



Shire of
Nannup
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Agenda Attachments

Ordinary Meeting of Council to be held
on Thursday 28 April 2022
Commencing at 4.30pm
in Council Chambers

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Minutes

Ordinary Council Meeting held Thursday 24 March 2022

4.30pm, Council Chambers, 15 Adam Street, Nannup

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MINUTES
Thursday 24 March 2022

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY:

The Shire President declared the meeting open at 4.31pm and welcomed the public gallery.

The Shire President acknowledged the traditional custodians of the land, the Wardandi and Bibbulmun people; paying respects to Elders past, present and emerging.

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

<i>Councillors</i>	<i>Staff</i>
Cr Tony Dean (Shire President)	David Taylor – Chief Executive Officer
Cr Vicki Hansen (Deputy Shire President)	Jonathan Jones – Manager Infrastructure
Cr Cheryle Brown	Kellie Jenkins – Manager Corporate Services/Deputy Chief Executive Officer
Cr Chris Buckland	Jane Buckland – Development Services Coordinator
Cr Patricia Fraser	Sarah Dean – Governance Officer
Cr Ian Gibb	
Cr Charles Gilbert	
Cr Bob Longmore	

<i>Public Gallery</i>
Kay Savoury, Phil Hancock, Jim Green, Isabel Green, Wayne Leece, Derek Hosken, Sue Bennett, Rita Stallard, Robert Lee.

2.2 APOLOGIES

Nil.

3. PUBLIC QUESTION TIME:

Rita Stallard; East Nannup Road

Q. 1 – Can a warning sign for bike riders and pedestrians be installed on the Nannup Brook bridge at the entrance to town?

A. 1 - Manager Infrastructure responded that there was a signs installed in this location on Monday.

Q. 2 – The weed watsonia on the Blackwood River walk trails and East Nannup Road; will something be done about it?

A. 2 – CEO responded that the Shire uses herbicide on Shire managed road reserves, such as the one on East Nannup Road. The Shire maintains the immediate pathway area along the Blackwood River trail however do not spray for weeds on land managed by Department of Water & Environmental Regulation. The Shire also manages the gravel road between the Foreshore Park and Walter Street/Adam Street and the weeds will be inspected and sprayed as necessary.

Q. 3 – The corrugated tin that was removed from the Rec Centre roof; will this be put out for tender?

A. 3 – Manager Infrastructure responded that this tin would most likely be repurposed for another use by the Shire. If it doesn't get repurposed it will be subject to a public tender disposal process.

Q. 4 – Is it true that there will be no spontaneous questions allowed at the Special Electors meeting on 31 March?

A. 4 – CEO responded that was correct, questions need to be submitted in writing prior to the meeting, as per the Shire of Nannup Procedure for Special Meeting of Electors.

Q. 5 – Is it possible to get a grant for the purpose of telling the history of the railway line in Nannup; and other rail related points of historical interest?

A. 5 – Shire President responded that this was a proposal he personally supported. CEO responded that there were various grants that could be looked at for this purpose in future budget considerations.

4. MEMBERS ON LEAVE OF ABSENCE AND APPLICATIONS FOR LEAVE OF ABSENCE:

4.1 APPROVED LEAVE OF ABSENCE

Nil.

4.2 APPLICATION FOR A LEAVE OF ABSENCE

COUNCIL RESOLUTION 22043

MOVED CR BUCKLAND	SECONDED CR LONGMORE
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Cr Brown leave of absence for the period 10-21 May 2022 be approved.

CARRIED (8/0)

5. CONFIRMATION OF MINUTES:

5.1, 5.2 and 5.3 were endorsed via en bloc resolution.

COUNCIL RESOLUTION 22044

MOVED CR HANSEN	SECONDED CR BUCKLAND
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5.1 Special Council Meeting – 16 February 2022

That the Minutes from the Special Meeting of Council held 16 February 2022 be confirmed as a true and accurate record (attachment 5.1).

5.2 Ordinary Council Meeting – 24 February 2022

That the Minutes from the Ordinary Meeting of Council held 24 February 2022 be confirmed as a true and accurate record (attachment 5.2).

5.3 Special Council Meeting – 10 March 2022

That the Minutes from the Special Meeting of Council held 10 March 2022 be confirmed as a true and accurate record (attachment 5.3).

CARRIED (8/0)

COUNCIL RESOLUTION 22045

5.4 Local Emergency Management Committee Meeting – 2 March 2022

MOVED CR GIBB	SECONDED CR BUCKLAND
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That the Minutes from the Local Emergency Management Committee meeting held 2 March 2022 be received (attachment 5.4).

CARRIED (8/0)

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

7. DISCLOSURE OF INTEREST:

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Where a member has disclosed a financial or proximity interest in an item, they must leave the Chamber for consideration of that item.

Where a member has disclosed an impartiality interest in an item, they may remain in the Chamber. The member is required to bring an independent mind to the item and decide impartially on behalf of the Shire of Nannup and its community.

The Shire of Nannup Declaration Register is on our website [here](#).

Cr Longmore declared an impartiality interest in agenda item 11.3 – Development Application for storage, production and performance facility.

Cr Hansen declared an impartiality interest in agenda item 11.3 – Development Application for storage, production and performance facility.

Cr Longmore declared in impartiality interest in agenda item 11.6 – Nannup Music Club Funding 2021/22.

Cr Fraser declared a proximity interest in agenda item 12.1 – Mining Tenements Policy Development.

8. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:

Nil.

9. PRESENTATIONS:

9.1 PETITIONS

Nil.

9.2 PRESENTATIONS

Nil.

9.3 DEPUTATIONS

Derek Hosken; resident of Grange Road; made a deputation to Council regarding item 12.2 Mining Tenements Policy Development as he is an affected property owner.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Meeting	Date	Councillor
Warren Blackwood Alliance of Councils (WBAC) – Climate Change Impact Reference Group	25 February & 18 March	Dean, Hansen
WBAC – Futures Group	28 February	Dean, Hansen.
Local Emergency Management Committee	2 March	Gibb, Hansen.
Audit Advisory Committee	10 March	Dean, Brown, Buckland, Fraser, Gibb, Gilbert, Hansen, Longmore.
Western Australian Local Government Association	2 March	Dean

11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 - Local Planning Policy No. 6 – Nannup Townsite Character Area Design Guidelines: Submitted for final adoption
LOCATION/ADDRESS:	Applies to the Nannup Townsite
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM9
AUTHOR:	Jane Buckland – Development Services Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	28 February 2022
PREVIOUS MEETING REFERENCE:	16 December 2021
ATTACHMENT:	11.1.1 - Recommended final adoption version of Local Planning Policy No. 6 Nannup Townsite Character Area Design Guidelines 11.1.2 - Draft Local Planning Scheme No.4 Scheme Map No.7 Nannup Townsite 11.1.3 - Draft Local Planning Scheme No.4 provisions for Special Control Area SCA2

BACKGROUND:

The purpose of this report is to inform Council of the public consultation outcomes and to seek Council's final adoption of *Local Planning Policy No. 6 – Nannup Townsite Character Area Design Guidelines*. The recommended adopted version of the policy is set out in Attachment 11.1.1 and makes no changes to the version that was publicly advertised.

At the Council Meeting of 16 December 2021, the Council passed the following motion at minute No 21161:

“That Council:

- Support the public release of draft *Local Planning Policy 6 - Nannup Townsite Character Area Design Guidelines* outlined in Attachment 11.3.1 and require the draft policy to be publicly advertised in accordance with the requirements set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* with an increased advertising period of six weeks.
- Reconsider draft *Local Planning Policy 6 - Nannup Townsite Character Area Design Guidelines* following the close of the public submission period and determine whether or not to adopt the policy with or without modification, or to not proceed with the policy.”

In accordance with the Council resolution and taking into account the holiday period, the Shire administration consulted extensively for an 8 week period by writing to and inviting comments from relevant stakeholders and government agencies, placing public notices in local papers, placing details on the Shire website and having information available at the Shire office.

The Shire received no submissions on the draft policy.

The Shire has a Local Planning Policy that guides development in the Nannup Main Street Heritage Precinct, focusing on the town centre, but does not have a Local Planning Policy that provides design guidance elsewhere in the Nannup townsite (particularly the more established part of the townsite). Accordingly, there is a lack of clarity on Shire expectations to applicants and the community including on preferred/non-preferred construction styles, matters to be addressed and procedural considerations.

The recommended final policy as outlined in Attachment 11.1.1 is intended to provide increased guidance to the Council, the Shire administration, landowners and applicants and assist in more consistent decision making from the local government.

COMMENT:

It is suggested that Council is now in a position to finally adopt *Local Planning Policy 6 - Nannup Townsite Character Area Design Guidelines* as set out in Attachment 11.1.1. This has not been amended from the advertised draft version. Considering the extensive consultation that occurred on the draft policy, which resulted in no submissions, it can only be assumed that there is overall community acceptance of the policy.

In summary, the policy supports attractive and sustainable dwellings and development that strengthens local identity other than a few design options or where the design introduces 'metropolitan' building materials that are not sympathetic with the local context and character. The policy does not prescribe particular architectural styles, nor inhibit creative design, but provides a framework to retain or enhance the character of the Nannup townsite. The policy sets out matters the local government requires to be suitably addressed in a Development Application.

The policy sets out that no development approval is required for the erection or extension of a single house, outbuilding or retaining wall that complies with the deemed-to-comply requirements of the *Residential Design Codes*, in accordance with clause 61(4)(c) of the Deemed Provisions from the Regulations, and where consistent with this policy and with Local Planning Scheme No.4 (LPS4).

It should be noted that this policy will only become operational upon the gazettal of LPS4, however it is intended that it will also be used to guide development within the Nannup townsite under Local Planning Scheme No.3.

The area covered by the policy is described in LPS4 as Special Control Area SCA2 Development Control Area – Nannup Townsite Character and is shown in Attachment 11.1.2. Attachment 1 of the policy document also shows the area covered by the policy.

The current provisions for SCA2 are set out in Part 5 of LPS4 and are included in Attachment 11.1.3.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, draft Shire of Nannup Local Planning Scheme No.4 and Shire of Nannup Local Planning Scheme No. 3.

POLICY IMPLICATIONS:

Local planning policies are non-statutory documents which provide guidance to assist the local government in its decision making. Accordingly, the local government is not bound by the policy but is required to have regard to the policy in determining Development Applications.

The draft policy has been subject to community and stakeholder consultation.

FINANCIAL IMPLICATIONS:

The Shire met the cost of advertising the draft planning policy, including placing notices in local papers.

STRATEGIC IMPLICATIONS:

The policy, if adopted, will assist the decision-making of the local government, inform applicants/landowners of Council requirements and raise community and stakeholder awareness.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

- Grant final adoption to *Local Planning Policy 6 - Nannup Townsite Character Area Design Guidelines* as set out in Attachment 11.1.1.
- Delegate authority to the Shire's Chief Executive Officer to make minor modifications to the Policy to address any wording changes made to Special Control Area SCA2 or other relevant matters in the gazetted *Local Planning Scheme No.4*.

COUNCIL RESOLUTION 22046

MOVED CR HANSEN	SECONDED CR BROWN
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That Council:

- ***Grant final adoption to Local Planning Policy 6 - Nannup Townsite Character Area Design Guidelines as set out in Attachment 11.1.1.***
- ***Delegate authority to the Shire's Chief Executive Officer to make minor modifications to the Policy to address any wording changes made to Special Control Area SCA2 or other relevant matters in the gazetted Local Planning Scheme No.4.***

CARRIED (8/0)

AGENDA NUMBER & SUBJECT:	11.2 - Delegated Planning Decisions for February 2022
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Jane Buckland – Development Services Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	1 March 2022
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.2.1 – Register of Delegated Development Approvals

BACKGROUND:

To ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve Applications for Development Approval that meet the requirements of both Local Planning Scheme No.3 (LPS3) and adopted Council policy.

Delegated planning decisions are reported to Council on a monthly basis to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in February 2022 is presented in Attachment 11.2.1.

COMMENT:

As shown in the attachment, each application has been advertised in accordance with LPS3 and Council's adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During February 2022, six (6) development applications were determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for February 2022 compared to February 2021:

	February 2021	February 2022
Delegated Decisions	7 (\$580,398)	2 (\$44,000)
Council Decisions	1 (\$1,500,000)	1 (\$1,100,000)
Total	8 (\$2,080,398)	3 (\$1,144,000)

66% of all approvals issued in the month of February were completed within the statutory timeframes of either 60 or 90 days. One approval was not completed within its 90 day timeframe due to the need for the application to be determined by Council.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Local Government Act 1995 and LPS3.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires that a written record of each delegated decision is kept.

POLICY IMPLICATIONS:

Applications for Development Approval must be assessed against the requirements of LPS3 and Local Planning Policies adopted by Council. These Policies include Local Planning Policy *LPP5 Consultation* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised, and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

FINANCIAL IMPLICATIONS:

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for February 2022 as per Attachment 11.2.1.

COUNCIL RESOLUTION 22047***MOVED CR LONGMORE******SECONDED CR BROWN***

That Council receives the report on Delegated Development Approvals for February 2022 as per Attachment 11.2.1.

CARRIED (8/0)

AGENDA NUMBER & SUBJECT:	11.3 - Development Application for storage, production and performance facility
LOCATION/ADDRESS:	Lot 20 (No. 19) Brockman Street, Nannup
NAME OF APPLICANT:	Nannup Music Club Inc.
FILE REFERENCE:	A311
AUTHOR:	Steve Thompson – Consultant Planner
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>)
DATE OF REPORT:	15 March 2022
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.3.1 - Location map 11.3.2 - Details originally provided by applicant 11.3.3 - Extract of planning framework 11.3.4 - Submissions 11.3.5 - Additional information from applicant 11.3.6 - Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

BACKGROUND:

The Shire has received a Development Application from the Nannup Music Club to construct an American-style barn to accommodate a proposed storage, production and performance facility on Lot 20 (No. 19) Brockman Street, Nannup. The facility will be available for use by community and commercial entities.

Relevant details relating to the site and the application include:

- The application site is shown in Attachment 11.3.1;
 - The site currently contains a residential dwelling, separate cottage (used as an office for the Nannup Music Club) and two storage sheds;
- Details submitted by the applicant are provided in Attachment 11.3.2. The facility will provide storage space for equipment and materials as well as an undercover space for production of props, signage, decorations etc. The proposal, in part, will replace existing storage sheds;
- The site is within a Flood Risk Area, predominantly in the 1 in 25 Annual Exceedance Probability (AEP) floodplain;
 - The property is located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner; and
 - Other details relating to the planning framework are outlined below or set out in Attachment 11.3.3.

CONSULTATION:

The Shire administration undertook extensive consultation through inviting public comment on the Development Application for a period of 42 days by writing to adjoining and nearby landowners, the Department of Water and Environmental Regulation (DWER), placing details on the Shire website and having details available at the Shire office.

The Shire received 3 submissions on the Development Application as outlined in Attachment 11.3.4. In summary:

- a) Two submitters raised concerns/objections; and
- b) DWER did not object to the proposal but did identify key issues and provide recommendations with regards to flood management.

In accordance with established practice, the Shire administration has liaised with the applicant since the receipt of submissions. In response to the submissions, the applicant has provided a response (see Attachment 11.3.5). The below is a summary of some of the issues/concerns.

Issue/concern	Applicant's response
Floodwaters are expected to reach 2-3 metres deep during 1 in 100 AEP events. This is considered hazardous to people and vehicles and has the potential to cause structural damage to buildings.	<ul style="list-style-type: none"> • Proposed building pad could be raised to 66.5m (above 1 in 25 year flood level). • All electricals to be a minimum 1.5m above floor level (placing electricals above the 1 in 25 year flood level). • Raising the pad above the 1 in 100 year flood level appears unfeasible and unaffordable. • Building on stilts appears unfeasible and unaffordable but could be investigated. This would add to the size and bulk of the building.
The site is within a residential area.	<ul style="list-style-type: none"> • Whilst the property is owned by the Nannup Music Club, it is not utilised solely for the Music Festival and does not impinge on residential areas.
Opposition to the provision of food and alcohol.	<ul style="list-style-type: none"> • The club is subject to normal regulatory guidelines and requirements for selling alcohol and food.
Visual amenity – the proposed building is very large and imposing and close to Brockman Street. Desire for the building to be sympathetic to the existing streetscape.	<ul style="list-style-type: none"> • The Club is committed to ensuring the proposal enhances, and does not detract from the visual amenity of the street and town. • Many planning and design iterations have been discussed, including visual amenity and affordability. • An 'off the shelf' design was chosen for timing and affordability reasons. A new design could be considered. • The current ideas for a possible façade on the Brockman Street frontage are for discussion and are not finalised.

	<ul style="list-style-type: none"> • The Club is willing to engage with the community to come up with an acceptable strategy to address visual amenity. • The Club is willing to accept conditions relating to visual amenity but does not currently have the financial resources to include this aspect as part of the current Development Application. • A change of location on the current site can be considered but there may be issues with rear access, drainage and neighbouring shadow lines. • 3 mature trees will require removal whether at the current location or moving further back from the street. • Changes to the design, materials and location are possible but lengthy delays and increased costs may put the project at risk.
Noise concerns. Adequate sound insulation should be included.	<ul style="list-style-type: none"> • Outside of the Nannup Music Festival, events have an anticipated maximum of 100 attendees. • Guidelines for the management of the Music Club or hosted events are outlined in the Club's Event Management Plan. • The facility is designed to minimise noise impact.
Inadequacy of parking.	<ul style="list-style-type: none"> • In addition to the Shire requirement of providing formal on-site parking, additional parking will be provided within the Club's property.

Planning framework

The site is zoned 'Residential R10/15' and is within a Flood Risk Area under the *Shire of Nannup Local Planning Scheme No.3 (LPS3)*. The site is also located in the *Nannup Townscape Character Area Design Guidelines (Local Planning Policy No. 6)*. Other key planning documents related to the proposal include the *Shire of Nannup Local Planning Strategy, Local Planning Policy No.11 Development in Flood Risk Areas (LPP11)* and *Local Planning Policy No.13 Car Parking and Vehicular Access (LPP13)*.

The use is best described as 'community purpose' which is a 'D' (discretionary) use in the Residential zone.

In regard to development of flood risk land, Clause 5.2.1 of LPS3 (Attachment 11.3.3) states in part that:

“5.2.1 Flood Risk Land

5.2.1.1 Notwithstanding any other provision of the Scheme.

- (a) the local government shall not grant approval to the carrying out of any development on land (or portion(s) thereof) that is shown on the Scheme Map as being flood risk land or where land abuts the Blackwood River unless an assessment has been made of:

- (i) the effect of the proposed development on the efficiency and capacity of the floodway to carry and discharge flood water;
- (ii) the safety of the proposed development in time of flood; and
- (iii) whether the proposed development involves any possible risk to life, human safety or private property in time of flood.”

Clause 5.2.1.4 of LPS3 also states:

“5.2.1.4 Proposals for the development of tourist or commercial uses within flood risk land will be assessed by the local government having regard to the type, size and scale of the proposed development and the comments of the Department of Water which are to be sought and obtained prior to any decision being made.”

The draft *Shire of Nannup Local Planning Scheme No.4* (LPS4) zones the site as ‘Residential’ with an ‘Additional Use’ right of camping ground and office. Community purpose is an ‘A’ use in the Residential zone (advertising required) in draft LPS4.

In regard to development within the Nannup Townsite Character Area Design Guidelines (LPP6), this Policy has been considered by Council in this Ordinary Council meeting.

The Local Planning Strategy supports appropriate non-residential uses in residential areas subject to addressing amenity considerations. The Strategy seeks a high standard of design that is sympathetic to Nannup’s character.

Attachment 11.3.3 sets out the relevant planning framework which are extracts from LPS3, the Local Planning Strategy, LPP6, LPP11 and LPP13.

Attachment 11.3.6 is an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out matters to be considered by local government in assessing a Development Application.

COMMENT:

A) Overview

The overall concept of the storage, production and performance facility has considerable merit in supporting Nannup’s community development and supporting economic development. While noting this, it is suggested the key issue relates to the appearance and bulk of the facility, particularly when viewed from Brockman Street. Some of the key issues with the application are outlined below.

B) Design

While appreciating the rationale put forward by the applicant, the submitted design (especially when viewed from Brockman Street) is not considered sympathetic with Nannup’s

'garden village' character. Given the site's high-profile location, it is suggested the 'industrial-like' design will have a detrimental impact on the character of the area. The design incorporates materials, bulk and a design that are not consistent with LPP6.

Two options have been put forward to address the submitted Development Application. Either to require the applicant to resubmit a revised design, to the satisfaction of the Shire's Chief Executive Officer, or to refuse the Development Application.

C) Flood risk

As outlined above, the site is entirely within the floodplain. The existing sheds are below the 1 in 25 year flood level. The applicant advises the proposed building can be raised to be above the 1 in 25 year AEP flood level but will not be above the 1 in 100 year AEP flood level.

Council policies adopt a precautionary approach to flood risk and approving development in flood risk area does present risks for the Shire. Balancing this includes the proposal is for non-habitable development and the proposed building will be higher than the existing sheds. Should Council consider granting development approval, development conditions and advice can also assist to minimise risks. This includes that electrical installations are raised and future owners are aware of flood risks (including adding a notification to the Certificate of Title).

Given the advice provided by DWER (the peak water management/flood risk agency in Western Australia), and other mitigating measures, flood risks can be managed for this proposed facility.

D) Parking

Currently, there are no formally constructed car parking bays on the site to service the existing development. This reflects the historic nature of the buildings. The proposed development, if approved, is expected to increase parking requirements compared to the current situation.

Depending on the number of patrons, there will be times when there is insufficient car parking bays on site. This may require parking in nearby public parking areas, which may require patrons to walk a short distance. There will be a need for the music club to suitably manage parking to not have a detrimental impact on the amenity and safety of local residents.

The music club is encouraged to promote sustainable transport options including walking, riding, carpooling and community transport.

If the proposal was for commercial (for profit) purposes or the proposed scale and/or number of events was greater, it is suggested a greater number of bays would need to be provided on site and/or a possible cash-in-lieu payment considered.

E) *Noise and amenity*

The Shire acknowledges the concerns from one submitter with regards to noise. Some of the concerns are addressed through statutory requirements such as the *Environmental Protection (Noise) Regulations 1997*.

There will be a need for appropriate noise insulation along with the careful design of major openings (doors and windows) especially to the south and east.

It is understood the Nannup Music Club Inc. have submitted an Event Management Plan to the Shire, outlining attendee numbers, noise, number and timing of events, parking etc. If the Council was to consider approving the Development Application, it is likely there is a need to update the Event Management Plan.

F) *Conclusion and options*

Based on the submitted Development Application, the Shire administration is not in a position to recommend that Council approve the Development Application. The Council has various options including the two options outlined in the Officer Recommendation. It is recommended that Council either require appropriate changes to the external appearance (especially when viewed from Brockman Street) or refuse the Development Application.

While noting the above, should Council determine that it is supportive of the Development Application, it is suggested that development conditions address matters including the bulk/appearance of the building when viewed from Brockman Street, flood risk and noise/amenity.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Scheme) Regulations 2015, LPS3 and draft LPS4.

POLICY IMPLICATIONS:

Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application. Key policies include *Local Planning Policy No. 6 Nannup Townsite Character Area Design Guidelines* and *Local Planning Policy No.11 Development in Flood Risk Areas*. Additionally, there are various State Planning Policies which are relevant in assessing the Development Application including *State Planning Policy 3.4 Natural Hazards and Disasters*.

FINANCIAL IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

Approval of the submitted design will detrimentally impact the character of the area which could set a precedent for similar proposals.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

In relation to the Development Application for a storage, production and performance facility (community purpose) at Lot 20 on Deposited Plan 222883 (No. 19) Brockman Street, Nannup, the Council resolves to:

1. Advise the applicant that it is in-principle supportive of the storage, production and performance facility, subject to the design being modified, especially when viewed from Brockman Street, to address materials, bulk and design. Following the receipt of revised plans and elevations, to the satisfaction of the local government, the Shire's Chief Executive Officer will grant development approval under delegated authority. This includes a condition requiring a notification to be added to the Certificate of Title relating to flood risk.

Or

2. Issue a notice of refusal for the following reasons:

A. The proposal will create a large industrial looking building when viewed from the Brockman Street frontage. This is inconsistent with the existing character of the Nannup townsite and inconsistent with the objectives of *Local Planning Policy 6 – Nannup Townsite Character Area Design Guidelines*.

B. The application is inconsistent with the objectives of the *Shire of Nannup Local Planning Scheme No. 3* including clause 1.6.2(f) to 'To safeguard and enhance the character and amenity of the built and natural environment of the Scheme Area' and clause 4.8.10 which states:

‘Notwithstanding that a proposed development conforms in all other respects with any provision of the Scheme or any local law in force, the local government may at its discretion, refuse to grant approval if it considers that such development would by its siting, design, construction or materials result in a significant deterioration in the landscape and amenity of the general locality.’

C. The application is inconsistent with the objectives of Special Control Area 2 – Development Control Area – Nannup Townsite Character in the draft *Shire of Nannup Local Planning Scheme No. 4* which is to:

- To retain Nannup’s unique character and sense of place.
- To provide a high level of amenity.
- To create an attractive, desirable and responsive environment.
- To require development to address the garden village and non-metropolitan context, topography, landscape values and the area’s character and heritage.

D. The proposal does not satisfy the following matters to be considered as identified in Schedule 2, Part 9, Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, namely:

- a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development; and
- (n) the amenity of the locality including the character of the locality.

Advice

If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

COUNCIL RESOLUTION 22048**MOVED CR HANSEN****SECONDED CR HANSEN**

Issue a notice of refusal for the following reasons:

A) The proposal will create a large industrial looking building when viewed from the Brockman Street frontage. This is inconsistent with the existing character of the Nannup townsite and inconsistent with the objectives of Local Planning Policy 6 – Nannup Townsite Character Area Design Guidelines.

B). The application is inconsistent with the objectives of the Shire of Nannup Local Planning Scheme No. 3 including clause 1.6.2(f) to ‘To safeguard and enhance the character and amenity of the built and natural environment of the Scheme Area’ and clause 4.8.10 which states:

‘Notwithstanding that a proposed development conforms in all other respects with any provision of the Scheme or any local law in force, the local government may at its discretion, refuse to grant approval if it considers that such development would by its siting, design, construction or materials result in a significant deterioration in the landscape and amenity of the general locality.’

C). The application is inconsistent with the objectives of Special Control Area 2 – Development Control Area – Nannup Townsite Character in the draft Shire of Nannup Local Planning Scheme No. 4 which is to:

- **To retain Nannup’s unique character and sense of place.**
- **To provide a high level of amenity.**
- **To create an attractive, desirable and responsive environment.**
- **To require development to address the garden village and non-metropolitan context, topography, landscape values and the area’s character and heritage.**

D). The proposal does not satisfy the following matters to be considered as identified in Schedule 2, Part 9, Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015, namely:

- a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;**
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development; and**
- (n) the amenity of the locality including the character of the locality.**

Advice

If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

CARRIED (8/0)

AGENDA NUMBER & SUBJECT:	11.4 – Payment of Accounts – November and December 2021
SUBJECT:	Payment of Accounts – November and December 2021
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Kellie Jenkins – Manager of Corporate Services & Deputy Chief Executive Officer
REPORTING OFFICER:	Kellie Jenkins – Manager of Corporate Services & Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	15 March 2022
ATTACHMENT:	11.4.1 – Payment of Accounts – November and December 2021

BACKGROUND:

To advise Council of payments made from the municipal fund or trust fund for the period 1 November to 31 December 2021.

COMMENT:

If Council would like to ask questions about the payment of accounts, prior notice of these questions will enable officers to provide detailed explanation in response at the Council meeting.

Municipal Account

Accounts paid by EFT	14197 to 141376	\$711,217.00
Accounts paid by cheque	20527 to 20532	\$898.48
Accounts paid by Direct Debit	11004.1 to 11505.1	\$139,110.15
<i>Sub Total Municipal Account</i>		<u>\$851,225.63</u>

Trust Account

Accounts paid by EFT	14297 & 14298	\$1,510.26
<i>Sub Total Trust Account</i>		<u>\$1,510.26</u>
Total Payments		<u><u>\$852,735.89</u></u>

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996 Regulation 13(2)

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As indicated in Payment of Accounts.

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple majority

OFFICER RECOMMENDATION:

That Council endorse the payment of accounts totalling \$852,735.89 for the period 1 November 2021 to 31 December 2021, as in the attached schedule(s).

COUNCIL RESOLUTION 22049

MOVED CR BUCKLAND	SECONDED CR HANSEN
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That Council endorse the payment of accounts totalling \$852,735.89 for the period 1 November 2021 to 31 December 2021, as in the attached schedule(s).

CARRIED (8/0)

AGENDA NUMBER & SUBJECT:	11.5 - Budget Amendment – Volvo L90F Transmission Replacement
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK7
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	15 March 2022
ATTACHMENTS:	None

BACKGROUND:

As per the *Local Government Act 1995 (The Act)* a Local Government is not to incur any expenditure that was not included within the annual budget unless this additional expenditure was authorised by Council **prior** to expenditure occurring. This is shown at *Section 6.8* of the *Act* where it states:

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

COMMENT:

The Shires Volvo Loader has suffered transmission failure in early February 2022 due to travelling long distances between worksites.

The Manager Infrastructure has been advised approximate repair costs will be \$50,000.

This piece of equipment is critical to the works department in completing works and services.

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 6.8

POLICY IMPLICATIONS:

ADM 4 Purchasing Policy

FINANCIAL IMPLICATIONS:

The Plant Reserve has a current balance of \$396,282. It is proposed that the budget be amended to transfer a total of \$50,000 from this reserve to fund the replacement of the Volvo Loader Transmission.

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council endorse a budget amendment to transfer an amount of \$50,000 from the Plant Reserve in the 2021/2022 Financial Year Budget for the replacement of the Volvo Loader Transmission.

COUNCIL RESOLUTION 22050

<i>MOVED CR BROWN</i>	<i>SECONDED CR HANSEN</i>
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That Council endorse a budget amendment to transfer an amount of \$50,000 from the Plant Reserve in the 2021/2022 Financial Year Budget for the replacement of the Volvo Loader Transmission.

CARRIED BY ABSOLUTE MAJORITY (8/0)

AGENDA NUMBER & SUBJECT:	11.6 – Nannup Music Club Funding 2021/2022
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Nannup Music Club
FILE REFERENCE:	ASS 7
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 March 2022
ATTACHMENTS:	Nil

BACKGROUND:

The Nannup Music Festival 2022 was cancelled early due to the risk of COVID impacting the event. This was very fortunate as new restrictions that came into force just before the festival would have stopped the festival from going ahead.

The Nannup Music Club wrote to the Chief Executive Officer requesting if they were allowed to retain the Shire’s \$10,000 contribution towards the festival seeing as though it did not go ahead.

COMMENT:

The Chief Executive Officer held discussions with the Nannup Music Club and at their committee meeting held on Thursday 17th March 2022 they decided to hold a free community event that will invite a mix of local and southwest artists along with a strong focus on children and families.

The Music Club need to know if the Shire is going to request the funding be refunded or if the intended community event is agreeable for them to retain the 2021/2022 festival contribution.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nannup Music Club Memorandum of Understanding (MOU).

FINANCIAL IMPLICATIONS:

Nil. The funds are budgeted and have been paid to the Nannup Music Club.

STRATEGIC IMPLICATIONS:

Extract from Strategic Community Plan 2021 – 2036

5.2 Working Together – we will support our community groups and support them to work together.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council -

1. Support the Nannup Music Club to retain their 2021/22 annual festival contribution on the basis that they hold a free community music event before 30 June 2022.
2. If no community event is held by the Nannup Music Club before 30 June 2022, the annual festival contribution for 2021/2022 will offset the Shire's 2022/2023 annual festival contribution.

COUNCIL RESOLUTION 22051

MOVED CR BUCKLAND	SECONDED CR LONGMORE
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That Council -

- 1. Support the Nannup Music Club to retain their 2021/22 annual festival contribution on the basis that they hold a free community music event before 30 June 2022.***
- 2. If no community event is held by the Nannup Music Club before 30 June 2022, the annual festival contribution for 2021/2022 will offset the Shire's 2022/2023 annual festival contribution.***

CARRIED (8/0)

AGENDA NUMBER & SUBJECT	11.7 – Accept the Updated Local Roads & Community Infrastructure Program Phase 3 Work Schedule
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 6
AUTHOR:	Nicole Botica – Economic & Community Development Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	17 March 2022
ATTACHMENT:	11.7.1 - Local Roads and Community Infrastructure Work Schedule 11.7.2 - Local Roads and Community Infrastructure Grant Guidelines

BACKGROUND:

At the 2022 February Ordinary Meeting Council accepted the \$687,234 funding offered through the Local Roads and Community Infrastructure Program (LRCIF) Phase 3 within the 2021 / 2022 and 2022/ 2023 financial budget.

Subsequently, the Work Schedule Project Nomination Form was submitted to the Department of Infrastructure, Transport, Regional Development and Communications.

On 10 March 2022, an email was received from the programme assessor indicating that the Airport Bore and Tank project is considered to be ineligible according to section 5.1 of the Phase 3 Guidelines (pg. 8 Attachment 11.8.2), as it is not publically accessible to the community/public.

COMMENT:

On 10 March 2022, an email was received from the programme assessor indicating that the Airport Bore and Tank project is considered to be ineligible according to section 5.1 of the Phase 3 Guidelines (pg. 8 Attachment 11.8.2), as it is not publically accessible to the community/public.

At the same time, Officers identified that Council had previously approved an allocation from LRCIF Phase 3 for \$70,770 plus GST towards the Nannup Recreation Centre Sports Hall Roof Modification and Recladding at the December 2021 Special Council Meeting. This was due to

the quotations being returned higher than the original budget figure of \$182,000. This project has now been completed \$17,000 under budget, resulting in a net funding gap of \$53,595.

To address this funding gap it is proposed that the following projects are amended;

1. Airport Bore and Pump Project – project was ineligible and the funds of \$10,000 be allocated to offset.
2. Higgins Street Entry /Exit – this project reduced to \$46,405 plus \$4,595 of Shire contribution. This is due to the Works Manager revising the costings of the project.

STATUTORY ENVIRONMENT:

Local Government Act 1995 section 6.15.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Please refer to attachment 11.8.1 Work Schedule.

The additional funds for the Recreation Centre Sports Hall Roof upgraded is valued at \$53,595 and includes the \$10,000 from the Airport Bore project and \$43,595 from the Entry & Exit Upgrade - Higgins Street.

STRATEGIC IMPLICATIONS:

Extract from the 2021-2036 Nannup Community Strategic Plan
"Our Economy

Well planned, managed, sustained growth is the key to Nannup's future."

VOTING REQUIREMENTS:

Simple majority.

OFFICER RECOMMENDATION:

That Council approve the amended Work Schedule for the Local Road and Community Infrastructure Phase 3.

COUNCIL RESOLUTION 22052**MOVED CR HANSEN****SECONDED CR BUCKLAND**

That Council approve the amended Work Schedule for the Local Road and Community Infrastructure Phase 3.

CARRIED (8/0)

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:**12.1 – Notice of Motion from Cr Dean**

That Council write to the Minister for Forestry and the Minister for the Environment expressing our concerns about wide spread planting of pines in the Blackwood River catchment and the consequent adverse effects on the ecological flow of the Blackwood River. We ask that this matter be referred to the EPA for formal assessment and report. Also seek CSIRO input into the ecology of this proposed industry.

Legal Implications

Nil – This Motion relates to an advocacy position and requests external agencies to perform assessments.

Financial Implications

Minimal – Chief Executive Officer time to write the associated letters.

Statutory Implications

Nil - This Motion relates to an advocacy position and requests external agencies to perform assessments.

Policy Implications

Nil – The Shire does not have any policies relating to this Motion.

Other material facts

Nil – This Motion related to an advocacy position and requests external agencies to perform assessments and reports.

COUNCIL RESOLUTION 22053

MOVED CR DEAN

SECONDED CR HANSEN

1. That the Shire of Nannup refer the state government policy of large scale pine plantations in the mid to upper reaches of the Blackwood River catchment to the Environmental Protection Authority (EPA) for a Public Environmental Review (PER). The Shire convey this course of action to relevant Western Australian cabinet Ministers and shires within the catchment area.

2. That the Chief Executive Officer be instructed to fund up to \$5000 to employ a consultant to draw up a PER document.

CARRIED (8/0)

COUNCIL RESOLUTION 22054**MOVED CR BROWN****SECONDED CR BUCKLAND**

That agenda report titled Mining Tenements Policy Development be included as a late item.

CARRIED (8/0)

LATE ITEM	
AGENDA NUMBER & SUBJECT:	12.2 – Mining Tenements Policy Development
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	TPL 15
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	22 March 2022
ATTACHMENTS:	12.2.1 – Tenement Map 12.2.2 – Private Landowner Provisions 12.2.3 – Shire response to surrendered tenement

BACKGROUND:

On Friday 11th March 2022, the Chief Executive Officer (CEO) received a concern from a resident as they had recently received a Permit to Enter from a mining company to explore for minerals on their property. The permit related to exploration tenement E70/5662 that was granted in October 2021.

The CEO and Planning Coordinator were not aware of any correspondence relating to this tenement. Upon further investigation, it was found that the Shire had received the correspondence in December 2020 but had been allocated to the incorrect person and in short no response was provided to the correspondence nor the community informed.

COMMENT:

This is not a new exploration tenement in terms of the relative exploration area. It does have a new tenement number and company attached to it, however, is exactly the same physical area as previous tenement E70/4964 that was granted in late 2017 and surrendered on the 13th November 2020. The new company made application for this surrendered tenement 7 days later and as part of the process the Shire was written to in December 2020.

The CEO contacted the Regional Mining Registrar at the Department of Mines Industry Regulation and Safety (DMIRS) to understand more about the tenement and any processes relating to its potential development going forward.

- The tenement relates to exploration for gold and titanium. The previously surrendered tenement was searching for gold.
- The tenement is a subsurface tenement where it only relates to 30+ metres below ground level. The first 30 metres below ground level belongs to the landowner. As it was a tenement application relating to subsurface rights (30+m below the surface), the company is only required to write to the Shire of Nannup and not individual landowners. Alternatively if it were a surface tenement (within first 30m below the surface) the company would have been required to write to individual landowners and not the Shire.
- Selected properties within the tenement area are receiving Permit to Enter notices for the company to enter their properties to do one of two things; peg the tenement or collect surface samples. The Registrar advised that these permits to enter notices do not require landowner consent and apply for a 30 day period. The Registrar could not provide the CEO with all the conditions attached to the permits, however, some were that they cannot dig any holes, have to use existing gateways, cannot go within 100m of buildings and so on. It is assumed that either pegging the tenement or collecting samples is part of the companies geological assessments to make estimates on any resource that may exist.
- If the exploration company wishes to commence any drilling operations they will first need to negotiate access with the landowner on whose land they wish to drill. Drilling cannot occur without the permission of the respective landowner. It is however noted that a property owner can provide access and drilling can occur on that land and can go underneath neighbouring land as long as no drilling occurs within the first 30m from the surface. Before any drilling occurs, the company would need to make application to DMIRS environmental department and provide a works schedule of their proposed drilling operations. Neither the Shire nor any neighbours would be consulted during this process. There will be a number of conditions attached if DMIRS approves the drilling program.
- If the company wishes to develop a mine within the tenement, the company will need to make application to DMIRS at which time there will be a formal objection period. At this point the Shire would be written too for comment and any person/entity can lodge a formal objection. Any objections received will be reviewed by the Wardens Court which will review the grounds of objection. The Warden will then make a recommendation to the Minister for the mine to be approved or rejected.

It is important to note that even if a high number of objections were received would not necessarily mean that the Warden will not recommend that the Minister approve the application.

If the mining application were recommended approval to the Minister then concerned parties may make an objection directly to the Minister under the Mining Act 1978 Section 111A whereby the Minister may terminate or summarily refuse certain applications.

There is no guarantee that any tenement whether exploration or mining based would not be granted or rejected based on objections being received.

Attachment 12.2.3 shows correspondence provided by the Shire in 2017 about the previous tenement E70/4964 that involved the same land area, whereby the Shire had no objection to the application on the basis of conditions relating to dust, rubbish, environmental, firefighting, safety signs, traffic management and so on. There is no obligation that DMIRS would apply any of these conditions on the granting of any tenement.

Given the concerns relating to the current tenement E70/5662, it does not appear as though the Shire has previously notified impacted residences of this tenement nor has a predetermined position on responding to tenements.

The above highlights the importance to develop of a position policy on how the Shire will inform the community and respond to future tenement applications, especially in sensitive areas such as nearby highly populated areas.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil – Policy position to be developed.

FINANCIAL IMPLICATIONS:

Staff resource will be applied to developing the policy. Possible consultant feed.

STRATEGIC IMPLICATIONS:

Extract from the Strategic Community Plan 2021 – 2036

Our Shire

5.3 Lead, Listen, Advocate, Represent and Provide – We will communicate the plans and decisions of the Shire with our residents, and seek input and insight from all our diverse groups.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council authorise the Chief Executive Officer to develop a policy position regarding how the Shire of Nannup responds to mining tenement applications in the Shire of Nannup, particularly relating to tenements near high population areas.

COUNCIL RESOLUTION 22055**MOVED CR BROWN****SECONDED CR BUCKLAND**

That Standing Orders be suspended to allow for discussion on agenda item 12.2 – Mining Tenements Policy Development.

CARRIED (8/0)**COUNCIL RESOLUTION 22056****MOVED CR BUCKLAND****SECONDED CR BROWN**

That agenda item 9.3 Deputations be re-opened to allow Derek Hosken to speak to Council.

CARRIED (8/0)**COUNCIL RESOLUTION 22057****MOVED CR BUCKLAND****SECONDED CR HANSEN**

That the meeting move back to debate and discussion on agenda item 12.2 Mining Tenements Policy Development.

CARRIED (8/0)**COUNCIL RESOLUTION 22058****MOVED CR BUCKLAND****SECONDED CR BROWN**

That Standing Orders be resumed to allow for voting.

CARRIED (8/0)

COUNCIL RESOLUTION 22059

MOVED CR HANSEN

SECONDED CR LONGMORE

That Council;

A). Authorise the Chief Executive Officer to develop a policy position regarding how the Shire of Nannup responds to mining tenement applications in the Shire of Nannup, particularly relating to tenements near high population areas.

B). Request the CEO to prepare and publish a summarised briefing of the existence of tenement E70/5662 to the Nannup community.

CARRIED (8/0)

13. MEETING MAY BE CLOSED:

COUNCIL RESOLUTION 22060

MOVED CR BUCKLAND	SECONDED CR BROWN
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That the meeting be closed to the public.

CARRIED (8/0)

The meeting was closed to the public at 6.04pm.

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED:

CONFIDENTIAL ITEM	
AGENDA NUMBER & SUBJECT:	13.1 - Lease of premises at Lot 248 Grange Road, Nannup WA to Regional Early Education Development Inc. (REED)
LOCATION/ADDRESS:	Lot 248 Grange Road, Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 36/A972
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 February 2022
ATTACHMENTS:	13.1.1– Draft Lease REED 13.1.2 – Building Condition Report

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC:

Nil.

14. CLOSURE OF MEETING:

The Shire President declared the meeting closed at 6.11pm.



MINUTES

SPECIAL MEETING OF ELECTORS

HELD FORESHORE PARK AMPHITHEATRE

BROCKMAN STREET, NANNUP

THURSDAY 31 MARCH 2022 AT 5.30PM.

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1. DECLARATION OF OPENING

The Shire President declared the meeting open at 5:30pm.

2. WELCOME/INTRODUCTION/ACKNOWLEDGMENT OF COUNTRY:

The Shire President welcomed all electors of Nannup attending this meeting.

The Shire President acknowledged the traditional custodians of the land, the Wardandi and Bibbulmun people; paying respects to Elders past, present and emerging.

3. ATTENDANCE / APOLOGIES:

Apologies

Councillor Vicki Hansen

Councillor and Staff Attendance

Shire President Tony Dean	Cr Cheryle Brown	CEO David Taylor
Cr Robert Longmore	Cr Patricia Fraser	Kellie Jenkins
Cr Chris Buckland	Cr Ian Gibb	Rosalyn Edwards
	Cr Charles Gilbert	Annabel Crutchlow

Public Attendance

Darren Sebo	Maree Tinker	RB Thomas
Rob Taylor	Manu Mason	Keith Harroway
Tony Rodda	Shae Cullen	John Thompson
Maggie Longmore	Steve Winfield	Kaye Locke
Josephine Douglas	Robyn Buckley	Max Arvidson
Rod Archdall	Warren Smith	Janet Gray
Steve Fraser	Yvonne Smith	Dave Siroen
Caryl Harraway	Dian Ranger	Carolyn Sim
Elizabeth Jones	Peter Dickens	Steve Goatcher
Robert Lee	Brownie Dickens	Sam Morrison
Susan Roche	Elanor McKie	Witasik Justyne
Beth Crouch	Martin McKie	Anne Blackburne-Kane
Lyndon Crouch	Toni Otte	Lindesay Blackburne-Kane
Ashby Pither	Keith Pears	Tanya Coffey
Caitlyn Pither	LA Wickison	Russel Baldock

Helen Baldock	Rick Bruce	Alana Richards
Di Piper	Stewart Seesink	Brendan Murray
Mike Piper	Denise Green	Mick Brown
Nancy Tang	Peter Hansen	Sarah
Pete Thompson	Carole Patch	Anneli Salo
PJ	Diana Linden	Hayley Harris
Brenda Pringle	Richard Linden	Libby Partridge
Kevin Pringle	Kim Heitman	Matt Newton
Chris Merritt	Mike Vasey	Steve
Eileen Podziuka	Gayle Vasey	Eamonn Cullen
Scott and Helen	Kevin Griffiths	Angela Wilde
Nicky Rodda	B Happ	Landon Wilde
Murray Robinson	Kate Happ	Bronwyn Winfield
Frank Colreavy	Geoff Allam	Jean Ross
Jill Colreavy	Dawn Steel	Steve Giovinazzo
Graeme & Walter	Steve Beatty	Ed Stratford
Steve Johnstone	Heather Roach	Noellene Williams
Lisa-Maree Tiller	Carole Jackson	Nicole Blackburn
Jordan Steinki	Gayle Tindal	Jamie Moyle
Ross Tyre	Julie Mapson	Kevin G
Ryan Stratford	Sandra Bruce	Clint Connor
S & Y Chalk	John Doggett	Joseph Cullen
Peter Harker	Jo Doggett	Cathie Fraser
Chris Edwards	Sue Smith	Geoff Kemp
Ash Burn	Amy Mason	Judy Kemp
Donna Bindon	Lynda Harrington	Gordon McDonald
Toby Bindon	N Trigg	Charlie Ferguson
Julie Johnson	Craig Rae	Helen Ferguson
Heather McQueen	Sandra McPherson	Isabell Green
D Germann	Margaret Rutter	Jim Green
Carolyn McGinty	J Thompson	John McGinty
Joan Smith	N Edden	D Collins

T Illy	Betty White	Linda Boyd
P Ramsell	Ciaran Shields	Susan Claire Donovan
Jon Van der Laan	Steve Blythe	Nerolie Lyle
Carol Pinkerton	Peter Blythe	Pat Twiss
Catherine Morrison	Lily Isaacson	Sam Atkinson
Gloria Millward	Nick T	Lauren Clegg
Eileen West	Kushdev Singh	John Partridge
D West	John McPherson	Justin Harris
J Cleverly	Joan	Jane Wilde
S Griffiths	Jenny	Laura Achterberg
John Lyon	Robin Edden	Alex Ross
Marjorie Lyon	Greg Frey	Glenn Marks
Denise Davies	Letisia Murray	Adam Macrae
Brian Gatfield	Kay Frey	Sherry Patterson
Lois Gatfield	Ryan Stratford	Jason Smith

4. BUSINESS TO BE DISCUSSED:

The Shire has received a petition signed by more than 5% of the electors of the Shire of Nannup -

“To discuss community concerns in relation to the vaccination mandates and request that a vote be taken at the meeting to oppose vaccination mandates and declare the Shire of Nannup a Pro Choice community. The request also asks that the Shire of Nannup to advise the Premier and State Parliament of the community concerns in relation to existing mandates; and request that they refrain from imposing further mandates as well as removing all existing mandates currently in place.”

Please note there are motions from electors listed in Part 6 of this agenda.

5. QUESTIONS AND ANSWERS:

Questions submitted by Brownyn Winfield before the meeting commenced, these questions were taken on notice and responses provided below. Please note these questions have been written verbatim.

Question 1

It is actually unlawful to discriminate against someone who is not wearing a mask and refuses to supply their personal information if you are allowing other members of the public to enter your premises (The Charter of Human Rights and Responsibilities Act – Part 2 Section 8).

Under this Act, we are all equal before the law without discrimination and have the right to protection against discrimination. Will you learn and obey this law? Will you encourage Nannup businesses to learn and obey the law too because the sign outside the pub indicates that they are ignorant of the law.

I have heard tourists from Dunsborough and elsewhere describing us as “Nazi Nannup” after visiting our town. Decades of work has built our reputation in tourism and income from it. Would you please hold an information session for staff, businesses and the public on masking and the law asap in order to restore our reputation for being a friendly town?

Response 1

The Shire of Nannup is following the directions of the WA State Government as required under the State of Emergency provisions, as are local businesses. Organisations breaching these directions could face penalties of \$250,000.

