

SHIRE OF WEST ARTHUR



Ordinary Council Meeting Tuesday 22 November 2016 Minutes

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ORDINARY COUNCIL MEETING MINUTES

1. DECLARATION OF OPENING

Cr Ray Harrington, Chairperson, declared the meeting open at 6.09 pm.

2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

3. PUBLIC QUESTION TIME

Nil

4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

Cr R Harrington	Shire President
Cr K King	Deputy Shire President
Cr R Hulse	
Cr M Meredith	
Cr N Manuel	
Cr K Goss	
Cr A Clarke	
Nicole Wasmann	Chief Executive Officer

Apologies

Nil.

Leave of Absence

Nil.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Meeting of Council held 25 October 2016.

COUNCIL DECISION – ITEM 6.1

Moved: Cr Karlene Goss

Seconded: Cr Kevin King

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 25 October 2016 to be confirmed.

CARRIED 7/0

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

8. REPORTS

8.1 FINANCE, ADMINISTRATION AND POLICY

ITEM 8.1.1– FINANCIAL REPORT OCTOBER 2016

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: N/A
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 17 November 2016
 AUTHOR: Melinda King

SUMMARY:

Consideration of the financial reports for the periods ending 31 October 2016.

BACKGROUND:

The following financial reports are included for your information:

- Monthly Statement of Financial Activity – 31 October 2016.
- Note 1: Explanation of Variances – 31 October 2016.
- Note 2: Composition of Net Current Assets – 31 October 2016.
- Note 3: Cash and Investments– 31 October 2016.
- Note 4: Receivables– 31 October 2016.
- Note 5: Reserves– 31 October 2016.
- Note 6: Grants carried forward– 31 October 2016.
- Note 7: Capital expenditure report – 31 October 2016.

COMMENT:

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

CONSULTATION:

Not applicable.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

Not applicable.

STRATEGIC IMPLICATIONS:

Not applicable.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1
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Moved: Cr Neil Manuel

Seconded: Cr Rodney Hulse

That the financial report for the period ending 31 October 2016 as presented be accepted.

CARRIED 7/0

ATTACHMENTS:

- Monthly Statement of Financial Activity – 31 October 2016.
- Note 1: Explanation of Variances – 31 October 2016.
- Note 2: Composition of Net Current Assets – 31 October 2016.
- Note 3: Cash and Investments– 31 October 2016.
- Note 4: Receivables– 31 October 2016.
- Note 5: Reserves– 31 October 2016.
- Note 6: Grants carried forward– 31 October 2016.
- Note 7: Capital expenditure report – 31 October 2016.

SHIRE OF WEST ARTHUR
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2016

	Note	Annual Budget 2016/2017 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus (Deficit)	2	1,206,058	1,206,058	1,206,058	0	0%	
Revenue from operating activities							
Rates		1,563,465	1,563,465	1,564,769	1,304	0%	
Operating Grants, Subsidies and Contributions	6	2,286,667	744,632	756,995	12,363	2%	
Fees and Charges		340,105	150,702	147,745	(2,957)	(2%)	
Interest Earnings		113,512	8,952	10,023	1,071	12%	
Other Revenue Including Reimbursements		114,572	29,489	37,617	8,128	28%	
Profit on Disposal of Assets		17,787	7,800	0			
		4,436,108	2,505,040	2,517,149			
Expenditure from operating activities							
Employee Costs		(1,745,528)	(601,894)	(618,555)	(16,661)	(3%)	
Less allocations to capital works			113,636	112,727			
Materials and Contracts		(2,137,238)	(460,523)	(469,347)	(8,824)	(2%)	
Less plant allocations to capital works			41,557	46,281			
Utility Charges		(68,021)	(22,674)	(20,866)	1,808	8%	
Depreciation on Non-Current Assets		(1,856,368)	(196,651)	(166,747)	29,904	15%	▲
Interest Expenses		(32,487)	(8,424)	(8,424)	0	0%	
Insurance Expenses		(109,103)	(84,103)	(85,414)	(1,311)	(2%)	
Other Expenditure		(35,276)	0	(2,483)	(2,483)		
Loss on Disposal of Assets		0	0	(3,514)			
		(5,984,021)	(1,219,076)	(1,216,342)			
Operating activities excluded from budget							
Add back Depreciation		1,856,368	196,651	166,747	(29,904)	(15%)	▼
Adjust (Profit)/Loss on Asset Disposal		(17,787)	(7,800)	3,514	11,314	(145%)	
Adjust Provisions and Accruals			0	(6,987)	(6,987)		
Amount attributable to operating activities		290,668	1,474,815	1,464,081			
Investing activities							
Grants, Subsidies and Contributions	6	1,564,418	212,258	212,258	0	0%	
Proceeds from Disposal of Assets		43,000	15,000	9,858	(5,142)	(34%)	
Land and Buildings	7	(1,917,690)	(155,000)	(151,534)	3,466	2%	
Infrastructure Assets - Roads	7	(1,877,040)	(167,776)	(181,581)	(13,805)	(8%)	
Infrastructure Assets - Other	7	(235,711)	(25,000)	(25,825)	(825)	(3%)	
Plant and Equipment	7	(253,000)	(5,000)	(2,230)	2,770	55%	▲
Furniture and Equipment	7	(15,000)	0	0	0		
Amount attributable to investing activities		(2,691,023)	(125,518)	(139,054)			
Financing Activities							
Proceeds from New Self Supporting Loan		560,000	0	0	0		
Transfer from Reserves	5	1,272,000	0	0	0		
Repayment of Debentures		(53,691)	(13,120)	(13,120)	0	0%	
Transfer to Reserves	5	(584,012)	(4,476)	(3,396)	1,080	24%	▲
Amount attributable to financing activities		1,194,297	(17,596)	(16,516)			
Closing Funding Surplus (Deficit)	2	0	2,537,759	2,514,569	(23,190)	(1%)	

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

Refer to Note 1 for an explanation of the reasons for the variance.

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

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 1: 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 2016/17 year is \$10,000 or 10% whichever is the greater.

Other Income

\$8,128 Refund of water connection Cottage Homes. Offset against expenditure.

Profit on sale of assets

Written down value of the landcare ute at time of budget was \$7,200. This was increased at 30 June 2016 as part of the revaluation process. Written down value at time of sale was \$13,373. Sale price was \$9,858 resulting in a loss on sale rather than profit as budgeted. Proceeds of sale were budgeted as \$15,000.

Employee Costs

Landcare officer expenses not incurred. Permanent difference.

Depreciation

Depreciation is below budget. A review of plant depreciation rates is required following revaluation of plant at 30 June 2016.

Infrastructure Assets - Roads

Expenditure on Piesseville Tarwonga is above budget. \$5,794 materials.

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2016	Current 31 Oct 2016
		\$	\$
Current Assets			
Cash Unrestricted	3	237,070	1,358,022
Cash Restricted - Conditions over Grants	6	719,401	851,994
Cash Restricted	5	1,852,123	1,855,519
Receivables - Rates	4	124,794	316,908
Receivables - Other	4	430,433	35,179
Inventories		29,143	29,143
		3,392,964	4,446,765
Less: Current Liabilities			
Payables		(334,783)	(76,677)
		(334,783)	(76,677)
Less: Cash Reserves	5	(1,852,123)	(1,855,519)
Net Current Funding Position		1,206,058	2,514,569

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	121,886			121,886	NAB	0.05%	At Call
Municipal Cash Maximiser	387,530			387,530	NAB	0.70%	At Call
Trust Bank Account			20,836	20,836	NAB	0.05%	At Call
Trust Cash Maximiser			34,011	34,011	NAB	0.70%	At Call
Reserve Cash Maximiser		4,657		4,657	NAB	0.70%	At Call
Reserve 11am		0		0	Bendigo	1.75%	At Call
(b) Term Deposits							
Municipal	500,000			500,000	NAB	2.65%	24-Nov-16
Municipal	550,000			550,000	NAB	2.64%	22-Dec-16
Municipal	300,000			300,000	NAB	2.70%	02-Feb-17
Municipal	350,000			350,000	NAB	2.28%	24-Nov-16
Trust	0		150,000	150,000	NAB	2.80%	02-Dec-16
Reserve		155,000		155,000	NAB	2.80%	02-Dec-16
Reserve		1,695,862		1,695,862	Bendigo	2.90%	09-Jun-17
Total	2,209,416	1,855,519	204,847	4,269,782			

Comments/Notes - Investments

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 4: Receivables

Receivables - Rates Receivable	31 Oct 2016	30 June 2016	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	260,498	232,131	Receivables - General	6,146	17,322	0	11,711	35,179
Levied this year	1,630,827	1,517,126	Balance per Trial Balance					
<u>Less</u> Collections to date	(1,438,713)	(1,488,759)	Sundry Debtors					0
Equals Current Outstanding	452,612	260,498	Receivables - Other					0
Net Rates Collectable	452,612	260,498	Total Receivables General Outstanding					35,179
% Collected	76.07%	85.11%						
Less Recognised as doubtful	(135,704)	(135,704)						

Amounts shown above include GST (where applicable)

**SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016**

Note 5: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	87,581	2,540	161	60,000	0	(20,000)	0	130,121	87,742
Plant Reserve	228,964	6,640	420	360,000	0	(210,000)	0	385,604	229,384
Building Reserve	325,230	9,432	596	15,000	0	(250,000)	0	99,662	325,826
Town Development Reserve	40,134	1,164	73	0	0	(40,000)	0	1,298	40,207
Recreation Reserve	34,727	1,007	64	0	0	0	0	35,734	34,791
Heritage Reserve	3,722	108	7	300	0	0	0	4,130	3,729
Community Housing Reserve	105,380	3,056	193	0	0	0	0	108,436	105,573
Waste Management Reserve	74,730	2,167	137	0	0	0	0	76,897	74,867
Darkan Swimming Pool Reserve	26,601	771	49	4,000	0	0	0	31,372	26,650
Information Technology Reserve	53,897	1,563	99	0	0	0	0	55,460	53,996
Darkan Sport and Community Centre Reserve	125,885	3,651	231	30,000	0	0	0	159,536	126,116
Health and Resource Centre Reserve	734,209	21,292	1,346	0	0	(750,000)	0	5,501	735,555
Arthur River Country Club Renewal Reserve	11,063	321	20	6,000	0	(2,000)	0	15,384	11,083
Museum	0	0	0	55,000	0	0	0	55,000	0
	1,852,123	53,712	3,396	530,300	0	(1,272,000)	0	1,164,135	1,855,519

