

Ordinary Council Meeting Minutes

24 June 2025



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SHIRE PRESIDENT DECLARATION

For the purposes of transparency, this public meeting is being recorded.

SHIRE OF DALWALLINU

MINUTES of the Ordinary Meeting of Council held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday 24 June 2025.

1. OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson (President) opened the meeting at 5.00pm.

2. ANNOUNCEMENTS OF PRESIDING MEMBER

Nil

3. ATTENDANCE RECORD

3.1 Present

Shire President	Cr KL Carter
Deputy Shire President	Cr SC Carter
	Cr DS Cream
	Cr S Dawson
	Cr MM Harms

Chief Executive Officer	Ms JM Knight
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Public

Nil

3.2 Apologies

Nil

3.3 Leave of Absence Previously Granted

Cr JL Counsel
Cr JH Cruz

4. DECLARATIONS OF INTEREST

Cr S Dawson declared a Financial Interest in Item 9.1.1.

5. PUBLIC QUESTION TIME

5.1 Response to Previous Public Questions Taken on Notice

Nil

5.2 Public Question Time

Nil



6 MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 27 May 2025

MOTION 10414

Moved Cr S Dawson
Seconded Cr DS Cream

That the Minutes of the Ordinary Meeting of Council held 27 May 2025 be confirmed.

CARRIED 5/0

For: President KL Carter, Deputy President SC Carter, Cr DS Cream, Cr S Dawson,
Cr MM Harms

Against: Nil

7 PETITIONS/PRESENTATIONS/DEPUTATIONS/DELEGATES/REPORTS/SUBMISSIONS

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

7.4 Delegates Reports/Submissions

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS (Show of hands)

As agreed.



5.02pm Cr Dawson declared a Financial Interest in Item 9.1.1 and left the room.

9 REPORTS

9.1 WORKS & SERVICES

9.1.1 Award of RFT2425-10 – WSFN 25-26 Road Rehabilitation Works*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	FM/28 – Financial Management - Tendering
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	1. Tender Matrix 2. Combined Tender Prices (Confidential)

Purpose of Report

Council is requested to consider the tenders received for RFT2425-10 Road Rehabilitation Works for Wheatbelt Secondary Freight Network (WSFN) projects for 2025-2026.

Background

At the Ordinary Council Meeting held 22 April 2025, Council resolved the following:

'MOTION 10385

Moved Cr S Dawson

Seconded Cr DS Cream

That Council:

- 1. Authorise the calling of tenders for the Provision of Road Rehabilitation Works for the 2025-2026 Wheatbelt Secondary Freight Network;*
- 2. Set the qualitative criteria for the tender for the provision of Road Rehabilitation Works as:*

<i>Price</i>	<i>45%</i>
<i>Relevant Experience</i>	<i>15%</i>
<i>Tenderer's Resources</i>	<i>20%</i>
<i>Tenderer's WHS policies and procedures</i>	<i>10%</i>
<i>Methodology of Works</i>	<i>10%</i>

CARRIED 6/0'

As per the *Local Government Act 1995* and *Local Government (Functions & General) Regulations 1998* and *Local Government (Administration) Regulations 1996*, advertising was carried out in the following manner:

- The West (Saturday 26 April 2025)
- Shire of Dalwallinu Website
- Shire of Dalwallinu Facebook Page
- Shire of Dalwallinu Administration & Library Noticeboards

Tender documentation was issued to thirty six (36) interested parties.



Tenders closed 2pm, Friday 23 May 2025 and tenders were received from:

- Downer Edi Works Pty Ltd
- Fulcher Contractors
- Fulton Hogan
- GS Hobbs Contracting
- Hiway WA Pty Ltd
- KW Civil & Construction
- MC Civil Contractors
- River Hill WA Pty Ltd
- Road Pavement Solutions
- Sitzler Pty Ltd
- Sterra
- Vernice Pty Ltd
- WCP Civil Pty Ltd

Consultation

Manager Works & Services

Manager Corporate Services

Legislative Implications

State

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

Local Government (Administration) Regulations 1996

Policy Implications

Local

Council Policy 3.3 Regional Price Preference

Council Policy 3.5 Purchasing

Financial Implications

An approved allocation of \$2,891,452 (ex GST) has been included in the 2025-2026 budget for works associated with the Wheatbelt Secondary Freight Network projects.

In addition to these tendered works there are expenses for:

- Gravel Royalties
- Gravel Push Up
- Project Management
- Bitumenous Sealing Works
- Drainage Materials

which are to be allowed for in this budget allocation.

The proposed successful tenderer is within the budget allocation.

General Function Implications

Nil



Strategic Implications

Nil

Site Inspection

Site inspection undertaken: No

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Tenders closed 2pm, Friday 23 May 2025 and were opened at 8:30am, Tuesday 27 May 2025 by the Chief Executive Officer with the Manager Works & Services and Manager Corporate Services in attendance.

Attached is a table of total project costs. (Confidential Attachment 1).

The tenders were assessed by the Chief Executive Officer, Manager Corporate Services, Manager Works & Services in accordance with the following qualitative criteria set by Council:

<i>Price</i>	<i>45%</i>
<i>Relevant Experience</i>	<i>15%</i>
<i>Tenderer's Resources</i>	<i>20%</i>
<i>Tenderer's WHS policies and procedures</i>	<i>10%</i>
<i>Methodology of Works</i>	<i>10%</i>

The tenderer with the highest score was Fulcher Contractors with a score of 81.33.

See tender matrix attached to the report. (Confidential Attachment 2)

A summary of total costs is listed below:

WSFN Projects	1,489,185.00
Other Materials & Contracts	1,310,674.07
Contingency	65,533.70
TOTAL:	\$2,865,392.77

Fulcher Contractors are an experienced company and have undertaken work in other local governments and been sub-contractors for Fulton Hogan and Main Roads WA. Currently undertaking projects in the Shire of Perenjori.



It is to be noted that an Addendum was issued during the tender process requesting contractors to submit a price to undertake works on Carot Well Rd. As funding has not been approved for this road as yet, the price for Carot Well Rd has not been included in the tender assessment.

Officer Recommendation/Council Resolution

MOTION 10415

Moved Cr SC Carter
Seconded Cr MM Harms

That Council:

1. Award RFT2425-10 Road Rehabilitation Works for Dowerin Kalannie Road (SLK0.00-10.07) and Miling North Road (SLK0.00-1.32) to Fulcher Contractors at the quoted price of \$1,489,185.00 ex GST;
2. Authorise the Chief Executive Officer to enter into a contract with Fulcher Contractors as per the tender documentation.

CARRIED 4/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr MM Harms
Against: Nil

5:03pm Cr S Dawson re-entered the meeting



	QUALITATIVE CRITERIA											
Business Name	Price		Relevant Experience		Tenderer's resources		WHS		Methodology of Works			Rank
	45%		15%		20%		10%		10%		100%	
	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	TOTAL	
Downer	2.82	25.41	3.83	11.50	3.33	13.33	3.33	6.67	3.00	6.00	62.91	6
Fulcher Contractors	5.00	45.00	3.67	11.00	3.33	13.33	3.00	6.00	3.00	6.00	81.33	1
Fulton Hogan	2.67	24.01	2.83	8.50	3.00	12.00	2.83	5.67	3.67	7.33	57.51	10
GS Hobbs Contracting	0.00	0.00	2.67	8.00	2.67	10.67	2.00	4.00	0.50	1.00	23.67	13
Hiway	3.02	27.16	2.83	8.50	3.00	12.00	3.00	6.00	3.17	6.33	60.00	8
KW Civil & Construction	0.99	8.90	2.67	8.00	2.50	10.00	2.83	5.67	3.00	6.00	38.57	12
MC Civil	4.14	37.30	3.17	9.50	3.00	12.00	3.00	6.00	2.67	5.33	70.13	3
River Hill	2.82	25.35	3.17	9.50	3.00	12.00	3.00	6.00	3.17	6.33	59.18	9
Road Pavement Solutions	4.12	37.06	2.67	8.00	3.17	12.67	1.50	3.00	3.00	6.00	66.73	5
Sitzler	2.07	18.67	3.17	9.50	2.83	11.33	2.33	4.67	2.67	5.33	49.50	11
Sterra	3.98	35.79	3.00	9.00	3.50	14.00	2.83	5.67	2.83	5.67	70.12	4
Vernice	3.06	27.53	3.17	9.50	3.00	12.00	2.67	5.33	3.00	6.00	60.37	7
WCP Civil	3.63	32.68	3.17	9.50	4.75	19.00	3.00	6.00	3.17	6.33	73.51	2

9.2 PLANNING & DEVELOPMENT

9.2.1 Proposed Partial Road (ROW) Closure – Wubin*

Report date	24 June 2025
Applicant	Shire of Dalwallinu
File ref	LP/16
Previous Meeting Reference	Nil
Prepared by	Doug Burke, Manager Planning & Development Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Attachments	Proposed Partial Road Closure

Purpose of Report

For Council to consider the proposed partial road closure of the Right-of-Way (ROW) located between the Great Northern Highway and Arthur Street, Wubin.

The partial closures are located between the following properties:

- Lots 1-3 Great Northern Highway, Wubin (W Roadhouse P/L)
- Lots 15-16 Great Northern Highway, Wubin (Tier One Energy P/L)
- Lots 18-19 Arthur Street, Wubin (Tier One Energy P/L)
- Lots 98-100 Arthur Street, Wubin (W Roadhouse P/L)

Background

The Shire recognises that there are a number of properties in Wubin that are expected to have ongoing issues relating to the onsite treatment of wastewater. It has been identified that a partial road closure of the Right-of-Way located between the Great Northern Highway and Arthur Street, Wubin would provide the opportunity for those properties to engineer a lasting solution to wastewater management.

Consultation

Shire officers have discussed the proposal with property owners that would be directly affected by the proposed road closure.

Legislative Implications

State

Land Administration Act 1997 Act (LAA)

Section 58 of the LAA allows that, if a local government considers that a road in its district should be closed permanently, the local government may, in accordance with the regulations, request the Minister to close the road.

Local

Nil

Policy Implications

Nil

Financial Implications

The Shire would be required to procure advertising for the proposal with the Totally Local newspaper and a survey plan to accommodate the road closure and potentially the creation of an easement.



General Function Implications

Nil

Strategic Implications

Nil

Site Inspection

The reporting officer has viewed the immediate area.

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The proposed partial road closure of the ROW will provide adjacent landowners with the opportunity to purchase the closed portions allowing for improved alignment of the property holdings and better wastewater management outcomes.

The proposal has been designed so as not to interfere with other property holders' access to the ROW and not complicate existing traffic management.

Should Council adopt the Officer's recommendation, an advertisement will be published in the local Shire newsletter, Totally Local newspaper and on the Shire's website seeking submissions from the community for a period of 36 days.

Consultation will be undertaken with Main Roads and WaterCorp during the advertising period. As there is WaterCorp infrastructure located within the ROW, it is understood that an easement will need to be created over the effected area.



Officer Recommendation/Council Resolution

MOTION 10416

Moved Cr DS Cream

Seconded Cr S Dawson

That Council:

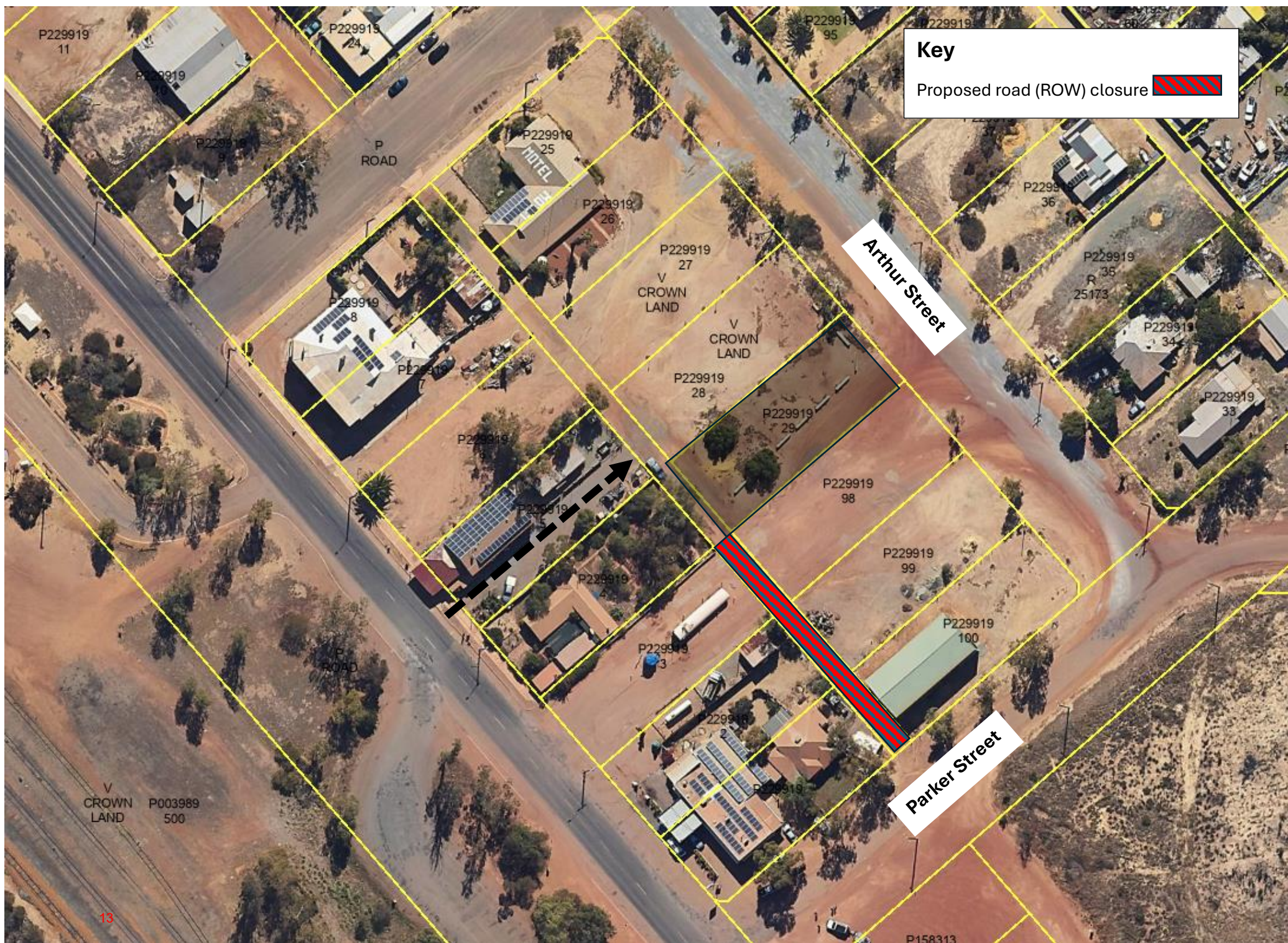
1. Request that the Chief Executive Officer advertise the proposed permanent road closure of those portions of the Right-of-Way located between the following properties:
 - Lots 1-3 Great Northern Highway, Wubin (W Roadhouse P/L)
 - Lots 15-16 Great Northern Highway, Wubin (Tier One Energy P/L)
 - Lots 18-19 Arthur Street, Wubin (Tier One Energy P/L)
 - Lots 98-100 Arthur Street, Wubin (W Roadhouse P/L); and
2. Request the Chief Executive Officer report to Council any submissions at the conclusion of the advertising period.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms

Against: Nil







9.2.2 Local Planning Scheme – Proposed Amendment No.10*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File ref	LP/12
Previous Meeting Reference	Nil
Prepared by	Doug Burke, Manager Planning & Development Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Attachments	Proposed Amendment No.10 text (Attachment 9.2.2.1)

Purpose of Report

For Council to consider amending the *Shire of Dalwallinu Local Planning Scheme No. 2* (the Scheme) to align with deemed and model provisions of the *Planning & Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Background

The purpose of this report is to provide for consideration of a proposed amendment (No.10) to the Scheme to bring the Scheme into alignment with the Regulations.

Consultation

Council may make an amendment to a Local Planning Scheme without advertising the amendment if, in the opinion of the local government, the amendment is a 'Basic' amendment.

Under recent amendments to the Regulations, Basic Scheme amendments do not have to be submitted to the Environmental Protection Authority for consideration (s.81(2) *Environmental Protection Act 1986*).

Legislative Implications

State

Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations provide the criteria for creating, amending, and reviewing local planning schemes.

Local

Nil

Policy Implications

Possible amendment to the Policy.

Financial Implications

Nil

General Function Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable



Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The proposed amendment has been determined as being a 'Basic' amendment for the following reasons as it is:

- (i) an amendment to correct an administrative error;
- (ii) an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;
- (iii) an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;
- (iv) an amendment to the scheme so that it is consistent with a State planning policy;
- (v) an amendment that results from a consolidation of the scheme in accordance with section 92 of the Act;

In consideration of a basic amendment to the Scheme, Council must resolve to:

- (a) proceed to adopt the proposed amendment to the local planning scheme without modification;
or
- (b) proceed to adopt the proposed amendment to the local planning scheme with modifications;
or
- (c) not proceed to adopt the proposed amendment to the local planning scheme.



Officer Recommendation/Council Resolution

MOTION 10417

Moved Cr SC Carter
Seconded Cr MM Harms

That Council resolve to:

1. Pursuant to Section 75 of the Planning and Development Act 2005 and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopt Amendment No. 10 to the *Shire of Dalwallinu Local Planning Scheme No.2* (the Scheme) and amend Scheme No.2 by:

Amending the Shire of Local Planning Scheme No. 2 text to align with the Planning and Development (Local Planning Schemes) Regulations 2015 deemed and model provisions (refer to Attachment 9.2.2.1).

2. Pursuant to Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that Amendment No. 10 is a 'Basic' amendment as it is consistent with the Model Provisions and deletes provisions that have been superseded by the Deemed Provisions;
3. Determine that the proposed amendment need not be referred to the EPA under Section 81 of the Planning & Development Act 2005 due to being deemed exempt under Section 33(c) of the *Environmental Protection Regulations 1987*; and
4. Pursuant to Regulation 58 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, forwards Amendment No. 10 to the Western Australian Planning Commission for final determination.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil



Shire of Dalwallinu

LOCAL PLANNING SCHEME NO. 2

Shire of Dalwallinu
LOCAL PLANNING SCHEME NO. 2
AMENDMENTS

AMD NO	GAZETAL DATE	UPDATED		DETAILS
		WHEN	BY	
-	06/02/14	19/02/14	ML	Scheme gazette.
1	27/09/16	12/10/16	MLD	Rezone Lot 53 Douglas Street, Buntine from 'Public Purposes' reserve to 'Townsite R2' as depicted on the Scheme Amendment map
2	09/12/16	09/01/16	RC	Add an Additional Use for "Storage of Dangerous Goods and Associated Manufacturing" to Lots 115 and 117 cnr of the Mullewa-Wubin Road and Thomas Road Delete "Schedule 2 - Additional Uses" and replace Amend the Scheme Maps accordingly – to show the subject land as having an "Additional Use" No. 1 Add the symbol for Additional Use to the Legend
3	17/01/17	25/01/17	MLD	Amend 'Schedule 4 - Special use zones' of the Local Planning Scheme by replacing the words 'Structure Plan' in the 'Conditions' column for SU20 with the words 'Local development plan'
4	03/08/18	06/08/18	HB	Rezone Lot 1 Rolinson Drive, Kalannie from 'Special Use' (SU14) to 'Residential' (R10/30); Lot 27 Locke Street, Kalannie from 'Special Use' (SU12) to 'Residential' (R10/30); and Lot 137 Hazlett St, Kalannie from 'Special Use' (SU11) to 'Townsite'.
5	31/01/2020	04/02/2020	MLD	Reclassify Ptn. Lot 12 Bell Road, Dalwallinu, from Local Scheme Reserve 'Public Purposes' to 'Rural' zone. Amend the Scheme maps accordingly.
6	31/01/2020	04/02/2020	MLD	Rezoning Lot 148 Leahy Street, Pithara from Recreation reserve to Townsite zone and apply an R2 density code over the lot. Amend the Scheme maps accordingly.
7	10/12/2021	12/01/2022	HB	Rezoning Lots 10, 11, 12, 13, 14 & 15 McNeill Street, Dalwallinu from 'Residential' to 'Commercial' zone with an R10/50 density code as depicted on the scheme amendment map.
8	1/4/2022	4/4/2022	MLD	Rezoning Lot 95 Arthur Street, Wubin from 'Reserve – Public Purposes' to 'Townsite' zone as depicted on the Scheme Amendment map.



Shire of Dalwallinu

LOCAL PLANNING SCHEME NO.2

The Shire of Dalwallinu under the powers conferred by the *Planning and Development Act 2005* makes the following Local Planning Scheme.

TABLE OF CONTENTS

Part 1 Preliminary - sets out the Scheme title, responsible authority for implementing the Scheme, definitions used in the Scheme, Scheme area, contents, purpose, aims and relationship to other Schemes and laws.

Part 2 Reserves - sets out the reserves which apply in the Scheme area and related provisions.

Part 3 Zones and the use of land - sets out the zones which apply in the Scheme area and the uses which may require approval or may be prohibited.

Part 4 General development requirements - sets out the general planning requirements which apply to land use and development within the Scheme area.

Part 5 Special control areas - sets out particular provisions which may apply in addition to the zone requirements and generally concerns landscape, environmental, built form, and land and site management issues.

Part 6 Terms referred to in Scheme - lists the general definitions and terms used in the Scheme and lists the land use terms used in the Scheme.

Schedules

- 1 Additional Uses**
- 2 Special Use Zones**
- 3 Special Control Areas**
- 4 Exempted Advertisements**

Part 1 - Preliminary

1. Citation

This local planning scheme is the Shire of Dalwallinu Local Planning Scheme No.2

2. Commencement

Under section 87(4) of the Act, this local planning scheme comes into operation on the day on which it is published in the *Gazette*.

3. Scheme revoked

The following local planning scheme is revoked -

Name: Shire of Dalwallinu Local Planning Scheme No.1 Gazettal date: 2000

4. Notes do not form part of Scheme

Notes, and instructions printed in italics, do not form part of this Scheme.

Note: The *Interpretation Act 1984* section 32 makes provision in relation to whether headings form part of the written law.

5. Responsibility for Scheme

The Shire of Dalwallinu is the local government responsible for the enforcement and implementation of this Scheme and the execution of any works required to be executed under this Scheme.

6. Scheme area

This Scheme applies to the area shown on the Scheme Map.

7. Contents of Scheme

- (1) In addition to the provisions set out in this document (the scheme text), this Scheme includes the following -
 - (a) the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 (amended);
 - (b) the supplemental provisions to the deemed provisions contained in Schedule A;
 - (c) the Scheme Map (sheets 1 - 10); and
- (2) This Scheme is to be read in conjunction with any local planning strategy for the Scheme area.

8. Purposes of Scheme

The purposes of this Scheme are to -

- (a) set out the local government's planning aims and intentions for the Scheme area; and
- (b) set aside land as reserves for public purposes; and
- (c) zone land within the Scheme area for the purposes defined in this Scheme; and
- (d) control and guide development including processes for the preparation of structure plans and local development plans and
- (e) set out procedures for the assessment and determination of development applications; and

- (f) set out procedures for contributions to be made to the costs of providing infrastructure in connection with development through development contribution plans; and
- (g) make provision for the administration and enforcement of this Scheme; and
- (h) address other matters referred to in Schedule 7 of the Act.

9. Aims of Scheme

The aims of this Scheme are -

- To assist the effective implementation of regional plans and policies including the State and Local Planning Strategy.
- To ensure there is a sufficient supply of serviced and suitable land for a variety of housing types, employment, commercial activities, community facilities, recreation and open space.
- To rationalise the distribution of townsites to be supported and serviced by the Council.
- To reinforce the role of the Dalwallinu town centre as the principal focus of retail, office, civic and cultural activities as well as providing for a high level of community services and for the provision of mixed-use developments.
- To assist employment and economic growth by facilitating the timely provision of suitably serviced land for retail, commercial, industrial, entertainment and tourist developments, as well as providing opportunities for home-based employment.
- To facilitate a diverse and integrated network of open space catering for both active and passive recreation, consistent with the needs of the community.
- To promote the sustainable use of rural land for agricultural purposes whilst accommodating other rural activities including rural residential development.
- To protect and enhance the environmental values, remnant vegetation and natural resources of the local government area and to promote ecologically sustainable land use and development.
- To safeguard and enhance the character, heritage and amenity of the built and natural environment of the local government area.

10. Relationship with local laws

Where a provision of this Scheme is inconsistent with a local law, the provision of this Scheme prevails to the extent of the inconsistency.

11. Relationship with other local planning schemes

There are no other Schemes of the Shire of Dalwallinu, which apply to the Scheme area.

12. Relationship with region planning scheme

There are no region planning schemes which apply to the Scheme area.

Part 2 - Reserves

13. Regional Reserves

There are no regional reserves in the Scheme area.

Note: The process of reserving land under a regional planning scheme is separate from the process of reserving land under the *Land Administration Act 1997* section 41.

14. Local reserves

(1) In this clause -

Department of Main Roads means the department principally assisting in the administration of the *Main Roads Act 1930*.

Western Australian Road Hierarchy means the document of that name available on the website maintained by the Department of Main Roads.

(2) Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.

(3) The objectives of each local reserve are as follows:

Table 1 - Reserve objectives

Medical Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential medical services.
Infrastructure Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential infrastructure services.
Education	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential education facilities.
Emergency Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential emergency services.
Heritage	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of heritage purposes.
Government Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of government services.
Recreational	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of public recreational facilities.
Cemetery	<ul style="list-style-type: none"> To set aside land required for a cemetery.
Car Park	<ul style="list-style-type: none"> To set aside land required for a car park.
Drainage / Waterway	<ul style="list-style-type: none"> To set aside land required for significant waterways and drainage.
Railways	<ul style="list-style-type: none"> To set aside land required for passenger rail and rail freight services.

Local Road	<ul style="list-style-type: none"> To set aside land required for a local road being a road classified as an Access Road under the Western Australian Road Hierarchy.
Strategic infrastructure	<ul style="list-style-type: none"> To set aside land required for port or airport facilities.
Special Purpose Reserve	<ul style="list-style-type: none"> To set aside land for a special purpose. Purposes that do not comfortably fit in any other reserve classification.
Primary Distributor Road	<ul style="list-style-type: none"> To set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.
District Distributor Road	<ul style="list-style-type: none"> To set aside land required for a district distributor road being a road classified as a Distributor A or Distributor B under the Western Australian Road Hierarchy.

15. Additional uses for local reserves

There are no additional uses for land in local reserves that apply to this Scheme.

Part 3 - Zones and use of land

16. Zones

- (1) Zones are shown on the Scheme Map according to the legend on the Scheme Map.
- (2) The objectives of each zone are as follows -

Table 2 - Zone objectives

Zone name	Objectives
Residential	<ul style="list-style-type: none">• To provide for a range of housing and a choice of residential densities to meet the needs of the community.• To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.• To provide for a range of non-residential uses, which are compatible with and complementary to residential development.
Commercial	<ul style="list-style-type: none">• To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites or activity centres.• To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.• To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.
General Industry	<ul style="list-style-type: none">• To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.• To accommodate industry that would not otherwise comply with the performance standards of light industry.• Seek to manage impacts such as noise, dust and odour within the zone.
Rural Townsite Zone	<ul style="list-style-type: none">• To provide for a range of land uses that would typically be found in a small country town.
Special Use Zone	<ul style="list-style-type: none">• To facilitate special categories of land uses which do not sit comfortably within any other zone.• To enable the Council to impose specific conditions associated with the special use.