Question 2

The Nannup Shire Council unanimously decided at their October 28th 2021 meeting to "whole heartedly encourage " all eligible people in our community to get and remain fully vaccinated, when the risks of this jab far exceed the risk of the Kovid disease itself according to numerous studies (and which I have since supplied to Councillor Buckland). Would you be willing to revisit your October 28th resolution in the light of data which has since emerged showing great harm to youth in particular from the kovid vaxines while no youth are at no risk from Kovid itself?

If no, it is not wise to blindly trust governments and the scientists they appoint, when history abounds with examples of govts harming their people eg: 8 million Russian peasants were starved to death by their own government and greater numbers starved by MaoTse Tung in China, while Australian eggs include: thalidomide babies, Asbestosis and the genocide of Tasmanian Aboriginals. It is your obligation to not just go along with the government but to independently research and make conscious decisions when the stakes are so high. Have you done so, and if no, will you do so?

Response 2

Any revocation or changing of a decision will need to be submitted by Councillors in alignment with the *Local Government (Administration) Regulations 1996*, Regulation 10.

Question 3

Are you aware of the effects of the unscientific, nonsensical, unlawful and ever changing mandates on our community, particularly the youth and the elders of our town and have you perused data related to job loss, business closures, isolation, depression, anxiety, and suicide due Government pandemic measures, including mandates, contact- tracing, quarantining, and experimental jabs before openly endorsing them in Nannup? Are you aware that “just following orders” was not a phrase that excused any officials who abused people under the Nazi regime, and that (at the Nuremberg trials) some were tried and hung for what they did because under the law we are all personally responsible for our actions?

Response 3

Organisations breaching the directions of the WA State Government as required under the State of Emergency provisions could face penalties of \$250,000.

Question 4

At 4.30 pm on a Friday, an announcement was made by the Shire that a vaccine passport would be required to enter most public buildings in Nannup. Most did not follow suit till later. That ruling was not amended to remove the Rec. center from your list (to reflect the fact that the State had exempted sporting facilities) for the following 3 days, even after I alerted you that it should be exempt on the Monday morning. So you rushed to put it up, and did not rush to take it down when proven to be in error. Could you have immediately removed that building whilst making enquires instead of leaving it up for another 3 days? This decree may have influenced young basketball players to have the jab in order to continue playing basketball. In view of the fact that many child deaths and injuries are associated now with the experimental kovid jabs (87% of 12 to 17 year old jab recipients have been hospitalized in the U.S.) How will you feel should a Nannup child die or become vaccine injured due the requirement you left up there for several days?

Response 4

This question has been answered in detail previously. The State Government directions were published on the Friday whereby it required proof of vaccination for recreation facilities regardless of the type of use. Over that same weekend the State Government amended the directions to exclude community sport from the proof of vaccination requirements; the Shire updated its Friday publication with the amendments as required. As stipulated previously, the proof of vaccination requirement applies to the recreation facility for all purposes other than community sporting activities.

Question 5

Central to the pandemic has been the silencing of voices who opposed the narrative. I rang the Shire Office, and emailed too, on quite a few occasions, expressing my desire to run for the North Ward seat on the council which had become vacant. I was promised verbally and in writing that I would be notified as soon as nominations opened. Would the council please explain why they did not let me know nominations had opened?

Response 5

Nominations were advertised per the requirements which included the West Australian newspaper, The Nannup Telegraph newspaper, Shire website and noticeboards. It is the responsibility of interested candidates to check these sources of information and remain up to date.

Question 6

A certain Professor condemned my November letter to the Telegraph in the following issue, and made the following baseless, fearmongering statements:

* "The facts are clear: Kovid Vaccinations are safe and one is 10 X more likely to die of kovid if unvaccinated".

* "...the assertions made by the individuals referred to by Bee are "completely false".

* "Delta strain will be "a threat to life" once borders are open. "

His now proven false statements went unchallenged as my right of reply was removed by the Editor of the Telegraph who published a ban the subject of Kovid concurrent with the Professor's letter.

As it turns out, The NSW Health department has now provided figures which show rather than the assertions of my world class expert's being "completely false" they were completely

accurate predictions. We have a pandemic of the doubly vaxxinated with many of them in hospital, just as my world class my experts forecast. In light of the will you reconsider your decision and allow the free flow of public discourse?

Response 6

Any revocation or changing of a decision will need to be submitted by Councillors in alignment with the *Local Government (Administration) Regulations 1996*, Regulation 10.

Question 7

Unfounded fear of kovid has been continuously promoted in the Telegraph with little reminders dotted throughout most issues up to the present. Councillor Brown, in your role as Editor, do you acknowledge that by refusing to publish the letters of informed readers, you took away the only practical avenue by which they could share safe treatments and warnings on vaxine injuries and deaths, and is censorship in the best interests of the readership?

Response 7

The management of the local newspaper does not fall under the remit of the Shire.

Question 8

The previous Nannup Community Noticeboard Face Book page administrator frequently shut down conversations and removed posts and comments, not because they go against the agreed rules, but because she does not agree with the views expressed. This abuse of power saw an unknown number of community members banned permanently from the page for no valid reason. Can Nannup shire facilitate a democratic process by which people can nominate for the position and be elected to the role by a democratic process?

Response 8

The management of the community social media pages does not fall under the remit of the Shire.

Question 9

Did you know that Kovid is an easily treated disease but that the safe and effective treatments treatments like Iver mektin have been buried under the guise that "more randomised controlled trials were needed ", when this drug, (described by leading doctors such as Pierre Corey as a miracle cure against kovid) has been on the W.H.O. list of essential medicines for decades?

Response 9

This question should be referred by yourself to the State Government for the required medical professional response.

Question 10

As some may remember proudly that we fought Genetically Engineered crops in this town and had Nannup declared a "GM free Zone", because citizens became awake to the plans of the 5 corporations wanting to control food and health on our planet. Back then we battled the ignorance of a few Councillors influenced by the wild claims of Bayer Crop Science. Today we battle misinformation paid for by the likes BAYER HEALTH. Back in the 1930s Bayer built a factory next door to the infamous Auschwitz concentration camp using starved slave prisoners from the camp.... before sending them up the chimneys. This is the kind of evil behind the

vaxines. In 10 years' time when we look back, would you like to be remembered as the council which fought segregation and discrimination, or the council which supported it?

Response 10

The Shire of Nannup is following the directions of the WA State Government as required under the State of Emergency provisions, as are the local businesses. Organisations breaching these directions could face penalties of \$250,000.

Question 11

Are you aware how low morale is within the Emergency Services to our town seeing as membership the SES, the fire brigades, St Johns Ambulance drivers has plummeted since the mandates were introduced for volunteers?

Response 11

It has been a challenging time in this area, however as far as the Shire is aware there is still sufficient volunteer turnout when called upon.

Question 12

I've shared with you numerous studies showing masks are completely ineffective at stopping the spread of kovid, and there are published papers on the many dangers of wearing masks. Will the shire therefore stop endorsing mask wearing?

Response 12

The Shire of Nannup is following the directions of the WA State Government as required under the State of Emergency provisions, as are the local businesses. Organisations breaching these directions could face penalties of \$250,000.

Question 13

Cr Buckland on October 28th 2021, at council meeting, you dismissed as "misinformation" my face book statement that "the kovid injections are more dangerous than the disease". In light of the now overwhelming scientific evidence in support of that statement, some of which I emailed to you recently with citations, would you kindly now apologise to me and for leading the council astray?

Response 13

This statement reflects that there is a difference of opinion by the person named and person asking the question.

Question 14

Further to that, Mr Buckland stated in the October 28th council meeting that my face book page is full of misinformation and 'it follows therefore that the Town Hall meeting will be promoting misinformation'. I invited all councillors President and CEO to that meeting.

I had a kind email from Cr Hanson excusing herself, but, in view of the seriousness of the situation we now face, with several Nannup folk having no doubt succumbed or suffering due to the jab, why did not ONE Shire person come along to hear the Internationally reknown experts in Public Health, medical science, and constitutional law we had presenting to us that day? Would anyone care to explain why they didn't take up this opportunity to engage with experts and the large number of constituents please?

Mark McGowan had a few weeks earlier issued his vaccine mandate for 75% of the workforce. Why did Cr Buckland and all stay away from this meeting? Did his unsubstantiated conjecture that it would be “misinformation” influence other councillors?

I have emailed you high quality information with citations from published and peer reviewed studies on the matters we are discussing this evening. Have any of you even acknowledged receiving this material?

If not, why not?

Do you read it? If NO, why the reckless indifference?

Response 13

This statement reflects that there is a difference of opinion between people, there is no obligation on any person to attend these meetings.

Question 14

“The Shire of Nannup Council at its Ordinary Meeting held on Thursday 28th October 2021 voted unanimously for the Shire of Nannup to endorse a formal position on COVID-19 vaccinations within our community.

Council unanimously endorsed to take a stance in alignment with the Government of Western Australia’s Public Health advice, which includes:

1. The COVID-19 vaccine is an important measure to keep Western Australia safe and healthy, and will help protect ourselves; our families and our community.
2. It is recommended all eligible Western Australians get the free COVID-19 vaccine.
3. The Shire of Nannup is aware that our demographic is in the majority 50 years old and over – the demographic most at risk from becoming severely ill and dying from the COVID-19 infection. Therefore, we wholeheartedly encourage every eligible resident to become and remain vaccinated as soon as possible.”

You have a legal duty of care to acknowledge the lack of long-term safety data and/or fertility data and/or health risks including disability and death associated with these medical interventions, which you have recommended. Will you do so soon?

Response 14

Your statement is contrary to official Government health advice which is what people are being encouraged to refer to relating to COVID-19. People are encouraged to refer to the official government websites and hotlines for advice relating to COVID-19.

Question 15

The citizens of Nannup are in general intelligent people who are able to tell the difference between “tobacco science” and independent science. In view of a statement made by Pfizer “Pfizer has also taken a multiple actions to help alleviate the large increase of adverse event reports.” and the encouragement you gave to be vaccinated if it was actually bad advice and community members died or were rendered disabled from heeding it, how will you feel?

<https://phmpt.org/wp-content/uploads/2021/11/5.3.6-postmarketing-experience.pdf>

Could the Shire host an information night where videos can be played showing scientific evidence? (eg 84% increase in deaths of Millennials (25-44 years) than normal)

Response 15

Your statement is contrary to official Government health advice which is what people are being encouraged to refer to relating to COVID-19. People are encouraged to refer to the official government websites and hotlines for advice relating to COVID-19.

Question 16

President Dean, why was Nannup Council the first to exclude unvaccinated community members from nearly all council run buildings? It seems you acted in indecent haste to segregate out the control group (as we like to call ourselves), even before the State's mandates were made clear? Do you realise how many of us were shocked and saddened, by this move?

Response 16

The Shire of Nannup is following the directions of the WA State Government as required under the State of Emergency provisions. Organisations breaching these directions could face penalties of \$250,000.

Question 17

Do you know The TGA *Database of Adverse Event Notifications (DAEN)* lists a case where a death has been reported on the 20th October 2021, as having been suspected of being caused by the Moderna (Spikevax) covid vaccine, of a 14 year-old girl (Case no.647663)?

Did you also know that The U.S. Government's FDA does not allow Moderna's vaccine for teenagers?

Did you know that apart from the death of this 14 year-old girl, there have been 626 other adverse events already reported (from the 1st Oct 2021 – 22nd Oct 2021) suspected to be caused by the Moderna vaccine?

Do you have any concerns that TGA's conduct of rejecting and acting contrary to the advice of the American medical regulators on Moderna (especially when Moderna is manufactured in the USA) and continuing to allow the injections of Moderna into Australian teenagers?

Do you have any concerns that the ratepayers may have to fund legal cases against the Shire of Nannup should bereaved family be angry that their loved one was wholehearted encouraged to take the vax by the Nannup council?

Response 17

Your statement is contrary to official Government health advice which is what people are being encouraged to refer to relating to COVID-19. People are encouraged to refer to the official government websites and hotlines for advice relating to COVID-19. People concerned with vaccine safety need to direct their concerns to the State Government.

Question 18

Council you have a duty of care, as well as a lawful, moral and ethical duty in your public and private capacity and in your current position and as kind of authority to ascertain whether the Non-Pharmaceutical Interventions - such as social distancing, isolation, quarantining and "locking down" of living men women and children - , and the Pharmaceutical Interventions - such as the use of face masks, KOVID-19 testing, hand sanitising and the use of the experimental so-called "KOVID-19 vaccines" - are causing more harm than good to the individuals concerned.

Can we expect you to act accordingly for the benefit of Nannup people, not withstanding what others direct, from this day forward?

Response 18

The Shire of Nannup is following the directions of the WA State Government as required under the State of Emergency provisions. Organisations breaching these directions could face penalties of \$250,000. Your statement is contrary to official Government health advice which is what people are being encouraged to refer to relating to COVID-19. People are encouraged to refer to the official government websites and hotlines for advice relating to COVID-19, as does the Shire of Nannup. People concerned with vaccine safety need to direct their concerns to the State Government.

6. CONSIDERATION OF MOTIONS:

6.1 MOTION - COVID-19 Vaccination Pro Informed Choice Statement Part 1 - Submitted by Bronwyn Winfield

We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

1. That no person shall or should be:

- a) prevented from performing work or receiving income on the basis of vaccination status;
- b) discriminated against on the basis of vaccination status;
- c) coerced or manipulated into the need for vaccination for any reason;
- d) deprived of any Statutory and Regulatory benefits on the basis of vaccination status;
- e) restricted access to premises on the basis of vaccination status;
- f) restricted in any form of community participation on the basis of vaccination status;
- g) required to provide evidence for any reason of vaccination status; and / or,
- h) subject to anything under written law that a person who differs in vaccination status is not.

Moved: Rod Archdall

Seconded: Gordon McDonald

Mover Speak: Rod Archdall

Seconder Speak: Gordon McDonald

Speaker 3 Support: Tanya Coffey

Speaker 4 Support: Susan Claire Donovan

Speaker Against: NIL

MOTION DEFEATED ON MAJORITY

6.2 MOTION - COVID-19 Vaccination Pro Informed Choice Statement Part 2 - Submitted by Bronwyn Winfield

We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

2. That the Local Government shall:

- a) not restrict any function, property, or service of the Local Government based on vaccination status; and,
- b) as far as practicable redeploy or reinstate employees of the Local Government that risk termination or have been terminated on the basis of vaccination status;
- c) honour all obligations under contract for all persons adversely impacted as a consequence of inferred mandatory requirement for vaccination; and,
- d) establish means to compensate Local Government employees that have lost income as a consequence of termination on the basis of vaccination status.

Moved: Nerolie Lyle

Seconded: Elanor McKie

Mover Speak: Nerolie Lyle

Secunder Speak: Elanor McKie

Speaker 3 Support: Rod Archdall

Speaker 4 Support: Linda Boyd

Speaker Against: NIL

MOTION DEFEATED ON MAJORITY

6.3 MOTION - COVID-19 Vaccination Pro Informed Choice Statement Part 3 - Submitted by Bronwyn Winfield

We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

3. That the Local Government actively advocate for:

- a) the removal the COVID-19 mandatory vaccination policy and any associated directions made under the Public Health Act 2016 (WA); and
- b) the repeal of any mandate or written law, or, anything done under any mandate or written law that conflicts with this position statement.

Moved: Tony Rodda Seconded: Tanya Coffey

Mover Speaker: Tony Rodda
Seconder Speaker: Tanya Coffey
Speaker 3 Support: Brenda Pringle
Speaker 4 Support: Ed Stratford
Speakers Against: Gloria Millward

MOTION DEFEATED ON MAJORITY

6.4 MOTION - COVID-19 Vaccination Pro Informed Choice Statement Part 4 - Submitted by Bronwyn Winfield

We request that the Council adopt an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content:

4. The Local Government in performing an advocacy role will seek the cooperation of:
 - a) Other Local Governments across the State;
 - b) Western Australian Local Government Association (WALGA);
 - c) Local Government Professionals WA; and,
 - d) Other professional bodies, associations, and business entities.

Moved: Rod Archdall Seconded: Alana Richards

Mover Speaker: Rod Archdall
Seconder Speaker: Alana Richards
Speaker 3 Support: Bronwyn Winfield
Speaker 4 Support: Gordon McDonald
Speaker Against: NIL

6.5 MOTION - Submitted by Steve and Catherine Fraser

Shire of Nannup continues to adhere to the Western Australian State Government's COVID-19 vaccination mandates.

Moved: Steve Fraser Seconded: Carolyn McGinty

Mover Speaker Steve Fraser
Seconder Speaker: Carolyn McGinty
Speaker 3 Support: Frank Colreavy
Speaker 1 Against: Tony Rodda
Speaker 2 Against: Ryan Stratford
Speaker 3 Against: Elanor Mckie

MOTION PASSED BY MAJORITY

6.6 MOTION - Submitted by Bronwyn Winfield

That Council respectfully requests the Minister for Health to revoke the public health state of emergency declaration as outlined in Public Health Act 2016 Section 171 as this is the legal basis of the mandatory vaccination policy.

Moved: Rod Archdall Seconded: Bronwyn Winfield

Mover Speaker: Rod Archdall
Seconder Speaker: Bronwyn Winfield
Speaker 3 Support: Gordon McDonald
Speaker 4 Support: Ryan Stratford
Speaker Against: NIL

MOTION DEFEATED BY MAJORITY

6.7 MOTION - Submitted by Martin and Ellie McKie

That Council respectfully requests the Minister for Emergency Services, the Minister for Health, the Minister for Police, the Police Commissioner, the Chief Health Officer and Premier to provide the adequate scientific, medical and legal evidence for the justification for our state of emergency as this is the legal basis of the mandatory vaccination policy.

Moved: Elanor McKie Seconded: Tanya Coffey

Mover Speaker: Elanor McKie
Seconder Speaker: Tanya Coffey

Speaker 3 Support: Rod Archdall

Speaker 4 Support: Bronwyn Winfield

Speaker Against: NIL

MOTION DEFEATED BY MAJORITY

7. CLOSURE OF MEETING:

Meeting was declared closed at 7:20pm



Shire of
Nannup
rest • connect • grow

Public Health Plan 2022-2027



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Acknowledgement of Country

The Shire of Nannup acknowledges the Wardandi and Bibbulmun people as the native title holders of the lands and waters in and around Nannup together with all native title holders throughout the Shire.

We pay respect to the Elders, past, present and emerging, of the Wardandi & Bibbulmun people and extend that respect to all Aboriginal Australians living within the Shire of Nannup.

Introduction

We are proud to present the Shire of Nannup Public Health Plan. This Plan is designed to be both a stand-alone plan and also one that influences the periodic revisions of the Shire of Nannup Strategic Community Plan 2021 - 2036.

Each local government in Western Australia is required by the *Public Health Act 2016* to maintain and enhance the health, wellbeing and safety of all of its local residents and visitors, which aligns with the *State Public Health Plan for Western Australia 2019 - 2024*.

Incorporating the outcomes and strategies of the Public Health Plan into Council's Strategic Community Plan, will ensure the Public Health Plan will remain relevant to the community needs and keep pace with our dynamic community.

In a practical sense, it was decided to consult with all communities within the local government district by an electronic survey process using social media and the website. In the Shire of Nannup, results were received from both electronic and paper submissions.

We would like you to enjoy reading this plan as we look forward to working collaboratively with the community to continuously improve the public health outcomes in the future.

Cr Tony Dean
Shire President

February 2022

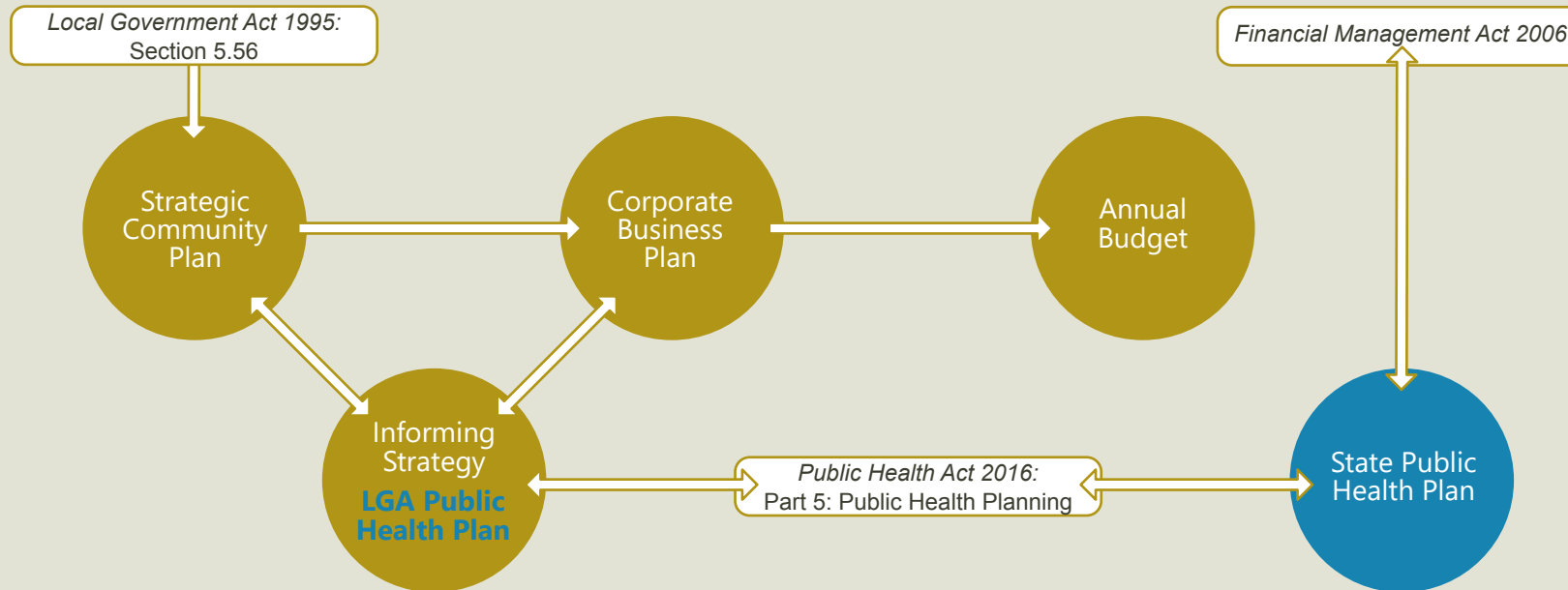
David Taylor
Chief Executive Officer

February 2022

Plan Implementation

The State Public Health Plan is a stand-alone plan. Each Local Government Authority is required to create its own Public Health Plan, which in turn is to be incorporated into the Council's Strategic Community Plan. The Strategic Community Plan connects with Council's Business Plan which is funded by each Local Government Authority through its revenue stream. Each Local Government is then required to prepare and adopt a Local Government Public Health Plan.

The diagram below provides a pictorial representation of how this is to be achieved.



Linkages between Part 5: Public Health Planning of the *Public Health Act 2016* and Local Government Planning for the future requirements under section 5.56 of the *Local Government Act*

Our Current Health Role

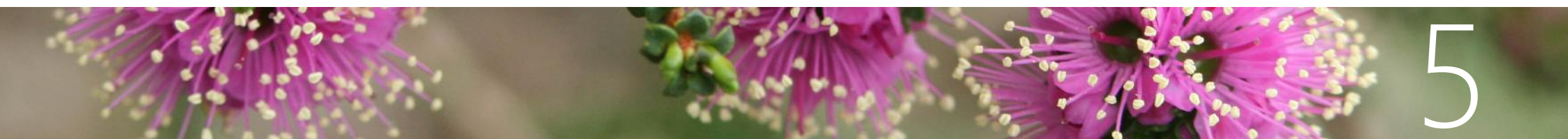
The Shire of Nannup currently supports the promotion of Public Health outcomes throughout its community.



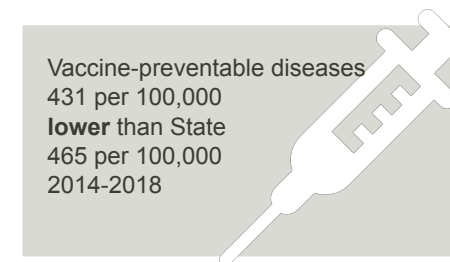
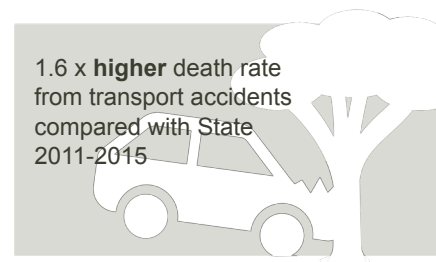
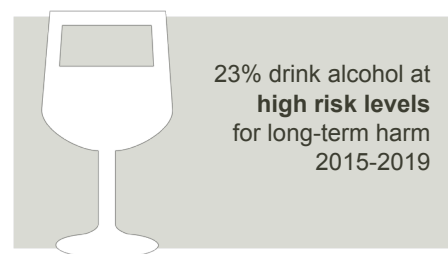
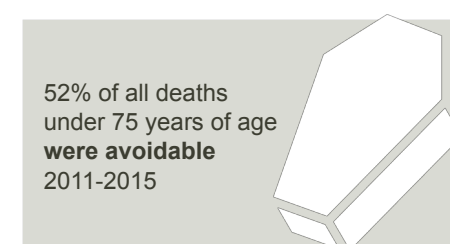
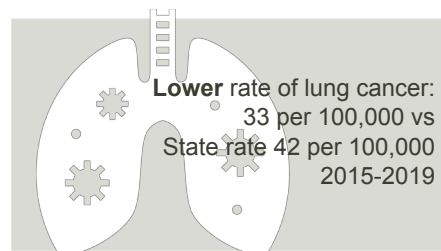
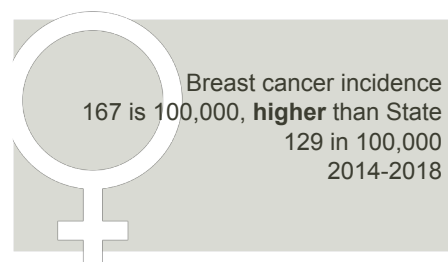
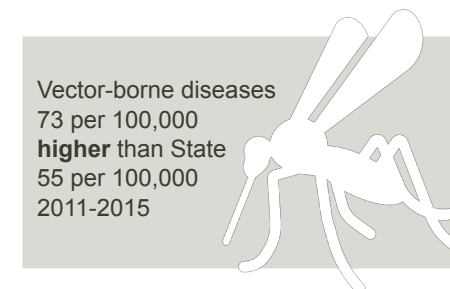
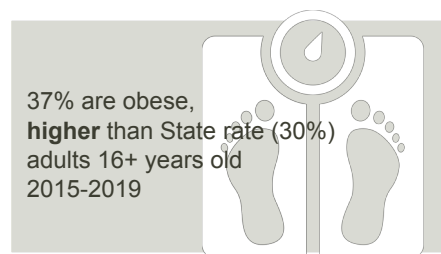
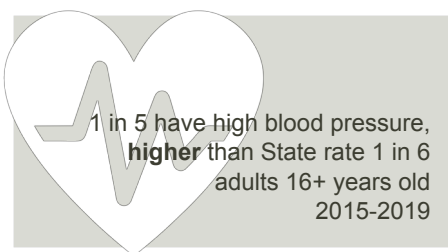
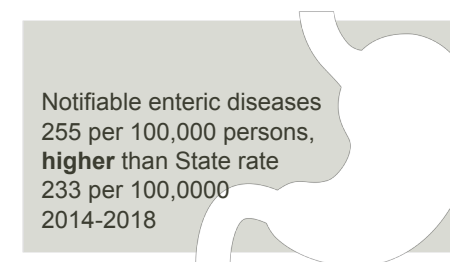
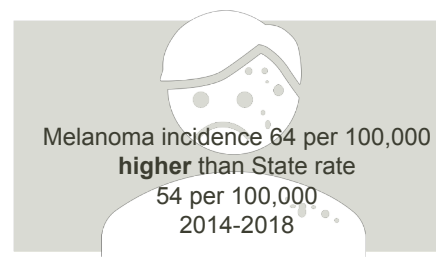
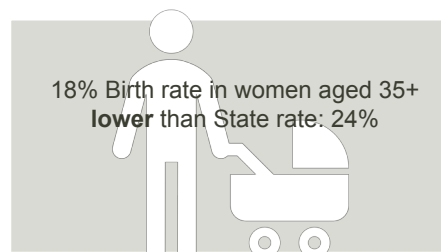
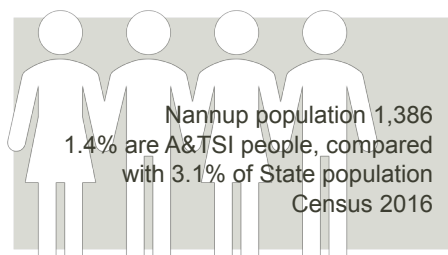
These may be explained in more detail in the core business described here:

- **Infrastructure and property services** including provision of local roads, footpaths, drainage, waste collection and management.
- **Environmental Health Services** to prevent and control environmental health hazards, emissions, communicable disease and vector-borne disease. To prevent and reduce the incidence of alcohol, other drug and tobacco health impacts, noise and air pollution, and to maintain water and food quality.
- **Cultural facilities and services** such as libraries and places of historic importance which encourage community participation.
- **Provision of recreation facilities** such as parks, ovals, golf course, and recreation centre.

- **Building services, planning and development control** including inspections, licensing, certification and enforcement.
- **Administration of facilities** such as cemetery, Community Recreation Centre, and provision of waste management.
- **Local Government Health Law Enforcement, Ranger and Emergency Services.**
- **Community Services** such as provision of a Local Drug Action Group and youth services that promote enhanced mental and physical health outcomes.



Snapshot of the Health of Nannup Residents



Key results from the Nannup Health & Well-Being Survey

THE RESIDENTS OF NANNUP SPEAK

AS THINGS ARE NOW

The two worst health risks in the community are:

- Tobacco/cigarette smoking
- Using illegal drugs

The three most serious mental & social health issues in our community are:

- Depression
- Loneliness
- Violence in the home

Our top four volunteering activities are:

- Public events
- Keeping the community safe
- Arts & culture
- Community groups/services

The sport & recreation facilities we use most are:

- Riverside Trail
- Blackwood River
- Barrabup Pool
- Kondil Park Wildflower Trail
- Nannup Amphitheatre
- Marinko Tomas Bicentennial Park

The two things which worry us most about COVID-19 are:

- Our family's future health
- Our family's future finances

I feel like my life has a sense of purpose (40%)

I enjoy interacting with my neighbours (38%)

There is strong community spirit in our Shire (42%)

I feel like I belong in my local community (50%)

I feel the Shire cares about our welfare (42%)

I am proud of the community where I live (58%)

I know where to get help when I need it (42%)

nature small & quiet basketball environment

I like that I can still see my friends after school

you know most people kind people nice central location

clean open air easy travel great school & staff

small chemist, shop, cafes, festivals slow lifestyle

friendly community atmosphere safe facilities

The words we used the most, to say what we like best about living in Nannup

CHANGE FOR THE FUTURE

Our top three programs to improve the health of our community:

- Programs for seniors/aged people
- Routine screening for health issues eg cervical & prostate cancers
- Programs for community groups including Aboriginal & CALD communities

We support new programs to reduce harm from:

- Illegal drugs
- Alcohol
- Tobacco
- Sniffing volatile substances

Our top three programs to help us be more physically active are:

- Public exercise equipment that is free to use
- Free fitness classes
- More recreational community activities

Our top three issues for good community health are:

- Safe roads
- Affordable housing
- Parks and public open spaces

Our top two priorities to encourage the eating of healthy food:

- More healthy food options in takeaway/fast food outlets
- Healthy food options at sporting & community & events

Our top five environmental issues for good community health are:

- Clean & safe air
- Waste & rubbish recycling programs
- Getting our power from solar energy
- Access to safe, affordable, & nutritious food
- Safe water for our homes & swimming pools

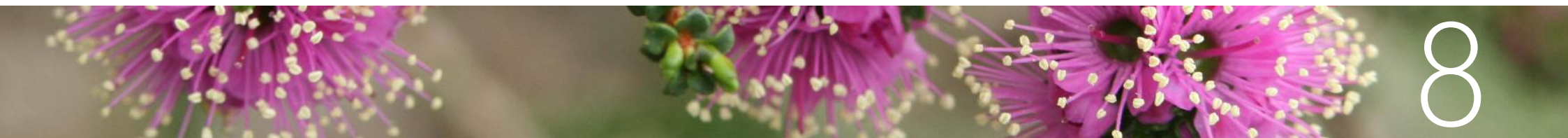


Integrating the Public Health Vision into the Strategic Community Plan

This Public Health Plan incorporates 5 themes of the Shire of Nannup Strategic Community Plan 2021 – 2036:

- **Our Community** - We role model sustainability, friendliness, and we are proud of and engage with our heritage, festivals and events.
- **Our Economy** - Well planned, managed, sustained growth is the key to Nannup's future.
- **Our Built Environment** - Keep the charm and fabric of Nannup while expanding infrastructure, housing and amenity.
- **Our Natural Environment** - We are surrounded by nature, which we strive to celebrate and protect.
- **Our Health** - Improving the health outcomes of all people living in our community.
- **Our Shire** - We listen to our community, are transparent, and act with integrity.

The Shire of Nannup provides a range of recreation facilities and is home to a wide range of walking and riding trails, for example, the Bibbulmun Track passes through the district. The Shire is committed to providing support services to improve public health outcomes of persons described in this Plan.



The Public Health Vision added to the Strategic Community Plan

Our Community	Our Economy	Our Built Environment	Our Natural Environment	Our Health	Our Shire
<p>1.1 Who We Are: We will retain pride in being a small but friendly town that is a welcoming place to live</p>	<p>2.1. The Big Picture: We will grow our economy in ways that add value to our community and create diverse opportunities for our residents</p>	<p>3.1 Our Shire and Streetscape: We will protect and enhance the charm and fabric of our unique Shire</p>	<p>4.1 Our Sanctuary: We will protect, manage and enhance our natural assets, including our forests, managed bushland, rivers, agriculture and our pristine coastline</p>	<p>5.1 Protection from Disease: Planning a COVID safe and healthy outcome</p>	<p>6.1 Listen: We will listen to, engage and partner with our community leaders, including the Traditional Owners, the Wardandi and Bibbulmun people</p>
<p>1.2 Our Aged: We respect and value our aged and we seek to ensure they are supported</p>	<p>2.2 Tourism and Attraction: We will work together to attract people, investment and innovation to our Shire</p>	<p>3.2 Our Amenity: We will develop the amenity and housing in line with the existing character of the town</p>	<p>4.2 Our Location: We will continue to ensure that our built environments exist in harmony with our natural landscapes</p>	<p>5.2 Minimise Harm: Prevent harm from unsafe use of alcohol, drugs, solvents and tobacco</p>	<p>6.2 Working Together: We will support our community groups and encourage them to work together</p>
<p>1.3 Our Youth: Youth and young families are important and we will focus on making Nannup a great place to grow up where families can thrive</p>	<p>2.3 Agriculture: Our Shire will be recognised as an important source of food production for Western Australia, and we will support the agriculture sector to grow and diversify</p>	<p>3.3 Planning and Building: We will provide quality planning outcomes for community benefit through quality construction</p>	<p>4.3 Our Sustainable Future: We will strive to transition to cleaner sources of energy, and to incorporate and support environmental sustainability through our built environment, our economy, and to create unique experiences for our visitors</p>	<p>5.3 Active and Healthy Lifestyles: Adequate recreation facilities and healthy, affordable food choices</p>	<p>6.3 Lead, Listen, Advocate, Represent And Provide: We will communicate the plans and decisions of the Shire with our residents, and seek input and insight from all our diverse groups</p>
		<p>3.4 Our Communications: We will advocate to increase the coverage of our communication systems</p>			<p>6.4 We Are One: We will strive to make decisions and deliver outcomes that are in the best interest of the majority of the community</p>
				<p>5.4 A Healthy and Sustainable Community: Access to relevant health services for all demographics</p>	
				<p>5.5 A Safe Environment: Environmental health protection to reduce risks to health</p>	



Better Health - Community & Public Health Strategies

Protection from Disease	Minimise Harm	Active & Healthy Lifestyles	A Healthy & Sustainable Community	A Safe Environment
5.1 Planning a COVID safe and healthy outcome	5.2 Prevent harm from unsafe use of alcohol, drugs, solvents and tobacco	5.3 Adequate recreation facilities and healthy, affordable food choices	5.4 Access to relevant health services for all demographics	5.5 Environmental health protection to reduce risks to health
5.1.1 Keep the community informed with COVID 19 updates	5.2.1 Support education to reduce alcohol and drug consumption and family violence	5.3.1 Support community recreation activities and provision of age-appropriate exercise equipment and classes	5.4.1 Support health and wellbeing initiatives to improve mental and physical health	5.5.1 Monitor public health indicators and encourage other government intervention
5.1.2 Implement COVID19 Safety Plans in consultation with emergency authorities and develop risk management guidelines for public events	5.2.2 Encourage safe sale and service of alcohol and tobacco, and support no/low alcohol and smoke free community venues and events and at Shire facilities	5.3.2 Support Livelighter or similar as a community campaign to raise awareness in healthy living	5.4.2 Create accessible spaces and encourage disabled participation	5.5.2 Provide public health education on matters such as FoodSafe, and disease control
5.1.3 Provide community education for personal hygiene, safe sex, home and workplace hygiene, including cleaning and disinfection	5.2.3 Encourage the community, to reduce smoking and promote smoke free public spaces such as playgrounds	5.3.3 Measure the adverse health impacts of inactivity and obesity and encourage weight reduction	5.4.3 Encourage personal health screening services such as prostate and cervical cancer, blood pressure and mammograms	5.5.3 Maintain food standards by regular surveillance of food premises
5.1.4 Minimise the incidence and community spread of infectious disease through education, vaccination, food surveillance and vector control	5.2.4 In conjunction with the Police and other stakeholders conduct a Safety Audit to improve safety and prevent crime and anti-social behaviour	5.3.4 Promote healthy and affordable meals and drinks in food outlets and at venues and events		5.5.4 Monitor drinking and recreational waters, public aquatic facilities to maintain standards and reduce public health risks
		5.3.5 Provide safe and accessible public open spaces and walking trails		
		5.3.6 Encourage more local people to join community garden activities and to share healthier diet by harvesting fruits and veges in the garden		



Conclusion

This Plan was developed over 18 months duration in consultation with elected members and the local community. This is the first public health plan of many to follow that will require Council to consider the needs of the community when planning for better public health outcomes.

While, public health is the responsibility of all persons in the community, this plan focuses on the need to address present shortcomings to improve the health of every person. Improving the health of individuals through exercise and nutrition are identified as key messages as well as attention to mental health and the prevention of transport accidents, and increased screening of cancer-related illnesses will be beneficial in the longer term.

The Council will need to provide leadership to improve public health outcomes by:

- Leading the community by advocacy, to provide better public health planning,
- Having a whole of Council approach,
- Encouraging partnerships with Government and NGOs for health planning, and
- Elected members encouraging and mentoring to promote healthy lifestyles.

The Plan was developed by including:

- Extensive analysis of health data (a well-developed Health Profile Report)
- Participation in an electronic Health & Well-Being Survey, and
- Consultation with elected members and senior officers.

The Way Forward

The strategies contained in the Shire of Nannup's Public Health Plan are intended to mirror work already underway. The Shire of Nannup is well known for the promotion of tourism and recreational pursuits, and living in harmony with the natural environment and practising sustainability. This connection with community was recognised through encouraging comments drawn from the Health & Well Being Survey.

The Shire of Nannup may give consideration to liaising with the South West Population Health Unit Health Promotion Officer in conjunction with neighbouring shires to review the supporting information in the Health Profile Report and the Health & Well Being Survey, and to work with government and funding agencies to raise awareness of the need for health lifestyles.

The Plan requires Council to ensure that its citizens are afforded protection from disease, minimise harm, promote active healthy lifestyles sustainably and provide a safe environment by reducing risks to public health. This Plan is the first of many public health plans that will provide a direct focus on supporting better health outcomes of constituents living in the Shire of Nannup.

Information used in the research phase of this plan was principally drawn from ABS Census material (2016), SEIFA Index, AEDC (Education) data, Health Department hospital admissions data (2018 – 2020), and the Shire of Nannup Health & Well-Being Survey.



Register of Delegated Development Approvals

Application Number	Owner's Name	Applicant's Name	Assessment Number	Property Address	Type of Development	Works or Use	Proposed cost of development	Date Received	Advertised	Issue Date	Authority
2021/26	Alex & Anna Neuling	Anna Neuling	A1450	Lot 100 (301) Chalwell Rd, Carlotta	Change of use (holiday homes)	Use	\$5,000.00	18/05/2021	Yes - 2 weeks	16/03/2022	Delegated - CEO
2021/65	Mohammed Binesh & Galiya Bazarova	WA Country Builders Pty Ltd	A1558	Lot 115 (5) Hitchcock Dr, Nannup	R Codes Design Principles (main dwelling - visual privacy)	Works	\$205,332.00	29/11/2021	Yes - 14 days	10/03/2022	Delegated - CEO
2021/66	Mohammed Binesh & Galiya Bazarova	WA Country Builders Pty Ltd	A1558	Lot 115 (5) Hitchcock Dr, Nannup	R Codes Design Principles (ancillary dwelling - visual privacy)	Works	\$184,877.00	29/11/2021	Yes - 14 days	10/03/2022	Delegated - CEO
2022/02	Michael Blackburn	Michael Blackburn	A1193	Lot 2 (8) North St, Nannup	Development in a flood risk area	Works	\$15,000.00	8/02/2022	Yes - 42 days	24/03/2022	Delegated - CEO
2022/05	Shane Matthews	Ross Beatty	A1479	Lot 97 (11) East Nannup Rd, East Nannup	Oversize outbuilding & home business	Works & Use	\$80,000.00	16/02/2022	Yes - 2 weeks	10/03/2022	Delegated - CEO
2022/06	Judith Martin	Judith Martin	A1614	Lot 46 (33) Valley Way, Nannup	Ancillary dwelling & conversion of an outbuilding to a dwelling	Works & Use	\$270,000.00	16/02/2022	Yes - 2 weeks	8/03/2022	Delegated - CEO
2022/07	Bruce Chalk	Bruce Chalk	A1218	Lot 24 (113) Warren Rd, Nnanup	Change of use (holiday home)	Use	\$1,000.00	17/02/2022	Yes - 2 weeks	24/03/2022	Delegated - CEO
2022/08	Linsey Merrick	Linsey Merrick	A1430	Lot 25 Cockatoo Dr, Nannup	Oversize outbuilding	Works	\$50,000.00	2/03/2022	Yes - 2 weeks	18/03/2022	Delegated - CEO
2022/10	Michael Green	Michael Green	A1720	Lot 52 (4) Dunnet Rd, Nannup	Single dwelling with BAL-FZ & oversize outbuilding	Works & Use	\$400,000.00	8/03/2022	No - no affected neighbours	10/03/2022	Delegated - CEO

15 Coates Avenue

Baldivis, WA 6171

Email: rally@forestrally.com.au

Mobile: 0418 950 022

18 January 2022

Mr. David Taylor
Chief Executive Officer
Nannup Shire Council
Adam Street
Nannup WA 6275

Dear David

On behalf of the West Australian Car Club (Inc.) I wish to apply to the Shire of Nannup for the Make Smoking History Forest Rally to base the event at the Nannup Recreation & Community Centre for 2022. The rally will start in Bunbury on Friday evening 20 May and with the Shire of Nannup's approval, will be based in Nannup on Saturday and Sunday 21 & 22 May 2022.

The rally will be Round 2 of the Motorsport Australia Australian Rally Championship[®] and the WA Rally Championship. The event will attract Australia's and Western Australia's leading rally crews to the region for a terrific weekend of motor sport. We are anticipating this year will be the biggest field of cars for many years.

Along with the rally crews there will be some 1200 people attached to the event including officials and service crew. It attracts many members of the media from around the country. The Australian Rally Championship and the WA Car Club will be producing an excellent social media campaigns during the running of the event, including "live" Web TV on 7Plus.

As we have always done in the past it is our desire to ensure that not only is the event a success but that the businesses and community groups of Nannup benefit from the event.

We once again ask the Shire of Nannup for approval to use the following facilities over the weekend of the rally:

1. For 2022 we are proposing to use the Nannup Recreation & Community Centre as our Rally HQ and Service Park. This would entail.
 - a. The Community Meeting Room as hour Rally HQ from Wednesday 18 May to Sunday 22 May. We would require the use of the Internet and to be able to set up a Radio Antenna.
 - b. We may need to set up a "Media Centre" in the main basketball area, I will confirm closer to the event when I know how many will require space.
 - c. The Community Centre Kitchen to be used by a contractor on Saturday 21 May and Sunday 22 May. They will be selling liquor under their own licence.
 - d. The surrounding roads and the hockey ground to be used as the Service Park. This would include allowing trucks to be parked on the road from Tuesday. We have discussed with the Golf Club where additional parking could take place.
 - e. We would like permission for crews and officials to camp near the centre if camping areas are not available elsewhere for one or two nights.
 - f. Toilets and showers to be available over the weekend.

The Service Park layout map is attached.

It is our plan to utilise this section as our rally activation zone, where all the rally cars, service vehicles will be in one central location. This will mean minimal impact to the roads and traffic in Nannup.

2. To set up a washdown area on site using the water in the Shire of Nannup tank.
3. To close of Higgins Street from Friday afternoon through to Sunday afternoon. The Road Closure application for Higgins Street, can you please advice what level of traffic management will be required?
4. We would appreciate if you could send through a list of landowners in Folly, Milward and Ellis Plantations so we can ask for approval if we intend to compete on their land or notify them if they are adjoining landowner.
5. We would appreciate if the Shire could notify us if the VBFB should be stationed on each stage. We could presume running in May there will be little chance of a fire risk.
6. We would like to book the Shire of Nannup grader to repair the Folly Plantation roads on Monday 23 May 2022 or as close to that date as possible.

I would appreciate if the Shire could support the Forest Rally with free use of the above facilities as part of a sponsorship arrangement. As you would have seen over the past 20 years the rally promotes the Shire of Nannup on all publications as part of the promotion of the rally.

It would be appreciated to have an early meeting to discuss any sponsorship opportunities or in-kind where we could create a multi-year agreement to both work together to ensure the event continues for many years to come.

I look forward to working with the people of Nannup again in continuing to make improvements to the rally and encouraging more people to the region to see the rally and enjoy the facilities provided.

If you or the Shire have any queries, please don't hesitate in contacting me.

Regards,

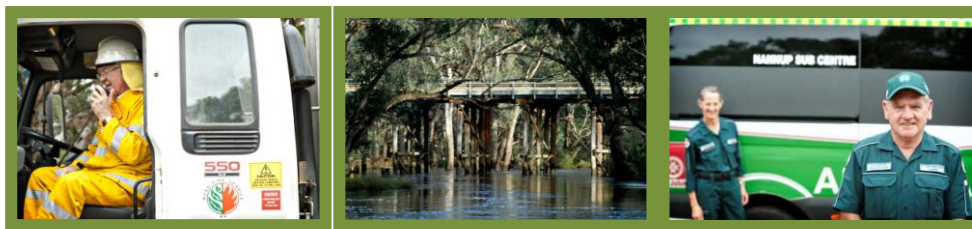


Ross Tapper
Clerk of the Course





Adverse Event Plan



Effective From:	March 2022
Expires on:	March 2027
Next Review:	March 2023
Adopted by Council:	

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Disclaimer

This document is prepared by Louise Stokes Consulting for the Shire of Nannup. All material in this document is derived from sources believed to be current and accurate at the date of publication and is provided in good faith. The report has been prepared for the purpose set out in the Scope of Works agreement between Louise Stokes Consulting and the Shire of Nannup dated 8 November 2021.

Louise Stokes Consulting
14 Grange Rd,
Nannup

louisestokesconsulting@gmail.com

EXECUTIVE SUMMARY

The purpose of this Plan is to establish a framework to provide guidance on mitigation and preparedness for periods of adverse conditions within the Shire of Nannup. The plan aims to build local leadership and community capacity to increase preparedness and resilience in emergencies, and to aid in communication in recovery. It is acknowledged that recovery activities commence in conjunction with the emergency response but will continue for an extended period. This plan is an informing document to Council's Emergency Management Arrangements, which are a statutory requirement of the Emergency Management Act 2005.

Adverse events may include events such as fire, flood, severe weather or drought

and/or sudden and unforeseen trade restrictions resulting from an adverse event, including disease outbreak. Tourism is an emerging industry in Nannup and events form an integral part of this. Risk management for tourism events is an essential component of project management and as such, is incorporated into this document.

The Adverse Event Plan is designed to be read in conjunction with the Shire of Nannup Emergency Management Arrangements Part B (Contacts) and Part D (Recovery). The plan details the recovery arrangements for the community and does not in any way detail how individual organisations or businesses will conduct recovery activities within their core function areas.



Purpose

This plan will develop resilience within the Shire organisation and community before, during and after adverse events.

It will enhance and build economic and social foundations after adverse events.

Vision

We know that preparedness is key to a successful recovery, with strong two-way communication channels required. Our community is strong with many natural leaders, that bond together in times of need. Council plays a strong coordination, facilitation, advocacy and communication role, ensuring that when adverse events occur, we will be prepared.

