metal Artworks - desk name base, name badge, name plaques for Councillors	121.00	
DD5863.1	**27/08/2026**	**Commonwealth Bank**	**Commonwealth Credit card ending 0472 Usage 25/7/2026 - 26/08/2026**		**40.00**
ANNUAL FEE	03/08/2026	Commonwealth Bank	CC August 2026 Annual fee	40.00	
			Total Credit Card Payments		**2,883.91**

EFT	662,957.34
Direct debits	46,436.55
Credit card	2,883.91
Payroll	87,081.36
	799,359.16

12. PLANNING AND TECHNICAL SERVICES REPORTS

12.1 Request to Initiate Scheme Amendment – Additional Use for Animal Establishment – Lot 106 (No. 624) Moramockining Road, Wandering

File Reference:	**N/A**
Date:	**18 September 2026**
Location:	**Lot 106 (No. 624) Moramockining Road, Wandering**
Applicant:	**Rachel Thompson**
Author:	**Altus Planning, Shire's Town Planning Consultants**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Concept Site Plan**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
The landowner of Lot 106 (No. 624) Moramockining Road, Wandering (**subject land** or **site**) is seeking Council's support to initiate a scheme amendment to the Shire of Wandering Town Planning Scheme No. 3 (**TPS3** or **Scheme**) to include an Additional Use for "Animal Establishment".

Background:
The subject land is zoned 'Rural Residential (RRes)' pursuant to TPS3.

The applicant has requested that the Shire consider initiating an amendment to TPS3 to allow an Additional Use for 'Animal Establishment' on the subject land. The applicant has advised that the purpose of the request is to allow a kennel licence to be obtained for personally owned dogs associated with the applicant's Labrador breeding activities.

The applicant has advised that:

- the proposal is intended to allow more than six adult dogs to be kept on the property;
- the dogs would be owned and managed by the applicants;
- the activity relates to breeding and housing 'ANKC' / Dogs West registered Labradors;
- no public boarding, dog day-care, training, rescue or similar service is proposed;
- no external dogs would be brought to the property for boarding;
- no formal customer visitation or operating hours are proposed;
- someone resides on the property and is generally present overnight and for most of the day;
- purpose-built kennels are proposed to be constructed in the future;
- the proposed kennel building may accommodate up to 12 adult dogs, in addition to the existing approval / arrangement for six dogs; and
- future dog numbers would depend on the number of kennels ultimately constructed.

The applicant has further advised that the proposed kennel building would be constructed of brick walls, concrete slab and metal roof, and would be located approximately 10 metres from the dwelling and away from the nearest direct neighbour. The applicant has also referred to using kennel guidelines from the City of Gosnells as a guide for future design.

The applicant considers that the proposal is appropriate because it is not a commercial boarding kennel, would not generate public traffic, would allow dogs to be kept in purpose-built facilities, and would enable the applicants to comply with kennel licensing requirements.

The applicant submitted a concept site plan with the application. The concept plan indicates the location of the kennels and the distance between them and the surrounding houses. The closest

habitable building to the kennel is approximately 116m to the north-west of the site. The Concept is attached to this report as **Attachment 1**.



Figure 1: Locality Plan

Consultation:
No public consultation is required at this stage of consideration.

If Council resolves to initiate the amendment, the proposal will need to progress in accordance with the requirements of the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*. This would include classification of the amendment and, where required, referral to relevant public authorities and public advertising.

Statutory Environment:
Planning and Development Act 2005

Section 75 of the *Planning and Development Act 2005* allows a local government to amend its local planning scheme, with the approval of the Minister for Planning.

A scheme amendment may be prepared by the local government or proposed by the owner of land within the scheme area. However, a landowner does not have an automatic right to have a scheme amendment initiated. Council must first determine whether it is prepared to initiate the amendment.

In this instance, the request has been made by the landowner / applicant and Council is being asked whether it is prepared to commence the amendment process.

It is important to note that there is no application for review (appeal) rights with the State Administrative Tribunal regarding the planning merits of a scheme amendment decision given that such a decision is a strategic planning process rather than an administrative development application decision.

Planning and Development (Local Planning Schemes) Regulations 2015

Should Council resolve to initiate the amendment, Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the process that would need to be followed by the Shire, including determination on the type of the amendment (i.e. basic, standard or complex), as that influences the procedural requirements.

Shire of Wandering Town Planning Scheme No. 3

The subject land is zoned 'Rural Residential' under the Shire's TPS3. The objectives of the Rural Residential zone are to provide opportunities for low-density rural living, hobby farming, horse breeding, rural-residential retreats and rural-based commercial uses that are compatible with the zone, while retaining the rural landscape and amenity of the area and ensuring orderly and proper planning outcomes.

Under the TPS3 Zoning Table, an 'Animal Establishment' is an 'X' (Not Permitted) use within the Rural Residential zone and therefore, a development application for such a use cannot be approved unless the Scheme is amended. At present, the only zone where the 'Animal Establishment' land use can be contemplated is the 'Rural' zone where it is an 'A' (discretionary) use and subject to advertising.

Clause 4.5 of TPS3 enables the inclusion of an Additional Use, allowing a specific use on a particular property that would otherwise not be permitted under the Scheme, and also allows for specific conditions or parameters to be set.

However, the existence of this mechanism does not justify support for every proposal. Council must be satisfied that the proposed Additional Use is appropriate for the land, consistent with the objectives of the Scheme and orderly and proper planning and will not result in unacceptable impacts on the surrounding locality.

Based on the supporting information provided with this request, officers cannot conclude that the proposed amendment in this instance would be consistent with the objectives of the Rural Residential zone and specifically, the retention of rural-residential amenity.

It is important to note that even if the Scheme Amendment was ultimately approved by the Minister, a development application would need to be lodged with, and approved by, the Shire prior to commencement of the use and the construction of associated development. This would allow for consideration of matters such as kennel design, site layout, operational management including waste disposal arrangements, noise impacts, setbacks/separation distances, and impacts on neighbouring landowners.

Notwithstanding the above, the provision of such details and supporting information as part of the scheme amendment request would have assisted in demonstrating the suitability of the land use within the environment and the subject land specifically. The applicant was strongly encouraged to obtain some preliminary acoustic advice to provide an indication as to whether the proposal would be capable of complying with applicable noise requirements and this could also assist in identifying any issues before significant time and costs are incurred.

Whilst it is understandable that any proponent is reluctant to spend money until there is some early indication that a proposal might be supported, in these circumstances however the onus on the applicant to provide a high degree of justification and certainty that an exception to the normal restrictions of the Rural Residential zone can be put aside in this instance.

Policy Implications:
Nil.

Financial Implications:
Not applicable.

Strategic Implications:
The proposed amendment does not align with any specific objective, strategy or action within the Shire's Local Planning Strategy.

Risk Implications:

Risk	**Medium**
The principal risk is that potential noise impacts from the keeping of multiple dogs have not been adequately assessed or demonstrated to be acceptable in the Rural Residential context. In the absence of preliminary acoustic advice or other technical information addressing barking, kennel design, separation distances and management measures, Council cannot be satisfied that the proposed Animal Establishment would operate without unreasonable impacts on the amenity of surrounding landowners.	

Voting Requirements:
Simple Majority

010926 Moved: Cr. Price Seconded: Cr. Cowan

Officer Recommendation:
That Council:

1. **Does not initiate a scheme amendment to the Shire of Wandering Town Planning Scheme No. 3 to include 'Animal Establishment' as an Additional Use over Lot 624 Moramockining Road, Wandering.**

2. **Advises the applicant that Council does not support initiation of the amendment for the following reasons:**

    a. **'Animal Establishment' is an 'X' (Not Permitted) use within the Rural Residential zone under Town Planning Scheme No. 3 and is not a land use generally contemplated within the objectives of that zone.**

    b. **The applicant has not provided sufficient planning justification to demonstrate that the proposed use is appropriate for the subject land or consistent with the principles of orderly and proper planning.**

    c. **The applicant has not provided preliminary acoustic advice or other technical information to demonstrate that the proposed use can operate in compliance with applicable noise standards and without creating unreasonable impacts on the amenity of surrounding landowners.**

    d. **An Additional Use applies to the land and not the individual landowner, and therefore should not be supported solely on the basis of the current applicant's personal circumstances or proposed management arrangements.**

Alternate Recommendation:
That Council initiates a scheme amendment to the Shire of Wandering Town Planning Scheme No. 3 to include 'Animal Establishment' as an Additional Use over Lot 624 Moramockining Road, Wandering.

010926 Moved: Cr. Hansen Seconded: Cr. Little

Lost 1/5

For: Cr Hansen
Against: Cr Little, Cr Price, Cr Cowan, Cr Latham, Cr Whitely

010926 Moved: Cr. Price Seconded: Cr. Cowan

Officer Recommendation:
That Council:

1. **Does not initiate a scheme amendment to the Shire of Wandering Town Planning Scheme No. 3 to include 'Animal Establishment' as an Additional Use over Lot 624 Moramockining Road, Wandering.**

2. **Advises the applicant that Council does not support initiation of the amendment for the following reasons:**

    a. **'Animal Establishment' is an 'X' (Not Permitted) use within the Rural Residential zone under Town Planning Scheme No. 3 and is not a land use generally contemplated within the objectives of that zone.**

    b. **The applicant has not provided sufficient planning justification to demonstrate that the proposed use is appropriate for the subject land or consistent with the principles of orderly and proper planning.**

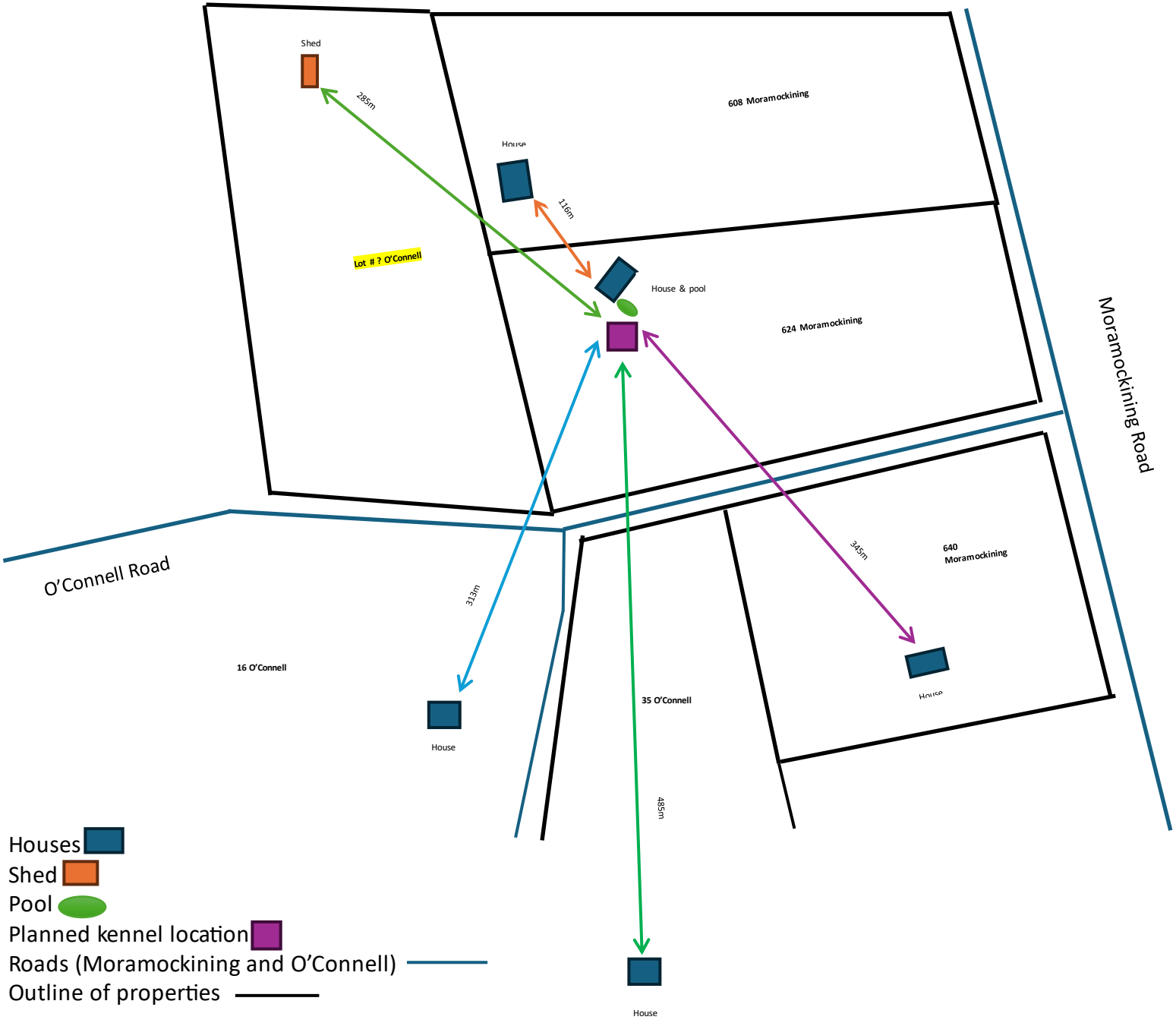
    c. **The applicant has not provided preliminary acoustic advice or other technical information to demonstrate that the proposed use can operate in compliance with applicable noise standards and without creating unreasonable impacts on the amenity of surrounding landowners.**

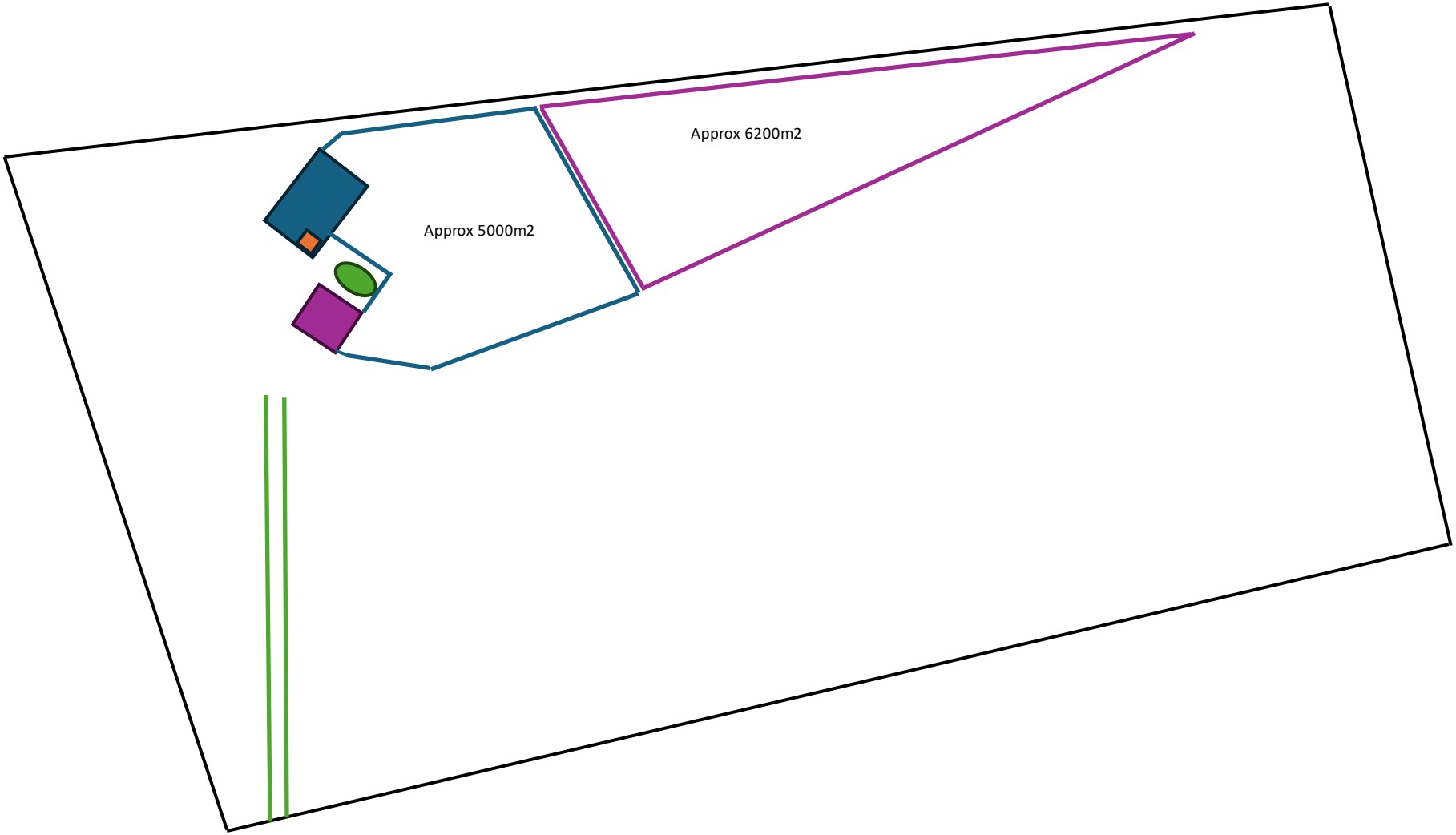
    d. **An Additional Use applies to the land and not the individual landowner, and therefore should not be supported solely on the basis of the current applicant's personal circumstances or proposed management arrangements.**

Carried 5/1

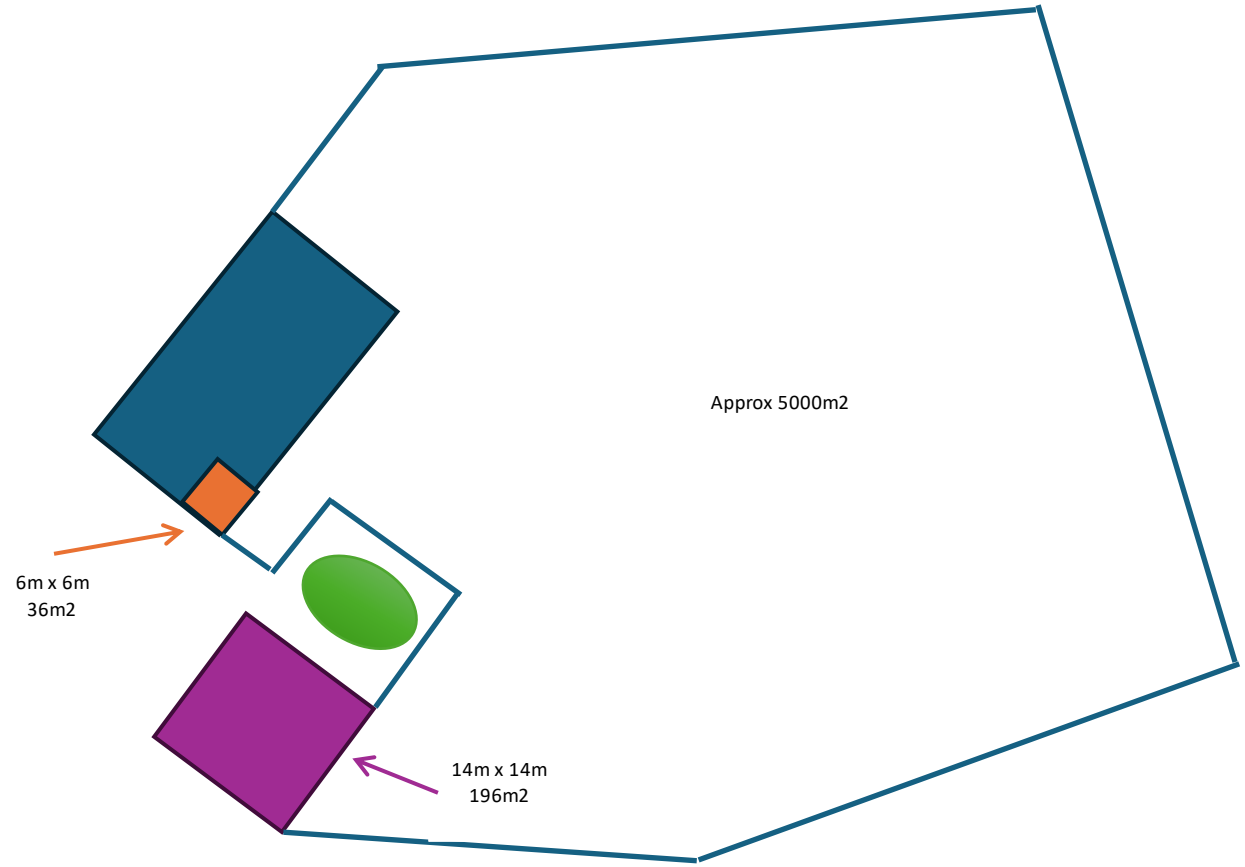
For: Cr Little, Cr Price, Cr Cowan, Cr Latham, Cr Whitely
Against: Cr Hansen

Cr. Thompson was invited back into the room and informed of the outcome of the resolution.