Zone name	Objectives
Rural Residential	<ul style="list-style-type: none"> • To provide for lot sizes in the range of 1 ha to 4 ha. • To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land. • To set aside areas for the retention of vegetation and landform or other features which distinguish the land.
Rural	<ul style="list-style-type: none"> • To provide for the maintenance or enhancement of specific local rural character. • To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use. • To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage. • To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone. • To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

17. Zoning table

The zoning table for this Scheme is as follows -

Table 3 - Zoning Table

USE CLASSES	ZONES					
	RESIDENTIAL	COMMERCIAL	GENERAL INDUSTRY	TOWNSITE	RURAL RESIDENTIAL	RURAL
RESIDENTIAL USES						
Aged or dependent persons dwelling	D	X	X	D	X	X
Caretaker's dwelling	X	D	X	X	X	X
Home business	D	D	X	P	D	D
Home occupation	D	D	X	P	D	D
Home office	P	D	X	P	D	D
Home store	D	D	X	D	D	D
Park home park	X	A	X	A	X	X
Residential building	A	D	X	A	X	X
Rural home business	X	X	X	D	D	D
Single house	P	A	X	D	P	P
Grouped dwelling	P	D	X	D	X	D
Multiple dwelling	D	D	X	D	X	X
TOURIST AND ENTERTAINMENT USES						
Amusement parlour	X	D	A	A	X	X
Bed and breakfast	A	D	X	A	D	D
Caravan park	X	X	X	A	X	A
Short stay accommodation	A	D	X	A	D	A
Hotel	X	P	X	A	X	X
Motel	X	D	X	A	X	X
Tavern	X	P	X	A	X	X
COMMERCE USES						
Betting agency	X	P	X	A	X	X
Cinema/theatre	X	P	X	D	X	X
Consulting rooms	X	D	X	A	X	X
Convenience store	A	P	X	A	X	X
Dry cleaning premises	X	D	D	A	X	X
Fast food outlet	X	D	X	A	X	X
Lunch bar	X	P	P	A	X	X
Market	X	D	D	A	X	X
Medical centre	X	D	X	A	X	X
Motor vehicle, boat or caravan sales	X	D	X	A	X	X
Motor vehicle repair	X	D	P	A	X	X

Motor vehicle wash	X	D	P	A	X	X
Night club	X	D	X	A	X	X
Office	X	P	D	A	X	D
Private Recreation	X	D	D	A	X	A
Reception centre	X	P	X	A	D	X
Restaurant	X	P	X	A	D	D
Restricted premises	X	D	X	A	X	X
Service station	X	D	P	A	X	X
Shop	X	P	D	A	X	X
Showroom	X	D	P	A	X	X
Trade display	X	D	P	A	X	X
Transport depot	X	X	P	A	X	D
Winery	X	X	X	A	D	A
OTHER USES						
Funeral parlour	X	A	P	A	X	X
Service utility	P	P	P	P	P	P
Telecommunications infrastructure	A	D	P	D	A	D
Veterinary centre	X	A	P	A	D	A
Fuel depot	X	X	A	A	X	X
Industry	X	X	D	X	X	X
Industry - cottage	A	D	P	D	A	A
Industry - extractive	X	X	P	X	X	D
Industry - general	X	X	D	X	X	X
Industry - light	X	X	P	A	X	D
Industry - mining	X	X	X	X	X	D
Industry - rural	X	X	P	A	D	P
Industry - service	X	D	P	A	X	D
Storage	X	D	P	A	X	X
Warehouse	X	D	P	A	X	X
CIVIC AND COMMUNITY USES						
Child care premises	A	D	X	D	X	X
Civic use	D	D	D	A	D	X
Club premises	D	P	D	A	D	X
Community purpose	A	P	A	A	X	X
Educational establishment	X	P	A	A	X	X
Exhibition centre	X	D	X	X	X	X
Family day care	A	D	X	A	A	A
RURAL USES						
Agroforestry	X	X	X	X	D	A
Animal establishment	X	X	A	X	X	A
Animal husbandry - Intensive	X	X	X	X	X	A
Agriculture - extensive	X	X	X	X	X	P
Agriculture - intensive	X	X	X	X	D	A
Plantation	X	X	X	X	D	D
Rural pursuit	X	X	X	A	D	D

18. Interpreting zoning table

(1) The permissibility of uses of land in the various zones in the Scheme area is determined by cross-reference between the list of use classes on the left hand side of the zoning table and the list of zones at the top of the zoning table.

(2) The symbols used in the zoning table have the following meanings -

P means that the use is permitted if it complies with any relevant development standards and requirements of this Scheme;

I means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with any relevant development standards and requirements of this Scheme;

D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;

A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions;

X means that the use is not permitted by this Scheme.

Notes for this clause:

1. The development approval of the local government may be required to carry out works on land in addition to any approval granted for the use of land. In normal circumstances one application is made for both the carrying out of works on, and the use of, land.
2. Under clause 61 of the deemed provisions, certain works and uses are exempt from the requirement for development approval.
3. Clause 67 of the deemed provisions deals with the consideration of applications for development approval by the local government. Under that clause, development approval cannot be granted for development that is a class X use in relation to the zone in which the development is located, except in certain circumstances where land is being used for a non-conforming use.

(3) A specific use class referred to in the zoning table is excluded from any other use class described in more general terms.

(4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -

(a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or

(b) determine that the use may be consistent with the objectives of a particular zone and advertise under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

- (c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.
- (5) If a use of land is identified in a zone as being a class P or class I use, the local government may not refuse an application for development approval for that use in that zone but may require works that are to be undertaken in connection with that use to have development approval.
- (6) If the zoning table does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following plans that apply to the land
 - (a) a structure plan;
 - (b) a local development plan.

19. Additional uses

- (1) Schedule 1 sets out -
 - (a) classes of use for specified land that are additional to the classes of use that are permissible in the zone in which the land is located; and
 - (b) the conditions that apply to that additional use.
- (2) Despite anything contained in the zoning table, land that is specified in Schedule 1 to subclause (1) may be used for the additional class of use set out in respect of that land subject to the conditions that apply to that use.

20. Restricted uses

There are no restricted uses which apply to this Scheme.

21. Special use zones

- (1) Schedule 2 sets out -
 - (a) special use zones for specified land that are in addition to the zones in the zoning table; and
 - (b) the classes of special use that are permissible in that zone; and
 - (c) the conditions that apply in respect of the special uses.
- (2) A person must not use any land, or any structure or buildings on land, in a special use zone except for a class of use that is permissible in that zone and subject to the conditions that apply to that use.

Note: Special use zones apply to special categories of land use which do not comfortably sit within any other zone in the Scheme.

22. Non-conforming uses

- (1) Unless specifically provided, this Scheme does not prevent -
 - (a) the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme; or

- (b) the carrying out of development on land if -
 - (i) before the commencement of this Scheme, the development was lawfully approved; and
 - (ii) the approval has not expired or been cancelled.
- (2) Subclause (1) does not apply if -
 - (a) the non-conforming use of the land is discontinued; and
 - (b) a period of 6 months, or a longer period approved by the local government, has elapsed since the discontinuance of the non-conforming use.
- (3) Subclause (1) does not apply in respect of a non-conforming use of land if, under Part 11 of the Act, the local government -
 - (a) purchases the land; or
 - (b) pays compensation to the owner of the land in relation to the non-conforming use.

23. Changes to non-conforming use

- (1) A person must not, without development approval -
 - (a) alter or extend a non-conforming use of land; or
 - (b) erect, alter or extend a building used for, or in conjunction with, a non-conforming use; or
 - (c) repair, rebuild, alter or extend a building used for a non-conforming use that is destroyed to the extent of 75% or more of its value; or
 - (d) change the use of land from a non-conforming use to another use that is not permitted by the Scheme.
- (2) An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.
- (3) A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use -
 - (a) is less detrimental to the amenity of the locality than the existing non-conforming use; and
 - (b) is closer to the intended purpose of the zone in which the land is situated.

24. Register of non-conforming uses

- (1) The local government may prepare a register of land within the Scheme area that is being used for a non-conforming use.
- (2) A register prepared by the local government must set out the following -
 - (a) a description of each area of land that is being used for a non-conforming use;
 - (b) a description of any building on the land;
 - (c) a description of the non-conforming use;
 - (d) the date on which any discontinuance of the non-conforming use is noted.
- (3) If the local government prepares a register under subclause (1) the local government -
 - (a) must ensure that the register is kept up-to-date; and
 - (b) must ensure that an up-to-date copy of the register is published in accordance with clause 87 of the deemed provisions.

(3A) Subclause (3)(b) is an ongoing publishing requirement for the purposes of clause 87(5)(a) of the deemed provisions.

An entry in the register in relation to land that is being used for a non-conforming use is evidence of the matters set out in the entry, unless the contrary is proved.

Part 4 - General development requirements

25. R-Codes

- (1) The R-Codes, modified as set out in clause 26, are to be read as part of this Scheme.
- (2) The local government must ensure that the R-Codes are published in accordance with clause 87 of the deemed provisions.
- (2A) Subclause (2) is an ongoing publication requirement for the purposes of clause 87(5)(a) of the deemed provisions.
- (3) The coding of land for the purposes of the R-Codes is shown by the coding number superimposed on a particular area contained within the boundaries of the area shown on the Scheme Map.
- (4) The R-Codes apply to an area if -
 - (a) the area has a coding number superimposed on it in accordance with subclause (3)
- (5) The R-Codes can be applied in full or in part, in a provision of the Scheme.

26. Modification of R-Codes

There are no modifications to the R-Codes which apply to this Scheme.

27. State Planning Policy 3.6 to be read as part of Scheme

- (1) State Planning Policy 3.6 - Development Contributions for Infrastructure, modified as set out in clause 28, is to be read as part of this Scheme.
- (2) The local government must ensure that State Planning Policy 3.6 is published in accordance with clause 87 of the deemed provisions.
- (3) Subclause (2) is an ongoing publication requirement for the purposes of clause 87(5)(a) of the deemed provisions.

28. Modification of State Planning Policy 3.6

There are no modifications to State Planning Policy 3.6.

29. Other State planning policies to be read as part of Scheme

There are no other State planning policies that are to be read as part of the Scheme.

30. Modification of State planning policies

There are no modifications to a State planning policy that, under clause 29 is to be read as part of the Scheme.

31. Environmental conditions

There are no environmental conditions imposed under the Environmental Protection Act 1986 that apply to this Scheme.

32. General development standards

- (1) Table 4 sets out requirements relating to development that are additional to those set out in the R-Codes, activity centre plans, local development plans or State or local planning policies.

Table 4 Development Table

CONTROLS DEVELOPMENT	MINIMUM BOUNDARY SETBACK (metres)			MAXIMUM PLOT RATIO	MINIMUM LANDSCAPED AREA (%)	MINIMUM NUMBER OF ON SITE CAR PARKING BAYS
	FRONT	REAR (average)	SIDES			
Club premises	*	*	*	0.5	*	1 for every 45m ² of net lettable area.
Consulting rooms	*	*	*	*	*	1 for every 30m ² of net lettable area, plus 1 for each person employed.
Child care premises	7.5	7.5	*	*	*	1 for each employee.
Educational establishment	9.0	7.5	5.0	*	30	1 per full time employee, plus bays for students as determined by the Council.
Funeral Parlour	*	*	*	*	10	As determined by the Council, (minimum 6).
Community purpose	*	*	*	*	10	1 for every 4 persons whom the building is designed to accommodate.
Hospital	9.0	7.5	5.0	0.4 in Res Zone 0.5 elsewhere	20	1 per 4 beds and 1 per employee.
Residential building	7.5	7.5	*	*	30	1 per dwelling.
Hotel/Tavern	*	*	*	*	10	1 for every bedroom plus 1 per 2m ² of bar and lounge area.
Industry - Service	7.5	7.5	*	*	10	1 per 2 employees.
Industry - Light	7.5	7.5	*	*	10	1 per 2 employees.
Industry - General	7.5	7.5	*	*	15	1 per 2 employees.
Motel	11.0	7.5	3.0 per storey	1.0	30	1 per unit, plus 1 space per 25m ² of service area.
Office	*	*	*	0.5	*	1 for every 30m ² plot ratio area.
Restaurant	*	*	*	*	*	1 for every 10m ² of net lettable area or 1 for every 4 seats provided, whichever is the greater.
Service station	11.0	7.5	5	*	5	1 for every working bay, plus 1 for each person employed on site.
Shop	*	*	*	*	*	1 for every 15m ² of net lettable area.
Showroom	*	*	*	*	10	1 for every 100m ² of gross floor area.
Motor vehicle, boat and caravan sales	*	*	*	*	5	1 for every 250m ² of sales area, plus 1 for every person employed on site.

Notes: i) * means 'to be determined by the Council' in each particular case.
ii) Landscaping to be generally at the street frontage.

- (2) To the extent that a requirement referred to in subclause (1) is inconsistent with a requirement in the R-Codes, an activity centre plan, a local development plan or a State or local planning policy the requirement referred to in subclause (1) prevails.

33. Additional site and development requirements

Table 5 sets out the requirements relating to specified development.

No	Description of Development	Requirement
SSD 1	Rural Residential Development	<ol style="list-style-type: none"> 1 Only one dwelling will be permitted on any lot in the rural Residential zone. 2 All development shall comply with the R2 general site requirements of the Residential Design Codes, with the exception of lot area. 3 Subdivision into more than 3 'Rural Residential' lots shall only occur in accordance with an adopted Structure Plan. 4 Provision must be made for all dwellings to be connected to a reticulated potable water supply or have appropriate provision for alternative potable water supply in accordance with government policy.
SSD 2	Homestead Lot Development	<p>Council will support the creation of homestead lots when in addition to the relevant state development control policy, each of the following requirements can be met;</p> <ol style="list-style-type: none"> i. the homestead lot contains a dwelling on a rural lot that has been established for no less than 15 years; ii. the homestead lot being connected to electricity; iii. iii) the disposal of putrescible waste from the homestead lot can be serviced to the satisfaction of Council.
SSD 3	Rural Development	<p>Notwithstanding the right to develop a single house on an existing lot, residential development in the Rural zone shall comply with the specific requirements of the Council, however these shall not be less than those specified for the Residential Design Code R2, with the exception of lot area.</p> <ol style="list-style-type: none"> 1 All proposals for development in the Rural zone must have regard to both on-site and off-site impacts and, where necessary, should be accompanied by information identifying— <ol style="list-style-type: none"> a) environmental values and any environmental risks; b) the potential for land use conflict; c) the potential impacts and restrictions on allowed uses on adjacent or nearby locations; d) the separation distances and/or buffers relating to a potentially incompatible land use which need to be provided on-site and the appropriate conditions relating to subdivision and development.

SSD 4	Rural Zone	<p>Large lots, located to the east of Rabbit Proof Fence Road, may be subdivided to create lots which are;</p> <ul style="list-style-type: none"> • Consistent with the size of rural properties (may comprise multiple lots) used for rural land uses in the locality; and • 200 ha or greater in size; and • Allow for continued rural land uses.
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34. Variations to site and development requirements

- (1) In this clause -

general development standards and requirements refers to any site or development requirement contained in the scheme unless the scheme otherwise provides that a certain development requirement cannot be varied but this clause is not to apply to variations to use permissibilities contained in the zoning table and does not apply with respect to development which the R-Codes apply or clause 33.

- (2) The local government may approve an application for a development approval that does not comply with a general development standard or requirement.
- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.
- (4) If the local government is of the opinion that the non-compliance with a general development standard or requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must -
- (a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64(4) of the deemed provisions; and
 - (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that -
- (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67(2) of the deemed provisions; and
 - (b) the non-compliance with the general development standard or requirement will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

35. Restrictive covenants

- (1) A restrictive covenant affecting land in the Scheme area that would have the effect of limiting the number of residential dwellings which may be constructed on the land is extinguished or varied to the extent that the number of residential dwellings that

may be constructed is less than the number that could be constructed on the land under this Scheme.

- (2) If subclause (1) operates to extinguish or vary a restrictive covenant -
 - (a) development approval is required to construct a residential dwelling that would result in the number of residential dwellings on the land exceeding the number that would have been allowed under the restrictive covenant; and
 - (b) the local government must not grant development approval for the construction of the residential dwelling unless it advertises the application for development approval in accordance with clause 64 of the deemed provisions.

Part 5 - Special control areas

36. Special control areas

- (1) Special control areas are marked on the Scheme Map according to the legend on the Scheme Map.
- (2) The purpose, objectives and additional provisions that apply to each special control area is set out in Schedule 3. The provisions contained in a Special Control Area apply in addition to the provisions that apply to the underlying zone or reserve.

Part 6 - Terms referred to in Scheme

Division 1 - General definitions used in Scheme

37. Terms used

- (1) If a word or expression used in this Scheme is listed in this clause, its meaning is as follows -

building envelope	means the area of land within which all buildings and effluent disposal facilities on a lot must be contained.
cabin	means a dwelling forming part of a tourist development or caravan park that is - (a) an individual unit other than a chalet; and (b) designed to provide short-term accommodation for guests.
chalet	means a dwelling forming part of a tourist development or caravan park that is - (a) a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and (b) designed to provide short-term accommodation for guests.
commercial vehicle	means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including - (c) a utility, van, truck, tractor, bus or earthmoving equipment; and (d) a vehicle that is, or is, designed to be an attachment to a vehicle referred to in paragraph (a).
floor area	has meaning given in the Building Code.
minerals	has the meaning given in the <i>Mining Act 1978</i> section 8(1).
plot ratio	means the ratio of the floor area of a building to an area of land within the boundaries of the lot or lots on which the building is located.
precinct	means a definable area where particular planning policies, guidelines or standards apply.
predominant use	means the primary use of premises to which all other uses carried out on the premises are incidental.
retail	means the sale or hire of goods or services to the public.
scheme commencement date	means the day on which this Scheme comes into effect under section 87(4) of the Act.
short-term accommodation	means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.
wholesale	means the sale of goods or materials to be sold by others.

- (2) A word or expression that is not defined in this Scheme -
- (a) has the meaning it has in the *Planning and Development Act 2005*; or
 - (b) if it is not defined in that Act - has the same meaning as it has in the R-Codes.

Division 2 - Land use terms used in Scheme

38. Land use terms used

If this Scheme refers to a category of land use that is listed in this provision, the meaning of that land use is as follows -

abattoir	means premises used commercially for the slaughtering of animals for the purposes of consumption as food products.
agriculture - extensive	means premises used for the raising of stock or crops including outbuildings and earthworks, but does not include agriculture - intensive or animal husbandry - intensive.
agriculture - intensive	means premises used for commercial production purposes, including outbuildings and earthworks, associated with any of the following - <ul style="list-style-type: none"> (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts; (b) the establishment and operation of plant or fruit nurseries; (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms); (d) aquaculture.
amusement parlour	means premises - <ul style="list-style-type: none"> (a) that are open to the public; and (b) that are used predominantly for amusement by means of amusement machines including computers; and (c) where there are 2 or more amusement machines.
animal establishment	means premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry - intensive or veterinary centre.
animal husbandry - intensive	means premises used for keeping, rearing or fattening of alpacas, beef and dairy cattle, goats, pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production), sheep or other livestock in feedlots, sheds or rotational pens but excludes agriculture - extensive.
art gallery	means premises that are open to the public and where artworks are displayed for viewing or sale.
bed and breakfast	means a dwelling - <ul style="list-style-type: none"> (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and (b) containing not more than 2 guest bedrooms.
betting agency	means an office or totalisator agency established under the <i>Racing and Wagering Western Australia Act 2003</i> .

Brewery, distillery or cidery	means premises the subject of a producer's licence authorising the production of beer, cider or spirits under the <i>Liquor Control Act 1988</i> .
bulky goods showroom	<p>means premises</p> <p>(a) used to sell by retail any of the goods and accessories of the following types that are principally used for domestic purposes -</p> <ul style="list-style-type: none"> (i) automotive parts and accessories; (ii) camping, outdoor and recreation goods; (iii) electric light fittings; (iv) animal supplies including equestrian and pet goods; (v) floor and window coverings; (vi) furniture, beddings, furnishings, fabrics, manchester and homewares; (vii) household appliances, electrical goods and home entertainment goods; (viii) party supplies; (ix) office equipment and supplies; (x) babies' and children's goods, including play equipment and accessories; (xi) sporting, cycling, leisure, fitness goods and accessories; (xii) swimming pools. <p>or</p> <p>(b) used to sell goods and accessories by retail if</p> <ul style="list-style-type: none"> (i) a large area is required for the handling, display or storage of the goods; or (ii) vehicular access is required to the premises for the purpose of collection of purchased goods.
caravan park	means premises that are a caravan park as defined in the <i>Caravan Parks and Camping Grounds Act 1995</i> section 5(1).
caretaker's dwelling	means a dwelling on the same site as a building, operation or plant used for industry and occupied by a supervisor of that building, operation or plant.
car park	<p>means premises used primarily for parking vehicles whether open to the public or not but does not include -</p> <p>(a) any part of a public road used for parking or for a taxi rank; or</p> <p>(b) any premises in which cars are displayed for sale.</p>
brewery	<p>means premises where -</p> <p>(a) an education and care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> section 5(1), other than a family day care service as defined in that section is provided; or</p> <p>(b) a child care service as defined in the <i>Child Care Services Act 2007</i> section 4 is provided.</p>
cinema/theatre	means premises where the public may view a motion picture or theatrical production.

civic use	means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.
club premises	means premises used by a legally constituted club or association or other body of persons united by a common interest.
commercial vehicle parking	means premises used for parking of one or two commercial vehicles but does not include - <ul style="list-style-type: none"> (a) any part of a public road used for parking or for a taxi rank; or (b) parking of commercial vehicles incidental to the predominant use of the land.
community purpose	means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.
consulting rooms	means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
convenience store	means premises - <ul style="list-style-type: none"> (a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents; and (b) operated during hours which include, but may extend beyond, normal trading hours; and (c) the floor area of which does not exceed 300m² net lettable area.
corrective institution	means premises used to hold and reform persons committed to it by a court, such as a prison or other type of detention facility.
educational establishment	means premises used for the purposes of providing education including premises used for a school, higher education institution, business college, academy or other educational institution.
exhibition centre	means premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature including a museum.
family day care	means premises where a family day care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> is provided.
fast food outlet	means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten - <ul style="list-style-type: none"> (a) without further preparation; and (b) primarily off the premises.

freeway centre	service	<p>means premises that has direct access to a freeway and which provides all the following services or facilities and may provide other associated facilities or services but does not provide bulk fuel services -</p> <ul style="list-style-type: none"> (a) service station facilities; (b) emergency breakdown repair for vehicles; (c) charging points for electric vehicles; (d) facilities for cyclists; (e) restaurant, cafe or fast food services except the sale or consumption of alcohol; (f) take-away food retailing without a drive-through facility; (g) public ablution facilities, including provision for disabled access and infant changing rooms; (h) parking for passenger and freight vehicles; (i) outdoor rest stop facilities such as picnic tables and shade areas.
fuel depot		<p>means premises used for the storage and sale in bulk of solid or liquid or gaseous fuel but does not include premises used -</p> <ul style="list-style-type: none"> (a) as a service station; or (b) for the sale of fuel by retail into a vehicle for use by the vehicle.
funeral parlour		means premises used to prepare and store bodies for burial or cremation or to conduct funeral services.
garden centre		means premises used for the propagation, rearing and sale of plants, and the storage and sale of products associated with horticulture and gardens.
holiday accommodation		means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot.
holiday house		means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.
home business		<p>means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession -</p> <ul style="list-style-type: none"> (a) does not involve employing more than 2 people who are not members of the occupier's household; and (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and (c) does not occupy an area greater than 50m²; and (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and (f) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

home occupation	<p>means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that -</p> <ul style="list-style-type: none"> (a) does not involve employing a person who is not a member of the occupier's household; and (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and (c) does not occupy an area greater than 20m²; and (d) does not involve the display on the premises of a sign with an area exceeding 0.2m²; and (e) does not involve the retail sale, display or hire of any goods; unless the sale, display or hire is done only by means of the Internet; and (f) does not - <ul style="list-style-type: none"> (i) require a greater number of parking spaces than normally required for a single dwelling; or (ii) result in an increase in traffic volume in the neighbourhood; and (g) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.
home office	<p>means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation -</p> <ul style="list-style-type: none"> (a) is solely within the dwelling; and (b) does not entail clients or customers travelling to and from the dwelling; and (c) does not involve the display of a sign on the premises; and (d) does not require any change to the external appearance of the dwelling.
home store	<p>means a shop attached to a dwelling that -</p> <ul style="list-style-type: none"> (a) has a net lettable area not exceeding 100m²; and (b) is operated by a person residing in the dwelling.
hospital	<p>means premises used as a hospital as defined in the <i>Health Services Act 2016</i> section 8(4).</p>
hotel	<p>means premises the subject of a hotel licence other than a small bar or tavern licence, including any betting agency on the premises.</p>

industry	<p>means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes -</p> <ul style="list-style-type: none"> (a) the storage of goods; (b) the work of administration or accounting; (c) the selling of goods by wholesale or retail; (d) the provision of amenities for employees; (e) incidental purposes.
industry - extractive	<p>means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes -</p> <ul style="list-style-type: none"> (a) the processing of raw materials including crushing, screening, washing, blending or grading; (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration.
industry - light	<p>means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed.</p>
industry - rural	<p>means premises used for industry that -</p> <ul style="list-style-type: none"> (a) supports and/or is associated with primary production; or (b) services plant or equipment used in primary production.
industry - service	<p>means -</p> <ul style="list-style-type: none"> (a) an industry-light carried out from premises which may have a retail shop front and from which goods manufactured on the premises may be sold; or (b) premises having a retail shop front and used as a depot for receiving goods to be serviced.
lunch bar	<p>means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.</p>
liquor store-large	<p>means premises the subject of a liquor store licence with a net lettable area of more than 300m².</p>
liquor store - small	<p>means premises the subject of a liquor store with a net lettable area of not more than 300m².</p>
marina	<p>means -</p> <ul style="list-style-type: none"> (a) premises used for providing mooring, fuelling, servicing, repairing, storage and other facilities for boats, including the associated sale of any boating gear or equipment; and (b) all jetties, piers, embankments, quays, moorings, offices and storerooms used in connection with the provision of those services.
marine filling station	<p>means premises used for the storage and supply of liquid fuels and lubricants for marine craft.</p>

market	means premises used for the display and sale of goods from stalls by independent vendors.
medical centre	means premises other than a hospital used by 3 or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
mining operations	means premises where mining operations, as that term is defined in the <i>Mining Act 1978</i> section 8(1) is carried out.
motel	means premises, used to accommodate guests in a manner similar to a hotel and with specific provision for the accommodation of guests with motor vehicles.
motor vehicle, boat or caravan sales	means premises used to sell or hire motor vehicles, boats or caravans.
motor vehicle repair	means premises used for or in connection with - (a) electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or (b) repairs to tyres other than recapping or re-treading of tyres.
motor vehicle wash	means premises primarily used to wash motor vehicles.
office	means premises used for administration, clerical, technical, professional or similar business activities.
park home park	means premises used as a park home park as defined in the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
place of worship	means premises used for religious activities such as a chapel, church, mosque, synagogue or temple.
reception centre	means premises used for hosted functions on formal or ceremonial occasions.
recreation - private	means premises that are - (a) used for indoor or outdoor leisure, recreation or sport; and (b) not usually open to the public without charge.
renewable energy facility	means premises used to generate energy from a renewable energy source predominantly and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.
resource recovery centre	means premises other than a waste disposal facility used for the recovery of resources from waste.
restaurant/cafe	means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided.

restricted premises	<p>means premises used for the sale by retail or wholesale, or the offer for hire, loan or exchange, or the exhibition, display or delivery of -</p> <ul style="list-style-type: none"> (a) publications that are classified as restricted under the <i>Classification (Publications, Films and Computer Games) Act 1995</i> (Commonwealth); or (b) materials, compounds, preparations or articles which are used or intended to be used primarily in or in connection with any form of sexual behaviour or activity; or (c) smoking-related implements.
road house	<p>means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services -</p> <ul style="list-style-type: none"> (a) a full range of automotive repair services; (b) wrecking, panel beating and spray painting services; (c) transport depot facilities; (d) short-term accommodation for guests; (e) facilities for being a muster point in response to accidents, natural disasters and other emergencies; and (f) dump points for the disposal of black and/or grey water from recreational vehicles.
rural home business	<p>means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or occupation if the carrying out of the business, service or occupation -</p> <ul style="list-style-type: none"> (a) does not involve employing more than 2 people who are not members of the occupier's household; and (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and (c) does not occupy an area greater than 200m²; and (d) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and (e) does not involve the presence, use or calling of more than 3 vehicles at any one time or of a vehicle more than 30 tonnes gross weight.
rural pursuit/hobby farm	<p>means any premises, other than premises used for agriculture - extensive or agriculture - intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household -</p> <ul style="list-style-type: none"> (a) the rearing, agistment, stabling or training of animals; (b) the keeping of bees; (c) the sale of produce grown solely on the premises.

serviced apartment	means a group of units or apartments providing - (a) self-contained short stay accommodation for guests; and (b) any associated reception or recreational facilities.
service station	means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for - (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.
shop	means premises other than a bulky goods showroom, a liquor store - large or a liquor store - small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.
tavern	means premises the subject of a tavern licence.
telecommunications infrastructure	means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.
tourist development	means a building, or a group of buildings forming a complex, other than a bed and breakfast, a caravan park or holiday accommodation, used to provide - (a) short-term accommodation for guests; and (b) onsite facilities for the use of guests; and (c) facilities for the management of the development.
trade display	means premises used for the display of trade goods and equipment for the purpose of advertisement.
trade supplies	means premises used to sell by wholesale or retail, or to hire, assemble or manufacture any materials, tools, equipment, machinery or other goods used for the following purposes including goods which may be assembled or manufactured off the premises - (a) automotive repairs and servicing; (b) building including repair and maintenance; (c) industry; (d) landscape gardening; (e) provision of medical services; (f) primary production; (g) use by government departments or agencies, including local government.

transport depot	means premises used primarily for the parking or garaging of 3 or more commercial vehicles including - (a) any ancillary maintenance or refuelling of those vehicles; and (b) any ancillary storage of goods brought to the premises by those vehicles; and (c) the transfer of goods or persons from one vehicle to another.
tree farm	means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the <i>Carbon Rights Act 2003</i> section 5.
veterinary premises	means premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders.
warehouse/storage	means premises including indoor or outdoor facilities used for - (a) the storage of goods, equipment, plant or materials; or (b) the display or sale by wholesale of goods.
waste disposal facility	means premises used - (a) for the disposal of waste by landfill; or (b) the incineration of hazardous, clinical or biomedical waste.
waste storage facility	means premises used to collect, consolidate, temporarily store or sort waste before transfer to a waste disposal facility or a resource recovery facility on a commercial scale.
wind farm	means premises used to generate electricity by wind force and any associated turbine, building or other structure but does not include anemometers or turbines used primarily to supply electricity for a domestic property or for private use.
winery	means premises used for the production of viticultural produce and associated sale of the produce.
workforce accommodation	means premises, which may include modular and relocated buildings used - (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.