Guiding Principles

- Understanding the context
- Recognising complexity
- Using community-led approaches
- Ensuring coordination of all activities
- Employing effective communication
- Acknowledging and building capacity

Strategies

To provide clear communication & co-ordination



To diversify the economy



To build the capacity of the community



To build resilience and sustainability



RISK

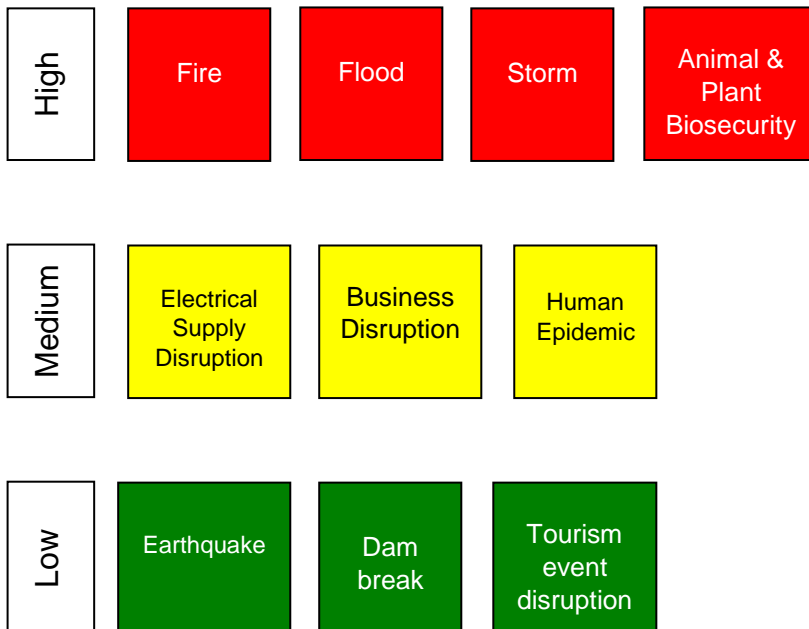
Emergency risk management is the process of identifying potential threats and minimizing the impact of disasters on business operations and people. The process requires leaders within an organization to determine how they will keep stakeholders informed and safe during critical events. Consequences of not prioritizing risk management may include financial losses, business downtime, displaced and uninformed persons. When communities are unprepared for the unexpected, fatalities and injuries are more likely to occur.

The Shire of Nannup is vulnerable to the impacts of adverse events, with 85% State forest and a small population base that is spread out across the region. The community is reliant upon volunteer services for many essential services including Ambulance, Fire Brigade and

SES. DBCA has reduced their core staff levels in the Shire, and now operating on a regional staffing model. This increases the reliance upon volunteer brigades assisting at local fires. Many organisations are operating with critical volunteer shortages, exacerbated with the cycle trail network expanding and impacts of the COVID -19 pandemic. A recruitment drive is underway to address this.

Diversifying the industry base of the Shire is critical to mitigating the economic risk for the region.

Through consultation in developing the Emergency Management Arrangements (Part A) and using the likelihood and consequence model, a risk rating has been derived for each hazard. The full matrix is Attachment 1 to this plan.



This plan is intended as a living community action plan that informs the Councils Strategic Community Plan, Workforce Plans, Emergency Management Arrangements and associated Annual budgets. To be successful, community buy in and partnerships are required to implement strategic and action items. Continuous revision and improvement are critical to ensure that the document remains current and relevant to the community.

The strategies created to inform this document is built upon the resilience principles and support the key areas of:

- community led recovery,
- communication,
- building capacity,
- economic development,
- supporting leadership and
- nurturing our natural environment.

95% of respondents in a 2021 Shire survey voted the natural environment as extremely important.



Strategies

To provide clear
Communication
& co-ordination



To diversify the
economy



To build the
capacity of the
community



To build resilience
and sustainability



ACTION PLAN: COMMUNICATE & INFORM

Re-develop Council's website	✓	✓	✓	✓
Ensure vulnerable people can access information	✓		✓	✓
Update vulnerable person database & communicate	✓		✓	✓
Develop a Sustainability policy	✓			✓
Develop a Weed Management strategy	✓			✓
Build relations with Animal Welfare groups			✓	✓
Develop an EM Communication Plan	✓			✓

Strategies

To provide clear Communication & co-ordination



To diversify the economy



To build the capacity of the community



To build resilience and sustainability



COMMUNICATE & INFORM

Develop a native flora and fauna management plan (verges, bridges, road construction)	✓			✓
Develop a Dieback management policy	✓			✓
Develop a strategic water monitoring and management plan	✓			✓
Develop an Eco-tourism events strategy	✓	✓	✓	
Investigate manufacturing opportunities in partnership with SWDC	✓	✓		

Strategies

To provide clear Communication & co-ordination



To diversify the economy



To build the capacity of the community

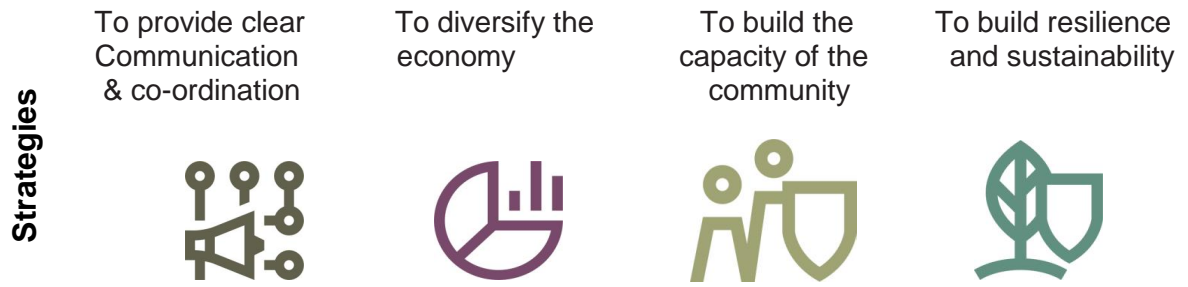


To build resilience and sustainability



ACTION PLAN: COORDINATE

Property preparedness events with DFES	✓		✓	✓
Host an Animal Welfare Plan exercise	✓			
Rural numbering installed in townsite with Landgate support	✓		✓	
Local water sources mapped	✓			✓
Map HAZMAT facilities	✓			✓
Install water monitoring bore at Waste Facility				✓
Seek to host major cycle events in Nannup		✓		✓
Establish youth trainee position within Council for event tourism		✓	✓	
Establish bushfire ready programs in vulnerable communities	✓		✓	✓



ACTION PLAN: ADVOCATE

Advocate for additional water tanks in townsite				✓
Advocate for improvement of phone and internet reception	✓	✓	✓	✓
Advocate for back up batteries for phone towers	✓			
Advocate with agricultural growers for water allocations		✓		✓
Advocate for base level staffing in Nannup for DBCA staff		✓	✓	✓

COMMUNICATION

Provision of public information must be deliberate, planned and sustained. Effective communication is the key to rebuilding community confidence.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

Successful recovery is built on effective two-way communication that is relevant, clear and targeted.

The Shire's messaging framework in all times of emergency, response and recovery is four fold:

- Share what we know
- Share what we don't know
- Tell people what we are going to do
- Ask the community 'what can they do'?

This is particularly essential during times of uncertainty in order to assist to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Accessibility must consider:

- Those in the affected areas, including those who have relocated or are absentee landowners,

- Diversity (non-English speaking people, special needs groups/individuals)
- Across a number of platforms
- Isolated people and communities; and
- Secondary victims

The CEO is the primary point of contact for the review and approval of all information issued. If the event is managed by another Agency, it is their call as to what information, and how it is disseminated.

Consultation identified that many community members don't have internet access, particularly seniors, and prefer face to face contact.

Young people communicate through Instagram, Snap Chat, Facebook and Discord (a VoIP, instant messaging and digital distribution platform). They are wary of texts due to scams; however trust phone calls from parents, information from school and sirens.

External agencies have an ongoing relationship with Nannup through their membership on the LEMC. Full details of the members, the roles and contact information of external agencies in recovery are detailed in the Shire of Nannup Emergency Management Arrangements Part B (Contacts) and Part D (Recovery Plan).

ANIMAL WELFARE

Many residents in the shire have domestic pets and/or larger animals (horses and livestock). In an emergency incident the organisations responsible for animal welfare includes:

- Shire of Nannup ranger services: domestic animals
- DPIRD: the Animal Welfare in Emergencies, State Support Plan is automatically activated at Level 3 incident
- Fostering and assistance for Wildlife Needing Aid (FAWNA)

The Shire of Nannup has an Animal Welfare Plan and an Equine Plan for the region. The Animal Welfare Plan is currently a draft document and requires a volunteer manager who will take ownership and responsibility for the implementation of the plan in an emergency. The Nannup Equine Plan has a coordinator and there is an active communication plan with the target audience in place.



PREPAREDNESS & RESILIENCE

It is acknowledged that greater planning and actions that are achieved prior to an emergency incident increases the capacity of the community to rebound quicker.

Over 90% of land in Western Australia is bushfire prone and the Shire of Nannup is located in an extreme bushfire prone area. Nannup is prone to flooding in winter (seasonal rains) and summer (cyclones) with 1982 one of the highest floods recorded as a result of Cyclone Alby.

State funding has assisted the Local Government to implement a bushfire risk mitigation planning process on public lands, and the action plan has been implemented over the past three years. The major risk of this program is that ongoing maintenance is the responsibility of the Council. Most recently a Bushfire Risk Mitigation Coordinator has been appointed to oversee the funding program.

In partnership with DFES the Council engages a full time Community Emergency Services Manager (CESM). Ranger Services provides support in firebreak compliance on private property, fire preparedness and animal welfare in the event of a bushfire.

Each season the Shire and volunteer bushfire brigades promote local residents to prepare their properties and to develop a plan for their safety. Businesses are encouraged to establish a Business Continuity Plan. Tourism properties are encouraged to prepare a Bushfire Management Plan and Evacuation Plan for their guests, and to communicate the evacuation options as part of their booking confirmation or check in procedures during the summer periods.

This is an ongoing process for new and existing residents to fully understand the risks, how they can mitigate and prepare and educate themselves to find emergency information during an incident.

The Shire of Nannup partners with the Nannup Local Drug Action Group who target health and wellbeing activities for young people and families in the region. This preventative engagement brings together social service organisations, the Nannup Police, Nannup District High School and Hospital to partner with community to improve resilience and networks for community members.

Council management and staff are recommended to complete the base emergency management training in Australasian Inter-service Incident Management System (AIIMS) and those working in the recovery space have undertaken as a minimum the 'Introduction to Recovery' (Emergency Management WA) and Recovery Management (Australian Emergency Management Institute).

ECONOMIC DEVELOPMENT

For a small regional community, the Shire of Nannup takes economic development seriously. A dedicated Economic Development Officer is employed in a full time capacity, with the goal to increase economic diversity and growth for the region, supporting small business and networking with government and allied organisations.

Council has a buy local preference and policy. This is aimed at continually ensuring local businesses are utilized, where practical and within the parameters of sound financial management and decision making.

The Shire works closely with the state government and is a member in a regional grouping of Council's (Warren Blackwood Alliance), the South West Development Commission and Regional Development Australia to ensure all projects, activities and events align with key regional and state strategies.

Nannup's economy was just over \$90 million in 2018-19. Economic growth in the region has averaged 1.2% per annum over the past decade, compared to the Western Australian average of 3.2%. Agriculture, fishing, forestry (22%), manufacturing (16%) and accommodation/food (12%) are the key industries, however retail, tourism and horticulture are beginning to establish a presence in the town (REMPAN 2020). There is a critical need for Nannup to diversify its economic base, as protection from adverse events.

In 2014, the Western Australian Mountain Bike Strategy identified the potential for an expansion of mountain biking infrastructure in the South West region. The South West Mountain Bike Master Plan was developed in 2017 and

identified Nannup as a regionally significant hub for mountain biking. The Nannup Cycle Master Plan was completed in 2020 and identified a total of 31 infrastructure projects to progress Nannup as a premier cycling destination.

Nannup is the mid-way point on the Munda Biddi Trail, a world-class mountain biking trails of more than 1000kms from Perth to Albany. Along with cycling, the opportunity for Nannup to promote itself as a Trails Town incorporating walking, equestrian, canoeing provides a range of experiences in eco-tourism. The Council has engaged Jack in the Box, a Creative design company to develop branding and to market economic opportunities to the broader business community, encouraging private investors who understand the values and ethos of the region to establish in the region.

Significant funding has been received from State and Federal grants programs, contributing to developing 35kms of cycling trails in Nannup. The Nannup Tank 7 Mountain Bike Park will open in April 2022.

Lucid Economics details that once fully developed, the Nannup Trails Town project is expected to generate just over 20,000 new visitors to the town. On-going annual growth is based on data from Tourism Research Australia (TRA) for visitors to Western Australia that are participating in cycling. Once fully developed, the Nannup Trails Town Project will generate \$10.8 million in new visitor expenditure, which will contribute (directly and indirectly) \$6.6 million to the local economy, in Gross Regional Product (GRP) terms. It will also directly and indirectly support 63 full-time equivalent (FTE) positions in the area.

For several years the local government has been working with Ride WA to bring cycling events to Nannup. These events are low impact, high 'Return on Investment' with high participation numbers. The benefit of the events is that participants travel to Nannup throughout the year for training and to share their love of cycling with their friends. The cycle events that are hosted annually in Nannup include:

- SEVEN mountain bike event (with 1,500 participants), and
- Tour of Margaret River road racing (over 3 days with 3,600 riders).

There are a number of smaller social cycling events that take place throughout the year.

Agriculture, timber and manufacturing currently accounts for more than 40% of total industry value-add (IVA) in 2018-19. The recent announcement (8 September 2021) by the State Government to end logging of native forests in the upcoming Forest Management Plan 2024-33 creates both uncertainty and opportunity for investment in the region.

Nannup falls within the travel allowance for staff to work at the Greenbushes Talison Lithium Mine, which has a proposed expansion project that will see lithium mined and processed for a 25 year period. It is anticipated that by 2025 an additional 594 staff (primarily drive in drive out) are required for the mine to be able to operate at capacity.

In 2019 The Queensland-based timber company Parkside purchased the

Nannup Timber Mill and has committed to spending \$10 million upgrading the processing facilities at Nannup and Greenbushes. The investment is expected to create more than 50 local jobs in the towns.

Key focus areas for diversification in the agriculture and tourism industries include membership with the Warren Blackwood Alliance of Council's and partnership with the Southern Forest's Blackwood Valley Tourism Association and Southern Forest Food Council.

The Scott River Coastal Plain has been identified as a premier food bowl region. The high cost of transport to market remains a key challenge for producers, along with staffing and housing shortages. The Council has recently partnered with the Shire of Augusta Margaret River to develop an Economic Strategy for the Scott Coastal Plain.

In the 2021 announcement of logging in native forests from 2024 the State government announced a \$350 million expansion project of softwood timber plantations, and a \$50 million Just Transition Plan to support affected workers and communities.

The Shire of Nannup has established a Nannup Transition Working Party with representatives from State government, Council, tourism, timber industry, Chamber of Commerce, retail and agriculture to identify and progress business and funding opportunities for Nannup.

NATURAL RESOURCE MANAGEMENT

Climate change is a key issue for Local Governments that impacts almost all aspects of their operations and responsibilities. The Intergovernmental Panel for Climate Change 2021 describes that the role of human influence in climate change is undeniable, and for Southern Australia, the increase in prevalence of droughts and fire incidents will increase with a decrease in rainfall.

95% of respondents from the community rated environment as a high priority in the 2021 review of The Shire of Nannup Community Strategic Plan, which identifies the natural environment with the value statement of:

We are surrounded by amazing nature, from our magnificent forests and bush land, to our pristine coastlines.

- We will protect our amazing nature, magnificent forests, managed bushland, rivers, agriculture and our pristine coastline.
- We seek to keep our beautiful combination of natural landscapes and built environments to retain our community and amenity
- We aim to achieve a green clean future.



Council has the following policies in relation to managing the natural environment:

- LPP 011 Development in flood risk areas
- LPP 019 Heritage conservation
- WRK 5 Management of roadside vegetation
- WRK 13 Sub-divisional development guidelines

In 2018 WALGA released a Climate Change Policy Statement that outlines the goals and overarching strategic objectives for all levels of government to work collaboratively to reduce emissions and in decision making with regards to natural resource management.

Nannup, through the Warren Blackwood Alliance of Councils is developing a Sub-regional Climate Change Action Plan 2022 – 2032 with the aim to address initiatives on a shared responsibility model. The action plan has a focus on:

- Bushfire mitigation
- Support to Local Government in the mitigation and recovery phase of emergencies
- Support of vulnerable communities
- Development of strategic documentation with consideration for planning, tourism projects and environmental considerations
- Developing partnerships to achieve the goals in the plan

Key Elements of Natural Resource Management

Biodiversity

The South West region of Western Australia is listed as a global biodiversity “hotspot” with 80% of the 11,500 registered plants in WA being endemic to this area.

Since European settlement, 1,233 exotic plant species have established as weeds in Western Australia with the Warren-Blackwood region having between 500 and 700 weed species identified (State of the Environment Report WA 2007).

“Phytophthora dieback” is a silent killer to native flora in the region. Of the native vegetation in the region, 14% are highly susceptible and a further 40% are considered susceptible (State of the Environment Report WA 2007).

Council works in partnership with several land care groups in the region including the Friends of the Foreshore, Lower Blackwood Landcare group and the South West Catchment Council. The primary risks for Nannup includes invasive weeds (Cotton bush, Blackberry, Apple of Sodom and Patterson’s Curse), feral pigs and cats and rabbits.

There is an opportunity for Council to develop strategic documents relating to weed management and control. This would provide guidance and an action plan for public lands, verge maintenance and support community members to undertake works on private property.

Water Resources

The careful management of water resources, both in terms of quantity and quality, is essential to support natural ecosystems as well as future growth and development. The Blackwood River traverses the length of the Shire with the catchment area in the wheat belt, arriving at the coast at Augusta. The river is an asset to eco-tourism and agricultural activities, however is subject to salinity, floods and drought. Water monitoring is undertaken throughout the year by the Department of Water and Environmental Regulation.

Through consultation Council recently became aware that there was no potable water supply service available in the region, and in partnership with the Federal drought funding program installed a potable water stand pipe at the Recreation Centre. Residents can access this service through a pre-paid key card.

Water supply to the townsite is a potential problem during an emergency incident. The existing water tanks have limited supply, and residents cannot rely on mains water to defend their properties. Council is liaising with the Water Corporation for the installation of additional water tanks. A bore has recently been installed at the Nannup Airstrip to assist with prompt resupply in emergency incidents.

Council is currently undertaking a feasibility study into alternate water supply for irrigating public land, including ovals and gardens in town. The proposed model would be a combination of treaded and bore water, reducing the reliance upon Water Corporation mains water. The estimated value of this project is \$400,000.

Soil and Land

Council decision-making and Shire practice should:

- Consider the capability of land to accommodate different land uses with respect to; erosion hazard, absorptive capabilities of the soil, slope stability, potential for variable settlement or subsidence and active fault lines.
- Recognise and consider land that is degraded or contaminated, or has the potential to become so, and facilitate rehabilitation or remediation for appropriate future use.
- Ensure that future land uses that may result in land contamination such as storage/use of chemicals, waste, and other toxic materials or liquid are not permitted unless it can be demonstrated that the proposed activities will not result in contamination of land or adversely affect future land use.
- Identify existing and potential areas affected by salinity, acid sulphate soils, or other severe land degradation problems and, where appropriate, facilitate measures such as vegetation retention, vegetation restoration, and prevention of inappropriate development in order to reduce impacts on land, buildings and infrastructure.

Council is currently developing a post-closure plan for the Nannup Waste Facility and has submitted an application to DEWR for asbestos handling and storing. It is intended to undertake monitoring of water quality through a test bore site at the Nannup Waste Facility in the next year.

Agriculture

Within the Shire of Nannup, agriculture is one of the primary economic drivers for the region, principally dairy, beef cattle and horticulture (orchards and vegetables for market). With a changing climate farmers and primary producers wear the brunt of volatile seasons due to rainfall (either too much or drought), and have become over the years more ecologically responsible for land management, including erosion control, salinity and protecting wildlife corridors. Farmers and land owners are front line protection within the Volunteer Bushfire Brigades and a major source of employment for young people. The decision-making and Shire practice should:

- Protect areas of agricultural significance (“priority agriculture” areas).
- Diversify compatible land use activities in agriculture areas based on principles of sustainability and recognizing the capability and capacity of the land to support those uses.
- Support the development of Scott River Coastal Plain as a premier food bowl.
- Consider social programs post adverse event to incorporate wellbeing and social networking opportunities for primary producers.

Climate Change, Greenhouse Gas Emissions and Energy Efficiency

The Bureau of Meteorology long term records show that our climate is becoming warmer and drier. This has impacts for water availability over summer, and increases the risks of bushfires from November to May annually. Council decision-making and Shire practice should:

- Promote energy efficiency at all levels from development and urban design incorporating issues such as energy efficient building design and orientation of building lots for solar efficiency, to reducing general electrical consumption by best management techniques.
- Support the retention of existing vegetation and re-vegetation to reduce the carbon “foot print” of the community.

- Support the use of alternative energy regeneration, including renewable energy, where appropriate.
- Progressively ensure that Shire managed buildings adopt best management practice in energy use.

Council has installed solar systems on the Council office and will seek to install solar panels on all appropriate Council buildings as budget allocations permit.

Recycling is a part of core business for Council, in both the administration and works departments. Cleanaway has the contract for the townsite recycling program and Council supports community groups with their ‘Cash for Cans’ programs. At the Nannup Waste Facility a recycling shop operates during opening hours and Council is investigating mulching of green waste for community use.



MONITORING & EVALUATION

There is no set timeframe for recovery activities to be hosted, or for a community to determine that it has recovered. Emergencies affect people in different ways, and assistance can be requested at any interval.

What is important is that two way communication is available, that support services information is valid and easy to source and that people are listened to.

The DFES website now hosts all active recoveries on their site, providing a one-stop shop for anyone looking for information. Red Cross can undertake recovery outreach if requested to monitor wellbeing.

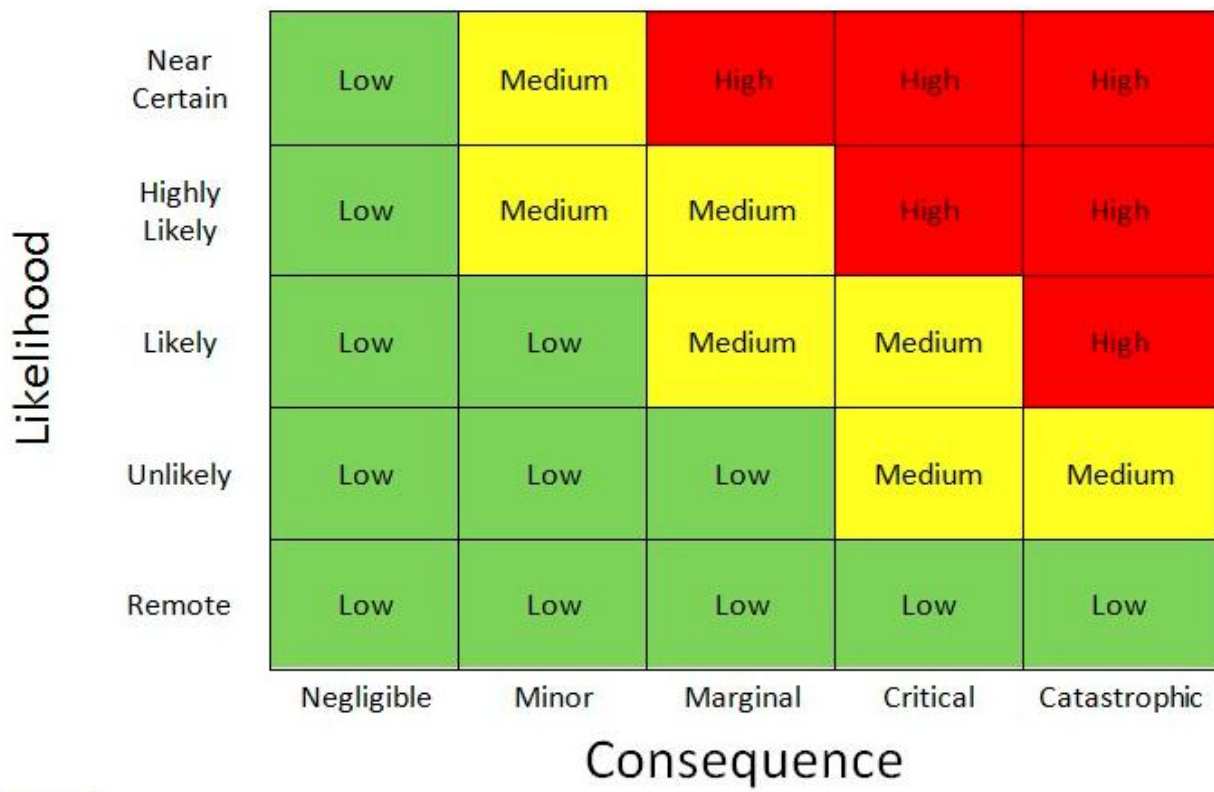
Any emergency incident that is classified Level 2 or 3 requires State Government reporting and liaison. Staff burnout must be monitored, particularly if the recovery period is extensive and complex. The State Recovery team and SEMC are available to assist as required.

With limited baseline data available to the Shire of Nannup monitoring economic recovery can be difficult. Some considerations could include:

- Accommodation room nights year to year
- The number of cafes open in town
- The number of community events hosted
- School enrollments
- The number of building/planning approvals received to the Local Government, and
- The number of properties for sale.

It is recommended that Council considers the actions suggested in this plan and prioritizes strategies for implementation, including timeframes and who will be responsible within the organisation or community.

ATTACHMENT 1: RISK MATRIX



Hazard	Likelihood	Consequence	Rating
Fire	Near certain	Critical	High
Flood	Near certain	Marginal	High
Storm	Near certain	Marginal	High
Animal & plant biosecurity	Likely	Critical	High
Human epidemic	Unlikely	Critical	Medium
Electrical supply	Likely	Marginal	Medium
Business disruption	Likely	Marginal	Medium
Dam break	Unlikely	Marginal	Low
Earthquake	Unlikely	Marginal	Low
Tourism event disruption	Unlikely	Marginal	Low

ATTACHMENT 2: ACRONYMS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
ECDC	Economic & Community Development Coordinator
EM	Emergency Management
DFES	Department of Fire and Emergency Services
FAWNA	Fostering and assistance for Wildlife Needing Aid
GRP	Gross Regional Product
HMA	Hazard Management Agency
IMT	Incident Management Team
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
NRM	Natural Resource Management
SEMC	State Emergency Management Committee
SEWS	Standard Emergency Warning Signal
TRA	Tourism Research Australia
WHO	World Health Organisation

ATTACHMENT 3: AMENDMENT LIST

This document is to be reviewed annually. Details of review, and amendments made, are to be recorded in this register.

Feedback can include:

- Contact details
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

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

Economic & Community Development Coordinator
Shire of Nannup
PO Box 11
Nannup WA 6275

The ECDC will refer any correspondence to the LEMC/Council for consideration and/or approval. Amendments promulgated are to be certified in the following table, when updated.

Number	Date	Amendment summary	Author
1			
2			
3			
4			

ATTACHMENT 4: SUPPORTING DOCUMENTATION & REFERENCES

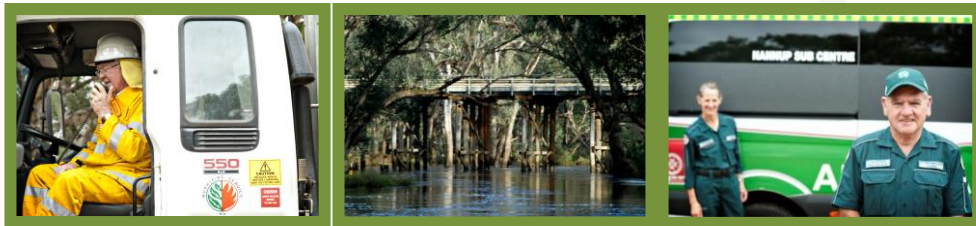
The Shire of Nannup current plans and strategies that have assisted to inform the development of this document includes:

- Augusta to Walpole Coastal Strategy
- IPCC, 2021: Climate Change 2021: The Physical Science Basis. Contribution of Working Group I to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [Masson-Delmotte, V., P. Zhai, A. Pirani, S.L. Connors, C. Péan, S. Berger, N. Caud, Y. Chen, L. Goldfarb, M.I. Gomis, M. Huang, K. Leitzell, E. Lonnoy, J.B.R. Matthews, T.K. Maycock, T. Waterfield, O. Yelekçi, R. Yu, and B. Zhou (eds.)]. Cambridge University Press. In Press.
- Lucid Economics Trails Masterplan Economic Impact Assessment 2020
- Lucid Economics Nannup Trails Town 2021
- Nannup Cycle Masterplan 2020
- Shire of Nannup Annual Report 2020-2021
- Shire of Nannup Community Strategic Plan 2017 – 2027
- Shire of Nannup Corporate Business Plan
- Shire of Nannup Emergency Management Arrangements
- Shire of Nannup Animal Welfare Plan
- Shire of Nannup Local Planning Strategy (DPLH website)



Shire of
Nannup
rest • connect • grow

Local Emergency Management Arrangements



Effective From:	February 2022
Expires on:	October 2026
Next Review:	October 2023
Adopted by Council:	

FORWARD

Australia is subject to a variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from events of both natural and man-made origin. *The Emergency Management Act 2005* (EM Act) formalizes Western Australia's emergency management arrangements.

Under the EM Act, local governments are required to have local emergency management arrangements. Local governments are the closest level of government to their communities and have access to specialized knowledge about the local environment and demographic features of their communities. Effective local emergency management arrangements enhance the community's resilience and preparedness for emergencies through strategies that apply prevention/mitigation, preparedness, response and recovery measures.

In addition to ensuring that effective local emergency management arrangements are prepared and maintained and managing recovery following an emergency in its district, each local government is required to establish and maintain a local emergency management committee (LEMC). The LEMC is to provide advice and guidance to the local government relating to the development, maintenance and testing of their local emergency management arrangements.

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Nannup Local Emergency Management Committee and the Council of the Shire of Nannup. The Arrangements have been tabled for noting with the South West District Emergency Management Committee and State Emergency Management Committee.

Chair	Date
Tony Dean	

Endorsed by Council	Date
---------------------	------

Resolution Number:

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DISTRIBUTION LIST

This is a list of controlled versions of the Arrangements, all other copies are considered uncontrolled. Before using any other copy verify it is the current copy by comparing to the copy published on the Shire’s website: www.nannup.wa.gov.au

Feedback from Stakeholders will help to improve and ensure the accuracy and effectiveness of these Arrangements. Should you have any feedback please forward your comments to:
Community Emergency Services Manager
Shire of Nannup
PO Box 11,
NANNUP 6275
Or via email to: ceso@nannup.wa.gov.au

Copies of these Arrangements shall be distributed as per the distribution list.

Public copies will be available free of charge from:

- The Shire of Nannup Administration Office – 15 Adam St, Nannup
- The Shire of Nannup website at www.nannup.wa.gov.au

Organisation	Electronic (E) Hardcopy (H)	Number of Copies
Shire of Nannup		
Senior Managers – Shire of Nannup	E	2
Community Engagement Services Manager	E	1
Ranger Services	E	1
Chief Bush Fire Control Officer	E	1
Administration Office	H	1
Local Emergency Management Committee		
Chair Local Emergency Management Committee	E	1
South West District Emergency Management Committee	E	1
State Emergency Management Committee	E	1
Western Australia Police (WAPOL)		
WAPOL Web EOC (through Nannup Police)	E	1
Department of Fire & Emergency Services (DFES)		
Lower South West Regional Office (Manjimup)	E	1
State Emergency Service – Nannup Sub Branch	E	1
Other External Agencies		
Agriculture and Food- Department of Primary Industries and Regional Development	E	1
Department of Communities	E	1
Department of Transport	E	1
Main Roads Western Australia (MRWA)	E	1
NBN Co	E	1
Parks & Wildlife Services – Department of Biodiversity, Conservation & Attractions (DBCA)	E	1
St John Ambulance Nannup	E	1
Telstra Corporation	E	1
WA Country Health Service	E	1
Water Corporation	E	1
Western Australian Local Government Association	E	1
Western Power	E	1

AMENDMENT LIST

Number	Date	Amendment summary	Author
1			
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GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

District: means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

Municipality: Means the district of the local government.

ACRONYMS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
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
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

Community consultation

These arrangements have been developed in consultation with Shire of Nannup Management and Staff and members of the Local Emergency Management Committee. Community engagement with the Nannup Community Resource Centre, Nannup Hospital, Nannup District High School and Red Cross branch has assisted to build a picture of how each Agency will respond in an emergency in co-operation with the Council.

Consultation has been undertaken with the Nannup Equine Evacuation Group and key personnel details confirmed.

The Nannup Visitor Centre, Donnelly River Village and Nannup Caravan Park have provided input in respect to arrangements for tourists and campers.

These arrangements cover the Shire of Nannup, including the town site, locales of Jalbarragup, Darradup, Scott River, Carlotta, Cundinup and Donnelly River.

Area, Economy & Demographics

The Shire of Nannup is located in the south west corner of Western Australia, 280 kilometers south of Perth. It covers an area of 2,934.6 km² and is bounded by the Shires of Capel to the north-east, Donnybrook-Balingup to the east, Augusta-Margaret River to the south and west, and Busselton to the north-west. It has a population of 1,328 (2016) however, numbers significantly increase during the various peak tourism periods and events.

Nannup is centrally located to the South West and major access roads include Mowen Road to the Coast, Balingup Road, Brockman Highway and Kirup Cundinup Roads to the east, Brockman Highway to the south-west and Vasse Highway to the north and south.

The landscape of the Shire is 85% State Forest and plantation (primarily *Eucalyptus Globulus* and *Pinus Radiata*), managed by State Government on hilly terrain. The Scott Coastal Plain to the south-west of the Nannup townsite is a productive zone for agriculture and horticulture.

The Blackwood River traverses through the Shire, being the longest river (300kms) in the South West; travelling from Lake Dumbleyung in the Wheatbelt and flowing into the Southern Ocean at Augusta. The Blackwood Basin supports agricultural production and a high diversity of native flora and fauna. The region is a bio-diversity hot spot, home to almost 80 percent of the plant species in the region that are found nowhere else on earth. The diverse range of wildflowers, forests and native animals found in the Shire all contribute to the rare and unique nature of the region. A biodiversity hotspot acknowledges some of the richest and most threatened reservoirs of plant and animal life on Earth.

Agriculture and forestry are the primary industries for the Shire, with tourism an emerging industry, particularly with the increase of events and cycle tourism. The world class Munda Biddi Trail and Bibbulmun Track pass through the Shire and trail development projects are currently underway, promoting horse riding and cycling.

The combined appeal of the Shire's attractive rural environment, central location to the South West and a mild climate has brought an increase in demand for country lifestyle housing and tourist accommodation.

Aim

The aim of the Shire of Nannup Local Emergency Management Arrangements (LEMA) is to:

- (a) ensure there is a written understanding between agencies involved in managing emergencies within the Shire; and
- (b) document the management of identified risks within the Shire including the specific details on prevention, preparedness, response and recovery activities.

Purpose

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

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate. (S.41)(2) of the *Emergency Management Act 2005* (EM Act).

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.

Furthermore:

This document applies to the local government district of the Shire of Nannup.

This document covers areas where the Shire of Nannup provides support to HMAs in the event of an incident;

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

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

RELATED DOCUMENTS & ARRANGEMENTS

Existing plans & arrangements

Document	Owner	Expiry Date
Emergency Management Recovery Plan Public Copy	Shire of Nannup	October 2024
Council MOU for the Provision of Mutual Aid During Emergencies and Post Incident Recovery	Member Councils of the South West Zone Western Australian Local Government Association	April 2018
Local Emergency Management Plan for the Provision of Welfare Support	Department of Communities	June 2022
Animal Welfare Plan	Shire of Nannup	

Local Agreements, Understandings and Commitments

South West Emergency Management Alliance

The Shire of Nannup in conjunction with 11 other south west councils has formed an alliance to increase information and resource sharing in relation to emergency management in the region.

In 2015 the Shire of Nannup along with 11 other south west regional local governments signed a memorandum of understanding (MOU) for the provision of mutual aid during emergencies and post incident recovery.

The purpose of the MOU is to:

- (a) facilitate the provision of mutual aid between member councils of the South West Zone of the Western Australian Local Government Association (WALGA) during emergencies and post incident recovery;
- (b) enhance the capacity of our communities to cope in times of difficulty; and
- (c) demonstrate the capacity and willingness of participating councils to work cooperatively and share resources within the region.

Local governments that are signatories to the MOU are:

Shire of Augusta Margaret River	City of Bunbury
Shire of Collie	Shire of Harvey
Shire of Boyup Brook	City of Busselton
Shire of Dardanup	Shire of Manjimup
Shire of Bridgetown Greenbushes	Shire of Capel
Shire of Donnybrook-Balingup	Shire of Nannup

ROLES & RESPONSIBILITIES

Local roles and responsibilities

Local role	Description of responsibilities
Local government	<p>Under section 36 of the EM Act the functions of the local government are to:</p> <p>(a) ensure that effective LEMA are prepared and maintained for the district;</p> <p>(b) manage recovery following an emergency affecting the community in its district; and</p> <p>(c) perform other functions given to the local government under the Act.</p>
Local emergency coordinator	<p>The responsibilities of the LEC are defined in section 37 of the EM Act. The LEC is appointed for a local government district by the State Emergency Coordinator (WA Police Commissioner) under section 37 of the EM Act 2005. At a local level the LEC is responsible for providing advice and support to the LEMC in the development and maintenance of LEMA, and assisting HMAs in the provision of a coordinated multiagency response during an emergency in the district.</p>
Local recovery coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p>
LG 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>
LG liaison officer (to the 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>

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

The Shire of Nannup has established a Local Emergency Management Committee (LEMC) under section 38(1) of [the EM Act](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

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

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk, and
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

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

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

Local 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"> • Provide secretariat support including: • Meeting agenda; • Minutes and action lists; • Correspondence; • Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; • Annual Report; • Annual Business Plan; • Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

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 summarizes 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"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. <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.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] • Ensure effective transition to recovery by local government

Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

MANAGING RISK

Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy section 3.2.

Council has developed a Bushfire Risk Management Plan which has supported funding submissions for mitigation works around the Shire.

Through LEMC exercises the top risks identified for the Shire of Nannup includes: Fire, Storm and Flood.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local Plan (Date)
Fire	DFES	DFES	DFES DFBCA Shire of Nannup	Plantation Industries Western Power Water Corporation SES WA Police Main Roads WA	Fire	Bushfire Risk Management Plan 2016
Storm	DFES	DFES	SES	Western Power WA Police Main Roads WA Shire of Nannup	Storm	
Flood	DFES	DFES	SES	Department of Water Water Corporation Police Main Roads WA	Flood	
Animal and Plant Bio-security	Agriculture & Food – Department of Primary Industries and Regional Development	Agriculture & Food – Department of Primary Industries and Regional Development	Department of Health Water Corporation DFES Shire of Nannup		Animal and Plant Bio-Security	
Electrical Supply Disruption	Western Power	Department of Finance – Public Utilities Office	Western Power	Synergy	Electrical Supply Disruption	Business Continuity Plan
Dam Break	Water Corporation	Water Corporation	Water Corporation Shire of Nannup Police SES	Shire of Nannup Police DFES	Dam break	
Earthquake	DFES	DFES	SES, Police	Shire of Nannup	Earthquake	

			Shire of Nannup Water Corp, Western Power	DPIRD Water Corporation Western Power Main Roads WA Police		
Human Epidemic	Dept Health	Dept Health	Dept Health Shire of Nannup Police Dept Communities	Shire of Nannup Police Dept Communities	Human Epidemic	

Emergency management strategies and priorities

Priority	Strategy
Fire	Review annually Bushfire Risk Management Plan
Storm	Support SES
Flood	Support SES

Description	Time of Year	Impact
Storms	June to September	The size of the emergency may impact on the availability of emergency service staff and volunteers
Bushfire	November to April	The size of the emergency may impact on the availability of emergency service staff and volunteers
Flood	January to March (wayward cyclone) July to September	The size of the emergency may impact on the availability of emergency service staff and volunteers
Road transport emergency	Throughout the year	An incident of this type during an emergency may restrict access to an incident or impede evacuations
Events/Influx of tourists (intrastate, interstate and international) visiting and travelling throughout the region	Major events, school holiday periods, and key public holidays such as Australian Day and Easter	During peak holiday periods the Shire's population can triple + with the consequences of placing greater demands on the resources of the Shire, telecommunications and emergency services, and potentially increasing the number of people at risk during an emergency

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 Nannup is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

INCIDENT SUPPORT GROUP (ISG)

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

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

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM Plan section 5.1. These are;

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

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, 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 emergency.

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

Frequency of Meetings

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

Location of ISG Meetings

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

Nannup Council Chambers 15 Adam St, Nannup	Nannup SES Building Sexton Way, Nannup
Contact: Shire of Nannup: 9756 1018	SES Branch Manager: 0417 561 322

MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Emergency Public Information is information provided to the community during emergencies with instructions on how to get assistance to protect personal health and safety, and property. Information can be provided through the media and a range of other tools to reach intended stakeholders. The emergency public information is a Response and Recovery activity whereby information relating to a specific emergency, including actions that need to be taken by the public as a whole, is disseminated to the community. It is also a Preparedness activity, as it establishes protocols and procedures prior to an emergency.

The Shire of Nannup has a documented process for dealing with the media which extends to emergency situations. These guidelines are implemented in order to avoid miscommunication and confusion regarding roles and responsibilities which is particularly important in an emergency. The Shire President and the CEO are authorised to speak to the media and provide media comment (as per Section 2.8 of the Local Government Act). With regard to the process for issuing media releases and corporate statements, these are compiled and distributed to media outlets on approval of the CEO. Where appropriate, information is also relayed on Council's social media platform and website. However, it should be noted that in most emergency situations the Local Government is not the lead organisation (except for fire in some circumstances). To ensure consistent and accurate information is relayed, the Council will direct members of the public to the appropriate emergency response website and media will be directed to the media arm of the relevant emergency response agency.

Enquiries to the Shire of Nannup office during an Emergency

During an emergency, frontline staff of the Council should be prepared to receive enquiries from a range of stakeholders in relation to the emergency. Frontline staff will be provided with scripts based on the key messages, and will be briefed on the Council's media process and protocols. Other than approved spokespersons, no other staff are authorised to make comment to any stakeholder beyond the scope of these scripts.

Annexure 1 outlines the Emergency call procedures to the Shire office.

PUBLIC WARNING SYSTEMS

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner.

Information is available from one or more of the following:

Source	Link/Number	Details
ABC Emergency	www.abc.net.au/news/emergency/state/wa	Current alerts, warnings and information updates
Nannup Shire Office	www.nannup.wa.gov.au	Current alerts, warnings and information updates
Nannup Shire Facebook page	Facebook.com/ShireofNannup	Current alerts, warnings and information updates An opportunity to receive information, however needs to be monitored/verified
Community Noticeboards	Nannup Eziway Nannup Visitor Centre Nannup Caravan Park Nannup Petrol Stations Community Resource Centre	Current alerts, warnings and information updates
ABC Radio South West	Local frequency ABC South West 684	Current alerts, warnings and information updates
Department Fire & Emergency Services	www.dfes.wa.gov.au 133 337 (public information line)	• Current warnings and incidents • Preparing for

		emergencies (bush fire, storm, flood, and cyclones)
Bureau of Meteorology	www.bom.gov.au/wa	<ul style="list-style-type: none"> • Weather forecasts and warnings
Emergency Alert	www.emergencyalert.gov.au	<ul style="list-style-type: none"> • The automated national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies
Emergency WA	www.emergency.wa.gov.au	<ul style="list-style-type: none"> • Current warnings and incidents • How to prepare your property for bush fire • How to recover from an emergency
Standard Emergency Warning Signal (SEWS)	<ul style="list-style-type: none"> • A distinctive audio signal that has been adopted to alert the community to the broadcast of an urgent safety message or warning relating to an emergency • It is used as an alert system on public media such as radio, television, or public address systems to draw the listener's attention to the warning message 	

VOLUNTEERS

Any "spontaneous" volunteers must be registered and approved by the Shire before they can be covered by the Shire's Personal Accident & Travel policy and Public Liability policy.

To ensure compliance, a register of volunteers (excluding fire fighters) involved in the emergency is to be kept in accordance with the Shire Volunteer Policy.

Community "Spontaneous volunteering" increases during an event for a variety of reasons and in recent years this has garnered support through social media portals. Whilst all support is appreciated, in some instances this can hinder the emergency response and increase the workload for Incident Management Teams. Subject to available resources the Community Resource Centre is in a position to assist with monitoring social media and promoting messaging as provided by the IC and IMT.

The Nannup Volunteer Resource Centre, through the Community Resource Centre can assist with registration of volunteers, donations and collate lists of required resources from residents, subject to resource availability.

The Community Resource Centre will also assist to monitor social media posts for spontaneous donations and assistance.

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 multi- agency emergencies. While recognising the above, the Shire of Nannup 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 Nannup occurs to ensure the desired level of support is achieved.

EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return (when it is safe to do so). For an evacuation to be effective it must be appropriately planned and implemented.

Types of Evacuation

For planning purposes, any evacuation can be categorised as one of the following types:

Immediate evacuation: this results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time. Hazmat emergencies, air crash, bushfire or earthquakes are examples that may require immediate action.

Pre-warned evacuation: this follows the receipt of sufficient and reliable information that prompts a decision to evacuate ahead of a hazard impact. Examples include cyclone and storm surges.

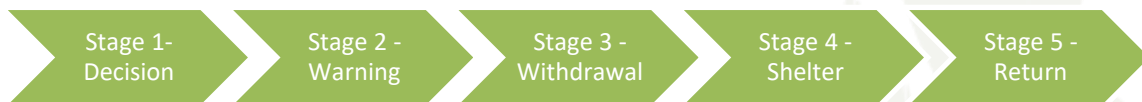
Self-evacuation: this is a spontaneous type of evacuation involving the self-initiated movement of people such as individuals, family or community groups.

Alternative to Evacuation

On some occasions it may be assessed that people would be safer to stay and shelter in place rather than evacuate. Shelter in place should be considered as an alternative where the risk associated with evacuation is seen as greater than that of sheltering in place. For example: cyclones or hazardous materials plumes, or where time does not permit for a safe evacuation.

The Five Stages of Evacuation

A key consideration in evacuation planning is the five-stage evacuation process:



Stage 1 – Decision

Evacuation of a community, large or small, is a complex task normally undertaken in highly stressful circumstances with little time to develop arrangements to achieve the process in a timely and efficient manner that allows for a safe and coordinated approach to keeping the community safe. For these reasons the decision-making process needs to be as simplified as possible to allow the Incident Controller of the Controlling Agency or HMA to make a clear and informed decision as to the need and management of an evacuation.

Emergency Situation or State Emergency Declaration

Prior to the Incident Controller undertaking an evacuation an Emergency Situation or State of Emergency Declaration needs to be approved pursuant to Section 50 of the Emergency Management Act 2005 which states:

- The State Emergency Coordinator may, in writing, declare that an emergency situation exists in an area of the State in respect of any hazard; or
- A hazard management agency may, in writing, declare that an emergency situation exists in an area of the State in respect of a hazard of which it is the HMA for emergency management.

Legislative Powers

There are several acts of State Government legislation that allow the Incident Controller or HMA to implement an evacuation plan during an Emergency Situation or State of Emergency Declaration including:

- section 14B(2)(b) of the [Bush Fires Act 1954](#)- powers of authorized persons and police officers during authorized periods; and
- sections 61 and 71 of the [Emergency Management Act 2005](#)- powers concerning movement and evacuation.

Under [State Emergency Policy Section 5.7](#) and [State Emergency Policy Plan Section 5.3.2](#), each emergency management agency is required to be familiar with the evacuation powers that are available to them for the hazards they are responsible for.

Risk Management

- The Incident Controller's decision to recommend or direct an evacuation will reflect a consideration of the relative risk associated with the decision. In making the decision whether or not to evacuate the Incident Controller should consider the safety of the affected community, emergency responders and representatives of support agencies. The following risk management factors may influence that decision:
 - the nature and probability of the threat presented by the hazard
 - any risk management strategies that may be in place
 - the potential consequences of an evacuation when compared with taking shelter in place
 - engagement with other relevant key stakeholders including those who may be required to assist with the evacuation, or who may have responsibility for groups within the community (e.g. aged care facilities, schools, hospitals);
 - the wellbeing and safety of vulnerable individuals or groups within the community that may require special consideration (e.g. unaccompanied children, schools, aged care facilities, hospitals, and tourists or visitors to the district)
 - the potential consequences of making a decision to evacuate too early or too late

- determination of appropriate trigger points for action, including time constraints
- the direct and indirect risk to evacuees, and emergency service and support agency staff in undertaking the evacuation
- the potential or likely loss of infrastructure that may affect the community's capacity to remain in place (e.g. essential services, roads and bridges)
- whether a full or partial evacuation is required, and whether it should be phased or prioritised; and
- any other relevant information such as weather conditions/forecast and historical data.

The Incident Controller should ensure that all factors influencing the decision whether to evacuate or not should be recorded in the event the information is required for the Post Incident or Inquiry.

