

CONFRIMED MINUTES

Ordinary Council Meeting Thursday, 30 March 2023

Date: Thursday, 30 March 2023

Time: 1:00pm

Location: Fitzroy Crossing

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ORDINARY COUNCIL MEETING HELD AT THE FITZROY CROSSING ON THURSDAY, 30 MARCH 2023 AT 1:00PM

PRESENT: Cr Geoff Haerewa (Shire President)(telephone), Cr Peter McCumstie (Deputy

Shire President), Cr Paul White (until 1:12pm), Cr Geoff Davis, Cr Andrew

Twaddle, Cr Pat Riley

IN ATTENDANCE: Wayne Neate (Director Technical and Development Services), Christie

Mildenhall (Acting Director of Community Services), Tamara Clarkson (Acting Director of Corporate Services), Neil Hartley (Director of Strategic Business) (telephone), Jamie Bone (Manager of Administration/Recovery), Sarah Smith (Executive Services Coordinator), Maria O'Connell (Executive Services

Administration Officer)

VISITORS: Nil
GALLERY: Nil

APOLOGIES: Cr Keith Bedford

APPROVED LEAVE OF ABSENCE: Cr Linda Evans and Cr Rowena Mouda.

ABSENT: Nil

1 DECLARATION OF OPENING, ANNOUNCEMENTS OF VISITORS

The meeting was opened at 1:01pm by Peter McCumstie – Deputy Shire President.

In the absence of Shire President Haerewa in person, he has requested Cr McCumstie Deputy President to chair the March Ordinary Council Meeting.

2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

A Councillor may attend council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Councillor are suitable to enable effectively, and where necessary confidential, engagement in the meeting's deliberations and communications.

Cr Geoff Haerewa.

3 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

3.1 Declaration of Financial Interests

- Nil.
- 3.2 Declaration of Proximity Interests
 - Nil.
- 3.3 Declaration of Impartiality Interests
 - Nil.

4 APPLICATIONS FOR LEAVE OF ABSENCE

LEAVE OF ABSENCE

RESOLUTION 13/23

Moved: Cr Geoff Davis Seconded: Cr Andrew Twaddle

That the Leave of Absence received from Cr Pat Riley for the Ordinary Council Meetings on 27 April 2023, 25 May 2023, 29 June 2023 and 27 July 2023 be accepted and leave of absence granted.

<u>In Favour:</u> Crs Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Cr Geoff Haerewa

CARRIED 5/1

- 5 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- **6** PUBLIC TIME
- 6.1 Public Question Time
 - Nil.
- 6.2 Public Statements
 - Nil.

7 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

• Nil.

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

• Nil.

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RESOLUTION 14/23

Moved: Cr Paul White Seconded: Cr Geoff Davis

That the Minutes of the Ordinary Meeting of the Shire of Derby/West Kimberley held at the Council Chambers, Clarendon Street, Derby, on 23 February 2023 be CONFIRMED.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter

McCumstie

Against: Nil

CARRIED 6/0

At 1:12 pm, Cr Paul White left the meeting and did not return.

10 RECOMMENDATIONS AND REPORTS OF COMMITTEES

10.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 23 MARCH 2023

File Number: 4110

Author: Sarah Smith, Executive Services Coordinator

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

For Council to receive the minutes of the Audit Committee Meeting held on 23 March 2023.

ATTACHMENTS

Minutes of the Audit Committee Meeting held on 23 March 2023

RESOLUTION 15/23

Moved: Cr Pat Riley

Seconded: Cr Andrew Twaddle

THAT COUNCIL:

Receive the Minutes of the Audit Committee Meeting held on 23 March 2023 and the

recommendations therein be adopted:

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC27/23

Moved: Cr Geoff Haerewa Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council authorise, by Absolute Majority, as proposed in the Background of this report, changes of a temporary nature to:

1. Shire Policy AF1 (Procurement of Goods and Services) and

2. Delegation 1.1.18 (Tenders for Goods And Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options),

in order to accommodate expedient purchasing requirements in response to the impacts of Ex Tropical Cyclone Ellie.In Favour: Crs Geoff Haerewa, Peter McCumstie, Pat Riley and

Andrew Twaddle

Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

COMMITTEE RESOLUTION AC28/23

Moved: Cr Geoff Haerewa Seconded: Cr Peter McCumstie

That Audit Committee recommends that Council by Absolute Majority:

- 1. endorse the Audit & Risk Committee's Terms of Reference (as provided in the attachment); and
- 2. requires that the Terms of Reference be reviewed as part of the appointment process for the new Audit & Risk Committee (which will occur at a October or November 2023 Council Meeting, following the October 2023 Council Elections).

<u>In Favour:</u> Crs Geoff Haerewa, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

COMMITTEE RESOLUTION AC29/23

Moved: Cr Geoff Haerewa

Seconded: Cr Pat Riley

That Audit Committee recommends that Council:

- 1. Notes that the first review of Council Policies for 2023 has been undertaken;
- 2. Adopts the policies in the attached March 2023 Policy Review document, inclusive of the policy revisions outlined therein; and
- 3. Notes that all policies will be updated on the Shire's Web Page in accordance with (2) above.

<u>In Favour:</u> Crs Geoff Haerewa, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

COMMITTEE RESOLUTION AC30/23

Moved: Cr Geoff Haerewa Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

 RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 28th February 2023. <u>In Favour:</u> Crs Geoff

Haerewa, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 4/0

COMMITTEE RESOLUTION AC31/23

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

1. Notes the List of Accounts for February 2023 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling \$2,720,426.58

<u>In Favour:</u> Crs Geoff Haerewa, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 4/0

COMMITTEE RESOLUTION AC33/23

Moved: Cr Geoff Haerewa Seconded: Cr Peter McCumstie

That the Audit Committee Recommends that Council by Absolute Majority:

1. Writes off the outstanding rates and charges on the property totalling \$8,956.93.

<u>In Favour:</u> Crs Geoff Haerewa, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED BY ABSOLUTE MAJORITY

COMMITTEE RESOLUTION AC34/23

Moved: Cr Geoff Haerewa Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

1. RECEIVES the report on outstanding rates and service charge debts by financial year to the end of February 2023.

<u>In Favour:</u> Crs Geoff Haerewa, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 4/0

COMMITTEE RESOLUTION AC35/23

Moved: Cr Geoff Haerewa Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

1. RECEIVES the information contained in the report detailing Sundry Debtors as at 28th February 2023.

<u>In Favour:</u> Crs Geoff Haerewa, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

REPORTS

11 EXECUTIVE SERVICES

11.1 DERBY PORT - HEAD LEASE MANAGEMENT BY KIMBERLEY PORTS AUTHORITY

File Number: 9010.13.2

Author: Neil Hartley, Director - Strategic Business

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

The Shire operates the Derby Port under a Head Lease and a Management Agreement with the State Government, with the Kimberley Port Authority (KPA) taking on the responsibilities of the Lessor, on the State's behalf.

The Shire is responsible for operating the port in accordance with these two agreements and the KPA's Board monitors those requirements.

A Port of Derby Obligation List (attached) was established by the KPA which lists the requirements it wishes to specifically monitor at the present time. The Shire has provided responses to those obligations but there is also a strong link to the Masterplan outcomes.

The purpose of this report is to appraise Council of progress with the Shire's obligations under its port agreements, and to confirm that the Masterplan will provide the final position in due course.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Shire operates the Derby Port through a Head Lease and a Management Agreement, both overseen by the KPA and monitored by it's Board. The Head lease has been in operation since 30 June 1998 and is due to conclude on 29 June 2040. The Shire is responsible for operating the port in accordance with these two agreements and its respective requirements.

The lessor has historically been the WA Department of Transport, but the responsibility for that oversight was passed on to the Kimberley Ports Authority on 1 July 2021. Since then and in light of the closer geographic access of the two parties, there has been a more comprehensive engagement between the representatives of the Lessor and the Lessee, including the establishment of an operational advisory group, to address the day-to-day activities at the port (which is itself is a requirement of the Management Agreement).

As part of the KPA's obligation to oversee the agreements in place, it has developed a *Port of Derby Obligation List* (attached) which lists the requirements its Board wished to specifically monitor at the present time. The Shire has provided responses to those obligations but there is also a strong link to the Masterplan outcomes, which have not as yet been finalised (but likely to be May or June 2023).

STATUTORY ENVIRONMENT

Local Government Act 1995 S3.1 (General function) outlines that the general function of a local government is to provide for the good government of persons in its district and that a liberal approach is to be taken to the construction of the scope of that general function consideration.

Head Lease and a Management Agreement - The Shire operates the Derby Port under these agreements (with the State Government, through the Kimberley Port Authority (KPA) taking on the responsibilities of the Lessor). The Kimberley Port Authority's last communication included that notation that "can you please provide an update on the attached obligations list as reported to the KPA Board in March. Considering we are approaching 2 years since the port amalgamation was completed and we are yet to meet any requirements under the agreements despite numerous requests, it is becoming very concerning from a KPA governance position."

Estoppel (vis. the principle which legally precludes a person from asserting something contrary to what is implied by a previous action or statement of that person or by a previous pertinent judicial determination) may be relevant, but it is not considered appropriate to test that in this instance.

POLICY IMPLICATIONS

Nil applicable.

FINANCIAL IMPLICATIONS

The Port is a considerable piece of infrastructure, and its operations are complex and risky. The Shire has opted in the past due to its limited financial resources, to operate the port at the "lowest practical cost", not to the "highest practical standard". It has been successful in keeping costs low, and fortunate that its higher exposure to risks has been well managed and therefore not converted to added costs.

A summary of the annual ratepayer cost for the last several years is outlined below and highlights that the deliberate "lowest practical cost" strategy has been successful in progressively eliminating the requirement for any ratepayer subsidy of the Port's costs, with the Port operating in a surplus position for the last three financial years:

Financial Year	Income	Expenditure (including depreciation)	Capital Expenditure	Profit/Loss	Depreciation
2021/22	\$1,452,848	\$992,172	\$303,452	\$157,224	\$705,515
2020/21	\$1,499,002	\$577,548	\$173,553	\$747,901	\$244,415
2019/20	\$1,416,424	\$951,505	\$78,030	\$386,888	\$245,828
2018/19	\$1,423,444	\$1,024,501	\$463,324	\$64,381	\$244,803
2017/18	\$975,743	\$684,175	\$907,901	\$616,334	\$184,885

Whilst a welcome change to annual deficits, a \$200-500,000 surplus on what would be a \$50-100m asset, is only a return on investment of at best, 1%. If Kimberley Mineral Sands (a current Port lessee) was to utilise the service for exporting its products, ongoing surpluses would be almost certain to occur and the 1% return on the port would double or triple (providing ample financial capacity to improve port operations and to also undertake the backlog asset management that requires attending to).

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and	1.2 Capable, inclusive and	1.2.2 Provide strong governance
Governance		

effective organisation	
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RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Allowing the Shire to remain in breach of the port's various agreements could result in the lease being withdraw.	Possible	Major	High	Make every reasonable effort to gain full compliance, technically, and/or in principle.
Reputation: Non-compliance would be seen by the Shire's own lessee's as the Shire being inequitable.	Almost Certain	Moderate	High	Make every reasonable effort to gain full compliance, technically, and/or in principle. Keep the community informed where compliance is not possible.

CONSULTATION

No community consultation is considered required at this point in time.

Consultation has occurred with the Kimberley Ports Authority on this matter through the port's Operational Advisory Group. KPA is keen to work with the Shire on gaining compliance with the agreements in place, including providing some minor funding assistance for port maintenance from its normal annual funding capacities.

COMMENT

The port agreements have been in place for over 20 years and the state's Department of Transport (the Lessor) has not played an active role oversighting them. That is often the case with leases, including those that the Shire is the lessor of.

Many of the requirements now being pursued by KPA could therefore be questioned via *estoppel* (see statutory environment section for its definition) and Council might recall it suffered a direct impact of this legal right when the Royal Flying Doctor escaped a portion of the lease payments for its Derby Airport lease. That said, it is not suggested that the Shire should explore that avenue on this occasion as it would be far better to prove to KPA that the Shire is willing to undertake its lease/management agreement responsibilities as originally committed to in 1998.

The challenge is to address the requirements of the KPA, with the competing needs of the Council to undertake a review of the Derby Port through the development of a Masterplan. It is suggested that the Shire ought to do all it reasonably can to be compliant, but to formally advise KPA that until the Masterplan is completed and confirmed (May/June 2023) some positions sought by KPA are not able to be finalised by Council.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Derby Port Head Lease Obligation List 🗓 🖫

RESOLUTION 16/23

Moved: Cr Geoff Davis Seconded: Cr Andrew Twaddle

That Council:

- 1. Notes the progress made with the Shire's compliance requirements of the Derby Port's Head Lease and Management Agreement and requires the Chief Executive Officer to continue, wherever possible, to make progress on those matters moving forward;
- 2. Notes the relatively modest but continuously improving financial position the Shire has in more recent years managed to achieve for the Derby Port, and advises the Kimberley Ports Authority that in those instances where funds limit the ability of the Shire to make progress, that these will be considered as part of the adoption of the Derby Port Masterplan (anticipated by June 2023) and the Council's 2023/24 budget.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0

Port of Derby Obligation List

Head Lease Requirements

Requirement	Clause	Timing	Compliance	Comments / Actions
Preparation of an Asset Management Plan as set out in the Head Lease		Once off and reviewed and updated on a 2 yearly basis	X	No plan received during amalgamation process. KPA requested the Asset Management Plan via the SDWK CEO on 18 August 2022, 21 September 2022, 1 November 2022 and 24 November 2022. Added Shire Comment: Unfortunately our Corporate Services Director has left the Shire. Shire will endeavour to have the relevant parts of the Shire's Asset Register and Asset Management Plan for the Derby Port Precinct provided to KPA. A more detailed plan (addressing such detail as for example, warranty terms, and life expectancy, etc.) will need to be prepared.

Maintain / repair / replace / clean all assets and facilities	days of the revision being made. (c) The Lessee must promptly implement and commence the monitoring of all systems, practices, procedures and protocols set out in the Asset Management Plan as soon as it is finalised. (d) The Lessee must conduct a review of the Asset Management Plan when required by KPA (but no more frequently than once a year) and provide KPA with a copy of the review as soon as practicable. The Lessee shall use its best endeavours to revise, improve and keep the Asset Management Plan up to date in accordance with Good Industry Practices. 7.6 Maintenance Maintain the Premises, KPA's Improvements, the Facilities and the Lessee's Improvements in good condition to the satisfaction of KPA and will replace any damaged items except in the event of: (a) fair wear and tear;	Ongoing	0	Minimal maintenance undertaken on- site by SDWK. Added Shire Comment: The Shire has in past years, allocated several hundred thousand dollars each year of ratepayer funds to assist with the
	omission of the Lessee or of the Lessee's Employees, Agents and Customers except where: (i) the damage is caused by a third party using the Port and the Lessee has received compensation or reimbursement for that damage. The Lessee must use its reasonable endeavours to pursue third parties responsible			operations of the Port and the maintenance of its assets. In more recent times, the port has generally "broken even" on average, and not required a ratepayer subsidy, with funds for maintenance and refurbishments continuing to be allocated each year via the Council
	for structural damage for the cost of repair or replacement as the case requires; (ii) the damage is covered by insurance taken out by the Lessee in compliance with clause 8; or (iii) the damage would have been covered by insurance if the Lessee had complied with its obligations under clause 8;			Budget process. The improved financial results recently achieved have been through better port management and cost cutting, plus Kimberley Mineral

(c) damage caused by an event which is the subject of a risk against which the Lessee has insured, but if payment of the insurance money under the Lessee's insurance policy in respect of that damage is refused or reduced by reason of an act or default of the Lessee, the Lessee must, in respect of that damage, maintain the Premises in good condition to the extent that the insurance money is refused or reduced, but the Lessee's obligation under this clause is diminished to the extent that payment of insurance money under the Lessee's insurance policy in respect of that obligation is:

(d) received by KPA; or

(e) refused or reduced by reason of an act or default of KPA's, and the Lessee must replace all broken or damaged glass in the doors, walls or windows of, or to, the Premises irrespective of the cause of breakage or damage. Nothing in this clause or elsewhere in this Lease obliges KPA to repair or replace anything in the Port unless it is an item that is damaged or destroyed by a wrongful act or omission on the part of KPA or any KPA's employee or the damage or destruction is covered by insurances held by KPA that the Lessee does not hold and is not obliged to hold under clause 8.

7.7 Replacement

If the Lessee is liable to replace any of KPA's Improvements, the Facilities or the Lessee's Improvements:

(a) replace that KPA's Improvement, Facility or Lessee's Improvement with an item of similar quality. colour and design; and

(b) carry out the replacement to the standard referred to in clause 7.6.

7.8 Repair

Promptly repair any damage to the Premises for which the Lessee is liable.

Sands funding from the recent review of its Lease. These will assist the Shire to catch up on any overdue maintenance, but the amount of that allocation is a Council budget decision.

In additional to the above, the Shire asks that KPA when next communicating with the State Government (which collects Royalties from mining operations supported by the Derby Port) asks the State to also offer its financial support from those royalties, to assist with port maintenance.

7.9 Cleanliness Keep the Premises and immediate surroundings in a reasonable state of cleanliness and: (a) will not allow the accumulation of any rubbish, trade wastes, containers or useless property within the Premises; (b) will not allow, and will do all reasonable things to prevent, any pollution or contamination of the Premises or any Leased Area, water or air surrounding the Premises which emanates from the Premises (whether by run-off or arising from the		
Premises (whether by run-off or arising from the Permitted Use of the Premises or otherwise) and, will do, and pay for, all things required to fulfil its obligations under this clause.		

Management Agreement Requirements

Requirement	Clause	Timing	Compliance	Comments / Actions
Provide KPA a copy of the SDWK audited financial reports for the management of the Port		By 31st October annually	0	KPA has requested the audited financial reports via the SDWK CEO on 18 August 2022, 21 September 2022, 1 November 2022 and 24 November 2022. Not received. Added Shire Comment: Audited Financial Statements for the Shire can be provided, but these are overall district financials, of which the port is only a part. Our finance staff are currently working with the KPA finance team and this should result in KPA securing the information it is seeking.

	Expenses, Revenue or any activities of the			
	Shire under this Agreement and the Lease;			
	(d) have the Shire's accounts (including trade			
	figures) in relation to the conduct of its			
	business at the Port audited annually by a			
	qualified and competent company auditor in			
	accordance with the Australian Accounting Standards:			
	,			
	(e) by no later than 31 October in each year, provide a complete copy of the audited			
	accounts and auditor's report described in			
	clause 3.3(d) to KPA together with a detailed			
	itemisation of the Expenses and Revenue			
	claimed by the Shire for the relevant Financial			
	Year for the purposes of determining the Port Profits and the Designated Fee for that			
	Financial Year;			
	(f) act in good faith and use its best			
	endeavours to agree upon the Port Profits and			
	the Designated Fee for each Financial Year as			
	soon as practicable (the KPA being obliged to			
	do the same);			
	(g) retain all records maintained by the Shire in			
	relation to this Agreement for a period of 7			
	years after which they must be delivered to			
	KPA;			
Provide monthly	3.3 Records, accounts, queries and	By the 15 th of		KPA formally requested the monthly
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revenue and cost	•	each month		reports 18 May 2023 with a planned
reporting reports	(see above)			commencement for the FY22/23.
				Followed up with the SDWK CEO on
				18 August 2022, 21 September 2022,
				1 November 2022 and 24 November
				2022. Yet to receive a monthly
				financial report.
				Added Shire Comment: Our finance
				staff are currently working with the

				KPA finance team and this should result in KPA securing the information it is seeking.
Provide an annual summary on the operation of the port the preceding year and plans for the succeeding year	•	By 31st October annually	0	KPA has requested the annual summary via the SDWK CEO on 18 August 2022, 21 September 2022, 1 November 2022 and 24 November 2022. Not received. Added Shire Comment: A report will be provided for the 2022/23 financial year, by 31 October 2023.

Provide budget estimates for trade, revenue and expenses for the following financial year		By 30 th September annually	0	KPA requested the budget estimates via the SDWK CEO on 18 August 2022, 21 September 2022, 1 November 2022 and 24 November 2022. Not yet received. Added Shire Comment: Shire finance staff are currently working with the KPA finance team and this should result in KPA securing the information it is seeking.
Produce a Safety Plan as per the requirements set out in the Operating Agreement	8.5 Safety Plan Within 3 months of KPA requesting a Safety Plan the Shire will, at the Shire's cost, deliver to KPA an draft Safety Plan covering all aspects of the Port as covered and limited by Federal and State statutory requirements but including: (a) Promulgation of Channel, Berths and Mooring Area Depths. Implementation of an auditable system to regularly monitor the depths promulgated for shipping channels, berths and mooring areas. The channels, berths and mooring areas must be maintained at the promulgated depths, however any variation showing a lesser depth than that promulgated must be repromulgated at the shallower depth. (b) Safety and Emergency Response Plan. A plan whose objectives include the following: (i) to contain and control emergency incidents; (ii) to safeguard the public in the port and neighbouring area; (iii) to mitigate the effects and minimise economic loss, damage to property and to the environment; and	Within 3 months of KPA requesting a plan and reviewed on a 2 yearly basis	O	KPA has requested the Safety Plan during the Port Advisory Meetings. KPA requested the safety plan via the SDWK CEO on 18 August 2022, 21 September 2022, 1 November 2022 and 24 November 2022. Not yet received although a consultant has been engaged by the SDWK to prepare the plan. Added Shire Comment: Upon receipt of plan (from consultant) it will be provided to KPA. Plan is currently being developed.

(iv) the safe handling,	storage metering and		
movement of cargo in			
and which reflects fact			
(v) the hazard, nature a	and extent of the		
possible event;			
(vi) the risk and the pro	bability of occurrence;		
and			
(vii) the consequences	and the possible effect		
on people, property an	d the environment.		
The plan will be publish	ned and regularly		
revised and should cle	arly specify the		
following:			
(viii) role and responsil	pilities of essential		
personnel;			
(ix) integration with the	WA Marine Oil		
Pollution Emergency N	lanagement Plan;		
(x) training;			
(xi) emergency control	centre;		
(xii) testing and familia	risation; and		
(xiii) reassessment and	d updating.		
(c) <u>Dust Management</u>			
A detailed dust manag	ement plan that sets out		
the systems, practices	and procedures that the		
Shire must apply to go	vern:		
(i) the works proposed	to control dust on the		
Leased Area; and			
(ii) the compliance more	nitoring and reporting		
protocols for the Shire'			
works, systems, practic			
areas on the Leased A	rea.		
(d) <u>Traffic Managemen</u>			
A detailed traffic mana	gement plan that sets		
out the systems, practi	ces and procedures that		
	govern the movement		
of pedestrians and veh	icles on the Leased		
Area and in the Port.			
(e) Security			
	nagement plan that sets		
out the systems, practi	ces and procedures that		

the Shire must apply to govern:		
(i) the surveillance and security of the Port and		
all plant, equipment,		
improvements and infrastructure owned,		
operated or controlled by the Shire within the		
Port;		
(ii) the compliance monitoring and reporting		
protocols for the Shire's surveillance and		
security systems, practices and procedures in		
areas within the Port; and		
(iii) compliance with the requirements of the		
Maritime Transport and Offshore Facilities		
Safety Act 2003 (Cth) and the Customs Act		
1901 (Cth).		
(f) Storm Water Management		
A detailed storm water management plan that		
sets out:		
(i) a comprehensive outline of the drainage		
management and water run-off controls for the		
Port;		
(ii) the systems, practices and procedures that		
the Shire will apply to:		
A. govern the drainage and water run-off from		
within or through the Port; and		
B. ensure the water run-off from within or		
through the Port is not polluted, contaminated		
or carrying waste, rubbish or other excess		
debris.		
(g) Environmental management plan		
An environmental management plan to		
manage the environmental aspects of the		
Shire's use of the Port that is:		
(i) consistent with KPA's environment		
management plan and any heritage plans		
applying to the Port from time to time; and		
(ii) consistent with and complies with any		
Authority requirements and any governmental		
permits and approvals in KPA's name that		
apply to the Port from time to time and notified		

to the Shire. The Shire must prepare and	
implement environmental management	
practices that	
are of no lesser standard than those contained	
in AS/NZ ISO 14001 :2004.	
(h) Navigational Aids	
The requirements for navigational aids as	
determined by the parameters of operation of	
the Port including the need for night time	
navigation. A documented system to be	
employed to ensure regular inspection and to	
monitor the effectiveness of the navigational	
aids and provide preventative maintenance	
procedures. Notification to shipping of the	
navigational aid system or any variation	
caused by the malfunctioning of any light or	
lead to be undertaken by an effective process	
of promulgation.	
The provision and maintenance of navigational	
aids in the shipping channels and the	
associated approaches must conform to	
International Association Lighthouse	
Authorities (IALA) specifications and	
performance standards.	
(i) Radio Communications	
An effective licensed system to be	
implemented to meet the operational	
requirements of the Port.	
(j) Vessel Movement Control Not Used.	
(k) Safe Wharf Loading Requirements	
The documented modus operandi of any	
loading procedures to be provided including	
details and methods of barge loading and	
subsequent discharge of product to export	
vessels. These procedures for barge/ship	
loading to be provided to the Master of the	
vessel and agreed prior to the commencement	
of loading operation. The procedures will make	
all necessary allowances for vessel stability,	

trim, draft and, where applicable, underkeel	
clearance during the loading operation.	
(I) Provision of Facilities/Services	
Details of the Facilities and Services including	
power, bunkers, water and waste disposal	
must be made available to Port users. Safe	
axle loads must be specified for the Jetty	
structure.	
(m) Maintenance of Facilities and Services	
Preventative maintenance plan to be observed	
in respect of all Facilities and appropriate	
Services.	
(n) Auditing and Reporting	
Each requirement of this clause must be	
capable of being subject to a periodic and	
systematic review and audit to verify that the	
required procedures are in place and operating	
effectively and, if they are not, to ensure that	
any required procedures are prepared,	
implemented and maintained. A copy of the	
report detailing each review and audit carried	
out by the Shire must be given to KPA as soon	
as practicable after the review or audit is	
carried out. KPA may, in its discretion,	
arrange to carry out an audit of any or all of the	
port safety functions and risk management	
processes. The Shire must afford all	
reasonable access, on reasonable notice, and	
assistance, to enable an audit to be carried	
out, including access to, documents, facilities	
and personnel.	
(o) Marine Safety Plan	
An effective Marine Safety Plan to be	
implemented to meet the operational	
requirements of the Port.	
(p) Whole of Port Risk Management Plan	
A risk management plan that:	
(i) complies with Section 5 of AS/NZS ISO	
31000:2009 Risk Management - Principles and	

Insurances as setout in the Operating Agreement	Guidelines published by Standards Australia; (ii) accurately documents the risk management plan for the Port; and (iii) implements and maintains an accurate and up to date risk register at all times during the Term. The Safety Plan must reflect Good Industry Practices and observance of all elements of the Safety Plan will constitute a term of this Agreement and an obligation upon the Shire pursuant to this Agreement. 9.7 Disclosing insurance coverage The Shire must: (a) notify KPA of the details of the Insurances as and when requested by KPA; (b) at each time an insurance policy is renewed or varied, and upon the request of KPA, provide KPA with certificates of currency or other evidence that KPA may require to demonstrate compliance by the Shire with clause 9.1, 9.2 and 9.5; and (c) provide KPA with 15 days' notice of any material change in or cancellation or expiration of coverage.			KPA requested the insurances via the SDWK CEO on 18 August 2022, 21 September 2022, 1 November 2022 and 24 November 2022. Not yet received. Added Shire Comment: Insurance policies forwarded to KPA on 8 December 2022. Recent (March 2023) request for a letter of endorsement from LGIS that insurance levels comply with lease conditions, has been sought and will be provided upon its receipt.
Produce a Berth Allocation Procedure	21.2 No priority berthing (a) Except to the extent that priorities are created and apply equally to all users of the berths under the Berth Allocation Procedures, the Shire must not without KPA's prior consent enter into arrangements with any user of the Port that have the effect of giving another user priority use of any berth over any other user. (b) Clause 21.2(a) does not preclude the Shire from giving priority to another user of a berth or a vessel:	One off and reviewed on a 2 yearly basis	O	Not yet requested. Focus on other requirements at this stage. Added Shire Comment: Noted.

	(i) in circumstances involving requirements for a safe haven; (ii) where the Shire is directed to do so by KPA or the Harbour Master; (iii) in circumstances involving any Emergency or matters of security; (iv) in circumstances involving berth repairs and maintenance; or (v) in circumstances involving dredging of the mooring or swing basins associated with any berth.			
Maintain records on vessel visits and tonnage records	22.2 Tonnage Records The Shire must keep all documents and details necessary to determine the Tonnage in each Year (Tonnage Records).	Ongoing	0	SDWK provide the vessel manifests only. KPA has provided an approved format to report in. Not yet received. Added Shire Comment: Updated report style implemented and will be provided on a monthly basis. This is provided as part of the financial report.
Establish a Port Advisory Committee to discuss and resolve items as setout in the Operating Agreement	23.1 Establishment KPA and the Shire must promptly form and then maintain a committee to consider, monitor and review all costs, procedures, systems, plans, budgets and practices connected with the Services and the Port (Port Advisory Committee).	Meet on a 3 monthly basis	✓	Port Advisory Committee established and meet on a regular basis. Added Shire Comment: Noted.
Issue a monthly report on the performance, HSE, financial and environmental management of the Port	24.1 Performance reporting (a) The Shire must provide KPA with a Monthly Report within fourteen days after the end of each month during the Term. (b) The Monthly Report must: (i) address the information and requirements set out in clause 24.1 (c): (ii) contain sufficiently complete and accurate information (in a form satisfactory to KPA) so	By the 15 th of each month	O	KPA formally requested the monthly reports 18 May 2023 with a planned commencement for the FY22/23. An approved format was issued by KPA for the SDWK to utilise. Followed up with the SDWK CEO on 18 August 2022, 21 September 2022, 1 November 2022 and 24 November

as to enable KPA to monitor and review the Shire's performance in delivering the Services against the Shire KPIs; and (iii) expressly state whether the Shire KP Is have been met by the Shire for the period covered by the report and, if not, the reasons for the non-compliance. (c) KPA may: (i) publish information and statistics about the Services, based on information provided by the Shire. except where such publication would reveal the Shire's confidential information; and (ii) provide information and statistics about the Services to the Minister or a Government Agency.	Added Shire Comment: Monthly reports to commence as soon as possible, but timelines for all Shire works are being severely hampered by the impacts of ex-Tropical Cyclone Ellie.
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11.2 FITZROY CROSSING AIRPORT FEES - EX TROPICAL CYCLONE ELLIE

File Number: 5145

Author: Neil Hartley, Director - Strategic Business

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Legislative

SUMMARY

Ex Tropical Cyclone Ellie caused major flooding within the Shire of Derby/West Kimberley, particularly in the vicinity of Fitzroy Crossing. Many local people contributed to the immediate efforts of rescue and wellbeing checks, including those with aircrafts that could travel to places not otherwise accessible by normal land based transport vehicles.

This report proposes consideration of a refund of airport charges, for those that volunteered their time and that of their aircraft.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Ex Tropical Cyclone Ellie caused major flooding within the Shire of Derby/West Kimberley, primarily over January 2023, but with impacts still continuing at the time of this report. Flooding particularly impacted the Fitzroy Crossing community, but also impacted were pastoralists in the Fitzroy River catchment areas, and other community members affected by road damage and closured across the district (and beyond in to the wider Kimberley areas).

Many local people contributed to the immediate efforts of rescue and community member wellbeing checks, including those with aircrafts that could travel to places not otherwise accessible by normal land based transport vehicles.

The Shire's airports are subject to fees and charges for their use, including lease fees for hangar space, the recovery of water and electricity supply costs, aircraft parking charges, and aircraft landing fees, to highlights the most significant of them.

Aircraft landing fees are charged and collected through a third party contract (Avdata) and the mechanism for charging is automated. Essentially, when the pilot radio signals their landing, the software records the aircraft's arrival, its registration and aircraft specifications, and calculates the relevant fee based on the Shires Fees & Charges set for the relevant airport's users.

Landing fees are collected for the purpose of maintaining the airport and in particular, the airstrip and apron areas. None of the Shire's airports collect sufficient funds to achieve that need, but that is mostly due to the low aircraft landing numbers associated with the district's aircraft need.

Whilst the Shire would benefit from the additional revenue gained for January/February 2023 (albeit not sufficient to result in costs being recovered for the entire financial year) airport users were invited to submit applications for airport landing fee refunds/credits via a recent email from the Shire (see below):

For those of you that have utilised the Derby and/or Fitzroy Crossing Airports in January 2023, you will shortly be receiving your landing fee accounts through the Shire's airport

accounts managers, Avdata. As many of you would be aware, the community of Derby and Fitzroy Crossing has recently endured a major flood event and some of you may have assisted in the associated response/recover efforts. The Shire of Derby/West Kimberley and its community appreciates the support it has received and it has been suggested that it should consider offering credits/refunds of airport landing fees for private and commercial aircraft were those aircraft were directly assisting with the response/recovery efforts of Cyclone Ellie, and the aircraft was provided free of charge. In instances where these conditions can be met and you wish to seek a credit, please contact me at neil.hartley@SDWK.wa.gov.au directly, providing sufficient information so that I can prepare a report to Council, to enable a credit to be considered by it.

Two aircraft owners have thus far responded (see confidential attachment) and essentially, this report proposes that consideration of a refund of airport landing fees, for those that volunteered their time and that of their aircraft, be given.

STATUTORY ENVIRONMENT

The Local Government Act S6.12 (Power to defer, grant discounts, waive or write off debts) provides the capacity for a local government may* to waive or grant concessions in relation to any amount of money; or write off any amount of money, which is owed to the local government.

(* Absolute majority required).

The Local Government (Finance Management) Regulation 42 (Discounts for early payment etc., information about in annual financial report) outlines the reporting requirement for wavers and write-offs, namely:

The annual financial report is to include for waiver ... in relation to any money —

- a) a brief description of the waiver or concession; and
- b) a statement of the circumstances in which it was granted; and
- c) details of the persons or class of persons to whom it was available; and
- d) the objects of, and reasons for, the waiver or concession, cost, or reduction of revenue, to the local government of a waiver or grant of a concession; and
- e) the total amount of money to be written off.

POLICY IMPLICATIONS

Whilst the Council's Sundry Debtors Collection Policy (F4) is relevant, there are no implications from a policy perspective.

FINANCIAL IMPLICATIONS

Waiving the charges for January and February will mean that the Shire will lose a few thousand dollars of revenue. Whilst somewhat ironically, Ex Tropical Cyclone Ellie and the need for many aircraft to be on site may have resulted in sufficient fees being collected in January/February 2023 to meet expenses for that period, all of Derby's three airports will continue to require ratepayer financial support following that short period of higher use.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.3 Effective Communication	1.3.2 Listen to and respond to the needs of our communities
2. Community	2.1 Safe Communities	2.1.4 Manage and respond to emergency situations

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Providing a refund for this charge may result in other requests for refunds in other charge areas.	Likely	Minor	Medium	Consider all applications on their merits.

CONSULTATION

An email communication was forwarded to all known district airport users, inviting them to consider applying for a refund if they assisted with Ex Tropical Cyclone Ellie's impacts, and volunteered their time and aircraft for that purpose.

COMMENT

Notwithstanding that the Shire itself desperately needs all the funds it can muster for the recovery efforts of Ex Tropical Cyclone Ellie, as well as managing its normal local government responsibilities, under the unique circumstances of Ex Tropical Cyclone Ellie and the fact that refunds are only being suggested for volunteers, a waiver of the fees on this occasion is considered justifiable. It is a relatively small sum for the Shire, and whilst it only reflects a small percentage of the operating costs of a helicopter, it will no doubt be welcomed all the same by applicants who volunteered their time to assist.

It is suggested that the same refund be applied to aircraft parking (vis. a charge that applies for parking longer than 24 continuous hours) and that the refund be applicable for the months of January and February 2023.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

- 1. Landing Fee Rebate Requests Confidential
- 2. Table of Potential Refund Details Confidential

RESOLUTION 17/23

Moved: Cr Andrew Twaddle Seconded: Cr Geoff Davis

That Council by Absolute Majority:

- Authorises a waiver/refund of airport fees (aircraft landing and aircraft parking) at its
 Fitzroy Crossing and Derby Airports for the months of January and February 2023, for
 private and commercial aircraft, conditional on those aircraft being used to directly
 assisting with the response/recovery efforts of Ex Tropical Cyclone Ellie, and that the use
 of those aircraft were provided within the district on a "free of all charges" basis;
- 2. Notes that whilst only two aircraft owners have indicated a possibility of seeking a fee refund thus far, there is no restriction on applicant or aircraft numbers, but Council does require that the Chief Executive Officer manage the waiver/refund authority outlined in (1) through a process which can suitably authenticate aircraft that meet the conditions of a waiver/refund, and that applications for refunds/rebates are received by the Shire before 30 April 2023 so they can be processed within the 2022/23 financial year; and
- 3. Requires that the details of the refunds/wavers (as required by regulation 42 of the Local Government (Finance Management) Regulations) be suitably included in the Shire's 2022/23 annual financial report.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

11.3 ELECTED MEMBER ELECTION FOR SHIRE OF DERBY/WEST KIMBERLEY - APPOINTMENT OF ELECTORAL COMMISSIONER AS RETURNING OFFICER

File Number: 2001

Author: Neil Hartley, Director - Strategic Business

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

The electoral process requires local governments to consider what voting format its elections should adopt, and who should be appointed as the Returning Officer.

It is recommended, and encouraged by the Minister for Local Government, that the WA Electoral Commissioner be appointed to conduct the 2023 ordinary election (together with any other elections or polls which may also be required) for the Shire of Derby/West Kimberley.

Notwithstanding the Minister's encouragement to WA local governments in the attached Memorandum, this is the same arrangement for the district as has occurred in previous years.

Further, the method of conducting the election needs to be "in person", as this is the only voting option that allows the Returning Officer to invite and collect votes at the numerous individual isolated communities within the district.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

All Western Australian Local Government Ordinary Elections are conducted on the third Saturday in October, in every second year. The next ordinary election day for all Western Australian local governments, is therefore Saturday 21 October 2023.

The electoral process is comprehensively regulated by the Local Government Act and its associated Electoral Regulations. One of the first election processes requires the local government to decide on what voting format the election should use ("in person" or "postal") and who should be the Returning Officer (and therefore be responsible for the conduct of an election).