Schedules

Schedule 1 – Additional Uses

Schedule 1 - Specified additional uses for zoned land in Scheme area

No.	Description of land	Additional use	Conditions
AU1	Lot 117 on Deposited Plan 150270 and Lot 115 on Deposited Plan 148784 on the corner of Mullewa-Wubin Road and Thomas Road, Wubin	Storage of dangerous goods and associated manufacturing Truck assembly	<p>General</p> <ol style="list-style-type: none"> 1. The use is not permitted unless the local government has exercised its discretion by granting development approval under Part 8 of the deemed provisions. 2. Development shall generally be in accordance with the development approval granted by the local government. 3. Minor variations may be permitted to the development approval by the local government after following the procedures in Clause 77 of the deemed provisions. 4. All buildings and activities to comply with relevant Commonwealth, State and Local Government by-laws and regulations. 5. Access and egress to the Mullewa-Wubin Road are to be at a location and at a standard of construction to the satisfaction of Main Roads WA and the local government. 6. All stormwater drainage shall be accommodated on site and no direct discharge onto surrounding properties or road reserves. 7. The implementation of appropriate fire control and emergency evacuation and management measures as determined by the local government in consultation with relevant State authorities. <p>Effluent Disposal</p> <ol style="list-style-type: none"> 8 Effluent disposal shall be undertaken to the satisfaction of the local government and the relevant State Government authority. <p>Environmental Management</p> <ol style="list-style-type: none"> 9 The development, operation and management of the ammonium nitrate emulsion facility shall be undertaken in accordance with an Environmental Management Plan approved by the local government.

			<p>Department of Mines and Petroleum – Licensing and Inspections</p> <p>10 The plant must comply with the requirements of the <i>Dangerous Goods Safety Act 2004</i>, the national code prepared by Australian Explosives Industry Safety Group (AEISG) for the storage and handling of UN3375 (ammonium nitrate emulsion) and the Department of Mines and Petroleum (DMP) code of practice on the safe storage of ammonium nitrate.</p> <p>11 A Dangerous Goods Storage License and a Security Restricted Substance License must be obtained from the DMP prior to the commissioning and operation of the plant.</p>
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Schedule 2 – Special Use Zones

Schedule 2 - Special use zones in Scheme area

No	Description of land	Special use	Conditions
SU1	Lots 417, 568 and Ptn VCL Clinch Road, Dalwallinu	Caravan park	
SU2	Lots 139 and 140 McNeill St, Dalwallinu	Place of Worship	
SU3	Lot 138, McNeill St, Dalwallinu	Place of Worship	
SU4	Lot 112 Annetts Rd, Dalwallinu	Place of Worship	
SU5	Lot 570 Wasley St, Dalwallinu	Place of Worship	
SU6	Lot 317 Johnston St, Dalwallinu	Road house	
SU7	Ptn Lot 395 Strickland Drive, Dalwallinu	Private School	
SU8	Ptn Lot 395 Strickland Drive, Dalwallinu	Place of Worship	
SU9	Lots 152-154 Johnston Street, Dalwallinu	Community Hall	
SU10	Lot 514 McNeill Street, Dalwallinu	Place of Worship	
SU11	Lot 137 Hazlett St, Kalannie	Place of Worship	
SU12	Lot 27 Locke St, Kalannie	Place of Worship	
SU13	Lot 152 Roche St and Hathway Dr, Kalannie	Caravan Park	
SU14	Lot 1 Rolinson Dr, Kalannie	Place of Worship	
SU15	Lot 49 Roche Street, Kalannie	Place of Worship	
SU16	Lot 35 Arthur Street, Wubin	Place of Worship	
SU17	Lot 56 Woodhouse Street, Wubin	Place of Worship	
SU18	Lot 46 Arthur Street, Wubin	Place of Worship	
SU19	Res 20033 Crampton Street, Pithara	Place of Worship	
SU20	Lot 500 Plan Survey No 074401, off Pearn Road, Pithara	Tavern and caravan park	No additional development will occur until the Council has endorsed a Local Development Plan.

Schedule 3 – Special Control Areas

Schedule 3 - Special control areas in Scheme area

Name of Area	Purpose	Objectives	Additional Provisions
SCA 1 Evaporation Ponds	The purpose of special control area 1 is to provide guidance for land use and development within the area shown on the Scheme Maps as SCA 1.	The objectives for the SCA 1 are to: (a) identify land which may be affected by the Evaporation Ponds; (b) ensure that the use and development of land is compatible; (c) and minimise impacts on residential and other sensitive uses.	<ul style="list-style-type: none"> Despite any other provision of the Scheme planning approval is required for all use and development including a single house. In addition to other provisions of the Scheme, all development shall be determined by the Council based on advice received from the environmental protection agency. An application may be referred to the environmental protection agency for advice.
SCA 2 Wastewater Treatment Plant	The purpose of special control area 2 is to provide guidance for land use and development within the areas shown on the Scheme Maps as SCA 2.	The objectives for the SCA 2 are to: (a) identify land which may be affected by the Wastewater treatment plant; (b) ensure that the use and development of land is compatible; and (c) minimise impacts on residential and other sensitive uses.	<ul style="list-style-type: none"> Despite any other provision of the Scheme planning approval is required for all use and development including a single house. In addition to other provisions of the Scheme, all development shall be determined by the Council based on advice received from the environmental protection agency. An application may be referred to the environmental protection agency for advice.
SCA 3 Kalannie Rubbish Tip	The purpose of special control area 3 is to provide guidance for land use and development within the area shown on the Scheme Maps as SCA 3.	The objectives for the SCA 3 are to: (a) identify land which may be affected by the rubbish tip; (b) ensure that the use and development of land is compatible; and (c) minimise impacts on residential and other sensitive uses.	<ul style="list-style-type: none"> Despite any other provision of the Scheme planning approval is required for all use and development including a single house. In addition to other provisions of the Scheme, all development shall be determined by the Council based on advice received from the environmental protection agency. An application may be referred to the environmental protection agency for advice.
SCA 4 Dalwallinu Airstrip	The purpose of special control area 4 is to provide guidance for land use and development within the area shown on the Scheme Maps as	The objectives for the SCA 4 are to: (a) identify land which may be affected by the Dalwallinu airstrip;	<ul style="list-style-type: none"> Despite any other provision of the Scheme planning approval is required for all use and development including a single house In addition to other provisions of the Scheme, all

	SCA 4.	(b) ensure that the use and development of land is compatible; (c) minimise impacts on residential and other sensitive uses; and (d) protect the operational airspace of the airstrip.	development shall be determined by the Council based on advice received from the environmental protection agency. • An application may be referred to the environmental protection agency for advice.
SCA 5 Water Supply	The purpose of special control area 5 is to provide guidance for land use and development within the areas shown on the Scheme Maps as SCA 5.	The objectives for the SCA 5 are to: (a) identify land which may be affected by the Kalannie water supply infrastructure; (b) ensure that the use and development of land is compatible; and (c) minimise impacts on residential and other sensitive uses.	• Despite any other provision of the Scheme planning approval is required for all use and development including a single house. • In addition to other provisions of the Scheme, all development shall be determined by the Council based on advice received from the environmental protection agency. • An application may be referred to the environmental protection agency for advice.

Schedule 4 – Exempted Advertising

Schedule 4 – Exempted Advertising

LAND USE AND/OR DEVELOPMENT	EXEMPTED SIGN	MAXIMUM SIZE
Dwellings	One professional name-plate as appropriate.	0.2m ²
Home Occupation	One advertisement describing the nature of the home occupation.	0.2m ²
Places of Worship, Meeting Halls and Places of Public Assembly	One advertisement detailing the function and/or the activities of the institution concerned.	0.2m ²
Cinemas, Theatres and Drive-In Theatres	Two signs (illuminated or non-illuminated) detailing the entertainment being presented from time to time at the venue upon which the signs are displayed.	Each advertisement sign not to exceed 5m ² .
Shops, Showrooms and other uses appropriate to a Shopping Area.	All advertisements affixed to the building below the top of the awning or, in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building subject to compliance with the requirements of the Signs Hoarding and Bill Posting Bylaws.	N/A
Industrial and Warehouse Premises	A maximum of 4 advertisements applied to or affixed to the walls of the building but not including signs which project above the eaves or the ridge of the roof of the building, and excluding signs projecting from a building whether or not those signs are connected to a pole, wall or other building.	Total area of any such advertisements, shall not exceed 15m. Maximum permissible total area shall not exceed 10m ² and

	A maximum of two free-standing advertisement signs not exceeding 5m in height above ground level.	individual advertisement signs shall not exceed 6m ² .
Showroom, race courses, major racing tracks, sports stadia, major sporting grounds and complexes	All signs provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets.	N/A
Public Places and Reserves	<p>a) Advertisement signs (illuminated and non-illuminated) relating to the functions of government a public authority or local government of a local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body, and</p> <p>b) Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the local government of a local government, and</p> <p>c) Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
Railway Property and Reserves	Advertisement signs exhibited on such land provided that each such advertisement is directed only at persons at or upon a railway station.	No sign shall exceed 2m ² in area.
Advertisements within buildings	All advertisements placed or displayed within buildings which cannot ordinarily be seen by a person outside of those buildings.	N/A
All classes of buildings other than single family dwellings	One advertisement sign containing the name, number and address of the building, the purpose for which the building is used or the name and address of the managing agent thereof.	0.2m ²

9.3 CORPORATE SERVICES

9.3.1 Accounts for Payment for May 2025*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Christie Andrews, Finance Officer
Supervised by	Hanna Jolly, Manager Corporate Services
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Summary of Accounts for Payment

Purpose of Report

Council is requested to consider the acceptance and approval of the Schedule of Accounts for Payment.

Background

A list of invoices paid for the month of May 2025 from the Municipal Account to the sum of \$1,354,109.66 paid by EFT is attached together with a list of bank fees, payroll, direct debit payments, loan payments and transfer to Term Deposits. These payments total \$1,722,559.81. There were no payments from the Trust Account. Total payments from all accounts being \$1,722,559.81 have been listed for Council's ratification.

Consultation

In accordance with the requirements of the *Local Government Act 1995* a list of accounts paid, by approval of the Chief Executive Officer under Council's delegated authority, is to be completed for each month showing:

- The payees names
- The amount of the payments
- Sufficient information to identify the payment
- The date of the payment

The attached list meets the requirements of the Financial Regulations,

In addition to the above statutory requirements, Financial Management Regulation Section 13(4) requires 'the total of the other outstanding accounts be calculated and a statement be presented to Council at the next Council meeting'.

Legislative Implications

State

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Payments are in accordance with the revised budget for 2024/2025.



General Function Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Accounts for Payments are in accordance with the revised budget for 2024/2025 or authorised by separate resolution.

Officer Recommendation/Council Resolution

MOTION 10418

Moved Cr DS Cream
Seconded Cr MM Harms

That Council, in accordance with the requirements of sections 13(1), 13(3), and 13(4) of the *Local Government (Financial Management) Regulations 1996* a list of payments made in May 2025 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

Municipal Fund Account totalling \$1,722,559.81 consisting of:

EFT Payments (EFT17072-EFT17188)	\$1,354,109.66
<i>Wex Australia EFT17122 \$2,913.38</i>	
EFT Payments (Payroll)	\$128,139.68
Direct Debit – Credit Card (DD18306.1)	\$7,433.19
Direct Debit – Superannuation (DD18264.1, DD18284.1 & DD18296.1)	\$37,955.89
Direct Debit – Payments to Department of Transport	\$194,186.50
Bank Fees	\$734.89

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil



EFT PAYMENTS FOR THE MONTH OF MAY 2025

Chq/EFT	Date	Name	Description	Amount
EFT17072	01/05/2025	KEITH LESLIE CARTER	Annual President Allowance	5,000.00
EFT17073	01/05/2025	RBC - RURAL	Photocopier	1,065.40
EFT17074	01/05/2025	TELSTRA	Phone charges	1,671.54
EFT17075	01/05/2025	WALLIS COMPUTER SOLUTIONS	Cable	25.00
EFT17076	01/05/2025	OFFICEWORKS	Stationery	737.86
EFT17077	01/05/2025	SYNERGY	Utilities	7,668.81
EFT17078	01/05/2025	TEAN GLOBAL EXPRESS PTY LTD	Freight	444.60
EFT17079	01/05/2025	DALWALLINU HAULAGE	Freight	468.60
EFT17080	01/05/2025	STEVEN CLIFFORD CARTER	Annual Deputy President Allowance	1,250.00
EFT17081	01/05/2025	ROWDY'S ELECTRICAL	Contractor works	2,774.57
EFT17082	01/05/2025	ARRO ENTERPRISES PTY LTD	Parts and repairs	4,120.61
EFT17083	01/05/2025	R N R AUTO ELECTRICS	Parts and repairs	323.26
EFT17084	01/05/2025	WH & J ASHWORTH & SON	Councillor & Executive Managers Portraits	2,211.00
EFT17085	01/05/2025	TOTALLY WORKWEAR JOONDALUP	Uniforms	509.60
EFT17086	01/05/2025	WEST COAST STABILISERS	Road works	22,209.00
EFT17087	01/05/2025	TRACTUS AUSTRALIA	Tyres and repairs	1,572.00
EFT17088	01/05/2025	RICOH FINANCE	Lease fee	390.61
EFT17089	01/05/2025	DOMAIN DIGITAL	IT Services	3,083.43
EFT17090	01/05/2025	DALWALLINU BAPTIST CHURCH	Community Grant	473.00
EFT17091	01/05/2025	ABLE SALES PTY LTD	Equipment	1,690.00
EFT17092	01/05/2025	ZAGE PTY LTS	Big X for Xantippe	5,274.50
EFT17093	01/05/2025	BITUMEN DISTRIBUTORS PTY LTD	Materials	572.00
EFT17094	01/05/2025	AARO GROUP PTY LTD	Sewerage Upgrade	226,015.49
EFT17095	01/05/2025	B & K FENCING	Fencing	3,357.20
EFT17096	01/05/2025	R & V MANNING	Bus hire	805.20
EFT17097	01/05/2025	PAYWISE PTY LTD	Lease payment	1,539.89
EFT17098	01/05/2025	ACLARI PTY LTD	Gravel	8,387.50
EFT17099	01/05/2025	J & J ARCHER	Bond refund	50.00
EFT17100	01/05/2025	WA COUNTRY HEALTH SERVICE WHEATBELT	Refund of duplicate payment	1,285.25
EFT17101	01/05/2025	BOEKEMAN MACHINERY	Parts and service	290.00
EFT17102	01/05/2025	DALWALLINU PLAYGROUP	Community Grant	8,794.58
EFT17103	01/05/2025	DALWALLINU COMMUNITY RESOURCE CENTRE	Passport photos	52.50

Chq/EFT	Date	Name	Description	Amount
EFT17104	08/05/2025	ON HOLD ON LINE	IT Services	77.00
EFT17105	08/05/2025	AUSTRALIA POST - SHIRE	Post services	142.33
EFT17106	08/05/2025	ST JOHN AMBULANCE DALWALLINU	St John Ambulance memberships	171.00
EFT17107	08/05/2025	MOORA GLASS SERVICE PTY LTD	Materials and repairs	484.00
EFT17108	08/05/2025	THE OLD CONVENT DALWALLINU	Bus hire	754.50
EFT17109	08/05/2025	DALWALLINU FOODWORKS	Assorted goods	633.97
EFT17110	08/05/2025	DEPT ENERGY, MINES, INDUSTRY REGS AND SAFETY	BSL collected	115.36
EFT17111	08/05/2025	TELAIR PTY LTD	Internet charges	567.00
EFT17112	08/05/2025	HARRYS BUILDING & MAINTENANCE	Mini digger hire	570.00
EFT17113	08/05/2025	GAZZ'S MAINTENANCE SERVICES	Townscape Maintenance	5,055.00
EFT17114	08/05/2025	PHILIP EDWARD DAWSON	Repaint mural fence	1,000.00
EFT17115	08/05/2025	WUBIN TRADING CO	Anzac Day catering & Hyd oil	495.58
EFT17116	08/05/2025	LANDGATE	UV Valuations & assorted schedules	8,650.59
EFT17117	15/05/2025	CUTTING EDGES	Cutting edges	2,658.92
EFT17118	15/05/2025	JOHN R WALLIS ENGINEERING	Assorted supplies for Works	2,484.28
EFT17119	15/05/2025	T-QUIP (TOCOJEP PTY LTD T/as)	Parts	122.70
EFT17120	15/05/2025	WURTH AUSTRALIA PTY LTD	Assorted consumables	266.11
EFT17121	15/05/2025	WATER CORPORATION	Water Usage & Service Charges	22,297.74
EFT17122	15/05/2025	WEX AUSTRALIA PTY LTD	Fuel	2,913.38
EFT17123	15/05/2025	BOC LIMITED	Container rental	38.74
EFT17124	15/05/2025	DEPUTY COMMISSIONER OF TAXATION	Business Activity Statement	21,044.00
EFT17125	15/05/2025	BURGESS RAWSON (WA) PTY LTD	Water Usage & Service Charges	54.96
EFT17126	15/05/2025	KALANNIE FOOTBALL CLUB	Donation	2,000.00
EFT17127	15/05/2025	SYNERGY	Utilities	1,495.46
EFT17128	15/05/2025	WESTWATER ENTERPRISES PTY LTD	Water Usage & Service Charges	6,801.85
EFT17129	15/05/2025	TEAM GLOBAL EXPRESS PTY LTD	Freight	35.39
EFT17130	15/05/2025	REFUEL AUSTRALIA	Diesel	14,384.70
EFT17131	15/05/2025	DALWALLINU HAULAGE	Freight	232.10
EFT17132	15/05/2025	ROWDY'S ELECTRICAL	Contractor works	3,390.64
EFT17133	15/05/2025	AMPAC DEBT RECOVERY	Debt recovery costs	6.60
EFT17134	15/05/2025	ALLINGTON AGRI	Refund	34.50
EFT17135	15/05/2025	R N R AUTO ELECTRICS	Parts	434.50
EFT17136	15/05/2025	RIVER ENGINEERING	Contract Administration	1,100.33
EFT17137	15/05/2025	IXOM OPERATIONS PTY LTD	Container fee	81.84

Chq/EFT	Date	Name	Description	Amount
EFT17138	15/05/2025	DELTA AGRIBUSINESS WA PTY LTD	Assorted goods	3,498.86
EFT17139	15/05/2025	LIBERTY PLUMBING & GAS	Assorted plumbing works	1,248.00
EFT17140	15/05/2025	TOTALLY WORKWEAR JOONDALUP	Uniforms	277.50
EFT17141	15/05/2025	WEST COAST STABILISERS	Road works	62,132.40
EFT17142	15/05/2025	E FIRE & SAFETY	Service & testing fire equipment	3,670.70
EFT17143	15/05/2025	MAXIMUM DRAINAGE	Drainage works	60,105.98
EFT17144	15/05/2025	CORSIGN WA	Signs	194.70
EFT17145	15/05/2025	MURRAY RIVER NORTH T/AS TR HOMES	Capital housing construction	208,655.70
EFT17146	15/05/2025	PAYWISE PTY LTD	Lease fee	1,539.89
EFT17147	15/05/2025	BUCHER MUNICIPAL PTY LTD	Parts	8,749.77
EFT17148	15/05/2025	ALLAN ROBERT MYERS	Refund	266.40
EFT17149	27/05/2025	TELSTRA	Phone charges	1,602.85
EFT17150	27/05/2025	BUILDING & CONSTRUCTION INDUSTRY TRAINING BOARD	BCITF Levy collected	167.45
EFT17151	27/05/2025	KATE KALEM	Refund	100.00
EFT17152	27/05/2025	BITUTEK PTY LTD	Road works	120,379.71
EFT17153	27/05/2025	DIANNE MAREE MILLER	Refund	280.00
EFT17154	27/05/2025	DOMAIN DIGITAL	IT Services	319.00
EFT17155	27/05/2025	AARO GROUPO PTY LTD	Sewerage Upgrade	361,406.40
EFT17156	27/05/2025	PAYWISE PTY LTD	Lease fee	1,539.89
EFT17157	29/05/2025	RBC - RURAL	Photocopier	772.62
EFT17158	29/05/2025	CJD EQUIPMENT PTY LTD	Parts	4,599.01
EFT17159	29/05/2025	AVON WASTE	Waste collections	20,001.72
EFT17160	29/05/2025	TELSTRA	Phone charges	275.42
EFT17161	29/05/2025	NUTRIEN AG SOLUTIONS	Parts	205.59
EFT17162	29/05/2025	BURGESS RAWSON (WA) PTY LTD	Water Usage & Service Charges	213.37
EFT17163	29/05/2025	DALWALLINU & DISTRICTS JUNIOR BASKETBALL ASSOCIATION	Refund	590.00
EFT17164	29/05/2025	SYNERGY	Utilities	16,491.17
EFT17165	29/05/2025	TEAM GLOBAL EXPRESS PTY LTD	Freight	562.35
EFT17166	29/05/2025	ELECTRICAIR	Refund	50.00
EFT17167	29/05/2025	ROWDY'S ELECTRICAL	Assorted electrical works	1,919.17
EFT17168	29/05/2025	HANNA KRISTINA JOLLY	Refund	334.85
EFT17169	29/05/2025	AMPAC DEBT RECOVERY	Debt recovery costs	86.00
EFT17170	29/05/2025	RIVER ENGINEERING	Contract Administration	6,601.98
EFT17171	29/05/2025	DOUG BURKE	Refund	120.00

Chq/EFT	Date	Name	Description	Amount
EFT17172	29/05/2025	LIBERTY PLUMBING & GAS	Parts and service	300.00
EFT17173	29/05/2025	JEAN MAREE KNIGHT	Refund	120.00
EFT17174	29/05/2025	TOTALLY WORKWEAR JOONDALUP	Uniforms	650.20
EFT17175	29/05/2025	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services	1,980.00
EFT17176	29/05/2025	E FIRE & SAFETY	Fire detection & alarm systems service	66.00
EFT17177	29/05/2025	TRACTUS AUSTRALIA	Tyres and repairs	2,095.00
EFT17178	29/05/2025	RODNEY MALCOLM BROAD	Refund	120.00
EFT17179	29/05/2025	HERSEY'S SAFETY PTY LTD	Assorted workshop consumables	531.44
EFT17180	29/05/2025	MAXIMUM DRAINAGE	Drainage works	37,907.98
EFT17181	29/05/2025	ARC CLEAN ENERGY PTY LTD	Remove and install electric oven	385.00
EFT17182	29/05/2025	B & K FENCING	Fencing works	3,703.70
EFT17183	29/05/2025	SECUREX SECURITY SYSTEMS & SERVICES	Alarm Monitoring	151.60
EFT17184	29/05/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	Tender advertising	624.16
EFT17185	29/05/2025	WUBIN TRADING CO	Materials	193.00
EFT17186	29/05/2025	BOEKEMAN MACHINERY	Service kit and repairs	321.75
EFT17187	29/05/2025	LANDGATE	Valuation roll & Consolidated Mining Tenement roll	458.70
EFT17188	29/05/2025	SHIRE OF TRAYNING	Contribution to Long Service Leave -previous emp	834.61
				1,354,109.66

DIRECT DEBITS FOR THE MONTH OF MAY 2025

Chq/EFT	Date	Name	Description	Amount
DD18264.1	01/05/2025	Precision Administration Services Pty Ltd	Super contributions	12,683.41
DD18284.1	09/05/2025	Precision Administration Services Pty Ltd	Super contributions	12,749.49
DD18296.1	22/05/2025	Precision Administration Services Pty Ltd	Super contributions	12,522.99
				37,955.89

CREDIT CARD PAYMENTS FOR THE MONTH OF MAY 2025

Chq/EFT	Date	User	Name	Description	Amount
DD18306.1	22/05/2025	Jean Knight	Aussie Broadband	Internet charges	79.00
	21/05/2025	Hanna Jolly	Kmart	Equipment	74.00
	21/05/2025	Hanna Jolly	WHS Foundation	Training course	290.00
	20/05/2025	Hanna Jolly	Northam & Districts Glass	Parts and service	1,080.00
	12/05/2025	Jean Knight	WA Newspapers Pty Ltd	Subscriptions	32.00
	12/05/2025	Jean Knight	Red Dot	Admin expenses	9.00
	09/05/2025	Jean Knight	Dalwallinu Hotel	Refreshments	221.50
	08/05/2025	Jean Knight	Booking.com	Accommodation - training	985.00
	05/05/2025	Jean Knight	Seek	Recruiting	522.50
	05/05/2025	Jean Knight	ChargeFox	Management Fee	69.96
	05/05/2025	Jean Knight	Bunnings	Plants	385.10
	01/05/2025	Jean Knight	Star Door Services & Repairs	Repairs to Roller door	2,464.00
	01/05/2025	Jean Knight	Vacuum Spot	Assorted accessories	126.71
	01/05/2025	Hanna Jolly	Shire of Dalwallinu	Licencing fees	20.50
	29/04/2025	Jean Knight	Dept of Health	Renewal of Permit	136.00
	28/04/2025	Jean Knight	Kmart	Equipment	11.00
	28/04/2025	Jean Knight	Reddy Express	Fuel	194.20
	28/04/2025	Jean Knight	Bunnings	Plants	443.76
	28/04/2025	Jean Knight	Bunnings	Plants	288.96
					7,433.19

CHARGE CARDS PAYMENTS FOR THE MONTH OF MAY 2025

Chq/EFT	Card Name	Card Type	Date	User	Description	Amount
EFT17122	Wex Australia Pty Ltd	Fuel Card	16/04/2025	K Van Sambeeck	Fuel	88.54
			16/04/2025	K Van Sambeeck	Fuel	78.01
			01/04/2025	Mike Dodd	Fuel	259.11
			05/04/2025	Jean Knight	Fuel	110.00
			16/04/2025	Jean Knight	Fuel	187.32
			31/03/2025	Olufemi Onikola	Fuel	79.43
			04/04/2025	Olufemi Onikola	Fuel	46.67
			06/04/2025	Olufemi Onikola	Fuel	69.50
			11/04/2025	Olufemi Onikola	Fuel	57.57
			13/04/2025	Olufemi Onikola	Fuel	59.79
			21/04/2025	Olufemi Onikola	Fuel	68.52
			01/04/2025	Hanna Jolly	Fuel	87.54
			04/04/2025	Hanna Jolly	Fuel	70.39
			11/04/2025	Hanna Jolly	Fuel	105.69
			18/04/2025	Hanna Jolly	Fuel	69.20
			20/04/2025	Hanna Jolly	Fuel	65.21
			24/04/2025	Hanna Jolly	Fuel	106.59
			31/03/2025	Rodney Broad	Fuel	213.57
			06/04/2025	Jonaton Bowden	Fuel	116.97
			24/04/2025	Rodney Broad	Fuel	221.62
			20/04/2025	Douglas Burke	Fuel	53.80
			08/04/2025	Damien Thorpe	Fuel	55.77
			17/04/2025	Damien Thorpe	Fuel	52.80
			31/03/2025	David Hughes	Fuel	44.49
			09/04/2025	David Hughes	Fuel	140.25
			16/04/2025	Sara Blakelock	Fuel	90.20
			17/04/2025	David Hughes	Fuel	63.87
			22/04/2025	David Hughes	Fuel	142.52
			29/04/2025	David Hughes	Fuel	108.44
						2913.38

Shire of Dalwallinu Municipal Account

Payroll May 2025

08/05/2025	Payroll fortnight ending 08/05/2025	\$ 64,455.71
22/05/2025	Payroll fortnight ending 22/05/2025	\$ 63,683.97
	TOTAL	<u>\$ 128,139.68</u>

Bank Fees May 2025

15/05/2025	Bpay Transaction Fee (Muni)	\$ 65.34
02/05/2025	CBA Merchant Fee (Muni)	\$ 537.15
15/05/2025	CBA Transfer Fees	\$ 48.40
15/05/2025	CBA Account Service Fee	\$ 84.00
	TOTAL	<u>\$ 734.89</u>

Direct Debit Payments May 2025

	Superannuation Payments (Pay endings 22/04/2025, 08/05/2025 & 22/05/2025)	\$ 37,955.89
27/05/2025	Credit Card Payments	\$ 7,433.19
01-31/05/2025	Payments to Department of Transport Licensing	\$ 194,186.50
	TOTAL	<u>\$ 239,575.58</u>



Commonwealth Bank

Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL and
Australian credit licence 234945

Consolidated Statement

Corporate Charge Card

053

SHIRE OF DALWALLINU

SHIRE OF DALWALLINU

Facility number xxxx xxxx xxxx 0553

Statement period 25 Apr 2025 - 26 May 2025

Next statement end date 26 Jun 2025

ENQUIRIES 13 1576

24 hours a day, 7 days a week

Account summary

Facility credit limit	\$20,000.00
Total number of accounts	2
Accounts active this period	2

Your payment

Your AutoPay amount of \$7,433.19
will be deducted from your account
xxxxxx-xxxxxxx on 27 May 2025.