Resource Availability

The availability and capacity of resources will influence the Incident Controller's decision whether or not to evacuate. These may include:

- personnel and equipment requirements;
- traffic management plans including safest routes to get evacuees out, and emergency services and support agencies in and out;
- transport options with and external to the community;
- suitable welfare and accommodation options; and
- communication channels for public information and within and across participating agencies.

There may also be external factors influencing the Incident Controller's decision such as competing priorities/tasks, external pressures, and the availability or access to adequate knowledge and experience. The HMA or relevant advisory group may provide hazard specific guidance to assist the Incident Controller make the decision. This may be documented in the relevant Westplan or internal agency procedures or guidelines.

Once the decision to evacuate has been made, the details of the Operational Evacuation Plan should be communicated to all agencies involved with coordination of the evacuation.

Evacuation/Welfare Centres

The Shire's local welfare centres are listed below. More detail is available in the Communities Local Emergency Management Plan for the Provision of Welfare Support.

Primary	Nannup Recreation Centre	Warren Rd, Nannup
Secondary	Nannup Bowling Club	Warren Rd, Nannup
Flood	Nannup District High School	Bishop St, Nannup

Contact details are listed in the Local Emergency Management Arrangements Plan B.

Stage 2 – Warning

Warning is the second of the five stages of the evacuation process. The purpose of a warning is to provide public information in the form of advice or recommendations from the responsible agency. Warnings are intended to achieve two primary outcomes:

- to inform the community of an impending or current threat; and
- to promote appropriate protective actions of which evacuation could be an outcome.

A warning must be structured to provide timely and accurate information: the effectiveness of the evacuation will depend largely on the quality of the warning. It is the responsibility of the Controlling Agency or HMA to provide community warnings and timely advice on the likely threat of an emergency and any recommended or required actions that the community should take. This should be taken in accordance with the [State Emergency Public Information Plan](#)

Public Information Strategy

The establishment of the public information strategy for a specific emergency, including determination of the most appropriate methods, is the responsibility of the Controlling Agency. This may be included in the Operational Evacuation Plan or separately documented where this has been delegated to the Public Information Function of the Incident Management Team (IMT). The Controlling Agency may consider the following message content when an evacuation is recommended or directed:

- what is known/not known about the incident
- information about the action being taken to combat the hazard;
- what the community is being asked to do;
- any recommendation or direction to evacuate;
- the expected duration of the evacuation as far as can be predicted;
- what evacuees should take with them (e.g. important documents, identification, medication)
- what they should not bring (e.g. pets or livestock to mainstream evacuation centres)
- advice on how to secure premises and personal effects as they leave (ideally leaving gates to properties unlocked to allow access for emergency services if needed)

- advice to restrict the use of phones to emergencies only so as to avoid system overload
- the recommended evacuation route(s)
- advice on how to obtain updates (e.g. www.emergency.wa.gov.au, or local frequency 684 ABC radio)
- details of the nominated evacuation centres including details of whether the centre can accommodate pets)
- available assistance to transport and health services
- information about any registration systems that have been activated such as the Red Cross “Register.Find.Reunite”
- information on any systems for flagging evacuated properties; and a reminder that those that choose to remain behind cannot be expected to be rescued if the situation worsens, or be provided with assistance to protect property and livestock.

Community Warning Levels

Community warnings (ie: messages in suitable formats to communicate an imminent hazard and information about protective action) will normally have three levels as well as “All Clear” when the threat has passed. These are:

ADVICE: general information about a potential hazard and advice to keep up to date with developments

WATCH AND ACT: the community is likely to be impacted and should take action to protect themselves

EMERGENCY WARNING: the community will be impacted and must take action immediately

This terminology is derived from bushfire warnings and may be extended to other hazards. Other terminology that may be used in Western Australia includes: blue, yellow and red alert for cyclone; and get ready, prepare now and take action for flood. Although different words may be used, there is commonality in the use of the three escalating levels.

Shelter in Place Warnings

If shelter in place is recommended or directed, the Controlling Agency may consider additional message content that could include:

- advice to maximise personal safety;
- guidance to support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated with some level of confidence;
- any specific protective actions in relation to the hazard (e.g. close windows, isolate air-conditioning systems);
- information regarding supply/re-supply of food, water, power or other essential services;
- how to assess the suitability of shelter based on location or type, which can be a building or open space; and

- consideration of mental (psychological) and physical fitness to remain (relevant to recommended rather than directed evacuations).

Stage 3 – Withdrawal

Withdrawal is the third of the five stages of the evacuation process and involves the orderly movement of people from a dangerous or potentially dangerous area to one that is safer.

Self-Evacuation

Self-evacuation may occur in response to general awareness of, or information about an emergency either prior to, or in the absence of a recommendation or direction to leave. It may occur as the result of an 'advice' or other first level of community warning, or in response to a perceived risk through personal observation or other source of information.

A Controlling Agency may receive requests to assist those who choose to self-evacuate and, whilst it is unlikely that formal arrangements will be in place to provide welfare and support, it should be supported when it occurs. It tends to be orderly, reasonable from the evacuees' perspective and generally effective in removing people from danger. Self-evacuees do not usually panic or behave in a chaotic or disorderly manner.

The key to maximising self-evacuation is ensuring affected community members have sufficient timely and relevant information to assist them recognise the threat so they feel able to make an informed decision as to whether to evacuate.

Controlled Evacuation

Controlled evacuation is generally easier to manage where significant numbers of a community are involved. It also allows for the planned provision of suitable welfare and support for evacuees and allows the withdrawal process to be phased, normally prioritising those most at risk.

Recommended Evacuation

A decision to recommend the evacuation of a community will be initiated by the Controlling Agency's Incident Controller or other authorised person when there is a possible threat to life or property, and where the threat is not believed to be imminent or significant and it is believed that community members have the capacity and capability to make an informed decision. A recommended evacuation is most likely to be incorporated into a 'watch and act' or other second level of community warning where advising the community to leave for a safer place is seen as the most appropriate action in the circumstances. A recommended evacuation is associated with the use of words such as "you should" in the message content.

Direction to Evacuate

Should a situation worsen, the issuing of a recommendation to evacuate does not preclude a later direction to evacuate (a compulsory evacuation). The decision to

direct the evacuation of a community will be initiated by the Controlling Agency's Incident Controller or other authorised person when it is believed that members of the community either do not have the capacity or capability to make an informed decision or that there is a significant and/or imminent threat to human life. The Controlling Agency will, as far as is practicable, take steps to:

- notify community members of the most suitable location to evacuate to, based on the prevailing situation (e.g. safer place, evacuation centre, refuge site);
- establish a traffic management system making reference to [Traffic Management During Emergencies Guidelines](#);
- assist with the egress and prevent unauthorised persons from entering the evacuated area; and
- facilitate transportation of evacuees, including evacuation by water and accessing suitable vehicles, with consideration to people with special needs.

A directed evacuation may be incorporated into either a 'watch and act' or 'emergency warning' level of community warning where evacuation is seen as the most appropriate action in the circumstances. A directed evacuation is associated with words such as "you must" in the message content. It is important to note that sometimes when an 'emergency warning' level of community warning is issued it may be too late to evacuate safely and that other urgent action may be required.

Access to an Evacuated Area

Access to an evacuated area is not likely to be authorised by the Incident Controller for anyone other than emergency services, and even then subject to an appropriate and documented risk assessment.

Refusal to Evacuate

Although it is an offence for people to refuse a direction to evacuate, there is discretion for the person issuing the direction to remove a person refusing to leave or to take punitive action for failure to comply with the direction. Factors that may be taken into account when dealing whether to forcibly remove a person failing to comply with a direction to evacuate include:

- the resources that may need to be diverted from responding to the emergency in order to force the evacuation; and
- the safety of personnel.

Relationship between the Types of Evacuation

The following table summarised the relationship between the types of evacuation and the expectation of compliance, associated warning and public access likely to be permitted for each type.

Name	Compliance	Fire Warning Level	Public Access
Self-Evacuation	Voluntary	Advice	Unrestricted or limited

Recommended Evacuation	Voluntary	Watch and Act or Emergency Warning	Restricted – Incident Controller authorisation required
Directed Evacuation	Compulsory	Watch and Act or Emergency Warning	Denied

Securing the Evacuated Area

The Controlling Agency should ensure, as far as is practicable, the security of the evacuated area and the protection of remaining people and property. This may be undertaken by regular patrols of the affected areas when it is safe and practicable to do so, and through the continuation of controlled access to the affected areas until evacuees are able to safely return. The controlling agency may seek assistance with this function from the Police, local government, and security or contracted traffic management staff.

Stage 4 – Shelter

Shelter is the fourth of the five stages of evacuation process and involves provision of basic needs for affected people away from the immediate or potential effects of the hazard. Shelter provides for the temporary respite of evacuees and is regarded as a dynamic social process. The needs of individuals may vary over time and the different phases of sheltering may not necessarily be sequential. Phases of sheltering may include immediate sheltering where there is limited time to take protective action, temporary sheltering (e.g. evacuation centres), and temporary housing for longer term evacuations. Not all phases are applicable to all emergencies.

Responsibility for Evacuation Facilities

Where the Controlling Agency establishes one or more evacuation centre, they must take all reasonable steps to ensure evacuees are properly received and supported via welfare agencies and/or the local government.

Department of Communities will coordinate the provision of welfare support for evacuated persons attending evacuation/welfare centres based in any of the approved centres set out in the LEMA, in accordance with the [State Emergency Welfare Plan](#). This will include specific arrangements for unaccompanied children, nursing mothers, and other at risk persons as far as practicable and as required.

It is important to consult with Communities and local government as soon as practicable when considering the most appropriate centre or centres to activate to ensure the most suitable of facilities is selected, and that welfare support can be provided expediently, effectively, and efficiently. The management of other facilities such as agricultural grounds or other facilities where people with animals may evacuate to, will need to be determined independently. In most cases this will be supported by local government or facility staff.

An Animal Welfare Plan for the management of domestic animals and livestock in emergencies has been developed for the Shire of Nannup.

Stage 5 – Return

Return is the fifth and final stage of the evacuation process. The decision to allow evacuees to return to the evacuated area will depend on a number of factors. In particular it will be necessary to:

- assess the evacuated area to determine if it is possible and safe to return; and
- identify any special conditions that may need to be imposed on return.

In most circumstances, the return of evacuees will be the responsibility of the Controlling Agency that determined the need to evacuate in the first place. However, in some circumstances, particularly where the impacts of a hazard have had lasting effects, the incident may have been handed over to the Local Recovery Coordinator and/or Local Recovery Coordination Group (LRCG) at either the State or Local level.

The responsible agency should ensure there is an effective plan in place for returning the displaced community in a safe and controlled manner as part of the Operational Evacuation Plan or other documented process.

Safety Assessment

The relevant person from the Controlling Agency or LRCG will need to ensure an appropriate assessment has been carried out to confirm the area is safe and it is possible to return, and to identify any special conditions that may need to be applied.

Factors to consider include:

- the hazard itself (or any consequential hazards);
- the conditions to which evacuees would be returning such as access to food, water, sanitation and health care;
- a consideration of the physical and emotional wellbeing of evacuees;
- economic factors relating to short and long term viability of the evacuated area;
- support services for those returning;
- the continuing need for public information, particularly with regard to essential services; and
- whether or not the area is a protected forensic area or a restricted access area. The return of a community is most appropriate after an ‘all clear’ for the emergency warning is issued.

Staged Return

The return phase of evacuation should be thoroughly discussed with the Evacuation Sub-committee (if formed) and/or the LRCG and may be executed in stages. The Operational Evacuation Plan for this stage should consider issues such as community safety, restoration of essential services and provision of welfare support services.

Conflict

Conflict may arise where evacuees and people outside the evacuated area at the time of the evacuation are prevented from entering or re-entering before the area has been formally re-opened but other residents have remained against either a

recommendation or direction to leave. This will need to be carefully managed and may extend to the provision of escorts, by agreement, for returning evacuees. The Controlling Agency or LRCG may seek assistance from the Police or local government with the orderly return of evacuees to the evacuated area.

Evacuation Roles and Responsibilities

The following details agency roles and responsibilities in the evacuation process. This list is by no means exhaustive with other agencies and organisations providing assistance as and when required.

Controlling Agency

The overall responsibility for any evacuation rests with the Controlling Agency. This encompasses the risk assessment that gives rise to the decision to evacuate a community, and ensuring appropriate measures are put in place across all phases of the evacuation to ensure the safety and wellbeing of evacuees.

Hazard Management Agency

Where an evacuation is being undertaken for a hazard which is prescribed under the [Emergency Management Regulations 2006](#), the Regulations also prescribe an agency or individual has the HMA for that hazard. In these circumstances the HMA can access powers to direct the movement of people and animals under the provisions of section 67 of the [EM Act 2005](#) following the declaration of an emergency. An emergency can also be declared for any hazard by the State Emergency Controller (SEC). In most circumstances the HMA will also be the Controlling Agency for an emergency arising from that hazard.

State Emergency Coordinator

Should the Minister declare a state of emergency those persons appointed as Authorised Persons by the Commissioner of Police, in his/her capacity as the SEC, may access part 6 powers under the [EM Act 2005](#).

Police WA

Police are often requested to assist the Controlling Agency and/or HMA with an evacuation. With roles ranging from undertaking specific activities during the withdrawal phase of an evacuation, to undertaking the full operational evacuation planning process on behalf of the Controlling Agency. It is important to note that WA Police may not always be in a position to assist. In remote regions SES or other DFES volunteers or other groups may be better placed to assist.

Department of Communities

The Department of Communities is a crucial partner in the shelter phase of an evacuation as they will coordinate welfare and other support for evacuees at agreed evacuation centres. The operational details that relate to the welfare function are available in the Communities Local Emergency Management Plan for the Provision of Welfare Support.

Local Government (the Shire of Nannup)

In consultation with the Controlling Agency, the shire makes available suitable buildings (and where required staff) to establish as evacuation centres by

Communities to coordinate welfare support during the emergency, and where necessary establishing additional facilities where those with animals may evacuate to. The shire will also provide relevant local information/knowledge with regard to the community, infrastructure and the environment. The shire will keep informed during the response phase of the emergency so as to achieve a smooth transition to recovery.

Main Roads

WA Main Roads WA has an integral role to play regarding any traffic management plans for the withdrawal phase, and as a source of information relating to road network and infrastructure capabilities. In some circumstances they may also provide staff and/or contractors to assist with vehicle control points or undertaking detailed traffic management plans for major emergencies.

WA Country Health Services

In accordance with section 5.6 of the State Emergency Management Plan, WA Country Health will coordinate medical support, including the services of St John Ambulance or Royal Flying Doctor Services, for evacuees requiring medical care.

Department of Defence

In certain circumstances (e.g. where the capabilities of agencies are insufficient or unavailable) the Department of Defence may provide assistance in accordance with section 5.10 of the State EM Policy and section 5.6 of the State Emergency Management Plan.

Department of Education

The Department of Education will liaise with the HMA or Controlling Agency to provide current information about schools in the affected area, including appropriate contact information and ensuring evacuations plans are in place for each school.

Special needs groups

Identified 'at risk' groups and communities are identified and listed in the Shire of Nannup Emergency Management Arrangements Part B (so that they can be reviewed and updated quarterly).

WELFARE

The Department of Communities has the role of managing welfare. The Department of Communities has developed a local Welfare Emergency Management Plan that incorporates the Shire of Nannup.

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;

- Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- Establish and maintain the Local Welfare Emergency Coordination Centre;
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required
- Identify and list the names in the contact lists. (This individual will be appointed by Department of Communities)

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

Register.Find.Reunite

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross WA to assist with the registration process.

Animals (including assistance animals)

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Council 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. An animal welfare plan has been established which incorporates a first aid post, holding area and native fauna triage area.

Through the Shire of Nannup, subject to resources, Ranger Services would be contacted to handle any animal enquiries that are beyond the capacity of the community to deal with.

Welfare Centres will allow Assistance Dogs e.g. Guide Dogs, “Hearing” Dogs and registered Disability Aid Dogs into the Centre. All other animals must be kept outside.

An equine evacuation group has been established and is convened by a community member (details are in the Shire of Nannup Emergency Arrangements Plan B)

The group:

- collates information of horses residing in the Shire,
- encourages residents to have a plan for their animals,
- provides information on essential first aid equipment,
- encourages training and practising of floating horses, and
- coordinates any evacuations required during emergency situations.

Council has a set of buckets, halters, horse leads and information in the Shire offices for emergency situations.

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the SEMC has endorsed the [Local Recovery Guidelines](#).

The guideline will assist local governments to undertake the recovery planning process.

Council's Recovery Plan is under separate cover titled Shire of Nannup Recovery Plan.

Local recovery coordinator

Local governments are required to nominate a local recovery coordinator. Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

EXERCISING, REVIEWING AND REPORTING

The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:

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

Frequency of exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Some examples of exercise types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EM ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Council's Contacts and Critical Infrastructure (Plan B) is reviewed quarterly at LEMC meetings.

Review of Local Emergency Management Committee Positions

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

Review of resources register

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

ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

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

The SEMC issue the annual report template

ANNEXURE 1: EMERGENCY CALL PROCEDURES

NOT FOR PUBLIC RELEASE

If Police, Ambulance or Fire, Caller to ring 000 and report incident.

Any staff member who receives an emergency call is to initiate the call out process as shown below. **Stay by the radio** until relieved by another member of staff or the emergency is effectively managed.

A. Incoming call details

Name of person receiving the call.	
Time	
Date	
Name of person reporting the incident.	
Phone number of person reporting the incident.	

B. Incident Details

Location of incident

Rural Road Number..... Road Name.....

Nearest intersection.....

Type of incident.....

What is Threatened.....

C. Additional Information

ANNEXURE 2: SHIRE OFFICE MAIN SERVER

NOT FOR PUBLIC RELEASE

The main server is located in an enclosed room within the library area.

The server is the large unit labelled SVR-Nannup.

The unit below the server is the Uninterruptible Power Supply (UPS). In the event of a power cut the UPS will maintain power to the server for as long as the batteries hold charge. In the event of a power cut the UPS will sound warning beeps.

In the event that all power is lost (including generator supplied power) a controlled shut down of the server should be undertaken. This must be done with an Administrator logon.

If "Other" is selected as the reason for shutting down or restarting the server then a description of the circumstances must be entered in the "Comments" box before the OK button can be used to commence a shut down.

Services can be restarted by pressing the “Power” button on the UPS. This will restart the UPS and supply power back to the server. Press the ‘Power’ button on the server which will then commence its start up routine. When prompted, select “Start Windows Normally”. This should bring up the Administrator logon.

Records

Ensure a hard (printed) copy of any necessary computerised incident management information is available.

Generator Starting & Running Instructions

Establish how long power will be out before starting generator in case it is only a short outage. **IMPORTANT – Please still take a minimalist approach to power usage, if staff need to be assigned other duties or sent home this is still encouraged.**

Turning on

You should have Office Generator key set (big red tag on key board)

Unlock generator cover next to switch panel

Turn master switch located on the bottom left of engine clockwise to turn on.

Unlock and open main switch panel with large “T” key

Insert ignition key and turn on. (nothing will happen)

Press the manual button.

Press the start button.

Allow to run for a few minutes

Switch main circuit breakers on (just below control panel)

Ready to switch electrical switch in power box at front of office to generator power (see other instructions in box)

Checks during running

The generator should last at least 8 hours on a full tank but should be checked every 4 hours during the day, if diesel is low or you have any other concerns please contact depot staff. Fuel gauge is on the top of the generator.

Turning off

Once mains power is restored switch electrical switch in power box to mains power (see other instructions in box)

Switch main circuit breakers off (just below control panel)

Allow to run for a few minutes

Press manual Stop button, there will be a delay before engine shuts down automatically

Turn ignition key off and remove key

Lock control panel with large "T" key

Open Generator cover and turn master switch located on the bottom left of engine anti clockwise (all power from control screen should have gone)

Lock generator cover

Inform depot staff as soon as possible to allow for fuelling up and service checks.

Shire Office Meter Box Emergency Generator Switch

Make sure generator is running; see instructions on key storage board in file/printer room

Turn switch clockwise to GEN setting

Leave Western Power Main Switch on

Switch Generator Main Switch ON

You should now be on generator power.

When red lights in meter box on power meter are illuminated it means mains power is available you can turn generator power off.

Switch Generator Main Switch OFF

Turn switch anti clockwise to Mains Power setting

Western Power Main switch should still be left on

You should now be back on mains power, proceed to generator shut down procedures.

There is a second set of instructions for the power box located next to front door, you will need a key to unlock the padlock. Please keep locked. Red flashing lights in this box indicate mains power is available.

COMMUNITY RESPONSIBILITY

It is the responsibility of all community members to identify and to mitigate risk on their private property. Efficient preparation for emergency situations assists emergency

responders to access properties and prevents greater impact and burdening of volunteer resources.

ANNEXURE 3: RESPONSE TO FIRE: Rural

NOT FOR PUBLIC RELEASE

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to localised fires where two or less Bush Fire Brigades are responding:

Hazard Management Agency - Shire BFB (FCO or Senior Officer).

Local Emergency Coordinator - OIC Nannup Police Station.

Command and control of larger fires could result in responsibility being handed over to DBCA or DFES. Controlling Agencies - DBCA (DBCA land), Shire of Nannup (Shire land or private property), DFES (when emergency escalates beyond capacity of DBCA and Shire).

Main Roads WA 1800 800 009 are responsible for coordinating main road closures and signage for an emergency on the highways and main roads. They assist police with road closures and inform the public of changes to road conditions. Local government is responsible for closure of local roads.

Water Corporation will provide bottled water if required.

ACTION TO BE TAKEN IN THE EVENT OF A BUSH FIRE

Action	Action By
Receive advice of fire. Notify CEO.	Shire staff
CEO or Manager Infrastructure are to take charge of the Shire Office radio. This may require shifts. All fires are to be reported to DFES COMCEN	CEO or delegate
If fire is outside boundaries of Shire of Nannup review Memorandum of Understanding between local governments in the South West (copy of document held in Emergency Plans bookcase next to radio.)	CEO or delegate
Liase with Chief Bush Fire Control Officer (CBFCO) or deputy. Call out by Group Call local BFBs as required and monitor progress. If fire is contained, monitor situation until CBFCO confirms stand down.	CEO or delegate
If 4 or more BFBs are called out to respond to fire, notify DFES Manjimup, DFES RDC and COMCEN must be advised when incident Control is handed over to another agency. Fire operations for a Level 3 fire are normally controlled from a mobile headquarters near the fire or at a DPaW/DFES regional office. Fire fighting support, including the acquisition of brigades from neighboring LGAs is made to DFES Manjimup, at the request of the HMA.	CEO or delegate
Activate Alert notification: State alert/phone/door knock etc	HMA / IC
Maintain a written record of all expenditure, including the name of the person authorising the expenditure. This information to be used to recover costs (for non-core responsibility activities) incurred by the Shire.	All staff
If requested by the HMA, activate agencies to support fire operations including set up of Welfare Centre. The phone number for the Recreation Centre Welfare Centre once manned is 9756 1778. Welfare kit is kept at Shire office (boxes in Shirley Humble room), road signage that can be erected on main road, directing people to Welfare Centre is held at the Depot.	Part B

<p>Contact Wendy at Eziway (9756 1145) to organize refreshments for welfare centre.</p> <p>Contact Department of Communities (DC) Busselton 9752 5600 or A/H Crisis Care (1800 199 008) and advise that evacuation order has been given and that Welfare Centre is to be opened. You will need to know approximate number of people being evacuated and if the welfare centre has already been opened and the Hospital contacted.</p> <p>DC must have all expenditure authorized from the Emergency Services Unit in Perth. Don't assume it is OK to proceed with welfare ordering prior to checking first.</p> <p>If during school hours, contact School (9756 1008) and request that School implement their Emergency Plan with affected children to be taken to the Welfare Centre. Check number of students affected. Request school to contact parents. Check message to parents, what parents are told and who tells them. Save duplication of phone messages and inaccurate messaging.</p> <p>Contact Hospital and advise that Evacuation is underway. Confirm arrangements for infirmed, frail and "at risk" residents. Ensure arrangements for their transfer to the hospital or welfare centre.</p> <p>In emergency situation 6 oxygen stations available for short term use.</p> <p>Put map on front door of Shire Office and notice that licensing and normal operations are suspended due to emergency.</p> <p>Contact Community Resource Centre (97563022), Vet (97544 422), Blackwood Café (Visitor Centre 97561120) and Caravan Park (9756 1211) to advise situation.</p>	
<p>Liaise with HMA to determine whether Community Information Network should be activated.</p> <p>Establish Community noticeboard at Community resource Centre, Visitor Centre, Eziway and Newsagency. A3 colour map with details of Welfare Centre and latest media update. Noticeboards to be updated hourly if possible</p>	<p>CBFCO or CEO/MI</p>
<p>Liaise with IC to determine whether Incident Support Group should be activated.</p> <p>Incident Support Group members are drawn from the HMA and members of Local Emergency Management Committee.</p> <p>Activate Recovery Committee if required.</p>	<p>CEO or delegate</p>
<p>If appropriate, CEO or Shire President or Representatives to position themselves at HMA headquarters. Provide updates to Shire staff and community until HMA authorizes stand down.</p>	<p>CEO/Shire President</p>

ANNEXURE 4: RESPONSE TO FLOOD

NOT FOR PUBLIC RELEASE

The Nannup townsite and other areas of the Shire have been seriously affected by flood in the past. These areas are:

- Low lying areas along Blackwood River e.g. Town/CBD/ settlements.
- Infrastructure (particularly bridges and road network).
- Downstream of Tanjanerup Dam.
- Properties situated adjacent to and downstream of major gullies and private dams

RESPONSE ARRANGEMENTS

The Flood Operational Control Centre is normally located in a mobile headquarters; in an area considered safe from rising water levels. Support for flood control, including the acquisition of DFES-SES Units from neighbouring Shires is made through the DFES Network, at the request of the HMA Incident Controller.

All other support arrangements are coordinated through the Emergency Control Centre, or by a mobile DFES Coordination Centre located adjacent to the Flood Operational Control Centre.

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to the incident:

HMA – DFES

Local Emergency Coordinator – OIC Nannup Police Station

Information received from the Bureau of Meteorology is fed to Waters and Rivers Commission, DFES, Main Roads WA, WA Police and the media.

Main Roads WA are responsible for coordinating road closures and signage for an emergency on the highways and main roads. They assist police with road closures and inform the public of changes to road conditions. Local government is responsible for closure of local roads. See Plan B for details.

Water Corporation is responsible for maintaining effective public water supply and wastewater services. Water Corporation will provide bottled water if required and co-ordinate the clean up and disinfection of any wastewater overflow. See Part B for contact details.

Western Power will undertake a “wire down” street patrol prior to lifting of an emergency alert.

Flood Watches will be issued for specific regions (e.g. Lower South West). They will make short 50generalized statements about the developing weather situation including forecast rainfall totals, describe the current state of the catchments and indicate the streams at risk from flooding. Normally, the Bureau of Meteorology would issue a Flood Watch 24 to 36 hours in advance of any likely flooding and issue updates as required.

If at any time during this period there is an imminent threat of floods occurring, the Flood Watch will be upgraded to a Flood Warning.

Step	Action	Action By
1	Receive advice of flood. Notify CEO.	Shire staff
2	Manager Infrastructure to assume responsibility and take command of radio.	MI
3	Liaise with DFES to: advise DFES that he is the “on call” Liaison Officer,	CEO or delegate

	determine what resources are required, and Identify the Alert Status	
4	Maintain a written record of all expenditure, including the name of the person authorizing the expenditure. This information to be used to recover costs (for non-core responsibility activities) incurred by the Shire.	All staff
7	Liaise with the HMA to ensure that maps, showing the potential/actual threat are distributed to the community. These maps are to show the location of vulnerable individuals, evacuation routes etc	CEO or delegate
8	Liaise with HMA to determine whether Community Information Network should be activated	CEO or delegate
9	If requested by the HMA, activate agencies to support fire operations including set up of Welfare Centre. Contact Department of Communities Busselton 9752 3666 or A/H Crisis Care (1800 199 008) and advise that evacuation order has been given and that Welfare Centre is to be opened. The Nannup District High School is the preferred Welfare Centre in the incidence of a flood.	CEO or delegate
10	Be prepared to participate in Incident Support Group. Activate Recovery Committee if required.	CEO or delegate
11	If appropriate, CEO or Shire President to position themselves at HMA headquarters. Provide updates to Shire staff and community until HMA authorizes stand down.	CEO/Shire President
12	Public information broadcasts should be considered after consultation with WA Police Service and DFES.	CEO
13	If required, in consultation with the HMA conduct patrols of camping areas along the River, asking people to move to areas of safety.	CEO
14	If required close the gate at the Foreshore Park leading down to the river to stop vehicles driving down to the river	CEO
15	Monitor situation until DFES confirms stand down.	CEO

Flood Warnings are firm predictions of flooding based on actual rainfall measurements and streamflow based models of catchment behaviour that take account of likely future rainfall.

SHIRE CONSIDERATIONS - FLOOD

Although the HMA is responsible for enacting the Response Plan, the Shire could provide valuable local knowledge for the following (note, this list is not exhaustive – each situation will require individual response):

- Advising residents what measures to take to protect themselves (e.g. to sandbag inside toilets and showers to prevent effluent from backing up, raising and removing furniture, turning off electricity).
- Warning farmers to move livestock and equipment to higher ground.
- Identifying high clearance vehicles or boats to assist with the evacuation.
- Liaise with SES to locate resources and manpower to assist with sandbagging.
- Establishing alternative routes for traffic and assisting with traffic management.
- Establishing backup communication systems.
- Collating a list of personnel (Shire staff and volunteers from Service Clubs) to assist with the evacuation.
- Setting up resupply lines for delivery of essential items.
- Liaise with DOC in providing accommodation to affected persons.
- Establishing a warning system to keep schools, caravan parks, visitor centres, business and industry informed.
- Identifying high-risk groups (either at direct risk of flooding or special needs e.g. disability/language).
- Arrange reconnaissance by local staff and volunteers to define the extent of the inundated area.
- Establish contact with resource providers.
- Establish marshalling areas where resource providers can muster until tasked.
- Establishing an engineering sub-committee to provide advice on flood mitigation structures.
- Reminding emergency workers of the dangers of electricity when entering flood affected buildings.
- Liaising with Water Corporation to determine the effect of the flood on the deep sewerage system.
- Consider public health issues.
- It is useful to collect information whilst the flood is actually occurring. Information on the impact of flooding at different gauge heights should be collected to assist post-flood appraisal.
- Provide information to the HMA re the location of critical facilities, special needs facilities, special needs populations, transport available, HAZMAT sites and facilities, demographics of at-risk areas, possible warning systems and evacuation routes.
- Establish a Recovery Committee.
- Close and open roads within the local government jurisdiction when requested by the HMA.
- Provide details on road conditions to DFES.
- Monitor river levels and ensure campers are moved to safer areas
- Close gate to river to stop vehicles driving down to river.

ANNEXURE 5: RESPONSE TO SEVERE STORMS

NOT FOR PUBLIC RELEASE

The Shire of Nannup is subject to the effects of severe storms as a result of:

- Cyclones passing down the coast (November – April).
- Tornadoes (Summer & Winter).
- Winter Gales.

RESPONSE ARRANGEMENTS

There are three levels of response to storms:

- For strong wind warnings (25-33 knots).
- For gale warnings (34-47 knots).
- For severe weather warnings (48 knots and above).

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to the incident:

HMA: DFES.

Local Emergency Coordinator – OIC Nannup Police Station.

Main Roads WA 1800 800 009 are responsible for coordinating main road closures and signage for an emergency on the highways and main roads. They assist police with road closures and inform the public of changes to road conditions. Local government is responsible for closure of local roads.

Water Corporation will provide bottled water if required.

ACTION TO BE TAKEN

Step	Action	Action By
1	Receive advice of severe weather warning. Reports may be received directly to the Shire of Nannup, from the public, from DFES or Nannup Police Station. Notify CEO	Shire staff
2	CEO to assume responsibility and if contacted by the HMA is to take on role of the “on call” Liaison officer.	CEO or delegate
3	There are three levels of response to storms: For strong wind warnings (25-33 knots) and gale warnings (34-47 knots) go to Step 4. For severe weather warnings (48 knots and above) go to Step 5.	CEO or delegate
4	If it is a strong wind or gale warning – advise Depot Shire staff to clean up loose items where possible.	CEO or delegate
5	The standard response to severe weather warnings (48 knots and above) includes activating local SES Units. Issuing warnings to the community is the role of DFES. The CEO may advise LEMC members that severe weather is expected.	DFES DFES CEO or delegate
6	The following local planning arrangements should be considered: Place Shire Parks & Gardens & Construction & Maintenance staff on stand-by. Restrict controlled burning. Check availability/maintenance of storm damage stores & equipment. Establish communications with the DFES Duty Officer (Manjimup).	CEO or delegate

	<p>Advising the HMA what transport is available.</p> <p>Providing details of roads conditions to the HMA.</p>	
7	<p>Ensure that staff are available to close and open local roads and activate when requested by HMA.</p>	CEO or delegate
8	<p>Maintain a written record of all expenditure, including the name of the person authorizing the expenditure. This information to be used to recover costs (for non-core responsibility activities) incurred by the Shire.</p>	All staff
9	<p>Record all requests for assistance on the Emergency Call Procedure form. Establish location, establish issue and as much information as possible, for example size of tree and is whole road blocked</p> <p>If not Councils road call Main Roads WA on 188138 and pass all info on (24hours a day)</p> <p>If on our roads liaise with MI.</p> <p>List jobs on board if a big storm and make sure one person takes control and prioritises jobs in order of road usage and importance.</p> <p>If lots of jobs on perhaps someone could stay in office if required after hours but let outside crew know this.</p> <p>Public information to be distributed on Community notice boards if:</p> <ul style="list-style-type: none"> ● Minimum two major roads shut for more than several hours, ● major disruption to school bus routes or ● If directed by HMA 	CEO & Staff
10	<p>Public information broadcasts should be considered after consultation with the DFES.</p>	CEO
11	<p>Be prepared to participate in the Incident Support Group.</p> <p>Activate Recovery Committee if required</p>	CEO or delegate
12	<p>Assist with evacuations if required</p>	CEO or delegate
13	<p>Monitor situation until DFES confirms stand down.</p>	CEO or delegate

SHIRE CONSIDERATIONS – SEVERE STORM

Although the HMA is responsible for enacting the Response Plan, the Shire could provide valuable local knowledge for the following (note, this list is not exhaustive – each situation will require individual response):

- Advising residents what measures to take to protect themselves (e.g. taping windows, removing loose items from garden, turning off electricity).
- Warning farmers to move livestock and equipment to shelter.
- Establishing alternative routes for traffic and assisting with traffic management.
- Establishing backup communication systems.
- Collating a list of personnel (Shire staff and volunteers from Service Clubs) to assist with the clean up.
- Setting up resupply lines for delivery of essential items.
- Providing accommodation to affected persons.
- Establishing a warning system to keep schools, caravan parks, visitor centres, business and industry informed.
- Identifying high-risk groups (either at direct risk of flooding or special needs e.g. disability/language).
- Establish marshalling areas where resource providers can muster until tasked.
- Reminding emergency workers of the dangers of electricity when entering damaged buildings.
- Consider public health issues.
- Provide information to the HMA re the location of critical facilities, special needs facilities, special needs populations, transport available, HAZMAT sites and facilities, demographics of at-risk areas, possible warning systems and evacuation routes.
- Establish a Recovery Committee.
- Close and open roads within the local government jurisdiction when requested by the HMA.
- Provide details on road conditions to HMA.

ANNEXURE 6: RESPONSE TO URBAN FIRE (TOWNSITE)

NOT FOR PUBLIC RELEASE

RESPONSE & RECOVERY ARRANGEMENTS

The HMA for urban fires is DFES and local government is only involved if requested by the HMA.

DFES has responsibility of recovery from house fires:

- Site clean up: The IC may request assistance from the local government in the clean up.
- Acting as custodian of property until owners are located.
- Organising medical support.

ACTION TO BE TAKEN IN THE EVENT OF AN URBAN FIRE

Step	Action	Action By
1	Receive advice of fire.	Shire staff
2	<p>Liaise with DFES Communications Centre and determine extent of fire.</p> <p>Call out local BFBs if fire is expected to spread into bushland.</p> <p>Notify Shire President/ LEMC Chairperson if:</p> <ul style="list-style-type: none"> • two or more houses are at risk, • The fire is in a business district, or • smoke/fumes are expected to impact the community. 	CEO or delegate
3	<p>Provide information to DFES (if relevant) and discuss best remediation measures:</p> <ul style="list-style-type: none"> • If fire is threatening commercial premises, do those premises contain any hazardous materials? • Are power lines down, any leaking gas or chemicals? • Are water or sewerage supplies affected? • Are keys to public buildings in the affected area readily available? • Is there a potential for an impact on the environment (e.g. chemicals seeping into the water course?) 	CEO or delegate
4	Maintain a written record of all expenditure, including the name of the person authorizing the expenditure. This information to be used to recover costs (for non-core responsibility activities) incurred by the Shire.	All staff

ANNEXURE 7: RESPONSE TO ROAD TRANSPORT EMERGENCY

NOT FOR PUBLIC RELEASE

Transport accidents are the most common form of emergency response. The Vasse Highway and many log hauling designated roads traverse the Shire of Nannup. The HMA is Police with support from Fire Brigades and Ambulance. Request may be made to local government for assistance.

Main Roads WA 1800 800 009 are responsible for coordinating main road closures and signage for an emergency on the highways and main roads. They assist police with road closures and inform the public of changes to road conditions. Local government is responsible for closure of local roads.

DFES is responsible for vehicle rescue.

ANNEXURE 8: RESPONSE TO HAZARD MATERIALS

NOT FOR PUBLIC RELEASE

The storage and transportation of hazardous materials presents a threat to the community. These operations require a highly specialised response and often create environmental pollution problems.

RESPONSE ARRANGEMENTS

Should this threat eventuate, some or all of the following may be encountered:

- Dead and injured.
- Fire and/or explosion.
- Release of toxic solids, liquids or gases.
- Pollution of water supplies, streams and lakes.
- Evacuation.

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to the incident:

HMA – DFES (chemical), Dept of Health (biological and radiation).

Local Emergency Coordinator – OIC Nannup Police Station

At HAZMAT emergencies, the Police act as a Combat Agency and are responsible for perimeter security, crowd and traffic control, evacuation etc.

Main Roads WA 1800 800 009 are responsible for coordinating main road closures and signage for an emergency on the highways and main roads. They assist police with road closures and inform the public of changes to road conditions. Local government is responsible for closure of local roads.

Water Corporation will provide bottled water if required.

HMA, DOC, LG and WA Police are responsible for briefing evacuees on what to expect when they return home (e.g. likelihood of residual contamination).

Department of Health is responsible for proactively providing medical and counselling advice to affected people (including door knocking and letter drops).

ACTION TO BE TAKEN

Step	Action	Action By
1	Receive advice that a hazardous material incident has occurred. This could involve a road accident or chemical spill at a local business. Request individual to call 000 to report the incident if possible. Notify CEO	Shire staff
2	CEO to advise DFES that he is the on-call Liaison Officer and await their instructions. DFES will advise if any action is required.	CEO or delegate
3	Provide advice to DFES on location of local government drains, water and sewerage systems.	CEO or delegate
4	Maintain a written record of all expenditure, including the name of the person authorizing the expenditure. This information to be used to recover costs (for non-core responsibility activities) incurred by the Shire.	All staff
5	Be prepared to participate in Incident Support Group. Assist with evacuations if requested	CEO or delegate/DFES
6	Monitor situation until DFES confirms stand down. DFES will formally handover site to the owners.	CEO/DFES

ANNEXURE 9: RESPONSE TO ANIMAL & PLANT BIOSECURITY

NOT FOR PUBLIC RELEASE

Australia is under threat from the risk of animal and plant disease. Such an event could cause significant damage to property and the environment. A serious incident in the Shire of Nannup could cause financial hardship to the community and may threaten the agriculture and fruit industries. Sections of the community may be quarantined until the outbreak is contained and eradicated.

RESPONSE ARRANGEMENTS

Any response to an outbreak of Emergency Plant or Animal Disease in the Shire will be at the direction of Department Primary Industries and Regional Development (DPIRD). Local Combat Agencies and Local Government will assist DPIRD to contain and eradicate the outbreak.

An Emergency Control Centre may be formed at the Shire Administrative Centre to assist operations.

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to the incident:

HMA Department Primary Industries and Regional Development

Local Emergency Coordinator – OIC Nannup Police Station

ACTION TO BE TAKEN

The HMA for this incident is Department Primary Industries and Regional Development (DPIRD). When DPIRD determines that an animal or plant pest or disease hazard exists, State Control Headquarters (SCHQ) will be established in Perth. A Local Control Centre (LCC) will also be established and the LCC Controller will assume the role of Incident Controller.

Action by Local Government to HMA:

- Provide a Liaison Officer to the LCC.
- Provide information on property ownership.
- Provide earthmoving equipment and other resources to assist with the destruction, decontamination and disposal process.
- Assist with the implementation of road closures around infected areas.
- Assist with the distribution of information to the local community.
- Make available suitable facilities for the LCC.
- Provide advice and assistance with permits if the disposal of crops or carcasses is required.

- Manage the local recovery process.

Role of DPIRD. In addition to dealing with the incident, DPIRD is also responsible for:

- Liaising with Department of Health if the emergency may result in human health casualties.
- Providing information to the public.
- Providing telecommunications.
- Assistance with the community recovery process and coordination of farmer compensation or reimbursement arrangements.

It is the responsibility of DPIRD to ensure that plans in place for:

- Containment of the outbreak through rigid quarantine and movement controls.
- Prompt slaughter, destruction or treatment of affected animals or crops.
- Destruction of the causal agent through decontamination.
- Control of feral or insect vectors which might spread the disease.

DPIRD operates a Pests & Disease Information Service in conjunction with its central biosecurity call centre. Telephone 1800 084 881.

The levels of response for DPIRD are Phase 1 - Investigation, Phase 2 - Alert, Phase 3 – Operations, Phase 4 - Stand Down.

ISG. Formation of an Incident Support Group (ISG) to support any operations will be at the discretion of the HMA

Expenditure. The Shire is to maintain a written record of all expenditure, including the name of the person authorizing the expenditure. This information to be used to recover costs (for non-core responsibility activities) incurred by the Shire.

ANNEXURE 10: RESPONSE TO MARINE SEARCH & RESCUE

NOT FOR PUBLIC RELEASE

The Shire of Nannup has a remote coastline to its south, although it is not extensively used by visitors or amateur fishermen, there have been lives lost in the past and there is the risk of vessels and/or persons in distress requiring marine search and rescue. Communication facilities (mobile phones) in this area are poor.

RESPONSE ARRANGEMENTS

Response arrangements for Marine Search & Rescue within the Shire of Nannup will be directed by the WA Police as the Hazard Management Agency (HMA).

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to the incident:

HMA – WAPOL

The Shire of Nannup would only be required to respond to a Marine Search & Rescue if specific assistance is requested from the HMA.

ANNEXURE 11: RESPONSE TO AIR TRAFFIC EMERGENCY

NOT FOR PUBLIC RELEASE

The Shire of Nannup has a small light aircraft runway approximately 5 kilometers to the south of the town, the airstrip is gravel; it runs north/south and is approximately 1 kilometer long. This airstrip is on the Parks & Wildlife Services managed land and is maintained by the Parks & Wildlife Services and has been updated to Royal Flying Doctor Service standards.

RESPONSE ARRANGEMENTS

Response arrangements for Air Crash within the Shire of Nannup will be directed by the WA Police as the Hazard Management Agency (HMA)

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to the incident:

HMA – WAPOL

The Shire of Nannup would only be required to respond to an Air Crash if specific assistance is requested from the HMA.

ANNEXURE 12: RESPONSE TO DAMBREAK

NOT FOR PUBLIC RELEASE

There are a number of large dams within the Shire of Nannup, most on private property. Tanjanerup Dam is located within the Folly plantation and is managed by the Water Corporation. There is a large complex of privately owned dams along the Brockman Highway towards Bridgetown. Dam break could be the result of an earthquake, poor design or construction, flash flooding or blockage in the spillway.

RESPONSE ARRANGEMENTS

Response arrangements for a dam break within the Shire of Nannup on private property is the responsibility of the landowner. Should there be a risk to people or property and a flood alert, DFES will activate under flood control as the HMA.

Should the Tanjanerup Dam break, Water Corporation would be the Hazard Management Agency (HMA)

FIRST RESPONSE – COMMAND AND CONTROL

The following structure will apply to the incident:

HMA – Water Corporation (Public Authority)

HMA- Private property landowner or DFES

SHIRE CONSIDERATIONS

The Blackwood River can contain the flow resulting from a Tanjanerup dam break. The only scenario that could be a problem is for a small Blackwood River flow (full bank) followed by a failure of Tanjanerup dam. This is considered to be unlikely and its effect is impossible to quantify.

A dam break of private property dams along Brockman Highway would impact downstream landowners in the Nannup town site.

ANNEXURE 13: HUMAN EPIDEMIC

NOT FOR PUBLIC RELEASE

Infectious or transmissible disease could have a devastating affect for our community, given the aged demographic of residents. The workforce of many businesses could be impacted, and the Hospital and Ambulance resources may be stretched trying to cope with demand for services.

RESPONSE ARRANGEMENTS

Response arrangements for a human epidemic within the Shire of Nannup is the responsibility of the Department of Health.

FIRST RESPONSE- COMMAND AND CONTROL

The following structure will apply to the incident:

HMA – Department of Health

Support Agencies - Shire of Nannup, DFES, Water Corp, WA Police, MRWA, Communicable Disease Network Australia, Hospitals, St John Ambulance, Red Cross, Medical Practitioners, DC, Nannup Hospital.

ACTION TO BE TAKEN

The Shire of Nannup would support the measures implemented by the State Government and promote education campaigns to residents. The Local Government itself would need to consider business continuity planning and resourcing to ensure that staff are protected and their wellbeing supported.

ANNEXURE 14: EARTHQUAKE

NOT FOR PUBLIC RELEASE

There is a risk that an earthquake may cause:

- loss of life or serious injury.
- catastrophic property damage to five homes or more in the Shire or cause the partial or full evacuation of one or more towns, settlements or localities.
- disruption to, and/or total destruction of, key infrastructure.

RESPONSE ARRANGEMENTS

Response arrangements for an earthquake within the Shire of Nannup or that impacts Nannup is the responsibility of DFES.