The 2021 Shire of Derby/West Kimberley elections were conducted by the WA Electoral Commissioner and the method of conducting the voting was "in person". This protocol has been consistently applied in previous election years also.

Based on its 2021 involvement at our district, the Minister for Local Government's recent Memorandum to all WA local governments, and to assist in budget preparations, the Western Australian Electoral Commission has provided the Shire with an estimate for conducting the 2021 ordinary elections (see attached). That estimated cost is \$26,000.

The current procedure required by the Local Government Act 1995 is that the Western Australia Electoral Commissioner's written agreement is to be obtained before a vote is taken on who should be responsible for the local government's elections. The attached letter received by the Shire from the Western Australia Electoral Commissioner can be taken as agreement for it (should

Council agree) to be responsible for the conduct of the 2021 Shire ordinary elections, together with any other elections or polls that may also be required.

Whilst the most popular form of election across Western Australian local government districts is by postal vote, the Shires of Derby/West Kimberley, Broome, Halls Creek, and Menzies in 2021 all had the Western Australia Electoral Commissioner conduct their elections as "in-person elections". This in the main is because:

- 1. all of these local governments have remote communities;
- 2. the Electoral Commission as part of its contract, undertakes visits to selected remote communities to accept on-site, elector votes (as opposed to requiring those community members to travel to Derby or Fitzroy Crossing to lodge their vote); and
- 3. the Local Government Act forbids the casting of early votes as outlined in (2) unless the election is conducted as an in-person style of voting.

STATUTORY ENVIRONMENT

Local Government Act s 4.7 (Ordinary elections day usually third Saturday in October) states that the ordinary elections day is the third Saturday in October (making the next ordinary election for all Western Australian local governments, 21 October 2023).

Local Government Act s 4.20 (CEO to be returning officer unless other arrangements made) outlines that the CEO is the returning officer unless the local government chooses to appoint an alternative person to be the returning officer for its elections. The local government may alternatively (conditional on the decision being by absolute majority and on having first obtained the written agreement of the Electoral Commissioner) declare the WA within a particular period of time. To be effective, the appointment must be made prior to the 80th day before Election Day (vis. before 26 July 2021).

Local Government Act s 4.61 (Choice of methods of conducting election) outlines that local government elections are be conducted as voting in person elections, unless Council otherwise decides by absolute majority, to undertake a postal election (which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day).

Local Government Act 4.67 (Where to vote in person) allows the Returning Officer to invite electors to cast a vote (vis. an early vote) before election day at the local government's offices, or at a place notified for that purpose in the election notice (like a remote district community).

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

FINANCIAL IMPLICATIONS

The estimated cost for the Western Australian Electoral Commission to conduct the 2023 Election is \$26,000 (including GST) which has been based on the following assumptions:

- 4,450 electors
- response rate of approximately 30%
- 5 vacancies
- count to be conducted at the offices of the Shire of Derby/West Kimberley

• appointment of a local Returning Officer.

It should be noted that costs not incorporated in this estimate include:

- the cost of any casual staff to assist the Returning Officer on election day or night; and
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

A \$26,000 allocation will be included in the Shire's 2023/24 draft budget.

Several of the Shire's staff members are likely to be invited to work in the polling places and for the vote count on Election Day and these costs are included in the Electoral Commission's \$30,000 estimate. Outside of this amount there will be some additional staff and operational costs incurred throughout the election process (like taking early votes at the Shire Offices, count room set up, telephone calls, etc). These additional costs (estimated to be in the order of \$2 - 3,000) will be funded from existing salary/administrative budget allocations.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.1 Engage with our communities
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Electoral Commission costs could exceed the estimated \$26,000.	Possible	Insignificant	Low	Maintain communication with Electoral Commission to monitor costs. Budget for a 10% variation.
Reputation: Process of elections might be disrupted by third parties or inadequately conducted by the Electoral Commissioner.	Possible	Moderate	Medium	Maintain communications with Electoral Commission (and the Returning Officer) to monitor process, progress and any potential for third party intrusions.

CONSULTATION

As the process is largely a statutory one, no community consultation is suggested for this decision of the appointment of the Electoral Commissioner to undertake the election and appoint the Returning Officer.

There has been consultation with the Western Australian Electoral Commission.

There will as part of the election process, be public advertising to attract electors to cast their votes, including travelling to selected aboriginal communities in person to enable electors to cast early votes, in person.

COMMENT

As the biennial elections are a vital part of the governance process, the historic separation of roles between the Council, and the Administration, is recommended to be maintained. The appointment of the Electoral Commissioner to undertake the election and to appoint the Returning Officer (and particularly where there is remote community in-person early-voting included within the electoral program) reinforces a strong level of governance separation and enables a public visibility of the historic high levels of electoral accountability being maintained. It also reinforces within the local government, that there is a genuine differentiation between the Local Government Act roles of the CEO and the organisation, and that of the role of the Councillors and the Council.

There is an alternative however, in that the Council could very likely save funds by opting for a postal style election. If however there is any Councillor concern for the community's capacity and/or keen-ness to understand the written information or to otherwise participate in the elections, and that as a consequence voter turnout or participation in the Shire's elections might be diminished; or the security of votes or voters might be questioned; then it would seem best for the option of in-person elections to be retained.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

- 1. Minister's Memorandum U
- 2. WA Electoral Commission Cost Proposal U

RESOLUTION 18/23

Moved: Cr Andrew Twaddle Seconded: Cr Geoff Davis

That Council by ABSOLUTE MAJORITY:

- Declare in accordance with Section 4.20 of the Local Government Act 1995, the WA
 Electoral Commissioner to be responsible for the conduct of the 2023 Shire of
 Derby/West Kimberley ordinary election, together with any other elections or polls
 which may also be required;
- 2. Confirm, consistent with Section 4.61 of the Local Government Act 1995, that the method of conducting the election continue to be by *in-person voting*, and include the requirement for the Electoral Commissioner to undertake on-site early voting at the district's remote communities, where that is reasonable to do so; and
- 3. Requires the CEO to include for Council's future consideration, a \$29,000 (\$26,000 + ≈10%) allocation in the Shire's draft 2023/24 budget for Electoral Commission costs to undertake the Council's 2023 election, plus a suitable allocation to accommodate other normally budgeted elections costs.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY



Hon John Carey MLA Minister for Housing; Lands; Homelessness; Local Government

Our ref: 78-11008

3 February 2023

Dear Local Government Chief Executive Officers

MEMORANDUM TO CHIEF EXECUTIVE OFFICERS ARRANGEMENTS FOR THE UPCOMING OCTOBER 2023 ORDINARY ELECTIONS

As you know, the State Government is continuing to work with the local government sector to deliver the most significant package of local government reforms in more than 25 years. These reforms include several measures to strengthen local democracy and increase community engagement, including new requirements for:

- the introduction of optional preferential voting for all local government elections;
- directly-elected Mayors and Presidents for all Band 1 and 2 local governments;
- the abolition of wards for all Band 3 and 4 local governments; and
- aligning the size of councils with the size of the population of each district.

In September 2022, I wrote to all local governments to outline the implications of the reforms for each council, and pathways for implementing required changes. Since then, the majority of impacted councils have been working to consider how best to transition in changes. Many councils have since completed Ward and Representation Reviews, while others will have more substantial changes implemented through reform elections, or minor changes made to apply by default.

I would like to acknowledge and thank local governments for the constructive and proactive way they have approached this forward planning.

Further to my previous letter, the State Government is continuing to work to implement election reforms ahead of the October 2023 Ordinary Elections. The reforms will introduce Optional Preferential Voting (OPV) for all local government elections. OPV is similar to preferential voting used in State and Federal Elections, and for local government elections in every other Australian state. OPV provides that electors can preference as many or as few candidates as they decide, and there will be no transfer of preferences other than the preferences electors mark on their ballot paper.

The reforms will also include related new changes for the backfilling of vacancies, including:

- in the event that a member of the council is directly elected as the Mayor or President, the consequent vacancy can be filled by the next highest-polling candidate through the relevant district or ward council election held on the same day;
- if a vacancy arises within one year of a council member being elected at an ordinary election, that vacancy may be filled by the next highest-polling candidate; and
- the timeframes for which certain vacancies can remain unfilled ahead of an upcoming ordinary election will also be extended.

Together, these reforms will greatly reduce the need for extraordinary elections, saving costs for ratepayers and administrative burden for local governments in the longer term.

Level 11, Dumas House, 2 Havelock Street, West Perth, WA, 6005
Telephone: +61 8 6552 5300 Facsimile: +61 8 6552 5301 Email: minister.carey@dpc.wa.gov.au

However, these changes will require specific attention on election night, and returning officers will need to identify the candidates who are next in line to fill further vacancies for inclusion on the declaration of results. Accordingly, I am writing to encourage all local governments to commence early planning for the practical arrangements for the conduct of the October 2023 Ordinary Elections.

As you would know, the council may declare the Electoral Commissioner as responsible to conduct postal elections under sections 4.20 and 4.61 of the *Local Government Act 1995* (the Act). Section 4.28 of the Act further provides that the local government is to meet the costs incurred by the Western Australian Electoral Commission (WAEC) in conducting such elections.

Alternatively, if council decides that the CEO (or other appointee) is to be the returning officer, local governments will have the option to purchase a licence for access to the WAEC's CountWA software to facilitate the counting of votes. CountWA software is used to count votes in State Elections, and involves data entry of preferences indicated on ballot papers. This provides for preferences to be counted and re-counted using the software.

If a local government decides to license the software instead of appointing the Electoral Commissioner to conduct the election, the CEO (or other appointee) will remain wholly responsible for the conduct of the count, the use of the software, the introduction of the new OPV counting and backfilling provisions, and dealing with any disputes or complaints. The WAEC will only be able to provide general assistance on accessing and using the software.

The WAEC will shortly be writing to all local governments to provide information for each council. The WAEC can also provide further information on each of these options. Please contact Phil Richards, Manager Election Events on 9214 0443 or at Phillip.Richards@waec.wa.gov.au if you have any queries.

It is strongly recommended that the decision for whether to declare the Electoral Commissioner as responsible for your Ordinary Elections is put to Council at its March meeting. This will allow sufficient time for the WAEC to work with you to deliver the election, or provide you with a software licence, if preferred.

In considering potential arrangements, local governments should be mindful that the WAEC will require sufficient lead time to plan ahead. Accordingly, I strongly urge all local governments to make arrangements as early as possible, and consider the appointment of the WAEC to conduct the elections.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is working closely with the WAEC to prepare further materials to assist local governments with the implementation of reforms. The DLGSC will provide further updates through LG Alerts to the sector and on the DLGSC's website. The DLGSC is also available to assist with any queries, including by email at lghotline@dlgsc.wa.gov.au or by phone on 1300 762 511.

I have also written a letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely

HON JOHN CAREY MLA MUNISTER FOR LOCAL GOVERNMENT

LGE 028

Ms Amanda Dexter Chief Executive Officer Shire of Derby/West Kimberley PO Box 94 DERBY WA 6728

Dear Ms Dexter

Local Government Ordinary Election: 2023

The next local government ordinary elections will be held on 21 October 2023. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2023/2024 budget preparations.

The estimated cost for a 2023 voting in person election is \$26,000 inc GST which has been based on the following assumptions:.

- 4,450 electors
- · response rate of approximately 30%
- 5 vacancies
- count to be conducted at the offices of the Shire of Derby/West Kimberley
- appointment of a local Returning Officer.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. The price you have been quoted is an estimate only, and the final cost incurred may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

179918

As you are aware, the Government is currently considering reforms to the *Local Government Act* 1995, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. For example, if under the amendments your local government will be required to conduct a mayoral/presidential election this has been included.

Some local governments may also note an increase in costs from their 2021 ordinary costs. These include increases arising from inflation in recent years affecting salaries for Returning Officers and other staff, printing and packaging costs as well as the increase in postage announced by Australia Post. Additional costs from the Commission have been included arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the Shire of Derby/West Kimberley in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.

In order to have the 2023 ordinary election conducted by the Commission as a voting in person election, the next step will be for your council to pass the following motion by absolute majority:

 Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary election together with any other elections or polls which may also be required.

It would be greatly appreciated if this item was considered at your March council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the Shire of Derby/West Kimberley in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely

Robert Kennedy

ELECTORAL COMMISSIONER

9 February 2023

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11.4 DERBY PORT - LEASING OF JETTY AREAS 2 AND 3 TO MPA FISH FARMS PTY LTD

File Number: 9010.13

Author: Neil Hartley, Director - Strategic Business

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

MPA/Barramundi Group has a current leases for Derby Jetty Areas 2 and 3 (both expiring on 30 June 2023). MPA has been invited to take up a new leases and has agreed to the lease fee proposed through the recent valuation. Public advertising has occurred and no submissions were received, however the existing lessee has advised that the company (vis. the Lessee) MPA Fish Farms Pty Ltd, is to be sold to new owners.

This report recommends that the actions to enable to sale of MPA be endorsed, and that a new leases be negotiated for a 1 July 2023 commencement.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

At the 28 July 2022 Council, it agreed to invite MPA Fish Farms Pty Ltd to register its interest in new leases post the current expiry date of 30 June 2023, on the following conditions:

- payment of \$9,000 as a deposit on the estimated fees and charges involved in developing a new lease; and
- 2. access will not be provided to Jetty Areas 2 and 3 post 1 July 2023 unless a new lease is in place and execute prior to that date by MPA Fish Farms Pty Ltd.

Council at its 24 November 2022 meeting endorsed proposed leases to MPA Fish Farms Pty Ltd and commenced the process of disposition of property in accordance with Section 3.58 of the Local Government Act (see attached advertisement). Two lease areas were applicable (Jetty Areas 2 and 3 - within the Goods Shed) with lease terms being from 1 July 2023 for a two year term, but to be extendible in two year increments at the Shire's sole discretion, with the ultimate term being no longer than to the period to 29 June 2040 when the Head Lease expires (noting that the Lessee may wish to propose an end term earlier than 29 June 2040).

MPA Fish Farms Pty Ltd undertake the production of Barramundi in Cone Bay and use the Derby Port and Jetty as a logistics hub to load feed on boats and store frozen Barramundi to be shipped off to their various markets. MPA began operations in 2008 and it has leased the areas of the Goods Shed known as Area's 2 and 3 for its operations from 1 July 2009. Lease area 2 is used as a storage facility for the whole fish product and ice, but has also been used, in some instances, for limited handling operations for the whole fish product. Lease Area 3 has been used solely to store fish feed, which is transported for use in ocean fish pens at the Cone Bay.

The Lessee has recently advised that on 22 December 2022, Barramundi Group Ltd, the sole shareholder of Marine Produce Australia Pty Ltd ACN 091 805 480 (MPA), which is the holding company of the Sublessee, entered into an agreement for the sale of 75% of its shareholding, to Wild Ocean Australia Pty Ltd (Buyer). This sale was conditional on the Lessor (and Kimberley Ports

Authority) having no objection to the sale. The Shire has advised it has no objections to the lease assignment.

STATUTORY ENVIRONMENT

Local Government Act S3.58 (Disposing of property) outlines the requirements of a local government to undertake a disposal of land (vis. sell, lease, etc.). A local government can dispose of property by private treaty if it meets prescribed conditions, like accessing a current valuation, giving public notice, inviting submissions, and reviewing submission received.

The land transaction is not significant enough to require the Shire to progress through the alternative **S. 3.59 (Commercial enterprises by local governments)** requirements, which additional to extended public advertising, also requires a Business Plan.

Derby Port Head Lease outlines a range of requirements that sub-lessees need to comply with. The Head Lessor (via the Kimberley Port's Authority) is also required to endorse any port subleases.

Kimberley Mineral Sands Lease entitles it to some operational priority access rights. The Kimberley Mineral Sands Lease needs therefore to be referenced in the MPA lease to ensure mutual understandings prevail.

POLICY IMPLICATIONS

(ES2) Establishment of Commercial Leases – sets out the primary terms and conditions of commercial leases. One policy condition is that the term of the Lease shall be five years with a five year option, unless otherwise determined. This particular lease has in the past been for various relatively short periods of just a few years, but the proposed lease is for two year terms up to a maximum date of 29 June 2040 (the date the Head Lease expires).

FINANCIAL IMPLICATIONS

It is proposed that the lease payments for Area 2 be \$32,130pa(+GST) and for Area 3 \$16,300 pa(+GST) per annum, as per the licensed valuation assessment. These amounts are considerably more, at least in percentage terms than the existing lease fees (of \$21,420+GST and \$10,595+GST respectively). The maximum lease income that could be earned if the term goes out to 2040 would be \$823,310 (exclusive of rent reviews).

Disbursements incurred for estimated valuations and legal costs etc. were also required, with MPA submitting the requested \$9,000 deposit on those estimated costs.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.2 Maximise local opportunities
3. Economy	3.1 Industry and business development and growth	3.1.2 Value and support small to medium-sized businesses

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: That a legal lease document is not established before the current expiry date.	Unlikely	Moderate	Medium	Have lease prepared by the Shire's legal advisors and insist on it being executed prior to tenure being made available.

CONSULTATION

S. 3.58 of the Local Government Act requires that community consultation is undertaken. This was achieved through a public advertisement in the Broome Advertiser and placing the notice in various other locations (e.g. Shire's Facebook Page; Shire's Web Page; local libraries and notice boards etc).

Officers have also been in contact with MPA Fish Farms and the Kimberley Ports Authority, to progress the matter.

The Derby Port Masterplan is progressing through its public consultation period and won't be finalised until very close to, or likely after this current lease expires. It is possible that there may be conflicts arise between the lease area and the Masterplan's direction (e.g. the potential of an alternative use for the jetty's Goods Shed).

COMMENT

The term of the lease has not been decided by MPA, so it was suggested that the advertising include the term available under the Head Lease (vis. to 29 June 2040) as the maximum. It is possible that MPA might wish to have a lesser term, but in any event the starting rental will not alter and future annual reviews are a combination of CPI and/or market reviews. Any extensions of the two year terms will be at the Shire's sole discretion.

The sale of MPA Fish Farms Pty Ltd was conditional on there being no legitimate reason for the Lessor's objection (and the Shire has confirmed that it does not object) but a formal legal Deed of Assignment is still required as a lease condition. Under normal circumstances, a change of company ownership would not be objected to, unless there was some concerns raised about the new Lessee's ability to honour the commitments outlined within the lease. Similar assignments have recently occurred with leases at the Derby Airport.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Public Notice - MPA 🗓 🛣

RESOLUTION 19/23

Moved: Cr Geoff Davis Seconded: Cr Pat Riley

That Council:

- Notes that no submissions were received in response to the recent local public notice of Council's intention to lease Areas 2 and 3 of the Derby Jetty Goods Shed at the Derby Port, to MPA Fish Farms Pty Ltd;
- 2. Notes the new ownership arrangements of MPA Fish Farms Pty Ltd and endorses the CEO's and President's recent actions in regard to the current lease's assignment. Also, notes that a formal Deed of Assignment will be executed between the Shire and MPA Fish Farms Pty Ltd for the remainder of the current lease (expiring 30 June 2023);
- 3. Requires the CEO to negotiate a new Lease with MPA Fish Farms Pty Ltd, to commence on 1 July 2023, and for it to be generally consistent with Council's resolution of 24 November 2022; and
- 4. Notes that the lease will be executed and the common seal affixed in accordance with Delegation 1.1.33 (Applying Common Seal).

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0



Local Public Notice

Proposed Lease - "Areas 2 and 3 Derby Jetty"

The Shire of Derby/West Kimberley is considering a lease proposal involving two locations situated on the western end of the Derby Jetty (designated as "Areas 2 and 3")

The Shire is providing notice of the proposal and inviting submissions (as per Section 3.58 of the Local Government Act 1995).

Lessee:

MPA Fish Farms/Barramundi Group.

Property:

Lease Area 2 (357m²) and Lease Area 3 (163m²) of the Goods Shed on the Derby Jetty at the Derby Port Precinct

Lease Term:

Up to 17 years (to 29 June 2040).

Market Value:

Area 2 - 357m2 @ \$90.00/sqm (based on an independent market valuation of 16 September 2022) Area 3 - 163m2 @ \$100.00/sqm (based on an independent market valuation of 16 September 2022) \$32,130pa + GST and \$16,300pa + GST for area 2 and 3 respectively

Consideration:

Potential transaction value of \$823,310.00 (exclusive of rent reviews).

For more information please contact Mr Neil Hartley, Director Strategic Business at Neil.Hartley@sdwk.wa.gov.au or on 9191 0999.

Submissions can be made by prior to Friday 13 January 2023

to the Chief Executive Officer, Shire of Derby/West Kimberley, PO Box 94 Derby WA 6728, or by email to Neil.Hartley@sdwk.wa.gov.au

Amanda Dexter

Chief Executive Officer

11.5 MINUTES OF THE JOINT MEETING OF THE KIMBERLEY ZONE AND KIMBERLEY REGIONAL GROUP HELD 17 FEBRUARY 2023

File Number: 4221

Author: Amanda Dexter, Chief Executive Officer

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Advocacy

SUMMARY

This report presents for Council endorsement the Minutes from the Joint Meeting of the Kimberley Zone of the Western Australian Local Government Association (WALGA) and the Kimberley Regional Group held on 17 February 2023.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

A copy of the minutes from the joint meeting held 17 February 2023 between members of the Kimberley Zone of WALGA (Zone) and Kimberley Regional Group (KRG) is attached for Council consideration.

As a result of a past decision of the group, both the Kimberley Zone and KRG meetings are joined.

It should be remembered that the Kimberley Zone of WALGA is a group established to represent regional issues to the State Council of WALGA. This group includes the four Kimberley Shires in addition to the Shires of Christmas Island and Cocos Keeling Islands.

The KRG is a group defined through a deed of agreement between the four Kimberley local governments with the Minister for Local Government.

The Shire of Wyndham East Kimberley accepted the Secretariat role for the Kimberley Zone / KRG late in 2021, with the formal transition to the Secretariat underway. WALGA is also supporting the Zone/ Group with a level of secretariat provided through them as well.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

STRATEGIC IMPLICATIONS

GOAL	ОИТСОМЕ	STRATEGY
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation.	1.2.1 Provide strong civic leadership.

	1.2.2 Provide strong governance.
--	----------------------------------

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Community: That the Shire's interests and	Unlikely	Minor	Low	Minutes received and endorsed by Council to allow for transparency
contribution to the zone are represented and reflect the views of the community				and assist zone attendees with clear direction

CONSULTATION

Nil.

COMMENT

The August meeting was and in person and Teams hybrid – The Shire Presidents where in Perth and met at WALGA's conference rooms along with other Perth based industry representatives.

Key Presentations:

Hon. Stephen Dawson MLC & Divina D'Anna MLA – Minister for Emergency Services; Innovation & ICT; Medical Research and Volunteering – Addressed the group and provided an update on response matters, role of the Kimberley Regional Group in the State Recovery. General discussion on Kimberley wide impacts.

Christine Comer: NEMA – Assistant Director of WA & SA – WA Disaster Relief Funding Arrangements.

Key Areas to Note:

The Kimberley Regional Group progressed the Kimberley Project Prospectus (Advocacy document). The prospectus helps drive advocacy for investment into agreed priority projects.

KRG Shires confirmed amounts and projects.

The prospectus is being updated and graphically designed to assist with the March 2023 Canberra trip.

KRG Website – the KRG signed off on the development of the website by Eclipse Design Solutions. For \$8,000.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Minutes - Kimberley Regional Zone and Group - 17 February 2023 💯 🖺

RESOLUTION 20/23

Moved: Cr Andrew Twaddle Seconded: Cr Geoff Davis

That Council:

Receives and endorses the resolutions of the Kimberley Zone of WALGA and Kimberley Regional Group as attached in the minutes from the Joint Meeting held 17 February 2023.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0



Meeting Minutes

17 February 2023

Zoom

https://us02web.zoom.us/j/84478816286?pwd=Lzh YYIIZSG5yZk1PQURqSk5pOXIJUT09



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Meeting Open: 11:48

1. Chair acknowledged the Traditional Custodians of the different lands on which people are meeting today, and paid respect to all the Elders past, present and emerging.

2. Attendance and Apologies

Name	Shire / Council / Organisation	Method
Members		
Cr Chris Mitchell	Shire of Broome	Zoom
Cr Geoff Haerewa	President, Shire of Derby West Kimberley	Zoom
Cr Malcolm Edwards	President, Shire of Halls Creek	Zoom
Cr Tony Chafer	Deputy Shire President, SWEK	Zoom
Observers		
Sam Mastrolembo	CEO, Shire of Broome	Zoom
James Watt	Director Corporate Services, Shire of Broome	Zoom
Peter McCumstie	Deputy President, Shire of Derby West Kimberley	Zoom
Phillip Cassell	CEO, Shire of Halls Creek	Zoom
Nick Kearns	Director of Planning / Community SWEK	Zoom
Alfred Nagaiya	Senior Economic Development Officer SWEK	Zoom
Executive Support Team		
Paul Rosair	Principal, NAJA Business Consulting	Zoom
Michelle Mackenzie	Principal, Mira Consulting	Zoom
Jane Lewis	Principal, Redit Research	Zoom
Apologies		
Cr Harold Tracey	President, Shire of Broome	
Amanda Dexter	CEO, Shire of Derby West Kimberley	
Cr David Menzel	President, Shire of Wyndham East Kimberley	
Vernon Lawrence	CEO, Shire of Wyndham East Kimberley	
Ashley Randell Thomas Della Vedova	Director Regional Planning Policy Coordination Principal Planning Officer, DPLH	210

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Name	Shire / Council / Organisation	Method
Guests		
Hon. Stephen Dawson MLC	Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering	Zoom: 10:45
Ms Divina D'Anna MLA	Member for the Kimberley	– 11:15 am
Mathew Dixon	Senior Policy Adviser – Emergency Services	
Christine Comer	Assistant Director, WA and SA Engagement Branch, National Emergency Management Agency	Zoom

3. Disclosures, Conflicts and Declarations of Interest:

	Financial Interest / Impartiality			
Member	Item Number Item Nature of Interest			
Nil				

4. Minutes of the last meeting

Item for Decision

Submitted by: Secretariat

Attachment 1: Matters Arising and Outstanding Business

Confirmation of Previous Minutes

Resolution(s)		Action	n(s) / Budget Implications
That the Minutes of the Kimberley Regional Group held on 21 November 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.		See Attachmer Outstanding B	nt 1 – Matters Arising and usiness
Moved:	Shire of Broome	Responsible:	See Attachment
Seconded:	Shire of Halls Creek	Due date:	As appropriate
Carried: 4	/0	1	41P



Attachment 1 Matters Arising and Outstanding Business

Date / Item	Action / Progress	Responsible
	Government Services in the Kimberley	
24/8/2022 Item 11.2	Action: Development of an advocacy paper, utilising past inquiries, research and reports, highlighting the inadequacy of the centralisation of government services to the Kimberley region, and particularly the impact on the Aboriginal population, to be a priority once the new secretariat service is established. Progress: After the strategic planning session workshop, it was decided to provide a position paper that can be used for advocacy purposes with external stakeholders. Tabled in meeting agenda, Item 12	Members and Executive Officer
	North West Defence Alliance (NWDA) Funding Re	quest
24/8/2022 Item 11.4	Action: The KRG approves, in principle, a contribution up to \$40,000 from the KRG surplus for the 2022-23 financial year, towards the lobbying and advocacy efforts of the North West Defence Alliance, subject to the development of a formal budget to be considered by circular resolution. Progress: An allocation of \$40k will be funded from the 2022/23 budget. Awaiting further action	Members and Executive Officer
State	Government Funding to Address Juvenile Crime in t	he Kimberley
21/6/2022 Item 9.1	Action: Updates to be received from the relevant working groups Funding initiatives implementation and outcomes to be monitored Progress: This matter was considered at the Priority Planning Workshop. Raised by Executive Officer with the new Minister for Regional Development, Don Punch – who has been invited to the KRG meeting.	Members and Executive Officer
	Kimberley Regional Group Memorandum of Underst	tanding
21/6/2022 Item 9.4	Action: MOU to be finalised prior to 31st August Progress: Received some feedback regarding complexity of the document, to be discussed at the February meeting.	Members and Executive Officer
		5



Banned Drinking Register	Action / Progress	Responsible
State Emergency Powers Removal - Rescinding of Section 31 additional powers under the Liquor Act Progress: Liquor Licencing sent directive to licensees reinforcing Section 31 for West Kimberley. Email sent re Section 64 submission: Resolved Action: EO to follow up with the Department on the outcome of the BDR evaluation. Progress: emailed: Watching Brief Western Australian Development Index (WADI) 21/11/2022 Item 9 Action: EO to Write to WALGA to express their support for the progression of the WA Development Index; and write to the Minister for Local Government expressing support for the development of the WADI. Progress: Letters, signed by Cr Menzel sent. Resolved: Watching Brief Strategic Operational Planning 21/11/2022 Item 10 Action: EO team to formulate an action plan, based on the results of the planning workshop; to be submitted for ratification at the February meeting. Progress: Draft complete and tabled for discussion and ratification, Item 12. Six policy priorities: 1. Housing 2. Community safety and crime prevention 3. Juvenile Justice 4. Prosperous diverse economy 5. Management of alcohol and other drugs 6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety Priority Action Plan	Banned Drinking Register	
Western Australian Development Index (WADI) 21/11/2022 Action: EO to Write to WALGA to express their support for the progression of the WA Development Index; and write to the Minister for Local Government expressing support for the development of the WADI. Progress: Letters, signed by Cr Menzel sent. Resolved: Watching Brief Strategic Operational Planning 21/11/2022 Action: EO team to formulate an action plan, based on the results of the planning workshop; to be submitted for ratification at the February meeting. Progress: Draft complete and tabled for discussion and ratification, Item 12. Six policy priorities: 1. Housing 2. Community safety and crime prevention 3. Juvenile Justice 4. Prosperous diverse economy 5. Management of alcohol and other drugs 6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety Priority Action Plan	 State Emergency Powers Removal - Rescinding of Section 31 additional powers under the Liquor Act Progress: Liquor Licencing sent directive to licensees reinforcing Section 31 for West Kimberley. Email sent re Section 64 submission: Resolved Action: EO to follow up with the Department on the	Executive Team
21/11/2022 Item 9 Action: EO to Write to WALGA to express their support for the progression of the WA Development Index; and write to the Minister for Local Government expressing support for the development of the WADI. Progress: Letters, signed by Cr Menzel sent. Resolved: Watching Brief Strategic Operational Planning Action: EO team to formulate an action plan, based on the results of the planning workshop; to be submitted for ratification at the February meeting. Progress: Draft complete and tabled for discussion and ratification, Item 12. Six policy priorities: 1. Housing 2. Community safety and crime prevention 3. Juvenile Justice 4. Prosperous diverse economy 5. Management of alcohol and other drugs 6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety Priority Action Plan		
Item 9 for the progression of the WA Development Index; and write to the Minister for Local Government expressing support for the development of the WADI. Progress: Letters, signed by Cr Menzel sent. Resolved: Watching Brief Strategic Operational Planning Action: EO team to formulate an action plan, based on the results of the planning workshop; to be submitted for ratification at the February meeting. Progress: Draft complete and tabled for discussion and ratification, Item 12. Six policy priorities: 1. Housing 2. Community safety and crime prevention 3. Juvenile Justice 4. Prosperous diverse economy 5. Management of alcohol and other drugs 6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety Priority Action Plan	Western Australian Development Index (WAD	I)
21/11/2022 Item 10 Action: EO team to formulate an action plan, based on the results of the planning workshop; to be submitted for ratification at the February meeting. Progress: Draft complete and tabled for discussion and ratification, Item 12. Six policy priorities: 1. Housing 2. Community safety and crime prevention 3. Juvenile Justice 4. Prosperous diverse economy 5. Management of alcohol and other drugs 6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety Priority Action Plan	 for the progression of the WA Development Index; and write to the Minister for Local Government expressing support for the development of the WADI. Progress: Letters, signed by Cr Menzel sent.	Executive Team
the results of the planning workshop; to be submitted for ratification at the February meeting. Progress: Draft complete and tabled for discussion and ratification, Item 12. Six policy priorities: 1. Housing 2. Community safety and crime prevention 3. Juvenile Justice 4. Prosperous diverse economy 5. Management of alcohol and other drugs 6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety Priority Action Plan	Strategic Operational Planning	
61P	Action: EO team to formulate an action plan, based on the results of the planning workshop; to be submitted for ratification at the February meeting. Progress: Draft complete and tabled for discussion and ratification, Item 12. Six policy priorities: 1. Housing 2. Community safety and crime prevention 3. Juvenile Justice 4. Prosperous diverse economy 5. Management of alcohol and other drugs 6. Provision of Government services: housing, emergency management, health, education and training, justice and public safety Priority Action Plan	



Date / Item	Action / Progress	Responsible	
Service Level Agreement			
21/11/2022 Item 11	Action: EO and Secretariat to finalise the SLA and set a date for assessment.	Executive Team and Secretariat	
	Progress: Secretariat and EO signed the final agreement and agreed a review date at the October in-person meeting: Resolved		
Kimberly Zo	one and Kimberley Regional Group Calendar and Pro	posed Meeting Dates	
21/11/2022 Item 12	Action: EO team to circulate audited statements as soon as they are released for ratification and so that KRG funds can be transferred from SOB to SWEK Progress: Dates agreed, calendars booked for members and Zone attendees for 2023: Resolved	Executive Team	
Kimberle	y Regional Group Annual Financial Report 2021-22 ar Group Financial Activity Statements	nd Kimberley Regional	
21/11/2022 Item 13	Action: EO team to circulate audited statements as soon as they are released for ratification and so that KRG funds can be transferred from SOB to SWEK	Secretariat and EO team	
	Progress: Audited statements included in Feb agenda, Item 6		
	Other Business and Incidentals		
16/12/2022	 Action: Send letters of congratulations (signed by Chair) to new state ministers: Hon Jackie Jarvis MLC; Minister for Agriculture and Food, Forestry, and Small Business Hon Don Punch, MLA; Minister for Regional Development; Disability Services; Fisheries; Seniors and Ageing Hon Sabine Winton, MLA; Minister for Early Childhood Education; Child Protection; Prevention of Family and Domestic Violence; Community Services Progress: Letters sent: Resolved 		

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Date / Item	Action / Progress	Responsible
21/11/2022 Strategic Workshop	Action: Develop a stakeholder engagement plan Progress: Draft strategy and stakeholder list included in agenda, Item 12	Executive Team
21/11/2022 Strategic Workshop	Action: Invite Executive Staff to next in-person meeting Progress: CEOs to share invite for April meeting with relevant staff	CEOs
As at 10/2/2023 Aboriginal Heritage Act	Action: Watching brief on Aboriginal Heritage Act third round approx. Feb 2023. EO spoke to Anthony Kannis, DG DPLH	Executive Team
As at 10/2/2023 Minister McBain – Kimberley Tour arrangements	Action: Watching brief on sitting dates for Parliament	Executive Team
As at 10/2/2023 Federal Grant (Growing regions)	Action: Watching brief on grant announcements	Executive Team
Regional Planning Infrastructure Framework	Action: EO to liaise with Thomas Della Vedova, DPLH regarding Kimberley workshop.	Executive Team

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5. Correspondence

Item for Noting

Submitted by: Secretariat

Attachment 2: Correspondence In: Nicola Perry; BDR Evaluation and Review Attachment 3: Correspondence Out: Nicola Perry; BDR Evaluation and Review Attachment 4: Correspondence Out: Hon Jackie Jarvis MLC; Congratulations Attachment 5: Correspondence Out: Hon Don Punch, MLA; Congratulations Attachment 6: Correspondence Out: Hon Sabine Winton, MLA; Congratulations Attachment 7: Correspondence Out: Hon John Carey, MLA; Support for WADI Attachment 8: Correspondence Out: Nic Sloan, CEO WALGA; Support for WADI

Note: Correspondence considered of an administrative nature, will not be tabled.

Correspondence In	
Date	23/12/22
From	Nicola Perry, DLGSC
Topic	BDR Evaluation and Review
Attachment	2
Correspondence Ou	ıt
Date	23/12/22
From	Paul Rosair, on behalf of the KRG
То	Nicola Perry, DLGSC
Topic	BDR Evaluation and Review
Attachment	3
Date	4/1/2023
From	CR David Menzel, KRG Chair
То	Hon Jackie Jarvis MLC; Minister for Agriculture and Food,
	Forestry, and Small Business
Topic	Congratulations on your appointment
Attachment	4
Date	4/1/2023
From	CR David Menzel, KRG Chair
То	Hon Don Punch, MLA; Minister for Regional Development;
	Disability Services; Fisheries; Seniors and Ageing
Topic	Congratulations on your appointment
Attachment	5
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KIMBERLEY

Kimberley Regional Group: Minutes 17th February 2023

Correspondence Out		
Date	4/1/2023	
From	CR David Menzel, KRG Chair	
То	Hon Sabine Winton, MLA; Minister for Early Childhood Education;	
	Child Protection; Prevention of Family and Domestic Violence;	
	Community Services.	
Topic	Congratulations on your appointment	
Attachment	6	
Date	12/1/2023	
From	CR David Menzel, KRG Chair	
То	Hon John Carey, MLA; Minister for Housing; Lands;	
	Homelessness; Local Government	
Topic	Kimberley Regional Group - Support for the WA Development	
	Index	
Attachment	7	
Date	4/1/2023	
From	CR David Menzel, KRG Chair	
То	Nic Sloan, CEO WALGA	
Topic	Kimberley Regional Group - Support for the WA Development	
	Index	
Attachment	8	

Resolution(s)		Action(s) / Budget Implications	
That the Correspondence be received and noted, and that the Executive Officer be directed on a response, if required.		Nil	
Moved:	Shire of Wyndham East Kimberley	Responsible:	N/A
Seconded:	Shire of Halls Creek	Due date:	N/A
Carried: 4/0			

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Attachment 2 Correspondence Out: BDR Evaluation and Review

From Nicola Perry 23/12/2022

Hi Paul

Thank you for your email.

In respect of the Section 64 inquiry, the following link

www.dlgsc.wa.gov.au/department/news/news-article/2022/12/15/inquiries-into-kimberley-and-pilbara-packaged-liquor-availability will take you to the Department of Local Government, Sport and Cultural Industries website which provides additional information.

However, in summary, the Director of Liquor Licensing has written to affected licensees in the Kimberley to notify them that it is the intent to impose conditions on their liquor licence consistent with those conditions prescribed in the Liquor Control (Section 31) (Kimberley) Notice 2021 and to afford them an opportunity to provide submissions. An excerpt from the website is below:

The Director of Liquor Licensing is expecting to make a final decision in late February 2023. In respect of the BDR, I acknowledge your requests and a response will be provided in the new year.

