



Ordinary Council Meeting

Attachments

Tuesday, 28 April 2020 at 3.30pm

ATTACHMENTS		
9.3	CORPORATE SERVICES	Page No
9.3.1	Accounts for Payment – March 2020	1
9.3.2	Monthly Financial Statements – March 2020	27
9.3.3	Local Emergency Management Arrangements	58

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10508	11/03/2020	DALWALLINU MEDICAL CENTRE	Pre placement medical for Cate Cail	1		385.00
INV 8707	30/01/2020	DALWALLINU MEDICAL CENTRE	Pre placement medical for Cate Cail		192.50	
INV 9064	20/02/2020	DALWALLINU MEDICAL CENTRE	Pre Placement Medical for Jazzmin Maunick 20 Feb 2020		192.50	
EFT10509	11/03/2020	West Coast Media/West Coast On Hold	Monthly On Hold Message - March 2020	1		69.00
INV INV1251	04/03/2020	West Coast Media/West Coast On Hold	Monthly On Hold Message - March 2020		69.00	
EFT10510	11/03/2020	ANGELLA ROSEMARY DAVEY	Reimbursement for Police Clearance required to attend DOT training	1		55.10
INV REIMB	03/03/2020	ANGELLA ROSEMARY DAVEY	Reimbursement for Police Clearance required to attend DOT training		55.10	
EFT10511	11/03/2020	JASON SIGNMAKERS	Custom st blades, Dalwallinu, Kalannie, Buntine, Pithara	1		1,356.36
INV 205508	10/02/2020	JASON SIGNMAKERS	Highway Signs- 24/7 gym signs		459.84	
INV 205838	20/02/2020	JASON SIGNMAKERS	Custom st blades, Dalwallinu, Kalannie, Buntine, Pithara		785.38	
INV 206520	09/03/2020	JASON SIGNMAKERS	1x BI-DIRECTIONAL CHEVRON, 1600 x 400 1.6mm ALUM WITH STRUTS CLASS 1, , 4x STAINLESS STEEL BRKT W/- BOLT NUT & WSHR, 102mm OD STAINLESS STEEL		111.14	
EFT10512	11/03/2020	WATER CORPORATION	Water Use Charges from 3/1 to 4/3	1		19,131.11
INV 9007827204	03/2020	WATER CORPORATION	Water Use Charges from 2/1 to 3/3		181.79	
INV 9007957004	03/2020	WATER CORPORATION	Water Use Charges from 2/1 to 3/3, Water Service Charges from 1/3 to 30/4		206.35	
INV 9007957105	03/2020	WATER CORPORATION	Water Use Charges from 3/1 to 4/3		259.70	
INV 9007825705	03/2020	WATER CORPORATION	Water Use Charges from 3/1 to 4/3		38.96	
INV 9007825805	03/2020	WATER CORPORATION	Water Service Charges from 1/3 to 30/4		44.06	
INV 9007825805	03/2020	WATER CORPORATION	Water Use Charges from 3/1 to 4/3, Water Service Charges from 1/3 to 30/4		63.53	
INV 9007956605	03/2020	WATER CORPORATION	Water Use Charges from 3/1 to 4/3		5.19	
INV 9007868405	03/2020	WATER CORPORATION	Water Use Charges from 3/1 to 4/3, Water Service Charges from 1/3 to 30/4		125.85	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9010747505/03/2020		WATER CORPORATION	Water Use Charges from 3/1 to 4/3, Water Service Charges from 1/3 to 30/4		4,718.52	
INV 9007825805/03/2020		WATER CORPORATION	Water Use Charges - 2 Dowie Street - 3/1 to 4/3, Water Use Charges - 4 Dowie Street - 3/1 to 4/3, Water Use Charges - 10 Roberts Rd - 3/1 to 4/3, Water Use Charges - Caravan Park & Residence - 3/1 to 4/3		1,508.86	
INV 9019525805/03/2020		WATER CORPORATION	Water Use Charges - Unit 1, 18 Huggett Drive - 3/1 to 4/3, Water Use Charges - Unit 2, 18 Huggett Drive - 3/1 to 4/3, Water Use Charges - Unit 3, 18 Huggett Drive - 3/1 to 4/3, Water Service Charges - Unit 3, 18 Huggett Drive - 1/3 to 30/4, Water Service Charges - Unit 2, 18 Huggett Drive - 1/3 to 30/4, Water Service Charges - Unit 1, 18 Huggett Drive - 1/3 to 30/4		567.62	
INV 9007820306/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3		85.70	
INV 9007824006/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4,		304.50	
INV 9013851506/03/2020		WATER CORPORATION	Water Service Charges from 1/3 to 30/4		44.06	
INV 9013851506/03/2020		WATER CORPORATION	Water Service Charges from 1/3 to 30/4		44.06	
INV 9013851506/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4, Water Service Charges from 1/3 to 30/4		69.64	
INV 9007824306/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Use Charges from 6/1 to 5/3		18.27	
INV 9007824906/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4		539.96	
INV 9007824906/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4		340.89	
INV 9007827306/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Use Charges from 6/1 to 5/3		293.46	
INV 9008646906/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4		124.45	
INV 9008646906/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4		155.51	
INV 9009281906/03/2020		WATER CORPORATION	Water Service Charges from 1/3 to 30/4		44.06	
INV 9009281906/03/2020		WATER CORPORATION	Water Service Charges from 1/3 to 30/4		44.06	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9013897206/03/2020		WATER CORPORATION	Water Service Charges from 1/3 to 30/4		44.06	
INV 9013897206/03/2020		WATER CORPORATION	Water Service Charges from 1/3 to 30/4		44.06	
INV 9014377206/03/2020		WATER CORPORATION	Waster Use Charges from 6/1 to 5/3, Waster Use Charges from 6/1 to 5/3		196.59	
INV 9007825206/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Use Charges from 6/1 to 5/3		2,921.63	
INV 9007824906/03/2020		WATER CORPORATION	Water Use Charegs from 6/1 to 5/3		244.12	
INV 9007824106/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3		327.22	
INV 9007824506/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4		113.84	
INV 9011969306/03/2020		WATER CORPORATION	Water Use Charges from 6/1 to 5/3, Water Service Charges from 1/3 to 30/4		111.66	
INV 9007824306/03/2020		WATER CORPORATION	Water Use Charges - Pioneer House - 6/1 to 5/3, Water Use Charges - Sullivan Lodge - 6/1 to 5/3, Water Use Charges - Wilfred Thomas - 6/1 to 5/3		1,062.17	
INV 9007823806/03/2020		WATER CORPORATION	Water Use Charges - 13 Rayner St - 6/1 to 5/3, Water Use Charges - 15 Rayner St - 6/1 to 5/3, Water Service Charges - 13 Rayner St - 1/3 to 30/4, Water Service Charges - 15 Rayner St - 1/3 to 30/4		208.70	
INV 9007851809/03/2020		WATER CORPORATION	Water Use Charges - Pithara Standpipe - 7/1 to 6/3, Water Service Charges - Pithara Standpipe - 1/3 to 30/4		2,141.35	
INV 9010293909/03/2020		WATER CORPORATION	Water Service Charges - 11A Anderson Way - 1/3 to 30/4		44.06	
INV 9007826109/03/2020		WATER CORPORATION	Water Use Charges - Richardson Park - 7/1 to 6/3		849.22	
INV 9007826909/03/2020		WATER CORPORATION	Water Use Charges - 1 Wasley St - 7/1 to 6/3, Water Service Charges - 1 Wasley St - 1/3 to 30/4		168.19	
INV 9018742209/03/2020		WATER CORPORATION	Water Service Charges - 7 South St - 1/3 to 30/4		44.06	
INV 9018742209/03/2020		WATER CORPORATION	Water Service Charges - 5 South St - 1/3 to 30/4		44.06	
INV 9019937809/03/2020		WATER CORPORATION	Water Use Charegs - 3 South St - 7/1 to 6/3, Water Service Charegs - 3 South St - 1/3 to 30/4		177.93	
INV 9019937709/03/2020		WATER CORPORATION	Water Service Charegs - 1 South St - 1/3 to 30/4		44.06	
INV 9009276009/03/2020		WATER CORPORATION	Water Service Charges - 6 McLevie Way - 1/3 to 30/4		44.06	
INV 9018742209/03/2020		WATER CORPORATION	Water Service Charges - 46 Leahy St - 1/3 to 30/4		44.06	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9018742109/03/2020		WATER CORPORATION	Water Service Charges - 40 Leahy St - 1/3 to 30/4		44.06	
INV 9019937809/03/2020		WATER CORPORATION	Water Service Charges - 38 Leahy St - 1/3 to 30/4		44.06	
INV 9007826909/03/2020		WATER CORPORATION	Water Service Charges - 2 Dungey Rd - 1/3 to 30/4		44.06	
INV 9016574309/03/2020		WATER CORPORATION	Water Use Charges - 6B Cousins Rd - 6/1 to 6/3, Water Service Charges - 6B Cousins Rd - 1/3 to 30/4		80.60	
INV 9016574309/03/2020		WATER CORPORATION	Water Use Charges - 6A Cousins Rd - 6/1 to 6/3, Water Service Charges - 6A Cousins Rd - 1/3 to 30/4		102.52	
INV 9010293909/03/2020		WATER CORPORATION	Water Use Charges - 11B Anderson Way - 7/1 to 6/3, Water Service Charges - 11B Anderson Way - 1/3 to 30/4		111.66	
EFT10513	11/03/2020	WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	Fuel Purchases - 1 Feb 2020 to 30 June 2020	1		3,240.43
INV 1417097129/02/2020		WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	Fuel Purchases - 1 Feb 2020 to 30 June 2020, Fuel Purchases - 1 Feb 2020 to 30 June 2020, Fuel Purchases - 1 Feb 2020 to 30 June 2020, Fuel Purchases - 1 Feb 2020 to 30 June 2020, Fuel Purchases - 1 Feb 2020 to 30 June 2020, Fuel Purchases - 1 Feb 2020 to 30 June 2020		3,240.43	
EFT10514	11/03/2020	AUSTRALIA POST - SHIRE	Australia Post Charges - February 2020	1		243.91
INV 1009379703/03/2020		AUSTRALIA POST - SHIRE	Australia Post Charges - February 2020		243.91	
EFT10515	11/03/2020	KLEENHEAT GAS	LPG Bulk 186.5	1		181.97
INV 871945 29/02/2020		KLEENHEAT GAS	LPG Bulk 186.5		181.97	
EFT10516	11/03/2020	JR & A HERSEY PTY LTD	12 Golfer Hats 60/62/64 CM, 12 Stina Gloves	1		496.45
INV 0004661829/01/2020		JR & A HERSEY PTY LTD	12 Golfer Hats 60/62/64 CM, 12 Stina Gloves		496.45	
EFT10517	11/03/2020	DALWALLINU MOTORS	Fuel for mobile tank 1 February 2020	1		1,900.53
INV 19610	29/02/2020	DALWALLINU MOTORS	Fuel for DL102 February 2020, , Fuel for DL194 February 2020, Fuel for small plants February 2020, Fuel for mobile tank 1 February 2020, Fuel for mobile tank 4 February 2020, Fuel for DL73 February 2020		1,900.53	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10518	11/03/2020	BOC LIMITED	Container Rental for: R020G Industrial Oxygen R040G Acetylene R060F3VIPR Argoshield	1		142.27
INV 5004886529/02/2020		BOC LIMITED	Container Rental for:, R020G Industrial Oxygen, R040G Acetylene, R060F3VIPR Argoshield		142.27	
EFT10519	11/03/2020	AVON WASTE	Domestic waste collections for 1 July 2019 to 30 June 2020	1		15,406.76
INV 0003770529/02/2020		AVON WASTE	Domestic waste collections for 1 July 2019 to 30 June 2020, Commercial waste collections for 1 July 2019 to 30 June 2020, Recycling service collections for 1 July 2019 to 30 June 2020, Additional Monday services for 1 July 2019 to 30 June 2020, Street bin collections for 1 July 2019 to 30 June 2020, Bulk recycling bin collections for 1 July 2019 to 30 June 2020, Processing charges kerbside recycling services for 1 July 2019 to 30 June 2020, Processing charges frontlift recycling services for 1 July 2019 to 30 June 2020		15,406.76	
EFT10520	11/03/2020	TELSTRA	Telephone Charges - SMS Service	1		814.94
INV 7839697023/02/2020		TELSTRA	Telephone Charges - Medical Centre, Telephone Charges - SMS Service		814.94	
EFT10521	11/03/2020	PURCHER INTERNATIONAL	Cap assy eng oil filler for DL 121	1		26.49
INV 530899 27/02/2020		PURCHER INTERNATIONAL	Cap assy eng oil filler for DL 121		26.49	
EFT10522	11/03/2020	SYNERGY	Electricity Usage from 25/1 to 24/2	1		18,983.03
INV 4144813926/02/2020		SYNERGY	Electricity Usage - 18/12 to 4/2		596.79	
INV 2936120526/02/2020		SYNERGY	Electricity Usage - 18/12 to 26/2		166.89	
INV 7975433126/02/2020		SYNERGY	Electricity Usage from - 19/12 to 26/2		169.10	
INV 9667269126/02/2020		SYNERGY	Electricity Usage - 18/12 to 26/2		892.44	
INV 7153362703/03/2020		SYNERGY	Electricity Usage from 25/1 to 24/2		6,137.62	
INV 1152816303/03/2020		SYNERGY	Electricity Usage from 24/12 to 28/2		122.51	
INV 9624456104/03/2020		SYNERGY	Electricity Usage - 31/12 to 28/2		200.30	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 8993485204/03/2020		SYNERGY	Electricity Supply Charge - New Unit		66.13	
INV 3315791104/03/2020		SYNERGY	Electricity charges - New Unit		66.42	
INV 8971045504/03/2020		SYNERGY	Electricity Usage - 31/12 to 3/3 - to be recouped		226.09	
INV 4110597304/03/2020		SYNERGY	Electricity Usage - 31/12 to 3/3		260.98	
INV 2099147004/03/2020		SYNERGY	Electricity Usage - 31/12 to 28/2 - to be recouped		615.11	
INV 2419167504/03/2020		SYNERGY	Electricity Usage - 31/12 to 3/3		345.72	
INV 9624456104/03/2020		SYNERGY	Electricity Usage from 31/12 to 28/2		200.30	
INV 9802545904/03/2020		SYNERGY	Electricity Usage from 31/12 to 3/3		1,314.43	
INV 6177322405/03/2020		SYNERGY	Electricity Usage from 1/1 to 3/3		525.88	
INV 6090247205/03/2020		SYNERGY	Electricity Usage from 1/1 to 28/2		1,146.35	
INV 2647859205/03/2020		SYNERGY	Electricity Usage from 1/1 to 3/3		305.20	
INV 1418041205/03/2020		SYNERGY	Electricity Usage from 31/12 to 3/3		215.17	
INV 5423525405/03/2020		SYNERGY	Electricity Usage from 31/12 to 28/2, Electricity Usage from 31/12 to 28/2, Electricity Usage from 31/12 to 28/2, Electricity Usage from 31/12 to 28/2		468.26	
INV 2556820305/03/2020		SYNERGY	Electricity Usage from 31/12 to 28/2		327.64	
INV 5721914205/03/2020		SYNERGY	Electricity usage from 1/1 to 3/3		321.33	
INV 7359440305/03/2020		SYNERGY	Electricity Usage from 1/1 to 3/3		190.41	
INV 2225199105/03/2020		SYNERGY	Electricity Usage from 1/1 to 3/3, Electricity Usage from 1/1 to 3/3		250.76	
INV 8237364105/03/2020		SYNERGY	Electricity Usage from 1/1 to 3/3, Overdue Notice Fee		963.90	
INV 5605877505/03/2020		SYNERGY	Electricity Usage from 1/1 to 3/3		112.07	
INV 6766569105/03/2020		SYNERGY	Electricity usage from 1/1 to 3/3		112.07	
INV 2000210405/03/2020		SYNERGY	Electricity Charges from 1/1 to 3/3		126.74	
INV 3070673005/03/2020		SYNERGY	Electricity Charged from 1/1 to 28/2		104.95	
INV 9175245905/03/2020		SYNERGY	Electricity Charges from 1/1 to 3/3		112.07	
INV 9463785805/03/2020		SYNERGY	Electricity Charges from 1/1 to 3/3		112.07	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4941567505/03/2020		SYNERGY	Electricity Charges from 1/1 to 3/3		112.07	
INV 1212566706/03/2020		SYNERGY	Electricity Usage from 3/1 to 5/3		902.12	
INV 8740002706/03/2020		SYNERGY	Electricity Charges from 3/1 to 5/3		832.08	
INV 8917180306/03/2020		SYNERGY	Electricity Charges from 7/1 to 4/3		114.53	
INV 3168110706/03/2020		SYNERGY	Electricity Charges from 3/3 to 5/3		112.07	
INV 3166751506/03/2020		SYNERGY	Electricity Charges from 3/1 to 5/3		119.82	
INV 7975433109/03/2020		SYNERGY	Electricity Charges - Nugadng Aerodrome - 18/12 to 4/2		14.64	
EFT10523	11/03/2020	Department Of Fire And Emergency Services	2019/20 ESL Quarter 3 Contribution	1		24,941.43
INV 150253	21/02/2020	Department Of Fire And Emergency Services	2019/20 ESL Quarter 3 Contribution		24,941.43	
EFT10524	11/03/2020	STEWART & HEATON CLOTHING CO PTY LTD	J545-GLD-WABFB	1		6,472.30
INV SIN-316112/02/2020		STEWART & HEATON CLOTHING CO PTY LTD	Jacket AS4824 Gold WABFB @ 41 (sizes attached) J545-GLD-WABFB, Jacket AS4824 Gold WABFB @ 41 (sizes attached), Goggle-Fire, Uvex,9302.342, Gloves S&H Wildland Level 1 - Medium, Gloves S&H Wildland Level 1 - Large, Gloves S&H Wildland Level 1 - XLarge, Gloves S&H Wildland Level 1 - 2XLarge		6,472.30	
EFT10525	11/03/2020	SPORTS SURFACES	Resurface Kalannie Netball Court - Plexipave	1		28,765.00
INV INV-095309/03/2020		SPORTS SURFACES	Resurface Kalannie Netball Court - Plexipave		28,765.00	
EFT10526	11/03/2020	Refuel Australia	Fuel for Shire Depot	1		11,784.50
INV 0142420621/02/2020		Refuel Australia	Fuel for Shire Depot		11,784.50	
EFT10527	11/03/2020	Total Eden Pty Ltd	1 Box of I-25 sprinkler	1		897.60
INV 4100384410/03/2020		Total Eden Pty Ltd	1 Box of I-25 sprinkler		897.60	
EFT10528	11/03/2020	Hitachi Construction Machinery (Australia) Pty Ltd	1x 2640242432 COMBINATION LAMP for DL 9138	1		246.44
INV SI041540 09/03/2020		Hitachi Construction Machinery (Australia) Pty Ltd	1x 2640242432 COMBINATION LAMP for DL 9138		246.44	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10529	11/03/2020	ROWDY'S ELECTRICAL	Unit 3, fire alarm replacement of battery, Unit 1 & 2 please check and replace if needed.	1		535.17
INV 5056	09/02/2020	ROWDY'S ELECTRICAL	Please reset the admin generator to automatic start		110.00	
INV 5113	08/03/2020	ROWDY'S ELECTRICAL	Repairs to hot water system at Unit 2 Mr McCosker.		86.90	
INV 5112	08/03/2020	ROWDY'S ELECTRICAL	Unit 3, fire alarm replacement of battery, Unit 1 & 2 please check and replace if needed.		338.27	
EFT10530	11/03/2020	MESSAGENET PTY LTD	1042 x Fire Notification Messages 6/12/19 & 9-12/19	1		229.24
INV 1166464	31/12/2019	MESSAGENET PTY LTD	1042 x Fire Notification Messages 6/12/19 & 9-12/19		229.24	
EFT10531	11/03/2020	Jacob Anthony Sprigg	Reimbursement of 5 boxes of bullets	1		81.85
INV REIMB	03/03/2020	Jacob Anthony Sprigg	Reimbursement of 5 boxes of bullets		81.85	
EFT10532	11/03/2020	Access 1 Security Systems	replace backup alarm panel battery and reprogrammed	1		1,235.57
INV 37429	21/02/2020	Access 1 Security Systems	replaced backup alarm panel		498.12	
INV 36705	21/02/2020	Access 1 Security Systems	replace backup alarm panel battery and reprogrammed		685.12	
INV 37465	28/02/2020	Access 1 Security Systems	Alarm Monitoring Service - Dalwallinu Medical Centre - 01/07/2019 to 30/06/2020, Alarm Monitoring Service - Shire Depot - 01/07/2019 to 30/06/2020		52.33	
EFT10533	11/03/2020	DALWALLINU PHARMACY	Medication for John Leonard workers compensation Feb 2020	1		103.82
INV 375	01/02/2020	DALWALLINU PHARMACY	Medication for John Leonard workers compensation Feb 2020		103.82	
EFT10534	11/03/2020	Ampac Debt Recovery	Debt recovery costs for February 2020	1		308.00
INV 63317	20/02/2020	Ampac Debt Recovery	Debt recovery costs for Feb 20		55.00	
INV 63449	29/02/2020	Ampac Debt Recovery	Debt recovery costs for February 2020		253.00	
EFT10535	11/03/2020	Jaram Products Pty Ltd	Draw Slider Set x2, Quote #53112	1		638.00
INV 63018/01	09/03/2020	Jaram Products Pty Ltd	Draw Slider Set x2, Quote #53112		638.00	
EFT10536	11/03/2020	Hanks Maintenance And General	General maintenance of Kalannie Parks & Gardens - 1 July 2019 - 30 June 2020	1		4,433.00

