Agenda Attachments

Council Meeting to be held
on Thursday 28 November 2019
Commencing at 4.30pm

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Attachment 8.1

Minutes

Special Council Meeting held Monday 21 October 2019

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The CEO declared the Special Meeting of Council open at 4.30pm and advised that the meetings purpose was to undertake the formalities of Swearing-In of Newly Elected and Returned Councillors and Elections of Shire President, Deputy Shire President and appointment of Councillor representatives on Committees.

The CEO welcomed Mr Norman Steer JP who had been invited to officiate in the Swearing-In processes and also welcomed those in the gallery who had attended to witness the above processes.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

COUNCILLORS:
A Dean, R Mellema, P Fraser, C Stevenson, C Buckland, V Hansen, C Brown, V Corlett.

STAFF:
Mr D Taylor, Chief Executive Officer
Ms T Bishop, Manager Corporate Services

VISITORS: Mr R Longmore.

3. APOLOGIES:
Nil

4. LEAVE OF ABSENCE:
Nil.

5. PUBLIC QUESTION TIME:
Nil.

6. SWEARING-IN OF NEWLY ELECTED COUNCILLORS
The CEO individually called upon Councillors Dean, Fraser, Corlett and Brown to take the Oath of Office of Councillor of the Shire of Nannup in the presence of Mr Norman Steer JP.

Following the taking the Oath of Office the above Councillors were congratulated by acclamation.

7. ELECTION OF SHIRE PRESIDENT

The CEO advised Councillors that the Agenda document comprehensively outlined the process for the election of the Shire President position.

The CEO advised that he had received one (1) written nomination for the position as Shire President and prior to closing nominations invited any further nominations for this position. No further nominations were received.

The CEO advised that Cr Dean had submitted his own nomination. There being no further nominations received the CEO declared Cr Dean elected to the position of Shire President of the Shire of Nannup for the ensuing two (2) years.

Following the election, Cr Dean took the Oath of Office as Shire President in the presence of Mr Norman Steer JP.

Cr Dean was congratulated by acclamation.

The CEO vacated the Chair and Cr Dean as Shire President took the Chair.

ELECTION OF DEPUTY SHIRE PRESIDENT

The Shire President advised that the process for the election of the Deputy Shire President was the same as the Shire President.

The Shire President advised that that two (1) written nomination for the position of Deputy Shire President and prior to closing nominations invited any further nominations for this position. Cr Hansen nominated Cr Stevenson for the position of Deputy Shire President. Cr Stevenson verbally accepted the nomination. No further nominations were received.

The Shire President advised that in view of two (2) nominations being received, a secret ballot would be conducted to determine the successful candidate.

Following all Councillors submitting their ballot papers, the Shire President declared one (1) vote invalid due to the ballot paper being marked incorrectly. The remaining votes were counted as four (4) for Cr Mellema and three (3) for Cr Stevenson. Therefore, the Shire President declared Cr Mellema elected to the position of Deputy Shire President of the Shire of Nannup for the ensuing two (2) years.

Following the election, Cr Mellema took Oath of Office as Deputy Shire President in the presence of Mr Norman Steer JP.
Cr Mellema was congratulated by acclamation.

SUSPENSION OF STANDING ORDERS

19133 HANSEN/STEVENSON

That Council Suspends Standing Orders to allow discussion on the various Committees and representatives for same prior to them being officially resolved by Council.

CARRIED (8/0)

Councillors then proceeded to discuss representation on the following Committees with nominations being agreed upon.

The Shire President advised that once all appointments had been resolved, a motion to endorse representatives would be taken en-bloc following this process.

8. ELECTION OF COUNCILLORS TO VARIOUS ADVISORY COMMITTEES

- **AUDIT ADVISORY COMMITTEE**

Section 7.1A of the *Local Government Act* states the following in respect to the appointment of an Audit Committee: -

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

(2) The members of the audit committee of a local government are to be appointed by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required.*

(3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.

(4) An employee is not to be a member of an audit committee.

Previous Representation of the Audit Advisory Committee consisted of the whole of Council.

RECOMMENDATION:

That the Shire of Nannup Audit Advisory Committee be comprised of all Councillors.

- **RISK MANAGEMENT ADVISORY COMMITTEE**

  Councillors **Longmore and Steer** were Council's previous representatives on the Risk Management Advisory Committee.

RECOMMENDATION:

That Council appoints **Cr Hansen** as its representative on the Risk Management Advisory Committee.

- **BUSH FIRE ADVISORY COMMITTEE**

  Crs **Stevenson and Fraser** were Council's previous representatives on the Bush Fire Advisory Committee.

  Cr Mellema attends the BFAC meetings in his capacity of Chief Bush Fire Control Officer for the Shire of Nannup.

RECOMMENDATION:

That Council appoints **Cr Stevenson** and **Cr Fraser** as its representatives on the Bush Fire Advisory Committee.

- **LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

  Crs **Dean and Longmore** were Council's previous representatives on the Local Emergency Management Advisory Committee.

RECOMMENDATION:

That Council appoints **Cr Dean** and **Cr Brown** as its representatives on the Local Emergency Management Advisory Committee.

- **LOCAL DRUG ACTION GROUP COMMITTEE**

  Cr **Stevenson** was Council's previous representative on the Local Drug Action Group Committee.

RECOMMENDATION:

That Council appoints **Cr Stevenson** as its representative on the Local Drug Action Group Committee.

Council nominates **Cr Brown** as deputy to Cr Stevenson.

- **AUSTRALIA DAY ADVISORY COMMITTEE**

Crs **Buckland, Fraser, Hansen and Stevenson** were Council's previous representatives on the Australia Day Advisory Committee.

The purpose of this Committee is to assess the Nominations for the Citizen of the Year Awards.

For Councillors information, Policy No ADM 16 states the following in respect to the process for selection of the Awards: -
The Australia Day Advisory Committee will select recipients of awards in each category with assistance from the Economic and Community Development Officer. The Australia Day Advisory Committee's decision on the successful recipients is final and the decisions will be kept in confidence until the Australia Day ceremony.

RECOMMENDATION:

That Council appoints **Crs Buckland, Fraser, Hansen** and **Stevenson** to the Australia Day Advisory Committee.

ELECTION OF COUNCILLORS TO OCCASIONAL AND OTHER COMMITTEES

- **WARREN BLACKWOOD ALLIANCE OF COUNCILS**

Crs **Dean and Longmore** were previously elected as Council's representatives with **Cr Hansen as a Deputy**.

The CEO attends these meetings with the represented Councillors.

The Alliance Constitution, Clause 11.2, relating to Composition of the Board, states the following: -

11.2 Composition of Board

(a) The management and control of the Alliance and its affairs and property shall be vested in the Board of persons comprised of;

(i) Two nominated delegates from each of the participating Warren Blackwood Municipalities,

(b) Each Municipal Member may nominate a permanent deputy to their Board delegate. In addition, the Chief Executive Officer shall act as deputy if the permanent deputy is not in attendance at a Board meeting.

One would assume that the Shire President is automatically nominated by Council as one of its representatives on the Warren Blackwood Alliance of Councils with an additional Councillor to be appointed. Clause 11.2 of the Alliance Constitution indicates that Council may nominate a Deputy to attend

meetings in the absence of the appointed representatives. The CEO can also act in the deputy capacity.

RECOMMENDATION:

That Council appoints the **Shire President** and **Cr Hansen** as its representatives on the Warren Blackwood Alliance of Councils.

Council nominates **Cr Corlett** as a deputy to the above appointments as per the Alliance Constitution.

- **REGIONAL ROAD GROUP**

The Shire President was Council's previous representative on the Regional Road Group.

Attendance at any of the Regional Group Meetings would be accompanied by the Manager of Infrastructure.

RECOMMENDATION:

That Council appoints the **Deputy Shire President** as its representative on the Regional Road Group together with the Manager Infrastructure.

Council nominates **Cr Brown** as a deputy to the Deputy Shire President.

- **SOUTH WEST EMERGENCY MANAGEMENT ALLIANCE (SWEMA)**

Cr **Stevenson** together with the **Community Emergency Services Officer (CESO) and the Economic and Community Development Officer (ECDO)** were Council's previous representative on SWEMA.

Cr Steer was appointed as Cr Stevenson's deputy.

RECOMMENDATION:

Council removes the South West Emergency Management Alliance does from its list of occasional and other committees and as such no Councillor is nominated as a representative.

- **LOWER BLACKWOOD VERTEBRATE PEST MANAGEMENT GROUP**

Cr **Fraser** was Council's previous representative on the Lower Blackwood Vertebrate Pest Management Group.

RECOMMENDATION:

That Council removes the Lower Blackwood Vertebrate Pest Management Group from its list of occasional and other committees and as such no representative is nominated.

19134 STEVENSON/MELLEMA

That Council removes the Lower Blackwood Vertebrate Pest Management Group from its list of occasional and other committees and as such no representative is nominated.

CARRIED (8/0)

- **BLACKWOOD BASIN GROUP MANAGEMENT COMMITTEE**

Cr **Longmore** was Council's previous representative on the Blackwood Basin Group Management Committee

RECOMMENDATION:

That Council appoints Dr Robert Longmore as a community representative on the Blackwood Basin Group Management Committee who will report back to Council.

VOTING REQUIREMENTS:
Simple Majority

- **LOWER BLACKWOOD LAND CONSERVATION DISTRICT COMMITTEE**

Cr **Fraser** was Council's previous representative on the Lower Blackwood Land Conservation District Committee.

RECOMMENDATION:

That Council appoints Cr_____ as its representative on the Lower Blackwood Land Conservation District Committee.

That Council appoints Cr Fraser as its representative on the Lower Blackwood Land Conservation District Committee.

CARRIED (8/0)

- **WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) SOUTH WEST ZONE REPRESENTATIVE**

The Shire President is normally the Shire of Nannup's WALGA South West Zone representative and the CEO accompanies the President to these meetings.

Cr **Steer** was appointed as the deputy to the Shire President.

RECOMMENDATION:

That Council appoints the Shire President as its representative on the WALGA South West Zone and that Cr_____ be appointed as a deputy if the Shire President is unavailable to attend meetings.

That Council appoints the Shire President as its representative on the WALGA South West Zone and that Cr Corlett be appointed as a deputy if the Shire President is unavailable to attend meetings.

CARRIED (8/0)

- **BUSINESS INITIATIVE GROUP OF NANNUP (BIGN)**

Cr **Buckland** was Council's previous representative on the Business Initiative Group Nannup.

Cr **Stevenson** was appointed as the deputy to Cr Buckland.

RECOMMENDATION:

That Council reaffirms **Cr Buckland** as its representative on the Business Initiative Group Nannup.
Cr Brown is appointed as the deputy to Cr Buckland.

- **BLACKWOOD BIO-SECURITY GROUP**

Cr **Fraser** was Council's previous representative on the Blackwood Bio-Security Group.

RECOMMENDATION:

That Council removes its' representative from the Blackwood Bio-Security Group.

- **QUANNUP WORKING PARTY**
  All Councillors together with designated Council Staff were appointed to the Quannup Working Party.

RECOMMENDATION:
All Councillors together with designated Council Staff were appointed to the Quannup Working Party.

- **DEVELOPMENT ASSESSMENT PANELS (DAPs) – LOCAL GOVERNMENT NOMINATIONS**
  Council's current DAP members were as follows: -

  Crs **Dean and Steer** were the Shire of Nannup's appointed DAP Members, with Crs **Buckland & Hansen** as alternative Members.

  The current appointment of Cr Dean can remain however, Council will need to re-assess the remaining Member and Alternative members, dependent upon the outcome of the Council Elections, as the Department of Planning needs to be advised of the new Members and Alternative Members.

RECOMMENDATION:
That Council re-affirms **Cr Dean** as a current DAP member with **Cr Buckland** being appointed as the new Member with **Cr Hansen** and being appointed as Alternative Members.

RESUMPTION OF STANDING ORDERS

19135 MELLEMA/BUCKLAND

That Council Resumes Standing Orders to allow formal appointment of the above representatives to the various Committees of Council.

CARRIED (8/0)

APPOINTMENT OF COUNCIL REPRESENTATIVES TO ADVISORY AND OTHER OCCASIONAL COMMITTEES OF COUNCIL

19136 HANSEN/STEVENSON

That Council appoints en-bloc the nominated representatives as listed above to the Advisory, Occasional and other external Committees for the current term of this Council.

CARRIED BY ABSOLUTE MAJORITY (8/0)

9. ELECTED MEMBERS SEATING ARRANGEMENTS:

The Shire of Nannup's Local Laws relating to Standing Orders 2010, clause 7.2 states, the following in respect to Elected Member Seating Arrangements: -

"At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, a position at the Council table to each Councillor and the Councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions"

Council needs to determine whether it wishes to impose clause 7.2 or alternatively, retain the status quo in respect to seating arrangements.

SUSPENSION OF STANDING ORDERS

19137 STEVENSON/BROWN

That Council Suspends Standing Orders to allow for discussion and a decision on conducting a ballot for seating arrangements as per Clause 7.2 of the Shire of Nannup Standing Orders.

CARRIED (8/0)

RESUMPTION OF STANDING ORDERS

19138 STEVENSON/BROWN

That Standing Orders are resumed.

CARRIED (8/0)

19139 DEAN/BUCKLAND

That Council conducts a ballot for seating arrangements as per Clause 7.2 of the Shire of Nannup Standing Orders.

CARRIED (8/0)

The CEO then conducted the ballot with Councillors taking their newly allocated seats.

10. CLOSURE OF MEETING:

There being no further business to discuss the Shire President declared the meeting closed at 5.35 pm.

Attachment 8.2

Minutes

Council Meeting held Thursday 24 October 2019

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Minutes

1. DECLARATION OF OPENING & ACKNOWLEDGEMENT OF COUNTRY

The Shire President declared the meeting open at 4.30pm

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

ATTENDANCE:

Shire President: Cr T Dean

Councillors: R Mellema, P Fraser, V Hansen, C Stevenson, C Buckland, V Corlett, C Brown.

David Taylor – Chief Executive Officer
Tracie Bishop – Manager Corporate Services
Jon Jones – Manager Infrastructure
Jane Buckland – Development Services Officer

APOLOGIES:
Nil

LEAVE OF ABSENCE:
Nil.

VISITORS: Rita Stallard, Kerri Firth.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Please see attachment 3.1.

