



# Agenda

Ordinary Meeting of Council  
Wednesday, 25 September 2024





# Shire of Wongan-Ballidu

## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Elected Members

I advise that the Ordinary Meeting of the Shire of Wongan-Ballidu will be held on Wednesday, 25 September 2024 commencing at 3.00pm at the Ballidu Hall, Fairbank Street, Ballidu WA.

SAM DOLZADELLI  
**CHIEF EXECUTIVE OFFICER**

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### **Disclaimer**

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Wongan-Ballidu warns that any person(s) who has an application lodged with Council should rely only on written confirmation of the decision made at the Council meeting. No responsibility whatsoever is implied or accepted by the Shire of Wongan-Ballidu for any act, omission, statement or intimation taking place during a Council meeting.

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## AGENDA INDEX

Item 1. ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS / DECLARATION OF NEW COUNCIL MEMBER	4
Item 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED	4
Item 3. PUBLIC QUESTION TIME	4
Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER	4
Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS	4
Item 6. APPLICATION/S FOR LEAVE OF ABSENCE	4
Item 7. CONFIRMATION OF MINUTES	4
7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD WEDNESDAY, 21 AUGUST 2024.	4
Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED	4
Item 9. REPORTS OF OFFICERS AND COMMITTEES	4
9.1 GOVERNANCE	4
9.1.1 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	4
9.2 ADMINISTRATION & FINANCIAL SERVICES	104
9.2.1 ACCOUNTS SUBMITTED FOR AUGUST 2024	104
9.2.2 FIRE CONTROL OFFICER AND BUSH FIRE ADVISORY COMMITTEE (BFAC) APPOINTMENTS AND OTHER BFAC RECOMMENDATIONS	113
9.4 HEALTH, BUILDING AND PLANNING	124
9.4.1 BALLIDU CONTEMPORARY ARTS SOCIETY– BALLIDU HALL MANAGEMENT AGREEMENT	124
9.4.2 BALLIDU PROGRESS GROUP - WATER FOUNTAIN INSTALLATION REQUEST	126
9.4.3 WONGAN-BALLIDU SENIOR CITIZENS RECREATION CENTRE INC MANAGEMENT AGREEMENT WONGAN HILLS CIVIC CENTRE, 2 PARKER PLACE, WONGAN HILLS	129
Item 10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	132
Item 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED	132
Item 12. CLOSURE	132

## **Item 1. ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS / DECLARATION OF NEW COUNCIL MEMBER**

Acknowledgement of Country: -

*"I'd like to begin by acknowledging the first nations people of the land on which we meet today.  
I would also like to pay my respects to Elders past, present and emerging."*

### **1.1 DECLARATION OF NEW COUNCIL MEMBER**

Mr David McFarlane JP will facilitate the affirmation of the new Council Member,  
Mr Brian Donnellan.

## **Item 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED**

## **Item 3. PUBLIC QUESTION TIME**

## **Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

## **Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS**

## **Item 6. APPLICATION/S FOR LEAVE OF ABSENCE**

## **Item 7. CONFIRMATION OF MINUTES**

### **7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD WEDNESDAY, 21 AUGUST 2024.**

Explanation to be given relating information provided for item 9.3.1

#### **OFFICER RECOMMENDATION:**

1. That the minutes of the Ordinary Meeting of Council held Wednesday, 21 August 2024 be CONFIRMED as a true and correct record of proceedings, noting a subsequently identified non-material error is acknowledged in relation to item 9.3.1 relating to Fulton Hogan's submission.

## **Item 8. MATTERS FOR WHICH MEETING MAY BE CLOSED**

Note: there is one confidential item at the end of the agenda whereby the members of the public will be requested to leave the meeting.

## Item 9. REPORTS OF OFFICERS AND COMMITTEES

### 9.1 GOVERNANCE

#### 9.1.1 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

<b>REPORT DATE:</b>	16/09/2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	N/A
<b>AUTHOR:</b>	Tan Evans – Executive Assistant and Governance Officer
<b>REVIEWER:</b>	Sam Dolzadelli – Chief Executive Officer
<b>ATTACHMENTS:</b>	1. Shire of Wongan-Ballidu 2024 LEMA 2. Shire of Wongan-Ballidu 2024 Recovery Plan

#### **PURPOSE OF REPORT:**

This report seeks to adopt the revised Local Emergency Management Arrangements (LEMA) and the Wongan-Ballidu Recovery Plan

#### **BACKGROUND:**

The Council has an obligation pursuant to the State Emergency Management Committee to ensure its inhabitants are adequately protected, risks are minimised and recovery operations coordinated swiftly and efficiently.

#### **COMMENT:**

The Emergency Management Act (2005) requires that Local Governments review their LEMA and Recovery Plans in accordance with the State Emergency Management Committee's requirements, which is currently every 5 years.

These documents have been prepared in accordance with the guidelines.

They have been checked by the District Emergency Management Advisor (DEMA) and our Community Emergency Services Manager (CESM) and updates have been made for the purposes of approval by Council.

Both the LEMA and Recovery Plan were presented to the Local Emergency Management Committee (LEMC) at its meeting on the 3<sup>rd</sup> September 2024, and were endorsed at that meeting.

The Committee comprises representatives from several key agencies including WA Police, Fire and Rescue Service, Bushfire Service, Department for Child Protection, Dept of Fire and Emergency Service, St John Ambulance, Hospital, School and other key stakeholders.

Once the plans are adopted by Council, they are forwarded to the District Emergency Management Committee (DEMC) for noting and then to the State Emergency Management Committee (SEMC).

It is important to note that once approved, as “living documents” these are able to be constantly improved and updated as per LEMC recommendations to ensure information is correct and current.

It is recommended that Council adopt these plans and forward them to the District Emergency Management Committee.

**POLICY REQUIREMENTS:**

There are no known policy requirements related to this item

**LEGISLATIVE REQUIREMENTS:**

Emergency Management Act 2005

**STRATEGIC IMPLICATIONS:**

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known Environmental implications

➤ **Economic**

The proposal has beneficial outcomes for the local economy in that if there was no emergency management plan in place and there was a major event then the community would take far longer to get back on its feet.

➤ **Social**

The proposal has significant social implications if the Council does not agree adopting the LEMA

**FINANCIAL IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: No**

**OFFICER RECOMMENDATION:**

That Council;

1. ADOPT the 2024 Local Emergency Management Arrangements (LEMA) and Recovery Plan as presented, and
2. Instruct the CEO to forward these documents to the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

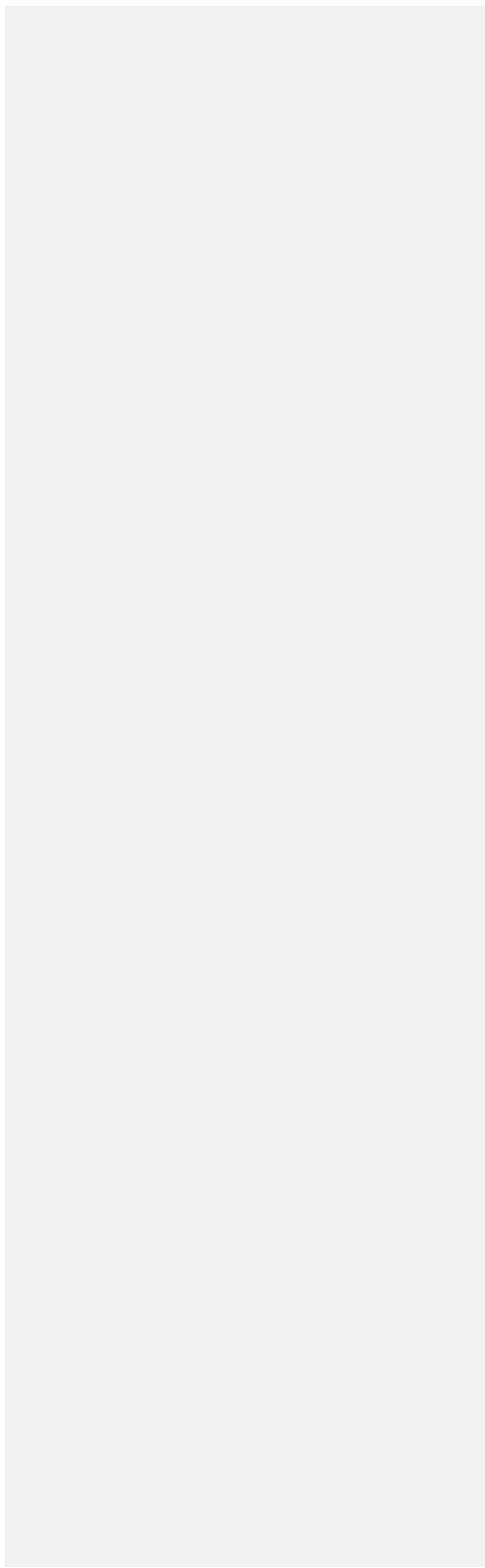


## Local Emergency

# Management Arrangements

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

Document Control			
Document ID		Version	V1
LEMC Endorsement date	03/09/2024	Last Review	
Current Review		Next Review Date	
Prepared by	Shire of Wongan-Ballidu		
Documents maintained by	Shire of Wongan-Ballidu		





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### **AUTHORITY**

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

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

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

Endorsed by:

\_\_\_\_\_  
Chairperson  
Shire of Wongan-Ballidu LEMC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by Council  
Shire President

\_\_\_\_\_  
Date

Document Review

\_\_\_\_\_  
Date

**AMENDMENT HISTORY**

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1	25 Sept 2024	Initiation of Document	Wongan-Ballidu Council

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

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

The Chairperson

Local Emergency Management Committee Shire of Wongan-Ballidu

Corner Quinlan Street & Elphin Crescent Wongan Hills WA 6603

Or email to: [shire@wongan.wa.gov.au](mailto:shire@wongan.wa.gov.au)

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

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

Organisation	Electronic or Hard Copy	No Copies
<b>Shire of Wongan-Ballidu</b>		
Chief Executive Officer	Both	1
Senior Management Group	Both	1
Shire of Wongan-Ballidu Website	Electronic	1
Shire Ranger	Both	1
Public Library	Hard	1
<b>Emergency Management Committees</b>		
Chairperson LEMC	Electronic	1
Committee Members	Electronic	1
State Emergency Management Committee	Electronic	1
<b>West Australian Police (WAPOL)</b>		
OIC Police Station – Wongan Hills	Both	1
<b>Local Emergency Services</b>		
WA Fire & Rescue Service Wongan Hills Station	Electronic	1
Bush Fire Service Wongan-Ballidu	Electronic	1
Chief Bush Fire Control Officer	Electronic	1
Wheatbelt District Emergency Management Committee	Electronic	1
Health Service Manager – Wongan-Ballidu District Hospital	Electronic	1
St John Ambulance – Wongan Hills Sub Station	Electronic	1
<b>Other External Agencies and neighbours</b>		
Department of Communities - DESO	Electronic	1
DBCA – Parks & Wildlife (Local office)	Electronic	1
Department of Agriculture	Electronic	1
Shire of Moora	Electronic	1
Shire of Dalwallinu	Electronic	1
Shire of Dowerin	Electronic	1

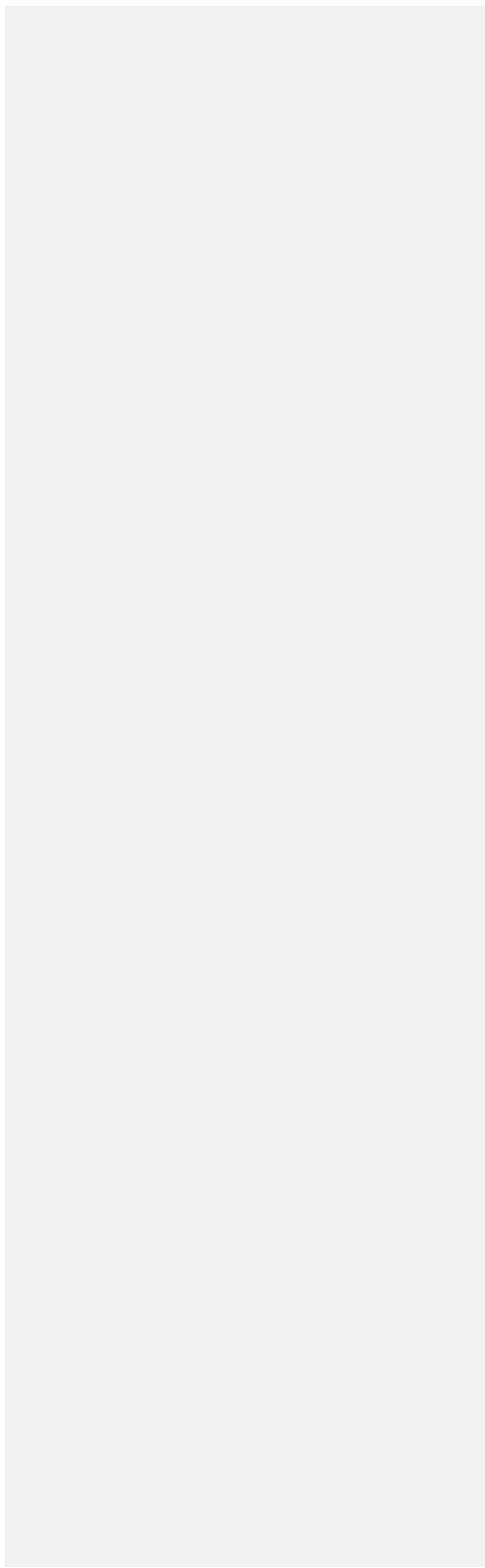
#### DISTRIBUTION

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## Contents

<b>SECTION ONE – INTRODUCTION</b>	11
1.1 GLOSSARY OF TERMS	12
1.2 GENERAL ACRONYMS USED IN THESE ARRANGEMENTS	12
1.3 DISCLAIMER	13
1.4 DOCUMENT AVAILABILITY	13
1.5 AIM	13
1.6 PURPOSE	13
1.7 SCOPE	14
1.8 AREA COVERED	14
1.9 EXERCISING, REVIEWING AND REPORTING	14
1.10 LOCAL ROLES AND RESPONSIBILITIES	15
1.11 LEMC ROLES AND RESPONSIBILITIES	17
1.12 LEMC MEMBERSHIP	18
1.13 AGENCY ROLES AND RESPONSIBILITIES	18
1.14 RELATED DOCUMENTS AND ARRANGEMENTS	20
1.15 COMMUNITY CONSULTATION	21
1.16 COMMUNITY AWARENESS	21
<b>SECTION TWO - COORDINATION OF EMERGENCIES</b>	23
2.0 AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)	24
2.1 COORDINATION OF EMERGENCY OPERATIONS	25
2.2 INCIDENT MANAGEMENT TEAM (IMT)	25
2.3 INCIDENT SUPPORT GROUP (ISG)	25
2.4 TRIGGERS FOR AN ISG	26
2.5 MEMBERSHIP OF AN ISG	26
2.6 FREQUENCY OF MEETINGS	27
2.7 LOCATION OF L1 INCIDENT CONTROL CENTRES	27
2.8 LOCATIONS OF ISG MEETINGS	27
2.9 FINANCIAL ARRANGEMENTS	29
<b>SECTION THREE – RISK</b>	31
3.0 RISK MANAGEMENT	32
3.1 SPECIAL CONSIDERATIONS	32
3.2 CRITICAL INFRASTRUCTURE	32

3.3	RISK REGISTER.....	35
3.4	EMERGENCIES LIKELY TO OCCUR/HAZARDS REGISTER .....	35
<b>SECTION FOUR – EVACUATION .....</b>		<b>38</b>
4.0	EVACUATION .....	39
4.1	TYPES OF EVACUATION.....	39
4.3	EVACUATION CENTRES .....	39
4.4	EVACUATION TO OTHER LOCAL GOVERNMENT AREAS .....	40
4.5	AT RISK GROUPS .....	40
4.6	EVACUATION CENTRE & ANIMALS .....	40
<b>SECTION FIVE – EVACUATION CENTRES .....</b>		<b>42</b>
5.0	LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT 43	
5.1	LOCAL WELFARE COORDINATOR.....	43
5.2	LOCAL WELFARE LIAISON OFFICER .....	43
5.3	REGISTER FIND REUNITE .....	43
5.4	ANIMAL WELFARE .....	43
5.5	EVACUATION CENTRE .....	44
5.6	SHIRE EMERGENCY ACTIVATION KITS .....	45
<b>SECTION SIX – COMMUNICATIONS PLAN .....</b>		<b>47</b>
6.1	Objectives.....	48
6.2	Target Audience (plan).....	48
6.3	Effective communication in recovery.....	48
6.4	Authorised persons .....	48
6.5	Communication Principles .....	49
6.6	Community reaction .....	49
6.7	Communication method selection .....	50
6.8	Demographic of Wongan-Ballidu .....	50
6.9	Communication targets .....	51
6.10	Key messages .....	51
6.11	Community Information Briefings and Debriefings.....	52
6.12	Timeline .....	52
6.13	Establishing Check list.....	53
6.14	Statement Checklist .....	54





# **SECTION ONE – INTRODUCTION**

## 1.1 GLOSSARY OF TERMS

Commented [PN1]: Updated to SEMC Glossary Link

Western Australia's emergency management framework encompasses multiple agencies, organisations and people; many with their own, unique operational terminology.