Shed
285m
608 Moramockining
House
116m
Lot # ? O'Connell
House & pool
624 Moramockining
Moramockining Road
O'Connell Road
313m
345m
640
Moramockining
16 O'Connell
House
35 O'Connell
House
485m
House
Houses
Shed
Pool
Planned kennel location
Roads (Moramockining and O'Connell)
Outline of properties



House
Garage/current dog room
Pool
Planned kennel location
Outline of property
Driveway
Perimeter of dog yard/run area
Additional dog yard/run area



Houses
Garage/current dog room
Pool
Planned kennel location
Perimeter of dog yard/run area

12.2 South 32 - Placement of groundwater monitoring bores in Ricks Road Reserve

File Reference:	**N/A**
Date:	**20 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**South 32 Authority Letter - Water Monitoring Bores** **Bore Design Schematic** **Proposed Location of Monitoring Bores - Ricks Rd Reserve**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
South 32 are seeking permission from the Shire of Wandering to install, operate and maintain two bores and associated data logging equipment on the Ricks Road Reserve.

Background:
South32 Worsley Alumina Pty Ltd (Worsley) are in the process of installing a Regional Groundwater Monitoring Network to support planning for future mining operations within the Extended Mining Areas (north of current operations within the Shire of Boddington). The installation of the monitoring network will allow Worsley to understand the current groundwater levels and groundwater quality throughout the region. The planned monitoring network stretches from current operational areas in Boddington to north of the Brookton Highway and includes locations outside the approved mining areas to give a regional understanding of groundwater conditions. The information collected from the proposed monitoring network will be used to develop a groundwater model to improve the understanding of interactions between surface water and groundwater and locations in the landscape that may be dependent on groundwater. The network will also capture a baseline set of groundwater data for the region.

In order to develop a groundwater model the spacing of bores needs to align with the modelling framework. One such location has been identified within the road reserve for Ricks Road. **This location is inside Worsley's mining lease** (M258SA) and the Extended Mining Areas as approved under Ministerial Statement 1237. To support the monitoring program installation of a nested bore, or if ground conditions are not suitable to support this arrangement, two bores installed side by side, one shallow and one deep is required (see attached bore designs).

Installation of the monitoring bore(s) requires **a 20m by 20m cleared area**. The final installation would look similar to the below image. The monitoring bore would need to be accessed on a quarterly basis by a Worsley representative to download collected monitoring data from a data logger installed in the well. A water sample would also be taken on a six-monthly basis during one of the quarterly visits to assess water quality.

A summary of the required activities for installation include:

- installation and commissioning of up to two groundwater monitoring bores in the area of the Ricks Road reserve – these would be located on the road verge and there will be no disturbance to the road itself;
- bringing onto the road reserve drilling equipment and associated support equipment for the purpose of installation of the bore(s) (these would be removed at the end of each day of the installation works);
- site preparation activities including clearing of a small amount of vegetation in the area where the bores would be installed (20m by 20m as discussed above);

- operation and maintenance of the bore; and
- decommissioning of the bore at the conclusion of the monitoring period.

South 32 have requested that the bore remain in situ for **40 years**.



Figure 1: Example of completed bores

Consultation:
Chief Executive Officer
Operations Manager
Council was briefed on this plan at the May General Planning Forum meeting.

Statutory Environment:
Shire of Wandering Town Planning Scheme No. 3

Policy Implications:
Nil.

Financial Implications:
Nil, as there are no plant or staff costs to the Shire associated with this request.

Strategic Implications:
Nil.

Risk Implications:

Risk	**Low**
The proposal is not considered to present any material financial, operational, legal or reputational risks to the Shire. Collaborative engagement with South32 is considered beneficial to the community and supports the Shire's external stakeholder relationships.	

Voting Requirements:
Simple Majority

080926 Moved: Cr. Price Seconded: Cr. Latham

Officer Recommendation:
That Council authorises the Chief Executive Officer to execute, on behalf of the Shire of Wandering, the Authority Letter to South32, as provided at Attachment 1.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

South32 Worsley Alumina Pty Ltd
Gastaldo Road, Allanson WA 6225

T +61 8 9734 8311

south32.net

C/- South32 Land & Tenure
PO Box Z5184, St Georges Terrace
Perth WA 6831

T +61 8 9324 9999

20 September 2026

Dr Alistair Pinto
Chief Executive Officer
Shire of Wandering
22 Watts Street
Wandering WA 6308

CONFIDENTIAL

Dear Alistair

Authority to access and use Land for the purpose of groundwater monitoring bores

We write to you on behalf of South32 Worsley Alumina Pty Ltd ("**Worsley Alumina**"), the agent and manager for South32 Aluminium (RAA) Pty Ltd, South32 Aluminium (Worsley) Pty Ltd, Japan Alumina Associates (Australia) Pty Ltd and Sojitz Alumina Pty Ltd (referred to collectively in this letter as the "**Worsley Joint Venturers**").

The purpose of this letter is to seek the Shire of Wandering's authorisation, permission, consent and approval to install, operate and maintain two bores and associated data logging equipment ("**Bores**") on the Ricks Road Reserve as further described in Annexure A ("**Land"**), and associated matters.

The data collected from the Bores is required by Worsley Alumina as part of its Regional Groundwater Monitoring Network, to support planning for potential future mining operations within the Extended Mining Areas. The installation of this network will assist Worsley Alumina to understand the current groundwater levels and groundwater quality throughout the relevant area.

The Shire of Wandering's authorisation, permission, consent and approval is sought for the period from the date of execution of this letter by both parties until either Worsley Alumina or the Shire of Wandering gives at least 30 days' written notice to the other that it wishes to cancel or terminate this authorisation, permission, consent and approval ("**Term**") and on the terms set out below.

1. Worsley Alumina requests the Shire of Wandering's authorisation, permission, consent and approval to:

    (a) undertake works on the Land to construct and install the Bores during the Term, which will include the following:

        (i) clearing an area of approximately 20m by 20m;

        (ii) drilling at the agreed location on the Land to a depth of approximately 40 metres and width of up to approximately 250mm;

South32 Worsley Alumina Pty Ltd, as manager of the Worsley Joint Venture, acts as agent for and on behalf of the South32 Aluminium (RAA) Pty Ltd (56%), South32 Aluminium (Worsley) Pty Ltd (30%), Japan Alumina Associates (Australia) Pty Ltd (10%) and Sojitz Alumina Pty Ltd (4%) (the "Worsley Joint Venturers"). Liability of the Worsley Joint Venturers is several in proportion to their respective participating interests held from time to time in the Worsley Joint Venture (which as at the date of this letter are as set out in this paragraph).

(iii) removing from the Land any earth, soil, rock, stone or fluid necessary to construct and install the Bores;

(iv) installing the Bores and associated casing in the drilled location;

(v) constructing a sump to collect any water and cuttings arising during the drilling process; and

(vi) other activities ancillary to the activities described in paragraphs (1)(a)(i) to (1)(a)(v);

(b) use the Land, and access the Land from time to time during the Term with vehicles, machinery and equipment, for the purposes of constructing, installing, operating, maintaining and decommissioning the Bores and ancillary activities including the collection of information from the Bores; and

(c) at the end of the Term, decommission the Bores on the Land and rectify any damage to the Land arising from the decommissioning of the Bores,

on the terms set out in this letter.

2. Before entering the Land for any of the purposes described in paragraph 1 of this letter, Worsley Alumina's personnel will contact the Shire of Wandering to inform them of their intention to enter the Land.

3. Worsley Alumina will be responsible for any maintenance required in respect of the Bores.

4. All and any information collected and recorded by or on behalf of Worsley Alumina from the Bores is the property of Worsley Alumina.

5. Worsley Alumina will provide the Shire of Wandering with a drilling log (in pdf form) following completion of construction and installation of the Bores and, on an annual basis during the Term, available monitoring data collected from the Bores (raw data in excel or annual summary report in pdf as determined by Worsley Alumina), provided that such information is provided to the Shire of Wandering for information purposes only, and Worsley Alumina is not liable to the Shire of Wandering in connection with any use of such information by the Shire of Wandering or a third party.

6. Worsley Alumina holds a public liability insurance policy with [insert], evidence of which is provided in Annexure B. Worsley Alumina requests the Shire of Wandering's approval to this policy in accordance with regulation 17(8) of the *Local Government (Uniform Local Provisions) Regulations 1996* (WA).

7. Worsley Alumina understands that the construction, installation, operation, maintenance and decommissioning of the Bores will be subject to the *Local Government (Uniform Local Provisions) Regulations 1996* (WA), including regulation 17(6), which requires Worsley Alumina to repair any damage to the Land resulting from the construction of the Bores on the Land to the satisfaction of the Chief Executive Officer of the Shire of Wandering.

8. For the purposes of this letter, "Worsley Alumina's personnel" means its directors, officers, employees, agents, invitees, subcontractors and includes any related body corporate of Worsley Alumina or a Worsley Joint Venturer and any director, officer, employee, agent or invitee of any agent, invitee, subcontractor or related body corporate of Worsley Alumina or a Worsley Joint Venturer.

Please indicate the Shire of Wandering's authorisation, permission, consent and approval to the matters set out in this letter by signing where indicated below and returning the signed copy to Worsley Alumina at the above address.

Please do not hesitate to contact Silver Kenny on +61 428 926 066 if you wish to discuss this letter.

Yours sincerely

Trever Stockil
General Manager – Mine & Materials
South32 Worsley Alumina Pty Ltd

SIGNED by **SOUTH32 WORSLEY ALUMINA PTY LTD** ABN 54 008 905 155 as agent by its duly authorised attorney in the presence of:

.....
Signature of Attorney

.....
Name of Attorney (block letters)

Date _____

.....
Signature of Witness

.....
Name of Witness (block letters)

The Shire of Wandering hereby authorises, permits, consents to and approves the matters set out in this letter.

THE COMMON SEAL OF THE SHIRE OF WANDERING is affixed by authority of the Council in the presence of:

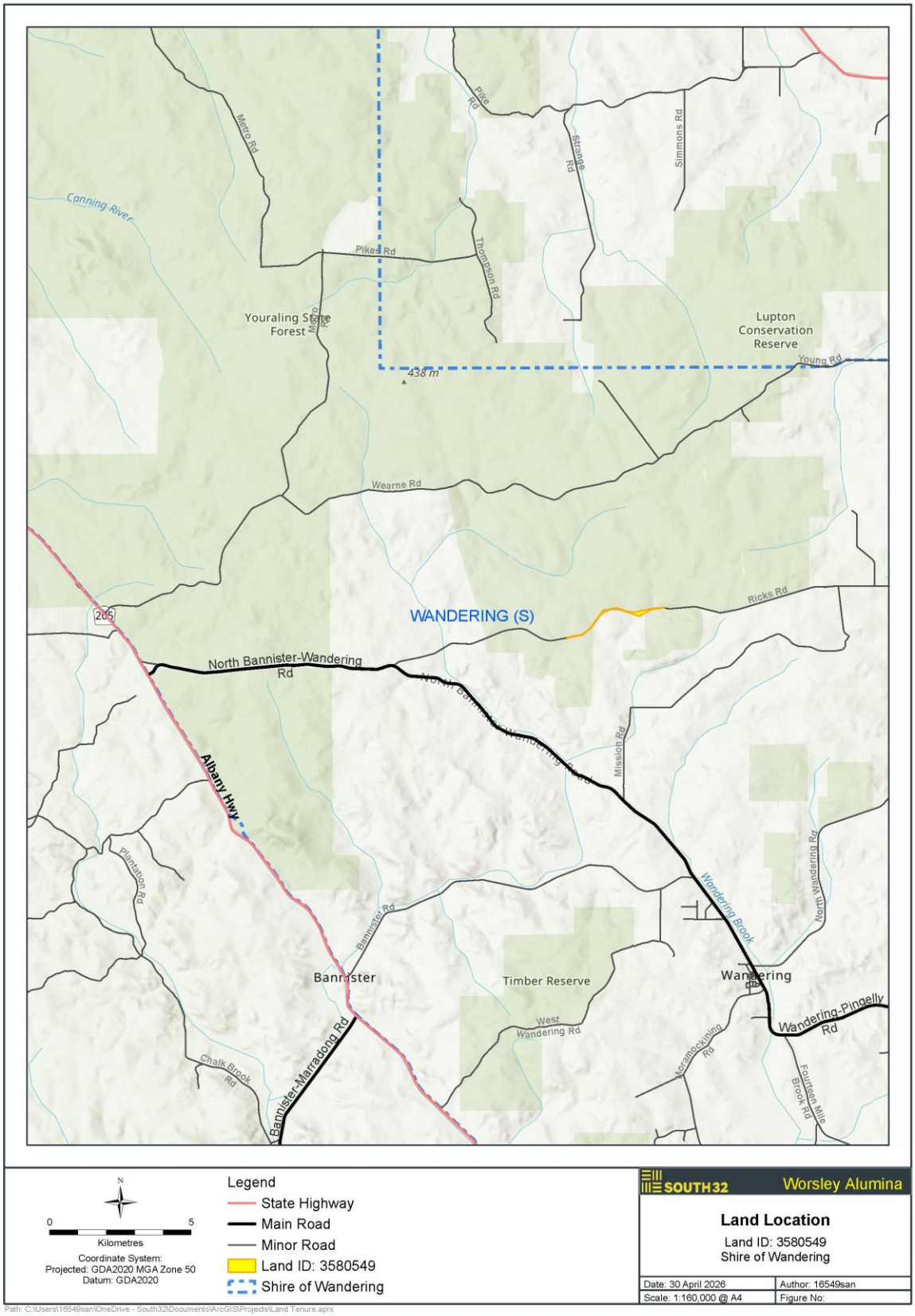
.....
Shire President

.....
Chief Executive Officer

.....
Date

Annexure A – Land and Map

Land Details: A portion of Ricks Road identified as Land ID 3580549.




463000mE
464000mE
465000mE
466000mE
6400000mN
6399000mN
6398000mN
6397000mN
6396000mN
INSET MAP
Ricks Rd
MB_MCS25
0
50
Meters
Ricks Rd
MB_MCS25
See Inset Map
N
0
0.5
Kilometres
Coordinate System:
Projected: GDA2020 MGA Zone 50
Datum: GDA2020
Legend
Proposed Monitoring Location
Local Road
Disturbance Boundary
Land ID: 3580549
SOUTH32
Worsley Alumina
Proposed Monitoring Bores
Ricks Road Reserve
Land ID 3580549
Date: 28 April 2026
Author: 16549san
Scale: 1:20,000 @ A4
Figure No: 1
Path: C:\Users\16549san\OneDrive - South32\Documents\ArcGIS\Projects\Land Tenure.aprx

Annexure B – Confirmation of Insurance

INSERT CONFIRMATION

13. CHIEF EXECUTIVE OFFICER REPORTS

13.1 Letter of support for St. Martin's Church

File Reference:	**N/A**
Date:	**15 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Letter of support - St Martin**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
St. Martin's church is seeking Council support with their grant application.

Background:
St Martin's Church was built in 1929, it is on land overlooking the homestead of the first settlers to Wandering. The block of land was donated by a farming family and donations were made by local families so that the building could be erected.

The building has been used continually over the last 97 years and is an asset to the Wandering community. Community events are held in the building and monthly church services as well as weddings and funerals.

This building will be 100 years old in 2029 and some restoration work is required so that this historic building can be used in the future not only as a building that celebrates the past, but also as a vibrant and functioning community meeting place.

Work needs to be undertaken on the floor and the roof of the building. White ant damage in the past has weakened some flooring. The roof cladding has deteriorated to the point where rain is entering the building.

The church is hence seeking a letter of support from the Shire towards their grant funding application.

Consultation:
The Chief Executive Officer

Statutory Environment:
Nil

Policy Implications:
Not applicable

Financial Implications:
Nil, as this request is solely for a letter of support and no financial assistance has been sought from the Shire in this regard.

Strategic Implications:
Improve Our Financial Position

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

Risk Implications:

Risk	**Low**
No risk associated with the Shire providing a letter of support in this instance	

Voting Requirements:
Simple Majority

090926 Moved: Cr. Hansen **Seconded: Cr. Cowan**

Officer Recommendation:
That Council authorises the Chief Executive Officer to execute, on behalf of the Shire of Wandering, the Letter of Support to St. Martin's Church contained in Attachment 1.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308
Ph: (08) 6828 1800
www.wandering.wa.gov.au

Our Ref:
Your Ref:
Enquiries:

09/09/2026

St. Martins Church
890 Watts Street
WANDERING WA 6308

To whom it may concern
Re: Letter of Support for Grant Application

St Martin's Church, Wandering is one of very few buildings in this town that have stood the test of time.

Built in 1929, it is on land overlooking the homestead of the first settlers to Wandering. The block of land was donated by a farming family, and donations were made by local families so that the building could be erected.

The building has been used continually over the last 97 years and is an asset to the Wandering community. Community events are held in the building and monthly church services as well as weddings and funerals. During the Wandering Camp Out Weekend which is a family-friendly event, the building will be used as an artist studio and fashion display area and so be part of the welcoming community.

This building will be 100 years old in 2029, and some restoration work is required so that this historic building can be used in the future not only as a building that celebrates the past, but also as a vibrant and functioning community meeting place.

Work needs to be undertaken on the floor and the roof of the building. White ant damage in the past has weakened some flooring. The roof cladding has deteriorated to the point where rain is entering the building.

The Shire of Wandering supports this application by the Gateway Anglican Parish for funding to undertake these necessary repairs.

Kind Regards,
Dr. Alistair Pinto
CEO, Shire of Wandering
22 Watts Street
WANDERING WA 6308
Email: ceo@wandering.wa.gov.au

13.2 Shire of Wandering – Record Keeping Plan 2026

File Reference:	**N/A**
Date:	**15 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**2026 Record Keeping Plan - Disaster Recovery Plan**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
The Shire of Wandering's Record Keeping Plan has been updated and is being tabled for Council review and endorsement.

Background:
The Shire of Wandering's Record Keeping Plan was last updated in 2021. This plan ensures that all government records are appropriately protected and preserved as long as required for legal, legislative, financial, administrative and historical purposes.

A major threat to the preservation of records is the risk of disasters, natural or otherwise. A disaster recovery plan is essential to ensure the swift, efficient and effective resumption of the Shire's Record Keeping System (RKS) and the wide range of activities it supports following a disaster.

This plan is for the period 2021 to 2026 and hence we need to review and update our Record Keeping Plan in the event of a disaster.

The need to update this plan was also flagged in a previous audit finding last year.

Consultation:
The Chief Executive Officer
Operations Manager
Councillors at the August General Planning Forum meeting.

Statutory Environment:
Emergency Management Act 2005 (WA).

Policy Implications:
Policy 14 - Record Keeping.

Financial Implications:
Nil

Strategic Implications:
Improve Our Financial Position

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.

Risk Implications:

Risk	**Medium**
Failure to develop and implement a record keeping plan risks loss of corporate information in the event of a disaster. This poses a potential financial, operational and reputational risk for the Shire.	

Voting Requirements:
Simple Majority

100926 Moved: Cr. Hansen **Seconded: Cr. Latham**

Officer Recommendation:
That Council endorses the updated 2026 Record Keeping Plan contained in Attachment 1.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

Record Keeping Plan 2026





Disaster Recovery Plan

SHIRE OF WANDERING

VERSION 2





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RECORDKEEPING PLAN

DISASTER RECOVERY PLAN

2026

Version 2.0

Document Status:	FINAL
Revision No:	2.0
Supersedes Version:	
Created Date:	19/11/2020
Revision Date:	31/03/2021, 21/05/2026
Prepared By:	Lisa Boddy, Customer Service Coordinator
Reviewed By:	Dr. Alistair Pinto, Chief Executive Officer
Endorsed By:	Dr. Alistair Pinto, Chief Executive Officer
Adopted by Council:	
Submitted to SRC:	
Accepted by SRC:	
Next Review Due:	

1 Introduction

The Record Disaster Recovery Manual forms part of the Shire of Wandering's Record Keeping Plan.

The Shire of Wandering will ensure that all government records are appropriately protected and preserved as long as required for legal, legislative, financial, administrative and historical purposes.

A major threat to the preservation of records is the risk of disasters, natural or otherwise. A disaster recovery plan is essential to ensure the swift, efficient and effective resumption of the Shire's Record Keeping System (RKS) and the wide range of activities it supports following a disaster.