FIRST RESPONSE- COMMAND AND CONTROL

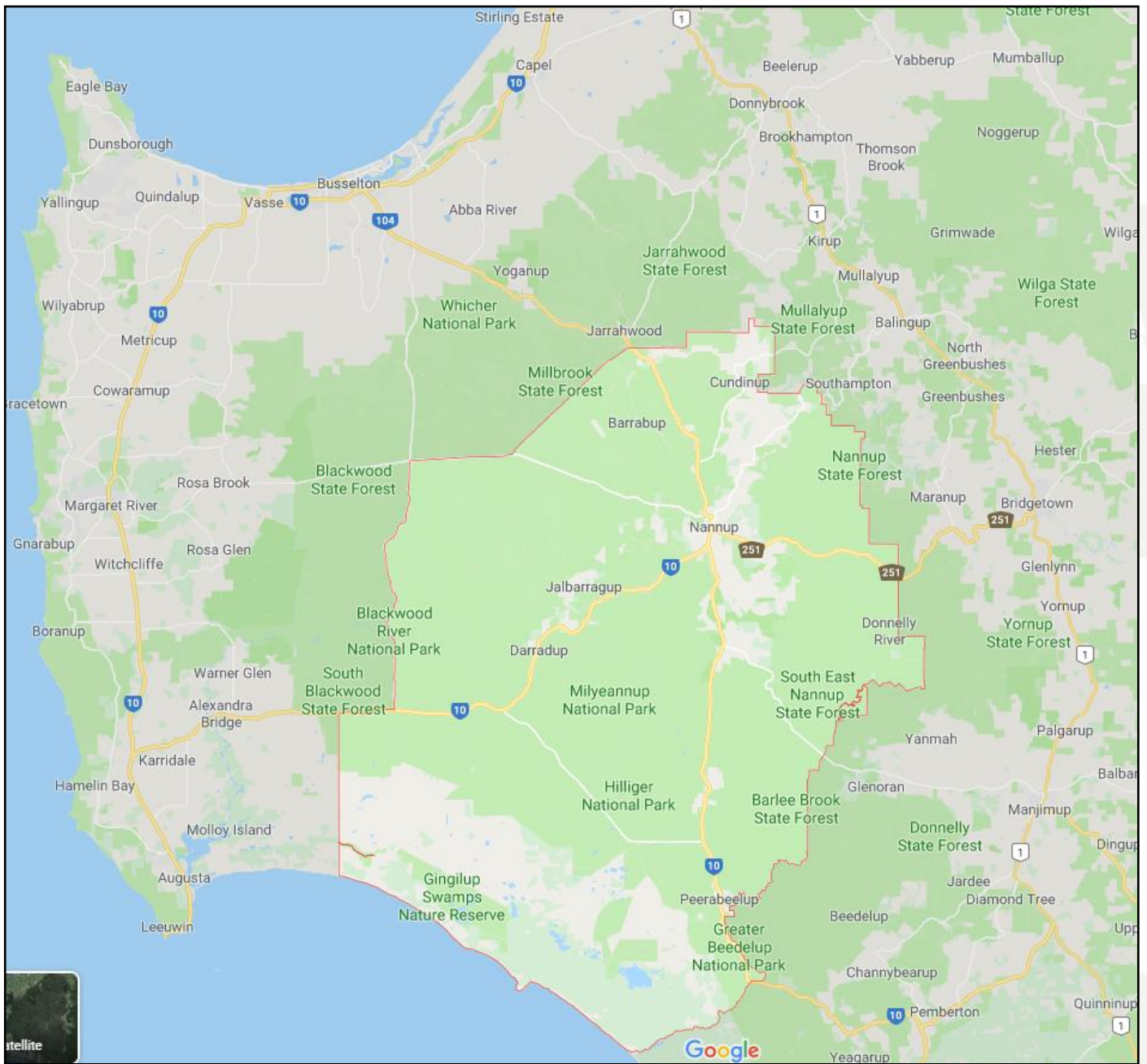
The following structure will apply to the incident:

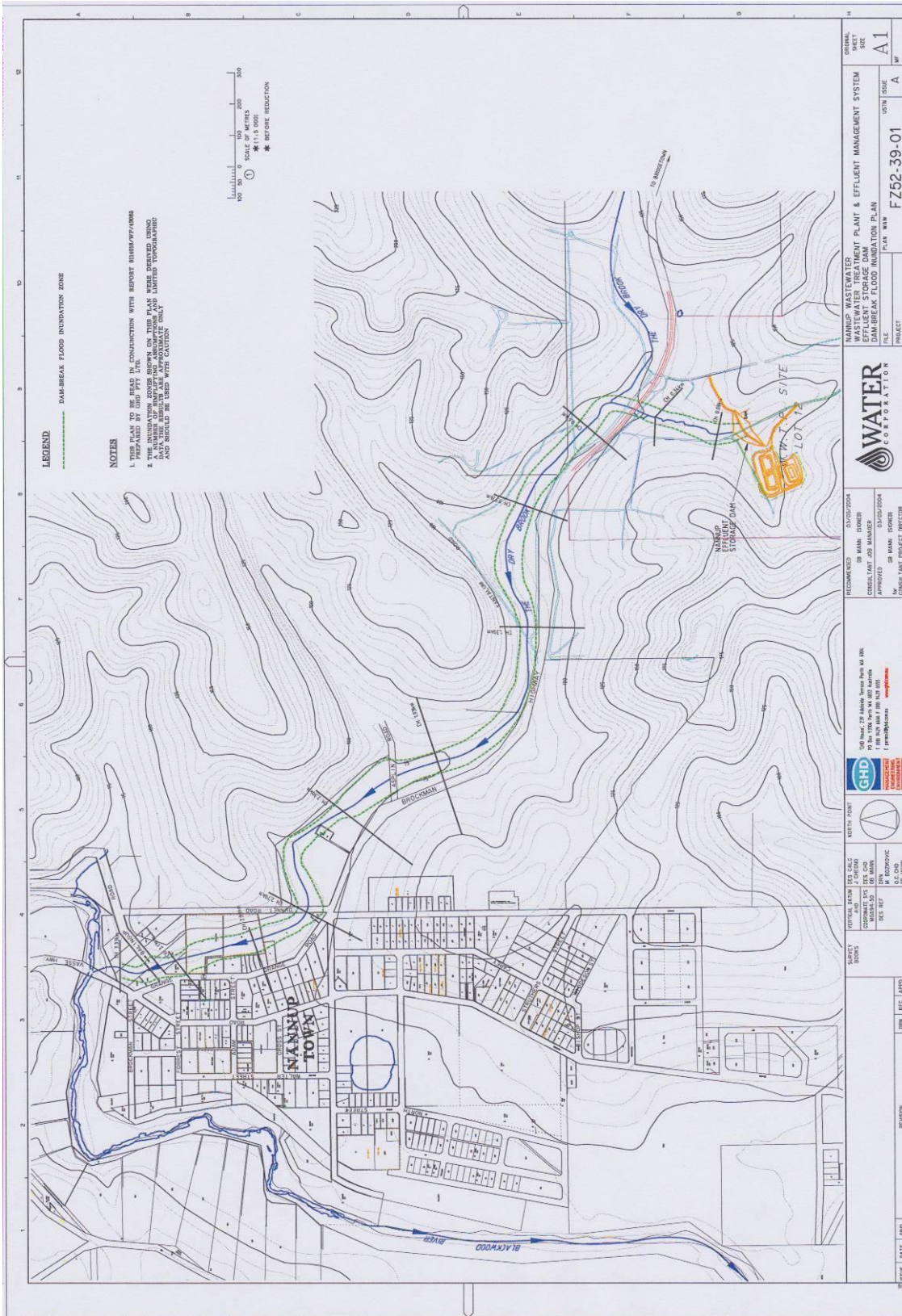
HMA – DFES

SUPPORT AGENCIES

Shire of Nannup, private property owners and local businesses, St John Ambulance, MRWA, Water Corp, Western Power, WAPOL, Telstra, BOM, DC, Dept of Health, Dept of Water, DBCA, Department of Defence, Bushfire Brigades, Nannup Fire & Rescue, Nannup Hospital.

ANNEXURE 15: SHIRE OF NANNUP MAP







Shire of
Nannup
rest • connect • grow

Local Emergency Management Arrangements

Plan B

CONTACTS & RESOURCES



Effective From:	December 2021
Expires on:	October 2024
Next Review:	October 2022
Adopted by Council:	21 November 2019

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Nannup Local Emergency Management Committee (LEMC), and will be tabled with the District Emergency Management Committee (DEMC). An electronic copy will be forwarded to the Secretary of the State Emergency Management Committee (SEMC) by the Regional Community Emergency Management Officer (CEMO).

.....
Chairperson
Shire of Nannup LEMC

.....
Date

.....
Endorsed by Council
Shire President

.....
Date

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DISTRIBUTION LIST

Organisation	Electronic (E) Hardcopy (H)	Number of Copies
Shire of Nannup		
Senior Managers – Shire of Nannup	E	3
Community Engagement Services Manager	E	1
Recovery Coordinator	E	1
Chief Bush Fire Control Officer	E	1
Administration Office	H	1
Local Emergency Management Committee		
Chair Local Emergency Management Committee	E	1
South West District Emergency Management Committee	E	1
Other External Agencies		
Department of Communities	E	1
SEMC	E	1

AMENDMENT LIST

This document is to be reviewed quarterly. Details of review, and amendments made, are to be recorded in this register.

Feedback can include:

- Contact details
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

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

Chairperson
Local Emergency Management Committee
Shire of Nannup
PO Box 11
Nannup WA 6275

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

Number	Date	Amendment summary	Author
1			
2			
3			
4			
5			

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

District: means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

Municipality: Means the district of the local government.

ACRONYMS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
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
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

EMERGENCY COORDINATION CENTRES

The Emergency Coordination Centre (ECC) is where the ISG meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency.

Locations of ECC's- this will be determined by the HMA and could include:

DBCA

BUSHFIRE EMERGENCY COORDINATION CENTRE

The primary location for BUSHFIRE response is:
South Western Highway Kirup WA.

DFES

BUSHFIRE EMERGENCY COORDINATION CENTRE

DFES Regional Office 58 – 60 Giblett St
Manjimup 6258

LOCAL GOVERNMENT

Primary coordination Centre for local fires is:

Shire of Nannup –
Shirley Humble Room
Adam St, Nannup WA

The secondary location for the Shire of
Nannup ECC is:
SES headquarters
Sexton Way, Nannup

LOCAL WELFARE EMERGENCY COORDINATION CENTRE

Department of Communities
Unit 3, 8-10 Prince St Busselton
Phone: 9752 5600
Fax: 9752 1519
or at a designated location in Busselton or Nannup.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) As at 6th November 2019

First Name	Surname	Position	Company	Email	Phone	Mobile
Tony	Dean	Shire President		shirep@nannup.wa.gov.au	9756 0680	0409 371 151
David	Taylor	Shire CEO	Shire of Nannup	david@nannup.wa.gov.au	97561018	0427 561 018
Leigh	Fletcher	Community Emergency Services Manager	Shire of Nannup	ceso@nannup.wa.gov.au	9756 1018	Wk: 0429 318 763
Alan	McNevin	Officer In Charge	Nannup Police	alan.mcnevin@police.wa.gov.au	9756 3555	0427 019 476 0434 166 945 Satellite phone 0147 166 241
Louise	Stokes	Recovery Co-ordinator	Shire of Nannup	Louise.stokes@nannup.wa.gov.au	9756 1276	0419 953 572
Michael	Merrit	Captain	Volunteer Fire & Rescue	nannupvfrs@bigpond.com		0429 998 049
Peter	Thomas	District Officer	DFES Lower South West -	Peter.Thomas@dfes.wa.gov.au	9771 6800	0429 980 010
Kym	Sandilands	NUM	Nannup District Hospital	kym.sandilands@health.wa.gov.au	9756 3800	0427 192 475
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First Name	Surname	Position	Company	Email	Phone	Mobile
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Sarah	Perrett	Principal	Nannup District High School -	sarah.perrett@education.wa.edu.au	9746 8800	0460 758 644 (W) 0429 381 810 (H)
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Robin	Mellema		Chief Fire Control Officer	robin.mellema@education.wa.edu.au	9756 1156	0427 975 611
Philip	Brandrett	Superintendent	DFES LSW	Philip.Brandrett@dfes.wa.gov.au	9771 6800	0408 015 872
Melissa	Robertson		Water Corporation	Mel.robertson@watercorporation.com.au		0409 070 719
Warren	Smith		St John Ambulance	warrenrogaine@gmail.com	9756 3061	04077 736 697
Ray	Deall		Western Power	ray.deall@westernpower.com.au		0477 330 464
Dane	Hendry		St John Ambulance			0437 701 499
Robert	Barnsley	Director, SW Operations	Main Roads		138 138 9724 5600	04199 904 489
Bruce	Hancock	Maintenance Manager	Main Roads			0419 966 692
Ian	Guthridge	District Manager	Dept of Primary Industries & Regional Development	ian.guthridge@dpird.wa.gov.au	9777 0121	0427 778 039

Mark	Wyncoll	Deputy Manager	State Emergency Service	nannupses@bigpond.com	9756 1322 132 500	0427 561 322
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LOCAL GOVERNMENT

First Name	Surname	Position	Email	Phone	Mobile
David	Taylor	Chief Executive Officer	david@nannup.wa.gov.au	9756 1018	0427 561 018
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Jane	Buckland	Planning Officer	jane@nannup.wa.gov.au	9756 1018	
Roz	Edwards	Ranger Services	ranger@nannup.wa.gov.au	9756 1018	0499 599 122

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ASSOCIATED AGENCIES

Agency	Contact Person	Phone	Mobile
Depot		PH/FAX: 9756 1052	
Recreation Centre (Welfare phone)		9756 1778	
DBCA Kirup	Wayne Elliot	9731	0439 908 488
Darradup Fire Shed		9756 0093	
DBCA Busselton		9752 5555	
DBCA Donnelly (Pemberton)	Duncan Palmer	9776 1207	0400 166 357
DBCA Warren (Manjimup)	Jeff Bennett	9771 7988	0427 447 471
DFES Manjimup	Philip Brandrett	9771 6800	0408 015 872
DFES Manjimup	Peter Thomas	9771 6800	0429 980 010
Nannup GeoVet		9754 4422	
Lions Club of Nannup		0427 560 264	
Silver Chain– Bridgetown		9761 0000	
St Vincent de Paul – Bridgetown		9761 2596	
Disability Services Commission- Busselton	John Thomson	9752 8401	0417 181 769
SW Aboriginal Medical Services (SWAMS) Social & Emotional Wellbeing Program	Michelle Munns	9791 1166	
Manjimup and Collie Aboriginal Health Service MaCAHS	Annette Lawrence	9734 3581	0407 426 337
SW Emergency Care for Children–Bunb	Raylene Krepp and Clare Bertenshaw	9791 1335	
Alinta Gas		131 352	
OEM– South West Region	Vik Cheema	9780 1976	0429 688 130

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SHIRE OF NANNUP BUSH FIRE CONTROL OFFICERS CONTACT DETAILS

Brigade	Fire Control Officer	Contact
Balingup Road	Mark Scott	9756 0444 0427 560 444
Carlotta	Peter Hastie	0419 772 775
Cundinup	Gerald Brown	9756 2055 0428 562 055
Darradup	Steve Mulvaney	0417 994 155
East Nannup	Vic Lorkiewicz	9756 1129 0428 561 129
Nannup Brook	Carey Curtis	9756 1474 0428 139 319
North Nannup	Mike Vasey	0499 509 479
Scott River	Andrew McNab	9758 1489 0427 581 489
Peerabeelup	Brett Fowler	0409 089 947

MEDIA CONTACTS

AGENCY		MEDIA CONTACTS		
ABC Radio/ Television		9792 2711 or 1300 545 222	FAX: 97922799	
Radio West	Office	97265555 fax: 97914374	FAX: 97914374	
GWN Television	Office	97214466		
WIN Television	Wade Dobson	9721 9435 or 0428 224 623		southwest@winwa.com.au
South West Times		97800800		editor@swtimes.com.au
Donnybrook –Bridgetown		97312310		editorial.dbmail@ruralpress.com
Nannup Telegraph	Cheryle Brown	97563022	FAX: 97563090	nannuptc@comswest.net.au
Insight		1300733101		helpdesk@insightccs.com.au

DFES Public Info Line

Incidents occurring in the District that are DFES responsibilities, and local government managed bushfires, may utilize DFES Media & Public Affairs, including the hotline to inform people of a current incident. Contact may be made through the DFES Regional Duty Officer (97712365) or DFES Public Information Line 1300 657 209.

Radio

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM, 684AM & 720AM. ABC Radio reception in some areas (eg Cundinup) is poor and should not be relied on.

Radio West broadcasts on 963AM.

Hot FM now broadcasts in Nannup

LOCAL WELFARE CENTRES

Potential Primary Centre:

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toi-lets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
NANNUP ** SHIRE OWNED FACILITIES POPULATION – SHIRE OF NANNUP – 1350 APPROX, TOWN 700-800 People approx												
**Nannup Recreation and Community Centre Centenary Road Ph: Upgraded and Re- opened Dec2015	Shire Office – 9756 1018 - A/Hrs diverts to Duty Officer Keys held at Shire	No	No emergency lighting – SES can assist with temporary lighting Gas cylinders	600 approx Big hall - basketball court and stage	Yes –4 electric hot water system	1 M 3 F 1 D	Kitchen facilities and bar - gas stoves x 2, fridge, microwave, chest freezer, bar fridges	No 8 gym mats Extra mats at Music Club office	Yes	Yes Big oval at front and football field next door	Outside of building	Away from Flood Plain Area

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Secondary Centres:

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parkin g	Pets	Hazards
Nannup Town Hall & Supper Room** Warren Road Ph: Fax: (Next to Communty Resource Centre)	Shire Office – 9756 1018 A/Hrs diverts to Duty Officer Keys held at Shire	No	No emergency lighting – SES can assist with temporary lighting Gas cylinders	180 approx 22m x 11m hall and stage	No	3 M 3 F 1 D Out- side of bldg	Yes (medium) Gas stove, fridge (Called the Supper Room)	No	Yes	Yes	Grass ed area behind hall	Flood Plain Area
Bowling Club Hall Reserve 3708 Warren Road Ph: 9756 0056	Shire Office – 9756 1018 A/Hrs diverts to Duty Officer Keys held at Shire	No	No emergency lighting Gas cylinders	50 approx 12m x 12m function room	No	2 M 2 F 1 D	Yes (small) Gas stove, fridge	No	Yes	Yes	Outsid e of buildin g	Flood Plain Area
Nannup District High School Bishop Street Ph: 9756 1008 Fax: 9756 1278 School mobile phone – 0418 901 899 ON HIGH GROUND	Sarah Perrett Principal A/Hrs - Andrew Grono, Coordr, Dept Ed - 9791 0348 / 0434 002 780	No	No emergency lighting Gas cylinders	No halls - big under cover area – open 3 sides Small library and classrooms	Yes - cold 1disabled	3 M + urinals 8 F 2 Staff No dsabld	Yes in Home Economics Room No school canteen	Small no of gym mats	Ramp at front – 2 storey building F toilets upstairs	Yes – 15 parkin g bays and the oval	Outsid e of buildin g	
Jalbarragup-Darradup Fire Shed	9756 0093 or the Shire	No	Yes	60	Yes	Yes	Yes	No	Yes	Yes	Outsid e of buildin	

(Population – 150-200 people)	Office – 9756 1018										g	
Scott River Fire Shed, cnr of Milyeannup Coast, Governor Broome and Fouracres Rds Ph: Fax:	??	No	No	??	??	Yes	Yes (small)	No	??	??	Outside of building	??

SPECIAL NEEDS GROUPS

The following groups are to be identified annually in August and documented:

- Special needs groups such as schools, hospitals, aged care facilities, travellers and holiday destination groups.
- At risk groups including Indigenous and Culturally and Linguistically Diverse (CALD) communities, and
- At risk localities.

Group	Comment	Address	Contact	Number of people
Nannup Hospital		Carey St	Kym Sandilands Nurse Unit Manager 0427 192 475	11 beds 7-9 permanent aged patients 7 daytime staff, 2 night staff
Nannup High School		Bishop St	Sarah Perrett 0460 758 644 (W) 0429 381 810 (P)	110 students 30 staff
REED Early Learning Centre		Grange Rd		Licensed for 19 children

Danjangerup Cottages	Aged Units	9 Cross St	Mike Bateman Alliance Housing 9791 5438 0488 031 879	7 Units
Nannup Caravan Park		Brockman St & Balingup Rd	July May: 97561211	100 camp sites
Cyrenian House	Mental Health patients	Balingup Rd	9200 2753/ 0499 975 282	Registered for 30 day patients & 20 people staying at the retreat.
Donnelly River Village	Holiday cottages	Sears Rd	9772 1244	
Donnelly River Huts	Holiday huts on Donnelly River			
Hale School Camp				
Cervite College School Camp				

CATERING OPTIONS

Name	Address	Contact Details	After Hours Contact	Accept DCP POs	Contact
Country Women's Association (CWA) – Nannup		9756 1407, 9756 0118		N/A	Ms Judy Kemp Mrs Gloria Millward
Nannup Hotel & Motel	12 Warren Rd, Nannup	9756 1080 Fx: 9756 1164			Chris Merrit
Nannup Fish & Chips	Warren Rd, Nannup	9756 1147			Renae
Blackwood Café	24 Warren Rd, Nannup	9756 1120 0422 246 176			Betty
Nannup Brewery	1 Warren Rd, Nannup	0448 696 656			Geoff & Helen
Nannup Family Bakery	40 Warren Rd, Nannup	9762 3753 1481 391 949			Sean Bailey 1481 391 949 Rachel Vu 0477 502 499
Nannup Eziway	Warren Rd, Nannup Wendy Gizzarelli	9756 1145 Fx: 9756 1145	0419 834 279	Yes	Wendy & Ernest Gizzarelli
Nannup Deli	59 Warren Rd, Nannup	9756 1027 Fx: 9756 0007	Open 7 days 9756 1172/ 0431679998	Yes	Chad & Pearl
Pickle & O	16 Warren Rd, Nannup	9756 1351 0429 192 803	Open 7 days		Nicolette
BP Petrol Station	70 Warren Rd, Nannup	97561194			Pearl & Chad

RETAIL OUTLETS

Name	Address	Contact Details	After Hours Contact
Nannup			
Eziway	Warren Road, Nannup	9756 1145Ph/Fx	Wendy Gizzarelli 0419 834 279
Nannup Deli	59 Warren Road, Nannup Open 7 days	9756 1027 Fx: 9756 0007	Chad & Pearl 9756 1027
Hardware & Agencies	67 Warren Road, Nannup	9756 1154 Fx: 9756 1324	Clint & Kylie Wardell 0488 914 206 (C) 0428 211 275 (K)
Community Op Shop		Gloria Millward - 9756 0118 Pat Twiss – 9756 0241	
Neighbouring towns & Perth			
Bridgetown IGA	Hampton St Bridgetown	9761 1044 Fx: 9761 1452	Melissa Couples 0433 126 808

DC South West DC Emergency Services Unit SW Development Commission	Trailer with 50 x air mattresses and pillows; blankets; towels and toiletries from Bunbury office, 80 Spencer Street Bunbury Mattresses from stores in Perth. Allow 4-5 hours Trailer with 50 sleeping bags & pillows stored at Nannup SES	9752 5620 or 0427 476658 9722 5000 On call officer SES or CESM	Michelle Bunbury office 0418 943 835 Mark: 0484 618 752 Rob: 0429 318 763
	St Mary's Anglican Parish Have a 30 seater bus, 80 blankets, 20 bed rolls	9752 1101 / 9752 2444	
St Vincent de Paul – check details	20 Peel Tce, Bsn - Welfare Kevin Jennings- President Karen Iles – Shop Manager Margaret Wheeler - Welfare Emergencies	9754 7048 9754 1995 9752 4325 9754 7048 0429 885 657	9751 1773 home
ADRA Op Shop	41 Prince Street, Busselton	9754 8975	
Bedshed Busselton	Homemaker Centre, Bussell Highway, Busselton	9752 4299	
Geographe Camping	3-5 Bussell Highway, Busselton	9754 2909	

PERSONAL SERVICES

Name	Agency	Address	Contact Details	After Hours
Mental Health Services	Dept of Health		Debbie Easterher ref LWP Reg	9781 2312
	Rural Link	Dept of Health State wide Services	1800 552 002 1800 720 101-TTY	
Kate Dodson Student Services Manager	Dept Education & Training	49 Rose Street, Manjimup	9771 7100 0428 866 397	
Luan Cryne	Nannup District High School Chaplain	Bishop St, Nannup		0422 991 770
Karen Sommerville, Director	South West Counselling Inc	122 Adelaide Street, Busselton Nannup/Bridgetown/Pemberton/ Northcliffe Counsellors	9754 2052 9761 4171	0412 449 881
Simon Cooper – Manager	Dept of Human Services – Centrelink – Busselton		9752 7000	0429 202 597
	Centrecare	103 Clarke Street, Bunbury	9721 5177	
	Relationships Australia	20 Molloy Street, Bunbury	9792 1111 1300 364 277	

TRANSLATION & INTERPRETATION SERVICES

Name	Contact Details	Phone Numbers
Translating and Interpreting Service (TIS) Text Emergency Calls – Dial 106 - 24 hour Service, 15mins @ \$23.98, Pre booked – 30mins @ \$55.00 For people how use a TTY (teletypewriter) or computer to access telephone network		13 14 50
South West Audiology	254 Bussell Highway, Busselton	9751 3600
WA Deaf Society, Eliot Street, Bunbury		9791 8032, TTY: 9791 8034
Australian Hearing, 31 Victoria St, Bunbury - Visits Busselton – 13 1797		9791 3076

CHEMISTS & PHARMACISTS

Name	Contact Details	Phone Numbers
Nannup Pharmacy	30 Warren Road, Nannup	Phone: 9756 0002 / 9756 0004
Bridgetown Pharmacy	127 Hampton Street, Bridgetown	Phone: 9761 1004
Busselton Healthsense Pharmacy	Kent Street, Busselton	Phone: 9752 1879

MEDICAL FACILITIES & AGED CARE

Name	Contact Details	Phone Numbers
Nannup Hospital/Health Service Nannup Community Care	Carey Street, Nannup	Phone: 9756 3800 9756 1061
Nannup Medical Centre	Unit 4, 54 Warren Rd, Nannup	Phone: 9756 0088
Bridgetown District Hospital	Peninsula Road, Bridgetown	Phone: 9782 1222
Silver Chain Nursing Association	22 Peninsula Road, Bridgetown	Phone: 9761 2396
Cyrenian House	Balingup Rd, Nannup	Office 9200 2753
South West Aboriginal Medical Services- SWAMS	Unit 1/11 Sandridge Road, Bunbury Social and Emotional Wellbeing Service	Admin - Phone: 9791 2779 Phone: 9791 2779
South West Aboriginal Medical Services- SWAMS	Clinical Unit – Cnr Robertson Drive and Bussell Highway	Phone: 9791 7666
St John Ambulance	Emergency Calls Nannup Bridgetown Non Emergency Medical Transport	Phone 000 9756 3800 9761 1049 13 1233
Royal Flying Doctor Service	Medical Emergency Calls (24 hours)	1800 625 800, Admin - 9417 6300
South West Mental Health Services	see above Regional MH Manager Acute Psychiatric Unit Bunbury Community Mental Health Nurse	Phone: 9781 2312, - 9722 1576 – 9761 2644
HealthDirect		1800 022 222
Poisons Information Centre	24hr advice on all exposures to poisons, medicines, plants, bites/stings	13 1126

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CHILDCARE SERVICES

Regional Early Education Development (REED)	Grange Rd, Nannup	Phone: 0448 856 560 (Kylie Bentley)
South West Emergency Care for Children	103 Clarke Street, Bunbury WA 6230	Phone: 9791 1335

TRANSPORT CONTRACTORS

Name	Contact Details	Phone Numbers
Nannup Community Bus	Shire or CRC	9756 1018 or 9756 3022
Trans WA Coach Service	Perth Bookings	Admin 9326 2600/ 1300 662 205
24 seater bus	Brad Black PO Box 173, Nannup	97560987
13 seater bus	Paul Lamers PO Box 351, Nannup	9756 1891
35 seater bus	Tad Gryglicki	9756 1194
13 seater bus	Jane Collett	9756 0001
12 seater bus	Cyrenian House	
14 seater bus	Time Travel Tours	0417 099 268
Gannaways Charters 13-57 seaters	Based in Busselton	9752 3036
Bay Bus Charters	Busselton	9751 2777
Frank Stevens	West Busselton	9754 6146
Villa Carlotta Tours	Busselton	9754 2026

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Cape to Cape Wine Tours and Charters	Busselton and South West	0417 951 916 / 9752 1042
Taste the South Winery & Brewery Tours	Bus charters – Busselton, Yallingup, Dunsborough, Marg River	0438 210 373
Royal Gala Tours	Mullalyup WA 6252	1300 233 556
Gene Hardy	Margaret River	0459 452 038

CONTRACTORS

Name	Type	Contact	Phone	Shire Inducted
Andrew Harris Rural Contracting	3 x tractors 1 x 30T excavator	Andrew Harris harrisruralcontracting@outlook.com	0427 301 795	No
Do Your Block Contracting	1 x Water truck	Danny Miller PO Box 295 Nannup dgjamillers@bigpond.com	0427 08 719	Yes
Gary Dickson's Earthworks	3 x bulldozers 1 x excavator 1 x truck and float	Gary Dickson PO Box 127, Nannup glrkdickson@activ8.net.au	0427 762 001	Yes
Gillespie Earthmoving	1 x Front end loader	Rob Gillespie 701 Vasse Highway	0418 922 117	No
Greg Mader Contracting	1 x Grader 1 x Bulldozer		0427 562 040	?
Worthy Contracting	1 x D157S Trascavater with rake and bush cab 1 x water truck 1 x low loader/float	Ben Worthington 148 Mount Leewin Loop Rd, Carlotta WA 6275	0427 190 398	Yes

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WATER CARRIERS

The Shire now sells potable water. There is a standpipe at the Recreation Centre and residents must purchase a pre-paid card from the Shire office. Their card is then automatically debited each time they purchase water.

Name	Type	Contact	Phone	Mobile
Neverfail Springwater Ltd	Bottled and bulk spring water	Patrick Davis, WA Reg Manager	9204 0122	0411 407 120
		Stefan Thomas, State Mgr Brian	9204 0101	0437 548 751
		Kennedy WA Prod Mgr	9204 0104	0408 285 005 0401 100 282
RJ Denham	Drinking Water Water Cartage		9756 4101	0427 903 873
Dunsborough @ Districts Water Cartage	Water Cartage			0418 933 914
BPS (WA) Pty Ltd	Drinking Water		9791 4344	
Living Springs	Bottles, Coolers		9728 0333	0408 931 068
Worthy Contracting	Non Potable	Ben Worthington		0427 190 398
Aqwest	Potable water	Brad Bevis	9780 9500	

ACCOMMODATION PROPERTIES

PROPERTY	CONTACT NAME	POSTAL ADDRESS	PHONE	EMAIL
Barabup Sactuary & Campgrounds	Glenn Orley	PO Box 3 Nannup WA 6275	9756 1332	info@barrabupsanctuary.com.au
Beyondrup Falls			9756 0617	
Black Cockatoo	Derek Hosken		9756 1035	derekhosken@yahoo.com.au
Blackwood Banks Chalets	Avis & Kurt Weigle	PO Box 98 Nannup WA 6275	9756 1132	blackwoodbanks@wn.com.au
The Blue House	Susan & Michael Pickup	109 Barrabup Rd, Nannup 6275	9756 3091	info@bluehousenannup.com.au
Cambray Cottages	Jane Wilde	RMB 470 Vasse Hwy	9756 2037	cambray@westnet.com
Donnelly Lakes	Elizabeth Tilly	PO Box 283 Nannup WA 6275	9776 2005	timestops@donnellylakes.com.au
Donnelly River Holiday Village	Monohan Trading	Cnr Sears & Andrew Rd, Wheatley	9772 1244	donnelly@karriweb.com.au
Higgins House	Rachael Morris & Rob Koenders	Higgins St, Nannup	0407 779 204	
Holberry House	Louise & Chris Stokes	PO Box 99, Nannup	9756 1276	info@holberryhouse.com.au
Jarraah Glen Cabin	Judy Washington	Jalbarragup Rd, Nannup	9756 0390	jarrahglen@westnet.com.au
Lewana Cottages		1435 Balingup Rd, Balingup	9764 1016	ben@lewanacottages.com
Loose Goose	Lyn Curtis	PO Box 48 Nannup	9756 1170	info@loosegoose.com.au

PROPERTY	CONTACT NAME	POSTAL ADDRESS	PHONE	EMAIL
Nannup Bush Retreat	Brian & Samantha Hamilton	Lot 8 Chalwell Rd, Nannup		toyz@iinet.net.au
Nannup Hideaway	Leisa Harding	PO Box 261 Nannup WA 6275	9756 0069	leisa@nannuphideaway.com.au
Nannup Hotel	Chris Merrit	12 Warren Rd, Nannup	9756 1080	nannuphotel@westnet.com.au
Nannup River Cottages	Mary & Ross Madden	PO Box 273 Nannup WA 6275	9756 1350	nannuprivercottages@westnet.com.au
Redgum Hill Country Retreat	Judith Molyneux & Dirk Avery	Lot 1 Balingup Rd, Nannup	9756 2056	bookings@redgum-hill.com.au
The Trees	Gerald and Helen Vial		9756 1489	thetreess@hotmail.com
Tiger Cottages	Celia Persey	PO Box 97 Nannup WA 6275	9756 1188	tigercottages@westnet.com.au
Tree Frog Cottage	Andrew & Dale Falconer	19 Marlston Dv Bunbury	9791 5653	andrew@ttms999.com

VISITOR/CAMPING FACILITIES

Location	Contact Through	Capacity
Donnelly River Holiday Village (35 cottages)	Donnelly River General Store Ph: 97721308 or 97721244 contact@donnellyriver.com.au	
Cane Break, Black Point, White Point Cambray Siding, Munda Biddi Bibbulmun Track, Willow Springs Donnelly River Squatters Shack	Department of Bio-diversity Conservation and Attractions 97316232	
Loose Goose Chalets	Lyn Curtis 9756 1170	10 sites (not in conjunction with the Goose Shed)
Lavender Farm (Cnr Graphite & Vasse Hwy)	Heather Walford 9756 2040 or 0428 302 370	4 sites

SANITARY, WASTE DISPOSAL HIRE

Name	Type of Supplies	Contact	After Hours Contact
Nannup Skip Bins	Gerald Brown	9756 2055	0428 562 055
Warren Blackwood Waste	Andrew Ostigh	9777 1025	0427 771 025
BPS (WA) Pty Ltd	Liquid Waste Management Also provide bulk water supplies	9791 4344	
South West Waste	Industrial and commercial waste	9725 4419	
Coastal Hire, Busselton	Generators, mobile showers, toilets etc	9754 4944	
AAA Trade Hire, 122 Strelley Street, Bsn	Generators, mobile showers, toilets etc	9754 8844	0407 512 566
BSN Ice & Cool room Hire	Ice and mobile cool rooms	9755 4449	0407 473 178
BSN Refrigerationn & Air-conditioning	Cool room hire	9752 4246	0418 932 806
Naturaliste Hygiene Services	Sanitary	9756 8305	0409 294 659

SECURITY COMPANIES

If security assistance is needed at a welfare centre and the WA Police were not available a security company/guard and patrol services could be contacted.

Name	Address	Contact Details	After Hours
Safe & Sure Security	PO Box 671, Dunsborough	9756 7814 Ph/Fax:	0419 903 783
Eclipse Security Services	10 Moira Road, Collie	9734 7770	0428 347 770
Cruise Control Security	PO Box 1499, Marg River		0417 998 816
Night guard Security Service	PO Box 706 , Bunbury 24 hrs	9791 3377	0418 913 319
Redback Security	PO Box 937, Bunbury	9795 9144	0428 913 112
Weststar Security	9 Yalinda Drive, Gelorup	9795 7144	

ANIMAL WELFARE PLAN CONTACTS

Agency	Name	Email	Phone
Nannup Horseriders Association	Annabelle Crutchlow.	glencademfarm@gmail.com	0438873056
Shire of Busselton	Ranger Services		9781 0444
Shire of Augusta-Margaret River	Ranger Services		0418 488 387
DPIRD	District Veterinary Officer Courtenay Bombarra	97806185	0408 672 946
DPIRD Exotic Animal Disease	Hotline	1800 675 888	
DPIRD Pest & Disease Information Service	Hotline	1800 084 881	
DBCA	Regional Conservation Officer	Jennifer Harrison	97255966 0427255909
DBCA	Wildlife Officer Busselton	Alan Clark	0417 096 497
DBCA	Wildlife Officer Bunbury	Mel	0457 517 145
DBCA	Regional Compliance Officer	Peter Lambert	933402289 0419945428
BARCC		Rachael Cronin	0468 445 895

VETINARIANS

Agency	Name	Address	Contact
Nannup Geo Vet			97560422
Busselton Vet			97544422
Balingup Vet	Karn		0450 906 488
Margaret River Equine Vet	Ben Teague		0406 503 836

ANIMAL WELFARE ORGANISATIONS

Agency	Name		Contact
RSPCA	S.W. Region Perth	Sara Garven	9795 9814 9209 9300
RSPCA		Jen	0427 079 379
RSPCA	Chief Inspector Perth	Christine Jones	92099300
RSPCA (Activated through State Support Plan)	Visiting Inspector	David Vickery Jones	
SW Animal Rescue	Tanya Adams	0424139284	0407 184 274
FAWNA	Jeff Falkoner	97548256	0438 526 660

ANIMAL ACCOMMODATION/BOARDING

Business	Animals	Contact	Phone
Marlee Country Kennels	Dogs	4814 Jalbarragup Road, Busselton	08 9753 1351
Bridgetown Boarding Kennels	Dogs and cats	Glenda	97611751 0427 611 751

LIVESTOCK CONTACTS

Agency	Details	Contact	Phone
Elders	Auctioneer		97910955
Landmark	Auctioneer		97260372

DEAD ANIMAL DISPOSAL SERVICES

Shire of Nannup			

PET/ANIMAL FOOD SUPPLIERS

Name	Contact	Phone
Nannup Hardware	Kylie and Clint	97561154
Nannup GeoVet		97560422

LICENSED SHOOTERS

Name	Area	Phone
Les Dunnet	Scott River	97561154
Shane Franklin	Busselton	97560422
David Payne	Nannup	
Andrew Harris	Nannup	0427 301 795

SHIRE ASSET REGISTER

Construction & maintenance assets (November 2019)

Asset	Quantity
Loader	1
Grader	2
Road Roller steel	1
Road roller Multi Tyred	1
Backhoe	1
Compactors	2
Tractor	1
Road broom	1
Slasher	1
Mowers	1
Utes	4
Chainsaw	5
Generator 5 KVA	2
Generator 20 KVA	1
Truck various	5
Trailer various	3

KEY ROADS

Road	Responsibility
Vasse Highway (To Busselton, Pemberton)	Main Roads
Brockman Highway (To Augusta)	Main Roads
Mowen Rd (To Margaret River)	Shire of Nannup
Stewart Rd	Main Roads
Sues Rd	Main Roads
All other roads	Shire of Nannup

INFRASTRUCTURE

Shire Offices, Adam St	Recreation Centre, Warren Rd
Nannup Town Hall, Warren Rd	Nannup Health Service, Carey St
Nannup District High School, Bishop St	Nannup Caravan Park, Brockman St
Airstrip (DBCA responsibility)	Tanjangerup Water Supply Dam
FROGS Early Learning Centre, Grange Rd	Nannup Community Resource Centre, Warren Rd
Telstra Phone Tower & Exchange behind Newsagency, Warren Rd	Carlotta Phone Tower
Northern & Southern Traffic Bridges, Warren Rd	Water Corporation Transfer Station, Grange Rd
Shire Depot, Kearney St	Nannup Timber Processing
Danjangerup Cottages	Water Corporation Water Tanks, Dunnet Rd
Old Railway Bridge, Brockman St	Tower Rd Radio repeaters
Broadcast Tower, Dunnet Rd	

LIST OF ANNUAL CHECKS CARRIED OUT BY SHIRE STAFF

Task	Action By
Develop and maintain burn plan for Shire lands.	CESM
Ensure appropriate training and equipment is available for Shire BFBs and that SOPs are up to date.	CESM
Work with WAPOL to ensure that possible arson incidents are investigated. Erect signs at potential arson sites etc	CESM
Report weeds and overgrowth in rivers and to Department of Water.	MI
Have in place an effective tree maintenance program.	MI
Have in place an effective public building inspection program.	MCS
Check and maintain drainage networks prior to winter each year.	MI
Support DFES program to inspect high risk properties, including seniors/disabled accommodation.	CESM
Support DFES, DAFWA, Water Corp, DoH and WAPOL programs to run public awareness campaigns. Shire to provide facilities and promote the events (Note: Community must submit request to DFES if programs required)	CESM MI MCS
Ensure availability of plans showing stormwater drains.	MI
Shire to maintain local list of clean-up contractors.	MI
Through the LEMC process, confirm response arrangements and stay informed of the potential downstream flood inundation area resulting from dambreak. Conduct an annual audit to identify essential facilities within the potential flood inundation area.	CESM
Ensure appropriate signage in place at access points on coastline (reinforced by pictures).	MI
Obtain copy of DFES maps and plans showing critical facilities and other key data.	CESM
Review location and construction of buildings designated as Welfare Centres to ensure they are suitable for use in this role.	CESM
Advise HMAs of CEO contact details annually. To act as an "on call" Liaison Officer.	CEO



Recovery Plan



Effective From:	October 2014
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DISTRIBUTION LIST

Organisation	Electronic (E) Hardcopy (H)	Number of Copies
Shire of Nannup		
Senior Managers – Shire of Nannup	E	3
Community Engagement Services Manager	E	1
Recovery Coordinator	H	1
Administration Office	H	1
Local Emergency Management Committee		
Chair Local Emergency Management Committee	E	1
South West District Emergency Management Committee	E	1
State Emergency Management Committee	E	1
Department of Communities	E	1
Department of Fire & Emergency Services (DFES)		
Lower South West Regional Office (Manjimup)	E	1

AMENDMENT LIST

Number	Date	Amendment summary	Author
1			
2			
3			
4			
5			
6			
7			

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

District: means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

Municipality: Means the district of the local government.

ACRONYMS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
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
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

This handbook is intended for use before, during and after an emergency event.

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

These Arrangements are a guide to recovery management at a local level. An emergency situation may arise which requires coordination at a state level.

Following an emergency within the Shire of Nannup, there may be the need to assist the community to recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- a) The reconstruction of damaged physical infrastructure; and
- b) Restoration of the community's emotional, social, economic and physical wellbeing.

Authority

The Local Recovery Plan has been prepared in accordance with section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements for the Shire of Nannup.

Purpose

The purpose of the Shire of Nannup Local Recovery Plan is to describe the arrangements for the effective management of recovery at a local level, including accountability and responsibility.

Recovery activities will normally commence in conjunction with response activities and may continue for an extended period of time after response activities have concluded.

Objectives

The objectives of the plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery operations following an emergency impacting the Shire of Nannup;
- Establish a basis for the coordination between all Hazard Management Agencies, emergency services and supporting agencies which may become involved in the recovery effort; and
- Provide a framework and guidelines for recovery operations and processes.

Scope

The scope of these recovery arrangements is limited to the boundaries of the Shire of Nannup.

These arrangements prepare for and coordinate the process of supporting the Shire of Nannup community in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

It details the recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

These Arrangements are a support plan to the *Shire of Nannup Local Emergency Management Arrangements*.

Key Outcomes

Key outcomes provide a benchmark for the effective implementation of community development in recovery. By addressing the outcomes in the context of the specific event, community development programs will contribute substantially to the empowerment of affected individuals and communities.

- Informed Community: A community that is informed and aware through provision of timely and accurate information
- Access to Services and Facilities: Community members and groups have access to appropriate services, facilities and resources.
- Sense of Community Safety: A community in which people feel safe in the pursuit of their daily lives.
- Healthy Community: A community which lives and promotes healthy lifestyles, through its primary health care system, preventative health measures and environmental practices.
- Participation in Community Life: A community where the development of cooperative partnerships is encouraged and actively promoted.
- Sense of Belonging: Pride, care and involvement in the unique, distinct physical, social and cultural characteristics of a community.
- Community Cohesion: The capacity of a community to work together with respect for differences among people.
- Community Identity: Expression of the life and character of a community through elements of tradition and history.
- Economic Recovery: Development of a community's economic capacity.

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire staff, who participate in recovery training and familiarize themselves with the relevant policies and procedures, will benefit highly.

Recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

Key Messages for Recovery

- Deliver a consistent message ideally with a single spokesperson.
- Brief key stakeholders and staff.
- Primary concern is for affected persons and their welfare.
- Avoid blame.
- Assess damage and loss and be honest about it.
- Tell the truth but stress positives.
- Maintain regular contact with stakeholders, affected property owners, staff, government agencies, the broader community and the media.
- Seek and welcome help from neighbouring communities.
- It is not your role to do everything, facilitate agencies and organisations to do the work.
- Plan and develop a timetable for recovery, including anniversary events etc. Ensure the affected community are part of this conversation.
- Document everything that you do.
- Take time for yourself and ask for help, (especially if you get overwhelmed).

RECOVERY IN THE PLANNING STAGES

- Develop a communications plan - articulating key channels and modes of communication.
- In partnership with DFES and the local government implement preparedness messaging to the community.
- Participate in regional LEMC exercises.
- Be proactive in encouraging businesses to prepare, particularly those new to town.

RECOVERY IN THE RESPONSE PHASE

- Activate the Recovery Committee (if required)
- Prepare key media statements and appoint spokesperson (Shire President)
- Participate in ISG meetings and IMT meetings if appropriate.
- In partnership with the HMA commence impact assessment process. Take business cards and check if affected property owners need essential items such as bread, milk, bottled water, fuel etc. Gather information including names and ages of affected persons, contact details etc.
- Advise property owners to contact their Insurer and to commence documenting losses.
- Check if any animals have perished.
- Establish business recovery hub if scale of event warrants. Monitor and capture political commitments and pledges in writing.

RELATED DOCUMENTS AND ARRANGEMENTS

The following documents are related to this Plan:

- Local Emergency Management Arrangements
- Local Emergency Management Plan for the Provision of Welfare Support for the Shire of Nannup – DC
- Shire of Nannup Business Continuity Plan
- Shire of Nannup Adverse Event Plan

RELATED DOCUMENTS & ARRANGEMENTS

Existing plans & arrangements

Document	Owner	File	Expiry Date
Local Emergency Management Plan	Shire of Nannup		October 2024
Council MOU for the Provision of Mutual Aid During Emergencies and Post Incident Recovery	Member Councils of the South West Zone Western Australian Local Government Association		April 2018
Local Emergency Management Plan for the Provision of Welfare Support			June 2020
Animal Welfare Plan	Shire of Nannup		
Adverse Event Plan	Shire of Nannup		

Local Agreements, Understandings and Commitments

South West Emergency Management Alliance

The Shire of Nannup in conjunction with 11 other south west councils has formed an alliance to increase information and resource sharing in relation to emergency management in the region.

In 2015 the Shire of Nannup along with 11 other south west regional local governments signed a memorandum of understanding (MOU) for the provision of mutual aid during emergencies and post incident recovery.

The purpose of the MOU is to:

- facilitate the provision of mutual aid between member councils of the South West Zone of the Western Australian Local Government Association (WALGA) during emergencies and post incident recovery;
- enhance the capacity of our communities to cope in times of difficulty; and
- demonstrate the capacity and willingness of participating councils to work cooperatively and share resources within the region.

Local governments that are signatories to the MOU are:

Shire of Augusta Margaret River	City of Bunbury
Shire of Collie	Shire of Harvey
Shire of Boyup Brook	City of Busselton
Shire of Dardanup	Shire of Manjimup
Shire of Bridgetown Greenbushes	Shire of Capel
Shire of Donnybrook-Balingup	Shire of Nannup

Partnering Expectations

- To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration.
- Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).

- To ensure all personnel and equipment provided are covered by the providers own insurance.
- Providers of support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- The requester for support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.
- In the event the emergency is of sufficient scale to qualify for State and/or Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies.

Special Considerations

The Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid. The CEO will be required to consider:

- After hours, weekends and public holidays staff impacts
- Culturally and Linguistically Diverse populations
- Severe weather conditions
- Remote and limited access
- Reduced resources and increased safety risks during the bush fire season from November to April
- High volumes of traffic and movement of people

SOUTH WEST EMERGENCY MANAGEMENT ALLIANCE

The Shire of Nannup is also a member of the South West Emergency Management Alliance (SWEMA), established as a group of Local Government representatives, who provide a forum for the coordination, enhancement, promotion and sharing of comprehensive emergency management strategies within the South West of Western Australia.

The SWEMA has the following functions:

- To collate and coordinate complex risk treatment strategies, which are beyond the capacity of individual Local Governments, or which have a regional impact and to elevate to State level for determination and resolution.

- To inform a range of partners, of regional emergency management strategies.
- To promote an integrated emergency management capability within the South West Region of Western Australia through networks, shared forums, planning initiatives, processes, information and resources.
- To raise issues and provide collective solutions to, emergency management problems.
- To promote and facilitate the integration of comprehensive emergency management planning into 'whole-of-government' agency's strategic, operational and financial planning processes.

Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required in response to the hazards for which they have responsibility.

The Shire of Nannup has undertaken an audit of the resources available within the shire, and these can be found in the Local Emergency Management Arrangements Part B. This document is updated and reviewed quarterly by the Shire's LEMC.

This document includes information pertaining to;

- Emergency management agencies
- Local government staff, elected members and volunteers
- Organisations and community groups
- Government and non-government agencies
- Health, aged care and allied medical services
- Education and child care
- Local business and industry contacts
- Shire of Nannup plant and equipment
- Local government and community facilities

If the Local Recovery Coordinating Committee (LRCC) is convened, the Local Recovery Coordinating Committee (LRCC) will assess the requirements for the restoration of services and facilities including determination of the resources required for the recovery process. The LRCC will source and coordinate external and internal resources, including the provision of Shire of Nannup staff.

ROLES & RESPONSIBILITIES

Local roles and responsibilities

Local Recovery Coordinator:

The Local Government will appoint a Local Recovery Coordinator.

Role

The Local Recovery Coordinator coordinates local level recovery activities in conjunction with the local Recovery Coordination Group and in accordance with the plans, strategies and policies determined by the Local Recovery Coordination Group.

Functions

- Ensure the Local Recovery Plan is established,
- Support DFES to complete the Impact Statement,
- Liaise with the Controlling Agency, including attending the Incident Support Group and Incident Management Team meetings where appropriate,
- Assess the community recovery requirements for each event, in conjunction with the HMA and other responsible agencies,
- Provide advice to the Shire President and Chief Executive Officer on the requirement to convene the local Recovery Coordination Group (LRCC) and provide advice to the LRCC if convened,
- Determine the resource requirements for the recovery process in consultation with the LRCC,
- Monitor the progress of recovery and provide reports to the LRCC, and State Recovery Coordination group if established,
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally,
- Ensure the recovery activities are consistent with the principles of community engagement,
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements, and
- Arrange for the evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

LOCAL RECOVERY COORDINATING COMMITTEE (LRCC)

Role

To coordinate and support local management of the recovery process within the community subsequent to a major emergency in accordance with State Emergency Management Policy and the Local Recovery Plan by;

- Appointment of key positions within the committee
- Establishing sub committees as required
- Assessing requirements for recovery activities relating to the psychological, physical and economic and environmental wellbeing of the community with the assistance of the HMAs

Functions

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

Membership:

The LRCC will preferably be chaired by the SON President, the SON CEO, or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCC is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process.

Where a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

- Chairperson (if not the SON President, or the SON CEO, then preferably a SON Councillor);
- Local Recovery Coordinator (should be different to Chairperson);
- Secretary (normally provided by LGA);
- Local Emergency Coordinator (OIC Police).
- Local Government Officers;
- Hazard Management Agency;
- Department of Health and or Local Environmental Health Officer;
- Communities (Department of)
- Western Australian Police Force
- Community Representative/s; and if established
- Chairpersons of Sub-committees.
- Department of Agriculture
- Department of Biodiversity, Conservation and Attractions
- Lifelines (power, water, gas, etc);
- Main Roads;
- Department of Water;
- Regional Development Commission;
- Education/school representative;
- Community Groups;
- Chamber of Commerce;
- St John's Ambulance;
- Insurance representative;
- Finance Officer;
- Building and Planning Officer
- Other persons/organisations as identified.