Additionally, the emergency management field is ever-evolving; aligning processes to current best practice and adapting to a changing environment. As such, confusion can arise, within the emergency management community, where a specific term has different meanings, or connotations, to different people.

Where terminology differs between definitions contained within the *Emergency Management Act 2005* and other documents, the definition contained in the *Emergency Management Act 2005* takes precedence and is contained in the document.

For the latest SEMC Terms and Glossary, visit

<https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary>

## 1.2 GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMA	District Emergency Management Advisor
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPAW	Department of Parks and Wildlife
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
IA	Incident Area
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
OIC	Officer in Charge

### 1.3 DISCLAIMER

The Shire of Shire of Wongan-Ballidu makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Wongan-Ballidu hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title, and non-infringement. In no event shall the Shire of Wongan-Ballidu be liable for any special, indirect, or consequential damages resulting from the loss of use, data, or profits, whether in an action of contract, negligence, or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

### 1.4 DOCUMENT AVAILABILITY

A copy of this document (public version) is available on the Shire of Wongan-Ballidu website - <https://www.wongan.wa.gov.au/community/emergency-management/emergency-management.aspx>

A print copy of this document (public version) will be made available to the public at the Shire of Wongan-Ballidu administration building at the Corner of Quinlan Street and Elphin Crescent, Wongan Hills WA 6603.

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

### 1.5 AIM

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

### 1.6 PURPOSE

To set out;

The Shire of Wongan-Ballidu policies for emergency management

The roles and responsibilities for public authorities and other persons involved in emergency management.

Provisions about the coordination of the emergency operations by performed by the public authorities and other persons.

Description of emergencies likely to occur within the Shire of Wongan-Ballidu

Strategies and priorities for emergency management in the district

Other matters about emergency management in the Shire of Wongan-Ballidu that the Shire of Wongan-Ballidu considers appropriate.

### 1.7 SCOPE

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

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

This document covers areas where the Shire of Wongan-Ballidu provides support to HMAs in the event of an incident.

This document details the Shire of Wongan-Ballidu capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Wongan-Ballidu responsibilities in relation to recovery management.

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

### 1.8 AREA COVERED

The Shire of Wongan-Ballidu covers an area of 3,368.8 square kilometres. The localities within the Shire are Wongan Hills, Ballidu, Cadoux, Kondut and Burakin. The Wongan Hills town site is located 184 kilometres North-East of Perth and has a population of 1,297 with 680 dwellings. The Shire is bordered by the Shire of Victoria Plains, Shire of Dowerin, Shire of Dalwallinu, Shire of Goomalling, Shire of Koorda and the Shire of Moora. 53.7% male, 46.3% Female, median age is 44. 5.9% Aboriginal and/ or Torres Straight Islanders. 1.4% Filipino population. Agriculture is the largest industry with majority in grain growing. (ABS 2021). For more ABS 2021 follow the below link <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59310>

### 1.9 EXERCISING, REVIEWING AND REPORTING

#### **Exercising**

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

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

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

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

In alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting. A post-exercise report template is available on the SEMC website.

### **Reviewing**

An entire review of the emergency management arrangements should be undertaken;

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

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

### **Reporting**

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

## 1.10 LOCAL ROLES AND RESPONSIBILITIES

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of Wongan-Ballidu are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>s. 36 It is a function of a local government</p> <p>(a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and</p> <p>(b) to manage recovery following an emergency affecting the community in its district; and</p> <p>(c) to perform other functions given to the local government under this Act.</p>
Local Emergency Coordinator (LEC)	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>s. 37 Local emergency coordinators</p> <p>(1) The State Emergency Coordinator is to appoint a local emergency</p>

**Commented [PN2]:** Updated, word for word as per guidelines

	<p>coordinator for each local government district.</p> <p>(2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.</p> <p>(3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government.</p> <p>(4) The local emergency coordinator for a local government district has the following functions —</p> <p>(a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</p> <p>(b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;</p> <p>(c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator</p>
Local Recovery Coordinator (LRC)	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p> <p><i>The nominated LRC for the Shire of Wongan-Ballidu is the Chief Executive Officer of the Shire.</i></p>
Local Government Welfare Liaison Officer	<p>During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.</p> <p>The nominated Local Government Welfare Liaison Officer for the Shire of Wongan-Ballidu is the Manager of Regulatory Services.</p>
Local Government Liaison Officer (to ISG/IMT)	<p>During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.</p> <p>The nominated Local Government Liaison Officer for the Shire of Wongan-Ballidu will vary depending on the day however, normally this will be the Chief Executive Officer of the Shire.</p>
Local Government – Bushfire Incident Management	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist the community and emergency services deal with incidents</li> <li>• Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.</li> </ul>
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### 1.11 LEMC ROLES AND RESPONSIBILITIES

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

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

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

The Shire of Wongan-Ballidu LEMC meets quarterly, generally in the months of April, July, October, February.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> <li>• Provide secretariat support including:               <ul style="list-style-type: none"> <li>– Meeting agenda;</li> <li>– Minutes and action lists;</li> <li>– Correspondence;</li> <li>– Committee membership contact register;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> <li>– Annual Report;</li> <li>– Annual Business Plan;</li> <li>– Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul>
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#### 1.12 LEMC MEMBERSHIP

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

For current LEMC membership names and contacts, please see LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS section – This is only available to LEMC members and Emergency Management Professionals.

#### 1.13 AGENCY ROLES AND RESPONSIBILITIES

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

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p>



	<ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s. 4 EM Act]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s. 55 EM Act]</li> <li>• Declare / revoke emergency situation [s. 50 &amp; 53 EM Act]</li> <li>• Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> 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.</p>
Support Organisation	<p>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. (State EM Glossary)</p>

#### 1.14 RELATED DOCUMENTS AND ARRANGEMENTS

##### **Local Emergency Management Policies:**

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify “the local government policies for emergency management”. The Shire of Wongan-Ballidu has the following emergency management policies in place:

Policy Name	Policy Objective
1.1 Bushfire	To mandate the establishment and maintenance of bushfire organisations in accordance with the <i>Bush Fires Act 1954</i> to ensure adequate fire protection is available within the Shire of Wongan-Ballidu district.

##### **Existing Plans and Arrangements:**

Document	Owner	Location	Date of Plan
Risk Register	Shire of Wongan-Ballidu	Shire Administration Office	Ongoing
Bushfire Risk Management Plan	Shire of Wongan-Ballidu	Shire Administration Office	2022
Air Crash	WAPOL	Local Police Station	2019
Land Search	WAPOL	Local Police Station	2019
Road Crash	WAPOL	Local Police Station	2019
Terrorism	WAPOL	Local Police Station	TBA
Local Welfare Plan	Department of Communities	Shire of Wongan-Ballidu/Department of Communities	2018
Railway Crash	SEMC/ARC Infrastructure	State Government Website	2022
Bushfire Plan	Wongan Hills District High School	Wongan Hills District High School	2023
Incident Management Plan	Wongan Hills District High School	Wongan Hills District High School	2023
Bushfire Plan	Cadoux Primary School	Cadoux Primary School	TBA

#### 1.15 COMMUNITY CONSULTATION

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

#### 1.16 COMMUNITY AWARENESS

The Shire of Wongan-Ballidu LEMC makes every effort to increase community awareness of emergency management. The Shire of Wongan-Ballidu promotes this through its social media platforms and the Shire website.

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## **SECTION TWO - COORDINATION OF EMERGENCIES**

## 2.0 AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

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

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

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

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

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

The five key principles of AIIMS:

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

The eight possible functions of AIIMS:

<b>Control</b>	Management of all activities required to resolve the incident.
<b>Planning</b>	Development of objectives, strategies, and plans for the resolution of the incident.

<b>Intelligence</b>	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
<b>Public Information</b>	Provisions of warnings, information and advice to the public, liaison with the media and community.
<b>Operations</b>	Tasking and application of resources.
<b>Investigation</b>	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
<b>Logistics</b>	Acquisition and provision of human and physical resources, facilities, services, and materials.
<b>Finance</b>	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property, and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

## 2.1 COORDINATION OF EMERGENCY OPERATIONS

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

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

## 2.2 INCIDENT MANAGEMENT TEAM (IMT)

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

## 2.3 INCIDENT SUPPORT GROUP (ISG)

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

## 2.4 TRIGGERS FOR AN ISG

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

Classification of Incidents:

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

## 2.5 MEMBERSHIP OF AN ISG

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

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



## 2.6 FREQUENCY OF MEETINGS

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

## 2.7 LOCATION OF L1 INCIDENT CONTROL CENTRES

Location	Address
Shire of Wongan-Ballidu Administration	Corner of Quinlan St and Elphin Crescent, Wongan Hills
Wongan Hills St John Ambulance Sub Centre	Lot 759 Ackland Street, Wongan Hills
Wongan Hills Community Resource Centre	Lot 1 Wongan Road, Wongan Hills
Wongan Hills Volunteer Fire and Rescue Services Facility	53 Fenton Place, Wongan Hills
Ballidu Volunteer Fire and Emergency Services Facility	2 Wallis Street, Ballidu

## 2.8 LOCATIONS OF ISG MEETINGS

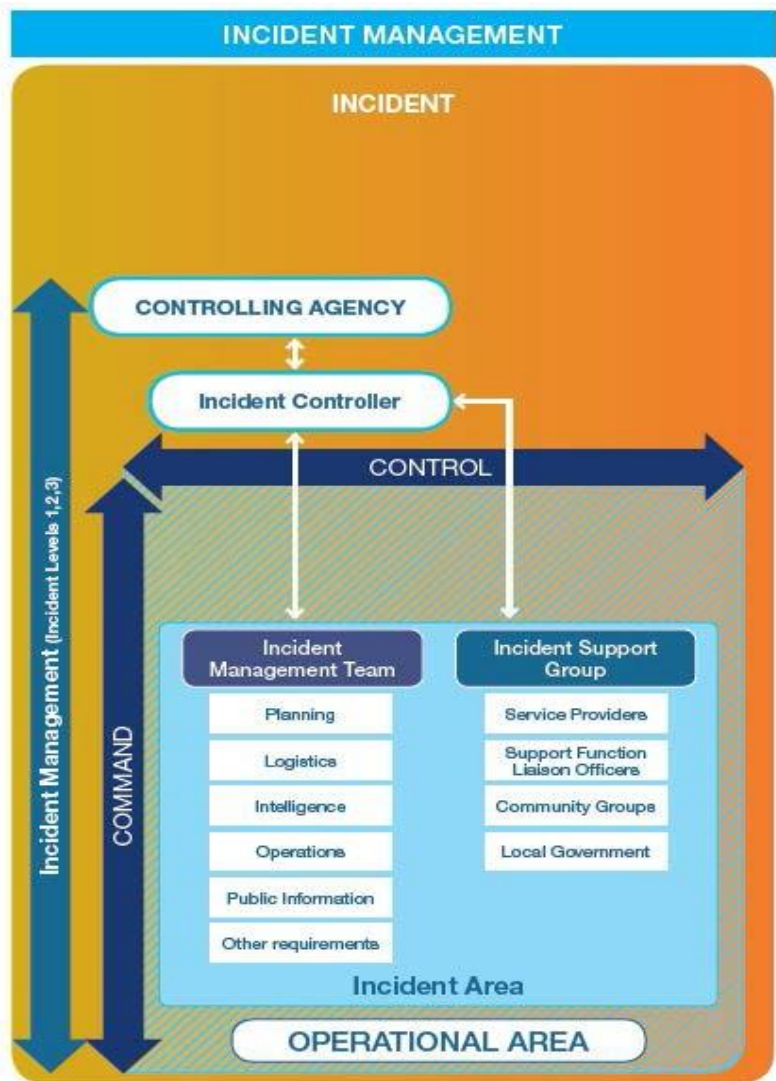
Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

All keys can be access by the Local Government Liaison Officer.

The following locations can be used for ISG meetings:

Location	Address
Shire of Wongan-Ballidu Administration	Corner of Quinlan St and Elphin Crescent, Wongan Hills
Wongan Hills Community Resource Centre	Lot 1 Wongan Road, Wongan Hills
Wongan Hills Recreation Complex (Pavilion)	Lot 100 Ninan Street, Wongan Hills

Figure 1: A diagram illustrating Incident Management



## 2.9 FINANCIAL ARRANGEMENTS

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multiagency emergencies. While recognising the above, the Shire of Wongan-Ballidu is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Wongan-Ballidu occurs to ensure the desired level of support is achieved.

**Commented [PN3]:** Extract from guidelines

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## **SECTION THREE – RISK**

### 3.0 RISK MANAGEMENT

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of Wongan-Ballidu.

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

#### 3.1 SPECIAL CONSIDERATIONS

- Restricted access to grave roads during periods of heavy rainfall
- Increased heavy traffic during the agricultural seeding period (April – June)
- Increased heavy traffic during the agricultural harvest period (October – January)
- Increased risk in bushfire events during summer period (November – March)
- Decreased number of volunteers during January due to school holidays and post-harvest breaks
- Demographic of the Shire – Higher percentage of aged persons
- Childcare services
- Medical services
- Grain Harvest Season, November – February
- Future mining developments on the western boundaries

**Commented [PN4]:** Added some considerations, will develop more with LEMC as time goes on.

#### 3.2 CRITICAL INFRASTRUCTURE

The following assets/infrastructure are located within the Shire of Wongan-Ballidu have been classified as critical infrastructure:

Infrastructure	Owner	Address
Wongan Hills Town Centre	Shared Responsibility	Wongan Hills Town Centre
Ballidu Town Centre	Shared Responsibility	Ballidu Town Centre
Cadoux Town Centre	Shared Responsibility	Cadoux Town Centre
Residential and Commercial Buildings within the District	Shared Responsibility	Shire of Wongan-Ballidu
Wongan Hills District Hospital	Department of Health	23 Ackland Street, Wongan Hills
Wongan Hills Medical Centre	Shire of Wongan-Ballidu (Privately Operated)	27 Mitchell Street, Wongan Hills
Wongan Hills Airstrip	Shire of Wongan-Ballidu	24 Airport Road, Wongan Hills
St John Sub Centre	St Johns Ambulance	Lot 759 Ackland Street, Wongan Hills

Railway	ARC Infrastructure	
Power Supply	Western Power	
Water Supply	Water Corporation	
Standpipes and Water Tanks	Shire of Wongan-Ballidu	
Wongan Hills Volunteer Fire and Rescue Facility	DFES	53 Fenton Place, Wongan Hills
Ballidu Volunteer Fire and Emergency Services Facility	DFES	2 Wallis Street, Ballidu
Cadoux/Manmanning Bushfire Brigade Shed	Shire of Wongan-Ballidu	Lot 33 King Street, Cadoux
Wongan Hills District High School	Department of Education	Lot 501 Quinlan Street Wongan Hills
Cadoux Primary School	Department of Education	3821 Cadoux-Koorda Road, Cadoux
Wongan Cubbyhouse	Shire of Wongan-Ballidu (Privately Operated)	3 Stickland Street, Wongan Hills
Ninan House	Wongan-Ballidu Aged Persons Homes Inc.	7 Johnson Street, Wongan Hills 6 Martin Street, Wongan Hills
Telecommunication Tower/Exchanges	Australian Telecommunications Commission/Telstra	<ol style="list-style-type: none"> <li>1. 17 Elphin Crescent, Wongan Hills</li> <li>2. Lot 100 Manmanning Road, Wongan Hills</li> <li>3. Lot 54 Miles Street, Kondut</li> <li>4. 27 Fairbank Street, Ballidu</li> <li>5. Lot 4172 Ballidu East Road, Ballidu</li> <li>6. Lot 6 Railway Street, Burakin</li> <li>7. Lot 5 King Street, Cadoux</li> <li>8. Lot 1 Lake Hinds North Road, Wongan Hills</li> </ol>