Transactions

Date	Transaction details	Total Amount (\$)
26 May	AUTO PAYMENT - THANK YOU	7,433.19-
	Interest on purchases	17.990% 0.00
	Interest on cash advances	17.990% 0.00

Account details

\$7,433.19

Cardholder Name	Account Number	Credit Limit (\$)	Balance (\$)
JOLLY,HANNA	xxxx xxxx xxxx xxxx	5,000.00	1,543.50
KNIGHT,JEAN	xxxx xxxx xxxx xxxx	15,000.00	5,889.69

----- End of statement -----

9.3.2 Monthly Financial Statements for May 2025*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Manager Corporate Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Monthly Statements of Financial Activity, Variance Report, Investments Held and Bank Reconciliations

Purpose of Report

Council is requested to receive and accept the Financial Reports for the month end 31 May 2025.

Background

There is a statutory requirement that Financial Reports be recorded in the Minutes of the meeting to which they are presented. The Financial Reports, as circulated, give an overview of the current financial position of the Shire and the status of capital income and expenditure.

Consultation

Nil

Legislative Implications

State

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 s34(1), s19(1)(2) and s34(2)

Policy Implications

Nil

Financial Implications

Nil

General Function Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.



Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Financial Reports as at last day of business of the previous month are appended, for the period ending 31 May 2025.

Attached for council's consideration are:

1. Statement of Financial Activity
2. Variance Reports
3. Investments Held
4. Bank Reconciliations

As per Council resolution, all items that have a variance of more than \$10,000 have been noted on the variance reports.

Officer Recommendation/Council Resolution

MOTION 10419

Moved Cr SC Carter
Seconded Cr S Dawson

That the Council accept the Financial Reports as submitted for the month ending 31 May 2025.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil



SHIRE OF DALWALLINU

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF DALWALLINU
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	3,708,272	3,708,086	3,705,162	(2,924)	(0.08%)	
Rates excluding general rates		50,268	50,268	50,040	(228)	(0.45%)	
Grants, subsidies and contributions	14	1,376,194	1,341,178	1,417,120	75,942	5.66%	▲
Fees and charges		1,458,898	1,400,372	1,413,010	12,638	0.90%	▲
Interest revenue		409,582	286,616	453,473	166,857	58.22%	▲
Other revenue		100	88	11	(77)	(87.50%)	▼
Profit on asset disposals	6	319,995	319,995	242,576	(77,419)	(24.19%)	▼
		7,323,309	7,106,603	7,281,392	174,789	2.46%	
Expenditure from operating activities							
Employee costs		(2,822,627)	(2,573,408)	(2,250,978)	322,430	12.53%	▼
Materials and contracts		(2,884,950)	(2,681,839)	(2,367,514)	314,325	11.72%	▼
Utility charges		(445,219)	(373,715)	(439,682)	(65,967)	(17.65%)	▲
Depreciation		(5,640,892)	(5,197,659)	(5,212,147)	(14,488)	(0.28%)	▲
Finance costs		(103,497)	(103,438)	(71,411)	32,027	30.96%	▼
Insurance		(211,768)	(213,375)	(209,470)	3,905	1.83%	
Other expenditure		(144,259)	(128,205)	(108,161)	20,044	15.63%	▼
Loss on asset disposals	6	(133,902)	(133,902)	(170,650)	(36,748)	(27.44%)	▼
		(12,387,114)	(11,405,541)	(10,830,013)	575,528	5.05%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,447,353	5,004,120	5,140,221	136,101	2.72%	▲
Amount attributable to operating activities		383,548	705,182	1,591,600	886,418	125.70%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	15	6,062,355	6,015,199	5,285,479	(729,720)	(12.13%)	▼
Proceeds from disposal of assets	6	865,000	664,420	664,420	0	0.00%	
		6,927,355	6,679,619	5,949,899	(729,720)	(10.92%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,458,826)	(2,458,826)	(1,986,759)	472,067	19.20%	▼
Payments for construction of infrastructure	5	(8,820,385)	(8,434,610)	(7,648,822)	785,788	9.32%	▼
Amount attributable to investing activities		(4,351,856)	(4,213,817)	(3,685,682)	528,135	12.53%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	1,836,200	1,343,889	1,343,889	(0)	(0.00%)	
		1,836,200	1,343,889	1,343,889	(0)	(0.00%)	
Outflows from financing activities							
Repayment of borrowings	11	(317,147)	(317,147)	(317,147)	0	0.00%	
Payments for principal portion of lease liabilities	12	(12,061)	(12,093)	(12,093)	0	0.00%	
Transfer to reserves	4	(2,338,389)	(1,984,238)	(1,984,238)	0	0.00%	
		(2,667,597)	(2,313,478)	(2,313,478)	0	0.00%	
Amount attributable to financing activities		(831,397)	(969,589)	(969,589)	(0)	(0.00%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		4,803,479	4,803,479	4,803,480	1	0.00%	
Amount attributable to operating activities		383,548	705,182	1,591,600	886,418	125.70%	▲
Amount attributable to investing activities		(4,351,856)	(4,213,817)	(3,685,682)	528,135	12.53%	▼
Amount attributable to financing activities		(831,397)	(969,589)	(969,589)	(0)	(0.00%)	
Surplus or deficit after imposition of general rates		3,774	325,255	1,739,809	1,414,554	434.91%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF DALWALLINU
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2025

		Supplementary Information	30 June 2025 \$	31 May 2025 \$
CURRENT ASSETS				
Cash and cash equivalents	3		11,708,133	8,591,569
Trade and other receivables			272,732	96,671
Inventories	8		18,901	16,923
TOTAL CURRENT ASSETS			11,999,766	8,705,163
NON-CURRENT ASSETS				
Trade and other receivables			6,879	6,879
Investment in associate	16		145,549	145,549
Property, plant and equipment			39,351,342	39,618,954
Infrastructure			268,698,988	272,274,408
Right-of-use assets			39,636	27,543
TOTAL NON-CURRENT ASSETS			308,242,394	312,073,333
TOTAL ASSETS			320,242,160	320,778,496
CURRENT LIABILITIES				
Trade and other payables	9		518,744	307,554
Other liabilities	13		715,184	55,583
Lease liabilities	12		12,061	309
Borrowings	11		317,147	0
Employee related provisions	13		411,621	410,786
TOTAL CURRENT LIABILITIES			1,974,757	774,232
NON-CURRENT LIABILITIES				
Lease liabilities	12		28,609	28,609
Borrowings	11		2,686,946	2,686,946
Employee related provisions			24,211	24,211
Other provisions			260,433	260,433
TOTAL NON-CURRENT LIABILITIES			3,000,199	3,000,199
TOTAL LIABILITIES			4,974,956	3,774,431
NET ASSETS			315,267,204	317,004,065
EQUITY				
Retained surplus			59,739,547	60,836,059
Reserve accounts	4		5,793,205	6,433,554
Revaluation surplus			249,734,452	249,734,452
TOTAL EQUITY			315,267,204	317,004,065

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 June 2025

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 May 2025
(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	\$	\$	\$
Current assets				
Cash and cash equivalents	3	11,708,133	11,708,133	8,591,569
Trade and other receivables		269,668	272,732	96,671
Inventories	8	18,901	18,901	16,923
		11,996,702	11,999,766	8,705,163
Less: current liabilities				
Trade and other payables	9	(482,763)	(518,744)	(307,554)
Other liabilities	13	(11,159)	(715,184)	(55,583)
Lease liabilities	12	(12,061)	(12,061)	(309)
Borrowings	11	(317,147)	(317,147)	0
Employee related provisions	13	(391,047)	(411,621)	(410,786)
Other provisions	13	(702,925)	0	0
		(1,917,102)	(1,974,757)	(774,232)
Net current assets		10,079,600	10,025,009	7,930,931
Less: Total adjustments to net current assets	Note 2(c)	(5,223,920)	(5,221,529)	(6,191,122)
Closing funding surplus / (deficit)		4,855,680	4,803,480	1,739,809

(b) Non-cash amounts excluded from operating activities

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

		Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	6	(319,995)	(319,995)	(242,576)
Add: Loss on asset disposals	6	133,902	133,902	170,650
Add: Depreciation		5,640,892	5,197,659	5,212,147
Movement in current employee provisions associated with restricted cash		(7,446)	(7,446)	
Total non-cash amounts excluded from operating activities		5,447,353	5,004,120	5,140,221

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 May 2025
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(5,793,205)	(5,793,205)	(6,433,554)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	317,147	317,147	0
- Current portion of lease liabilities	12	12,061	12,061	309
- Current portion of other provisions held in reserve		240,077	242,468	242,123
Total adjustments to net current assets	Note 2(a)	(5,223,920)	(5,221,529)	(6,191,122)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	75,942	5.66%	▲
Workers compensation reimbursements and fuel rebates more than budgeted (permanent). Other small timing variances.	Permanent		
Fees and charges	12,638	0.90%	▲
Timing variance	Timing		
Interest revenue	166,857	58.22%	▲
Interest rates higher than anticipated. Will be more than budgeted.	Permanent		
Other revenue	(77)	(87.50%)	▼
Timing variance	Timing		
Profit on asset disposals	(77,419)	(24.19%)	▼
Profit of sale of plant and equipment more than budgeted.	Permanent		
Expenditure from operating activities			
Employee costs	322,430	12.53%	▼
Salaries & Wages less than budgeted	Permanent		
Materials and contracts	314,325	11.72%	▼
Various small timing differences	Timing		
Utility charges	(65,967)	(17.65%)	▲
Various small timing differences	Timing		
Depreciation	(14,488)	(0.28%)	▲
Various small timing differences	Timing		
Finance costs	32,027	30.96%	▼
Various small timing differences	Timing		
Other expenditure	20,044	15.63%	▼
Various small timing differences	Timing		
Loss on asset disposals	(36,748)	(27.44%)	▼
69 McNeill St disposed (not budgeted). Rest timing. See note 6	Permanent		
Non-cash amounts excluded from operating activities	136,101	2.72%	▲
Various timing differences - depreciation & loss on sale of assets	Timing		
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(729,720)	(12.13%)	▼
Various timing differences	Timing		
Outflows from investing activities			
Payments for property, plant and equipment	472,067	19.20%	▼
Timing variances	Timing		
Payments for construction of infrastructure	785,788	9.32%	▼
Timing variances	Timing		
Surplus or deficit after imposition of general rates	1,414,554	434.91%	▲
Due to variances described above			

SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION

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SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.80 M	\$4.80 M	\$4.80 M	\$0.00 M
Closing	\$0.00 M	\$0.33 M	\$1.74 M	\$1.41 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$8.59 M	% of total
Unrestricted Cash	\$2.16 M	25.1%
Restricted Cash	\$6.43 M	74.9%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.31 M
Trade Payables	\$0.24 M
0 to 30 Days	97.2%
Over 30 Days	2.8%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.06 M	% Collected
Rates Receivable	\$0.04 M	99.1%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		17.2%
Over 90 Days		3.1%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.38 M	\$0.71 M	\$1.59 M	\$0.89 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.71 M	% Variance
YTD Budget	\$3.71 M	(0.1%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$1.42 M	% Variance
YTD Budget	\$1.34 M	5.7%

Refer to 14 - Grants and Contributions

Fees and Charges		
YTD Actual	\$1.41 M	% Variance
YTD Budget	\$1.40 M	0.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.35 M)	(\$4.21 M)	(\$3.69 M)	\$0.53 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.66 M	%
Amended Budget	\$0.87 M	(23.2%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$7.65 M	% Spent
Amended Budget	\$8.82 M	(13.3%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$5.29 M	% Received
Amended Budget	\$6.06 M	(12.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.83 M)	(\$0.97 M)	(\$0.97 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.32 M)
Interest expense	(\$0.07 M)
Principal due	\$2.69 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$6.43 M
Interest earned	\$0.25 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.01 M)
Interest expense	(\$0.00 M)
Principal due	\$0.03 M

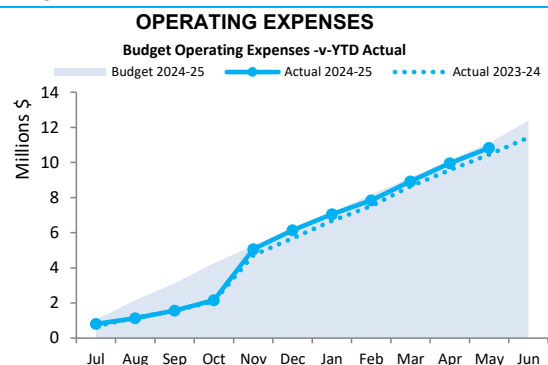
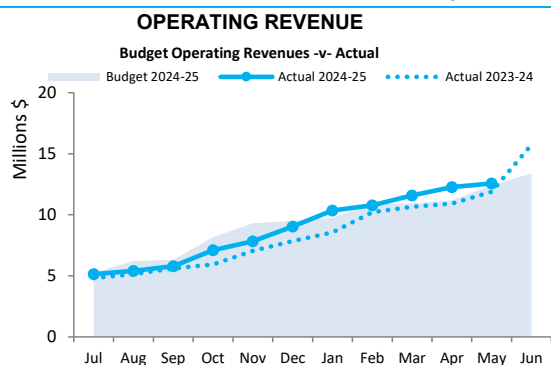
Refer to Note 12 - Lease Liabilities

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

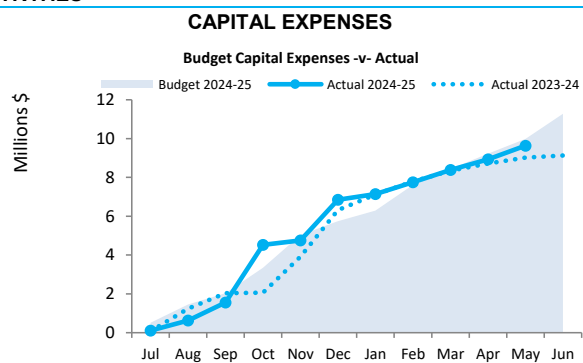
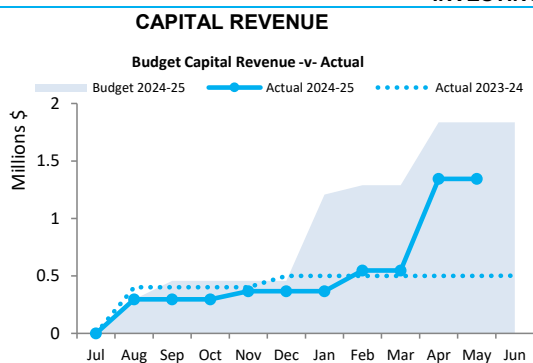
SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

2 KEY INFORMATION - GRAPHICAL

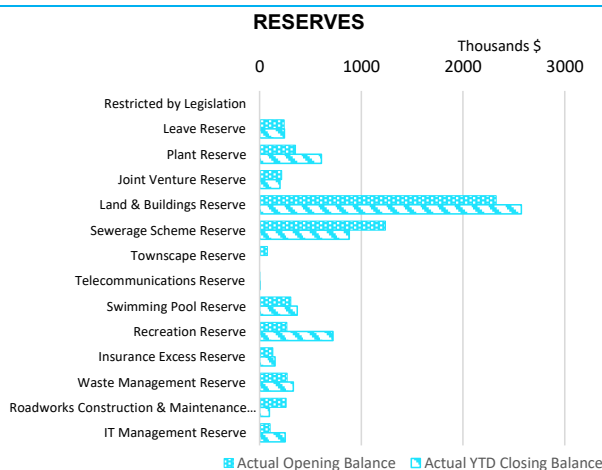
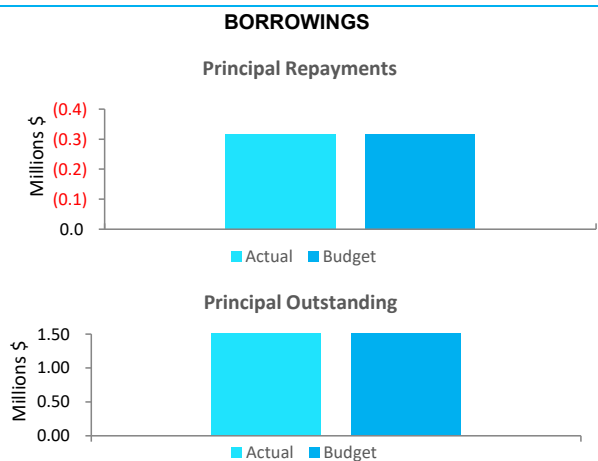
OPERATING ACTIVITIES



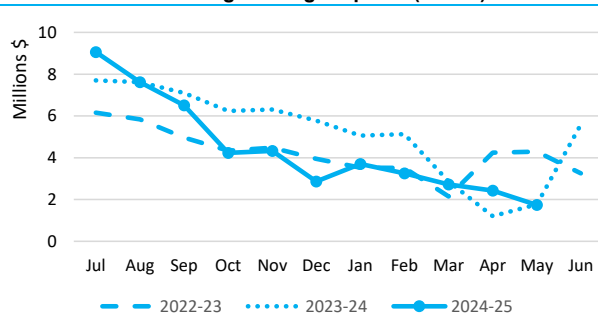
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Business Online Saver	Cash and cash equivalents	1,628,524		1,628,524		Bank	3.60%	At call
Municipal Account	Cash and cash equivalents	77,909		77,909		Bank	3.50%	At call
Term Deposit - Reserves	Cash and cash equivalents	0	6,433,554	6,433,554		Bank	4.46%	6/06/2025
Term Deposit - Municipal Exce	Cash and cash equivalents	451,331		451,331		Bank	3.96%	16/06/2025
Floats Held	Cash and cash equivalents	250		250		Shire float	0.00%	At call
Total		2,158,015	6,433,554	8,591,569	0			
Comprising								
Cash and cash equivalents		2,158,015	6,433,554	8,591,569	0			
		2,158,015	6,433,554	8,591,569	0			

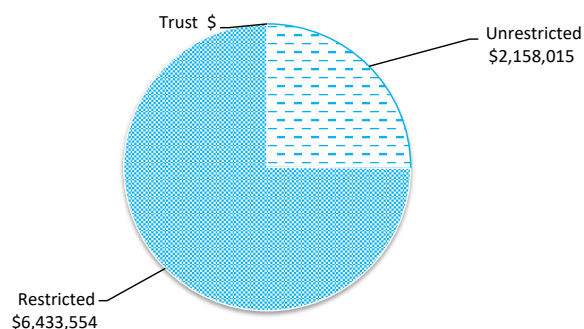
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other a



SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Leave Reserve	242,469	8,963	0	(6,895)	244,537	242,469	9,455	0	(6,895)	245,029
Plant Reserve	353,069	13,355	296,599	0	663,023	353,069	17,290	236,599	0	606,958
Joint Venture Reserve	217,384	8,053	63,427	(26,400)	262,464	217,384	8,675	0	(26,400)	199,659
Land & Buildings Reserve	2,324,985	86,319	915,426	(664,498)	2,662,232	2,324,985	93,580	645,426	(491,171)	2,572,820
Sewerage Scheme Reserve	1,238,024	46,118	92,349	(731,584)	644,907	1,238,024	52,359	92,349	(500,000)	882,732
Townscape Reserve	76,849	0	0	(76,849)	0	76,849	0	0	(76,849)	0
Telecommunications Reserve	527	17	0	0	544	527	21	0	0	548
Swimming Pool Reserve	307,066	11,513	50,000	(160,000)	208,579	307,066	12,476	50,000	0	369,542
Recreation Reserve	267,457	11,287	500,406	0	779,150	267,457	26,688	500,406	(72,600)	721,951
Insurance Excess Reserve	131,445	4,914	16,000	0	152,359	131,445	5,757	16,000	0	153,202
Waste Management Reserve	269,844	10,134	50,000	0	329,978	269,844	12,368	50,000	0	332,212
Roadworks Construction & Main	260,744	9,295	0	(169,974)	100,065	260,744	6,184	0	(169,974)	96,954
IT Management Reserve	103,342	4,214	140,000	0	247,556	103,342	8,604	140,000	0	251,946
	5,793,205	214,182	2,124,207	(1,836,200)	6,295,394	5,793,205	253,458	1,730,780	(1,343,889)	6,433,554

5 CAPITAL ACQUISITIONS

	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Capital acquisitions				
Land - freehold land	53,500	53,500	0	(53,500)
Buildings - non-specialised	1,580,134	1,580,134	1,098,880	(481,254)
Furniture and equipment	23,326	23,326	23,326	0
Plant and equipment	801,866	801,866	864,553	62,687
Acquisition of property, plant and equipment	2,458,826	2,458,826	1,986,759	(472,067)
Infrastructure - roads	7,155,467	6,875,790	6,521,918	(353,872)
Infrastructure - Other	1,552,478	1,446,380	1,015,210	(431,170)
Infrastructure - Footpaths	112,440	112,440	111,694	(746)
Acquisition of infrastructure	8,820,385	8,434,610	7,648,822	(1,729,922)
Total capital acquisitions	11,279,211	10,893,436	9,635,581	(2,201,989)
Capital Acquisitions Funded By:				
Capital grants and contributions	6,062,355	6,015,199	5,285,479	(729,720)
Other (disposals & C/Fwd)	865,000	664,420	664,420	0
Reserve accounts				
Leave Reserve	0	6,895	6,895	0
Joint Venture Reserve	26,400	0	26,400	26,400
Land & Buildings Reserve	664,498	81,356	491,171	409,815
Sewerage Scheme Reserve	731,584	0	500,000	500,000
Townscape Reserve	76,849	76,849	76,849	(0)
Swimming Pool Reserve	160,000	0	0	0
Recreation Reserve	0		72,600	72,600
Roadworks Construction & Maintenance Reserve	169,974	131,878	169,974	38,096
Contribution - operations	2,522,551	4,518,665	2,341,794	(2,176,871)
Capital funding total	11,279,211	11,495,262	9,635,581	(1,859,681)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

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

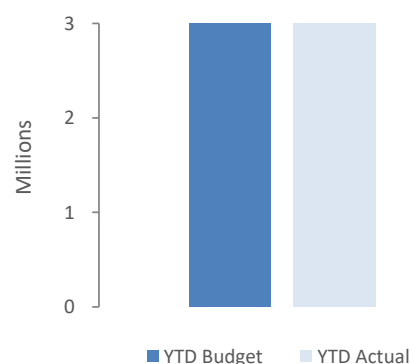
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

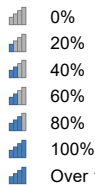
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



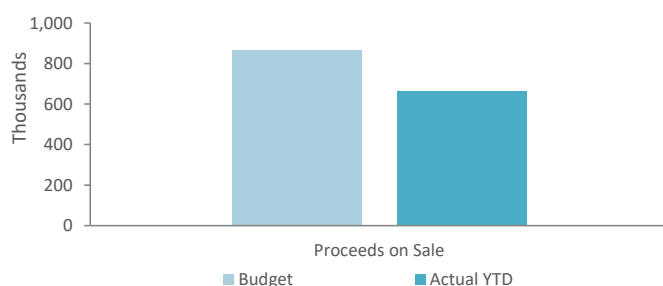
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Amended		Variance (Under)/Over
Account Description		Budget	YTD Budget	
		\$	\$	\$
LAND				
E111837	PUB HALL - Capital Expenditure - Land	53,500	53,500	0
		0	0	0
BUILDINGS				
E053847	OTH LOPS -Capital Expenditure - Buildings Disaster Resilience DI	260,242	260,242	211,256
K89	Dalwallinu Medical Centre - Capital Upgrade	17,500	17,500	0
K60	Dalwallinu Early Learning Centre - Capital Upgrade	64,313	64,313	64,313
K104	11B Anderson Way,Dalwallinu - DDC Coordinator - Capital Upgr.	27,500	27,500	27,500
K122	6A Cousins Rd, Dalwallinu - MRDS - Capital Upgrade	7,000	7,000	6,562
K123	6B Cousins Rd, Dalwallinu - WM - Capital Upgrade	26,839	26,839	26,839
K151	68A Annetts Road, Dalwallinu (3x2) - Capital Upgrade	465,406	465,406	269,667
K152	68B Annetts Road (2x1) - Capital Upgrade	370,742	370,742	165,270
K103	11 A Anderson Way, Dalwallinu - Accountant - Capital Upgrade	27,500	27,500	27,500
K97	23 Rayner St, Dalwallinu JV - Capital Upgrade	26,400	26,400	26,400
K8	Dalwallinu Town Hall - Capital Upgrade	76,088	76,088	78,009
K85	Kalannie Sports Pavillion - Capital Upgrade	13,100	13,100	13,061
C149	Dalwallinu Recreation Centre Gardeners Shed - Capital Upgrade	11,850	11,850	11,850
K36	6 Dowie St, Dalwallinu - Cvan Park Caretaker - Capital Upgrade	29,700	29,700	29,700
K6	Kalannie Caravan Park - Capital Upgrade	9,080	9,080	9,080
K49	Dalwallinu Caravan Park - Capital Upgrade	9,000	9,000	0
K88	Administration Office - Capital Upgrade	137,874	137,874	131,874
		0	0	0
ROADS				
E121700	ROAD CON - Regional Road Group	864,004	805,678	864,002
E121720	ROAD CON - Roads To Recovery	1,524,644	1,524,638	1,477,325
E121735	ROAD CON - WSNF	3,978,838	3,816,931	3,427,980
E121730	ROAD CON - Shire Road Program	511,529	474,087	510,509
E121736	ROAD CON - Commodity Route	276,452	254,456	242,101
OTHER INFRASTRUCTURE				
Z74	Shire Town Entry Statements	78,594	72,030	78,594
O36	Sewerage Line Upgrade - Main Line	1,010,769	926,470	573,638
O37	Sewerage Replacement Imhoff Tank	162,232	148,694	162,232
O38	Sewerage Storm Water Dam Fence - Annetts Rd	20,238	18,541	20,238
O95	Aquatic Centre Other Infrastructure Upgrade	160,000	160,000	72,600
O32	Shade Structure with Seating - Roche St Kalannie	22,060	22,060	11,397
O33	Hockey Pavilion Retaining Wall	12,339	12,339	10,961
O34	Dalwallinu Sports Club Service Area Fence	21,659	21,659	21,648
O35	Richardson Park Shade Shelter	53,807	53,807	52,493
O49	Dalwallinu Caravan Park - Other Infrastructure Upgrade	10,780	10,780	11,409
		0	0	0
FOOTPATH CONSTRUCTION				
F0189	Leahy St Between South & Annetts - Capital Upgrade	25,300	25,300	23,230
F0185	Johnston St Footpath - Capital Upgrade	27,500	27,500	25,120
F0216	Rolinson Drive Footpath - Capital Upgrade	35,640	35,640	36,465
F0142	Locke St Footpath - Capital Upgrade	11,000	11,000	10,100
F0201	Leahy St Pithara Footpath - Capital Upgrade	13,000	13,000	16,779
PLANT & EQUIPMENT				
E053848	OTH LOPS -Capital Expenditure - Plant & Equip Disaster Resilenc	39,675	39,675	54,552
E073835	OTH HEALTH - Capital Expenditure - Plant & Equipment	49,031	49,031	49,031
E113838	OTH REC - Capital Expenditure - Plant & Equipment	31,759	31,759	31,759
DL515	Purchase of Tipper Truck	130,652	130,652	130,652
DL80	Purchase of Prime Mover	258,300	258,300	258,300
DL281	Purchase Utility WS	59,022	59,022	59,022
DL9360	Purchase Utility	38,427	38,427	38,427
CP007	Purchase of Side Tipping Trailer	126,000	126,000	125,279
CP005	Second Hand Street Sweeper - Capital Upgrade	0	0	50,000
CP008	Purchase of Emulsion Spray Unit	10,000	10,000	9,083
CP001	Purchase Sundry Plant	7,000	7,000	6,330
E145803	ADMIN - MPDS Vehicle - DL492	52,000	52,000	52,118
FURNITURE & FIXTURES				
E113883	OTH REC - Capital Expenditure - Furniture & Equipment	23,326	23,326	23,326
		11,279,211	10,893,436	9,635,581
				1,257,855