2 Potential impacts of disasters

The Shire of Wandering Record Keeping System (RKS) is a vital corporate system that manages, stores and provides access to the Shire's records. The impact resulting from the entire or partial loss of records in the RKS would be high.

In the event of a disaster affecting the Shire's RKS the timely and complete recovery of the system would be essential in ensuring minimal impact on Shire of Wandering operations. Information is a key resource in all processes of the Shire and the loss of this resource would either significantly slow or halt processes entirely.

The RKS, as the primary repository for Shire of Wandering information, has the greatest potential to impact the widest range of operations if destroyed in a disaster.

To alleviate the impact of this significant work has been undertaken on the ICT systems with the establishment of regular and systematic backups. The Shire has also moved to a fully electronic records management system to secure the availability of information.

The loss of the Council's RKS could impact the Council in a number of ways. The major areas of likely impact are detailed below:

	Time to recovery and level of impact					
Area of Impact	**4 Hours**	**1 Day**	**2 Days**	**1 Week**	**1 Month**	**Never**
Customer Service Levels	L	M	M	H	H	H
Staff Down Time	L	M	M	H	H	H
Uninformed Decision Making	L	M	M	H	H	H
Loss of Corporate Memory	L	L	L	M	H	H
Legal Exposure	L	L	L	M	M	H
Cost of Recreating Information	L	L	L	M	M	H
Legislative Non-Compliance	L	L	L	L	M	H

Legend					
L	Low	M	Moderate	H	High

2.1 Breach of customer service levels

The slowing of Shire processes due to an inability to access required information, for even a short period of time, would quickly start to impact the Shire's ability to meet its customer service levels. This would result in a flow on impact to Shire customers and degradation of the Council's image in the community. The move to an electronic environment, and stability and processes in place for data recovery ensure that there would be minimal impact in the event of a minor emergency.

2.2 Staff down time

With all staff utilising the RKS in their day-to-day activities the effect of the unavailability of the system on staff productivity would be significant. For short periods of system unavailability, other work could be performed, however as the period of time increases so does the impact on staff productivity. The move to an electronic environment and stability and processes in place for data recovery ensure that there would be minimal impact in the event of a minor emergency.

2.3 Uninformed decision making

Access to the right information at the right time ensures that informed decision making by Shire staff is undertaken. If access to the RKS was interrupted in the short-term important decisions could be deferred, however as time pressures increase, decisions would have to be made without the benefit of potentially valuable information contained in Shire records.

2.4 Loss of corporate memory

The loss of the Shire's corporate memory could have a high impact in the long term. Corporate memory helps to provide the Shire with its corporate identity, heritage and historical reference, as well as empowering staff to make improved business decisions, prevent duplication of effort, increase administrative efficiency and learn from the Shire's previous mistakes.

2.5 Legal exposure

Shire of Wandering records are regularly utilised to support a legal defence or to substantiate prosecutions for the Council on various matters. The unavailability of such records would result in significant legal exposure for the Shire, by either not being successful in undertaking appropriate prosecutions under various empowering Acts or not being able to defend the Shire's actions in regard to contentious matters.

2.6 Cost of re-creating information

The loss of information used to support the Shire operations cannot be accepted in the medium to long term. Such information is necessary to carry out these operations and would need to be re-created so that the activities could continue. The re-creation of many years' worth of information is a very costly if not impossible task.

2.7 Legislative non-compliance

The Shire is required to comply with a myriad of Acts and Regulations covering all areas of the Council's diverse functions and operations. Of particular note is the *State Records Act 2000*. Non-compliance in terms of the retention and protection of Council records would result in heavy penalties and damage to the reputation of Shire of Wandering.

3 Risk Analysis

The following table details the major risks affecting the Shire's RKS. The event level refers to the level of severity of the disaster should it occur, with level 1 being the highest and level 5 being the lowest. The chance of the disaster occurring has been estimated in terms of low, moderate or high likelihood.

Risk	Description	Event Level	Likelihood
Fire – Administration Office	Significant fire damage to whole of Administration Office	Level 1	Low
Fire – Off-site Storage Facility – Works depot	Significant fire damage to whole of off-site storage facility	Level 4	Low
Fire – Server Room	Significant fire or smoke damage to Server room in Administration Building	Level 2	Moderate
Fire – Compactus	Fire or smoke damage to paper records	Level 1	Moderate
Fire – Fireproof safe Administrative Office vital	Fire or smoke damage to paper records	Level 1	Low
Water Damage – Compactus	Water damage to paper records	Level 1	Low
Water Damage – Server Room	Water damage to computer equipment	Level 2	Moderate
Hardware failure	Failure of any computer hardware component of the RKS	Level 4	Low
Malicious Damage – Computer Equipment	Deliberate damage or destruction of all computer equipment in the Administration Office	Level 4	Low
Theft – Computer Equipment	Theft of ERMS Servers in Administration Building	Level 4	Low
Destruction of electronic data	Accidental or malicious destruction of computer data	Level 4	Low

3.1 Inventory of Assets

The following tables detail all the components of the RKS that require safeguarding. A ranking is given to each component to indicate the priority that should be given to each during any recovery activities. The inventory also provides details such as the format/operating system, location/host computer, custodian and security classification of each component.

3.1.1 Electronic Components

Item	Ranking	Operating System	Custodian	Security Classification
SynergySoft Software	1	Windows Server 2016 Standard	Focus Networks, Perth	Restricted
Shared Work Files F Drive	2	Windows Server 2016 Standard	Focus Networks, Perth	Sensitive
Electronic Mailboxes	3	Windows Server 2016 Standard/Exchange	Focus Networks, Perth	Sensitive
Personal Work Files	4	Windows Server 2016 Standard	Internal	Sensitive

3.1.2 Physical Components

Item	Ranking	Format	Location	Custodian	Security Classification
Property Files	1	Paper / Electronic	Compactus / RKS	Rates	Sensitive
Administration Files	1	Paper / Electronic	Off-site facility/ RKS	Senior Admin	Sensitive
Reserve Files	1	Paper / Electronic	Compactus/ RKS	EMTS	Sensitive
Delegation Register	1	Electronic	RKS	CEO	Sensitive
Town Planning Schemes	1	Electronic	RKS	CEO	Sensitive
Roads Files	1	Paper / Electronic	RKS	EMTS	Sensitive
Building Licenses	1	Paper / Electronic	Compactus / RKS	TS Admin	Restricted
Minute Books (Vital Records)	1	Paper / Electronic	Fire proof safe / RKS	Senior Admin	Public
Burial Register (Vital Records)	1	Paper	Fire proof safe	Senior Admin	Public
Personnel Files (Vital Records)	1	Paper / Electronic	CEO Office / RKS	CEO	Restricted
Payroll Files (Vital Records)	1	Electronic	RKS	Finance Officer	Restricted
Tender Register	1	Electronic	RKS	CEO	Restricted
Councillor Files	1	Electronic	RKS	Senior Admin	Restricted
Legal Agreements (Vital Records)	1	Paper / Electronic	Fire proof safe / RKS	CEO	Restricted
Lease Agreements (Vital Records)	1	Paper / Electronic	Fireproof safe / RKS	CEO	Restricted
Engineering Maintenance Files	1	Paper / Electronic	Operations / RKS	EMTS	Sensitive
Server Backup Tapes / Logs	1	Disk & Tapes	Fire proof safe / offsite facility	Admin Assist	Sensitive
Government Gazettes	1	Electronic	RKS	Senior Admin	Public
DOLA Maps	1	Paper	Map cupboard	EMTS	Public
Reserve Maps	1	Paper	Map cupboard	EMTS	Public
Locality Maps	1	Paper	Map cupboard	EMTS	Public
Recreation Files	1	Electronic	RKS	TS Admin	Sensitive
Environmental Files	1	Electronic	RKS	EHO	Sensitive
Councillor Enquiries	1	Electronic	RKS	Senior Admin	Sensitive
Works Requests	1	Electronic	Depot / RKS	EMTS	Sensitive
Council Property Files (Vital Records)	1	Paper / Electronic	Compactus / RKS	Senior Admin	Public
Archived Files	1	Paper	Off-site storage facility	Senior Admin	Sensitive
Temporary Storage Files	4	Paper	Off-site storage facility	Senior Admin	Sensitive

3.2 Disaster Recovery Requirements

Five major disastrous events have been identified that would impact the Council's RKS. These events have been ranked by the level of severity of the disaster should it occur, with level one being the highest and level five being the lowest. This section of the disaster recovery manual describes these five event levels.

3.2.1 Level 1: Civic Administration Centre compromised

The total compromise of the Administration Building due to a major event such as fire, flood, earthquake or bombing, although highly unlikely, is a risk for the Shire. The compromise of the Civic Administration Building has been categorised as a level one event and would have an extreme impact on nearly all areas of operation within the Council.

The required recovery for an event of this magnitude would possibly need to include alternative accommodation, furniture, office equipment, information technology infrastructure and additional staffing, as well as the recovery of the Council's Record Keeping System.

3.2.2 Level 2: Paper Loss

The loss or damage of paper records due to fire, smoke or water damage has been categorised as a level 1 event.

Require Recovery Time: If no electronic copy: Never

3.2.3 Level 3: Server Room Compromised

The compromise of the Server Room in the Administration Building due to a localised event such as fire or flood has been categorised as a level 3 event.

Required Recovery Time: 1 day – 1 Month

3.2.4 Level 4: Server Failure

The failure of a Server (with the computer room) due to an event such as hardware failure, theft or malicious damage has been categorised as a level 4 event.

Required Recovery Time: 1 hour – 1 Week

3.2.5 Level 5: Data Loss

The loss of data from the Server (with the Server hardware) due to an event such as accidental or malicious destruction of data has been categorised as a level 5 event.

Required Recovery Time: 30 min – 1 Day

3.3 Disaster Counter Measures

The Shire of Wandering has developed and implemented counter measures to ensure the protection of the Shire's Record Keeping System, as detailed below. Some of these measures are preventative in nature, to avoid a disaster from occurring in the first instance, and others will aid in the recovery of the system should a disaster occur.

3.3.1 Logical security electronic records

Authorised and authenticated users only can access computer server data storage. All authentications are performed on a username and password basis. In all cases the authentication either directly or indirectly is performed by Windows 2008R2 Domain Controller. A strong password policy has been implemented on the Domain Controller that ensures users change their password annually under strict criteria.

3.3.2 Physical security electronic records

The Shire of Wandering currently utilises one physical server, located in the Administration Building's server room and kept behind locked doors, with limited access.

All data relating to the RKS is backed up to tape media. Full daily backups (stored on tape) are rotated weekly. Monthly backups are retained for one year.

3.3.3 Physical Security Vital Records

The majority of vital records are held electronically with hard copies stored in secured, fire retardant compactus and off-site sea container.

Restricted access records can only be viewed by duly-authorised staff members.

3.3.4 Environmental Controls

The server is housed in an air-conditioned environment, however no humidity controls are in place. Uninterruptible Power Supplies (UPS) are installed for all computer server equipment, providing power filtering and backup. Automated shutdown, in the event of a prolonged power outage, is provided for computer servers in the Administration Building.

Archived paper records are stored in a sealed sea container.

3.3.5 Security copies of vital records

The creation of security copies of records is the Shire's best defense in the event of a disaster. Security copies are stored in a separate location to original records so that in the event of the original being destroyed or damaged in a disaster, the security copy can be retrieved and used to replace the original record. It is essential that security copies are stored a significant distance from the original so that both are not destroyed by the same event. Security copies should be subjected to the same security and storage conditions as the original records.

- Duplication of Electronic Records: All documents stored in the Shire's Electronic Record Keeping System are backed up daily.
- Duplication of Vital Hard Copy Records: Hard copy vital records must be identified and duplicated on a regular basis. Hard copies of Lease contracts and Agreements are stored at the off-site storage facility.

4 Disaster Recovery Strategy

Upon the identification of a disaster affecting the Shire's Record Keeping System, the Customer Service Coordinator and the CEO are to be immediately contacted. These staff should then commence the recovery strategy detailed in this section of the plan.

4.1 Switch to emergency backup operating mode

The first task of the Customer Service Coordinator is to immediately switch the RKS to the emergency backup-operating mode. The following steps should be followed:

- Evaluate the extent of damage to the RKS and select an appropriate RKS Continuity Procedure (See Section 7.7 for details)
- Assemble appropriate staff to discuss continuity plan
- Implement the relevant continuity procedures
- Notify all staff of system unavailability

4.2 Plan Recovery

The following steps should then be followed prior to the commencement of the recovery activities:

- Immediately assemble all relevant staff
- Evaluate extent of damage or loss
- Determine recovery tasks required
- Notify all RKS stakeholders of recovery strategy and estimated time frame for recovery

4.3 Implement appropriate recovery operations

As a guide, the following recovery operations should be executed by the Customer Service Coordinator. Different operations have been selected depending on the level of the event.

During recovery operations a recovery team will be established, and will meet regularly. Communication should be channeled through the Customer Service Coordinator. At the completion of the selected recovery strategy a debriefing will be held and a full report produced detailing the recovery operations and any recommendations regarding improvements to the Disaster Recovery Manual.

4.3.1 Level 2: Paper Loss:

In the event of the loss or damage of paper records, the following recovery steps should be taken:

- Stabilise affected record storage area
- Assess damaged records for restoration
- Identify local freezer storage if required for wet records and transfer immediately
- Contact restoration services company if required
- Transfer damaged records requiring repair to restoration company
- Locate and retrieve security copies (if available) from off-site storage facility
- Arrange duplication of security copies
- Return security copies to off-site storage facility
- Replace lost records with duplicates
- Return restored records
- Prepare a final listing of records that are unrecoverable

4.3.2 Level 3: Computer Room Compromised:

In the event of the failure of one or more servers in the computer room, CEO will implement the ICT Disaster Recovery Procedure.

4.3.3 Level 4: Server Failure:

In the event of the failure of a server, with the computer room stable, the CEO will implement the ICT Disaster Recovery Procedure.

4.3.4 Level 5: Data Loss:

In the event of loss of data from the Server, with the Server hardware stable, the CEO will implement the ICT Disaster Recovery Procedure.

4.4 Return to Normal Operating Mode

Once all the essential recovery activities are completed, the steps below should be followed to return the RKS to normal operating mode:

- Cease RKS Continuity procedures and return to RKS to normal mode
- Notify all staff of system availability
- Load document metadata generated during system downtime

4.5 Disaster continuity procedures

Shire of Wandering will develop a Business Continuity plan in the 2021/2022 financial year, which is to be used during any extended period of system downtime during office hours to ensure the continued processing of records into the Record Keeping System and delivery of records to Council staff. Three separate continuity procedures will be used for different types of system problems, as described below. A combination of these individual procedures may be required.

4.5.1 Electronic Record Keeping System Down

In the case of the Electronic Record Keeping System not being available to store and retrieve records, the following procedure should be implemented:

- Date and Stamp incoming mail items
- Write File Number and Action Officer on the document
- Photocopy the document
- Input the details of the original documents into a Spreadsheet on the local PC or laptop
- Print out the document list and put aside with the originals in date order and store in the fireproof safe
- Process the mail as per normal procedures distributing the copies of the documents to staff
- Once the Electronic Records Keeping System is reinstated, input all the original documents in date order following normal registration procedures.

4.5.2 Network down

In the case of the computer network not being available, the above-mentioned procedure should be followed.

4.5.3 All PCs down

In the case of all computers and copiers not being available due to a power outage, the Shire's backup power generator will automatically start up within 5min and restore complete power to the site.

4.6 Disaster recovery responsibilities

The following matrix identifies the positions responsible for the various activities that must be performed as part of the RKS Disaster Recovery Plan.

Activity	Responsible Officer	Frequency
Backup of all data on Servers	Focus Networks, Perth	Every business day
Security and integrity maintenance of servers	Focus Networks, Perth	Daily
Administration building security	CEO	Daily
Administration building safety	CEO	Daily
Review Disaster Recovery Plan	CEO	Annually

4.7 Disaster recovery resources

Dependent on the nature and severity of the disaster, the following resources may be required to restore the Council's RKS. The table below details the source, location and availability of each item.

Item	Location	Availability
RKS Disaster Recovery Plan	Electronic – Shire website Hard copy - Fireproof Safe	Immediately
RKS Disaster Recovery Plan (Backup)	Off-site facility	15 minutes
Vital Records Copies	Double locked strongroom accessible to administration staff. Scanned and held on electronic file in Synergysoft	Immediately
Backup Tapes (older than 5 days)	Offsite - Focus Networks	15 minutes
Backup Tapes (within previous 5 days)	Offsite - Focus Networks	15 minutes

4.8 Disaster Recovery Plan training program

All members of the RKS Disaster Recovery Team will be trained in the operation of the RKS Disaster Recovery Plan and associated procedures. Training will be conducted annually.

4.9 Disaster Recovery Plan testing program

All members of the RKS Disaster Recovery Team will be involved in the testing of the RKS Disaster Recovery Plan and associated procedures as a part of the annual Business Continuity Plan testing. The RKS Disaster Recovery Plan is to be refined if any inadequacies or inefficiencies are discovered during testing.

5 Appendices

5.1 Shire of Wandering Information Technology Disaster Recovery Plan

5.1.1 Definition of a disaster

As a result of fire, water or other hazard (physical or otherwise) there is damage or shutdown that results in the Shire of Wandering administration being unable to have access to its computer services for the immediate future.

5.1.2 Prerequisites

In order for disaster recovery to be effective it is agreed that:

- An adequate backup of date should be lodged off-site. This will include all system data and electronic data normally stored on Wandering Shire Council's server network.
- Sufficient free space will be set aside on computer systems to handle any loaded data.
- Insurers for the Shire will be made fully aware of these arrangements.
- A supply of up-to-date stationery will be stored for printing.

5.1.3 Focus Networks – IT Service

Loan computers are available free of charge, at the discretion of Focus Networks, to ensure that disruption to Wandering Shire Council's business is kept to a minimum while equipment is repaired or replaced. This includes Switches, Monitors and Laser Printers and other components vital to the running of the Shire's business.

Focus Networks can arrange urgent supply of replacement computer and IT equipment, usually within 3-4 working days. This is based on replacing existing equipment as part of the network diagram supplied.

Focus Networks has a pre-built server on site, which will suit the needs of the Shire client base who they support. From this point Focus Networks will simply need to install drives with the correct Operating System (OS) prior to importing any saved data and system software.

Following the installation of either or loan IT equipment, the process for the retrieval of the Shire's remote data stores is as follows:-

5.1.4 Restoring to a new machine (Disaster Recovery)

Focus Networks has the software and license keys at their site so the relevant OS can be installed to the loan server which is a spare server set up at their premises.

5.1.5 Backup and Recover of Server and System Data

Two types of backups occur:

1) Internal shadow copies, performed twice a day at around 7am and 12pm, copies of the Shire data are shadowed to a fixed hard drive inside the server, so this is NOT offsite. When documents are lost, or accidentally deleted this provides a quick avenue to copy the files back to the Shire Data folder. This has been performed on a couple of occasions to recover lost files, so we can consider it tested.
2) System Backups – automatic back up of critical files for the Operating System, email (Exchange) and data (both Synergy and Shire Data) occur each evening. Reports are generated that are reviewd by our IT service provider – Focus Networks. They verify the logs and determine any fault and course of action to rectify. These reports are also provided to the CEO on a monthly basis.

13.3 Shire of Wandering – Model Procedures for Forums

File Reference:	**N/A**
Date:	**20 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Model Procedures for Forums**
Voting Requirements:	**Absolute Majority**
Previous Reference:	**Nil**

Summary of Report:
The Shire of Wandering in consultation with elected members has developed a set of Model Procedures for the conduct of its General Planning Forum Meetings.

Background:
The Department of Local Government Industry Regulation & Safety has recently (on the 18 June 2026) updated a guideline designed to assist local governments that conduct forums by listing appropriate procedural and behavioural controls.

The adoption of such controls is to provide reassurance to the community that the council decision-making mechanisms are accountable, open and transparent.

Local governments that conduct forums have the right to implement a forum system that best suits their needs. The principles and associated procedures set out by the department, if adopted by local governments when conducting forums, will help ensure that all requirements of accountability, openness and transparency are satisfied.

The Wandering Shire Council, at its August meeting, decided and agreed on the governing principles and model procedures for the General Planning Forum (GPF) meeting, as outlined in Attachment 1.

Practical distinction Planning Forum / Agenda Briefing Session	**Ordinary Council Meeting**
Information sharing and discussion	Formal decision making
Councillors ask questions and receive advice	Motions moved and debated
No resolutions passed	Resolutions passed
Generally advisory only	Exercises council's statutory powers
Should not determine council's position formally	Council determines its position by vote

Consultation:
The Chief Executive Officer
Operations Manager
Councillors at the August General Planning Forum meeting.