		9. Lot 4165 Kondut East Road, Kondut 10. 1947 Manmanning Road, Wongan Hills
Shire of Wongan-Ballidu Administration Building	Shire of Wongan-Ballidu	Corner of Quinlan Street and Elphin Crescent, Wongan Hills
Shire of Wongan-Ballidu Works Depot	Shire of Wongan-Ballidu	Lot 151 Depot Road, Wongan Hills
"The Station" – Wongan Hills Community Resource Centre and Visitors Centre Precinct	Shire of Wongan-Ballidu	Lot 1 Wongan Road, Wongan Hills
Wongan Hills Recreation Complex	Shire of Wongan-Ballidu	Lot 100 Ninan Street, Wongan Hills
Wongan Hills Civic Centre	Shire of Wongan-Ballidu	2 Parker Place, Wongan Hills
Wongan Hills Police Station	WA Police	1a Mitchell Street, Wongan Hills
Wongan Hills Caravan Park	Privately Owned	Lot 50 Wongan Road, Wongan Hills
Wongan Hills Hotel	Privately Owned	15 Fenton Place, Wongan Hills
Northam-Pithara Road	Main Roads WA	
Wongan Road	Main Roads WA	
Calingiri-Wongan Hills Roads	Main Roads WA	
Waddington-Wongan Hills Road (from Northam-Pithara to the intersections of Sudholz and Sandplain Road)	Shire of Wongan-Ballidu	
Manmanning Road	Shire of Wongan-Ballidu	
Hospital Road	Shire of Wongan-Ballidu	
Dowerin-Kalannie Road	Main Roads WA	
Ballidu East Road	Shire of Wongan-Ballidu	



Ballidu-Bindi Bindi Road (from Northam-Pithara to Nadj Mia Road)	Shire of Wongan-Ballidu	
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### 3.3 RISK REGISTER

The 2013 State Risk Project – Local Level, produced the following Risk Register. These risks are considered as a description of the emergencies likely to occur in the local government district.

### 3.4 EMERGENCIES LIKELY TO OCCUR/HAZARDS REGISTER

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan
Road Transport Emergency	WA Police	WA Police	VFRS & VFES	St John Ambulance	Crash Emergency (2023)
Fire	DFES	Parks & Wildlife, Local Government & DFES	Bushfire Brigades, VFES & VFRS	Local Government Staff	Fire (2023)
Structural Fire	DFES	DFES	VFRS & VFES		Fire (2023)
Severe Storm	DFES	DFES	SES & VFES	Local Government Staff	Severe Weather (2023)
Earthquake	DFES	DFES	SES & VFES	Local Government Staff	Earthquake (2023)
Hazardous Materials	DFES	DFES	VFRS & VFES	Local Government Staff	HAZMAT (2023)
Human Epidemic	Department of Health	Department of Health	Wongan Hills District Hospital	Local Government/EHO Doctor	Human Biosecurity (2023)

Exotic Animal Disease	Department of Primary Industries and Regional Development (DPIRD)	Department of Primary Industries and Regional Development	Local Government Ranger	DPIRD Staff	Animal and Plant Biosecurity (2022)
Flood	DFES	DFES	SOWB & VFES	SES	Severe Weather (2023)

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## **SECTION FOUR – EVACUATION**

#### 4.0 EVACUATION

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

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

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

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

#### 4.1 TYPES OF EVACUATION

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

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

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

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

#### 4.3 EVACUATION CENTRES

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

#### 4.4 EVACUATION TO OTHER LOCAL GOVERNMENT AREAS

The Shire of Wongan-Ballidu and its LEMC have planned for the instance in which evacuation to all local evacuation centres is impossible. Department of Communities have agreements with surrounding Shires through the local welfare plans.

**Commented [PN5]:** Noted this will be DC to arrange

#### 4.5 AT RISK GROUPS

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available under *Vulnerable People Contact Groups* in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

#### 4.6 EVACUATION CENTRE & ANIMALS

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

The Shire of Wongan-Hills will support and assist with animal management wherever possible through the contracted Ranger Services.

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will 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 emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

**Commented [PN6]:** No animals in emergencies capacity, will use DPIRD plan as required

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## SECTION FIVE – EVACUATION CENTRES

Commented [PN7]: Name changed to evac centres



## 5.0 LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

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

### 5.1 LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator for the Shire of Wongan-Ballidu is the Team Leader from the Northam Department of Communities Office, currently Mrs. Alicia Watson. Their contact details can be found in the Contacts and Resources section.

### 5.2 LOCAL WELFARE LIAISON OFFICER

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

The Shire of Wongan-Ballidu's appointed Local Welfare Liaison officer is the Manager Regulatory Services.

### 5.3 REGISTER FIND REUNITE

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

### 5.4 ANIMAL WELFARE

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

The Shire and LEMC have yet to develop an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency. This will be a plan that is developed in the future.

## 5.5 EVACUATION CENTRE

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

### Evacuation/Welfare Centre's

Name of Building and Suburb	Contact Person(s)	Mobile	Alternate Mobile
Wongan Hills Civic Centre	Shire of Wongan-Ballidu CEO/Manager Regulatory Services	0428 322 123	0427 711 363
Wongan Hills Recreation Centre	Shire of Wongan-Ballidu CEO/Manager Regulatory Services	0428 322 123	0427 711 363
Ballidu Sports Pavilion	Shire of Wongan-Ballidu CEO/Manager Regulatory Services	0428 322 123	0427 711 363
Cadoux Recreation Centre	Jeremy Modistach/Bryce Macnamara	0417 817 335	0428 322 018

Functional areas of Welfare Coordination include:

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance
- Opening and Coordination of Welfare Evacuation Centres

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

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

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

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

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

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

The Shire of Wongan-Ballidu is yet to reach agreements with food provision services in town for the after-hours supply of food and drinks in the event of an emergency.

## 5.6 SHIRE EMERGENCY ACTIVATION KITS

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venue:

- Shire of Wongan-Ballidu Administration Office

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

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## SECTION SIX – COMMUNICATIONS PLAN

**Commented [PN8]:** Added to LEMA as well as Recovery Plan

### 6.1 Objectives

- 1.1 To create provide clear and timely communications throughout the duration of an incident response and recovery.
- 1.2 Reinforce the relevant Hazard Management Agency advice through its local sources for the duration of the incident by providing access points to the *"one source of truth"*.
- 1.3 Consistently check the effectiveness of communications by seeking community feedback and involvement as determined by the incident progression.
- 1.4 Ensure all information is proofread prior to its release for spelling and grammar errors.



### 6.2 Target Audience (plan)

- 1.5 Shire Local Recovery Coordination Group (LRCG)
- 1.6 All Shire LRCG sub-committees
- 1.7 Shire Local Emergency Management Committee (LEMC)
- 1.8 All Shire LEMC sub-committees
- 1.9 All Shire Staff & Elected members

### 6.3 Effective communication in recovery

The effective management of communication following an emergency or disaster can be used to promote and hasten community recovery. It provides an opportunity for the community to have its issues and concerns addressed in the recovery process.



### 6.4 Authorised persons

The Shire only recognises the President or their delegate to speak on behalf of the LG however, the President must not commit the Local Government without direction from the relevant officer recommendation. The Shire of Wongan-Ballidu President will only release educated statements with input from the relevant officers on matters that the Local Government is responsible for in recovery. Operational communications are the responsibility of the Hazard Management Agency and the president must refer all operational questions to that authority. Staff or other elected members must direct all questions and statements through to the Shire President.

## 6.5 Communication Principles

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and the response progress
- Simplicity - ensuring communication is easily understood, consistent and attractive
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Following the "one source of truth" principle
- Accountability - accepting responsibility if appropriate and reasonable.

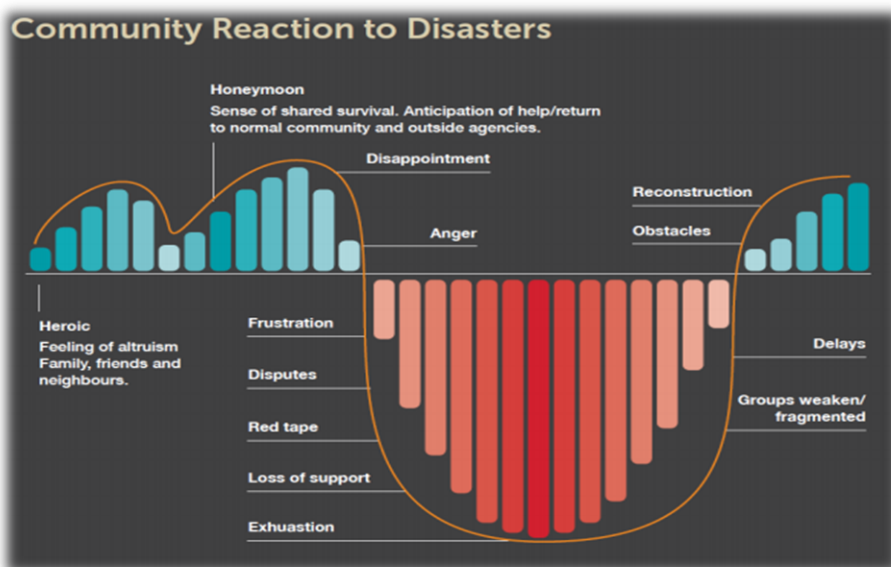


## 6.6 Community reaction

Reactions from the community will vary depending on a multitude of factors.

Understanding the psychosocial impacts of emergencies can provide insight to assist people in establishing a new normal.

The below diagram shows the four-stage cycle that people are likely to experience after being impacted by an emergency. This is a guide only to help anticipate predictable challenges in the recovery stage and does differ person to person.



## 6.7 Communication method selection

- |   |   |
|---|---|
| <input type="checkbox"/> community meetings         | <input type="checkbox"/> email newsletters    |
| <input type="checkbox"/> pamphlets/flyers/brochures | <input type="checkbox"/> websites             |
| <input type="checkbox"/> print newsletters          | <input type="checkbox"/> local newspapers     |
| <input type="checkbox"/> noticeboards               | <input type="checkbox"/> text messaging       |
| <input type="checkbox"/> word of mouth              | <input type="checkbox"/> social media         |
| <input type="checkbox"/> posters/billboards         | <input type="checkbox"/> radio and television |
| <input type="checkbox"/> face-to-face               | <input type="checkbox"/> video communication  |
| <input type="checkbox"/> blogs                      |   |

## 6.8 Demographic of Wongan-Ballidu

As per the 2021 Census <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA59310>





## 6.9 Communication targets



the **who** in considering information gathering, processing and dissemination channels, it is necessary to take account of who needs information and whose role it is to provide information.

It is relatively easy to identify several broad groups that need information.

1.10 General affected community

1.11 those working towards community recovery.

The individuals, groups and organisations included in those groups are innumerable; however, special mention needs to be made of the information needs of:

1.12 CALD people

1.13 Elected members

1.14 Media

## 6.10 Key messages

- what areas have been affected and how have they been affected?
- what do the community see as issues and priorities?
- what is recovery likely to involve?
- what plans are in place for the wellbeing of the community?
- what services and resources are available for recovery of the community?
- what information will assist the community to achieve recovery?
- outreach programs;
- community events (street/neighbourhood barbeques, memorials, anniversary events, social occasions); and
- through a central website with links to relevant government and non-government service information — websites can establish email networks and use pre-existing community groups' databases. Note: using community groups' databases for email contact has privacy law issues.



### 6.11 Community Information Briefings and Debriefings



In the event of a major incident, community information (including community briefings and meetings) are often led jointly by emergency services, local governments and State government departments.

The role of community briefings in the recovery context is to provide:

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

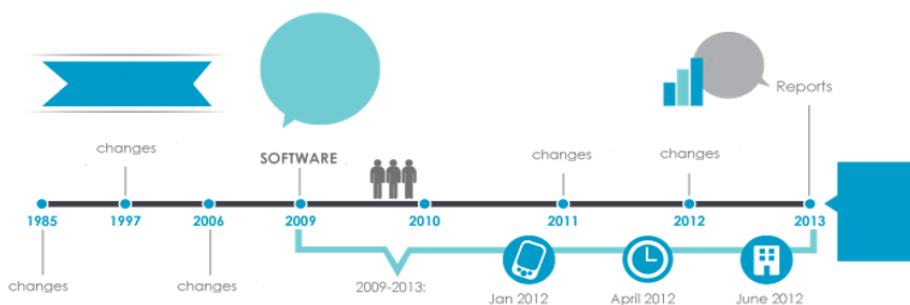
Regardless of the success or otherwise of the meeting, every effort should be made to conclude the meeting on a note of optimism for the early and successful recovery of the community.

### 6.12 Timeline

A timeline should be established in a visual place outlining key times and dates for communications.

It is important to identify and inform the community of when the next update will be, this reduces the community involvement with false information.

Information should not be suddenly stopped when recovery ends, instead it should be phased out toward the end, it is important to recognise anniversaries of events on the timeline.



## 6.13 Establishing Check list

- ☐ **Established who the HMA is and their contact**  
*For example, DFES is the HMA and contact is the Incident Controller John Doe*
- ☐ **Established incident specific objectives for communication**  
*"SMART" objectives should be use*
- ☐ **Identify who the communication plan needs to be relayed too**  
*Shire LRCG, Shire LRCG sub-committees, Shire LEMC, Shire LEMC sub-committees, Shire Staff & Elected members*
- ☐ **Assign a Media Liaison Officer (MLO) on behalf of the Shire**  
*Responsible for finalising publications and the one point of contact for inquiries.*
- ☐ **Assign a Media Intelligence Officer (MIO) on behalf of the Shire**  
*Gather intelligence on community feedback, monitor community conversation on social media etc.*
- ☐ **Identify authorisations**  
*Shire president, Shire CEO, Delegates etc.*
- ☐ **Identify Communication Priorities**  
*High risk, venerable community should always be treated as a priority*
- ☐ **Identify key messaging**  
*As per s. 10 of the plan*
- ☐ **Identify a timeline to suit the requirements of the incident/recovery**  
*Set out key dates and times to reach objectives*
- ☐ **Write Objectives, Key messages and timeline on a whiteboard for everyone to see**  
*This is to encourage consistency in common goals.*
- ☐ **Identify source of communications**
  - ☐ community meetings
  - ☐ pamphlets/flyers/brochures
  - ☐ print newsletters
  - ☐ noticeboards
  - ☐ word of mouth
  - ☐ posters/billboards
  - ☐ face-to-face
  - ☐ email newsletters
  - ☐ websites
  - ☐ local newspapers
  - ☐ text messaging
  - ☐ social media
  - ☐ radio and television
  - ☐ video communication

## 6.14 Statement Checklist

- ☐ **Insure a PESTEL is completed on the statement prior to release**  
*Political, Economic, Social, Technological, Environmental, Legal – consider the implications*
- ☐ **Consider timing of release**
- ☐ **Ensure it is not overriding HMA information**
- ☐ **Have staff read for spelling and Grammar**
- ☐ **Ensure statement is appropriate to target audience**
- ☐ **Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders**
- ☐ **Sensitivity - prioritising stakeholders, guarding sensitive information as needed**
- ☐ **Transparency - remaining honest and open about the situation and the response progress**
- ☐ **Simplicity - ensuring communication is easily understood, consistent and attractive**
- ☐ **Accuracy - sharing only confirmed facts, never making assumptions or giving false information**
- ☐ **Following the “one source of truth” principle**
- ☐ **Accountability - accepting responsibility if appropriate and reasonable**
- ☐ **Considered community reaction**
- ☐ **Selected appropriate method of release**
- ☐ **Considered the diversity of statement for CLAD groups**
- ☐ **Used pre-established key messages**
- ☐ **Established on approved timeline**
- ☐ **Released with relevant authorisations**

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# SECTION SEVEN – CONTACTS AND RESOURCES REGISTER



## **RESTRICTED INFORMATION**

Please note that this section of the LEMA is private and confidential. The information contained within this section will only be made available to emergency management personnel and is not available for viewing by the public.