4. PUBLIC QUESTION TIME:

Rita Stallard – East Nannup Road

Mrs Stallard submitted her questions in writing. They have been reproduced as follows:

Are you aware that signs on East Nannup Road state that it is a designated truck haulage route as well as being the Munda Biddi trail for bicycles and walkers, a horse trail, a tourist Road and an occasional rally road and school bus run?
Do you see any conflict there?

Are you aware that overnight the East Nannup Road (a 100km per hour road) was changed to 40km for 13 kilometers?
Are you aware that not one car or truck has abided by this new law?

Are you aware that last year my opened rate notice was eventually given to me after it had been through many hands?
Are you aware that after this incident I wrote to the Shire and was advised in writing that in future my rate notice would have the old and the new street numbers on it; so as to avoid any possible confusion.
When are the rates sent out? Have I been excluded from paying further rates?

Are the Minutes in public question time recorded verbatim as you once said?
Are the minutes of the rate payers meeting recorded verbatim?
And in both cases, recorded by whom?

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. DECLARATIONS OF INTEREST

Nil.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

19140 STEVENSON/HANSEN

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 26 September 2019 be confirmed as a true and correct record.

CARRIED (8/0)

9. MINUTES OF COUNCIL & OTHER COMMITTEES

19141 HANSEN/STEVENSON

9.1 Warren Blackwood Alliance Councils Annual General Meeting Minutes

That the Minutes of the Warren Blackwood Alliance of Councils Annual General Meeting held 8 October 2019 be received.

9.2 Warren Blackwood Alliance Councils Meeting Minutes

That the Minutes of the Warren Blackwood Alliance of Councils meeting held 8 October 2019 be received.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Date	Meeting	Councillor
08/10	Warren Blackwood Alliance of Councils	Dean
16/10	Australia Day Committee	Hansen, Buckland
22/10	Local Drug Action Group Committee	Stevenson

AGENDA NUMBER:	12.1
SUBJECT:	Delegated Planning Decisions for September 2019
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 October 2019
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.1.1 – 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 Application 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 September 2019 is presented in Attachment 12.1.1.

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 September 2019, four (4) 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 September 2019 compared to September 2018:

	September 2018	September 2019
Delegated Decisions	3 ($78,500)	4 ($21,000)
Council Decisions	0	1 ($90,000)
Total	**3 ($78,500)**	**5 ($111,000)**

80% of all approvals issued in the month of September were completed within the statutory timeframes of either 60 or 90 days. One application was determined outside of the statutory timeframe of 90 days due to a delay in receiving advice from the Department of Fire and Emergency Services and the need to have the application considered 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.

RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for September 2019 as per Attachment 12.1.1.

19142 STEVENSON/BUCKLAND

That Council receives the report on Delegated Development Approvals for September 2019 as per Attachment 12.1.1.

CARRIED (8/0)

ITEM NUMBER:	12.2
SUBJECT:	MOU Nannup Garden Village Inc.
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Nannup Garden Village Inc.
FILE REFERENCE:	ASS 10
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	16 October 2019
ATTACHMENTS:	12.2.1 - MOU Nannup Garden Village Inc.

BACKGROUND:

It has been requested by the Nannup Garden Village Inc. that a Memorandum of Understanding (MOU) be developed between the Nannup Garden Village Inc. and the Shire of Nannup. The reasons being that the Nannup Garden Village Inc. are the organisation that organises and runs the Nannup Flower and Garden Festival, which is one of the largest festivals held in the Shire of Nannup on an annual basis and attracts between 7,000 – 10,000 people annually.

COMMENT:

The Chief Executive Officer held an initial meeting with the Chair of Nannup Garden Village Inc. This meeting aimed at identifying all of the commitments that each party has been completing over the past years and document these. The greatest benefit of an MOU is that it provides a clear understanding to each party of their obligations and helps alleviate any misunderstandings over a set period of time.

This MOU has been drafted by the Chief Executive Officer and provides clarity for each party in the areas that have caused disagreement in the past, such as;

- Use of Council owned facilities and associated charges
- Public toilet cleaning costs
- Emptying of street bins

A full draft MOU was circulated to Councillors in September for feedback and comment with none being received.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Annual contribution of $10,000.

Operational commitments of resources and purchases (these are already being performed annually as part of the operational program).

STRATEGIC IMPLICATIONS:

Shire of Nannup Strategic Community Plan 2017 – 2027
Our Community
1.1 All of Us / Who we are - Continued support and funding for events through the Shire's Community Grants Program.

Our Community Leadership
5.1 Listen – provide community funding and support for events and community groups.

5.2 Working together – advocate for meetings and sharing of resources.

TRIPLE BOTTOM LINE ASSESSMENT:

This initiative continues a positive working relationship with the Nannup Garden Village Inc., and at the same time clarifies areas where there has been historic disagreement with certain responsibilities and fees and charges. Council supporting this initiative will lead to a stronger working relationship with the Nannup garden Village Inc. making them stronger which in turn provides significant economic input into the local Nannup economy.

RECOMMENDATION:

That Council adopt the Memorandum of Understanding with Nannup Garden Village Inc. and authorise the Chief Executive Officer to officially sign the document.

19143 HANSEN/MELLEMA

That Council adopt the Memorandum of Understanding with Nannup Garden Village Inc. and authorise the Chief Executive Officer to officially sign the document.

CARRIED (8/0)

AGENDA NUMBER:	12.3
SUBJECT:	Council Meetings 2020 – Dates and Times
LOCATION/ADDRESS:	Shire of Nannup – Council Chambers
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	16 October 2019

BACKGROUND:

Section 12 of the *Local Government (Administration) Regulations 1996* requires a Local Government to at least once a year give local public notice of the dates on which and the time and place at which –

(a) The ordinary council meetings;
(b) The committee meetings that are required under the *Act* to be open to members of the public or that are proposed to be open to member of the public; and
(c) Are to be held in the next 12 months.

COMMENT:

The proposed dates for the 2020 monthly Council meetings, subject to consideration of meeting times:

Thursday 23 January 2020	Thursday, 23rd July 2020
Thursday 27 February 2020	Thursday, 27th August 2020
Thursday 26 March 2020	Thursday, 24th September 2020
Thursday 23 April 2020	Thursday, 22nd October 2020
Thursday 28 May 2020	Thursday 26th November 2020
Thursday 25 June 2020	Thursday 17th December 2020

<u>Ordinary Meeting of Council</u>

These meetings are held on the 4th Thursday of the month with the commencement time being 4:30pm.

Historically Council has not conduct an Ordinary Meeting in December, this was discussed in January and it was agreed to include a meeting date in December 2020.

In submitting the above meeting dates in 2020, Council may also wish to review meeting commencement time.

Concept Forum

It is proposed that the Council Forum be held on the third Thursday (the week before the Ordinary Meeting of Council) in order to provide sufficient time to discuss important items. Proposed meeting time is 4:30pm.

STATUTORY ENVIRONMENT:

Section 12 of the *Local Government (Administration) Regulations 1996* relating to advertising meeting times and dates.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The amendment of the Concept Forum date will attract an additional sitting fee for each sitting Councillor.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2017 – 2027
Our Council Leadership
A listening leadership that provides and represents all.

RECOMMENDATION:

That Council;

1. In accordance with Section 12 of the Local Government (Administration) Regulations 1996 relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2020 calendar year for the monthly Ordinary Council meetings commencing at 4:30pm on the following dates: -

Thursday, 23rd January 2020	Thursday, 23rd July 2020
Thursday, 27th February 2020	Thursday, 27th August 2020
Thursday, 26th March 2020	Thursday, 24th September 2020
Thursday, 23rd April 2020	Thursday, 22nd October 2020
Thursday, 28th May 2020	Thursday 26th November 2020
Thursday, 25th June 2020	Thursday 17th December 2020

2. That the Concept Forum be held on the Third Thursday of each month, commencing at 4:30pm.

19144 BUCKLAND/STEVENSON

That Council;

1. In accordance with Section 12 of the Local Government (Administration) Regulations 1996 relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2020 calendar year for the monthly Ordinary Council meetings commencing at 4:30pm on the following dates: -

Thursday, 23rd January 2020	***Thursday, 23rd July 2020***
Thursday, 27th February 2020	***Thursday, 27th August 2020***
Thursday, 26th March 2020	***Thursday, 17th September 2020***
Thursday, 23rd April 2020	***Thursday, 22nd October 2020***
Thursday, 28th May 2020	***Thursday 26th November 2020***
Thursday, 25th June 2020	***Thursday 17th December 2020***

2. That the Concept Forum be held on the Third Thursday of each month, commencing at 4:30pm.

CARRIED (8/0)

Council amended the recommendation so that the September Ordinary Meeting of Council is now on Thursday 17 September as two Councillors will be absent the following week.

AGENDA NUMBER:	12.4
SUBJECT:	Monthly Accounts for Payment - August 2019
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	19 October 2019
ATTACHMENTS:	12.4.1 – Accounts for Payment – August 2019

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 August 2019 to 31 August 2019 as detailed hereunder and noted on the attached schedule, are submitted to Council.

COMMENT:

If Councillors have questions about individual payments prior notice of these questions will enable officers to provide properly researched responses at the Council meeting.

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly finanacial report is required to comply with financial regulations. This breakdown is included within the attachments.

Municipal Account		
Accounts paid by EFT	11843 – 11920	246,156.70
Accounts paid by cheque	20406 – 20409	278.83
Accounts paid by Direct Debit	DD10561.1 – DD10561.14	48,607.60
Sub Total Municipal Account		*$295,043.13*
Trust Account		
Accounts paid by EFT	11902 + 11891	1,377.34
Accounts Paid by cheque		0.00
Sub Total Trust Account		*$1,377.34*
Total Payments		**$296,420.47**

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS:

None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $296,420.47 1 August 2019 to 31 August 2019 in the attached schedule(s) be endorsed.

19145 MELLEMA/STEVENSON

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $296,420.47 1 August 2019 to 31 August 2019 in the attached schedule(s) be endorsed.

CARRIED (8/0)

AGENDA NUMBER:	12.5
SUBJECT:	Monthly Accounts for Payment - September 2019
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	19 October 2019
ATTACHMENTS:	12.5.1 – Accounts for Payment – September 2019

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 September 2019 to 30 September 2019 as detailed hereunder and noted on the attached schedule, are submitted to Council.

COMMENT:

If Councillors have questions about individual payments prior notice of these questions will enable officers to provide properly researched responses at the Council meeting.

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. This breakdown is included within the attachments.

Municipal Account		
Accounts paid by EFT	11921 – 11974	98,064.45
Accounts paid by cheque	20410 – 20413	649.37
Accounts paid by Direct Debit	DD10571.1 – DD10588.13	40,618.95
Sub Total Municipal Account		*$139,332.77*
Total Payments		**$139,332.77**

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS:

None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $139,332.77 1 September 2019 to 30 September 2019 in the attached schedule(s) be endorsed.

19146 MELLEMA/STEVENSON

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $139,332.77 1 September 2019 to 30 September 2019 in the attached schedule(s) be endorsed.

CARRIED (8/0)

AGENDA NUMBER:	12.6
SUBJECT:	Budget Monitoring – August & September 2019
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 October 2019
ATTACHMENTS:	12.6.1 - Financial Statements for the period ending 31 August 2019 12.6.2 – Financial Statements for the period ending 30 September 2019

BACKGROUND:

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions**.** Council has adopted a variance threshold of 10% or $30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.6.1 and 12.6.2.

Whilst this has resulted in all variances of 10% being identified and reported, it only focuses attention on the performance to the month in question and not the likely outturn at the end of the year.

Monthly reporting draws on the flexibility allowed in the Financial Management Regulations to draw attention to likely under and overspends at the end of the year.

COMMENT:

Please refer to the attachment, Financial Statements for periods ending 30 August 2019 & 30 September 2019 for a detailed analysis of our end of year position, Note 2.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 34(1)(a).

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The attached financial statements detail financial outcomes for 2019/20.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period ending 30 August 2019 & 30 September 2019 be received.

19147 MELLEMA/HANSEN

Monthly Financial Statements for the period ending 30 August 2019 & 30 September 2019 be received.

CARRIED (8/0)

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

13.1 OFFICERS
Nil

13.2 ELECTED MEMBERS
Nil

14. MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED
Nil

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC
Nil

15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

17. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 5.03pm.

Attachment 9.1

LDAG

Nannup
Local Drug ACTION Group

Minutes

Meeting held Tuesday 22nd October 2019
2pm Nannup Community Meeting Room

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Contents

Item **Minute** **Title**

1 **DECLARATION OF OPENING**
2:09pm- Meeting opened by Cr Cate Stevenson
Acknowledgement of traditional owners

RECORD OF ATTENDANCE/APOLOGIES
Cate Stevenson (Chair), Andrea Jenkins, Phil Hewitt, Deanne Fleay, Heather McQueen, Nicola Smith, Matt Goldstone, Alan McNeven, Wendy Moore
Apologies-Lorraine Learmond, Louise Stokes, Cheryle Brown, Kim Sandilands, Steve Giovanizzi, Nicole Botica

Matt Goldstone officially welcomed to first meeting

2 **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
The Minutes of the LDAG meeting of 11th September 2019 were confirmed as true and accurate

Moved Deanne Fleay
Seconded Alan McNeven
Carried unanimously

3 **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) Nannup LDAG branding on posters
Spoken to Tahnee at MHC regarding Nannup LDAG on MHC posters. Example poster tabled

b) Biennial art exhibition-LDAG stall update.
Good event – Use humour to engage passers-by.
Location could be improved - people walked past.
Conversations included legalisation of cannabis. Interested in information on apps-message: 'the information is at your fingertips.'
Wendy to be given a copy of 'Drug Guide for Parents' for the school newsletter.
Rhiannon-young volunteer-unschooled. Very positive report from Heather. Made posters to help engage passers-by with stall. Posters to be scanned to Shire database for future stalls.
Discussion regarding sourcing a device to share apps or whether the devices in the Youth Space are suitable (sim)
Camera and film purchased.

c) Treasurer endorsed-confirmation of previous endorsement with Alan present.

d) Equine Assisted Learning Day-is going ahead on Wednesday

October 23rd with 5-6 parents attending.