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 101	27/02/2020	Hanks Maintenance And General	General maintenance of Kalannie Parks & Gardens - 1 July 2019 - 30 June 2020		1,573.00	
INV 102	04/03/2020	Hanks Maintenance And General	General maintenance of Kalannie Parks & Gardens - 1 July 2019 - 30 June 2020		2,860.00	
EFT10537	11/03/2020	R n R Auto Electrics	Please investigate and remedy air con fault on DL 1207 inv# 5630	1		209.00
INV 5630	03/03/2020	R n R Auto Electrics	Please investigate and remedy air con fault on DL 1207 inv# 5630		209.00	
EFT10538	11/03/2020	Dalwallinu Hardware	Materials for Dalwallinu Hall, Guttering, fascia, assorted materials	1		3,898.57
INV 321901	03/02/2020	Dalwallinu Hardware	Lock x 2		88.50	
INV 321964	04/02/2020	Dalwallinu Hardware	Retic parts		1.80	
INV 321959	04/02/2020	Dalwallinu Hardware	Hat - Harmer		19.99	
INV 322084	05/02/2020	Dalwallinu Hardware	Retic parts		77.00	
INV 322097	05/02/2020	Dalwallinu Hardware	Ezi-Wet Soil Soaker		44.50	
INV 322138	05/02/2020	Dalwallinu Hardware	Concrete and Screws		36.60	
INV 322177	06/02/2020	Dalwallinu Hardware	Maintenance materials for sullivan lodge unit 3		227.80	
INV 322227	06/02/2020	Dalwallinu Hardware	Soil testing kit		20.00	
INV 322246	06/02/2020	Dalwallinu Hardware	Tie Downs for banners		24.80	
INV 322248	06/02/2020	Dalwallinu Hardware	Duck Tape		12.00	
INV 322317	07/02/2020	Dalwallinu Hardware	Toilet Seat		8.90	
INV 322329	07/02/2020	Dalwallinu Hardware	Materials for repairs to Town Hall		40.70	
INV 322316	07/02/2020	Dalwallinu Hardware	Materials to repair damage to Town Hall		71.35	
INV 322674	11/02/2020	Dalwallinu Hardware	Replacement Light Globe		8.90	
INV 322675	11/02/2020	Dalwallinu Hardware	Vacuum Bags		99.00	
INV 322692	11/02/2020	Dalwallinu Hardware	Adhesive Power Grip		9.40	
INV 322793	12/02/2020	Dalwallinu Hardware	Screws and Plugs		7.45	
INV 322799	12/02/2020	Dalwallinu Hardware	Building Materials		10.50	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 322823	12/02/2020	Dalwallinu Hardware	Degreaser and duster		26.20	
INV 322825	12/02/2020	Dalwallinu Hardware	Insect Spray, BBQ Cleaner		33.10	
INV 322847	12/02/2020	Dalwallinu Hardware	Batteries		8.90	
INV 322854	12/02/2020	Dalwallinu Hardware	Globes		9.40	
INV 322856	12/02/2020	Dalwallinu Hardware	Line Trimmer		21.00	
INV 322860	12/02/2020	Dalwallinu Hardware	Materials		62.85	
INV 322862	12/02/2020	Dalwallinu Hardware	Brush with wooden handle		7.90	
INV 322944	13/02/2020	Dalwallinu Hardware	Key Cut		48.65	
INV 322977	13/02/2020	Dalwallinu Hardware	Raid One shot, Sunscreen		43.05	
INV 322894	13/02/2020	Dalwallinu Hardware	Globes, Edge Transition		21.75	
INV 323060	14/02/2020	Dalwallinu Hardware	Silicone		23.00	
INV 323064	14/02/2020	Dalwallinu Hardware	New Padloc for Oval Lighting box		30.00	
INV 323258	17/02/2020	Dalwallinu Hardware	Tools for DL 420, Tools for DL 80		242.00	
INV 323257	17/02/2020	Dalwallinu Hardware	Tools for DL 420, Tools for DL 80		244.55	
INV 323289	17/02/2020	Dalwallinu Hardware	Tools		45.50	
INV 323360	18/02/2020	Dalwallinu Hardware	Liquid Nails, Batteries		16.00	
INV 323392	18/02/2020	Dalwallinu Hardware	Selleys Cover Walls		14.50	
INV 323361	18/02/2020	Dalwallinu Hardware	Batteries for Retic		8.90	
INV 323495	19/02/2020	Dalwallinu Hardware	Painters Roll		7.90	
INV 323651	20/02/2020	Dalwallinu Hardware	Padlock		36.25	
INV 323602	20/02/2020	Dalwallinu Hardware	Paint		68.50	
INV 323641	20/02/2020	Dalwallinu Hardware	Pliers		22.25	
INV 323661	20/02/2020	Dalwallinu Hardware	Selleys Cover Walls		14.50	
INV 323677	21/02/2020	Dalwallinu Hardware	Globe		10.00	
INV 323697	21/02/2020	Dalwallinu Hardware	Straps for Banners		24.80	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 323752	21/02/2020	Dalwallinu Hardware	Chlorine		50.00	
INV 323772	21/02/2020	Dalwallinu Hardware	Actizyme Pellets		30.75	
INV 323694	21/02/2020	Dalwallinu Hardware	Water catch cups		111.90	
INV 323961	24/02/2020	Dalwallinu Hardware	Respirator and Coveralls		47.75	
INV 323975	24/02/2020	Dalwallinu Hardware	Weed Matting, Weed Matting		165.25	
INV 324065	25/02/2020	Dalwallinu Hardware	Chlorine		50.00	
INV 324093	25/02/2020	Dalwallinu Hardware	Wheellie Bin Cleaner		6.95	
INV 324068	25/02/2020	Dalwallinu Hardware	S/S Cleaner, Spade, Rake		89.25	
INV 324143	27/02/2020	Dalwallinu Hardware	Rake & Shovel		59.75	
INV 324192	27/02/2020	Dalwallinu Hardware	Materials for Reapirs to Ceiling/Walls		66.35	
INV 324212	27/02/2020	Dalwallinu Hardware	Toilet seals for out side mens toilets DDC		110.82	
INV 324228	27/02/2020	Dalwallinu Hardware	Chlorine 10kg		50.00	
INV 324300	28/02/2020	Dalwallinu Hardware	Supa Ceil		25.95	
INV 324302	28/02/2020	Dalwallinu Hardware	Stanley Knife		11.00	
INV 324305	28/02/2020	Dalwallinu Hardware	Bin Bags		23.40	
INV 324345	28/02/2020	Dalwallinu Hardware	Batteries for Retic		8.90	
INV 324384	28/02/2020	Dalwallinu Hardware	Containers to store Merchandise at Admin & DDC		36.00	
INV 324409	28/02/2020	Dalwallinu Hardware	Rake with Alum Handle		51.50	
INV 324422	28/02/2020	Dalwallinu Hardware	Purchase of 4 x First Aid Kit		178.00	
INV 324423	28/02/2020	Dalwallinu Hardware	Key Cut		6.95	
INV 324425	28/02/2020	Dalwallinu Hardware	Keys and Hooks		19.90	
INV 324428	28/02/2020	Dalwallinu Hardware	Adhesive Liquid Nails		7.10	
INV 324509	29/02/2020	Dalwallinu Hardware	Materials for Dalwallinu Hall, Guttering, fascia, assorted materials		777.86	
INV 324518	29/02/2020	Dalwallinu Hardware	Stainless Steel Scrubber and BBQ Cleaner		12.60	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10539	11/03/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Repairs to John Deer Mower	1		2,033.95
INV 1902463	03/02/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Repairs to John Deer Mower		1,900.00	
INV 1904989	18/02/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	2x bag catches for John Deer Mower		133.95	
EFT10540	11/03/2020	DALLCON	Precast liner for Roche st Kalannie	1		283.14
INV 303271	24/02/2020	DALLCON	Precast liner for Roche st Kalannie		283.14	
EFT10541	11/03/2020	Gareth Barnes	Reimbursement for fuel purchased for Wubin Fire Truck	1		74.21
INV REIMB	11/03/2020	Gareth Barnes	Reimbursement for fuel purchased for Wubin Fire Truck		74.21	
EFT10542	11/03/2020	P & J Transport Pty Ltd	Freight Charges - Chlorine Gas	1		317.90
INV 00003389	10/03/2020	P & J Transport Pty Ltd	Freight Charges - Chlorine Gas, Freight Charges - Chlorine Gas		317.90	
EFT10543	11/03/2020	Ixom Operations Pty Ltd	Container Service Fee - Jan - June 2020	1		395.56
INV 6209208	31/01/2020	Ixom Operations Pty Ltd	Container Service Fee - Jan 2020, Container Service Fee - Jan 2020		184.14	
INV 6220821	29/02/2020	Ixom Operations Pty Ltd	Container Service Fee - Jan - June 2020, Container Service Fee - Jan - June 2020		211.42	
EFT10544	11/03/2020	Primaries Of Wa Pty Ltd	1 20 ltr drum of Alpha Duo 100	1		175.00
INV 40990961	14/02/2020	Primaries Of Wa Pty Ltd	1 20 ltr drum of Alpha Duo 100		175.00	
EFT10545	11/03/2020	Dalwallinu Foodworks	Assorted Goods as selected by Shire Staff - February 2020	1		973.22
INV 9661050003	03/2020	Dalwallinu Foodworks	Assorted Goods as selected by Shire Staff - February 2020, Assorted Goods as selected by Shire Staff - February 2020, Assorted Goods as selected by Shire Staff - February 2020, Assorted Goods as selected by Shire Staff - February 2020, Assorted Goods as selected by Shire Staff - February 2020		973.22	
EFT10546	11/03/2020	BCW Air	Air Conditioner leaking water at the ELC	1		181.50
INV 00000969	10/03/2020	BCW Air	Air Conditioner leaking water at the ELC		181.50	
EFT10547	11/03/2020	E Fire & Safety	Routine Maintenane of Fire Detection System - Admin Building - February 2020	1		495.00

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 517443	27/02/2020	E Fire & Safety	Routine Maintenane of Fire Detection System - Admin Building - February 2020		495.00	
EFT10548	11/03/2020	Deep Bush Mechanical	Service for DL 350 for the 10th Feb 2020	1		860.43
INV 950	10/03/2020	Deep Bush Mechanical	Works on Water Tanker DL 10324		386.10	
INV 897	10/03/2020	Deep Bush Mechanical	Service for DL 350 for the 10th Feb 2020		474.33	
EFT10549	11/03/2020	Department Of Mines, Industry Regulations And Safety	BSL Levy February 2020 - 43 & 106 Johnst St	1		1,618.55
INV BSL LEV29/02/2020		Department Of Mines, Industry Regulations And Safety	BSL Levy February 2020 - 43 & 106 Johnst St		1,618.55	
EFT10550	11/03/2020	Red Dust Holdings Pty Ltd	Grading works for February 2020	1		36,993.00
INV 0000329829/02/2020		Red Dust Holdings Pty Ltd	Grading works for February 2020		36,993.00	
EFT10551	11/03/2020	Impressive Signs And Designs	Banners - Harvest x 1 Seeding x 1 Tourist Attractions x 1 Anzac Day x 1 Welcome to Dalwallinu x 2 Windmill x 1 Design cost for Windmill banner Delivery cost	1		2,619.00
INV 105	03/03/2020	Impressive Signs And Designs	Banners -, Harvest x 1, Seeding x 1, Tourist Attractions x 1, Anzac Day x 1, Welcome to Dalwallinu x 2, Windmill x 1, Design cost for Windmill banner, Delivery cost		2,619.00	
EFT10552	11/03/2020	Domain Digital	replacement of 8 Desktop computers within the Administration office. HP ProDesk 600 G5 i5-9500	1		14,059.10
INV CW6725328/02/2020		Domain Digital	replacement of 8 Desktop computers within the Administration office. HP ProDesk 600 G5 i5-9500		11,165.00	
INV SLA-P67 01/03/2020		Domain Digital	IT site management for Dalwallinu Recreation Centre monthly - March 2020		440.00	
INV SLA-P67 01/03/2020		Domain Digital	IT Services - March 2020		2,454.10	
EFT10553	11/03/2020	Dimity Chivers	Refund of Venue Hire & Key Bond for Dalwallinu Netball	1		560.00

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV REFUND	11/03/2020	Dimity Chivers	Refund of Venue Hire & Key Bond for Dalwallinu Netball		560.00	
EFT10554	11/03/2020	Castle Alarms	Alarm annual maintenance 21.3.20 to 20.3.21 plus CCTV annual maintenance for same period	1		1,100.00
INV 1001920	02/03/2020	Castle Alarms	Alarm annual maintenance 21.3.20 to 20.3.21 plus CCTV annual maintenance for same period		1,100.00	
EFT10555	11/03/2020	TELAIR PTY LTD	Shire Administration NBN Service Fee - March 2020	1		430.89
INV TA11981	29/02/2020	TELAIR PTY LTD	Shire Administration NBN Service Fee - March 2020		430.89	
EFT10556	11/03/2020	Poolshop Online Pty Ltd	1x VoltFx-BLIBatterypoweredVacuum 10x CalciumHypochlorite 1x PalintestBoxtesttubesx5 3xHydrochloricPoolAcid20L 3x DrumDeposit20L 10x PhBufferAlkalinityIncreaser25Kg	1		1,088.18
INV INV-005927	02/2020	Poolshop Online Pty Ltd	1x VoltFx-BLIBatterypoweredVacuum , 10x CalciumHypochlorite , 1x PalintestBoxtesttubesx5 , 3x HydrochloricPoolAcid20L , 3x DrumDeposit20L , 10x PhBufferAlkalinityIncreaser25Kg		1,088.18	
EFT10557	11/03/2020	DM Dance and Fitness	Refund of town hall key and DDC keys	1		204.00
INV REFUND	03/03/2020	DM Dance and Fitness	Refund of town hall key and DDC keys		204.00	
EFT10558	11/03/2020	Rural Press Pty Ltd	Shire pages for 2020 directory	1		1,520.00
INV 5622616	04/02/2020	Rural Press Pty Ltd	Shire pages for 2020 directory		1,520.00	
EFT10559	11/03/2020	Molly Jones	Refund of Access Fob - Molly Jones	1		10.00
INV REFUND	11/03/2020	Molly Jones	Refund of Access Fob - Molly Jones		10.00	
EFT10560	11/03/2020	GEOFFERY WILLIAM JOHNSON	Reimbursement of 2 boxes of bullets	1		55.90
INV REIMB	03/03/2020	GEOFFERY WILLIAM JOHNSON	Reimbursement of 2 boxes of bullets		55.90	
EFT10561	11/03/2020	KEVIN ROY JONES	Refund of Invoice 8076 - Fridge did not work	1		650.00
INV REFUND	03/03/2020	KEVIN ROY JONES	Refund of Invoice 8076 - Fridge did not work		650.00	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10562	11/03/2020	BOEKEMAN MACHINERY	Service DL 747	1		710.66
INV 282837	10/02/2020	BOEKEMAN MACHINERY	Service DL 194, Service DL 747		379.96	
INV 282836	10/02/2020	BOEKEMAN MACHINERY	Service DL 194, Service DL 747		330.70	
EFT10563	11/03/2020	LANDGATE	Minimum Charge - GRV Schedule G2020/1	1		135.70
INV 354533	27/02/2020	LANDGATE	Minimum Charge - GRV Schedule G2020/1		67.85	
INV 354575	27/02/2020	LANDGATE	Minimum Charge - Rural UV's - Schedule R2020/1, M2020/1		67.85	
EFT10564	11/03/2020	DALWALLINU & DISTRICTS DANCE GROUP	Refund of Town Hall Bond & Rec Centre Bond	1		455.00
INV REFUND03/03/2020		DALWALLINU & DISTRICTS DANCE GROUP	Refund of Town Hall Bond & Rec Centre Bond		455.00	
EFT10565	11/03/2020	WESLEY JOHN WALLEY	Rates refund for assessment A27401 14 HARRIS STREET DALWALLINU 6609	1		500.00
INV A27401	06/03/2020	WESLEY JOHN WALLEY	Rates refund for assessment A27401 14 HARRIS STREET DALWALLINU 6609		500.00	
EFT10566	11/03/2020	DALWALLINU COMMUNITY RESOURCE CENTRE	Refund of Key Bond	1		245.20
INV 0005652719/02/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	eTL subscription		55.20	
INV 0005656627/02/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - LEMA		25.00	
INV 0005657928/02/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Refund of Key Bond		140.00	
INV 0005661904/03/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Tender RFT2020-02		25.00	
EFT10567	19/03/2020	DEPUTY COMMISSIONER OF TAXATION	Business Activity Statement February 2020	1		37,664.00
INV BAS FEB29/02/2020		DEPUTY COMMISSIONER OF TAXATION	Business Activity Statement February 2020		37,664.00	
EFT10568	26/03/2020	KEITH LESLIE CARTER	Member attendance 1/1 TO 31/3	1		877.43
INV Q32019/226/03/2020		KEITH LESLIE CARTER	Member travel 1/1 TO 31/3, Member attendance 1/1 TO 31/3		877.43	
EFT10569	26/03/2020	ANITA DICKINS	Member attendance - 1/1 to 31/3	1		829.20