**Shire of  
Wongan-Ballidu**

# Local Recovery Plan

Document Control			
Document ID		Version	V1
LEMC Endorsement date	03/09/2024	Last Review	
Current Review		Next Review Date	
Prepared by	Shire of Wongan-Ballidu		
Documents maintained by	Shire of Wongan-Ballidu		



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### **AUTHORITY**

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 Shire of Wongan-Ballidu (Shire) and have been tabled with the District Emergency Management Committee

Endorsed by:

\_\_\_\_\_  
Chairperson

Shire of Wongan-Ballidu LEMC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsed by Council

Shire President

\_\_\_\_\_  
Date

Document Review

\_\_\_\_\_  
Date

### **AMENDMENT HISTORY**

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1	25 Sept 2024	Initiation of Document	Wongan-Ballidu Council

## **The Shire of Wongan-Ballidu**

### **Recovery Plan**

Recovery Coordinator:	Chief Executive Officer - Shire of Wongan-Ballidu
Mobile Number:	0428 322 123
Deputy Recovery Coordinator:	Deputy Chief Executive Officer - Shire of Wongan-Ballidu
Mobile Number:	0427 089 043
Endorsed at LEMC:	<i>3 September 2024</i>
Endorsed at Council:	<i>Date and resolution number – TBA</i>

## 6.0 INTRODUCTION

### **Recovery**

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

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

### **Authority**

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

### **Objectives**

The objectives of this plan are to:

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

### **Scope**

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

## 6.1 ROLES AND RESPONSIBILITIES

### **Local Recovery Coordinator**

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

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

**The Shire of Wongan-Ballidu Local Recovery Coordinator is the Chief Executive Officer of the Shire of Wongan-Ballidu, and the Deputy Local Recovery Coordinator is the Deputy Chief Executive Officer of the Shire of Wongan-Ballidu.**

## **Role**

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

## **Functions**

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

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

## **Local Recovery Coordination Group (LRCG)**

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

## **Role**

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

### **Functions**

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

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

### **Controlling Agency Hazard Management Agency**

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

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the

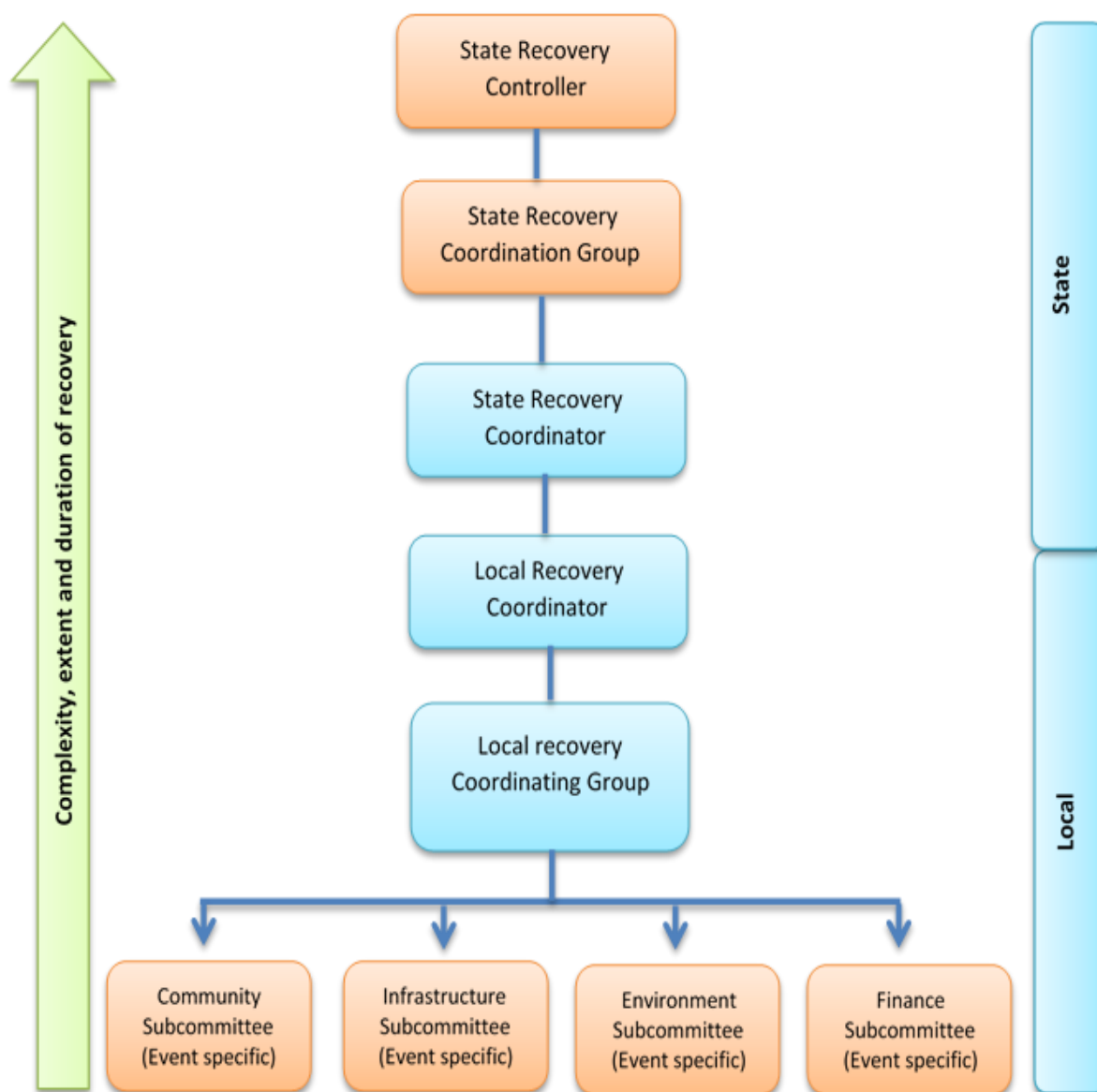
Local Recovery Coordinator and the State Recovery Coordinator;

- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

### **State Recovery Coordinator**

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

### **Recovery Structure and Local**



## **6.2 COMMENCEMENT OF RECOVERY**

### **Local Recovery Coordinator**

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

The LRC shall:

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

### **The Controlling Agency**

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

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



### **Local Recovery Coordination Group**

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

#### *Core Recovery Group:*

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

<b>Position</b>	<b>Primary</b>	<b>Alternate</b>
Chair	President	Deputy President
Local Recovery Coordinator	Chief Executive Officer	Deputy Chief Executive Officer
Deputy Recovery	Deputy Chief Executive Officer	Manager Works and Services
Administrative Support	EA to the CEO	Finance Officer
Communications Officer	Marketing, Communications and Events Officer	Manager Community Services
Any other LG Officers as required i.e. Financial Officer/Manager Works and Services	Building Maintenance Officer	Works Supervisor

**Co-opted members:**

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

Hazard Management Agency or Controlling Agency	DFES, WA Police
Essential Services	Telstra, Water Corporation, Western Power, Main Roads WA
Other Emergency Services	St John Ambulance, SES
Welfare Agencies	Department of Communities, Red Cross, Salvation Army, Local Community Shops
Financial Services	Services Australia, Local Government Insurance Scheme, Westpac Banking Corporation
Department of Health	Wongan Hills District Hospital
Department of Education	Wongan Hills District High School, Cadoux Primary School
Department of Transport	
Department of Food and Agriculture	
Department of Biodiversity, Conservation and Attractions	
Community Groups or Representatives	Rotary Club, Apex, CWA, Wongan Progress Association
CALD Group Representatives	
Non-government Organisations	

**Subcommittees:**

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

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

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

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

### 6.3 PRIORITIES FOR RECOVERY

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

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

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

The Shire of Wongan-Ballidu aligns its priorities for recovery to the National Principles for Disaster Recovery.

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

Understand the <b>CONTEXT</b>	Successful recovery is based on an understanding of the community context, with each community having its own history, values, and dynamics.
Recognise <b>COMPLEXITY</b>	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use <b>COMMUNITY LED</b> Approaches	Successful recovery is community-centered, responsive, and flexible, engaging with community and supporting them to move forward.
<b>COORDINATE</b> all Activities	Successful recovery requires a planned, coordinated, and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
<b>COMMUNICATE</b> effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build <b>CAPACITY</b>	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster Recovery can be found at:

<https://knowledge.aidr.org.au/resources/national-principles-for-disaster-recovery/>

## 6.4 ASSESSMENT AND OPERATIONAL RECOVERY PLANNING

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

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

## 6.5 Local Recovery Coordination Center

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

The Shire of Wongan-Ballidu resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Wongan-Ballidu should an emergency occur.

The following table identifies suitable Local Recovery Coordination Centres in the Local Government area.

Centre Name	Address	Capacity and Available Resources	Contacts
Shire of Wongan-Ballidu Administration Office	Corner of Quinlan Street and Elphin Crescent, Wongan Hills	Corner of Quinlan Street and Elphin Crescent, Wongan Hills	Chief Executive Officer, Deputy Chief Executive Officer, EA to CEO

## 6.6 FINANCIAL ARRANGEMENTS

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

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

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

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

## 6.7 FINANCIAL PREPARATION

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

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained, and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be Authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996– regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

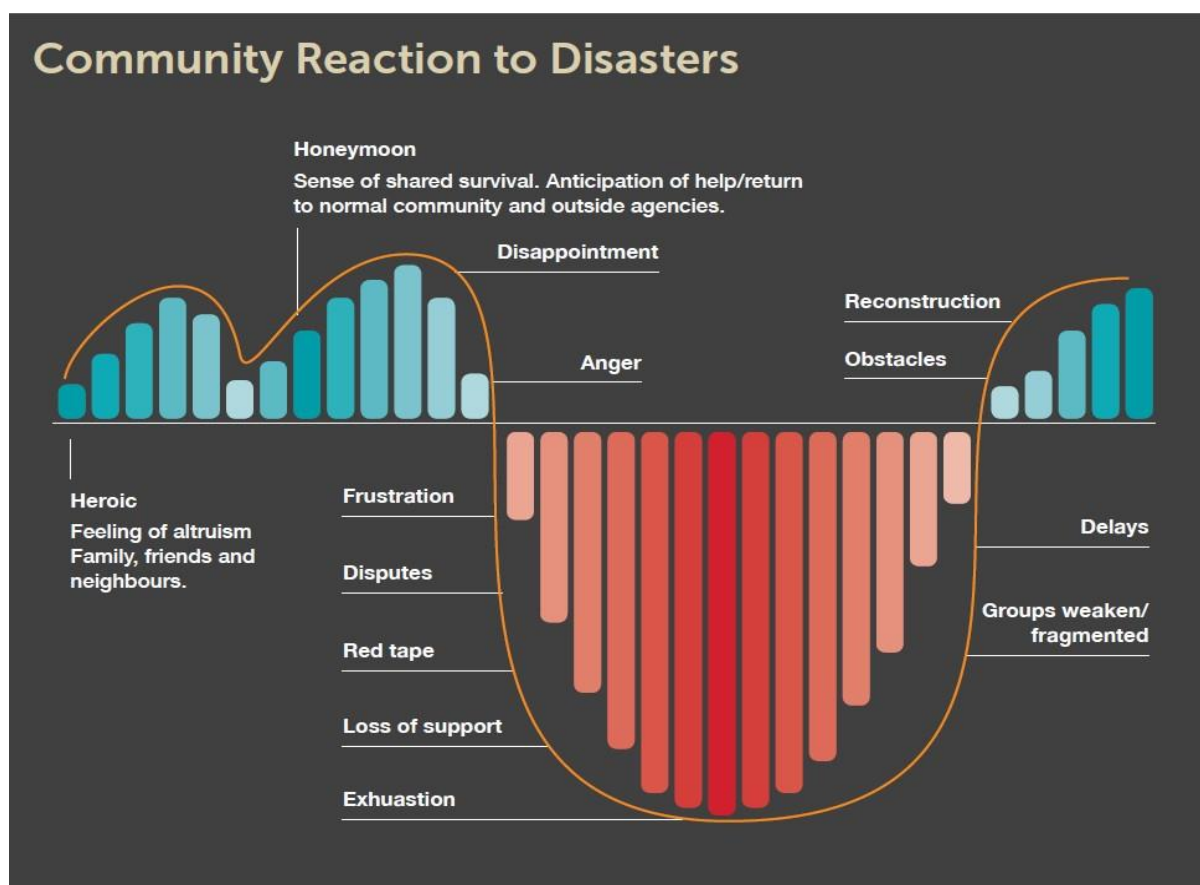
### **Managing Donations**

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure<sup>1</sup>– Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

## 6.8 COMMUNITY REACTIONS

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

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life. The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage.



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

## 6.9 ACTIONS AND STRATEGIES

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

### **Activities:**

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

### **Strategies:**

#### *Community Involvement Strategies*

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

#### *Recovery Information Strategies*

- Provide regular updates on –
- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop

- Door Knocks
- Out Reach Programs
- Information Sheets and or/ Community Newsletters

#### *Recovery Assistance Strategies*

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

#### *Accountability Strategies*

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

#### *Strategies for Grants, Loans and Gifts*

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

#### *Strategies to Maintain Family Cohesion*

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



### Local Recovery Coordinator Aide Memoire

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

#### ROLE

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

#### FUNCTIONS

##### Pre-Event

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

##### During Event

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

##### Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;

- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

## MEMBERSHIP

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

### Core Members

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

### Potential Members – Event Specific

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

## Support Services to LRCG

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

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

## LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

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

**(Timeframes are approximate only)**

Task Description	
<b>Prior to Emergency</b>	
Promote community awareness and engagement in recovery planning including involvement in development of <a href="#">Local Recovery Plan</a> .	
Prepare, maintain and test <a href="#">Local Recovery Plan</a> in conjunction with local government for endorsement by the Council.	
Ensure the completed <a href="#">Local Recovery Plan</a> clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the <a href="#">Local Recovery Coordination Group</a> (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
<b>Within 48 hours</b>	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e., Local Recovery Coordinator, executive staff, or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the <a href="#">Impact Statement</a> provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock, and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions, and decisions.	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	

Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
<b>Within 1 week</b>	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the <a href="#">Impact Statement</a> before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural, and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the <a href="#">Disaster Recovery Funding Arrangements Western Australia</a> (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 <a href="#">Lord Mayor's Distress Relief Fund</a> , 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 and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the <a href="#">National Principles for Disaster Recovery</a> .	
<b>Within 1 to 12 months (or longer-term recovery)</b>	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

### Local Recovery Coordination Group Aide Memoire

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

#### ROLE

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

#### FUNCTIONS

- Assess the [Impact Statement](#) for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. [Impact Statement](#), Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the [Lord Mayor's Distress Relief Fund](#) if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific [Operational Recovery Plan](#) which allows full community participation and access, as well as:
  - taking account of the local government's long-term planning and goals; and
  - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups, or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services, and donated money;
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing [Local Recovery Plan](#) is reviewed and amended after an event in which the [Local Recovery Plan](#) was implemented.

## MEMBERSHIP

### Core Members

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

### Potential Members – Event Specific

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

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

### Support Services to LRCG

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

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



## LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

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

**(Timeframes are approximate only)**

Task Description	
<b>Within 1 week</b>	
Ensure an understanding of known or emerging impacts from the <a href="#">Impact Statement</a> provided by the Controlling Agency.	
Determine priority recovery actions from <a href="#">Impact Statement</a> and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural, and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts, and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the <a href="#">National Principles for Disaster Recovery</a> .	
<b>Within 1 month</b>	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the <a href="#">Disaster Recovery Funding Arrangements Western Australia</a> and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an <a href="#">Operational Recovery Plan</a> which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information, and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the <a href="#">Lord Mayor's Distress Relief Fund</a> , if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	



Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
<b>Within 12 months (or longer-term recovery)</b>	
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.	