Statutory Environment:
Local Government Act WA 1995

Policy Implications:
Policy 1 – Model Code of Conduct

Financial Implications:

Nil

Strategic Implications:
Improve Our Financial Position

Our Goals	Our Strategies
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.

Risk Implications:

Risk	**Low**
The General Planning Forum meeting is not a statutory meeting as identified within the LG Act WA 1995. However, all meetings of Council need to ensure they uphold the principles of accountability and transparency to the community they serve.	

Voting Requirements:
Absolute Majority

110926 Moved: Cr. Thompson Seconded: Cr. Whitely

Officer Recommendation:
That Council:
1. endorses the Model Procedures for Forums; and
2. agrees that the Model Procedures for Forums will apply to the conduct of future General Planning Forum meetings.

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

SHIRE OF WANDERING
22 Watts Street, Wandering WA 6308
Ph: (08) 6828 1800
www.wandering.wa.gov.au

MODEL PROCEDURES FOR FORUMS

The Shire of Wandering adopts the following procedures in relation to the monthly General Planning Forum (GPF) meetings of Council.

1. Dates and times for forums will be set well in advance where practical;

2. The CEO will ensure timely written notice and the agenda for each forum is provided to all members;

3. Forum papers will be distributed to members at least three days prior to the meeting;

4. The Shire President or nominee to be the presiding member at all forums;

5. This forum is closed to members of the public. Members of the public can participate via the Ordinary Council Meeting.

6. Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;

7. Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;

8. There is to be no opportunity for a person with an interest to request that they continue in the forum; and

9. A record will be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

Adopted:

13.4 Shire of Wandering – Local Emergency Management Arrangements 2026

File Reference:	**N/A**
Date:	**20 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Local Emergency Management Arrangements 2026**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
The Shire of Wandering's Local Emergency Management Arrangements (LEMA) document is being tabled for Council's review and endorsement.

Background:
The Shire of Wandering Local Emergency Management Arrangements (LEMA) document has been updated following testing of this document via an exercise undertaken by DFES at the last Local Emergency Management Committee (LEMC) meeting on the 16th of June 2026.

This document is critical in the preparation and management of emergency situations that may impact the Shire.

Consultation:
The Chief Executive Officer
Operations Manager
Councillors at the August General Planning Forum meeting.

Statutory Environment:
Local Government Act WA 1995.
Bush Fires Act 1954.
Emergency Management Act 2005.

Policy Implications:
Nil.

Financial Implications:
As outlined in the responsibilities of the Shire within the LEMA.

Strategic Implications:
Improve Our Financial Position

Our Goals	Our Strategies
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.

Risk Implications:

Risk	**Low**
The updated LEMA document will assist with the Shire's disaster preparedness, planning and management. This document is a "live" document and should be kept updated regularly.	

Voting Requirements:
Simple Majority

120926 Moved: Cr. Cowan Seconded: Cr. Hansen

Officer Recommendation:
That Council:

1. **endorses the Shire of Wandering Local Emergency Management Arrangements 2026, as presented at Attachment 1; and**
2. **authorises the Chief Executive Officer to make minor administrative and formatting amendments to the Local Emergency Management Arrangements that do not materially alter their intent; and**
3. **authorises the Chief Executive Officer to submit the endorsed Local Emergency Management Arrangements to the relevant District Emergency Management Committee for noting and progression through the State Emergency Management approval process.**

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2026

Authorised for distribution by: _____ *position:* _____ *Date*

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1. ADMINISTRATION

1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Wandering Shire Council and have been tabled with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

_____ Date:

Shire President – Cr. Sheryl Little
Shire of Wandering
Chair Local Emergency Management Committee

_____ Date:

Chief Executive Officer – Dr. Alistair Pinto
Shire of Wandering

Endorsed by Council Date _____

Insert resolution numbers _____

Disclaimer: *These arrangements have been produced by the Shire of Wandering in good faith and are 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.*

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1.2 Distribution List

1.2.1 Full Unrestricted Version

Shire of Wandering
Chief Executive Officer
Wandering Local Emergency Management Committee Chairperson
Recovery Coordinator
Operations Manager
Technical Services Administration Officer
Chief Bush Fire Control Officer
Animal Welfare (Rangers)
Shire of Wandering Administration Office – Customer Service
LOCAL EMERGENCY MANAGEMENT COMMITTEE
DFES – Regional Office
Shire of Pingelly
Department of Communities
Department of Biodiversity, Conservation and Attractions
WA Police – OIC Boddington Station
WA Police – OIC Pingelly Station

1.2.2 Restricted Version

Primary Network Partners
Boddington Hospital
Narrogin Hospital
Pingelly Medical Centre
St John's Ambulance
Main Roads
Telstra
Main Roads
Water Corporation
Western Power
Public Access
Shire Office – Front Counter/Reception
Shire of Wandering – Community Resource Centre
Shire of Wandering Website

1.3 Document Availability

A restricted copy of this plan is available free of charge and can be found at:

Hardcopy	Online
Shire of Wandering Administration Offices 22 Watts Street, Wandering (during normal business hours)	Shire of Wandering website www.wandering.wa.gov.au

1.4 Amendment Record

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

Feedback can include:

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

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

The Chief Executive Officer
Shire of Wandering
22 Watts Street
WANDERING WA 6308

Or, alternatively email to: reception@wandering.wa.gov.au

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

Amendment Date		Amendment Details	Amended by (Initials)
1	April 2023	Complete re-write, and reformat	**LRW (EM Advisor)**
2	January 2026	Complete review and revision	**AP (CEO)**
3	July 2026	Complete review and finalise	**AP (CEO)**
4			
5			

1.5 Glossary of Terms and Acronyms

See **Appendix 1**

1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Wandering, these arrangements, support plans and other related documents are to be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant State Emergency Management Plans including State Hazard Plans (WESTPLANs) are available on the Government of WA Website, including;

- State Emergency Management (EM) Plans.
- State Hazard Plans.
- State Support Plans
    - State Health Response Plan.
    - Emergency Welfare.
    - Emergency Public Information.
    - Animal Welfare in Emergencies.
- National Emergency Management (EM) Plans.

1.6.2 Local Emergency Management Plans

The following emergency management plans support the Shire's Local Emergency Management Arrangements (LEMA) and should be read in conjunction with each other, these include;

- Local Recovery Plan – **Standalone plan.**
- At Risk Persons and Groups Plan – **Standalone plan**
- Emergency Animal Welfare Plan – **Standalone plan**

1.6.3 Other Related Documents

- Contacts and Resource Directory – **Appendix 4**

1.7 Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Shire area being bylaws or operational policies. There are no current policies within the Shire of Wandering relating to emergency management.

1.8 Agreements, Understanding and Commitments

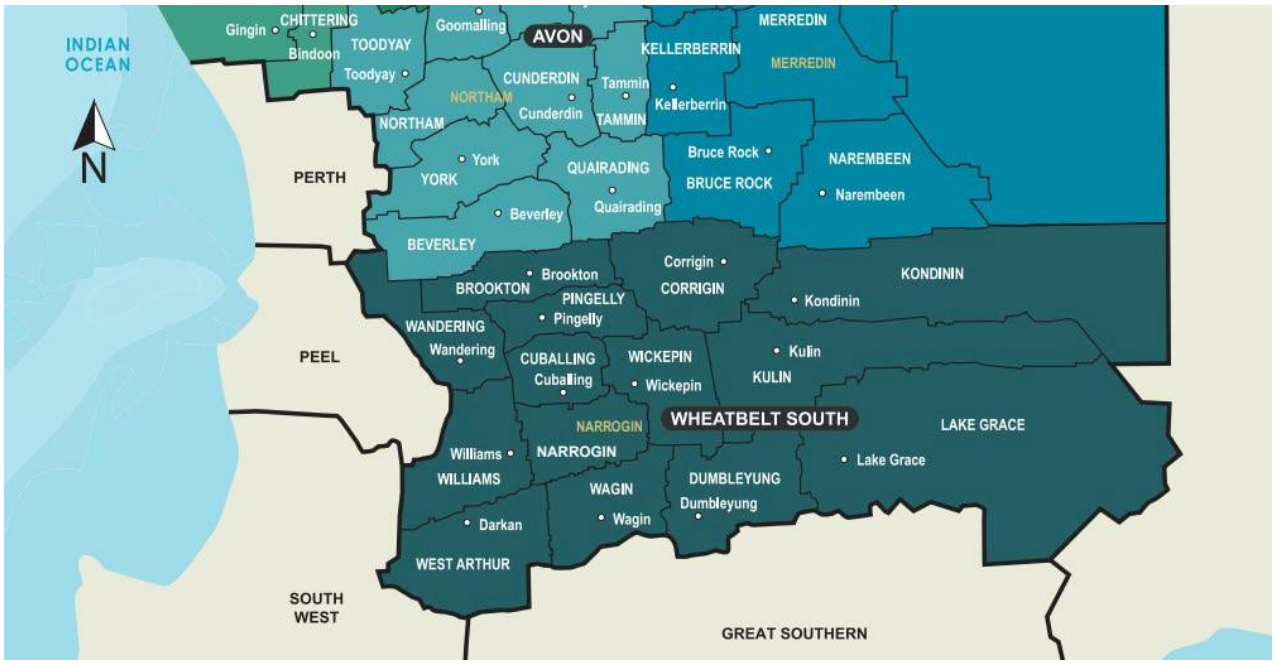
A Memorandum of Understanding (MOU) exists between the neighbouring Council's through the Central Southern region of Wheatbelt.

The purpose of the Memorandum is to:

1. Facilitate the provision of mutual aid between member Councils of the Wheatbelt South Zone during emergencies and post incident recovery.
2. Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

The Shire of Wandering is also a signatory to the Wheatbelt South Zone Local Government Association - Memorandum of Understanding. The MOU is a partnering agreement for the provision of mutual aid for recovery during emergencies between Councils in the Wheatbelt Zone.

Shire of Brookton	Shire of Narrogin
Shire of Corrigin	Shire of Pingelly
Shire of Cuballing	Shire of Wagin
Shire of Dumbleyung	Shire of Wandering
Shire of Lake Grace	Shire of Wickepin
Shire of Kondinin	Shire of Williams
Shire of Kulin	Shire of West Arthur



1.9 Special Considerations

The Shire of Wandering has a number of special considerations, which may contribute to the likelihood or severity of an emergency event.

Consideration	Season	Impact
Bush Fire Season	October - May	Rural areas, rural-residential areas and residential areas subject to bushfire ember attacks
Storm Season	May – September	Rural areas, rural-residential areas and residential areas. Environmental impact.
Harvest	October to December	Rural areas and rural-residential areas subject to bushfire ember attacks
Public Health Emergency	All Year	Potentially extensive economic and social risk and impact.
Flooding	All Year	Riverine and storm inundation.

Consideration	Season	Description
Public Events	Various	Wandering Fair Wandering Camp-out weekend
Tourist Attractions	All Year	Dryandra National Park Marradong Country Youraling State Forest Lupton Conservation Park Wandering Roads Board Office Wandering Caravan Park & Chalets Pumphreys Campground Wineries, Wandering Tavern Historic Drive Trails

2 OVERVIEW

2.1 Area Covered

The Shire of Wandering is a local government area covering 1955sq km in the Central South region of Wheatbelt of Western Australia, 120 km southeast from the State capital, Perth.

The Shire includes the localities of Mt Cooke, North Bannister, Bannister, Wandering, Dwarda, Codjatotine, Pumphreys Bridge and Hastings.

Adjoining local governments include the City of Armadale and the Shires of Pingelly, Brookton, Beverley, Serpentine-Jarrahdale, Cuballing, Boddington, Murray and Williams.

2.2 Population and Demographics

According to the Australian Bureau of Statistics 2021 Census (estimations), the population of the Shire of Wandering has population of 424.

The statistics show 47.4% of the population are aged between 20 – 64-years-old with 52.6% of the population being vulnerable (under 14 or over 65) which require special consideration when planning around prevention, preparedness, response and recovery.

2.3 Topography of the Shire of Wandering

The town of Wandering is located at latitude 32 deg. 40'35" south, longitude 116 deg. 40'07" east at an elevation of 280 metres.

The western portion of the Shire is located on the Darling Range zone, a broad uplifted plain of and its eroded margins. This has distinct NW/SE patterns in ridges and valleys and has been cut by a few large waterways from further east. Yellow brown gravely soils, and sheet ironstone are common.

The Eastern portion of the Shire is in the Rejuvenated Drainage Zone, which has an active drainage system that joins the Avon, Blackwood and Murray (Hotham) rivers. The landscape is more dissected, often with variable soils formed from dissected laterites and underlying igneous rock. The eastern part of the shire is described as flatter with more agricultural land and fires here tend to be more wind driven.

The Hotham River is one major water way in the Shire that presents challenges for access and crossing that can result in a significant delay in response.

Further information regarding the Shire of Wandering's landscape features is detailed in the Department of Agriculture and Food (WA) series 'Landscape and soils of the Narrogin District' (2010).

2.4 Climate

Wandering has a Mediterranean climate with hot dry summers and cool, damp winters. In winter, it is one of the coldest towns in Western Australia, not infrequently recording temperatures below 0°C

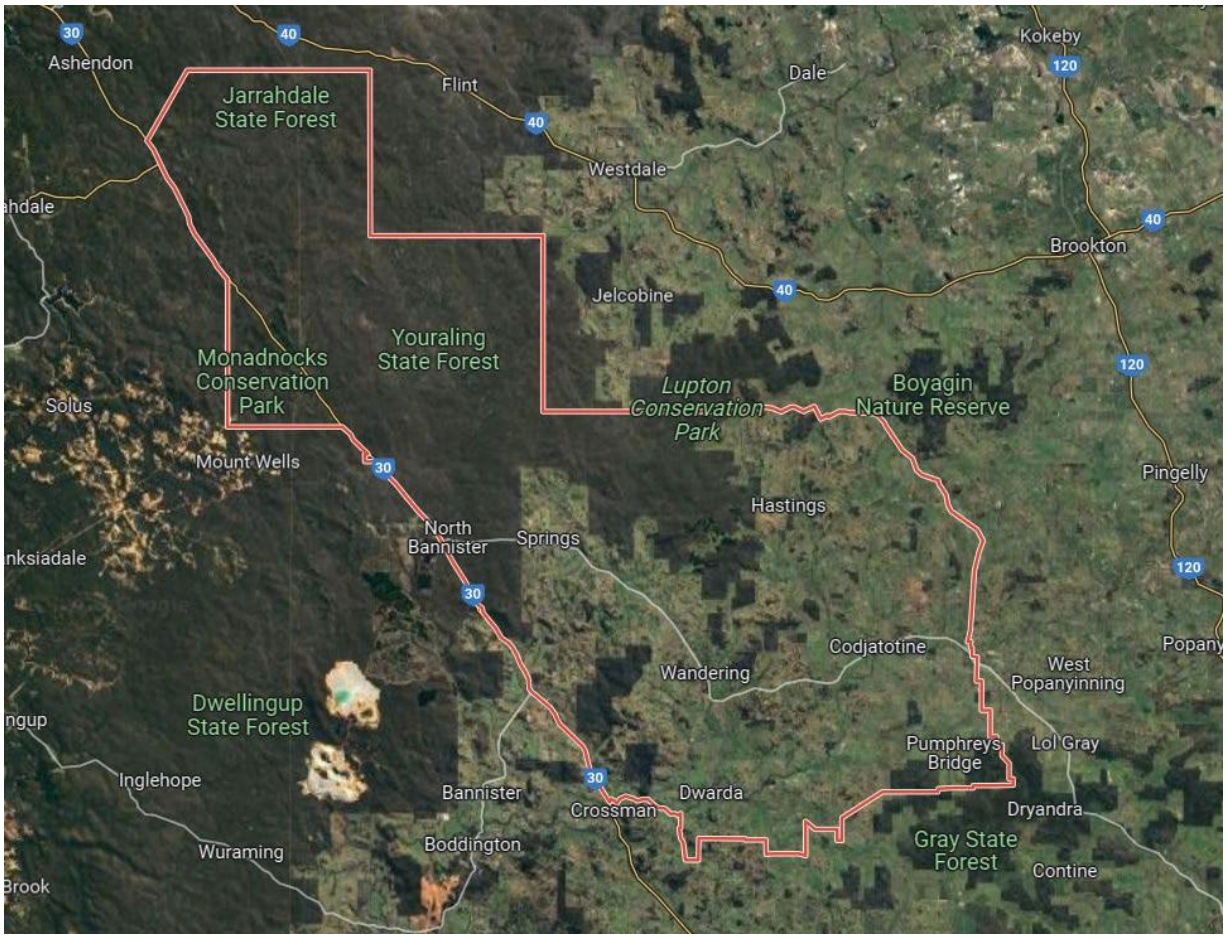
The Shire has a mean average rainfall of 617.7mm.

2.5 Industrial and Economic Activities

The economy of the Shire of Wandering is based around the agricultural industry with cereal crops (oats, wheat, barley) pulse crops (lupins, chickpeas, faba beans) oil seed (canola), sheep (wool & meat), cattle (meat), pigs and vineyards. Other commercial industries include wineries, timber milling and hay exporting.

The Shire is also a recreational vehicle (RV) friendly town with one 'free camping' site located at Pumphreys Bridge on the Wandering-Narrogin Road. Tourists and transient populations can be vulnerable to bushfire risk, particularly in the summer months when increased numbers of visitors take advantage of the many locations perfect for hiking, camping, picnics, bird watching and viewing the abundant wildflowers

2.6 Geographic Location Map



2.7 Critical Infrastructure

Critical infrastructure includes those physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic wellbeing of the Wandering community.

2.7.1 Electrical Supply

The electrical supply is provided by Western Power 440/240 AC.

2.7.2 Water Supply

The water supply is provided by WaterCorp to the main township of Wandering. The Dam is located behind Westwood Road and Dunmall Drive in the Reserve owned by Water Corp. All other properties outside of the town (including the Light Industrial Area) are supplied by their own individual water storage tanks

2.7.3 Sewerage System

The Shire of Wandering is serviced by individual septic tanks.

2.7.4 Medical Facility

There is no local medical facility within the Shire of Wandering.

The primary medical support facility for the Shire is located 33km away (25 minutes) at **Boddington Hospital**, 46-53 Hotham Avenue, Boddington. Tel: (08) 9883 4444.

The **Narrogin Health Service** is located at 43 Williams Road, Narrogin WA 6312. Tel: (08) 9881 0333

Services provided at Narrogin Health Service include:

- 24-hour emergency department.
- Acute medical services.
- Cancer care.
- Medical Imaging including x-ray, ultrasound, computerized tomography (CT) and orthopantomogram (OPG).
- Obstetric services, including caesarean sections.
- Sub-acute services – inpatient and outpatient rehabilitation.
- Palliative care.
- Outpatients and post-acute services, including wound management and chemotherapy.
- Pathology services, provided by PathWest.
- Surgical services.
- Visiting specialist services including:
    - Audiology
    - Cardiology

- Chest physician
- Dental
- Dermatology
- General physician
- Geriatrician service
- Gynaecology
- Ophthalmology
- Orthopaedic
- Pain management
- Rheumatology

There is another Health Centre located in Pingelly.
The **Pingelly Health Centre** is located at 32 Brown Street, Pingelly WA 6308.
Tel: (08) 9887 2222

Services provided at Pingelly Health Centre include:
- Emergency Department
- Dietetics
- Occupational Therapy
- Speech Pathology
- Podiatry

2.7.5 Airport Facilities

No light aircraft facilities exist within the Shire of Wandering.

The nearest air strip is Williams Airstrip, Corberding Road, Brookton located in Shire of Brookton 27km north of Pingelly and 65kms from the Shire of Wandering Administration Office.

2.7.6 Council Facilities

The Shire has basic social infrastructure facilities throughout its local government area to assist with the response and recovery process, including;

- Shire of Wandering Administration Building.
- Wandering Community Resource Centre (Old Agricultural Hall).
- Wandering Community Centre.
- St Martins Church.
- Sporting Oval.

The National Guidelines for Protecting Critical Infrastructure from Terrorism provides a framework for a national, consistent approach on the protection of critical infrastructure from terrorism for the Australian, State and Territory governments and business.

2.8 Emergency Services

The SES, St John Ambulance, WA Police (serviced from Pingelly) and Fire and Rescue Service do not have a presence directly in the Shire of Wandering, however, are serviced by Boddington Emergency Services.

The Shire of Wandering has 4 Volunteer Bushfire Brigades with the following resources;

Location	Vehicle
Codjatotine	Farmer Response
Hastings	Famer Response
Wandering	2.4 Appliance
Wandering Town	2.4 Appliance

Note: Where the response exceeds the capacity of local resources, additional support is provided from neighbouring Shires and State Departments.