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV Q32019/226/03/2020		ANITA DICKINS	Member travel - 1/1 to 31/3, Member attendance - 1/1 to 31/3		829.20	
EFT10570	26/03/2020	KAREN MARIE MCNEILL	Member attendance 1/1 to 31/3	1		720.00
INV Q32019/226/03/2020		KAREN MARIE MCNEILL	Member attendance 1/1 to 31/3		720.00	
EFT10571	26/03/2020	KAREN JOY CHRISTIAN	Member attendance - 1/1 to 31/3	1		360.00
INV Q32019/226/03/2020		KAREN JOY CHRISTIAN	Member attendance - 1/1 to 31/3		360.00	
EFT10572	26/03/2020	KALANNIE PRIMARYSCHOOL	50% Bus subsidy for in term swimming lessons 3/2/20 to 7/2/20 (As per 2019-2020 budget allocation)	1		1,395.74
INV 256	16/03/2020	KALANNIE PRIMARYSCHOOL	50% Bus subsidy for in term swimming lessons 3/2/20 to 7/2/20, (As per 2019-2020 budget allocation)		1,395.74	
EFT10573	26/03/2020	RBC - RURAL	Meterplan Charge for Photocopiers - Feb 2020	1		567.41
INV 0002747322/03/2020		RBC - RURAL	Meterplan Charge for Photocopiers - Feb 2020		567.41	
EFT10574	26/03/2020	JASON SIGNMAKERS	Highway Signs posts and Shire banner signs	1		4,126.43
INV 206646	17/03/2020	JASON SIGNMAKERS	Highway Signs posts and Shire banner signs		4,126.43	
EFT10575	26/03/2020	WATER CORPORATION	Water usage Kalannie Standpipe - 16/1 to 18/3	1		35,892.30
INV 9007841819/03/2020		WATER CORPORATION	Water usage Kalannie Standpipe - 16/1 to 18/3, Water service charge Kalannie Standpipe - 1/3 to 30/4		27,724.61	
INV 9007842019/03/2020		WATER CORPORATION	Water service charges Lot 72 Prior St - 1/3 to 30/4		44.06	
INV 9007841023/03/2020		WATER CORPORATION	Water usage Kalannie oval - 16/1 to 20/3, Water usage Kalannie sports pavillion - 16/1 to 20/3		7,393.66	
INV 9007841323/03/2020		WATER CORPORATION	Water usage 19 Locke St - 16/1 to 20/3, Water service charge 19 Locke St - 1/3 to 30/4		428.04	
INV 9007841223/03/2020		WATER CORPORATION	Water usage Kalannie town hall - 16/1 to 20/3, Water service charge Kalannie town hall - 1/3 to 30/4		102.47	
INV 9007842223/03/2020		WATER CORPORATION	Water usage Kalannie C/van park - 16/1 to 20/3, Water service charges Kalannie C/van park - 1/3 to 30/4		199.46	
EFT10576	26/03/2020	TELSTRA	Telephone Charges to 6 March 20 - Admin Line	1		3,430.37

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7844693014/03/2020		TELSTRA	Telephone Charges to 6 March 20 - Office Phone Line #1, Telephone Charges to 6 March 20 - Medical Centre, Telephone Charges to 6 March 20 - Caravan Park, Telephone Charges to 6 March 20 - Aquatic Centre, Telephone Charges to 6 March 20 - Office Phone Line #4, Telephone Charges to 6 March 20 - Visitor Centre, Telephone Charges to 6 March 20 - Admin Internet Line, Telephone Charges to 6 March 20 - Bush Fire Line, Telephone Charges to 6 March 20 - Medical Centre, Telephone Charges to 6 March 20 - Medical Centre, Telephone Charges to 6 March 20 - Depot, Telephone Charges to 6 March 20 - Depot, Telephone Charges to 6 March 20 - HPT/CTT Line, Telephone Charges to 6 March 20 - Licensing Modem Line, Telephone Charges to 6 March 20 - Eftpos Line, Telephone Charges to 6 March 20 - MPDS Residence, Telephone Charges to 6 March 20 - Credit, Telephone Charges to 6 March 20 - DCEO Mobile, Telephone Charges to 6 March 20 - MWS Mobile, Telephone Charges to 6 March 20 - CEO Mobile, Telephone Charges to 6 March 20 - WS Mobile, Telephone Charges to 6 March 20 - MPDS Mobile, Telephone Charges to 6 March 20 - Vacant Councillor iPad, Telephone Charges to 6 March 20 - Vacant Councillor iPad, Telephone Charges to 6 March 20 - Cr Boys iPad, Telephone Charges to 6 March 20 - Cr Boys iPad, Telephone Charges to 6 March 20 - Admin Internet Backup, Telephone Charges to 6 March 20 - Rec Centre Internet, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Office iPad, Telephone Charges to 6 March 20 - Office iPad, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Councillor, Telephone Charges to 6 March 20 - Caravan Park, Telephone Charges to 6 March 20 - Gym Phone, Telephone		3,282.81	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7839697023/03/2020		TELSTRA	Charges to 6 March 20 - Fax Line, Telephone Charges to 6 March 20 - Admin Line, Telephone Charges to 6 March 20 -MWS Phone Line, Telephone Charges to 6 March 20 - Dr's House, Roundings Phone usage to 18/3/20, rental to 18/4/20 plus directory charges - Medical Centre		147.56	
EFT10577	26/03/2020	BURGESS RAWSON (WA) PTY LTD	Water Usage - 3/1 to 4/3	1		51.43
INV 7466	10/03/2020	BURGESS RAWSON (WA) PTY LTD	Water Usage - 3/1 to 4/3		51.43	
EFT10578	26/03/2020	OFFICEWORKS	Shire Admin Stationery Order - March 2020	1		560.10
INV 4709389905/03/2020		OFFICEWORKS	Shire Admin Stationery Order - March 2020		560.10	
EFT10579	26/03/2020	DALWALLINU SPORTS CLUB INC	Reimbursement of key deposits paid 6/3	1		140.00
INV REIMBK 26/03/2020		DALWALLINU SPORTS CLUB INC	Reimbursement of key deposits paid 6/3		140.00	
EFT10580	26/03/2020	ST JOHN AMBULANCE DALWALLINU	St Johns Ambulance memberships for Feb 20	1		298.00
INV STJMEM26/03/2020		ST JOHN AMBULANCE DALWALLINU	St Johns Ambulance memberships for Feb 20		298.00	
EFT10581	26/03/2020	WESTERN STABILISERS PTY LTD	Cemente Stabilisation on Dalwallinu Kalannie Road	1		67,033.71
INV WS-2446 29/02/2020		WESTERN STABILISERS PTY LTD	Wet Mixing on Dalwallinu Kalannie Road, Cemente Stabilisation on Dalwallinu Kalannie Road, Mobe and Demobe		67,033.71	
EFT10582	26/03/2020	BARBARA MARY DINNIE	Sale of Mainly Mutton cookbook for Feb 20	1		10.00
INV MAINMU26/03/2020		BARBARA MARY DINNIE	Sale of Mainly Mutton cookbook for Feb 20		10.00	
EFT10583	26/03/2020	Building and Construction Industry Training Board Training Board	BCITF levy collected for Feb 20	1		227.75
INV INV-353725/03/2020		Building and Construction Industry Training Board Training Board	BCITF levy collected for Feb 20		227.75	
EFT10584	26/03/2020	SYNERGY	Electricity Usage - Caravan park - 1/3 to 3/3	1		7,110.08
INV 8000466913/03/2020		SYNERGY	Electricity Usage - 4 Dowie St - 1/3 to 3/3, Electricity Usage - 2 Dowie St - 1/3 to 3/3, Electricity Usage - 10 Roberts Rd - 1/3 to 3/3, Electricity Usage - Caravan park - 1/3 to 3/3		3,246.28	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9741694019/03/2020		SYNERGY	Electricity Usage - Squash Club - 20/2 to 18/3, Electricity Usage - Sports Club - On Peak - 20/2 to 18/3, Electricity Usage - Golf Club - 20/2 to 18/3, Electricity Usage - Club Residence - 20/2 to 18/3, Electricity Usage - Gym - 20/2 to 18/3, Electricity Usage - Rec Centre - On Peak - 20/2 to 18/3, Electricity Usage - Aquatic Centre - Off Peak - 20/2 to 18/3, Electricity Usage - Aquatic Centre - On Peak - 20/2 to 18/3		3,154.17	
INV 3962659019/03/2020		SYNERGY	Electricity Usage - Admin Centre - 20/2 to 18/3, Electricity Usage - Council Chambers - 20/2 to 18/3		709.63	
EFT10585	26/03/2020	ISWEEP	Sweeping of towns Wubin, Pithara, Dalwallinu & Kalannie	1		5,346.00
INV 0000252207/03/2020		ISWEEP	Sweeping of towns Wubin, Pithara, Dalwallinu & Kalannie		5,346.00	
EFT10586	26/03/2020	WUBIN PROGRESS ASSOC INC	Sale of 5 Graves in Dalwallinu for Feb 20	1		68.00
INV PREPPPIO26/03/2020		WUBIN PROGRESS ASSOC INC	Sales of Prepared to Pioneer for Feb 20		28.00	
INV 5GRAVE26/03/2020		WUBIN PROGRESS ASSOC INC	Sale of 5 Graves in Dalwallinu for Feb 20		40.00	
EFT10587	26/03/2020	Refuel Australia	10500 litres of diesel	1		11,874.45
INV 0144207220/03/2020		Refuel Australia	10500 litres of diesel		11,874.45	
EFT10588	26/03/2020	PJ BYWATERS & CO	Please supply a watercart to backwater patch on Dalwallinu Kalannie Rd	1		32,113.13
INV 42277	09/03/2020	PJ BYWATERS & CO	Please supply a watercart to backwater patch on Dalwallinu Kalannie Rd		18,191.25	
INV 42278	10/03/2020	PJ BYWATERS & CO	Please supply a watercart to Backwater the patch on Dalwallinu Kalannie Rd, Please float the loader from Dalwallinu out to Cail Rd		13,921.88	
EFT10589	26/03/2020	Hitachi Construction Machinery (Australia) Pty Ltd	4x part number 2660642251 (rubber cushion)	1		222.86
INV SI041924 13/03/2020		Hitachi Construction Machinery (Australia) Pty Ltd	4x part number 2660642251 (rubber cushion)		222.86	
EFT10590	26/03/2020	RK & LJ SHANNON	Sale of Trails, Trials & Triumphs for Feb 20	1		30.00
INV TTTFEB226/03/2020		RK & LJ SHANNON	Sale of Trails, Trials & Triumphs for Feb 20		30.00	
EFT10591	26/03/2020	STEVEN CLIFFORD CARTER	Member attendance - 1/1 to 31/3	1		669.16

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV Q32019/226/03/2020		STEVEN CLIFFORD CARTER	Member travel - 1/1 to 31/3, Member attendance - 1/1 to 31/3		669.16	
EFT10592	26/03/2020	ROWDY'S ELECTRICAL	Emergency call out (Sunday 15 March 2020) and repairs to electrical dome at the Community Hub area	1		2,623.85
INV 5124	15/03/2020	ROWDY'S ELECTRICAL	Emergency call out (Sunday 15 March 2020) and repairs to electrical dome at the Community Hub area		2,048.40	
INV 5126	22/03/2020	ROWDY'S ELECTRICAL	Repairs to meter box at 68 Annetts Rd Dalwallinu		575.45	
EFT10593	26/03/2020	Dalwallinu Windscreen Service	Please replace windscreen in DL 9138 quote # 1152	1		2,484.13
INV 1083	12/03/2020	Dalwallinu Windscreen Service	Please replace windscreen in DL 9138 quote # 1152		2,484.13	
EFT10594	26/03/2020	Ampac Debt Recovery	Debt recovery costs for A559	1		236.72
INV 64010	12/03/2020	Ampac Debt Recovery	Debt recovery costs for A559		236.72	
EFT10595	26/03/2020	Toll Transport Pty Ltd	Freight - Major Motors Parts	1		22.67
INV 0451-S42 01/03/2020		Toll Transport Pty Ltd	Freight - T-Quip parts		10.73	
INV 0452-S42 08/03/2020		Toll Transport Pty Ltd	Freight - Major Motors Parts		11.94	
EFT10596	26/03/2020	Industrial Automation Group PtyLtd	Repairs to PLC - upgrade PLC software on Dalwallinu & Pithara standpipes	1		577.50
INV SINV-13810/03/2020		Industrial Automation Group PtyLtd	Repairs to PLC - upgrade PLC software on Dalwallinu & Pithara standpipes		577.50	
EFT10597	26/03/2020	Brett Henderson Boys	Member attendance - 1/1 to 31/3	1		720.00
INV Q32019/226/03/2020		Brett Henderson Boys	Member attendance - 1/1 to 31/3		720.00	
EFT10598	26/03/2020	River Engineering	Provision of Civil Consultancy design, approval,tendering services and supervision for the Bell Street Subdivision, Dalwallinu as per quote dated 23 August 2017.	1		15,636.50
INV INV-000302/03/2020		River Engineering	Provision of Civil Consultancy design, approval,tendering services and supervision for the Bell Street Subdivision, Dalwallinu as per quote dated 23 August 2017.		9,498.50	
INV DALW0202/03/2020		River Engineering	Consultant Services - Sewer Upgrade for McNeill Street (Leahy to James)		6,138.00	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10599	26/03/2020	Doug Burke	Western Power extended outage claim 25-27 Feb 20	1		320.00
INV E017566705/03/2020		Doug Burke	Western Power extended outage claim 25-27 Feb 20		320.00	
EFT10600	26/03/2020	Liberty Plumbing & Gas	Water main leak inspection next to war memorial.	1		632.50
INV INV-110814/03/2020		Liberty Plumbing & Gas	40 Leahy st Dalwallinu Hot Water Unit Repairs		302.50	
INV INV-110914/03/2020		Liberty Plumbing & Gas	Water main leak inspection next to war memorial.		330.00	
EFT10601	26/03/2020	William John Armstrong	Wester Power extended outage claim 25-27 Feb 2020	1		80.00
INV FEB20	23/03/2020	William John Armstrong	Wester Power extended outage claim 25-27 Feb 2020		80.00	
EFT10602	26/03/2020	William James Taylor	Reimbursement of rental for 26845 Great Northern Highway	1		400.00
INV RENT M 19/03/2020		William James Taylor	Reimbursement of rental for 26845 Great Northern Highway		400.00	
EFT10603	26/03/2020	Jean Maree Sutherland	Western Power extended outage claim 25-27 Feb 2020	1		320.00
INV E017698818/03/2020		Jean Maree Sutherland	Western Power extended outage claim 25-27 Feb 2020		320.00	
EFT10604	26/03/2020	Wa Contract Ranger Services Pty Ltd	Ranger Services 9/3 & 23/3	1		1,776.50
INV 02588	25/03/2020	Wa Contract Ranger Services Pty Ltd	Ranger Services 9/3 & 23/3		1,776.50	
EFT10605	26/03/2020	BCW Air	Air conditioner in main office making loud noise and lunch room air con keeps freezing and dripping water	1		1,055.96
INV 0000097816/03/2020		BCW Air	Air conditioner in main office making loud noise and lunch room air con keeps freezing and dripping water		1,055.96	
EFT10606	26/03/2020	Deep Bush Mechanical	Service for Hako Sweeper	1		4,758.11
INV 959	18/03/2020	Deep Bush Mechanical	Labour & Parts estimate works to DL 275, Service for DL 80, Service for DL 9039		1,281.45	
INV 953	24/03/2020	Deep Bush Mechanical	Service for Hako Sweeper		2,312.46	
INV 954	24/03/2020	Deep Bush Mechanical	Service for DL 80, Oil for DL 80		1,164.20	
EFT10607	26/03/2020	Impressive Signs And Designs	1x Banner - Windmill Theme plus freight	1		517.00
INV 109	11/03/2020	Impressive Signs And Designs	1x Banner - Windmill Theme plus freight, 100 Fridge Magnets plus postage		517.00	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10608	26/03/2020	Francis Pizarro	Reimbursement of key deposit & hire bond paid 6/3	1		350.00
INV KEY/BO	26/03/2020	Francis Pizarro	Reimbursement of key deposit & hire bond paid 6/3		350.00	
EFT10609	26/03/2020	Cody Thorne	New garden bed construction, U3/11 James St	1		2,420.00
INV 109	23/03/2020	Cody Thorne	New garden bed construction, U3/11 James St, New garden bed construction, U4/11 James St		2,420.00	
EFT10610	26/03/2020	Kleen West Distributors	2x 5litr Hand sanitiser for Shire of Dalwallinu	1		176.00
INV 0004523223	03/2020	Kleen West Distributors	2x 5litr Hand sanitiser for Shire of Dalwallinu		176.00	
EFT10611	26/03/2020	Caitlin's Cupcakes	Please supply 100 mini cupcakes for Saturday 15 February 2020.	1		100.00
INV CUP170317	03/2020	Caitlin's Cupcakes	Please supply 100 mini cupcakes for Saturday 15 February 2020.		100.00	
EFT10612	26/03/2020	Steve Browne	Mural squash court wall	1		2,000.00
INV 201918	26/02/2020	Steve Browne	Mural squash court wall		2,000.00	
EFT10613	26/03/2020	Avon Valley Nissan	Purchase of One (1) new Nissan Pathfinder ST 2WD	1		30,689.99
INV 7154	19/03/2020	Avon Valley Nissan	Purchase of One (1) new Nissan Pathfinder ST 2WD, Trade in of Ford Territory Pool Car (DL131)		30,689.99	
EFT10614	26/03/2020	Eskild Strutz	Refund for gym access fob paid 14/2	1		10.00
INV FOBREF	26/03/2020	Eskild Strutz	Refund for gym access fob paid 14/2		10.00	
EFT10615	26/03/2020	Dale Donnes	Refund of key deposit paid 13/3	1		140.00
INV KEYDEP	26/03/2020	Dale Donnes	Refund of key deposit paid 13/3		140.00	
EFT10616	26/03/2020	KIMBERLEY BRIANRAY	Rates refund for assessment A6048 15 DEACON STREET DALWALLINU 6609	1		1,361.95
INV A6048	26/03/2020	KIMBERLEY BRIANRAY	Rates refund for assessment A6048 15 DEACON STREET DALWALLINU 6609		1,361.95	
EFT10617	26/03/2020	OSCAR GARY BUTCHER	Sale of Pommie Migrant to Pioneer for Feb 20	1		70.00
INV POMMIG	26/03/2020	OSCAR GARY BUTCHER	Sale of Pommie Migrant to Pioneer for Feb 20		70.00	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10618	26/03/2020	SHIRLEY FRANCES REEVES	Refund of Hall & Key Bonds - Event cancelled	1		280.00
INV REFUND23/03/2020		SHIRLEY FRANCES REEVES	Refund of Hall & Key Bonds - Event cancelled		280.00	
EFT10619	26/03/2020	NOEL WILLIAM MILLS	Member attendance 1/1 to 31/3	1		720.00
INV Q32019/226/03/2020		NOEL WILLIAM MILLS	Member attendance 1/1 to 31/3		720.00	
EFT10620	26/03/2020	BOEKEMAN MACHINERY	Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with accessories as quoted	1		69,654.60
INV 284645	11/03/2020	BOEKEMAN MACHINERY	Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with accessories as quoted, Trade in of Nissan Navara DL134, Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with accessories as quoted, Trade in of Mitsubishi Triton DL350, Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with sccessories as quoted, Trade in of Mitsubishi Triton DL275		23,218.20	
INV 284643	11/03/2020	BOEKEMAN MACHINERY	Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with accessories as quoted, Trade in of Nissan Navara DL134, Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with accessories as quoted, Trade in of Mitsubishi Triton DL350, Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with sccessories as quoted, Trade in of Mitsubishi Triton DL275		23,218.20	
INV 285700	25/03/2020	BOEKEMAN MACHINERY	Purchase of new 2019 Toyota Hilux 4x2 Single Cab Chassis Ute with accessories as quoted, Trade-in of Mitsubishi Triton DL350		23,218.20	
EFT10621	26/03/2020	MELISSA MAE HARMS	Member attendance - 1/1 to 31/3	1		820.10
INV Q32019/226/03/2020		MELISSA MAE HARMS	Member travel - 1/1 to 31/3, Member attendance - 1/1 to 31/3		820.10	
EFT10622	26/03/2020	DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - March Newsletter	1		125.00
INV 0005665810/03/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - March Newsletter		100.00	
INV 0005667010/03/2020		DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising - Totally Locally - Close of Enrolments		25.00	