Kind regards

Nicola

Nicola Perry

A/Executive Director – Racing, Gaming and Liquor
Department of Local Government, Sport and Cultural Industries
Gordon Stephenson House, Level 2, 140 William Street, Perth WA 6000
PO Box 8349, Perth Business Centre WA 6849
Tel (08) 6551 4872

Email nicola.perry@dlgsc.wa.gov.au

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Attachment 3 Correspondence Out: BDR Evaluation and Review

From Executive Officer 23/12/2022

Hi Nicola

Thank you again for the information you provided on the Section 64 review and the BDR.

The Kimberley Regional Group, comprised of the four Kimberley Shires, met on the 21st of November. The Group expressed the critical need for:

A briefing from the Department on the outcomes of the Kimberley BDR evaluation and how the Shires can be further engaged with the BDR review to inform the government's policy response A regionally consistent approach to the management of alcohol in the Kimberley with the removal of the Covid State Emergency Powers - the best way for the Shires to progress this with the Department. For example, given the focus on local Liquor Accords is there a greater opportunity to develop some foundational principles and to share knowledge to support more consistent and better Kimberley-wide outcomes.

It would be appreciated if you could advise when the Kimberley BDR evaluation will be received, if the Kimberley Regional Group is able to get a copy of the evaluation, and how this work will inform the BDR review. Also, if you could advise of the time frame for the Section 64 review, and how we can work with your Department to drive some consistency to deliver better outcomes across the Kimberley.

If you have any questions regarding the above, please let me know

Kind Regards,

Paul

Paul Rosair

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Item 11.5 - Attachment 1



Attachment 4 Correspondence Out: Congratulations on your appointment

From KRG Chair, Cr David Menzel 4/1/2023



Hon Jackie Jarvis MLC Minister for Agriculture and Food, Forestry, and Small Business Level 7 Dumas House 2 Havelock Street WEST PERTH WA 6005

Via Email - Minister.jarvis@dpc.wa.gov.au

4th January 2023

Dear Minister

Congratulations on your appointment

The Kimberley Regional Group would like to congratulate you on your Ministerial appointment.

The Kimberley Regional Group (KRG) is an alliance of the four Shires in the Kimberley, being the Shires of Broome, Derby West-Kimberley, Halls Creek and Wyndham East-Kimberley. Our vision is to maintain and enhance the rich diversity and liveability of the Kimberley for its people and the world. Collectively we support positive outcomes across the Kimberley through improved social, economic and cultural development.

The KRG can only achieve our vision through strong partnerships and the WA Government is a key partner in driving our vision. The work of the Department of Primary Industries and Regional Development is a critical in unlocking the economic and social opportunities that agriculture affords across the Kimberley region. This not only contributes to Western Australia's overall prosperity, but to the support and the growth of small businesses in our region.

The Kimberley Regional Group would welcome the opportunity to meet with you, to discuss your policy priorities and how we can work in partnership with your office to deliver great outcomes across the Kimberley and WA. Our executive team will be in touch to progress a time to meet.

Congratulations again on your appointment. We look forward to working with you.

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Yours sincerely

Cr David Menzel

Chair

Kimberley Regional Group

Kimberley Regional Group and Kimberley Zone 459 Albany Hwy Victoria Park | 0419 930 467 I info@naja.com.au

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Attachment 5 Correspondence Out: Congratulations on your appointment

From KRG Chair, Cr David Menzel 4/1/2023



Hon Don Punch, MLA
Minister for Regional Development; Disability Services; Fisheries; Seniors and Ageing
7th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6005

Via Email - Minister.punch@dpc.wa.gov.au

4th January 2023

Dear Minister

Congratulations on your appointment

The Kimberley Regional Group would like to congratulate you on your appointment as Minister for regional development.

The Kimberley Regional Group (KRG) is an alliance of the four Shires in the Kimberley, being the Shires of Broome, Derby West-Kimberley, Halls Creek and Wyndham East-Kimberley. Our vision is to maintain and enhance the rich diversity and liveability of the Kimberley for its people and the world. Collectively we support positive outcomes across the Kimberley through improved social, economic and cultural development.

The KRG can only achieve our vision through strong partnerships. The Department of Primary Industries and Regional Development, and the Kimberley Development Commission, are key partners in driving our vision. This partnership with government is a critical if we are to harness and to build on the regional development opportunities across the Kimberley region

The Kimberley Regional Group would welcome the opportunity to meet with you, to discuss your policy priorities and how we can work in partnership with your office to deliver great outcomes across the Kimberley region. Our executive team will be in touch to progress a time to meet.

Congratulations again on your appointment. We look forward to working with you.

id Herel

Yours sincerely

Cr David Menzel

Chair

Kimberley Regional Group

Kimberley Regional Group and Kimberley Zone 459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

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Item 11.5 - Attachment 1



Attachment 6 Correspondence Out: Congratulations on your appointment

From KRG Chair, Cr David Menzel 4/1/2023



Hon Sabine Winton, MLA
Minister for Early Childhood Education; Child Protection;
Prevention of Family and Domestic Violence; Community Services.
7th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6005

Via Email - Minister.winton@dpc.wa.gov.au

4th January 2023

Dear Minister

Congratulations on your appointment

The Kimberley Regional Group would like to congratulate you on your Ministerial appointment.

The Kimberley Regional Group (KRG) is an alliance of the four Shires in the Kimberley, being the Shires of Broome, Derby West-Kimberley, Halls Creek and Wyndham East-Kimberley. Our vision is to maintain and enhance the rich diversity and liveability of the Kimberley for its people and the world. Collectively we support positive outcomes across the Kimberley through improved social, economic and cultural development.

The KRG can only achieve our vision through strong partnerships. The WA Government is a key partner in driving our vision. The work of the Department of Communities is a critical given the systemic disadvantage faced by many Kimberley towns and remote communities, and the opportunity to drive economic and social opportunity through the provision of targeted community services.

The Kimberley Regional Group would welcome the opportunity to meet with you, to discuss your policy priorities and how we can work in partnership with your office to deliver great outcomes across the Kimberley region. Our executive team will be in touch to progress a time to meet.

Congratulations again on your appointment. We look forward to working with you.

Yours sincerely

Cr David Menzel

Chair

Kimberley Regional Group

Varid Heyel

Kimberley Regional Group and Kimberley Zone 459 Albany Hwy Victoria Park | 0419 930 467 Linfo@naja.com.au

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Attachment 7 Correspondence Out: KRG Support for WADI

From KRG Chair, Cr David Menzel 4/1/2023



Hon John Carey, MLA Minister for Housing; Lands; Homelessness; Local Government 7th Floor Dumas House 2 Havelock Street WEST PERTH WA 6005

Via Email - Minister.Carey@dpc.wa.gov.au

4th January 2023

Dear Minister

Kimberley Regional Group - Support for the WA Development Index

I write to express the Kimberley Regional Group's support for the work being undertaken by the WA Government to progress the WA Development Index (WADI).

Wellbeing indexes are becoming common across progressive jurisdictions to present a broader view of the ways in which societies are progressing, or regressing, that goes beyond traditional economic indicators. These indexes enable all spheres of government, in partnership with their communities, to better plan and measure the effectiveness of public policy and programmes.

The Kimberley Regional Group supports the progression of the Western Australian Development Index as a significant state project. We are pleased that agencies such as the WA Local Government Association, the University of Western Australia, the Telethon Kids Institute and the WA Council of Social Service are working to progress the WADI, in partnership with the Department of Local Government, Sport and Cultural Industries.

We believe that the WADI will improve the capability of State and Local Governments, and the non-government sector, to measure the wellbeing of their communities and to implement effective evidence-based responses. This is critical in the Kimberley region, where data from WADI will facilitate greater alignment of effort, delivering more targeted and better outcomes for our communities.

This Index could also inform and be incorporated into calculation formulae of the Financial Assistance Grants and other State and Federal funding programs to Local Government.

We look forward to further development of the WA Development Index and of its progression to the next stage.

Yours sincerely

Cr David Menzel

Chair

Kimberley Regional Group

David Heyel

Kimberley Regional Group and Kimberley Zone
459 Albany Hwy Victoria Park | 0419 930 467 | info@naja.com.au

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Item 11.5 - Attachment 1



Attachment 8 Correspondence Out: KRG Support for WADI

From KRG Chair, Cr David Menzel 4/1/2023



Nick Sloan Chief Executive Officer WALGA PO Box 1544, West Perth WA 6872

Via Email - nsloan@walga.asn.au

4th January 2023

Dear Nick

Kimberley Region Support for the WA Development Index

I write to express the Kimberley Regional Group's support for the work being undertaken by WALGA to progress the WA Development Index.

Wellbeing indexes are becoming common across progressive jurisdictions to present a broader view of the ways in which societies are progressing, or regressing, that goes beyond traditional economic indicators. These indexes enable all spheres of government, in partnership with their communities, to better plan and to measure the effectiveness of public policy and programs.

The Kimberley Regional Group supports the progression of the Western Australian Development Index (WADI) by WALGA as a significant state project. We believe that the WADI will improve the capacity of State and Local governments, and the non-government sector, to measure the wellbeing of communities and to implement effective evidence-based policy, program and funding responses.

The Kimberley Regional Group would appreciate the opportunity for representation on the WALGA WADI Sector Reference Group and input into its development through zone meetings and elected member forums. Also, engagement with WALGA on how the WADI data may link in with, inform and be incorporated into calculation formulae of the Financial Assistance Grants and other State and Federal funding programs to Local Government.

We wish you all the best in progressing this important initiative and look forward to our involvement in WADI as it progresses.

Yours sincerely

Cr David Menzel

Chair

Kimberley Regional Group

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Kimberley Regional Group and Kimberley Zone 459 Albany Hwy Victoria Park | 0419 930 467 I info@naja.com.au

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Item 11.5 - Attachment 1



6. Financial Report

Item for Decision

Submitted by: Vernon Lawrence, KRG Secretariat and James Watt

Attachment 9: Kimberley Zone Financials 2021-22 Signed Final

Purpose

To update the KRG members on the financial position of the Group.

Details

The 2021-22 finalised Audit Report (attached) indicates a final surplus position of \$298,453 and is in line with budget.

Current year to date figures will be reported on at the April meeting - Nick Kearns to discuss.

Resolution(s)		Action(s) / Budget Implications		
That the Kimberley Zone Financials 2021-22 Signed Final, as published and circulated, be confirmed as a true and accurate record.		Secretariat to provide a standard financial reporting item commencing at the April meeting. Executive Officer to follow up Item 11.4 from 24 th August 2022 pertaining to the following action: "The KRG approves, in principle, a contribution up to \$40,000 from the KRG surplus for the 2022-23 financial year, towards the lobbying and advocacy efforts of the North West Defence Alliance, subject to the development of a formal budget to be considered by circular resolution." Peter Long and Nick Kearns to be contacted.		
Moved:	Shire of Broome	Responsible:	Secretariat and Executive Officer	
Seconded:	Shire of Wyndham East Kimberley	Due date:	As appropriate	
Carried: 4/	0			

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Attachment 9 Kimberley Zone Financials 2021-22 Signed Final

KIMBERLEY ZONE OF WALGA AND KIMBERLEY REGIONAL GROUP

FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE 2022

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Principal place of business: Address 27 Weld Street Broome WA 6725	

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KIMBERLEY ZONE OF WALGA AND KIMBERLEY REGIONAL GROUP FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2022

STATEMENT BY CHIEF EXECUTIVE OFFICER

In the opinion of the Chief Executive Officer, the financial report set out in this document:

- (i) presents fairly the results of its operations for the year ended 30 June 2022.
- (ii) confirms the projects of the Kimberley Zone of Walga and Kimberley Regional Group have been carried out in accordance with respective funding agreements.

This statement is made and signed by the Chief Executive Officer on behalf of the Shire of Broome.

Signed as authorisation of issue on the

18th day of November 2022

Sam Mastrolembo Chief Executive Officer

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Kimberley Zone of WALGA and Kimberley Regional Group Statement of Surplus/(Deficit) for the year ended 30 June 2022

Closing Balance as at 30 June Surplus/(Deficit)	298,453	278,365
Gimberley Zone - Volunteer Strategy	•	-
Cimberley Zone - Alcohol Management Initiatives	-	(130,000)
Adjustment related to the Shire of Broome Interest	(4,855)	
Kimberley Zone Interest on Reserves	1,293	2,345
Simberley Zone Secretariat	23,650	78,113
Opening Balance as at 1 July Surplus/(Deficit)	278,365	327,907
	5	\$
	2022	2021

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Kimberley Zone of WALGA and Kimberley Regional Group Kimberley Zone Secretariat Statement of Income and Expenditure for the year ended 30 June 2022

	2022	2021
	\$	\$
Operating Income		
Kimberley Zone - Reimbursement Zone & RCG Meetings Expenses	3,809	731
Kimberley Zone - Members Contribution Secretariat Costs	164,320	200,000
Operating Income Total	168,129	200,731
Operating Expenditure		
Kimberley Zone - Executive Consultancy	(132,724)	(89,441)
Kimberley Zone - Administrative Consultancy	-	(21,150)
Kimberley Zone - Zone & RCG Meeting Expenses	(6,755)	(4,196)
Kimberley Zone - Annual Financial Audit	(5,000)	(4,050)
Kimberley Zone - IT Support		(2,774)
Kimberley Zone - Sundry Expenses	2	(1,007)
Operating Expenditure Total	(144,479)	(122,618)
Net Operating Surplus/(Deficit)	23,650	78,113

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Kimberley Zone of WALGA and Kimberley Regional Group Alcohol Management Project Statement of Income and Expenditure for the year ended 30 June 2022

	2022 \$	2021 \$
Opening Balance as at 1 July Surplus/(Deficit)		
Operating Income		
Kimberley Zone - Alcohol Management Initiatives Grant		
Operating Income Total		· ·
Operating Expenditure		
Kimberley Zone - Alcohol Management Initiatives		(130,000)
Operating Expenditure Total		(130,000)
Kimberley Regional Group Volunteer Strategy Surplus/(Deficit)	-	(130,000)

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Kimberley Zone of WALGA and Kimberley Regional Group Volunteer Strategy Statement of Income and Expenditure for the year ended 30 June 2022

	2022 \$	2021 \$
Opening Balance as at 1 July Surplus/(Deficit)	650	650
Operating Income		
Kimberley Zone - Kimberley Volunteer Strategy DLGC Grant		
Operating Income Total		
Operating Expenditure		
Kimberley Zone - Volunteer Strategy	-	-
Operating Expenditure Total		-
Kimberley Regional Group Volunteer Strategy Surplus/(Deficit)	650	650

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Kimberley Zone of WALGA and Kimberley Regional Group DLGC Youth Strategy Statement of Income and Expenditure for the year ended 30 June 2022

	\$	2021 \$
Opening Balance as at 1 July Surplus/(Deficit)	2,636	2,636
Operating Income		
Kimberley Zone - Youth Strategy DLGC Grant	-	-
Operating Income Total	-	-
Operating Expenditure		
Kimberley Zone - Youth Strategy - Op Exp		
Operating Expenditure Total		-
Kimberley Regional Group DLGC Youth Strategy Surplus/(Deficit)	2,636	2,636

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Kimberley Zone of WALGA and Kimberley Regional Group Notes to the Financial Statements for the year ended 30 June 2022

Summary of Accounting Policies

The accounting policies adopted by the Group are stated in order to assist in a general understanding of the financial statements. These policies have been consistently applied except as otherwise indicated.

Reporting Entity

The group is not a reporting entity because in the committee's opinion there are unlikely to exist users who are unable to command the preparation of reports tailored so as to satisfy all of their information needs, and these accounts are therefore "special purpose accounts" that have been prepared solely to meet the requirements of the Accounting Standards.

Accounting Policies

The financial report has been prepared under the historical cost and cash basis of accounting conventions and does not take into account changing money values except to the extent that they are reflected in the revaluation of certain assets.

In order for the financial report to present fairly the state of affairs of the Association and the results of the Association for the year, Australian Accounting Standards have been adopted to the extent disclosed in this note.

Income Tax

The Group is of the opinion that it is not subject to income tax.

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF KIMBERLEY ZONE OF WALGA AND REGIONAL COLLABORATIVE GROUP AND THE SHIRE OF BROOME

Report on The Financial Report

Opinion

We have audited the accompanying financial report of Kimberley Zone of WALGA and Reginal Collaborative Group ("the Group") comprising the statement of income and expenditure of the Secretariat and the statements of income and expenditure for each individual project being undertaken by the Group for the year ended 30 June 2022, a summary of significant accounting policies and statement by chief executive officer. The financial report has been prepared by the Shire of Broome (the Shire) for the purpose of reporting on the income and expenditure by the Secretariat to the Group.

In our opinion, the financial report presents fairly in all material respects, the income and expenditure of the Secretariat and each project of the Group for the year ended 30 June 2022.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Secretariat, the Group and the Shire in accordance with the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (including Independence Standards) (the Code) that are relevant to our audit of the financial report in Australia, and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

The financial report is prepared to assist the Shire of Broome (the Shire) in reporting to the Group on the income and expenditure of the Secretariat and each individual project. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Shire and members of the Group and should not be distributed to or used by parties other than the Shire and members of the Group.

Responsibilities of the Shire of Broome for the Financial Report

The Shire, on behalf of the Group, is responsible for the preparation of the financial report in accordance with the accrual basis of accounting; this includes determining that the accrual basis of accounting is an acceptable basis for the preparation of the financial statement and for such internal control as the Shire determined is necessary, to enable the preparation of the financial statement that is free from material misstatement, whether due to fraud or error.

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INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
KIMBERLEY ZONE OF WALGA AND REGIONAL COLLABORATIVE GROUP
AND THE SHIRE OF BROOME (CONTINUED)

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standard Board website at http://www.auasb.gov.au/auditors-responsibilities/ar4.pdf. This description forms part of our audit report.

WEN-SHIEN CHAI PARTNER

MOORE AUSTRALIA AUDIT (WA) CHARTERED ACCOUNTANTS

Signed at Perth this 23rd day of November 2022.

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Item 11.5 - Attachment 1



7. Formal Presentations

Submitted by: Executive Officer

Purpose

To receive presentations from key stakeholders.

Background:

In accordance with the priorities of the KRG, stakeholders have been secured to present and discuss relevant topics with the members.

Details:

Due to the recent flooding event in the Kimberley, Hon. Stephen Dawson MLC, Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering was invited to address the Kimberley Regional Group on the following items:

- 1. Update on the status of the government's response and recovery effort and future plans.
- 2. Role for the Kimberley Regional Group in the state recovery plan.
- 3. WA Disaster Relief Funding Arrangements
- 4. Kimberley wide impact on the floods

Due to diary commitments, the Minister's attendance fell within the Zone meeting time. The Zone meeting was suspended between 10:45 and 11:30 during which time the KRG convened; with all Zone representatives apart from Nic Sloan and Tim Lane suspending their attendance until the conclusion of this item.

Name	Position	Topics for discussion
Hon. Stephen Dawson MLC	Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering	See notes above
Ms Divina D'Anna MLA	Member for the Kimberley	
Mathew Dixon	Senior Policy Adviser – Emergency Services	
Christine Comer	Assistant Director, WA and SA Engagement Branch, National Emergency Management Agency	29 I P a g a
	Hon. Stephen Dawson MLC Ms Divina D'Anna MLA Mathew Dixon	Hon. Stephen Dawson MLC Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering Ms Divina D'Anna MLA Member for the Kimberley Mathew Dixon Senior Policy Adviser – Emergency Services Christine Comer Assistant Director, WA and SA Engagement Branch,

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Last minute	Ashley Randell	Director Regional Planning Policy Coordination	DPLH Strategic
apology			Planning information

Link to Key Pillar/s and Strategies:			Budget Implications		
People Place Prosperity Performance Advocate Facilitate Partner Fund Promote Monitor			Nil		
Resolution(s)		Action(s)			
For information only		Coording look at o	Rob Cossart, State Recovery		
Moved:	N/A		Responsible:	Executive Team	
wovea:			_		
Seconded:	N/A		Due date:	As appropriate	



8. Around the Grounds

Matter for Discussion – Impact of the floods on the Kimberley.

Submitted by: Secretariat

Purpose:

This session provides an opportunity for Group members to discuss the recent floods; the impact on communities and Local Government Infrastructure and any actions required by the KRG as a group going forward.

The

Link to Key	Pillar/s and	Strateg	ies:	Budget Implica	ations
People Place Prosperity Performance	Part Pror	ocate ner note		Nil	
Resolution(Resolution(s)		Action(s)		
For Information Only		As required			
Moved:	N/A			Responsible:	As required
Seconded:	N/A			Due date:	As required
Carried:	N/A				

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9. Investment Prospectus 2022/23 Review

Item for Decision

Submitted by: KRG Executive Team

Attachment 10: 2022/23 Kimberley Investment Prospectus (separately attached)

Purpose

That Kimberley Regional Group's Investment Prospectus 2022/23 is updated with projects and costs reviewed by Shires, to drive advocacy for investment into agreed priority projects.

In summary

- The Kimberley Investment Prospectus 2022/23 contains projects that will generate jobs and investment growth as the region recovers from the impact of COVID-19.
- A number of the projects in the prospectus have received funding.
- With a new Federal government and regional development priorities, and new State and Federal Minister's for regional development, it is timely to update investment projects, and the document's framing, to facilitate government interest and investment in projects.
- The prospectus review was identified as a priority at the KRG's November 2022 planning workshop.
- With government's focus on the region as a result of the floods, and the KRG is planning to visit key stakeholders in Canberra, updating this document is time critical.
- KRG members are asked to review their projects and costs to inform an updated prospectus.
- Once reviewed an updated prospectus will be presented to the KRG for endorsement.
- Projects should deliver jobs and business opportunities, be shovel ready and relate to local government, leverage partnerships an facilitate resilience.
- With new State and Federal funding pools for social and affordable housing, it is recommended that Shires consider housing opportunities in the prospectus.

Background:

- The KRG is a powerful voice for the Kimberley region taking a whole of region perspective on social and economic issues.
- The language in the 2022/23 prospectus is not contemporary i.e. it refers to the May 2022 State
 Budget. Also, it contains projects that have received funding. With a new Federal Government there is
 the opportunity to update the document's framing to speak more strongly to Federal (and State) policy
 priorities, showing how project investment will drive government objectives. This will make investment
 more attractive to government.
- KRG members are asked to review their projects, and costs, so the prospectus can be updated; this
 will inform discussions with Government and other key stakeholders.
- With the focus on the region due to the floods, and as the KRG is planning to visit Canberra this should be done as a priority as agreed at the November 2022 KRG planning workshop.

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Details:

The following projects are in the 2022/23 Investment Prospectus and need to be reviewed by Shires:

Economic

- Tanami Road Upgrade
- East Kimberley Regional Airport Runway Extension
- Derby Wharf Precinct Masterplan and Redevelopment
- Sanctuary Road Housing Project
- Cable Beach Foreshore Redevelopment

Social

- · Broome Boating Facility
- Wyndham Foreshore Redevelopment And Boating Facility
- Ewin Early Learning Centre Expansion
- Fitzroy Crossing Recreation Centre Rebuild And Precinct Masterplan
- Halls Creek Town Development Masterplan
- Great Northern Highway to Looma Road Reconstruction & Seal

Regional Resource Recovery Park

Risk:

Reputational – the prospectus is not contemporary or reflective of need.

Financial - lack of agreement on projects, and alignment with government priorities, may reduce government's confidence to invest.

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Link to Key	Link to Key Pillar/s and Strategies:		ations	
People Place Prosperity Performane	1 1	Funding for graphic design work and printing Consideration for additional hours for Executive Team beyond standard contract.		
Resolution(s)	Action(s)		
 That the Kimberley Regional Group members as a priority review and update their projects and costs for the investment prospectus That a budget of up to \$6k plus printing costs be allocated for work to update the prospectus. This is to include a refresh of content and graphic design. 		with requirement 1. Confirm and tho Prospect 2. Updates included 3. Provision projects 4. Information March at 5. New lay and gra	ation of projects to be included se to be deleted from original ctus is for any projects already in of information for new to be included tion to be received by Friday 3 rd at the latest yout and copy to be integrated phically designed by 18 th March that it is ready for the KRG trip	
Moved:	Shire of Broome	Responsible:	Executive Team and Shire Officers	
Seconded:	Shire of Wyndham East Kimberley	Due date:	As above	
Carried:	4/0			

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10. Communication and media policy

Item for Decision

Submitted by: KRG Executive Team

Attachment 11: Draft Communication and media policy

Purpose

That Kimberley Regional Group communications are proactive, timely, professional and accurately represent the KRG's policy and advocacy agenda.

In summary

- Communications and media are critical components of KRG policy and advocacy.
- A communications and media policy has been developed using a WA Local Government Association (WALGA) template.
- This policy outlines protocols on who can speak on behalf of the KRG.
- The policy recommends a KRG website, and LinkedIn as the group's digital and social media platforms to target key stakeholders.
- It recommends the Executive provide key messages to spokespeople engaging with media, to support them to drive the KRG policy and advocacy agenda.

Background:

The KRG is a powerful voice for the Kimberley region taking a whole of region perspective on social and economic issues. To maximize opportunities to drive the KRG agenda, a communications and media policy has been developed based on a WALGA template.

Details:

As above.

Risk:

Reputational - Without a policy, there is the potential to lose media opportunities, and lack of alignment with KRG policy and advocacy agenda when engaging with media.

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Link to Key Pillar/s and Strategies:		Budget Implications		
People Place Prosperity Performance Advocate Facilitate Partner Fund Promote Monitor			Funding to esta	ablish a website, See Item 11
Resolution(s)		Action(s)		
The Draft Communications and media policy (with a modification to "Speaking on behalf of the Kimberley Regional Group" to include the Secretariat.) is endorsed by the Kimberley Regional Group.		Executive Te Communication	am to update the Draft n and media policy.	
Moved:	Shire of Broome		Responsible:	Executive Team
Seconded:	Shire of Halls Cre	ek	Due date:	As appropriate
Carried:	4/0			

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Attachment 11 Draft Kimberley Communication and Media Policy

Communications and Media Policy



Policy Objective

This policy establishes protocols for the Kimberley Zone and Kimberley Regional Group's official communications to ensure the Kimberley Regional Group is professionally and accurately represented and to maximise a positive public profile and maintain relationships with key stakeholders.

Policy Scope

This policy applies to:

- 1. Communications initiated or responded to by the Kimberley Regional Group; and
- 2. Elected Members when making comment in either their Kimberley Regional Group role or in a personal capacity.

Policy Statement

Official Communications

The purposes of the Kimberley Regional Group's official communications include:

- · Sharing information that is of interest and benefit to key stakeholders
- Driving the Kimberley Regional Group's policy and advocacy agenda
- Answering questions and responding to requests for information relevant to the role of the Kimberley Regional Group
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Kimberley Regional Group's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Group. The aim of official communications is to raise awareness and endorsement of Kimberley Regional Group's policy and advocacy positions and activities.

Communications will take a Kimberley-wide perspective and be respectful, professional, solution focussed, and ensure that our positions are appropriately represented, building understanding and endorsement of our strategic objectives. The Kimberley Regional Group will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the specific audience, including:

- Letters / Emails;
- Website;
- · Advertising and promotional materials;
- Media releases;
- · Opinion pieces;

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- · Speeches and presentations;
- · Social media; and
- Newsletters or other modes of communications undertaken as approved by the Kimberley Regional Group.

Speaking on behalf of the Kimberley Regional Group

The Chair is the official spokesperson for the Kimberley Regional Group and may represent the Group in official communications, including speeches, comment, print, electronic and social media. Where the Chair is unavailable, the Deputy or another Elected Member of the Group may act as the spokesperson. The Executive Officer may speak on behalf of the Kimberley Regional Group where authorised to do so by the Chair.

Communications by Kimberley Regional Group members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- · Bring the Kimberley Regional Group into disrepute;
- Compromise the person's effectiveness in their role with the Kimberley Regional Group;
- Imply the Kimberley Regional Groups' endorsement of personal views; or
- Disclose, without authorisation, confidential information.

Initiating and Responding to Media Enquiries

All enquiries from the Media for an official Kimberley Regional Group comment, whether made to an individual Elected Member, Employee, or Contractor, must be directed to the Chair or a person authorised by the Chair. Information will be coordinated to support the Chair, Elected Member, Executive Officer or a CEO (where authorised) to make an official response on behalf of the Kimberley Regional Group. This support may include key messages and speaking points.

Media commentary will be relevant, objective, balanced, accurate, informative and timely. All four Kimberley Shire Presidents will be listed at the end of media statements to show Kimberley-wide solidarity.

Website

The Kimberley Regional Group will maintain an official website, as a key resource to access to the Kimberley Regional Group's official communications.

Social Media - LinkedIn

The Kimberley Regional Group will use LinkedIn as the professional social media platform to facilitate interactive information sharing. LinkedIn will not however, be used by the Kimberley Regional Group to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

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The Kimberley Regional Group expect participants to behave in a respectful manner and will moderate its LinkedIn account to address and where necessary delete content which is deemed as:

- · Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- · Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- · Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party;
- · Any other inappropriate content or comments at the discretion of the Kimberley Regional Group.

Where a third-party contributor to the Kimberley Regional Group's social media account is identified as posting content which is deleted is accordance with the above, the Kimberley Regional Group may at its complete discretion block that contributor for a specific period of time or permanently.

The Kimberley Regional Group may also post and contribute to social media hosted by others, so as to ensure that the Kimberley Regional Group's views are presented. Consideration must be given to when commenting on or reposting information, if the original poster is an individual or organisation that the Kimberley Regional Group would be happy to associate itself with.

Personal Communications

Personal communications and statements made privately in conversation, written, recorded email or posted in personal social media have the potential to be made public, whether it was intended to be made public or not. Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Kimberley Regional Group Members must ensure that their personal or private communications do not bring the Kimberley Regional Group into disrepute.

Document date -

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11.KRG Website

Item for Decision

Submitted by: KRG Executive Team

Attachment 12: Website Quote – Total Web Solutions Attachment 13: Website Quote – Eclipse Design Solutions

Purpose

That a website is developed for the Kimberley Regional Group as a tool to raise the profile of the KRG and to drive the KRG's policy and advocacy agenda.

In summary

- Communications and media are critical components of KRG policy and advocacy.
- A website will assist key stakeholders and media better understand the role of the KRG and policy priorities.
- A website will facilitate a greater profile for the KRG and be a place to upload KRG documents including the strategic plan and media statements and include links to member websites.
- · Quotes have been sought for the cost of developing a website for the KRG.
- It is recommended that the KRG endorse the development of a website.

Background:

The KRG is a powerful voice for the Kimberley region taking a whole of region perspective on social and economic issues. To maximize opportunities to drive the KRG agenda, a communications and media policy has been developed for KRG endorsement. This policy recommends a website as a tool to raise the profile of the KRG and the KRG's policy and advocacy agenda.

Details:

The benefit of website is to tell the KRG story, establish KRG authority by becoming an information source, boost awareness of the role of the KRG. The recent floods showed that there was media interest in a whole of Kimberley perspective. A website would have been a good tool to link to KRG media, and link to media from KRG members.

Quotes have been sourced from two reputable companies, both of whom have completed website work for the Executive Team and for the Regional Capitals Alliance WA. The same scope was provided to both companies. A comparison of services and costs is provided in the table below.

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Service	Total Web Solutions	Eclipse Design Solutions
Concepts Design main theme in HOME PAGE, within client branding and all features Website Development & Coding Upload and Test Site to Live	\$5,100 (includes upload of 50 documents)	\$2,898
Hosting Costs	\$450 per annum	\$660 per annum
Domain Name Purchase	Variable depending on supplier	\$39 (variable)
Document Control Plugin	Not specified	\$78 (plus updates if required)
Licences	\$339 per annum	Not specified
Quarterly software updates to theme, core, plugins, backups Training to input information	\$340	Not specified
(if required)	\$85 standard \$150 travel and on-client-site work	\$103.50 per hour

Risk:

Reputational - Without a website, the profile of the KRG is diminished

Financial – the operational cost to keep the website contemporary is addressed by having a website that can be updated by the Executive.

Link to Key Pillar/s and Strategies:		Budget Implic	ations		
People Place Prosperity Performance Advocate Facilitate Partner Fund Promote Monitor		Up to \$8,000 to establish a website, including licensing and updates for the first year, and then ongoing costs of approximately \$1,000 - \$2,000 per year for licenses and software updates if required.			
Resolution(s)		Action(s)			
The Kimberley Regional Group endorses up to \$8,000 for Eclipse Design Solutions, as the preferred supplier, to develop a KRG website, including the cost of licencing and updates for the first year			n and Secretariat to negotiate a contract order with the chosen web developer.		
Moved:	Shire of Kimberley	Wyndham	East	Responsible:	Executive Team and Secretariat
Seconded:	Shire of Bro	oome		Due date:	As required
Carried:	4/0				41 Pag e



Attachment 12 Website Design - Total Web Solutions



Quotation

Date: 09/02/2023 QUOTATION # 106191 Expiration Date: 09/06/2023

TO: Kimberley Regional Group

Attn KRG,

Please find the quotation as requested.

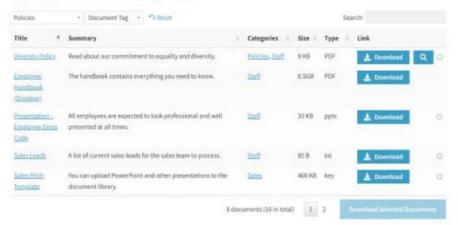
Item #1 - Main website

Creation of a website for the Kimberley Regional Group. The website will have the following characteristics and functionality:

Be styled in a way typical of a local regional government grouping websites with main theme colours taken from the logo unless a style sheet or graphic design information is supplied.

Have document download areas based on document type. Document download areas can be lists or be article style images with associated text. Which is used can depend on the context – for example media releases may have an image associated with the file, whereas meeting agendas may simply be in a list with document descriptions and dates.

Here is an example of a list of documents:

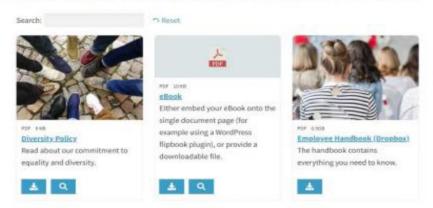


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Here is an example of an article style document display such as a media release:



It's not necessary to use both - either can be used.

The website will have the following pages with downloadable documents being on these pages:

- Strategic planning and other documents
- Meeting agendas
- Government submissions and media releases

Content will be supplied to aid in the creation of a home page with description text detailing the 'what, why and where' typical of an 'about' page.

The website will have a contact page with a contact form utilising Google reCAPTCHA v3 to assist in eliminating spam from the website form whilst being invisible to the user.

Up to 50 documents will be uploaded including images where appropriate for up to 10 of the documents. A name and short description will need to be supplied for each document where appropriate, along with the document category/type.

Item #2 - Board or members

Optional page for the board to be listed. This area can be titled as required with a description area and photo/title/name for each member such as the Chair, CEO, Mayor and so on.

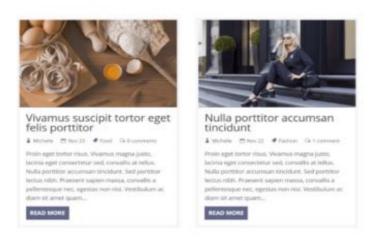
Item #3 - Projects or news

Optional page for a projects/news area. Each project or news item will have its own page, and all pages will be summarised with excerpt text and the article image which will display similar to this:

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Item #4 - Recurring costs

Yearly recurring costs necessary for ongoing use of the website and its software, due up front, then yearly.

Item #5 - Training, tuition, and initial support

Training, tuition, and initial support can be purchased up front in multiples of hourly rates, or purchased as required at a later date. Costs are currently \$85/hr for remote work, or \$150/hr for travel and on-site work.

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Cost breakdown

ltem	Description	Unit price	Qty	Total
#1	Main website including document uploads	5,100.00	1	5,100.00
#2	Board or members	680.00	1	680.00
#3	Projects or news	680.00	1	680.00
#4	Recurring costs due up front and every 12 months thereafter			
	Hosting - Medium traffic SSD website hosting, 12 months	450.00	1	450.00
	License - Theme, Elegant Themes builder per 12 months	89.00	1	89.00
	License - Document library per 12 months	250.00	1	250.00
	Quarterly software updates to Theme, Core, Plugins, Backups	340.00	1	340.00
#5	Training, tuition, and initial support			
	Currently \$85/hr for standard work	85.00	n	tbd
	Currently \$150/hr for travel and on-client-site work	150.00	n	tbd

NOTE: It has not yet been confirmed whether the domain name will be supplied or will require purchasing, so has not been included in the quotation.

Thank you for your consideration. Please do not hesitate to contact me on 0433 408 644 if you have any questions.

Matthew Ford

Total Web Solutions Perth

Phone 0433 408 644

ABN 62185636870

1/24 Frederick Street, Belmont, WA 6104 matthew@totalwebsolutions.com.au www.totalwebsolutions.com.au

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Attachment 13 Website Design - Eclipse Design Solutions



Jacqueline Limb

GRAPHIC DESIGN & DIGITAL MEDIA MARKETING m: 0488 080 779

jacquie@eclipsedesigns.com.au www.eclipsedesigns.com.au

ABN: 7227 0420 010

QUOTE

Quote Number Q2076 Date 7 February 2023

Attention: Jane Lewis RCAWA Perth, Western Australia

Job Number

Website Development | Kimberley Regional Group - Responsive Wordpress

Provide a modern and fully responsive website, as per client specifications to include document control and upload/download.

Site will be developed using best practice, to allow for further SEO marketing and Google ranking (prepped for search engine optimisation - further costs do apply for getting the site to rank on google).

SCOPE

- Built on Wordpress CMS Customised Layout and Easy Admin Functionality
- Social media links active
- Images included also to be provided by the client if required
- Coverage: Up to 5 pages included

INVESTMENT - Project Essentials

- · Client consult to build initial sitemap
- Optimise for user experience and user interface
- Develop working HTML/CSS website to best practice web standards
- · Develop responsive breakpoints for tablet and mobile/iphone experience
- Integrate website into WordPress content management system
- Test site against all browsers
- · Launch live website
- * IMPORTANT NOTES: Once client has signed off on initial wire-frame/menu and page layouts, further charges will apply for further changes once site is under development @ 85 per/hour. ** When the website is made live, further costs are expected to begin to rank on Google, this is called SEO (search engine optimisation) and is a different industry skill set. Preferred SEO partners contact details can be shared upon request.