The Shire of Wandering's Restricted and Prohibited Burning times are as follows, subject to possible variation depending on each bushfire season with the Shire also imposing an annual ban during the festive season:

1st October to 31st October:	Restricted (permits required)
1st November to 21st February:	Prohibited
22nd February to 19th April:	Restricted (permits required)
20 April to 30 September	Burn with Care

The Shire maintains a Harvest Ban Hotline (08 9884 1042) which enables residents to be informed and register for SMS alerts when Harvest Bans have been applied and removed.

3 EMERGENCY MANAGEMENT PLANNING

3.1 Aim and Purpose

Aim of this plan is to ***minimise*** the impacts of, ensure a coordinated response to and provide an effective recovery from an emergency affecting the Shire of Wandering.

Purpose of this plan is to ***maximise*** safety and ensure sound recovery of the Shire of Wandering communities, preserving lives, livelihoods and environment in the event of an emergency.

3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management in the Shire
Describe the provisions for coordination of emergency operations and activities relating to emergency management performed by persons/agencies within this plan
Description of emergencies likely to occur within the Shire
Describe strategies and priorities for emergency management within the Shire
Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (Section 41(2) of the Emergency Management Act 2005)
Promote a consistent multi-agency approach with community engagement in relation to emergencies within the Shire

3.3 Scope

It is not the intent of this document to detail procedures for Hazard Management Agencies (HMAs) in dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

Applies to the local government district of the Shire of Wandering
Covers areas where the Shire of Wandering provides support to HMAs in event of an incident
Details the Shire's capacity to provide resources in support of an emergency, while still maintaining business continuity and Shire's responsibilities in relation to recovery management

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

3.4 Roles and Responsibilities

For details of specific roles and responsibilities for officers - See ***Appendix 2***

3.5 Resources

The Hazard Management Agency (HMA) or its Control Agency (CA) is responsible for the determination of resources required for their specific hazards and operations.

Resources within the local community have been identified in the Shire's Contacts and Resource Directory (see **Appendix 4**). Where possible the Shire's resources will be made available upon request.

3.6 Local Area Mutual Aid

Delegated Authority to release resources to assist in other Local Government districts will rest with the CEO (or delegate).

The CEO and President are to be informed of commitments outside of the district as soon as possible.

3.7 Financial Arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Wandering is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 Authority to Incur Expense

The Chief Executive Officer, or delegate authority (e.g. Local Recovery Coordinator), should be approached immediately where an emergency event occurs that requires resourcing by the Shire, to ensure the desired level of support is achieved.

3.7.2 Response

All Shire resources are registered and identified in the Shire asset register located in the Contacts and Resource Directory (see ***Appendix 4***).

Staff and resources are available for response to emergencies in accordance with Section 38 and Section 42 of the Emergency Management Act 2005.

3.7.3 Disaster Recovery Funding Arrangements – (DRFA)

The Disaster Recovery Funding Arrangements (DRFA) is an arrangement, not an agreement, between the Commonwealth and States and Territories (states). These arrangements identify the relief and recovery assistance to which the Commonwealth will financially contribute. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth, for the purposes of disaster relief and recovery.

ACTION

- ✓ Shire to appoint a single person to the position of Finance Officer to ensure that in-house accounting and documentation processes are in-line with the reporting and claim requirements of DRFA WA.
- ✓ Shire allocates an account number immediately as an operation is mounted to provide and record the necessary funding required.
- ✓ In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the Shire is to seek recover funding – see Local Recovery Plan **Appendix #** *(standalone plan)*

4 LOCAL EMERGENCY MANAGEMENT COMMITTEE

4.1 Introduction

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

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the Shire of Wandering area. LEMC will assist in developing local emergency management arrangements, planning and coordinating its emergency management stakeholders within its district.

4.2 LEMC Role

The LEMC performs a vital role in assisting the Shire of Wandering and its community in being prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues
- Providing advice to HMA/CA's so localised hazard plans can be developed
- Providing a multi-agency forum to analyse and treat local risk
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

4.3 LEMC Procedures

The LEMC shall meet as determined by the Chief Executive Officer quarterly or more frequently as required by State Emergency Management Preparedness Procedure (Section 3.7).

Each meeting of the LEMC should consider, but not be restricted to, the following matters;

- Confirming local emergency management contact details of key stakeholders
- Reviewing any post-incident reports and post-exercise reports generated since last meeting
- Assessing progress of emergency risk management processes
- Assessing progress of treatment strategies arising from emergency risk management process
- Assessing progress of development or review of local emergency management arrangements
- Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

4.4 LEMC Membership

LEMC membership includes the Shire of Wandering representatives, the Local Emergency Coordinator (OIC WAPOL Pingelly) and relevant government agencies. Industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Council in consultation with the parent organisation members determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities - see ***Appendix 2.***

All LEMC secretarial and administration support is to be provided by the Shire.

4.4.1 Core LEMC Members

Agency	Position
Delegate – Elected member / Councillor	Chair
Shire of Wandering	Deputy Chair
	Councillor/s
	Local Recovery Coordinator
	Local Welfare Liaison Officer
	Executive Officer
	Chief Bush Fire Control Officer
WA Police	Local Emergency Coordinator
Department of Communities	Local Welfare Coordinator
Industry Representatives	Industry Representative
State Emergency Services	Agency Representative
Department of Fire and Emergency Services	Agency Representative
Main Roads Authority	Agency Representative
Department Biodiversity Conservation & Attractions	Agency Representative
Department of Regional Development and Industries	Agency Representative
Department of Health	Agency Representative
Utilities Representatives	Agency Representatives
St John Ambulance	Agency Representative
Department of Education	Agency Representative

4.4.2 LEMC Observers

District Emergency Management Advisor	Agency Representative
Indigenous Communities reps	Agency Representative
Community Members – as appropriate	Representatives

The list above is not limited, with members co-opted as and when required.

4.5 LEMC Emergency/Special meetings

In the event of an approaching emergency and advice from appropriate authority/s (HMA, BoM) the Local Emergency Coordinator, LEMC Chair or LEMC Executive Officer may call an emergency/special meeting of LEMC members to discuss preparations and readiness for the impending danger.
An example of a special LEMC agenda can be found at ***Appendix 5***

4.6 LEMC Reporting

4.6.1 Annual Reporting

After the end of each financial year, each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year (section 40(1) EM Act).

Annual reports must be completed in accordance with the templates provided in State Emergency Management Preparedness Procedure (Section 3.17).

4.6.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey is submitted to the Minister for Emergency Services by the 31st of October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events.

The survey is sent to the Shire by mid-April, to be completed by the first week of June as per State Emergency Management Procedure (Section 3.18).

5 MANAGING RISK

5.1 Emergency Risk Management

Emergency Risk Management is defined as 'a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised'.

The Shire and its LEMC recognise the critical component of risk management to the emergency management process. A sound risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire's Emergency Risk Review highlighted risks that closely align with those outlined in the Wheatbelt Emergency Management District's Risk Assessment Report, completed as part of the State Risk project.

5.2 Local Emergency Management Strategies and Priorities

The Shire is committed to developing and implementing Local Emergency Risk Management Strategies and Priorities.

Strategies:
These are the overarching approaches the Shire can adopt to reduce risk, build resilience and strengthen preparedness.

1. Strengthen Hazard Prevention and Mitigation
   - **Bushfire risk reduction** — expand fuel-load management, firebreak compliance and vegetation planning aligned with local bushfire behaviour patterns.
   - **Flood and stormwater mitigation** — improve drainage capacity, culvert maintenance and floodplain management in known high-risk catchments.
   - **Earthquake resilience** — awareness campaigns, noting Wheatbelt's elevated seismic activity.
   - **Heatwave adaptation** — increase shading and community heat-health education.
2. Enhance Critical Infrastructure Resilience
   - Conduct joint risk assessments with utilities (power, water, telecoms) to identify single points of failure.
   - Develop redundancy plans for essential services, including backup power for critical community facilities.
   - Strengthen road network resilience to storm, flood and fire disruptions.
3. Improve Emergency Preparedness and Response Capability
   - Expand local incident management training aligned with State Emergency Management Committee (SEMC) capability frameworks.
   - Strengthen interoperability between Shire, DFES, WA Police, St John and local brigades.
   - Maintain and regularly test local emergency plans, evacuation routes and community shelters.
4. Build Community Awareness and Self-Reliance
   - Deliver targeted hazard-specific education (bushfire readiness, heatwave safety, earthquake awareness, storm preparation).
   - Support vulnerable populations with tailored preparedness programs.
   - Promote community-led resilience initiatives (local response groups, volunteer recruitment, neighbourhood networks).
5. Strengthen Risk Governance and Continuous Improvement

- Embed ISO 31000 / NERAG-aligned risk processes into Shire planning and asset management.
- Maintain a rolling multi-hazard risk register informed by the Wheatbelt District Risk Assessment.
- Conduct post-incident reviews and integrate lessons learned into planning cycles.

Priorities:
These are the most immediate or high-impact actions based on the risk profile of the Wheatbelt region.

1. Bushfire Risk Reduction (High Priority)
   - Address high-risk rural-urban interface zones.
   - Increase mitigation burns and mechanical fuel reduction.
   - Improve early warning systems and community alerting.
2. Extreme Weather and Storm Preparedness
   - Prioritise maintenance of stormwater assets in flood-prone areas.
   - Strengthen building standards enforcement for wind and storm resilience.
   - Improve debris-management plans for post-storm recovery.
3. Earthquake Awareness and Structural Resilience
   - Develop public education campaigns on earthquake response ("Drop, Cover, Hold").
   - Review critical infrastructure vulnerability to seismic events.
4. Heatwave and Public Health Resilience
   - Identify and map heat-vulnerable community members and facilities.
   - Establish cooling refuges and heatwave communication protocols.
   - Integrate heatwave triggers into local emergency activation procedures.
5. Hazardous Materials and Transport Corridor Risks
   - Strengthen coordination with transport operators for HAZMAT incidents.
   - Update local response plans for chemical spills and fuel transport accidents.
   - Conduct joint exercises with DFES HAZMAT teams.
6. Biosecurity and Animal Disease Preparedness
   - Improve local surveillance and reporting pathways for livestock disease.
   - Support agricultural sector readiness for exotic pest/disease incursions.
   - Maintain continuity plans for Shire services during biosecurity restrictions.
7. Telecommunications and Power Reliability
   - Prioritise backup power for critical community hubs.
   - Advocate for improved mobile coverage and redundancy in high-risk areas.
   - Integrate comms-failure contingencies into all emergency plans.

6 RESPONSE AND COORDINATION EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows the prescription of Hazard Management Agencies (HMA). HMA's are prescribed due to their functions under written law or because of their specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed (*See* State Emergency Management Plan - Appendix 2 to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

It is recognised that the HMA's may require Local Government resources and assistance in emergency management. The Shire of Wandering is committed to providing assistance/ support if the required resources are available through the Incident Support Group (ISG) when it is formed.

6.1 Activation of Local Arrangements

On becoming aware of, or on advice from the HMA Incident Controller (IC), the Local Recovery Coordinator (LRC) will assess the need for activating the recovery plan and advise the Chairman of the need to convene the Shire appropriate Recovery Group if necessary.

Upon deciding not to convene and activate the appropriate Shire's Recovery Group and Shire's Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the Shire Local Recovery Coordinator will continue to monitor the situation and keep the Shire President and CEO briefed accordingly.

6.2 Incident Support Group

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by different agencies that may/are involved in the incident

ISG is convened by the Controlling Agency (CA) appointed Incident Controller (IC) to assist in overall coordination of services and information during a major incident. Coordination achieved through clear identification of priorities by agencies sharing information and resource.

HMAs and combat agencies may require the Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if, and when formed.

6.2.1 Triggers for the Incident Support Group

The triggers for an incident support group are defined in the State Emergency Management Policy statement 5.2.2 and State Emergency Management Plan section 5.1 being:

Where an incident is designated as a Level 2 or higher
Multiple agencies need to be coordinated
Community interests need to be represented

6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the Controlling Agency. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery.

Representation on ISG may change regularly depending upon the incident, agencies involved and consequences caused by emergency.

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

6.2.3 ISG Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

The IC is responsible for the location of meetings and given its part in the ISG, the meetings are generally convened in close proximity to or within the Incident Control Centre (ICC).

6.3 Emergency Coordination Centre

Identified Emergency Coordination Centres can serve as central command centre during incidents to effectively control/coordinate incident operations.

The Shire has identified a primary and secondary emergency coordination centre and the locations detailed below have been identified as suitable;

Location	*Address*	*Available Resources*
Shire of Wandering	22 Watts Street, Wandering (08) 6828 10800 reception@wandering.wa.gov.au	Meeting room, offices, printing facilities, internet, noticeboard, kitchen.
Wandering Community Resource Centre (CRC)	18 Watts Street, Wandering (08) 9884 1561 crc@wandering.wa.gov.au	Hall area, office, printing facilities, notice board, internet, outdoor movie equipment, library attached
Wandering Community Centre	18 Down Street, Wandering Shire Office (08) 9884 1056 reception@wandering.wa.gov.au	Small meeting room, larger hall area, internet, full kitchen, pavilion, oval, outdoor BBQ area

The Shire ISG meetings will be held at the Shire of Wandering, Administration Office, located at 22 Watts Street, Wandering, unless otherwise notified.

7 PUBLIC INFORMATION

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

In the response phase of an incident, information dissemination is the responsibility of the HMA/CA. The State Support Plan – Emergency Public Information states the HMA is responsible 'for the provision and management of public information during emergencies'.

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

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

7.1 Public Warning Systems

7.1.1 Local Government Systems

The Shire has the ability to support official emergency messaging through local communications system including;

Shire website	**Community Notice Boards**
Shire Facebook page	**The Echo Newsletters and Dispatches**
Shire SMS System	**Mailbox Drops**

No contact between the media and any employee is permitted unless authorised by the CEO. Section 2.8(1)(d) of the Local Government Act 1995 stipulates that the Shire President speaks on behalf of the Local Government however the President may delegate this authority to the Chief Executive Officer under Section 5.41(f).

7.1.2 Standard Emergency Warning System

Standard Emergency Warning Signal (or SEWS) is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. SEWS is only used in emerging situations of extreme danger, when there is a need to warn people that they need to take urgent and immediate action to reduce the potential for loss to life or property from emergency events.

In Western Australia SEWS broadcasts are authorised by the DFES or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

1. Possible loss of life, / major threat to a large number of properties / large scale environment damage
2. Impact is expected within 12 hours or is occurring at the time
3. A large number of people need to be warned
4. One or more incidents are classified as destructive

More detailed information and latest Alerts and Warnings can be found at:
https://www.dfes.wa.gov.au/hazard-information/warning-systems

7.1.3 Emergency Alert System

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of HMA in emergencies.

7.1.4 DFES Public Information Line

DFES recorded information line	13 33 37 (13 DFES)
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
DFES on Twitter	www.twitter.com/dfes_wa
SES assistance	132 500

7.1.5 Additional Information Outlets

Local ABC Radio	102.5FM ABC Perth/Albany
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

7.2 Shire of Wandering Media Release

Any information for release to the media or public must be forwarded through Chief Executive Officer. Statements to the press on behalf of the Shire shall only be made by the Shire President or the CEO.

The Chief Bushfire Control Officer, or a delegated representative, may make statements to the media or public on behalf of the Shire of Wandering regarding ongoing operational matters.

The Shire of Wandering CEO, or a delegated representative, will be the Shires designated Media and Public Information Officer.

ACTION

- ✓ The Shire acknowledges that public information and media management is critical in times of emergency.
- ✓ HMA/CA IC responsible for information/media releases in response phase of incident.
- ✓ The Shires media releases are coordinated by the Shire's delegated Officer and approved by CEO.
- ✓ Public statements to media are to be given only by Shire CEO or President (or delegate).
- ✓ Public warning systems shall be used when necessary under HMA/CA IC authority.
- ✓ The Shire will support official emergency information by reiterating the messages via Shire communication avenues (Facebook, website, SMS System etc).

8 EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

In accordance with State Emergency Management Policy s5.7, evacuation planning is covered in five stages.

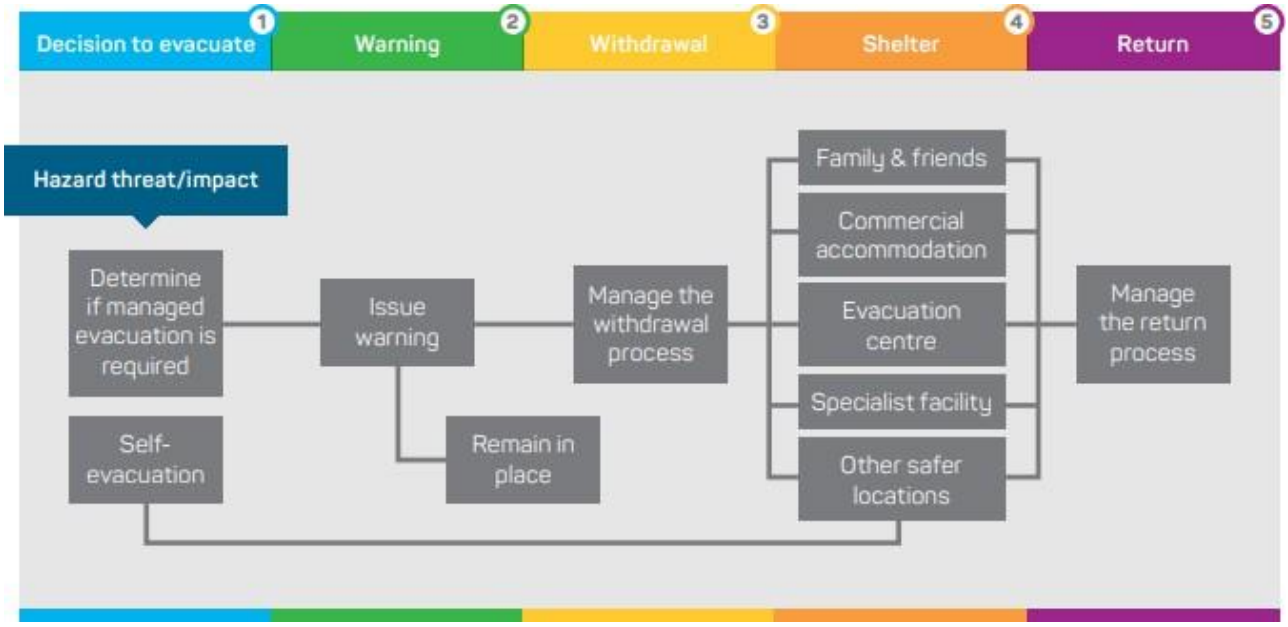


Figure 1: Stages of evacuation

8.1 Evacuation Management

The evacuation of people and/or animals from an area affected by a hazard is one of the strategies that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life.

Experience has shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as shelter in place, quarantine and/or the control or restriction of movement should also be considered where appropriate.

The WA Community Evacuation in Emergencies Guidelines assist emergency management agencies in planning for and conducting community evacuation for all hazards.

8.1.1 Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timeliness

Alternatives as, '**shelter in place'** or **"prepare, stay and defend",** should be considered.

Decision to evacuate or recommend evacuation made as early as is practical, as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

8.1.3 Combat Agency for Evacuation

Evacuation will occur in a planned and safe manner, coordinated by WAPOL. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary

8.1.4 Evacuation Centres

WAPOL will be requested to effect and control evacuations of persons to a location predetermined by the HMA. The HMA will liaise with the Shire or appropriate neighbouring LGs and Department of Communities (Communties) to ensure appropriate arrangements for emergency relief and support for evacuees are in place.

It is the Shire's responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres and applicable support functions.

8.2 At-Risk Persons and Groups

The Shire of Wandering relies on agencies responsible for At-Risk persons and groups to ensure suitable planning, and response capabilities are supporting those special needs clients.

Sections of the community with special needs such as hospitals, aged care facilities, schools, tourist facilities, CaLD community and schools are considered 'At-Risk Persons'.

At-Risk Persons and Groups Support Plan (see ***Appendix* #**) provides guidance around working with and actions in evacuation with these persons and groups.

8.3 Evacuation Routes and Maps

Owing to the varying complexity within different emergencies, the IC HMA/CA and WAPOL will determine strategic evacuation routes at the time, particularly concerning timeliness of the evacuation. Extensive mapping information can be sourced from the Shire's Intramaps, Google Maps and agencies such as Department of Biodiversity Conservation and Attractions.

8.4 Isolation and Quarantine

Directions in relation to isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of emergency evacuation planning to mitigate any risks and ensure evacuations can be carried out safely.