4 REPORTS OF OFFICERS

1. Finance Report

Attached with agenda-July-August leger
Current balance is $2313.45 as per tabled
Nicole to clarify bike ride and fun run on August finance report indicates it has been acquitted on September report

2. Road Wise Report (Nicola Smith)

Bi-monthly was tabled at last meeting. Copies provided.

a) Road Safety banner and resources
   Road Ribbon for Road Safety Stickers for Shire and/or emergency vehicles are available as well. Order through Nicola.
   Can keep the banners until FFD 2020
b) Tour of MR (8-10th Nov)-confirm placement of banners.
   The pull up banner is suitable for indoors only. Place in the Shire Office.
   Three teardrop banners for outside at TOMR. Andrea to discuss with Brendon and Rebecca.
c) Road Safety Commission-Stories for Generation 2050 poster-wanting stories contributed from around the state.
   Discussion regarding including posters in campaign or not due to trauma
d) Wendy to provide feedback to Nicola from the 'Crash Simulation and Youth Safety Expo' in Bunbury
e) Community awareness campaign for fatigue

3. LDAG Project Officer Report

a) SW RYDE Program
b) Andrea read email from Ian Anstee (Investing in Our Youth) regarding potential partnership, sample MOU will be sent with minutes.
c) Nicola explained the MOU further (shopfront concept)
d) Ed Connect; All training and resources have been provided and in communication with Wendy regarding starting date.
e) Café posters (current health campaign and communications plan).
f) Committee would like to get some branded generic posters.
g) Next poster run targeting mental health in youth (Targeting AOD/Mental Health).
h) ATA over festive season

i) LDAT stakeholders Feedback Form distributed and required for acquittal.
j) 2020 CAP update - Andrea explained how the CAP draft will alter significantly to simplify current version. It will be send as a PDF to the committee before being submission.
k) 2020 program for Keys for Life through SDERA @ NDHS Yr 10 program; Wendy took Libby's contact details. Andrea to invite Libby to the next meeting.

The three reports were accepted: Moved by Deanne Fleay
Seconded by Wendy Moore
Carried unanimously

5 GENERAL BUSINESS

5.1 Strive Grants-endorsement 'Nannup Strive to Thrive' Camp for Strive Round 5-January Tuesday 28th-Thursday 30th January
Moved Deanne Fleay
Seconded Heather McQueen
Carried unanimously

5.2 Strategy for youth inclusion in group for commencement of 2020
Suitable times: Lunchtime until 3pm OR after school provided parents can pick up. Thursday an optional day. Year 9 and Year 10s based on maturity.
Consultation needs to occur for most productive way for students to be involved and how LDAG will facilitate that.
To include NDHS students and students from other schools or the home schooled.
Manjimup, Harvey, Nannup, Busselton all youth focused.
Get LDAGs together to consider youth inclusion and networking.

5.3 Promotional opportunities
5.3.1. Use of good visuals sending messages through social media such as YAC pages (pending Nicole)
Toolkits from the Mental Health Commission (videos etc)
Deanne sent them through
Put in the communications plan once updated

5.4 Resources List-set up an event box for easy access/sort material in the Shed 12th November at 10am TBC
Heather can attend
Committee agrees to purchasing tubs required for resources
Moved by Alan McNevin,
Seconded by Heather McQueen,
Carried unanimously

5.5 November promotions, posters and social media messages

Pending Nicole

5.6 New member forms
Wendy, Matt, Alan, follow up with Phil's scanned document
Andrea to attach the membership form with the minutes

5.7 T-shirt order
Nicole is organizing with LDAG direct as funding becomes available.

6 OTHER BUSINESS-ROUND TABLE

Alan-Discussion regarding information Matt has on a bush event this weekend.
DBCA and police working together. Believed to be Cambray Siding (suggested from winter event).
In breach of laws
Spotter planes, drug dogs, and neighbouring police on standby
Firefighting and ambulance concerns
Alan and Matt to talk with Ross Croft regarding volunteers in Nannup

Nicky and Nicole have been working on a grant through Road Safety Commission for FFD based on pram activation activity. Messaging on driver distraction.

Deanne-revisiting the communication plan. All updates to be sent though to her

Cate on Nicole's behalf-LDAG incorporated-AGM next Tuesday. Nicole to appoint LDAG Inc Treasurer as a proxy for the meeting.

7 NEXT MEETING proposed for Wednesday 4th December at 11am

8 CLOSURE OF MEETING 3:24pm

adf Alcohol and Drug Foundation

RoadWise

Attachment 9.2

Shire of Nannup

Bush Fire Advisory Committee Meeting

Committee Meeting held
Monday 4th November 2019
at 7.00pm in Council Chambers
at the Nannup Shire Office

1. DECLARATION OF OPENING

Due to no chairpersons and Chief BFCO present Mr John Patman was selected as chair. Meeting opened at 7:02pm

2. RECORD OF ATTENDANCE/APOLOGIES

Attendees

(JP) Mr John Patman – Deputy Chief BFCO(Chair)
(AK) Mr Ashley Kidd – Deputy Chief BFCO
(MS) Mr Mark Scott – Balingup Road BFCO
(IW) Mr Ian Wishart – Carlotta BFCO
(GB) Mr Gerald Brown – Cundinup BFCO
(VL) Mr Vic Lorkiewicz – East Nannup BFCO
(PL) Mr Paul Lamers – North Nannup BFCO
(AM) Mr Andrew McNab – Scott River BFCO
(RB) Mr Rob Bootsma – CESM
(JJ) Mr Jonathan Jones – Manager Infrastructure
(PT) Mr Peter Thomas – DFES DO Capes
(EH) Mr Ed Hatherley – DBCA Forest Manager
(HH) Ms Helen Holzheuer DBCA Forest Officer
(DN) Mr David Nicholson Nannup Brook Secretary
(PH) Mr Peter Hastie – Carlotta BFB Captain
(CB) Mrs Cheryle Brown – Cundinup BFB
(LF) Mr Leigh Fletcher – Shire Ranger

Apologies

(CS) Cr Cate Stevenson - Chairperson
(PF) Cr Patricia Fraser – Councillor
(RM) Mr Robin Mellema – Chief Bush Fire Control Officer
(SM) Mr Steve Mulvaney – Darradup BFCO
(JG) Mr John Gaunt – Peerabeelup BFCO(
(DT) Mr David Taylor – CEO
(CC) Ms Carey Curtis – Nannup Brook BFCO

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

3.1 LGGS ESL summary – (JJ) provided a summary regarding the visit from DFES Head Office Finance Department staff Mr Peter Raykos and Ms Natasha Dudarz presentation. The presentation was a very informative open discussion with volunteers, Shire staff and councillor. ***See attachment 3.1.1***

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

(CS) requested confirmation that the previous meeting minutes were a true and correct record.

Motion

"The Minutes of the Bushfire Advisory Meeting of the Shire of Nannup held in the Council Chambers on 2nd September 2019 be confirmed as a true and correct record"

Moved: Mark Scott CARRIED
Seconded: Gerald Brown

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

(JP) asked if there is any business arising from the previous minutes.
(IW) asked about the tee shirts. (RB) informed the meeting tee shirts are approximately $13 each and a decision as to the wording on the shirts was required. Discussions from around the table the wording NANNUP on the back and the BFS logo on the front with the brigade name.was agreed. (RB) to go back to the supplier with the updated information to obtain a quote. Brigades were requested to provide sizes and quantities based on active members having two tee shirts.
(MS) asked about the MOU with neighbouring shires for the Blackwood Valley area. (RB) stated the CEO's of those shires, DFES, DBCA and Chief or Deputy volunteer representatives have met on several occasions. A document is in draft form.
(IW) asked about the volunteer cards. (RB) said he was not able to go online using his connection details, liaising with the coordinator of the Volunteer ID Cards it required a separate code for all volunteers in Nannup. (RB) to pursue and (RB) stated only two members to his knowledge in the Shire of Nannup have requested (RB) to assist.

6. REPORTS

6.1 Chief BFCO – R Mellema, No Report

6.2 Deputy Chief BFCO – A Kidd, Report attached
See Attachment 6.2.1

6.3 Deputy Chief BFCO – (JP) stated (AK) report very comprehensive nothing further to add.

6.4 FCO Reports

6.4.1 Balingup Road
(MS).said Balingup BFB had their AGM. In attendance were David Taylor CEO, Greg Hodginson FPC, Louise Stokes, Rob Bootsma and brigade members. Greg provided a summary of the meetings FPC and harvesting contractors have attended. The management at FPC have developed significant changes and reviews with how harvesting practices are being carried

out. Members of Balingup BFB asked will the changes remove the threat of fires in the Blackwood Valley and neighbouring property owners. Members asked how did the fire start? The final report into the cause of the fire has not been release.

6.4.2 Carlotta

(IW) the Brigade turned out to a fire on Mayall Rd in Scott River. Otherwise has been quiet.

6.4.3 Cundinup

(GB) informed the meeting the HSV LT is in Nannup but the Chief BFCO is using it due to some fires occurring utilising the HSV for monitoring and mop up.

6.4.4 Darradup

(JP) proxy for Steve Mulvaney said Darradup firefighting members had training using fire extinguishers and fire blankets. A timely reminder for them as some were unfamiliar with the process.

6.4.5 East Nannup

(VL) talk about the fire off Brockman/Uranium Rds. Brigades from east Nannup, Nannup Brook and North Nannup in attendance. Fire started by property owner to remove windrowed harvesting trash, fire jumped into nearby bush. (RB) stated the fire was located in difficult terrain in the valley LT and HT's unable to get to fire. Greg Mader operating his bulldozer two days later provided fire breaks and access tracks to assist around fire area. (RB) & (LF) to investigate and (PT) to provide Thermal Imaging Camera (TIC). Hot weather developing for Saturday 9-11-2019.

6.4.6 Nannup Brook

(DN) proxy for Carey Curtis informed the meeting Nannup Brook had their AGM. A crew in the LT went to the Brockman/Uranium Rds fire.

6.4.7 North Nannup

(PL) North Nannup brigade has been training and attending fires. A fire at Millward old golf course area was deliberately lit. Police have been notified and a statement provided.

6.4.8 Peerabeelup – No report

6.4.9 Scott River
(AM) said the Brigade attended a fire on Mayall Rd. The fire was in the road reserve and neighbouring property owner was tasked to patrol the fire.

6.5 Councillor – No report

6.6 Ranger
(LF) said he will be making contact with FCO's regarding areas of concern for fire break inspections.

6.7 CESM – ***See Attachment 6.7.1***
6.8 DFES – ***See Attachment 6.8.1***
6.9 DBCA – ***See Attachment 6.9.1***

7. STANDING ITEMS

7.1 ESL YTD Expenditure Summary – (RB) informed the meeting Standing Items will be included in every meeting. The current YTD expenditure is not an accurate YTD due to changing over from financial years. The next meeting will reflect the true amount.

7.2 ESL Operational Items – Requests from FCOs
RB) asked Brigades to provide information with ESL operational items. (RB) has procured items on request by brigades when required

8. GENERAL BUSINESS

(MS) asked (ED) the WAERN channel for Water Bombers was it CH640, (EH) said no the new channel is CH638. (EH) indicated on an occasion he had both channels up 640 & 638 to establish communications with aircraft. (EH) said try CH638 if that fails try CH640 and please use Talkaround on the WAERN. (RB) said we may need to provide training sessions regarding the WAERN and the method of Talkaround. It was acknowledged DBCA have one button to switch to Talkaround, whereas DFES requires several processes to switch on Talkaround. (PT) said the DFES LSW Regional Office has asked to have this process similar to DBCA but no success to date.
(IW) asked about the interstate deployment list and how to register. (PT) said he would find out and provide details to (RB).
(EH) provided a summary of the work and future work regarding prescribed burns in the Shire of Nannup and surrounding shires. Nannup is looking good as far as younger fuels around the shire and DBCA are continuing with their prescribed burn mosaic program to eliminate a fire run. DBCA are happy with the fuel ages around Nannup and specifically the town of Nannup. The committee thanked DBCA for all their work with reducing fuel loads; it has been noticed by firefighting members and residents.

9. DATE FOR NEXT MEETINGS PROPOSED
Monday 3rd February 2020 at 7:00pm.

10. CLOSURE OF MEETING
8:45pm

Attachment 9.3

NANNUP SHIRE LEMC MINUTES

Meeting held 6th November 2019

CESM

CONFIRMATION OF MINUTES

LEMC minutes of 21st August 2019 as a true record

.....

Cr Tony Dean (Shire President)

SHIRE OF NANNUP

Local Emergency Management Advisory Committee

Wednesday 6th November 2019
Held at the Council Chambers

MINUTES

1. OPENING

With the chairperson and deputy chairperson an apology the meeting decided the Executive Officer Robert Bootsma to be acting chairperson. Meeting opened at 3:10pm.

2. ATTENDANCE & APOLOGIES

Attendance:

(RB) Mr Rob Bootsma – Nannup CESM Executive Officer
(LS) Mrs Louise Stokes – Shire of Nannup Community Development Officer
(Ms RB) Ms Roma Boucher– Department of Communities
(VC) Mr Vik Cheema – Office of Emergency Management.
(AM) Mr Al McNevin – Police Sargeant Nannup
(MG) Mr Matthew Goldstone – Police Nannup Constable
(RC) Mr Ross Croft – St John Ambulance
(WS) Warren Smith – St John Ambulance
(KS) Ms Kym Sandiland – WA Country Health Service
(CB) Mrs Cheryle Brown – Nannup Community Resource Centre

Apologies were received from:

Cr Tony Dean – President Shire of Nannup (Chairman)
Mrs Judy Kemp – Country Women's Association
Mr Josh Jackson – Water Corporation Blackwood
Hal Snyder – Department of Communities
Ms Leonie Lynch - Department of Communities
Ms Wendy Moore – Nannup District Senior High School Principle
Cr Robin Mellema – Deputy President Shire of Nannup
Mr David Taylor – Shire of Nannup Chief Executive Officer
Mr Nathan Hall – DFES LSW District Officer Emergency Management
(JJ) Mr Jonathan Jones – Nannup Manager Infrastructure
(IG) Mr Ian Guthridge – Dept of Primary Industries & Regional Development

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

(RB) informed the meeting (Cr CB) was a newly elected and appointed Councilor for the Shire of Nannup. (RC) & (WS) had to leave at 3:20pm for an ambulance emergency

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

LEMC meeting dated 21st August 2019.are a true and accurate record of the meeting as presented.

Moved Al McNevin ***CARRIED***
Seconded Ross Croft

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES –

(Mrs RB) asked if the meeting had a quorum to continue with LEMC meeting.
(RB) said he was not sure if the meeting required similar status as BFAC with 50% of members plus one nearest whole number as quorum. Meeting decided to continue and (RB) to find out LEMC meeting quorum.

6. REPORTS

6.1 (CR CB) No report - representing shire councillors.