Date: 07/04/2020
Time: 3:24:21PM

Shire of Dalwallinu

USER: Hanna Jolly
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
-------------------	------	------	---------------------	--------------	---------------	--------

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal - 536591-4	568,654.56
TOTAL		568,654.56

Direct Debit Payments from Municipal account 1-31 March 2020

Chq/EFT	Date	Name	Description	Amount	Bank	Type
DD15476.1	06/03/2020	Bond Administrator	Housing Bond for Unit 3 Sullivan Lodge, Dalwallinu - James Vince 06/03/2020	-504.00	1	CSH
19159/20	06/03/2020	Bond Administrator	Housing Bond for Unit 3 Sullivan Lodge, Dalwallinu - James Vince 06/03/2020	504.00	1	INV
DD15478.1	09/03/2020	Bond Administrator	Housing Bond for 6B Cousins Rd, Dalwallinu - Marthinus Bruyns 09/03/2020	-1,600.00	1	CSH
18607/20	09/03/2020	Bond Administrator	Housing Bond for 6B Cousins Rd, Dalwallinu - Marthinus Bruyns 09/03/2020	1600.00	1	INV
DD15504.1	20/03/2020	Bond Administrator	Housing Bond for Unit 3/11 James St, Dalwallinu - Emma Bryant	-740.00	1	CSH
21408/20	20/03/2020	Bond Administrator	Housing Bond for Unit 3/11 James St, Dalwallinu - Emma Bryant	740.00	1	INV
DD15489.1	19/03/2020	BANKWEST	Credit Card Payments March 2020	-2,136.67	1	CSH
DMI400969590	12/02/2020	BANKWEST	Refund of safety chain hooks freight paid in Feb 2020 statement to credit card	-44.00	1	INV
MCD0250220	25/02/2020	BANKWEST	Meal for E Dutton attending course	11.40	1	INV
MCD0250220	25/02/2020	BANKWEST	Breakfast for E Dutton & C Andrews attendin course	21.70	1	INV
WILSON260220	26/02/2020	BANKWEST	Car parking C Andrews & E Dutton attending In Design Course	16.20	1	INV
FUEL260220	26/02/2020	BANKWEST	Fuel for DL131	48.67	1	INV
MCDONA260220	26/02/2020	BANKWEST	Breakfast for C Andrews & E Dutton attending In Design Course	23.35	1	INV
WILSON270220	27/02/2020	BANKWEST	Car parking - In Design Course	16.20	1	INV
VIBE010320	01/03/2020	BANKWEST	Fuel for DL2 01/03/2020	86.67	1	INV
WN117635734	01/03/2020	BANKWEST	Westnet monthly charge for business 3 service March 2020	129.95	1	INV
LICENCIGN030320	03/03/2020	BANKWEST	Plate remake for DL1207, 3 months registrations for DL281, DL131, DL103, DL134, DL350, DL275 and DL2478	1,084.60	1	INV
MM876699	03/03/2020	BANKWEST	Side mirror for DL420	246.15	1	INV
KMART 140220	14/02/2020	BANKWEST	Farewell gift to Nicole Bolin	59.00	1	INV
WN116237875	06/01/2020	BANKWEST	Credit for duplicate Westnet payment from 06/01/2020 DD15450.1	-129.95	1	INV
SUPERCHA140220	14/02/2020	BANKWEST	Farewell gift to Nicole Bolin	113.98	1	INV
BUNNINGS140220	14/02/2020	BANKWEST	Refund of shed to new James St Units	-698.00	1	INV
96719236SEEK	16/02/2020	BANKWEST	Seek job advert - General Hand	313.50	1	INV
AB7148562	21/02/2020	BANKWEST	NBN fixed wireless for Dalwallinu Recreation Centre 7 Feb to 6 Mar 2020,	89.00	1	INV
METROFUEL220220	22/02/2020	BANKWEST	Fuel for DL 2	66.03	1	INV
ADINA240220	24/02/2020	BANKWEST	Accommodation for C Andrews & E Dutton attending in Design course	625.42	1	INV
DOMINOS240220	24/02/2020	BANKWEST	Meals for C Andrews & E Dutton attending course	56.80	1	INV

REPORT TOTALS

<u>Bank Code</u>	<u>Bank Name</u>	<u>Description</u>	<u>Total</u>
1	Municipal - 536591-4	Direct Debit Credit Card Payments March 2020	2,136.67
1	Municipal - 536591-4	Direct Debit Bond Administration March 2020	2,844.00
Total			4,980.67

Municipal Account

Payroll March 2020

6/03/2020	Payroll fortnight ending 06/03/20	\$ 57,721.00
20/03/2020	Payroll fortnight ending 20/03/20	<u>\$ 58,001.00</u>
	TOTAL	<u><u>\$ 115,722.00</u></u>

Bank Fees March 2020

01/03/2020	OBB Transaction Fee (Muni)	\$ 16.35
01/03/2020	OBB Transaction Fee Ex (Muni)	\$ 0.15
01/03/2020	Bpay Credit Card Merchant Fee (Muni)	\$ 2.87
01/03/2020	Bpay Transaction Fee (Muni)	\$ 52.80
01/03/2020	Paper Transaction Fee (Muni)	\$ 28.80
01/03/2020	OBB Maintenance Fee (Muni)	\$ 5.00
01/03/2020	OBB Payroll Fee (Muni)	\$ 10.20
01/03/2020	FDMSA Admin Fee (Muni)	\$ 508.51
01/03/2020	FDSMA Licencing Fee (Muni)	\$ 39.40
01/03/2020	OBB Record Fee (Muni)	<u>\$ 4.00</u>
	TOTAL	<u><u>\$ 668.08</u></u>

Direct Debit Payments March 2020

	Superannuation Payments (Pay endings 06/03/20 & 20/03/20)	\$ 23,377.48
19/03/2020	Credit Card Payments to Bankwest	\$ 2,136.67
26/03/2020	Loan Payment 159 - Rec Centre	\$ 68,562.25
9 & 20/02/2020	Bond Administrator - Housing Bonds	\$ 2,844.00
	Payments to Department of Transport Licensing	<u>\$ 95,426.45</u>
	TOTAL	<u><u>\$ 192,346.85</u></u>

SHIRE OF DALWALLINU
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2020

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity By Nature or Type	5
Statement of Capital Acquisitions and Capital Funding	6
Note 1 Significant Accounting Policies	7 - 10
Note 2 Explanation of Material Variances	11
Note 3 Net Current Funding Position	12
Note 4 Cash and Investments	13
Note 5 Budget Amendments	14
Note 6 Receivables	15
Note 7 Cash Backed Reserves	16
Note 8 Capital Disposals	17
Note 9 Rating Information	18
Note 10 Information on Borrowings	19
Note 11 Grants and Contributions	20
Note 12 Trust	21
Note 13 Details of Capital Acquisitions	22 - 25
Note 14 Balance Sheet	26

SHIRE OF DALWALLINU
Information Summary
For the Period Ended 31 March 2020

Key Information

Report Purpose

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

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2020 of \$3,753,109.

Items of Significance

The material variance adopted by the Shire of Dalwallinu for the 2019/20 year is \$10,000. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	78%	\$ 2,349,877	\$ 1,798,777	\$ 1,834,347
Non-operating Grants, Subsidies and Contributions	99%	\$ 1,399,148	\$ 1,146,464	\$ 1,389,856
	86%	\$ 3,749,025	\$ 2,945,241	\$ 3,224,203
Rates Levied	100%	\$ 3,274,512	\$ 3,274,512	\$ 3,274,512

% Compares current ytd actuals to annual budget

		PRIOR YEAR	CURRENT YEAR
Financial Position		01 Apr 2019	31 Mar 2020
Adjusted Net Current Assets	228%	\$ 1,647,453	\$ 3,753,108
Cash and Equivalent - Unrestricted	236%	\$ 1,802,294	\$ 4,249,921
Cash and Equivalent - Restricted	121%	\$ 2,654,312	\$ 3,210,700
Receivables - Rates	40%	\$ 202,524	\$ 81,111
Receivables - Other	13%	\$ 403,467	\$ 51,284
Payables	89%	\$ 460,376	\$ 409,262

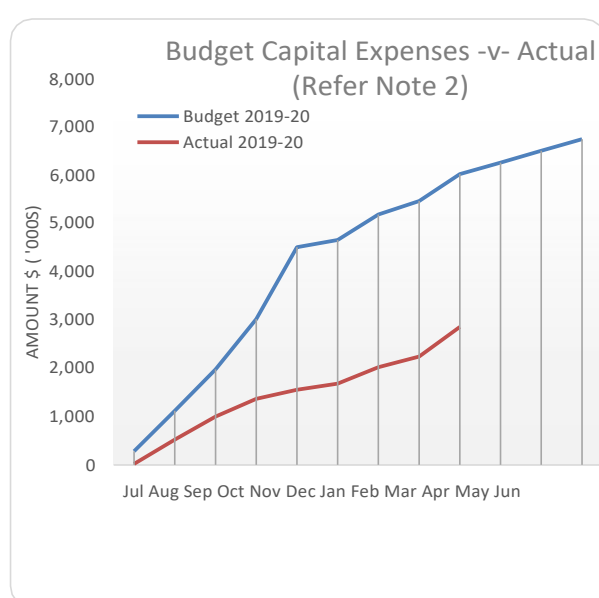
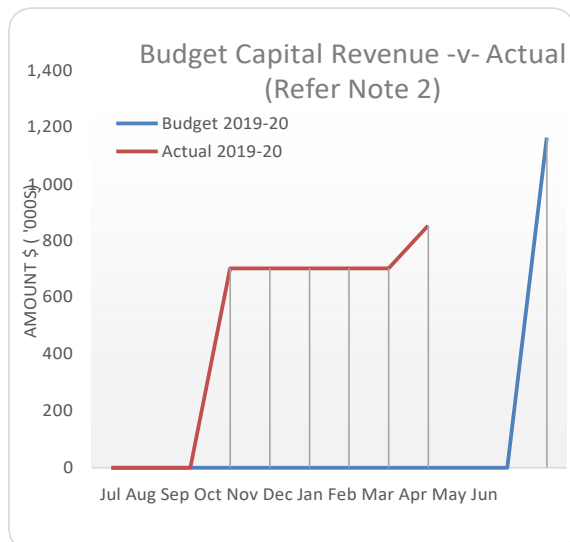
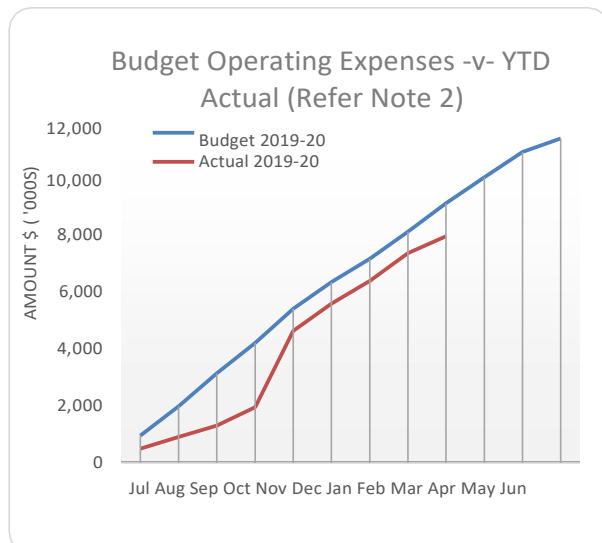
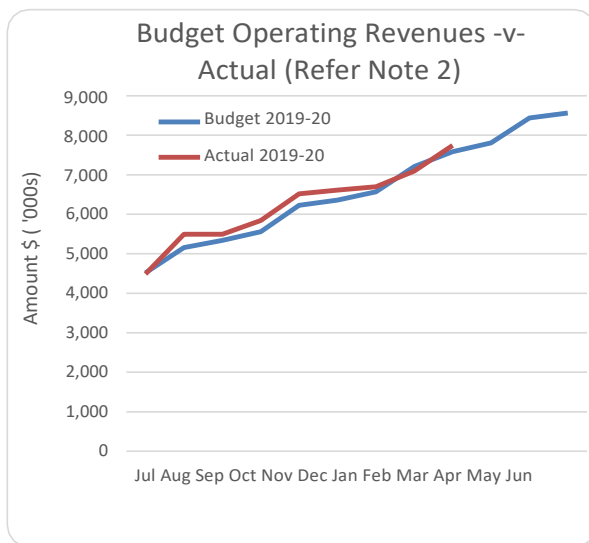
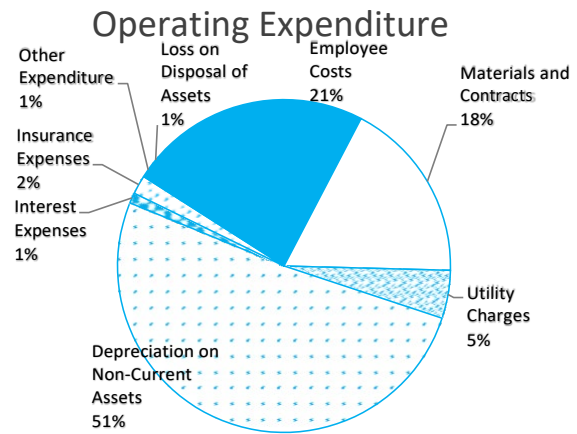
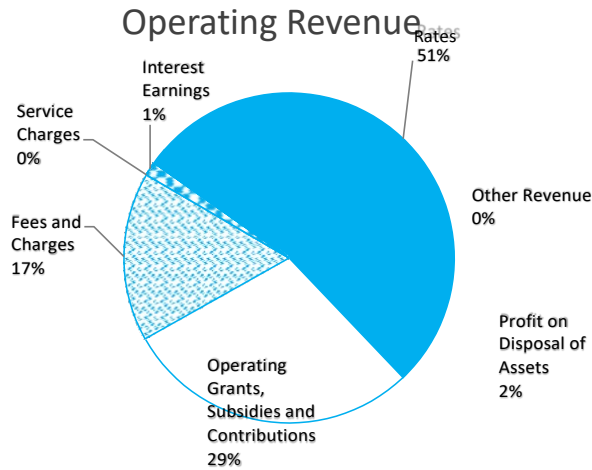
% Compares current ytd actuals to prior year actuals at the same time