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 6: Grants and Contributions	Grant Provider	Type	Opening	Budget		Expected (b)+(c)+(d)	YTD Actual		Unspent Grant (a)+(f)+(g)
			Balance (a)	Operating (b)	Capital (c)		Revenue (f)	(Expended) (g)	
				\$	\$		\$	\$	\$
General Purpose Funding									
Grants Commission - General	WALGGC	Operating	0	421,493	0	421,493	104,858	0	0
Grants Commission - Roads	WALGGC	Operating	0	494,508	0	494,508	123,763	0	0
Grants Commission - Bridges	WALGGC	Operating - Tied	0	320,000	0	320,000	80,000	0	80,000
Law, Order and Public Safety									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	28,500	0	28,500	14,250	(17,505)	(3,255)
FESA Grant - Operating Bush Fire Brigade (1516)	Dept. of Fire & Emergency Serv.	Operating - Tied	0	0	0	0	154	(154)	0
Department of Water Contribution to radios	Dept. of Water	Operating - Tied	0	0	0	0	4,500	0	4,500
Education and Welfare									
Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	1,000	0	0	0
Kids Central Quarterly Grant	Federal DEEWR	Operating	0	41,000	0	41,000	10,222	0	0
Kids Central Traineeship Grant	Federal DEEWR	Operating	0	0	0	0	1,500	0	0
Kids Central Professional Development	Federal DEEWR	Operating - Tied	3,345	0	0	0	0	(645)	2,700
Health									
Housing									
4WDL Well Aged Persons Housing	Dept. Regional Development	Operating - Tied	0	662,866	0	662,866	175,989	(175,989)	0
Community Amenities									
Fodder Shrubs	South West Catchment Council	Operating - Tied	3,266	0	0	0	0	0	3,266
Strategic Ground Works	South West Catchment Council	Operating - Tied	75,000	0	0	0	0	0	75,000
Recreation and Culture									
Health and Resource Centre expansion	LotteryWest	Non-operating	0	0	200,000	200,000	0	0	0
CRC Funding Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	0	0	250,000	250,000	0	0	0
R4R CLGF 12-13 Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	86,525	0	0	0	0	(86,525)	0
Health and Resource Centre expansion	Estate of E Brown	Non-operating	0	0	80,000	80,000	80,000	0	80,000
R4R CLGF 12-13 Darkan Town Hall	Dept. of Regional Development	Non-operating	43,505	0	0	0	0	(43,505)	0
Museum	Estate of E Brown	Operating - Tied	0	120,000	0	120,000	120,000	0	120,000
Darkan to Dardadine Rail Trail	LotteryWest	Non-operating	17,000	0	0	0	0	0	17,000
Darkan Swimming Pool	Dept. of Sport and Recreation	Operating - Tied	0	32,000	0	32,000	0	0	0
Nature Play Facility	LotteryWest	Non-operating	0	0	65,000	65,000	0	0	0
Nature Play Facility	Dept. of Infrastructure & Regiona	Non-operating	10,000	0	0	0	0	(10,000)	0
Transport									
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	433,481	0	585,274	585,274	0	(86,864)	346,617
RRG Grants - Capital Projects	Regional Road Group	Non-operating	47,279	0	384,144	384,144	132,258	(53,371)	126,166
Direct Grant	Main Roads	Operating	0	115,500	0	115,500	115,550	0	0
TOTALS			719,401	2,236,867	1,564,418	3,801,285	963,044	(474,558)	851,994
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions		0	1,072,501	0	1,072,501	355,893	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		81,611	1,164,366	0	1,164,366	394,893	(194,293)	282,211
Non-operating	Non-operating Grants, Subsidies and Contributions		637,790	0	1,564,418	1,564,418	212,258	(280,265)	569,783
TOTALS			719,401	2,236,867	1,564,418	3,801,285	963,044	(474,558)	851,994

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2016

Note 7: Capital Acquisitions		YTD Actual			Budget			Variance
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget
Assets	Account	\$	\$	\$	\$	\$	\$	
Buildings								
Housing								
Staff housing	E168481	0	0	0	0	(40,000)	(40,000)	40,000
Land for staff house	E168482	0	0	0	0	(45,000)	(45,000)	45,000
Housing Total		0	0	0	0	(85,000)	(85,000)	85,000
Recreation And Culture								
Darkan Town Hall Renovation	E168479	(10,667)	(43,505)	(54,172)	(8,600)	(83,631)	(92,231)	38,059
Health and Resource Centre Expansion	E168480	(5,687)	(91,676)	(97,363)	(105,000)	(1,591,359)	(1,696,359)	1,598,996
Recreation And Culture Total		(16,354)	(135,181)	(151,535)	(113,600)	(1,674,990)	(1,788,590)	1,637,055
Transport								
Depot Shed Construction and Power Upgrade	E168484	0	0	0	(9,100)	(35,000)	(44,100)	44,100
Transport Total		0	0	0	(9,100)	(35,000)	(44,100)	44,100
Buildings Total		(16,354)	(135,181)	(151,535)	(122,700)	(1,794,990)	(1,917,690)	1,766,155
Infrastructure								
Recreation And Culture								
Lake Towerrinning - barbecue replacement	E167901	0	0	0	0	(18,000)	(18,000)	18,000
Town Oval - water tank	E167902	0	(7,380)	(7,380)	0	(10,000)	(10,000)	2,620
Rail Trail - signage	E167903	0	0	0	0	(17,000)	(17,000)	17,000
Parks - nature space playground stage 1	E167904	0	(18,445)	(18,445)	(7,000)	(22,000)	(29,000)	10,555
Parks - nature space playground stage 2	E167904	0	0	0	(20,300)	(120,000)	(140,300)	140,300
Recreation And Culture Total		0	(25,825)	(25,825)	(27,300)	(187,000)	(214,300)	188,475
Transport								
Install drainage along Burrowes St lane	E167900	0	0	0	(11,134)	(10,277)	(21,411)	21,411
Transport Total		0	0	0	(11,134)	(10,277)	(21,411)	21,411
Infrastructure Total		0	(25,825)	(25,825)	(38,434)	(197,277)	(235,711)	209,886
Furniture & Office Equip.								
Governance								
Computer Hardware Upgrade/New	E167701	0	0	0	0	(8,000)	(8,000)	8,000
Governance Total		0	0	0	0	(8,000)	(8,000)	8,000
Recreation And Culture								
Furniture and Equipment Other	E167701	0	0	0	0	(7,000)	(7,000)	7,000
Recreation And Culture Total		0	0	0	0	(7,000)	(7,000)	7,000
Furniture & Office Equip. Total		0	0	0	0	(15,000)	(15,000)	15,000

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2016

Note 7: Capital Acquisitions		YTD Actual			Budget			Variance
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget
Assets	Account	\$	\$	\$	\$	\$	\$	
Buildings								
Plant , Equip. & Vehicles								
Governance								
	CEO Vehicle Replacement	E167800	0	0	0	(50,000)	(50,000)	50,000
	Governance Total		0	0	0	(50,000)	(50,000)	50,000
Transport								
	Prime Mover Acquisition	E167801	0	0	0	(150,000)	(150,000)	150,000
	Mower	E167802	0	0	0	(38,000)	(38,000)	38,000
	Sundry Plant	E167803	0	(2,230)	(2,230)	0	(15,000)	12,770
	Transport Total		0	(2,230)	(2,230)	0	(203,000)	200,770
	Plant , Equip. & Vehicles Total		0	(2,230)	(2,230)	0	(253,000)	250,770
Roads								
Regional Road Group								
	Bowelling - Duranillin Road (intersection)	E168814	0	0	(40,887)	(41,524)	(82,411)	82,411
	Piesseville Tarwonga Road	E168815	(49,682)	(38,994)	(88,676)	(40,816)	(33,200)	(74,016)
	Darkan Moodiarrup Road	E168816	0	(4,058)	(4,058)	(159,284)	(101,704)	(260,988)
	Bowelling - Duranillin Road (widen and reseal)	E168817	(1,983)	0	(1,983)	(167,275)	(67,705)	(234,980)
	Regional Road Group Total		(51,665)	(43,052)	(94,717)	(408,262)	(244,133)	(652,395)
Roads to Recovery								
	O'Connor Road	E168818	(126)	0	(126)	(16,788)	(3,500)	(20,288)
	Coben Soak Road	E168819	0	0	0	(12,112)	(5,000)	(17,112)
	Hillman Dardadine Road	E168820	0	0	0	0	(268,013)	(268,013)
	Quindanning Williams Road	E168821	0	0	0	0	(68,040)	(68,040)
	Cordering North Road	E168822	0	(32)	(32)	(23,377)	(6,339)	(29,716)
	Collie Changerup Road	E168823	(78,287)	(2,830)	(81,117)	(103,703)	(59,052)	(162,755)
	Hughes Mill Road	E168824	(5,279)	0	(5,279)	(29,102)	(30,729)	(59,831)
	O'Connor Road Bridge	E168825	0	0	0	(24,108)	(68,892)	(93,000)
	Glenorchy South Bridge	E168826	(310)	0	(310)	(2,624)	(297,376)	(300,000)
	Roads to Recovery Total		(84,002)	(2,862)	(86,864)	(211,814)	(806,941)	(1,018,755)
Shire Funded								
	Bokal East Arthur Road	E168827	0	0	0	(80,720)	(16,120)	(96,840)
	Dellyanine Road	E168828	0	0	0	(80,720)	(16,120)	(96,840)
	Dust Suppression	E168829	0	0	0	(4,508)	(7,701)	(12,209)

SHIRE OF WEST ARTHUR
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2016

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget
Buildings		\$	\$	\$	\$	\$	\$	\$
	Shire Funded Total	0	0	0	(165,948)	(39,941)	(205,889)	205,889
Roads Total		(135,667)	(45,914)	(181,581)	(786,024)	(1,091,015)	(1,877,039)	1,695,458
Capital Expenditure Total		(152,021)	(209,150)	(361,171)	(947,158)	(3,351,282)	(4,298,440)	3,937,269

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

ITEM 8.1.2 – ACCOUNTS FOR PAYMENT

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE: N/A
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 16 November 2016
 AUTHOR: Belinda Hawker

SUMMARY:

The schedule of accounts is included as attachment 2 for Council information.

BACKGROUND:

Not Applicable.

COMMENT:

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

CONSULTATION:

There has been no consultation.

STATUTORY ENVIRONMENT:

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

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

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

No strategic implications.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION – ITEM 8.1.2

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 251016.1, 271016.1 – 271016.10, 101116.1 – 101116.31, 3342 – 3348, 19958, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$380,008.11 listed (attached) be noted as approved for payment.

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2

Moved: Cr Kevin King

Seconded: Cr Michael Meredith

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 251016.1, 271016.1 – 271016.10, 101116.1 – 101116.31, 3342 – 3348, 19958, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$380,008.11 listed (attached) be noted as approved for payment.