Local recovery Coordination Committee subcommittees

The LRCC may establish one or more of the following subcommittees to assist the Local Recovery Coordinator and Coordination Group by addressing specific components of the recovery process.

COMMUNITY (OR SOCIAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing; and
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

ENVIRONMENT (OR NATURAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on; and
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

FINANCE (OR ECONOMIC) SUBCOMMITTEE

Objectives

- To assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area;
- Consider the need for an economic impact assessment;
- Liaise with and consider participation of business and/or industry representatives in economic recovery decision making;
- Work with the insurance sector to coordinate insurance companies' response;
- Consider projects to ensure tourism viability is maintained;
- Support and promotion of the economic viability of affected businesses, industry and the community through short and long term projects;
- Coordination of supply and distribution of emergency fodder, water, fencing, agistment and other materials/services; and
- To provide advice on care and management of livestock, including feed, water, fencing, agistment and transport.

Lord Mayor's Distress Relief Fund Role

Liaise with the LMDRF to make recommendations on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

- Work with the LMDRF in the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply;
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
 - recognise the extent of loss suffered by individuals;

- complement other forms of relief and assistance provided by government and the private sector;
- recognise immediate, short, medium and longer term needs of affected individuals; and
- ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

ORGANISATIONAL RESPONSIBILITIES

<p>Local Government</p>	<ul style="list-style-type: none"> • Ensure that a Local Recovery Plan for its district is prepared, maintained and tested as per Section 41(4) of the EM Act. • Appoint a LRC(s) as per Section 41(4) of the EM Act. • Chair the LRCC as per Section 36(b) of the EM Act. • Provide secretariat and administrative support to the LRCC, as required. • Provide other representatives to the LRCC or its sub-committees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, and Community Services). • Ensure the restoration/reconstruction of services/facilities normally provided by the LGA. • Identify community needs and resource availability. • Liaise, consult and negotiate of behalf of the effected community.
<p>Department of Communities</p>	<ul style="list-style-type: none"> • Provide a representative to the LRCC. • Coordinate emergency welfare services as part of the recovery process as required by the WESTPLAN – Welfare. • If determined, coordinate the provision of the Personal Hardship and Distress measures under the DRFA-WA, including counselling, emergency assistance and temporary accommodation.
<p>DPIRD</p>	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the DRFA-WA

Main Roads Western Australia	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assess and report on damage to State/Federal road infrastructure that may impact on the community. • In conjunction with the LGA assist with the assessment of damage to local roads and give advice on roads closure and alternate transport routes. • Assist the local government with the reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program and/or the DRFA-WA.
Lifeline Agencies (including power, water and gas)	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assess and report on damage to lifeline services and progress of restoration of services. • Facilitate restoration of priority services as requested by the LRCC.
Regional Development Commission	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assist with the assessment of the impact of the emergency on small business. • Provide advice on and facilitate access to available business support services/funding support, e.g. DRFA-WA small business support measures.
Department of Education and Training (or local school representative)	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.
Local Health Services Provider (Department of Health or Local Health Officer)	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Advise on health issues arising from the emergency. Coordinate the local health components of the recovery process.

Lord Mayor's Distress Relief Fund	<ul style="list-style-type: none"> • Liaise with the LRCC to assess the requirement for public donations and if required initiate — Calls for Public Donations in accordance with SEMC PS 16. • As required set up a local appeals committee in conjunction with the LRCC. • Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.

Council Responsibilities during Recovery Phase

Council Role/Officer	Responsibilities
CEO	<ul style="list-style-type: none"> • Finance (Economic) Subcommittee • Ensure key staffing roles, including LRC are fulfilled • Ensure administrative support to LRC. Ensure fulfilment of key operational elements in line with organisational responsibilities, eg. Roads, parks, public amenities, waste disposal, building/planning. • In the absence of the Shire President to act as a spokesperson on behalf of the shire of Nannup and the community. • Shire of Nannup business continuity. • Environment (Natural) Subcommittee • Coordinating, policing and advising on safe food, safe accommodation. Safe effluent containment and disposal, disease control and investigation, vermin and vector control, other miscellaneous environmental health and hygiene. • Fast track building approvals to facilitate rapid repair or re-building programs
Shire President	<ul style="list-style-type: none"> • Ensure all key aspects of community recovery are undertaken • Act as spokesperson on behalf of the Shire of Nannup and the community. • Advocate for residents to Parliamentarians and State Government

Recovery Coordinator	<ul style="list-style-type: none"> Facilitate and coordinate all recovery actions as directed by the Local Recovery Coordination Group or in accordance with the responsibilities identified earlier.
Manager Corporate Services	<ul style="list-style-type: none"> Community (Social) Subcommittee All financial matters including DRFA-WA processes and funding applications
Manager Infrastructure	<ul style="list-style-type: none"> Infrastructure (Built) Subcommittee Coordination of infrastructure restoration. Restore roads, drainage, paths, parks/ reserves and street trees within the Shire Waste management Assess damaged buildings and re-assess prior to re-occupation. Arrange repairs to shire buildings
Ranger Services	<ul style="list-style-type: none"> Manage and assist with livestock and animal management
CESO	<ul style="list-style-type: none"> Replenish and maintain equipment and consumables for emergency services (eg. Bush Fire Brigades, SES)

Commencement of Recovery

The relevant Controlling Agency with responsibility for the response to an emergency must initiate recovery activities during the response to that emergency.

The responsibilities of the Controlling Agency in relation to recovery are to:

- ensure timely notification of the emergency, liaison and appropriate inclusion of those with recovery responsibilities in the incident management arrangements;
- ensure that in combating the effects of the emergency, response activities have regard for the need to facilitate recovery;
- liaise with the Local Recovery Coordinator appointed by the local government where the emergency is occurring and include them in the incident management arrangements, including the ISG and OASG;
- advise the State Recovery Coordinator when:
 - the incident is Level 2 or above;
 - an emergency situation has been declared;
 - there is a need to establish a Local Recovery Coordination Group; or

- eligible Disaster Recovery Funding Arrangements - Western Australia (DRFA-WA) costs exceed the Small Disaster Criterion (currently \$240,000). Eligible costs may include damage to essential public assets and/or recovery assistance to individuals and communities;
- undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State Recovery Coordinator; and
- Support completion of the Impact Statement with DFES, prior to cessation of the response, in accordance with State EM Recovery Procedure 4, and in consultation with the ISG, all affected local governments and the State Recovery Coordinator.

The comprehensive impact statement is to:

- identify and quantify all impacts relating to all recovery environments;
- identify any risks arising from the emergency;
- include a risk assessment, identify risk treatments undertaken and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
- inform and support the objectives of the Recovery Plan. • provide risk-management advice to the affected community (in consultation with the HMA).

TRANSITION FROM RESPONSE TO RECOVERY

Transitioning to mainstream services

The planning process for the transition from a full-scale recovery operation back to the usual level of government involvement in a community needs to commence very early in the recovery journey. This allows roles and functions to return to normal as quickly as possible without leaving the community feeling abandoned or creating expectations of ongoing government services that cannot be maintained. Systems and processes implemented to facilitate recovery require flexibility to adapt to evolving circumstances and should be implemented in a way that helps affected communities to build capacity to manage their own longer-term recovery, rather than creating dependencies on new and temporary arrangements.

Clear terms of reference enable committees and other governance bodies to determine whether they have fulfilled their designated function and are able to disband. Recovery activities which are implemented as programs or projects will have defined budgets, deliverables and timeframes which clarify expectations for the community.

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.

IMPACT STATEMENT

An Impact Statement (Appendix 4) is used to collect information about all known and emerging impacts from emergency incidents and is compiled to assist the impacted Local Government/s in management of the incident response and recovery. The Impact Statement provides an overview for Local Government including –

- known and emerging impacts,
- management actions currently in place,
- responsible agencies,
- future management actions required, and
- changes to responsibility for impact management.

Transfer of Control of an incident to Local Government also requires the receiving Local Government to have a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated recovery. This is achieved through the Impact Statement, which is vital to assist Local Governments and Local Recovery Coordination Groups to better understand impacts and inform their recovery activities. It also assists the State Recovery Coordinator and Local Governments to identify gaps in capacity to manage and activate necessary State support.

Impact information will continue to emerge throughout the response and recovery phases of an incident. The Impact Statement provides a point-in-time reference and its limitations in this regard must be noted. The Impact Statement will be used to inform the development and ongoing review of an Operational Recovery Plan. More detailed Community Needs Assessments may be required to better understand impacts and plan recovery activities.

Activation

The decision to activate the Recovery Plan will be made by the CEO on the advice of the Local Recovery Coordinator. An assessment of the assistance needed for recovery will be made by the Shire of Nannup, the LRCC, the Incident Support Group, and in consultation between the HMA and the CESO.

Once the plan has been authorised for activation, the LRC is responsible for implementing the recovery.

Operational Recovery Planning

Following a major emergency, where substantial recovery planning is required, an operational recovery plan should be prepared by the LRCC. The operational recovery plan should describe the extent of damage and detail arrangements for restoration and reconstruction of the affected community. The suggested structure of an operational recovery plan can be found at Appendix 3.

Communications

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency. Communication in recovery is about continuing the dialogue with the affected community that started during the response phase.

Media

During emergencies the media have legitimate interest in obtaining prompt and accurate information. Careful use of the media has the capacity to provide a vital link between recovery agencies and the community, and also as a means of disseminating information.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

All media releases prepared by the LCRG and/or Sub-committees must first be endorsed and released by the Chairperson of the LRCC (the Shire President or the CEO).

Public Information Continuity

During the response phase, the Hazard Management Agency (HMA) has the task of managing communications in an emergency. The HMA officially hands this responsibility to the relevant local government/s leading the recovery via the Impact Statement. Coordinating the affected community in recovery, including communications, rests with the local government. The CEO, Shire President or their appointed representative is the spokespeople to deal with the media.

The CEO, Shire President or their representative will;

- Manage public information during the transition from response to recovery when handover completed from HMA
- Identify priority information needs
- Develop a comprehensive media/communication strategy
- Coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases

- Develop processes for:
 - media liaison and management (all forms e.g. print, and electronic)
 - brief politicians
 - alternative means of communication e.g. public meetings, mailbox fliers, advertising
 - communicating with community groups
 - meeting specialist needs
 - formatting press releases
 - developing and maintaining a website
 - ensuring feedback is sought, integrated and acknowledged
 - Monitor print and broadcast media, and counter misinformation.

Recovery Coordination Centres

A Recovery Coordination Centre should be established if extensive recovery activities are to be undertaken. The purpose of the Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRCC is responsible for the activation and coordination of the Recovery Coordination Centre.

FINANCIAL RECOVERY

As recovery is the responsibility of the Local Government it is essential that the financial cost is considered and the cost to Council is minimised. It is essential to determine if another Agency will cover the costs of recovery and to receive in writing this authority, parameters of the agreement and payment processes. State and National relief programs include:

- Disaster Recovery Funding Arrangements (DRFA-WA)
- Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA)
- Centrelink
- Lord Mayors Distress Relief Fund

Disaster Recovery Funding Arrangements (DRFA-WA)

The State Government has established the Disaster Recovery Funding Arrangements (DRFA-WA), providing a range of eligible assistance measures designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of disaster mitigation. Insurable assets such as houses, buildings and vehicles

will **not** be eligible under the DRFA-WA. Before any DRFA-WA relief or recovery measures can be accessed, an event must be assessed as an eligible natural disaster, in accordance with the criteria specified under the DRFA- WA.

The DRFA - WA criteria for the activation of assistance measures for an *eligible disaster* are as follows:

- Must be an *eligible event*, and
- The anticipated cost to the State of *eligible measures* must exceed the small disaster criterion, being the amount of \$240,000.

What is the assistance for?

To provide assistance for the recovery of communities. This assistance is delivered through a range of eligible measures that are offered on a needs basis. The arrangements provide for assistance to:

- individuals and families
- small business
- primary producers and
- local governments and state government agencies.

What this assistance does not cover

The WA Natural Disaster Relief and Recovery Arrangements DO NOT:

- provide compensation for losses suffered
- generally provide assistance where adequate insurance could have been obtained
- provide assistance for the following which are not natural disasters for the purposes of the FRDA –WA
 - drought
 - frost
 - heatwave
 - epidemic
 - events where human activity is a significant contributing cause (for example, poor environmental planning, commercial development, personal intervention (other than arson), or accident.

Natural Disaster Recovery Arrangements

The primary objectives of the Natural Disaster Relief and Recovery Arrangements (NDRRA) are to relieve the financial burden on states and territories of natural disaster relief and recovery efforts and to facilitate the early provision of a comprehensive range of relief and recovery measures to disaster affected communities.

The NDRRA are prescribed by determination made by the Commonwealth Minister for Local Government Territories and Roads. The determination sets the terms and conditions for the provision of assistance, which is provided by means of a partial reimbursement of state or territory eligible relief and recovery expenditures.

The NDRRA Determination defines eligible disaster events and addresses the Commonwealth/ State cost-sharing mechanism, generic criteria for eligible relief measures and administrative procedures, as well as prescribing the general intent of the program and conditions of assistance. However, implementation of measures, means tests limits and the dollar value of assistance are determined by the states within those parameters.

Lord Mayor's Distress Relief Fund

In Western Australia the Lord Mayor's Distress Relief Fund has been initiated for public appeals that have national or special interest or widespread impact and that are considered to be beyond the capacity of one local authority to manage.

Experience shows that there is a need to have procedures for handling public appeal funds available for use in the event of significant disasters occurring within Australia.

Once an appeal has been established as per SEMC OP 19, the relevant forms can be downloaded via the internet at www.appealswa.org.wa.

Note that no forms are available unless an appeal has been launched

Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Donations of Cash

The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations.

Donations of Service and Labour

Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

INFRASTRUCTURE

The extent of damage to infrastructure is frequently large and may disrupt both the commercial and social life of the community. The cost of this disruption is often hard to establish and may be difficult to quantify in dollar terms. Damage to industrial and commercial facilities can cause loss of production, and damage to housing and infrastructure can cause personnel shortages as workers attend to their losses.

Damage may be measured in number of ways, depending on data requirements.

- The number of buildings or services affected: useful information for planning immediate restitution work or provision of tarpaulins etc for temporary protection of property;
- The cost of damage: of interest to governments, relief agencies and insurance companies, as this indicates the scale of the operation that must be undertaken to reinstate the status quo to the affected community.

Road/Asset	Responsibility
Vasse Highway (To Busselton, Pemberton)	Main Roads
Brockman Highway (To Augusta)	Main Roads
Stewart Rd	Main Roads
Sues Rd	Main Roads
All other roads	Shire of Nannup
Shire Offices, Adam St	Recreation Centre, Warren Rd
Nannup Town Hall, Warren Rd	Nannup Health Service, Carey St
Nannup District High School, Bishop St	Nannup Caravan Park, Brockman St
Airstrip (DPaW responsibility)	Tanjanerup Water Supply Dam
Early Learning Centre, Grange Rd	Nannup Community Resource Centre, Warren Rd
Telstra Phone Tower & Exchange behind Newsagency, Warren Rd	Carlotta Phone Tower
Northern & Southern Traffic Bridges, Warren Rd	Water Corporation Transfer Station, Grange Rd
Shire Depot, Kearney St	Nannup Timber Processing
Danjangerup Cottages	Water Corporation Water Tanks, Dunnet Rd
Old Railway Bridge, Brockman St	Tower Rd Radio repeaters

PHYSICAL INFRASTRUCTURE

These are the lifelines of the community which may be privately run or owned and operated by government organisations. The loss of lifelines will cause widespread inconvenience with restoration being potentially slow as infrastructure is checked, repaired and reinstated.

- Power supply and distribution networks;
- food spoils in fridges and freezers;
- food preparation by electric ovens will be affected;
- water supplies may fail as pumps stop;
- sewerage systems may back up due to pump failure
- computers inoperable;
- communication networks and systems inoperable
- fuel cannot be pumped in service stations;
- industry will cease;
- lack of lighting may cause security issues and reduce recovery operations;
- loss of traffic lights and rail signals which could compromise transportation;
- Loss of heating and cooling.

RESIDENTIAL PROPERTIES

Residential losses will significantly contribute to community disruption including:

- Structural damage rendering the residence dangerous for entry. Occupants will not be able to enter the residence to retrieve personal items which may cause security issues and resentment from the occupier;
- Structural damage allowing access but preventing occupation. Possessions will be retrievable but occupation is not permissible;
- Repairable structural damage: In some cases the residence may be able to be occupied though reconstruction may take time and inconvenience and resentment may occur due to the slowness of the residence's return to normality;
- Non-structural damage: In some cases the residence may be able to be occupied though reconstruction may take time and inconvenience and resentment may occur due to the slowness of the residence's return to normality;
- Contents damage: contents may be personal items, electronics, soft furnishings, etc. The loss of personal items may be more stressful than damage to the structure itself.

DISPOSAL OF FOOD AND BUILDING WASTE

Quick restoration of basic sanitary facilities may reduce risk of infectious disease outbreak or spread. (Bodies rarely pose a health threat.) Disposal of waste is an important activity after many hazards and includes:

Disposal of food waste and wasted food. After power loss, refrigerators must be emptied. This can be complicated by:

- Access to the building. Where the owner or operator is not available, it may be difficult to gain entry to remove food;
- Access to the food. Partial building collapse may make it difficult to open the refrigerator;
- Disposal of contaminated materials. Contamination from the rotting food may have also affected soft furnishings, papers, and even building materials. All of this must be disposed of as though it was rotting food;
- Staff to perform the work. Disposing of rotting food is a particularly unpleasant job. It can only be sustained for short periods; and
- Disposal areas. The disposal of food can be by burning or burial. This requires an appropriate area where the smell is not a problem, where supervision is provided to prevent food removal by rodents or feral animals, and where equipment is available to cover the remains;
- Disposal of building waste. Building waste is generally benign and can be put into landfill quite close to residential or commercial areas. It requires equipment to compact the materials and cover them;
- Disposal of water, pond effluent and backed-up storm water. Pond liquids can harbor insects that can act as vectors for disease. The liquids can either be removed, or the vectors killed by use of various insecticides.

COMMERCIAL PROPERTIES

Employment, everyday goods and other products may be significantly disrupted with supplies potentially stopping altogether if commercial facilities are damaged.

Banks and Financial Institutions

These are a necessary part of the money cycle and without banks, currency shortages may occur. Increased credit applications may occur and can be a problem if employment has contracted after the incident.

Supermarkets

Food supplies can be in short supply in the food supply chain is disrupted. The loss of power can cause extensive perishable goods losses and data management issues. Damage to structures could extend the food shortage with reconstruction being dependant on the building size and extent of damage. Insurance issues may also hinder the re-establishment of food supplies. Prices may also be affected, particularly if the business affected is not a larger establishment.

Fuel Outlets

Power failure to service stations and fuel depots can cause major disruptions, particularly

during prolonged disruptions. Transportation restrictions due to closed roads or supplier unavailability can further increase the shortage and can cause panic-buying. Generators used to supplement electricity shortages may be affected and flooding can cause fuel storage tank contamination which also increases the potential for fuel to escape and cause environmental contamination.

Other

- Hardware and Building Supply Outlets
- Chemists and Suppliers of controlled substances;
- Newsagencies;
- Specialist stores;
- Tourism destinations.

Community Services and Facilities

Damage and loss sustained to community facilities can affect community recovery and may include:

- Community centres;
- Schools;
- Kindergartens;
- Churches;
- Sporting clubs;
- Cultural centres;
- Entertainment venues; and
- Restaurants and cafes.

Each of the facilities can help considerably during the recovery process, but if damaged would be unable to perform their community function.

RECOVERY OF POWER

Restoration of reticulated power is quite complex and involves a number of steps including:

- generation;
- transmission;
- distribution; and
- consumer safety.

Assigning priority for restoration of the distribution network can be very sensitive. The process of restoring power to the grid is a significant commercial undertaking, but will not necessarily lead to community satisfaction. The electrical safety of premises must be checked before the connection of consumers can be completed. The personnel required for this task must also be factored into recovery operations.

- Prior to the restoration of a full and reliable power service, there may be use of portable electricity generators with implications for the recovery operations.

- Portable generators will place added pressure on fuel reserves.
- The use of these raises issues of fuel and motor safety. There may be a need for some education on safe re-fuelling practices for small engines, and on provision of adequate ventilation around engines and for exhaust gases.
- The issues of electrical safety are compounded in the unregulated environment of portable power generation. Appliances must be checked prior to connection to any power source, and portable generators must not be used to energise building wiring without checks and supervision by a suitably qualified person.

Timely restoration of power is important in the recovery of:

- water;
- sewerage systems;
- commercial activity; and
- normal accommodation functions.

Communication networks;

- Towers for repeaters, mobile phone/computer networks, base stations and transmitters can be damaged;
- Handsets may be affected by lack of power and mobile phone batteries could run low;
- Partially damaged systems may overload due to increased communication traffic;
- Cabling may be damaged;

Water;

- Water pipe or tank ruptures may affect water supplies;
- Drinking water may require importing;
- Water treatment may be required (e.g. chlorine tablets);
- Loss of cleaning, bathing, toilet flushing, etc can lead to sanitation/health problems;
- Emergency services may be affected by loss of water (e.g. fire fighting);

Sewerage;

- Overflows could occur if pumps stop due to power shortages;
- Sewer lines may rupture;
- Inoperative sewers may cause back-flow into house, spill into public places or contaminate waterways;

Drainage;

- Blockages may cause localised flooding and contamination;
- Storm drains may be contaminated by toxins or industrial liquids;

Transportation networks.

- Damage to bridges, road surfaces and rail lines may render them unpassable;
- Debris from trees and buildings, downed powerlines, chemical contamination, flooding and smoke from fires may cause short or prolonged road closures;
- These are the services and support networks that are operated from the public and private sectors. The support infrastructure networks depend heavily on the physical infrastructure with restitution directly affecting the operational status of the support infrastructure.

Food and merchandise distribution systems:

- Markets;
- Wholesalers;
- Retailers;
- Building;
- Insurers;
- Builders;
- sub-contractors;
- suppliers;
- Health-care:
- Health insurance;
- Medical practitioners;
- Pharmacists;
- Hospitals;
- Education and training;

COMMUNITY INVOLVEMENT

To assist in strategic direction and restitution prioritisation, community consultation in the early stages of recovery is necessary to establish the context of restitution. The community should be invited to assist in the prioritisation process to empower the community in its own recovery. For example, the re-establishment of power is something eagerly awaited by everyone. Dependant on the extent of the damage, the community should have a say on the reconnection strategy, e.g. the hospital first, followed by the shopping centre, etc.

MEDIA

During emergencies the media have a legitimate interest in obtaining prompt and accurate information. If media access to accurate information is restricted, rumour and speculation may be substituted for fact. Consequently, there is nothing to be gained by attempting to restrict media access. The media are also a vital link between recovery agencies and the public, and provide an effective means of disseminating information. It is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Due to the fact that the recovery process will generally involve a range of different organisations, there is a need for coordination of information to the media to avoid confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

All media releases prepared by the Recovery Sub-committee will be forwarded to the LRCC for release by the Chairperson.

Visiting VIPs

In addition to the level of media interest, there is also likely to be a number of visits to the affected area and a high level of interest in the recovery process from VIPs from government and a range of other agencies.

There are a number of issues that need to be considered by the recovery manager involved with, or responsible for hosting, such visits.

Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment. Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to arrival.

- Briefing of any visitors should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the event, as well as identification of any existing sensitivities.
- Visitors should have a clear understanding of emergency management arrangements and protocols.

- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. In particular, it should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an affected community may reinforce the impact of the event.
- In the case of a disaster affecting more than one geographic area, care should be taken to ensure that communities are treated impartially and visits are arranged accordingly.

Visits by Commonwealth and State Parliamentarians (including Ministers) should be discussed in advance with the LRCC to ensure the visits are the most effective for both the community and the Member of Parliament.

COMMUNITY INFORMATION POINTS

The community recovery information services provided to affected people aim to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Information services must be made available to assist and hasten recovery as well as the means of accessing those services.

The information provided should advise:

- the support, psychological, development and resource services available;
- where, when and how to access those services; and
- The psychological reactions commonly experienced by affected people.
- The information should be provided at a “One Stop Shop” set up in a location to be determined and be available as soon as possible and provided and repeated through a range of information means. The means commonly used are:
 - leaflets;
 - posters;
 - newsletters;
 - information centres;
 - recovery centres;
 - community agencies;
 - radio;
 - newspapers;
 - television;
 - outreach visitation; and
 - Public meetings.
- The accessibility of the information to the people affected by the emergency is a major issue and actions need to ensure it is available to:
 - the whole of the affected area;
 - non-English speaking people;
 - special needs groups and or individuals;
 - isolated people and communities; and
 - Secondary victims.

PUBLIC MEETINGS

Various forms of public meetings provide an important part of the recovery process. Public meetings may be held during or soon after an emergency has taken place as a means of communicating information to an affected community regarding such things as the extent of the damage caused by the event and the services available through the range of recovery agencies. Representation of the various recovery agencies at a public meeting also gives the affected community an opportunity to identify those agencies providing services and to clarify important issues. Further public meetings may be held throughout the recovery process as the need arises.

Public meetings also provide the opportunity for members of an affected community to meet together and for rumours, which are inevitable in the early part of the recovery process, to be dispelled. However, given the volatility that may be evident immediately following an emergency, it is critical that public meetings be carefully timed and managed by a facilitator skilled in dealing with any problems which may arise.

Public forums may also be organised to provide practical advice and discussion on a range of issues from personal needs to housing and rebuilding issues. The need for such forums is best identified by workers who have a direct understanding of emerging needs within a community.

Community recovery committees also provide an affected community with a mechanism to have an input into the management of the recovery process. These committees provide an important forum, ensuring local participation in the management of the recovery process.

It is essential during a pandemic that a live stream option is provided, to ensure that all residents, absentee landowners and visitors can receive information.

Public Information Continuity

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information to the impacted community and the community at large remains

Points to Consider

- Only the Shire President and/or CEO liaise with the media
- Manage public information during the transition from response to recovery when handover completed from HMA
- Identify priority information needs
- Develop a comprehensive media/communication strategy
- Coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases
- Develop processes for:
 - media liaison and management (all forms e.g. print, and electronic)
 - briefing politicians

- alternative means of communication e.g. public meetings, mailbox fliers, advertising
- communicating with community groups
- meeting specialist needs
- formatting press releases
- developing and maintaining a website
- ensuring feedback is sought, integrated and acknowledged
- Monitor print and broadcast media, and counter misinformation.

DEBRIEFING

The LRC will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and will prepare and table a report to the LEMC for review and update of this Plan. A copy of the report will also be forwarded to the HMA and the Chairman of the SEMC Recovery Services Sub-committee and the DEMC.

Transition From Response:	
IC shall include the LRC in critical response briefings	OK
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding	
Prepare oral and written financial and non-financial reports and briefs	

Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters)	
Impact Statement - managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the “big picture”)	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Maintain confidentiality and privacy of assessment data	
Select and brief staff	
Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> • how and who will gather the information (single comprehensive survey) • how information will be shared • how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance) 	

Manage the process to minimise calling back	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases 	
Develop processes for: <ul style="list-style-type: none"> • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged 	

Monitor print and broadcast media, and counter misinformation	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department of Communities	
Adjust capital works and maintenance programs.	
Implement a “back in business” campaign	
Implementation of Reduction Measures LRC shall plan to:	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional 	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan	
Financial Management LRCC shall to:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent	
Reporting LRCC Shall Plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over	

Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

Annexure1: Incident details

Incident/Emergency Name:	
Incident/Emergency Number:	
Incident Controller Name & Contact:	
Hazard Management Agency:	
Local Recovery Coordinator Name & Contact:	
Date and Time of Handover Meeting:	
Description of Affected Area:	
Map Attached:	Y / N
Other Local Government Areas Affected:	

Notes:

Annexure 2: Local Recovery Coordinator Checklist

Task Description	Complete
Within 48 hours	
LRC to liaise with the Controlling Agency and participate in the Incident Management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
LRC to contact and alert key local contacts.	
LRC to receive initial impact statement from the Controlling Agency	
LRC to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the local government.	
LRC and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator.	
Meet with specific agencies involved with recovery operations to determine actions.	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions.	
Activate a recovery coordination centre if required.	
Establish a system for recoding all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labor).	

Consider establishing a liaison officer at the ECC if required.	
Within 1 week	
Participate in consultation on the coordination of completion of a Comprehensive Impact Statement by the Controlling Agency.	
Identify all special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary.	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities.	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organizational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counseling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Establish a 'One Stop Shop' recover centre to provide the affected community with access to all recovery services.	

Coordinate restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	
Monitor staffing levels and fatigue management.	
Within 12 months	
Determine longer-term recovery strategies.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services.	
Evaluate effectiveness of recovery within 12 months of the emergency.	
Review Local Recovery Plan within 12 months following the emergency.	
Recognise agency/staff contributions.	

Annexure 3: Operational Recovery Plan

Shire of Nannup Local Recovery Coordination Operational Recovery Plan

Emergency: type and location

Date of Emergency:

Section 1 Introduction

- Background on the nature of the emergency or incident.
- Aim or purpose of the plan.
- Authority for plan.

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure).
- Estimates of costs of damage.
- Temporary accommodation requirements (include details of evacuation centres).
- Additional personnel requirements (general and specialist).
- Human services (personal and psychological support) requirements and
- Other health issues.

Section 3 Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process.
- Details the inter-agency relationships and responsibilities.
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4 Operational Aspects

- Details resources available and required.
- Redevelopment plans (includes mitigation proposals).
- Reconstruction restoration program and priorities (including estimated timeframes).
- Includes program and strategies of government agencies to restore essential services and policies for mitigation against future emergencies.
- Includes the local government program for community services restoration.
- Financial arrangements (assistance programs, insurance, public appeals and donations).
- Public information dissemination.

Section 5 Administrative Arrangements

- Administration or recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6 Conclusion

- Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordination Group

Date:

Annexure 4: Impact Statement

A comprehensive impact statement is to be completed for all Level 2 and Level 3 incidents prior to the withdrawal of responding agencies.

The Controlling Agency for the emergency is responsible for coordinating the comprehensive impact statement in consultation with members of the Incident Support Group.

The draft comprehensive impact statement is to be provided to all members of the Incident Support Group for comment and clarification prior to it being finalised.

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the emergency to the affected local government/s, the Controlling Agency is to convene a meeting with the affected local government/s and the State Recovery Coordinator.

At this meeting, the comprehensive impact assessment and the status of the emergency situation will be discussed. A copy of the completed comprehensive impact assessment will be provided to the affected local governments and the State Recovery Coordinator for their consideration prior to this meeting.

Impact Statement Details

Impact Statement date:		
Impact Statement time:		
Version/sequence number:		<input type="checkbox"/> Final version
Impact Statement prepared by:	Name:	
	Position:	
	Agency:	
	Phone:	
	Email:	

APPROVED BY:

Incident controller OR Commander from HMA or Controlling Agency	
Name:	
Position:	
Agency	
Time and Date:	
Signature:	

AGREED BY: (Complete one table for each receiving local government)

Local Government: <enter name>	
Name:	
Position:	Chief Executive Officer
Time and Date:	
Signature:	
LG contact re this document:	Name: Phone: Email:

COPY TO:

State Recovery Coordinator / Deputy State Recovery Coordinator	
Name:	
Position:	
Agency:	
Time and Date:	
Signature:*	

** May not be present to sign in person*

INCIDENT DETAILS

Incident name:	
Incident number:	
Incident address/location:	
Affected EM district / region	
Incident type/description:	
Incident level:	
Date commenced:	
Controlling Agency:	
Commander / Incident Controller:	name

Local government(s) affected:			
Additional information attached? (refer to section 13 of Guide)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Maps attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Management Team stood down (where applicable)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	LG recovery arrangements activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Support Group stood down?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Local Recovery Coordination Group activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO

INCIDENT DESCRIPTION

Brief overview of incident:

CHECKLIST OF IMPACT AREAS

Tick all items where there are known, emerging or anticipated areas of impact.
Details of all ticked items must be included on the following pages.

SOCIAL ENVIRONMENT		
<input type="checkbox"/> Deaths	<input type="checkbox"/> Vulnerable people needing assistance	<input type="checkbox"/> Home and Community Care
<input type="checkbox"/> People unaccounted for	<input type="checkbox"/> Injuries	<input type="checkbox"/> Medical / health services
<input type="checkbox"/> People isolated	<input type="checkbox"/> Disease, illness or contamination	<input type="checkbox"/> Public transport
<input type="checkbox"/> People evacuated	<input type="checkbox"/> Significant issues with pets/assistance animals	<input type="checkbox"/> Community activities/interactions impacted
<input type="checkbox"/> Evacuation centres		<input type="checkbox"/> Other
<input type="checkbox"/> Cultural heritage impacts		
NATURAL ENVIRONMENT		
<input type="checkbox"/> Water catchments	<input type="checkbox"/> National parks	<input type="checkbox"/> Threatened or iconic species
<input type="checkbox"/> Wetlands	<input type="checkbox"/> State forests	<input type="checkbox"/> Wildlife
<input type="checkbox"/> Coastline	<input type="checkbox"/> Reserves and parks	<input type="checkbox"/> Other
<input type="checkbox"/> Marine areas	<input type="checkbox"/> Exclusion areas	
ECONOMIC ENVIRONMENT		
<input type="checkbox"/> Agriculture / horticulture / vineyards incl. livestock	<input type="checkbox"/> Mining / industrial	<input type="checkbox"/> Small / local business
<input type="checkbox"/> Fisheries	<input type="checkbox"/> Retail incl. food suppliers, banking services	<input type="checkbox"/> Tourism
<input type="checkbox"/> Forestry / forest products	<input type="checkbox"/> Other large employers	<input type="checkbox"/> Workforce implications
		<input type="checkbox"/> Other
BUILT ENVIRONMENT		
Buildings	Hazardous materials	Utilities (services)
<input type="checkbox"/> Residential properties	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Electricity supply
<input type="checkbox"/> Water tanks / contamination	<input type="checkbox"/> CCA treated timber	<input type="checkbox"/> Gas supply
<input type="checkbox"/> Community buildings	<input type="checkbox"/> Chemicals / hazardous materials	<input type="checkbox"/> Fuel / oil supply
<input type="checkbox"/> Heritage/cultural buildings/sites	<input type="checkbox"/> Marine hydrocarbons	<input type="checkbox"/> Water supply
<input type="checkbox"/> Commercial/industrial/retail buildings	<input type="checkbox"/> Firefighting foam	<input type="checkbox"/> Sewerage infrastructure incl. waste water / re-use
<input type="checkbox"/> Rural buildings	<input type="checkbox"/> Other	<input type="checkbox"/> Waste management
<input type="checkbox"/> Emergency service buildings		<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Hospitals	Transport infrastructure	
<input type="checkbox"/> Primary care facilities	<input type="checkbox"/> Main roads	<input type="checkbox"/> Exclusion zones
<input type="checkbox"/> Residential group homes / aged care homes	<input type="checkbox"/> Local roads	
<input type="checkbox"/> Correction centres / prisons	<input type="checkbox"/> Bridges	<input type="checkbox"/> Other
<input type="checkbox"/> Childcare centres	<input type="checkbox"/> Rail – passenger	
<input type="checkbox"/> Schools	<input type="checkbox"/> Rail – freight	
<input type="checkbox"/> Training centres / universities	<input type="checkbox"/> Ports	
<input type="checkbox"/> Local government offices	<input type="checkbox"/> Airfields	
<input type="checkbox"/> Other buildings	<input type="checkbox"/> Major drainage	

SUMMARY OF KNOWN, EMERGING OR ANTICIPATED IMPACTS

** Refer to Section 5 of the Impact Statement Guide for help with completing this section.*

Social environment:	Responsible Agency
Natural environment:	Responsible Agency
Economic environment:	Responsible Agency
Built environment:	Responsible Agency

EMERGING RISKS

** Refer to Section 6 of the Impact Statement Guide for help with completing this section.*

Overview:

POLITICAL AND LEGAL MATTERS FOR CONSIDERATION

** Refer to Section 7 of the Impact Statement Guide for help with completing this section.*

Overview:

RISK ASSESSMENT SUMMARY

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency. Care should be taken to continually assess residual and new risks and develop appropriate strategies for their management. These should be communicated to the affected community where appropriate.

Alternatively, use your organisation's Risk Assessment matrix or template and attach to this document.

* To complete this section, refer to Risk Assessment process, matrix and description in the

Impact Statement Guide Section 8.

Risk	Description	Likelihood	Consequence	Level of Risk	Responsible Agency	Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)
e.g. Asbestos	e.g. Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of community may handle disposal of asbestos incorrectly	Likely	Major	Extreme	DWER	Explain actions underway, planned and needed
e.g. Fatigue of LG staff	e.g. majority of LG staff have either been directly impacted or involved in responding to the emergency. Risk of staff fatigue, which will impact LG ability to function and recover	Almost certain	Major	Extreme	Local government	Explain actions underway, planned and needed

Alternate Risk Assessment matrix attached.

COMMUNICATION AND MEDIA OFFICERS – CONTACT DETAILS

** May be referred to as Public Information Officers in some instances*

Organisation	Name	Position	Location	Email	Mobile	Alt. phone
Controlling agency (if not DFES) <insert org name>						
DFES						
Local government						
Local media						
Other <insert org name>						

* Add rows as needed.

CONTRIBUTING AGENCIES

This Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. Include details for all agencies that need to, or have contributed to the compilation of this Impact Statement.

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Aqwest (water supplier in Bunbury)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assoc. of Independent Schools of WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ATCO Gas					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Australian Red Cross					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arc Infrastructure					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Busselton Water					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Catholic Education WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dampier Bunbury Pipeline (gas)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Primary Industry & Regional Dev.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Communities					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Defence					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Education					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Water and Environmental Regulation					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Fire and Emergency Services					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Health					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Biodiversity, Conserv. & Attractions					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Planning, Lands & Heritage					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Transport Marine Safety					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Horizon Power					<input type="checkbox"/>	<input type="checkbox"/>

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Local government (specify)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local Recovery Coordination Group					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Main Roads WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> NBN Co.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Public Transport Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Telstra					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Verve Energy					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Housing Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Police Force					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Water Corporation					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Western Power					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add others as needed					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. community groups					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. other service providers					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

For level 2 incidents with no significant recovery impacts, no further Impact Statement information is required.
 To make this determination, consultation with the State Recovery Coordinator, local government(s) and Incident Controller is required.
For all other level 2 and level 3 incidents, the information on the following pages MUST be compiled.

IMPACT STATEMENT

Where necessary, use the **Agency contributions template** to source relevant information from contributing agencies. This table template can be found in section 13.3.2 of the Impact Statement **Guide**.

SOCIAL ENVIRONMENT

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.1 Social environment).

Ensure that all ticked items from the checklist in Section 4: Social impacts, are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)?
Home and Community Care	Dept of Health/HACC Agency	xxxxx	Identified that there are 15 clients still in their homes that are ageing in place and have disabilities that will not receive their Home Care Assistance	Dept. of Health/LG to liaise with DFES to gain restricted access permits for service providers	Consider relocation of clients, and level of care required	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

NATURAL ENVIRONMENT

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.2 Natural environment).

Ensure that all ticked items from the checklist in Section 4: Natural impacts, are transferred to this table. Add more rows as required

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)?
<i>Reserves and Parks</i>	<i>DBCA/LG</i>		<i>The closure of the parks in the impacted area will have an impact on a planned Scout jamboree</i>	<i>The park has been severely damaged by the fire with loss to the campsites and camp kitchens. DBCA to liaise with Scouts WA to advise of the impact to the park</i>	<i>DBCA/LG communication will need to extend to the public of the impact to the Park and period of closure.</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

ECONOMIC ENVIRONMENT

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.3 Economic environment).

Ensure that all ticked items from the checklist in Section 4: Economic impacts, are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)?
<i>Other large employers</i>	<i>DPIRD/DWER</i>		<i>Bannister Downs Dairy requires continued accessibility to the Dairy to transport dairy supplies and access for workers to the dairy. Lack of access will have a detrimental impact in terms of loss of produce and supplies to retailers.</i>	<i>DWER is working with Bannister Downs to arrange for appropriate disposal of spoilt milk. DPIRD is liaising with DFES to provide restricted access permits for the trucks and workers to access the diary.</i>	<i>Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

BUILT ENVIRONMENT

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.4 Built environment).

Ensure that all ticked items from the checklist in Section 4: Built impacts, are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)?
<i>Water tanks contamination</i>	<i>Watercorp DWER</i>		<i>Due to the use of firefighting foam rain water tanks in the impacted area may be contaminated.</i>	<i>DWER/Watercorp to advise residents of how to dispose of contaminated water and how to clean their tanks. Potable water to be provided to impacted residents</i>	<i>Communication to impacted residents of where potable water can be accessed and fact sheets on contamination</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

NOTE:

- Details of all *Rapid Damage Assessments* should be attached to this document as applicable. Include maps and photographs as appropriate.

NIAM INDICATORS

National Impact Assessment Model indicators are used by the State to negotiate disaster relief funding with the Commonwealth. Complete this table using data captured above.

These columns indicate the relevant recovery environment for each indicator.

No.	Impact Indicator	Measure	# or %	Social	Built	Economic	Natural
1	INDIVIDUALS	# In evacuation centres					
2		# Injured					
3		# Fatalities					
4		# Unaccounted for					
5		# Isolated					
6	RESIDENTIAL PROPERTIES	# Destroyed					
7		# Damaged					
8	EMERGENCY SERVICES	# Destroyed					
9	Police, fire, ambulance, aviation, other	# Damaged					
10	HOSPITALS & PRIMARY HEALTH CARE FACILITIES	% Destroyed					
11		% Hospital functional					
12	EDUCATIONAL FACILITIES Schools, training centres, universities, child care centres	# Destroyed					
13		# Damaged					
14		# Closed					
15	CORRECTION CENTRES	# Destroyed					
16	Incl. prisons	# Damaged					
17	OTHER – RESIDENTIAL GROUP HOME, AGED CARE FACILITIES	# Destroyed					
18		# Damaged					
19	OTHER BUILDINGS	# Destroyed					
20		# Damaged					
21	BUSINESS BUILDINGS	# Destroyed					
22	Incl. commercial and industrial (excludes rural)	# Damaged					
23		# Closed					
24		# Destroyed					
25	RURAL BUILDINGS	# Damaged					
26	STOCK LOSSES	# Fatalities					
27	Livestock	# Unaccounted for					
28	AGRICULTURAL LAND	Ha Destroyed					
29		Ha Damaged					
30	AGRICULTURAL PRODUCTION	% Lost					
31	AIRPORTS / HELIPORTS	% Functional					
32		# Damaged					
33		# Destroyed					
34	ROADS / BRIDGES	# Main roads closed					
35		# Other roads closed					
36	PORT	# Facility destroyed					
37		# Facility damaged					
38		# Ships impacted					
39	RAILWAY	# Passenger lines closed					
40		# Freight lines closed					
41	TELECOMMUNICATIONS	# Customers impacted					
42	GAS	# Customers impacted					
43	ELECTRICITY	# Customers impacted					
44	SEWAGE	# Customers impacted					
45	WATER – POTABLE SUPPLY	# Customers impacted					
46	WATER – CATCHMENTS	km ² contaminated					
47	NATIONAL PARKS	Ha affected					
48	ANIMAL WELFARE	# Injured					

49	COASTLINE AFFECTED	km affected					
50	MARINE AREA AFFECTED	Km2 affected					

LIST OF ATTACHMENTS

List all attachments to this Impact Statement

Attachment No.	Title & description (e.g. map, report, photo)
1	Transfer of Control (signed) – bushfire only
2	Rapid Damage Assessment report (DFES hazards only) including maps and photos
3	
4	
5	
6	
7	

Annexure 5: Customer Information Sheet

This form is to be utilised by Shire staff to be able to provide current and consistent information when dealing with the public during an emergency situation.

Status of the Incident

For up to date information on this incident please call DFES Emergency Information Line on 133 337.

You may also view the website www.emergency.wa.gov.au for the most up to date information.

Evacuation/Welfare Centre

Your nearest designated evacuation centre is located at

Domestic pets can be taken to

Volunteering

No immediate volunteers at the evacuation centre are required unless already registered/working with authorised agencies.

If you would like to register as a volunteer please contact the Nannup Community Resource Centre, 9756 3022. Please do not present to the evacuation centre as responsible agencies are coordinating the situation.

Donations

Thank you for your concerns and offer of assistance, no donations of goods are required at the evacuation centre. If you would like to donate goods or services to support the community through this incident please do so via GIVIT www.givit.org.au/disasters

Important Contacts

Emergency – Police, Fire & Ambulance	000
Crime Stoppers	131 444
State Emergency Service	1800 333 000
Nannup Hospital	9756 3800
Busselton Hospital	9754 0333
Bridgetown Hospital	9782 1222
Bunbury Hospital	9722 1000
Life Line (Crisis Support & Suicide Prevention)	131 114

Poisons Support Centre	131 126
Department of Communities	9752 5600
Centrelink	132 850
DPIRD	1800 675 888
Department of Main Roads	138 138
Department of Biodiversity, Conservation & Attractions	9474 9055
Telstra	13 29 99
Water Corporation	131 375
Western Power	131 351
Nannup Shire Office	9756 1018
Nannup Community Resource Centre	9756 3022

Annexure 6: Recovery Needs Assessment and Support Survey

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on particular services, or refer you to organisations who can best assist with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to a number of interviewers. However, please note that further contact may be necessary.

You are not obliged to provide any or all the information requested. You should be aware that the information you provide may be passed to other agencies in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately. However, every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquiries about the survey, please ring

In terms of the Privacy Act should you wish to access, change or amend any information you have given, please ring the above telephone number. You can also contact the Recovery Committee situated at:

Interview conducted at:

Date: _____ Time: _____

By:

Tear off this page and give it to the person being interviewed.

Also include any other relevant information sheets/brochures.

Annexure 7: Notes for Interviewer

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

'Hello, I am *(name)*, I am here on behalf of the Shire of Nannup Recovery Committee about the recent *(emergency event)*. I would like to talk with you to see if there is anything we can help you with, or organisations we can refer you to, to assist your recovery.'

1. Read through the cover page with the interviewee and complete it. Tear it off and give it to the person being interviewed. It is their receipt.
2. Provide them with any information sheets/brochures.
3. Start at section 1 and continue to work through all sections.
4. Texts in grey italic font are prompts for you to note or advise the interviewee on.
5. If the interviewee declines to give information, complete known details and return the survey with cover intact.

NOTE: Some people may take this opportunity to offload any frustrations. Do not take this personally, it is best to list these items and then move on the next question when possible.