6.2 (AM) Informed the meeting there was an influx of people in the area specifically Nannup & Bridgetown/Greenbushes due to Tour of Margaret River and the Blues Festival respectively. Police have contingencies planned with Manjimup & Donnybrook Police. (WS) stated they will have their ambulance ready for tomorrow during the ToMR. (AM) also mentioned plan for liquor license areas are good well organised.

6.3 (KS) mentioned there were some significant issues last year during the ToMR with medivacs. ToMR have a medical plan not to rely on multiple admissions to Nannup Hospital, limited capacity to receive multiple admissions. (KS) also said the incident provided good experience for staff during an event like this. (LS) said Pro-Am competitions have standard plans for incidents.

6.4 (Mrs RB) Report provided but would like to mention the success with their emergency exercise recently at the Nannup Community & Recreation Centre and thank Shire of Nannup for hosting and allowing Department of Communities to present the exercise.

6.5 (LS) the shire is still in recovery from the Jarrahwood Fire. The Lewana Fire specifically Balingup/Nannup Road the shire has stepped back, one owner is liaising with DBCA/FPC with some recovery work. (LS) Red Cross meeting in Nannup (Mrs RB) said Red Cross members are provided with Psychological First Aid training. Also 3 people are going to DoC who are PFA qualified. (LS) mentioned she has completed the Public Information Officer course organised by DFES and that incident

information can vary from 15min to 45min to be available on the DFES website. It is necessary to obtain accurate information and forward to DFES on the website for access to the public.

6.6 (RB) mentioned the development of the Blackwood Valley Zone Response.(BVZR) CEO's of Nannup, Bridgetown/Greenbushes & Donnybrook/Balingup together with DFES, DBCA, volunteer Chief/Deputy Chief Bush Fire Control Officers and Community Emergency Service Managers met to discuss an improved response to fires starting during the peak fire season in the Blackwood Valley area. The area stretches over the Blackwood Valley covering parts of the three shires. The response plan would mean an appliance from the all agencies to mobilise including aerial support. The response plan should in place for this fire season but there were numerous authorisations to be approved. In essence the BVZR hopefully will be in place on the 1st December 2019 until 31st March 2020, between the hours of 0800-1800. The BVZR is the first step with improving the Blackwood Valley designated area regarding possible outbreak of fire. There are other industry procedures and processes currently being reviewed to address harvesting operations by Forest Products Commission.

6.7 (VC)
Impact Statement for Level 2 & 3 incidents may require completing.
Presented courses at DFES & DBCA
Shared information with ISG members.
Controlling Agency to handover to LG CEO and the Recovery Coordinator formally.
Document shared with highest level of government
On the 15th December 2019 DFES, DBCA & WAPOL presentation
Email Impact Statement document to LEMC members
Insurance claims regarding losses over Lewana Fire.

7. GENERAL BUSINESS

LEMC members wanting 3 weeks notice for agenda items, 2 weeks notice for previous minutes to be read and 1 week for reports to be sent to shire Executive Officer.

8. NEXT MEETING

Wednesday 5th February 2020 at 3:00pm at the Shire Office – Council Chambers, unless otherwise notified.

9. CLOSURE OF MEETING

Meeting was closed at 4:00pm.

Attachment 12.1.1

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
2019/36	Ian & Davina Gibb	Ian & Davina Gibb	A770	Lot 2 (40) Rivergum Way, Nannup	Caretakers dwelling	Works & use	$70,000.00	9/10/2019	Yes - 2 weeks	30/10/2019	Delegated - CEO

Attachment 12.2.1

Shire of Nannup

rest • connect • grow

Local Emergency Management Arrangements

Effective From:	October 2019
Expires on:	October 2024
Next Review:	October 2020
Adopted by Council:	21 November 2019

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) formalises 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 specialised 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

<Insert 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	3
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			
2			
3			
4			
5			
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9			

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 townsite, 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 kilometres 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.

Copies of these arrangements shall be distributed to the following and shall be free of charge during office hours:

Shire's Administration Office Address

Shire's Website:www.nannup.wa.gov.au

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 2020
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	Under section 36 of the EM Act the functions of the local government are to: (a) ensure that effective LEMA are prepared and maintained for the district; (b) manage recovery following an emergency affecting the community in its district; and (c) perform other functions given to the local government under the Act.
Local emergency coordinator	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.

Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	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.
LG liaison officer (to the ISG/IMT)	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.
Local government – Incident management	Ensure planning and preparation for emergencies is undertaken Implement procedures that assist the community and emergency services deal with incidents Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. Liaise with the incident controller (provide liaison officer) Participate in the ISG and provide local support Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

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: • 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	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: • 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 DBCA 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

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
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	• Weather forecasts and warnings

Emergency Alert	www.emergencyalert.gov.au	• 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	• Current warnings and incidents • How to prepare your property for bush fire • How to recover from an emergency
Standard Emergency Warning Signal (SEWS)	• 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 is 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 of State of Emergency Declaration including:

- section 14B(2)(b) of the Bush Fires Act 2005- 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 believe 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 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 Defense

In certain circumstances (e.g. where the capabilities of agencies are insufficient or unavailable) the Department of Defense 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 coordinating welfare support in the response and recovery phases of an emergency event. 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 practicing 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

Attachment 12.2.3

Shire of Nannup

rest • connect • grow

Recovery Plan

Effective From:	October 2014
Expires on:	October 2024
Next Review:	October 2020
Adopted by Council:	28 November 2019

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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.

RECOVERY IN THE RESPONSE PHASE

- Activate the Recovery Committee
- Prepare key media statements and appoint spokesperson (Shire President)
- Participate in ISG meetings and IMT meetings if appropriate.
- 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.

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

RELATED DOCUMENTS & ARRANGEMENTS

Existing plans & arrangements

Document	Owner	File	Expiry Date
Local Emergency Management 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 2020
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:

- 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.
- 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.

Local governments that are signatories to the MOU are:

Shire of Augusta Margaret River

Shire of Collie

Shire of Boyup Brook

Shire of Dardanup

Shire of Bridgetown Greenbushes

Shire of Donnybrook-Balingup

City of Bunbury

Shire of Harvey

City of Busselton

Shire of Manjimup

Shire of Capel

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

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,
- Complete the Impact Plan,

- 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;
- Department of Communities
- 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

Local Government	• 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.
Department of Communities	• Coordinate welfare support in the recovery phase. • Provide a representative to the LRCC.

	• Coordinate emergency welfare services as part of the recovery process as required by the State Emergency Welfare Plan • Chair the Emergency Welfare Coordination Group and report to the LRCC. • If determined, coordinate the provision of the Personal Hardship and Distress measures under the DRFA-WA, including counselling, emergency assistance and temporary accommodation.
DPIRD	• 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	• 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)	• 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	• 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)	• 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)	• 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	• 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	• 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	• 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	• 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	• Community (Social) Subcommittee • All financial matters including DRFA-WA processes and funding applications
Manager Infrastructure	• 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	• Manage and assist with livestock and animal management
CESO	• 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
- coordinate completion of the Impact Statement, 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
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

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. Dependent 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 rumors, 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.

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:	OK
IC shall include the LRC in critical response briefings	
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: • 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: • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases	
Develop processes for:	

• media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged	
Monitor print and broadcast media, and counter misinformation	
Rehabilitation and Assistance 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: • 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:			☐ 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)	☐ YES ☐ NO	**Maps attached:**	☐ YES ☐ NO
Incident Management Team stood down (where applicable)?	☐ YES ☐ NO	**LG recovery arrangements activated?**	☐ YES ☐ NO
Incident Support Group stood down?	☐ YES ☐ NO ☐ N/A	**Local Recovery Coordination Group activated?**	☐ YES ☐ 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

- ☐ Deaths
- ☐ People unaccounted for
- ☐ People isolated
- ☐ People evacuated
- ☐ Evacuation centres
- ☐ Cultural heritage impacts
- ☐ Vulnerable people needing assistance
- ☐ Injuries
- ☐ Disease, illness or contamination
- ☐ Significant issues with pets/assistance animals
- ☐ Home and Community Care
- ☐ Medical / health services
- ☐ Public transport
- ☐ Community activities/interactions impacted
- ☐ Other

NATURAL ENVIRONMENT

- ☐ Water catchments
- ☐ Wetlands
- ☐ Coastline
- ☐ Marine areas
- ☐ National parks
- ☐ State forests
- ☐ Reserves and parks
- ☐ Exclusion areas
- ☐ Threatened or iconic species
- ☐ Wildlife
- ☐ Other

ECONOMIC ENVIRONMENT

- ☐ Agriculture / horticulture / vineyards incl. livestock
- ☐ Fisheries
- ☐ Forestry / forest products
- ☐ Mining / industrial
- ☐ Retail incl. food suppliers, banking services
- ☐ Other large employers
- ☐ Small / local business
- ☐ Tourism
- ☐ Workforce implications
- ☐ Other

BUILT ENVIRONMENT

Buildings

- ☐ Residential properties
- ☐ Water tanks / contamination
- ☐ Community buildings
- ☐ Heritage/cultural buildings/sites
- ☐ Commercial/industrial/retail buildings
- ☐ Rural buildings
- ☐ Emergency service buildings
- ☐ Hospitals
- ☐ Primary care facilities
- ☐ Residential group homes / aged care homes
- ☐ Correction centres / prisons
- ☐ Childcare centres
- ☐ Schools
- ☐ Training centres / universities
- ☐ Local government offices
- ☐ Other buildings

Hazardous materials

- ☐ Asbestos
- ☐ CCA treated timber
- ☐ Chemicals / hazardous materials
- ☐ Marine hydrocarbons
- ☐ Firefighting foam
- ☐ Other

Transport infrastructure

- ☐ Main roads
- ☐ Local roads
- ☐ Bridges
- ☐ Rail – passenger
- ☐ Rail – freight
- ☐ Ports
- ☐ Airfields
- ☐ Major drainage

Utilities (services)

- ☐ Electricity supply
- ☐ Gas supply
- ☐ Fuel / oil supply
- ☐ Water supply
- ☐ Sewerage infrastructure incl. waste water / re-use
- ☐ Waste management
- ☐ Telecommunications

- ☐ **Exclusion zones**

- ☐ Other

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?
☐ Aqwest (water supplier in Bunbury)					☐	☐
☐ Assoc. of Independent Schools of WA					☐	☐
☐ ATCO Gas					☐	☐
☐ Australian Red Cross					☐	☐
☐ Arc Infrastructure					☐	☐
☐ Busselton Water					☐	☐
☐ Catholic Education WA					☐	☐
☐ Dampier Bunbury Pipeline (gas)					☐	☐
☐ Dept of Primary Industry & Regional Dev.					☐	☐
☐ Dept of Communities					☐	☐
☐ Dept of Defence					☐	☐
☐ Dept of Education					☐	☐
☐ Dept of Water and Environmental Regulation					☐	☐
☐ Dept of Fire and Emergency Services					☐	☐
☐ Dept of Health					☐	☐
☐ Dept of Biodiversity, Conserv. & Attractions					☐	☐
☐ Dept of Planning, Lands & Heritage					☐	☐
☐ Dept of Transport Marine Safety					☐	☐
☐ Horizon Power					☐	☐

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
☐ Local government (specify)					☐	☐
☐ Local Recovery Coordination Group					☐	☐
☐ Main Roads WA					☐	☐
☐ NBN Co.					☐	☐
☐ Public Transport Authority					☐	☐
☐ Telstra					☐	☐
☐ Verve Energy					☐	☐
☐ WA Housing Authority					☐	☐
☐ WA Police Force					☐	☐
☐ Water Corporation					☐	☐
☐ Western Power					☐	☐
☐ Add others as needed					☐	☐
☐ e.g. community groups					☐	☐
☐ e.g. other service providers					☐	☐
☐					☐	☐
☐					☐	☐
☐					☐	☐
☐					☐	☐
☐					☐	☐

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*	☐
						☐
						☐

☐ 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)?**
Reserves and Parks	*DBCA/LG*		*The closure of the parks in the impacted area will have an impact on a planned Scout jamboree*	*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*	*DBCA/LG communication will need to extend to the public of the impact to the Park and period of closure.*	☐
						☐
						☐

☐ 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)?**
Other large employers	*DPIRD/DWER*		*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.*	*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.*	*Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.*	☐
						☐
						☐

☐ 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)?**
Water tanks contamination	*Watercorp* *DWER*		*Due to the use of firefighting foam rain water tanks in the impacted area may be contaminated.*	*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*	*Communication to impacted residents of where potable water can be accessed and fact sheets on contamination*	☐
						☐
						☐

☐ 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	# Destroyed					
13	Schools, training centres, universities, child care centres	# 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	# Damaged					
23	(excludes rural)	# Closed					
24	RURAL BUILDINGS	# Destroyed					
25		# 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	9722 5000 ~~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.