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

Preparation

Prepared by: Hanna Jolly
Reviewed by: Keith Jones
Date prepared: 14/04/2020

SHIRE OF DALWALLINU
Information Summary
For the Period Ended 31 March 2020



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

SHIRE OF DALWALLINU
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2020

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	2,655,054	2,655,054	2,655,054	0	0%	
adjustments since budget passed							
Revenue from operating activities							
Governance		10,202	7,652	9,798	2,146	28%	
General Purpose Funding - Rates	9	3,274,512	3,274,512	3,274,512	(0)	(0%)	
General Purpose Funding - Other		1,537,551	1,153,163	1,184,815	31,652	3%	
Law, Order and Public Safety		190,413	142,810	47,259	(95,551)	(67%)	q
Health		21,082	15,812	17,255	1,444	9%	
Education and Welfare		5,701	4,276	5,102	826	19%	
Housing		441,690	349,671	360,126	10,454	3%	
Community Amenities		602,683	562,504	583,189	20,685	4%	
Recreation and Culture		292,921	280,716	293,613	12,897	5%	
Transport		314,653	288,432	302,326	13,894	5%	
Economic Services		245,029	183,772	161,176	(22,595)	(12%)	q
Other Property and Services		185,066	131,088	118,698	(12,390)	(9%)	
		7,121,503	6,394,407	6,357,868			
Expenditure from operating activities							
Governance		(748,116)	(498,744)	(464,496)	34,248	7%	
General Purpose Funding		(221,815)	(162,664)	(147,780)	14,885	9%	
Law, Order and Public Safety		(173,795)	(137,588)	(144,253)	(6,665)	(5%)	
Health		(290,062)	(217,547)	(206,908)	10,638	5%	
Education and Welfare		(79,462)	(55,623)	(50,885)	4,738	9%	
Housing		(341,285)	(255,964)	(247,590)	8,373	3%	
Community Amenities		(726,483)	(544,862)	(492,682)	52,180	10%	
Recreation and Culture		(2,045,010)	(1,533,758)	(1,451,201)	82,557	5%	
Transport		(5,775,465)	(4,331,599)	(4,103,266)	228,333	5%	
Economic Services		(795,411)	(596,558)	(575,055)	21,503	4%	
Other Property and Services		(164,009)	(82,005)	(74,748)	7,257	9%	
		(11,360,913)	(8,416,911)	(7,958,864)			
Operating activities excluded from budget							
Add back Depreciation		5,197,645	3,898,234	4,068,296	170,062	4%	
Adjust (Profit)/Loss on Asset Disposal	8	(21,855)	(16,391)	(39,210)	(22,819)	139%	
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		936,380	1,859,339	2,428,090			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,508,595	1,146,464	1,382,914	236,450	21%	p
Proceeds from Disposal of Assets	8	563,093	252,000	557,229	305,229	121%	p
Land and Buildings	13	(2,732,706)	(2,224,333)	(507,774)	1,716,559	77%	p
Infrastructure Assets - Roads	13	(1,982,540)	(1,982,538)	(1,365,941)	616,597	31%	p
Infrastructure Assets - Other	13	(1,426,777)	(674,117)	(661,134)	12,983	2%	
Plant and Equipment	13	(909,062)	(904,062)	(316,421)	587,641	65%	p
Amount attributable to investing activities		(4,979,397)	(4,386,586)	(911,126)			
Financing Activities							
Proceeds from New Debentures		1,400,000	0	0	0		
Transfer from Reserves	7	1,161,495	701,495	851,495	150,000	21%	p
Repayment of Debentures	10	(129,812)	(35,871)	(101,017)	(65,146)	(182%)	q
Transfer to Reserves	7	(1,062,843)	(966,646)	(1,169,386)	(202,740)	(21%)	q
Amount attributable to financing activities		1,368,841	(301,022)	(418,908)			
Closing Funding Surplus(Deficit)	3	(19,122)	(173,215)	3,753,109			

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

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

SHIRE OF DALWALLINU

STATEMENT OF FINANCIAL ACTIVITY

(By Nature or Type)

For the Period Ended 31 March 2020

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	3	\$ 2,655,054	\$ 2,655,054	\$ 2,655,054	\$ 0	% 0%	
Revenue from operating activities							
Rates	9	3,274,512	3,274,512	3,274,512	(0)	(0%)	
Operating Grants, Subsidies and Contributions	11	2,412,527	1,809,395	1,841,289	31,894	2%	
Fees and Charges		1,250,869	1,172,805	1,051,674	(121,131)	(10%)	q
Interest Earnings		89,179	66,884	86,543	19,658	29%	p
Other Revenue		100	75	1,112	1,037	1382%	
Profit on Disposal of Assets	8	94,315	70,736	102,738	32,002	45%	
		7,121,502	6,394,408	6,357,868			
Expenditure from operating activities							
Employee Costs		(2,235,349)	(1,676,512)	(1,693,178)	(16,666)	(1%)	
Materials and Contracts		(2,914,945)	(2,082,436)	(1,411,664)	670,771	32%	q
Utility Charges		(527,749)	(395,812)	(372,239)	23,573	6%	
Depreciation on Non-Current Assets		(5,197,645)	(3,898,234)	(4,068,296)	(170,062)	(4%)	
Interest Expenses		(110,518)	(82,889)	(81,355)	1,533	2%	
Insurance Expenses		(162,966)	(122,225)	(144,787)	(22,562)	(18%)	p
Other Expenditure		(139,281)	(104,461)	(123,816)	(19,355)	(19%)	p
Loss on Disposal of Assets	8	(72,460)	(54,345)	(63,528)	(9,183)	(17%)	
		(11,360,913)	(8,416,912)	(7,958,864)			
Operating activities excluded from budget							
Add back Depreciation		5,197,645	3,898,234	4,068,296	170,062	4%	
Adjust (Profit)/Loss on Asset Disposal	8	(21,855)	(16,391)	(39,210)	(22,819)	139%	
Adjust Provisions and Accruals			0	0	0		
Amount attributable to operating activities		936,379	1,859,338	2,428,090			
Investing activities							
Grants, Subsidies and Contributions	11	1,508,595	1,146,464	1,382,914	236,450	21%	p
Proceeds from Disposal of Assets	8	563,093	252,000	557,229	305,229	121%	p
Land and Buildings	13	(2,732,706)	(2,224,333)	(507,774)	1,716,559	77%	p
Infrastructure Assets - Roads	13	(1,982,540)	(1,982,538)	(1,365,941)	616,597	31%	p
Infrastructure Assets - Other	13	(1,426,777)	(674,117)	(661,134)	12,983	2%	
Plant and Equipment	13	(909,062)	(904,062)	(316,421)	587,641	65%	p
Amount attributable to investing activities		(4,979,397)	(4,386,586)	(911,126)			
Financing Activities							
Proceeds from New Debentures		1,400,000	0	0	0		
Transfer from Reserves	7	1,161,495	701,495	851,495	150,000	21%	p
Repayment of Debentures	10	(129,812)	(35,871)	(101,017)	(65,146)	(182%)	q
Transfer to Reserves	7	(1,062,843)	(966,646)	(1,169,386)	(202,740)	(21%)	q
Amount attributable to financing activities		1,368,841	(301,022)	(418,908)			
Closing Funding Surplus (Deficit)	3	(19,122)	(173,216)	3,753,109	3,926,325	(2267%)	

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

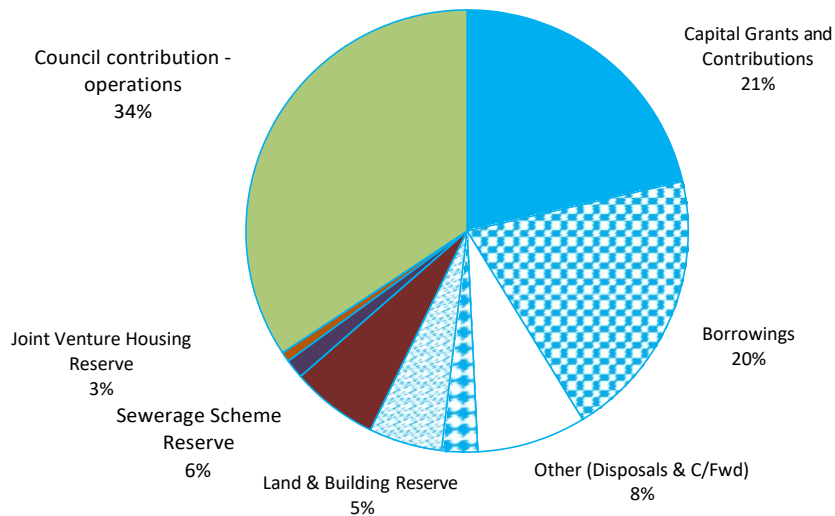
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2020

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	337,061	170,713	2,224,333	2,732,706	507,774	-1,716,559
Infrastructure Assets - Roads	13	0	1,365,941	1,982,538	1,982,540	1,365,941	-616,597
Infrastructure Assets - Other	13	466,347	194,787	674,117	1,426,777	661,134	-12,983
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Plant and Equipment	13	316,421	0	904,062	909,062	316,421	-587,641
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		1,119,829	1,731,440	5,785,050	7,051,085	2,851,269	-2,933,781
Capital acquisitions funded by:							
Capital Grants and Contributions				1,146,464	1,508,595	1,389,856	
Borrowings				0	1,400,000	0	
Other (Disposals & C/Fwd)				252,000	563,093	557,229	
Council contribution - Cash Backed Reserves							
Leave Reserve				0	0	0	
Joint Venture Housing Reserve				0	184,000	184,000	
Plant Reserve				0	0	0	
Land & Building Reserve				0	377,495	67,495	
Sewerage Scheme Reserve				0	450,000	450,000	
Townscape Reserve				0	0	0	
Telecommunications Reserve				0	100,000	100,000	
Swimming Pool Reserve				0	0	0	
Recreation Reserve				0	50,000	50,000	
Insurance Claims Excess Reserve				0	0	0	
Roadworks Construction & Maintenance Reserve				0	0	0	
Council contribution - operations				4,386,586	2,417,902	52,689	
Capital Funding Total				5,785,050	7,051,085	2,851,269	

Budgeted Capital Acquisitions Funding



SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

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

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

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 20 years
Sealed roads and streets	
formation	not depreciated
pavement	40 to 50 years
seal	
bituminous seals	15 to 25 years
asphalt surfaces	15 to 25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

Borrowing Costs

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.

(n) Provisions

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: Significant Accounting Policies

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

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

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

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

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

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

(r) Program Classifications (Function/Activity)

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 1: Significant Accounting Policies

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

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control City/Town/Shire overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 2: Explanation of Material Variances

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

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

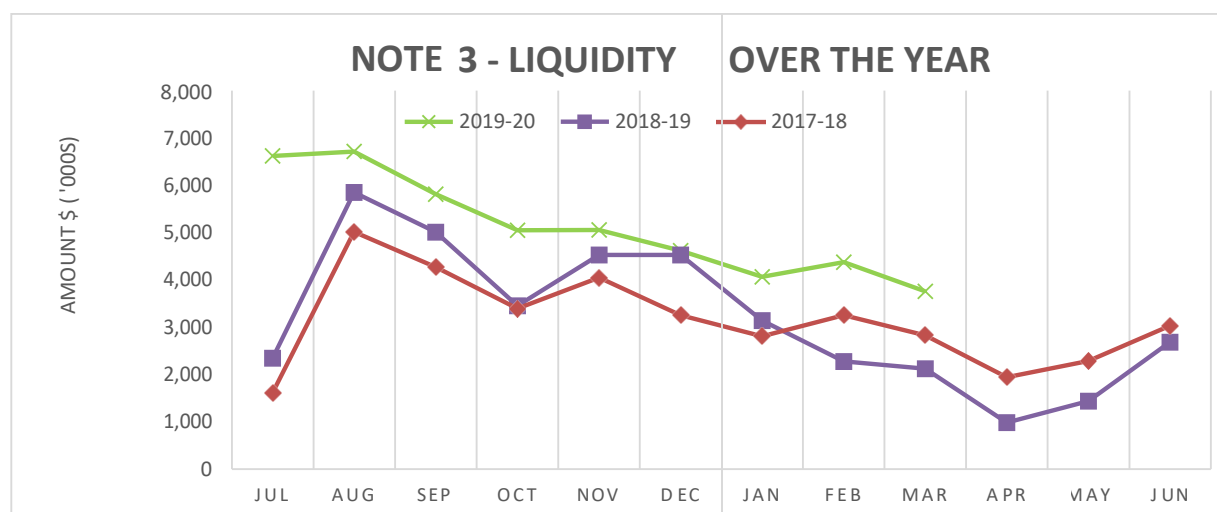
Reporting Program	var. \$	var. %	var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	2,146	28%			
General Purpose Funding Rates	(0)	(0%)			
General Purpose Funding Other	31,652	3%			
Law, Order and Public Safety	(95,551)	(67%)	Q	Timing	DFES Capital Grant not received as at 31/03/2020
Health	1,444	9%			
Education & Welfare	826	19%			
Housing	10,454	3%			
Community Amenities	20,685	4%			
Recreation and Culture	12,897	5%			
Transport	13,894	5%			
Economic Services	(22,595)	(12%)	Q	Permanent	Income from standpipes less than budgeted
Other Property and Services	(12,390)	(9%)			
Operating Expense					
Governance	34,248	7%			
General Purpose Funding	14,885	9%			
Law, Order and Public Safety	(6,665)	(5%)			
Health	10,638	5%			
Education & Welfare	4,738	9%			
Housing	8,373	3%			
Community Amenities	52,180	10%			
Recreation and Culture	82,557	5%			
Transport	228,333	5%			
Economic Services	21,503	4%			
Other Property and Services	7,257	9%			
Capital Revenues					
Grants, Subsidies and Contributions	236,450	21%	P	Timing	Refer to note 11
Proceeds from Disposal of Assets	305,229	121%	P	Timing	Refer to note 8
Capital Expenses					
Land and Buildings	1,716,559	77%	P	Timing	Refer to note 13
Infrastructure - Roads	616,597	31%	P	Timing	Refer to note 13
Infrastructure - Other	12,983	2%			
Infrastructure - Footpaths	0				
Infrastructure - Drainage	0				
Plant and Equipment	587,641	65%	P	Timing	Refer to note 13
Furniture and Equipment	0				
Financing					
Loan Principal	(65,146)	(182%)	Q	Timing	Refer to note 13

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2020	01 Apr 2019	31 Mar 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	470,213	1,727,294	4,135,781
Cash Restricted - Conditions over Grants	11	1,533,835	75,000	114,390
Cash Restricted	4	2,892,808	2,654,312	3,210,700
Receivables - Rates	6	33,782	202,524	81,111
Receivables - Other	6	1,242,997	403,467	51,284
Interest / ATO Receivable/Trust		72,943	215	13,491
Inventories		10,947	7,036	11,106
		6,257,525	5,069,847	7,617,863
Less: Current Liabilities				
Payables		(460,376)	(372,872)	(409,262)
Provisions		(458,666)	(604,588)	(454,172)
		(919,042)	(977,460)	(863,434)
Less: Cash Reserves	7	(2,892,809)	(2,654,313)	(3,210,699)
Add: Cash backed leave portion		209,380	209,380	209,380
Net Current Funding Position		2,655,054	1,647,453	3,753,108



Comments - Net Current Funding Position

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Telenet Saver	489,370			489,370	BankWest	0.05%	At Call
(b) Muni Account	515,120			515,120	BankWest		
(d) Term Deposits							
Gold Term Deposit - Muni Funds	3,245,431			3,245,431	BankWest	0.95%	20-Apr-20
Gold Term Deposit - Reserves		3,210,700		3,210,700	BankWest	1.10%	17-Jun-20
Total	4,249,921	3,210,700	0	7,460,621			

Comments/Notes - Investments

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 5: Budget Amendments

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
E073188	Dalwallinu Medical Centre Support to Panaceum Group	9422	Operating Expenditure	0	0	37,500	37,500
	Kalannie Bowling Club & Kalannie Football Club -						
E113849	Replacement of bowling green	9449	Capital Expenditure	0	0	12,000	49,500
E093854	Bell Street Subdivision expenditure	9457	Capital Expenditure	0	0	249,223	298,723
TBA	Bell Street Subdivision - WA Treasury Loan	9457	Capital Revenue	0	(300,000)	0	(1,277)
Various	Budet Review 2019/20	9503	Operating Expenditure	0	0	19,122	17,845
E135921	Transfer to Land & Buildings Reserve	9476	Capital Expenditure	0	0	120,000	118,723
	Budget Adoption		Opening Surplus				
	Permanent Changes						
	Opening surplus adjustment						
				0	(300,000)	437,845	

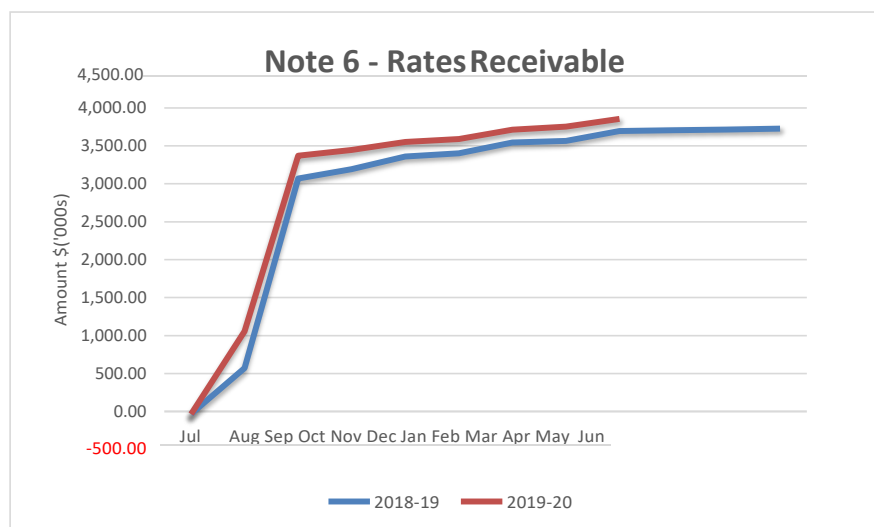
SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 6: Receivables

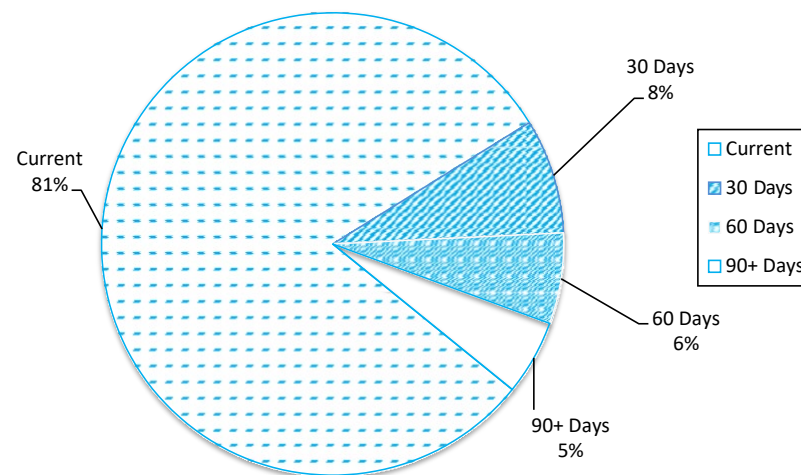
Receivables - Rates Receivable	31 Mar 2020	30 June 2018
	\$	\$
Opening Arrears Previous Years	50,342	122,205
Levied this year	3,902,016	3,902,016
Less Collections to date	(3,854,687)	(3,973,879)
Equals Current Outstanding	97,671	50,342
Net Rates Collectable	97,671	50,342
% Collected	97.53%	98.75%

Receivables - General	Current	30 Days	60 Days	90+ Days	TOTAL
	\$	\$	\$	\$	\$
Receivables - General	36,510	3,648	2,884	2,386	45,429
Balance per Trial Balance					
Sundry Debtors					45,429
Receivables - Other					5,855
Total Receivables General Outstanding					51,284