It should be noted that the inability to comply with any isolation or quarantine requirements and/or restrictions should not prohibit the evacuation of a person. Managing the immediate threat and the protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

8.5 Return

Responsibility for decisions relating to return of evacuated residents, rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and Shires Environmental Health Officers.

For DC's Local Emergency Management Plan for the Provision of Welfare Support see ***Appendix* #**

ACTIONS

- ✓ Decision to evacuate are made by HMA/CA IC.
- ✓ LEMC and the Shire will assist by pre-planning for evacuation.
- ✓ All alternatives to be considered.
- ✓ Decision to evacuate made as soon as possible.
- ✓ At-Risk Persons and Groups to be a special consideration in an evacuation (see At Risk Person and Groups Support Plan - **Annexure 6**)
- ✓ Routes and maps sourced via Shire Intramaps or Google maps or from partner agencies
- ✓ Ensure Welfare Centre protocols and procedures are enacted – See Local Emergency Management Plan for the Provision of Welfare Support – **Annexure 9**

9 Emergency Relief and Support

The Department of Community Services (Communties) has the role of managing welfare described as, “the provision of both physical and psychological needs of a community affected by an emergency”.

This includes the functional areas of:

Personal services	Financial assistance	Personal requisites
Emergency accommodation	Registration and inquiry services	Emergency catering

The Local Emergency Management Plan for the Provision of Welfare Support has been developed for the Shire of Wandering by Communties – see ***Appendix #***

9.1 Department of Communities - Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Communties District Director – See ***Appendix 2*** for description of Roles and Responsibilities – Welfare.

9.2 Shire of Wandering – Local Government Liaison Officer

The Local Government Liaison Officer is nominated and appointed Local Government to liaise with the Local Evacuation Centre Coordinator. This role will provide assistance to the Local Evacuation Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire CEO will appoint the designated Local Government Liaison Officer **-** See ***Appendix 2*** for description of Roles and Responsibilities – Welfare.

9.3 Register Find Reunite

DC is responsible for recording displaced persons on the National Register allowing friend and relatives to locate each other. DC has reciprocal arrangements with Australian Red Cross (ARC) to undertake this process.

9.4 Evacuation Centres

The Shire in conjunction with Communties has identified suitable facilities within different localities. These centres have been assessed providing extensive information within the Evacaution Centres Register available for activation as required by the HMA IC (see ***Appendix 3*** for the Shire’s nominated Evacuation Centres).

9.5 Animals

Animals except for assistance animals are not permitted in Evacuation Centres.

The owner or carer of an animal is responsible for the welfare of that animal and has the responsibility to determine, where possible, if their animals with be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergences as per State EM Policy s5.9.7. The Shire's Animal Welfare Support Plan is aligned with the State Support Plan - Animal Welfare in Emergencies and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

ACTIONS

- ✓ Communties responsible for managing emergency relief and support of people.
- ✓ DPIRD is responsible for managing the welfare of animals.
- ✓ Communties develops and maintains and enacts the Shire's Local Emergency Relief and Support Plan.
- ✓ The Shire CEO will appoint the Local Government Liaison Officer.
- ✓ Register Unite Find responsibility actioned by DC support by the Australian Red Cross.
- ✓ Identified Evacuation Centres refer Emergency Centres & Facilities – see **Appendix #.**
- ✓ Ranger Services to support DPIRD in Animal Welfare – Shires Animal Welfare Support Plan – see **Annexure #.**

10RECOVERY

The recovery process begins during the response phase as it is important to identify community need as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Support Plan is a separate plan, yet part of the overall Local Emergency Management Arrangements, which can be viewed and read in conjunction with this plan.

The Shire of Wandering Local Recovery Plan (standalone plan) guides and establishes sound recovery management, concepts, principles and values for Shire's staff, elected members, partnering agencies, and community following significant impact from any emergency.

11 EXERCISING REVIEW AND REPORTING

11.1 Exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation. The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.

The aim of conducting an exercise is:

Test effectiveness of local arrangements and provide a pathway for improvement
Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
Help educate community about local arrangements and programs
Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them

11.2 Exercise Frequency and types

In accordance with State EM Policy, Plans and Procedures, which outline arrangements for exercising, the LEMC is required to **conduct at least one exercise annually**. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Some examples of exercise types include:

- desktop/discussion
- a phone tree recall exercise
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- operating procedures of an emergency coordination centre
- locating and activating resources on the emergency resources register.

11.3 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.

11.4 Review of Local Emergency Management Arrangements

The LEMA and associated support plans are to be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (Section 42 of EM Act). However, according to State EM Preparedness Procedure 3.8, the LEMA (including

recovery plans) are to be reviewed and amended in the following situations:

Contact lists are reviewed and updated quarterly – see Contacts and Resource Directory (***Annexure 4***)
A review is conducted after training that exercises the arrangements or relevant support plans
An entire review of the LEMA and associated support plans will be undertaken every five (5) years, as risks may vary due to climate, environment and population changes

Review of Local Emergency Management Committee positions
The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register
The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

Annual Reporting
The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC (State EM Preparedness Procedure 3.17).

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC Business Unit will issue the annual report template.

After an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination. Circumstances or an incident may require more frequent reviews.

12APPENDICES

Appendix 1 - Glossary and Acronyms
Appendix 2 - Roles and Responsibilities
Appendix 3 - Emergency Evacuation Centre
Appendix 4 - Contacts and Resources Directory
Appendix 5 – (a)Special LEMC agenda, (b)Situation Report Form (c)Communications guide

12.1 Appendix 1: Glossary of Terms & Acronyms

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a a nationally adopted structure to formalise a coordinated approach to emergency incident management
Combat	To take steps to eliminate or reduce the effects of a incident on the community
Combat Agency (CA)	a Combat Agency prescribed under section 6(1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency
Command (Vertically Within An Organisation)	the direction of members and resources of an organisation in the performance of the organisation's roles and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organization. *see also* control and coordinate
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *see also* command and coordination
Controlling Agency (CA)	an agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: • legislation other than the Emergency Management Act 2005; or • by agreement between the relevant Hazard Management Agency and one or more agencies

Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. see also control and command
Disaster	see EMERGENCY
District	Means an area of the State that is declared to be a district under Section 2.1 of the Local Government Act 1995

District Emergency Coordinator (Dec)	The person appointed by the State Emergency Coordinator to provide advice and support to their District Emergency Management Committee in the development and maintenance of emergency management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator
District Emergency Management Committee (DEMC)	A District Emergency Management Committee established under section 31(1) of the Emergency Management Act 2005
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response
Emergency Management (EM)	The management of the adverse effects of an emergency including: • prevention - the mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency; • preparedness - preparation for response to an emergency; • response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and • recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing
Emergency Risk Management	A systematic process which contributes to the wellbeing of communities and the environment (Australian Disaster Resilience Glossary).
"Function" Support Coordinator	That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan
Hazard	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006
Hazard Management Agency (HMA)	a public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard
Incident	the occurrence or imminent occurrence of a hazard *see also* accident and emergency

Incident Area	The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by an incident
Incident Controller (IC)	The person designated person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation [note: agencies may use different terminology, however, the function remains the same]
Incident Management Team (IMT)	A group of incident management personnel comprising the Incident Controller, and the personnel they appoints to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller which is responsible for the overall control of the incident
Incident Support Group (ISG)	The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response.
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator (LEC)	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator
Local Emergency Management Committee (LEMC)	A Local Emergency Management Committee established under section 38 of the Emergency Management Act 2005
Municipality	Means the district of the local government
Operation	The direction, supervision and implementation of tactics in accordance with the incident management plan
Operations Area	The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more incident areas
Operations Area Manager (OAM)	The person designated by the relevant HMA, responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation

Operations Area Support Group (OASG)	A group of agency/organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency
Prevention	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency
Preparedness	preparation for response to an emergency
Response	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery
Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing
Risk	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment: • the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood; • a measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and • expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability
Risk Management	coordinated activities of an organisation or a government to direct and control risk
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
Shire	In this document refers to the Shire of Wandering

State Emergency Management Committee (SEMC)	Committee established under section 13 of the Emergency Management Act 2005
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time

Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management Statement (DFES)
CA	Control Agency
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoH	Department of Housing
ECC	Emergency Coordination Centre

EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMP	Local Emergency Management Plan
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty against Animals
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREPS	Situation Reports
SOP	Standard Operating Procedures
SoW	Shire of Wandering
SHPs	State Hazard Plans
VBFS	Volunteer Bush Fire Service

12.2 Appendix 2: Roles and Responsibilities

Local role	Description of responsibilities
Local Government	• Responsibilities of Shire of Wandering (the Shire) are defined in Section 36, *EM Act:* • Ensure that effective local emergency management arrangements are prepared and maintained for its district • Manage recovery following an emergency affecting the community in its district • Perform other functions given to local government under the Act • The Shire also accepts responsibility for management of its resources • The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies • Development and testing of LEMP
Local Emergency Coordinator (LEC)	• The responsibilities of LEC are defined in Section 37 of the EM Act
Local Recovery Coordinator	• To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Government Liaison Officer	• During an evacuation where a local government facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.
LG Liaison Officer (to the ISG/IMT)	• During a major emergency, the liaison officer attends ISG meetings to represent local government, provides local knowledge input and provides details contained in the LEMA.

Local Government – Incident Management	• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support DC. • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of Shires emergency response capability • Liaise with the incident controller (provide liaison officer) • Participate in ISG and provide local support

Local role	Description of responsibilities
Other Local Government Officers	As determined by the Incident, the following Officers are members of the committee: o Shire Chief Executive Officer o Shire Local Recovery Coordinator o Shire Council Representatives o Shire Senior Ranger o Shire Chief Bush Fire Control Officer o Local Unit Manager State Emergency Services

Emergency and Support Agencies

Agency	Description Of Responsibilities
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency Function: • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4 of the Act] Function: • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [State EMPolicy 1.5] • Ensure effective transition to recovery by Local Government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency.

Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

Emergency Relief and Support

Agency	Description Of Responsibilities
Department of Communities (Communties)	• Establish, chair and manage the activities of the Local Emergency Relief and Support Coordination Group (LERSCG), where determined appropriate by the DC District Director • Prepare, circulate, test and maintain the Local Emergency Relief and Support Plans • Represent DC and the emergency relief and support function on the LEMC and Local Recovery Group • Establish and maintain the Evacuation Centre • Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities • Coordinate provision of emergency relief and support services during response and recovery of emergency • Represent DC on the Incident Support Group when required
Local Government Liaison Officer (LGLO)	• Coordinate emergency relief and support response on behalf of Shire • Coordinate initial arrangements in lieu of DC Evacuation Centre Coordinator attendance • Provide assistance to the Local Evacuation Centre/s including • Maintenance of establishments • Security of establishments • Opening and closing establishments
Australian Red Cross	• Undertake process recording displaced persons for National Register • In partnership with Shire and DC undertake Outreach in affected areas
Shire Rangers	Assist with Animal Management in effected areas and at Evacuation Centres

WA Hazard Management and Controlling Agencies

Hazard	Hazard Management Agency	Controlling Agency
Air Crash	Commissioner of Police	WA Police Force
Animal or plant, pests or diseases	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the collapse of a structure or landform (collapse)	Fire and Emergency Services Commissioner	DFES
Cyclone	Fire and Emergency Services Commissioner	DFES
Earthquake	Fire and Emergency Services Commissioner	DFES
Loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Energy Policy WA[13]
Fire	Fire and Emergency Services Commissioner	• DFES within gazetted fire districts or where DFES brigade or unit established • DBCA on land it manages outside gazetted fire districts • Local government in local government districts outside of gazetted fire districts and DBCA land.
Flood	Fire and Emergency Services Commissioner	DFES
Loss of or interruption to the supply of natural gas, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA14

Hazard	Hazard Management Agency	Controlling Agency
Actual or impending spillage, release or escape of a biological, substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending spillage, release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
Heatwave	Chief Executive Office, Department of Health	Department of Health
Hostile Act	Commissioner of Police	WA Police Force
Human Epidemic	Chief Executive Office, Department of Health	Department of Health
Land search – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
Loss of or interruption to the supply of liquid fuel as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA15

12.3 Appendix 3: Evacuation Centre and Facilities

Primary Evacuation Centre

Address	Facilities	Building	Comments
18 Down Street, Wandering	Toilet facilities, kitchen facilities, large hall area, BBQ facilities	Brick and colour bond	



Secondary Evacuation Centres

Pingelly Recreation and Cultural Centre			
Address	**Facilities**	**Building**	**Comments**
Somerset Street, Pingelly (08) 9887 0092 manager@pracc.net.au	Internet, full kitchen/ bistro/ bar, Large Oval	Sporting Hall – 700 Function Room – 459 Lounge – 60-100 Cultural Room – 60 Recreation Room – 60 Small Bar - 100	Building with several separated spaces.



12.4 Appendix 4 - Contacts and Resources Directory

Type	Organisation	Contact
Vet (All animals)	Narrogin Veterinary Services	9881 5417
	Brookton Sheepvet Australia	1800 651 226
Vet (Horse)	Pinjarra Veterinary Hospital	9531 1555
Animal Health SES	Department of Agriculture (Diseases)	1800 084 881
Animal Welfare	RSPCA	
Agricultural	DPIRD (General)	1300 374 731
Slaughterman		
Wildlife	Local Wildlife Carers	Local number
	Parks and Wildlife (Narrogin)	9881 9200
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	1800 013 314
Main Roads WA	Road Permits (Heavy Vehicle)	9311 8450
Electrical Supply	Western Power	131 351
Rail	Emergency	9326 2111
Rail	Security	9326 2067
Rail	Train Control	9326 2067
Environmental	Environmental Protection Authority	9222 7000
Dept . of Environment	Pollution Emergency	1300 784 782
Parks & Wildlife	National Parks and Wildlife management	Local number
Dept. of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553

12.5 Appendix 5(a)

Local Emergency Management Committee

Extraordinary Meeting Agenda

<Insert Event Name>

Date:

Time:

Venue:

Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	**Chair**
1	**Insert event name- Current Situation**	**From Sitrep or lead agency**
2	**Other Agency Reports**	**Agency leads**
3	**Communications employed**	**HMA lead, others as required**
4	**Priorities, further action**	**Chair**
5	**Other items as required**	
6	**Other items as required**	
9	**Other business.**	**As required**
10	**Next meeting: time and date**	**Chair**

Appendix 5(b)

Situation Report

Shire of Wandering

INCIDENT SUPPORT GROUP MEETING

Event		
Sitrep No:	**Date:**	**Time period:**
Distribution:		
• *President, Deputy President, Councilors* • *CEO & Operations Manager* • *Local Emergency Management Committee & Local Recovery Group* • *Other organisations as necessary* *Council can determine who receives the SITREPs based on relationships and need.*		

Situation summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Approval

		Signature	Date:	Time:
Prepared by:				
Approved by:		**Signature**	**Date:**	**Time:**

Appendix 5(c)

Communications Planning Template

(a) Communications Planning Checklist (Recovery Comms. included)

Action	Y/N	Responsible Person
Communications Governance		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Community Message Talking Points

Spokesperson _____ ***Position*** _____

Message timing

To be delivered at: _____ ☐ AM ☐ PM

Media channel/s: _____

Target audience: Internal staff ☐

Community group/s

_____

_____

_____

Agency/s _____

(b) Message Body

Intro: *discuss current situation (include 'No physical donations accepted', etc)*

1 *What we Know*

2 *What we do not yet know*

3 *What we are doing*

4 *What we want you to do*

Reiterate main and salient points

Next message will be available at: _____

Authorised for distribution by: _____ *position:* _____ *Date*

13.5 Shire of Wandering – Local Recovery Plan 2026

File Reference:	**N/A**
Date:	**20 September 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Local Recovery Plan 2026**
Voting Requirements:	**Simple Majority**
Previous Reference:	**Nil**

Summary of Report:
The Shire of Wandering's Local Recovery Plan document is being tabled for Council's review and endorsement.

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

Following the impact of a hazard on a community withing 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, i.e. 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.

Consultation:
The Chief Executive Officer
Operations Manager
Councillors at the August General Planning Forum meeting.

Statutory Environment:
Local Government Act WA 1995.
Bush Fires Act 1954.
Emergency Management Act 2005.

Policy Implications:
Nil

Financial Implications:
As outlined in the responsibilities of the Shire within the LRP.

Strategic Implications:
Improve Our Financial Position

Our Goals	Our Strategies
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.

Risk Implications:

Risk	**Low**
The updated LRP document will assist with the Shire's disaster recovery management. This document is a "live" document and should be kept updated regularly.	

Voting Requirements:
Simple Majority

130926 Moved: Cr. Latham **Seconded: Cr. Cowan**

Officer Recommendation:
That Council:

1. **endorses the Shire of Wandering Local Recovery Plan 2026, as presented at Attachment 1; and**
2. **authorises the Chief Executive Officer to make minor administrative and formatting amendments to the Local Recovery Plan that do not materially alter their intent; and**
3. **authorises the Chief Executive Officer to submit the endorsed Local Recovery Plan to the relevant District Emergency Management Committee for noting and progression through the State Emergency Management approval process.**

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil



LOCAL RECOVERY PLAN

2026

Authorised for distribution by: _____ *position:* _____ *Date*

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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(41) of the Emergency Management Act 2005, 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

_____ Date:

Shire President – Cr. Sheryl Little
Shire of Wandering
Chair Local Emergency Management Committee

_____ Date:

Chief Executive Officer – Dr. Alistair Pinto
Shire of Wandering

Endorsed by Council Date _____

Insert resolution numbers _____

Disclaimer: *These arrangements have been produced by the Shire of Wandering in good faith and are 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.*

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1.2 Distribution List

1.2.1 Full Unrestricted Version

Shire of Wandering
Chief Executive Officer
Wandering Local Emergency Management Committee Chairperson
Recovery Coordinator
Operations Manager
Technical Services Administration Officer
Chief Bush Fire Control Officer
Animal Welfare (Rangers)
Shire of Wandering Administration Office – Customer Service
LOCAL EMERGENCY MANAGEMENT COMMITTEE
DFES – Regional Office
Shire of Pingelly
Department of Communities
Department of Biodiversity, Conservation and Attractions
WA Police – OIC Boddington Station
WA Police – OIC Pingelly Station

1.2.2 Restricted Version

Primary Network Partners
Boddington Hospital
Narrogin Hospital
Pingelly Medical Centre
St John's Ambulance
Main Roads
Telstra
Main Roads
Water Corporation
Western Power
Public Access
Shire Office – Front Counter/Reception
Shire of Wandering – Community Resource Centre
Shire of Wandering Website

1.3 Document Availability

A restricted copy of this plan is available free of charge and can be found at:

Hardcopy	Online
Shire of Wandering Administration Offices 22 Watts Street, Wandering (during normal business hours)	Shire of Wandering website www.wandering.wa.gov.au

1.4 Amendment Record

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

Feedback can include:

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

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

The Chief Executive Officer
Shire of Wandering
22 Watts Street
WANDERING WA 6308

Or, alternatively email to: reception@wandering.wa.gov.au

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

Amendment Date		Amendment Details	Amended by (Initials)
1	August 2024	Complete review	**LEMC**
2	August 2026	Complete review and revision	**AP (CEO)**
3			
4			
5			

1.5 Glossary of Terms and Acronyms

See **Appendix 1**

1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Wandering, these arrangements, support plans and other related documents are to be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant State Emergency Management Plans including State Hazard Plans (WESTPLANs) are available on the Government of WA Website, including;

- State Emergency Management (EM) Plans.
- State Hazard Plans.
- State Support Plans
    - State Health Response Plan.
    - Emergency Welfare.
    - Emergency Public Information.
    - Animal Welfare in Emergencies.
- National Emergency Management (EM) Plans.

1.6.2 Local Emergency Management Plans

The following emergency management plans support the Shire's Local Recovery Plan and should be read in conjunction with each other, these include;

- Local Emergency Management Arrangements (LEMA) – **Standalone plan**
- At Risk Persons and Groups Plan – **Standalone plan**
- Emergency Animal Welfare Plan – **Standalone plan**

1.6.3 Other Related Documents

- Contacts and Resource Directory – **Appendix 4**

1.7 Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Shire area being bylaws or operational policies. There are no current policies within the Shire of Wandering relating to emergency management.