Tasks	Amount
Concepts	621.00
Design main theme in HOME PAGE, within client branding and all features	
from the latest wordpress updates, We require copy/content, logo, specialised images and colour scheme.	
Website Development & Coding	1,863.00
Includes customised coding and styling within the Wordpress interface, utilising all digital features and clients specific branding.	
** Includes adding in specialised document control pugin.	
Upload and Test Site to Live	414.00
Ensure site is active and live across all platforms.	

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	Juototai	2,030.00
<u>. </u>	10 % Rale	289.80
	Total	3,187.80

Options	Quantity	Rate	Amount
TRAINING IN ELEMENTOR - 2 Hours If required for a new interface, we can use a similar plugin to RCAWA	2.00	103.50	207.00
Hosting Costs - PER MONTH 12 MONTHS - Ongoing cost for hosting, again you can get cheaper but this allows for SSL Security with WP-Engine and auto updates. I recommend this option for longevity of the website.	1.00	55.00	55.00
Purchase Domain Name - Ongoing Cost of Approx Yearly Cost - Varies depending of provider	1.00	39.00	39.00
Document Control Plugin - One Off Payment One-off purchase then occasional updates required	1.00	78.00	78.00

Valid To: 7 March 2023

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12. Strategic Operational Planning – Workshop Outcomes and Actions

Matter for Noting

Submitted by: Executive Officer

Attachment 14: Draft Priority Action List (attached separately)

Attachment 15: Draft Policy Position - Management of Alcohol and other Drugs (attached separately)

Attachment 16: Draft Policy Position - Community Safety and Crime Prevention (attached separately)

Attachment 17: Draft Policy Position – Housing (attached separately)

Attachment 18: Draft Policy Position – Juvenile Justice (attached separately)

Attachment 19: Draft Policy Position - Prosperous Diverse Economy (attached separately)

Attachment 20: Draft Policy Position – Provision of Government Services (attached separately)

Attachment 21: Draft Stakeholder Engagement Strategy (attached separately)

Purpose:

That the Kimberley Regional Group notes the outcomes from the planning workshop. The Action List and Policy Priorities that came from this workshop will be presented as items for endorsement at the April 2023 KRG meeting. Prior to seeking endorsement, the Executive will seek feedback from KRG members and Shire CEOs on the action list, policy positions, stakeholder engagement strategy and key stakeholders and incorporate feedback into the documents.

Summary:

- In November 2022 the KRG held a workshop to determine its priority focus areas
- Based on the workshop, a draft action plan has been developed
- Draft policy positions have been developed for each priority focus area identified at the workshop and in the Action Plan. These are;
 - 1. Management of alcohol and other drugs;
 - 2. Community safety and crime prevention;
 - 3. Housing;
 - 4. Juvenile Justice;
 - 5. Prosperous diverse economy; and
 - 6. Provision of government services.
- These draft policy positions are informed by the KRG workshop, Strategic Community Plan and Business Plan, along with contemporary research and ALGA and WALGA policy positions and will form the basis of advocacy.
- Engagement with stakeholders is critical to the KRG's policy and advocacy agenda a draft Stakeholder Engagement Strategy has been developed to frame engagement.
- There are Kimberley wide non-government organisations whose policy and advocacy agendas align
 with the KRG. Also, Kimberley wide committees who work with government and other stakeholders to
 develop a collaborate response to social and economic issues.

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- It is recommended that a stakeholder analysis session is undertaken to understand the KRG's current relationship with key stakeholders, where the KRG would like this relationship to sit and tactics to work with key stakeholders.
- The Executive will work out of session with the CEOs on a stakeholder analysis exercise to identify key stakeholders, relationship status and tactics to influence them.

Background:

As above

Details

As above

Risk:

Reputational – lack of alignment on key policy positions Reputational – engagement is not informed by strategy.

Link to Key	Pillar/s and Strategies	S:	Budget Implica	ations	
People Place Prosperity Performan	Partner Fu Promote Mo	acilitate und onitor	Publishing costs of up to \$5,000		
Resolution(s)		Action(s)		
plan, stake and t the k publi sche 2023 2. The l to \$5	 The KRG noted the draft action plan, policy positions and stakeholder engagement strategy and that these will be endorsed by the KRG out of session in time for publication for Canberra visit scheduled for the end of March 2023. The KRG allocated a budget of up to \$5,000 for the graphic design and publishing (including printing) of the Policy Positions. 		Executive Tear have the pape printed ready to March.	rovide feedback on the Policy is by 25th February. In to incorporate feedback and ers graphically designed and otake to Canberra at the end of the advise the Executive Officer if the KRG on any external working groups.	
Moved:	Shire of Broome		Responsible:	KRG members and Executive Team	
Seconded:	Shire of Wynham East Kimberley	t	Due date:	As required	
Carried:	4/0				

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13. Executive Officer Report

Item for Noting

Submitted by: Executive Officer

Attachment 23: EO Report November, December and January

Purpose:

To update the KRG on the Executive Officer services provided for the period November 2022 – January 2023 inclusive.

Background:

The attached report provides information about the services provided, activities undertaken and time allocation over the past three months.

Details:

As in included attachment.

Risk:

Nil

Link to Key Pillar/s and Strategies:			Budget Implica	ations
People Place Prosperity Performan	Partner Promote		As per 2022/23	approved KRG budget.
Resolution(s)		Action(s)	
That the Executive Officers Report be received and endorsed		As per Outstan	ding Actions	
Moved:	Shire of Broome		Responsible:	Executive Officer
Moved: Seconded:	Shire of Broome Shire of Wynham Kimberley	East	Responsible: Due date:	Executive Officer As required

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Attachment 23: EO Report –September - October 2022

Project Work / Activity

Project / Activity	Status	Item
Administrative Matters and Meetings	Continuing	-
Banned Drinker Register	Followed up with Nicola Perry – now watching brief	-
WA Development Index	Letter written to the Minister and WALGA – now watching brief	-
Strategic Planning	Workshop held 21/11/2022. Resultant papers to be presented at 17/2/2023 meeting: Workshop summary Strategic Operational Planning Policy Positions - Draft Stakeholder List -Draft	12121212

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Stakeholder Engagement

Date	Stakeholders	Purpose
9/11/2022	Christine Comer, Director Western Australia, National Emergency Management Authority	Understanding the funding opportunities for disaster preparedness, response and recovery. Invited Christine to attend November meeting in Kununurra.
14/11/2022	David Menzel, Chair of the KRG	General KRG discussion and draft Agenda overview.
14/11/2022	KRG CEO's	KRG CEO Ringaround – Finalising November Agenda
15/11/2022	Kim, RDA Kimberley	General Executive Officer introduction and KRG Overview.
16/11/2022	Prue Jenkins, CEO Wunan	General Executive Officer introduction and KRG Overview.
19/11/2022	Vernon Lawrence, CEO SWEK and KRG Secretary	KRG Secretariat Arrangements.
20/11/2022	Prue Jenkins, CEO Wunan	Catch up in Kununurra.
21/11/2022	KRG Members, Executive & Presenters	Strategic Workshop in Kununurra KRG and Zone Meeting.
23/11/2022	Michelle Pucci, Director, KDC	General Executive Officer introduction and KRG Overview.
26/11/2022	Phillip Cassell, CEO Shire of Halls Creek	General discussion around Halls Creek priorities and expectations of KRG.
16/12/2022	Vernon Lawrence, CEO SWEK and KRG Secretary	Financial matters.
11/01/2023	Thomas Della Vedova, Executive Director, DPLH	Discussed KRG role in the development of the Kimberley Regional Planning Infrastructure Framework (RPIF).
25/01/2023	Hannah, ABC Kimberley	Flood discussion and coordinating speaking notes.
30/01/2023	Samantha Rowe, Parliamentary Secretary to Minister Culture and the Arts and Sport and Recreation	General Executive Officer introduction and KRG Overview. Invitation for Minister to attend future meeting. 1/02/2023.

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Date	Stakeholders	Purpose
27/10/2023	Frank Mills, CEO, Cocos Island	General discussion around Cocos Island priorities and expectations of KRG.
3/02/2023	Phillip Cassell, CEO Shire of Halls Creek	Discussion re WALGA agenda items for Zone Meeting.
6/02/2023	Vernon Lawrence, CEO SWEK and Secretary KRG Alfred Nagaiya, Program Manager, SWEK	General discussion around KRG financial and agenda matters for February meeting. Discussion around KRG Canberra visit in March 2023.

Time Allocation September 2022 – August 2023

Total Yearly Contract: 864 Hours: Monthly from 8th of the month to 7th of the next month

	Paul			Michelle		Jane Lewis		Joshua	
	Ro	osair	Mac	kenzie			Turi	ner	
	Contract	Actual	Contract	Actual	Contract	Actual	Contract	Actual	
Sept 22	32	34	20	18	23	29	4	2	
Oct 22	32	22	20	8	23	24	4	1	
Nov 22	32	40	20	36	23	28	4	0	
Dec 22	10	12.5	10	26.25	10	1.5	2	0	
Jan 23	10	19	10	11	10	36	2	0	
Feb 23	32		20		23		4		
Mar 23	32		20		23		4		
Apr 23	32		20		23		4		
May 23	32		20		23		4		
June 23	32		20		23		4		
July 23	32		20		23		4		
Aug 23	32		20		23		4		
TOTALS	116/350	128/116	80/220	99.25/80	89/250	118.5/89	16/44	3/16	

OVERALL CONTRACT: 301 / 864 ACTUALS: 348.75/301

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14. General Business

ltem	Responsible Responsible	Actions Arising
KRG MOU	Executive Officer	Executive Team to rewrite the KRG MOU in a succinct fashion, referencing the KRG Governance Manual and Communications Plan
Insurance Costs	Executive Officer	EO to discuss with CEO Broome and talk to Jonathan Seth, CEO LGIS regarding relief on Insurances as a result of impact of the floods.
Canberra Visit	Members and Alfred Nagaiya	Members to contact Alfred Nagaiya regarding arrangements
Meeting Dates – calendar invites sent for entire year – see dates below	Executive Team	April meeting to be changed to a Perth venue. Executive Team to organise
Lord Mayors Distress Relief Fund	Executive Team	Letter to be sent on behalf of the KRG to request that funding from the Lord Mayors Distress Relief Fung be directed to evacuation centres across the Kimberley.

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Date	Time	KRG
17/2/2023	10-1pm	KRG and Zone Meeting - ZOOM
6/4/2023	9-9.30 am	CEO Ringaround
13/4/2023	1-5 pm then dinner	KRG and Zone Meeting – Derby
8/6/2023	9-9.30 am	CEO Ringaround
15/6/2023	9-12 noon	KRG and Zone Meeting – Zoom
9/8/2023	9-9.30 am	CEO Ringaround
16/8/2023	1-5 pm then dinner	KRG and Zone Meeting – Halls Creek
27/9/2023	9-9.30 am	CEO Ringaround
To coincide with the WALGA AGM – date to be determined. 4/10/23?	TBD	KRG and Zone Meeting – Metropolitan Venue TBD
17/11/2023	9-9.30 am	CEO Ringaround
24/11/2023	9-12 noon	KRG and Zone Meeting – Zoom

Notes

Canberra visit 27 - 29 March 2023

Derby meeting to be rescheduled to a venue in Perth

15. Meeting Closure: 1:38

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12 CORPORATE SERVICES

12.1 CONDUCTING ELECTRONIC COUNCIL AND COMMITTEE MEETINGS, AND ATTENDANCE BY ELECTRONIC MEANS POLICY

File Number: 4160

Author: Neil Hartley, Director - Strategic Business

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Administrative

SUMMARY

New Regulations outlining how local governments can now hold electronic Council and Committee meetings were promulgated on 9 November 2022. These new rules expand on the historically more restrictive remote meeting capacities of local governments, and supersede the COVID19 systems that had been in place for over two years.

This report outlines the regulation requirements, and proposes that a Policy be adopted to ensure that consistency, good records keeping, and legislative compliance prevails, whilst also maximising the flexibility of the Council and its Councillors to utilise this system of meeting attendance.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Regulations14C to 14E (inclusive) of the Local Government (Administration) Regulations (1996) were promulgated on 9 November 2022. These new regulations outline how local governments can now hold electronic Council and Committee meetings (see *Statutory Environment* section below for a summary). This includes the potential of having a Council Meeting completely "online" and without and physical Chamber being required.

The Guidelines provided by the Department of Local Government suggest that the best way for Councils across Western Australia to meet these new requirements, is by establishing positions and procedures to address each component of the Regulations. For example, how it will permit electronic meetings (Council and Committee) to occur, how to deal with requests for electronic attendance at meetings, and what the expectations are of Council in relation to Councillor equipment and the remote location used by Councillors for the meeting's "attendance".

The purpose of the Policy is to ensure legislative compliance, but also to find the most appropriate way to facilitate maximum Councillor meeting attendance so that quorums can be maintained, but also to best accommodate Council's strategic responsibilities across each 12 months period (e.g. adopting the budget).

This Policy is not applicable for meetings using electronic means in the instance of a public health emergency, or where a state of emergency exists in the whole or a part of the district of the Shire of Derby/West Kimberley. Different legislative conditions apply in those instances, with the key difference being that Council is responsible and must by resolution, authorise and set protocols for meetings that are conducted outside of an emergency.

The current list of remaining 2023 meeting dates is:

1. OCM – Thursday, 30 March (5.30pm) Fitzroy Crossing*

- 2. Audit Thursday, 20 April (4.00pm) Council Chambers, Derby
- 3. OCM Thursday, 27 April (5.30pm) Council Chambers, Derby
- 4. Audit Thursday, 18 May (4.00pm) Council Chambers, Derby
- 5. OCM Thursday, 25 May (5.30pm) Fitzroy Crossing*
- 6. Audit Thursday, 22 June (4.00pm) Council Chambers, Derby
- 7. OCM Thursday, 29 June (5.30pm) Council Chambers, Derby
- 8. Audit Thursday ,20 July (4.00pm) Council Chambers, Derby
- 9. OCM Thursday, 27 July (11.00am) On Country Remote Aboriginal Community*
- 10. Audit Thursday, 24 August (4.00pm) Council Chambers, Derby
- 11. OCM Thursday, 31 August (5.30pm) Council Chambers, Derby
- 12. Audit Thursday, 21 September (4.00pm) Council Chambers, Derby
- 13. OCM Thursday, 28 September (5.30pm) Fitzroy Crossing*
- 14. Audit Thursday, 19 October (4.00pm) Council Chambers, Derby
- 15. OCM Thursday, 26 October (5.30pm) Council Chambers, Derby
- 16. Audit Thursday, 23 November (4.00pm) Council Chambers, Derby
- 17. OCM Thursday, 30 November (5.30pm) Fitzroy Crossing*
- 18. Audit Thursday, 14 December (4.00pm) Council Chambers, Derby
- 19. OCM Thursday, 14 December (5.30pm) Council Chambers, Derby

STATUTORY ENVIRONMENT

Local Government Act 1995 S. 5.105(3) (Breaches by council members) outlines that a Councillor who commits any offence under a written law, commits a serious breach*.

(*) The Department of Local Government has advised that a breach of Regulations 14C-14E would not constitute a serious breach of the Act, but would be a non-compliance.

Local Government (Administration) Regulations (1996) Reg. 14C to 14E (inclusive) outlines the new requirements for local governments that wish to hold electronic meetings. The regulations address for example, the capacities and limitations imposed on Councils and Councillors for these type of meetings, and the need to accommodate public participation and questions.

A brief summary of the new position on electronic meetings is outlined below:

- 20. Council may approve the holding of any Ordinary or Special Council or Committee* Meeting by electronic means (vis. telephone, video conference or other means of instantaneous communication). Notices types and notice periods as for non-electronic means meetings apply to meetings by electronic means. (*)Neither a Committee, not the Presiding Person of a Committee has a role to play in this area, or in the authorising of a Councillor to attend a Committee Meeting electronically.
- 21. The Council (or Committee) must determine how its notice papers, agendas, reports or other documents are to be presented at the meeting, and how they will be made available to Councillors and members of the public.
- 22. For meetings to meet the legislative requirements of being "open to members of the public", the meeting must be (1) accessible to the public; or (2) publicly

- broadcasts the on a website; or (3) a broadcast of the meeting must be otherwise accessible to the public.
- 23. Time must be allocated for raising questions by members of the public, including the opportunity to (1) submit questions prior to the meeting; and (2) submit questions at the meeting. The council (or the committee) must develop a procedure to determine how it intends to respond to questions submitted.
- 24. Council* cannot authorise more than half of its Council, or its Committee meetings, to be held electronically, in any rolling 12 months period (calculated for the <u>prior 12 months period</u>). Council cannot authorise any meetings to be held by electronic means unless (1) the location and the equipment to be used by Councillors attending are suitable to enable them to effectively engagement in the meeting's deliberations and communications; and (2) the CEO has been consulted. (*)Whilst the Council has a primary role in authorising a Council or Committee Meeting to be held by electronic means, the President can also authorise a Councillors attendance by electronic means. The Council Policy will clarify how this dual authorisation process will be managed.
- 25. A Councillor may attend a council or committee meeting by electronic means if the member is authorised to do so by the Council <u>or</u> the President. The Committee Presiding Person has no role to play in this matter. Authorisation can only be provided if the location* and the equipment to be used by the Councillor are suitable to enable effectively engagement in the meeting's deliberations and communications. (*)The location is not limited to being within the district.
- 26. A Council/President cannot authorise it to occur, and no Councillor is permitted to attend a closed meeting, or the closed portion of a meeting, unless the Councillor declares* they and their location can maintain confidentiality. If confidentiality cannot be maintained, the Councillor must leave the meeting or the closed part of the meeting. (*)The declaration must be recorded in the minutes of the meeting.
- 27. In addition to attending the Council authorised electronic meetings by electronic means referred to above, a Councillor* may also attend additional council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's remaining in person meetings (Council or Committee, calculated separately) they have attended in total, in any rolling 12 months prior period. (*)Excluding a Councillor with a disability as defined in the Disability Services Act 1993. Neither the Committee nor the Committee Presiding Person has a role to play in this matter. Authorisation can only be provided if the location* and the equipment to be used by the Councillor are suitable to enable effectively engagement in the meeting's deliberations and communications. (*)The location is not limited to being within the district.

POLICY IMPLICATIONS

New Policy suggested, to ensure legislative compliance and good records keeping protocols prevail, but also to find the most appropriate way to facilitate maximum Councillor meeting attendance so that quorums can be maintained, and simultaneously best accommodate Council's strategic responsibilities across each 12 months period.

FINANCIAL IMPLICATIONS

Only minimal if any costs are expected to accommodate direct hardware requirements of the Council Chamber and individual Councillors, but there could be costs to accommodate a suitable internet software control system that allows community member access to Question Time of meetings, but otherwise restricts access to other sections of the meeting, like *confidential "behind closed doors" items*.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.1 Engage with our communities
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance:	Possible	Moderate	Medium	Adopt policy to provide
Not having a policy may				clarity.
lead to confusions and				
legislative non-				
compliances.				

CONSULTATION

No community consultation is considered to be required on this occasion.

COMMENT

Kimberley and other remote local governments are regular users of the electronic meetings capacity provided through the Administration Regulations. These new rules expand on the historically more restrictive remote meeting capacities of local governments, and supersede the more flexible COVID19 systems that Councils in remote areas have become very used to, having been in place for over two years until early November 2022 as a result of the state of emergency that has been in place for that period of time.

The policy does not contemplate the need for having a Council Meeting completely "on-line" and without and physical Chamber being required, but that could be a direction Council might wished to explore in the future.

In accordance with the draft policy, Council could consider setting at least some of the next year's meetings that are likely to be best designated as electronic meetings (say 30%, or three meetings). For example, meetings during the wet season when Councillors are at more risk of having roads closed, the budget meeting, and the "on-country" meeting (subject to digital communications capacity), might be a few of those designated electronic, to ensure maximum Councillor attendance. Leaving 20% (or two meetings) "spare" might be a good position to take for the first year, and then review this position in year two. This 20% allowance should provide for those

occasions when the Council needs to accommodate special circumstances so it can designate those meetings to be electronic.

If Council was to choose to not have any meetings designated as electronic, the Regulations allow for individual Councillors to seek permission to attend by electronic means, up to 50% of those designated "in-person" meetings. This capacity might by itself provide suitably attendance flexibility for Council and Councillors.

As outlined earlier, whilst most local governments in Western Australia will either not use these provisions at all, or only minimally, the Kimberley Region's local governments and its Councillors are likely to use this option extensively in light of the seasonal weather events specific to this region, and other obvious distance and isolation issues.

A draft policy was prepared in late 2022 for presentation at a Councillors' Workshop. This policy has been modified to accommodate Department of Local Government clarity around the 50% cap interpretation (see attached). WALGA has since provided an industry draft for consideration (also attached). The WALGA draft is purposely "concise" to enable it to be widely used across the industry, but by intention does not attempt to address the needs of every WA local government. Council can choose to adopt the WALGA draft if it wishes to be less prescriptive on the issue at hand.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

- 1. WALGA Electronic Meetings Policy Template Document J
- 2. (C11) CONDUCTING ELECTRONIC COUNCIL AND COMMITTEE MEETINGS #

RESOLUTION 21/23

Moved: Cr Geoff Davis Seconded: Cr Pat Riley

That Council:

- 1. Adopt the attached policy titled "(C11) Conducting Electronic Council and Committee Meetings, and Attendance by Electronic Means";
- 2. Designate future 2023 Council and Committee meetings as electronic on an "as needed" basis by specific Council resolution; and
- 3. Consider at the time of setting the 2024 Council/Committee Meeting Schedule, whether to allocate any of those meetings (up to the 50% cap) as "electronic meetings".

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0



Conducting Electronic Meetings and Attendance by Electronic Means Policy

Policy Objective

To establish the Local Government's decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

Definitions

- Electronic Means refers to the approved electronic requirements to access an in-person
 meeting or attend an electronic meeting, encompassing hardware and software requirements
 to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be
 determined before the suitability of a location and equipment can be assessed as part of a
 request to attend electronically to an in-person meeting or to an electronic meeting.
- Members refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

Policy Statement

- 1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]
- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
 - a. Is to be provided to the President;
 - b. Where the President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
 - Where the President rejects a request, the requester may ask Council to re-consider the request; and
 - d. The President may refer their own request to the Deputy President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

(3) Where a request meets the following criteria, approval will not be unreasonably withheld:

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- The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
- b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
- c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
 - a. Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
 - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- (5) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]

- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:
 - Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:
 - The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
 - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution [Admin.r.14D(3)(4)];
 - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
 - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

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- (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
 - a. published on the Local Government's Official webpage [Admin.r.12];
 - b. provided in the Notice of Meeting/Agenda; and
 - broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Note: In the case of a Band 1 or 2 council or committee, where the meeting must be 'open to members of the public', then the council or committee must 'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public' [Admin.r.14E(3A)(b)].

3. Participating in Meetings by Electronic Means

- (1) **Presiding at Meeting** Where the President is approved to attend an in-person meeting by electronic means, the /President may choose to defer to the Deputy President [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) Conduct Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (3) Meeting Procedures Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) External Parties Participating in Closed Meetings Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

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Electronic Means - Regulation 14CA and 14D

<< Local Governments may insert policy provisions that establish their preferred electronic means, technology and protocols>>.

ADVISORY NOTE: Determining 'electronic means':

- Local Governments may already have implemented technologies to facilitate electronic attendance at in-person meetings and / or electronic meetings.
- Local Governments may review existing technologies, or any proposed new technologies, to facilitate electronic attendance at in-person meetings and / or electronic meetings to confirm that the systems and operational protocols and practices align with the provisions of Admin. Regulations 14C, 14CA, 14D and 14E.
- Local Governments may then draft policy provisions that specify the 'approved' electronic means.
- The policy provisions, adopted by Council as part of their eMeeting policy, fulfils the
 decision making requirements under Admin.r14C(2)(b), 14CA(2) and 14D(3), suitable
 for most circumstances:
 - Policy provisions may also address criteria by which any additional or alternative electronic means technology would be assessed and approved by the President or Council.
- The Local Government may also establish protocols that are necessary to enable an authorisation for attendance by, or holding a meeting by, electronic means, which may include:
 - Location Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means;
 - Equipment Policy provisions may specify the requirement to use Local
 Government provided equipment; and/or if they are not using equipment
 supplied by the Local Government, the minimum technical and security
 requirements that must be evidenced by the Member. Equipment
 requirements should be satisfied before authorisation is given to a Member to
 attend any meeting by electronic means;
 - Public Question Time Policy provisions may establish Public Question Time Procedures applicable to an electronic meeting [Admin. Regs. 5 and 7] and require the procedures to be publicised concurrent with meeting details as per policy clause 2(4) above; and
 - External Parties Participating in Closed Meetings Approval for an external
 party to attend by electronic means a closed part of a meeting will be subject
 to policy provisions relevant to: approved electronic means, location and
 confidentiality. For clarity, these provisions do not apply to participation in
 public question time.

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(C11) CONDUCTING ELECTRONIC COUNCIL AND COMMITTEE MEETINGS, AND ATTENDANCE BY ELECTRONIC MEANS POLICY

POLICY OBJECTIVE

The purpose of this Policy is to (1) enable Council and Committee meetings to be conducted electronic, and (2) enable and manage Councillor attendance of Council and Committee meetings by electronic means.

These meeting protocols will facilitate Councillor meeting attendance when Councillors cannot reasonably attend meetings due for example, to wet season flooding, the need to travel for their work, or to care for loved ones when they are unwell. The intent of this electronic meeting attendance capacity, is to increase flexibility for Councillors in meeting their obligations to attend meetings, and to also assist in achieving meeting quorums.

Council must also meet the requirements of Regulations14C to 14E (inclusive) of the Local Government (Administration) Regulations (1996), by establishing positions and procedures on how it will for example, permit electronic meetings (Council and Committee) to occur, including how to deal with requests for electronic attendance at meetings and the expectations of Council in relation to Councillor equipment and the remote location used for the meeting's attendance.

It is not proposed presently, that Council or Committee Meetings will be held completely "on-line" and without any physical attendance (e.g. Derby Council Chamber) being in place.

This Policy has no applicability for meetings using electronic means in the instance of a public health emergency, or where a state of emergency exists in the whole or a part of the district of the Shire of Derby/West Kimberley (SDWK). Where a declared public health or state of emergency, or associated directions, are in effect that prevent an inperson meeting being held, the President or the Council can approve a meeting to be held by electronic means. Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].

POLICY BACKGROUND

Electronic Meetings:

In accordance with regulation 14D of the Local Government (Administration) Regulations 1996 Council may approve the holding of any Ordinary or Special Council or Committee* Meeting by electronic means*. Notices types and notice periods as for non-electronic means meetings apply to meetings by electronic means. (*)Neither a Committee, not the Presiding Person of a Committee has a role to play in this area, or in the authorising of a Councillor to attend a Committee Meeting electronically.

*The definition of *electronic means*, refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.

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The Council (or Committee) must determine how its notice papers, agendas, reports or other documents are to be presented at the meeting, and how they will be made available to Councillors and members of the public. To ensure adequate public notice of a meeting that is authorised to be held as an electronic meeting, the CEO must ensure details are:

- 1. published on the Local Government's Official webpage [Admin.r.12];
- 2. provided in the Notice of Meeting/Agenda; and
- 3. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

For meetings to meet the legislative requirements of being open to members of the public, the meeting must be (1) accessible to the public; or (2) as the Shire of Derby/West Kimberley is a Band 2 local government, where a meeting must be 'open to members of the public', then the Council or Committee must publicly broadcasts the meeting on a website; or (3) a broadcast of the meeting must be otherwise accessible to the public.

Time must be allocated for raising questions by members of the public, including the opportunity to (1) submit questions prior to the meeting; and (2) submit questions at the meeting. The council (or the committee) must develop a procedure to determine how it intends to respond to questions submitted.

Council* cannot authorise more than half of its Council, or its Committee meetings, to be held electronically, in any rolling 12 months period (calculated for the prior 12 months period). Council cannot authorise any meetings to be held by electronic means unless (1) the location and the equipment to be used by Councillors attending are suitable to enable them to effectively engagement in the meeting's deliberations and communications; and (2) the CEO has been consulted. (*)Whilst the Council has a primary role in authorising a Council or Committee Meeting to be held by electronic means, the President can also authorise a Councillors attendance by electronic means should that be considered warranted. This Council Policy clarifies how this dual authorisation process will be managed.

Councillor Meeting Attendance by Electronic Means:

In addition to attending the Council authorised electronic meetings by electronic means referred to above, a Councillor may also attend additional council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's person meetings (Council or Committee, calculated separately) they have attended in total, in any rolling 12 months prior period.(*)Excluding a Councillor with a disability as defined in the Disability Services Act 1993. Neither the Committee nor the Committee Presiding Person has a role to play in this matter. Authorisation can only be provided if the location* and the equipment to be used by the Councillor are suitable to enable effectively engagement in the meeting's deliberations and communications. (*)The location is not limited to being within the district.

A Council/President cannot authorise it to occur, and no Councillor is permitted to attend a closed meeting, or the closed portion of a meeting, unless the Councillor declares* they and their location can maintain confidentiality. If confidentiality cannot be maintained, the Councillor must leave the meeting or the closed part of the meeting. (*)The declaration must be recorded in the minutes of the meeting.

POLICY STATEMENT

Authorising the holding of meetings conducted by electronic means: The Council can as part of its annual Council Meeting decision making process of setting meeting days/times (to comply with Regulation 12 (Publication of meeting details)) consider

setting some, or even up to the 50% maximum, of those meetings it believes ought to be held electronically at the time that decision is made. This will be the primary decision making time for which and how many meetings the Council wishes to set as electronic meetings.

Outside of the above, urgent requests for a meeting to be held electronically can be considered by Council directly, where circumstances require that level of urgency, but the preference is for these applications to be made by (1) the President or individual Councillors in writing to the CEO, outlining reasons for the request; or (2) by the CEO directly. In both cases, the applications should progress to Council through the normal officer report process to the Council Agenda, inclusive of a CEO's acknowledgment of the application, and a recommendation. This will ensure that the logistics of the meeting process is accommodated, like electronic meeting invites being forwarded, records keeping occurs, and that the 50% cap is monitored and not exceeded.

The Kimberley is a region where meetings conducted by electronic means are considered to be "normal practice" rather than being the "exception to the rule" (which would be the case for most other local governments in WA). Distance, isolation, and annual seasonal weather conditions make it challenging for all SDWK Councillors to attend all meetings, all of the time. As such, the legislated 50% annual limit on meetings being held electronically, needs to form an important part of the authorisation process. This policy requires that the Council, in considering whether a meeting should be held by electronic means, must:

- <u>Firstly</u>, consider the outcome that best provides for the overall needs of the district, the Council, and the Shire; then
- Secondly, take into account the overall needs of the Council in order that the 50% cap on electronic meetings can still provide for optimal meeting attendance and accommodate key decision making requirements; and then
- 3. <u>Thirdly</u>, ensure that the maximum number of Councillors can be in attendance at its meetings (and particularly at key meetings like the budget meeting).

Distribution of notice papers, agendas, reports or other documents: The Council (or Committee) must determine how its notice papers, agendas, reports or other documents are to be presented at the meeting, and how they will be made available to Councillors and members of the public. This Policy determines that:

- meeting notice papers will be distributed similarly to non-electronic means meetings (vis. as a minimum, to Councillors in a digital format, and currently via the *Teams* software package, and to the general public in accordance with Regulation 12 of the Local Government (Administration) Regulations (1996);
- agendas will be distributed similarly to non-electronic means meetings (vis. as a minimum, to Councillors in a digital format, and currently via the *Teams* software package, and to the general public in accordance with Regulation 14 of the Local Government (Administration) Regulations (1996);
- reports or other documents to be presented at the meeting will be distributed similarly to non-electronic means meetings (vis. as a minimum, to Councillors in a digital format, and currently via the *Teams* software package, and to the general public in accordance with Regulation 14 of the Local Government (Administration) Regulations (1996); and
- 4. In the event that Council elects to change an in-person meeting to an electronic meeting, and no in-person general public access to any meeting venue is to be provided, the CEO must undertake appropriate public notice of this fact. In

particular, how the public might be able to view the meeting electronically, and submit any questions.

Public Questions: Time must be allocated for raising questions by members of the public (1) submitted prior to the meeting; and (2) submit at the meeting. Council determines that the following procedures will apply:

- Council written questions can be submitted prior to the meeting through all of the normal business channels (e.g. post, email). Responses will either be provided at the meeting, or taken on notice and responded to directly back to the person that submitted the question, with a summary of the question and the answer included in the next available Council meeting minutes; and
- 2. Committees written questions can be submitted prior to the meeting through all of the normal business channels (e.g. post, email). Responses will either be provided at the meeting, or taken on notice and responded to directly back to the person that submitted it, with a summary of the question and the answer included in the next available Committee meeting minutes.

Unless exceptional circumstances prevail, the opportunity for physical attendance (e.g. Derby Council Chamber) will always be in place for community members to participate.

Electronic means for Councillor and General Public attendance: Electronic attendance at meetings will be conducted through the Shire's *Microsoft Teams* software capacity as a preference (or an alternative digital capacity as determined by the CEO). In the event of technical difficulties being encountered, telephone access will be provided.

Electronic attendance by the general public will also be through the *Teams* program, on a view only basis. The ability to ask questions at the Question Time section of the meeting will be provided if the technology can accommodate such access in a suitably controlled manner.

Unless exceptional circumstances prevail, the opportunity for physical attendance (e.g. Derby Council Chamber) will be in place for Councillors and the community.

Authorisation of Councillor attendance: A Councillor may only attend a previously declared in-person meeting, by electronic means, if they have the prior authorisation to do so by either the Council, or the President. Where possible a Councillor is required to provide their request to attend electronically, direct to Council. However, where this may not be possible, because the request has to be made at short notice, the Councillor may provide a request to attend a meeting electronically, to the President.

This Policy promotes a preference for "in person" attendance where that is practical for individual Councillors, but acknowledges the legislative right of each Councillor to apply to attend electronically, up to 50% of these previously decided to be "in-person/non-electronic" Council or a Committee meetings using electronic means during any rolling 12 months period. This Policy also acknowledges the legislative right of the President to unilaterally decide if a Councillor can attend a previously decided to be "in-person/non-electronic" Council or a Committee meeting using electronic means, but requires the President to only utilise that power using similar considerations outlined in this policy as for any other urgent request considered directly by Council. The President is permitted to authorise their own electronic means meeting attendance, but they are encouraged as a preference, to either apply for a Council authorisation if circumstances permit, or

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alternatively to refer their request to the Deputy President [acting under Section 5.34 of the Act] for consideration.

This policy requires that the President, in considering whether an individual Councillor may attend a meeting electronically, must make their decision based on the priority needs of the Council, before providing for the convenience of individual Councillors, so that consideration must follow the below process:

- Firstly, consider the outcome that best provides for the overall needs of the district, the Council, and the Shire; then
- Secondly, take into account any likely future conflicts relevant to the 50% cap on either Councillor requested or Council endorsed electronic meetings (so meeting decision making capacity is optimised); and then
- Thirdly, ensure that the maximum number of Councillors can be in attendance at its meetings (and particularly at key meetings like the budget meeting), and then
- 4. Fourthly, consider the individual needs of the applicant Councillor.

Authorisation of Councillor's meeting attendance location: The Council/President is required to consider the location from which a person intends to attend the meeting with respect to their ability to effectively engage in deliberations and communications during the meeting.

The Shire has two sites with good quality digital access facilities, the Derby Council Chamber, and the Fitzroy Crossing Administration Centre's Meeting Room. Councillors are encouraged to use these facilities for those occasions where the meeting is held electronically. In instances where a Councillor cannot reasonably attend either of those two locations, the following should be established by the Councillor for the period of the electronic meeting:

- 1. the location is quiet and private (e.g. a private room in their house); and
- if there will be other people at the location at the time of the meeting, there must be a door that can be closed during the meeting that maintains suitable levels of confidentiality, and preferably, the Councillor also wears headphones.

If the Council/President is not satisfied that the location can suitably provide (1) and (2) above without compromising the needs of Council, or that for any other reason the Councillor cannot effectively engage in meeting's deliberations and communications, then authorisation cannot be granted.

Equipment to enable Councillor attendance: In deciding whether to authorise a Councillors remote attendance, the Council, or the President, must also consider whether the Councillor's equipment will support Council's preferred choice of electronic communication. The Council takes responsibility for providing individual Councillors with the necessary hardware for internet access to *Microsoft Teams*. Also, to have sufficient resources and capacity to coordinate the meeting's digital requirements from the meeting's primary location (vis. generally the Derby Council Chamber).

Councillor declaration of a suitable meeting location for the purposes of Confidential Items using remote electronic attendance: A Council cannot authorise it to occur, and no Councillor is permitted to attend a closed meeting, or the closed portion of a meeting, unless the Councillor declares (and the declaration must be recorded in the minutes of the meeting) they and their location can maintain confidentiality. If confidentiality cannot maintained, the Councillor must leave the meeting (if its only consideration is confidential items closed to the public) or the closed part of the meeting.

External Parties Participating in Closed Meetings/Closed Portion of a Meeting: Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being

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approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Electronic Meetings Register and Schedule/Control Table: To monitor electronic meetings, and attendances, and for appropriate records keeping purposes, this policy requires that the CEO maintain a Register and a meeting agenda schedule/control table. The Register must suitably record Council, Committee, Councillor, and CEO considerations, and record attendances at electronic meetings. A suitable schedule/control table must also be incorporated into in the relevant Council/Committee agendas/minutes, so that a record over the past "rolling 12 months" period can be easily considered during deliberations on electronic meeting applications. The purpose of the Register and the schedule/control table, is to ensure that both the 50% limit of Council endorsed electronic meetings, and the "additional" 50% limit of Councillors' electronic means attendance of in-person meetings, is not exceeded over the past "rolling 12 months" period.

Where the President makes the decision on Councillor attendance by electronic means, the President is to advise the CEO of that decision so that a record (e.g. email communication) is established and the Electronic Meetings Register and Schedule/Control Table can be updated.

30 March 2023	Review Frequency (Annual/Bi-ennial):	Bi-ennial (or earlier if there is a change to legislation)	
Executive Services Coordinator	Policy Reviewer:	Director – Corporate & Community Services	
Regulations14C to 14E (inclusive) of the Local Government (Administration) Regulations (1996),			
Related Documents other Policies, Operational Procedures, Delegations, etc.): Electronic Meeting Register, and Council Agenda Schedule.			
eeting Review Details:			
Council Meeting Date:	Item/Resolution#:		
	Executive Services Coordinator Regulations14C to 14E (inc Regulations (1996), Electronic Meeting Registe Council Agenda Schedule.	Executive Services Coordinator Regulations14C to 14E (inclusive) of the Local Government Regulations (1996), Electronic Meeting Register, and Council Agenda Schedule.	