CARRIED 7/0

ATTACHMENT

- Cheque Listing

Date	Num	Name	Original Amount
20/10/2016	EFT	SALARIES & WAGES	51,974.48
		STAFF WAGES	
25/10/2016	251016.1	CRESCENT CONVEYANCERS 1	171.80
		APPLICATION REGISTRATION FEE FOR ILU'S	
27/10/2016	271016.1	COALCLIFF PLANT HIRE	3,113.00
		HIRE OF PADFOOT	
27/10/2016	271016.2	COLLIE BETTA HOME LIVING	84.95
		TV AERIAL BOOSTER	
27/10/2016	271016.3	COLLIE MOWERS & MORE	2,453.20
		STIHL CHAINSAW	
27/10/2016	271016.4	COURIER AUSTRALIA	10.30
		VARIOUS FREIGHT	
27/10/2016	271016.5	CR K GOSS	654.20
		FIRST QTR MEETING ATTENDANCE FEES	
27/10/2016	271016.6	CR K J KING	671.25
		FIRST QTR MEETING ATTENDANCE FEES	
27/10/2016	271016.7	CR M O MEREDITH	638.60
		FIRST QTR MEETING ATTENDANCE FEES	
27/10/2016	271016.8	CR N M MANUEL	653.00
		FIRST QTR MEETING ATTENDANCE FEES	
27/10/2016	271016.9	KYM HARRINGTON	380.23
		REIMBURSEMENT FOR CULTURAL DAY ITEMS	
27/10/2016	271016.10	LUSH FIRE & PLANNING	572.00
		TOWN PLANNING SERVICES	
03/11/2016	EFT	SALARIES & WAGES	53,497.94
		STAFF WAGES	
10/11/2016	101116.1	AIR LIQUIDE	202.33
		FACILITY FEES	
10/11/2016	101116.2	AIR LIQUIDE - POOL ACCOUNT	437.14
		FACILITY FEES	
10/11/2016	101116.3	AUSQ TRAINING	339.00
		TRAFFIC MANAGEMENT TRAINING - REFRESHER	
10/11/2016	101116.4	AUSTRALIA POST	389.44
		VARIOUS POSTAGE	
10/11/2016	101116.5	BURGESS RAWSON	240.71
		WATER CONSUMPTION FOR THE ROSE GARDEN, RESERVE & WAR MEMORIAL	
10/11/2016	101116.6	COALFIELDS WEARPARTS	4,939.88
		GRADER BLADES	
10/11/2016	101116.7	COLLIE ELECTRICAL SERVICES	470.25
		REPLACE THERMOSTAT ON OVEN AT 22 HILLMAN STREET	
10/11/2016	101116.8	COURIER AUSTRALIA	40.58
		VARIOUS FREIGHT	
10/11/2016	101116.9	COVS PARTS PTY LTD	336.26
		PIPE REPAIR KIT	
10/11/2016	101116.10	DARKAN AGRI SERVICES	5,007.56
		GAS BOTTLES, PAINT, WATER FITTINGS, GLYPHOSATE, CEMENT & STORM PIPES	
10/11/2016	101116.11	DEPARTMENT OF PARKS AND WILDLIFE	263.45
		LAKE TOWERINNING LEASE	
10/11/2016	101116.12	E W & R J PUGH	471.00
		PUMP OUT SEPTIC TANK AT 25 BURROWES ST	
10/11/2016	101116.13	EASIFLEET MANAGEMENT- MOUNTSVILLE PTY LTD	1,098.93
		SALARY SACRIFICE PAYMENT	
10/11/2016	101116.14	ECHELON AUSTRALIA PTY LTD	3,342.90
		REGIONAL RISK COORDINATOR FEE	
10/11/2016	101116.15	FIRE & SAFETY WA	248.40
		FIRE SAFETY BOOTS	
10/11/2016	101116.16	FLEAYS STORE	50.90
		GROCERIES	
10/11/2016	101116.17	GALTS HARDWARE WAGIN	315.00
		TANK FITTINGS FOR ARTHUR RIVER	
10/11/2016	101116.18	GEOFF BUNCE	76.46
		DAYLIGHT SWITCH FOR OFFICE	
10/11/2016	101116.19	GREAT SOUTHERN WASTE DISPOSAL	4,358.00
		REFUSE & RECYCLING COLLECTION	

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

10/11/2016	101116.20	JH COMPUTERS - SERVICE WEST	116.16
		RESTORE QUICKBOOKS FILES	
10/11/2016	101116.21	LANDGATE	129.40
		MINIMUM CHARGE - RATES	
10/11/2016	101116.22	NARROGIN CARPETS & CURTAINS	165.00
		VERTICAL BLINDS FOR 1/10 HILLMAN STREET	
10/11/2016	101116.23	NICOLE WASMANN	190.68
		REIMBURSE CREDIT CARD PAYMENT ACROBAT STANDARD	
10/11/2016	101116.24	PUTLAND MOTORS	3,534.70
		TYRES, AIR FITTINGS, COOLANT, OIL FILTERS & BEARINGS	
10/11/2016	101116.25	ROBERT & CAROLINE REX	550.00
		TOILET FOR THE ARTHUR RIVER COUNTRY CLUB	
10/11/2016	101116.26	SOS OFFICE EQUIPMENT	107.67
		METER READINGS FOR THE XEROX PRINTER	
10/11/2016	101116.27	STEWART & HEATON CLOTHING CP. PTY LTD	151.91
		UNIFORM FOR CESM	
10/11/2016	101116.28	T R ANDERSON PAINTING	10,802.00
		PAINTING TO INTERIOR & EXTERIOR OF HOUSE AT 8 HILLMAN STREET	
10/11/2016	101116.29	WEST ARTHUR COMMUNITY RESOURCE CENTRE	976.25
		BLEAT INCOME & DOCTORS HOURS	
10/11/2016	101116.30	WHITE BUILDING CO PTY LTD1	184,326.56
		PROGRESS PAYMENT FOR WORKS COMPLETED ON ILU'S	
10/11/2016	101116.31	WURTH AUSTRALIA PTY LTD	425.19
		JAW PLIERS & CUTTING DISKS	
20/10/2016	Debit	NATIONAL AUSTRALIA BANK	59.24
		NAB CONNECT FEE ACCESS AND USAGE	
31/10/2016	Debit	NATIONAL AUSTRALIA BANK	43.10
		END OF MONTH BANK FEES	
31/10/2016	Debit	NATIONAL AUSTRALIA BANK	20.00
		END OF MONTH BANK FEES	
01/11/2016	Debit	NATIONAL AUSTRALIA BANK	203.45
		START OF MONTH BANK FEES	
10/11/2016	Debit	SOUTHERN DIRT	19,224.24
		MOVEMENT OF WEST ARTHUR TRIALS GROUP FUNDS	
27/10/2016	3342	CR R A HULSE	537.20
		FIRST QTR MEETING ATTENDANCE FEES	
27/10/2016	3343	CR RAY HARRINGTON	960.00
		FIRST QTR MEETING ATTENDANCE FEES	
27/10/2016	3344	SYNERGY	5,751.65
		VARIOUS ELECTRICITY ACCOUNTS	
10/11/2016	3345	DARKAN ROADHOUSE	20.11
		DIESEL FOR CESM UTE	
10/11/2016	3346	JIM DUNNING	43.75
		SUPPLY WATER FOR ARTHUR RIVER	
10/11/2016	3347	SYNERGY	1,225.20
		VARIOUS ELECTRICITY ACCOUNTS	
10/11/2016	3348	WATER CORPORATION	1,827.46
		VARIOUS WATER USAGE ACCOUNTS	
01/11/2016	19958	SHIRE OF WEST ARTHUR	469.00
		PETTY CASH RECOUP - OCTOBER 2016 (KC & OFFICE)	
FUND		VOUCHERS	AMOUNT
MUNICIPAL			
		251016.1	171.80
		271016.1 - 271016.10	9,230.73
		101116.1 - 101116.31	224,103.71
		3342 - 3348	10,365.37
		19958	469.00
		DIRECT DEBIT	19,550.03
		EFT SALARIES AND WAGES	105,472.42
		LICENSING TOTAL TRANSFERS OCTOBER	10,645.05
		TOTAL	380,008.11

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

ITEM 8.1.3 – PLANNING AND ADMINISTRATION TRAINEE

LOCATION/ADDRESS: N/A
 NAME OF APPLICANT: N/A
 FILE REFERENCE:
 DISCLOSURE OF
 INTEREST: N/A
 DATE OF REPORT: 16 November 2016
 AUTHOR: Nicole Wasmann

SUMMARY:

Council's endorsement is requested for the employment of a trainee. The trainee will be funded through grant funding and a minor staff restructure. The net cost will be within planned and budgeted provisions.

BACKGROUND:

The Shire of West Arthur's application to the Department of Local Government and Communities for \$16,500 towards the costs of employing a planning and administration trainee was successful.

There are sufficient funds in the budget to fund the cost of the trainee above any grant funding, however employment of the additional officer will mean that the number of administration staff will exceed the current policy.

CONSULTATION:

Staff consulted with the Department of Local Government and Communities and training institutes in the development of the funding application.

STATUTORY ENVIRONMENT:

There is no legislation applicable to the decision. Employment will be in accordance with relevant legislation and the award.

POLICY IMPLICATIONS:

Should Council support the proposal, the policy will need to be altered.

The policy currently identifies that staffing includes

- Deputy CEO
- 3.5 Support staff (LGI Award - level 1-11)
- Additional project officers as approved through the budget process or otherwise by Council.

The additional officer will increase the number of support staff to between 3.9 and 4.1 full time equivalent, depending on whether the officer's study time is included. The trainee would not be considered a project officer.

The policy may be altered next time it is reviewed. It is due for review on or before July 2017.

FINANCIAL IMPLICATIONS:

The net cost to the Shire for the employment of a trainee is expected to be up to \$13,500, depending on the age of the successful applicant. This may be reduced by additional federal trainee incentive funding.

This amount will be funded from within the current administration wages budget with a minor restructure.

STRATEGIC IMPLICATIONS:

The Shire's workforce plan includes a strategy to continue to look for opportunities to employ apprentices and trainees to assist with succession planning. This plan also identified that planning, building and health services are outsourced with limited customer contact and in-house knowledge. This position may enable us to improve customer service and reduce reliance on external advice.

The Shire's Corporate Plan includes the strategy "Staff training and support programs will attract and retain the best quality staff".

COMMENT:

The funding provides the Shire with an opportunity to provide an employment opportunity for a young person, whilst also improving the capacity of the organisation.

VOTING REQUIREMENTS:

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3

Moved: Cr Michael Meredith

Seconded: Cr Neil Manuel

That Council support the employment of a trainee in 2017 utilising funding provided by the Department of Local Government and Communities.

CARRIED 7/0

ATTACHMENTS:

Nil

ITEM 8.1.4 – LEMC ARRANGEMENTS AND LOCAL RECOVERY PLAN

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	17 November 2016
AUTHOR:	Andriena Ciric

SUMMARY:

To provide the Local Emergency Management Arrangements and Local Recovery Plan documents for endorsement by the Council prior to being submitted to the District and State Emergency Management Committees.

BACKGROUND:

Local Governments are required to establish a LEMC. The LEMC is a forum for relevant agencies and organisations which, because of their local knowledge, can assist in the assessment of local emergency risk to inform the emergency planning process.

These arrangements provide the framework and information guidelines for the Local Emergency Management Committee to refer to in their role of Preparedness, Prevention Response and Recovery of incidents that may affect the Local Government district.

Local Emergency Management Arrangements are to be consistent with State Emergency Management Committee policies and plans (section 41(3) and shall be developed in accordance with State Emergency Policy 2.5; 2.4 of the State Emergency Plan & State Preparedness Procedure 8. Section 41(4) of the Emergency Management Act determines that Local Emergency Management Arrangements are to include a Recovery Plan and should be consistent with the National Principles of disaster Recovery in accordance with State Emergency Recovery Coordination Arrangements.

Currently the arrangements are formally reviewed every five years or following any major incident, although interim updates are conducted periodically during that time. The current document is required to be endorsed by the State Emergency Management Committee.

Following the consideration and endorsement of the arrangements by Council, the arrangements will be presented to the District and State Emergency Management Committees.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

There are no financial implications.

STRATEGIC IMPLICATIONS:

To ensure that the Shire of West Arthur is compliant with the Emergency Management Act 2005, Emergency Management Regulations (2006) and the State Emergency Management Plan, Policy and Guidelines.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION – ITEM 8.1.4

That the reviewed Local Emergency Management Arrangements and Local Recovery Plan be endorsed by Council.