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



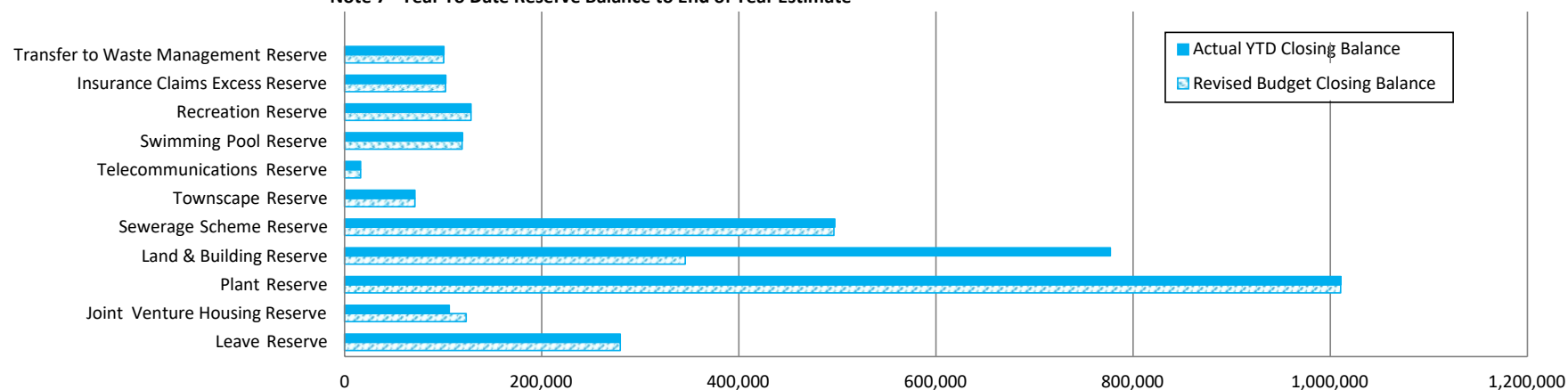
Comments/Notes - Receivables Rates

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 7: Cash Backed Reserve

Name	Opening Balance	Revised Budget Interest Earned	Actual Interest Earned	Revised Budget Transfers In (+)	Actual Transfers In (+)	Revised Budget Transfers Out (-)	Actual Transfers Out (-)	Revised Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	276,127	3,452	3,513	0	0	0	0	279,579	279,640
Joint Venture Housing Reserve	287,722	3,597	2,556	15,961	0	(184,000)	(184,000)	123,280	106,278
Plant Reserve	998,029	12,475	12,699	0	0	0	0	1,010,504	1,010,728
Land & Building Reserve	454,147	5,677	6,955	263,238	383,238	(377,495)	(67,495)	345,567	776,844
Sewerage Scheme Reserve	335,816	4,198	5,213	606,483	606,483	(450,000)	(450,000)	496,497	497,512
Townscape Reserve	70,571	882	898	0	0	0	0	71,453	71,469
Telecommunications Reserve	114,896	1,436	1,462	0	0	(100,000)	(100,000)	16,332	16,358
Swimming Pool Reserve	43,862	548	1,009	75,000	75,000	0	0	119,410	119,871
Recreation Reserve	176,209	2,203	2,242	0	0	(50,000)	(50,000)	128,412	128,451
Insurance Claims Excess Reserve	85,429	1,068	1,183	16,000	16,000	0	0	102,497	102,612
Transfer to Waste Management Reserve	50,000	625	937	50,000	50,000	0	0	100,625	100,937
	2,892,808	36,161	38,666	1,026,682	1,130,721	(1,161,495)	(851,495)	2,794,156	3,210,699

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 8: Disposal of Assets

Asset Number Asset Description	YTD Actual				Revised Budget			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
Land and Buildings								
Sale of staff housing	170,400	263,238	92,838		170,400	263,238	92,838	
Sale of Industrial Land	150,000	120,000		(30,000)	0	0		
Plant and Equipment								
Utility DL134	13,206	7,955		(5,252)	13,466	8,000		(5,466)
Utility DL73	6,478	7,955	1,477		6,478	7,955	1,477	
Loader DL999	70,000	59,500		(10,500)	68,761	59,500		(9,261)
Truck DL2478	0	0			85,000	85,000		
Utility DL275	10,278	7,955		(2,324)	11,661	9,000		(2,661)
Utility DL103	0	0			44,192	30,000		(14,192)
Utility DL281	0	0			30,363	17,000		(13,363)
Backhoe DL695	45,126	51,000	5,874		49,526	35,000		(14,526)
Utility DL350	10,680	7,955		(2,726)	12,752	4,000		(8,752)
Prime Mover DL8354	12,000	4,000		(8,000)	12,000	12,000		
Water Fountains	17,850	20,400	2,550		17,850	20,400	2,550	
Admin Pooled Vehicle DL131	12,000	7,273		(4,727)	12,000	12,000		
	518,018	557,229	102,738	(63,528)	534,449	563,093	96,865	(68,221)

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	8.9750	264	3,902,315	350,237	551	438	351,226	350,237	551	438	351,226
UV	1.9290	362	149,592,000	2,885,481	2,497	1,673	2,889,651	2,885,480	2,497	1,673	2,889,650
Sub-Totals		626	153,494,315	3,235,717	3,048	2,111	3,240,877	3,235,717	3,048	2,111	3,240,876
Minimum Payment											
	\$										
GRV - Dalwallinu	600.00	128	670,180	76,800	0	0	76,800	76,800	0	0	76,800
GRV - Kalannie	600.00	34	176,742	20,400	0	0	20,400	20,400	0	0	20,400
GRV - Other Towns	600.00	81	282,516	48,600	0	0	48,600	48,600	0	0	48,600
UV - Rural	700.00	34	609,405	23,800	0	0	23,800	23,800	0	0	23,800
UV - Mining	700.00	24	134,579	16,800	0	0	16,800	16,800	0	0	16,800
Sub-Totals		301	1,873,422	186,400	0	0	186,400	186,400	0	0	186,400
		927	155,367,737	3,422,117	3,048	2,111	3,427,277	3,422,117	3,048	2,111	3,427,276
Concession							(152,764)				(152,764)
Amount from General Rates							3,274,513				3,274,512
Specified Area Rates							0				.
Totals							3,274,513				3,274,512

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	New Loans	Principal Repayments	Principal Outstanding		Interest Repayments		
			Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget
Community amenities			\$	\$	\$	\$	\$	\$
Loan 64 - Sewerage Scheme	123,755		16,002	16,002	107,753	107,753	6,215	11,805
Recreation and culture								
Loan 157 - Dalwallinu Discovery Centre	626,128		28,470	57,265	0	0	6,216	14,234
Loan 159 - Dalwallinu Recreation Centre Upgrade	2,700,000	0	56,545	56,545	2,643,455	0	68,924	80,579
Economic services								
Loan 160 - Bell Street Subdivision	0	1,400,000	0	0	0	1,400,000	0	0
	3,449,883	1,400,000	101,017	129,812	2,751,208	1,507,753	81,355	106,618

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 11: Grants and Contributions

	Grant Provider	Type	Opening	Amended Budget		YTD	Annual	Post	Expected	YTD Actual		Unspent
			Balance	Operating	Capital	Budget	Budget	Variations	(d)+(e)	Revenue	(Expended)	Grant
			(a)				(d)	(e)		(b)	(c)	(a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating	817,154	846,923	0	635,192	846,923		846,923	635,192	(423,462)	0
Grants Commission - Roads	WALGGC	Operating	632,718	534,105	0	400,579	534,105		534,105	400,579	(267,053)	0
Ex-Gratia Rates	CBH	Operating	0	40,641	0	40,641	40,641		40,641	40,641	(40,641)	0
Law, Order and Public Safety												
DFES Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	8,964	22,795	0	17,096	22,795		22,795	43,526	(29,771)	0
DFES Contribution - New Fire Shed	Dept. of Fire & Emergency Serv.	Operating	0	163,318	0	0	163,318		163,318	0	0	0
Recreation and Culture												
Landscaping for Leahy Street	Landcorp	Operating - Tied	60,000	0	0	0	0		0	0	(2,000)	58,000
Grants - Lotterywest Rec Centre Precinct	LotteryWest	Non-operating	0	0	232,363	232,363	232,363		232,363	232,363	(232,363)	0
Contribution for Artificial Green (Kalannie)	Kalannie Bowling Club	Non-operating	0	0	0	67,085	89,447		89,447	69,447	(69,447)	0
Contribution for Artificial Green (Kalannie)	Kalannie Community	Non-operating	0	0	0	10,000	20,000		20,000	10,000	10,000	0
Transport												
Road Preservation Grant	State Initiative	Operating	0	275,176	0	275,176	275,176		275,176	275,176	(275,176)	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	723,092	482,061	723,092		723,092	723,092	(706,703)	16,389
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	443,693	354,954	443,693		443,693	354,954	(354,954)	0
Landscaping of Median Strip at Leahy Street	Water Corporation	Operating - Tied	15,000	0	0	0	0		0	0	0	15,000
Economic Services												
Contribution for fencing of 3 dams	Water Corporation	Operating - Tied	0	25,000	0	25,000	25,000		25,000	25,000	0	25,000
Various reimbursements	various	Operating	0	441,919	0	405,092	441,919		441,919	414,234	(329,358)	0
TOTALS			1,533,836	2,349,877	1,399,148	2,945,241	3,858,472	0	3,858,472	3,224,203	(2,720,927)	114,390
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		1,458,836	2,324,877	0	1,773,777	2,324,877	0	2,324,877	1,809,347	(1,365,461)	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		75,000	25,000	0	25,000	25,000	0	25,000	25,000	(2,000)	98,000
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	1,399,148	1,146,464	1,508,595	0	1,508,595	1,389,856	(1,353,466)	16,390
TOTALS			1,533,836	2,349,877	1,399,148	2,945,241	3,858,472	0	3,858,472	3,224,203	(2,720,927)	114,390

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 12: Trust Fund

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










Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Mar 2020
	\$	\$	\$	\$
DPI Licensing Fees	12,897	291,337	(304,234)	0
St John Ambulance Memberships	201	592	(793)	0
CTF Levy	265	1,092	(1,357)	0
Building Services Levy	184	1,693	(1,877)	0
Standpipe Swipe Cards	2,000	100	(2,100)	0
Mainly Mutton Cookbooks	0	10	(10)	0
Nomination Fees	0	400	(400)	0
Hall Hire Bonds	1,499	2,374	(3,873)	0
Key Deposits	1,542	1,878	(3,420)	0
Housing Bonds	0	6,472	(6,472)	0
5 Graves in Dalwallinu Book	60	60	(120)	0
Miscellaneous Deposits Held	55,788	34	(55,822)	0
	74,436	306,042	(380,478)	0

There are no funds held at the balance date which are required to be held in the Trust fund.

In previous reporting periods bonds and deposits were held as Trust monies. They are now included in Restricted cash and held in the Municipal account.












SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.								
Land & Buildings								
Housing								
 Bell Street Subdivision	E093854	(31,838)	0	(31,838)	(1,400,000)	(1,400,000)	1,368,162	
 Two New Employee Houses	E092041	0	0	0	(550,000)	(274,945)	274,945	
 Purchase of Myers Street Land	E093855	0	0	0	(60,000)	(60,000)	60,000	
 Construction of two single units - 11 James St	E093856	(277,977)	0	(277,977)	(278,675)	(278,675)	698	
 Purchase of lot 572 Sawyers Ave, Dalwallinu	E093857	0	0	0	(70,000)	0	0	
Housing Total		(309,815)	0	(309,815)	(2,358,675)	(2,013,620)	1,703,805	
Law, Order and Public Safety								
 New Buntine Fire Shed	K47	0	0	0	(163,318)	(163,318)	163,318	
Law, Order & Public Safety Total		0	0	0	(163,318)	(163,318)	163,318	
Recreation And Culture								
 Dalwallinu Recreation Centre Upgrade	K5	(27,247)	0	(27,247)	(40,000)	(40,000)	12,753	
 Kalannie Sports Club - Capital Expenditure	K68	0	(170,713)	(170,713)	(170,713)	(170,713)	(0)	
Recreation And Culture Total		(27,247)	(170,713)	(197,960)	(210,713)	(210,713)	12,753	
Land & Buildings Total		(337,061)	(170,713)	(507,774)	(2,732,706)	(2,224,333)	1,716,559	










SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 13: Capital Acquisitions

		YTD Actual			Amended Budget			Strategic Reference / Comment
Assets	Account	New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Plant , Equip. & Vehicles								
Administration								
	DCEO Vehicle (DL186)	E145802	(35,173)	0	(35,173)	(38,000)	(38,000)	2,827
Administration Total			(35,173)	0	(35,173)	(38,000)	(38,000)	2,827
Transport								
	Utility (DL134)	E123833	(29,062)	0	(29,062)	(30,000)	(30,000)	938
	Loader (DL999)	E123842	0	0	0	(315,000)	(315,000)	315,000
	Utility (DL275)	E123849	(29,062)	0	(29,062)	(30,000)	(30,000)	938
	Utility (DL350)	E123868	(29,062)	0	(29,062)	(30,000)	(30,000)	938
	Backhoe/Loader (DL695)	E123880	(165,000)	0	(165,000)	(180,000)	(180,000)	15,000
	MWS Utility Vehicle (DL103)	E123881	0	0	0	(49,000)	(49,000)	49,000
	WS Utility Vehicle (DL281)	E123882	0	0	0	(43,000)	(43,000)	43,000
	Utility (DL73)	E123891	(29,062)	0	(29,062)	(29,062)	(29,062)	0
	Prime Mover	E123894	0	0	0	(145,000)	(145,000)	145,000
	Sundry Plant	E123841	0	0	0	(20,000)	(15,000)	15,000
Transport Total			(281,248)	0	(281,248)	(871,062)	(866,062)	584,814
Plant , Equip. & Vehicles Total			(316,421)	0	(316,421)	(909,062)	(904,062)	587,641





SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 13: Capital Acquisitions

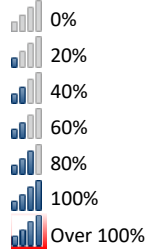
Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Infrastructure Other								
Community Amenities								
 Sewerage Ponds	E103843	0	0	0	(200,000)	(150,000)	150,000	
 Sewerage System Upgrade	E103844	0	(24,940)	(24,940)	(471,410)	(471,410)	446,470	
Community Amenities Total		0	(24,940)	(24,940)	(671,410)	0	1,768,925	
Recreation And Culture								
 Dalwallinu Swimming Pool Guttering	E112849	0	(22,250)	(22,250)	(22,250)	(22,250)	0	
 Dalwallinu Recreation Centre Precinct	E113876	(435,926)	0	(435,926)	(437,195)	(437,195)	1,269	
 Dalwallinu Recreation Centre Car Park	E113880	(25,684)	0	(25,684)	(36,475)	(36,475)	10,791	
 Kalannie Bowling Club Artificial Green	E113849	0	(131,447)	(131,447)	(131,447)	(131,447)	(0)	
 Kalannie Netball Court surface	E113862	0	(16,150)	(16,150)	(28,000)	(28,000)	11,850	
Recreation And Culture Total		(461,610)	(169,847)	(631,457)	(655,367)	(655,367)	23,910	
Economic Services								
 Leahy Street landscaping	E135860	(4,736)	0	(4,736)	(75,000)	(75,000)	70,264	
 Fencing for Dams (ex Water Corp)	E135875	0	0	0	(25,000)	(18,750)	18,750	
Economic Services Total		(4,736)	0	(4,736)	(100,000)	(18,750)	5,981,711	
Infrastructure Other Total		(466,346)	(194,787)	(661,134)	(1,426,777)	(674,117)	6,005,621	

SHIRE OF DALWALLINU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2020

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Amended Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Roads (Non Town)								
Transport								
 Regional Road Group	E121700	0	(415,894)	(415,894)	(679,986)	(679,984)	264,090	
 Road Program (own works)	E121730	0	(243,344)	(243,344)	(557,808)	(557,808)	314,464	
 Roads to Recovery	E121720	0	(706,703)	(706,703)	(744,746)	(744,746)	38,043	
Transport Total		0	(1,365,941)	(1,365,941)	(1,982,540)	(1,982,538)	616,597	
 Roads (Non Town) Total		0	(1,365,941)	(1,365,941)	(1,982,540)	(1,982,538)	616,597	
Capital Expenditure Total		(1,119,828)	(1,731,441)	(2,851,269)	(7,051,085)	(5,785,050)	8,926,418	

Level of Completion Indicators



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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
31-March-2020

Note 14: BALANCE SHEET

	Period YTD \$	2017/18 Actual \$
CURRENT ASSETS		
Cash Assets	7,460,871	4,971,293
Receivables	145,887	1,349,722
Inventories	11,106	10,947
TOTAL CURRENT ASSETS	<u>7,617,864</u>	<u>6,331,962</u>
NON-CURRENT ASSETS		
Receivables	16,560	16,560
Unlisted Equity Investments	122,620	122,620
Property, Plant and Equipment	33,005,957	33,419,224
Infrastructure	276,619,839	277,941,617
TOTAL NON-CURRENT ASSETS	<u>309,764,976</u>	<u>311,500,021</u>
TOTAL ASSETS	<u>317,382,840</u>	<u>317,831,983</u>
CURRENT LIABILITIES		
Payables	(409,262)	(534,813)
Interest-bearing Liabilities	(28,657)	(129,673)
Provisions	(454,172)	(458,666)
TOTAL CURRENT LIABILITIES	<u>(892,091)</u>	<u>(1,123,152)</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	(3,329,739)	(3,329,738)
Provisions	(47,698)	(47,698)
TOTAL NON-CURRENT LIABILITIES	<u>(3,377,437)</u>	<u>(3,377,436)</u>
TOTAL LIABILITIES	<u>(4,269,528)</u>	<u>(4,500,588)</u>
NET ASSETS	<u>313,113,312</u>	<u>313,331,392</u>
EQUITY		
Retained Surplus	46,668,711	46,338,242
Net Result	-218,081	648,360
Reserves - Cash Backed	3,210,700	2,892,808
Reserves - Asset Revaluation	263,451,982	263,451,982
TOTAL EQUITY	<u>313,113,312</u>	<u>313,331,392</u>
	0	-0