Attachment 12.3.1

ACCOUNTS FOR PAYMENT
October 2019

Municipal Payments

Chq/EFT	Date	Name	Description	Amount
EFT11975	04/10/2019	BUNBURY TEN PIN BOWLING & FAMILY FUN CENTRE	SCHOOL HOLIDAY PROGRAM	$ 240.00
EFT11976	04/10/2019	JP REPAIRS	TYRE REPAIRS	$ 500.00
EFT11977	04/10/2019	NATURALISTE HYGIENE SERVICES	CONTRACT CHARGES - HYGIENE SERVICES	$ 1,251.56
EFT11978	04/10/2019	ROBERT LONGMORE	COUNCILLOR ALLOWANCES	$ 325.00
EFT11979	04/10/2019	DRACOM SERVICES	WEBSITE MAINTENANCE	$ 500.00
EFT11980	04/10/2019	PICKLE & O	CATERING	$ 450.00
EFT11981	04/10/2019	ROB BOOTSMA	REIMBURSEMENT OF EXPENSES	$ 313.01
EFT11982	04/10/2019	CITY & REGIONAL FUELS	FUEL	$ 2,816.53
EFT11983	04/10/2019	NANNUP DELI	CATERING	$ 151.00
EFT11984	04/10/2019	SEEK LIMITED	RECRUITMENT	$ 313.50
EFT11985	04/10/2019	ERIN CARTER	AFTER SCHOOL PROGRAM	$ 257.90
EFT11986	04/10/2019	OFFICEWORKS	SUNDRY SUPPLIES	$ 297.51
EFT11987	04/10/2019	AMPAC	DEBT RECOVERY SERVICES - RATES	$ 167.20
EFT11988	04/10/2019	CHUBB FIRE & SECURITY	FIRE DETECTION SYSTEM AT REC CENTRE	$ 843.90
EFT11989	04/10/2019	FRIENDS OF DONNELLY VILLAGE INC.	COMMUNITY GRANT 2019/20	$ 500.00
EFT11990	04/10/2019	PARMELIA HILTON	ACCOMMODATION - COUNCILLOR WORKSHOP	$ 1,518.00
EFT11991	04/10/2019	FAIRTEL PTY LTD	INTERNET CHARGES - SES BUILDING	$ 389.17
EFT11992	04/10/2019	SOPHIA GRYGLICKI	AFTER SCHOOL PROGRAMS	$ 340.00
EFT11993	04/10/2019	STEPHEN CULPH	ASSISTANCE WITH REGIONAL ROADS SUBMISSION	$ 225.00
EFT11994	04/10/2019	SUNSHINE MEDICAL CENTRE BUSSELTON	RECRUITMENT	$ 198.00
EFT11995	04/10/2019	MATTRESS REMOVAL WA	WASTE SITE DISPOSAL - MATTRESSES	$ 2,250.00
EFT11996	04/10/2019	DYLAN PILLAGE	REIMBURSEMENT OF EXPENSES	$ 53.00
EFT11997	04/10/2019	SOUTHERN FORESTS BLACKWOOD VALLEY TOURISM ASSOCIATION	CONTRIBUTION TO SOUTHERN FORESTS BLACKWOOD VALLEY TOURISM ASSOCIATION FOR 2019/2020	$ 31,157.50
EFT11998	04/10/2019	AUSTRALIAN TAXATION OFFICE - BAS	BUSINESS ACTIVITY STATEMENT	$ 28,388.00
EFT11999	04/10/2019	NANNUP ELECTRICAL SERVICES	ELECTRICAL SERVICES - INSTALL AIR VENTS AND FANS	$ 724.00
EFT12000	04/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT	$ 334.57
EFT12001	04/10/2019	K & C HARPER	PLUMBING REPAIRS - NANNUP TOWN HALL	$ 2,123.52
EFT12002	04/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ANNUAL CONFERENCE 2019	$ 1,490.00
EFT12003	04/10/2019	NANNUP DISTRICT HIGH SCHOOL	COMMUNITY GRANT 2019/20	$ 400.00
EFT12004	04/10/2019	NANNUP COMMUNITY RESOURCE CENTRE	ADVERTISING	$ 475.20
EFT12005	15/10/2019	JP REPAIRS	TYRE REPAIRS	$ 700.00
EFT12006	15/10/2019	CIVIC LEGAL	LEGAL FEES	$ 1,270.50
EFT12007	15/10/2019	ARBOR GUY	ARBORIST SERVICES	$ 5,544.00
EFT12008	15/10/2019	NORMAN STEER	COUNCILLOR ALLOWANCES	$ 455.00
EFT12009	15/10/2019	DEAN GUJA	ENVIRONMENTAL HEALTH OFFICER	$ 3,173.00
EFT12010	15/10/2019	FIRE & SAFETY WA	FIRE SAFETY EQUIPMENT	$ 1,915.38
EFT12011	15/10/2019	CITY & REGIONAL FUELS	FUEL	$ 2,911.57
EFT12012	15/10/2019	SCOPE BUSINESS IMAGING	PHOTOCOPIER SERVICE PLAN	$ 1,120.53
EFT12013	15/10/2019	DUNSBOROUGH ASPHALT	ROAD MAINTENANCE	$ 2,600.00
EFT12014	15/10/2019	NANNUP LIQUOR STORE	REFRESHMENTS	$ 484.59
EFT12015	15/10/2019	FAIRTEL PTY LTD	INTERNET CHARGES - SES BUILDING	$ 194.23
EFT12016	15/10/2019	SWAT SOUTH WEST ALARM TECHNICIANS	INSTALL NEW CCTV EQUIPMENT - NANNUP WASTE FACILITY	$ 6,655.00
EFT12017	15/10/2019	ANDREA JENKINS	REIMBURSEMENT OF EXPENSES	$ 88.00
EFT12018	15/10/2019	D & J COMMUNICATIONS	RADIO PURCHASE	$ 330.00
EFT12019	15/10/2019	NANNUP ELECTRICAL SERVICES	DARRADUP VBFB - SHED EXPENSES	$ 820.00
EFT12020	15/10/2019	LANDGATE	AERIAL PHOTOGRAPHY PURCHASE FOR USE IN PLANNING	$ 563.20
EFT12021	15/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT	$ 73.10
EFT12022	15/10/2019	JASON SIGNMAKERS	SIGNAGE	$ 328.90
EFT12023	15/10/2019	WAYNE G H JOLLEY	CONTRACT EXPENSES - BUILDING SURVEYOR	$ 175.00
EFT12024	15/10/2019	NICHOLLS MACHINERY	SMALL EQUIPMENT REPAIR	$ 138.00
EFT12025	15/10/2019	PRESTIGE PRODUCTS	PUBLIC CONVENIENCES	$ 580.91
EFT12026	15/10/2019	FULTON HOGAN INDUSTRIES PTY LTD	ROAD MAINTENANCE	$ 1,795.20
EFT12027	15/10/2019	SW PRECISION PRINT	STATIONERY	$ 1,239.00
EFT12028	15/10/2019	IT VISION	SOFTWARE SUBSCRIPTION	$ 38.50
EFT12033	18/10/2019	JENNY STYLES	FINAL PAYOUT	$ 32,743.59
EFT12034	22/10/2019	AUSTRALIA POST	RATES POSTAGE	$ 565.96
EFT12035	22/10/2019	AUSRECORD	ARCHIVING EXPENSES	$ 171.60
EFT12036	22/10/2019	EDGE PLANNING & PROPERTY	PLANNING SERVICES	$ 2,449.15
EFT12037	22/10/2019	JOAN SMITH	AFTER SCHOOL PROGRAM	$ 125.00
EFT12038	22/10/2019	BRANDINO PTY LTD	WEBSITE MAINTENANCE	$ 247.50
EFT12039	22/10/2019	COVS PARTS PTY LTD	MINOR EQUIPMENT PURCHASE	$ 281.22
EFT12040	22/10/2019	ALLGLOVE INDUSTRIES	VOLUNTEER BUSH FIRE FIGHTING -EQUIPMENT	$ 1,495.00
EFT12041	22/10/2019	CITY & REGIONAL FUELS	FUEL	$ 2,318.46
EFT12042	22/10/2019	MARGARET RIVER BUSSELTON TOURISM ASSOC.	BASIC MEMBERSHIP 2019/2020	$ 99.00
EFT12043	22/10/2019	INTERIA SYSTEMS	OFFICE EQUIPMENT - DESK	$ 976.99
EFT12044	22/10/2019	BUSSELTON CIVIL & PLANT	PLUMBING SERVICES- NANNUP RECREATION CENTRE	$ 385.50
EFT12045	22/10/2019	ALISON KAY	FESTIVAL OF COUNTRY GARDENS AND BLOOMING WILD PROMOTION	$ 600.00
EFT12046	22/10/2019	REDGATE LIME	LIME SUPPLY	$ 11,730.75
EFT12047	22/10/2019	ABRUS CONSULTING PTY LTD	PROJECT MANAGEMENT	$ 360.00
EFT12048	22/10/2019	ROADSIDE PRODUCTS PTY LTD	ROAD MAINTENANCE	$ 7,342.50
EFT12049	22/10/2019	FAIRTEL PTY LTD	MOBILE BOOSTER	$ 1,921.70
EFT12050	22/10/2019	CHRISTINE EDWARDS	SCHOOL HOLIDAY PROGRAM - BUS DRIVING	$ 300.00
EFT12051	22/10/2019	SWAT SOUTH WEST ALARM TECHNICIANS	ALARM SERVICES	$ 2,013.00
EFT12052	22/10/2019	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	WARREN BLACKWOOD PROSPECTUS	$ 396.00
EFT12053	22/10/2019	BUNNINGS- BUSSELTON	PLANT PURCHASES	$ 272.46
EFT12054	22/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT	$ 45.43
EFT12055	22/10/2019	JASON SIGNMAKERS	SIGNAGE	$ 2,759.90
EFT12056	22/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ANNUAL CONFERENCE 2019	$ 2,141.00
EFT12057	22/10/2019	NANNUP HARDWARE & AGENCIES	HARDWARE PURCHASES	$ 809.70
EFT12058	22/10/2019	PRESTIGE PRODUCTS	PUBLIC CONVENIENCES	$ 35.20
EFT12059	29/10/2019	NANNUP VALLEY CHALETS	CATERING FOR ORDINARY COUNCIL MEETING	$ 420.00
EFT12060	29/10/2019	ARBOR GUY	ARBORIST SERVICES	$ 6,512.00
EFT12061	29/10/2019	BUNBURY TRUCKS	TRUCK REPAIR & MAINTENANCE- AIR FILTER	$ 533.25
EFT12062	29/10/2019	IT VISION USER GROUP INC	IT VISION USER GROUP MEMBERSHIP SUBSCRIPTION 2019/2020	$ 748.00
EFT12063	29/10/2019	BLACKWOOD VALLEY WINE INDUSTRY ASSOCIATION	COMMUNITY GRANT 2019/2020	$ 500.00
EFT12064	29/10/2019	CASH REGISTER WAREHOUSE	LIBRARY BARCODE SCANNER	$ 315.50
EFT12065	29/10/2019	GEO VET	RANGER SERVICES	$ 30.00
EFT12066	29/10/2019	SOUTH WEST ELECTRICS	AIR CONDITIONER SERVICING	$ 4,684.35
EFT12067	29/10/2019	LEARNING DISCOVERY PTY LTD	LIBRARY BOOKS	$ 76.00
EFT12068	29/10/2019	BRIAN ANTHONY & JULIE ANNE MAPSON	RATES REFUND	$ 48.14
EFT12069	29/10/2019	ONE MUSIC AUSTRALIA	MUSIC FOR COUNCILS LICENCE SUBSCRIPTION 2019/2020	$ 350.00
EFT12070	29/10/2019	AUSTRALIAN TAXATION OFFICE - BAS	BUSINESS ACTIVITY STATEMENT	$ 22,425.00
EFT12071	29/10/2019	LANDGATE	INTERIM SCHEDULE	$ 363.40
EFT12072	29/10/2019	TOLL TRANSPORT PTY LTD	THE PAPER COMPANY	$ 48.51
EFT12073	29/10/2019	NANNUP HARDWARE & AGENCIES	PROTECTIVE CLOTHING PURCHASES - DEPOT	$ 4,959.10
EFT12074	29/10/2019	NANNUP COMMUNITY RESOURCE CENTRE	BUS HIRE SCHOOL HOLIDAY PROGRAM	$ 110.00
EFT12075	29/10/2019	THE PAPER COMPANY OF AUSTRALIA PTY LTD	PAPER	$ 123.75
EFT12076	29/10/2019	ST. JOHN AMBULANCE - NANNUP	SEPTEMBER 2019 ST JOHN AMBULANCE MEMBERSHIP FEES	$ 391.00
			Total EFT payments - October 2019	***$ 227,411.29***

20414	04/10/2019	DEPARTMENT OF TRANSPORT	DEPARTMENT OF TRANSPORT - LICENSING BRING INTO FLEET	$	47.50
20415	04/10/2019	STACEY ELLIOT	CROSSOVER SUBSIDY	$	800.00
20417	04/10/2019	TELSTRA	TELSTRA USAGE & SERVICE CHARGES	$	33.92
20419	15/10/2019	R.B. THOMAS	CROSSOVER SUBSIDY	$	601.56
20420	22/10/2019	DIESEL & HYDRAULIC SERVICES SOUTH WEST	SES - VEHICLE SERVICING	$	1,813.34
20421	22/10/2019	PENHALL INVESTMENTS PTY LTD.	REFUND OF ANNUAL INSPECTION FEE- RECLASSOF FOOD BUSINESS	$	90.00
20423	29/10/2019	TELSTRA	NORTH NANNUP TELSTRA USAGE AND SERVICE CHARGES SEPTEMBER 2019	$	86.28
			Total Cheque payments - September 2019	***$***	***3,472.60***
DD10600.1	09/10/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	$	7,975.65
DD10600.2	09/10/2019	MARITIME SUPER	SUPERANNUATION CONTRIBUTIONS	$	66.52
DD10600.3	09/10/2019	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	$	1,270.85
DD10600.4	09/10/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	365.62
DD10600.5	09/10/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$	383.02
DD10600.6	09/10/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	$	261.88
DD10600.7	09/10/2019	ASGARD INFINITY EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	$	413.48
DD10600.8	09/10/2019	JOLLEY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	59.85
DD10600.9	09/10/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$	238.24
DD10601.1	23/10/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	$	7,552.06
DD10601.2	23/10/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	327.02
DD10601.3	23/10/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$	344.53
DD10601.4	23/10/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	$	264.22
DD10601.5	23/10/2019	ASGARD INFINITY EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	$	413.48
DD10601.6	23/10/2019	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	$	1,182.41
DD10601.7	23/10/2019	JOLLEY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$	54.15
DD10601.8	23/10/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$	214.59
DD10619.1	31/10/2019	SYNERGY	SYNERGY OCTOBER 2019	$	7,878.31
DD10619.2	31/10/2019	CALTEX AUSTRALIA	CALTEX OCTOBER 2019	$	1,106.71
DD10619.3	31/10/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 39 OCTOBER 2019	$	8,412.40
DD10619.4	31/10/2019	TELSTRA	TELSTRA OCTOBER 2019	$	1,428.54
DD10619.5	31/10/2019	SGFLEET	SG FLEET OCTOBER 2019	$	1,726.87
DD10619.6	31/10/2019	BP AUSTRALIA	BP OCTOBER 2019	$	142.51
DD10619.7	31/10/2019	BOC LIMITED	BOC OCTOBER 2019	$	70.54
DD10619.8	31/10/2019	GO GO MEDIA * DIRECT DEBIT*	GO GO MEDIA OCTOBER 2019	$	75.90
DD10619.9	31/10/2019	CLEANAWAY	CLEANAWAY DOMESTIC AND RECYCLING OCTOBER 2019	$	7,096.11
DD10600.10	09/10/2019	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$	54.72
DD10619.10	31/10/2019	CALL ASSOCIATES PTY LTD - INSIGHT & CONNECT	CALL ASSOCIATES OCTOBER 2019	$	76.51
DD10619.11	31/10/2019	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CORPORATE CREDIT CARD OCTOBER 2019	$	2,925.68
DD10619.12	31/10/2019	WESTNET	WESTNET OCTOBER 2019	$	184.84
DD10619.13	31/10/2019	MAIA FINANCIAL PTY LTD	MAIA FINANCIAL OCTOBER 2019	$	2,298.60
DD10619.14	31/10/2019	AUSSIE BROADBAND - DIRECT DEBIT	AUSSIE BROADBAND OCTOBER 2019	$	99.00
			Total Direct Debit payments - September 2019	***$***	***54,964.81***