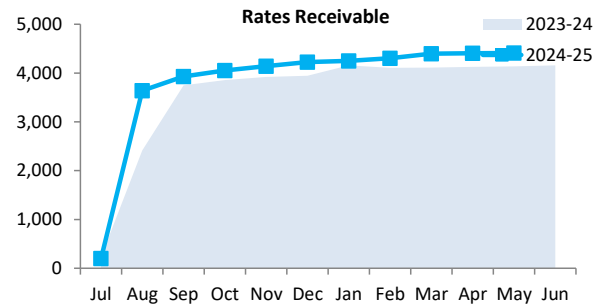
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Amended Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Land & Buildings								
	Sale of McNeill St lots	75,000	120,000	45,000	0	0	0	0	0
	Sale of Roberts Rd lots	65,000	150,000	85,000	0	0	0	0	0
	Demolition of 68 Annetts Rd	99,448	0	0	(99,448)	99,448	0	0	(99,448)
	Sale of 40 Leahy St	230,732	401,000	170,268	0	230,731	401,000	170,269	0
	Demolition of ELC McNeill St	0	0	0	0	65,522	0	0	(65,522)
	Plant and equipment								
	Sale of DL89	16,994	15,000	0	(1,994)	16,539	14,545	0	(1,994)
	Sale of DL9048	12,713	5,000	0	(7,713)	11,064	7,378	0	(3,686)
	Sale of JD Mower	1,652	3,000	1,348	0	848	2,014	1,166	0
	Sale of DL281	25,000	26,000	1,000	0	25,000	28,182	3,182	0
	Sale of DL515	20,439	25,000	4,561	0	18,912	29,545	10,633	0
	Sale of DL147	84,747	60,000	0	(24,747)	77,248	122,094	44,846	0
	Sale of DL9360	9,182	15,000	5,818	0	9,182	18,182	9,000	0
	Sale of 1TIO129	10,000	10,000	0	0	10,000	12,389	2,389	0
	Sale of DL492	28,000	35,000	7,000	0	28,000	29,091	1,091	0
		678,907	865,000	319,995	(133,902)	592,494	664,420	242,576	(170,650)



7 RECEIVABLES

Rates receivable	30 June 2024	31 May 2025
	\$	\$
Opening arrears previous years	46,638	39,759
Levied this year	4,336,786	4,412,178
Less - collections to date	(4,343,665)	(4,410,920)
Gross rates collectable	39,759	41,017
Net rates collectable	39,759	41,017
% Collected	99.1%	99.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(993)	31,911	2,708	2,590	1,169	37,384
Percentage	(2.7%)	85.4%	7.2%	6.9%	3.1%	
Balance per trial balance						
Trade receivables	(993)	31,911	2,708	2,590	1,169	37,384
GST receivable						18,270
Total receivables general outstanding						55,654

Amounts shown above include GST (where applicable)

KEY INFORMATION

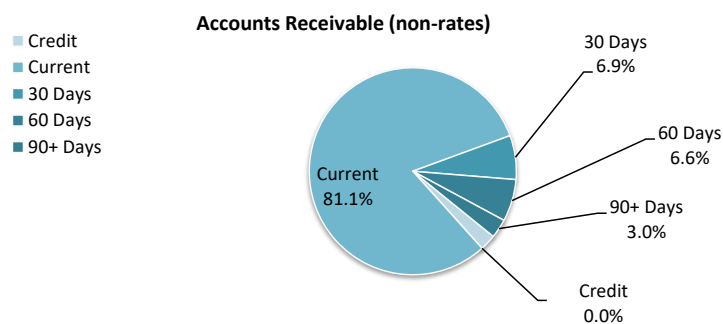
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
	\$	\$	\$	\$
Other current assets				
Inventory				
Inventories Fuel & Materials	18,901	220,144	(222,122)	16,923
Total other current assets	18,901	220,144	(222,122)	16,923
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

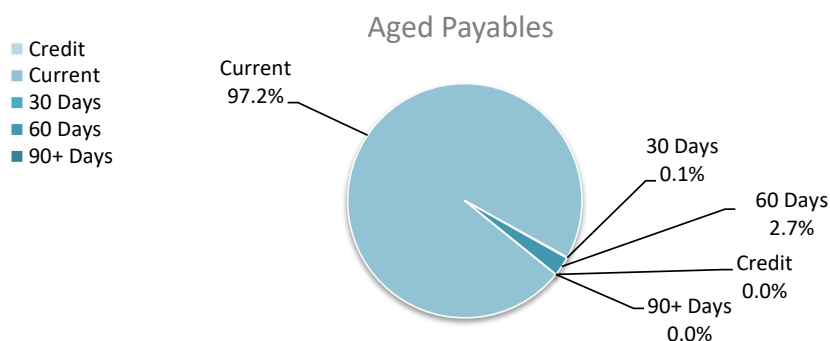
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	212,752	263	5,867	0	218,882
Percentage	0.0%	97.2%	0.1%	2.7%	0.0%	
Balance per trial balance						
Sundry creditors	0	231,067	263	5,867	0	237,197
Accrued salaries and wages						(2,020)
Accrued interest on loans						45,703
Bonds & Deposits Held						26,215
Rates income received in advance						459
Total payables general outstanding						307,554

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.080620	396	6,282,470	506,492	0	506,492	506,493	9,082	515,575
Unimproved value									
Unimproved Value	0.010045	352	320,278,000	3,217,193	2,156	3,219,349	3,217,193	(2,009)	3,215,184
Sub-Total		748	326,560,470	3,723,685	2,156	3,725,841	3,723,686	7,073	3,730,759
Minimum payment									
Gross rental value									
GRV - Dalwallinu	643	39	159,686	25,077	0	25,077	25,077	0	25,077
GRV - Kalannie	643	34	182,931	21,862	0	21,862	21,862	0	21,862
GRV - Other Towns	643	74	289,987	47,582	0	47,582	47,582	0	47,582
Unimproved value									
UV - Rural	750	35	922,978	26,250		26,250	26,250	0	26,250
UV - Mining	750	45	486,420	33,750	0	33,750	33,750	(8,028)	25,722
Sub-total		227	2,042,002	154,521	0	154,521	154,521	(8,028)	146,493
Discount						(172,090)			(172,090)
Amount from general rates						3,708,272			3,705,162
Ex-gratia rates						50,268			50,040
Total general rates						3,758,540			3,755,202

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Dalwallinu Sewerage Scheme	64	25,882	0	0	(25,882)	(25,882)	0	0	(749)	(1,925)
Dalwallinu Discovery Centre	157	335,974	0	0	(64,170)	(64,170)	271,804	271,804	(6,718)	(9,729)
Dalwallinu Recreation Centre	159	2,399,658	0	0	(65,623)	(65,623)	2,334,035	2,334,035	(60,933)	(89,001)
Bell St Subdivision	160	242,578	0	0	(161,471)	(161,472)	81,107	81,106	(1,499)	(1,241)
Total		3,004,092	0	0	(317,147)	(317,147)	2,686,945	2,686,945	(69,898)	(101,896)
Current borrowings		317,147					0			
Non-current borrowings		2,686,946					2,686,946			
		3,004,093					2,686,946			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases		Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Gymnasium Equipment	E6N0162493		26,711	0	0	(8,603)	(8,406)	18,108	18,305	(995)	(995)
Administration Photocopiers	Ricoh		13,959	0	0	(3,490)	(3,655)	10,469	10,304	(517)	(606)
Total			40,670	0	0	(12,093)	(12,061)	28,577	28,609	(1,512)	(1,601)
Current lease liabilities			12,061					309			
Non-current lease liabilities			28,609					28,609			
			40,670					28,918			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		715,184	0	4,637,038	(5,296,639)	55,583
Total other liabilities		715,184	0	4,637,038	(5,296,639)	55,583
Employee Related Provisions						
Provision for annual leave		196,969	0	0	0	196,969
Provision for long service leave		214,652	0	0	(835)	213,817
Total Provisions		411,621	0	0	(835)	410,786
Total other current liabilities		1,126,805	0	4,637,038	(5,297,474)	466,369
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD Budget	YTD Revenue
	1 July 2024		(As revenue)	31 May 2025	31 May 2025	Revenue		Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
General Purpose Grant - WA Government	0	0	0	0	0	368,363	368,360	368,363
Untied Roads Grant - WA Government	0	0	0	0	0	141,813	141,812	141,813
DFES Operating Grant	0	0	0	0	0	44,401	33,300	44,401
Community Day Grant	0	0	0	0	0	9,659	9,659	9,659
Direct Grant - Main Roads	0	0	0	0	0	429,914	429,914	429,914
	0	0	0	0	0	994,150	983,045	994,150
Contributions								
Collection of Legal Costs	0	0	0	0	0	20,000	18,332	19,826
Miscellaneous Reimbursements - GOV	0	0	0	0	0	1,300	988	1,301
Miscellaneous Reimbursements - HEALTH	0	0	0	0	0	8,600	7,879	9,163
Miscellaneous Reimbursements - PRE SCHOOL	0	0	0	0	0	11,701	10,717	12,076
Miscellaneous Reimbursements - OTH WELFARE	0	0	0	0	0	200	150	0
Miscellaneous Reimbursements - STAFF HOUSING	0	0	0	0	0	4,670	3,890	7,920
Miscellaneous Reimbursements - OTH HOUSING	0	0	0	0	0	16,436	15,062	10,839
Contributions & Donations - OTH HOUSING	0	0	0	0	0	100,000	100,000	100,000
Miscellaneous Reimbursements - OTH COM	0	0	0	0	0	1,993	1,826	2,778
Containers Deposit Scheme Income	0	0	0	0	0	2,500	2,288	3,207
Collection Metal Rubbish	0	0	0	0	0	4,050	4,050	4,051
Miscellaneous Reimbursements - REC & CUL	0	0	0	0	0	71,295	65,331	73,199
Miscellaneous Reimbursements - ROAD MAIN	0	0	0	0	0	500	451	972
Street Light Contribution - Main Roads	0	0	0	0	0	5,500	5,038	1,998
Miscellaneous Reimbursements - ECON SERV	0	0	0	0	0	49,580	45,444	51,532
Miscellaneous Reimbursements - OTH PRO & SERV	0	0	0	0	0	38,719	35,444	68,182
Fuel Rebates - ATO	0	0	0	0	0	45,000	41,243	55,926
	0	0	0	0	0	382,044	358,133	422,970
TOTALS	0	0	0	0	0	1,376,194	1,341,178	1,417,120

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD Revenue
	1 July 2024		(As revenue)	31 May 2025	31 May 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES LG Resilience Fund Grant	0	0	0	0	0	299,917	299,917	266,532
DoT - Footpaths ROAD CON	0	0	0	0	0	49,720	49,720	37,500
Main Roads - Regional Road Group ROAD CON	0	0	0	0	0	565,335	518,183	565,334
Dept. Infr. - Roads to Recovery ROAD CON	0	0	0	0	0	1,272,619	1,272,619	1,103,428
Main Roads - Wheatbelt Secondary Freight Program ROAD CON	0	0	0	0	0	3,716,506	3,716,504	3,186,080
Main Roads - Commodity Route ROAD CON	0	0	0	0	0	158,258	158,256	126,606
	0	0	0	0	0	6,062,355	6,015,199	5,285,480

16 INVESTMENT IN ASSOCIATES

(a) Investment in associate

Aggregate carrying amount of interests in Local Government House accounted for using the equity method are reflected in the table below.

Carrying amount at 1 July
Carrying amount at 30 June

Amended Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
0	0	145,549
0	0	145,549

SIGNIFICANT ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the Shire has the power to participate in the financial and operating policy decisions of the investee but not control or joint control of those policies.

Investments in associates are accounted for using the equity method. The equity method of accounting, is whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

SHIRE OF DALWALLINU
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

17 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption - review	10359					3,774
Purchase of Road Sweeper	10366	Capital expenses	0	0	(60,000)	(56,226)
Transfer from Plant Reserve	10366	Capital revenue	0	60,000	0	3,774
				60,000	(60,000)	0

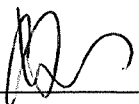
Shire of Dalwallinu

Bank Reconciliation

as at 31 May 2025 /

Balance as per General Ledger as at 1 May 2025 /				
A910000 - Municipal Fund	149,077.49			
A910001 - Telenet Saver	1,514,937.12	1,664,014.61		1,664,014.61
Add Cash Receipts				
Daily Receipts		1,033,134.06		
BPAY Receipts		28,021.93		
Interest Received		3,822.62		
Transfer from Muni Excess Funds Term Deposit		700,000.00		
				1,764,978.61
				3,428,993.22
Less Cash Payments				
EFT Payments - Payroll		128,139.68		
EFT Payments (EFT17072-EFT17188)		1,354,109.66		
Direct Debit - Credit Cards (DD18306.1)		7,433.19		
Direct Debit - Superannuation Payments		37,955.89		
Bank Fees		734.89		
Direct Debit - Payment to DoT		194,186.50		
				1,722,559.81
Balance as per General Ledger as at 31 May 2025 ,				
A910000 - Municipal Fund	77,909.30			
A910001 - Telenet Saver	1,628,524.11			
		1,706,433.41	0.00	1,706,433.41
Add				
Less				
				1,706,433.41
Balance as per Bank Statements as at 31 May 2025 /				
CBA Muni Cheque Account - xxxx379		77,909.30		
CBA Business Online Saver - xxxx395		1,628,524.11	0.00	1,706,433.41

Prepared by

 3/6/2025

Reviewed by

 9/6/25

Shire of Dalwallinu

Trust Bank Reconciliation

as at 31 May 2025

Balance as per General Ledger as at 1 May 2025 2T9900000 - Trust Fund /	0.00	0.00		0.00
Add Cash Receipts				0.00
Less Cash Payments				0.00
		0.00		0.00
Balance as per General Ledger as at 31 May 2025 / 2T9900000 - Trust Fund	0.00	/ 0.00	0.00	0.00
Add				
Less				
Balance as per Bank Statements as at 31 May 2025 / 2T9900000 - Trust Fund		0.00	/ 0.00	0.00

Prepared by

3/6/2025

Reviewed by

9/6/25

9.3.3 Award of RFQ2425-33 – Enterprise Resource Planning (ERP) Solution*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	FM/28 – Financial Management - Quotes
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	1. Tender Matrix 2. Combined Pricing (Confidential)

Purpose of Report

Council is requested to consider the quotes received for RFQ2425-33 Enterprise Resource Planning (ERP) Solution.

Background

The Shire's current ERP solution (Synergysoft) originated on a base system developed in the late 1980's, and while some functionality and integration has been upgraded since, the core capability is now over thirty (30) years old.

For some years, there was talk that Synergysoft would become obsolete at some stage, so Officers commenced the investigation of a new ERP Solution in 2021.

Officers were advised in March 2025 that support for Synergysoft would be ongoing until 2030.

In May 2025, under delegation, the Chief Executive Officer issued a Request for Quote (RFQ2425-33) for an ERP solution.

Although the total price is over the \$250,000 tender threshold, the Shire's Purchasing Policy (Clause 1.4.2 (1)) allows the use of the WALGA Preferred Suppliers Panel.

The Request for Quote documentation was issued to three organisations who are listed on the WALGA panel:

- Readytech
- Council First
- Magiq Software Ltd

Consultation

Manager Corporate Services
Finance Staff

Legislative Implications

State

Local Government Act 1995

Local Government (Functions & General) Regulations 1996

Local Government (Administration) Regulations 1996



Policy Implications

Local

Council Policy 3.3 Regional Price Preference

Council Policy 3.5 Purchasing

Clause 2:

Over \$250,000 Tender Exempt arrangements (i.e WALGA PSA, CUA or other tender exemption under F&G Reg 11(2) require at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of priority detailed in Clause 1.4.2(1).

Clause 1.4.2(1)

Priority 1: Existing Prequalified Supplier Panel or other Contract

Current contracts, including a panel of prequalified Suppliers or contracted supplier, must be used where the Shire of Dalwallinu's supply requirements can be met through the existing contract.

If the Shire of Dalwallinu does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.

All three companies that quoted are on the WALGA Preferred Supplier Agreement.

Financial Implications

Should Council support the Officer recommendation, an allocation will be included in the 2025-2026 budget.

There may be additional costs to upgrade the internet connection to the Shire Administration Centre to fibre to ensure a stable connection, as the proposed software is cloud based. This will be investigated closer to the time of implementation.

It is proposed to transfer the funds from the IT Reserve that Council has been contributing to over the past few years in preparation for this migration to a new ERP solution.

General Function Implications

Nil

Strategic Implications

Shire of Dalwallinu Council Plan 2025-2035

Outcome 11- Visionary leadership and responsible governance

Objective 11.1 – Maintain a high standard of leadership, corporate governance and customer service.

Site Inspection

Site inspection undertaken: No

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.



Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

A significant amount of internal resources will be required to ensure that our data is ready for the conversion to a new ERP solution, hence the proposed implementation date being in the 2026-2027 financial year.

Officers have undertaken due diligence during the assessment process and have attended in person presentations, watched online demonstrations and Teams demonstrations on elements of each ERP solution.

Quotes closed on Friday 6 June 2025 and were assessed by the Chief Executive Officer, Manager Corporate Services and Manager Works & Services. Quotes were assessed on Price and Relevant Experience.

During the assessment process the following comments were noted:

Readytech Proposal – did not include a Records Management or GIS Mapping. An indicative quote was sourced for a separate provider of a Records Management System and utilised in the price comparison. No price was sourced for the GIS/Mapping software. Five (5) year contract.

Council First – Did not include GIS/Mapping & Single Touch Payroll, and project management fee was not included. Three (3) year contract.

Magiq Software Ltd– price provided included all relevant systems and project management. Required additional user licenses for records system which was included in the cost comparison. Three (3) year contract.

The Company with the highest score was Magiq Software Ltd with a score of 92.00. See tender matrix attached to this report and separate Confidential pricing table.

Whilst all three Companies are relatively new to Western Australia Local Government, Readytech do not have any local governments that have gone live to date in WA (one is planned to go live in July 2025), Council First have between 12-15 local governments in WA and Magiq Software Ltd are new to WA but have two local governments (West Arthur and Boyup Brook) that went live this financial year and have another local government (Mount Marshall) going live in the coming three (3) months. Magiq Software Ltd are a New Zealand company and now have twenty one (21) local governments in Australia. South Australia (9), NSW (3), TAS (2), QLD (2), VIC (1) and WA (3).

A telephone discussion was also held with Officers from the Shire of West Arthur and Shire of Boyup Brook during the assessment process, requesting any feedback on the implementation and the overall performance of the Magiq Software Ltd software. In addition, the Manager Corporate Services has spoken to the Shire of Wongan-Ballidu about their experience with Council First.

Whilst the implementation will not take place until the 2026-2027 financial year, the pricing estimates were tied to signing up for the ERP solution by 30 June 2025 and paying the Annual License fee and all/a portion of Implementation Costs.



Officer Recommendation/Council Resolution

MOTION 10420

Moved Cr MM Harms

Seconded Cr DS Cream

That Council:

1. Award RFQ2425-33 Enterprise Resource Planning Solution to Magiq Software Ltd at the following prices:
 - Annual License Fee - \$55,000 commencing 2025-2026
 - Implementation Fee - \$153,425 (\$53,425 payable in 2025-2026, \$70,000 payable in 2026-2027 and \$30,000 payable in 2027-2028);
2. Authorise the Chief Executive Officer to enter into a three (3) year contract with Magiq Software Ltd as per their quote.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms

Against: Nil



	QUALITATIVE CRITERIA					COMPLIANCE CRITERIA		
Business Name	Price		Relevant Experience			Rank	NON-WEIGHTED	
	80%		20%		100%		Compliance with the Specification contained in the Request	Compliance with the Conditions of Quoting this RFQ
	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	TOTAL		Y/N	Y/N
ReadyTech	4.34	69.44	1.67	6.67	76.11	2	Y	Y
Magiq	5.00	80.00	3.00	12.00	92.00	1	Y	Y
Council First	3.94	63.11	2.67	10.67	73.78	3	Y	Y

9.3.4 Local Emergency Management Arrangements Review*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	ES/11 – Emergency Services Planning
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Manager Corporate Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Local Emergency Management Arrangements (LEMA) (Partially Confidential)

Purpose of Report

Council is requested to adopt the revised Local Emergency Management Arrangements.

Background

Emergency Management Act 2005 s. 42 states that the LEMA is to be reviewed or renewed in accordance with the procedures establish by State Emergency Management Committee (SEMC) or when the local government considers it appropriate.

The SEMC Local Emergency Management Arrangements Guidelines outline that the Local Government must ensure that the LEMA is reviewed regularly including after an event or incident that requires the activation of an incident support group (ISG) or significant coordination, after training or drills that exercise the arrangements, every five (5) years or any other time it is considered as appropriate.

Last major review of Shire of Dalwallinu's LEMA was conducted in April 2020. Minor amendments have been done to the plan quarterly since the major review however it is considered that a major review is due as it has been five (5) years since the last major review was undertaken.

In consultation with the District Emergency Management Advisor, the Shire of Dalwallinu LEMA has been updated and submitted for endorsement.

Consultation

Chief Executive Officer
Local Emergency Management Committee (LEMC)
District Emergency Management Advisor
Public Consultation

Legislative Implications

State

Emergency Management Act 2005 – section 36 and 42
State Emergency Management Policy 2.5 – A Strategic Framework for Emergency Management in Western Australia version 3.06

Policy Implications

Nil



Financial Implications

Nil

General Function Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

Updated local emergency management arrangements are important to keep up to date to build community resilience.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The Shire of Dalwallinu Local Emergency Management Arrangements have been reviewed and the current document requires adoption by Council.

The LEMA was advertised for public comment with NIL comments received. The LEMA has been adopted by the Local Emergency Management Committee (LEMC) on 5 May 2025.

Officer Recommendation/Council Resolution

MOTION 10421

Moved Cr SC Carter
Seconded Cr MM Harms

That Council adopt the revised Shire of Dalwallinu Local Emergency Management Arrangements.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil





LOCAL **E**MERGENCY **M**ANAGEMENT **A**RRANGEMENTS



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Authority

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

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

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

Endorsed by:

Jemma L Counsel
Chairperson, Dalwallinu LEMC
Resolution Number: XXXX

XX XX 2025

Date

Amendment History

No	Date	Amendment Details	By
1	05 05 2025	Accepted by LEMC	
2	XX XX 2025	Adopted by Council	

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

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

The Chairperson
Local Emergency Management Committee
Shire of Dalwallinu
PO Box 141
DALWALLINU WA 6609

Or email to: shire@dalwallinu.wa.gov.au

Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in this document when updated.

Distribution List

Organisation	No. Copies
Chairperson LEMC	1
Chief Executive Officer	1
Manager Corporate Services	1
OIC Police Station – Dalwallinu	1
Chief Bush Fire Control Officer	1
Deputy Chief Bush Fire Control Officers	2
St John Ambulance	1
Captain – Dalwallinu Fire & Rescue Services	1
Health Service Manager – Dalwallinu Hospital	1
Department of Communities – Northam	1
District Manager – DFES Northam	1
Western Power – Northam	1
Water Corporation – Northam	1
Telstra Country Wide – Kalgoorlie	1
Department of Primary Industries and Regional Development's Agriculture and Food (DPIRD)	1
Department of Biodiversity, Conservation and Attractions Parks and Wildlife Service (DPaW) – Northam	1
Main Roads Western Australia (MRWA) – Northam	1
Chairperson DEMC – District Superintendent of Police	1
Executive Officer – Wheatbelt DEMC – SES RHQ	1
Shire of Dalwallinu Library	1
Shire of Wongan-Ballidu	1
Shire of Moora	1
Shire of Perenjori	1
Shire of Coorow	1
Shire of Koorda	1
Shire of Mount Marshall	1

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Section One

INTRODUCTION



1. Glossary of Terms

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

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 phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also *Control* and *Coordination*)

Control: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also *Command* and *Coordination*)

Controlling Agency: 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 related primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also *Control* and *Command*)

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

- (a) Prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- (b) Preparedness: preparation for response to an emergency

- (c) **Response:** the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.
- (d) **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.

Hazard: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruct of; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: 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: 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.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

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; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

Emergency Relief and Support: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

2. **Document Availability:**

A copy of this document is available on the Shire of Dalwallinu website www.dalwallinu.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of Dalwallinu administration building at 58 Johnston Street, Dalwallinu 6609.

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

3. **General Acronyms used in these Arrangements:**

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA	Department of Health
WAPOL	WA Police Force

Disclaimer

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

4. Aim

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

5. Purpose

To set out;

- The Shire of Dalwallinu's policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons
- Description of emergencies likely to occur within the Shire of Dalwallinu
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of Dalwallinu that the Shire of Dalwallinu considers appropriate

6. Scope

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

- This document applies to the local government district of the Shire of Dalwallinu.
- This document covers areas where the Shire of DALWALLINU provides support to HMAs in the event of an incident.
- This document details the Shire of Dalwallinu's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Dalwallinu responsibilities in relation to recovery management.

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

7. Area Covered

These arrangements cover the entire area of the Shire of Dalwallinu which is approximately 7,187 square kilometres and includes the localities of Buntine, Wubin, Kalannie, Pithara and Dalwallinu. Dalwallinu is 254 kilometres north-east of Perth on the Great Northern Highway. Dalwallinu is bordered by other local government areas consisting of Perenjori, Coorow, Moora, Wongan-Ballidu, Koorda, Yalgoo and Mount Marshall. According to the 2021 Census the shire has a population of 1379 people with a total of 610 dwellings. The main industries in the shire are broad acre agriculture, tourism, mining and agriculture support industries.

8. **Exercising, Reviewing and Reporting**

Exercising

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

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

The Dalwallinu Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

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

Exercises are reported on annually as part of the Annual and Preparedness Capability Survey which is submitted to the Department of Fire and Emergency Services to form the Preparedness Report for the Minister of Emergency Services.

Reviewing of the Local EM Arrangements

An entire review of the emergency management arrangements should be undertaken every five years.

A review of the arrangements should be undertaken after training that exercises the arrangements.