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13 TECHNICAL SERVICES

13.1 AWARD OF TENDER T8-2022 FOR THE RECONSTRUCTION OF ALFONSAS STREET, DERBY

File Number: 0481

Author: Ron Delvin, Engineering Technical Officer

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Executive

SUMMARY

This item is for Council to consider the awarding of Tender T8-2022 being the contract works required for the Reconstruction of Alfonsas Street, Derby. It is proposed that the Tender be awarded to Buckley's Earthmoving and Paving (BEP).

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

As proposed in Council's 2022-2023 budget, funding has been allocated for the reconstruction works on Alfonsas Street, Derby. The road is being reconstructed due to its deteriorated condition and to lower the profile of the road to provide improved drainage.

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and Local Government (Functions and General) Regulations 1996 Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

- Section 8 Purchase of Goods and Services
- Regional Price preference Policy AF33

FINANCIAL IMPLICATIONS

Funds for the undertaking of this contract are contained within the 2022-2023 budget for the Derby town site reseals. The current allocated funds include Shire contribution and grant funding, such as Roads to Recovery and Federal Assistance Grants.

It has been noted within BEP's submission that there are a number of items such as the lowering of services that have not been included in the submitted pricing schedule and therefore it must be assumed that there will be an increase in price to complete the works. It will be proposed that a reallocation of \$150,000 occur from account Road Maintenance – Gravel outside BUA 121202130 to allow for the reconstruction works be completed. This account has had minimal expenditure to date.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Community: Ongoing road surface deterioration causing disruption to nearby residents	Possible	Minor	Medium	Undertake reconstruction works to improve road surface and drainage

CONSULTATION

Tender T8-2022 – Reconstruction of Alfonsas Street, Derby.

The advertised Tender allowed for a minimum of fourteen days for individuals or companies to submit tenders, which included the opportunity to view and inspect the construction site. Council officers have carried out several inspections and prepared working drawings for the projects.

Following the tender advertisement, one request was made for the applicable tender documents.

At the close of tenders on 8 March 2023, submitted tender documents were received from:

Buckley's Earthworks and Paving

Please note that the tender submission period was extended by one month as a result of the extreme flooding that occurred to allow contractors access to the various roads of the Shire.

COMMENT

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria that falls within the allocated budget. The Regional Price Preference Policy AF33 was applied to the prices submitted by the only Tenderer.

The criteria and weighting for this tender were as follows;

Criteria	%
Related Experience	25
Key Personnel and Experience	20
Tenderer's Resources	15
Demonstrated Understanding	10
Local Supplier Details	10

Quality Management Systems	10
Risk	10

A score summary is shown below:

Buckley's Earthworks and Paving	C1
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		C1
Relevant Experience 25%	Weighted Score	22.0
Key Personnel Skills & Experience	Weighted	16.7
Tender Resources 15%	Score Weighted Score	14.3
Demonstrated Understanding 10%	Weighted Score	8.7
Local Supplier Details 10%	Weighted Score	8
Quality Management System 10%	Weighted Score	8.3
Risk 10%	Weighted Score	8.7
Totals	100%	86.7

As seen in the table above, the total criteria scores are similar in the Assessment Criteria for T8-2022 Reconstruction of Alfonsas Street. BEP are capable of undertaking the work and using the best value for money approach it is therefore recommended that this contract be awarded to Buckley's Earthworks and Paving.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Confidential Price Scoring Sheet - Confidential

RESOLUTION 22/23

Moved: Cr Andrew Twaddle Seconded: Cr Geoff Davis

That Council;

1. Award Tender T8-2022 Alfonsas Street, Derby Reconstruction and Drainage improvements to Buckley's Earthmoving and Paving (BEP); and

2. Reallocate \$150,000 from Road Maintenance – Gravel outside BUA 121202130 to allow the work to be completed.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0

13.2 PROPOSED PURCHASE OF LIGHT VEHICLES

File Number: 5120

Author: Steve Ross, Asset Coordinator

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Executive

SUMMARY

This report is for Council to consider the ordering of vehicles prior to the end of the financial year due to the long lead in time for the delivery of new vehicles. This will ensure that the shire receives the ordered vehicles in the financial year they are actually required.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer

BACKGROUND

Currently there are extensive delivery delays on most new vehicles ordered, due to supply issues of various components and also, due to the high demand for new vehicles. The Shire has numerous vehicles due for upgrading over the next couple of years and this process is part of the normal fleet renewal program that the Shire undertakes each year. To ensure that the vehicles are received in the budgeted financial year they are actually required, the Shire will need to be proactive in ordering the new vehicles, to allow for these delivery constraints.

The delay in delivery time for new vehicles is currently up to twelve months and this will increase at the end of the financial year and into the beginning of the new financial year due to the increased orders placed for new vehicles. It is unknown what the exact time delay from order to delivery could be as it is dependent on the vehicle model, however the delays in delivery time are expected to increase and could extend up to 24 months. An example of vehicles that have experienced long lead in times are the VDJ – Toyota Land cruiser utility which will currently take beyond four and a half years from order to delivery in the current environment.

It has been confirmed that when placing an order for vehicles it is based on a "no deposit purchasing model", which means if the Shire decides at any point prior to the fit-out of a vehicle that it no longer requires the vehicle, the Shire can cancel the order at no cost, noting that the vehicle can be on-sold without any financial implications for the Dealer, due to the current high demand.

STATUTORY ENVIRONMENT

Local Government Act 1995 - 3.57 Tenders for the providing goods or services and Local Government (Functions and General) Regulations 1996 Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

- Section 8 Purchase of Goods and Services
- Regional Price preference Policy AF33

FINANCIAL IMPLICATIONS

It will be recommended that the shire place orders for five new vehicles in the 2022/23 financial year, noting that funds will not actually be expended until the 2023/24 financial year. It will then also be proposed to order the next financial year's changeover of vehicles (being five in total) in July 2023, which will be budgeted for in the 2023/24 budget but with the actual expenditure will not occur until the 2024/25 financial year (again due to the lengthy delays of vehicle deliveries).

It is proposed to order the vehicles as per the attached spreadsheet, noting that the additional budget cost in this financial year will be \$225,000 (and will require a budget amendment). Also, to include a commitment \$290,000 in the 2023/24 budget for vehicle replacement, to allow the timely arrival of those vehicles.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
3. Economy	3.2 Strong economy	3.2.1 Recognise and promote the economic potential of the district

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Organisation's Operations:	Likely	Moderate	High	Regular replacement of vehicles to avoid high
Increased costs associated with aged vehicles				maintenance costs

CONSULTATION

Staff have consulted with Broome Toyota who provided advice on timeframes included within this report. Appropriate procurement framework processes will be followed when purchasing proceeds.

COMMENT

To accommodate unprecedented delivery delays, and to allow for the best outcome for Council in regards to the replacement of vehicles, the ordering timeline of new vehicles is proposed to be bought forward.

There are two main reasons for trying to get vehicles in a timely manner for the operations of the Council are to increase the trade in value of the current vehicle and to decrease the maintenance costs of the same vehicle (as respectively the value decreases and maintenance increase over time). It is therefore desirable to get appropriate changeovers for vehicles to occur in a timely manner.

The staff are trying to reduce the various manufacturers of fleet and move to a light vehicle fleet predominately made up of Toyota's. There are a few reasons why this is occurring and these are listed below;

- Reduce the parts kept on stock as Toyota's generally run common parts on the various models:
- Excellent resale value;
- Proven and trusted in this environment; and
- Availability of parts within the region should issues occur.

In summary it will be recommended that to allow the best replacement value and timely replacement of vehicles that the ordering of new vehicles be bought forward. This will require an amendment to the current budget and a commitment in the forthcoming budget.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Proposed Plant Replacement 🗓 🖫

RESOLUTION 23/23

Moved: Cr Geoff Davis Seconded: Cr Andrew Twaddle

That Council;

- 1. Approves an amendment to the 2022/23 budget with an increase of \$225,000 for the replacement of light vehicles;
- 2. Agrees to include \$290,000 in the 2023/24 budget for the replacement of light vehicles; and
- 3. Instructs the Chief Executive Officer to immediately order the replacement of vehicles due in 2023/24, and for those vehicle due for replacement in 2024/25, to order those in July/August 2023 as per the attached "Proposed Plant Replacement".

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0 ABSOLUTE MAJORITY



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13.3 AWARD OF TENDER T9-2022 FOR CAMBALLIN ROAD RESHAPING AND RE-SHEETING

File Number: 0481

Author: Ron Delvin, Engineering Technical Officer

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Executive

SUMMARY

This item is for Council to consider the awarding of Tender T9-2022 being the contract works required for the Gravel Reshaping and Re-sheeting of Camballin Road. It is proposed that the Tender be awarded to Buckley's Earthworks and Paving (BEP).

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

In Council's 2022-2023 budget, funding has been allocated for improvement works to reshape and re-sheet Camballin Road. The works are proposed to be carried out between Straight Line Kilometre (SLK) SLK 16 to SLK 22.22 and SLK 24.56 to 26.15.

It is recognised that the Camballin Road is one of the most used roads outside of the town sites and therefore does require extensive works on a continual basis. Shire officers have carried out several inspections on the section of road concerned to ascertain the most appropriate locations for treatment.

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and Local Government (Functions and General) Regulations 1996 Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

- Section 8 Purchase of Goods and Services
- Regional Price preference Policy AF33

FINANCIAL IMPLICATIONS

Funds for the undertaking of this contract are contained within the 2022-2023 budget for the Camballin Road works, submitted prices as per the confidential attachment. The funds are made up of Road Project Grant (RPG) from Main Roads Western Australia and Roads to Recovery (R2R) Commonwealth funding programme.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our

	communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Pastoralists unable to import fuel/fodder and export cattle.	Almost Certain	Severe	Extreme	Maintain roads to industry standards
Community: Access to communities restricted.	Likely	Moderate	High	Maintain roads to industry standards

CONSULTATION

Tender T9-2022 – Gravel Reshaping and Re-Sheeting of the Camballin Road.

The advertised Tender allowed for a minimum of fourteen days for individuals or companies to submit tenders, which included the opportunity to view and inspect the construction site. Council officers have carried out several inspections and prepared working drawings for the projects.

Following the tender advertisement, one request was made for the applicable tender documents.

At the close of tenders on 8th March 2023, submitted tender documents were received from:

Buckley's Earthworks and Paving

Please note that the tender submission period was extended by one month as a result of the extreme Flooding that occurred to allow contractors access to the various roads of the Shire.

COMMENT

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria that falls within the allocated budget. The Regional Price Preference Policy AF33 was applied to the prices submitted by the only Tenderer.

The criteria and weighting for this tender were as follows;

Criteria	%
Related Experience	15
Key Personnel and Experience	15
Tenderer's Resources	15
Demonstrated Understanding	15
Local Supplier Details	10
Quality Management Systems	20
Risk	10

A score summary is shown below:

Buckley's Earthworks and Paving	C1	
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		C1
Relevant Experience 15%	Weighted	13.7
·	Score	
Key Personnel Skills & Experience	Weighted	13.0
15%	Score	
Tender Resources 15%	Weighted	14.3
Tender Resources 15%	Score	
Demonstrated Understanding 159/	Weighted	12.3
Demonstrated Understanding 15%	Score	
Local Supplior Datails 10%	Weighted	8.7
Local Supplier Details 10%	Score	
Quality Management System 200/	Weighted	17.7
Quality Management System 20%	Score	
Dick 100/	Weighted	9.3
Risk 10%	Score	
Totals	100%	89.0

As seen in the table above, the total criteria scores are very similar in the Assessment Criteria for T9-2022 Camballin Reshape and Re-sheet. BEP are capable of undertaking the work and using the best value for money approach it is therefore recommended that this contract be awarded to Buckley's Earthworks and Paving.

It should be noted that the SLK's for this work may be adjusted to perform work outside of Flood damage restoration works to maximise the outcomes for road users and the shire.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Confidential Pricing information - Confidential

RESOLUTION 24/23

Moved: Cr Andrew Twaddle

Seconded: Cr Pat Riley

That Council:

1. Award Tender T9-2022 Camballin Road Reshape and Re-sheet works to Buckley's Earthmoving and Paving (BEP); and

2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0

13.4 AWARD OF TENDER T10-2022 FOR FAIRFIELD LEOPOLD ROAD RESHAPING AND RE-SHEETING

File Number: 0481

Author: Ron Delvin, Engineering Technical Officer

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Executive

SUMMARY

This item is for Council to consider the awarding of Tender T10-2022 being the contract works required for the Gravel Reshaping and Re-sheeting of the Fairfield-Leopold Road. It is proposed that the Tender be awarded to Buckley's Earthworks and Paving (BEP).

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Reshape/Re-sheet shoulders, batters, table drains and road pavement SLK 24.00 to 29.00, SLK 44.94 to 46.94 and SLK 57.00 to 60.00 on Fairfield-Leopold Downs road

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and Local Government (Functions and General) Regulations 1996 Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

- Section 8 Purchase of Goods and Services
- Regional Price preference Policy AF33

FINANCIAL IMPLICATIONS

Funds for the undertaking of this contract are contained within the 2022-2023 budget for the Fairfield-Leopold Downs Road works, submitted prices as per the confidential attachment. The funds are made up of Road Project Grant (RPG) from Main Roads Western Australia and Roads to Recovery (R2R) Commonwealth funding programme.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Impact to tourism businesses using this route.	Almost Certain	Severe	Extreme	Maintain roads to industry standard
Community: Access to communities restricted.	Likely	Moderate	High	Maintain roads to industry standard

CONSULTATION

Tender T10-2022 - Gravel Reshaping and Re-Sheeting of the Fairfield-Leopold Road.

The advertised Tender allowed for a minimum of fourteen days for individuals or companies to submit tenders, which included the opportunity to view and inspect the construction site. Council officers have carried out several inspections and prepared working drawings for the projects.

Following the tender advertisement, one request was made for the applicable tender documents.

At the close of tenders on 8th March 2023, submitted tender documents were received from:

Buckley's Earthworks and Paving

Please note that the tender submission period was extended by one month as a result of the extreme Flooding that occurred to allow contractors access to the various roads of the Shire.

COMMENT

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria that falls within the allocated budget. The Regional Price Preference Policy AF33 was applied to the prices submitted by the only Tenderer.

The criteria and weighting for this tender were as follows;

Criteria	%
Related Experience	15
Key Personnel and Experience	15
Tenderer's Resources	15
Demonstrated Understanding	15
Local Supplier Details	10
Quality Management Systems	20
Risk	10

A score summary is shown below:

Buckley's Earthworks and Paving	C1
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		C1
Relevant Experience 15%	Weighted	13.7
Herevarie Experience 1970	Score	
Key Personnel Skills & Experience 15%	Weighted	13.0
13%	Score	
Tender Resources 15%	Weighted	14.0
Tender Resources 15%	Score	
Demonstrated Understanding 15%	Weighted	13.3
Demonstrated Understanding 15%	Score	
Local Supplier Details 10%	Weighted	9.0
Local Supplier Details 10%	Score	
Quality Management System 20%	Weighted	17.3
Quality Management System 20%	Score	
Risk 10%	Weighted	8.7
NISK 10%	Score	
Totals	100%	89.0

As seen in the table above, the total criteria scores are similar in the Assessment Criteria for T10-2022 the Gravel Reshaping and Re-sheeting of the Fairfield-Leopold Road. BEP are capable of undertaking the work and using the best value for money approach it is therefore recommended that this contract be awarded to Buckley's Earthworks and Paving.

It should be noted that the SLK's for this work may be adjusted to perform work outside of Flood damage restoration works to maximise the outcomes for road users and the shire.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Scoring Sheet T2022-10 Fairfield-Leopold Road Reshape and Re-sheeting - Confidential

RESOLUTION 25/23

Moved: Cr Andrew Twaddle

Seconded: Cr Pat Riley

That Council;

 Award Tender T10-2021 Fairfield –Leopold Road Reshape and Re-sheet works to Buckley's Earthmoving and Paving (BEP); and

2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0

13.5 AWARD OF TENDER T11-2022 FOR THE CALWYNYARDAH-NOONKANBAH ROAD RESHAPING AND RE-SHEETING

File Number: 0481

Author: Ron Delvin, Engineering Technical Officer

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Executive

SUMMARY

This item is for Council to consider the awarding of Tender T11-2022 being the contract works required for the Gravel Reshaping and Re-sheeting of Calwynyardah-Noonkanbah Road. It is proposed that the Tender be awarded to Buckley's Earthworks and Paving (BEP).

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

In Council's 2022-2023 budget, funding has been allocated for improvement works to reshape and re-sheet Calwynyardah-Noonkanbah road. The works are proposed to be carried out between Straight Line Kilometre (SLK) SLK 43.60 to SLK 46.10, SLK 23.80 to 26.80 and SLK 62.90 to 63.70.

It is recognised that the Calwynyardah-Noonkanbah Road services many communities and pastoral leases and require extensive works on a continual basis. Shire officers have carried out several inspections on the section of road concerned to ascertain the most appropriate locations for treatment.

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and Local Government (Functions and General) Regulations 1996 Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

- Section 8 Purchase of Goods and Services
- Regional Price preference Policy AF33

FINANCIAL IMPLICATIONS

Funds for the undertaking of this contract are contained within the 2022-2023 budget for the Calwynyardah-Noonkanbah Road works, submitted prices as per the confidential attachment. The funds are made up of Remote Aboriginal Access Roads (RAAR) from a combination of State and Commonwealth funding programmes.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of

	infrastructure that connects our
	communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Pastoralists unable to import fuel/fodder and export cattle.	Almost Certain	Severe	Extreme	Maintain roads to industry standard
Community: Access to communities restricted.	Likely	Moderate	High	Maintain roads to industry standard

CONSULTATION

Tender T11-2022 – Gravel Reshaping and Re-Sheeting of the Calwynyardah-Noonkanbah Road.

The advertised Tender allowed for a minimum of fourteen days for individuals or companies to submit tenders, which included the opportunity to view and inspect the construction site. Council officers have carried out several inspections and prepared working drawings for the projects.

Following the tender advertisement, one request was made for the applicable tender documents.

At the close of tenders on 8th March 2023, submitted tender documents were received from:

- Buckley's Earthworks and Paving
- Robbro Road Construction

Please note that the tender submission period was extended by one month as a result of the extreme Flooding that occurred to allow contractors access to the various roads of the Shire.

COMMENT

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria that falls within the allocated budget. The Regional Price Preference Policy AF33 was applied to the prices submitted by both Tenderer's.

The criteria and weighting for this tender were as follows;

Criteria	%
Related Experience	15
Key Personnel and Experience	15
Tenderer's Resources	15
Demonstrated Understanding	15
Local Supplier Details	10
Quality Management Systems	20
Risk	10

A score summary is shown below:

Buckley's Earthworks and Paving	C1
Robbro Road Construction	C2

		C1	C2
Relevant Experience 15%	Weighted	14.0	12.3
Herevalle Experience 1979	Score		
Key Personnel Skills & Experience	Weighted	13.0	11.7
15%	Score		
Tender Resources 15%	Weighted	14.3	12.0
	Score		
Demonstrated Understanding 15%	Weighted	12.3	10.3
	Score		
Lacal Caralla Data lla 400/	Weighted	9.0	7.3
Local Supplier Details 10%	Score		
Quality Management System 20%	Weighted	18.0	13.7
	Score		
Risk 10%	Weighted	9.0	7.3
	Score		
Totals	100%	89.7	74.7

As seen in the table above, the total criteria scores are similar in the Assessment Criteria for T11-2022 the Gravel Reshaping and Re-sheeting of Calwynyardah-Noonkanbah Road. BEP are capable of undertaking the work and using the best value for money approach it is therefore recommended that this contract be awarded to Buckley's Earthworks and Paving.

It should be noted that the SLK's for this work may be adjusted to perform work outside of Flood damage restoration works to maximise the outcomes for road users and the shire.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1.T2022-11 Confidential price scoring sheet - Confidential

RESOLUTION 26/23

Moved: Cr Andrew Twaddle Seconded: Cr Geoff Davis

That Council;

- 1. Award Tender T11-2022 Calwynyardah-Noonkanbah Road Reshape and Re-sheet works to Buckley's Earthmoving and Paving (BEP); and
- 2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0

14 DEVELOPMENT SERVICES

14.1 FINAL ADOPTION OF THE 2022 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Number: 4212

Author: Wayne Neate, Director Technical and Development Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

Council is to consider the final adoption of the 2022 Local Emergency Management Arrangements following some minor amendments and re-endorsement at the Local Emergency Management Committee.

DISCLOSURE OF ANY INTEREST

Nil for Author and Responsible Officer.

BACKGROUND

Local governments have a legislated responsibility under s.36(a) of the Local Government Act 2005 to "ensure that effective local emergency management arrangements are prepared and maintained for its district".

The aim of the Shire of Derby/West Kimberley (SDWK) Local Emergency Management Arrangements (LEMA) is to document the emergency management arrangements that are in place and ensure a common understanding between agencies and stakeholders involved in managing emergencies within the Shire, which will facilitate a coordinated and consistent approach to managing emergencies.

The SDWK Local Emergency Management Committee (LEMC) has developed the Local Emergency Management Arrangements (LEMA) in accordance with the requirements of Section 41 of the Emergency Management Act 2005, and State Emergency Policy 2.5 – Local Arrangements.

The LEMA has been prepared in accordance with the State Emergency Management procedures and endorsed by the SDWK LEMC at its meeting held on 7 June 2022 where they were adopted and put before Council on the 29th June 2022 Minute no 80/22 it resolved as follows:

RESOLUTION 80/22

Moved: Cr Andrew Twaddle Seconded: Cr Keith Bedford

That Council:

1. Adopt the Local Emergency Management Arrangements (LEMA), in accordance with the requirement of the *Emergency Management Act 2005*.

2. Request the Chief Executive Officer to forward a copy of the LEMA to the State Emergency Management Committee.

In Favour: Crs Geoff Haerewa, Paul White, Andrew Twaddle, Keith Bedford and Peter

McCumstie

Against: Nil

CARRIED 5/0

There were some minor changes suggested by the Department of Fire and Emergency Services regional State Emergency Management officer which have now been made and again endorsed by the LEMC which is as per minutes of the 14th December 2022 meeting which have been attached. It is now returning to Council for Final endorsement.

STATUTORY ENVIRONMENT

Local Government Act 2005

Emergency Management Act 2005

POLICY IMPLICATIONS

None known

FINANCIAL IMPLICATIONS

The responsibilities for funding of emergency response activities is outlined in the State Emergency Management Policy 5.12 – Funding for Emergency Response and State Emergency Management Plan 5.4 - Funding for Emergency Response.

The LEMA states that the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL	
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.2 Maximise local opportunities	
	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs	
	1.3 Effective Communication	1.3.3 Use multiple channels to distribute information about	

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Council does not have effective LEMA in place they are in breach of s.36 of the Emergency Management Act 2005	Possible	Moderate	Medium	Council to adopt the Arrangements to ensure a common understanding between agencies and stakeholders involved in managing emergencies within the Shire, which will facilitate a coordinated and consistent approach to managing emergencies

CONSULTATION

Consultation has now occurred through the SDWK LEMC

COMMENT

Local governments have an obligation under State legislation and policy to ensure LEMA's are in place as part of the State emergency management framework. Approval by Council is required as part of the State emergency Management Committee (SEMC) approval process. For privacy reasons, Attachment 1 does not included those LEMA appendices that refer to persons and/or operations of specified organisations the appendices have been attached as confidential items. A complete draft LEMA may be requested under separate cover.

The Plans have now been formally adopted by the LEMC which then allows formal adoption by Council prior to providing the documents to the SEMC.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

- 1. LEMC 2022 December Minutes U
- 2. Version 3 Draft LEMA U
- 3. Appendix 1 Confidential
- 4. Appendix 2 Confidential
- 5. Appendix 3 Confidential
- 6. Appendix 4,5,6,7 and 8 Confidential

RESOLUTION 27/23

Moved: Cr Pat Riley

Seconded: Cr Andrew Twaddle

That Council:

1. Adopt the Local Emergency Management Arrangements (LEMA), in accordance with the requirement of the *Emergency Management Act 2005* as it has now been approved by the Local Emergency Management Committee following minor amendments; and

2. Request the Chief Executive Officer to forward a copy of the LEMA to the State Emergency Management Committee.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0



SHIRE OF WEST KIMBERLEY DERBY LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes - Wednesday 14th December, 2022

Council Chambers, Derby

Commenced at 10.33am

www.sdwk.wa.gov.au

Item 14.1 - Attachment 1 Page 144

LEMC MINUTES: 14 DECEMBER 2022

1.0 DECLARATION OF OPENING

The meeting opened by Andrew Twaddle at 10.31am

2.0 RECORD OF ATTENDANCE

2.1 Attendance

Name	Agency
Wayne Neate	Shire of Derby/West Kimberley
Andrew Twaddle	Shire of Derby/West Kimberley
Mark Chadwick	Shire of Derby/West Kimberley
Colleen Boldison	Shire of Derby/West Kimberley
Rowan Scott	Shire of Derby/West Kimberley
Gareth Cornish	DFES
Matt Reimer	DFES
Eliot Money	Derby District High School
Chris Manu	Juniper
Nazir Ahmed Muddi	Horizon Power

2.2 Apologies

Name	Agency
Adam Cornish	Defence
Jane Salt	Looma Remote School
Katherine Yu	NIAA
Megan Spence	Dept of Communities
Kate Matthews	
Lana Warren	
Mitchell Kirk	
David Keating	Horizon Power
Kelly Brierty	DVFRS
Gerry Zoetelief	MRDWA
Shelley	DAHS
Kneebone	
Leon Gardner	DFES
Heather	Dept of Justice
Murchie	
Amanda	SDWK
Dexter	

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

2

Item 14.1 - Attachment 1

COMMITTEE DECISION:

3

LEMC MINUTES: 14 DECEMBER 2022

	Move	d: Eliot Money Seconded: Wayne Neate
		he Minutes of the Local Emergency Management Committee Meeting held the October 2022 be confirmed.
	Carrie	ed
,		
4.0	BUSI	NESS ARISING FROM LAST MEETING
	NIL.	
5.0	STAN	DING ITEMS
	5.1 NIL.	Incident Review
	5.2	Review of LEMC Contact List ☐ Contact list moving around – please update ☐ Any further updates please send through to ☐ colleen.boldison@sdwk.wa.gov.au
	5.3	Review of Resource List Resources list attached to be updated. Please send updated through to colleen.boldison@sdwk.wa.gov.au
		Shire of Derby West Kimberley Local Emergency Management gements (LEMA and Local Recovery Plan (LRP) blan to be endorsed.
	COM	MITTEE DECISION:
	Move	d: Christie Mildenhall Seconded: Eliot Money
	That	the plan of the Shire of Derby West Kimberley Local Emergency
	Mana	gement Arrangements (LEMA and Local Recovery Plan (LRP) be endorsed
	by the	e Committee.
	CARR	RIED
6.0	REPO	PRTS FROM MEMBERS

LEMC MINUTES: 14 DECEMBER 2022

6.1	SES
	☐ Training and Seasonal preparation for the Wet season continues.
6.2	WAPOL
	□ Nil.
6.3	WACHS
	□ Nil
6.4	Dept. of Communities
	Nil
6.5	Horizon Power
	Nil
6.6	RAAF
	Norforce – Derby & Broome are on stand down until 15/01/2023. All contact
	numbers are still the same
6.7	Main Roads
	Nil.
6.8	DVFS
	On Christmas break but do still have minimum members for callouts.
6.9	DFES
6.9	DFES Matt Reimer - Preparing for the Wet Season. Have already conducted
_	
_	Matt Reimer - Preparing for the Wet Season. Have already conducted
_	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we
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6.10	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK
6.10	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK Wayne Neate - Nothing unusual. Road Reports - training staff where to direct
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6.10 6.11 6.12	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK Wayne Neate – Nothing unusual. Road Reports – training staff where to direct public for road reports. We have lost a couple of cars already and thankfully no loss of life. Reminder to all – don't drive in floods and to monitor road reports. DDHS ACM removal plan for the old Library 19/01/2023. Letter sent out to surrounding residents tomorrow (15/12/2022). Low Winun Ngari
6.10 6.11 6.12	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK Wayne Neate — Nothing unusual. Road Reports — training staff where to direct public for road reports. We have lost a couple of cars already and thankfully no loss of life. Reminder to all — don't drive in floods and to monitor road reports. DDHS ACM removal plan for the old Library 19/01/2023. Letter sent out to surrounding residents tomorrow (15/12/2022). Low Winun Ngari Nil
6.10 6.11 6.12 6.13	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK Wayne Neate – Nothing unusual. Road Reports – training staff where to direct public for road reports. We have lost a couple of cars already and thankfully no loss of life. Reminder to all – don't drive in floods and to monitor road reports. DDHS ACM removal plan for the old Library 19/01/2023. Letter sent out to surrounding residents tomorrow (15/12/2022). Low Winun Ngari Nil DAHS

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LEMC MINUTES: 14 DECEMBER 2022

7.0 GENERAL BUSINESS

7.1 Any other Business

☐ Nil

8.0 CLOSURE

8.1 Date of Next Meeting

The next meeting is 10th December 2022 at 10.30am at the Shire Chambers, Derby.

9.2 Closure of Meeting

The Chair closed the meeting at 10.47am

Attachment 7.1

2022 MEETING DATES

Unless determined otherwise by the Committee Chairman, the following meeting dates will apply for 2022:

Tuesday	8 th November 2022	10.30am	Council Chambers, Derby
Tuesday	6 th December 2022	10.30am	Council Chambers, Derby
Tuesday	10 th January 2023	10.30am	Council Chambers, Derby
Tuesday	7 th February 2023	10.30am	Council Chambers, Derby

5



Shire of Derby/West Kimberley Local Emergency Management Arrangements 2022

Endorsed by Local Emergency Management Group (LEMC):
Endorsed by the Council of the Shire of Derby/West Kimberley:
Noted by the District Emergency Management Committee (DEMC):
Noted by the State Emergency Management Committee (SEMC):
Public Version

Restricted Version

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The Shire of Derby/West Kimberley Emergency Management Arrangements have been prepared pursuant to Section 41(1) of the Emergency Management Act 2005 and endorsed by the Local Emergency Management Committee.

A copy of the arrangements has been submitted to the Kimberley District Emergency Management Committee (DEMC) for noting in accordance with State Emergency Management Preparedness Procedure 8: Local Emergency Management Arrangements and then for noting with the State Emergency Management Committee (SEMC) pursuant to Section 41(5) of the Emergency Management Act 2005.

2 | Page

1. ENDORSEMENT

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the <u>Emergency Management Act 2005</u>, endorsed by the Derby/West Kimberley Local Emergency Management Committee and the Council of the Shire of Derby/West Kimberley. The Arrangements have been tabled for noting with the Kimberley District Emergency Management Committee and State Emergency Management Committee.

	Date:
Shire President Shire of Derby/West Kimberley Chair Derby/West Kimberley Local Emergency Management Committee	
	Date:
Officer In Charge Fitzroy Crossing Derby/West Kimberley Local Emergency	Management Committee
Officer In Charge Derby Derby/West Kimberley Local Emergency	Date: Management Committee
Chief Executive Officer Shire Derby/West Kimberley	Date:
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3. DISTRIBUTION LIST

3.1 Full Unrestricted Version

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Derby/West Kimberley through the following email address: sdwk@sdwk.wa.gov.au.

Hard copy versions of this document may not be accurate.

Table 1 Distribution List

Organisation	Copies
Shire of Derby/West Kimberley Administration	1
Shire of Derby/West Kimberley Chief Executive Officer	1
Kimberley District Emergency Management Committee (Executive Officer to distribute to members)	1
District Emergency Management Advisor – Department Fire and Emergency Services	1
WA Police – Derby Police Station	1
WA Police – Fitzroy Crossing Police Station	1
WA Police – Looma Police Station	1
Department of Fire & Emergency Services – Shire of Derby/West Kimberley	1
Shire of Wyndham/East Kimberley, Shire of Broome, Shire of East Pilbara and Shire of Halls Creek	1ea
Derby Hospital	1
Fitzroy Crossing Hospital	1

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3.2 Restricted Version - Public Access

Table 2 Public Access List

Public Access	Copies
Shire of Derby/West Kimberley Administration Office – Reception	
30 Loch Street Derby	1
Fitzroy Crossing Administration Office - Front Reception - Flynn Drive Fitzroy Crossing	
	1
Derby Public Library	1
Fitzroy Crossing Public Library	1
Shire of Derby/West Kimberley website: https://www.sdwk.wa.gov	

3.3 Amendment Record

Suggestions and comments from the community and stakeholders can help improve the arrangements and subsequent amendments.

Feedback can include:

What you do or do not like about the arrangements;
Unclear or incorrect expression;
Out of date information or practices; Inadequacies;
Errors, omissions or suggested improvements.

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

The Chairperson
Local Emergency Management Committee
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728
Alternatively email – sdwk@sdwk.wa.gov.au

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

Table 3 Versions

Version No.	Amendment Date	Details of Amendment	Author
1	31/10/2012	Draft LEMA 2012	Greg Cook
2	29/12/2015	Review	Wayne Neate
3	May 2021	Complete review and re-write of LEMA 2022	Lewis Winter
4	March 2022	Review/Update	Robert Paull

3.4 Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the Emergency Management Act 2005 or as defined in the <u>State EM Glossary</u> or the <u>WA Emergency Risk Management procedure</u>.

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

Municipality: Means the district of the local government.

3.5 General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group

LEC	Local Emergency Coordinator
LLC	Local Lineracticy Cool annator

LEMA Local Emergency Management Arrangements
LEMC Local Emergency Management Committee

LRC Local Recovery Coordinator

LRCC Local Recovery Coordination Group

SEC State Emergency Coordinator

SEMC State Emergency Management Committee

SES State Emergency Service

SEWS Standard Emergency Warning Signal

Shire Shire of Derby/West Kimberley
SOP Standard Operating Procedures



4. OVERVIEW - SHIRE OF DERBY/WEST KIMBERLEY

4.1 Community consultation

The Shire of Derby/West Kimberley Local Emergency Management Committee sought community consultation through the Local Emergency Management Committee, District Emergency Management Committee and public comment in regard to the Local Emergency Management Arrangements for a period of three weeks, having published a draft copy on the Shire website inviting public comment.

4.2 Document Availability

Restricted copies of these arrangements are available free of charge and can be found as follows:

Hardcopy: Shire Administration Centre – Derby

30 Lock Street Derby - during normal business hours

Online: Shire website: https://www.sdwk.wa.gov

4.3 Area Covered

The Shire encompasses an area of about 104,080 square kilometres. It is 2,375 kilometres north of Perth (Note 4.9 Geographic Location Map (page 4)). Local Governments adjoining the Shire:

	Shire of East Pilbara to the south,
	Shire of Wyndham East Kimberley to the north
4	Shire of Halls Creek to the east.
	Shire of Broome to the south west.

The Shire maintains coastal positioning to the west. The Derby town-site is located in the west in the King Sound coastal area. There are three townsites in the Shire comprising **Derby, Camballin** and **Fitzroy Crossing**. The two main towns are Derby and Fitzroy Crossing

4.1.1 Derby

Located on the King Sound, Derby has the highest tides in Australia with peak tide differential of 11.8 metres. Derby supports a population of approximately 3,325 people (2016 census). Derby is rich in cultural diversity with some 47% of the population of Aboriginal and Torres Strait Islander descent. The Mowanjum Community is 10km south of Derby with a seasonal population that varies between 300 to 500 people (2016 census).

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4.1.2 Fitzroy Crossing

The town of Fitzroy Crossing is located 400 kilometres east of Shire of Derby/West Kimberley and 300 kilometres west of Halls Creek and is approximately 2,524 kilometres from Perth. Fitzroy Crossing is 114 metres above sea level and is situated on a low rise surrounded by the vast floodplains of the Fitzroy River and its tributary Margaret River. This gives rise to susceptibility to flooding as experienced in February 2022.

4.1.3 Camballin

The town of Camballin is located on the Camballin Station approximately 110km south of Derby and Fitzroy Crossing. The population at last census (2016) was 729. The Department of Water, Environment and Regulation has prepared this Drinking Water Source Protection Plan to report on the activities and risks to water quality within the Camballin Water Reserve and to recommend management strategies to minimise the identified risks.

4.2 Topography of the Shire

Yampi Peninsula lies in a transitional area between the high-rainfall of tropical north Kimberley and the drier conditions characteristic of central Western Australia. These different environments meet in a complex landscape of plains, dissected sandstone plateaus and rugged mountains. The central Kimberley, which includes the periphery of north Kimberley plateau country and the King Leopold Ranges, are very rugged physical structures. This coastline is subject to one of the highest tidal ranges anywhere in the world.

4.3 Climate

Derby is 8m above sea level. The climate here is considered a local steppe climate. During the year, there is little rainfall in Derby. The average annual temperature is 28.2°C. The rainfall is around 655 mm per year.

The driest month is August, often with 0 mm of rain. Most precipitation falls in January, with an average of 204 mm. November is the warmest month of the year where temperature averages 31.3°C. In July, the average temperature is 23.5°C and is the lowest average temperature of the whole year. Fitzroy Crossing has a prevailing semi-arid climate. It is warm to hot all year round stifling tree growth because of drought like conditions. It consists mainly of sand with grasses and sometimes shrubs. The average annual temperature for Fitzroy Crossing is 18°C and there is about 330 mm of rain in a year. It is dry for 199 days a year with an average humidity of 75%.

4.4 Power Supply

Electricity in Derby and Fitzroy Crossing is supplied by Horizon Power and is distributed through a mixture of overhead and underground assets. The outlying communities have their own diesel power generation and distribution systems.

4.5 Transport

The area is accessible by road and air and Derby is accessible by sea.

4.5.1 Road

Access to the Derby town site is by the Derby Highway carrying on from the Great Northern Highway, which then leads to Fitzroy Crossing and further east to Halls Creek and Kununurra. The Gibb River Road also provides access to part of the Shire.

4.5.2 Air

Derby Airport is an all-weather airport servicing the towns and district area. Whilst the Shire owned Airport the runway length is 1736m and has a PCN of 24 no larger carrier currently operates out of this airport butnumerous smaller private and commercial aircraft use this airport and a limited Cessna Caravan based passenger service operates between Derby and Broome (Aviair).