Shire of Nannup Trust Fund

EFT12077	29/10/2019	NANNUP ARTS COUNCIL INC.	REFUND OF BOND PAID FOR HIRE OF TOWN HALL	$	200.00
EFT12078	29/10/2019	BUILDING COMMISSION	BSL SEPTEMBER 2019	$	113.30
EFT12030	15/10/2019	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BCITF SEPTEMBER 2019	$	54.85
			Total Trust Payments for period:	***$***	***368.15***

TOTAL PAYMENTS SEPTEMBER 2019		
Municpal Payments	$	285,848.70
Trust Payments	$	368.15
	$	286,216.85

SHIRE OF NANNUP			
CREDIT CARD PAYMENTS - OCTOBER 2019			
Date	**Supplier**	**Description**	**Amount**
	CEO Credit Card		
8/10/2019	MELO VELO CAFÉ	PRESIDENT MEETING	$ 31.60
11/10/2019	A1 APPLIANCE CENTRE	OVEN ELEMENT STAFF HOUSING	$ 87.50
11/10/2019	CALTEX GELORUP	FUEL NP0	$ 50.00
15/10/2019	MELO VELO CAFÉ	PRESIDENT MEETING	$ 10.20
22/10/2019	MELO VELO CAFÉ	PRESIDENT MEETING	$ 20.50
22/10/2019	THE GOOD GUYS	COMMUNITY ROOM FRIDGE	$ 510.00
25/10/2019	CALTEX GELORUP	FUEL NP0	$ 96.37
26/10/2019	CALTEX ALBANY	FUEL NP0	$ 96.07
			$ 902.24
	MCS Credit Card		
3/10/2019	EB PLACEMAKING MASTER	ECDO STAFF TRAINING	$ 40.00
11/10/2019	DMIRS ONLINE PAYMENT	DEPT OF MINES & PETROLUM HIGH RISK TICKET	$ 53.00
21/10/2019	APPLE ONLINE	NEW COUNCILLOR IPADS	$ 1,529.00
22/10/2019	BAREFOOT BOOKS	OUTGOING COUNCILLOR GIFTS	$ 210.00
22/10/2019	KMART BUSSELTON	REFRESHMENTS BUDGET	$ 37.65
23/10/2019	NANNUP DELI	FUEL NP000	$ 81.79
24/10/2019	MELO VELO CAFÉ	MASTERPLAN CATERING	$ 72.00
			$ 2,023.44
			$ 2,925.68

Attachment 12.4.1

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Nannup

Information Summary

For the Period Ended 31 October 2019

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34 .*

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.
Please be aware that Budget Review occurs between February and March, therefore Budget review items are yet to be produced in this set of statements.

Statement of Financial Activity by reporting program

Is presented on page 3 and shows a surplus as at 31 October 2019 of $2,261,230.

Items of Significance

The material variance adopted by the Shire of Nannup for the 2018/19 year is $30,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditue

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	26%	-$ 1,022,687	-$ 1,747,047	-$ 263,229
Non-operating Grants, Subsidies and Contributions	12%	-$ 685,062	-$ 685,062	-$ 84,000
	20%	-$ 1,707,749	-$ 2,432,109	-$ 347,229
Rates Levied	100%	$ 1,771,448	$ 1,771,448	$ 1,775,736

% Compares current ytd actuals to annual budget

Financial Position		Prior Year 30 June 2019	Current Year 30 June 2020	Note
Adjusted Net Current Assets	69%	$ 3,167,516	$ 2,190,641	3
Cash and Equivalent - Unrestricted		$ 2,123,180	$ 2,623,344	3 & 4
Receivables - Rates	125%	$ 715,077	$ 896,528	3 & 6
Receivables - Other	80%	$ 265,024	$ 211,171	3 & 6
Payables	62%	$ 113,667	$ 70,254	3

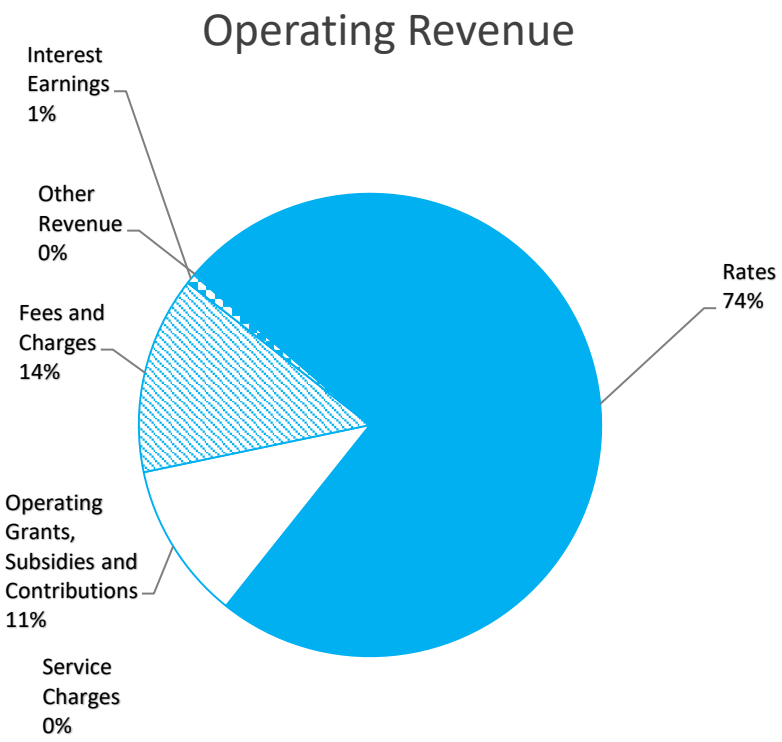
% Compares current ytd actuals to prior year actuals at the same time

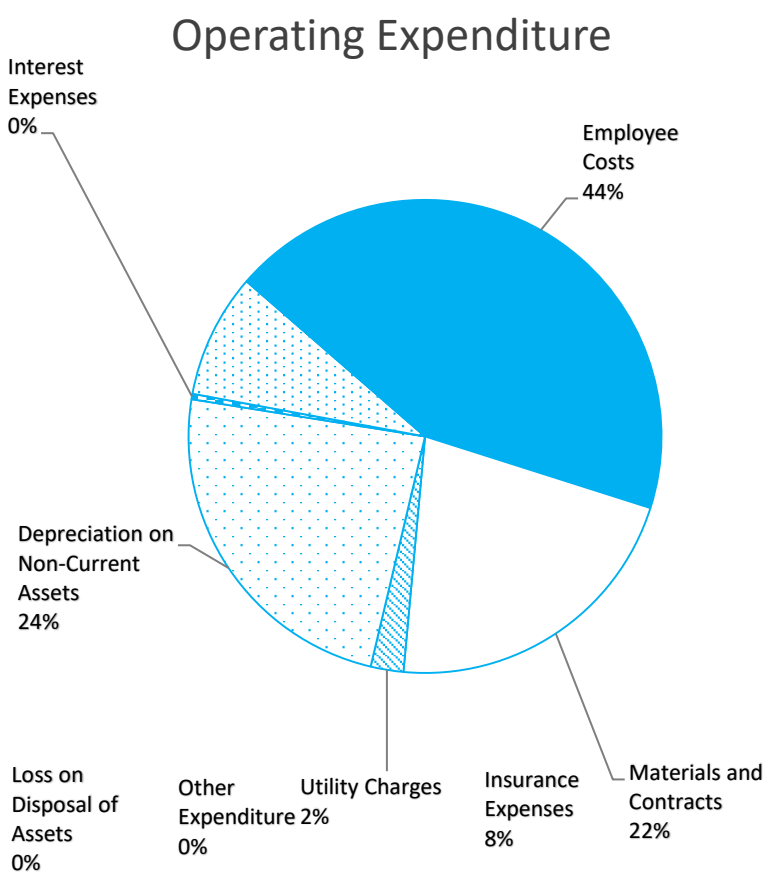
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

Prepared by:	Robin Lorkiewicz
Reviewed by:	Tracie Bishop
Date prepared:	15/11/2019

Shire of Nannup
Information Summary
For the Period Ended 31 October 2019





SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2019

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus(Deficit)		872,521	872,521	**943,103**	70,581	8%	
Revenue from operating activities							
Governance		0	0	**0**	0		
General Purpose Funding - Rates	9	1,771,448	*1,771,448*	**1,775,736**	4,288	0%	
General Purpose Funding - Other		786,687	262,229	**178,258**	(83,971)	(32%)	
Law, Order and Public Safety		227,986	75,995	**104,403**	28,408	37%	
Health		16,750	5,583	**9,695**	4,112	74%	
Education and Welfare		54,644	18,215	**9,834**	(8,381)	(46%)	
Housing		20,800	6,933	**7,200**	267	4%	
Community Amenities		339,356	113,119	**292,046**	178,928	158%	
Recreation and Culture		11,940	3,980	**7,099**	3,119	78%	
Transport		486,854	162,285	**0**	(162,285)	(100%)	
Economic Services		26,975	8,992	**3,006**	(5,986)	(67%)	
Other Property and Services		15,400	5,133	**2,078**	(3,056)	(60%)	
		3,758,841	**2,433,912**	**2,389,356**			
Expenditure from operating activities							
Governance		(1,170,369)	(390,123)	**(254,592)**	135,531	35%	
General Purpose Funding		(82,344)	(27,448)	**(14,297)**	13,151	48%	
Law, Order and Public Safety		(379,085)	(126,362)	**(141,826)**	(15,464)	(12%)	
Health		(54,363)	(18,121)	**(17,742)**	379	2%	
Education and Welfare		(119,206)	(39,735)	**(37,075)**	2,660	7%	
Housing		(38,407)	(12,802)	**(7,529)**	5,273	41%	
Community Amenities		(398,170)	(132,723)	**(113,403)**	19,321	15%	
Recreation and Culture		(262,502)	(87,501)	**(101,315)**	(13,814)	(16%)	
Transport		(1,113,314)	(371,105)	**(375,573)**	(4,469)	(1%)	
Economic Services		(343,125)	(114,375)	**(64,670)**	49,705	43%	
Other Property and Services		(841,127)	(280,376)	**(329,310)**	(48,935)	(17%)	
		(4,802,012)	**(1,600,671)**	**(1,457,332)**			
Financing Costs							
Community Amenities		(1,570)	(523)	**(770)**	(247)	47%	
		(1,570)	**(523)**	**(770)**			
Operating activities excluded from budget							
Add back Depreciation		816,280	272,093	**318,369**	46,275	17%	▲
Adjust (Profit)/Loss on Asset Disposal	8	22,200	22,200	**0**	(22,200)	(100%)	
Adjust Provisions and Accruals		0	0	**31,325**	31,325		▲
Amount attributable to operating activities		**(206,262)**	**1,127,011**	**1,280,947**			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	947,792	315,931	**84,000**	(231,931)	(73%)	▼
Proceeds from Disposal of Assets	8	70,000	23,333	**0**	(23,333)	(100%)	
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(142,730)	(47,577)	**0**	47,577	100%	▲
Infrastructure Assets - Roads	13	(721,371)	(240,457)	**(46,219)**	194,238	81%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**	0		
Infrastructure Assets - Footpaths	13	0	0	**0**	0		
Infrastructure Assets - Drainage	13	0	0	**0**	0		
Plant and Equipment	13	(426,000)	(142,000)	**0**	142,000	100%	▲
Furniture and Equipment	13	(38,000)	(12,667)	**0**	12,667	100%	▲
Amount attributable to investing activities		**(310,309)**	**(103,436)**	**37,781**			
Financing Actvities							
Loan Repayments Capital		(33,728)	(33,728)	**0**	33,728	(100%)	
Self-Supporting Loan Principal		49,796	16,599	**16,374**	(225)	(1%)	
Transfer from Reserves	7	104,000	34,667	**0**	(34,667)	(100%)	▼
Repayment of Debentures	10	(49,796)	(16,599)	**(16,374)**	225	1%	
Transfer to Reserves	7	(355,000)	(118,333)	**(600)**	117,733	99%	▲
Amount attributable to financing activities		**(284,728)**	**(117,395)**	**(600)**			
Closing Funding Surplus(Deficit)	3	**71,223**	**1,778,702**	**2,261,230**			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus (Deficit)		872,521	872,521	**943,103**	70,581	8%	
Revenue from operating activities							
Rates	9	1,771,448	*1,771,448*	**1,775,736**	4,288	0%	
Operating Grants, Subsidies and Contributions	11	1,045,827	348,609	**263,229**	(85,380)	(24%)	▼
Fees and Charges		475,089	158,363	**330,224**	171,862	109%	▲
Service Charges		0	0	**0**	0		
Interest Earnings		70,757	23,586	**16,705**	(6,881)	(29%)	
Other Revenue		395,720	131,907	**3,462**	(128,445)	(97%)	▼
		3,758,841	**2,433,912**	**2,389,356**			
Expenditure from operating activities							
Employee Costs		(1,889,777)	(629,926)	**(581,488)**	(48,437)	(8%)	
Materials		(1,168,512)	(389,504)	**(288,179)**	(101,324)	(26%)	▼
Contracts		(613,307)	(204,436)	**(121,589)**	(82,847)	(41%)	▼
Utility Charges		(98,140)	(32,713)	**(29,918)**	(2,796)	(9%)	
Depreciation on Non-Current Assets		(816,280)	(272,093)	**(318,369)**	46,275	17%	▲
Interest Expenses		(18,098)	(6,033)	**(4,966)**	(1,066)	(18%)	
Insurance Expenses		(176,169)	(58,723)	**(113,594)**	54,871	93%	▲
Other Expenditure		(1,100)	(367)	**0**	(367)	(100%)	
(Profit)/Loss on Sale of Assets		(22,200)	(7,400)	**0**	(7,400)	(100%)	
		(4,803,582)	**(1,601,194)**	**(1,458,103)**			
Operating activities excluded from budget							
Add back Depreciation		816,280	272,093	**318,369**	46,275	17%	▲
Adjust (Profit)/Loss on Asset Disposal	8	22,200	22,200	**0**	(22,200)	(100%)	
Adjust Provisions and Accruals		0	0	**31,325**	31,325		▲
Amount attributable to operating activities		**(206,262)**	**1,127,011**	**1,280,946**			
Investing activities							
Non-Operating Grants, Subsidies and Contributions	11	947,792	315,931	**84,000**	(231,931)	(73%)	▼
Proceeds from Disposal of Assets	8	70,000	23,333	**0**	(23,333)	(100%)	
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(142,730)	(47,577)	**0**	47,577	100%	▲
Infrastructure Assets - Roads	13	(721,371)	(240,457)	**(46,219)**	194,238	81%	▲
Infrastructure Assets - Public Facilities	13	0	0	**0**	0		
Infrastructure Assets - Footpaths	13	0	0	**0**	0		
Infrastructure Assets - Drainage	13	0	0	**0**	0		
Plant and Equipment	13	(426,000)	(142,000)	**0**	142,000	100%	▲
Furniture and Equipment	13	(38,000)	(12,667)	**0**	12,667	100%	▲
Amount attributable to investing activities		**(310,309)**	**(103,436)**	**37,781**			
Financing Activities							
Loan Repayments Capital		(33,728)	(33,728)	**0**	33,728	(100%)	
Self-Supporting Loan Principal		49,796	16,599	**16,374**	(225)	(1%)	
Transfer from Reserves	7	104,000	34,667	**0**	(34,667)	(100%)	▼
Repayment of Debentures	10	(49,796)	(16,599)	**(16,374)**	225	1%	
Transfer to Reserves	7	(355,000)	(118,333)	**(600)**	117,733	99%	▲
Amount attributable to financing activities		**(284,728)**	**(117,395)**	**(600)**			
Closing Funding Surplus (Deficit)	3	**71,223**	**1,778,702**	**2,261,230**	**482,528**	27%	▲