COUNCIL DECISION – ITEM 8.1.4

Moved: Cr Kevin King

Seconded: Cr Karlene Goss

That the reviewed Local Emergency Management Arrangements and Local Recovery Plan be endorsed by Council subject to clarification of the date and contact number for the Darkan Primary School on page 14.

CARRIED 7/0

ATTACHMENTS

- Local Emergency Management Arrangements

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT



SHIRE OF WEST ARTHUR LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RESPONSIBLE OFFICER: Executive Officer
Local Emergency Management Committee

DATE FOR REVIEW: July 2021

APPROVED BY SHIRE OF WEST ARTHUR

RESOLUTION NUMBER:

DATE: October 2016

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CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

PART ONE – INTRODUCTION

1.1 Authority

These arrangements have been produced and issued under the authority of section 41(1) of the Emergency Management Act 2005 and are supported and endorsed by the Council for the Shire of West Arthur.

The arrangements have been tabled at both the District and State Emergency Management Committees.

Chair

Date

West Arthur Local Emergency Management Committee

1.2 Contact Officer

Executive Officer LEMC
31 Burrowes St
DARKAN WA 6392

1.3 Amendment record

#	Date	Details	Author
1	Apr 2010	Initial document	unknown
2	Feb 2013	Contact details updated	K. Johnston
3	Jun 2013	Contact details, revise headings, change of agency names	K. Johnston
4	Feb 2014	Contact details updated	K. Johnston
5	Sept 2016	Complete rewrite in accordance to new SEMC guidelines	A. Ciric

1.4 Distribution

A full electronic version of these arrangements will be circulated to the following people whenever a change is made to the document.

A public electronic copy without appendices of this document may be requested by contacting the shire or viewed on the Shire of West Arthur's website www.westarthur.wa.gov.au.

Agency	Position
Department of Agriculture and Food WA	Regional Manager
Department of Child Protection & Family Support	District Emergency Services Officer
Department of Fire and Emergency Services	District Officer
Department for Parks and Wildlife	District Fire Coordinator
Education Department	Darkan Primary School Principal
Forrest Products Commission	Project Forrester
Department of Health	
Main Roads WA	Customer Services Manager
Police	Officer in Charge of Williams Police
Shire of West Arthur	Chief Executive Officer
Shire of West Arthur	President
Shire of West Arthur	Chief Bushfire Control Officer
St John Ambulance	Community Paramedic
State Emergency Management Committee	District Emergency Services Advisor
Telstra	Area General Manager
Department of Water	Environmental Officer
Water Corporation	Service Delivery Manger
Western Power	Network Planner Bushfire Strategy

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

1.5 Glossary of terms

Below is a list of common terms in emergency management. For additional information and a comprehensive list of terms refer to the current Emergency Management Western Australia Glossary available online at: <https://www.semc.wa.gov.au/resources/legislation-and-policy-framework/glossary>

AIIMS – A nationally adopted structure to formalise a coordinated approach to emergency incident management

COMBAT AGENCY – A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency’s functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* ‘disaster cycle’, ‘disaster phases’ and ‘PPRR’

CONTROL – The overall direction of emergency management activities in an emergency situation. The authority to control is established in legislation or emergency management plans and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also CONTROL.*

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

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- *Prevention* – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency;
- *Preparedness* – preparation for response to an emergency;
- *Response* – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery;
- *Recovery* – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

EMERGENCY RISK MANAGEMENT – A systematic process which contribute to the well-being of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

HAZARD

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- any other event, situation or condition that is capable or causing or resulting in
 - loss of life, prejudice to the safety or harm to the health of persons or animals or
 - destruction of, or damage to, property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law

or because of its specialised knowledge, expertise and resources, is responsible for the emergency management or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.

HMA's are prescribed in the *Emergency Management Regulations 2006*

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT AREA – The area defined by the incident controller for which they have responsibility for the overall management and control of an incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the HMA to provide agency specific expert advice and support in relation to operational response to the incident.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – means a committee established under section 38 of the *Emergency Management Act 2005*

OPERATIONAL AREA – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be

efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH.**

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH.**

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. *See also* **COMPREHENSIVE APPROACH.**

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT PROCESS – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

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

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

1.6 General acronyms

Below are some of the common acronyms used in this document and in general by Emergency Services.

Acronym	Representing
AIIMS	Australasian Inter-service Incident Management System
BFB	Bush Fire Brigade
CPFS	Child Protection and Family Support
DFES	Department of Fire & Emergency Services
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LG	Local Government
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
LWLO	Local Welfare Liaison Officer
OASG	Operation Area Support Group
P&W	Department for Parks and Wildlife
ROC	Regional Operations Centre
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEWS	State Emergency Warning Signal
SOP	Standard Operating Procedure
VFRS	Volunteer Fire & Rescue Service

1.7 Consultation

The LEMA have been developed in consultation with the West Arthur LEMC with its members considered a reasonable representative of the community.

1.8 Area Covered

The Shire of West Arthur is 2850 square kilometres and located in the 'upper' Great Southern Region approximately 200 kilometres south east of Perth. The main industries are farming (grain, wool, livestock), timber, metal fabrication/engineering and earthmoving.

The main town-site is Darkan which is situated on the Coalfields Highway between Collie and Arthur River. Darkan is a small quiet country town with limited services available.

1.9 Aim

The aim of the LEMA is to describe the responsibilities and coordination arrangements for any emergency incident that requires significant and coordinated response.

1.10 Purpose

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

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

1.11 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 HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore this document:

- a) applies to the local government district of the Shire of West Arthur;
- b) covers areas where the Shire of West Arthur has the ability to provide support to a HMA in the event of an incident;
- c) details the Shire of West Arthur's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) outlines the Shire of West Arthur's responsibility in relation to recovery management.
- e) serves as a guide to be used at the local level. Incidents may arise that require action or assistance from district or state. When assistance is sought from a district or state level the respective district and state arrangements provide guidance.

1.12 Related Documents

The Local Emergency Management Arrangements should specifically be read in conjunction with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

Related Plans

- Local Welfare Plan 2015
- Local Recovery Plan 2016
- Local Evacuation Plan 2015

Other acts that are relevant to Emergency Management include but not limited to:

- *Bushfires Act 1954*
- *Conservation and Land Management Act 1984*
- *Fire Brigades Act 1942*
- *Fire and Emergency Services Act 1998*
- *Occupational Safety and Health Act 1984*

In addition all State Emergency Management Committee policies and preparedness procedures which are relevant to emergency management arrangements in particular at the local level including; Preparedness procedure 7 – Local Emergency

Management Committee (LEMC) and Preparedness procedure 8 – Local Emergency Management Arrangements.

The Shire of West Arthur has not developed any local level policies and when requiring guidance, refers to State Level policies.

1.12.1 Local emergency management plans

The following table identifies emergency plans that complement the LEMA and detail information on specific management of risk.

Document	Author	Dated	Contact
Local Recovery Plan	Shire of West Arthur	2016	08 9736 2222
Local Evacuation Plan	Shire of West Arthur	2015	08 9736 2222
Bushfire Risk Management Plan	OBRM (in development)	2016	
Darkan Fire Management Plan	Shire of West Arthur		08 9736 2222
Local Welfare Plan	DCPFS	2015	08 9781 2914
Fire Management Plan	Darkan Primary	2005	08 9736 1886
Individual Plantation Fire Management Plans	Forrest Products Commission	Various	08 9735 1017

1.12.2 Agreements, understandings and commitments

The Shire of West Arthur does not hold any specific agreements, understandings or commitments with any other agency in relation to emergency management.

1.12.3 Special considerations

The Shire of West Arthur identifies the following events as representing a special consideration in emergency management activities.

Event	Time of Year	Location	Consideration
Bushfire Season	Nov-Apr	Entire Shire	Risk of very high, severe extreme & catastrophic fire dangers
Restricted Burning Period	30 Sep - 1 Nov & 21 Feb - 15 Apr each year	Entire Shire	Permits issued for burning off on farmland/private property
Influx of tourists	School Holidays	Lake Towerrining	Large numbers of tourists camping at the lake
Australia Day Breakfast	26 January	Lake Towerrining	Lake surrounded by vegetation and prone to bushfire
Speed Boat Racing	Varies – dependant on water levels	Lake Towerrining	Large numbers of tourists camping at the lake
Pre Harvest Season	Varies – generally around October	Entire Shire	Increased fuel loads of cropped paddocks until harvest

1.13 Resources

The Shire of West Arthur has earthmoving machinery available for emergency response on request through the CEO or Works Manager.

In the event that this machinery is unavailable equipment may be sourced from Coalcliff contracting based in Collie approximately 60km away with a mobilisation delay of at least 1 hour.

Given that the Shire of West Arthur main industry is farming, some farms have privately owned machinery that may be provided as additional support in the event of an emergency.

Appendix 4 details available resources, and who to contact to mobilise those resources.

1.14 Roles and Responsibilities

1.14.1 Local Emergency Management Committee

The Shire of West Arthur has established a LEMC under section 38(1) of the *Emergency Management Act 2005*.

The LEMC is a planning committee not an operational committee although the membership of the LEMC may often include representation from operational and support agencies.

The LEMC plays a vital role in assisting the Shire of West Arthur Community being more prepared for major emergencies by;

- Developing, enhancing and testing preparedness planning from a multiagency perspective having local knowledge of hazards, demographic and geographical considerations

The role of the LEMC is to advise and assist the Shire of West Arthur to ensure that the LEMA are established, reviewed and tested in accordance with section 39 of the *Emergency Management Act 2005*

1.14.2 Local Emergency Management Committee membership

SEMC Preparedness Policy 7 states that LEMC membership should include representatives from emergency management agencies, support agencies, industry representatives, local government officers and the community.

The LEMC for the Shire of West Arthur consists of the following membership.