Shire of Wongan-Ballidu

## Operational Recovery Plan

**Emergency Type and location:**

**Date emergency occurred:**

### Section 1 – Introduction

Incident description

Purpose of this plan

Authority

### Section 2 – Assessment of recovery requirements

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

Residential:

Commercial:

Industrial:

Transport:

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

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

### Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks, and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

## Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs, and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals, and donations)*

Public information dissemination *(Key messages, methods of distribution)*

## Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture, and equipment details for additional temporary personnel)*

## Section 6 – Conclusion

*(Summarises goals, priorities, and timetable of the plan).*

Endorsed by:

---

**Chair, Local Recovery Coordinating Group**

---

**Date**

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# COMMUNICATIONS PLAN

## Objectives

- 1.1 To create provide clear and timely communications throughout the duration of an incident response and recovery.
- 1.2 Reinforce the relevant Hazard Management Agency advice through its local sources for the duration of the incident by providing access points to the *"one source of truth"*.
- 1.3 Consistently check the effectiveness of communications by seeking community feedback and involvement as determined by the incident progression.
- 1.4 Ensure all information is proofread prior to its release for spelling and grammar errors.



## Target Audience (plan)

Shire Local Recovery Coordination Group (LRCG)  
All Shire LRCG sub-committees  
Shire Local Emergency Management Committee (LEMC)  
All Shire LEMC sub-committees  
All Shire Staff & Elected members

## Effective communication in recovery

The effective management of communication following an emergency or disaster can be used to promote and hasten community recovery. It provides an opportunity for the community to have its issues and concerns addressed in the recovery process.



## Authorised persons

The Shire only recognises the President or their delegate to speak on behalf of the LG however, the President must not commit the Local Government without direction from the relevant officer recommendation. The Shire of Wongan-Ballidu President will only release educated statements with input from the relevant officers on matters that the Local Government is responsible for in recovery. Operational communications are the responsibility of the Hazard Management Agency and the president must refer all operational questions to that authority. Staff or other elected members must direct all questions and statements through to the Shire President.



## Communication Principles

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and the response progress
- Simplicity - ensuring communication is easily understood, consistent and attractive
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Following the *"one source of truth"* principle
- Accountability - accepting responsibility if appropriate and reasonable.

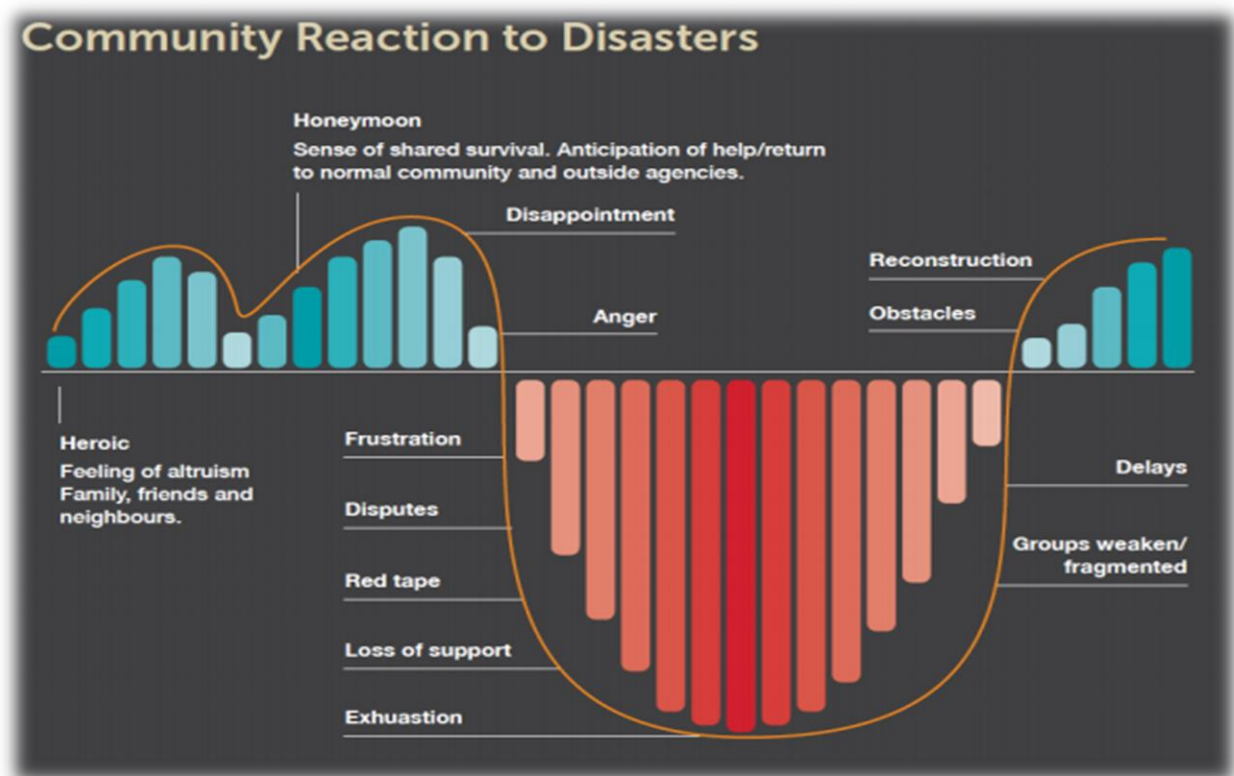


## Community reaction

Reactions from the community will vary depending on a multitude of factors.

Understanding the psychosocial impacts of emergencies can provide insight to assist people in establishing a new normal.

The below diagram shows the four-stage cycle that people are likely to experience after being impacted by an emergency. This is a guide only to help anticipate predictable challenges in the recovery stage and does differ person to person.



## Communication method selection

- |   |   |
|---|---|
| <input type="checkbox"/> community meetings         | <input type="checkbox"/> email newsletters    |
| <input type="checkbox"/> pamphlets/flyers/brochures | <input type="checkbox"/> websites             |
| <input type="checkbox"/> print newsletters          | <input type="checkbox"/> local newspapers     |
| <input type="checkbox"/> noticeboards               | <input type="checkbox"/> text messaging       |
| <input type="checkbox"/> word of mouth              | <input type="checkbox"/> social media         |
| <input type="checkbox"/> posters/billboards         | <input type="checkbox"/> radio and television |
| <input type="checkbox"/> face-to-face               | <input type="checkbox"/> video communication  |
| <input type="checkbox"/> blogs                      |   |
- 

## Demographic of Wongan-Ballidu

As per the 2021 Census <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA59310>





## Communication targets



the **who** in considering information gathering, processing and dissemination channels, it is necessary to take account of who needs information and whose role it is to provide information. It is relatively easy to identify several broad groups that need information.

1.10 General affected community

1.11 those working towards community recovery.

The individuals, groups and organisations included in those groups are innumerable; however, special mention needs to be made of the information needs of:

1.12 CALD people

1.13 Elected members

1.14 Media

## Key messages

- what areas have been affected and how have they been affected?
- what do the community see as issues and priorities?
- what is recovery likely to involve?
- what plans are in place for the wellbeing of the community?
- what services and resources are available for recovery of the community?
- what information will assist the community to achieve recovery?
- outreach programs;
- community events (street/neighbourhood barbeques, memorials, anniversary events, social occasions); and
- through a central website with links to relevant government and non-government service information — websites can establish email networks and use pre-existing community groups' databases. Note: using community groups' databases for email contact has privacy law issues.



## Community Information Briefings and Debriefings



In the event of a major incident, community information (including community briefings and meetings) are often led jointly by emergency services, local governments and State government departments.

The role of community briefings in the recovery context is to provide:

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

Regardless of the success or otherwise of the meeting, every effort should be made to conclude the meeting on a note of optimism for the early and successful recovery of the community.

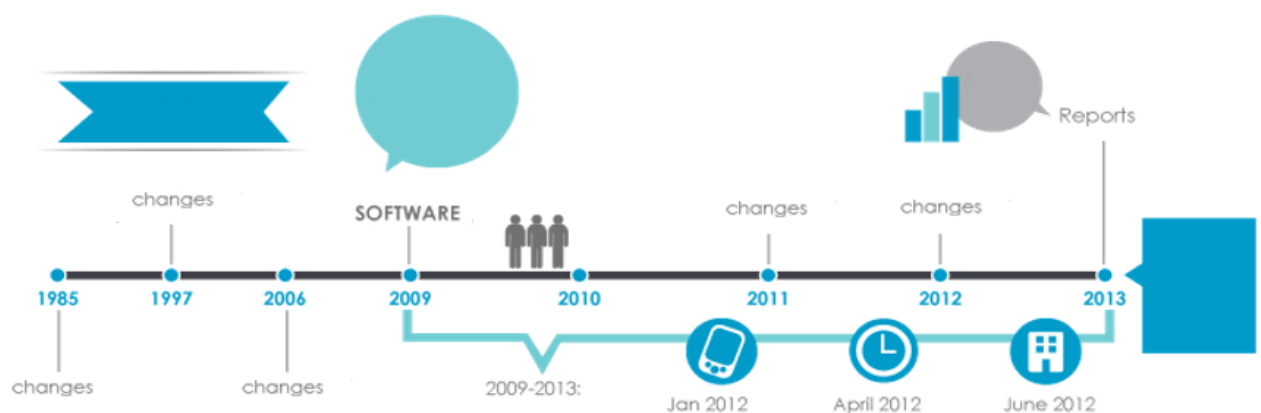
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## Timeline

A timeline should be established in a visual place outlining key times and dates for communications.

It is important to identify and inform the community of when the next update will be, this reduces the community involvement with false information.

Information should not be suddenly stopped when recovery ends, instead it should be phased out toward the end, it is important to recognise anniversaries of events on the timeline.



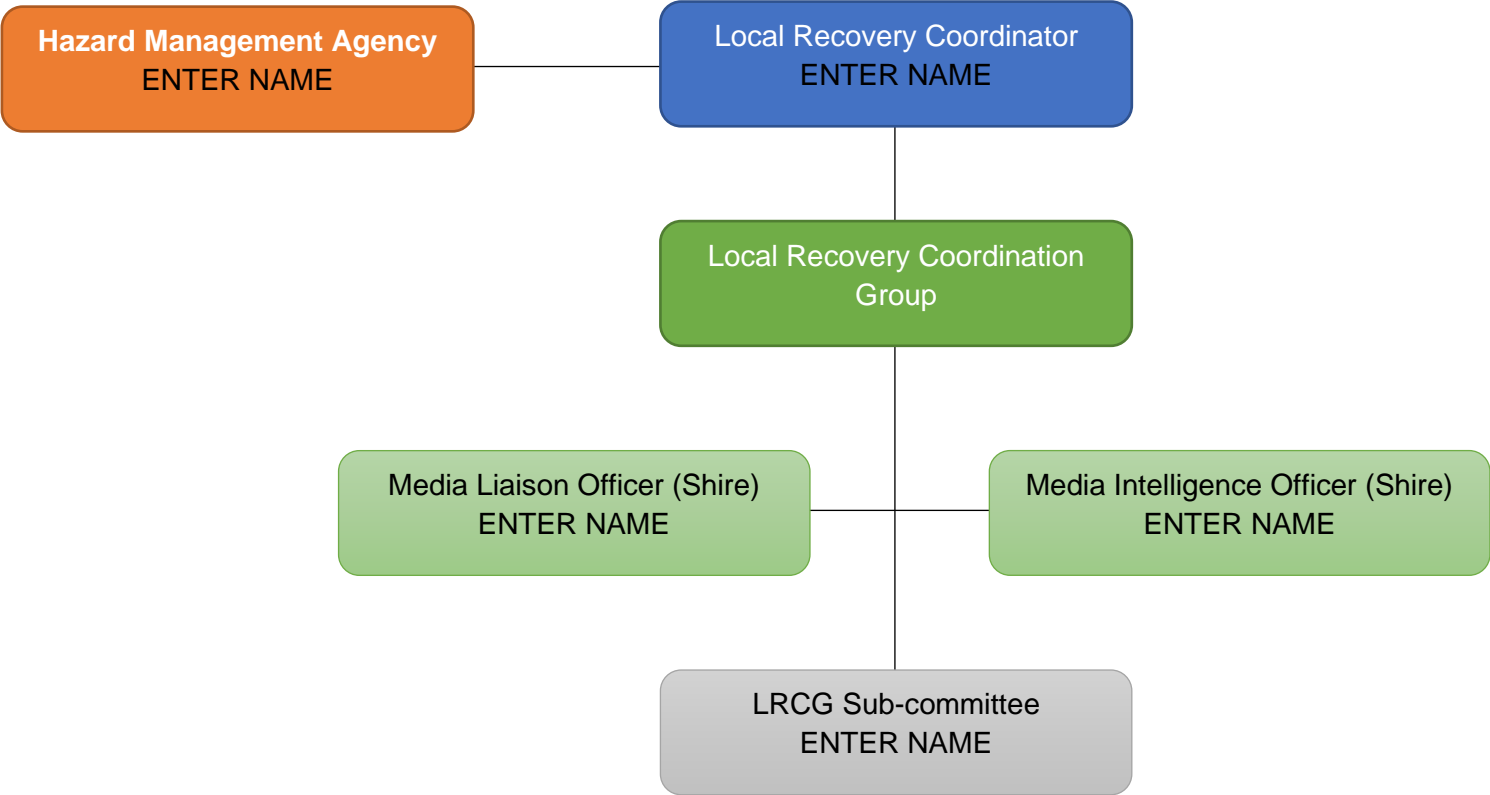
## Establishing Check list

- ☐ **Established who the HMA is and their contact**  
*For example, DFES is the HMA and contact is the Incident Controller John Doe*
- ☐ **Established incident specific objectives for communication**  
*"SMART" objectives should be use*
- ☐ **Identify who the communication plan needs to be relayed too**  
*Shire LRCG, Shire LRCG sub-committees, Shire LEMC, Shire LEMC sub-committees, Shire Staff & Elected members*
- ☐ **Assign a Media Liaison Officer (MLO) on behalf of the Shire**  
*Responsible for finalising publications and the one point of contact for inquiries.*
- ☐ **Assign a Media Intelligence Officer (MIO) on behalf of the Shire**  
*Gather intelligence on community feedback, monitor community conversation on social media etc.*
- ☐ **Identify authorisations**  
*Shire president, Shire CEO, Delegates etc.*
- ☐ **Identify Communication Priorities**  
*High risk, venerable community should always be treated as a priority*
- ☐ **Identify key messaging**  
*As per s. 10 of the plan*
- ☐ **Identify a timeline to suit the requirements of the incident/recovery**  
*Set out key dates and times to reach objectives*
- ☐ **Write Objectives, Key messages and timeline on a whiteboard for everyone to see**  
*This is to encourage consistency in common goals.*
- ☐ **Identify source of communications**
  - ☐ community meetings
  - ☐ pamphlets/flyers/brochures
  - ☐ print newsletters
  - ☐ noticeboards
  - ☐ word of mouth
  - ☐ posters/billboards
  - ☐ face-to-face
  - ☐ email newsletters
  - ☐ websites
  - ☐ local newspapers
  - ☐ text messaging
  - ☐ social media
  - ☐ radio and television
  - ☐ video communication