**SHIRE OF NANNUP
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

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

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SHIRE OF NANNUP
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 28 FEBRUARY 2022

	Note	Budget v Actual		Predicted		Material Variance
		Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Year End (a)+(c)+(d)	
		\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)		2,078,538	1,549,325	(529,213)	1,549,325	▼
Revenue from operating activities (excluding rates)						
Operating grants, subsidies and contributions	4.1.1	1,078,935	893,607	104,866	1,183,801	▲
Fees and charges	4.1.2	551,143	444,491	(5,100)	546,043	▼
Interest earnings	4.1.3	30,240	14,825	4,000	34,240	▲
Other revenue	4.1.4	35,409	25,935	11,500	46,909	▲
Profit on asset disposals	4.1.5	58,439	0	0	58,439	
		1,754,166	1,378,858	115,266	1,869,432	
Expenditure from operating activities						
Employee costs	4.2.1	(2,254,244)	(1,420,430)	22,217	(2,232,027)	▼
Materials and contracts	4.2.2	(1,975,404)	(1,055,901)	25,467	(1,949,938)	▼
Utility charges	4.2.3	(110,693)	(38,742)	(15,000)	(125,693)	▲
Depreciation on non-current assets	4.2.4	(1,522,380)	(829,809)	0	(1,522,380)	
Interest expenses	4.2.5	(10,214)	(6,283)	0	(10,214)	
Insurance expenses	4.2.6	(187,742)	(166,152)	(15,000)	(202,742)	▲
Other expenditure	4.2.7	(132,016)	(31,297)	0	(132,016)	
Loss on asset disposals	4.2.8	(8,007)	(4,591)	0	(8,007)	
		(6,200,700)	(3,553,205)	17,684	(6,183,016)	
Operating activities excluded from budget						
Depreciation on assets	4.2.4	1,522,380	829,809	0	1,522,380	
(Profit)/loss on asset disposal	4.5.3	(50,432)	4,591	0	(50,432)	
Movement in Employee Provisions	4.5.3	0	0	0	0	
Amount attributable to operating activities		(896,048)	209,378	(396,264)	(1,292,312)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	4.3.1	5,263,316	671,086	626,273	5,889,589	▲
Proceeds from disposal of assets	4.3.2	225,091	59,091	0	225,091	
Land & Buildings	4.4.1	(528,111)	(167,222)	(41,000)	(569,111)	▲
Furniture & Equipment	4.4.2	0	0	(20,000)	(20,000)	▲
Plant & Equipment	4.4.3	(618,960)	(9,150)	205,000	(413,960)	▼
Roads	4.4.4	(3,920,726)	(338,275)	(234,959)	(4,155,685)	▼
Footpaths	4.4.5	(50,000)	(6,407)	0	(50,000)	
Bridges	4.4.6	(101,500)	0	0	(101,500)	
Parks & Ovals	4.4.7	(1,417,657)	(586,376)	0	(1,417,657)	
Other Infrastructure	4.4.8	(137,000)	0	45,000	(92,000)	▼
Amount attributable to investing activities		(1,285,547)	(377,253)	580,314	(705,233)	
FINANCING ACTIVITIES						
Proceeds from self supporting loans	4.3.3	28,164	18,695	0	28,164	
Repayment of debentures	4.4.9	(63,592)	(36,345)	0	(63,592)	
Repayment of lease liabilities	4.4.10	(17,002)	(11,335)	0	(17,002)	
Transfers to cash backed reserves (restricted assets)	4.5.11	(47,001)	0	0	(47,001)	
Transfers from cash backed reserves (restricted assets)	4.5.12	417,500	0	(189,000)	228,500	▼
Amount attributable to financing activities		318,069	(28,986)	(189,000)	129,069	
Budget deficiency before general rates		(1,863,527)	(196,860)	(4,950)	(1,868,477)	
Estimated amount to be raised from general rates	4.5.1	1,863,527	1,868,227	4,950	1,868,477	▲
Closing funding surplus/(deficit)	4	0	1,671,366	(0)	0	

SHIRE OF NANNUP
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 28 FEBRUARY 2022

	Budget v Actual		Predicted			
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Year End (a)+(c)+(d)	Material Variance	
Note	\$	\$	\$	\$		
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	2,078,538	1,549,325	(529,213)	1,549,325	▼	
Revenue from operating activities (excluding rates)						
Governance	9,331	0	0	9,331		
General purpose funding	696,014	554,345	67,537	763,551	▲	
Law, order, public safety	321,163	219,267	29,029	350,192	▲	
Health	16,050	11,217	0	16,050		
Education and welfare	43,000	59,115	18,700	61,700	▲	
Housing	20,000	15,200	0	20,000		
Community amenities	380,937	346,023	0	380,937		
Recreation and culture	28,012	9,960	(6,000)	22,012	▼	
Transport	167,788	127,460	0	167,788		
Economic services	59,300	35,332	16,000	75,300	▲	
Other property and services	12,570	939	(10,000)	2,570	▼	
	1,754,165	1,378,858	115,266	1,869,431		
Expenditure from operating activities						
Governance	(561,491)	(360,154)	24,794	(536,697)	▼	
General purpose funding	(239,928)	(115,957)	15,000	(224,928)	▼	
Law, order, public safety	(741,893)	(401,743)	(11,110)	(753,003)	▲	
Health	(90,602)	(48,429)	0	(90,602)		
Education and welfare	(275,270)	(176,234)	0	(275,270)		
Housing	(23,422)	(22,084)	0	(23,422)		
Community amenities	(608,422)	(357,996)	(15,000)	(623,422)	▲	
Recreation and culture	(631,329)	(361,410)	20,000	(611,329)	▼	
Transport	(2,601,931)	(1,497,740)	0	(2,601,931)		
Economic services	(212,984)	(144,527)	(16,000)	(228,984)	▲	
Other property and services	(213,427)	(66,931)	0	(213,427)		
	(6,200,699)	(3,553,205)	17,684	(6,183,015)		
Operating activities excluded from budget						
Depreciation on assets	4.2.4	1,522,380	829,809	0	1,522,380	
Adjust (Profit)/Loss on Asset Disposal	4.5.3	(50,432)	4,591	0	(50,432)	
Adjust Provisions and Accruals	4.5.3	0	0	0	0	
Amount attributable to operating activities		(896,048)	209,378	(396,264)	(1,292,312)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	4.3.1	5,263,316	671,086	626,273	5,889,589	▲
Proceeds from disposal of assets	4.3.2	225,091	59,091	0	225,091	
Land & Buildings	4.4.1	(528,111)	(167,222)	(41,000)	(569,111)	▲
Furniture & Equipment	4.4.2	0	0	(20,000)	(20,000)	▲
Plant & Equipment	4.4.3	(618,960)	(9,150)	205,000	(413,960)	▼
Roads	4.4.4	(3,920,726)	(338,275)	(234,959)	(4,155,685)	
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Amount attributable to financing activities		318,069	(28,986)	(189,000)	129,069	
Budget deficiency before general rates		(1,863,527)	(196,860)	(4,950)	(1,868,477)	
Estimated amount to be raised from general rates	4.5.1	1,863,527	1,868,227	4,950	1,868,477	▲
Closing Funding Surplus(Deficit)	4	0	1,671,366	(0)	0	

SHIRE OF NANNUP
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2022

1. BASIS OF PREPARATION

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

CRITICAL ACCOUNTING ESTIMATES

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

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

2021/22 ACTUAL BALANCES

Balances shown in this budget review report as 2021/22 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

All figures shown in this budget review report are rounded to the nearest dollar.

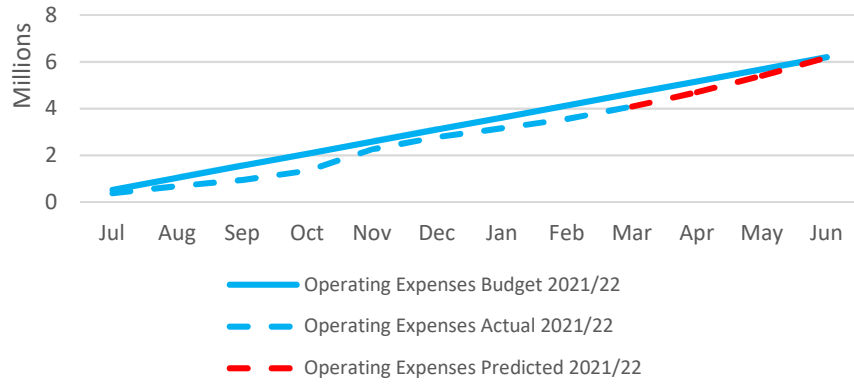
BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

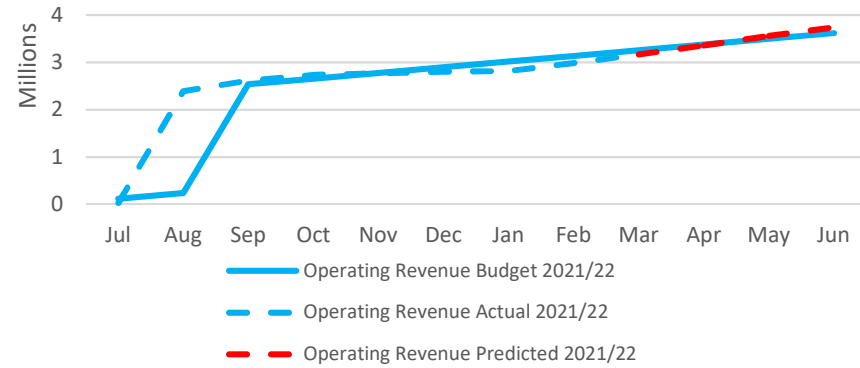
**SHIRE OF NANNUP
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 28 FEBRUARY 2022**

2. SUMMARY GRAPHS - BUDGET REVIEW

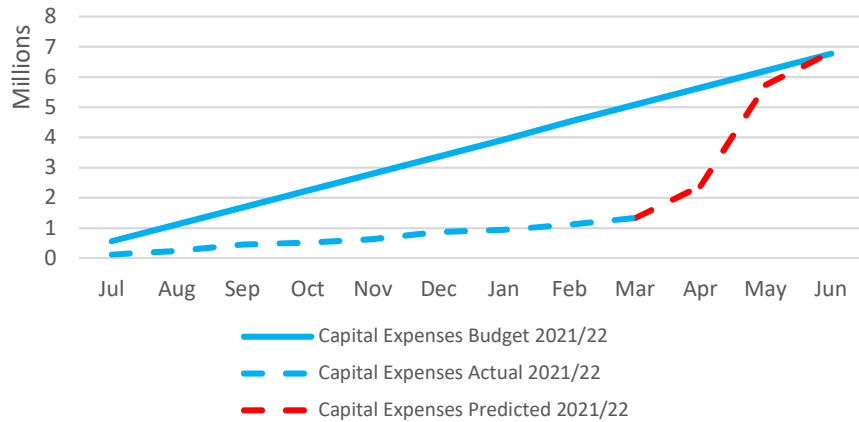
Operating Expenses



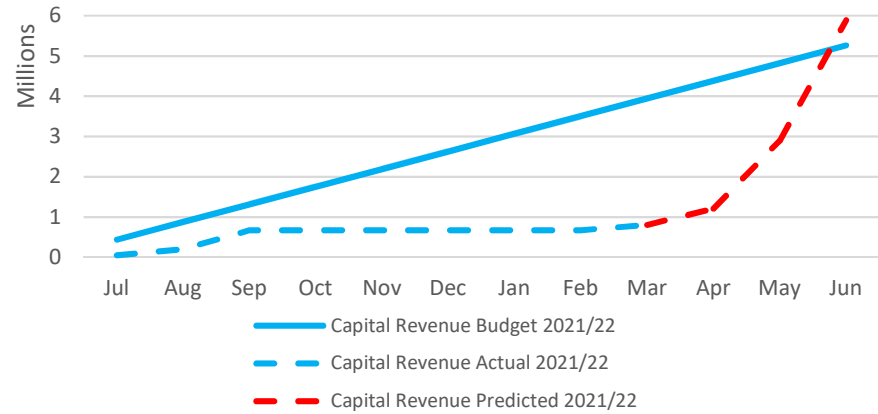
Operating Revenue



Capital Expenditure



Capital Revenue

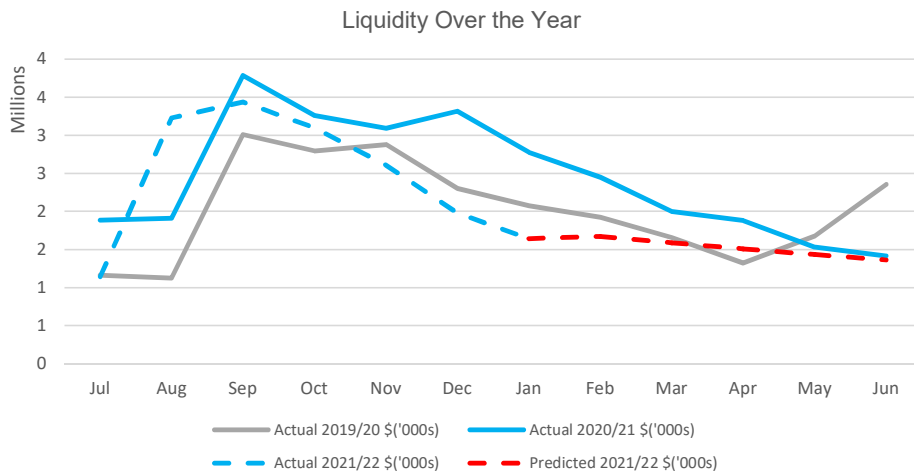


This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF NANNUP
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022

3. NET CURRENT FUNDING POSITION

	30-Jun-21	28-Feb-22	28-Feb-21
		\$	\$
Current assets			
Cash & Cash Equivalents	5,618,612	5,849,848	5,560,696
Rates receivables	148,714	321,517	474,784
Receivables	198,155	180,251	67,213
Self Supporting Loans	28,165	9,470	14,151
Fuel & Oil	4,164	4,164	4,164
	<u>5,997,810</u>	<u>6,365,251</u>	<u>6,121,008</u>
Less: Current liabilities			
Payables	(514,407)	(301,833)	(255,098)
Borrowings	(63,574)	(27,229)	(30,690)
Lease Liabilities	(17,002)	(5,667)	0
Contract Liabilities	(427,637)	(913,102)	(46,881)
Provisions	(380,456)	(371,658)	(282,041)
Total adjustments to net current assets			
Less: Reserves - Restricted Cash	(3,321,624)	(3,321,624)	(3,065,456)
Add: Current portion of long term borrowings	63,574	27,229	30,690
Add: Current portion of lease liabilities	17,002	5,667	0
Less: Current portion of self supporting loans	(28,165)	(9,470)	(14,151)
Add: Cash Backed Leave Entitlements	223,802	223,802	202,700
Net current funding position	<u>1,549,325</u>	<u>1,671,366</u>	<u>2,660,081</u>



**SHIRE OF NANNUP
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

INVENTORIES

General

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

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

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Nannup's operational cycle. In the case of liabilities where the Shire of Nannup does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Nannup's intentions to release for sale.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

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

EMPLOYEE BENEFITS

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

Short-term employee benefits

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

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

PROVISIONS

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

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

RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Nannup obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

SHIRE OF NANNUP
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28 FEBRUARY 2022

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$ Permanent
4.1 OPERATING REVENUE (EXCLUDING RATES)	
4.1.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS	
Financial Assistance Grants - General Purpose	29,818
Financial Assistance Grants - Roads	28,719
DFES - 20/21 SES Supplementary Payment	14,129
Community Activation Grant	5,000
South West Catchment Council	2,500
Youth Grants	8,700
National Australia Day Council	16,000
4.1.2 FEES AND CHARGES	
Rates Instalments	1,000
DoT Licensing Commission	4,000
Firebreak variation application fees	3,400
TryBooking.com	2,500
Music Festival camping fees	(6,000)
Private Works	(10,000)
4.1.3 INTEREST EARNINGS	
Rates Instalments	4,000
4.1.4 OTHER REVENUE	
Insurance Claim Reimbursements	11,500
4.1.5 PROFIT ON ASSET DISPOSAL	
No Material Variance	0
4.2 OPERATING EXPENSES	
4.2.1 EMPLOYEE COSTS	
DoT Licensing	15,000
Staff Training	15,000
Fringe Benefit Tax	15,000
Recruitment costs for Corporate Services	(9,000)
Fire Break Inspections	10,000
Community Emergency Services Officer	20,000
Ranger Officer	(18,783)
Librarian	10,000
Town Planning	(35,000)
4.2.2 MATERIAL AND CONTRACTS	
Consultancy Services	13,794
IT Services	(20,000)
Data #3 software licensing	(5,000)
Web and Mail Proxy	(5,000)
Legal Fees	20,000
Vehicle Lease	15,000
Recreation Centre maintenance costs	20,000
Bowling Club	(5,000)
Cundinup Hall	(5,000)
Lower Blackwood Land Conservation District Committee	(3,000)
Repairs and modifications to pound cages	(2,787)
Repairs to ranger ute animal cage	(840)
Animal impound costs	(700)
Recycling contract services	15,000
Street Bin maintenance	5,000
Australia Day Celebration	(16,000)

SHIRE OF NANNUP
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28 FEBRUARY 2022

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$ Permanent
4.2.3 UTILITY CHARGES	
Cundinup Bush Fire Brigade Shed Utilities connection	(15,000)
4.2.4 DEPRECIATION (NON CURRENT ASSETS)	
No Material Variance	0
4.2.5 INTEREST EXPENSES	
No Material Variance	0
4.2.6 INSURANCE EXPENSES	
Insurance Premiums	(15,000)
4.2.7 OTHER EXPENDITURE	
No Material Variance	0
4.2.8 LOSS ON ASSET DISPOSAL	
No Material Variance	0
4.3 CAPITAL REVENUE	
4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS	
Drought Communities Program finalisation	332,335
Main Roads Direct Grant	7,272
Regional Road Safety Program Grant	264,959
Road Safety Commission Grant	21,707
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS	
No Material Variance	0
4.3.3 PROCEEDS FROM SELF-SUPPORTING LOANS	
No Material Variance	0
4.4 CAPITAL EXPENSES	
4.4.1 LAND & BUILDINGS	
Storage Area Records	12,000
Recreation Centre	(53,000)
4.4.2 FURNITURE AND EQUIPMENT	
Replacement of telephone system	(20,000)
4.4.3 PLANT AND EQUIPMENT	
Arm Reach Mower	95,000
Tractor	160,000
Loader Transmission Replacement	(50,000)

SHIRE OF NANNUP
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28 FEBRUARY 2022

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$ Permanent
	<hr/>
4.4.4 ROADS	
Balingup Road Clear Zone improvements	30,000
Brockman Highway (Bridgetown - Nannup Road) - R2R Regional Road Safety Program	(306,800)
Brockman Highway (Bridgetown - Nannup Road)	41,841
4.4.5 FOOTPATHS	
No Material Variance	0
4.4.6 BRIDGES	
No Material Variance	0
4.4.7 PARKS & OVALS	
No Material Variance	0
4.4.8 OTHER INFRASTRUCTURE	
Nannup Roads Board - Foundation Support	30,000
Nannup Roads Board - Render and Repaint	15,000
4.4.9 REPAYMENT OF DEBENTURES	
No Material Variance	0
4.4.10 REPAYMENT OF LEASE LIABILITIES	
No Material Variance	0
4.5 OTHER ITEMS	
4.5.11 TRANSFER TO RESERVES (RESTRICTED ASSETS)	
No Material Variance	0
4.5.12 TRANSFER FROM RESERVES (RESTRICTED ASSETS)	
Asset Management	(4,000)
Plant Machinery	(205,000)
Office Equipment	20,000
4.5.1 RATE REVENUE	
2021/22 Rates Billing	4,950
4.5.2 OPENING FUNDING SURPLUS(DEFICIT)	
End of year adjustments to closing balance after budget finalised	(529,213)
4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)	
Depreciation	0
Profit on Sale of Assets	0
Loss on Sale of Assets	0
Total Predicted Variances as per Annual Budget Review	<hr/> (0)

**SHIRE OF NANNUP
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

5. BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change -	Increase in	Decrease in	Amended Budget Running Balance	Comments
				(Non Cash Items) Adjustment	Available Cash	Available Cash		
				\$	\$	\$	\$	
Budget Adoption			Opening Surplus(Deficit)				2,078,538	
Actual opening surplus as per audited financial statements					(529,213)		1,549,325	End of year adjustments to closing balance
0011	RATES LEVIED ALL AREAS	Proposed	Operating Revenue		4,950		1,554,274	Minor difference to final rates billing
0261	INSTALMENT INTEREST	Proposed	Operating Revenue		4,000		1,558,274	Additional rate assessments paid by instalment
0361	INSTALMENT ADMINISTRATION	Proposed	Operating Revenue		1,000		1,559,274	Additional rate assessments paid by instalment
0091	EQUALISATION GRANT	Proposed	Operating Revenue		29,818		1,589,092	Finalisation of Financial Assistance Grant funding - General Purpose
0291	LOCAL ROAD GRANT	Proposed	Operating Revenue		28,719		1,617,811	Finalisation of Financial Assistance Grant funding - Roads
0523	DEPT OF TRAN. COMMISSION	Proposed	Operating Revenue		4,000		1,621,811	Additional commission from Department of Transport licensing
4872	D.O.T. LICENSING EXPENSES	Proposed	Operating Expenses		15,000		1,636,811	Reduction in staff costs allocated to licensing function
0122	STRATEGIC/COMMUNITY PLANNING/ENGAGEMENT COMPUTER SYSTEM MAINTENANCE & MINOR ASSET	Proposed	Operating Expenses		13,794		1,650,605	Reduction in consultancy services
0372	PURCHASES	Proposed	Operating Expenses			(20,000)	1,630,605	Provision of IT services
0373	SOFTWARE LICENCING & INTERNET	Proposed	Operating Expenses			(10,000)	1,620,605	Web and Mail Proxy
0482	LEGAL EXPENSES	Proposed	Operating Expenses		20,000		1,640,605	Provision for legal fees not utilised
0492	STAFF TRAINING EXPENSES	Proposed	Operating Expenses		15,000		1,655,605	Provision for employee training under utilised
0552	FRINGE BENEFIT TAX	Proposed	Operating Expenses		15,000		1,670,605	Provision for FBT adjustment
0812	RECRUITMENT EXPENSES	Proposed	Operating Expenses			(9,000)	1,661,605	Recruitment costs for corporate services
0773	FINES	Proposed	Operating Revenue		3,400		1,665,005	Firebreak variation application fees
0774	RECOVERED EXPENSES (INCOME)	Proposed	Operating Revenue		11,500		1,676,505	Insurance claim reimbursements
0632	CESO MOTOR VEHICLE RUNNING EXPENSES	Proposed	Operating Expenses		15,000		1,691,505	Provision for vehicle running expenses under utilised
0642	INSURANCE - BUILDINGS & VEHICLES	Proposed	Operating Expenses			(15,000)	1,676,505	Bush Fire Brigade vehicle insurance premium
0712	MANAGEMENT SALARIES - FIRE BREAK INSPECTIONS	Proposed	Operating Expenses		10,000		1,686,505	Provision for employee costs under utilised
0722	COMMUNITY EMERGENCY SERVICES OFFICER	Proposed	Operating Expenses		20,000		1,706,505	Provision for employee costs under utilised
0862	UTILITIES RATES & TAXES	Proposed	Operating Expenses			(15,000)	1,691,505	Cundinup Bush Fire Brigade Shed utilities connection Employee costs, pound maintenance and contribution to Lower Blackwood Land Conservation District Committee.
0802	RANGERS EXPENSES	Proposed	Operating Expenses			(26,110)	1,665,395	2020/2021 Supplementary SES Payment
0963	FESA LEVY SES	Proposed	Operating Revenue		14,129		1,679,524	Community Activation, South West Council Grants & TryBooking fees
1123	COMMUNITY DEVELOPMENT GRANTS	Proposed	Operating Revenue		10,000		1,689,524	Additional funding received
1163	YOUTH GRANTS INCOME	Proposed	Operating Revenue		8,700		1,698,224	Provision for contract services under utilised
1765	RECYCLING COLLECTION	Proposed	Operating Expenses		15,000		1,713,224	Provision for contract services under utilised
1825	STREET LITTER BIN MTC/IMPROVEMENT	Proposed	Operating Expenses		5,000		1,718,224	Provision for planning officer
2132	TOWN PLANNING SERVICES	Proposed	Operating Expenses			(35,000)	1,683,224	2022 Music Festival cancelled
7044	MUSIC FESTIVAL CAMPING FEES	Proposed	Operating Revenue			(6,000)	1,677,224	Provision for additional maintenance costs included in budget
2432	RECREATION CENTRE	Proposed	Operating Expenses		20,000		1,697,224	Replace electrical switchboard & flooring
2482	BOWLING CLUB	Proposed	Operating Expenses			(5,000)	1,692,224	Asbestos removal
2492	CUNDINUP HALL	Proposed	Operating Expenses			(5,000)	1,687,224	Finalisation of grant
2883	DROUGHT COMMUNITIES PROGRAM EXTENSION	Proposed	Capital Revenue		332,335		2,019,559	Provision for employee costs under utilised
2902	SALARIES (LIB)	Proposed	Operating Expenses		10,000		2,029,559	Finalisation of Main Roads direct grants pool
3221	MRD DIRECT GRANTS	Proposed	Capital Revenue		7,272		2,036,831	2021/2022 supplementary grant
3332	REGIONAL ROAD SAFETY PROGRAM GRANT	Proposed	Capital Revenue		264,959		2,301,790	Finalisation of grant
3813	ROAD SAFETY COMMISSION GRANT	Proposed	Capital Revenue		21,707		2,323,497	Funding received
4274	AUSTRALIA DAY INCOME	Proposed	Operating Revenue		16,000		2,339,497	Additional Australia Day Costs offset by funding received
0102	AUSTRALIA DAY CELEBRATION	Proposed	Operating Expenses			(16,000)	2,323,497	Lower than anticipated.
4323	PRIVATE WORKS -INCOME	Proposed	Operating Revenue			(10,000)	2,313,497	Works not occurring current financial year
0526	STORAGE AREA - RECORDS	Proposed	Capital Expenses		12,000		2,325,497	Finalisation of work
2839	RECREATION CENTRE UPGRADE	Proposed	Capital Expenses			(53,000)	2,272,497	

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
TBA	TELEPHONE SYSTEM REPLACEMENT	Proposed	Capital Expenses			(20,000)	2,252,497	Replace telephone system
3564	PURCHASE OF PLANT	Proposed	Capital Expenses		205,000		2,457,497	Tractor and Arm Reach Mower purchase not occurring. Provision for Loader transmission replacement.
3171	BALINGUP ROAD CLEAR ZONE IMPROVEMENTS	Proposed	Capital Expenses		30,000		2,487,497	Finalisation of work
	BROCKMAN HIGHWAY (BRIDGETOWN - NANNUP ROAD) - R2R							
3178	REGIONAL ROAD SAFETY PROGRAM	Proposed	Capital Expenses			(306,800)	2,180,697	Funding confirmed
3181	BROCKMAN HIGHWAY (BRIDGETOWN - NANNUP ROAD)	Proposed	Capital Expenses		41,841		2,222,538	Funding confirmed
2866	NANNUP ROADS BOARD - FOUNDATION SUPPORT	Proposed	Capital Expenses		30,000		2,252,538	Works not occurring current financial year
2867	NANNUP ROADS BOARD - RENDER AND REPAINT	Proposed	Capital Expenses		15,000		2,267,538	Works not occurring current financial year
0353	TRANSFER TO/FROM ASSET MANAGEMENT RESERVE	Proposed	Capital Revenue			(4,000)	2,263,538	Works not occurring current financial year
								Tractor and Arm Reach Mower purchase not occurring. Provision for Loader transmission replacement.
3682	TRANSFER TO/FROM PLANT MACHINERY RESERVE	Proposed	Capital Revenue			(205,000)	2,058,538	Tractor and Arm Reach Mower purchase not occurring. Provision for Loader transmission replacement.
0354	TRANSFER TO/FROM OFFICE EQUIPMENT RESERVE	Proposed	Capital Revenue		20,000		2,078,538	Replace telephone system
Amended Budget Cash Position as per Council Resolution				0	760,910	(760,910)	2,078,538	

Attachment 11.8.1



MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 28 February 2022

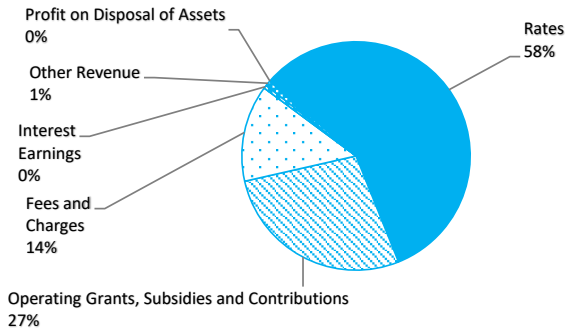
**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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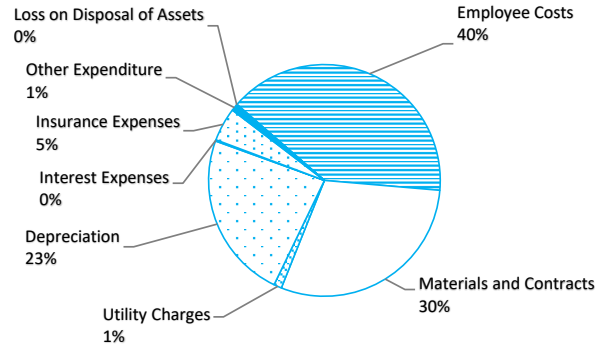
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OPERATING ACTIVITIES

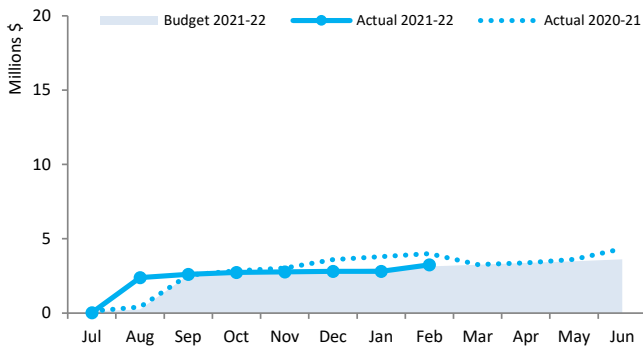
OPERATING REVENUE



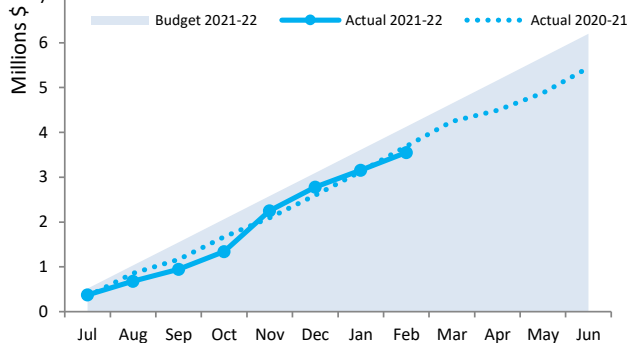
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

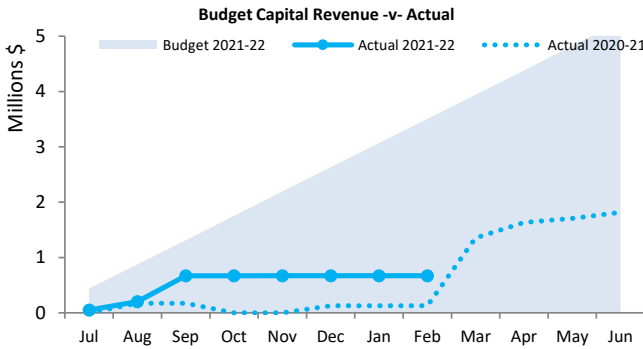


Budget Operating Expenses -v- YTD Actual

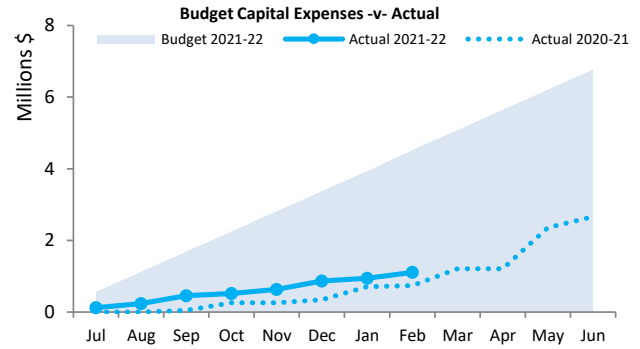


INVESTING ACTIVITIES

CAPITAL REVENUE



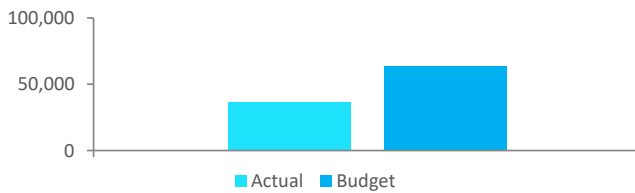
CAPITAL EXPENSES



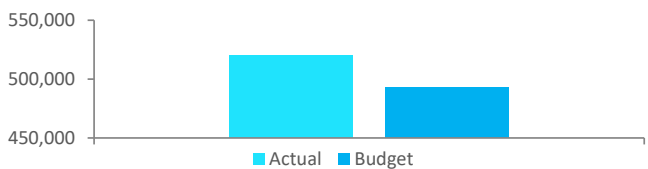
FINANCING ACTIVITIES

BORROWINGS

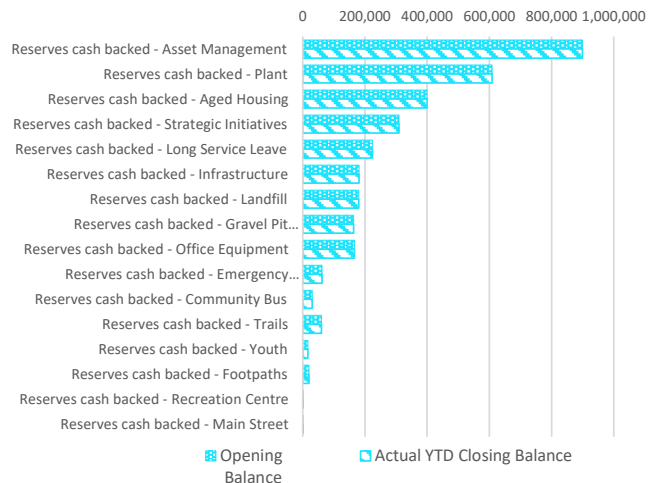
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.08 M	\$2.08 M	\$1.55 M	(\$0.53 M)
Closing	\$0.00 M	\$1.47 M	\$1.62 M	\$0.15 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$	% of total
Unrestricted Cash	\$5.85 M	43.2%
Restricted Cash	\$2.53 M	56.8%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$	% Outstanding
Trade Payables	\$0.30 M	
0 to 30 Days	(\$0.01 M)	(156.7%)
30 to 90 Days		256.7%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$	% Collected
Rates Receivable	\$0.45 M	
Trade Receivable	\$0.32 M	84%
30 to 90 Days	\$0.13 M	% Outstanding
Over 90 Days		27.1%
		58.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.11 M)	(\$0.01 M)	\$0.48 M	\$0.49 M

Refer to Statement of Financial Activity

Rates Revenue

	YTD Actual	YTD Budget	% Variance
	\$1.87 M	\$1.86 M	0.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

	YTD Actual	YTD Budget	% Variance
	\$0.89 M	\$0.72 M	24.3%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges

	YTD Actual	YTD Budget	% Variance
	\$0.44 M	\$0.47 M	(5.8%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.26 M)	(\$0.94 M)	(\$0.36 M)	\$0.58 M

Refer to Statement of Financial Activity

Proceeds on sale

	YTD Actual	Adopted Budget	%
	\$0.06 M	\$0.23 M	(73.7%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

	YTD Actual	Adopted Budget	% Spent
	\$1.11 M	\$6.77 M	(83.7%)

Refer to Note 8 - Capital Acquisitions

Capital Grants

	YTD Actual	Adopted Budget	% Received
	\$0.67 M	\$5.26 M	(87.2%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.29 M	\$0.34 M	(\$0.05 M)	(\$0.39 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.04 M
Interest expense	\$0.01 M
Principal due	\$0.52 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$3.32 M
Interest earned	\$0.00 M

Refer to Note 11 - Cash Reserves

Lease Liability

Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$0.04 M

Refer to Note 10 - Lease Liabilities

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

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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Administration and operation of facilities and services to members of the council. Other costs that relate to assisting elected members and ratepayers on matters which do not concern specific council services.</p> <p>Development of policies, strategic planning and long term financial plans.</p>
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer community.</p>	<p>Supervision of various by-laws, fire prevention, emergency services and animal control.</p>
<p>HEALTH</p> <p>To provide an operational framework for good community health.</p>	<p>Food quality, pest control, and support for the operation of child health clinics.</p>
<p>EDUCATION AND WELFARE</p> <p>To support disadvantaged persons, the elderly, children and youth.</p>	<p>Support with the provision of day care and pre-school facilities; assistance to playgroups, retirement villages, services for senior citizens and youth, and other voluntary services.</p>
<p>HOUSING</p> <p>Help ensure adequate housing.</p>	<p>Maintenance of staff and rental housing.</p>
<p>COMMUNITY AMENITIES</p> <p>Provide services required by the community.</p>	<p>Rubbish collection services, operation of refuse sites, environmental protection, administration of the town planning scheme, development of land, maintenance of cemeteries, maintenance and operation of public conveniences and storm water drainage maintenance.</p>
<p>RECREATION AND CULTURE</p> <p>To establish and manage efficiently infrastructure and resources which will help the social well being of the community.</p>	<p>Maintenance of halls, the leisure centre and various reserves; operation of library, heritage facilities and cultural activities.</p>
<p>TRANSPORT</p> <p>To provide effective and efficient transport services to the community.</p>	<p>Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, depot maintenance and parking control.</p>
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire and improve its economic wellbeing.</p>	<p>The regulation and provision of tourism, area promotion, economic development, building control, (agricultural) noxious weeds management and water standpipes.</p>
<p>OTHER PROPERTY AND SERVICES</p> <p>Identification of expenses not included in programs above and for the pooling of costs that have been reallocated to the programs above.</p>	<p>Private works, plant repairs and operation costs, business units activities and directorate costs.</p>

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,078,538	2,078,538	1,549,325	(529,213)	(25.46%)	▼
Revenue from operating activities							
Governance		9,331	6,216	0	(6,216)	(100.00%)	
General purpose funding - general rates	6	1,863,527	1,863,527	1,868,227	4,700	0.25%	
General purpose funding - other		696,015	463,752	554,345	90,593	19.53%	▲
Law, order and public safety		321,163	213,992	219,267	5,275	2.47%	
Health		16,050	10,680	11,217	537	5.03%	
Education and welfare		43,000	28,632	59,115	30,483	106.46%	▲
Housing		20,000	13,328	15,200	1,872	14.05%	
Community amenities		380,937	358,396	346,023	(12,373)	(3.45%)	
Recreation and culture		28,012	18,624	9,960	(8,664)	(46.52%)	
Transport		167,788	111,800	127,460	15,660	14.01%	
Economic services		59,300	39,488	35,332	(4,156)	(10.52%)	
Other property and services		12,570	8,376	939	(7,437)	(88.79%)	
		3,617,693	3,136,811	3,247,085	110,274		
Expenditure from operating activities							
Governance		(561,491)	(374,000)	(359,693)	14,307	3.83%	
General purpose funding		(239,928)	(159,848)	(115,957)	43,891	27.46%	▲
Law, order and public safety		(741,893)	(494,160)	(396,421)	97,739	19.78%	▲
Health		(90,602)	(60,336)	(48,429)	11,907	19.73%	
Education and welfare		(275,270)	(183,336)	(175,770)	7,566	4.13%	
Housing		(23,422)	(15,584)	(22,084)	(6,500)	(41.71%)	
Community amenities		(608,422)	(405,304)	(357,996)	47,308	11.67%	▲
Recreation and culture		(631,329)	(420,440)	(361,370)	59,070	14.05%	▲
Transport		(2,601,932)	(1,733,792)	(1,497,740)	236,052	13.61%	▲
Economic services		(212,984)	(141,824)	(144,442)	(2,618)	(1.85%)	
Other property and services		(213,427)	(142,072)	(71,690)	70,382	49.54%	▲
		(6,200,700)	(4,130,696)	(3,551,592)	579,104		
Non-cash amounts excluded from operating activities	1(a)	1,471,948	980,816	784,109	(196,707)	(20.06%)	▼
Amount attributable to operating activities		(1,111,059)	(13,069)	479,602	492,671		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	5,263,316	3,507,448	671,086	(2,836,362)	(80.87%)	▼
Proceeds from disposal of assets	7	225,091	59,091	59,091	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	9	28,164	18,695	18,695	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(6,773,955)	(4,524,045)	(1,107,432)	3,416,613	75.52%	▲
		(1,257,384)	(938,811)	(358,560)	580,251		
Amount attributable to investing activities		(1,257,384)	(938,811)	(358,560)	580,251		
Financing Activities							
Transfer from reserves	11	417,500	417,500	0	(417,500)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(17,002)	(11,335)	(11,335)	0	0.00%	
Repayment of debentures	9	(63,592)	(63,592)	(36,346)	27,246	42.85%	
Transfer to reserves	11	(47,001)	0	0	0	0.00%	
		289,905	342,573	(47,681)	(390,254)		
Amount attributable to financing activities		289,905	342,573	(47,681)	(390,254)		
Closing funding surplus / (deficit)	1(c)	0	1,469,231	1,622,686			

KEY INFORMATION

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

The material variance adopted by Council for the 2021-22 year is \$30,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,078,538	2,078,538	1,549,325	(529,213)	(25.46%)	▼
Revenue from operating activities							
Rates	6	1,863,527	1,863,527	1,868,227	4,700	0.25%	
Operating grants, subsidies and contributions	13	1,078,935	699,168	893,607	194,439	27.81%	▲
Fees and charges		551,143	471,716	444,491	(27,225)	(5.77%)	
Interest earnings		30,240	24,240	14,825	(9,415)	(38.84%)	
Other revenue		35,409	39,224	25,935	(13,289)	(33.88%)	
Profit on disposal of assets	7	58,439	38,936	0	(38,936)	(100.00%)	▼
		3,617,693	3,136,811	3,247,085	110,274		
Expenditure from operating activities							
Employee costs		(2,254,244)	(1,502,016)	(1,419,781)	82,235	5.47%	
Materials and contracts		(1,975,404)	(1,315,576)	(1,055,037)	260,539	19.80%	▲
Utility charges		(110,693)	(73,672)	(38,742)	34,930	47.41%	▲
Depreciation on non-current assets		(1,522,380)	(1,014,424)	(829,809)	184,615	18.20%	▲
Interest expenses		(10,214)	(6,792)	(6,283)	509	7.49%	
Insurance expenses		(187,742)	(124,952)	(166,152)	(41,200)	(32.97%)	▼
Other expenditure		(132,016)	(87,936)	(31,197)	56,739	64.52%	▲
Loss on disposal of assets	7	(8,007)	(5,328)	(4,591)	737	13.83%	
		(6,200,700)	(4,130,696)	(3,551,592)	579,104		
Non-cash amounts excluded from operating activities	1(a)	1,471,948	980,816	784,109	(196,707)	(20.06%)	▼
Amount attributable to operating activities		(1,111,059)	(13,069)	479,602	492,671		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	5,263,316	3,507,448	671,086	(2,836,362)	(80.87%)	▼
Proceeds from disposal of assets	7	225,091	59,091	59,091	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	9	28,164	18,695	18,695	0	0.00%	
Payments for property, plant and equipment	8	(6,773,955)	(4,524,045)	(1,107,432)	3,416,613	75.52%	▲
		(1,257,384)	(938,811)	(358,560)	580,251		
Amount attributable to investing activities		(1,257,384)	(938,811)	(358,560)	580,251		
Financing Activities							
Transfer from reserves	11	417,500	417,500	0	(417,500)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(17,002)	(11,335)	(11,335)	0	0.00%	
Repayment of debentures	9	(63,592)	(63,592)	(36,346)	27,246	42.85%	
Transfer to reserves	11	(47,001)	0	0	0	0.00%	
Amount attributable to financing activities		289,905	342,573	(47,681)	(390,254)		
Closing funding surplus / (deficit)	1(c)	0	1,469,231	1,622,686			

KEY INFORMATION

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

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 04 April 2022

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(58,439)	(38,936)	0
Less: Movement in liabilities associated with restricted cash				(50,291)
Add: Loss on asset disposals	7	8,007	5,328	4,591
Add: Depreciation on assets		1,522,380	1,014,424	829,809
Total non-cash items excluded from operating activities		1,471,948	980,816	784,109

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

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

		Last Year Closing 30 June 2021	This Time Last Year 28 February 2021	Year to Date 28 February 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(3,321,623)	(3,065,456)	(3,321,623)
Less: - Financial assets at amortised cost - self supporting loans	4	(28,163)	(14,151)	(9,470)
Add: Borrowings	9	63,574	30,690	27,229
Add: Provisions - employee	12	223,802	202,700	223,802
Add: Lease liabilities	10	17,002	0	5,667
Total adjustments to net current assets		(3,045,408)	(2,846,217)	(3,074,395)

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

Current assets

Cash and cash equivalents	2	5,618,613	5,560,696	5,850,636
Rates receivables	3	148,714	474,784	322,317
Receivables	3	198,155	67,213	129,870
Other current assets	4	32,329	18,316	13,634
Less: Current liabilities				
Payables	5	(514,409)	(255,098)	(301,720)
Borrowings	9	(63,574)	(30,690)	(27,229)
Contract liabilities	12	(427,637)	(46,881)	(913,102)
Lease liabilities	10	(17,002)	0	(5,667)
Provisions	12	(380,456)	(282,041)	(371,658)
Less: Total adjustments to net current assets	1(b)	(3,045,408)	(2,846,217)	(3,074,395)
Closing funding surplus / (deficit)		1,549,325	2,660,082	1,622,686

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
CASH AT BANK MUNI A/C	Cash and cash equivalents	2,528,762	0	2,528,762				
CASH AT RESERVE BANK	Cash and cash equivalents	0	3,321,624	3,321,624				
CASH ADVANCE	Cash and cash equivalents	250	0	250				
TRUST FUND BANK	Cash and cash equivalents	0	0	0	27,499			
Total		2,529,012	3,321,624	5,850,636	27,499			
Comprising								
Cash and cash equivalents		2,529,012	3,321,624	5,850,636	27,499			
		2,529,012	3,321,624	5,850,636	27,499			

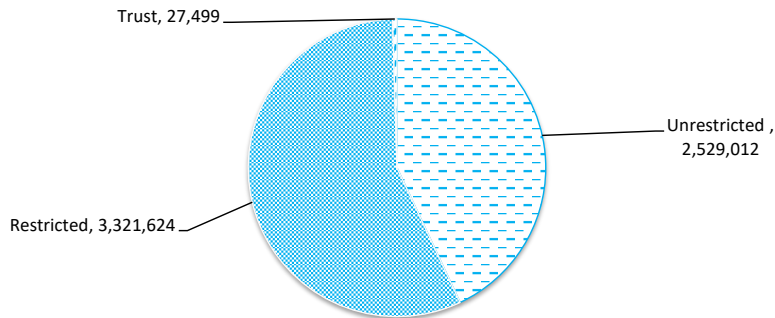
KEY INFORMATION

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

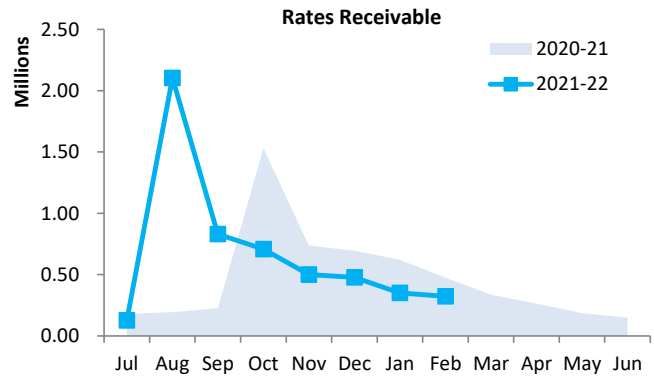
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2021	28 Feb 2022
	\$	\$
Opening arrears previous years	203,673	148,714
Levied this year	1,771,991	1,868,227
Less - collections to date	(1,826,950)	(1,694,624)
Equals current outstanding	148,714	322,317
Net rates collectable	148,714	322,317
% Collected	92.5%	84%

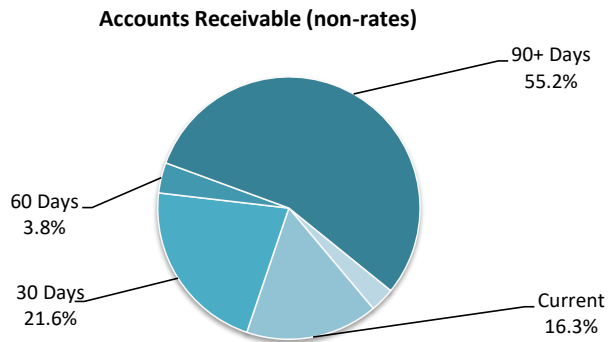


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(834)	4,460	5,916	1,025	15,097	25,664
Percentage	(3.2%)	17.4%	23.1%	4%	58.8%	
Balance per trial balance						
Sundry receivable						25,664
GST receivable						104,206
Total receivables general outstanding						129,870

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 28 February 2022
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	28,165	0	(18,695)	9,470
Inventory				
Fuel	4,164	0	0	4,164
Total other current assets	32,329	0	(18,695)	13,634
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

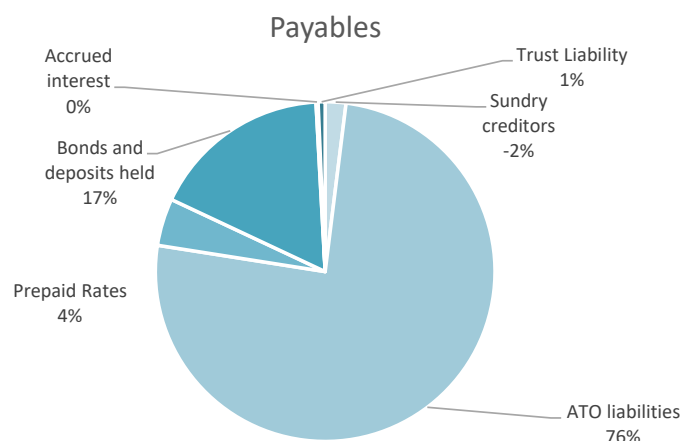
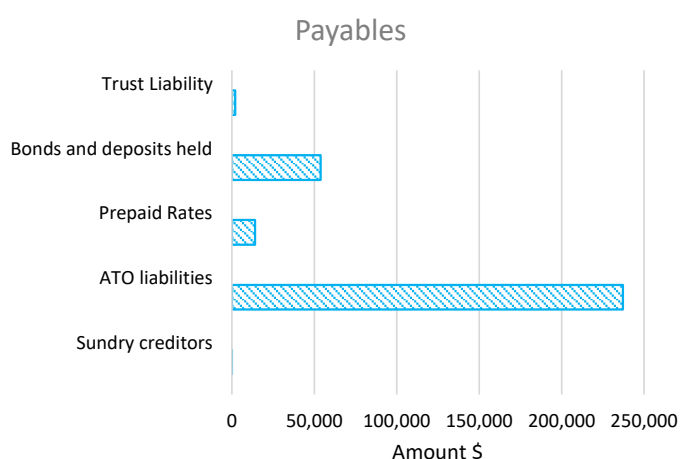
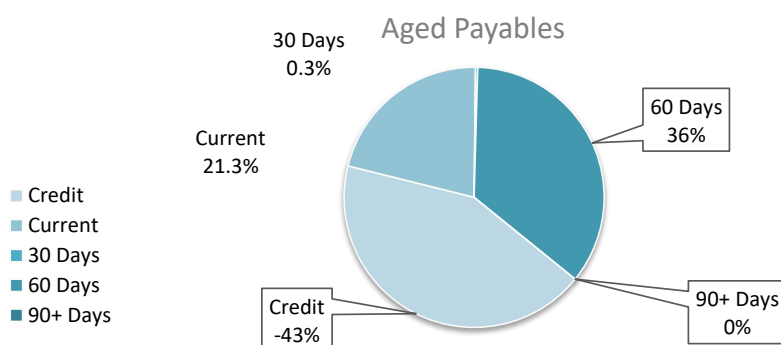
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(25,108)	12,412	160	20,638	0	8,102
Percentage	-309.9%	153.2%	2%	254.7%	0%	
Balance per trial balance						
Sundry creditors						(6,191)
ATO liabilities						237,183
Prepaid Rates						14,124
Bonds and deposits held						53,886
Accrued interest						626
Trust Liability						2,092
Total payables general outstanding						301,720