1.8 Agreements, Understanding and Commitments

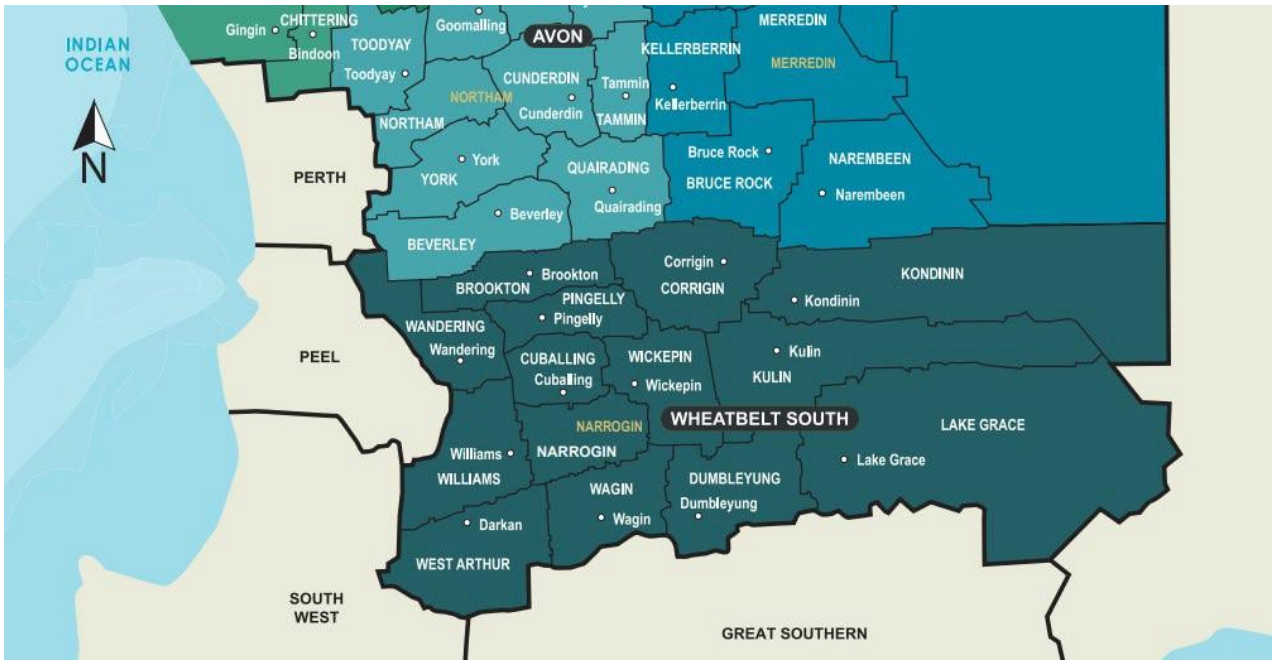
A Memorandum of Understanding (MOU) exists between the neighbouring Council's through the Central Southern region of Wheatbelt.

The purpose of the Memorandum is to:

1. Facilitate the provision of mutual aid between member Councils of the Wheatbelt South Zone during emergencies and post incident recovery.
2. Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

The Shire of Wandering is also a signatory to the Wheatbelt South Zone Local Government Association - Memorandum of Understanding. The MOU is a partnering agreement for the provision of mutual aid for recovery during emergencies between Councils in the Wheatbelt Zone.

Shire of Brookton	Shire of Narrogin
Shire of Corrigin	Shire of Pingelly
Shire of Cuballing	Shire of Wagin
Shire of Dumbleyung	Shire of Wandering
Shire of Lake Grace	Shire of Wickepin
Shire of Kondinin	Shire of Williams
Shire of Kulin	Shire of West Arthur



2 RECOVERY

2.1 Overview

Following the impact of a hazard on a community withing 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, i.e. 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.

2.2 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.

2.3 Authority

This Local Recovery Plan (LRP) is prepared in accordance with section 41(4) of the *Emergency Management Act 2005 (WA)* and forms a part of the Local Emergency Management Arrangements for the Shire of Wandering. This plan has been endorsed by the Shire's Local Emergency Management Committee (LEMC) and Shire Council and tabled for noting and comments with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

2.4 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).

2.5 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

2.6 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

2.7 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 requires 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.

2.8 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

2.9 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:

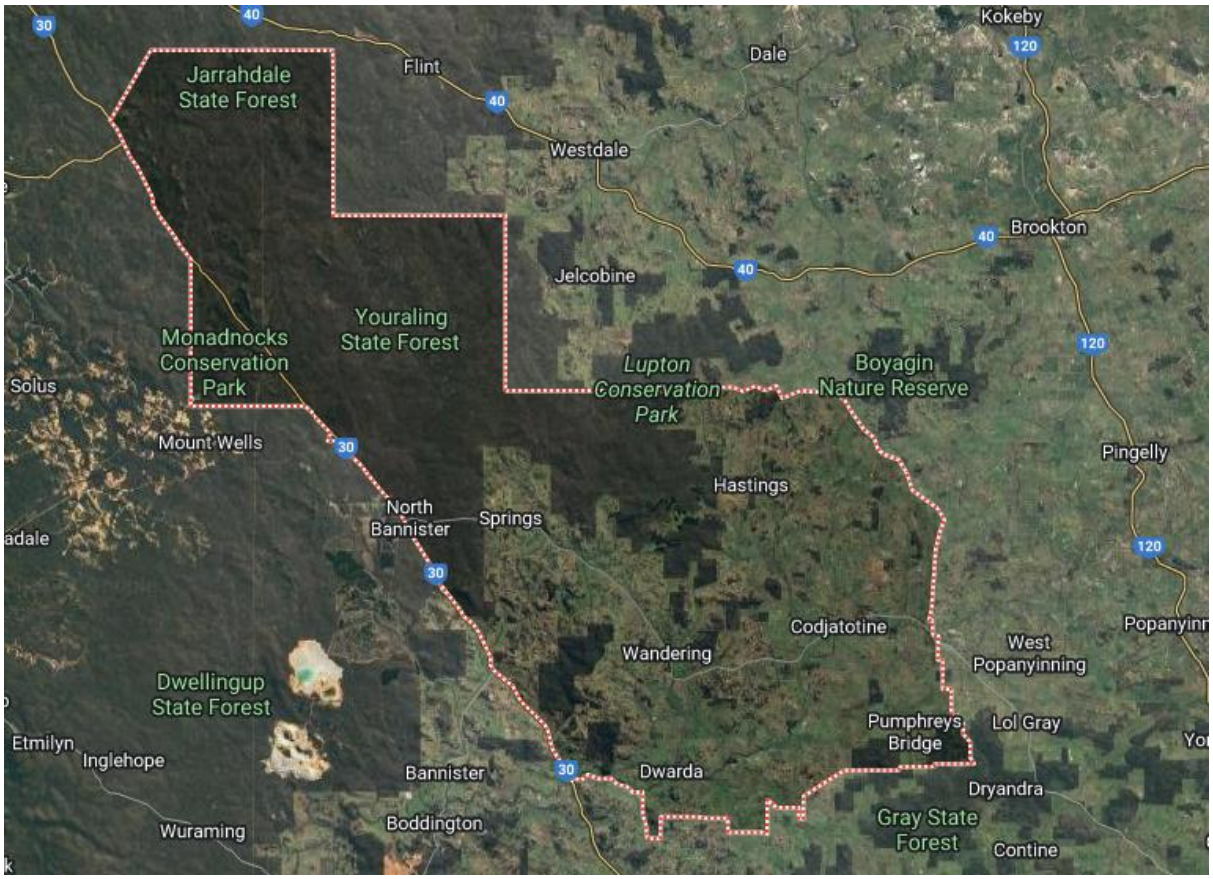
Bushfire	October – April
Storm	Anytime
Flood	May – October
Public Health Emergency/Human Epidemic	Anytime
Critical infrastructure environment/heritage	Anytime

2.10 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 withing 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.

2.11 Geographic Location



2.12 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.

3 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.

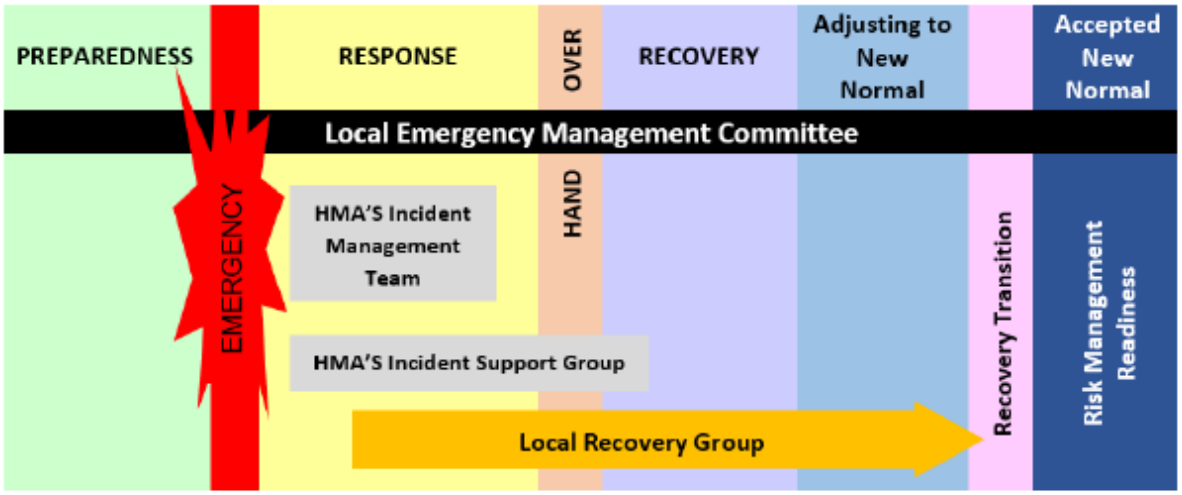


Figure 1: Groups, teams and committees through preparedness, response and recovery

ACTION

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

3.1 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.

3.2 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

3.3 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.

3.4 Sources of Information – Impact Statement (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.

3.5 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.

3.6 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.

3.7 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.

4 OPERATIONAL RECOVERY MANAGEMENT

4.1 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.

4.1.1 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 members dependent on incident type. Recommended. • 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	• St John's Ambulance • Education/school representative • Community Groups • Australian Red Cross • Silver Chain/Aged Care • Insurance representatives • Brookfield Rail
Key Identified Community Members	To be identified depending on event and location • Cultural representation • Vulnerable

4.1.2 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.
Develops an Operation Recovery Plan to coordinate a recovery process that considers: • 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.

4.2 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.

4.3 Local Recovery 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.

4.4 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.

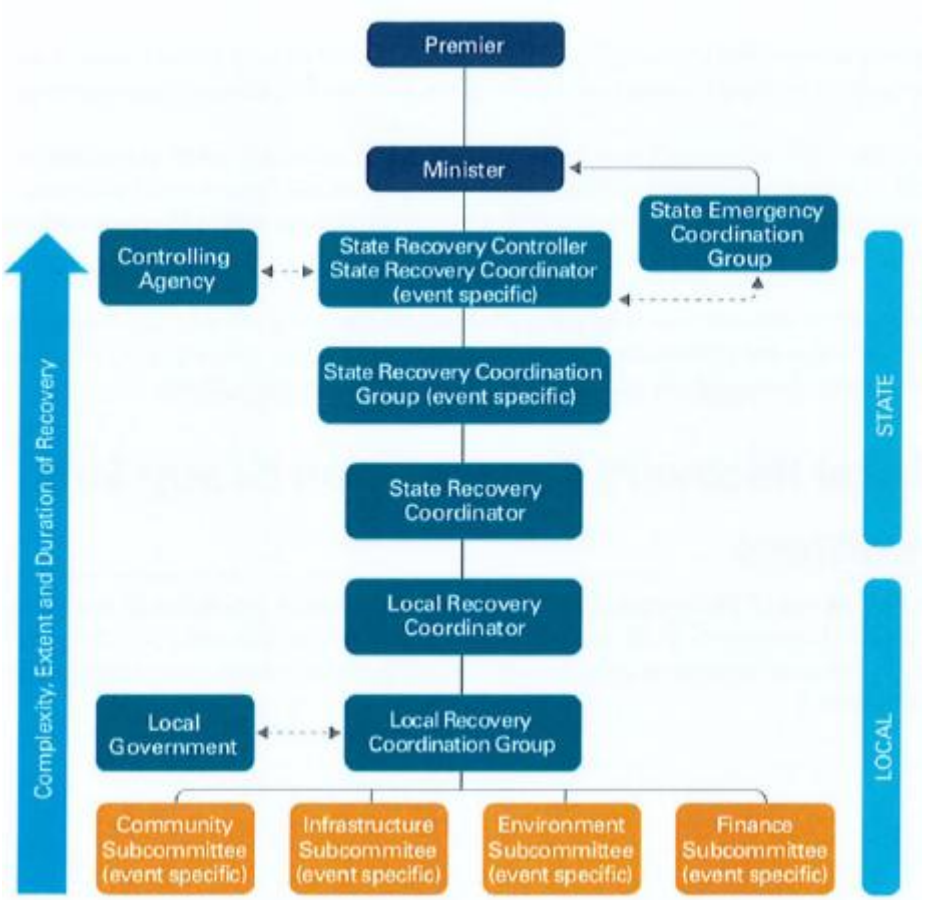


Figure 2: State Government Coordination Structure.

4.4.1 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.

5 FINANCIAL MANAGEMENT

In an 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.

5.1 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.

5.2 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

5.2.1 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 even 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

5.2.2 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.

6 APPEALS, DONATIONS AND VOLUNTEERS

6.1 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

6.2 Donation 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.

6.2.1 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.

6.2.2 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.

6.3 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.

7 RECOVERY FACILITIES AND RESOURCES

7.1 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.

7.2 Shire of Wandering Contacts, Resources and Assets Registers

As per the Local Emergency Management Arrangements (LEMA)

7.3 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 www.redcross.org.au to help communities prepare for, respond to and recover from disasters.

7.4 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 RCs:

- 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.

7.5 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

8 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.

1.1 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*.

1.2 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.

1.3 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.

9 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.

9.1 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).

9.2 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.*

10 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.

10.1 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.

10.2 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

11 REVIEW

11.1 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.

12 TO CONSIDER

12.1 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.

12.2 Agistment of Livestock

- Time [period livestock to be agisted and if this impacts the movement before lambing/calving etc.

12.3 Accommodation of Agency Members

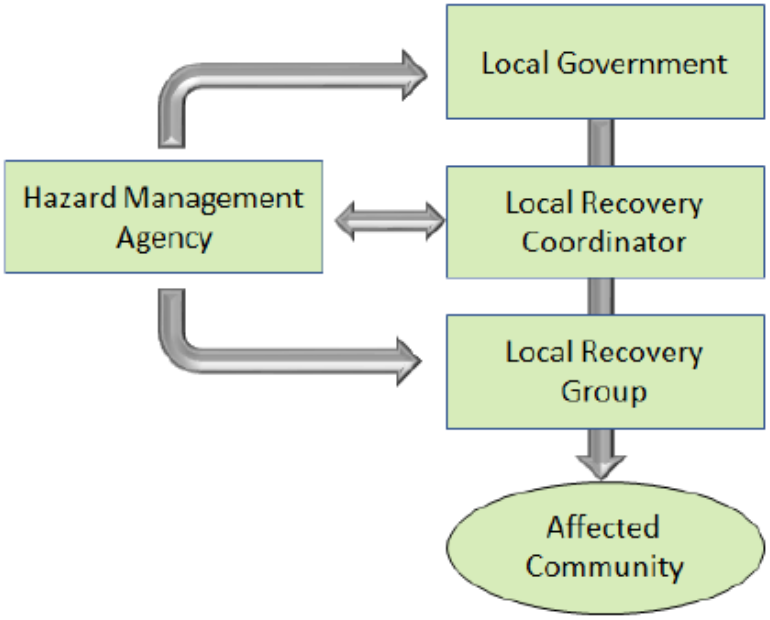
- Large scale incidents will require various agencies to be in town and the ability to provide accommodation.

13APPENDICES

Appendix 1 - Local Recovery Coordination Group Management Structure and Functions
Appendix 2 - Recovery Roles and Responsibilities
Appendix 3 – Recovery Operational Sequence Guide/Checklist
Appendix 4 – Recovery Action Checklist
Appendix 5 – Recovery Coordinator Action Checklist
Appendix 6 – The recovery timeline: short, medium and long term.
Appendix 7 – Local Government Recovery Event Planning Template
Appendix 8 – Local Recovery Group Standard Reporting Template

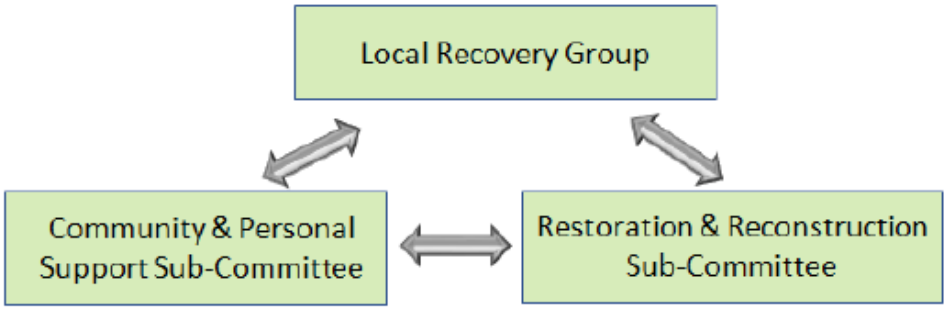
13.1 Appendix 1: Local Recovery Coordination Group Management Structure and Functions

Initial Recovery Management Structure during Response Phase.



Partial Recovery Management Structure – Initial

(Dependent on community impact and complexity of event)



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 form 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.

13.2 Appendix 2: Recovery Roles and Responsibilities

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 Tema (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.

13.3 Appendix 3: Recovery Operational Sequence Guide/Checklist

Situation	Organisation / Action
ALERT (Transition) Advice of an emergency with potential to require local coordination of recovery activities	**HMA/CONTROLLING AGENCY** Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements. Include Local Recovery Coordinators/local governments in briefings/Incident Support Group **LOCAL GOVERNMENT** Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support. Advise and liaise with LRG members
ACTIVATION Requirement for local level coordination of recovery identified/requested	**LOCAL GOVERNMENT** When requested by or on the advice of the HMA or IMG, convene LRG and where required, establish management structure **LRC** Arrange for conduct of onsite assessment, if appropriate. Maintain links with affected organisations for the identification and coordination of the provision of recovery support
STAND DOWN On completion of local recovery activities	**LOCAL GOVERNMENT/LRC** Ensure handover of responsibility for ongoing recovery activities to a managing agency. Advise LEC and LRG members of stand-down 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 Mange the implementation of post operation report recommendations and revision of the Local Recovery Plan as required.

13.4 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: - 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: - joint information centres - spokesperson/s - identifying and adopting key message priorities - using a single publicised website for all press releases	
Develop processes for: - media liaison and management (all forms e.g., print, and electronic - briefing politicians - alternative means of communication e.g., Public meetings, mailbox fliers, advertising - communicating with community groups - meeting specialist needs - formatting press releases - developing and maintaining a website - ensuring feedback is sought, integrated and acknowledged	
Monitor print and broadcast media, and counter misinformation	

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: - 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	

13.5Appendix 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	Community Radio TV interviews

	support and assistance can be provided	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?
☐ Phone:	☐ Morning (7am – 12 noon)
☐ Email:	☐ Afternoon (12 noon – 5pm)
☐ Post:	☐ Evening (after 5pm)
PROPERTY NEEDS	
☐ House Destroyed/uninhabitable	
☐ House damaged	
☐ Outbuildings destroyed – Total:	
☐ Rebuilding assistance	
☐ Asbestor/popssible asbestos	
☐ Water supply affected	
☐ Animals lost/injured	
☐ Utility services affected	
☐ Fencing destroyed/damaged	
☐ Environmental clean-up required	
☐ Other (please provide details)	
INFORMATION NEEDS	OTHER ASSISTANCE REQUIRED
☐ Rubbish collection/disposal info	☐ Council Servies TYPE:
☐ Recovery information/Newsletter	☐ Referral to Agency WHO:
☐ Financial/Grant assistance	☐ Other (provide details):
☐ Counselling/Wellbeing check	
Would you like someone to contact you? ☐	☐
☐ Immediately	Within the week 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.	
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.	
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.	
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.	
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 *Emergency Management Act 2005*

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:

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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, bookshelves, 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.

13.6Appendix 6: The Recovery Timeline: short, medium and long term

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).