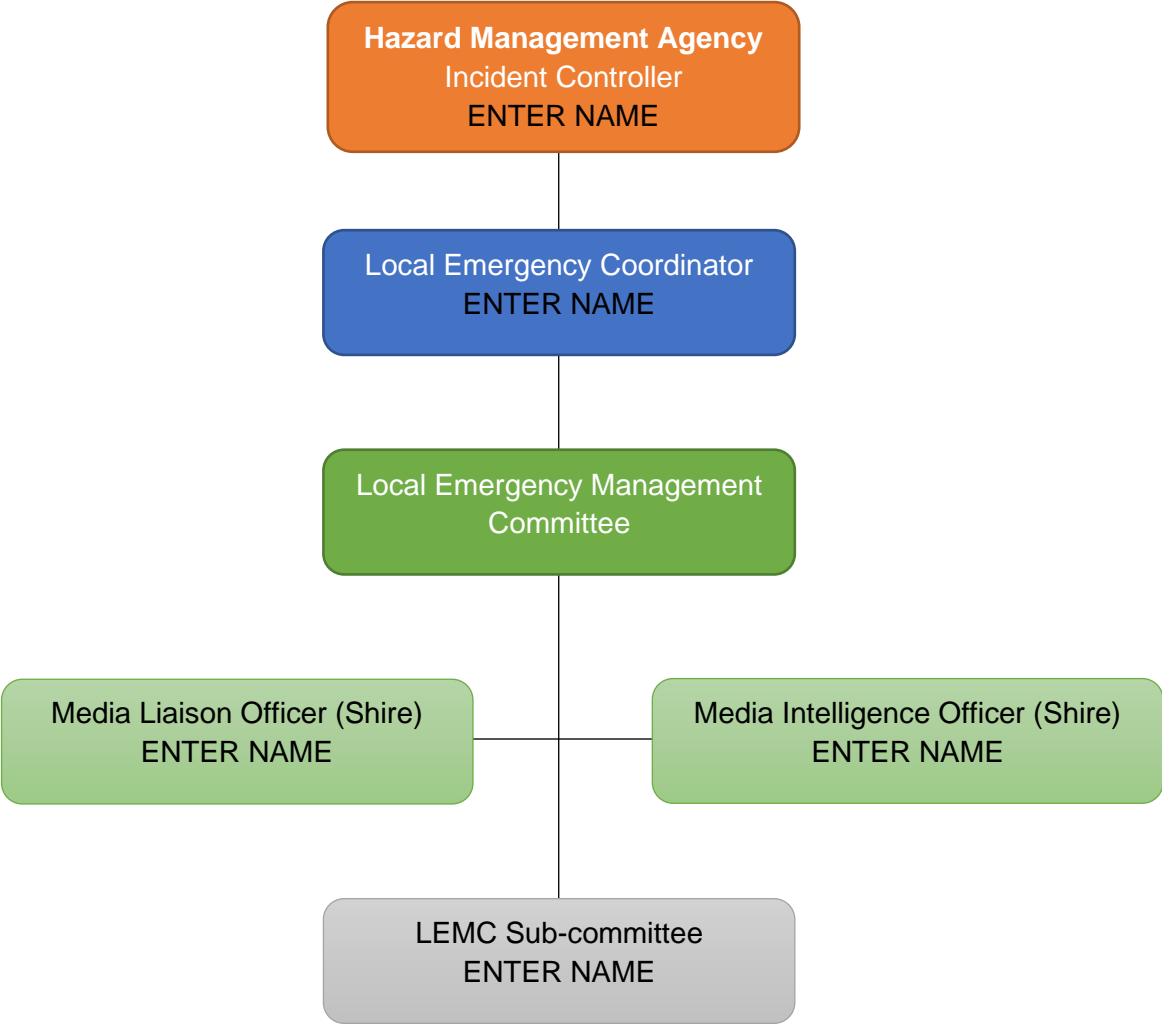
## Statement Checklist

- ☐ **Insure a PESTEL is completed on the statement prior to release**  
*Political, Economic, Social, Technological, Environmental, Legal – consider the implications*
- ☐ **Consider timing of release**
- ☐ **Ensure it is not overriding HMA information**
- ☐ **Have staff read for spelling and Grammar**
- ☐ **Ensure statement is appropriate to target audience**
- ☐ **Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders**
- ☐ **Sensitivity - prioritising stakeholders, guarding sensitive information as needed**
- ☐ **Transparency - remaining honest and open about the situation and the response progress**
- ☐ **Simplicity - ensuring communication is easily understood, consistent and attractive**
- ☐ **Accuracy - sharing only confirmed facts, never making assumptions or giving false information**
- ☐ **Following the “one source of truth” principle**
- ☐ **Accountability - accepting responsibility if appropriate and reasonable**
- ☐ **Considered community reaction**
- ☐ **Selected appropriate method of release**
- ☐ **Considered the diversity of statement for CLAD groups**
- ☐ **Used pre-established key messages**
- ☐ **Established on approved timeline**
- ☐ **Released with relevant authorisations**

Org Structure – Communication LRCG



Org Structure – Communication LEMC



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## 9.2 ADMINISTRATION & FINANCIAL SERVICES

### 9.2.1 ACCOUNTS SUBMITTED FOR AUGUST 2024

<b>FILE REFERENCE:</b>	F1.4
<b>REPORT DATE:</b>	17 September 2024
<b>APPLICANT/PROPONENT:</b>	N/A
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Rachael Waters – CSO – Finance
<b>REVIEWER:</b>	Melinda Lymon – Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	1. Accounts for August 2024

#### PURPOSE OF REPORT:

That the payments for 1 August 2024 to 31 August 2024, as submitted, be received.

#### BACKGROUND:

This information is provided to Council on a monthly basis in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

#### COMMENT:

The *Local Government (Financial Management) Regulations 1996* were updated effective 1 September 2023 to include Regulation 13A, which requires payments by employees via purchasing cards to be presented to Council and recorded in the minutes. Previously, the credit card payment details were provided to Council in the Information Bulletin, however this is now provided for Council within the attachment in conjunction with the list of accounts paid.

#### POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

#### LEGISLATIVE REQUIREMENTS:

*Local Government (Financial Management) Regulations 1996* Regulations 13 & 13A require the attached report to be presented to Council.

#### Lists of Accounts

Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996* are applicable to this agenda item and attached reports.



### **Regulation 13 – Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.**

- (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.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month –
    - (i) the payee’s name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

### **Regulation 13A – Payments by employees via purchasing cards**

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
  - (a) the payee’s name;
  - (b) the amount of the payment;
  - (c) the date of the payment;
  - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

## **STRATEGIC IMPLICATIONS:**

There are no strategic implications in relation to this item.

## **SUSTAINABILITY IMPLICATIONS:**

### ➤ **Environment**

There are no known environmental impacts associated with this proposal.

### ➤ **Economic**

There are no known economic impacts associated with this proposal.

### ➤ **Social**

There are no known social implications associated with this proposal.

## **FINANCIAL IMPLICATIONS:**

All payments are made within the confines of Councils adopted budget.

**VOTING REQUIREMENTS:** Simple Majority

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

That Council, in accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations* 1996, receives the list of payments totalling \$462,549.02, and the payments made by employees via purchasing cards and direct debits totalling \$95,738.97, that have been made under delegated authority and by authorised employees for the month ended 31 August 2024.

**LIST OF ACCOUNTS DUE  
SUBMITTED TO COUNCIL 1ST AUGUST 2024 TO 31ST AUGUST 2024**

**EFT Payment - EFT00001 Paid 09/08/2024**

**1805 - CPS & STATEWIDE FIBREGLASS PTY LTD**

7824WH6.5	07/08/24	Deposit for Pool Refurbishment	15,665.00
7824WH50	07/08/24	50% Part payment for Pool Refurbishment	120,500.00
<b>Total 1805</b>			<b>136,165.00</b>

**200 - LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED**

33920	05/08/24	CEO - 2024-25 Full Membership	560.00
<b>Total 200</b>			<b>560.00</b>

**2040 - AC HEALTHCARE PTY LTD**

117365	07/08/24	Pre Employment Medical for Administration Staff	265.00
AUGUST	08/08/24	August Payment	21,083.33
<b>Total 2040</b>			<b>21,348.33</b>

**2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST**

SI008553	10/07/24	August & September Subscription	14,324.44
<b>Total 2226</b>			<b>14,324.44</b>

**2277 - MORTLOCK ELECTRICAL PTY LTD**

0790	31/08/24	Supply and Install 250W solar panel to replace existing damaged panel on rooftop at PCYC	692.85
<b>Total 2277</b>			<b>692.85</b>

**2460 - CHRONICLE RIP PTY LTD**

0634	07/08/24	Cemetery Software	12,359.51
<b>Total 2460</b>			<b>12,359.51</b>

**64 - OFFICEWORKS BUSINESS DIRECT**

615703269	07/08/24	Stationery Order for Parks and Gardens	75.22
615735935	07/08/24	Desk Mount for CEO	183.00
<b>Total 64</b>			<b>258.22</b>

**75 - WALLIS COMPUTER SOLUTIONS**

27232	05/08/24	Annual Billing for 2024-25	74,110.96
<b>Total 75</b>			<b>74,110.96</b>
<b>Total EFT00001</b>			<b>259,819.31</b>

**EFT Payment - EFT00002 - Paid 15/08/2024**

**1061 - PUBLIC TRANSPORT AUTHORITY OF WA**

648180 JULY 2024	23/07/24	TransWA July Ticketing	110.97
<b>Total 1061</b>			<b>110.97</b>

**1140 - KLEEN WEST DISTRIBUTORS**

97871	06/08/24	Cleaning Supplies for various shire buildings	244.20
<b>Total 1140</b>			<b>244.20</b>

**1396 - TEAM DIGITAL**

73254	13/08/24	Epson replacement maintenance box & Epson Ink for CRC Administration	529.32
<b>Total 1396</b>			<b>529.32</b>

**1419 - GREAT SOUTHERN FUEL SUPPLIES**

98914	31/08/24	July fuel usage for Works Supervisor	121.86
<b>Total 1419</b>			<b>121.86</b>

**148 - BALLIDU TRADING POST**

222 JULY 2024	06/08/24	The supply of the Saturday's 'West Australian' Newspapers for July	17.50
<b>Total 148</b>			<b>17.50</b>

**15 - LANDGATE**

1401443	30/07/24	Rates Administration charges for July	31.60
<b>Total 15</b>			<b>31.60</b>

**1675 - JOHN STEPHEN CASEY**

UNIFORM - 11/8/24	11/08/24	MWS Uniform Reimbursement	119.00
<b>Total 1675</b>			<b>119.00</b>

**1753 - PW GEE WELDING SERVICES**

0104252	01/08/24	Supply 65x65x3mm duragal RHS incl cutting fee for Sundry Plant	74.03
<b>Total 1753</b>			<b>74.03</b>

**LIST OF ACCOUNTS DUE  
SUBMITTED TO COUNCIL 1ST AUGUST 2024 TO 31ST AUGUST 2024**

**197 - AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED**

479669	01/08/24	One Music Subscription for 2024-25	378.55
<b>Total 197</b>			<b>378.55</b>

**2125 - HAYCOM TECHNOLOGY PTY LTD**

67460	31/08/24	Medical Centre IT Services for July	893.20
<b>Total 2125</b>			<b>893.20</b>

**2186 - STATEWIDE LEAK DETECT**

239	05/08/24	Wongan Hills Swimming Pool - Attend site to carry out full water leak detection	3,036.00
<b>Total 2186</b>			<b>3,036.00</b>

**22 - AVON WASTE**

63999	12/08/24	Domestic, Commercial & Recycling Waste Collection for Wongan Hills & Ballidu	16,796.53
<b>Total 22</b>			<b>16,796.53</b>

**2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST**

SI008586	08/08/24	STP from July 24 to June 25	55.00
<b>Total 2226</b>			<b>55.00</b>

**2291 - MAXIPARTS OPERATIONS PTY LTD**

219432	30/08/24	Supply 1 x Globe for Grader 17	18.43
<b>Total 2291</b>			<b>18.43</b>

**2327 - AMPAC DEBT RECOVERY (WA) PTY LTD**

109587	01/08/24	Debt collection charges for July	2,706.25
<b>Total 2327</b>			<b>2,706.25</b>

**242 - SYNERGY**

2058177522	01/08/24	Street Lighting Billing Period 25/06/24 to 24/7/24	4,557.43
<b>Total 242</b>			<b>4,557.43</b>

**2458 - RURAL RANGER SERVICES**

27	13/08/24	Ranger Services from 29/7/24 to 01/08/24	832.64
29	13/08/24	Ranger Services from 02/08/24 to 08/08/24	672.71
<b>Total 2458</b>			<b>1,505.35</b>

**39 - WONGAN HILLS IGA**

3052 - JULY 2024	07/08/24	Shire and CRC Administration Supplies for July 2024	1,115.68
<b>Total 39</b>			<b>1,115.68</b>

**58 - NUTRIEN AG SOLUTIONS LIMITED**

911197055	07/08/24	Supply 3 x Agri Nitro Iron 20L & 3 x Llan Maximum 20L for Parks and Gardens	867.90
<b>Total 58</b>			<b>867.90</b>

**64 - OFFICEWORKS BUSINESS DIRECT**

516807482	06/08/24	Stationery Order for Shire Administration Office	388.54
<b>Total 64</b>			<b>388.54</b>

**749 - WONGAN HILLS ROTARY CLUB**

2024/0208	12/08/24	Seniors Christmas Lunch 2024	1,700.00
<b>Total 749</b>			<b>1,700.00</b>

**975 - WONGAN MAIL SERVICE**

0132	06/08/24	CRC Postage Charges for July 2024	110.60
<b>Total 975</b>			<b>110.60</b>
<b>Total EFT00002</b>			<b>35,377.94</b>

**EFT Payment - EFT00003 - Paid 22/08/2024**

**1176 - INDUSTRIAL AUTOMATION GROUP - WATERMAN IRRIGATION**

SINV-15622	13/08/24	50% Payment for the Installation of the automation facility at Mocardy Dam	60,684.58
<b>Total 1176</b>			<b>60,684.58</b>

**1249 - DUN DIRECT PTY LTD**

SHIRW JULY 2024	20/08/24	Fuel Supply for July 2024	3,615.05
<b>Total 1249</b>			<b>3,615.05</b>

**1278 - DEPARTMENT OF COMMERCE - BUILDING COMMISSION**

BSL JULY 2024	31/08/24	BSL Reconciliation for July 2024	170.50
<b>Total 1278</b>			<b>170.50</b>

**131 - IXOM OPERATIONS PTY LTD**

**LIST OF ACCOUNTS DUE  
SUBMITTED TO COUNCIL 1ST AUGUST 2024 TO 31ST AUGUST 2024**

6843265	18/07/24	Service Fee for 7 x Chlorine - Pool & Ovals	295.99
<b>Total 131</b>			<b>295.99</b>
<b>1584 - NEWINS FAMILY TRUST T/AS STEPTOE AND WIFE SCRAP METAL RECYCLABLES</b>			
38	29/08/24	Managing of the Wongan Hills Refuse Site for August 2024	7,791.63
<b>Total 1584</b>			<b>7,791.63</b>
<b>1667 - BLACKWELL PLUMBING &amp; GAS PTY LTD</b>			
31160	21/08/24	Backflow Repairs to Kondut West Road & Hospital Road	2,926.00
31112	06/08/24	Supply & Install new HWS at 14 Ellis St Wongan Hills	675.40
<b>Total 1667</b>			<b>3,601.40</b>
<b>183 - T A MATTHEWS ELECTRICAL SERVICES</b>			
10619	07/08/24	HWS repairs at 8 Ellis St, Wongan Hills	379.50
10621	13/08/24	Check replace element on HWS at 16 Moore St, Wongan Hills	308.00
10625	13/08/24	Look at bar heaters in the lesser hall, replace terminal strip in junction box	244.20
10628	16/08/24	Replacement of failing lights in main area of CRC	6,790.42
<b>Total 183</b>			<b>7,722.12</b>
<b>1836 - CEMETERIES &amp; CREMATORIA ASSOC OF WA</b>			
1715	18/07/24	Ordinary Membership for 2024-25	130.00
<b>Total 1836</b>			<b>130.00</b>
<b>2115 - AUTOPRO NORTHAM</b>			
1157908	09/08/24	Supply Ryco Cabin Air Filter & Flexi Funnel for PTK39	149.80
<b>Total 2115</b>			<b>149.80</b>
<b>2277 - MORTLOCK ELECTRICAL PTY LTD</b>			
0814	07/08/24	Check Reverse cycle A/c in back room at 42 Mitchell St and order and install new PCB	946.51
<b>Total 2277</b>			<b>946.51</b>
<b>2291 - MAXIPARTS OPERATIONS PTY LTD</b>			
250206	12/08/24	Supply parts for various plant	2,643.57
<b>Total 2291</b>			<b>2,643.57</b>
<b>2304 - KIM WALSH</b>			
REFUND	19/08/24	Reimbursement for Parking (Training)	22.24
<b>Total 2304</b>			<b>22.24</b>
<b>2404 - MICROSOFT PTY LTD</b>			
15052367819	22/08/24	5 x MS Surface Laptops for Business includes warranty	16,822.89
<b>Total 2404</b>			<b>16,822.89</b>
<b>2421 - TEAM GLOBAL EXPRESS PTY LTD</b>			
0203-W895794	19/08/24	Library freight charges ex CRC 07-08-24	46.95
<b>Total 2421</b>			<b>46.95</b>
<b>2429 - BLUE TANG WA PTY LTD ATF THE REEF UNIT TRUST</b>			
28083	20/08/24	Community Park Redevelopment Design	5,500.00
<b>Total 2429</b>			<b>5,500.00</b>
<b>2458 - RURAL RANGER SERVICES</b>			
34	13/08/24	Ranger Services from 12/08/24 to 16/08/24	799.59
<b>Total 2458</b>			<b>799.59</b>
<b>2471 - MOBILE TECH CONTRACTING PTY LTD</b>			
4102	19/08/24	Installation of Duress for PTK40	330.00
<b>Total 2471</b>			<b>330.00</b>
<b>2478 - WA GARDENING HANDIWORK &amp; CLEANING</b>			
165	08/08/24	Cleaning of shire buildings, CRC, Medical Centre, Station Toilets, Park Toilets, Depot & Admin	885.50
171	08/08/24	Cleaning of shire buildings, CRC, Medical Centre, Station Toilets, Park Toilets, Depot & Admin	962.50
<b>Total 2478</b>			<b>1,848.00</b>
<b>2482 - SBS OUTDOOR BLINDS AND AWNINGS</b>			
15118	20/08/24	40% Payment for - Placement shade sails on Main Street	1,947.00
15118	20/08/24	40% Payment for the replacement of Shade Sails - Swimming Pool	3,094.00