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

Annual LEMC Reporting

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

9. **Agreements, Understanding and Commitments**

Parties to the Agreement			Summary of Agreement	Special Considerations
Shire of Dalwallinu	of	DFES	VBFB to assist neighbouring shires in the event of large bushfire	Will reduce Shire's ability to fight fires locally – higher degree of caution required

10. Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of Dalwallinu are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>It is a function of a local government –</p> <ul style="list-style-type: none"> a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and b) to manage recovery following an emergency affecting the community in its district; and c) to perform other functions given to the local government under this Act
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>4) The Local Emergency Coordinator for a local government district has the following functions –</p> <ul style="list-style-type: none"> a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district; b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator
Local Recovery Coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p>
Local Government – Incident Management	<p>Ensure planning and preparation for emergencies is undertaken. Implementing procedures that assist the community and emergency services deal with incidents</p> <p>Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role.</p> <p>Keep appropriate records of incident that have occurred to ensure continual improvement of the Shires' emergency response capability</p> <p>Participate in the ISG and provide local support</p> <p>Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Dept. Communities</p>

11. LEMC Roles and Responsibilities

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

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

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

The Shire of Dalwallinu LEMC meets quarterly, generally on the third Monday of every February, April, August and October.

LEMC Role		Description of Responsibilities
LEMC Chair		Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Officer	Executive	<p>Provide executive support to the LEMC by:</p> <p>Provide secretariat support including:</p> <ul style="list-style-type: none">• Meeting agenda;• Minutes and action lists;• Correspondence;• Maintain committee membership contact register <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none">• Annual Report• Annual Business Plan• Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none">• Participate as a member of sub-committees and working groups as required

12. LEMC Membership

For current LEMC membership names and contacts please see [LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS](#) Section at the rear of this document – this is only available to LEMC members and Emergency Management professionals.

13. Agency Roles and Responsibilities

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

Agency Roles	Description of Responsibilities:
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none">• Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness• Control all aspects of the response to an incident• During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	<p>A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed"</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none">• Undertake responsibilities where prescribed for these aspects• Appointment of Hazard Management Officers• Declare/Revoke Emergency Situation• Coordinate the development of the Westplan for that hazard• Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>

14. Related Documents and Arrangements

Local Emergency Management Policies

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management".

The Shire of Dalwallinu currently has no emergency management policies in place:

Existing Plans and Arrangements

Document	Owner	Location	Date of Plan
Business Continuity Plan	Shire of Dalwallinu	Shire of Dalwallinu	Mar 2024
Air Crash	WAPOL	Dalwallinu Police Station	Jan 2025
Land Search	WAPOL	Dalwallinu Police Station	May 2023
Road Transport Plan	WAPOL	Dalwallinu Police Station	May 2023
Local Emergency Relief and Support	Dept. Communities	Shire of Dalwallinu, Dept. Communities	Jan 2025
Bushfire Management Plan	Shire of Dalwallinu	Shire of Dalwallinu	To be reviewed
Local Emergency and Support Plan	Dept. Communities	Shire of Dalwallinu, Dept. Communities	Feb 2025
Incident Management Plan	Dalwallinu District High School (DDHS)	DDHS	Feb 2025

15. Community Consultation

This plan was advertised as a part of the adoption process through local media and placed on the Shire of Dalwallinu website. Comments were called for over a period of 1 month, which were then collated and presented back to the LEMC (if any received) with the final plan for adoption.

16. Community Involvement

As a result of the advertising mentioned under 'Community Consultation' – no submissions were received from the public.

17. Community Awareness

The Shire of Dalwallinu LEMC makes every effort to increase community awareness of emergency management.

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Section Two

COORDINATION OF EMERGENCIES



1. Australasian Inter-Service Incident Management Systems (AIIMS)

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

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

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

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

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

The five key principles of AIIMS:

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

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.
Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.

Logistics	Acquisition and provision of human and physical resources, facilities, services and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

2. **Incident Management Team (IMT)**

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

3. **Incident Support Group (ISG)**

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

4. **Triggers for an ISG**

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

Classification of Incidents:

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

5. **Membership of an ISG**

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

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

6. **Frequency of Meetings**

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

7. **Locations of ISG Meetings**

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

The following locations can be used for ISG meetings:

Dalwallinu Shire Office	58 Johnston Street, Dalwallinu
Emergency Services Building	Leahy Street, Dalwallinu
Kalannie Sports Pavilion	Sanderson Terrace, Kalannie

For a list of contacts in order to open these locations for ISG meetings, please refer to [INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

8. **Location of Incident Control Centre**

Location		Address
Primary location	Dalwallinu Shire Office	58 Johnston Street, Dalwallinu
Secondary location	Emergency Services Building	Leahy Street, Dalwallinu

This can be used for all levels of incidents, ie level 1 storm clean up, and all major incidents level 2 and 3.

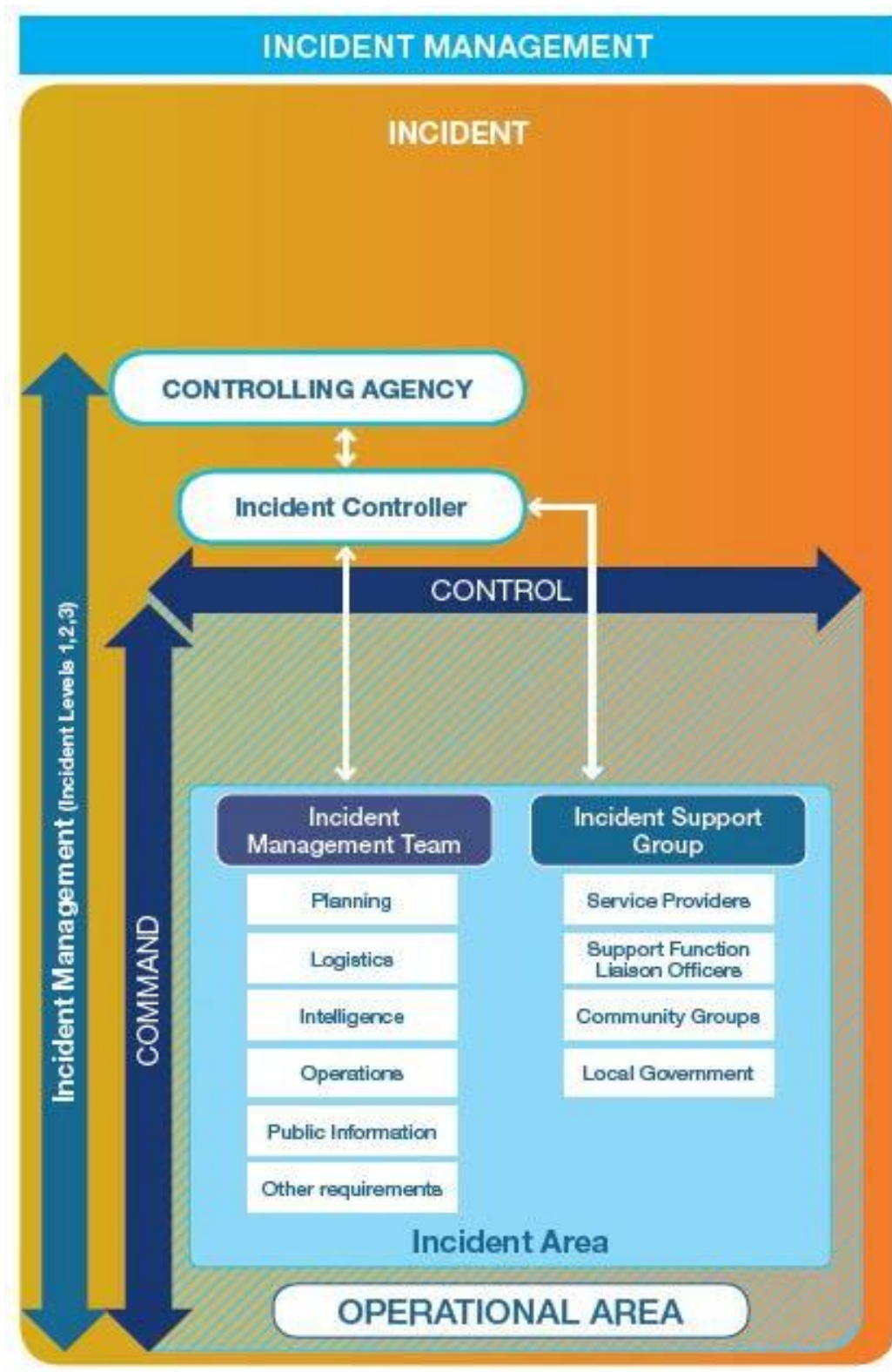


Figure 1: A diagram illustrating Incident Management

9. Financial Arrangements

The Shire of Dalwallinu 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 if an emergency event requiring resourcing by the Shire of Dalwallinu occurs to ensure the desired level of support is achieved.

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Section Three

RISK



1. **Risk Management**

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

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

2. **Special Considerations**

Special areas of risk:

- CBH – explosive risk
- Acquirian – explosive manufacturing – Wubin
- Arc Infrastructure (previously Westnet Rail) – grain trains
- Seasonal events – harvest and seeding
- Tourist influx periods when wildflowers are out
- Local caravan park and accommodation venues
- Great Northern Highway – large volume of heavy haulage and dangerous goods
- Migrant population – communication issues
- Chlorination – Dalwallinu Aquatic Centre, sewerage dam, Water Authority (Pithara), Dalwallinu businesses (Delta Agribusiness, Elders, Nutrien Ag Solutions, CSBP Fertilizers), Kalannie businesses (General Store and Nutrien)
- Chemical storage sheds
- Fuel depots – Dalwallinu, Kalannie
- Road Train Assembly Area
- Wattle Week
- Annual Agricultural Show.

3. **Critical Infrastructure**

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

Telecommunications Tower	Telstra	Locke Road, Dalwallinu
NBN Tower	Town of Dalwallinu	Huggett Drive, Dalwallinu
Water sources	Main tank supply	Strickland Drive, Dalwallinu

4. **Risk Register**

The Shire of Dalwallinu LEMC has undertaken/will be undertaking extensive risk assessment work at local level. A summary of the risk register has/will be included as below.

Dalwallinu LEMC will acknowledge these listed risks as likely to impact the area and will plan their annual exercises to test the preparedness accordingly.

The following risks are deemed to be applicable to the Shire of Dalwallinu.

Template source: Western Australia State Risk Profile Fact Sheets, January 2023.

Risk Statement	Likelihood Rating	Consequence Rating	Level of Risk	Action Priority
There is a risk that if an earthquake occurred within the Region there could be major building damage and possible casualties	Almost Certain	Minor	High	9
There is a risk that a significant bushfire impacting on the urban interface in heavily populated residential areas could result in loss of life and major loss of property and infrastructure associated with the need to evacuate residents and disruption to major transport routes	Likely	Major	Extreme	1
There is a risk that a significant bushfire impacting on isolated rural communities within the Region may result in loss of life, damage to property and infrastructure associated with the need to evacuate residents, disruption to essential services and local transport routes	Likely	Major	Extreme	2
There is a risk that a significant bushfire/grass fire could result in destruction or damage to economic assets, including essential services, lands used for primary production and associated livestock, tourist destinations, degradation of water catchment areas, water quality and quantity, biodiversity or the loss of endangered flora and fauna species and assets with environmental or cultural heritage values.	Almost Certain	Minor	High	4
There is a risk that a flood event in the Region could result in major loss of property, infrastructure and essential services, the closure of industrial and commercial services, the closure of local roads and transport routes associated with the need to evacuate residents for more than 24 hours.	Likely (Moora) Unlikely (Elsewhere)	Catastrophic Minor	Extreme Low	10 15
There is a risk that a severe storm in the Region could result in possible loss of life, loss of essential services and damage to property and infrastructure.	Possible	Minor	Moderate	5
There is a risk that if there was a hazardous material (HAZMAT) incident in the urban areas of the Region there could be a significant impact on the people, property and environment including evacuation of nearby population and possible casualties.	Possible	Minor	Moderate	7
There is a risk that an air accident occurring at or in the vicinity of the airstrips at Wongan Hills and Dalwallinu could result in injuries and possible loss of lives.	Unlikely	Minor	Low	18
There is a risk that a serious road accident involving dangerous goods could result in multiple injuries and the potential for fatalities, damage to property, evacuation associated with major disruption to transport and health services.	Likely	Moderate	High	6
There is a risk that a serious road accident involving a passenger coach could result in multiple injuries and the potential for fatalities associated with major disruption to transport services.	Possible	Minor	Moderate	13

Risk Statement	Likelihood Rating	Consequence Rating	Level of Risk	Action Priority
There is a risk that a rail accident within the Region could result in injuries and possible loss of life	Unlikely	Minor	Low	19
There is a risk that an outbreak of a communicable disease affecting humans within the Region could have a significant impact on all aspects of community life	Possible	Moderate	High	11
There is a risk that an outbreak of a communicable disease affecting animals within the Region could have a significant impact on the agricultural sector of the community with far reaching financial implications for the broader local community	Possible	Minor	Moderate	14
There is a risk that an outbreak of a communicable disease affecting plants within the Region could have a significant impact on the agricultural sector of the community with far reaching financial implications for the broader local community	Possible	Moderate	High	12
There is a risk that an act of terrorism targeted at the community or critical piece of infrastructure within the region could lead to injuries and potential fatalities associated with loss of essential services and commercial disruption.	Unlikely	Moderate	Moderate	17
There is a risk that a cyclone in the Region could result in possible loss of life, loss of essential services and damage to property and infrastructure.	Unlikely	Major	Moderate	16
There is a risk that a heatwave affecting humans and environment within the Region could have a significant impact on all aspects of community life especially aged and child-care.	Possible	Minor	High	3
There is a risk that an energy supply distribution affecting people, the economy, public administration and infrastructure within the Region could have a significant impact on all aspects of community life.	Possible	Minor	Moderate	8

5. Emergencies Likely to Occur/Hazards Register

The following hazards were identified as the most likely to occur in the Shire of Dalwallinu.

Hazard	Controlling Agency	HMA	Local Role	Combat	Local Support	State Hazard Plan (Westplan)	Local plan
Bush Fire (Local Govt land)	LG	DFES	BFB's		LGA staff, Police, SJA	Fire 2024	
Road Transport emergency	WA Police	WA Police	WA Police		LGA staff, SJA	Crash Emergency 2024	
Fire (DPaW lands)	DPaW	DFES	DPaW, BFB's VFRS		LGA staff, Police, Local Contractors	Fire 2024	
Earthquake	DFES	DFES	Dalwallinu VFRS		Western Power, Water Corp	Earthquake 2023	
Rail Transport	WA Police	ARC	WA Police, Dalwallinu VFRS		LGA staff BFB's Nursing post SJAA	Crash Emergency 2024	
Hazardous Materials	DFES	DFES	Dalwallinu VFRS		SJAA, WAPOL	HAZMAT 2024	
Human Epidemic	Dept of Health	Dept of Health	Local Health Services		SJA, WA Police Hospital	Human Biosecurity 2025	
Severe Storm	DFES	DFES	Regional SES		LGA staff, BFB's, Nursing post SJAA	Severe Weather Plan 2024	
Structural Fire	DFES	DFES	Dalwallinu VFRS		Local BFB Police Shire staff	Fire 2024	
Animal and Plant Biosecurity	DAFWA	DAFWA			Liebe Group	Animal and Plant Biosecurity 2023	
Air Crash	WA Police	WA Police	Dalwallinu VFRS BFB's CASA		LGA staff BFB Nursing post SJAA	Crash Emergency 2024	
Land Search & Rescue	WA Police	WA Police	Regional SES Defence Force		BFB SJAA Nursing post LGA staff	Search & Rescue Emergency 2023	
Flood	DFES	DFES	Regional SES		Police Local Fire Brigade LGA staff	Severe Weather Plan 2024	
Heatwave	Dept of Health	Dept of Health	Local Health Services		SJA, WA Police Hospital	Heatwave 2023	

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Section Four

EVALUATION



1. Evacuation

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

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

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

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

2. Types of Evacuation

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

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

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

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

3. The Five Stages of Evacuation



Stage One: Decision

Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via Emergency Relief and Support agencies and/or the local government. Department of Communities will coordinate the provision of emergency relief and support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of emergency relief and support services.

Shire of Dalwallinu EMERGENCY EVACUATION GUIDE

Shire Office: (08) 9661 0500

Area Covered: Dalwallinu Town Site

4. Key Roads

Great Northern Highway
Dalwallinu Kalannie Road
Pithara East Road

5. Key Contacts (Refer Section 8 at the rear of this Document)

Name	Contact	Name	Contact
Shire Office	08 9661 0500	DC Crisis Care A/H	1800 199 008
Police Station	000	Western Power	13 13 51
SES	132 500	Water Corp	13 13 75
Fire and Rescue	000	Hospital	08 9661 0200
Ambulance	000	Doctor	08 9661 1203
Bushfire:	000	CRC	08 9661 1802

6. HMA/Controlling Agency Checklist

- Alert Local Police
- Alert DFES or WAPOL to activate State Alert Phone System
- Advise media officer to employ information management tools – ABC radio, TV, etc.
- Alert Department of Communities
- Advise Special Needs Groups/Vulnerable People*
- Employ support agencies and volunteers for evacuation planning

*Please refer to Contacts and Resources section for a list of VULNERABLE PEOPLE CONTACT GROUPS

7. Evacuation Centres

Please refer to section Five Emergency Relief and Support for a full list of evacuation centres.

8. Evacuation to Other Local Governments Areas

Due to the size of the Dalwallinu town site, all evacuation centres are in reasonably close proximity to one another. For this reason, the Shire of Dalwallinu and its LEMC have planned for the instance in which evacuation to all centres is impossible. Agreements have yet to be reached with surrounding Shires for the provision of facilities to serve as evacuation centres if required.

9. Special Needs Groups

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available [VULNERABLE PEOPLE CONTACT GROUPS](#) in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

10. Evacuation of Animals

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to the ANIMAL WELFARE within the Contacts and Resources section.

11. Maps

Detailed maps showing key routes, location of evacuation centres and other required information are located at the Shire Administration Office.

Section Five

EMERGENCY RELIEF AND SUPPORT SERVICES



1. Local Emergency Management Plan for the Provision of Emergency Relief Support

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

2. Local Emergency Relief and Support Coordinator

The Local Emergency Relief and Support Coordinator for the Shire of Dalwallinu is the **Team Leader from the Moora** Department of Communities Office. Their contact details can be found in the Contacts and Resources section.

3. Local Emergency Relief and Support Liaison Officer

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

The Shire of Dalwallinu appointed Local Emergency Relief and Support Liaison officer **Hanna Jolly (MCS)**

4. Register.Find.Reunite

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

5. Evacuation Centres

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

Evacuation Centres

Evacuation Centres	Contact	Mobile	Alternative Mobile
Dalwallinu Sporting Complex	Jean Knight	0427 611 001	0407 084 318
Dalwallinu Discovery Centre	Jean Knight	0427 611 001	0407 084 318
Kalannie Sports Pavillion	Jean Knight	0427 611 001	0407 084 318
Wubin Recreation Building	Jean Knight	0427 611 001	0407 084 318

Detailed facilities and equipment in each of the evacuation centres is listed in the Appendix Functional areas of Emergency Relief and Support Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

6. Opening and Coordination of Evacuation Centres

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

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

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

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

Local government staff or LEMC members may be asked to open an Evacuation Centre and manage it until the Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with process. The LG staff or LEMC members will provide a handover to Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

The Shire of Dalwallinu has reached agreements with food provision services in town for the after-hours supply of food and drinks in the event of an emergency. Please refer to the Catering and Meals within the Contacts and Resources section for contact details.

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Section Six

RECOVERY PLAN

Recovery Coordinator:

Jean Knight - Chief Executive Officer

Mob: 0427 611 001

ceo@dalwallinu.wa.gov.au

Deputy Recovery Coordinator:

Hanna Jolly – Manager of Corporate Services

Mob: 0407 084 318

mcs@dalwallinu.wa.gov.au

Endorsed at LEMC:

05/05/2025

Endorsed at Council:

xx/xx/2025 Motion xxxx



1. Introduction

Recovery

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

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

Authority

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

Objectives

The objectives of this plan are to:

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

Scope

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

2. Roles and Responsibilities

2.1 Local Recovery Coordinator

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

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

Role

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

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;

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

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

2.2 Local Recovery Coordination Group (LRCG)

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

Role

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

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for

the event that:

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

Local Recovery Guideline provide for details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

2.3 Controlling Agency Hazard Management Agency

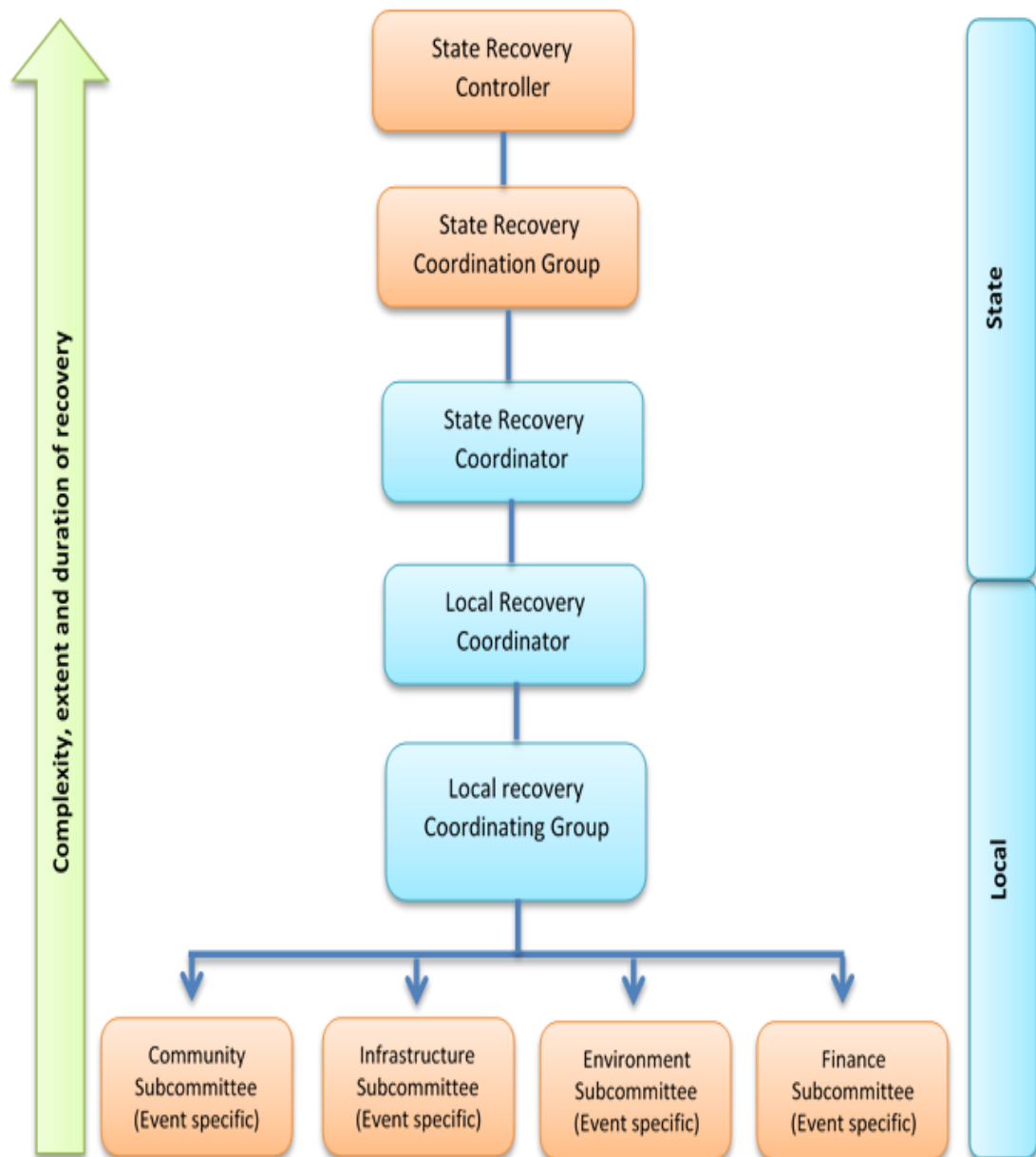
The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

2.4 State Recovery Coordinator

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

Recovery Structure State and Local



3. Commencement of Recovery

Local Recovery Coordinator

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

The LRC shall:

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

The Controlling Agency

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

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

Local Recovery Coordination Group

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

Core Recovery Group:

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

Position	Primary	Alternate
Chair	President	Deputy President
Local Recovery coordinator	CEO	
Deputy Recovery coordinator	Manager Corporate Services	
Administrative support	Executive Assistant	Manager Corporate Services
Communications officer	Customer Service Officer	Manager Corporate Services
Any other LG officers as required ie financial /officer/Manager of Works	Finance Officer	Finance Officers

Co-opted members:

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

Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corp, Main Roads, Western Power
Emergency Relief and Support agencies	DC, Red Cross, Salvation Army, local welfare services
Financial services	Centre link, Development commissions, Insurance providers, Chamber of Commerce
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Parks and Wildlife	
WA Police	
St John Ambulance	
Community Groups or representatives.	Rotary Club, Lions Club, CWA, Rapid Relief
CALD group representatives	
Non-Government Organisations	

Subcommittees:

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

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

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Please refer to [Appendix 6A Sub Committees - Objectives](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

Priorities for Recovery

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

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

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

The Shire of Dalwallinu aligns its priorities for recovery to the National Principles for Disaster Recovery.

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

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

Assessment and Operational Recovery Planning

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

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

4. Resources

Recovery Resources

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

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

Recovery coordination Centre

Shire of Dalwallinu Administration Building – 58 Johnston Street, Dalwallinu
or Emergency Services Building – Leahy Street, Dalwallinu

Financial Arrangements

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

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

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

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

Financial Preparation

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

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

Managing Donations

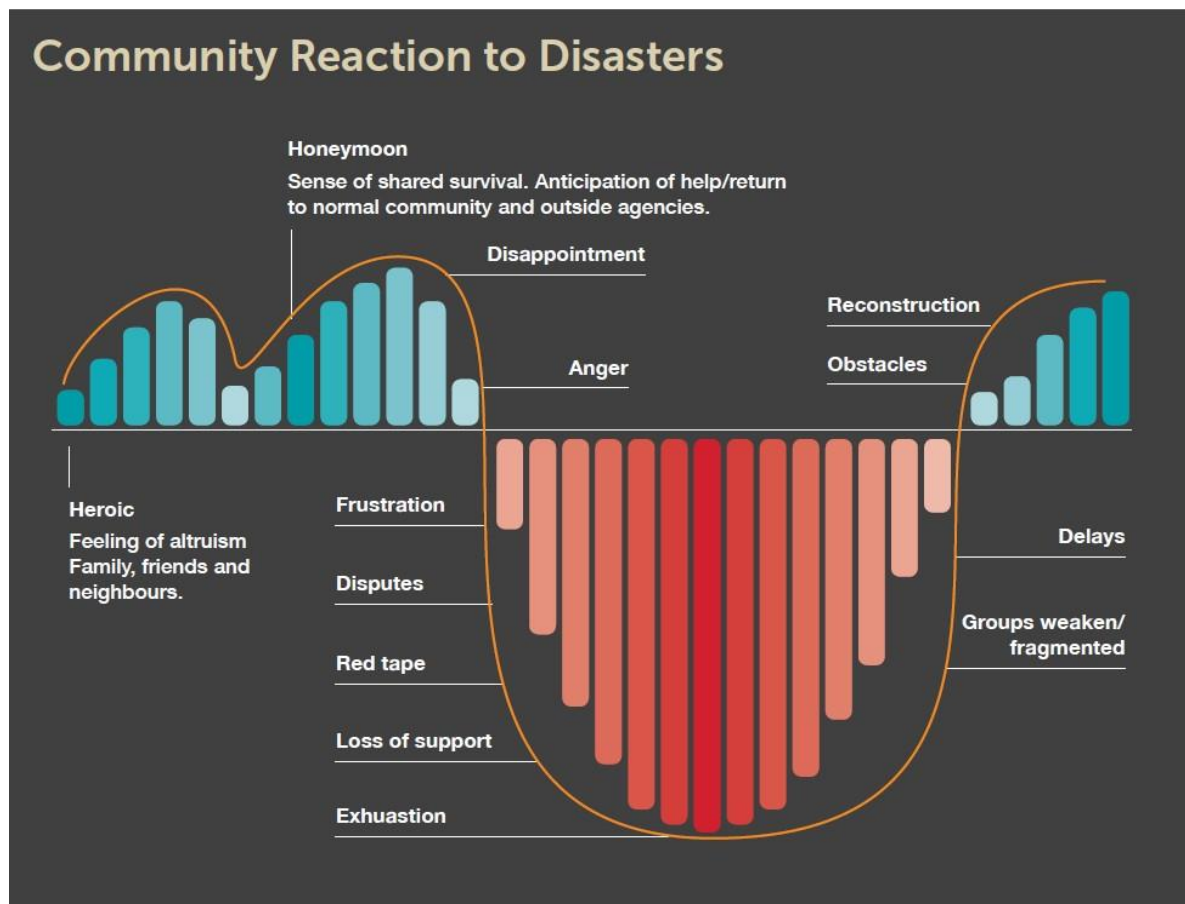
Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1— Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

5. Community Reactions

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

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage



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

6. The National Principles for Disaster Recovery

The National principles for Disaster Recovery (AIDR Community Recovery Handbook 2, 2018), are guidelines of good practice and should underpin planning and operations within local emergency management frameworks.

Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication.
- acknowledging and building capacity.

Understanding the context - Successful recovery is based on an understanding of the community context. Recovery should:

- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;

- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected

Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

Using community-led approaches - successful recovery is responsive and flexible, engaging communities and empowering them to move forward.

Ensuring co-ordination of all activities - successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs. Recovery should:

Employing effective communication - successful recovery is built on effective communication with affected communities and other stakeholders.

Acknowledging and building capacity - successful recovery recognizes, supports and builds on community, individual and organizational capacity.

The complete National Principles for Disaster recovery can be found at <https://knowledge.aidr.org.au/collections/recovery/>

7. **Action and Strategies**

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

Activities

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

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making

- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

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

Recovery Assistance Strategies

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

Accountability Strategies

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

Strategies for Grants, Loans and Gifts

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

Strategies to Maintain Family Cohesion

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

8. Appendix 6A: Sub Committees - Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> • Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with • the recovery process in the immediate and short, medium and long term.
Finance (or Economic) Subcommittee	<p>To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</p> <ul style="list-style-type: none"> • The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> ○ ensure the principles of equity, fairness, simplicity and transparency apply ○ ensure the procedures developed are straightforward and not onerous to individuals seeking assistance ○ recognise the extent of loss suffered by individuals ○ complement other forms of relief and assistance provided by government and the private sector; ○ recognise immediate, short, medium and longer term needs of affected individuals ○ ensure the privacy of individuals is protected at all times. • Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical. <ul style="list-style-type: none"> ○ To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

9. **Appendix 6B: Aide Memoire Local Recovery Coordinator**

**AIDE MEMOIRE
LOCAL RECOVERY COORDINATOR
LOCAL LEVEL RECOVERY ARRANGEMENTS**



Government of **Western Australia**
State Emergency Management Committee

Additional information on the Local Recovery Coordinator can be found in the [EM Act, Section 41\(4\)](#); [State EM Policy/Plan, Section 6](#); and [State EM Local Recovery Guidelines](#)

Nomination and role of a Local Recovery Coordinator

Local governments are to nominate a suitably skilled Local Recovery Coordinator (LRC) in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary LRC is unavailable during an event. The LRC is responsible for the development and implementation of recovery arrangements, including:

- consideration of potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring
- preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government
- coordination and promotion of community awareness of the recovery arrangements
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

Local Recovery Coordinator functions during Response

- liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings
- advise Mayor, Shire President and Chief Executive Officer on the requirement to convene the LRCG, including suggested membership that is event specific
- meet with agencies involved with recovery operations to determine actions
- ensure receipt of Initial Impact Assessment from CA
- determine the level of State involvement in the recovery effort, in conjunction with the local government, LRCG and State Recovery Coordinator (SRC)
- coordinate local recovery arrangements in conjunction with the LRCG, CA, Local Emergency Coordinator and other responsible agencies, if applicable.

Local Recovery Coordinator functions during Recovery

- In consultation with the DA, assess the LRCG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies
- monitor the progress of recovery and provide periodic reports to LRCG that includes: fatigue management (self/others); and communications are accurate, timely and planned
- in conjunction with the local government, ensure that any State-level recovery

- coordination operates only to ensure that the affected community has equitable and appropriate access to available resources
- ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities
- provide a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRCG
- make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements
- arrange for an evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency
- ensure the Local Recovery Plan is practical and easily accessible by community/public.

Local Recovery Coordination Group – role and functions

The LRCG is the strategic decision-making body for recovery. Key functions are:

- assess impact of event and coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the affected community
- ensure inclusion and recovery issues of special needs people/groups are addressed
- if the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- manage offers of assistance, including volunteers, services and donated money.
- if the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process *commences* through the local government
- assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- coordinate with CA on completion of the Comprehensive Impact Assessment
- assess recovery requirements, based on the impact assessment/s, within the four environments: social (including psychosocial), built, economic and natural
- establish LRCG subcommittees, across the four environments: social (community), built (infrastructure), economic and natural (environment) subcommittees, or as required
- for extensive reconstruction work, develop an event specific Operational Recovery Plan that includes: timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- monitor the progress of recovery, and receive periodic reports from recovery agencies.

Alignment with the national principles for disaster recovery

Ensure recovery activities are consistent with the national principles for disaster recovery:

- | | |
|---------------------------------------|---------------------------------------|
| • understand the context | • coordinate all activities |
| • recognise complexity | • communicate effectively |
| • use community-led approaches | • recognise and build capacity |

Effective recovery communication and community engagement A “Checklist for the LRC and LRCG” which includes information on communicating in recovery and community engagement can be found in Attachment A.

Attachment A

10. **Local Recovery Coordinator/Coordination Group Checklist**

(Please note *timeframes are a guide only* and the listing is not exhaustive)

Task Description	Complete
Within 12-24 hours	
Contact and alert key local/agency contacts, including Incident Controller and DA.	
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.	
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.	
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)	
Consider what support is required, such as resources to maintain records of events and actions.	
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).	
Within 48 hours	
LRC to ensure receipt of the initial impact assessment from the CA.	
LRC and local government to determine the need to convene a LRCG and brief members.	
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.	
Meet with agencies involved with recovery operations to determine priority actions.	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Manage offers of assistance, volunteers and donated money. Liaise with the City of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven</i> for the criteria and procedures.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).	
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).	
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).	

Task Description	Complete
Within 1 week	
Participate in consultation for completion of Comprehensive Impact Assessment by the CA.	
Establish LRCG subcommittees, if needed, based on the 4 environments: social, built, economic and natural, and determine functions and membership. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements</i> .	
Depending on extent of the damage, the LRC and LRCG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the <i>State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template</i> .	
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.	
Liaise with DA and recovery agencies to coordinate local management of recovery process.	
Within 1 to 12 months (or longer-term recovery) cont.	
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.	
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.	
Determine longer-term recovery strategies that include psychosocial support.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.	
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events. 	
Recovery communication and community engagement – throughout the recovery effort	
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally congregate. 	
Set-up relief, recovery centres/one stop shops, that provide the community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.	

Task Description	Complete
Recovery communication and community engagement – throughout the recovery effort (<i>continued</i>)	
<p>Arrange community initiatives, or accommodate and support community-led initiatives, such as:</p> <ul style="list-style-type: none"> • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media. 	
<p>Plan and implement a Community Engagement Strategy, using the following as a basic guide:</p> <ul style="list-style-type: none"> • establish a target audience: consider demographics, groups and networks • determine matters to be communicated: what information is needed <i>from</i> the community and what information is needed to be provided <i>to</i> the community • methods of communication: consider appropriate methods/mediums for various audiences. 	
<p>Establish, or support, community briefings, meetings and information in the recovery context that provide:</p> <ul style="list-style-type: none"> • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • input into development of management strategies (local government and recovery agencies) • advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities). 	
<p>Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider:</p> <ul style="list-style-type: none"> • the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints • have representatives from EM disciplines to give factual information • psychosocial issues appropriate communication strategies for special needs and vulnerable people and groups. 	

11. Appendix 6C: Operational Recover Plan Template



Shire of Dalwallinu **Operational Recovery Plan**

Emergency Type and location: _____

Date emergency occurred: _____

Section 1 – Introduction _____

Incident description _____

Purpose of this Plan _____

Authority _____

Section 2 – Assessment of recovery requirements

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

Residential: _____

Commercial: _____

Industrial: _____

Transport: _____

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

Estimates of damage costs: _____

Temporary accommodation requirements: *(includes evacuation centres)* _____

Additional personnel requirements: _____

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

Other health issues: _____

Section 3 – Organisational Aspects

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

Details of inter-agency relationships and responsibilities: _____

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

Section 4 – Operational Aspects

Resources available: _____

Resources required: _____

Redevelopment plans: *(includes mitigation proposals)* _____

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

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

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

Section 5 – Administrative arrangements

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

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

Section 6 – Conclusion

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

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

Section Seven

COMMUNICATIONS PLAN



1. **Introduction**

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the [VULNERABLE PEOPLE CONTACT GROUPS](#) within the Contacts and Resources section.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflict messages being given to the public.

All Council (Local Government) medial contact must be directed to the Shire President or Chief Executive Officer.

2. **Communication Policy**

Management of communication in a crisis is critical. This section has been created to guide the Shire of Dalwallinu in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of Dalwallinu CEO and/or Shire President.

3. **Communication Principles**

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

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

4. **Stakeholder Communication**

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of Dalwallinu.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of Dalwallinu's communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

5. Communication in the Prevention Stage

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The Shire of Dalwallinu employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order distributed to the public every year, requiring firebreaks to be installed and properties to be clear of fire-hazardous materials by 1 October.

6. Communicating in the Preparedness Stage

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7. Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local System

- Shire of Dalwallinu – SMS notification system – List of over 500 contacts
- Electronic Notice Board – Johnston Street, Dalwallinu
- Notice Boards
 - Shire of Dalwallinu Notice Board (58 Johnston Street)
 - Dalwallinu Discovery Centre Notice Board (Johnston Street)
 - Temporary notice boards may be erected in easy-to-access locations during emergencies.
 - Information would also be public displayed at any evacuation centres that were opened as a result of the emergency.
- Shire of Dalwallinu Facebook
- Shire of Dalwallinu Website

State Systems

During a major emergency you can also find information on;

- Emergency WA website - <https://www.emergency.wa.gov.au/>
- DFES's recorded information line
- Emergency broadcast on your local Radio Station frequency
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):

SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au or www.emergency.wa.gov.au

Telephone 13 3337 (13DFES) (For emergency information only) –
or 1300 657 209 (recorded information line).

Local Radio

ABC Radio Geraldton – 531 Telephone number: 08 9923 4111
Journalist: 0428 144 429

ABC Radio Perth – 730

Contact: harvestbans@abc.net.au Telephone: 08 9220 2700

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice – Landline and mobile, and/or
- Text – mobile telephone, email and RRS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of StateAlert is classed as a 'Life threatening' incident.

8. Communicating in the Response Stage

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

9. **Communicating in the Recovery Stage**

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of Dalwallinu.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. The Shire is committed to regular use; monitoring and reliable updating.

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed and the time of the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at *Appendix 7A*

Managing the Media

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts
- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire of Dalwallinu – CEO
- Shire President
- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations.

It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

General Enquiries

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of Dalwallinu's Communication advisor will ensure that they are provided with a script based on the key messages

and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give “off the record” or “in confidence” information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

10. **Appendix 7A Recovery Communication Plan Template**



Shire of Dalwallinu

RECOVERY COMMUNICATION PLAN
Recovery Vision for the affected Community.

Vision _____

Mission

Mission of the recovery communications plan.

Why? _____

Who? _____

What? _____

Where? _____

How? _____

Background

Brief detailed description of the emergency events.

Communication Objectives

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and by when?

Target Audience	_____
Description	_____
Actions	_____
Who	_____
By When	_____

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	_____
Method	_____
Who	_____

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	_____
Communication	_____
Method	_____
Who	_____
Frequency	_____

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method	_____
Monitor & Evaluate	_____
Frequency	_____

Communications Budget

How much money has been allocated to be spend on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method	_____
Amount Allocated	_____
Amount Spend/Date	_____

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made?

By Whom

Date

Major Changes

Section Eight

CONTACTS AND RESOURCES PLAN



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

9.3.5 Appointment of Audit, Risk and Improvement Committee Independent Members

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	GO/12 – Councillor Committees
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Manager Corporate Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

Council is requested to appoint two independent members to the Shire of Dalwallinu Audit, Risk and Improvement Committee.

Background

The *Local Government Act 1995* and the *Local Government Amendment Act 2024* have introduced changes to enhance governance, transparency, and accountability in local government operations. Key changes include mandatory establishment of an Audit, Risk and Improvement Committee (ARIC) and the requirement for independent leadership of the committee.

Council adopted the new Terms of Reference in March 2025 reflecting the legislative changes. Membership of the Committee must have minimum five (5) members including three (3) Councillors, one (1) Independent Presiding member and one (1) Independent Deputy Presiding member. Independent members must be appointed by 30 June 2025.

Consultation

Chief Executive Officer

Legislative Implications

State

Local Government Act 1995 s5.8, 7.1A and 7.1B and clause 69 of Schedule 9.3, Division, which mandate ARIC establishment and independent leadership.

Local Government Amendment Act 2024

Policy Implications

Nil

Financial Implications

Nil

General Function Implications

Nil

Strategic Implications

Shire of Dalwallinu Strategic Community Plan 2017-2027

Outcome 4.4.5 - Strive to ensure “best practice” local governance is maintained.



Site Inspection

Site inspection undertaken: Not applicable

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Expression of Interest for two (2) independent members for Audit, Risk and Improvement Committee was advertised in April 2025. No applications or interest were received.

Manager of Corporate Services has been in contact with the current independent member Ian Hyde who has expressed interest to continue in his role. Ian Hyde is a former elected member of the Shire and very experienced in the Council matters.

Cr S Carter advised the officer on Monday 23 June 2025 that he has been in contact with Nathanael (Nat) Wallis regarding the position. A confirmation was also received from Nat Wallis that he is willing to assist to fill the vacant position. Nat Wallis is a local business owner and a former Councillor.

There will be no changes to the appointments of Councillors. Cr M Harms, Cr K Carter, Cr S Carter and Cr S Dawson will continue as members of the Audit, Risk and Improvement Committee.

Officer Recommendation/Council Resolution

MOTION 10422

Moved Cr S Dawson
Seconded Cr DS Cream

That Council appoint Ian Hyde as Independent Presiding member and Nathanael (Nat) Wallis as Independent Presiding Deputy member of the Shire of Dalwallinu Audit, Risk and Improvement Committee.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil



9.3.6 Concessional fees and charges – Ashlee Gartrell*

Report Date	24 June 2025
Applicant	Ashlee Gartrell
File Ref	CU/6 – Customer Service Requests
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Manager Corporate Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Absolute Majority
Attachments	Email from Ashlee Gartrell

Purpose of Report

Council is requested to consider granting a concessional fee to Ashlee Gartrell for the use of the Dalwallinu Discovery Centre Community Room and possible storage arrangements.

This item is brought to Council as Officers have no authority to alter or waive fees and charges.

Background

Ashlee Gartrell wants to start fitness classes in Dalwallinu and is looking for a suitable space in Dalwallinu. She is looking for a space to do multiple classes weekly on Wednesdays.

Ashlee Gartrell has currently been running fitness classes in Kalannie since March 2025. Council approved a concession in fees of 50% in May 2025 for the use of the Kalannie Town Hall for the purpose of undertaking fitness classes, on the proviso that the space is cleaned after each use.

Ashlee Gartrell is a registered business name and has a current Australia Business Number (ABN). She has provided her public liability certificate of currency to the Shire.

Consultation

Chief Executive Officer
Councillors

Legislative Implications

State

Local Government Act 1995 – section 6.12

Policy Implications

Nil

Financial Implications

Should Council support the Officer's recommendation, there will be a loss of revenue from the fees associated with the hire of approximately \$717.60 assuming the hirer would use the space on average once a week for the six-month period. It is to be noted that the below concession is calculated on basis of 2024/2025 Fees & Charges.



Venue	Current Rate	Total	Proposed Concession Rate	Total	Loss of Revenue
Dalwallinu Discovery Centre	\$ 92.00	\$ 2,392.00	\$ 64.40	\$ 1,674.40	\$ 717.60
TOTAL LOSS					\$ 717.60

General Function Implications

Nil

Strategic Implications

Shire of Dalwallinu Strategic Community Plan 2017-2027

Outcome 1.4.3 – Enhance youth engagement and utilisation of recreation services

Site Inspection

Site inspection undertaken: Not applicable

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

Fitness classes offer a range of social benefits beyond physical health in the community including social interaction and active community participation.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Ashlee Gartrell was provided information for all suitable venues and pricing in Dalwallinu on 3 June 2025. She initially expressed interest in using the Dalwallinu Squash Court but the latest correspondence has indicated her preference for Dalwallinu Discovery Centre Community Room.

Dalwallinu Squash Court is the most cost-effective facility to hire, tokens currently costing \$2.50 (inc GST) per 25minutes. As the Squash Court operate with a token system, no bookings have historically been taken. Dalwallinu Discovery Centre Community Room has currently a daily hire rate of \$92.00 (inc GST).

In the previous years, all other fitness instructors in Dalwallinu have entered into a long-term agreement with an exclusive use of a space. No discounts have historically been given to businesses, only for Junior/Children's activities and Not for Profit Community Groups. As Dalwallinu has a low-cost venue available (Squash Courts), no long-term discount is recommended for a business use of the Shire facilities. A short-term concession could be considered enable Ashlee Gartrell to establish her business in Dalwallinu.

Dalwallinu Discovery Centre has no storage capacity. Dalwallinu Squash Court foyer can be utilised for storage for any small equipment at users own risk. It is also to be noted the cleaning currently costs around \$55 per hour for the Shire, so it is important that this cost is covered through the hire fees, or the hirer is responsible for the cleaning.



PROCEDURAL MOTION 10423

Moved Cr SC Carter

Seconded Cr DS Cream

That the meeting suspend standing orders at 5.12pm.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms

Against: Nil

PROCEDURAL MOTION 10424

Moved Cr SC Carter

Seconded Cr DS Cream

That the meeting resume standing orders at 5.15pm.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms

Against: Nil

ALTERNATIVE MOTION 10425

Moved Cr MM Harms

Seconded Cr S Dawson

That Council direct the Chief Executive Officer to advise Ashlee Gartrell:

1. That the use of the squash courts is available for \$2.50 per 25 minutes and that Shire Administration Staff will advertise any regular classes held at the Dalwallinu Squash Courts to ensure the risk of duplicate users is minimised;
2. Should the applicant not choose the use of the Squash Courts, then a concession in fees of 30% for the use of the Dalwallinu Discovery Centre Community Room is granted for the purpose of establishing fitness classes in Dalwallinu, on the proviso that the space is cleaned after each use, to the satisfaction of the Chief Executive Officer;
3. That the concession for the hire of the Dalwallinu Discovery Centre Community Room will expire on 31 December 2025 and no further concession will be granted.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms

Against: Nil

Reason:

Council felt the officer recommendation did not include the use of the squash courts as a first option.



From: [ashlee.gartrell](#)
To: [Hanna Jolly](#)
Subject: Re: I-COR-28707 - Fitness Classes
Date: Tuesday, 17 June 2025 10:47:22 AM
Attachments: [image001.jpg](#)

Hi Hannah,

Sure thing.

A discounted cost on the Mirror room weekly on Wednesdays. Possible storage space if accessible.

On Tue, 17 Jun 2025 at 10:21 AM, Hanna Jolly <mcs@dalwallinu.wa.gov.au> wrote:

Hi Ashlee,
Thank you for your phone call yesterday. I know we spoke about this over the phone but in order for me to attach your request to the council item, could I please get you to confirm, in writing, what are you looking to hire at a discount rate.

- Facility – Frequency and times required (For example DDC Mirror room once a week, full day)
- Storage requirements (if any)

Thank you

Hanna Jolly
Manager Corporate Services
P: (08) 9661 0500
M: 0407 084 318

From: Hanna Jolly
Sent: Monday, 16 June 2025 9:14 AM
To: ashlee.gartrell <ashleegartrell@gmail.com>
Subject: FW: I-COR-28707 - Fitness Classes

Hi Ashlee,
I hope you received my email on 3 June regarding the venue options and details regarding the squash courts.

Can I please clarify your request below – are you looking to hire the squash court building exclusively on Wednesdays and possibly enter into lease agreement? Or are you thinking of utilising the token system (\$2.50 per token gives you light and fan for approximately 25min for 1 court)?

I will possibly need to write a report to council regarding this and just trying to work out exactly what the hire is for.

Please feel free to give me a call to discuss. Thanks

Thank you

Hanna Jolly
Manager Corporate Services
P: (08) 9661 0500
M: 0407 084 818

From: Jean Knight <ceo@dalwallinu.wa.gov.au>
Sent: Monday, 16 June 2025 7:17 AM
To: Hanna Jolly <mcs@dalwallinu.wa.gov.au>
Subject: FW: I-COR-28707 - Fitness Classes

From: ashlee gartrell <ashleegartrell@gmail.com>
Sent: Saturday, 14 June 2025 10:32 AM
To: Jean Knight <ceo@dalwallinu.wa.gov.au>
Cc: Cr Keith Carter <crkcarter@dalwallinu.wa.gov.au>; Cr Steven Carter <crscarter@dalwallinu.wa.gov.au>; Cr Jemma Counsel <crjcounsel@dalwallinu.wa.gov.au>; Cr Diane Cream <crdcream@dalwallinu.wa.gov.au>; Cr Jimwell Cruz <crjacruz@dalwallinu.wa.gov.au>; Cr Shannon Dawson <crsdawson@dalwallinu.wa.gov.au>; Cr Melissa Harms <crmharms@dalwallinu.wa.gov.au>
Subject: I-COR-28707 - Fitness Classes

To CEO and the Shire Council,

I am writing to formally request assistance with providing a venue to start up fitness classes in Dalwallinu.

Currently, there appears to be a gap in fitness and exercise opportunities in the community, particularly for older adults. My classes aim to address this gap by catering to all fitness levels and age groups, with a focus on promoting general wellbeing, strength, and mobility.

I have had a lot of interest in the classes from a range of different people in the community so I am hoping to get the classes up and running as soon as possible with your help in finding the best venue at an affordable weekly price.

If possible I would like to please have access to rent out the squash court on Wednesdays. This area provides a safe and central location that is well-suited for this purpose. I will ensure all classes are conducted with appropriate insurance coverage and all necessary safety measures in place.

If this is not possible could you please consider a discount to one of the other rooms that would suit my service.

I am hoping to do weekly classes on wednesdays, including a lower mobility chair class for the mature aged and a couple classes for the rest of the community. So I am happy to rent a room out for a day.

Thank you for considering my request. I look forward to the opportunity to support the health and wellbeing of our community.

Kind regards,

Ashlee Gartrell

0498 778 887

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 Review of the Shire of Dalwallinu Communication Plan*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	CR/8 – Community Consultation
Previous Meeting Reference	OCM – 27 June 2023 (M10102)
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Shire of Dalwallinu Communication Plan

Purpose of Report

Council is requested to endorse the reviewed Shire of Dalwallinu Communication Plan as attached to this report.

Background

In line with the Shire of Dalwallinu Council Plan, the Communication Plan is to be reviewed bi-annually.

The use of an endorsed Communication Plan, with guidelines and templates for use by Shire staff, ensures that the style and manner of Shire communication will be consistent. Consistent communication is more effective and presents a more professional organisation.

Consultation

Nil

Legislative Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

General Function Implications

Nil

Strategic Implications

In the Shire of Dalwallinu Council Plan 2025-2035:

Governance

Outcome 12 – A well informed and engaged community

Action 12.1.1 – Review Communication Plan and Community Engagement Plan (bi-annually)

Site Inspection

Site inspection undertaken: Nil



Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The Shire of Dalwallinu Communication Plan ensures that the Shire Administration provides professional consistent communication with the community and external stakeholders. The plan is reviewed every two (2) years. The plan was last reviewed in June 2023.

The plan established processes and templates for communications which will assist the community in being confident that it is kept informed.

This document has been reviewed by the Chief Executive Officer and no changes were effected to the Communication Plan.

Officer Recommendation/Council Resolution

MOTION 10426

Moved Cr MM Harms
Seconded Cr SC Carter

That Council endorse the reviewed Shire of Dalwallinu Communication Plan.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil





Communication Plan

Reviewed June 2025

Shire of Dalwallinu

58 Johnston Street

(PO Box 141)

DALWALLINU WA 6609

Telephone: 08 9661 0500

Email: shire@dalwallinu.wa.gov.auWebsite: www.dalwallinu.wa.gov.au

Contact: Chief Executive Officer

Document Control

Version	Approved By – Name	Title / Resolution	Date
1.0	Council, at their Ordinary Meeting	Resolution #8849	27 June 2017
2.0	Council, at their Ordinary Meeting	Resolution #9386	25 June 2019
3.0	Council, at their Ordinary Meeting	Resolution #9762	24 August 2021
4.0	Council, at their Ordinary Meeting	Resolution #10102	27 June 2023
5.0	Council, at their Ordinary Meeting	Resolution #	24 June 2025

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Purpose of the Communication Plan

To guide internal and external stakeholders (see target audience below) on the style and manner in which the Shire will disseminate information.

What Is Communication

com·mu·ni·ca·tion (www.google.com.au)

1. The imparting or exchanging of information or news.
2. A letter or message containing such information or news.

Target Audience

Internal

Councillors – seven (7) elected members of Council: to enable informed decision making.

Staff – all employees, volunteers and contractors: to build a competent and confident team.

External

Dalwallinu Community – people living in the Shire of Dalwallinu; to answer enquiries and disseminate information regarding the Shire, including but not limited to, events, issues, plans, projects and services.

Community Organisations – local community groups, sports clubs, churches etc; to build a positive relationship, offer support for activities and access to Shire facilities.

Local Businesses – established businesses including farming and light industrial businesses throughout the Shire: to answer enquiries and disseminate information regarding the Shire, especially future plans, business promotion opportunities and events.

Local Media – Totally Locally, Kalannie Kapers; to update readers on what is happening in the Shire of Dalwallinu.

Ministers and Politicians – State and Federal politicians and ministers; local State government representatives: to build a positive relationship, so they are aware of the Shire's needs and celebrate the Shire's achievements.

Neighbouring Residents – people living in Moora, Wongan Hills, Coorow, Perenjori, Koorda and Mount Marshall; to answer enquiries and disseminate information regarding the Shire as required.

Service Providers (to the Shire) – to create a supportive business relationship.

Visitors – tourists and people who drive through the Shire; to answer enquiries and disseminate information regarding the Shire, especially regarding events, facilities and opportunities. This includes the attraction of visitors to our Shire.

Record Keeping

It is noted that there is a requirement for all Local Government information to be recorded. This aspect of communication is covered through the Shire of Dalwallinu Record Keeping Plan 2025. This plan is reviewed every five years.