Shire of Dalwallinu

Bank Reconciliation

as at 31 March 2020

Balance as per General Ledger as at 1 March 2020				
A910000 - Municipal Fund	59,460.74			
A910001 - Telenet Saver	718,222.36	777,683.10		777,683.10
Add Cash Receipts				
Daily Receipts		571,751.96		
BPAY Receipts		102,279.60		
Interest Received		166.84		
Transfer from Muni excess funds Term Deposit		400,000.00		
Transfer from Reserve funds Term Deposit		30,000.00		
				1,104,198.40
Less Cash Payments				1,881,881.50
EFT Payments - Payroll		115,722.00		
EFT Payments (EFTEFTI 0508-EFTI 0622)		568,654.56		
Direct Debit - Credit Card Payments (DDI 5489.1)		2,136.67		
Direct Debit - Housing Bonds (DDI 5476.1, DDI 5478.1 & DDI 5504.1)		2,844.00		
Direct Debit (Superannuation Payments)		23,377.48		
Bank Fees		668.08		
Loan Payments Loan 159 - Rec Centre		68,562.25		
Direct Debit Payment to DoT		95,426.45		
				877,391.49
Balance as per General Ledger as at 31 March 2020				
A910000 - Municipal Fund	515,119.61			
A910001 - Telenet Saver	489,370.40			
		1,004,490.01	0.00	1,004,490.01
Add				
Less:				
Banking 30/01/20 Banked on 01/04/20				322.24
Banking 31/03/20 Banked on 01/04/20				2,720.00
Eftpos payments 31/03/20 - received 01/04/20				498.85
				1,000,948.92
Balance as per Bank Statements as at 31 March 2020				
Muni Cheque Account - 536591-4		511,578.52		
Business Telenet Saver - 0373562		489,370.40		

Prepared by

P2 7/0/ij/420

Reviewed by

7/0/ij/420 7/0/ij/420



Bankwest, a division of Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL / Australian credit licence 234945

Account of SHIRE OF DALWALLINU

BUSINESS BONUS STATEMENT

BSB: 306-008
(Bank,State,Branch)
Account Number 536591-4
From 28/03/2020
To 31/03/2020
Statement Number 3982

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
28/03/2020	OPENING BALANCE			\$508,361.00
30/03/2020	J D Cream 10:49PM 29Mar Di Cream		\$600.00	\$508,961.00
30/03/2020	27 MARCH 2020		\$292.60	\$509,253.60
30/03/2020	BILL PAYMENT 2000491349 001 ANZ202003308086408690		\$535.00	\$509,788.60
30/03/2020	BILL PAYMENT 2000499871 001 ANZ202003301003419319		\$328.32	\$510,116.92
30/03/2020	CTRLINK PENSION 190P7188555125968L		\$99.01	\$510,215.93
30/03/2020	IRENE DUTTON 8 Pioneer Place		\$252.00	\$510,467.93
30/03/2020	TRANSPORT DALO20200326	\$2,178.35		\$508,289.58
30/03/2020	FDMSA Payment 42298585164721		\$1,115.45	\$509,405.03
31/03/2020	CREDIT INTEREST		\$1.80	\$509,406.83
31/03/2020	BILL PAYMENT 2000560045 001 ANZ202003317489153379		\$69.30	\$509,476.13
31/03/2020	TRANSPORT DALO20200327	\$863.75		\$508,612.38
31/03/2020	Central Earthmov CENTRAL EARTHMOVIN		\$246.14	\$508,858.52
31/03/2020	FDMSA Payment 42298585164721		\$2,720.00	\$511,578.52
31/03/2020	CLOSING BALANCE			\$511,578.52

Total Debits: -\$3,042.10

Total Credits: \$6,259.62

Page 1

TRANSACTION SEARCH RESULTS

Account: 302-162 0373562
Account Nickname: BUSINESS TELENET SAVER
Date: From 01/03/2020 to 31/03/2020
Transaction Types: All Transaction Types
Opening Balance: \$718,222.36
Closing Balance: \$489,370.40

BSB NO.	ACCOUNT NO.	TRANSACTION DATE	NARRATION	CHEQUE NO.	DEBIT	CREDIT	ACCOUNT BALANCE
302-162	0373562	26/03/2020	To muni a/c		-\$379,000.00		\$489,370.40
302-162	0373562	17/03/2020	FROM MUNI TO TS			\$380,000.00	\$868,370.40
302-162	0373562	11/03/2020	FROM TS TO MUNI		-\$150,000.00		\$488,370.40
302-162	0373562	05/03/2020	FROM T/S TO MUNI		-\$80,000.00		\$638,370.40
302-162	0373562	02/03/2020	CREDIT INTEREST			\$148.04	\$718,370.40

Page 1

Shire of Dalwallinu

Trust Bank Reconciliation

as at 31 March 2020

Balance as per General Ledger as at 1 March 2020				
2T9900000 - Trust Fund	0.00	0.00		0.00
Add Cash Receipts				0.00
				0.00
Less Cash Payments				
		0.00		0.00
Balance as per General Ledger as at 31 March 2020				
2T9900000 - Trust Fund	0.00	0.00	0.00	0.00
Add				
Outstanding Cheques				20.00
Less				
Balance as per Bank Statements as at 31 March 2020				20.00
2T9900000 - Trust Fund		20.00	0.00	20.00

Prepared by *t...a* *lv* J02.,,

Reviewed by *&i: <!fJ* *J /flf02D i* +



Bankwest, a division of Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL / Australian credit licence 234945

BUSINESS CHEQUE ACCOUNT STATEMENT

Account of SHIRE OF DALWALLINU

BSB: 306-008
(Bank,State,Branch)
Account Number 536593-0
From 28/03/2020
To 31/03/2020
Statement Number 3438

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
28/03/2020	OPENING BALANCE			\$20.00
31/03/2020	CLOSING BALANCE			\$20.00

Total Debits: \$0.00

Total Credits: \$0.00

Page 1



L OCAL
E MERGENCY
M ANAGEMENT
A RRANGEMENTS



THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

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 Welfare Support.

Endorsed by:

<<signature>>

<<Name>>
Chairperson, Dalwallinu LEMC

Date

<<signature>>

Steven Carter
President Shire of Dalwallinu
Resolution Number:

Date

Document Review

Date

AMENDMENT HISTORY

No.	Date	Amendment Details	By
1	24 February 2014	Adopted by Council	
2	31 October 2017	Updated contact details	Keith Jones
3	10 October 2018	Updated contact details	Keith Jones
4	24 February 2020	Full review	Keith Jones

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
Deputy Chief Executive Officer	1
OIC Police Station – Dalwallinu	1
Chief Bush Fire Control Officer	1
Deputy Chief Bush Fire Control Officer	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 Korda	1
Shire of Mount Marshall	1

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Table of Contents

Section one INTRODUCTION	11
1. GLOSSARY OF TERMS	12
2. DOCUMENT AVAILABILITY	14
3. GENERAL ACRONYMS USED IN THESE ARRANGEMENTS:	15
4. AIM.....	15
5. PURPOSE:	16
6. SCOPE:	16
7. AREA COVERED	16
8. EXERCISING, REVIEWING AND REPORTING:	16
9. AGREEMENTS, UNDERSTANDING AND COMMITMENTS	17
10. LOCAL ROLES AND RESPONSIBILITIES	18
11. LEMC ROLES AND RESPONSIBILITIES	19
12. LEMC MEMBERSHIP	19
13. AGENCY ROLES AND RESPONSIBILITIES	20
14. RELATED DOCUMENTS AND ARRANGEMENTS	21
15. COMMUNITY CONSULTATION	21
16. COMMUNITY INVOLVEMENT	21
17. COMMUNITY AWARENESS	21
Section two COORDINATION OF EMERGENCIES	23
1. AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)	24
2. INCIDENT MANAGEMENT TEAM (IMT).....	25
3. INCIDENT SUPPORT GROUP (ISG).....	25
4. TRIGGERS FOR AN ISG	25
5. MEMBERSHIP OF AN ISG	26
6. FREQUENCY OF MEETINGS.....	26
7. LOCATIONS OF ISG MEETINGS	26
8. LOCATION OF INCIDENT CONTROL CENTRE	26
9. FINANCIAL ARRANGEMENTS	27
Section three RISK	29
1. RISK MANAGEMENT	30
2. SPECIAL CONSIDERATIONS	30
3. CRITICAL INFRASTRUCTURE	30
4. RISK REGISTER	30
5. EMERGENCIES LIKELY TO OCCUR / HAZARDS REGISTER	33
Section four EVACUATION	35
1. EVACUATION.....	36

2. TYPES OF EVACUATION	36
3. THE FIVE STAGES OF EVACUATION.....	36
4. KEY ROADS	37
5. KEY CONTACTS (Refer Section 8 at the rear of this document)	37
6. HMA/CONTROLLING AGENCY CHECKLIST.....	38
7. EVACUATION (WELFARE) CENTRES	39
8. EVACUATION TO OTHER LOCAL GOVERNMENT AREAS.....	39
9. SPECIAL NEEDS GROUPS.....	39
10. EVACUATION OF ANIMALS	39
11. MAPS.....	39
Section five WELFARE	41
1. LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT.....	42
2. LOCAL WELFARE COORDINATOR.....	42
3. LOCAL WELFARE LIAISON OFFICER	42
4. REGISTER.FIND.REUNITE	42
5. WELFARE CENTRES.....	42
6. OPENING AND COORDINATION OF WELFARE EVACUATION CENTRES.....	43
Section six RECOVERY PLAN	45
1. INTRODUCTION	46
2. ROLES AND RESPONSIBILITIES	47
2.1. Local Recovery Coordinator.....	47
2.2. Local Recovery Coordination Group (LRCG)	48
2.3. Controlling Agency Hazard Management Agency.....	49
2.4. State Recovery Coordinator	49
3. COMMENCEMENT OF RECOVERY.....	51
4. RESOURCES	54
5. COMMUNITY REACTIONS.....	55
6. THE NATIONAL PRINCIPLES FOR DISASTER RECOVERY	56
7. ACTIONS AND STRATEGIES	57
8. APPENDIX 6A: SUB COMMITTEES – OBJECTIVES	59
9. APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR	61
10. LOCAL RECOVERY COORDINATOR/COORDINATION GROUP CHECKLIST.....	63
11. APPENDIX 6C: OPERATIONAL RECOVERY PLAN TEMPLATE	66
Section seven COMMUNICATIONS PLAN	69
1. INTRODUCTION	70
2. COMMUNICATION POLICY	70
3. COMMUNICATION PRINCIPLES	70
4. STAKEHOLDER COMMUNICATION	71
5. COMMUNICATING IN THE PREVENTION STAGE:	71

6.	COMMUNICATING IN THE PREPAREDNESS STAGE:	71
7.	PUBLIC WARNING SYSTEMS	71
8.	COMMUNICATING IN THE RESPONSE STAGE:	73
9.	COMMUNICATING IN THE RECOVERY STAGE:	73
10.	APPENDIX 7A RECOVERY COMMUNICATIONS PLAN TEMPLATE	76
Section eight CONTACTS AND RESOURCES REGISTER		79
1.	Administration Office and Depot.....	81
2.	Shire Councillors.....	81
3.	Shire Staff	82
4.	Shire Contractors.....	82
5.	LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS.....	83
6.	SHIRE PLANT AND EQUIPMENT	84
7.	LOCAL RESOURCES – PLANT AND EQUIPMENT	85
8.	LOCAL RESOURCES – SERVICES AND SUPPLIES	86
9.	Accommodation.....	87
10.	Catering and Meals.....	87
11.	INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS	88
12.	SPECIAL ARRANGEMENTS/MOUs	88
13.	EMERGENCY SERVICES	89
14.	SUPPORT ORGANISATIONS.....	91
15.	Utilities and Services	92
16.	Other Local Governments.....	92
17.	VULNERABLE PEOPLE CONTACT GROUPS.....	93
18.	ANIMAL WELFARE	93

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

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.

Welfare: 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, wellbeing 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 HEALTH	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 2016 Census the shire has a population

of 1429 people with a total of 705 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	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 Welfare Liaison Officer	<p>During an evacuation assist Dept. Communities by providing advice information and resources</p>
Local Government Liaison Officer (to ISG/IMT)	<p>During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.</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 Executive Officer	<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. 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
Risk Register	Shire of Dalwallinu	Shire of Dalwallinu	Dec 2019
Air Crash	WAPOL	Dalwallinu Police Station	Mar 2019
Land Search	WAPOL	Dalwallinu Police Station	Mar 2019
Road Transport Plan	WAPOL	Dalwallinu Police Station	Mar 2019
Local Welfare Plan	Dept. Communities	Shire of Dalwallinu, Dept. Communities	Dec 2019
Bushfire Management Plan(2009)	Shire of Dalwallinu	Shire of Dalwallinu	2009

Commented [GY1]: Police should have quite current plans for all their hazards. Mike Daley will be able to assist.

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 with the final plan for adoption.

Commented [KJ2]: Advertising in the TL in February 2020 and place on Shire website (1 month period)

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.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Section two

COORDINATION OF EMERGENCIES



1. AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

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

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

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

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

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

The five key principles of AIIMS:

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	Provision 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 ANISG

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 Community Resource Centre/Hall	Roche Street, 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.

Commented [GY3]: Keith as discussed, recommend that you identify an incident control centre. I have added para # 8.

Commented [KJ4R3]: done

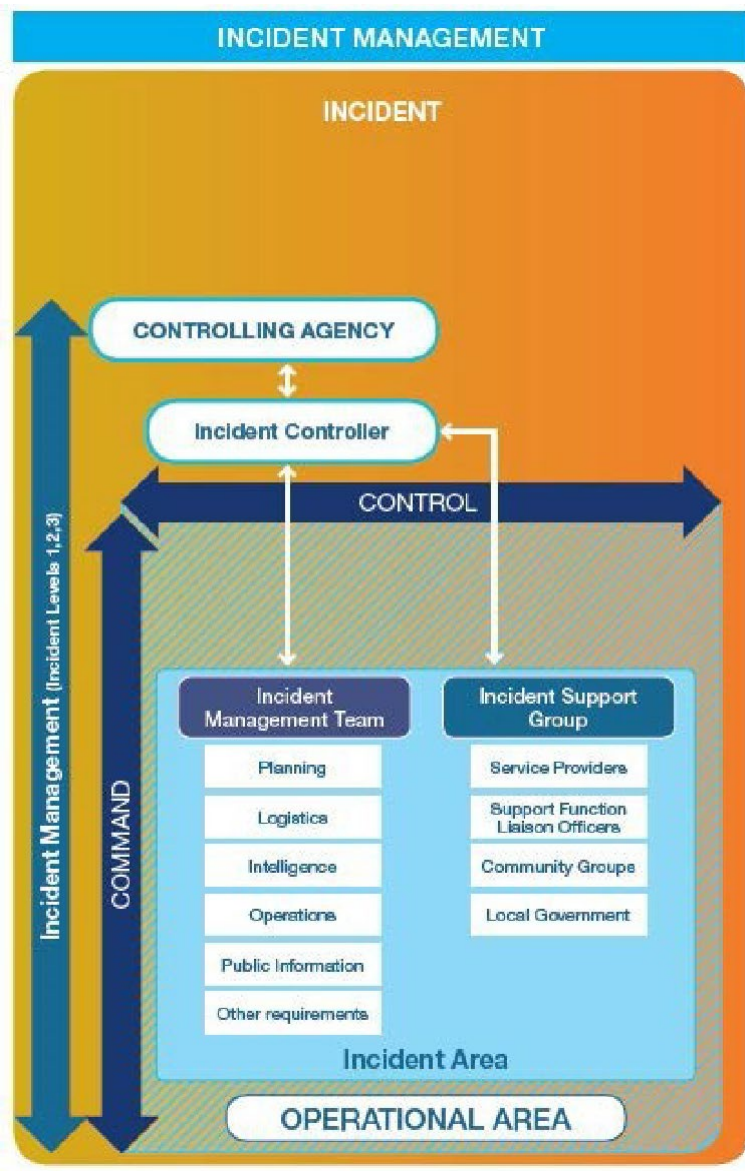


Figure 1: A diagram illustrating Incident Management

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.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

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 are 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
- Hanwha – 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 (Farmworks, Elders, Landmark, CSBP Fertilizers), Kalannie businesses (General Store and Landmark)
- 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 as part of the State Risk project – local level.

A summary of the risk register has/will be included as below.

Dalwallinu will be part of the Risk Project which will ensure this part being updated later.

(this will be reviewed after the future planned Regional Risk Workshop with Dowerin, Wongan-Ballidu, and Victoria Plains).

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

Template source: Western Australia Emergency Risk Management Guide, DFES, July 2005.

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	4
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	5
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	3 14
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	9
There is a risk that if there was a hazardous material 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	10
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	15
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	11
There is a risk that a rail accident within the Region could result in injuries and possible loss of life	Unlikely	Minor	Low	16
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	7
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	12
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	8
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	13

5. EMERGENCIES LIKELY TO OCCUR / HAZARDS REGISTER

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

Commented [GY5]: I have updated this table for you.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plan
Bush Fire (Local Govt land)	LG	DFES	BFB's	LGA staff, Police, SJA	Fire 2019	Response plan 20009
Road Transport emergency	WA Police	WA Police	WA Police	LGA staff, SJA	Crash Emergency 2019	
Fire (DPaW lands)	DPaW	DFES	DPaW, BFB's VFRS	LGA staff, Police, Local Contractors	Fire 2019	
Earthquake	DFES	DFES	Dalwallinu VFRS	Western Power, Water Corp	Earthquake (2016)	
Rail Transport	WA Police	ARC	WA Police, Dalwallinu VFRS	LGA staff BFB's Nursing post SJAA	Crash Emergency 2019	
Hazardous Materials	DFES	DFES	Dalwallinu VFRS	SJAA, WAPOL	HAZMAT (2016)	
Human Epidemic	Dept of Health	Dept of Health	Local Health Services	SJA, WA Police Hospital	Human Epidemic (2016)	
Severe Storm	DFES	DFES	Regional SES	LGA staff, BFB's, Nursing post SJAA	Storm 2016	
Structural Fire	DFES	DFES	Dalwallinu VFRS	Local BFB Police Shire staff	Fire 2019	
Animal and Plant Biosecurity	DAFWA	DAFWA		Leibe Group	Animal and Plant Biosecurity (2016)	
Air Crash	WA Police	WA Police	Dalwallinu VFRS BFB's CASA	LGA staff BFB Nursing post SJAA	Air Crash 2016	
Land Search & Rescue	WA Police	WA Police	Regional SES Defence Force	BFB SJAA Nursing post LGA staff	Search & Rescue 2016	
Flood	DFES	DFES	Regional SES	Police Local Fire Brigade LGA staff	Flood 2016	

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

Section four

EVACUATION



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



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 welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare 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 welfare 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 West Road	

5. KEY CONTACTS (Refer Section 8 at the rear of this document)

NAME	CONTACT	NAME	CONTACT
Shire Office		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	
Ambulance	000	Doctor	
Bushfire:	000	CRC	

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 (WELFARE) CENTRES

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

8. EVACUATION TO OTHER LOCAL GOVERNMENT 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.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Section five

WELFARE



1. LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

The Department of Communities has the role of managing welfare. 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 Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of Dalwallinu and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

2. LOCAL WELFARE COORDINATOR

The Local Welfare 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 WELFARE LIAISON OFFICER

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

The Shire of Dalwallinu appointed Local Welfare Liaison officer **Keith Jones (DCEO)**

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. WELFARE CENTRES

The Local Government may choose to manage a Welfare 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/WELFARE CENTRES

EVACUATION/WELFARE CENTRES	CONTACT	MOBILE CONTACT	ALTERNATIVE MOBILE
Dalwallinu Sporting Complex	Jean Knight	0427 611 001	0407 084 318
Dalwallinu Discovery Centre and Town Hall	Jean Knight	0427 611 001	
Buntine Town Hall	Jean Knight	0427 611 001	
Kalannie Town Hall/CRC	Jean Knight	0427 611 001	
Pithara Supper Room	Jean Knight	0427 611 001	
Wubin Town Hall	Jean Knight	0427 611 001	
Wubin Recreation Building	Jean Knight	0427 611 001	

Detailed facilities and equipment in each of the evacuation centres is listed in the Appendix

Functional areas of Welfare Coordination include;

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

6. OPENING AND COORDINATION OF WELFARE EVACUATION CENTRES

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

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

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as 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 a Welfare 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.