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



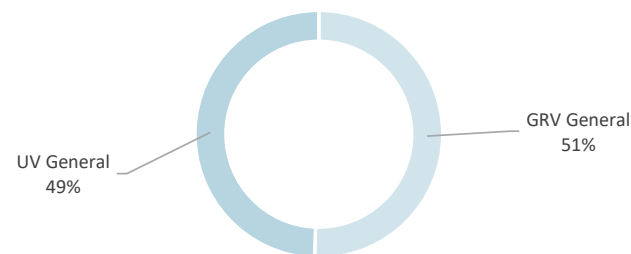
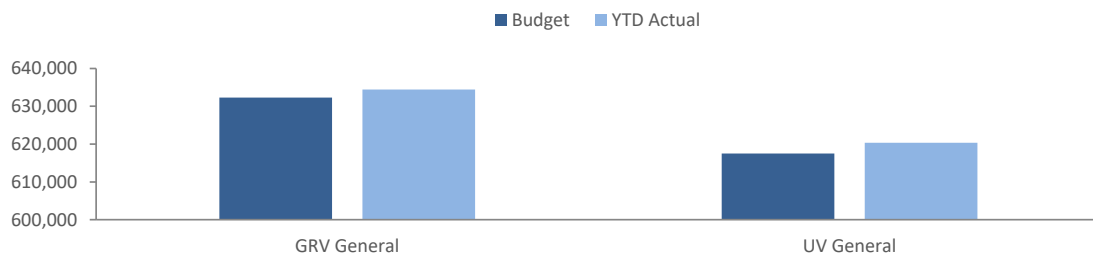
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

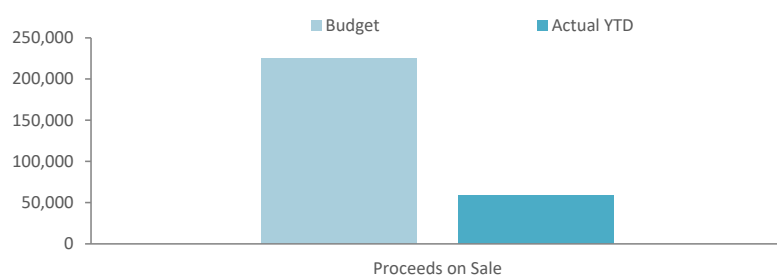
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE											
Gross rental value											
GRV General	0.09339	398	6,771,680	632,336	0	0	632,336	632,336	2,096		634,432
Unimproved value											
UV General	0.00470	193	131,053,000	617,521	0	0	617,521	617,521	2,854		620,375
Sub-Total		591	137,824,680	1,249,857	0	0	1,249,857	1,249,857	4,950	0	1,254,807
Minimum payment	Minimum \$										
Gross rental value											
GRV General	1,065	336		359,970	0	0	359,970	359,970			359,970
Unimproved value											
UV General	1,190	215		253,700	0	0	253,700	253,700			253,700
Sub-total		551	0	613,670	0	0	613,670	613,670	0	0	613,670
Discount							0				(250)
Total general rates							1,863,527				1,868,227

KEY INFORMATION

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



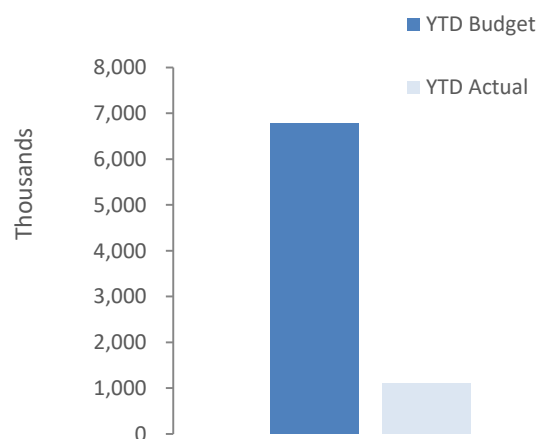
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
	CEO Vehicle (Carryover)	63,907	59,091	0	(4,816)	63,682	59,091	0	(4,591)
	MCCS - Rav Trade for Replacement Vehicle	30,669	40,000	9,331	0	0	0	0	0
	Transport								
	MI - Toyota Prado GX (Carryover)	31,892	46,000	14,108	0	0	0	0	0
	John Deere Tractor	48,191	45,000	0	(3,191)	0	0	0	0
	Toyota Hilux Auto Dual Cab (Leading Hand)	0	35,000	35,000	0	0	0	0	0
		174,659	225,091	58,439	(8,007)	63,682	59,091	0	(4,591)



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	528,111	351,888	167,223	(184,665)
Plant and equipment	618,960	412,464	9,150	(403,314)
Infrastructure - Roads	3,920,726	2,622,797	338,276	(2,284,521)
Infrastructure - Footpaths	50,000	33,328	6,407	(26,921)
Infrastructure - Bridges	101,500	67,632	0	(67,632)
Infrastructure - Parks & Ovals	1,417,657	944,648	586,376	(358,272)
Infrastructure - Other	137,000	91,288	0	(91,288)
Payments for Capital Acquisitions	6,773,955	4,524,045	1,107,432	(3,416,613)
Total Capital Acquisitions	6,773,955	4,524,045	1,107,432	(3,416,613)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	5,263,316	3,507,448	671,086	(2,836,362)
Other (disposals & C/Fwd)	225,091	59,091	59,091	0
Cash backed reserves				
Reserves cash backed - Asset Management	151,000		0	0
Reserves cash backed - Plant	215,000		0	0
Reserves cash backed - Infrastructure	51,500		0	0
Contribution - operations	868,048	957,506	377,255	(580,251)
Capital funding total	6,773,955	4,524,045	1,107,432	(3,416,613)

SIGNIFICANT ACCOUNTING POLICIES

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

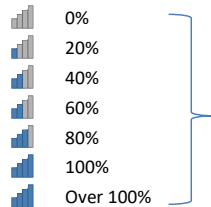


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



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

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
Land & Buildings				
0524 STAFF HOUSING CAPITAL RENEWAL	15,000	9,992	0	9,992
0525 INFORMATION TECHNOLOGY AND COMMUNICATIONS CABLING - ADMINISTRATION OFFICE	32,000	21,320	37,569	(16,249)
0526 STORAGE AREA - RECORDS	12,000	7,992	0	7,992
0527 ADMINISTRATION OFFICE, WINDOWS, DOORS, OFFICE SPACE UPGRADE	20,000	13,328	6,743	6,585
0954 DFES CAPITAL UPGRADE - CUNDINUP BFB	150,000	99,960	0	99,960
2597 TOWN HALL TOILETS	261	168	0	168
2815 MARINKO TOMAS TOILETS	1,926	1,280	0	1,280
2835 LIVING WITH EMUS SCULPTURE	21,707	14,464	27,544	(13,080)
2836 SKATE PARK TREE SHADE OPTION	5,000	3,328	21,287	(17,959)
2837 MARINKO TOMAS PARK	68,955	45,944	68,720	(22,776)
2839 RECREATION CENTRE UPGRADE	182,000	121,280	0	121,280
6880 DEPOT CONSTRUCTION	14,000	9,328	5,360	3,968
7814 FORESHORE PARK ABLUTION BLOCK	5,262	3,504	0	3,504
Total Land & Buildings	528,111	351,888	167,223	184,665
Furniture & Equipment				
Nil				
Plant & Equipment				
0544 VEHICLES & PLANT GENERAL ADMIN	107,960	71,944	0	71,944
3185 TRAFFIC COUNTERS	10,000	6,664	0	6,664
3276 VEHICLES & PLANT ECONOMIC DEVELOPMENT	38,000	25,320	0	25,320
3564 PURCHASE OF PLANT	463,000	308,536	9,150	299,386
	618,960	412,464	9,150	403,314
Roads				
3170 LOCAL ROAD CONSTRUCTION	0	0	336	(336)
3171 BALINGUP ROAD CLEAR ZONE IMPROVEMENTS	46,498	30,984	254	30,730
3173 BRIDGETOWN NANNUP ROAD - RESEAL RRG	90,000	59,976	0	59,976
3174 CUDINIUP SOUTH ROAD - RESEAL RRG	105,000	69,968	0	69,968
3175 FOUR ACRES ROAD - REFORM AND RESHEET RRG	126,986	84,616	43,681	40,935
3176 GOVERNOR BROOME ROAD - REFORM AND GRAVEL RESHEET R2R	0	0	43,714	(43,714)
3177 JONSTON ROAD - WIDEN, FORMATION AND SEAL R2R	28,453	28,453	0	28,453

		Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	3178	BROCKMAN HIGHWAY (BRIDGETOWN - NANNUP ROAD) - R2R REGIONAL ROAD SAFETY PROGRAM	0	0	250,291	(250,291)
	3181	BROCKMAN HIGHWAY (BRIDGETOWN - NANNUP ROAD)	2,035,776	1,357,184	0	1,357,184
	3182	MOWEN ROAD UPGRADE	1,488,014	991,616	0	991,616
Total Roads			3,920,726	2,622,797	338,276	2,284,521
Bridges						
	3184	OLD RAILWAY BRIDGE	101,500	67,632	0	67,632
	Total Bridges		101,500	67,632	0	67,632
Footpaths						
	3210	FOOTPATH PROGRAM	50,000	33,328	6,407	26,921
			50,000	33,328	6,407	26,921
Drainage						
Nil						
Parks & Ovals						
	2838	SKATE PARK LIGHTING	45,821	30,528	15,037	15,491
	2840	BUILD MOUNTAIN BIKE TRAILS TANK 7 & 8	290,454	193,552	343,488	(149,936)
	2845	TANK 7 MTB PARK - TRAILS COMPLETION	52,216	34,792	181,433	(146,641)
	2846	STAGE 1 TRAIL TOWN - BITUMISE TOWN TO TANK	35,000	23,320	0	23,320
	2847	STAGE 1 TRAIL TOWN - TRAILHEAD TANK 7	51,935	34,608	795	33,813
	2848	STAGE 1 TRAIL TOWN - PARKING TANK 7	175,950	117,248	20,000	97,248
	2849	STAGE 1 TRAIL TOWN - SIGNAGE	49,642	33,080	17,422	15,658
	2850	STAGE 1 TRAIL TOWN - SOUTHERN ENTRANCE TO TOWN	182,830	121,832	5,771	116,061
	2851	STAGE 2 TRAIL TOWN FREESTYLE JUMP PARK - TRAIL DEVELOPMENT	180,264	120,120	0	120,120
	2852	STAGE 2 TRAIL TOWN FREESTYLE JUMP PARK - DIRECTIONAL SIGNAGE	5,365	3,568	0	3,568
	2856	STAGE 2 TRAIL TOWN FREESTYLE JUMP PARK - DETAILED DESIGN AND PM	27,844	18,552	0	18,552
	2857	STAGE 2 TRAIL TOWN FREESTYLE JUMP PARK - SIGNAGE	25,000	16,656	0	16,656
	2858	STAGE 2 TRAIL TOWN FREESTYLE JUMP PARK - MARKETING & BRANDING	25,000	16,656	2,430	14,226
	2859	STAGE 2 TRAIL TOWN FREESTYLE JUMP PARK - DIRECTIONAL SIGNAGE	53,653	35,752	0	35,752
	2860	STAGE 3 TRAIL TOWN NATIVE MOUNTAIN BIKE PARK - DETAILED DESIGN AND PM	178,131	118,704	0	118,704
	2861	NANNUP SPORTS GROUND RETICULATION UPGRADE	25,000	16,656	0	16,656
	2862	FORESHORE PARK BBQ SHELTER	10,000	6,664	0	6,664
	3275	BANNERS ON WARREN	3,552	2,360	0	2,360
	Total Parks & Ovals		1,417,657	944,648	586,376	358,272
Other Infrastructure						
	2406	CEMETERY SHADE PERGOLA AND SEATING	10,000	6,664	0	6,664
	2407	WASTE SITE FENCING	10,000	6,664	0	6,664
	2866	NANNUP ROADS BOARD - FOUNDATION SUPPORT	30,000	19,992	0	19,992
	2867	NANNUP ROADS BOARD - RENDER AND REPAINT	15,000	9,992	0	9,992
	2868	UPGRADE TOWN HALL ELECTRICAL TO AUS STANDARD	42,000	27,984	0	27,984
	3183	GARRISON GATE DEPOT	30,000	19,992	0	19,992
	Total Other Infrastructure		137,000	91,288	0	91,288
	TOTAL EXPENDITURE		6,773,955	4,524,045	1,107,432	3,416,613

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Waste Facility Machine	40	335,024	0	0	17,651	35,411	317,373	299,613	2,077	4,045
		335,024	0	0	17,651	35,411	317,373	299,613	2,077	4,045
Self supporting loans										
Community amenities										
Nannup Music Club		221,270	0	0	18,695	28,181	202,575	193,089	4,206	6,169
		221,270	0	0	18,695	28,181	202,575	193,089	4,206	6,169
Total		556,294	0	0	36,346	63,592	519,948	492,702	6,283	10,214
Current borrowings		63,592					27,229			
Non-current borrowings		492,702					492,719			
		556,294					519,948			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety										
Community Emergency Services Vehicle		46,756	0	0	11,335	17,002	35,421	29,754	0	0
Total		46,756	0	0	11,335	17,002	35,421	29,754	0	0
Current lease liabilities		17,002					5,667			
		17,002					5,667			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Asset Management	899,552	4,063	0	0	0	(151,000)	0	752,615	899,552
Reserves cash backed - Plant	608,534	2,748	0	0	0	(215,000)	0	396,282	608,534
Reserves cash backed - Aged Housing	399,663	1,805	0	0	0	0	0	401,468	399,663
Reserves cash backed - Strategic Initiatives	309,675	1,398	0	0	0	0	0	311,073	309,675
Reserves cash backed - Long Service Leave	223,802	1,011	0	0	0	0	0	224,813	223,802
Reserves cash backed - Infrastructure	180,897	817	0	20,000	0	(51,500)	0	150,214	180,897
Reserves cash backed - Landfill	180,243	814	0	0	0	0	0	181,057	180,243
Reserves cash backed - Gravel Pit Rehabilitation	163,772	740	0	0	0	0	0	164,512	163,772
Reserves cash backed - Office Equipment	165,800	749	0	0	0	0	0	166,549	165,800
Reserves cash backed - Emergency Management	61,621	278	0	2,000	0	0	0	63,899	61,621
Reserves cash backed - Community Bus	30,871	139	0	0	0	0	0	31,010	30,871
Reserves cash backed - Trails	60,163	272	0	0	0	0	0	60,435	60,163
Reserves cash backed - Youth	16,339	74	0	0	0	0	0	16,413	16,339
Reserves cash backed - Footpaths	20,054	91	0	10,000	0	0	0	30,145	20,054
Reserves cash backed - Recreation Centre	577	3	0	0	0	0	0	580	577
Reserves cash backed - Main Street	60	0	0	0	0	0	0	60	60
	3,321,623	15,001	0	32,000	0	(417,500)	0	2,951,124	3,321,623

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 28 February 2022
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		457,391	0	455,711	0	913,102
Total other liabilities		457,391	0	455,711	0	913,102
Provisions						
Provision for annual leave		228,115		0	0	228,115
Provision for long service leave		143,543	0	0	0	143,543
Total Provisions		371,658	0	0	0	371,658
Total other current liabilities		829,049	0	455,711	0	1,284,760

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2021	Liability	Liability	28 Feb 2022	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
EQUALISATION GRANT	0	0	0	0	0	391,117	260,640	315,701
LOCAL ROAD GRANT	0	0	0	0	0	218,857	145,840	185,682
Law, order, public safety								
FESA LEVY BFB DFES	0	0	0	0	0	121,266	80,808	86,105
DFES GRANT FOR CESM	0	0	0	0	0	101,190	67,432	19,276
GRANT - FIRE MITIGATION ACTIVITY FUNDING	0	0	0	0	0	71,895	47,904	71,895
FESA LEVY SES	0	0	0	0	0	17,000	11,328	20,644
Education and welfare								
COMMUNITY DEVELOPMENT GRANTS	0	0	0	0	0	0	0	5,000
LDAG INCOME						300	192	32,253
SCHOOL HOLIDAY PROGRAMS CONTRIBUTIONS	0	0	0	0	0	2,530	1,680	0
YOUTH GRANTS INCOME	0	0	0	0	0	6,500	4,328	15,200
Transport								
MRD DIRECT GRANTS	0	0	0	0	0	118,580	79,016	125,852
Economic services								
AUSTRALIA DAY INCOME	0	0	0	0	0	0	0	16,000
	0	0	0	0	0	1,049,235	699,168	893,608
Operating contributions								
Education and welfare								
LDAG INCOME	0	0	0	0	0	29,700	19,792	0
	0	0	0	0	0	29,700	19,792	0
TOTALS	0	0	0	0	0	1,078,935	718,960	893,608

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue					
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 28 Feb 2022	Current Liability 28 Feb 2022	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies											
Law, order, public safety											
DFES CAPITAL GRANT	0	0	0	0	0	145,000	96,624	145,000	0	145,000	50,000
Recreation and culture											
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE FUNDING - I	0	0	0	0	0	79,653	53,080	79,653	0	79,653	0
LOCAL ROADS AND COMMUNITY INFRASTRUCTURE FUNDING - I	0	0	0	0	0	33,744	22,480	33,744	0	33,744	0
DROUGHT COMMUNITIES PROGRAM EXTENSION	0	0	0	0	0	100,000	66,640	100,000	0	100,000	332,335
DEPARTMENT OF TRANSPORT WA BNG GRANT MUN	0	0	0	0	0	91,415	60,912	91,415	0	91,415	50,000
GRANTS CAPITAL RRP (SWDC)	0	0	0	0	0	860,000	573,104	860,000	0	860,000	100,000
Transport											
REGIONAL ROAD GROUP GRANTS	0	0	0	0	0	210,000	139,944	210,000	0	210,000	117,044
ROADS TO RECOVERY GRANT	0	0	0	0	0	306,800	204,448	306,800	0	306,800	0
BLACKSPOT FUNDING	0	0	0	0	0	119,714	79,776	119,714	0	119,714	0
REGIONAL ROAD SAFETY PROGRAM GRANT	0	0	0	0	0	3,216,990	2,143,800	3,216,990	0	3,216,990	0
Economic services											
ROAD SAFETY COMMISSION GRANT	0	0	0	0	0	0	0	0	0	0	21,707
SWDC RED ROUND 3 GRANT	0	0	0	0	0	100,000	66,640	100,000	0	100,000	0
	0	0	0	0	0	5,263,316	3,507,448	5,263,316	0	5,263,316	671,086
TOTALS	0	0	0	0	0	5,263,316	3,507,448	5,263,316	0	5,263,316	671,086

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**NOTE 15
TRUST FUND**

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

Description	Opening	Amount	Amount	Closing Balance
	Balance			Received
	1 July 2021			
	\$	\$	\$	\$
Bonds	22,018	240	0	22,258
BRB Levy	1,377	7,624	(4,596)	4,405
BCITF	293	5,180	(2,545)	2,928
Nomination Deposits	0	560	(560)	0
Unknown Depoists	0	0	(2,092)	(2,092)
	23,688	13,604	(9,793)	27,499

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption		Opening surplus	\$	\$	\$	\$
	Nil						0
				0	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**NOTE 16
MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021-22 year is \$30,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing / Permanent	Explanation of Variance	
	\$	%			
Revenue from operating activities					
General purpose funding - other	90,593	19.53%	▲	Timing	Equalisation Grant
Expenditure from operating activities					
General purpose funding	43,891	27.46%	▲	Timing	Rating Valuations & Licensing Expenses
Law, order and public safety	97,739	19.78%	▲	Timing	Bush Fire Brigades & Community Emergency Officer
Community amenities	47,308	11.67%	▲	Timing	Recycling Collection
Recreation and culture	59,070	14.05%	▲	Timing	Recreation Centre and Parks & Gardens
Transport	236,052	13.61%	▲	Timing	Road Maintenance & Depreciation Costs
Proceeds from non-operating grants, subsidies and contributions	(2,836,362)	(80.87%)	▼	Timing	Timing of projects to be undertaken
Payments for property, plant and equipment and infrastructure	3,416,613	75.52%	▲	Timing	Timing of projects to be undertaken
Financing activities					
Transfer from reserves	(417,500)	(100.00%)	▼	Timing	Budget profiling

Attachment 11.9.1

SHIRE OF NANNUP - PAYMENT OF ACCOUNTS

January and February 2022

* Please note that most Fire, Road, Economic and Community Expenditure are funded externally.

The following figures are inclusive of GST where applicable

Chq/EFT	Date	Name	Description	Amount
EFT14377	05/01/2022	B & B STREET SWEEPING PTY LTD	Street Sweeping	\$ 1,716.00
EFT14378	05/01/2022	JP REPAIRS	Plant repairs and maintenance	\$ 3,000.00
EFT14379	05/01/2022	NATURALISTE HYGIENE SERVICES	Sanitary unit	\$ 304.28
EFT14380	05/01/2022	BP NANNUP	Plant Wash	\$ 88.00
EFT14381	05/01/2022	EDGE PLANNING & PROPERTY	Monthly Planning fee	\$ 1,191.30
EFT14382	05/01/2022	CITY & REGIONAL FUELS	Diesel Fuel	\$ 3,311.53
EFT14383	05/01/2022	SEEK LIMITED	Advertising	\$ 660.00
EFT14384	05/01/2022	OFFICEWORKS	Stationery	\$ 79.40
EFT14385	05/01/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Materials	\$ 592.68
EFT14386	05/01/2022	CHUBB FIRE & SECURITY	Annual servicing	\$ 1,428.83
EFT14387	05/01/2022	ABRUS CONSULTING PTY LTD	Desktop assessment	\$ 450.00
EFT14388	05/01/2022	STIHL SHOP REDCLIFFE	Materials	\$ 756.00
EFT14389	05/01/2022	ARTASTREE	Tree works	\$ 19,800.00
EFT14390	05/01/2022	PARKWOOD MAINTENANCE	Building Maintenance	\$ 275.00
EFT14391	05/01/2022	CB TRAFFIC SOLUTIONS PTY LTD	Traffic Control	\$ 7,584.50
EFT14392	05/01/2022	PROFESSIONAL CABLING SERVICES	IT and Communications Cabling - Administration Office	\$ 27,214.00
EFT14393	05/01/2022	COLE MECHANICAL	Plant repairs and maintenance	\$ 233.75
EFT14394	05/01/2022	MANJIMUP MONOGRAMS	Protective clothing and boots - Ranger	\$ 427.15
EFT14395	05/01/2022	GEOGRAPHE LIQUID WASTE	Caravan Park Maintenance	\$ 1,220.00
EFT14396	05/01/2022	ARROW BRONZE	Memorial Plaque	\$ 348.10
EFT14397	05/01/2022	BUSSELTON PEST & WEED CONTROL	Weed Spraying	\$ 1,232.00
EFT14398	05/01/2022	NANNUP ELECTRICAL SERVICES	Caravan Park Maintenance	\$ 1,473.50
EFT14399	05/01/2022	CJD EQUIPMENT PTY. LTD.	Materials	\$ 182.93
EFT14400	05/01/2022	NANNUP GARDEN VILLAGE COMMITTEE	Sponsorship - 2022 Festival	\$ 11,000.00
EFT14401	05/01/2022	MOORE AUSTRALIA (WA) PTY LTD	Consultancy - 2020-2021 Annual Financial Statements	\$ 12,100.00
EFT14402	05/01/2022	WAYNE G H JOLLEY	Reimbursement - Travel costs	\$ 350.70
EFT14403	05/01/2022	FULTON HOGAN INDUSTRIES PTY LTD	8 Tonne Premix for Graphite Road	\$ 1,672.00
EFT14404	05/01/2022	SW PRECISION PRINT	Business Cards	\$ 585.75
EFT14405	05/01/2022	SOUTH WEST FIRE	Totem posts - Tank 7	\$ 6,247.16
EFT14406	05/01/2022	SOUTHWEST TYRE SERVICE	Plant repairs and maintenance	\$ 2,481.40
EFT14407	05/01/2022	IT VISION	Consultancy - Rates mapping system	\$ 825.00
EFT14408	05/01/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Councillor Training - Understanding Local Government	\$ 858.00
EFT14411	13/01/2022	AUSTRALIA POST	Postage	\$ 351.64
EFT14412	13/01/2022	JP REPAIRS	Plant repairs and maintenance	\$ 150.00
EFT14413	13/01/2022	NANNUP PHARMACY	Consumables	\$ 179.88
EFT14414	13/01/2022	BUSSELTON TOYOTA	Plant repairs and maintenance	\$ 730.20
EFT14415	13/01/2022	BUNBURY TRUCKS SALES & SERVICE CENTRE	Materials	\$ 181.42
EFT14416	13/01/2022	SCOPE BUSINESS IMAGING	Materials	\$ 13.52
EFT14417	13/01/2022	NANNUP DELI	Refreshments	\$ 412.57
EFT14418	13/01/2022	OFFICEWORKS	Stationery	\$ 87.83
EFT14419	13/01/2022	MARGARET RIVER BUSSELTON TOURISM ASSOC.	Membership fees	\$ 99.00
EFT14420	13/01/2022	REGIONAL DEVELOPMENT AUSTRALIA - SOUTH WEST INC	Contribution	\$ 275.00
EFT14421	13/01/2022	THE CHILDREN'S BOOK COUNCIL OF AUSTRALIA WA BRANCH (INC)	Subscription	\$ 75.00
EFT14422	13/01/2022	ENABLE WA INC	Refund	\$ 247.00
EFT14423	13/01/2022	PARKWOOD MAINTENANCE	Building Maintenance	\$ 753.50
EFT14424	13/01/2022	MATT MARRS	Protective clothing	\$ 56.00
EFT14425	13/01/2022	KELLIE JENKINS	CPA Professional Membership Fees	\$ 745.00
EFT14426	13/01/2022	T & S PHILLIPS	Refund of Building permit application	\$ 136.25
EFT14427	13/01/2022	RUBY JANSEN	Bond Refund	\$ 205.00
EFT14428	13/01/2022	BELL FIRE EQUIPMENT	Materials	\$ 1,787.50
EFT14429	13/01/2022	BUSSELTON HYDRAULIC SERVICES	Plant repairs and maintenance	\$ 28.60
EFT14430	13/01/2022	BLACKWOODS BUNBURY	Materials	\$ 103.99
EFT14431	13/01/2022	DO YOUR BLOCK CONTRACTING	Construction of Cundinup Shed	\$ 8,778.00
EFT14432	13/01/2022	JASON SIGNMAKERS	Signage	\$ 253.54
EFT14433	13/01/2022	KLEENHEAT GAS PTY. LTD.	Annual Gas fee - 28 Carey street	\$ 85.80
EFT14434	13/01/2022	NANNUP NEWSAGENCY	Postage	\$ 265.29
EFT14435	13/01/2022	NANNUP EZIWAY SELF SERVICE STORE	Refreshments	\$ 172.20
EFT14436	13/01/2022	NANNUP COMMUNITY RESOURCE CENTRE	Advertising	\$ 550.40
EFT14437	13/01/2022	PRESTIGE PRODUCTS	Cleaning products and consumables	\$ 1,630.75
EFT14438	13/01/2022	STEWART & HEATON CLOTHING CO. PTY LTD	Materials	\$ 267.93
EFT14439	25/01/2022	AUSRECORD	Materials	\$ 107.80
EFT14440	25/01/2022	JP REPAIRS	Plant repairs and maintenance	\$ 1,274.00
EFT14441	25/01/2022	JC PLUMBING & GAS PTY LTD	Annual Back Flow Prevention Device testing	\$ 440.00
EFT14442	25/01/2022	WARREN ELECTRICAL SERVICE	Skate Park lighting modifications	\$ 943.71
EFT14443	25/01/2022	CITY & REGIONAL FUELS	Diesel Fuel	\$ 5,197.23
EFT14444	25/01/2022	SEEK LIMITED	Job Advertisement	\$ 671.00
EFT14445	25/01/2022	BROOKS HIRE	Plant Hire	\$ 4,642.44
EFT14446	25/01/2022	AVANTGARDE TECHNOLOGIES PTY LTD	IT Services	\$ 781.81
EFT14447	25/01/2022	OFFICEWORKS	Stationery	\$ 335.51
EFT14448	25/01/2022	LEANNE WHITE	Afterschool Art	\$ 820.00
EFT14449	25/01/2022	ABRUS CONSULTING PTY LTD	Report	\$ 248.25
EFT14450	25/01/2022	BRIDGETOWN BOARDING KENNELS & CATTERY	Animal impound fees	\$ 77.00
EFT14451	25/01/2022	ICON AWARDS AND ENGRAVING SERVICES	Australia Day	\$ 53.70
EFT14452	25/01/2022	HOOFPRINT HORIZONS (ANDREA JENKINS)	Consultancy	\$ 168.00
EFT14453	25/01/2022	KAI GOURMET	Refreshments	\$ 1,020.00
EFT14454	25/01/2022	INTERFIRE AGENCIES PTY LTD TTF THE LOVETT FAMILY TRUST	Materials	\$ 1,226.94

EFT14455	25/01/2022	CB TRAFFIC SOLUTIONS PTY LTD	Traffic Control	\$ 8,852.80
EFT14456	25/01/2022	NANNUP HARDWARE & AGENCIES	Materials	\$ 3,340.30
EFT14457	25/01/2022	FERVOUR CORPORATE ENTERTAINMENT	Family fun day	\$ 539.00
EFT14458	25/01/2022	BUNBURY DEPARTMENT OF BIODIVERSITY, CONSERVATION & ATTRACTIONS	Materials	\$ 275.00
EFT14459	25/01/2022	OLIVIA THOMPSON	Family fun day	\$ 75.00
EFT14460	25/01/2022	SIENNA THOMPSON	Family fun day	\$ 75.00
EFT14461	25/01/2022	TAZ MECH	Plant repairs and maintenance	\$ 484.00
EFT14462	25/01/2022	THREE CHILLIES DESIGN PTY LTD	Construction of Mountain Bike trails	\$ 42,853.20
EFT14463	25/01/2022	CREATIVE HEART COUNSELLING	Family fun day	\$ 520.00
EFT14464	25/01/2022	PROFESSIONAL CABLING SERVICES	IT and Communications Cabling - Administration Office	\$ 9,812.00
EFT14466	25/01/2022	ALINA CAMARRI	Family fun day	\$ 75.00
EFT14467	25/01/2022	TIA CONCACCON	Family fun day	\$ 75.00
EFT14468	25/01/2022	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	Carlotta Fire Tower	\$ 114.00
EFT14469	25/01/2022	BUSSELTON PUMP SHOP & REWIND SERVICE	Caravan Park Maintenance	\$ 130.00
EFT14470	25/01/2022	BOC LIMITED	Monthly Gas service charge	\$ 79.67
EFT14471	25/01/2022	BLACKWOODS BUNBURY	Materials	\$ 2,147.13
EFT14472	25/01/2022	NANNUP ELECTRICAL SERVICES	ANZAC Memorial Park maintenance	\$ 685.00
EFT14473	25/01/2022	NANNUP GARDEN VILLAGE COMMITTEE	Australia Day	\$ 660.00
EFT14474	25/01/2022	JASON SIGNMAKERS	Nannup MTB Post Plates	\$ 2,627.57
EFT14475	25/01/2022	NANNUP EZIWAY SELF SERVICE STORE	Refreshments	\$ 27.99
EFT14476	25/01/2022	NANNUP MUSIC CLUB INC	Family fun day	\$ 50.00
EFT14477	25/01/2022	PRESTIGE PRODUCTS	Cleaning products and consumables	\$ 491.15
EFT14478	25/01/2022	TIM PROSSER	Reimbursement - Diesel Fuel	\$ 71.30
EFT14479	25/01/2022	WOODLANDS DISTRIBUTORS & AGENCIES	Materials	\$ 159.50
EFT14480	01/02/2022	NANNUP SKIP BINS	Marinko Tomas Park and Foreshore Park	\$ 585.00
EFT14481	01/02/2022	BP NANNUP	Materials	\$ 420.48
EFT14482	01/02/2022	EDGE PLANNING & PROPERTY	Monthly Planning fee	\$ 1,316.70
EFT14483	01/02/2022	SWAN TOWING	Plant transport costs	\$ 660.00
EFT14484	01/02/2022	RETURNED AND SERVICES LEAGUE OF AUSTRALIA - NANNUP RSL SUB BRANCH	Lectern Hire	\$ 200.00
EFT14485	01/02/2022	CITY & REGIONAL FUELS	Diesel Fuel	\$ 2,579.37
EFT14486	01/02/2022	NANNUP MEN'S SHED INC.	Australia Day	\$ 1,460.00
EFT14487	01/02/2022	PETIT BLEU	Australia Day	\$ 590.50
EFT14488	01/02/2022	CHUBB FIRE & SECURITY	Monthly fire detection	\$ 174.67
EFT14489	01/02/2022	NANNUP SIGNS	Australia Day	\$ 4,378.10
EFT14490	01/02/2022	SAI GLOBAL PTY LTD	Australia Day	\$ 1,038.98
EFT14491	01/02/2022	WESTERN AUSTRALIAN REGIONAL NEWSPAPERS	Advertising	\$ 328.04
EFT14492	01/02/2022	JACK IN THE BOX CORPORATION PTY LTD	Style Guide for Tank 7	\$ 874.50
EFT14493	01/02/2022	COLE MECHANICAL	Plant repairs and maintenance	\$ 465.70
EFT14494	01/02/2022	CHAD GUTHRIE	Rates refund	\$ 301.82
EFT14495	01/02/2022	WADE MACHAR	Rates refund	\$ 400.00
EFT14496	01/02/2022	TREVORS BUSSELTON	Building Maintenance	\$ 1,250.00
EFT14497	01/02/2022	BELL FIRE EQUIPMENT	Repair and maintenance - East Nannup	\$ 1,149.50
EFT14498	01/02/2022	BUSSELTON HYDRAULIC SERVICES	Materials	\$ 297.46
EFT14499	01/02/2022	JASON SIGNMAKERS	Signage	\$ 804.65
EFT14500	01/02/2022	STATE LIBRARY OF WESTERN AUSTRALIA	Library Books	\$ 163.72
EFT14501	01/02/2022	PRESTIGE PRODUCTS	Cleaning products and consumables	\$ 489.39
EFT14502	01/02/2022	ROD'S AUTO ELECTRICS	Materials	\$ 261.80
EFT14503	01/02/2022	SOUTH WEST FIRE	Repair and maintenance - North Nannup	\$ 584.93
EFT14504	01/02/2022	SOUTHWEST TYRE SERVICE	Plant repairs and maintenance	\$ 273.00
EFT14505	01/02/2022	WESTRAC EQUIPMENT	Plant repairs and maintenance	\$ 144.07
EFT14506	09/02/2022	MARKETFORCE PTY LTD	Call for Nominations - Extraordinary election	\$ 1,967.86
EFT14507	09/02/2022	JP REPAIRS	Plant repairs and maintenance	\$ 1,147.00
EFT14508	09/02/2022	ROBERT LONGMORE	Refund - nomination fee	\$ 80.00
EFT14509	09/02/2022	SOUTHERN LOCK & SECURITY	Building Maintenance	\$ 140.43
EFT14510	09/02/2022	PICKLE & O	Functions and refreshments	\$ 280.00
EFT14511	09/02/2022	NANNUP DELI	Consumables	\$ 507.79
EFT14512	09/02/2022	THE BLACK STUMP PROJECT	Australia Day	\$ 100.00
EFT14513	09/02/2022	OFFICEWORKS	Stationery	\$ 44.94
EFT14514	09/02/2022	DUNSBOROUGH ASPHALT	Cundinup West Road Bridge	\$ 5,400.00
EFT14515	09/02/2022	FAIRTEL PTY LTD	NBN - SES	\$ 338.88
EFT14516	09/02/2022	LAVENDER ENTERPRISES TRUST	Traffic Management	\$ 467.50
EFT14517	09/02/2022	INTERFIRE AGENCIES PTY LTD TTF THE LOVETT FAMILY TRUST	Materials	\$ 1,049.90
EFT14518	09/02/2022	CB TRAFFIC SOLUTIONS PTY LTD	Traffic Control	\$ 10,630.68
EFT14519	09/02/2022	JACK IN THE BOX CORPORATION PTY LTD	Planning and design - corporate business plan	\$ 6,521.90
EFT14520	09/02/2022	CLOSE THE LOOP OPERATIONS PTY LTD	Materials	\$ 89.95
EFT14521	09/02/2022	JESSI GRIFFIN	Reimbursement - Dog Registration	\$ 150.00
EFT14522	09/02/2022	GEOGRAPHE SAWS & MOWERS	Materials	\$ 399.00
EFT14523	09/02/2022	METAL ARTWORK CREATIONS	Materials	\$ 29.70
EFT14524	09/02/2022	NICHOLLS MACHINERY	Materials	\$ 42.57
EFT14525	09/02/2022	FULTON HOGAN INDUSTRIES PTY LTD	Bridgetown Road	\$ 1,397.00
EFT14526	09/02/2022	SOUTH WEST FIRE	Vehicle Insurance Excess - North Nannup Bushfire Appliance	\$ 500.01
EFT14534	17/02/2022	MARKETFORCE PTY LTD	Advertising	\$ 277.97
EFT14535	17/02/2022	CHERYLE BROWN	Elector member allowance	\$ 4,100.00
EFT14536	17/02/2022	ROBERT LONGMORE	Elector member allowance	\$ 1,100.00
EFT14537	17/02/2022	CATHERINE STEVENSON	Elector member allowance	\$ 2,204.89
EFT14538	17/02/2022	TONY DEAN	Elector member allowance	\$ 6,518.70
EFT14539	17/02/2022	LEWIS HORNE	Family fun day	\$ 500.00
EFT14540	17/02/2022	BROOKS HIRE	Plant Hire	\$ 3,333.00
EFT14541	17/02/2022	LEARMOND CARPENTRY	Building Maintenance	\$ 4,573.80
EFT14542	17/02/2022	CHRIS BUCKLAND	Elector member allowance	\$ 4,100.00
EFT14543	17/02/2022	IAN GIBB	Elector member allowance	\$ 1,500.00

EFT14544	17/02/2022	VICKI HANSEN	Elector member allowance	\$ 6,593.03
EFT14545	17/02/2022	ENABLE WA INC	Bond refund	\$ 205.00
EFT14546	17/02/2022	PARKWOOD MAINTENANCE	Building Maintenance	\$ 5,896.00
EFT14547	17/02/2022	TAZ MECH	Plant repairs and maintenance	\$ 201.00
EFT14548	17/02/2022	DISCOVER DEADLY	Family fun day	\$ 1,583.00
EFT14549	17/02/2022	PEEL RESOURCE RECOVERY	Governor Broom Road and Four Acres Road	\$ 96,097.23
EFT14550	17/02/2022	CHARLES GILBERT	Elector member allowance	\$ 2,600.00
EFT14551	17/02/2022	ROBIN MELLEMA	Elector member allowance	\$ 2,932.26
EFT14552	17/02/2022	NANNUP MUSIC CLUB INC	Bond Refund	\$ 380.00
EFT14553	17/02/2022	ST JOHN'S AMBULANCE - NANNUP	Membership fees	\$ 96.00
			TOTAL EFT PAYMENTS	\$ 417,808.14
20534	05/01/2022	AUSTRALIA POST	Family fun day	\$ 127.20
20536	14/01/2022	SHIRE OF NANNUP	Family fun day float	\$ 150.00
20538	25/01/2022	DEPARTMENT OF TRANSPORT	Vehicle Registration	\$ 59.20
20540	25/01/2022	BUSSELTON TELEPHONES & TECHNOLOGY	Carlotta BFB - Antenna Bundle	\$ 1,176.00
20541	25/01/2022	SHIRE OF BRIDGETOWN GREENBUSHES	Enviornmental health officer	\$ 11,761.52
20541	01/02/2022	DEPARTMENT OF TRANSPORT	Vehicle Registration	\$ 91.50
20542	01/02/2022	ORIGIN	LPG bottles	\$ 78.00
20543	09/02/2022	FRANCO CAMARRI	Candidate Nomination Fee Reimbursement	\$ 80.00
20552	17/02/2022	CITY OF BUSSELTON	Southwest Regional Waste Group Contribution	\$ 690.84
20554	17/02/2022	SHIRE OF BRIDGETOWN GREENBUSHES	Bushfire Risk Mitigation Coordination	\$ 3,779.46
			TOTAL CHEQUE PAYMENTS	\$ 17,993.72
DD11439.1	09/01/2022	AWARE SUPER	Superannuation contributions	\$ 6,914.26
DD11439.2	09/01/2022	MERCER SUPER TRUST	Superannuation contributions	\$ 953.84
DD11439.3	09/01/2022	FIRST WRAP PLUS SUPERANNUATION FUND	Superannuation contributions	\$ 1,428.00
DD11439.4	09/01/2022	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	\$ 2,097.37
DD11439.5	09/01/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	Superannuation contributions	\$ 809.06
DD11439.6	09/01/2022	HOSTPLUS SUPER	Superannuation contributions	\$ 758.72
DD11439.7	09/01/2022	JOLLEY SUPERANNUATION FUND	Superannuation contributions	\$ 112.77
DD11439.8	09/01/2022	AMP SUPERLEADER	Superannuation contributions	\$ 47.16
DD11439.9	09/01/2022	AMG SUPER	Superannuation contributions	\$ 435.96
DD11439.10	09/01/2022	PRIME SUPER	Superannuation contributions	\$ 217.98
DD11439.11	09/01/2022	AUSTRALIAN SUPER	Superannuation contributions	\$ 447.86
DD11439.12	09/01/2022	MARITIME SUPER	Superannuation contributions	\$ 43.96
DD11447.1	23/01/2022	AWARE SUPER	Superannuation contributions	\$ 6,250.88
DD11447.2	23/01/2022	FIRST WRAP PLUS SUPERANNUATION FUND	Superannuation contributions	\$ 3,570.00
DD11447.3	23/01/2022	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	\$ 2,097.37
DD11447.4	23/01/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	Superannuation contributions	\$ 809.06
DD11447.5	23/01/2022	HOSTPLUS SUPER	Superannuation contributions	\$ 693.44
DD11447.6	23/01/2022	JOLLEY SUPERANNUATION FUND	Superannuation contributions	\$ 112.77
DD11447.7	23/01/2022	AMG SUPER	Superannuation contributions	\$ 435.96
DD11447.8	23/01/2022	PRIME SUPER	Superannuation contributions	\$ 217.98
DD11447.9	23/01/2022	MERCER SUPER TRUST	Superannuation contributions	\$ 953.84
DD11447.10	23/01/2022	AUSTRALIAN SUPER	Superannuation contributions	\$ 447.86
DD11447.11	23/01/2022	MARITIME SUPER	Superannuation contributions	\$ 46.57
DD11456.1	06/02/2022	AWARE SUPER	Superannuation contributions	\$ 6,234.89
DD11456.2	06/02/2022	MERCER SUPER TRUST	Superannuation contributions	\$ 953.84
DD11456.3	06/02/2022	FIRST WRAP PLUS SUPERANNUATION FUND	Superannuation contributions	\$ 2,499.00
DD11456.4	06/02/2022	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	\$ 2,097.37
DD11456.5	06/02/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	Superannuation contributions	\$ 809.06
DD11456.6	06/02/2022	HOSTPLUS SUPER	Superannuation contributions	\$ 703.89
DD11456.7	06/02/2022	JOLLEY SUPERANNUATION FUND	Superannuation contributions	\$ 112.77
DD11456.8	06/02/2022	PRIME SUPER	Superannuation contributions	\$ 217.98
DD11456.9	06/02/2022	AMG SUPER	Superannuation contributions	\$ 435.96
DD11456.10	06/02/2022	AUSTRALIAN SUPER	Superannuation contributions	\$ 447.86
DD11456.11	06/02/2022	LIFETRACK SUPERANNUATION	Superannuation contributions	\$ 95.37
DD11456.12	06/02/2022	MARITIME SUPER	Superannuation contributions	\$ 46.57
DD11473.1	30/01/2022	MAIA FINANCIAL PTY LTD	Quarterly equipment lease payment	\$ 1,624.81
DD11473.2	30/01/2022	SYNERGY	Monthly power usage	\$ 3,221.98
DD11473.3	30/01/2022	TELSTRA	Monthly Internet - Recreation Centre	\$ 867.10
DD11473.4	27/01/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 39A	\$ 2,862.53
DD11473.5	30/01/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 40	\$ 1,925.63
DD11473.6	30/01/2022	TOLL TRANSPORT PTY LTD	Freight	\$ 357.20
DD11473.7	31/01/2022	CALTEX AUSTRALIA NOW AMPOL AUSTRALIA PTY LTD	Monthly fuel	\$ 1,013.37
DD11473.8	30/01/2022	WESTNET	Monthly ADSL	\$ 69.90
DD11473.9	30/01/2022	WATER CORPORATION	Sports ground water usage	\$ 5,253.17
DD11473.10	30/01/2022	AUSSIE BROADBAND - DIRECT DEBIT	NBN Fixed Wireless	\$ 168.00
DD11473.11	30/01/2022	BOC LIMITED	Monthly Gas service charge	\$ 79.67
DD11473.12	30/01/2022	BP AUSTRALIA	Monthly fuel	\$ 175.18
DD11473.13	31/01/2022	CLEANAWAY	Waste collection service	\$ 6,419.71
DD11473.14	30/01/2022	CLEANAWAY	Recycling waste collection service	\$ 1,773.14
DD11473.15	30/01/2022	CALL ASSOCIATES PTY LTD - INSIGHT & CONNECT	Overcall fees	\$ 268.84
DD11473.16	30/01/2022	GO GO MEDIA * DIRECT DEBIT*	Monthly messaging service	\$ 75.90
DD11477.1	20/02/2022	AWARE SUPER	Superannuation contributions	\$ 6,250.86
DD11477.2	20/02/2022	HESTA	Superannuation contributions	\$ 230.77
DD11477.3	20/02/2022	HUB24 SUPER FUND	Superannuation contributions	\$ 133.35
DD11477.4	20/02/2022	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	\$ 2,097.37
DD11477.5	20/02/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	Superannuation contributions	\$ 809.06
DD11477.6	20/02/2022	HOSTPLUS SUPER	Superannuation contributions	\$ 749.32
DD11477.7	20/02/2022	AMG SUPER	Superannuation contributions	\$ 435.96
DD11477.8	20/02/2022	PRIME SUPER	Superannuation contributions	\$ 217.98
DD11477.9	20/02/2022	MERCER SUPER TRUST	Superannuation contributions	\$ 953.84
DD11477.10	20/02/2022	AUSTRALIAN SUPER	Superannuation contributions	\$ 447.86
DD11477.11	20/02/2022	MARITIME SUPER	Superannuation contributions	\$ 46.57

DD11477.12	20/02/2022	FIRST WRAP PLUS SUPERANNUATION FUND	Superannuation contributions	\$ 2,520.00
DD11495.1	10/01/2022	EASIFLEET PTY LTD	Novated Lease - staff	\$ 1,717.88
DD11495.2	24/01/2022	EASIFLEET PTY LTD	Novated Lease - staff	\$ 1,717.88
DD11510.1	06/02/2022	JOLLEY SUPERANNUATION FUND	Superannuation contributions	\$ 84.58
DD11510.2	20/02/2022	JOLLEY SUPERANNUATION FUND	Superannuation contributions	\$ 28.19
DD11532.1	28/02/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 39A	\$ 2,862.53
301500	03/02/2022	RAY WHITE NANNUP	Rent Staff Housing	\$ 720.00
301500	10/02/2022	RAY WHITE NANNUP	Rent Staff Housing	\$ 720.00
301500	24/02/2022	RAY WHITE NANNUP	Rent Staff Housing	\$ 720.00
			TOTAL DIRECT DEBITS	\$ 94,177.36
			TOTAL MUNICIPAL ACCOUNT	\$ 529,979.22
TRUST ACCOUNT				
EFT14409	05/01/2022	T & S PHILLIPS	REFUND OF BULDING PERMIT APPLICATION FEES AS APPLICATION WITHDRAWN PENDING RESUBMISSION BY NEW BUILDER	\$ 198.90
EFT14410	05/01/2022	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND (CTF)	BCITF Fees	\$ 291.75
				\$ 490.65
			TOTAL PAYMENTS JANUARY AND FEBRUARY 2022	
			Municipal Payments	\$ 529,979.22
			Trust Payments	\$ 490.65
				\$ 530,469.87