RAAF Base Curtin, is a joint use Royal Australian Air Force (RAAF) military air base and civil airport located 35 km southeast of the town of Derby. No RAAF units are permanently based at Curtin and a small caretaker staff maintains it during peacetime. Runway length is 3049m and has a PCN of 41.

Fitzroy Crossing Airport is located 3.7 km northwest of Fitzroy crossing. The Shire owned Airport has basic amenities including an undercover waiting area, water fountain and toilet facility for passengers. The airport has a number of private hangars and helipads for light aircraft and small regional air services. Runway length is 1300m and has a PCN of 10.

4.5.3 Sea

The townsite of Derby is serviced via the Derby Harbour and wharf where a variety of light shipping enters and utilises wharf facilities.

4.6 Water Supply

The all three towns are entirely dependent on groundwater for its water supply. For Derby, its groundwater is sourced from the Lower Erskine Sandstone Formation, which is considered a confined aquifer system, situated at a minimum depth of approximately 200 metres from the surface. The same applies for Camballin, Fitzroy Crossing and communities which all rely on ground water being extracted.

4.7 Sewerage

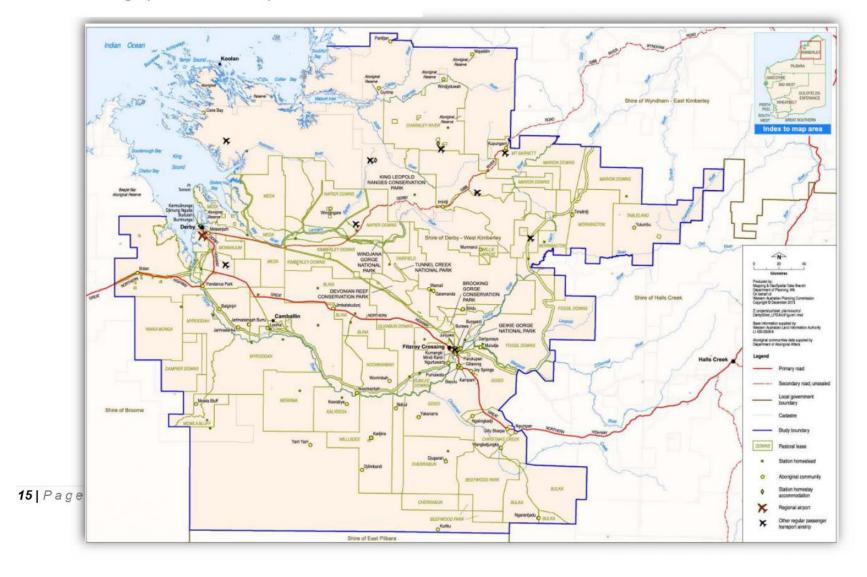
Wastewater is the used water from households and business that is disposed of through the sewerage network (or into septic tanks in some areas). Wastewater is 99.97 per cent water as the majority is sourced from showers, baths and washing machines. The remainder is dissolved and suspended matter.

4.8 Communications

The Shire has an extensive Telstra network with associated support facilities for cable, microwave, digital and analogue phones. The Royal Flying Doctor Service operates a radio network that takes in Derby and Fitzroy Crossing and all remote communities.



4.9 Geographic Location Map



5. EMERGENCY MANAGEMENT PLANNING

5.1 Aim

The aim of these arrangements is to provide an understanding of the emergency management arrangements for the district and ensure collaboration and a consistent approach to emergency management between agencies and stakeholders in the event of an emergency within the Shire boundaries.

5.2 Purpose

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

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

5.3 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 Hazard Management Agencies (HMA) in dealing with an emergency. These should be detailed in the HMAs' individual plans. Furthermore:

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

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

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6. RELATED DOCUMENTS AND ARRANGEMENTS

6.1 Local Emergency Management Policies

The Shire does not currently have any formal local emergency management policies.

6.2 Existing Plans and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans. Copies of relevant state plans including State Hazard Plans (WESTPLANs) are available on the SEMC website. Reference is made to local plans and documents throughout these arrangements and hard copies can be found in the 'Local Emergency Management Arrangements' file.

6.2.1 State:

	SEMC	Arrangements
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- ☐ State Hazard Plans (WESTPLAN) and Support Plans
- ☐ State Emergency Welfare Plan

6.2.2 Local Plans

Table 4 Local Plans

Document	Owner	Location	Date
Derby Cyclone Plan	Shire of Derby/West Kimberley	Shire Office Derby	Undated
Derby Airport	Shire of Derby/West Kimberley	Shire Office Derby	Undated
Derby Port Cyclone Response Plan	Shire of Derby/West Kimberley	Shire Office Derby	Undated

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Document	Owner	Location	Date
Shire of Derby/West Kimberley Community Disaster Recovery Plan	Shire of Derby/West Kimberley	Shire Office Derby	Undated
Shire of Derby/West Kimberley Waste Management Facility Fire Management Plan	Shire of Derby/West Kimberley	Shire Office Derby	2012
Local Emergency Welfare Plan (Derby) Local Emergency Welfare Plan (Fitzroy Crossing)	Department of Communities -	Shire of Derby/West Kimberley Website	May 2022

6.3 Agreements, Understanding and Commitments

Table 5: Agreements, Understanding and Commitments

Parties to the Agreement	Summary of the Agreement
Shire of Shire of Derby/West Kimberley, Shire of Broome, Shire of Wyndham East Kimberley and Shire of Halls Creek	Memorandum of Understanding for the provision of mutual aid during emergencies and post incident recovery
DFES, Shire of Shire of	Memorandum of Understanding for ongoing
Derby/West Kimberley, Shire	management and control of bush fire brigades and bush
of Broome, Shire of Wyndham	fire and emergency services in the Kimberley Region of
East Kimberley and Shire of	Western Australia
Halls Creek	

6.4 Special Considerations

The Shire has a number of special considerations, which may contribute to the likelihood or severity of an emergency event.

Table 6: Special Considerations

Description	Time of Year	Potential Impact / No of People
Cyclone Season	November – April	Severe damage throughout Shire.
Wet Season	November - April	Flooding from cyclonic activity
Dry Season	May – October	Bushfire
Bushfire Season – 'permits to burn' required all year round	All year round	Bushfire
Dry Season	May – October	Large numbers of tourists throughout the Shire
The Gibb Challenge	Mid May	Large number of competitors. Bush fire risk
Mowanjum Festival	Late July	Large numbers – several hundred people at any one time Bushfire risk.
Boab Festival (Derby including Mardi Gras)	First Friday of July Scholl holidays for 2 weeks)	Large numbers – several hundred people at any one time
Rodeo (Derby Rodeo Fitzroy Crossing)		Large numbers — several hundred people at any one time
Picnic Races (Derby)		

6.5 Resources

The Hazard Management Agency (HMA) or its Control Agency (CA) is responsible for the determination of resources required for their specific hazards and operations.

Resources within the community and Shire have been identified in the Shire's 'Welfare Centres Facilities and Assets Directory' (Refer *Appendix 1*) and within the Shire's 'Contacts Directory' (*Appendix 2*) and 'Resources Directory' (*Appendix 3*).

Where possible the Shire's resources will be made available upon request.

6.6 Roles & Responsibilities6.6.1 Local roles and responsibilities

Table 7: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire are defined in section 36 of the EM Act.
Locale emergency coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. The Shire has designated the Director Technical and Development Services to perform the duties of the Local Recovery Coordinator. Should the Director Technical and Development Services not be available, the role will be performed by the Manager Development Services or another senior staff member at the direction of the CEO.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility in accordance with the Shire of Derby/West Kimberley Emergency Welfare Shelter Procedures.
LG welfare liaison officer (con't)	The Shire has designated the Director Community Services to perform the duties of the Local Government welfare liaison officer. In the event the Director Community Services is not available the role will be performed by another senior staff member at the direction of the CEO.

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Local role	Description of responsibilities
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the Shire and provide local knowledge input and details in the LEMA. The Shire has designated the Senior Environmental Health Officer to perform the duties of the Local Government liaison officer. Where an ISG has not been formed, the liaison officer may be called upon to represent the local government directly to the Incident Controller. The LG liaison officer has authority to offer Shire resources and services to support the emergency response.
Local government – Incident management	 Ensure planning and preparation for emergencies is undertaken. Implement procedures that assist the community and emergency services deal with incidents. Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. Liaise with the incident controller (provide liaison officer). Participate in the ISG and provide local support. Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

6.6.2 LEMC roles and responsibilities

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

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

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

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

The LEMC has the following functions under section 39 of the EM Act:

- ☐ To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- ☐ To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- ☐ To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator.

Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Table 8: Local Emergency Management Committee executive roles and responsibilities

Local role	Description of responsibilities
	The Chairperson of the LEMC is appointed by the local government (s. 38
LEMC Chair	of the Emergency Management Act 2005). Responsibilities of the Chair
	include, 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.

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Local role	Description of responsibilities	
LEMC Executive Officer	Provide executive support to the LEMC by: Providing secretariat support including: Meeting agenda; Minutes and action lists; Correspondence; Committee membership contact register; Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: Annual Report; Annual Business Plan; Local Emergency Management Arrangements; Facilitate the provision of relevant emergency management advice to the Chair and committee as required.	

6.7 LEMC administration

The Shire LEMC is comprised of and is reflective of the community:

A Chairperson, as appointed by the Shire;
The Local Emergency Coordinator (LEC), as appointed by the State Emergency
Coordinator {SEC};
Local Recovery Coordinator;
At least one Local Government representative;
Representatives from local emergency management agencies located in the Shire;
Welfare support agencies;
State Government agencies;
Local Industry representatives;
Local Indigenous representatives;
Special needs group representatives;
Any other representatives as determined by the Shire (e.g. community champions); and
Secretarial and administration support provided by the Shire.

6.8 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. Table 9 summarises the key roles:

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Table 9: Agency roles and responsibilities

Controlling agency

The Controlling Agency as defined by the State Emergency Management Policy section 5.2.1 as the agency with responsibility, either through legislation other than the Emergency Management Act 2005, or by agreement between a Hazard Management Agency (HMA) and one or more agencies, to control the response activities to an incident, as specified in the appropriate State Hazard Plan (formerly WESTPLAN).

In most instances, when an incident escalates to become an emergency, the Controlling Agency and the HMA are the same agency. In response to an incident the Controlling Agency must appoint an Incident Controller (IC). The Incident Controller is responsible for:

- ☐ The overall control of an incident within a defined incident area, which may include the whole State in some incidents;
- ☐ Leading an incident management team;
- □ Assessing the incident level if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State EM Response Procedure 2;
- Ensuring the accuracy of the 'emergency public information', approving its release in coordination with all relevant agencies and terminating its broadcast;
- ☐ In consultation with the HMA, ensuring effective strategies for evacuation are implemented; and
- ☐ Management of traffic during an emergency response.

 Where the Controlling Agency is not also the Hazard

 Management Agency, they shall conduct the above duties
 in consultation with the HMA.

In the instance of an event requiring an emergency response where it is not clear who the Controlling Agency should be under existing statutory law or agency responsibilities, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.

A Hazard Management Agency (HMA) is 'to be a public authority or Hazard management other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is agency responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' (S.4 of the Emergency Management Act 2005). The HMA is prescribed in the Emergency Management Regulations 2006. The function of the HMA is to: ☐ Undertake responsibilities where prescribed in the Emergency Management Regulations 2006 for these aspects; ☐ Appointment of Hazard Management Officers (s.55 of the Emergency Management Act 2005); ☐ Dedare/ Revoke Emergency Situation (s.50 and s.53 of the Emergency Management Act 2005); ☐ Coordinate the development of the WESTPLAN for that hazard SEMP No 1.5 Development and Review of State Emergency Management Plans; and Ensure effective transition to recovery by local government. A combat agency is defined by the State Emergency Management Policy section 5.3.3 as being responsible for Combat agencies response tasks at the request of the Controlling Agency/HMA in accordance with their legislative responsibilities or specialised knowledge. An example of this is the Fire and Rescue Service undertaking extrication of casualties at a motor vehicle accident where WA Police is the HMA and Controlling Agency. A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA and may also support Combat Agencies Support organisation and other Support Organisations upon request. An example may be the Salvation Army providing meals to a welfare centre.

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6.9 Special Threats/Risks Considerations

Description	Impacts
Culturally and Linguistically Diverse (CaLD)	The Shire has a multi-cultural population with a variety of languages being spoken in the home. During an emergency event, language may become a communication barrier. Local Agencies will be engaged to provide specific communications to our indigenous communities.
West Kimberley Industries	The area within the Shire of Derby/West Kimberley is host to a number of potential hazard facilities and industries. These may also trigger additional recovery requirements to be considered where an emergency event has resulted in a catastrophic failure of infrastructure in the area. A transient workforce is based in this area, which can fluctuate.
Transport	A substantial number of dangerous goods and heavy haulage vehicles enter and exit the Derby/West Kimberley area and rely on certain routes authorised for transportation. Any road closure affecting these roads will need to be communicated as a priority to the industries within the area, Main Roads WA and the WA Police.
Cultural and Environmental Values	The area is subject to strict cultural and environmental values. There are many locations identified as culturally sensitive, declared rare flora, threatened and priority ecological colonies.

6.10 Financial Arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

6.10.1 Authority to Incur Expense

The Chief Executive Officer, or delegate authority (e.g. Local Recovery Coordinator), should be approached immediately where an emergency event occurs that requires resourcing by the Shire, to ensure the desired level of support is achieved.

6.10.2 Response

All Shire resources are registered and identified in *Appendix 3* 'Contacts and Resources Directory'. Staff and resources are available for response to emergencies in accordance with section 38 and section 42 of the *Emergency Management Act 2005*.



7. LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

7.1 Introduction

The Shire has established a Local Emergency Management Committee/s (LEMC) under 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 a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the Shire of Derby/West Kimberley area. LEMC/s will assist in developing local emergency management arrangements and planning, and coordinating its emergency management partners/stakeholders within its district.

7.2 LEMC Role

Performs a vital role in assisting the Shire of Derby/West Kimberley and its community become aware and prepared for major emergencies by:

	Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues.
	Providing advice to HMA/CAs so localised hazard plans can be developed.
	Providing a multi-agency forum to analyse and treat local risk.
	Providing a forum for multi-agency stakeholders to share issues and learnings to
	ensure continuous improvement.
7.3	LEMC Procedures
	LEMC shall meet quarterly or as required (minimum of four (4) meetings per annum).
Each	meeting of the LEMC shall consider, but not be restricted to:
	Confirming local emergency management contact details of key stakeholders.
	Reviewing any post-incident reports and post-exercise reports generated since last
	meeting.
	Assessing progress of emergency risk management processes.
	Assessing progress of treatment strategies arising from emergency risk management
	process.
	Assessing progress of development or review of local emergency management
	arrangements.
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7.4 Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

7.5 Membership

LEMC membership includes the Shire of Derby/West Kimberley representatives and the Local Emergency Coordinator (OIC WAPOL Derby & Fitzroy Crossing). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Shire's LEMC Role	Description of Responsibilities	
	Chair - Shire appointed elected member	
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	
	Deputy Chair - Local Emergency Coordinator – OIC, Derby, and Fitzroy Crossing Police Station/s	
	Executive Officer - Shire — Emergency Services Coordinator/or staff position as determined	
	Provides secretariat support including:	
	Meeting agenda	
	Minutes and action lists	
	Correspondence	
LFMC	Committee membership contact register	
Executive Officer	Coordinate development and submission of committee documents in accordance with legislative and policy requirements including:	
Officer	Annual Report	
	LEMC Business Plan (Note Appendix 4)	
	Local Emergency Management Arrangements	
	Facilitate the provision of relevant emergency management advice to the Chair and committee as required	
	Participate as a member of sub-committees and working groups as required	

Council in consultation with the parent organisation members determines the appointment term of LEMC members.

Representatives from community and community groups will be invited to attend as required. All LEMC secretarial and admin support is to be provided by the Shire.

7.6 Core Members

Agency	Position
Delegate – Elected member - Councillor	Chair
Shire of Derby/West Kimberley	Deputy Chair
	Councillor
	Local Recovery Coordinators
	Local Welfare Liaison Officer
	Executive Officer
	Chief Bush Fire Control Officer
	Animal Welfare Liaison
	Environmental Health Services
WA Police	Local Emergency Coordinator
Dept. of Communities	Local Welfare Coordinator
Industry Reps.	Industry Representative
SES	Agency Representative
DFES	Agency Representative
Community Members – as appropriate	Representatives

7.7 Support Members

Agency	Position
Indigenous Communities reps	Agency Representative
Utilities Representatives	Agency Representatives
Main Roads Authority	Agency Representative
Dept. Biodiversity Conservation & Attractions	Agency Representative
Dept. of Regional Development and Industries	Agency Representative
Dept. of Health	Agency Representative
Dept. of Education	Agency Representative
District Emergency Management Advisor	Agency Representative

The list above is not limited, with members co-opted as and when required.

8. MANAGING RISK

8.1 Emergency Risk Management

The Emergency Risk Management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives, the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

One of the ERM outputs should be to identify critical infrastructure in the community and its vulnerability to hazards. The Shire's 'Emergency Risk Management Statement' can be accessed at *Appendix 5*.

The Shire and its LEMC recognise the critical component of risk management to the EM process. A sound risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire, over coming months, will endeavour to undertake a risk analysis within its district using the current models based on AS/NZS ISO 31000 2018 standards and utilising the National Emergency Risk Assessment Guidelines (NERAG 2018).

8.2 Description of emergencies likely to occur

The following is a table of emergencies that are likely to occur within the Shire area which have been derived through the Emergency Risk Management process:

Table 9: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	НМА	Local Combat Role	Local Support Role	WESTPLAN/ State Hazard Plans	Local Plan (Date)
Air Crash	WAPOL	WAPOL	Derby VFRS, Fitzroy Crossing VFES	DC	Air Crash	TBD
Bushfire	DCBA/DFES	DCBA/ DFES	Derby VFRS, Fitzroy Crossing VFES	DC	Fire	TBD
Cyclone	DFES	DFES	SES	DC	Severe Weather	TBD
Flood	DFES	DFES	SES	DC	Severe Weather	TBD
Hazmat	DFES	DFES	DFES	DC	Hazardous Materials Emergencies [HAZMAT]	TBD
Human epidemic	Dept. of Health	Dept. of Health	Dept. of Health	WA Country Health Services	Human Biosecurity	State Plan 2020
Land Search	WAPOL	WAPOL	SES	CPFS	Land Search	TBD
Road Transport Emergency	WAPOL	WAPOL	Derby VFRS, Fitzroy Crossing VFES	DC	Road Crash	TBD

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop; test and review appropriate emergency management plans for their hazard. It is recognised that the HMA's and Combat agencies may require Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

8.3 Local Emergency Management Strategies and Priorities

The Shire's emergency management strategies and priorities are as follows:

Table 10: Local Emergency Management Strategies and Priorities

Priority	Strategy
LEMA endorsed by LEMC, Council, then noted by DEMC and SEMC	Review and development of compliant LEMA and LRP which is compliant with legislation; LEMA to then be exercised
Current compliant Emergency Risk Management process	Completion of Emergency Risk Management Process which complies with State EM Policy 1 and the National Emergency Risk Assessment Guidelines 2018; prioritisation and implementation of treatments
LEMCs to comply with legislation and policy	The two Shire of Derby/West Kimberley LEMCs to meet quarterly and submit annual report in accordance with State EM Policies and procedures



RESPONSE AND COORDINATION EMERGENCY OPERATIONS

9.1 Activation of Local Arrangements

On becoming aware of, or on advice from the HMA Incident Controller (IC), the Local Recovery Coordinator (LRC) will assess the need for activating the recovery plan and advise the Chairman of the need to convene the Shire appropriate Recovery Group if necessary.

Upon deciding not to convene and activate the appropriate Shire's Recovery Group and Shire's Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the Shire Local Recovery Coordinator will continue to monitor the situation and keep the Shire President and CEO briefed accordingly.

9.2 Incident Support Group

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by different agencies that may/are involved in the incident ISG is convened by the Controlling Agency (CA) appointed Incident Controller (IC) to assist in overall coordination of services and information during a major incident.

Coordination achieved through clear identification of priorities by agencies sharing information and resources. HMAs and combat agencies may require the Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if, and when formed.

9.2.1 Triggers for the Incident Support Group

Defined in the State Emergency Management Policy statement 5.2.2 and State Emergency Management Plan section 5.1 being:

Where an incident is designated as a Level 2 or higher;
Multiple agencies need to be coordinated; or
Community interests need to be represented.

9.2.2 Incident Support Group membership

Made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery. Representation on ISG may change regularly depending upon the incident, agencies involved and consequences caused by emergency. Agencies supplying staff for ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks within their organisation/agency.

9.2.3 ISG Meeting Location and Frequency

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

The IC is responsible for the location of meetings and given its part in the ISG, the meetings are generally convened in close proximity to, or within the Incident Control Centre (ICC).

9.3 Emergency Coordination Centre

The Shire has identified a primary and secondary emergency coordination centre and the locations detailed below have been identified as suitable ECCs:

Locality	Possible Locations	Contact
Derby	Shire Administration Offices.	91910999
Derby	SES HQ	Lot 550 Sutherland & Derby Highway, Derby derbyses@bigpond.com
Fitzroy Crossing	Council Administration Office	91910999

10. MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction.

Communities require adequate, timely information and instruction to be aware of the emergency and take appropriate actions to safeguard life and property. In the response phase of an incident, information dissemination is the responsibility of the HMA/CA.

State Support Plan – Public Information, provides that the HMA is responsible 'for the provision and management of public information during emergencies'. Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

- HMA is to manage all media releases under State Support Plan Public Information.
- All media releases and public information alerts for the incident are to be authorised by Incident Controller/Manager after consultation with the Emergency Coordinator and other CA's.
- All media releases are to reflect Multi-Agency Incident Management and detail all agencies' involvement.
- Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency.
- All media releases are to carry the agencies' identification.
- Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release.
- All Media releases issued by any agency at State level will reflect multi- agency involvement.

10.1 Shire of Derby/West Kimberley Media Release

Any information for release to media or public must be forwarded to and approved by the Chief Executive Officer. The coordinating officer for the Shire is the Director Technical and Development Services or a CEO delegated officer. The Shire President or the CEO shall only make statements to the press on behalf of the Shire.

10.2 Public Warning Systems

10.2.1 Local Systems

The Shire presently uses the local ABC radio station, Shire website, the Shire Facebook page and other electronic mediums, and relevant HMA media outlets. Where lives and property are directly threatened, as a result of an emergency, information may be disseminated via Emergency Alert and/or using the State Emergency Warning Signal (SEWS).

10.2.2 Standard Emergency Warning System

SEWS is a distinctive sound broadcast used immediately before an urgent safety message over radio or television. SEWS should only be used when critical, urgent information is required to be delivered to the public via a radio or television broadcast.

10.2.3 DFES Public Information Line

DFES recorded information line 1300 657 209

Emergency WA website www.emergency.wa.gov.au
DFES website www.dfes.wa.gov.au

SES assistance 132 500

10.2.4 ABC Radio

Local ABC Radio ABC Kimberley (08) 9191 3011

Derby - 873 AM

Fitzroy Crossing - 106.1FM

10.3 Emergency Alert System

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of HMA in emergencies. (Refer to DFES Standard Operating Procedure 70 for activation).

10.4 Local Communication Channels and Tools

Description	Contact Person	Contact Number	
Public notice boards in Derby and Fitzroy Crossing	Shire Offices	9175 8029	
Website https://www.sdwk.wa.gov	Shire Offices	9175 8029	
Facebook	Shire Offices	9175 8029	

ACTIONS

- ☐ Public information and media management is critical in times of emergency.
- ☐ HMA/CA IC responsible for information/media releases in response phase of incident.
- ☐ The Shire's media releases coordinated by the Shire's delegated Officer and approved by CEO.
- ☐ Public statements to media only by Shire CEO or President (or delegate).
- ☐ Public warning systems shall be used when necessary under HMA/CA IC authority.



11. EVACUATION

11.1 Evacuation Management

11.1.1 Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

11.1.2 Timeliness

Alternatives as, 'shelter in place' or, "prepare, stay and defend", should be considered. Decision to evacuate or recommend evacuation made as early as is practical, as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

11.1.3 Combat Agency for Evacuation

Evacuation will occur in a planned and safe manner, coordinated by WAPOL. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary

11.1.4 Evacuation Centres

WAPOL will be requested to effect and control evacuations of persons to a location predetermined by the HMA. The HMA will liaise with the Shire or appropriate neighbouring LGs and Department of Communities (DC) to ensure appropriate arrangements for welfare support for evacuees are in place.

It is the Shire's responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres and applicable support functions.

11.1.5 Evacuation Considerations

Shire and LEMC partners are aware of roads becoming impassable due to cyclonic and flooding activities.

11.2 At-Risk Persons and Groups

The Shire of Derby/West Kimberley relies on agencies responsible for At-Risk persons and groups to ensure suitable planning, and response capabilities are supporting those special needs clients.

Appendix 6 'At-Risk Persons and Groups Plan' provides guidance around working with and actions in evacuation with these persons and groups.

11.3 Evacuation Routes and Maps

Owing to the varying complexity within different emergencies, the IC HMA/CA and WAPOL will determine strategic evacuation routes at the time, particularly concerning timeliness of the evacuation. Extensive mapping information can be sourced from the Shire's website, Google Maps and agencies such as Dept. of Biodiversity Conservation and Attractions.

11.4 Return

Responsibility for decisions relating to return of evacuated residents, rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including DC and the Department of Health and Shires Environmental Health Officers.

Evacuations will be carried out in the Shire of Derby/West Kimberley as per <u>Western</u> Australian Community Evacuation in Emergencies Guideline.

ACTIONS

Decision to evacuate made by HMA/CA IC
LEMC and the Shire assist by pre-planning for evacuation
All alternatives to be considered
Decision to evacuate made as soon as possible
At-Risk Persons and Groups to be considered (refer Appendix 5)
Routes and maps sourced via internet or partner agencies
Ensure Welfare Centre protocols and procedures are enacted.

12. WELFARE

The Department of Community Services (DC) has the role of managing welfare described as, "the provision of both physical and psychological needs of a community affected by an emergency". This includes the functional areas of:

Personal services	Financial assistance			Personal requisites
Emergency	Registration	and	inquiry	Emergency catering
accommodation	services			

12.1 Department of Communities - Local Welfare Coordinator

DC shall appoint a Local Welfare Coordinator Officer (refer 6.6.1 Local roles and responsibilities—Welfare).

12.2 Shire of Derby/West Kimberley – Local Welfare Coordinator

The Shire's Manager Community Development is the designated local Welfare Liaison Officer (refer 6.6.1 Local roles and responsibilities—Welfare).

12.3 Register Find Reunite

DC is responsible for recording displaced persons on the National Register allowing friend and relatives to locate each other. DC has reciprocal arrangements with Australian Red Cross (ARC) to undertake this process.

12.4 Welfare Centres

The Shire in conjunction with DC has identified suitable facilities within different localities. These centres have been assessed providing extensive information within the 'Emergency Evacuation' Welfare Centres Register' available for activation as required by the HMA IC. See *Appendix 8*.

12.5 Animals (including assistance animals)

The Shire's Senior Ranger in close consultation with other stakeholders on animal welfare matters arising from evacuation emergency and welfare centres and shall agree on the distribution of duties, depending on resources available in each instance. The Shire may use its animal impoundment facilities during emergencies for the purposes of accommodating domestic animals.

DC responsible for managing welfare.

□ DC develops and maintains and enacts the Shires Local Emergency Welfare Support Plan.

☐ The Shire's Manager Community Development is the Local Welfare Liaison Officer.

☐ Register Unite Find responsibility actioned by DC. ARC undertakes process.

☐ Identified Welfare Centres refer Appendix 7 – 'Emergency Evacuation/ Welfare Centres Register'.

☐ Emergency Animal Welfare is coordinated by Senior Ranger Service.



13. RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. The Shire has prepared a Local Recovery Plan.



14. EXERCISING REVIEW AND REPORTING

4 4 4		
1/1/1	Exerci	cina
		31116

The aim of conducting an exercise is:

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

14.2 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures, which outline arrangements for exercising, the LEMC is required to *conduct at least one exercise annually*.

14.3 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the Kimberly District Emergency Management Committee as part of LEMC's annual report.

14.4 Review of Local Emergency Management Arrangements (LEMA)

The LEMA are to be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). Reviewed and amended will be:

Contact lists are reviewed and updated quarterly (Refer Appendix 2).
A review is conducted after training that exercises the arrangements.
An entire review will be undertaken every five (5) years, as risks may vary due to
climate, environment and population changes.
Circumstances may require more frequent reviews.

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15. REPORTING

Exercises are to be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMP 2.5 – Annual Reporting.



16. APPENDICES

Appendix No.	Appendix Title
1	Welfare Centres Facilities and Assets Directory
2	Contacts Directory
3	Resources Directory
4	LEMC Business Plans
5	Emergency Risk Management Statement
6	At-Risk Persons and Groups
7	Emergency Evacuation/ Welfare Centres Register



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14.2 FINAL ADOPTION OF THE 2022 LOCAL RECOVERY PLAN

File Number: 4212

Author: Wayne Neate, Director Technical and Development Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

Council is requested to adopt the 2022 Local Recovery Plan following some minor amendments and re-endorsement at the Local Emergency Management Committee.

DISCLOSURE OF ANY INTEREST

Nil for Author and Responsible Officer.

BACKGROUND

Local governments have a legislated responsibility under s.36(a) of the *Local Government Act 2005* to "ensure that effective local emergency management arrangements are prepared and maintained for its district".

The Shire of Derby/West Kimberley (SDWK) Local Emergency Management Committee (LEMC) is an advisory committee to Council in response to the obligations placed upon local government arising from the proclamation of the *Emergency Management Act 2005*. Part of the function of the LEMC is to review the Local Emergency Management Arrangements which also includes a Local Recovery Plan (LRP) to guide the management of community driven recovery following an emergency incident. An LRP has been prepared by the Shire (Attachment 1) in accordance with the State Emergency Management procedures and endorsed by the SDWK LEMC at its meeting held on 7 June 2022 before being adopted at the Council Meeting on the 29th June 2022 Minute No 81/22 as follows:

RESOLUTION 81/22

Moved: Cr Paul White Seconded: Cr Andrew Twaddle

That Council:

- Adopt the Local Recovery Plan (LRP), in accordance with the requirement of the Emergency Management Act 2005; and
- 2. Request the Chief Executive Officer to forward a copy of the LRP to the State Emergency Management Committee.

<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Andrew Twaddle, Keith Bedford and Peter

McCumstie

Against: Nil

CARRIED 5/0

There were some minor changes suggested by the Department of Fire and Emergency Services regional State Emergency Management officer which have now been made and again endorsed by

the LEMC which is as per minutes of the 14th December 2022 meeting which have been attached. This is the final endorsement required by Council.

STATUTORY ENVIRONMENT

Local Government Act 2005

Emergency Management Act 2005

POLICY IMPLICATIONS

None known

FINANCIAL IMPLICATIONS

There are no known financial implications associated with this item.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
Leadership and Governance	1.1 Collaboration and partnership	1.1.2 Maximise local opportunities
	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs
	1.3 Effective Communication	1.3.2 Listen to and respond to the needs of our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Council does not have effective LRP in place they are in breach of s.41 of the Emergency Management Act 2005	Possible	Moderate	Medium	Council to adopt the SDWK LRP provide a process for effectively managing recovery operations following an emergency, along with suggested methods to engage the affected community in facilitating its own recovery.

CONSULTATION

Consultation has occurred through the SDWK LEMC.

COMMENT

Local Community Recovery, driven by the local government, is recognised as the most important role for local governments as part of the emergency management process.

The SDWK LRP has been developed as part of the Local Emergency Management Arrangements in accordance with the requirements of Section 41(4) of the Emergency Management Act 2005 as a subsidiary plan to the Local Emergency Management Arrangements. The SDWK LRP is subject to formal adoption by Council.

The purpose of these arrangements is to provide a process for effectively managing recovery operations following an emergency, along with suggested methods to engage the affected community in facilitating its own recovery.

The objectives set out within this plan as part of the LEMA are to:

- Clearly set out the roles, responsibilities, available resources and procedures for the effective management of recovery from emergencies within the district;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all involved Hazard Management Agencies (HMA's), Emergency Services, Supporting Agencies and Shire staff who may become involved in the recovery management process.

The overall scope of this Recovery Plan includes:

- the geographical boundaries of the Shire;
- the relationship to the Local Emergency Management Arrangements;
- existing legislation, plans and Local Laws;
- statutory or agreed responsibilities;
- relevant supporting documents and plans; and
- involvement of the affected community in recovery management.

The LRP also provide substantial information to an external Incident Controller/HMA in a significant emergency regarding the make-up/communications within our community, prior to the responsibility for recovery being handed over to the Shire.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

- 1. LEMC Minutes December 2022 U
- 2. Local Recovery Plan Final Draft U
- 3. LRP Consolidated Appendices 2022 🗓 🖺

RESOLUTION 28/23

Moved: Cr Andrew Twaddle

Seconded: Cr Pat Riley

That Council:

1. Adopt the Local Recovery Plan (LRP), in accordance with the requirement of the Emergency Management Act 2005 as it has now been approved by the Local Emergency Management Committee following minor amendments.

2. Request the Chief Executive Officer to forward a copy of the LRP to the State Emergency Management Committee.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0



SHIRE OF WEST KIMBERLEY DERBY LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes - Wednesday 14th December, 2022

Council Chambers, Derby

Commenced at 10.33am

www.sdwk.wa.gov.au

LEMC MINUTES: 14 DECEMBER 2022

1.0 DECLARATION OF OPENING

The meeting opened by Andrew Twaddle at 10.31am

2.0 RECORD OF ATTENDANCE

2.1 Attendance

Name	Agency
Wayne Neate	Shire of Derby/West Kimberley
Andrew Twaddle	Shire of Derby/West Kimberley
Mark Chadwick	Shire of Derby/West Kimberley
Colleen Boldison	Shire of Derby/West Kimberley
Rowan Scott	Shire of Derby/West Kimberley
Gareth Cornish	DFES
Matt Reimer	DFES
Eliot Money	Derby District High School
Chris Manu	Juniper
Nazir Ahmed Muddi	Horizon Power

2.2 Apologies

Name	Agency
Adam Cornish	Defence
Jane Salt	Looma Remote School
Katherine Yu	NIAA
Megan Spence	Dept of Communities
Kate Matthews	
Lana Warren	
Mitchell Kirk	
David Keating	Horizon Power
Kelly Brierty	DVFRS
Gerry Zoetelief	MRDWA
Shelley	DAHS
Kneebone	
Leon Gardner	DFES
Heather	Dept of Justice
Murchie	
Amanda	SDWK
Dexter	

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

2

COMMITTEE DECISION:

3

LEMC MINUTES: 14 DECEMBER 2022

	Move	d: Eliot Money Seconded: Wayne Neate
		he Minutes of the Local Emergency Management Committee Meeting held the October 2022 be confirmed.
	Carrie	ed
,		
4.0	BUSI	NESS ARISING FROM LAST MEETING
	NIL.	
5.0	STAN	DING ITEMS
	5.1 NIL.	Incident Review
	5.2	Review of LEMC Contact List ☐ Contact list moving around – please update ☐ Any further updates please send through to ☐ colleen.boldison@sdwk.wa.gov.au
	5.3	Review of Resource List Resources list attached to be updated. Please send updated through to colleen.boldison@sdwk.wa.gov.au
		Shire of Derby West Kimberley Local Emergency Management gements (LEMA and Local Recovery Plan (LRP) blan to be endorsed.
	COM	MITTEE DECISION:
	Move	d: Christie Mildenhall Seconded: Eliot Money
	That	the plan of the Shire of Derby West Kimberley Local Emergency
	Mana	gement Arrangements (LEMA and Local Recovery Plan (LRP) be endorsed
	by the	e Committee.
	CARR	RIED
6.0	REPO	PRTS FROM MEMBERS

LEMC MINUTES: 14 DECEMBER 2022

6.1	SES
	☐ Training and Seasonal preparation for the Wet season continues.
6.2	WAPOL
	□ Nil.
6.3	WACHS
	□ Nil
6.4	Dept. of Communities
	Nil
6.5	Horizon Power
	Nil
6.6	RAAF
	Norforce – Derby & Broome are on stand down until 15/01/2023. All contact
	numbers are still the same
6.7	Main Roads
	Nil.
6.8	DVFS
	On Christmas break but do still have minimum members for callouts.
6.9	DFES
6.9	DFES Matt Reimer - Preparing for the Wet Season. Have already conducted
_	
_	Matt Reimer - Preparing for the Wet Season. Have already conducted
_	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we
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6.10	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK
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6.10 6.11 6.12	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK Wayne Neate – Nothing unusual. Road Reports – training staff where to direct public for road reports. We have lost a couple of cars already and thankfully no loss of life. Reminder to all – don't drive in floods and to monitor road reports. DDHS ACM removal plan for the old Library 19/01/2023. Letter sent out to surrounding residents tomorrow (15/12/2022). Low Winun Ngari
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6.10 6.11 6.12 6.13	Matt Reimer - Preparing for the Wet Season. Have already conducted Community re-supply to the East & Central areas from the previous rainfall we had. SDWK Wayne Neate – Nothing unusual. Road Reports – training staff where to direct public for road reports. We have lost a couple of cars already and thankfully no loss of life. Reminder to all – don't drive in floods and to monitor road reports. DDHS ACM removal plan for the old Library 19/01/2023. Letter sent out to surrounding residents tomorrow (15/12/2022). Low Winun Ngari Nil DAHS

4

LEMC MINUTES: 14 DECEMBER 2022

7.0 GENERAL BUSINESS

7.1 Any other Business

☐ Nil

8.0 CLOSURE

8.1 Date of Next Meeting

The next meeting is 10th December 2022 at 10.30am at the Shire Chambers, Derby.

9.2 Closure of Meeting

The Chair closed the meeting at 10.47am

Attachment 7.1

2022 MEETING DATES

Unless determined otherwise by the Committee Chairman, the following meeting dates will apply for 2022:

Tuesday	8 th November 2022	10.30am	Council Chambers, Derby
Tuesday	6 th December 2022	10.30am	Council Chambers, Derby
Tuesday	10 th January 2023	10.30am	Council Chambers, Derby
Tuesday	7 th February 2023	10.30am	Council Chambers, Derby

5



LOCAL RECOVERY PLAN

2022

Endorsed by LEMC: 2022

Endorsed by the Shire of Derby/West Kimberley:

Full Review Date: 2027

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<u>Disclaimer</u>

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The Shire of Derby/West Kimberley Local Recovery Plan has been prepared pursuant to Section 41(1) of the Emergency Management Act 2005 and endorsed by the Local Emergency Management Committee (LEMC). A copy of the Local Recovery Plan has been submitted to the Kimberley District Emergency Management Committee (DEMC) for noting in accordance with State Emergency Management Preparedness Procedure 8: Emergency Management for Local Government and then for noting with the State Emergency Management Committee (SEMC) pursuant to Section 41(5) of the Emergency Management Act 2005.