**LIST OF ACCOUNTS DUE  
SUBMITTED TO COUNCIL 1ST AUGUST 2024 TO 31ST AUGUST 2024**

			<b>Total 2482</b>	<b>5,041.00</b>
<b>374 - LGISWA</b>				
100 159290	20/08/24	Motor Vehicle Premium Adjustment for Tesla		1,435.14
		<b>Total 374</b>		<b>1,435.14</b>
<b>429 - RBC RURAL</b>				
33387	20/08/24	CRC Photocopier Meter Reading charges		2,205.16
		<b>Total 429</b>		<b>2,205.16</b>
<b>460 - WONGAN HILLS HARDWARE</b>				
BUILDING	01/08/24	Building Account for July 2024		653.35
WORKS	30/08/24	Works Account for July 2024		942.27
		<b>Total 460</b>		<b>1,595.62</b>
<b>472 - WONGAN HILLS &amp; DISTRICTS MUSEUM &amp; HISTORICAL SOCIETY</b>				
CONTRACT	13/08/24	Gardening Maintenance Contract for 2023-2024		2,900.00
		<b>Total 472</b>		<b>2,900.00</b>
<b>61 - MCINTOSH &amp; SON</b>				
1933005	30/08/24	Supply 4 x Oil Filters for PSP3 Includes Freight Charge		217.80
		<b>Total 61</b>		<b>217.80</b>
<b>641 - TEAM GLOBAL EXPRESS PTY LTD</b>				
0553 S358840	22/08/24	Freight Charge for Photocopier Toners delivered to CRC Administration		45.86
		<b>Total 641</b>		<b>45.86</b>
<b>79 - WESTRAC EQUIPMENT PTY LTD</b>				
PI9961045	01/08/24	Supply coolant engine oil 18L for PG17		151.64
PI9965525	01/08/24	Supply magnet plug for PROL15		26.94
		<b>Total 79</b>		<b>178.58</b>
<b>91 - SHIRE OF DALWALLINU</b>				
10761	30/07/24	5 x Participations in Traffic Management Course held by DTE Enterprises 23-25 July 2024		3,062.70
		<b>Total 91</b>		<b>3,062.70</b>
		<b>Total EFT00003</b>		<b>129,802.68</b>
<b>EFT Payment - EFT00004 - Paid 29/08/2024</b>				
<b>135 - WONGAN HILLS TOURISM GROUP INC</b>				
534	29/08/24	Recurrent Grants 2024-25 Reynoldson Reserve		7,500.00
534	29/08/24	Recurrent Grants 2024-25 (Operations)		10,000.00
		<b>Total 135</b>		<b>17,500.00</b>
<b>15 - LANDGATE</b>				
396379	30/07/24	Rates Administration charges		9.05
		<b>Total 15</b>		<b>9.05</b>
<b>1667 - BLACKWELL PLUMBING &amp; GAS PTY LTD</b>				
31141	29/08/24	Backflow testing for Burakin Standpipe		334.95
31086	29/08/24	Replace/fix cistern and issues with HWU and drains at 2/20 Stickland St		498.30
		<b>Total 1667</b>		<b>833.25</b>
<b>1702 - WONGAN BALLIDU &amp; DISTRICTS MENSSED INC</b>				
22	22/08/24	Community Grants 2024/25		700.00
		<b>Total 1702</b>		<b>700.00</b>
<b>1850 - RICOH FINANCE</b>				
617197	09/08/24	Multi Folding Units Lease from 08/09/24 to 07/10/24		237.60
620792	09/08/24	Multi Photocopier Units Lease from 23/09/24 to 22/10/24		649.17
		<b>Total 1850</b>		<b>886.77</b>
<b>2101 - REDFISH TECHNOLOGIES PTY LTD</b>				
66553	29/07/24	RedFish Silver Support Contract - Monthly Cost		3,932.50
		<b>Total 2101</b>		<b>3,932.50</b>
<b>2115 - AUTOPRO NORTHAM</b>				
1157777	09/08/24	Supply Trailer parts for PSP4, PUT74, PSS1, PG16, PTRL14, PUT78 & PSP3		196.22
		<b>Total 2115</b>		<b>196.22</b>
<b>2152 - SEEK LIMITED</b>				

**LIST OF ACCOUNTS DUE  
SUBMITTED TO COUNCIL 1ST AUGUST 2024 TO 31ST AUGUST 2024**

700732017	29/08/24	Advert on Seek for Manager Community & Customer Services	379.50
700732017	22/08/24	Advert on Seek for Swimming Pool Manager 22-08-2024	335.50
<b>Total 2152</b>			<b>715.00</b>

**2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST**

SI008595	29/08/24	Azure charges for July 2024	1,491.72
SI008600	29/08/24	Office 365 Charges for September 2024	1,670.42
<b>Total 2226</b>			<b>3,162.14</b>

**242 - SYNERGY**

2018215392	29/08/24	Consumption & Supply charge for CRC Building	890.65
2026211033	29/08/24	Consumption & Supply Charge for Wongan Hills Sports Complex	1,776.72
2010218129	29/08/24	Consumption & Supply charge for Medical Centre	788.27
2018215391	29/08/24	Consumption & Supply charge for Swimming Pool Complex	223.73
<b>Total 242</b>			<b>3,679.37</b>

**2421 - TEAM GLOBAL EXPRESS PTY LTD**

0204-W895794	19/08/24	Library freight charges ex CRC 14-08-24	42.90
<b>Total 2421</b>			<b>42.90</b>

**2458 - RURAL RANGER SERVICES**

35	29/08/24	Ranger Services from 20/08/24 to 23/08/24	486.86
<b>Total 2458</b>			<b>486.86</b>

**2478 - WA GARDENING HANDIWORK & CLEANING**

172	29/08/24	Cleaning of shire buildings week ending 24-08-2024	962.50
<b>Total 2478</b>			<b>962.50</b>

**469 - METAL ARTWORK BADGES**

27744	26/08/24	Supply 2 x desk plaques (Fire Bridge Desk Donation)	31.24
<b>Total 469</b>			<b>31.24</b>

**641 - TEAM GLOBAL EXPRESS PTY LTD**

0553-S358840	18/07/24	Freight ex Westrac for PG17	101.02
0554-S358840	18/08/24	Freight ex Westrac & Maxiparts	204.97
<b>Total 641</b>			<b>305.99</b>

**75 - WALLIS COMPUTER SOLUTIONS**

27300	12/08/24	The supply of new HP monitors	3,071.20
<b>Total 75</b>			<b>3,071.20</b>

**79 - WESTRAC EQUIPMENT PTY LTD**

PI9926808	15/08/24	Supply & Deliver Parts for various Plant	1,034.10
<b>Total 79</b>			<b>1,034.10</b>
<b>Total EFT00004</b>			<b>37,549.09</b>

**DIRECT DEBITS FOR AUGUST 2024**

<b>Credit Card Direct Debit - Paid 21/8/24</b>	<b>4,261.88</b>
<b>222- WESTPAC BANKING CORPORATION</b>	

**Credit Card Holder - CEO**

Adobe Pro	2/07/24	Monthly subscription for CRC Administration	335.96
Diamonds Home	4/07/24	Supply & deliver 2 x Tables and 5 x Chairs for Council Chambers	1,593.00
The Good Guys	6/07/24	Supply Ipad Case	59.00
JB Hi Fi	6/07/24	Supply 3 x USB-C Multi Port Adaptor	327.00
Canva	22/07/24	Canva Subscription for CRC Administration	164.99
<b>Total</b>			<b>2,479.95</b>

**Credit Card Holder - MWS**

Secure Park	2/07/24	Parking Charge for MWS to attend Training in Perth	12.00
Dept of Transport	22/07/24	Plate Change for PTK41 & PTRL45	62.20
Adobe Pro	30/07/24	Adobe Yearly Subscription for Payroll/HR	347.82
<b>Total</b>			<b>422.02</b>

**Credit Card Holder - MRS**

Altronics	13/07/24	Supply USB Charger & Microphone cable for BMO	57.30
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**LIST OF ACCOUNTS DUE  
SUBMITTED TO COUNCIL 1ST AUGUST 2024 TO 31ST AUGUST 2024**

Safety Culture	29/07/24	Annual Subscription	501.60
		<b>Total</b>	<b>558.90</b>
<b>Card Card Holder - MCS</b>			
Esplanade Hotel	23/07/24	Accommodation for Communications Office to attend CRC Conference	677.01
Interflora	1/08/24	Bereavement Flowers delivered to MRS	124.00
		<b>Total</b>	<b>801.01</b>
<b>Westnet</b>	1/08/24	Internet Billing	<b>549.95</b>
<b>Telstra</b>	12/08/24	Telstra Administration account	4,739.56
	29/08/24	Sport & Recreation Account	50.00
		<b>Total</b>	<b>4,789.56</b>
<b>Swoop Internet</b>	18/08/24	Internet for Sports Complex	<b>74.00</b>
<b>Teletrac Navman</b>	26/08/24	Satellite Service	<b>2,478.08</b>
<b>Department of Transport</b>	01/08/24-31/08/24	DOT Transactions for August 2024	<b>83,585.50</b>
<b>Grand Total - EFT Payment</b>			<b>462,549.02</b>
Direct Debit - Credit Card			4,261.88
Direct Debit - Westnet			549.95
Direct Debit - Telstra			4,789.56
Direct Debit - Swoop Internet			74.00
Direct Debit - Teletrac Navman			2,478.08
Direct Debit - Department of Transport			83,585.50
<b>Grand Total - Direct Debits</b>			<b>95,738.97</b>



## 9.2.2 FIRE CONTROL OFFICER AND BUSH FIRE ADVISORY COMMITTEE (BFAC) APPOINTMENTS AND OTHER BFAC RECOMMENDATIONS

<b>REPORT DATE:</b>	13 September 2024
<b>APPLICANT/PROPONENT:</b>	
<b>OFFICER DISCLOSURE OF INTEREST</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	BFAC Meeting held 04 September 2024
<b>AUTHOR:</b>	Danica Mullins, Finance Officer
<b>REVIEWER:</b>	Melinda Lymon, Deputy Chief Executive Officer
<b>ATTACHMENTS:</b>	1 – Minutes of BFAC Meeting 04 September 2024 (Unconfirmed)

### PURPOSE OF REPORT:

That the recommendations of the Bushfire Advisory Committee (BFAC) from the BFAC meeting held on 04 September 2024 be received and ratified by Council.

### BACKGROUND:

The Bush Fire Brigades Local Law requires each Brigade to hold an Annual General Meeting prior to the first Bush Fire Advisory Committee Meeting each year. At the Annual General Meeting of a Bush Fire Brigade, up to three (3) Brigade members are to be nominated to the Bush Fire Advisory Committee to serve as Fire Control Officers for the Brigade area until the next Annual General Meeting. Other positions within the Brigade area are to be filled for a one-year term.

The Bush Fire Advisory Committee has recommended persons to be appointed to positions within the Brigade area as follows:

#### 9.2.3.1 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE WONGAN HILLS VOLUNTEER FIRE AND RESCUE

##### COMMITTEE RECOMMENDATION

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Wongan Hills Volunteer Fire and Rescue Service for a one-year term:

- Ben Moss
- Matt Storer

#### 9.2.3.2 APPOINTMENT OF FIRE CONTROL OFFICERS FOR THE BALLIDU VOLUNTEER FIRE AND EMERGENCY SERVICE

##### COMMITTEE RECOMMENDATION

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Ballidu Volunteer Fire and Emergency Service for a one-year term:

- Jarrod Hood
- Steve Whyte

### 9.2.3.3 ELECTION OF THE DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

One position for the Deputy Chief Bush Fire Control Officer to be filled. Chris Wilding is the current holder of this position.

#### **COMMITTEE RECOMMENDATION**

That Nicholas Parry (CESM) be APPOINTED to the position of Deputy Chief Bush Fire Control Officer for a one-year term.

### 9.2.3.4 APPOINTMENT OF DEPUTY FIRE WEATHER OFFICER

In accordance with section 38 of the *Bush Fires Act 1954*, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a high, extreme, or catastrophic fire danger rating is forecast.

The immediate past office bearer is: Deputy Chief Bush Fire Control Officer

#### **COMMITTEE RECOMMENDATION**

That the following person be APPOINTED as authorised Deputy Fire Weather Officers for the Shire of Wongan-Ballidu.

- Nicholas Parry (CESM)

### 9.2.3.5 APPOINTMENT OF TRAINING OFFICER

The immediate past officer bearer is: Vacant

#### **COMMITTEE RECOMMENDATION**

That the following person be APPOINTED as the Authorised Training Officer for the Shire of Wongan-Ballidu.

- Nicholas Parry (CESM)

#### **OFFICER RECOMMENDATION:**

That Council ADOPTS en-bloc, the recommendations of the Bush Fire Advisory Committee for the following items: 9.2.3.1, 9.2.3.2, 9.2.3.3, 9.2.3.4, 9.2.3.5.



Shire of  
Wongan-Ballidu

## Minutes (Unconfirmed)

Bushfire Advisory Committee Meeting  
Wednesday, 4 September 2024



## MINUTES INDEX

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:.....	2
2. ATTENDANCE AND APOLOGIES: .....	2
3. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING: .....	2
3.1 Minutes of the Bush Fire Advisory Committee Meeting held Wednesday, 10 April 2024.....	2
4. BUSINESS ARISING FROM THE MINUTES:.....	3
5. APPOINTMENT OF FIRE CONTROL OFFICERS: .....	3
5.1 Appointment of Fire Control Officers and BFAC Representatives for the Wongan Hills VFRS Brigade .....	3
5.2 Appointment of Fire Control Officers and BFAC Representatives for the Ballidu VFES Brigade .....	3
5.3 Appointment of Deputy Chief Fire Control Officer .....	3
6. APPOINTMENT OF DEPUTY FIRE WEATHER OFFICERS: .....	3
7. APPOINTMENT OF TRAINING OFFICER:.....	4
8. MINUTES OF BUSH FIRE BRIGADES ANNUAL GENERAL MEETINGS:.....	4
8.1 Minutes of the Wongan Hills VFRS Brigade Annual General Meeting .....	4
8.2 Minutes of the Ballidu VFES Brigade Annual General Meeting .....	4
9. GENERAL BUSINESS: .....	4
9.1 Chief Bush Fire Control Officer's Report.....	4
9.2 Action List .....	4
9.3 Acquisition and location of Fire Danger Rating Signage/Board .....	5
9.4 Acquisition and location of new water tank .....	5
9.5 Standing on non-DFES vehicles.....	5
9.6 Machinery Issues .....	5
9.6 Harvest and Vehicle Movement Ban.....	6
9.6 Training .....	6
9.6 Structure .....	6
9.6 Standpipe Trailer .....	6
9.6 Speed tillers.....	6
9.6 Semi Tanker Update.....	7
10. NEXT MEETING: .....	7
11. CLOSURE: .....	7

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:**

The Chief Bush Fire Control Officer, Ross Lane declared the meeting open at 3:02pm and welcomes all that are present

**2. ATTENDANCE AND APOLOGIES:**

**Attendance:**

Ross Lane	Chief Bush Fire Control Officer
Chris Wilding	Deputy Chief Bush Fire Control Officer
CR Mandy Stephenson	Shire President
Clint Pascoe	
Steve Whyte	
Matt Reynolds	
Mal Sutherland	
Stewart Oliver	
Jarrood Hood	
Shayne Booth	
Andrew Robinson	
Shaun Kalajzic	
Nic Parry	Community Emergency Services Manager Via Zoom

**Staff:**

Sam Dolzadelli	Chief Executive Officer
Danica Mullins	Minutes

**Apologies:**

Keith McCarren  
Ben Moss  
Matt Storer  
Erik Thenander

**3. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING:**

**3.1 Minutes of the Bush Fire Advisory Committee Meeting held Wednesday, 10 April 2024**

**Moved: Mal Sutherland** **Second: Steve Whyte**

That the Minutes of the Bush Fire Advisory Committee Meeting held 10 April 2024, be CONFIRMED as a true and correct record of the meeting.