Local Role	Represented by
Chair	President; Shire of West Arthur
Executive Officer	Community Emergency Services Manager; Shire of West Arthur
Local Emergency Coordinator *	Officer in Charge Williams Police Station
Recovery Coordinator	Chief Executive Officer Shire of West Arthur
Community Stakeholder	Principal Darkan Primary School
Community Stakeholder	Project Forrester Forrest Products Commission
Community Stakeholder	Environmental Officer Land and Clearing Management Department of Water
HMA – Fire, Flood & Storm	DFES District Officer
Control Agency – Bushfire	Chief Bushfire Control Officer Shire of West Arthur
Control Agency – Bushfire	District Fire Coordinator Parks & Wildlife
HMA – Animal Disease and Plant Biosecurity	Manager Department of Agriculture and Food WA
HMA – Electricity Supply Disruption	Network Planner – Bushfire Western Power
Support Agency	District Emergency Services Officer Child Protection and Family Support
HMA – Health & Heatwave	TBA Department of Health
Support Agency	Customer Services Manager Main Roads WA
Support Agency	Dangerous Goods Coordinator Water Corporation
Support Agency	Community Paramedic St John Ambulance
Support Agency	Area General Manager WA South and Central Telstra
	District Emergency Management Advisor SEMC

* Police in addition to providing LEC are HMA for Road Crash, Land Search, Air Crash,

The LEMC meets four times a year generally in September, December, March and June

1.14.3 Local roles and responsibilities

Local Role	Description of responsibilities
Local Government	The responsibilities of the Shire of West Arthur are defined in section 36 of the <i>Emergency Management Act 2005</i> which include primarily to ensure that effective LEMA's are prepared and maintained for its district and to manage recovery following an emergency affecting the community in its district.
Local Emergency Coordinator (LEC)	The responsibilities of the LEC are defined in section 36 of the <i>Emergency Management Act 2005</i> which include primarily to provide advice and support to the LEMC in the development and maintenance of LEMA's for the district, to assist HMA's in the provision of a coordinated response during an emergency in the district and to carry out activities as directed by the State Emergency Management Coordinator.
Local Recovery Coordinator	To ensure the development of effective recovery management arrangements for the Shire of West Arthur and in conjunction with the LEMC to implement a post incident recovery plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	To provide advice, information and resources regarding the operation of any local government facility during its use as an evacuation/welfare centre by CPFS
Local Government IMT/ISG Liaison Officer	During an emergency provides representation for the Shire of West Arthur to convey local knowledge and provides details contained in the LEMA
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management, planning and preparedness for the Shire of West Arthur is undertaken
LEMC Executive Officer	Provide executive support to the LEMC by; <ul style="list-style-type: none"> • providing secretariat support, • coordinating the development and submission of committee documents in accordance with legislative and policy requirements • facilitating the provision of relevant emergency management advice to the Chair and committee as required • participating as a member of sub committees and working groups as required
Local Government Emergency Management	To support effective emergency management for their community by; <ul style="list-style-type: none"> • ensuring that planning and preparation for emergencies is undertaken • implementing procedures that assist the community and emergency services to deal with incidents • ensuring that all personnel with emergency

	<p>management planning, preparation response and recovery responsibilities are appropriately trained in their role</p> <ul style="list-style-type: none"> • keep appropriate records of incidents that have occurred to ensure continuous improvement in emergency response capability • liaise with the incident controller through the provision of a liaison officer • provision of a liaison officer to CPFS whenever a local government building is utilised as an evacuation/welfare centre. • participate in the ISG and provide local support
Hazard Management Agency	<p>To provide emergency management or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed with functions to:</p> <ul style="list-style-type: none"> • undertake responsibilities where prescribed for these aspects • appoint Hazard Management Officers • Declare & revoke emergency situation • Coordinate the development of Westplan for that hazard • Ensure effective transition to recovery
Control Agencies	<p>To control the response activities to a specified type of emergency with the functions of:</p> <ul style="list-style-type: none"> • undertaking all responsibility as prescribed in agency specific legislation for prevention and preparedness • control all aspects of the response to an incident and • ensure the effective transition to recovery
Combat Agencies	<p>To perform emergency management activities prescribed in regulations in relation to that agency.</p>
Support Organisations	<p>To provide support functions in relation to that agency.</p>

PART TWO – MANAGING RISK

2.1 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 the State Emergency Management prevention procedure 1 – Emergency Risk Management Planning.

The Shire of West Arthur does not have a current Risk Management Plan. The Shire recognises the importance of a current Risk Management Plan and intends to undertake the process during 2017.

2.2 Description of Risks

The Shire of West Arthur has identified the following risks based on past incidents and current industries in the local area.

Hazard	HMA	Controlling Agency	Combat Agency	Support Agency	Westplan (Date)	Local Plan
Bushfire	DFES	DFES/LG/ P&W	LG BFB's	CPFS	24 May 2016	NA
Storm	DFES	DFES	SES		24 May 2016	NA
Animal Disease	DAFWA	DAFWA	DAFWA		24 May 2016	NA
Hazmat	DFES	DFES	VFRS		24 May 2016	NA
Road crash	Police	Police	Police		24 May 2016	NA
Flood	DFES	DFES	SES		24 May 2016	NA

2.3 Emergency Management Strategies and Priorities

The Shire of West Arthur to address the risks above has identified the following priorities.

Priority	Strategy
To undertake a comprehensive risk management process	To use the guidelines developed by SEMC to assess the risk evident in the Shire of West Arthur and develop a Emergency Risk Management Plan.
To understand the Bushfire risk in the local area	To work collaboratively with DFES in developing a Bushfire Risk Management Plan.
To mitigate the risk of catastrophic Bushfire	Work collaboratively with stakeholders and the community in hazard reduction and prevention particularly

	surrounding identified critical infrastructure
To communicate effectively with emergency management agencies	Build and maintain strong networks and partnerships with response agencies and agencies responsible for the restoration of essential services
To build local response capacity of Local Bush Fire Brigades	To ensure that local Bush fire brigade volunteers are equipped with skills and resources to effectively respond to Bushfire.

PART THREE – 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 West Arthur is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.1 Incident Support Group

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA 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.

3.1.1 Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Procedure part four – Response. These are;

- a) where an incident is designated as “Level 2” or higher;
- b) multiple agencies need to be coordinated.

3.1.2 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.

Generally the ISG will comprise of members of the LEMC.

3.1.3 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 day. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

3.1.4 Location of ISG meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. Appendix 8 identifies suitable locations where they can meet within the District.

3.2 Public Information

3.2.1 Public Warning Systems

Public warnings will be issued as required by the incident controller. Generally these will be issued through DFES or Police with reference to this information provided through local channels such as Facebook shire and community pages, harvest ban SMS lists and notice boards/shop windows. Any information that needs to be conveyed via local channels can be organised by contacting the Shire of West Arthur Reception or community Emergency Services Manger if outside normal working hours.

3.2.2 Media Management

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 HMA** and will be communicated through the media.

If media comment is sought from the Local Government, the authorised representative shall be the Shire President, CEO or their delegated representative.

3.2.3 Local information

The Shire of West Arthur recognises that an important aspect of any emergency is the sharing of information during the incident and that the community may wish to provide information regarding the incident. The Shire of West Arthur local government office will receive this information from the public and where relevant provide the information to the incident management team through the liaison officer.

3.3 Finance Arrangements

State Emergency Management Policy 5.12 Funding for emergency responses outlines the responsibilities for funding during multi-agency emergencies.

While recognising the provisions of the State Emergency Management Policy and associated procedures the Shire of West Arthur 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 West Arthur occurs to ensure the desired level of support is available and provided.

PART FOUR – EVACUATION & WELFARE

4.1 Evacuation

4.1.1 Special Needs Groups

Elderly

The Shire of West Arthur has a high proportion of residents that are retirement age living independently in the community. Some of these members utilise Home and Community Care services whilst others rely on support of family & friends.

Any evacuation requirement especially in Darkan town site would need to consider the additional resources required to assist a reasonably vulnerable demographic in the evacuation process.

Children

There is one primary school and one day-care centre located in the Darkan town site.

The primary school with approx. 15 staff and 85 Students is within a designated Bushfire zone and holds a school bushfire plan in the event that there is a possibility of being impacted by Bushfire.

The Childcare Centre is located at the Darkan Sports and Community Centre which is the designated primary welfare centre in these emergency management arrangements. On an average day the centre has 3-4 staff which care for between 10 -20 children. If the centre needed to be evacuated with the primary welfare centre deemed not suitable assistance may be required, or may rely on parents collecting most of the children. The centre has an evacuation plan to a muster point which is regularly practiced.

Appendix 2 provides additional information on special needs groups.

4.1.2 Routes and Maps

The Shire of West Arthur Fire map provides a good overview of the Shire and main access roads to be able to plan an evacuation. This map also provides relatively current information of farm homesteads.

4.2 Welfare

Welfare is defined as providing immediate and ongoing supportive services, to alleviate as far as practicable, the effects on persons affected by an emergency

The Emergency Management Regulation 2006 identifies the responsibility for Welfare to be provided by the Department for Child Protection and Family Support.

The Department of Child Protection and Family Support has developed a Welfare plan at the local level for the Shire of West Arthur which outlines the arrangements that apply in local circumstances, and as far as is practicable is consistent with the arrangements detailed in the State EM Plan and Policy.

This plan is attached as Appendix 9 Local Welfare Plan.

4.3 Animals

The Shire of West Arthur does not have the capacity to manage animals in disaster and would need to seek assistance from neighbouring shires and the public during an emergency response.

PART FIVE – RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is attached in Appendix 10 sub-plan of the LEMA.

PART SIX – EXERCISING REVIEWING & REPORTING

6.1 Exercises

6.1.1 Frequency of exercises

State Emergency Management Policy 4.8 – Exercising, and Preparedness Procedure 19 – Exercise Management requires the LEMC to exercise their arrangements on at least an annual basis

6.1.2 Types of exercises

Some examples of exercises types include:

Desktop/Discussion

- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

6.1.3 Reporting of exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

In addition any exercise conducted by any HMA or support organisation will be included in the LEMC annual report submitted to the SEMC in July each year.

6.2 Reviews

6.2.1 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State Emergency Management Procedure 8 – Local Emergency Management Arrangements and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

The Shire of West Arthur at a minimum commits to a formal review every five (5) years, as risks might vary due to climate, environment and population changes and to incorporate any changes in legislation or policy. In addition less formal reviews of the arrangements will be undertaken as detailed below;

- contact lists are reviewed at each LEMC meeting or on advice of changes within a member agency contact information;
- following an exercise; and

- any incident or other significant circumstance that may have an impact on planning at the local level..

6.2.2 Review of Local Emergency Management Committee Positions

The Shire of West Arthur in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. These positions will be reviewed in conjunction with each formal review of the arrangements every five years.

6.2.3 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

6.3 Reporting

6.3.1 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 and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Appendix 1 Critical Infrastructure

Bridges					
Name	Structure Number	Road	Length (m)	Width (m)	Material
Collie River East – James Crossing	0437A	Collie Lake King Rd	26.56	8.68	Timber
Hillman River	4022	Bunce King Rd	18.90	4.62	Timber
Arthur River	4016A	Quill Rd	50.20	8.81	Timber
Unknown	0735A	Arthur River – Dinninup Rd	4.88	7.80	Steel
Hillman River	0441	Collie Lake King Rd	23.60	8.79	Timber
Kojonup Brook	4019A	Moodiarrup – Changerup Rd	32.08	8.80	Timber
Beaufort River (Morrells Crossing)	4021	Morrell Rd	24.38	4.31	Timber Hybrid
Bokal	0736A	Arthur River – Dinninup Rd	6.70	7.80	Steel
Beaufort River	0045A	Albany Hwy	60.96	9.75	Reinforced Concrete
Balgarup River	3310	Westcliff Rd	43.70	4.10	Timber
Arthur River	0034	Albany Hwy	62.14	8.65	Timber
Arthur River	4017	Hughes Mill Rd	56.7	7.80	Timber
Arthur River	4018A	Bokal North Rd	37.8	7.80	Timber
Hillman River	4074	Hillman Dardanine Rd	55.5	7.80	Timber
Delyanine Creek	0043	Albany Hwy	30.80	9.77	Reinforced Concrete
Quabing Gully	0039A	Albany Hwy	25.00	9.57	Timber
Tarwonga Brook	0031	Albany Hwy	7.46	11.42	Timber
Arthur River	4020	Glenorchy South Rd	81.00	5.50	Timber
Arthur River (Mundiarrup Brg)	0738	Arthur River – Dinninup Rd	62.80	7.80	Timber
Darkan Gully	0440	Collie Lake King	18.77	8.84	Timber
Blackwood River	0740	Boyup Brook – Arthur River	86.00	7.82	Timber
Tarwonga Brook	0032	Albany Hwy	25.47	10.06	Timber
Nangip Gully	0439	Collie Lake King Rd	12.76	8.30	Timber
Beaufort River	0044A	Albany Hwy	64.50	9.15	Reinforced Concrete
Dardanine Gully	4075	Hillman Dardanine Rd	32.62	7.80	Timber
Arthur River (Browns Bridge)	0442	Collie Lake King Rd	108.8	8.70	Timber
3 Mile Gully	4828	Darkan – Moodiarrup Rd	17.57	8.80	Timber
Tarwonga Brook	5373	O'Connor Rd	3.00	6.30	Timber
Boyup Brook	0739	Arthur River – Dinninup Rd	7.55	8.79	Timber
Beaufort River	0737	Arthur River – Dinninup Rd	55.8	7.82	Timber
Welfare Centres					
Name	Address				
Darkan Town Hall	Hillman St DARKAN				
Darkan Sport & Community Centre	Memorial Dve Darkan				
Arthur River Hall	Albany Hwy ARTHUR RIVER				
Petrol Stations					
Name	Address				
Darkan Roadhouse	Coalfields Hwy DARKAN				
Airfields					
Name	Location	Surface	Length (m)	Width (m)	GPS
Hillman Airstrip	Hillman Rd	Unsealed	1220	40	S331552 E1164909
Schools					
Name	Location	Ages	Population		
Darkan Primary School	Moodiarrup Rd / Burrowes St	4-11	Approx. 85		