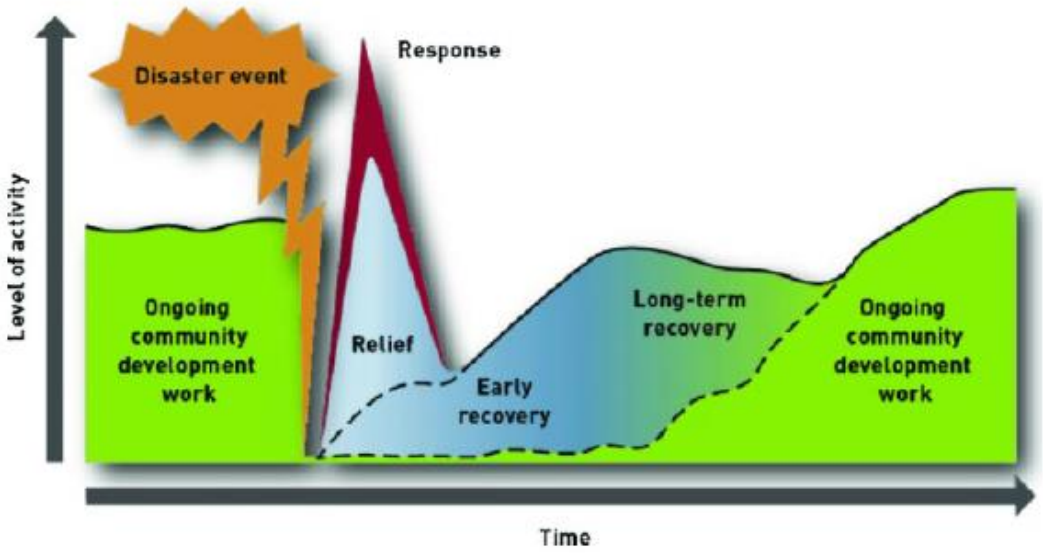
Medium-term recovery (Where we are now)

The transition form 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.



13.7Appendix ;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: ☐ High ☐ Medium ☐ Low	**SUPPORT REQUIRED:** ☐ Shire Staff ☐ Wellbeing ☐ Other:
ENVIRONMENTAL RISK: ☐ High ☐ Medium ☐ Low	**SUPPORT REQUIRED:** ☐ Shire Staff ☐ Wellbeing ☐ Other:

CATEGORY:	☐ Needs Assessment ☐ Communication ☐ Event ☐ Donations ☐ Wellbeing
RECOVERY VALUE:	☐ High ☐ Moderate ☐ Low ☐ Community Interest
PRIORITY/TIMELINE:	☐ High/Urgent ☐ Important ☐ Medium/Medium Term ☐ Lower/Long Term
DIFFICULTY:	☐ Straightforward ☐ Effort Required ☐ Long Term/Complex

OBJECTIVES:	☐ Promote health and wellbeing ☐Provide information/enhance communication	☐Increase/Enhance understanding of community needs ☐ 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
• **Business arising from previous Minutes**			
• **Standing items**			

• **HMA Report**
  • 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		

• **Impacts (Local Government)**
  • Overview of impacts from Impact Statement
  • Identification of priorities. List urgent actions
	Local Government		

• **Recovery strategies**			
• Identify vulnerable people			
• Community welfare-status			
• Identify critical services and their functionality			
• Communications/public information. Discuss methodologies and messages.			
• Potential for significant, prolonged business disruptions. Discuss			

ITEM	SPEAKER	DISCUSSION/DECISION WANDERING	ACTION
• Other			
• **Agency Updates**			
• DPIRD			
• Dept of communities			
• Western Power			
• 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/liaising with other organisations?		
Emergency Management – Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

13.8Appendix 8: Local Recovery Group Standard Reporting Template

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:_____

13.6 Shire of Wandering Policy Manual Review – Policies 16,35,36 and 54

File Reference:	**N/A**
Date:	**20 August 2026**
Location:	**Shire of Wandering**
Applicant:	**N/A**
Author:	**Chief Executive Officer**
Authorising Officer	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
Attachments:	**Policy 16 – Related Parties** **Policy 35– Bereavement Acknowledgment** **Policy 36 – Self Supporting Loans** **Policy 54 – Public Library and Internet Access**
Voting Requirements:	**Absolute Majority**
Previous Reference:	**N/A**

Summary of Report:
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.

There are currently 95 Shire policies. It is proposed that each month policies are reviewed by Council. This will ensure that all policies are reviewed in the stated three-year period.

Five (5) policies are to be reviewed this month:

- Policy 16 – Related Parties
- Policy 35 – Bereavement Acknowledgment
- Policy 36 – Self Supporting Loans
- Policy 54 – Public Library and Internet Access

These policies were reviewed at the June 2026 General Planning Forum.

Consultation:
Chief Executive Officer
Councillors

Statutory Environment:
Local Government Act 1995 S.2.7(2)(b)

Policy Implications:
As reviewed and updated.

Financial Implications:
No financial implications.

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.

Risk Implications:

Risk	**Low**
There is no perceived risk associated with the review and updating of these policies.	

Voting Requirements:
Absolute Majority

140926 Moved: Cr. Hansen **Seconded: Cr. Latham**

Officer Recommendation:
That Council adopts the following policies with any amendments made.

- **Policy 16 – Related Parties**
- **Policy 35 – Bereavement Acknowledgment**
- **Policy 36 – Self Supporting Loans**
- **Policy 54 – Public Library and Internet Access**

Carried 7/0

For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson, Cr Whitely
Against: Nil

POLICY TYPE:	LEGISLATIVE	POLICY NO:	16
DATE ADOPTED:	18/07/2019	DATE LAST REVIEWED:	21/05/2020 17/09/2020 16/09/2021 16/11/2023 24/09/2026

LEGAL (PARENT):	*Local Government Act 1995*	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Related Parties
OBJECTIVE:	• The objective of this policy is to provide guidance on the application of AASB 124 to the Shire of Wandering's financial statements. • The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions and outstanding balances, including commitments, with such parties. • The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required. • This policy stipulates the information requested from related parties to enable an informed judgement to be made.

DEFINITIONS

AASB 124 - the Australian Accounting Standards Board - Related Party Disclosures Standard under Section 334 of the *Corporations Act 2001*

The Act - the *Local Government Act 1995*

Key Management Personnel (KMP) see AASB 124. A*re those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.*

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements.

Ordinary Citizen Transaction - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Related Party –. see AASB 124.

Related Party Transaction – see AASB 124.

Significant (significance) - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

Remuneration - means remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from a Related Party Transaction

POLICY STATEMENT

1. PRINCIPLES

1.1 OBJECTIVES

The scope of AASB 124 Related Party Disclosures was extended in March 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017.

This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

1.2 IDENTIFICATION OF RELATED PARTIES

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties include a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of Related Party:

(a) A council member
(b) Key management personnel being a person employed under s5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Senior Employee
(c) Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
(d) Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

2. IDENTIFICATION OF RELATED PARTY TRANSACTIONS

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criterion:

(a) Paying rates
(b) Fines
(c) Use of Shire owned facilities such as [Wandering Community Centre and Sporting Grounds, Wandering Community Resource Centre, Library, Wandering Fuel Facility, parks, ovals and other public open spaces (whether charged a fee or not)]
(d) Attending Council functions that are open to the public
(e) Employee compensation whether it is for KMP or close family members of KMP
(f) Application fees paid to the Shire for licences, approvals or permits
(g) Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
(h) Lease agreements for commercial properties
(i) Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement)
(j) Sale or purchase of any property owned by the Shire, to a person identified above.
(k) Sale or purchase of any property owned by a person identified above, to the Shire

(l) Loan Arrangements
(m) Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

2.1 DISCLOSURE REQUIREMENTS

For the purposes of determining relevant transactions above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosure declaration form on appointment of their position with the Council. A new declaration is only required where there is a change in circumstances of the elected Council member.

2.2 ORDINARY CITIZEN TRANSACTIONS (OCTS)

The following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the yearly Related Party Disclosures - Declaration form will be required.

(a) Paying rates
(b) Fines
(c) Use of Shire owned facilities such as [Wandering Community Centre and Sporting Grounds, Wandering Community Resource Centre, Library, Wandering Fuel Facility, parks, ovals and other public open spaces (whether charged a fee or not)]
(d) Attending council functions that are open to the public

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

2.3 ALL OTHER TRANSACTIONS

For all other transactions listed in point 2.3 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

2.4 FREQUENCY OF DISCLOSURES

KMP will be required to complete a Related Party Disclosure - Declaration form each year. Council members will only be required to complete a Related Party Disclosure-Declaration upon election to Council, and only when there is a change in circumstances following that original disclosure.

2.5 CONFIDENTIALITY

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified.

Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

2.6 MATERIALITY

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

ASSOCIATED DOCUMENTS

ASB124 Related Party Disclosures
Local Government Act 1995 – PART 6 Financial Management
Local Government (Financial Management) Regulations 1996 – Regulation 5A)

ATTACHMENT 1

RELATED PARTY DISCLOSURES - DECLARATION

As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.

The following declaration must be completed by all Council members, and the Chief Executive Officer, of the Shire of Wandering who were elected or employed at any time during the financial year.

Disclosure Period (June to July):	
Person making disclosure:	
Position held by person:	

CLOSE MEMBERS OF THE FAMILY (see definitions Appendix 1)	
Name of Family Member	**Relationship to you**
If there has been no change since your last declaration, please complete "No Change"	

ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS (see definitions Appendix 1)	
Name of Entity	**Name of person who has control/nature of control**
If there has been no change since your last declaration, please complete "No Change"	

ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH **Did you or any member of your close family use facilities provided at Recreation Centre, attend any event at the Civic Centre, or use any other council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?**			
Name of person using the facility	**Service/Facility used**	**Nature of transaction**	**Nature of discount or special conditions received.**

Note: Recreation Centre membership provided as part of employment has been provided under the same terms as those memberships provided to the public.

LEASING AGREEMENTS - DOMESTIC RESIDENTIAL **Did you, a close family member or related entity, enter into a lease agreement with the Shire (either as lessee or lessor) for the provision of a domestic rental property (Includes properties owned by the Shire and privately owned properties sub-leased through the Shire from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?**			
Name of Person party to the lease	**Property Address**	**Term of Lease & Weekly rent**	**Detail of any non-arms length conditions**

LEASING AGREEMENTS - COMMERCIAL **Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?**			
Name of person party to the lease	**Property Address**	**Term of Lease & Weekly rent**	**Detail of any non-arms length conditions**

TRADING ARRANGEMENTS
Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire.

Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions

OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)
Did you, a close family member or related entity, enter into any other agreements/arrangements with the Shire (whether or not a price was charged)?
This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security).
For e.g. a company that a close family member controls, was awarded a contract with the Shire for building a new office facility.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

PURCHASE OF PROPERTY
Did you, a close family member or related entity, purchase any property or other assets from the Shire? (This may include vehicles or other plant items, land or buildings).
Was the purchase made at arm's length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

SALE OF PROPERTY
Did you, a close family member or related entity, sell any property or other assets to the Shire? (This may include vehicles or other plant items, land or buildings).
Was the sale made at arm's length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity name	Property Sold	Value of the Sale	Terms & conditions

FEES & CHARGES FOR APPLICATIONS **Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?**		
Name of person or entity name	**Application type**	**Application and/or receipt number**

SELF SUPPORTING LOANS **Did you, a close family member or related entity, enter into a loan agreement with the Shire** **For e.g. a club for which you have control (See Appendix 2 for example)**			
Name of person or entity name	**Loan details**	**Value of the loan**	**Terms & conditions**

OTHER AGREEMENTS **Please list any other agreement or arrangement you believe is a related party transaction and should be declared.**			
Name of person or business/company	**Nature of agreement**	**Value of agreement**	**Terms & conditions**

I declare that all information and details provided in this form are true and correct to the best of my knowledge, and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

Signed: _____ Date: _____ /_____ / _____

Appendix 1

Close Family Members

Close family members include:

- a child, spouse or domestic partner;
- children of your spouse or domestic partner;
- dependents of you or your spouse or domestic partner;
- any other close family member;

who may be expected to influence, or be influenced by, your dealings with the council.

The following table may assist you in identifying your close family members:

A close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

There may be relationships that a council has which are not identified in this appendix but still meet the definition of a related party.

Example: Cousin of Council member

A Council member for the Shire has lived in the Shire her whole life. In fact, her family has been in the area for generations.

The Council member's cousin, owns and operates the local newsagent through a company ABC Pty Ltd, in which she owns 100% of the shares. The Council member and her cousin have always been close and regularly socialise together.

From these facts it would appear that the Council member's cousin is a close family member of the Council member because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both the cousin and the company she controls, ABC Pty Ltd would therefore be related parties of Council.

Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

Control in entities

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

a) power over the entity;

b) exposure, or rights, to variable returns from involvement with the entity; and

c) the ability to use your power over the entity to affect the amount of your returns.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases, it will be less clear.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases, it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Chief Executive Officer for a confidential discussion.

Example: Clubs or other incorporated bodies

(A Shire Council member is the President of a local football club)

A Shire Council member is the President of Wandering Football Club Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts the Council member does not control or jointly control the football club so it will not be a related

Other examples

Example 1 (Audit committee member)

Shire of Wandering audit committee comprises two Council members and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the *Audit Regulations*. It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Shire President and council members to consider.

Based on the facts outlined Fred would not be a KMP of council.

Example 2 (Son of CFO employed by council)

Shire of Wandering has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Deputy Chief Executive Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 3 (Cousin of President - related party commonly known but omitted from declaration)

Shelley, the President of Shire of Wandering forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close, and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

Example 4 (Example of control)

Fred is the President of Shire of Wandering and owns 100% of the ordinary shares in Wandering's Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

Example 5 (Example of joint control)

Fred is the President of Shire of Wandering and owns 50% of the ordinary shares in Wandering's Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration

ASSOCIATED DOCUMENTS

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Related Party Disclosures – Disclosure Form

POLICY TYPE:	GOVERNANCE AND COUNCIL MEMBERS	POLICY NO:	35
DATE ADOPTED:	18/07/2019	DATE LAST REVIEWED:	17/09/2020 16/09/2021 14/12/2023 24/09/2026
LEGAL (PARENT):	*Local Government Act 1995*	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Bereavement Acknowledgement
OBJECTIVE:	• To describe the Shire's approach to the passing of people who have played significant roles in the Shire.

DEFINITIONS

Death Notice - A public expression of sympathy about the death of a person.

Immediate family - Means the nucleus of a family that is a spouse; children; parents; and siblings, as recognised under Australian law.

Noongar Elder - The term Elder is used to describe a cultural construct within Aboriginal and Torres Strait Islander culture. For the purpose of this policy it is used to refer to individuals who are recognised by family and/or Aboriginal community as being a holder of cultural knowledge and respected as such. A Noongar Elder is a person who is traditionally connected to one or more of the 14 Noongar language groups which take into account the whole South West of Western Australia (Amangu, Yued/Yuat, Whadjuk/Wajuk, Binjareb/Pinjarup, Wardandi, Balardong/Ballardong, Nyakinyaki, Wilman, Ganeang, Bibulmun/Piblemen, Mineng, Goreng and Wudjari and Njunga)

POLICY STATEMENT

The Shire of Wandering is proud of its history and the people who have shaped it. As a mark of respect, Council can acknowledge the contribution made to the district by deceased persons and their immediate families.

The Bereavement Policy will recognise (but is not limited to) the following groups of people:

(a) Noongar Elders.
(b) Freemen of the Shire of Wandering and immediate family members.
(c) Persons honoured as a Wandering pioneer and immediate family members.
(d) Current and former council members and employees of the Shire of Wandering.
(e) Chief Executive Officers appointed by the Shire of Wandering Council.
(f) Employees employed by the Shire of Wandering and "in service" at the date of their passing.
(g) Volunteers who have contributed to the Shire of Wandering services and projects and "in service" at the date of their passing.
(h) Identities of the Shire of Wandering, or other significant persons, as agreed by the Shire President and the Chief Executive Officer

1. FORM OF RECOGNITION

The Shire recognises the death of a person closely associated with the district by following established funeral etiquette, respecting the wishes of the immediate family if known, and being sensitive to the deceased's cultural or religious beliefs, if known.

Generally, this recognition will take the form of:

(a) Sending a sympathy (condolence) card or a personal note to the immediate family if known, on behalf of Council and employees;

(b) Flying of the appropriate flag at half-mast prior to and during the day of the funeral;
(c) A floral tribute or native plant where this form of sympathy is considered acceptable by the family; and
(d) When considered appropriate by the Shire president and the Chief Executive Officer, inviting council members or senior employee to represent the Shire at the funeral service, dependent upon the type of service being held.

NOTE: Where council members, senior employee or employee have a personal connection to the deceased, it is the individual's prerogative to attend the funeral on their own behalf.

Recognition of an immediate family member of a person closely associated with the Shire of Wandering and its history will be:

(a) A sympathy card or personal note of condolence, on behalf of the district; and
(b) Inviting a council member or senior employee representative(s) to attend the funeral on behalf of the Shire, where the Shire President or Chief Executive Officer considers it appropriate.

2. TIMING OF RECOGNITION

Funeral etiquette dictates that formal recognition occurs at the time of the death or at the funeral service.

The funeral service provides for the proper remembrance of the person who has died.

Where Council is notified of a death after a funeral service has taken place, it is still appropriate to send a sympathy card or a personal note of condolence.

POLICY TYPE:	GOVERNANCE AND COUNCIL MEMBERS	POLICY NO:	36
DATE ADOPTED:	18/07/2019	DATE LAST REVIEWED:	17/09/2020 16/09/2021 14/12/2023 24/09/2026
LEGAL (PARENT):	*Local Government Act 1995*	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Self-Supporting Loans
OBJECTIVE:	• To provide a framework for access to self-supporting loans

POLICY STATEMENT

1. PRINCIPLES

The Shire of Wandering has adopted the following principles:

(a) A request to Council to raise a self-supporting loan will be considered only from community not for profit organisations.

(b) Each request will be considered on its merits, and the organisation may be asked to provide guarantors or other acceptable security.

(c) In the event of Council agreeing to make funds available on a self-supporting basis for the construction of infrastructure, Council reserves the right to control and/or to carry out any of the following:

- The preparation of plans and specifications for the proposed work,
- The calling of tenders for the proposed work,
- The preparation of the contract documents,
- The letting of the contract,
- Sole supervision of the project,
- Sole authorisation of expenditure of funds for the project.

(d) Each request for a Self-Supporting loan is to be considered on its individual merits and any application is to include a minimum of the following information:

- Request for Self-Supporting Loan in the amount of $xx for a term of xx years.
- Demonstrated capacity to meet loan repayments, by provision of latest financial documents as determined by the CEO,
- Project scope,
- Total Cost of Project (project Budget) including all funding sources,
- The Total number of registered Members,
- Benefits the project will bring to members and the community, and
- Acknowledgement that the applicant is responsible for reimbursement to the Shire of Wandering of full costs associated with the loan and that the club will enter into a “LOAN REPAYMENT AGREEMENT” with the Shire of Wandering.
- Provision of the latest financial documents as determined by the CEO to demonstrate ability to repay the loan.

(e) The provision of self-supporting loans will only be at the sole discretion of Council and on terms agreed between Council and the entity seeking funding.

POLICY TYPE:	COMMUNITY	POLICY NO:	54
DATE ADOPTED:	18/07/2019	**DATE LAST REVIEWED:**	17/09/2020 16/09/2021 19/10/2023 24/09/2026
LEGAL (PARENT):	*Local Government Act 1995*	**LEGAL (SUBSIDIARY):**	
DELEGATION OF AUTHORITY APPLICABLE:		**DELEGATION NO.**	

ADOPTED POLICY	
TITLE:	Public Library and Internet Access
OBJECTIVE:	• To ensure there is appropriate use library and public internet by members of the public

POLICY GUIDELINES – PUBLIC LIBRARY AND INTERNET ACCESS:

Standards of Behaviour - While utilising the library service, including internet access, all users must respect the rights of other users.

Parents shall not leave children under the age of 12 unattended on the public internet computer in the library.

The Shire Library has free access during restricted office hours to its library and public internet computer, however, during peak times bookings may be required. Users may not make any alterations to the public internet computer, this includes making modifications to hardware or software or downloading inappropriate information.

Public library computer users may print information for a fee as per the Shire's Schedule of Fees and Charges.

(a) No more than two persons at a time may use a public internet computer.
(b) All users of the internet must abide by the WA Censorship Act 1996, s102 which bans the use of the internet to transmit restricted material to a minor or make restricted material available to a minor. Users who disregard this will be reported to the Police.

The Shire of Wandering has no control over the information accessed through the Internet and cannot be held responsible for its content.

The Shire of Wandering does not guarantee or accept any liability for the retrieved information's accuracy, authoritativeness, timeliness or usefulness for a particular purpose.

The Shire of Wandering shall have no liability for any direct or indirect consequential damages related to the use thereof.

14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil.

16. CONFIDENTIAL REPORTS

Nil.

17. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 4:56pm.