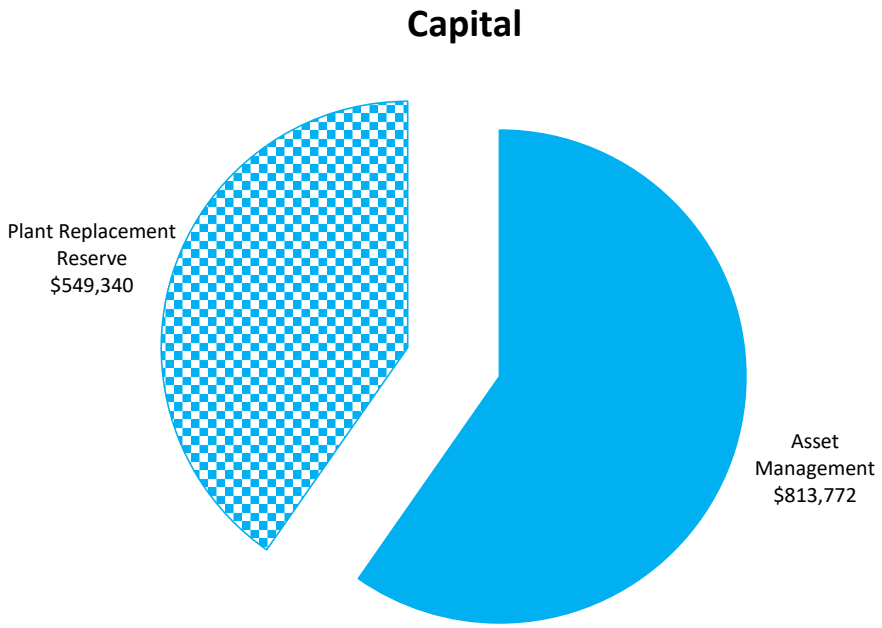
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF NANNUP
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2019

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	0	0	0	(142,730)	**0**	0
Infrastructure Assets - Roads	13	(46,219)	0	(721,371)	(721,371)	**(46,219)**	675,152
Infrastructure Assets - Public Facilities	13	0	0	0	0	**0**	0
Infrastructure Assets - Footpaths	13	0	0	0	0	**0**	0
Infrastructure Assets - Drainage	13	0	0	0	0	**0**	0
Proceeds from Advances		0	0	0	0	**0**	0
Plant and Equipment	13	0	0	(426,000)	(426,000)	**0**	426,000
Furniture and Equipment	13	0	0	0	(38,000)	**0**	0
Capital Expenditure Totals		(46,219)	0	(1,147,371)	(1,328,101)	**(46,219)**	1,101,152
Capital acquisitions funded by:							
Capital Grants and Contributions				**(183,640)**	**(154,500)**	**(58,085)**	
Borrowings				**0**	**0**	**0**	
Other (Disposals & C/Fwd)				**23,333**	**70,000**	**0**	
Council contribution - Cash Backed Reserves							
Asset Management		**0**	**0**	$813,772	(24,000)	0	**(813,772)**
Plant Replacement Reserve		**0**	**0**	$549,340	(22,000)	0	**(549,340)**
Council contribution - operations				**(2,350,176)**	**(1,197,601)**	**11,866**	
Capital Funding Total				**(1,147,371)**	**(1,328,101)**	**(46,219)**	



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the

(e) 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

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments

(g) 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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are

(h) 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

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development,

(i) Fixed Assets

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

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	**Years**	**Method**
Buildings	20 to 100 years	Straight Line
Furniture and Equipment	4 to 20 years	Straight Line
Plant and Equipment	5 to 20 years	Straight Line
Sealed Roads		
formation	not depreciated	
pavement	80 years	Straight Line
seal		
bituminous seals	34 years	Straight Line
asphalt surfaces	43 years	Straight Line
Gravel Roads		
formation	not depreciated	
pavement	80 years	Straight Line
Formed roads		
formation	not depreciated	
pavement	80 years	Straight Line
Footpaths - slab	50 to 60 years	Straight Line
Kerbs	100 years	Straight Line
Parks & Gardens	50 to 75 years	Straight Line
Water Supply Piping and Draing Systems	75 to 130 years	Straight Line
Bridges	90 to 110 years	Straight Line

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an

(o) 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

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-

Operating Grants, Subsidies and Contributions

Refer 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 non-current assets paid to a local government, irrespective of

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

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,

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)

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

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation,

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses,

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

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

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

GOVERNANCE
Objective:
To provide a decision making process for the efficient allocation of scarce resources.
Activities:
Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and
GENERAL PURPOSE FUNDING
Objective:
To collect revenue to allow for the provision of services.
Activities:
Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY
Objective:
To provide services to help ensure a safer community.
Activities:
Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH
Objective:
To provide an operational framework for good community health.
Activities:
Food quality, building sanitation and sewage.
EDUCATION AND WELFARE
Objective:
To provide services to disadvantaged persons, the elderly, children and youth.
Activities:
Operation of pre-school, provision of youth support.
HOUSING
Objective:
Help ensure adequate housing.
Activities:
Maintenance of staff and rental housing.
COMMUNITY AMENITIES
Objective:
To provide services required by the community.
Activities:
Rubbish collection services, operation of tip, noise control, administration of the town planning scheme, maintenance of cemetery and maintenance of
RECREATION AND CULTURE
Objective:
To establish and effectively manage infrastructure and resource which will help the social well being of the community.
Activities:
Maintenance of halls, recreation centre and various reserves; operation of library.
TRANSPORT
Objective:
To provide effective and efficient transport services to the community.
Activities:
Construction and maintenance of streets, roads, bridges; cleaning of streets, depot maintenance.
ECONOMIC SERVICES
Objective:
To help promote the shire and its economic wellbeing.
Activities:
Assistance to tourism, area promotion, building control, noxious weeds, vermin control.
OTHER PROPERTY AND SERVICES
Objective:
To accurately allocate plant and labour costs across the various programs of Council.
Activities:
Private works operations, plant repairs and operations costs.

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2019/20 year is $30,000 or 10% whichever is the greater.
Please be aware that Budget Review occurs between February and March, therefore Budget review items are yet to be produced in this set of statements.

Reporting Program	Var. $	Timing/ Permanent	Explanation of Variance
Operating Revenues	$		
	$0		
Operating Expense			
	$0.00		
Capital Revenue			
	$0.00		
Capital Expenses			
	$0.00		
Other Items			
	$0.00		

Gross (Deficit) / Surplus Expected		ORIG EST
Revenue	$	-
Expenditure	$	-
Capital	$	-
Other Items	$	-
Projected (Deficit) / Surplus	**$**	-

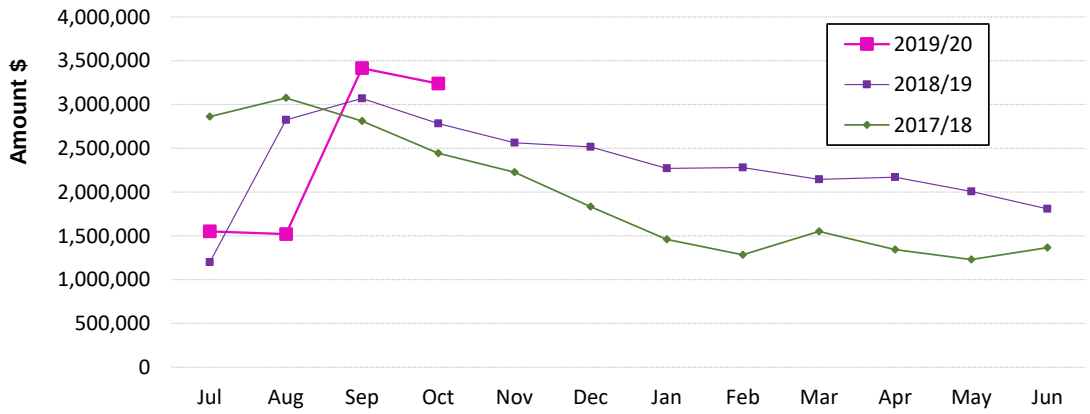
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2019	This Time Last Year 31 Oct 2018	Current 31 Oct 2019
		$	$	$
Current Assets				
Cash Unrestricted	4	1,569,570	2,123,180	2,539,466
Cash Restricted - Conditions over Grants	11	(940,860)	0	(940,860)
Cash Restricted	4	2,622,744	2,017,638	2,623,344
Receivables - Rates & Rubbish		178,425	715,077	896,528
Receivables - Other	6	521,369	265,024	211,171
Interest / ATO Receivable/ Trust	6	129,806	355,528	14,633
Inventories		6,240	6,240	6,240
		4,087,294	5,482,688	5,350,521
Less: Current Liabilities				
Payables		(113,667)	(758)	(70,254)
Provisions		(389,941)	(345,060)	(358,617)
		(503,608)	(345,817)	(428,871)
Less:				
Cash Reserves	7	(2,622,744)	(2,017,638)	(2,623,344)
Restricted Assets		(54,302)	(19,324)	(127,296)
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(45,205)	(32,009)	(43,229)
Loans receivable - Clubs/Institutions		(35,935)	(1,969)	(49,797)
		(2,774,437)	(2,087,191)	(2,859,917)
Add:				
Cash Backed Long Service Leave		133,852	117,836	128,908
		133,852	117,836	128,908
		943,103	**3,167,516**	**2,190,641**

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	$	$	$	$			
(a) **Cash Deposits**							
Municipal Bank Account	1,539,216			1,539,216	CBA	Tiered	At Call
Reserve Bank Account		73,344		73,344	CBA	Tiered	At Call
Trust Bank Account			22,796	22,796-	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) **Term Deposits**							
Municipal	500,000			500,000	WPC	2.20%	11-Dec-19
Municipal - At call	500,000			500,000	CBA	0.90%	At Call
Reserves		2,550,000		2,550,000	WPC	2.22%	11-Jun-20
Total	**2,539,466**	**2,623,344**	**22,796**	**5,185,606**			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 5: Budget Amendments

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

Please be aware that Budget Review occurs between February and March, therefore Budget review items are yet to be produced in this set of statements.

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(Deficit)				0
	Surplus Brought Forward amendment						0
	Expenditure and Income Net from original Budget						0
	Operating Permanent Changes						
	Governance						
	General Purpose Funding						
	Law & Order						
	Education & Welfare						
	Housing						
	Community Amenities						
	Recreation and Culture						
	Transport						
	Economic Development						
	Other Property & Services						
	Capital Expenditure						
				0	**0**	**0**	**0**

Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus(Deficit)
Non Cash Item

Comments/Notes - Budget Amendments

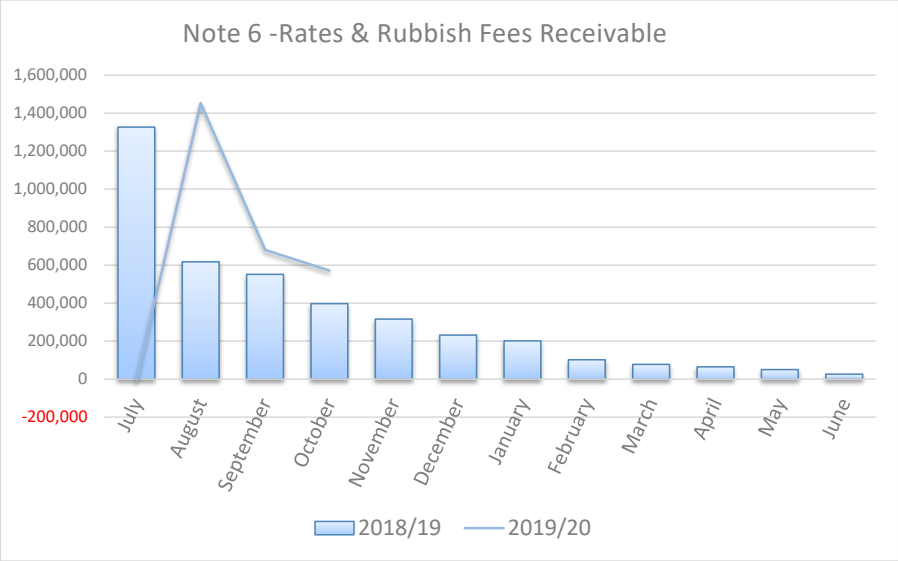
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