Indigenous Heritage Sites	
Name	Site Number
Carperdine Pool	
Woagin 1	S00470
Measles Bridge Camp	
Haddelton Tree	S02480
Arthur River	S00456
Arthur River Hogans Homestead	S00280
Woagin 2	S00471
Bowelling Camp Area	S02486
East Arthur	S00428
Old Homestead Arthur River	S00277
Blackwood River	
Arthur River Watkins Farm	S00278
Arthur River Inn	S02461
Lake Ngartiminny	
Duranillin 2	S020605
Arthur River North	S00281
Collie River Waugal	
Moodiarrup Campsite	
Bellyanine Siding	S00460
Kylie Siding	S00427
Black Wattle	S02628
Varis Rd Scarred Tree	S02484
Duranillin 3	S02606
Griffin Coal Mining Lease 7	S00965
Old Homestead, East Arthur	S00279
Lily Pool Camp	S02487
Upper Blackwood Cordering	S02360
Towerrinning Lake	S02873
Duranillin 1	S02604
Iron Stone Rock Hole	S02485
Wild Horse Swamp	S02361
Capercup	
Duranillin Camp	
Mine sites	
Project	Site
Hebb Rd Sand /Sloan	Hebb Rd Lot 4099 Bowelling / Coalcliff
Collie Coalcliff	McAlinden Rd Lot 3729 Bowelling / Coalcliff
ACMA Communications Site	
Name	Location
Mareeba	Albany Hwy Arthur River
Mobile Spectrum Licensing Site	Coalfields Rd
Morrell Rd	30km ESE of Darkan
Mount Fisher	Darkan
Comm Site	Arthur River
Telstra	Dinninup North Rd RF Kulikup
Darkan Telstra Radio Base Station	Coalfields Rd Wellington Location 4537 Darkan
Johnston	2km South of Bokal
Darkan Town Exchange	RBS Lot 40 47 Burrowes St Darkan
Unknown	12km East of Duranillin
Survey Site Coal Handling Plant	Premier Rd Collie
Unknown	30 Hillman St Darkan
Mobile Spectrum Licensing Site	Albany Hwy

Moodiarrup	West Rd Moodiarrup
Telstra Exchange	Bokal
CB Repeater Site	Lynmarie Farm Darkan
Optus Tower Beaufort River	115 Albany Hwy Arthur River
Telstra Exchange	Moodiarrup
Telstra Exchange	Dinninup Nth Kulikup
Darkan South Telstra Radio Base Station	Lot 3470 Trigwell Bridge Rd West Arthur
Shire of West Arthur Works Depot	22 Horwood St Darkan
Arthur Rd	Arthur River
Unknown	Corner of Hill & Hull Sts Darkan
Arthur Downs	1 km south west of Arthur River
Telstra Site	Albany Hwy Arthur River
Western Power Transmission Lines	
Line Name	
MU-KOJ 81	
MU-KOJ 82	
MU-CO 71	
MU-NGS X1	
KOJ-WAG 71	
MU-MJP/BTN 81	
MU-MJP/BTN 82	
MU-NT 91	
Roads	
Name	Approx. Traffic movements
Albany Hwy	3,800 vehicles per day with 15% heavy vehicles Mon-Fri
Coalfields Hwy	250 vehicles per day

Appendix 2 Special Needs Groups

Darkan Primary School				
Location	Contact Details	Emergency Management Plan	Children	Adults
Moodiarrup Rd, Darkan	Eloisa Goss Principal 9736 1299	Yes – Bushfire Plan 2016	85	15
Kids Central Child Care				
Location	Contact details	Emergency Management Plan	Children	Adults
Memorial Drive	Sharon Plank Coordinator 9736 1856 / 0488 770 376	No	16	4
Aged Independent Living				
Location	Contact details	Comments	Children	Adults
Burrowes St, Darkan	Via Shire of West Arthur 9736 2222	12 individual units with either single or couple occupied		16
Various, assistance with specific addresses provided by HACC	Sue Cuthbert HACC Coordinator 0427 852 922	HACC have approx. 4 staff available in the West Arthur Area		10

Appendix 3 Risk Register

The Shire of West Arthur has conducted a risk assessment process in accordance with AS/NZS ISO 31000:2009 in an emergency management context. This process allows for the identified risks assessed to be assessed against established criteria for the likelihood and consequences to provide a rating for each risk to inform the priorities and treatment strategies that should be implemented.

The Shire of West Arthur is implementing adequate controls being that the Shire is ‘doing what is reasonable to mitigate risk with these control measures subject to periodic review’.

The risk register includes categories of Bushfire; Severe Storm/Cyclone/Flooding; Plant and Animal disease & Hazmat. Severe Storm/Cyclone/Flooding was placed in a single register as the consequences were fairly comparable and the source of risk was interrelated, ie any severe storm would result in flooding vice versa, and the effects of a cyclone being almost identical to that of a severe storm.

Qualitative Risk Analysis

Qualitative Risk Analysis Matrix*

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Almost Certain	High	High	Extreme	Extreme	Extreme
2 Likely	Moderate	High	High	Extreme	Extreme
3 Possible	Low	Moderate	High	Extreme	Extreme
4 Unlikely	Low	Low	Moderate	High	Extreme
5 Rare	Low	Low	Moderate	High	High

Qualitative Measures of Consequence*

	Descriptor	Description
1	Insignificant	No injuries or fatalities. Small or no people are displaced and only for a short duration. Little or no personal support services required (support not monetary or material) inconsequential or no damage Little or no disruption to community. No measurable impact on environment. Little or no financial loss.
2	Minor	Small number of injuries but no fatalities. First aid treatment required. Some displacement of people (less than 24 hours) Some personal support required. Some damaged. Some disruption (less than 24 hours). Small impact on environment with no lasting effects. Some financial loss.
3	Moderate	Medical Treatment required but no fatalities. First aid treatment required. Some displacement of people who return within 24 hours. Personal support satisfied through local arrangements. Localised damage that is rectified by routine arrangements. Normal community functioning with some inconvenience. Some impact on environment with no long term effect or small impact with long term effect. Significant financial loss
4	Major	Extensive injuries, significant hospitalisation large numbers of displaced people (more than 24 hours duration). Fatalities. External resources required for personal support. Significant damage that requires external resources. Community only partially functioning, some services unavailable. Some impact on environment with long term effects. Significant financial loss – some financial assistance required.
5	Catastrophic	Large numbers of severe injuries. Extended and large numbers requiring hospitalisation. General and widespread displacement for extended duration. Significant fatalities. Extensive personal support. Extensive damage. Community unable to function without significant support. Significant impact on environment and/or permanent damage

Qualitative Measures of likelihood*

	Descriptor	Description
1	Rare	May only occur in exceptional circumstances. May occur in 1:500 years or more.
2	Unlikely	Is not expected to occur and/or no recorded incidents or anecdotal evidence; and or no recent incidents in associated organisations, facilities or communities; and or little opportunity, reason or means to occur; may occur 1:100 years.
3	Possible	Might occur at some time; and/or few infrequent, random recorded incidents or little anecdotal evidence; and or very few incidents in associated or comparable organisations, facilities or communities; and or some opportunity, reason or means to occur; may occur 1:20 years
4	Likely	Will probably occur in most circumstances; and/or regular recorded incidents and strong anecdotal evidence; and/or considerable opportunity, reason or means to occur; may occur 1:5 years
5	Almost Certain	Is expected to occur in most circumstances; and/or high level of recorded incidents and/or strong anecdotal evidence; and/or strong likelihood the event will recur; and/or opportunity, reason or means to occur; may occur once a year or more.

*Source EMA Emergency Risk Management applications guide

Source of Risk Bushfire				
Potential Consequences <ul style="list-style-type: none"> • Loss of life • Displacement of people • Financial loss & hardship • General health issues including psychological trauma • Impact on community assets & infrastructure 	Treatment Options* <ul style="list-style-type: none"> • LG to develop a Bushfire risk management plan and undertake mitigation in accordance with the plan. • LG to require landowners to maintain firebreaks on their land & enforce non compliance • LG to implement restricted and prohibited burning periods for hazard reduction burning • LG/DFES to promote training of BFB volunteers • LG/DFES to provide appropriate levels of resourcing to support operational activities • DFES to provide & LG to support public education & awareness programs. • LG to foster strong partnerships with HMA & controlling agencies responsible for fire response. 			
Risk Statements <i>Listed in order of Priority</i>	Main Impact Category	Likelihood	Consequence	Risk Level
There is a risk that a bushfire may cause loss of life or serious injuries in the community	People	3	4	Extreme
There is a risk that a bushfire may cause disruption to lifeline supplies in the community (more than 24 hrs)	Infrastructure	3	4	Extreme
There is a risk that a bushfire may cause the long term displacement of people in the community	People / Health	3	4	Extreme
There is a risk that a bushfire may cause the financial loss to residents and businesses in the community	Economic	4	3	High
There is a risk that a bushfire may cause damage to the natural environment	Environmental	5	2	High
There is a risk that a bushfire may cause damage to shire infrastructure	Infrastructure	3	3	High
There is a risk that a bushfire may destroy cultural assets in the shire	Social / Cultural	3	3	High
There is a risk that a bushfire may increase psychological stress and mental health issues in the community	People / Health	3	3	High
There is a risk that arson could ignite a bushfire in the Shire of West Arthur	Social	3	2	Moderate
There is a risk that a bushfire may impact the Shire of West Arthur's ability to deliver essential services to the community	Public Administration	3	2	Moderate
There is a risk that a bushfire may impact on the financial position of the Shire of West Arthur	Public Administration	3	2	Moderate