**Carried: 9/0**

#### 4. BUSINESS ARISING FROM THE MINUTES:

No outstanding business was raised.

#### 5. APPOINTMENT OF FIRE CONTROL OFFICERS:

##### 5.1 Appointment of Fire Control Officers and BFAC Representatives for the Wongan Hills VFRS Brigade

**Moved: Shane Booth**

**Second: Andrew Robinson**

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Wongan Hills VFRS Brigade for a one-year term:

1. Ben Moss
2. Matt Storer

##### 5.2 Appointment of Fire Control Officers and BFAC Representatives for the Ballidu VFES Brigade

**Moved: Andrew Robinson**

**Second: Steve Whyte**

That the following persons be APPOINTED as Fire Control Officers and BFAC Representatives for the Ballidu VFES Brigade for a one-year term:

1. Jarrod Hood
2. Steve Whyte

##### 5.3 Appointment of Deputy Chief Fire Control Officer

**Moved: Steve Whyte**

**Second: Shane Booth**

That Nicholas Parry (CESM) be APPOINTED as a Deputy Chief Fire Control Officer for a one-year term.

**Carried: 8/0**

#### 6. APPOINTMENT OF DEPUTY FIRE WEATHER OFFICERS:

In accordance with Section 38 of the *Bush Fires Act 1954*, a local government may appoint persons as authorised Harvest Ban Officers. Harvest Ban Officers can allow burning to proceed on days when a high, extreme or catastrophic fire danger rating is forecast.

The immediate past office bearers are: Deputy Chief Bush Fire Control Officer.

**Moved: Steve Whyte**

**Second: Mal Sutherland**

That Nicholas Parry (CESM) be APPOINTED as authorised Deputy Fire Weather Officer for the Shire of Wongan-Ballidu for a one-year term.

## **7. APPOINTMENT OF TRAINING OFFICER:**

The immediate past officer bearer is: Vacant.

**Moved: Chris Wilding**

**Second: Stewart Oliver**

That Nicholas Parry (CESM) be APPOINTED as Training Officer for a one-year term.

## **8. MINUTES OF BUSH FIRE BRIGADES ANNUAL GENERAL MEETINGS:**

### **8.1 Minutes of the Wongan Hills VFRS Brigade Annual General Meeting**

**Moved: Steve Whyte**

**Second: Chris Wilding**

That the Minutes of the Wongan Hills VFRS Brigade Annual General Meeting held on 07 June 2024 be received.

### **8.2 Minutes of the Ballidu VFES Brigade Annual General Meeting**

**Moved: Mal Sutherland**

**Second: Steve Whyte**

That the Minutes of the Ballidu VFES Brigade Annual General Meeting held on 09 July 2024 be received.

## **9. GENERAL BUSINESS:**

### **9.1 Chief Bush Fire Control Officer's Report**

Ross Lane presented the Interim Report as attached to the minutes

### **9.2 Action List**

- **AUSVISION (FEED MILL)** – This is still ongoing. Chris Wilding is still to make his inspection with Dale before the 204/25 Fire Season. They spoke about the most recent fire incident they have had. The fire was caused due to a bearing failure. Since then, they have fixed the issues and replaced everything that needed replacing.
- **DSATCO** – Chris inspected the site recently and they have made changes to site to prevent this happening again. Plans for Stewart to complete another inspection prior to 24/25 fire season.
- **CO-LOCATION** – currently work in progress. Had a meeting on 19/8 to go through other location design and everyone's wants and needs for the building. Since then,

there has been designs created. There is a meeting on 9/9 to go through the created designed and obtain feedback.

- **BALLIDU TIP** – Currently still very quiet with no issues. The cameras seem to be working. The shire has done some clean up around the tip recently.
- **VEHICLE STICKERS** – The new 24/26 stickers are about to be issued. The forms will be circulated around for volunteers to complete and return to shire office.

### 9.3 Acquisition and location of Fire Danger Rating Signage/Board

**Moved: Shaun Kalajzic**

**Second: Clint Pascoe**

That the acquisition of the Fire Danger Rating Signage to be put on hold until April BFAC meeting.

**Carried: 9/0**

### 9.4 Acquisition and location of new water tank

**Moved: Mal Sutherland**

**Second: Shane Booth**

That the shire obtain quotes for one 50,000L tank with two fittings for trucks. The tank to be placed at the intersection of Kondut South-East and Hospital Road.

**Carried: 9/0**

### 9.5 Standing on non-DFES vehicles

Nic Parry (CESM) spoke about the recent fire injuries that have occurred recently due to standing on vehicles. DFES do not recommend it unless the vehicle has been engineered such as DFES vehicles.

Sam is still currently working on the standard operating practices. Nic will review the practices when completed. This will then be circulated to all brigades before the upcoming fire season.

LGIS have recently released an article regarding volunteer bushfire fighters. The article talks about the bushfire volunteers from an insurance perspective. This will be circulated to all members. Nic also spoke about if someone arrives on site at a fire and hasn't gotten in contact with a fire control officer before proceeding. They will not be covered by insurance if an incident was to occur.

### 9.6 Machinery Issues

There is an issue with Isuzu trucks going into limp mode. This happens as the new trucks; the main pumps are shutting down when the fuel gauge is below ¼ tank. To fix this just shut down the machine and start. The idea behind this is so that volunteers don't get stuck in a fire zone with no fuel. Allows everyone to know they need to leave the zone they are in now and fuel up.



## 9.6 Harvest and Vehicle Movement Ban

**Moved: Shaun Kalajzic**

**Second: Matt Reynolds**

That under Total Fire Ban conditions a Harvest and Vehicle Movement Ban will be called if two or more fire weather stations reached or exceeds an FBI of 40 over two consecutive reading.

That under non-Total Fire Ban conditions a Harvest and Vehicle Movement Ban will be called if two or more fire weather stations reached or exceeds an FBI of 50 over two consecutive reading.

**Carried: 9/0**

**Moved: Steve Whyte**

**Second: Clint Pascoe**

That under Total Fire Ban conditions if the FBI is below an FBI of 40 over two consecutive readings, then a Harvest and Vehicle Movement Ban will be revoked.

That under non-Total Fire Ban conditions if the FBI is below an FBI of 50 over two consecutive readings, then a Harvest and Vehicle Movement Ban will be revoked.

**Carried: 9/0**

## 9.6 Training

Nic plans to hold a rural fire awareness training before the fire season. Currently looking at a date between 18<sup>th</sup> to 30<sup>th</sup> October. This course is also available to be completed online as well. If anyone has any other training they want to complete, let Nic know, and something can be arranged.

## 9.6 Structure

Sam is currently creating a structure for Bush Fire Control Officers. This structure will order the Bush Fire Control Officers after the Chief Bush Fire Control Officer and the Deputy Bush Fire Control Officers and Nic Parry, Community Emergency Services Manager. This is for order of process due to legislation requirements. Although this structure will be in place it will not affect the chain of command on the fire ground.

## 9.6 Standpipe Trailer

The shire are currently in process of building the standpipe trailer. There are final details that are currently in process of sorting out and adding to the trailer. The trailer will be ready for use before the fire season

## 9.6 Speed tillers

A reminder to have a chat to farmers around the shire about having their speed tillers available for use by brigades on the fire zone. There will also be a mention of this in the bushfire newsletter that goes out at the end of September.

#### **9.6 Semi Tanker Update**

Chris Wilding needs to do some maintenance to fix the semi-trailer pump before it will be available for use at Cadoux during the fire season.

#### **10. NEXT MEETING:**

April 2025 (TBA)

#### **11. CLOSURE:**

There being no further business the meeting was closed at 5:20pm

\_\_\_\_\_  
**Ross Lane**  
**Chief Bush Fire Control Officer**

**Date:** \_\_\_\_\_

### 9.3 WORKS AND SERVICES

Nil

## 9.4 HEALTH, BUILDING AND PLANNING

### 9.4.1 BALLIDU CONTEMPORARY ARTS SOCIETY– BALLIDU HALL MANAGEMENT AGREEMENT

<b>FILE REFERENCE:</b>	A359
<b>REPORT DATE:</b>	3 September 2024
<b>APPLICANT/PROPONENT:</b>	Ballidu Contemporary Arts Society Inc
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	1. Management Agreement (via separate document)

#### **PURPOSE OF REPORT:**

To consider a request from the Ballidu Contemporary Arts Society (BCAS) Inc to enter into a five (5) year Management Agreement for the use of the Ballidu Hall for a heritage centre, 35 Fairbank St, Ballidu.

#### **BACKGROUND:**

The Shire and BCAS entered into a Management Agreement for use of the Ballidu Town Hall for the purpose of a Heritage Centre issued in September 2019 for five (5) years.

#### **COMMENT:**

The Management Agreement allows Ballidu Heritage Centre (BHC) under the banner of BCAS to continue to run the Ballidu Hall as a heritage centre and café.

The BHC group is passionate about preserving local history and had gathered memorabilia from every corner of Ballidu. Old photographs, vintage tools, and cherished family heirlooms fill the hall.

To help maintain the building and preserve history they started a café which is supported by locals and visitors alike. The café area is also available for meetings and community gatherings.

BCAS would like to continue this agreement for a further five (5) year period.

#### **POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

#### **LEGISLATIVE REQUIREMENTS:**

There are no legislative requirements associated with this item.

#### **STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known environmental implications associated with this item.
- **Economic**  
There are no known economic implications associated with this item.
- **Social**  
There is significant social value in providing an opportunity for community.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this item.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

That Council AGREE to a five (5) year Management Agreement with Ballidu Contemporary Arts Society Inc for the use of the Ballidu Hall for the purpose of Heritage Centre and Café, 35 Fairbank St, Ballidu for the term commencing 9 September 2024 to 9 September 2029.

#### 9.4.2 BALLIDU PROGRESS GROUP - WATER FOUNTAIN INSTALLATION REQUEST

<b>FILE REFERENCE:</b>	A1223
<b>REPORT DATE:</b>	3 September 2024
<b>APPLICANT/PROPONENT:</b>	Ballidu Progress Group Inc
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Nil

#### PURPOSE OF REPORT:

To seek Councils permission to approve the installation of a permanent water fountain in Alpha Park, Federation Street, Ballidu.

#### BACKGROUND:

The Shire of Wongan-Ballidu own the land at 57 Federation St, Ballidu known as Alpha Park.

The Ballidu Progress Group (BPG) is active in Ballidu and raises funds through the annual Bike it to Ballidu event to beautify and upgrade amenities within Ballidu.

#### COMMENT:

The applicant is requesting permission to install a second permanent water fountain in Alpha Park, Ballidu. The BPG were the recipients of a generous donation and would like to purchase a water fountain.

The water fountain would be installed under the existing patio next to the built in barbecue and sink. It will be bolted into the concrete, with the plumbing and power located adjacent to the proposed location.



There is an existing water fountain located on the north side of the resident's wall.

The Manager of Regulatory Services (MRS) recently met with the President of the BPG and spoke about various items in the park including the installation of a second water fountain. The President advised there would be no cost to the Shire. MRS advised BPG they would need to write to Council seeking approval for installation of the water cooler.

Since that meeting Council have received a letter from the BPG requesting financial assistance towards the installation of the water fountain. The total amount requested for plumbing and electrical works is \$1,260.60.

The BPG have committed to the upkeep and maintenance of the water fountain following installation.

**POLICY REQUIREMENTS:**

There are no policy requirements in relation to the item.

**LEGISLATIVE REQUIREMENTS:**

There are no legislative requirements in relation to the item.

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known environmental implications associated with this item.
- **Economic**  
There are no known economic implications associated with this item.
- **Social**  
There are no known social implications associated with this item.

**FINANCIAL IMPLICATIONS:**

If Council wishes to approve the financial request for installation there will be an impact on the current budget as this is not a budgeted expenditure.

There is also ongoing water and power charges associated with this installation.

## **VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

## **OFFICER RECOMMENDATION:**

That Council APPROVE –

- a) The installation of the water cooler by Ballidu Progress Group Inc at their cost.
- b) The Ballidu Progress Group Inc will be responsible for the upkeep and ongoing maintenance of the water fountain.
- c) Council will be responsible for ongoing operating costs.



### 9.4.3 WONGAN-BALLIDU SENIOR CITIZENS RECREATION CENTRE INC MANAGEMENT AGREEMENT – WONGAN HILLS CIVIC CENTRE, 2 PARKER PLACE, WONGAN HILLS

<b>FILE REFERENCE:</b>	A443
<b>REPORT DATE:</b>	3 September 2024
<b>APPLICANT/PROPONENT:</b>	Wongan-Ballidu Senior Citizens Recreation Centre Inc
<b>OFFICER DISCLOSURE OF INTEREST:</b>	Nil
<b>PREVIOUS MEETING REFERENCES:</b>	Nil
<b>AUTHOR:</b>	Melissa Marcon – Manager of Regulatory Services
<b>ATTACHMENTS:</b>	Management Agreement (via separate document)

#### PURPOSE OF REPORT:

To consider a request from Wongan-Ballidu Senior Citizens Recreation Centre Inc (WBSCRC) to enter into a three (3) year Management Agreement for the use of the lesser hall at the Civic Centre, 2 Parker Place, Wongan Hills.

#### BACKGROUND:

Council approved a Management Agreement in 2022 for a temporary period of 12 months, with the option of a one-year extension for the WBSCRC to use the lesser hall for three days per week between the hours of 9am to 2pm for the purpose of a senior's centre.

#### COMMENT:

In August 2022, a local resident of Wongan Hills attended council and provided a Project Scope for the Wongan-Ballidu Senior Citizens Recreation Centre (WBSCRC). Council agreed in principle to grant WBSCRC use of the lesser hall at the Civic Centre for a trial period of 12 months.

In 2023 this management agreement was renewed for another 12 months expiring in 2024.

The WBSCRC has provided a caring and safe community for the seniors within the Shire of Wongan-Ballidu and those visiting and continue to have numerous activities for them.

#### POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

#### LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 Section 3.58 (1) (5c)

#### **3.58. Disposing of property**

*(1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*

*(5) This section does not apply to —*

- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
- (d) any other disposition that is excluded by regulations from the application of this section.*

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

There is significant social value in providing a space and opportunity for community.

**FINANCIAL IMPLICATIONS:**

All costs associated with this item and arrangements will be incurred by the Shire.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED:** No

**OFFICER RECOMMENDATION:**

That Council AGREE to a three (3) year Management Agreement with Wongan-Ballidu Senior Citizens Recreation Centre Inc for the use of the lesser hall at the Wongan Hills Civic Centre, 2 Parker Place, Wongan Hills for \$1.00 per annum commencing 31 October 2024 to 30 October 2027.

## 9.5 COMMUNITY SERVICES

Nil

**Item 10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

**Item 11. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Item to be provided by the CEO via separate document

**Item 12. CLOSURE**

The Shire President, Cr M Stephenson, declared the meeting closed at \_\_\_\_\_

\_\_\_\_\_  
Signed by:

\_\_\_\_\_  
Date:

**Cr M Stephenson**  
**Shire President**