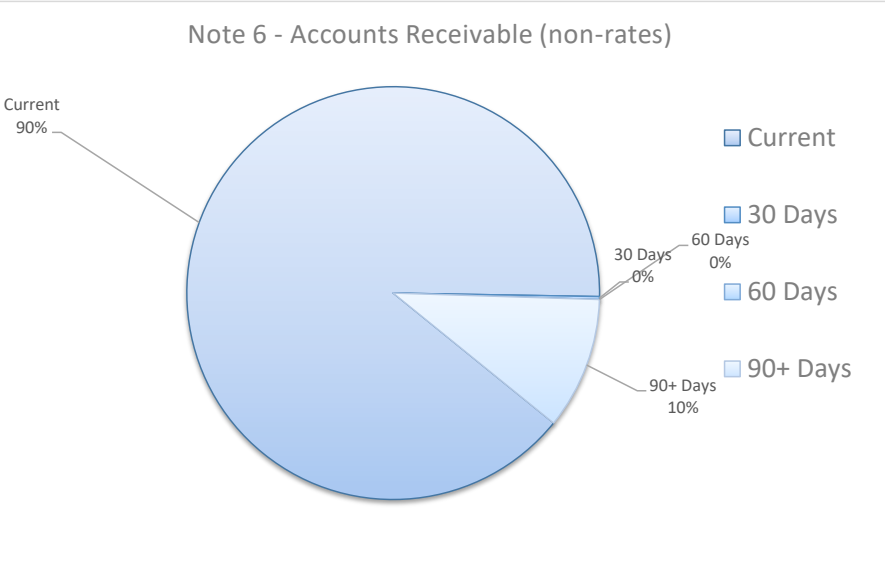
Note 6: Receivables

Receivables - Rates Receivable *Rates Only*	31 Oct 2019	30 June 2019
	$	$
Opening Arrears Previous Years	113,453	94,693
Levied this year	1,775,736	1,704,777
Less Collections to date	(1,093,976)	(1,686,017)
Equals Current Outstanding	**795,213**	**113,453**
Net Rates Collectable	**795,213**	**113,453**
% Collected	61.61%	93.70%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	$	$	$	$	$
Receivables - General	144,321	372	0	16,681	161,374
Balance per Trial Balance					
Sundry Debtors					161,374
Receivables - Other					64,430
Total Receivables General Outstanding					**225,804**
				Error Check	0.00

Amounts shown above include GST (where applicable)





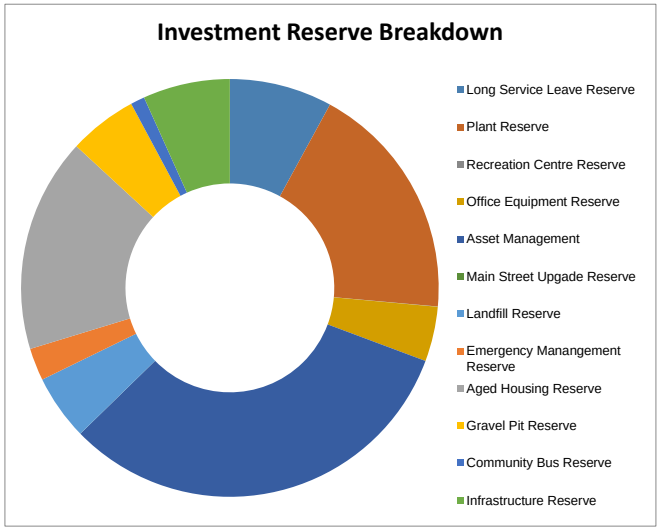
Comments/Notes - Receivables Rates

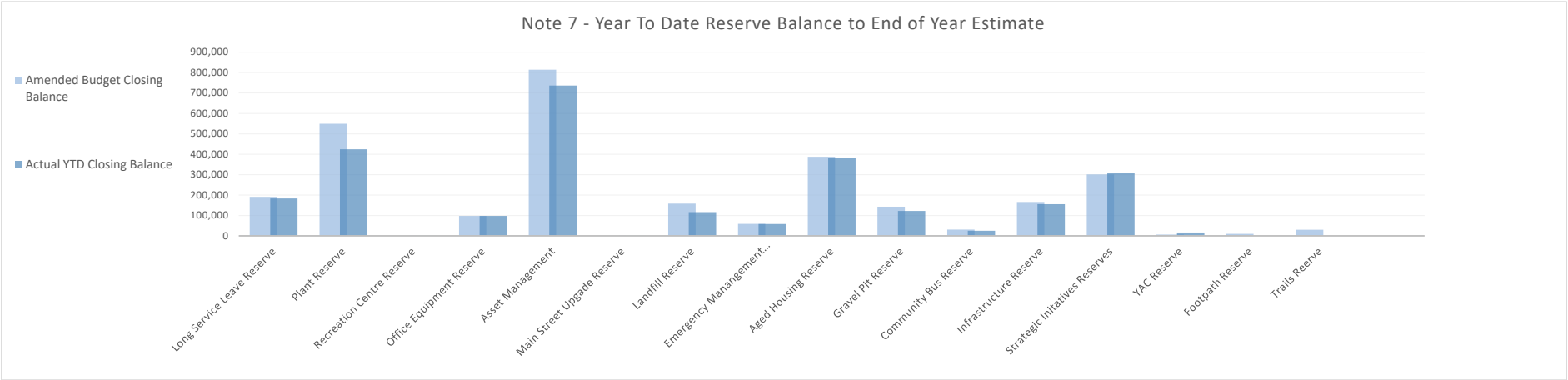
Comments/Notes - Receivables General

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2019	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Long Service Leave Reserve	182,930	3,000	54	15,000	0	(10,000)	0	190,930	182,984
Plant Reserve	424,340	7,000	126	140,000	0	(22,000)	0	549,340	424,466
Recreation Centre Reserve	560	0	0	0	0	0	0	560	560
Office Equipment Reserve	97,549	1,000	29	30,000	0	(31,000)	0	97,549	97,577
Asset Management	735,772	12,000	218	90,000	0	(24,000)	0	813,772	735,990
Main Street Upgade Reserve	58	0	0	0	0	0	0	58	58
Landfill Reserve	116,343	1,500	35	40,000	0	0	0	157,843	116,377
Emergency Manangement Reserve	57,792	1,000	17	0	0	0	0	58,792	57,809
Aged Housing Reserve	381,099	6,500	113	0	0	0	0	387,599	381,212
Gravel Pit Reserve	122,000	1,000	0	20,000	0	0	0	143,000	122,000
Community Bus Reserve	25,051	1,000	7	5,000	0	0	0	31,051	25,058
Infrastructure Reserve	155,000	1,000	0	10,000	0	0	0	166,000	155,000
Strategic Initatives Reserves	308,000	0	0	0	0	(7,000)	0	301,000	308,000
YAC Reserve	16,250	0	0	0	0	(10,000)		6,250	16,250
Footpath Reserve	0	0	0	10,000	0	0		10,000	0
Trails Reerve	0	0	0	30,000	0	0		30,000	0
	2,622,744	**35,000**	**600**	**390,000**	**0**	**(104,000)**	**0**	**2,943,744**	**2,623,344**





SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)	Amended Budget Net Book Value	Amended Budget Proceeds	Amended Budget Profit	Amended Budget (Loss)
		$	$	$	$	$	$	$	$
	Plant and Equipment								0
P181	Toyota Camry				0				
P312	Scania 14t Tipper				0				
P653	John Deere Mower				0				
		0	**0**	**0**	**0**	**0**	**0**	**0**	**0**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 9: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual Rate Revenue	YTD Actual Interim Rates	YTD Actual Back Rates	YTD Actual Total Revenue	Amended Budget Rate Revenue	Amended Budget Interim Rate	Amended Budget Back Rate	Amended Budget Total Revenue
RATE TYPE	$		$	$	$	$	$	$	$	$	$
Differential General Rate											
GRV	8.8980	383	6,561,664	583,857	4,320	0	588,177	0			0
UV	0.4638	208	118,073,000	547,623	0	0	547,623	0			0
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		**591**	**124,634,664**	**1,131,479**	**4,320**	**0**	**1,135,799**	**0**	**0**	**0**	**0**
	Minimum										
Minimum Payment	**$**										
GRV	1,013.00	353	2,535,608	357,589	0	0	357,589	0	0	0	0
UV	1,133.00	206	26,003,497	233,398	0	0	233,398	0	0	0	0
Sub-Totals		**559**	**28,539,105**	**590,987**	**0**	**0**	**590,987**	**0**	**0**	**0**	**0**
		1,150	**153,173,769**	**1,722,466**	**4,320**	**0**	**1,726,786**	**0**	**0**	**0**	**0**
							0				0
Concession							0				0
Amount from General Rates							**1,726,786**				**0**
Ex-Gratia Rates							48,949				0
Specified Area Rates							0				0
Totals							**1,775,736**				**0**

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 10: Information on Borrowings
(a) Debenture Repayments

Particulars	01 Jul 2019	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	
			$	$	$	$	$	$	
Governance									
Loan 37 NCRC	33,132		6,046	18,505	27,086	14,627	770	1,570	*
Loan 39 NMC		293,330	10,328	31,291	283,002	262,038	4,322	9,187	
	33,132	293,330	16,374	49,796	310,088	276,665	5,092	10,757	

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

* Per SSL 2019_20

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating (b)	Amended Budget Capital	YTD Budget (a)+(b)	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	YTD Actual (Expended) (c)	Unspent Grant (a)+(b)+(c)
				$	$	$				$	$	$
General Purpose Funding												
Grants Commission - General Equalisation	WALGGC	operating	(427,099)	(425,411)	0	(852,510)	(425,411)		(425,411)	(100,219)	100,219	0
Grants Commission - Roads	WALGGC	operating	(268,121)	(242,276)	0	(510,397)	(242,276)		(242,276)	(55,797)	55,797	0
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	Operating - Tied	0	(120,000)	0	(120,000)	(120,000)		(120,000)	(50,807)	50,807	0
Bushfire Management Plan	Dept. of Fire & Emergency Serv.	Operating - Tied	(19,140)	0	0	(19,140)	0		0	0	0	(19,140)
Bushfire Mitigation Works 2018/19	Dept. of Fire & Emergency Serv.	Non-operating	0	0	(35,262)	(35,262)	(35,262)		(35,262)	0	0	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(81,746)	0	(81,746)	(81,746)		(81,746)	(45,755)	45,755	0
Education and Welfare												
Grants - Community Bus	Contributions	Operating	0	(2,000)	0	(2,000)	(2,000)		(2,000)	0	0	0
Local Drug Action Group	Local Drug Action Group	Operating	0	0	0	0	0		0	(1,874)	1,874	0
Community Development Grants	Dept. Regional Development	Operating - Tied	0	(34,500)	0	(34,500)	(34,500)		(34,500)	(2,708)	2,708	0
Department of Local Government, Active Healthy Living	Dept of Local Government	Operating - Tied	(10,000)	0	0	(10,000)			0		0	(10,000)
Recreation and Culture												
Grants - Recreation and Culture	LotteryWest	Non-operating	0	0	(133,000)	(133,000)	(133,000)		(133,000)	0	0	0
Transport												
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(306,800)	(306,800)	(306,800)		(306,800)	0	0	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(116,754)	0	(116,754)	(116,754)		(116,754)	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(210,000)	(210,000)	(210,000)		(210,000)	(84,000)	84,000	0
			(724,360)	**(1,022,687)**	**(685,062)**	**(2,432,109)**	**(1,707,749)**	**0**	**(1,707,749)**	**(347,229)**	**347,229**	**(29,140)**
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		(695,220)	(868,187)	0	(1,563,407)	(868,187)	0	(868,187)	(205,144)	205,144	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		(29,140)	(154,500)	0	(183,640)	(154,500)	0	(154,500)	(58,085)	58,085	(29,140)
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	(685,062)	(685,062)	(685,062)	0	(685,062)	(84,000)	84,000	0
TOTALS			**(724,360)**	**(1,022,687)**	**(685,062)**	**(2,432,109)**	**(1,707,749)**	**0**	**(1,707,749)**	**(347,229)**	**347,229**	**(29,140)**

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 12: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Oct 2019
	$	$	$	$
BCITF Levy	160	(63)	223	**0**
BRB Levy	761	(1,541)	1,686	**617**
Bonds	22,018	(600)	400	**22,218**
Nomination Deposit	0	(400)	0	**400**
Donation Rec Centre Deposit	0	0	0	**0**
Nannup Community Bus	0	0	0	**0**
Trust accrued Expenses	75	0	75	**0**
	23,014	**(2,604)**	**2,384**	**23,234.81**

	23,235
Error	0.00

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual New/Upgrade	YTD Actual Renewal	YTD Actual Total YTD	Amended Budget Annual Budget	Amended Budget YTD Budget	Amended Budget YTD Variance	Strategic Reference / Comment
		$	$	$	$	$	$	
Level of completion indicator, please see table at the end of this note for further detail.								
Buildings								
Buildings	0754	0	0	0	142,730	0	0	
Law, Order And Public Safety Total		**0**	**0**	**0**	**142,730**	**0**	**0**	
Buildings Total		**0**	**0**	**0**	**142,730**	**0**	**0**	
Furniture & Office Equip.								
Governance								
Shire Offices	0584	0	0	0	38,000	0	0	
Governance Total		**0**	**0**	**0**	**38,000**	**0**	**0**	
Furniture & Office Equip. Total		**0**	**0**	**0**	**38,000**	**0**	**0**	
Plant , Equip. & Vehicles								
Governance		0	0	0	0	0	0	
Vehicle purchases - Office Staff	0544	0	0	0	40,000	40,000	(40,000)	
Governance Total		**0**	**0**	**0**	**40,000**	**40,000**	**(40,000)**	
Transport								
Purchase Of Plant	3564	0	0	0	386,000	386,000	(386,000)	
Transport Total		**0**	**0**	**0**	**386,000**	**386,000**	**(386,000)**	
Plant , Equip. & Vehicles Total		**0**	**0**	**0**	**426,000**	**426,000**	**(426,000)**	
Roads (Non Town)								
Transport								
Local Road Construction	3170	45,997	0	45,997	622,232	622,232	(576,234)	
Mrd Special Bridgeworks	3180	0	0	0	70,000	70,000	(70,000)	
Footpath Program	3210	222	0	222	29,139	29,139	(28,918)	
Transport Total		**46,219**	**0**	**46,219**	**721,371**	**721,371**	**(675,152)**	
Roads (Non Town) Total		**46,219**	**0**	**46,219**	**721,371**	**721,371**	**(675,152)**	
Capital Expenditure Total		**46,219**	**0**	**46,219**	**1,328,101**	**1,147,371**	**(1,101,152)**	

Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

31/10/2019