Source of Risk Severe Storm/Cyclone/Flooding				
Potential Consequences <ul style="list-style-type: none"> • Loss of life • Displacement of people • Financial loss & hardship • General health issues including psychological trauma • Impact on community assets & infrastructure • Environmental health issues • Flash flooding to low lying areas of the community • Access on road network isolating people and communities 	Treatment Options* <ul style="list-style-type: none"> • LG to support public education & awareness programs. • LG to foster strong partnerships with HMA & controlling agencies responsible for fire response. • LG/DFES to provide appropriate levels of resourcing to support operational activities • LG to manage a works program that is aimed at reducing impact on the community including tree pruning and drainage maintenance • LG to monitor and close unsealed roads during periods of heavy rainfall until those roads can be inspected 			
Risk Statements <i>Listed in order of Priority</i>	Impact Category	Likelihood	Consequence	Risk Level
There is a risk that a storm/cyclone may cause disruption to lifeline supplies in the community (more than 24 hrs)	Infrastructure	3	4	Extreme
There is a risk that a storm/cyclone may cause damage to shire infrastructure	Infrastructure	4	3	High
There is a risk that a storm/cyclone may cause the financial loss to residents and businesses in the community	Economic	3	3	High
There is a risk that a storm/cyclone may cause damage to the natural environment	Environmental	4	2	Moderate
There is a risk that a storm/cyclone may cause the long term displacement of people in the community	People / Health	2	3	Moderate
There is a risk that a severe storm/cyclone may cause loss of life or serious injuries in the community	People	2	3	Moderate
There is a risk that a storm/cyclone may increase psychological stress and mental health issues in the community	People / Health	2	2	Low
There is a risk that a storm/cyclone may impact the Shire of West Arthur's ability to deliver essential services to the community	Public Administration	2	2	Low
There is a risk that a storm/cyclone may impact on the financial position of the Shire of West Arthur	Public Administration	2	2	Low
There is a risk that a storm/cyclone may destroy cultural assets in the shire	Social / Cultural	1	2	Low

Source of Risk Plant or Animal Disease				
Potential Consequences <ul style="list-style-type: none"> • Loss of life • Displacement of people • Financial loss & hardship • General health issues including psychological trauma • Impact on community assets 	Treatment Options* <ul style="list-style-type: none"> • LG to support public education & awareness programs. • LG to foster strong partnerships with HMA & controlling agencies responsible for fire response. 			
Risk Statements <i>Listed in order of Priority</i>	Impact Category	Likelihood	Consequence	Risk Level
There is a risk that a plant and animal disease may cause the financial loss to residents and businesses in the community	People	3	5	Extreme
There is a risk that a plant and animal disease may increase psychological stress and mental health issues in the community	People / Health	3	4	Extreme
There is a risk that a plant and animal disease may cause damage to the natural environment	Environment	3	4	Extreme
There is a risk that plant and animal disease may affect access via road networks	People / Infrastructure	2	4	High
There is a risk that a plant and animal disease may impact the Shire of West Arthur's ability to deliver essential services to the community	Public Administration	1	3	Moderate

Source of Risk HazMat				
Potential Consequences <ul style="list-style-type: none"> • Loss of life • Displacement of people • Financial loss & hardship • General health issues including psychological trauma • Impact on community assets • Environmental contamination • Seepage of chemical into waterways and sensitive water catchments • Risk of ignition & explosion • Impact on community assets & infrastructure 	Treatment Options* <ul style="list-style-type: none"> • LG to support public education & awareness programs. • LG to foster strong partnerships with HMA & controlling agencies responsible for fire response. • LG to maintain road networks to an appropriate safe level for HazMat loads. • LG to inform HMA, DER & DoW if the incident occurs in a water catchment 			
Risk Statements <i>Listed in order of Priority</i>	Impact Category	Likelihood	Consequence	Risk Level
The is a Risk that a Hazmat incident could contaminate the Blackwood or Leschenault catchments & affect drinking water supplies	Environmental / People	3	5	15
there is a risk that volatile substances may be ignited causing explosion	Environmental/ People / Infrastructure	3	4	Extreme
There is a risk that a HazMat incident may cause damage to shire infrastructure	Infrastructure	3	3	High
There is a risk that a HazMat incident may cause damage to the natural environment	Environmental	3	3	High
There is a risk that a HazMat incident may cause loss of life or serious injuries in the community	People	2	4	High
There is a risk that a HazMat incident may cause the long term displacement of people in the community	People / Health	2	3	Moderate
There is a risk that a HazMat incident may cause the financial loss to residents and businesses in the community	Economic	1	2	Low
There is a risk that a HazMat incident may increase psychological stress and mental health issues in the community	People / Health	2	2	Low
There is a risk that a HazMat incident may cause disruption to lifeline supplies in the community (more than 24 hrs)	Infrastructure	1	2	Low
There is a risk that a HazMat incident may destroy cultural assets in the shire	Social / Cultural	1	2	Low
There is a risk that a HazMat incident may impact the Shire of West Arthur's ability to deliver essential services to the community	Public Administration	1	3	Low

*All Risks require the treatment option that the Designated HMA will develop and maintain a relevant Emergency Management Plan in collaboration with control, combat and support agencies

Appendix 4 Resources*Equipment*

Shire of West Arthur		Contact : Works Manager Bill Owen		0427 362 214
5	Prime movers			
3	Semi side tippers	Tri Axel		
1	Float	Tri axel		
1	Float	Tandem axel		
1	Semi water tanker	37,000l		3 inch camlock fittings not self-loading
1	Front end loader	Volvo L90F		ROPS cab
1	Front end loader	Cat 924G		ROPS Cab
2	Grader	Cat 12M		
1	Grader	Volvo G930		
1	Backhoe loader	JCB 4 CX		
1	Dozer	Cat D6T		ROPS/FOPS/Tree bar
2	Utes	4x4 Tray		
1	Ute	4x4 Tray		200l fuel tank
2	Ute	2x4 Dual Cab		
2	Ute	2x4 Tray		
1	Ute	2x4 Tray		200l Fuel tank
1	Wagon	4x4		
1	5 Tonne truck	4x4 Dual Cab		1000l fuel tank
1	5 Tonne tip truck			Hiab crane
	Fuel Storage – ULP	5000l		
	Fuel Storage – Diesel	16000l		
Shire of West Arthur Bush Fire Brigades		Contact : CBFCO Duncan South		0427 361 147
2	2.4 Tanker	Rural		Located in Darkan & Duranillin
1	2.4 Tanker	Broad acre		Located in Arthur River
Coalcliff Contracting*		Contact : Operations Manager Darrell Scott		0419 834 355
	Bobcat			
	Pozitrack			
	Front end loader	936		
	Front end loader	950		
	Front end loader	966		
	Front end loader	980		
	Excavator	3.5t		
	Excavator	7.5t		
	Excavator	12t		
	Excavator	20t		
	Excavator	24t		
	Excavator	30t		GPS ready
	Excavator	45t		
	Grader	140H		
	Grader	140H		With GPS
	Dozer	D6		Pat blade and GPS ready
	Dozer	D8		Trimble GPS ready
	Watercart	6 wheeler		
	Watercart	Semi		
	Watercart	Roadtrain		
	Watercart-Articulated Dump Truck	25t		

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Watercart-Articulated Dump Truck	40t	
Tipper	6 wheel	
Semi		
Road train		
Articulated Dump Truck	25t	
Articulated Dump Truck	40t	
Serviceman with truck		
Mobile mechanic		
Fitter		

* *Coalcliff contracting provides equipment to Parks and Wildlife for fire response and has available operators that have undertaken suitable fire ground training.*

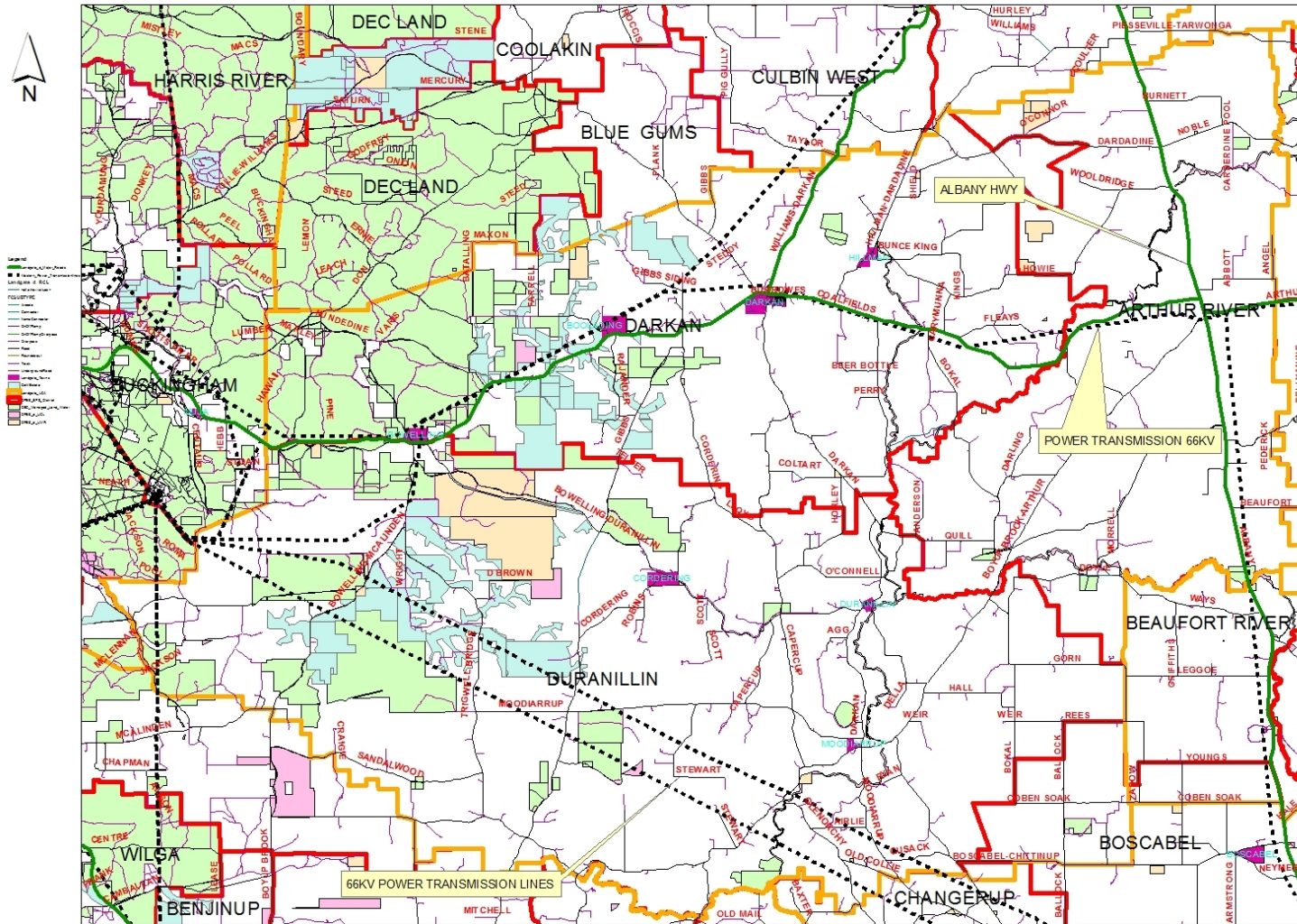
Catering

Darkan Roadhouse	9736 1003	Open 6am -6pm Weekdays 8am-5pm Weekends
<ul style="list-style-type: none"> • Sandwiches • Hot food • Confectionary • Cold drinks • Ice <p>May have limited supplied for large numbers or protracted events and would require resupply from Collie or Narrogin</p>		
Coles Collie	9734 1633	Open 8am-8pm Weekdays 8am-6pm Saturday 11am-5pm Sunday
<ul style="list-style-type: none"> • General Groceries • Fruit • Confectionary • Muffins • Drinks • Ice <p>May have limited supplied for large numbers or protracted events and would require resupply from Collie or Narrogin; primary outlet Collie due to longer opening hours and proximity to Darkan.</p>		
Chicken Treat Collie	9734 3666	Open 10am – 9pm
<ul style="list-style-type: none"> • Individual chicken hot meals • Drinks 		
McDonalds Collie	9734 2084	Open 5am – 11pm
<ul style="list-style-type: none"> • Burgers • Drinks • Individual Salads • Toasted sandwiches • Muffins 		
Eagle Boys Pizza	9734 9675	Open 11am – Midnight
<ul style="list-style-type: none"> • Pizza • Cold Drinks 		