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Section six

RECOVERY PLAN

Recovery Coordinator:

Jean Knight - Chief Executive Officer

Mob: 0427 611 001

ceo@dalwallinu.wa.gov.au

Deputy Recovery Coordinator:

Keith Jones – Deputy Chief Executive Officer

Mob: 0407 084 318

dceo@dalwallinu.wa.gov.au



Endorsed at LEMC: *Date*

Endorsed at Council: *Date and resolution number*

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, Westplan Recovery Coordination.

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.

Management Handbook 2 "Community Recovery" 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

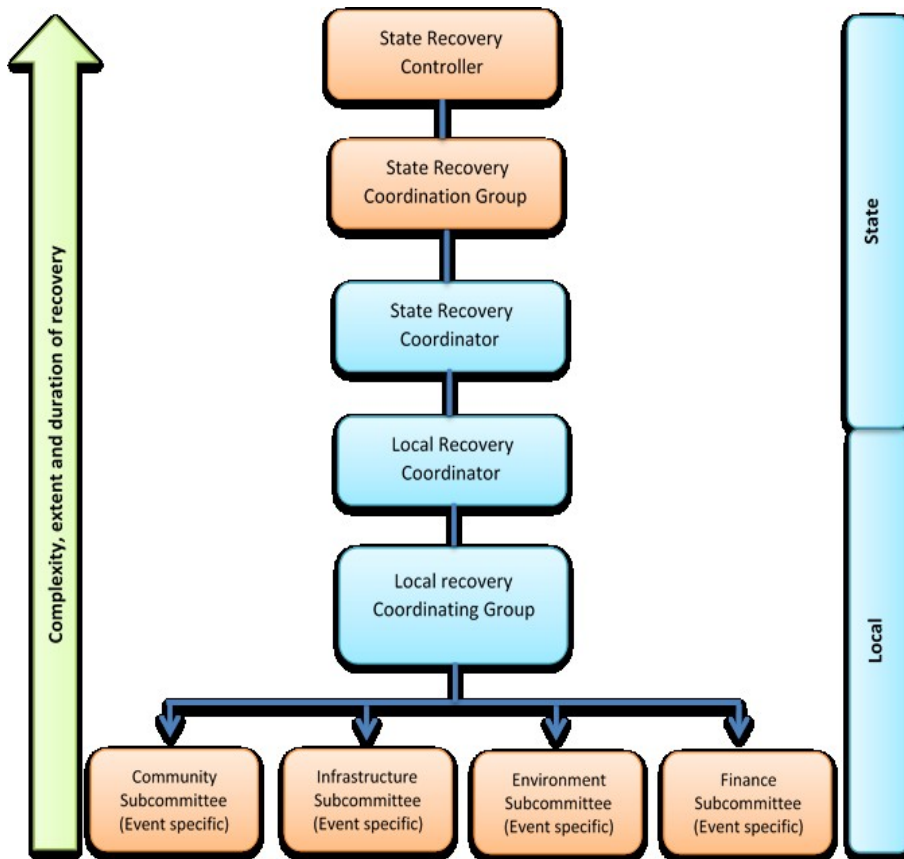
The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- 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 of Works	
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	Accounting 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
Welfare 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
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 forward.
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

Commented [GY6]: I have just added this heading in here, so you can identify a suitable centre to manage recovery from. Preferably with back up power

Commented [KJ7R6]: done

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 (DRFA-WA), 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 DRFA.

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

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

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 (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

Managing Donations:

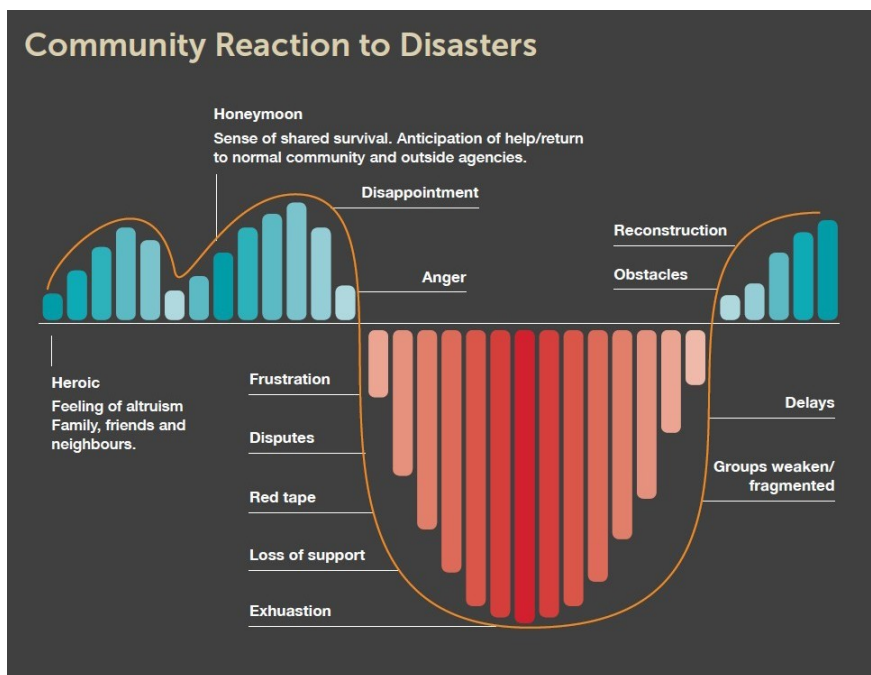
Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure¹—Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food 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/resources/national-principles-disaster-recovery>

7. ACTIONS 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 welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

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

Strategies for Grants, Loans and Gifts

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

Strategies to Maintain Family Cohesion

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

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**



Government of Western Australia
State Emergency Management Committee

AIDE MEMOIRE LOCAL RECOVERY COORDINATOR LOCAL LEVEL RECOVERY ARRANGEMENTS

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).	
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.	

Task Description	Complete
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 	
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.	
Arrange community initiatives, or accommodate and support community-led initiatives, such as: <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 RECOVERY 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:

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

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. COMMUNICATING 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
- 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

Commented [GY8]:

This is important, select the methods that are applicable and add any extra that you may have.

Commented [KJ9R8]: done

Commented [GY10]: To be filled out with Dally strategies.

State Systems

During a major emergency you can also find information on;

- 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

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 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 COMMUNICATIONS 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?	
When?	
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	
Descriptions	
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 and 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 REGISTER



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.

1. Administration Office and Depot

Shire of Dalwallinu	
Administration Building	Depot
58 Johnston Street Dalwallinu WA 6609	Deacon Street, Dalwallinu WA 6609
PO Box 141 Dalwallinu WA 6609	
Ph: 08 9661 0500	
Fax: 08 9661 1097	
Email: shire@dalwallinu.wa.gov.au	Radio Channels Two Way: 35
Website: www.dalwallinu.wa.gov.au	

2. Shire Councillors

Role	Name	Phone
Shire President	Steven Carter	0428 663 017
Deputy Shire President	Keith Carter	0428 643 051
Councillor	Melissa Harms	0437 663 035
Councillor	Brett Boys	0413 740 320
Councillor	Karen Christian	0427 183 363
Councillor	Anita Dickins	0429 621 112
Councillor	Vacant	
Councillor	Karen McNeill	0429 020 285
Councillor	Noel Mills	0428 611 304

3. Shire Staff

Role	Name	B/H Phone	A/H Phone	2Way
Chief Executive Officer	Jean Knight	08 9661 0500	0427 611 001	None
Deputy Chief Executive Officer	Keith Jones	08 9661 0500	0407 084 318	None
Manager of Works & Services	Will Taylor	08 9661 0500	0407 253 797	
Manager Planning & Development Services	Doug Burke	08 9661 0500	0429 593 882	None
Technical Services Officer	Sheree Sundstrom	08 9661 0500	None	None
Accountant	Hanna Jolly	08 9661 0500	None	None
Finance Officer - Rates	Christie Andrews	08 9661 0500	None	None
Discovery Centre	Joanne Jones	08 9661 0500	None	None
Executive Assistant	Emily Dutton	08 9661 0500	None	None
Payroll/Creditors Officer	Angella Davey	08 9661 0500	None	None
Customer Support Officer	Tinelle Syme	08 9661 0500	None	None
Works Supervisor	Ty Herron	08 9661 1929	0429 371 778	
Parks & Gardens Leading Hand	Dave Hughes	08 9661 1929	0429 611 832	

4. Shire Contractors

Role	Name	B/H Phone	A/H Phone
Electrician	Rowdy	0429 085 731	
Plumber	Max	0455 186 780	

5. LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS

Agency	Position	Name	Phone/Email
Shire of Dalwallinu	Chief Executive Officer	Jean Knight	0427 611 001 ceo@dalwallinu.wa.gov.au
Shire of Dalwallinu	Shire President (LEMC Chair)	Steven Carter	0428 663 017 president@dalwallinu.wa.gov.au
Shire of Dalwallinu	Deputy Chief Executive Officer	Keith Jones	0407 084 318 dceo@dalwallinu.wa.gov.au
Shire of Dalwallinu	Shire Deputy President	Keith Carter	0428 643 051 crkcarter@dalwallinu.wa.gov.au
Dept. of Communities	District ES Advisor	Jo Spadaccini	0429 102 614 joanne.spadaccini@communities.wa.gov.au
WAPOL (OIC)	Sergeant – Dalwallinu		08 9661 0444 / 0417 371 713 Dalwallinu.Police.Station@police.wa.gov.au
St John Ambulance	Community Paramedic	Maxi McDonald	0438 059 257 maxi.mcdonald@stjohnambulance.com.au
St John Ambulance	Local sub-centre Chair	Stewart Benton	0427 621 069 stewartbenton@bigpond.com
DFES	Area Officer	Rob Steel	0419 049 653 Robert.steel@dfes.wa.gov.au
Bushfire Brigades	Chief Bushfire Control Officer	Gary Butcher	0427 621 069 gary@ojbutcher.com
Volunteer Fire and Rescue	Captain	Sam Dickins	0427 621 039 sam.dickins@bigpond.com
Bushfire Brigades	Deputy Chief Bushfire Control Officer	Aaron Mills	0428 218 881 awmills@westnet.com.au
DFES	DEMC Management Advisor	Yvette Grigg	0488 907 187 yvette.grigg@dfes.wa.gov.au
Dalwallinu High School	Principal	Petrina Bean	0427 521 100 petrina.bean@education.wa.edu.au
Kalannie Primary School	Principal	Rebecca Chown	9666 2022 / 0401 135 394 Rebecca.Chown@education.wa.edu.au
Dalwallinu Hospital	Health Officer	Jeanette Syme	0428 611 201 Jeanette.Syme@health.wa.gov.au

6. SHIRE PLANT AND EQUIPMENT

No	Description	Contact	Alt Contact
1	Grader	Will Taylor	Ty Herron
2	Loader	Will Taylor	Ty Herron
3	Prime Mover & Water Tanker	Will Taylor	Ty Herron
4	6 wheeler with water tank (10,000l)	Will Taylor	Ty Herron
5	6 wheeler tipper with pig trailer	Will Taylor	Ty Herron
6	Backhoe	Will Taylor	Ty Herron

7. **LOCAL RESOURCES – PLANT AND EQUIPMENT**

NAME		ADDRESS	PHONE	2Way Channel	RESOURCES
Western	Rural	4 Dowie St, Dalwallinu	9661 1888/ 0458 243 253		Bulldozer, Excavator, Low Loader, Prime Mover, Grader, Side Tipper semi trailer, End Tipper semi trailer
Bywaters		Jibberding Station	9664 3075/ 0428 924 008		Prime Mover, Low Loader, Side tipper semi trailer, Loader, Fire Fighter/Water Cart

8. **LOCAL RESOURCES – SERVICES AND SUPPLIES**

Trades and Services

Service – Name	Contact	Location	Hours
Electrical – Brendon (Rowdy) Welbon	0429 085 791	Dalwallinu	8am – 5pm Mon - Fri
Plumber – Max Calmy	0455 186 780	Dalwallinu	8am – 5pm Mon - Fri
Dalwallinu Hardware – Mal Huggett	0427 611 094	Dalwallinu	8am – 5pm Mon – Fri 8am – noon Saturday

9. Accommodation

Service – Name	Contact	Location	Hours
<i>Dalwallinu Hotel</i>	<i>9661 1102</i>	<i>Dalwallinu</i>	<i>9am – 12pm every day</i>
<i>Wheatlands Motel</i>	<i>9661 1600</i>	<i>Dalwallinu</i>	<i>9am – 12pm every day</i>
<i>Dalwallinu Caravan Park</i>	<i>9661 1253</i>	<i>Dalwallinu</i>	<i>8am – 9pm every day</i>
<i>The Old Convent</i>	<i>9661 1551</i>	<i>Dalwallinu</i>	<i>8am – 9pm every day</i>

10. Catering and Meals

Service – Name	Contact	Location	Hours
<i>Rapid Relief Team Australia</i>	<i>1300 858 208</i>	<i>Dalwallinu</i>	<i>Whenever needed</i>
<i>Dally Café</i>	<i>9661 1133</i>	<i>Dalwallinu</i>	<i>7am – 8pm each day</i>
<i>BP Wubin</i>	<i>9664 1013</i>	<i>Wubin</i>	<i>7am – 11pm each day</i>
<i>CWA – Holly McFarlane</i>	<i>0409 118 847</i>	<i>Dalwallinu</i>	<i>As required</i>

11. INCIDENT SUPPORT GROUPS MEETING LOCATIONS ANDCONTACTS

Location	Address	Contact
Emergency Services Building	Leahy Street, Dalwallinu	Jean Knight 0427 611 001
Dalwallinu Shire Admin Office	58 Johnston Street, Dalwallinu	Jean Knight 0427 611 001

12. SPECIAL ARRANGEMENTS/MOUs

Name/Business	Arrangement	Contact	Phone
Nil			

13. **EMERGENCY SERVICES**
WESTERNAUSTRALIAN POLICE FORCE

Johnston Street, Dalwallinu WA 6609
OIC of the Dalwallinu Police Station, is the Local Emergency Coordinator

Name	Position	Phone
Nicole Smith	Customer Service Officer	9661 0444

**In an emergency situation, please always call 000.*

DALWALLINU VOLUNTEER FIRE AND RESCUE SERVICE

Leahy Street, Dalwallinu WA 6609 Emergency Phone: 000

Position	Name	Contact
Captain	Sam Dickins	0427 621 039

Resource	Registration	Location	Selcall

ST JOHN AMBULANCE

Leahy Street, Dalwallinu WA 6609 Emergency Phone: 000

Position	Name	Contact
Chairperson	Stewart Benton	0427 621 069

Resource	Location

FIRE CONTROL OFFICERS AND BUSH FIRE BRIGADES

Brigade	FCO	Contact	2Way
Buntine	Michael Dodd	0427 642 078	
	Ross Fitzsimons	0427 642 086	
	Shaun Fitzsimons	0427 083 105	
Dalwallinu	Aaron Mills	0428 218 881	
	Gary Butcher	0427 621 069	
	Shannon Fry	0437 743 030	
Kalannie	Graeme Hathway	0429 662 153	
	Rowan McCreery	0408 845 711	
	Travis Stanley	0409 136 313	
Wubin	Colin Cail	0428 643 012	
	Don Nankivell	0427 960 009	
	Gareth Barnes	0427 311 584	

14. **SUPPORT ORGANISATIONS**

State Government Departments

Service – Name	Relationship	Name and Position	Contact
Department of Communities	Welfare support	Jo Spadaccini District Emergency Services Advisor	08 90416900 0429 102614
Department of Communities	Welfare support	After hours emergency line	1800 199 008
Department of Fire and Emergency Services	Emergency management support	Yvette Grigg District Emergency Management Advisor	08 96902313 0488 907187
Main Roads WA	Main Roads Management	24 Hour line	13 81 38
State Emergency Service	Emergency Service Provision	N/A	13 25 00

15. Utilities and Services

Service – Name	Relationship	Name and Position	Contact
Arc Infrastructure	Railway Management		08 9212 2800
Telstra	Telecommunications	Fault Line	13 22 03
Water Corporation	Water supply		08 9692 1180 0427 088 952
Water Corporation	Water supply		08 9690 1853 0428 955 923
Water Corporation	Water supply	Fault line	13 13 75
Western Power	Power supply		08 9622 6204 0417 937 468
Western Power	Power supply	General Enquiries	13 10 87
Western Power	Power supply	Emergencies/Outages	13 13 51

16. Other Local Governments

Neighbouring Shires and Regional Organisation of Councils Partners

Local Government	Relationship	Name	Position	Office	Mobile contact contact

17. VULNERABLE PEOPLE CONTACT GROUPS

Business/Group	Location	Capacity	Contact Name	Contact Number
Dalwallinu District Hospital	Cnr Myers & Strickland Streets		Jeanette Syme	0428 611 201
Acacia House (in hospital)	Cnr Myers & Strickland Streets		Jeanette Syme	0428 611 201
Pioneer House	27 McNeill Street		Jeanette Syme	0428 611 201
Dalwallinu District High School	97 Johnston Street		Petrina Bean	0427 521 100
Kalannie Primary School	Locke Street, Kalannie		Rebecca Chown	9666 2022 0401 135 394
Woodthorpe Drive Secondary School	Strickland Street		Angela Mills	0428 611 384
Dalwallinu Early Learning Centre	67 – 69 McNeill Street		TBA	
Culturally and Linguistically Diverse (CaLD) community	Residential throughout the towns.			

18. ANIMAL WELFARE

ANIMAL WELFARE FACILITIES – Currently Nil

Facility	Capacity	Address	Contact

VETERINARIAN:

Name	Phone	Location
<i>Wheatbelt Veterinary</i>	<i>08 9671 1108</i>	<i>8 Harris Street, Dalwallinu 6609</i>
<i>Services - Kirsten Tunstill</i>	<i>0428 671 022</i>	