Communication Channels (Current)				
Medium	Description	Frequency	Internal	External
Community Engagement	As per the Shire of Dalwallinu Community Engagement Plan 2025	As required	X	X
Council Information Bulletin	Update on events, issues, plans, projects and service initiatives, both local and regional	Monthly	X	
Documents and Reports	Significant documents such as; Council Plan, Annual Report, Annual Budget along with monthly reports to Council	As required	X	X
Electronic Noticeboard	LED noticeboard in Johnston Street	As required		X
Email / Mail	As per individual Officer	As required	X	X
Facebook: Dalwallinu Shire	To share information with the community	Regularly, as required		X
Interviews: Shire President and CEO	About upcoming events, issues, plans, projects and service initiatives	Upon request	X	X
Local Media	Advertise in Totally Locally & Kalannie Kapers	As required		X
Mail outs	Rates information brochure	Annual		X
	As set out by Local Law / legislation	As required		
Media Releases	To share events, issues, plans, projects and services.	As required	X	X
Notice Board/s	Shire Office & Library	As required		X
Public Events	As advertised	As required	X	X
Public Notices	As per statutory requirements	As required	X	X
Shire Bulletin	Shire news/advertising	Monthly	X	X
Shire Information Packs	For new residents	As required		X
Signage	Shire and locality welcome signs, street signs, building signs, informational signs	Where required		X
Signage - Highway	Business signage situated on the highway	Biennially		X
SMS Messaging	Harvest Ban and Fire Weather information	As required		X
Staff /Toolbox Meetings	Held following Council meetings	Monthly	X	
Surveys	To receive input from the Community on various matters	As required		X
Telephone	For receiving and answering queries	As required	X	X
Website	www.dalwallinu.wa.gov.au , information on Shire events, issues, plans, projects and services	As required		X

Key Messages		
Objective	Target Audience	Key Message
Improved customer satisfaction	Dalwallinu Community, Service Providers, Local Businesses,	<i>“How can Dalwallinu help you?”</i>
Increased awareness of events, issues, plans, projects and services.	Dalwallinu Community, Local Businesses, Neighbouring Residents, Visitors, Local Media	<i>“There’s more to Dalwallinu than you think”</i>
Image and identity creation “positioning”	Dalwallinu Community, Neighbouring Residents, Visitors, Local Media, Ministers and Politicians, Community Organisations, Regional Development Authority & Wheatbelt Development Commission	<i>“Dalwallinu listens, plans and delivers on strategic and community objectives”</i>
Equip Councillors, Staff and Volunteers	Councillors, Staff, Volunteers	<i>“Our Councillors, Volunteers and Staff are Dalwallinu’s ambassadors”</i>

Communication Action Plan				
Item	Action	Deadline	Officer	Contributors
Communication Plan	Bi-Annual Review.	Aug-25	CEO	Councillors SMT
Council Information Bulletin	Continue: no additional action.	Monthly	EA	SMT Selected Officers
Documents & Reports	Continue: no additional action, noting that we will correspond using clear, concise language that is easily understood.	As required	Various	Various
Email	Maintain/develop an up-to-date email list for; groups (business, community, sporting), media, subscribed individuals, neighbouring Shires.	Ongoing	CDCO/ EA/CSO	Community
Email newsletter	New: Develop mailing list for individuals who would like to receive Shire news directly	Ongoing	EA	Community
Facebook	Continue: Share information more regularly	Ongoing	CEO/EA	Various
Interviews	Continue: Share events, issues, plans, projects and services.	As invited	SP/CEO	Local / state media
Mail outs	Continue: no additional action.	As required	Various	Various
Media Releases	Continue: Share events, issues, plans, projects and services.	As suitable	SP/CEO	Various
Notice Board/s	Continue: Shire: monitor for accuracy.	Monthly	CSO	Community Staff
Public Events	Maintain an Annual Calendar for planning and promotion.	Ongoing	CEO	Councillors SMT Staff Community
	Update and display (website, notice board, DDC...)	Monthly		
Public Notices	Continue: As per statutory requirements	As required	EA CEO	Various

<u>Communication Action Plan</u>				
Item	Action	Deadline	Officer	Contributors
Shire Newsletter	Continue: Shire news/advertising	Monthly	EA	Various
Shire Information Packs	Continue: continually update and review content.	As required	RO	Various
Signage	Continue: Update as funds become available, and as part of relevant projects.	Ongoing	CDCO	SMT
Signage - Highway	Continue: Update every two years as required	Biennially	CDCO	Various
SMS Messaging	Continue: no additional action.	As required	MCS	DFES
Staff/Toolbox Meetings	Continue: no additional action. Encourage input from staff	Monthly	CEO/MWS	Staff
Surveys	Continue: Solicit community input into proposed events, issues, plans, projects and services, through hard copy and online survey tools.	As required	CEO	Executive
Website	Continue: Review site content and accessibility, update site map accordingly.	Ongoing	CEO EA	Community SMT Staff
	Monitor for accuracy, update accordingly.	Ongoing		

<u>Measurement</u>			
Method	Target	Deadline	Officer
Bi-Ennial Review	Monitor that deadlines have been met and update Plan to go forward.	Aug-25	CEO
Community Survey	Monitor Community attitudes and satisfaction on a broad range of issues to assist Council in planning for future development and activities, including customer service and communication activities.	Ongoing	MCS

Style Guide

Corporate Branding

All means by which people can come into contact with the Shire of Dalwallinu need to be uniform, positive and immediately recognisable. These “touch points” include;

- advertising, including informational flyers / brochures / posters;
- conversations with Councillors, Staff and Volunteers;
- logo, wherever displayed;
- packaging;
- services, especially but not limited to customer service;
- signage;
- stationery and
- email signature.

Logo

Please refer to Page 1 of the Style Guide, page 2 of the Guide provides an explanation of the colour choices.

Colour Breakdowns for our Corporate Palette

Please refer to Page 2 of the Style Guide for the RGB colour breakdown.

Stationery and Official Typeface

Please refer to Pages 2 and 3 of the Style Guide. Basically we use 11 point Calibri.

Image Library

- Shire Logo's are located at T:\Community Relations\Logo\SOD Logos.
- Logo's for other organisations are located, and should be saved, at T:\Community Relations\Logo\Other Logos.
- Photo's are located, and should be saved, preferably under an existing folder, at T:\Photos.

Addendum – Style Guide

The Style Guide outlines the use of the Shire logo, the acceptable colour palette, brand use, typography and templates.

STAFF ONLY: Available at T:\Strategies & Plans (Endorsed)\Communication Plan 2017.

Addendum – Customer Service Charter

The Customer Service Charter provides staff with clear standards to aim for.

STAFF ONLY: Available at T:\Strategies & Plans (Endorsed)\Communication Plan 2017.

Addendum - Examples

- Email Signature
- Letter Layout
- Media Release
- Memo
- Works Request Form (PDF)

9.4.2 Review of the Shire of Dalwallinu Community Engagement Plan*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	CR/8 – Community Consultation
Previous Meeting Reference	OCM – 27 June 2023 (M10101)
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Shire of Dalwallinu Community Engagement Plan

Purpose of Report

Council is requested to endorse the reviewed Shire of Dalwallinu Community Engagement Plan as attached to this report.

Background

In line with the Shire of Dalwallinu Council Plan, the Community Engagement Plan is to be reviewed bi-annually.

The use of an endorsed Community Engagement Plan, with guidelines and checklists for use by Shire staff, ensures that the community is informed, consulted, involved and/or collaborated with during the decision making process in relation to Council and Shire services, events, strategic plans, issues and projects. These may be proposed new or alterations to existing services, events, strategic plans, issues and projects.

Consultation

Nil

Legislative Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

General Function Implications

Nil

Strategic Implications

In the Shire of Dalwallinu Council Plan 2025-2035:

Governance

Outcome 12 – A well informed and engaged community

Action 12.1.1 – Review Communication Plan and Community Engagement Plan (bi-annually)



Site Inspection

Site inspection undertaken: Nil

Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The Shire of Dalwallinu Community Engagement Plan ensures that Council has the opportunity to consider input from a wide range of community members and key stakeholders before making decisions. Community members will always be informed and given the opportunity to contribute to the planning/development process. This plan is reviewed every two (2) years. An amendment to the Plan was endorsed by Council in December 2024. To keep in line with the timing of the review of the Communication Plan, a review is now due.

The plan establishes a standard process for community engagement thereby ensuring that inclusive and efficient consultation is undertaken at all times. The community will be confident that it is kept informed of decisions emanating from community engagement and will become familiar with the methods/processes engaged.

Officer Recommendation/Council Resolution

MOTION 10427

Moved Cr DS Cream
Seconded Cr SC Carter

That Council endorse the reviewed Shire of Dalwallinu Community Engagement Plan.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil





Community Engagement Plan

Reviewed June 2025

Shire of Dalwallinu Community Engagement Plan 2025

Shire of Dalwallinu

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(PO Box 141)

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Document Control

Version	Approved By – Name	Title / Resolution	Date
1.0	Council, at their Ordinary Meeting	Resolution #8850	27 June 2017
2.0	Council, at their Ordinary Meeting	Resolution #9387	25 June 2019
3.0	Council, at their Ordinary Meeting	Resolution #9763	24 August 2021
4.0	Council, at their Ordinary Meeting	Resolution #10101	27 June 2023
5.0	Council, at their Ordinary Meeting	Resolution #	24 June 2025

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Introduction

This Community Engagement Plan has been developed as identified in the Shire of Dalwallinu Council Plan 2025-2035.

Community is made up of the people who live, work, visit or invest in the Shire of Dalwallinu Local Government Area. Community Engagement is the process through which the Community and Stakeholders are informed about and/or invited to contribute to proposals relating to Shire events, issues, plans, projects and services.

Purpose

A Community Engagement Plan will:

- Establish a standard process for community engagement;
- Ensure that the process is implemented by Shire staff and external consultants;
- Ensure that inclusive and efficient consultation is undertaken at all times;
- Ensure that the Community is kept informed of decisions;

A Community Engagement Plan will ensure that:

- Community members are given the opportunity to contribute to processes (if and when practical and relevant);
- Council has the opportunity to consider Community input before making decisions (if and when practical and relevant);
- Feedback is received from its diverse communities and stakeholders including the specific interest of its Aboriginal people (if and when practical and relevant);
- Other local governments are consulted if and when practical and relevant.

Following the principles of the *International Association for Public Participation Australasia (IAP2) Public Participation Spectrum* the Plan contains four key strategies:

1. Inform
2. Consult
3. Involve
4. Collaborate

Each strategy has a specific goal, a commitment to the Community and a set of methodologies.

Scope

This Community Engagement Plan relates to many activities undertaken by the Shire with the exception of notifications in relation to statutory notifications. Where legislative requirements exist which address specific information / consultation processes, the legislative requirements take precedence.

Benefits

There are a number of benefits from having a Community Engagement Plan, including:

- Commits the Shire and Council to being open and accountable;
- Assists the Shire and Council to plan services that continue to meet Community needs;
- Enables the Shire and Council to prioritise services and make better use of resources;
- Allows the broadest range of views to be expressed;
- Ensures the maximum amount of information is gathered prior to making decisions;
- Sees the Shire, Council and Community working together to achieve balanced decisions;
- Offers opportunities for the Community to contribute to and influence outcomes which directly affect their lives;

- Ensures an open and familiar process which becomes easier for Community members to participate in;
- Facilitates and promotes participation with Aboriginal people in the Shire's decision making processes (where reasonable and practical to do so).

Please note: *The Community is consulted about a wide variety of issues by a range of people in many ways. The Shire recognises this and so as not to over consult (we hear you – “we have already told you what we want, why are you asking us again?”) we may use existing timely research and findings of other consultations that the Shire or other agencies have recently conducted.*

Community Engagement Strategy 1: Inform

Information dissemination is the primary form of community engagement. In order to be able to actively engage in the Shire's decision making processes, the Community requires information in a variety of ways.

Goal

To provide the Community with appropriate information regarding Shire events, issues, plans, projects and services to ensure that they understand the problems, alternatives, opportunities and / or solutions.

Commitment to the Community

"We will keep you informed, ensuring that information is accessible, relevant and easy to understand"

Methodology: How

By ensuring that up-to-date information is available on the Shire's processes, meeting agendas / minutes, services, projects and on how residents may feed back any issues, concerns and suggestions for service improvements. All information must be in a form that is accessible to all groups in the Community ie. people with disabilities, people with computer literacy difficulties, young people, the aged and, people from diverse cultural backgrounds.

The four main channels of communication for the Shire of Dalwallinu will be;

- **Advertising – Shire Newsletter** – available to subscribed community members, on the Shire Facebook Page and Shire website and available at the Shire Admin Centre and Dalwallinu Discovery Centre and various businesses in the townsite;
- **Email Notification** - to Shire lists, including but not limited to Community Groups, identified Stakeholders and subscribed Community members (through the Shire newsletter);
- **Website** - www.dalwallinu.wa.gov.au, an up-to-date source of information on Shire events, issues, plans, projects and services, including the Shire newsletter;
- **Facebook** – Shire of Dalwallinu, an up-to-date source of information on Shire events, issues, plans, projects and services.

Additional methods could include;

- **Advertising - Newspapers** – where statutory requirements exist, advertisements will be placed in relevant newspapers.
- **Fact Sheets** – for more complex issues, flyers, posters, brochures and reports will be available from Shire facilities, notice boards, the web site or via mail upon request.
- **Media Releases / Interviews** – as major events, issues, plans, projects and service initiatives arise.

For emergency information dissemination only;

- **SMS** - subscribed list.

When

Ongoing, as Shire events, issues, plans, projects and services arise or are scheduled.

Who

Entire Community, noting that Community members need to be aware of the methods used.

Evaluation and Accountability

Through the Shire of Dalwallinu Community Engagement Checklist (*page 10*). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

Community Engagement Strategy 2: Consult

Consultation takes place when feedback is required in relation to:

- The development of new strategies and plans;
- The review and evaluation of existing strategies and plans;
- The planning and development of new services and infrastructure;
- The review and evaluation of existing services and infrastructure;
- Issues which impact on or are of concern to the Community, including:
 - Broad community issues ie. Community Safety;
 - Specific community issues ie. Seniors and Youth; and
 - Area issues ie. traffic management and land use changes.

Goal

To capture Community input on strategic plans, directions, issues, priorities and projects.

Commitment to the Community

“We will listen to you, consider your ideas and keep you informed about the input received, the consideration of this input and the final decision/s reached”

Methodology: How

Community consultation techniques will vary depending on who is being consulted and the nature / complexity of the issue. Available resources will also determine the type of techniques that can be utilised ie. the timeframe, funds and staff available.

In addition to the information techniques, one of the following consultation techniques could be utilised;

- **Information Stalls:** staffed displays at local Agricultural show and other events. The Community can drop in at their convenience to peruse information and have their questions answered by, and/or provide feedback to Shire staff;
- **Public Meetings / Forums** - at various locations / localities, as appropriate;
- **Surveys / Questionnaires:** a series of relevant questions with the collated replies available for consideration and distribution. These may be conducted via mail, email / web or in person, for example venues could include but are not limited to homes / schools / businesses / community meetings to ensure the inclusion of Community members who may not normally be able to participate in community engagement.

When

The Shire and Council will ensure that the Community is consulted on issues which impact on or are of concern to the Community in a timely manner to allow adequate comment to occur and be analysed in order to inform decision making processes.

Who

All Community members who are identified as being directly impacted will be consulted, with the whole community being informed. Stakeholders will vary according to the issue, but could include residents, ratepayers, businesses, volunteers, those who visit or work in the municipality, other service providers/agencies, community groups, other levels of government, peak bodies, etc. It could also include particular groups within the Community, ie. seniors, families, children, youth, different ethnic groups, business people, people with a disability, etc.

Evaluation and Accountability

Through the Shire of Dalwallinu Community Engagement Checklist (page 10). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

Community Engagement Strategy 3: Involve

Involvement enables the Community to provide ongoing and in-depth input into community planning and into the development of solutions that are best able to meet Community needs. It enables the Community to have substantial input into the development of services.

Goal

To work on an ongoing basis with the Community to ensure that ideas, concerns and aspirations are listened to and understood and that Community knowledge is harnessed for the benefit of all.

Commitment to the Community

“We will work with you on an ongoing basis to ensure that your ideas, concerns and aspirations are considered, we will provide feedback on Shire decisions”

Methodology: How

Community involvement techniques will vary depending on who is being involved and the nature / complexity of the issue. Available resources will also determine the type of techniques that can be utilised ie. the timeframe, funds and staff available.

In addition to the information and consultation techniques one of the following involvement techniques could be utilised;

- **Focus Groups:** open by invitation to specific groups with relevant experience/involvement with the issue/project;
- **Referendum / Community Ballots:** a single question is posed, with the option to vote “YES” or “NO”, with a clear explanation of the outcomes pertaining to each selection;
- **Workshops:** open to the Community with the aim of briefing interested Community members and receiving their feedback.

When

The Shire will ensure that the Community is involved on issues which impact on and / or are of concern to the Community or to any group within the Community in a timely manner to allow adequate involvement to occur and be analysed in order to inform decision making processes.

Who

Community members who are impacted will be invited to be involved. Stakeholders will vary according to the issue, but could include residents, ratepayers, businesses, volunteers, those who visit or work in the area, other service providers/agencies, community groups, other levels of government, peak bodies, etc. It could also include particular groups within the Community, ie. seniors, families, children, youth, different ethnic groups, business people, people with a disability, etc.

Evaluation and Accountability

Through the Shire of Dalwallinu Community Engagement Checklist (page 10). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

Community Engagement Strategy 4: Collaborate

Collaboration enables Council to partner with the Community to ensure that each aspect of the decision making process is worked on together.

Goal

To work as partners to gain higher quality and more specialist input into the Shire's planning and decision making processes.

Commitment to the Community

"We will partner with you to receive your advice and innovation, we will consider then incorporate your recommendations into the decisions made wherever feasible"

Methodology: How

Community collaboration techniques will vary depending on who is being collaborated with and the nature / complexity of the issue. Available resources will also determine the type of techniques that can be utilised ie. the timeframe, funds and staff available.

In addition to the information, consultation and involvement techniques one of the following collaboration techniques could be utilised;

- **Council Committees:** established by Council and include:
 - Audit Committee
- **Council Advisory Committees:** established by Council and include:
 - Bush Fire Advisory Committee
 - Local Emergency Management Committee
 - Equal Opportunity Consultative Committee
- **Working Groups:** established by the Shire with a particular focus. The composition of a Working Group would be determined by the Shire together with specific terms of reference and reporting mechanisms. The Group would cease to function once their work is completed.

When

The Shire will collaborate with the Community whenever an event, issue, plan, project or service which will impact on the Community arises that is suitable to be collaborated upon in a timely manner.

Who

All community members are encouraged to become involved.

Evaluation and Accountability

Through the Shire of Dalwallinu Community Engagement Checklist (page 10). The use of this Checklist (and/or statutory / departmental checklists / templates) will be monitored on an ongoing basis by an allocated member of staff.

Levels of Engagement

The level of engagement undertaken will relate to the extent of community impact or interest associated with the proposed Shire events, issues, plans, projects and services.

Level 0 – No Engagement: no specific action is required when:

- No impact on the Community or locality is likely; or
- Consultation is precluded under relevant legislation; or
- Consultation has previously occurred.

Level 1 – Inform: this level of engagement will be utilised where:

- Community members are not likely to be detrimentally impacted by the proposed event, issue, plan, project or service; or
- Statutory requirements for notification exist;
- Consultation has previously occurred and minor modifications to address previous concerns raised are proposed; or
- In cases of emergency situations.

This level of engagement will raise awareness about the proposed event, issue, plan, project or service, establish communication links with the Community, encourage active participation and build trust and confidence between the Council, the Shire and the Community.

Level 2 – Consult: this level of engagement will be utilised where:

- Community members are likely to be impacted by the proposed event, issue, plan, project or service; or
- Statutory requirements for consultation exist.

In addition to Level 1 this level of engagement will collect views, opinions and ideas and foster community pride.

Level 3 – Involve: this level of engagement will be utilised where:

- Community members are likely to be majorly / detrimentally impacted by the proposed event, issue, plan, project or service; or
- Statutory requirements for involvement exist.

In addition to Levels 1 and 2 this level of engagement will encourage active participation and foster community support.

Level 4 – Collaborate: this level of engagement will be utilised where:

- There is the opportunity for collaboration.

In addition to Levels 1, 2 and 3 this level of engagement will make the Community partners and foster community ownership.

Acknowledgement of Feedback

General feedback will be summarised as part of the evaluation process.

Where written submissions are called for, the submitter will receive acknowledgement of their submission and advice as to when all submissions will be considered. All submissions received will be summarised and when a decision has been made the submission summary will be made available directly to all submitters and via the previously detailed communication channels to the Community.

Guideline to Proposed Levels of Engagement

CORPORATE SERVICES		
Annual Electors Meeting	2	
Asset Management Planning	2	
Burning Restrictions and Harvest Bans	1	*~
Council Plan (incorporating Strategic Community Plan & Corporate Business Plan)	1	
Council Meetings – Ordinary	1	*
Council Meetings – Committee’s of Council	1	*
Council Meetings – Special Meetings	1	*
Events – to attend	1	
Events – to participate in / with	4	
Firebreak Notification	1	
Grant Opportunities	1	
Long Term Financial Planning	1	
Rates - new structure or format	2	*
Shire Newsletter	1	
Shire service provision changes (<i>ie library opening times</i>)	1	
DEVELOPMENT SERVICES		
Building Applications (<i>engagement is during planning process</i>)	1	*
Development Plans and Structure Plans		*
Food Business Education and Training		*^
Local Planning Scheme Review		*
Local Law Development		*
Planning Application (including demolition of a building)		*^
Planning Application (including demolition) <i>building is on the Municipal Inventory</i>		*#
Planning Application (including demolition) <i>building is on the State Heritage List</i>		*#
Planning Application for a Building Envelope Variation		*
Planning Application for a Setback Variation		*
Planning Application for Development - A uses, not in zoning table		*
Planning Application for Development - D uses		*
Planning Application for Development - P or X uses		*
Scheme Amendment		*
Subdivision Referrals		*
Swimming Pool Inspections - 4 year, statutory		*^
TECHNICAL SERVICES		
Footpath - Construction	1	*^
Forward Infrastructure Management Programs		*
Road – Maintenance / Upgrading		*^
Road Closure – Festivals and Events		*^
Road Closure – Permanent		*
Road Closure – Temporary		*
Street Tree - Removal / Planting		*^

* Consultation Procedures are already set out by Local Law, existing legislation (Local Government Act 1995, Land Administration Act, Town Planning Scheme, Residential Planning Codes, Road Traffic Code, etc).

Includes consultation with a Heritage Advisor or the State Heritage Council

^ Mailed letter to affected resident/s, ratepayer/s, business/es and / or group/s

~ Subscribed emergency list

Community Engagement Plan Checklist

Project Name			
Purpose:			
Timeline:	Start Date:		Outcomes By:
Stakeholders to be considered. <i>Please highlight those to be targeted during engagement.</i>	Businesses	Residents (all / targeted)	
	Children (School / Playgroup)	Seniors	
	Community Groups	Service Providers	
	People with a Disability	Unemployed	
	Environmental	Visitors	
	Families	Volunteers	
	Govt. Bodies	Workers	
	Indigenous	Youth	
	Neighbouring Shires	Other	
	Ratepayers (all / targeted)	Other	
Staff to be notified:	CEO / ESO	Councillors	
	Finance & Administration Services	Consultant/s	
	Regulation & Development Services	SPMO	
	Technical Services (Works)	Other	
Community Engagement Plan			
Methods	Responsible	Date Due	Complete / Attached
1.1 Shire Bulletin			
1.2 Email Notification ~			
1.3 Website			
1.4 Facebook			
1.4 Advert - Newspaper			
1.5 Fact Sheet			
1.6 Media Rel./Interview			
2.1 Information Stalls			
2.2 Public Meeting/Forum			
2.3 Survey/Questionnaire			
3.1 Focus Group			
3.2 Referendum/Ballot			
3.3 Workshop			
4.1 Council Committee			
4.2 Working Group			
* Statutory Consultation			
# Heritage Consultation			
^ Mailout (note: timeliness)			
~ Subscribed email list			
Evaluation			
Summary of...	Date Due	Complete / Attached	
Feedback / Results / Outcomes / Recommendations			

Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
Shire Bulletin			
Email Notification			
Website			
Facebook			
Other			

9.4.3 Western Australian Local Government Association – Annual Convention 2025

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	GR/4 – Government Relations
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to authorise attendance to the 2025 Western Australian Local Government (WALGA) Convention and appoint delegates and proxy's to vote at the 2025 WALGA Annual General Meeting.

Background

Each year WALGA hosts their annual convention. This is an opportunity for Councillors to attend various professional development sessions and network amongst fellow Councillors.

The Annual Local Government Convention will be held at Perth Convention and Exhibition Centre from Monday 22 September to Wednesday 24 September 2025. The theme for this year is 'Lean into Legacy'.

Consultation

Councillors

Legislative Implications

Nil

Policy Implications

Local

Council Policy – 1.7 Members Conference/Course Attendance and Partners Expenses

Financial Implications

A budget allocation will be included in the 2025-2026 budget.

General Function Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Nil



Sustainability & Climate Change Implications

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) is to be held at 2:15pm, Tuesday 23 September 2025 at the Perth Convention and Exhibition Centre.

Delegates will need to be appointed to vote on motions put forward for consideration at the AGM.

The program has not yet been finalised but will be distributed to Councillors as soon as it is received. Authorisation of attendance will enable the Chief Executive Officer to register attendees and arrange accommodation.

Officer Recommendation/Council Resolution

MOTION 10428

Moved Cr MM Harms
Seconded Cr DS Cream

That Council:

1. Appoint Cr KL Carter and Cr SC Carter as the Shire of Dalwallinu Delegates for the WALGA Annual General Meeting to be held on Tuesday 23 September 2025;
2. Appoint Chief Executive Officer, Jean Knight as the Shire of Dalwallinu Proxy Delegate for the WALGA Annual General Meeting to be held on Tuesday 23 September 2025;
3. Authorise Cr KL Carter, Cr SC Carter, Cr JL Counsel, Cr DS Cream and Chief Executive Officer Jean Knight to attend the Local Government Convention from Monday 22 September 2025 to Wednesday 24 September 2025;
4. Meets the costs of registration, accommodation and incidentals for all delegates, Chief Executive Officer and Partners.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil



10 APPLICATIONS FOR LEAVE OF ABSENCE

MOTION 10429

Moved Cr MM Harms
Seconded Cr S Dawson

That the application for Leave of Absence from 01 July 2025 to 31 July 2025 for Cr DS Cream to the Ordinary Meetings of Council to be held between 01 July 2025 to 31 July 2025 be approved.

CARRIED 5/0

For: President KL Carter, Deputy President SC Carter, Cr DS Cream, Cr S Dawson,
 Cr MM Harms

Against: Nil

11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE (INTRODUCED BY DECISION OF THE MEETING)

Nil



14 MEETING CLOSED TO THE PUBLIC – CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT, 1995, SECTION 5.23(2)

PROCEDURAL MOTION 10430

Moved Cr MM Harms

Seconded Cr S Dawson

That Council moves into a confidential session at 5.21pm as per *Local Government Act 1995*, Section 5.23(2)(b)(c)(e)

- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and

to discuss:

14.1 Offer to lease Unit 3,18 Huggett Drive, Dalwallinu*

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms

Against: Nil



14.1 Offer to lease Unit 3,18 Huggett Drive, Dalwallinu*

Report Date	24 June 2025
Applicant	Shire of Dalwallinu
File Ref	A6237
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Offer from P&J Transport

Purpose of Report

Council is requested to consider an expression of interest received for the lease of Unit 3, 18 Huggett Drive, Dalwallinu.

Officer Recommendation/Council Resolution

MOTION 10431

Moved Cr SC Carter
Seconded Cr DS Cream

That Council:

1. Declares that it believes that the valuation for Unit 3, 18 Huggett Drive of \$14,350 (ex GST per annum) undertaken by Independent Valuers WA in February 2017 is a true indication of the value of the proposed disposition;
2. Authorises the Chief Executive Officer to advertise the proposed disposition of Unit 3, 18 Huggett Drive, Dalwallinu to P&J Transport for the amount of \$909.09 (ex GST) per month for a three (3) year period;
3. Subject to not receiving any submissions, accept the offer from P&J Transport of \$909.09 (ex GST) per month for a three year period with the following conditions:
 - a) Lease of \$909.09 (ex GST) per month and payable in advance
 - b) Break lease fee of no more than three (3) month's rent;
 - c) All utilities plus contents insurance (if required) to be paid by the lessee;
 - d) Waste Collection fee to be paid by the lessee;
4. Authorise the Chief Executive Officer to finalise the disposal of Unit 3, 18 Huggett Drive, Dalwallinu as per the requirements of the *Local Government Act 1996, section 3.58*;
5. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the lease for Unit 3, 18 Huggett Drive, Dalwallinu.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil



PROCEDURAL MOTION 10432

Moved Cr MM Harms
Seconded Cr S Dawson

That the meeting come from behind closed doors at 5.22pm.

CARRIED 5/0

For: President KL Carter, Deputy SC Carter, Cr DS Cream, Cr S Dawson, Cr MM Harms
Against: Nil

15 SCHEDULING OF MEETING

The next Ordinary Meeting of Council will be held on 22 July 2025 at the Shire of Dalwallinu Council Chambers, Dalwallinu commencing at 5.00pm.

16 CLOSURE

There being no further business, the Chairperson closed the meeting at 5.23pm.

17 CERTIFICATION

I, Keith Leslie Carter, certify that the minutes of the Ordinary Council meeting held on the 24 June 2025, as shown on page numbers 1 to 215 were confirmed as a true record at the meeting held on 22 July 2025.


CHAIRPERSON

22. 7. 2025
DATE