Appendix 5 Welfare Centres

Premises	Contact Details	Capacity & Facilities	Toilets	Comments
DARKAN Sport & Community Centre <i>Memorial Drive</i>	Shire 9736 2222 or CESM 0438971267	200 people with kitchen, office, child care facilities, chairs; tables, adjacent to ovals & basketball/tennis courts, large car park	M; F; D	<ul style="list-style-type: none"> In a bushland area (parkland cleared) Child Care Centre operates Tues-Fri ☎ 9736 1856
DARKAN Town Hall <i>Butler St</i>	Shire 9736 2222 or CESM 0438971267	300 people with foyer area, stage, kitchen, chairs, tables, office, small car park and street parking	M; F; D	<ul style="list-style-type: none"> Located in the centre of town, close proximity to playground area
DURANILLIN Hall <i>Horley Rd</i>	Shire 9736 2222, or CESM 0438971267, or Robyn Quill 9862 9010	50 people with kitchen facilities	M; F; D	
MOODIARRUP Sports Complex <i>Arthur River/Boyup Brook Rd</i>	Shire 9736 2222, or CESM 0438971267, or Janette Whitaker 9863 1056	150 with function room and kitchen	M; F; D	
MOODIARRUP Hall <i>Arthur River/Boyup Brook Rd</i>	Shire 9736 2222, or CESM 0438971267, or Janette Whitaker 9863 1056	150 with Kitchen, table and chairs available	M; F; D	
ARTHUR RIVER Main Hall & Lesser Hall <i>Albany Hwy</i>	Shire 9736 2222, or CESM 0438971267, Karynne Robinson 9862 6038	200 with kitchen facilities	M; F; D	
ARTHUR RIVER COUNTRY CLUB <i>Bokal East Arthur Rd</i>	Shire 9736 2222, CESM 0438971267	50 with chairs and tables, outdoor BBQ & children's play area		<ul style="list-style-type: none"> Adjacent to Arthur River fire shed

Appendix 6 Map of District



SHIRE OF WEST ARTHUR BRIGADE OVERVIEW MAP

0 5 10 20 Kilometers

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Appendix 7 Contacts

The following is a list of the Local Emergency Management Committee membership contacts. This information **IS NOT** for distribution without consent from the Chair or Executive Officer of LEMC.

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Appendix 8 Incident Support Group Meeting Locations

Suitable ISG meeting locations include:

- Shire Office
Burrowes St **Darkan**
ESD GSI reference DRKN1 F:8
- Community Health and Resource Centre
Burrowes St **Darkan**
ESD GSI reference DRKN1 F:8
- **Darkan** Sports Complex
Memorial Drive
ESD GSI reference DRKN1 C:8
- **Arthur River** Country Club
Bokal East Arthur Rd
ESD GSI reference 34878 C:5
- **Moodiarrup** Sports Complex
Arthur Boyup Brook Rd
ESD GSI reference 35076 C:6

To utilise any of these locations contact Shire of West Arthur on 9736 2222

Appendix 9 Local Welfare Plan

Owner of the Local Welfare Plan (attachment) is:

Dept. of Child Protection and Family Support

Bunbury Office.

To activate Welfare the following provides the details required and activation process.

After hours contact - CRISIS CARE: 1800 199 008

This is a 24 hour 7 day week service.

On receipt of your phone call, Crisis Care will contact the local CPFS After Hours Duty Officer.

During office hours contact the local CPFS Office

On request from the HMA to contact the CPFS to activate the Local Welfare Plan the following information will be required by CPFS:

Caller information (Your information)	Name: _____ Date: _____
	Agency: _____ Time: _____ hrs
	Phone number/s: _____
	Are they the Contact for this emergency: Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Details for the emergency – who CPFS can call back?	Name: _____ Mobile: _____ Fax: _____ Email: _____
Which agency is the HMA	Police <input type="checkbox"/> DFES <input type="checkbox"/> Local Govt <input type="checkbox"/> Other (record below) <input type="checkbox"/> _____
Agency requesting assistance	(generally the HMA)
Nature of the emergency	(fire, flood, storm, chemical, other)
Location of the emergency	
Activation Stage	Alert <input type="checkbox"/> Standby <input type="checkbox"/> Activation <input type="checkbox"/> heads up) (probably be required) (needed now) If Activation – Immediate <input type="checkbox"/> 1-2 hrs <input type="checkbox"/> Longer <input type="checkbox"/> _____
Number of people affected Any special needs groups?	
Types of assistance needed	(Local Welfare Centre to be opened, registration, catering, first aid)
Are any welfare centres already opened?	Yes <input type="checkbox"/> No <input type="checkbox"/> Where _____ Contact at the Centre: _____ Ph: _____
Location for Welfare Centre	
Safe Directions to get to Welfare	
Road Closures/Driving Conditions	
Any further relevant information?	

Appendix 10 Local Recovery Plan

Owner of the Local Recovery Plan (attachment) is:

Shire of West Arthur

To activate Recovery contact the Local Recovery Coordinator:

Shire of West Arthur CEO, Nicole Wasmann 9736 2222.

ITEM 8.2.1 – DUST SUPPRESSION APPLICATION

LOCATION/ADDRESS: 933 DARDADINE SOUTH ROAD
 NAME OF APPLICANT: PROPERTY OWNER
 FILE REFERENCE: 7.4.1
 DISCLOSURE OF INTEREST: N/A
 DATE OF REPORT: 11 OCTOBER 2016
 AUTHOR: Maxine McKenzie

SUMMARY:

Council to consider an application for a dust suppression on the Dardadine South Road in the 2016/17 financial year.

BACKGROUND:

The Shire has received request from the owner of 933 Dardadine South Road for a dust suppression in front of the house, which is 158m from the edge of the gravel road.

The owner, who occupies the house, has advised that the dust during summer is more significant since the road was widened and is now used by sheep, train and fertiliser carriers frequently generating a large volume of dust. Also prevailing winds and the momentum of trucks gathering speed to achieve the hill means the house is regularly blanketed in dust. The house at 967 Dardadine South Road, which is directly behind the 933 house would also benefit from the project (although is just outside the 200m criteria).

CONSULTATION:

Not applicable

STATUTORY ENVIRONMENT:

Not applicable.

FINANCIAL IMPLICATIONS

The 2016/17 Budget has a budget of \$12,209 for a dust suppression, with the location to be decided.

POLICY IMPLICATIONS:

The policy indicates that the residence should be within 200m of the road and have an average daily traffic of more than 15 vehicles.

A traffic count carried out for three weeks in October recorded 300 vehicles which, at 14.29 vehicles a day, was slightly under the policy. It is presumed that the count may be much higher at certain times of the year, therefore there are no implications on the Policy.

STRATEGIC IMPLICATIONS:

There are no strategic implications.

COMMENT:

There have been no other requests for dust suppressions in the 2016/17 financial year. If approved, it is planned that the works would be carried out in conjunction with O'Connor Road Bridge works, which is scheduled for mid-February 2017.

VOTING REQUIREMENTS:

Simple Majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.2.1

Moved: Cr Neil Manuel

Seconded: Cr Andrew Clarke

That the dust suppression on the Dardadine South Road be approved for the 2016/17 financial year.

CARRIED 7/0**ATTACHMENTS**

Nil

ITEM 8.3.1 – PURCHASE OF TRUCK

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	7.8.5
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 November 2016
AUTHOR:	Nicole Wasmann/Nicki Morrell

SUMMARY:

Consideration of the purchase of a new truck in accordance with the revised plant replacement program. It is recommended that a new 2017 Isuzu Giga CXZ 455 Cab/Chassis be purchased.

BACKGROUND:

The Shire budgeted for one prime mover in the current financial year. Due to mechanical problems with one other truck, the plant replacement program has been modified to enable the purchase of a new and a second hand truck.

CONSULTATION:

A Request for Quotes was put through the WALGA Preferred Supplier Panel for new and used trucks and staff and plant committee members have investigated other options.

As part of the current investigations, quotes for 14 new and used trucks were received which met the Shire's specifications.

STATUTORY ENVIRONMENT:

Local Government Act 1995 S3.57 relates to tenders for providing goods and services. The Shire is not required to invite tenders where the supply is obtained through a WALGA preferred supplier (reference Local Government (Functions and General) Regulations 1996, Div 2, S11(2)(b)).

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The amount included in the budget was \$150,000 for one truck. A second hand truck has been purchased for \$68,000, the proposed new truck is \$147,320.

Whilst the proposed total expenditure exceeds the budget, there are sufficient funds within the plant replacement program to enable the purchase of both trucks.

STRATEGIC IMPLICATIONS:

Acquiring a new and a second hand truck will assist to renew the Shire's truck fleet whilst not placing financial pressure on the replacement program.

COMMENT:

The preferred option for a new truck is the 2017 Isuzu Giga CXZ 455 with the optional bull bar for a total of \$147,320 excluding GST.

VOTING REQUIREMENTS:

Absolute Majority required as only one truck was included in the budget.

COUNCIL DECISION (COMMITTEE RECOMMENDATION) – ITEM 8.3.1

Moved: Cr Michael Meredith

Seconded: Cr Rodney Hulse

That Council authorise the purchase of a new 2017 Isuzu Giga CXZ 455 Cab/Chassis for \$147,320 ex GST.

CARRIED 7/0

ATTACHMENTS

Nil

8.4 REPORTS OF ELECTED MEMBERS

Cr Rod Hulse advised that the West Arthur CRC had held its Annual General Meeting with a new President and Secretary appointed.

Cr Karlene Goss advised West Arthur Cottage Homes had held its Annual General Meeting, with a new community representative appointed. The financial reports were audited by Byfields. The first birthday for the new units coming up shortly.

Cr Ray Harrington had met with WALGA President and CEO last week and had met with the architect and White Building regarding the Health and Resource Centre extension. He had also travelled to Perth to look at trucks with the Shire Works Manager and Mechanic.

Councillors Rod Hulse, Ming Meredith and Ray Harrington had attended a Plant Committee meeting.

9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. CLOSURE OF MEETING

Cr Ray Harrington declared the meeting closed at 7.05 pm.