1. CERTIFICATE OF ENDORSEMENT

The Shire of Derby/West Kimberley Local Recovery Plan (LRP) has been developed in accordance with Section 41(4) of the *Emergency Management Act 2005 (WA)* (the Act) and forms part of the Emergency Management Plans and Arrangements for the Shire of Derby West Kimberley (the Shire). The LRP has been submitted to the LEMC and Council for endorsement. A copy has been forward to the District Emergency Management Committee for endorsement and State Emergency Management Committee for noting.

Chair: Shire of Derby/West Kimberley LEMC (Derby)	Date:
Chair: Shire of Derby/West Kimberley LEMC (Fitzroy Cros	Date: ssing)
Shire of Derby/West Kimberley President Endorsed by Council	Date:
Shire of Derby/West Kimberley CEO	Date:
Endorsed by DEMC:	Date:
Noted SEMC:	Date:



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Shire of Derby West Kimberley Local Recovery Plan 2021



3. DISTRIBUTION LIST

3.1 Full Unrestricted Version

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Derby/West Kimberley through the following email address: sdwk@sdwk.wa.gov.au.

Hard copy versions of this document may not be accurate.

Table 1 Distribution List

Organisation	Copies
Shire of Derby/West Kimberley Administration	1
Shire of Derby/West Kimberley Chief Executive Officer	1
Kimberley District Emergency Management Committee (Executive Officer to distribute to members)	1
District Emergency Management Advisor – Department Fire and Emergency Services	1
Fitzroy Crossing LEMC (Executive Officer to distribute to members)	1
WA Police – Derby Police Station	1
WA Police – Fitzroy Crossing Police Station	1
WA Police – Looma Police Station	1
Department of Fire & Emergency Services – Shire of Derby/West Kimberley	1
Shire of Wyndham/East Kimberley, Shire of Broome and Shire of Halls Creek	1
Derby Hospital	1
Fitzroy Crossing Medical Campus	1
St. John Ambulance Derby	1

Shire of Derby West Kimberley Local Recovery Plan 2022



3.2 Restricted Version - Public Access

Table 2 Public Access List

Public Access	Copies
Shire of Derby/West Kimberley Administration Office – Reception 30 Loch Street Derby	1
Fitzroy Crossing Administration Office - Front Reception - Flynn Drive Fitzroy Crossing	1
Derby Public Library, Clarendon Street, Derby	1
Fitzroy Crossing Public Library, Flynn Drive Fitzroy Crossing	1
Shire of Derby/West Kimberley website: https://www.sdwk.wa.gov	

3.3 Amendment Record

Suggestions and comments from the community and stakeholders can help improve the arrangements and subsequent amendments. Feedback can include:

- What you do or do not like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices; Inadequacies;
- Errors, omissions or suggested improvements.

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

The Chairperson
Local Emergency Management Committee
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728
Alternatively email – sdwk@sdwk.wa.gov.au

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

Shire of Derby West Kimberley Local recovery Plan 2022



Table 3 Versions

Version No.	Amendment Date	Details of Amendment	Author
1	31/10/2012	Draft LEMA 2012	Greg Cook
2	29/12/2015	Review	Wayne Neate
3	May 2021	Complete review and re-write of LEMA 2022	Lewis Winter
4	March 2022	Review/Update	Robert Paull

3.4 Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the Emergency Management Act 2005 or as defined in the <u>State EM</u> <u>Glossary</u> or the <u>WA Emergency Risk Management procedure</u>.

- District: means an area of the State that is declared to be a district under section
 2.1 Local Government Act 1995.
- Municipality: Means the district of the local government.

3.5 General acronyms used in these arrangements

Bush Fire Service
Chief Executive Officer
Department of Communities
Department of Biodiversity, Conservation and Attractions
District Emergency Management Committee
Emergency Coordination Centre
Emergency Management
Department of Fire and Emergency Services
Hazard Management Agency
Incident Support Group
Local Emergency Coordinator
Local Emergency Management Arrangements
Local Emergency Management Committee

Shire of Derby West Kimberley Local Recovery Plan 2022



LRC Local Recovery Coordinator LRCC Local Recovery Coordination Group SEC State Emergency Coordinator SEMC State Emergency Management Committee SES State Emergency Service SEWS Standard Emergency Warning Signal Shire of Derby/West Kimberley Shire SOP Standard Operating Procedures

3.6 Agreements and Understanding

The following agreements (Memorandums of Understanding) are currently in place:

Table 4: Agreements, understandings and commitments

Parties to the Agreement	Summary of the Agreement	
Shire of Shire of Derby/West Kimberley, Shire of Derby/West Kimberley, Shire East Pilbara and Shire of Halls Creek	Memorandum of Understanding for the provision of mutual aid during emergencies and post incident recovery	
DFES, Shire of Shire of	Memorandum of Understanding for ongoing	
Derby/West Kimberley, Shire of	management and control of bush fire brigades and bush	
Derby/West Kimberley, Shire	fire and emergency services in the Kimberley Region of	
East Pilbara and Shire of Halls	Western Australia	
Creek		

Shire of Derby West Kimberley Local recovery Plan 2022



RECOVERY

4.1 Overview

The Emergency Management Act 2005 (WA) (the Act) defines recovery as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'. During, and following, an emergency event, the Shire is the closest form of government to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support the Shire.

The Shire recognises disaster recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. **Disaster recovery** is a complex, dynamic and potentially protracted process, rather than just a remedial process. For this reason, the Shire and its LRG adopt the national principles of disaster recovery while also aligning these to strong recovery values when engaged in recovery activities.

4.2 Authority

This LRP is prepared in accordance with the Act and endorsed by the Shire's LEMC and Shire's Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

4.3 Purpose

To detail planning, arrangements and processes established to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.

4.4 Our Recovery Principles

The Shire's LRP and its LRG will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

Understanding the CONTEXT

The Shire recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

Shire of Derby West Kimberley Local Recovery Plan 2022



Recognising COMPLEXITY

The Shire acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using COMMUNITY-LED approaches

The Shire recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

COORDINATING all activities

The Shire acknowledges that it will need to be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

COMMUNICATING effectively

The Shire understands the imperative of effective communication for successful recovery and will ensure the Recovery Communication Plan (located as **Appendix 1**) is activated to ensure community and partners are always informed and heard.

Building CAPACITY

The Shire acknowledges that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.

4.5 Our Recovery Values

The Shire will apply sound disaster recovery Values to all activities by:

1.	Considering consequences of actions ensuring NO HARM to disaster affected communities
2.	Providing LEADERSHIP for the Shire's communities
3.	Recognising the Shire's key role is to foster COLLABORATION between partner agencies, community and Council
4.	EMPOWERING individuals and groups to effectively carry out recovery activities
5.	ACTING as quickly as possible, however, planning for LONG-TERM (Value 1)
6.	TRANSITION to normal services will be part of the Recovery Long-Term Strategy
7.	CAPTURING lessons learnt for providing capacity building and resilience

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4.6 Threats

As the Shire is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Description	Time of Year	Impact / No of People
Cyclone Season	November – April	Severe damage throughout shire.
Wet Season	November - April	Flooding from cyclonic activity
Dry Season	May – October	Bushfire
Bushfire Season — 'permits to burn' required all year round	All year round	Bushfire
Dry Season	May – October	Large numbers of tourists throughout the Shire

4.6 Scope

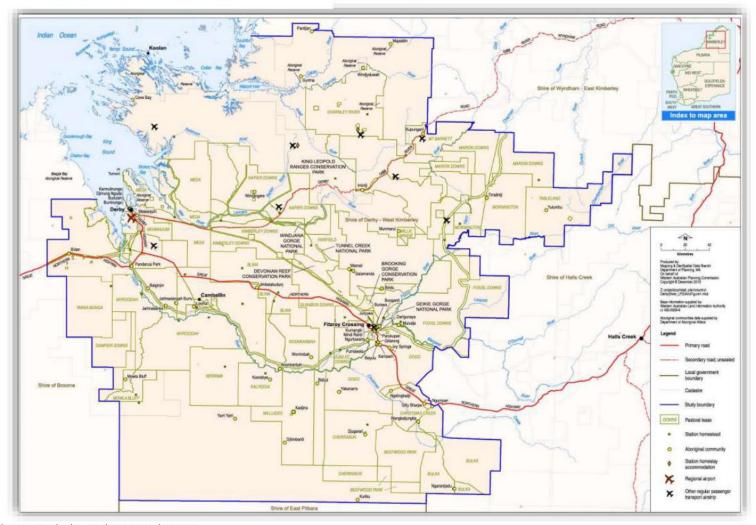
This LRP is limited to the boundaries of the Shire of Derby West Kimberley. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to the Shire's Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.

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4.7 Geographic Location Map



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ACTIVATION AND ACTIONS

5.1 Activation of Recovery

The Shire's CEO will activate the LRP on advice from the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:

- The Incident Support Group (ISG)
- Consultation between Hazard Management Agency (HMA)/ Controlling Agency (CA), Incident Controller (IC) and Local Emergency Coordinator (LEC), and
- The Shire of Derby West Kimberley's Chief Executive Officer (CEO) and Local Recovery Coordinator (LRC).

The LRG Chairman, together with the LRC, is responsible for implementing the recovery processes of the LRP, once it is activated.

5.1.1 Emergency Management Phases

The Australian approach to managing emergencies recognises four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other, but can overlap and run concurrently.

As illustrated in Figure 1, recovery starts at response and is the process of adjusting to the new normal after an emergency incident.

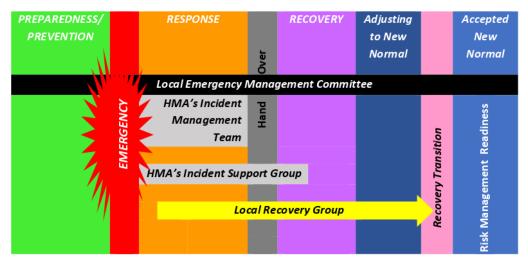


Figure 1: Groups, teams and committees through preparedness, response and recovery

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ACTION

- LRC consults and advises Shire's CEO of recovery activation.
- Assessment of assistance determined.
- Local Recovery Plan is activated.

5.2 Response to Recovery Event Responsibilities

Initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible assemble the LRG so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts. The LRG will:

- Align response and transitional recovery priorities
- · Connect with key agencies and community
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible, and
- · Include the LRC in ISG meetings from onset

Transfer of management from response to recovery handover to Shire shall be formalised in line with HMA/CA responsibilities and procedures. An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire's CEO. The CEO has discretion regarding accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA.

The acceptance of this handover is to occur at the discretion of the Shire CEO on advisement from LRC and LRG, in consultation with HMA/CA. Acceptance of this Impact statement and its responsibilities should not occur unless the CEO and the Local Recovery Coordinator and Group are satisfied with its content and are willing to take on that responsibility.

ACTION

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaise with Incident Controller.
- > LRG convened and briefed on incident ensuring coordinated recovery recommendations.
- CEO to sign off response to recovery handover with HMA/CA on completion of Impact Statement providing an acceptable and agreeable standard.
- > CEO to sign off response to recovery handover with HMA/CA Impact Statement completed.

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5.3 Impact Statement and Needs Assessment

5.3.1 Impact Statement

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure. The IS will be completed as recommended in the *State Emergency Management Procedure*.

5.3.2 Outreach Needs Assessment

An Outreach Needs Assessment should be completed as soon as possible to the affected area. The requirements of the impacted community will change over time and therefore it is necessary to determine the **NEEDS** of the community periodically and broadly be defined as:

Physical Needs:	Food, water, shelter, clean breathable air
Psychological needs:	Psychological first aid/support, bonding
Societal needs:	Community infrastructure, power, drainage, shops, telephone, schools, industry, transport

Outreach involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Trained volunteers from Australian Red Cross could partner with the local government and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

What has been affected?	Wish to be contacted for further information?
What information is needed?	Their best contact details?
What assistance is required?	Information on assistance for neighbours

Conducting an Outreach Needs Assessment establishes contact ASAP with the affected community and is an effective way to capture data to assist the LRG in prioritising the allocation of resources. It also provides the opportunity to share critical information directly to the affected community. A form for Outreach Needs Assessment can be found in **Appendix 1** within the Recovery Communication Plan listed as **Form 3**.

5.3.3 Sources of Information – Impact and Needs Assessment

The IS and Needs Assessment (NA) process must be undertaken as soon as possible after the emergency event. Sources that may assist in the collection of this data may include:

- ➤ HMA/CA;
- Welfare agencies identifying persons in need of immediate assistance;
- Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers
- Insurance assessors;
- Business associations (e.g. Chamber of Commerce, Kimberley Development Commission);

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- Recovery Outreach Needs Assessment form (Recovery Comm. Plan Appendix 1); and
- Australian Red Cross (ARC) have systems to register individuals presenting at Welfare Centre's and resources to assist in outreach activities and will be activated by HMA/CA.

ACTION

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaise with Incident Controller.
- LRG gathered and briefed ensuring recovery commencement.
- > CEO to sign off response to recovery handover with HMA/CA Impact Statement provided.
- Recovery initiated while response still in progress.
- > LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event.
- Aust. Red Cross contacted ASAP to establish partnership in recovery activities.

5.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP). The ORP shall provide a full description and extent of damage, both physical and human, and detail plans for restoration and reconstruction of the affected community including community activities and community development activities. A template of an ORP is offered in **Appendix 2**.

ACTION

➤ LRG/LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required

5.5 Long-Term Recovery Strategy

Recovery must evolve, change and assist the affected community towards management of its own recovery. This transition from recovery to ongoing community activities and services, requires a comprehensive strategy (Long Term Recovery Strategy) that gradually integrates the recovery services into mainstream services, which existed prior to the emergency or have emerged since and require minimal support to continue.

The Long-Term Recovery Strategy process will need to be considered and developed to achieve holistic, enduring recovery for individuals, families, and communities, taking into consideration the economic environment, infrastructure and natural environment affects an emergency has had and to build resilience for future emergencies.

The Shire, where appropriate, will develop a collaborative, comprehensive recovery strategy with the community and for the community. This will also incorporate how community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing and changes in its needs.

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ACTION

- Shire to develop a collaborative, comprehensive and inclusive long-term community recovery strategy which may include any changes in community needs and further outreach activities.
- Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support recovery process in the medium and long term.

5.6 Managed Withdrawal

The Shire and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development, while working towards maintaining the community's health and wellbeing.

ACTION

- Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to community to continue.

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6. OPERATIONAL RECOVERY MANAGEMENT

6.1 Management Structure

Full details of the Management Structures and Sub-Committee functions is displayed in **Appendix 3.**

6.2 Local Recovery Group (LRG)

The LRG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with State Emergency Management Policy and Local Recovery Plan. LRG membership will expand or contract depending on recovery and community needs and requirements.

6.2.2 Membership

Chairperson	Shire President or CEO		
Local Recovery Coordinator	LG Representative, as appointed by the CEO		
Executive Officer	Shire CEO or nominated Senior Officer		
Local Government	Shire Local Emergency Management Committee – members are required		
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended:		
	➤ HMA/CA (initially)		
	Dept. of Fire and Emergency Services (initially)		
	> WA Police (initially)		
	Dept. Biodiversity Conservation & Attractions		
	Department of Communities		
	Lifelines		
	> Main Roads WA		
	> St John Ambulance Service (initially)		
	> Dept. of Health		
	Dept. Primary Industries and Regional Development		
	> Insurance Council of Australia		
Non-Government Organisations	Australian Red Cross, local service clubs, aged care providers, schools, etc. and others as required		
Key Identified Community Members	To be identified depending on event and location		

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6.2.3 Functions

Appoints key positions within the LRG

Establishes sub-committees as required

Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies

Develops an Operational Recovery Plan to coordinate a recovery process that considers:

- Long-term planning and goals for the Shire
- Assessing recovery needs and determining recovery functions still required
- Developing a timetable, identifying responsibilities for completing major functions
- Considering needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
- Allowing full community participation and access
- Allowing monitoring and reporting of the recovery process

Facilitates provision of services, exchange of public information and acquisition of resources

Negotiates effective use of available resources and support from State and Commonwealth

Monitors progress of recovery, receives periodic reports from recovery agencies

Ensures a coordinated multi-agency approach to community recovery

Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

6.3 Community Involvement – Cultural and Diversity Inclusiveness

Diversity is an integral part of the Shire's history, culture and identity. Inclusion is the way the Shire treats and perceives all differences. During the Shire's recovery activities, it will endeavour to create an inclusive culture, within the affected communities, by striving to involve all cultures and diversity within the recovery priorities, strategies and decision-making.

Key stakeholders and representatives will be sought from the community while acknowledging the significance of cultural and diversity makeup. These representatives will be considered for inclusion on relevant LRG sub-committees, depending on the nature and impact of the emergency. When threatened or affected by an emergency, everyone within that community is encouraged to be actively involved in their own and collaborative recovery. It is the role of formal recovery agencies to provide structured support, communications and coordination to assist the community's efforts.

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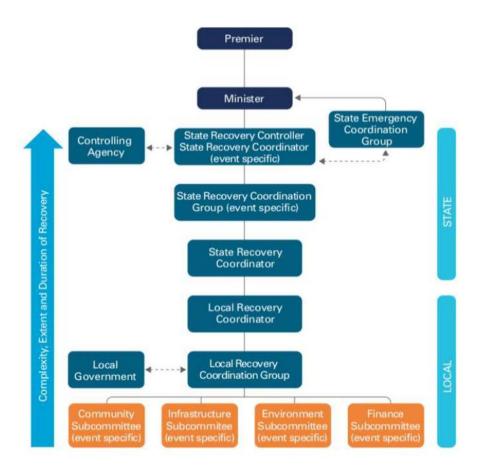
6.4 Local Recovery Group Sub Committees

Depending on the size of an emergency event, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to the LRG. A full list of functions of various sub-committees can be viewed in **Appendix 4.**

6.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to the Shire. The structure of the State Recovery Coordination is shown below.

Figure 1: State Government Coordination Structure



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6.5.1 State Recovery Coordinator/State Recovery Controller

The **State Recovery Coordinator** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee. The State Recovery Coordinator supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the **State Recovery Controller**. The Controller will usually be appointed when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

6.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a State level operational recovery plan. Its effectiveness must be evaluated after the State-level recovery coordination process has occurred.

ACTION

- The Shire will establish an LRG management structure relevant to event size and complexity.
- LRG will establish membership from Shire staff, supporting agencies and community members.
- LRG will operate within recognised functions and relevant sub-committee structure.
- LRG will actively encourage and invite community participation within the LRG.
- > LRG will actively engage with State Government to maximise recovery resources and synergies between Local and State recovery activities.

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7. FINANCIAL MANAGEMENT

7.1 Financial Management

7.1.1 Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. The Shire's assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines. Shire assets are insured through policies with the Local Government Insurance Scheme (LGIS).

7.1.2 Financial Records

Records/invoices of costs associated to an emergency event are to be assigned to specific emergency cost centres by Local Government. To ensure accurate records associated with recovery process, are easily identifiable and accessible at any time.

7.1.3 Internal Finance

In an emergency, the Local Government Act 1995, Section 6.8(c) allows expenditure from municipal funds, not included in the annual budget, to be authorised by the Mayor/President at the time of an emergency. Within this section 6.8(1) of the same act, tenders do not have to be publicly invited if goods and services are obtained from this expenditure.

7.1.4 Responsibilities for expending Shire funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. The nominated senior officer must have an appropriate authorisation level required to enable funds expenditure.

ACTION

- All invoicing and costs associated with the emergency event to be allocated against emergency cost centre.
- CEO and/or nominated senior officer have authority to expend funds on emergency event.

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7.2 Financial Assistance

7.2.1 The State Emergency Management Policy (SEMP)

SEMP Policy Section 5.12 outlines the responsibility of the Hazard Management Agency/Control Agency to meet costs associated with an emergency.

7.2.2 Financial Assistance in Recovery

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances.

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (<u>SEMC EM Plan Section 6.10</u>).

7.2.3 Disaster Recovery Funding Arrangements-Western Australia (DRFAWA)

DRFAWA is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'. To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required;
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure); and
- It must be a terrorist event or one of 10 specific natural disasters.

Once it has been determined that the emergency is a large-scale costly event, the Shire shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: <u>drfawa@dfes.wa.gov.au</u>

Phone: 9395 9341 or 9395 9973 or 9395 9374

Website: https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx

7.2.4 Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payments which may vary from time to time. For more information, visit https://www.humanservices.gov.au/individuals/help-emergency

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ACTION

- On advice an emergency is an eligible event and significant resources have been expended LRC will direct Shire to contact with DRFAWA Officers for advice and guidance.
- In an eligible major disaster LRC will assist affected individuals connect with Centrelink for assistance payments.
- For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.

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8. APPEALS, DONATIONS AND VOLUNTEERS

8.1 Appeals and Donations

8.1.1 Lord Mayor's Distress Relief Fund (LMDRF)

The Shire will advise and direct the distribution of monetary donations through the LMDRF, which operates under specific guidelines and policy. LMDRF will provide aid to Western Australian victims of disastrous events. The Fund will primarily focus on the relief of individuals' distress and hardship of individuals.

LMDRF should work closely with the LRG, ensuring local issues are considered before deciding on a disbursement plan. LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: http://www.appealswa.org.au

8.1.2 Donations of goods

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the National Guidelines for Managing Donated Goods for best strategy management.

8.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened. (<u>State EM Procedures</u>) Pg. 176, Management of Public Fundraising and Donations)

8.1.4 Non-Government Organisations (NGO) Assistance

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. Where possible all offers or requests should be coordinated through the LRG to avoid duplication of effort and confusion.

8.1.5 Donations of Service and Labour

The Shire or its LRG should coordinate donations of services/labour to assist with recovery.

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ACTION

- On advice of eligibility following a disaster LRC will direct Shire Officers to contact LMDRF for advice and guidance.
- Spokesperson to advise that the Shire will not accept donations of goods.
- > All financial donations will be direct through the LMDRF.
- > Offers of assistance will be directed to LRG.

8.1.6 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the Shire and its LRG will determine the process to deal with this situation and if support agencies are required to assist with managing these volunteers. The likely sources of volunteers are:

- Clubs
- Community groups
- · Non-government organisations, and
- Members of the public.

ACTION

LRG will refer the management of volunteers to local service clubs and support organisations.

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FACILITIES AND RESOURCES

9.1 Hazard Management Agency Response Resources

The Hazard Management Agency (HMA) is responsible for certain resources and should determine which are required to combat the hazards.

9.2 Shire of Derby West Kimberley Contacts, Resources and Assets Directory

The Shire has conducted a broad analysis of resources it has available and collated these in the 'Shire Emergency Contacts and Resources Directory' and the 'Shire Welfare Centre Assets Directory' found in the Shire's Local Emergency Management Plan. Both documents shall be reviewed and updated quarterly at each LEMC meeting. The Shire Emergency Contacts and Resource Directory contains:

- Contact Names
- · Contact Details (Business/After Hours), and
- · Resources and Service Providers.

9.3 Australian Red Cross

The Australian Red Cross has over `100 years' experience of dealing with people in crisis. A wide range of helpful resources can be found on the <u>Australian Red Cross</u> website to help communities prepare for, respond to and recover from disasters.

9.4 Recovery Facilities and Staff

9.4.1 Recovery Centre and One-Stop-Shop

The purpose of a **Recovery Centre** (RC) and a **One-Stop-Shop** (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be on-going for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

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The following locations have been identified as suitable RCs:

Location One -	Shire of Derby West Kimberley Counci	il Chambers – 24 Loc	th Street, Derby
Contact	Name	Phone	Mobile
1 st Contact	Chief Executive Officer	0891910999	
2 nd Contact	Executive Manager Technical & Development Services	0891910999	0418922415
3 rd Contact	Manager Community Development	0891910999	
Location Two -	Derby Recreation Centre, Ashley Stree	et Derby	
Contact	Name	Phone	Mobile
1 st Contact	Chief Executive Officer	0891910999	
2 nd Contact	Executive Manager Technical & Development Services	0891910999	0418922415
3 rd Contact	Manager Community Development	0891910999	
Location Three	-Fitzroy Crossing Visitors Centre, Crn.	, Flynn Dv. /Forrest F	Rd. Fitzroy Crossing
Contact	Name	Phone	Mobile
1 st Contact	Senior Customer Service Officer	0891915116	
2 nd Contact	Ken McLeod - Ranger-Works Supervisor	0891915201	0427915201

Depending on the incident's severity, the OSS may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS is to be located as close as possible to the affected community area.

Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

ACTIONS

- ➤ LRC/LRG to determine location for RC and establish as soon as possible.
- OSS to be established immediately following event and located appropriately.

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9.4.2 Shire of Derby West Kimberley Staff

9.4.2.1 Staff considerations

To ensure the continuity of regular business processes, the demands of recovery operations on staff should be considered. It may be necessary to employ additional staff to ensure the Shire continues to fulfil critical service obligations to the community.

The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years after.

9.4.2.2 Staffing levels

In the event of a large-scale emergency, the Shire's management should assess staffing needs, as soon as possible, to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded to the LRG for consideration.

9.4.2.3 Stress and fatigue

Senior staff are responsible for considering and monitoring the effects of fatigue, stress, and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally affected by the disaster. Dependent on the nature and impact of the disaster, Council and Human Resources Officers should consider additional support for staff. The Shire's current Employee Assistance Programs (EAP) should be used as necessary.

9.4.2.4 Staff communication

It is imperative that all staff be regularly briefed and kept up-to-date with all activities and progress of recovery. Every day staff communicate with a broad range of community members so can confidently understand and relate the extensive activities and actions the Shire and its LRG are currently engaged in. Situation Reports should be posted prominently within the workplace.

The Shire will instigate a formal debriefing arrangement for all staff as they transition from recovery back to their normal duties.

ACTION

- ➤ Shire staff to be regularly briefed on current situation and activities within recovery.
- Stress and fatigue of Shire staff to be monitored and assistance provided where appropriate.
- As soon as possible determine increase in staffing level to meet demands (refer 1.7.3.).

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10. ROLES AND RESPONSIBILITIES

10.1 Local Emergency Management Committee

The Shire's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district. To assist the Shire manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.

10.2 Local Recovery Coordinator

The Shire's LRC has been appointed in accordance with the <u>Emergency Management Act</u> <u>2005</u>, Section 41(4). A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs.

10.3 Local Recovery Group

The Shire's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community. LRG is formed from LEMC members responsible for specific recovery and restoration tasks, Support organisations, Non-Government Organisations and significant community representatives.

10.4 Shire Recovery Roles and Responsibilities

A comprehensive list of all roles and responsibilities for disaster recovery duties of the LRC and identified Shire staff can be viewed at **Appendix 5**.

10.5 External Agencies Recovery Roles and Responsibilities

The WA State Government along with Non-Government Organisations should provide a range of services and resources to the recovery effort and should be used wherever possible. A complete list of agencies and their roles and responsibilities can be viewed in the <u>State Emergency Management Plan</u> at <u>Appendix E</u>.

ACTION

- All Shire staff could be engaged in various stages of disaster recovery.
- Specific Shire staff identified in this plan should be familiar with the roles and responsibilities involved with disaster recovery.
- External agencies should be engaged and used wherever possible.

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11. COMMUNICATIONS

Recovery communication is the practice of sending, gathering, managing, evaluating and disseminating information. In an emergency and during the response phase, the HMA/CA manages communications. The CA officially hands responsibility for communication to the local government leading the recovery complete with the Impact Statement, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

11.1 Recovery Communication Plan

A template for the Recovery Communication Plan has been developed to guide recovery communications. It details a vision, mission and direction for communication to the affected community and is provided to the LRG. The Recovery Communication Plan can be found at **Appendix 1**.

11.2 Spokesperson/s

During recovery, the Shire's spokesperson will be the Shire's President and/or the CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.

11.3 Provisions for Non-English Speaking Communities

The Shire's current strategy for communicating with Non-English speaking areas of the Derby West Kimberley communities will be utilised within recovery communications.

ACTION

- The Recovery Communications Plan will be used to provide guidance in public information and communications.
- For further guidance refer Communication in Recovery Guidelines https://semc.wa.gov.au/emergency-management/em-tools/Documents/CommunicatingInRecoveryGuidelines.pdf

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12. STAND DOWN

Recovery doesn't have a definite end date; however, the Shire will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the impact on the Shire and the community.

12.1 Debriefing

A representative from the Shire's People & Culture section will instigate a formal debriefing arrangement for all staff through the Employee Assistance Program (EAP) as required, while the Shire transits from recovery back to normal duties.

12.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. (<u>State EM Policy</u> 6.10 - Review of Recovery Activities).

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by the Shire and its LRG. See **Appendix 6** Post Recovery Analysis, and **Appendix 7** Reporting template.

ACTION

- ➤ A formal Post Recovery Analysis will be held for LRG for evaluation and application of lessons learnt. (see Appendix 11)
- ➤ A formal debrief will be held for Shire staff for evaluation and application of lessons learnt.
- Assistance will be made available through EAP for any staff working in the recovery process.
- > Formal report compiled by LRC for council and State Recovery Coordinator.

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Appendix 1





(Insert disaster/emergency event name)

Disaster Recovery Communication Plan



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DOCUMENT CONTROL

Issue	Rev.	Date	Author	Reviewed
Draft for comment		April 2021	LRW	2021
Final Draft		May 2022	RP	2022



1. Vision

- ☐ The Shire of Derby West Kimberley's (herein referred to as "the Shire") vision during an emergency and subsequent recovery is to empower and support the community so it feels an active partner in its recovery.
- ☐ To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent emergency.

2. Mission

- ☐ The Shire's mission is to provide widespread regular high quality information to disaster affected community members and the greater community.
- ☐ To acknowledge the psychological challenges and complexities of communicating with a community that has been affected by the disaster.
- ☐ To encourage and promote two-way communication to better understand the community's needs and concerns.

3. Communication Objectives

The objectives of communication during recovery are to:

- 1. Provide direction for communication activities.
- 2. Ensure communications are appropriate for the audience (To and From).
- 3. Be flexible to incorporate changes as the situation develops.
- Ensure feedback to the Shire, stakeholders and community is comprehensive, meaningful and timely.
- Identify the appropriate delegations, information release authority arrangements and protocols.



4. Key Target Audience

The following have been identified as the primary target audience for communications.

Primary Target Audience	Description	Actions When/Where
Disaster affected community members	Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this data base.	Provide recovery contacts and key information to aid decisions via outreach. Shire's website to be kept updated with recovery information.
Displaced persons	Displaced persons need to remain contactable. Use a variety of networks to reach people.	Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.
Community of the Shire of Derby West Kimberley	Reach those who like to be kept up-to-date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided.	Shire's Website Recovery Newsletter Local Paper Community Radio TV interviews Community Events LRG gatekeeper networks
Recovery agency partners	Ensure a coordinated effort and that all messages	All messages coordinated through Local Recovery Coordinator's office.



Primary Target Audience	Description	Actions When/Where
	provided to the community are consistent.	
Rural/Special Sub- division community	Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available.	Outreach conducted at interval: Immediately after impact 6 monthly follow up 12 monthly follow up. Ensure special issue of Recovery News attached to rates notices. Consider phone outreach.
Identified vulnerable community members (families, children, socially isolated, elderly, youth, bereaved)	Communicate with a range of other vulnerable community members through service providers (e.g. Schools, Communities).	Coordination and support of key stakeholder agencies involved in supporting the wellbeing of vulnerable community. Ensure information is exchanged between different agencies.



		West Himberfey
Affected businesses and their employees	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.	Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged.
Shire's Communities	Reach those who like to be kept up-to-date on local news and happenings. Reach those who may want to donate cash, supplies/materials or labour.	Official Shire media releases. Website kept updated with latest recovery information. Engage radio and TV to keep the recovery of community positive and transparent.
State and Federal Government	Keep governments informed of Shire's challenges to enlist appropriate assistance.	Ensure key strategies and actions undertaken are communicated to State/Fed. Gov' t agencies to ensure common objectives and goals are met and a united front is projected for recovery.
Shire's staff and elected Councillors	Provide information about the challenges to enlist appropriate solutions and provide actions.	Staff newsletter/Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information is a regular Council agenda item.
Local Recovery Group and Sub-Committees	Provide information to the following committees: Finance	Maintain spreadsheet database of sub-committee meetings highlighting



	mai manany
Social Wellbeing	actions, time schedules,
Infrastructure	responsibilities and outcomes
Natural Environment	available across four sub-
	committees

The following audiences have been identified as the secondary targets for communication.

Secondary Target Audience	Description	Actions When/Where
Media commentators	Provide information to: Authorised State and regional newspapers State and local radio State and local television.	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events. Develop and manage an agreed reporting rhythm.
Business community	Keep the business community informed.	Form working groups of affected businesses so they are hubs to distribute information.
WA Community	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

5. Key Messages



Messages must be consistent with the overall purpose of the communication and meet the requirements of the Shire, stakeholders and the community.

Key messages to be delivered to both primary and secondary target audiences are:

Message: What do you want your audience to think, feel or do?	Purpose: Does this message meet your communication objective?
All concerns/issues, whether great or small, matter to the Shire and are being addressed.	Objective 4, 3
Current situations and information received will be acted upon.	Objective 2, 4
The whole community is being informed and kept upto-date.	Objective 4
The community is an active partner in recovery and is consulted on decisions and activities that are organised.	Objective 1, 3
The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.	Objective 1

6. Actions

Key Stakeholders	Proposed Consultation/Communication	Medium
Community	Community consultation via a range of mediums to reach appropriate members	Face-to-face via Recovery Centre Community Development team

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Item 14.2 - Attachment 3



		Stare of Beatry / West kimberley
	Using existing community	As needs basis
	networks and information	Weekly first month Switching
	conduits to engage and inform	to fortnightly/monthly
	Recovery Community Meetings	Further Outreach as needed to
	Recovery Newsletter	maintain contact and get to
	Shire website using submittable	persons that don't have other
	forms Appendix 1	forms of communication.
Shire Councillors	Implementation updates via Council meetings, email newsletters.	Weekly, via 'FYI' newsletter
Shire staff internal	Updates regarding actions and	Messages disseminated
Shire staff internal and operational	Updates regarding actions and ongoing issues.	Messages disseminated through senior staff via weekly meetings. Agency updates via
		through senior staff via weekly
		through senior staff via weekly meetings. Agency updates via
and operational	ongoing issues.	through senior staff via weekly meetings. Agency updates via CEO.
and operational	ongoing issues. Council segment updates in	through senior staff via weekly meetings. Agency updates via CEO. Locally read newspaper in and
and operational	ongoing issues. Council segment updates in local papers. Regular interviews	through senior staff via weekly meetings. Agency updates via CEO. Locally read newspaper in and
and operational Media	Council segment updates in local papers. Regular interviews with local radio stations.	through senior staff via weekly meetings. Agency updates via CEO. Locally read newspaper in and possible West Australian.
and operational Media Shire of Derby	ongoing issues. Council segment updates in local papers. Regular interviews with local radio stations. Develop and use a protocol to	through senior staff via weekly meetings. Agency updates via CEO. Locally read newspaper in and possible West Australian. LRC, CEO, Communications
and operational Media Shire of Derby	ongoing issues. Council segment updates in local papers. Regular interviews with local radio stations. Develop and use a protocol to ensure that all information is	through senior staff via weekly meetings. Agency updates via CEO. Locally read newspaper in and possible West Australian. LRC, CEO, Communications



7. Risk Management

Risk	Action/Mitigation
Information overload	Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery. Ensure all information presented addresses a community need, thus minimising superfluous information.
Material poorly designed and ineffective in communicating key messages	Design material so it is clear, easy to use and written in appropriate language for the chosen audience.
Material and information too late or too infrequent	Have weekly or fortnightly deadlines.
Other agencies sending mixed messages	Make sure all agencies are aligned and messages are consistent.

Communication Channels	Monitor and Evaluate
Derby West Kimberley Emergency/Disaster Event Recovery Newsletter	After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication.
Local Newspaper, Community Bulletins, West Australian Newspaper	After publication, register any enquiries or comments regarding the content and assess weekly.
Shire's website and FAQs	Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications.

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Radio interviews (spokesperson)	Record interviews for critical analysis.
Staff briefing notes/script	Check regularly to ensure information is up-to-date and updated immediately the situation changes.
Community events and community meetings	Register attendance numbers. Take notes at each event and meeting to gauge interest and relevance of content.
Distribution of news through existing community networks	Monitor social media and other community networks.

8. Communication Plan Review

The Communication Plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Group Chairman and/or CEO Shire of Derby West Kimberley.

9. Communications Budget

The Communication Budget will form part of the general communications budget as part of the annual Shire of Derby West Kimberley Budget.



10. Attachments

Part 1 1. Ask a Question

2. Make a Statement

Part 2 Outreach Needs Assessment and Initial Contact Form

Part 3 Recovery Community Meetings Guidelines

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PART 1 – Listening: 1. Ask A Question 2. Make A Statement

Shire of Derby / West Kimberley	Emergency/Disaster Event RECOVERY ASK A QUESTION If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.	
Your name	::	Your contact details:

Printed on YELLOW paper

Shire of Derby / West Kimberley	Emergency/Disaster Event RECOVERY MAKE A STATEMENT Please feel free to provide us with feedback, or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.	
Your name	е: У	Your contact details if response required:





PART 2 – Outreach Needs Assessment and Initial Contact Form

Outreach Impact & Needs

Date:	TEAM No:			
Hello, my name is	and I am from LC	G/volunte	er/Aust. Re	ed Cross on behalf of the
Shire of Derby West Kimberley. We are here to	o (engage/speak/	check in)	with those	e affected from recent events
to see how best we can assist. We' re collecti	ng a database of a	affected	people and	l impact on properties to
ensure we deliver up-to-date information and	assistance in con	necting p	people with	n appropriate
organisations/agencies/people depending on	assistance you m	ay requir	e.	
PROPERTY DETAILS				
Property Location (Lot No, Street r	name, Area):			
	Nearest C	ross Ro	ad:	
Property Owner/Occupant Name:				
How would you like to be contacted	ed?	Your	preferre	d time?
Phone:			Mornin	g (7am – 12noon)
Email:			Afterno	oon (12noon – 5pm)
Post:			Evening	g (After 5pm)
PROPERTY NEEDS		Plea	se provide i	nformation on detail for any needs
identified				
House destroyed/uninhabitable	•			
House damaged				
Outbuildings destroyed Total	:			
Rebuilding assistance				
Asbestos/Possible asbestos				
Water supply affected				

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	Vehicle destroyed/damaged			Shire of Derby / West Kimberley
	Animals lost/Injured			
	Utility services affected			
	Fencing destroyed/damaged			
	Environmental clean-up required			
	Other (Please provide details)			
INF	ORMATION NEEDS	OTHER A	ASSITANCE REQUIRED	
INF	ORMATION NEEDS Rubbish collection/Disposal information	OTHER A	Council Services TYPE:	
	Rubbish collection/Disposal	OTHER A		
	Rubbish collection/Disposal information	OTHER A	Council Services TYPE:	
INF	Rubbish collection/Disposal information Recovery Information/Newsletter	OTHER A	Council Services TYPE: Referral to Agency WHO:	
	Rubbish collection/Disposal information Recovery Information/Newsletter Financial/Grant assistance		Council Services TYPE: Referral to Agency WHO:	

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PART 3 – Recovery meeting guidelines

Community Recovery Meeting

We promise to listen to you and do our best to answer your questions honestly and tell you exactly what we know. There will be many questions that we don't have answers to yet. Please accept this is our reality and we are doing everything we can to get these questions answered by the responsible agencies.

Unity at Community Meetings - Together we stand

Let's keep the right thing at the centre: let's do the very best we can for our recovery as a community

Together we are better and stronger: let's keep the spirit of community strong (and your local government workers are part of that community)

Treat each other with dignity and respect: everyone's concerns matter and are equally important

Keep it as civil as you possibly can: abusive language is not acceptable and is not helpful

Listen respectfully to each other and try to understand the other's point of view

Only one person to speak at a time... we can only hear one person at a time

Say what you need, and what you need to know

Constructive suggestions are welcomed... everyone can be part of the problem-solving process

It is OK to leave the room at any point. We have Councilors here who can help you if you feel overwhelmed

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Appendix 2

Operational Recovery Plan Template

Operational Recovery Plan	
Emergency Event: (Type and location)	
	_
	-
Date of Emergency: HMA/CA INCIDENT LEVEL DECLARED AS	

Section 1

Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the Emergency Management Act 2005

Section 2

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Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary Impact Statement (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.
Estimates of costs of damage	You may get indications from Impact Statement. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.
requirements (general	can in the initial stages. This may be specialist assistance or simply manpower to cope with the

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Section 3

Organisational Aspects:

Details the composition, structure and reporting lines of the groups, subcommittees and working groups set up to manage the recovery process.

Details the inter-agency relationships and responsibilities.

Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator.

Section 4

Operational Aspects:

Details resources available and required	Give list of resources deployed and confer with the LRG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.
Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding.

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Includes the local government program for	Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.
community services	recreation, preaklast bbQs, etc.
Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations.
Public information dissemination	From the Communication Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	General financial issues.
Public appeals policy and administration	Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel.
Information management processes	How is the management and recording process being undertaken.
Reporting rhythm	Who, when and how is the reporting being undertaken.

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Section 5

Conclusion:

Give an overall summary highlighting immediate, short, medium and longterm priorities and timetable.

Signed by:	
	Chairperson Local Recovery Group or Local Recovery Coordinator
Date:	

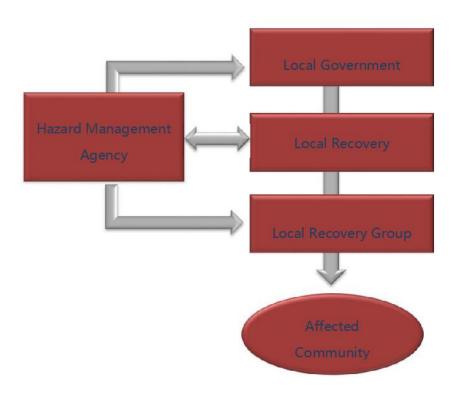
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APPENDIX 3

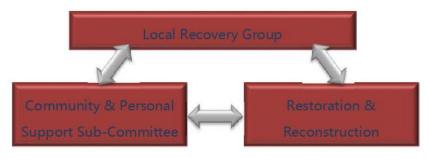
Local Recovery Group Management

1.1 Structure and functions



1.2 Partial Recovery Management Structure - Initial

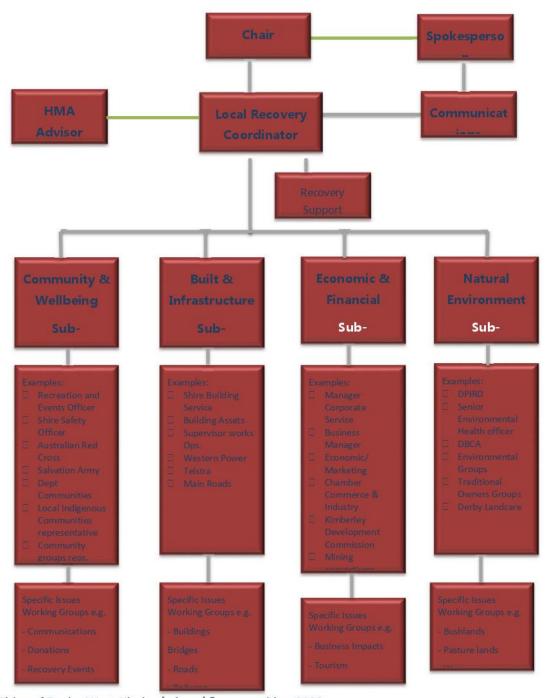
(Depending on community impact and complexity of event)



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1.3 Full Management Structure (Comprehensive/Complex Event)



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1.4 Local Recovery Group Sub-Committee Functions

Social Community Wellbeing Sub-Committee

Provides advice and guidance to assist in restoration and strengthening of community wellbeing post event.

Facilitates understanding of needs of affected community in relation to its wellbeing.

Ensures the affected community is informed and involved in recovery processes so actions and programs match its needs.

Assesses and recommends medium and long-term priority areas to Shire Derby West Kimberley for consideration to assist with restoration and strengthening of community wellbeing.

Assesses the requirement for personal support services in the short, medium and long-term.

Facilitates resources (financial and human) as required to complement/assist existing local services.

Monitors progress of local personal service providers and receives regular progress reports from agencies involved.

Built Infrastructure Sub-Committee

Assesses requirements for restoration of services and facilities with assistance from responsible agencies.

Assesses restoration process and reconstruction policies, programmes, and facilitates reconstruction plans where required.

Reports progress of restoration and reconstruction process to the Recovery Group.

Assesses and recommends priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term.

Finance Economics Sub-Committee

Provides advice and guidance to assist in restoration and strengthening of the Shire's economy after the event.

Makes recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship, as a result of the event.

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Develops eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

- 1. Ensure the principles of equity, fairness, simplicity and transparency apply;
- 2. Ensure procedures developed are straightforward and not onerous to individuals
- 3. seeking assistance;
- 4. Recognise the extent of loss suffered by individuals;
- 5. Complement other forms of relief and assistance provided by government and the
- 6. private sector;
- 7. Recognise immediate, short, medium and longer term needs of affected individuals; and
- 8. Ensure the privacy of individuals is protected at all times.

Facilitates disbursement of financial donations from corporate sector to affected individuals, where practical.

Natural Environment Sub-Committee

Provides advice and guidance to assist with restoration of natural environment post event.

Facilitates understanding of needs of affected community in relation to environmental restoration.

Assesses and recommends priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife.

Assesses and recommends medium and long-term priority areas to the Shire for consideration to assist in the restoration of the natural environment in the medium to long - term.

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Appendix 4

Recovery Sequence Guide

Situation	Organisation/Action
	HMA/CONTROLLING AGENCY
	Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements. State EM Plan -
ALERT (Transition) Advice of an emergency with potential to require local coordination of recovery activities	6.2.1 – The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Where required, an Impact Statement must be completed, prior to the transfer of responsibility for management of recovery to the local government(s) affected area. 6.2.2 – The relevant Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency, as detailed in the State EM Plan (section 6.4). Include Local Recovery Coordinators/local governments in briefings/Incident Support Group.

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LOCAL GOVERNMENT

Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support.

Advise and liaise with LRG members.

LOCAL GOVERNMEN

ACTIVATION

When requested by, or on the advice of, the HMA or ISG, convene LRG and where required, establish a management structure.

Requirement for local level coordination of recovery identified/requested

LRC

Arrange for conduct of on-site assessment, if appropriate.

Maintain links with affected organisations to identify and coordinate the provision of recovery support.

STAND DOWN

LOCAL GOVERNMENT/LRC

Ensure handover of responsibility for ongoing recovery activities to a managing agency.

Advise LEC (informal) and LRG members of stand-down.

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On completion of local recovery activities.

Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery & Community Engagement Sub-Committee (SEMC).

Manage the implementation of post operations report recommendations and revision of Local Recovery Plan as required.

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<u>Appendix 5</u>

Roles and Responsibilities

Shire of Derby West Kimberley Staff

LOCAL RECOVERY COORDINATOR

Director Technical and Development Services

Forms part of Incident Support Group (ISG) to provide a coordinated response during an emergency

Facilitates and coordinates all recovery actions as directed by Local Recovery Group (LRG)

Advises and informs the community regarding all aspects of recovery as per communication strategy

Assesses community recovery requirements for each emergency in liaison with HMA to:

- Provide advice to the CEO on requirements to activate Local Recovery Plan (LRP) and convene the LRG
- 2. Provide advice to the LRG

Undertakes the functions of the Executive Officer to the LRG

Facilitates the acquisition and appropriate application of materials, staff and financial resources

Manages resources required for an emergency disaster with assistance from Recovery Centre Coordinator

Coordinates local recovery activities, in accordance with plans, strategies and policies determined by the LRG

Monitors the progress of recovery and provides periodic reports to the LRG

Liaises with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services

Ensures regular reports are made to the State Recovery Coordination Group on progress of recovery

Arranges a debriefing session for all participating agencies and organisations as soon as possible after stand-down including collating data developed throughout recovery for future reporting

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Ensures all emergency events and related meetings are minuted and all Emergency Coordination Centre and Recovery Centre records are kept for 7 years for the coronial inquest and legal defence purposes

Chairperson

Local Recovery Group - Shire President

Provides information to the LEMC Chair on issues that need to be addressed from a Shire and LRG perspective

Chairperson

Local Emergency Management Committee – Shire President

Identifies any issues that arise from the LRG and communicates to the relevant LEMC member/s for consideration and action

Recovery Support Officer

Shire Administration Officers

Provides administrative support as required to members of the LRC and LRG

SDWK Liaison Officer

Shire Corporate Communications/ CEO/ Director

Liaises with the HMA and Communication Coordinator

Ensures a consistent message is released to the community and internal staff

Recovery Centre Coordinator

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Community Development Officer

Develops Management Arrangements, including the Local Recovery Plan (LRP)

Appoints a deputy

Prepares, maintains and exercises Recovery Centre (RC)

Monitors and reviews information relating to centres (e.g. location, facilities)

Builds and activates a team to open and manage centre

Disseminates information on location, functions and hours of operation to public in conjunction with the Communication Coordinator

Accesses and authorises the Shire to commit resources to the centre

Coordinates the presence of relevant external agencies

Ensures all emergency events and related meetings are minuted and all RC records are kept for 7 years for the coronial inquest and legal defence purposes

Works in partnership with HMAs and SEMC Secretariat, during non-disaster periods, to increase recovery awareness and promote recovery planning with key stakeholders

Recovery Communications Officer

Directors/CEO

Liaises with other relevant Hazard Management Agency/Control Agency

Ensures communication strategy is in place to share information internally and externally

Writes and distributes media statements in line with LG policy

Writes, produces and distributes promotional material

Advises Executive Team on media issues

Assists with preparing protocols for dealing with the media

Reviews and implements Recovery Communication Plan in consultation with the LRC and LRG

Safety Officer

Shire Safety Officer

Provides advice to all sections of the LRG on OH&S Risk Management during emergencies

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Liaises with relevant external services or agencies in relation to OH&S practices

Information Technology Support

Managed IT (External Consultant)/Manager Administration

Ensures normal services continue as the demand potentially increases from an emergency Ensures IT equipment and resources available for Service Units requesting support and equipment

Community Services Coordinator

Community Development Officers

Liaises with Dept. for Communities (DC) Local Welfare Coordinator

Assesses requirements for support services in short, medium and long-term

Facilitates resources (financial and human) as required to complement/assist existing local services

Monitors local service providers and receives regular progress reports from agencies involved

Ensures maximum community involvement

Ensures immediate and long-term individual and community needs are met

Makes recommendations to the LRG

Children & Family Services Coordinator

Community Development Officer

Ensures normal services continue as the demand potentially increases from an emergency Provides advice/progress to the LRG on issues affecting Children/Family services

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Engineer Operations and Logistics

Director Technical and Development Services

Ensures normal services continue as the demand potentially increases from an emergency

Assesses requirements for restoring services and facilities with the assistance of responsible agencies

Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required

Reports the progress of the restoration and reconstruction process to the LRG

Field Coordination Services

Technical Services/ Works Supervisors

Assists with operational response as requested by Engineering Operations Logistics

Financial Recovery Coordinator

Director Corporate Services

Acquires, distributes and accounts for funds

Liaises with the LRG to identify financial implications of emergency event

Committees established to manage donations, appeals, etc.

Keeps records of all costs as a result of the emergency (cost centre to track \$)

Liaises with DC to gain access of potential emergency funding

Liaises with State Officers after declaration made that activates the DRFAWA fund

Acts as representative to ensure appropriate recuperation of funds spent

Shire Resource Officers

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Rangers

Assists Local Recovery Coordinator (LRC) as required

Economic Recovery Coordinator

Director Corporate / Finance Officer

Liaises with the Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure affecting business operations)

Assists businesses with recovery following an incident

Liaises with the business community to ensure immediate/urgent needs are addressed

Assists with DRFAWA funding arrangements if required

Liaises with insurance companies and provides assistance where required to fast track claims from businesses (for example, provide temporary local office space for insurance assessors)

Waste Management

Manager Development Services

Ensures waste services continue as the demand potentially increases from an emergency

Health Risk Advisor

Senior Environmental Health Officer

Ensures normal services continue as the demand potentially increases from an emergency Provides advice/information to the LRG on issues affecting environmental health resulting from the emergency

Evaluates/assesses properties affected by the emergency post event

Liaises with Dept. of Health as required on behalf of the Shire

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Building Structural and Maintainance

Director Technical and Development Services / Contractor

Evaluates building structures following an emergency

Assists with emergency permits

Liaises with planning implementation, engineers and building practitioners

Evaluates/assesses building structures following an emergency

Provides assistance to residents affected by a disaster with advice and processing of building plans

Business Risk Management

Director Corporate Services

Develops a business continuity plan to ensure LG Business continues during and after the emergency/recovery process

Advises on Risk Analysis of Recovery Plan and actions

Parks Maintenance

Works Supervisor

Assists with an operational response as requested by LRG and Director Technical and Development Services

Shire of Derby West Kimberly Local Recovery Plan 2022

Appendix 6

Post Incident Analysis – Emergency and Recovery Management

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison		
Any issues working/liaising with other organisations?		
Emergency Management - Recovery		
Support Arrangements		
Are relevant Agency/Organisation arrangements		
established/current?		

APPENDIX 7

Recovery Group Standard Reporting

LOCAL RECOVERY GROUP - RECOVERY REPORT

<Insert Emergency Situation Here>

(Derby, Fitzroy Crossing) Recovery Group
Report No:
To: Chairman, SRG/State Recovery Coordinator
Situation Update:
Should include: full damage report (once only) and estimated amount in dollars, work in progress including estimated completion dates, details of difficulties or problems being experienced.
Proposed Activities:
Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.
Special Assistance:
Unknown
Requirements:
Includes support from other agencies, LRG intervention with priorities.
Financial Issues:
May include support from LRG for additional funding from Treasury.
Recommendations:
Name & Signature:
Title:
Date:

15 COMMUNITY AND RECREATION SERVICES

• Nil

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

• Nil

17 NEW BUSINESS OF AN URGENT NATURE

RESOLUTION 29/23

Moved: Cr Geoff Davis Seconded: Cr Andrew Twaddle

That Council accepts the late item 17.1 – Additional Requirements to Parking Local Law.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0

17.1 ADDITIONAL REQUIREMENTS TO PARKING LOCAL LAW

File Number: LL/1

Author: Wayne Neate, Director Technical and Development Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Legislative

SUMMARY

Council is required to provide the Australian Standard 1742: Manual of Uniform Traffic Control Devices: AS 11-1989: Parking Controls referred to in the Parking Local Law 2022 accessible to the public free of charge and respond to the Chair of Joint Standing Committee on Delegated Legislation to confirm how the standard is available to public.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

At the Ordinary Council Meeting on 24 November 2022 (minute number 153/22), Council adopted the Shire of Derby/West Kimberley Parking Local Law 2022.

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RESOLUTION 153/22

Moved: Cr Andrew Twaddle Seconded: Cr Peter McCumstie

That Council In accordance with section 3.12(4) of the Local Government Act 1995, make the Parking Local Law 2022:

- Instruct officers In accordance with section 3.12(5) of the Local Government Act 1995 to publish the Parking Local Law 2022 in the Government Gazette;
- Instruct officers In accordance with section 3.12(5) of the Local Government Act 1995 to write to the Minister for Local Government in accordance with the Department of Local Government requirements and;
- In accordance with sections 3.12(6) of the Local Government Act 1995 after its publication in the Government Gazette, local public notice be given;
 - a) stating the title of the Parking Local Law 2022;
 - summarizing the purpose and effect of the Parking Local Law 2022 (specifying the day on which it comes into operation); and
 - advising that the Parking Local Law 2022 is published on the Shire's official website and provide copies of the Local Law at the Shire offices for inspection or for the public to obtain a copy.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter

McCumstie

Against: Nil

CARRIED 6/0

Following the Council meeting the adopted parking local law 2022 was send to the Minister of Local Government, Minister of Transport and the Joint Standing Committee on Delegated Legislation (JSCDL).

STATUTORY ENVIRONMENT

Local Government Act 1995 – S 3.12 Provision of Making Local Laws.

POLICY IMPLICATIONS

There are no known policies or policy implications relating to this item.

FINANCIAL IMPLICATIONS

There are costs associated with the purchase of the Australian Standard 1742: Manual of Uniform Traffic Control Devices: AS 11-1989: Parking Control, which is \$ 211.22 which was not budgeted for in the process of the Local Law but will be covered by funds in the appropriate account.

All other costs have already been accounted for in regards to the publication of the Parking Local Law in Government Gazette in conjunction with the advertising in the Western Australian and Broome Advertiser in this financial year.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.1 Engage with our communities
2. Community	2.1 Safe Communities	2.4.2 Collaborate with key agencies, groups and service providers to improve community services, programs and facilities

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RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Minor legal implications, noncompliance and breach of regulations	Unlikely	Minor	Low	Council to ensure that the Local Laws are consistent with standard permission similar to other Local Governments.

CONSULTATION

A response was received from the Chair of Joint Standing Committee on Delegated Legislation to make the Australian Standard 1742: Manual of Uniform Traffic Control Devices: as 11-1989: parking control available to public free of charge.

COMMENT

The officer recommend that a copy of the Australian standard be provided at the front counter for viewing by the general public and that a response be provided to the JSCDL from the President of the Shire of Derby/West Kimberley stating how we have met their request.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

- 1. Joint Standing Committee Response Confidential
- 2. Australian Standard 1742 U

RESOLUTION 30/23

Moved: Cr Andrew Twaddle

Seconded: Cr Pat Riley

That Council;

- 1. Provide a copy of the Australian Standard 1742: Manual of Uniform Traffic Control Devices: as 11-1989: Parking Control available to view, free of charge, at the front counter of Derby Administration Office, Loch Street, Derby and on the Shire website; and
- 2. Authorise the Shire President, to provide a copy of the Council Resolution to the Joint Standing Committee on Delegated Legislation advising of the action taken under dot point one.

<u>In Favour:</u> Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

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for

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Date: 28/03/2023

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AS 1742.11:2016



Manual of uniform traffic control devices

Part 11: Parking controls



This Australian Standard® was prepared by Committee MS-012, Road Signs and Traffic signals. It was approved on behalf of the Council of Standards Australia on 15 August 2016. This Standard was published on 24 October 2016.

The following are represented on Committee MS-012:

- ARRB Group—Australian Road Research Board
- Association of Consultants in Access Australia
- Australian Automobile Association
- Australian Industry Group
- Australian Motorcycle Council
- Austroads (Representative from VicRoads)
- Department of Lands, Planning and the Environment, NT.
- Department of Planning, Transport and Infrastructure, SA
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- Department of Transport and Main Roads, Old
 Institute of Public Works Engineering Australasia
- Main Roads Western Australia
- Rail Industry Safety and Standards Board
- · Roadmarking Industry Association of Australia
- Roads and Maritime Services, NSW

This Standard was issued in draft form for comment as DR AS 1742.11:2015.

Standards Australia wishes to acknowledge the participation of the expert individuals that contributed to the development of this Standard through their representation on the Committee and through the public comment period.

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AS 1742.11:2016

Australian Standard®

Manual of uniform traffic control devices Part 11: Parking controls

Originated in part as AS CA14—1935. Previous edition AS 1742.11—1999. Third edition AS 1742.11:2016.

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AS 1742.11:2016

PREFACE

This Standard was prepared by the Standards Australia Committee MS-012, Road Signs and Traffic Signals, to supersede AS 1742.11—1999. It is one in a series of fourteen Standards which together form the Manual of uniform traffic control devices. The series comprises the following Standards:

AS		
1742	Manual of	f uniform traffic control devices
1742.1	Part 1:	General introduction and index of signs
1742.2	Part 2:	Traffic control devices for general use
1742.3	Part 3:	Traffic control devices for works on roads
1742.4	Part 4:	Speed controls
1742.5	Part 5:	Street name and community facility name signs
1742.6	Part 6:	Service and tourist signs for motorists
1742.7	Part 7:	Railway crossings
1742.9	Part 9:	Bicycle facilities
1742.10	Part 10:	Pedestrian control and protection
1742.11	Part 11:	Parking controls (this Standard)
1742.12	Part 12:	Bus, transit, tram and truck lanes
1742.13	Part 13:	Local area traffic management
1742.14	Part 14:	Traffic signals
1742.15	Part 15:	Direction signs, information signs and route numbering

This edition provides a general update to the 1999 edition, taking account of the revised fonts in AS 1744:2015, Standard alphabets for road signs, and relevant aspects of the Australian Road Rules.

The relationship between Australian Standards and publications produced by Austroads should be noted. Australian Standards provide specifications and procedures that ensure that products and services are safe and reliable, and consistently perform the way they are intended. Austroads provides guidance documents that deal with the design, construction maintenance and operation of the road network. Austroads documents are also used by road authorities in New Zealand.

In cases of similar subject matter, this is dealt with across both sets of documents. Where this occurs, each document aims to provide information that is consistent, complimentary and supportive of the other.

The terms 'normative' and 'informative' have been used in this Standard to define the application of the appendix to which they apply. A 'normative' appendix is an integral part of a Standard, whereas an 'informative' appendix is only for information and guidance.

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STANDARDS AUSTRALIA

Australian Standard Manual of uniform traffic control devices

Part 11: Parking controls

SECTION 1 SCOPE AND GENERAL

1.1 SCOPE

This Standard specifies the signs and pavement markings to be used for indicating areas of a road—

- (a) available or reserved for parking;
- (b) where parking is restricted or prohibited; and
- (c) where stopping is restricted or prohibited;

on a part-time or full-time basis by means of either linear or area parking control.

Guidance is given in appendices on the illumination and reflectorization of signs, on their location and installation, and on how to design parking control signs.

For other aspects of parking, including the layout and design of and access arrangements for parking bays and parking facilities, refer to the parts of the AS(AS/NZS) 2890 series.

1.2 REFERENCED DOCUMENTS

The following documents are referred to in this Standard:

1742	Manual of uniform traffic control devices
1742.2	Part 2: Traffic control devices for general use
1742.6	Part 6: Service and tourist signs for motorists
1743	Road signs—Specifications
2890	Parking facilities
2890.3	Part 3: Bicycle parking facilities
2890.5	Part 5: On-street parking
AS/NZS	

1906 Retroreflective materials and devices for road traffic control purposes
1906.1 Part 1: Retroreflective materials

Austroads

AGTM05-14 Guide to traffic management

Part 5: Road management

National Transport Commission

Road Rules The Australian Road Rules, as implemented in each state and territory through Regulations or Acts of Parliament

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Item 17.1 - Attachment 2

1.3 DEFINITIONS

For the purpose of this Standard, the definitions below apply.

1.3.1 Area parking control sign

The type of sign used to delineate an area where parking control is by means of area signposting, i.e. by signposting the entries and exits rather than by signposting individual lengths of kerb with linear parking control signs. (See Section 5.)

1.3.2 Clearway

A continuous length of roadway along which stopping is restricted and along which special enforcement provisions may apply.

1.3.3 Duration

The length of time in minutes or hours a vehicle is permitted to be parked in a parking area.

1.3.4 Linear parking control sign

One or more. Parking, Zone, No-stopping, No-parking or Clearway panels displayed together to control parking along individual lengths of kerb, or in the centre of the road, or at similar locations. (See Figure 1.1.)

1.3.5 May

Indicates the existence of an option.

1.3.6 No parking

A requirement similar to 'no-stopping' except that stops for short periods are permitted for the purpose of taking up or setting down passengers or goods.

1.3.7 No stopping

A requirement that a vehicle may not be stopped or allowed to remain stationary except when necessary to avoid conflict with other traffic or to comply with the directions of a member of the police force or a traffic control sign or signal.

1.3.8 Panel

One complete unit of parking control information relating to one section of roadway, containing one symbol indicating the type of control, one arrow, and any other necessary panel components. It is further defined as follows:

- (a) Narrow panel—a panel nominally 225 mm wide.
- (b) Wide panel—a panel nominally 450 mm wide.

A linear parking control sign comprises one or more panels.

1.3.9 Panel component

Individual pieces of information or symbols which may be combined on a panel as follows:

- (a) The type of control (indicated by a symbol or symbol and words).
- (b) Times of operation, if to be specified.
- (c) A user limitation, if any.
- (d) A one-way or two-way arrow.

1.3.10 Shall

Indicates that a statement is mandatory.

1.3.11 Should

Indicates a recommendation.

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1.3.12 Time of operation

The clock time within a day, the days of the week or other times during which a panel applies.

1.3.13 Verge

Nature strip, or if there is no nature strip, the part of the footpath that is not required for the movement of permitted path users.

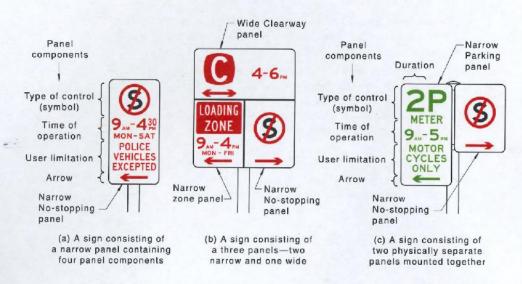


FIGURE 1.1 EXAMPLES OF LINEAR PARKING CONTROL SIGNS

1.4 ILLUMINATION AND REFLECTORIZATION OF SIGNS

Signs which apply at night or both day and night shall be illuminated or reflectorized in accordance with Appendix A.

1.5 INSTALLATION OF SIGNS

Signs shall be installed and orientated in accordance with Appendix B.

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SECTION 2 REGULATORY CONTROL AND ROAD RULES

2.1 REGULATORY CONTROL

The regulatory control of parking is exercised in one of the following ways:

- (a) By Road Rules Certain locations at which stopping or parking are either permitted or prohibited are prescribed in the Road Rules. These requirements can be reinforced by linear parking control signs, e.g. provision of No-stopping signs in the vicinity of a school crossing.
- (b) By signposting Control at any location may be exercised by use of either linear or area parking control signs. In the former case the control is applied to specific lengths of kerb or roadway edge, and in the latter, to an area such as a car park or a defined network of streets. Linear parking control signs may also be used either to override statutory requirements or to modify area control requirements at specific kerbside locations.
- (c) By pavement markings Control may be exercised by use of pavement markings in the form of a longitudinal line adjacent to the kerb or roadway edge to indicate a permanent stopping prohibition. Such a usage needs to be supported by the Road Rules

NOTE: Road Rules applying in each state and territory prohibit the stopping of vehicles at various types of location, generally to assist the safe and efficient operation of the road. Signs are used to advise of these restrictions only where the absence of signs is likely to lead to misunderstanding. Elsewhere, unrestricted parking or stopping is generally permitted and the Road Rules generally require parking control signs or area parking control signs to be erected if parking or stopping restrictions are to apply. Pavement markings may be used to complement the Road Rules and signs, and to allow the proper management of parking areas.

2.2 CONFORMITY WITH ROAD RULES

The requirements of this Standard have been set to conform as far as practicable with Road Rules in force in states and territories. Users are advised to ensure that signs and devices conforming to this Standard will meet local regulatory requirements. Checks may be needed on—

- (a) sign content and layout;
- (b) abbreviations used on signs; and
- (c) symbols.

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SECTION 3 LINEAR PARKING CONTROL SIGNS

3.1 GENERAL REQUIREMENTS

The requirements of this Standard in respect of linear parking control signs are designed to minimize the amount of wording used consistent with the need for comprehension and conspicuity. General requirements and recommendations are as follows:

- (a) Each linear parking control sign shall comprise one or more rectangular panels, each panel in a multi-panel group indicating a different regulatory requirement according to time of day or week, direction along the kerb, class of vehicle or driver, or a combination of these. No sign should incorporate more than four panels.
- (b) To distinguish them from area parking control signs, linear parking control signs other than start and END Clearway signs shall have no border.
- (c) Every panel shall have a horizontal arrow, single- or double-headed, with each sign so placed that each arrow head points either to an intersection, a dead end or another sign which shall include a panel or panels with identical information and arrow head pointing back to the first sign.
- (d) It is not essential that the whole of each sign be fully legible from a moving vehicle.
 - However, the panel designs and component sizes permit the different panel types (see Clause 3.2) to be clearly identified. These sizes shall not be reduced. Panel sizes shall not be smaller than as set out in Clause 3.5. The use of additional wording is not encouraged. However, where this is necessary, simple wording and recognizable abbreviations in a size of legend consistent with other legend on the sign, or legend with a similar purpose specified for other signs, should be used to maintain legibility distance.
- (e) Where panels relate to specific periods only, the times of operation shall be stated on the panels. Where the method of parking is other than parallel parking, or where a fee is payable, the method of parking or payment shall be stated on the panel unless the Road Rules permit them to be omitted.
- (f) Where parking is restricted to certain vehicles or certain classes of vehicle or where certain vehicles are excepted from the requirements, these user limitations shall be stated on the panel.
- (g) Linear parking control signs that apply at night or both day and night shall be illuminated or reflectorized in accordance with Appendix A.

3.2 BASIC DESIGN, COLOUR AND SIGN NUMBERING

Linear parking control signs shall have a white background and no border. The colours used for legends depend on the type of control in each panel. Signs permitting parking shall have green legend, and those restricting or prohibiting parking or stopping shall have red legend with the symbol P or S in black (see Figure 1.1). Blue shall be used for the 'disabled' symbol.

Colours used for signs shall be as follows:

- (a) Reflectorized signs Retroreflective colours shall be as defined and shall fall within the relevant colour space specified in AS/NZS 1906.1.
- (b) Non-reflectorized signs Colours shall be those specified in AS 1743 for Green, Red and Blue.

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Alternatively, colours lying within the CIE chromaticity and luminance factor limits specified in AS/NZS 1906.1 for the daylight colour of a retroreflective material of the corresponding colour designation, and 'Green (NZ)' in the case of the colour green.

Where a sign consists of two or more adjacent panels on one plate, they shall be separated by a 5 mm wide line, either red or black, except where a sign has only parking panels, in which case green separation lines may be used. All separation lines on one sign shall be the same colour. Physically separate panels do not require a separation line.

The basic designs of the five different types of parking control panel are shown in Table 3.1 (in narrow panel format). Design details are given in Clauses 3.3, 3.4 and 3.5.

Sign numbers in the R5 Series are assigned to individual sign panels in accordance with the type of control the panel indicates. Each number therefore covers a broad category of panels in a particular control type, within which there will be variation in respect of times of operation, methods of control, user limitations and the like. The sign numbers are listed in Table 3.2.

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TABLE 3.1
BASIC DESIGN OF LINEAR PARKING CONTROL PANELS

Type of control	Use	Design specification		
Parking	To indicate that parking is permitted on a section of roadway and where necessary, to indicate the duration. [See Clause 3.3.2(a) for ways in which to indicate parking duration, and Clauses 3.3.3, 3.3.4 and 3.3.5 for details of other legends]	May be either narrow or wide panel White background Green legend No border		
Zone	To indicate a section of roadway reserved exclusively for the stopping or parking of particular vehicles. [See Clause 3.3.2(b) for details of various zone types, and Clauses 3.3.3, 3.3.4 and 3.3.5 for details of other legends]	May be either narrow or wide panel White background Red zone block with white legend Arrow and any other legend, red No border		
No-stopping	To indicate a section of roadway where the stopping of vehicles is prohibited. [See Clauses 3.3.2(c), 3.3.3, 3.3.4 and 3.3.5 for details of other legends]	May be either narrow or wide panel White background Red annulus and slash, with black S Arrow and any other legend, red No border		
No-parking	To indicate a section of roadway where the parking of vehicles is prohibited. [See Clauses 3.3.2(c), 3.3.3, 3.3.4 and 3.3.5 for details of other legends]	May be either narrow or wide panel White background Red annulus and slash, with black P Arrow and any other legend, red No border		
Clearway	To indicate a length of roadway which is a clearway where stopping of vehicles is prohibited. [See Clauses 3.3.2(c), 3.3.3, 3.3.4 and 3.3.5 for details of other legends, and Clause 4.3 for details of other clearway signs]	 May be either narrow or wide panel White background Red shield with white C Arrow and any other legend, red No border 		

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TABLE 3.2 SIGN NUMBERS FOR LINEAR PARKING CONTROL PANELS

	Type of control	Sign number
Parking:		
(a) Wh	ole hours	
	1 P	R5-1
	2 P	R5-2
	3 P	R5-3
	4 P	R5-4
	5 P	R5-5
	6 P	R5-6
•	7 P	R5-7
	8 P	R5-8
	P No duration stated	R5-10
(b) Part	of hours	
	P 2 minute	R5-12
	P 5 minute	R5-13
	P 10 minute	R5-14
	¼ P	R5-15
	½ P	R5-16
	11/2 P	R5-17
Zone:		
	Bus zone	R5-20
	Taxi zone	R5-21
	Permit zone	R5-22
	Loading zone	R5-23
	Truck zone	R5-24
	Works zone	R5-25
	Mail zone	R5-26
No-stoppin,	g:	
	No-stopping (at any time)	R5-35
	No-stopping (specific times of operation)	R5-36
No-parking		
	No-parking (at any time)	R5-40
	No-parking (specific times of operation)	R5-41
Clearway:		
	Clearway (at all times)	R5-45
	Clearway (specific times of operation)	R5-46

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3.3 PANEL COMPONENTS

3.3.1 General

Linear parking control panels shall comprise two or more panel components as specified below. Every parking control panel shall have at least a control component (see Clause 3.3.2) and an arrow component (see Clause 3.3.5) indicating the direction in which the control applies. Where a control applies between certain hours or a user limitation applies, the components specified in Clauses 3.3.3 and 3.3.4 shall be included as appropriate.

Dimensions of panel components including letter heights, letter series, symbols and spacings shall be as set out in Appendix C.

NOTES:

- Use of smaller symbols, shorter or narrower legend, or alternative fonts reduces legibility. Use of untested symbols or excessive wording reduces sign comprehension.
- 2 Examples of the design procedure for parking control panels and signs are given in Appendix D.

3.3.2 Type of control

Panel components indicating the type of control shall be limited to one only of any of the options given in this Clause on any one panel. The options are as follows:

- (a) Parking The parking symbol shall consist of the letter P plus a parking duration code where applicable. The duration codes shall be limited to the following:
 - (i) Integers of hours (1P, 2P, 3P. . .) Any integer may be used.
 - (ii) Fractions of hours Only the following shall be used: 1/4P, 1/2P, 11/2P.
 - (iii) Minutes Only the following shall be used: P 2 MINUTE, P 5 MINUTE, P 10 MINUTE.

Examples are shown in Figure 3.1. The letter P alone shall be used to indicate that parking is permitted and is not restricted in duration.

2P

1/4 P

P2

(a) 2 hour parking

(b) ¼ hour parking

(c) 2 minute parking

FIGURE 3.1 EXAMPLES OF PARKING SYMBOLS

Where it is necessary to indicate on the panel the method of parking or method of paying a fee, suitable legend such as the following shall be included immediately below the symbol:

- (A) Method of parking ANGLE, REAR IN, CENTRE, PARALLEL.
- (B) Method of payment METER, TICKET.

Reference should also be made to Paragraph C3.3 of Appendix C.

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- (b) Special purpose zone The zone symbol (see Figure 3.2) shall consist of a rectangular component indicating the type of vehicle permitted to stop in the zone. Zone panels shall be limited to the following and used as indicated:
 - BUS ZONE—to define the length of a bus stop*.
 - (ii) TAXI ZONE—to define the length of a taxi rank.
 - (iii) PERMIT ZONE—to define a length of road where only vehicles with parking permits are allowed to stop or park.
 - (iv) LOADING ZONE—to define a loading zone for vehicles authorized by a law of the jurisdiction to stop or park in such a zone.
 - (v) TRUCK ZONE—to define a loading zone for vehicles (generally trucks) authorized by a law of the jurisdiction to stop or park in such a zone.
 - (vi) WORKS ZONE—to define a length of road outside a works site, reserved for construction vehicles.
 - (vii) MAIL ZONE—to define a length of road adjacent to postal facilities reserved for mail vehicles.







FIGURE 3.2 EXAMPLES OF ZONE SYMBOLS

(c) No-stopping, No-parking and Clearway The symbols used to indicate where vehicles are not permitted to stop or park or where clearway restrictions apply are shown in Figure 3.3.







(a) No-stopping

(b) No-parking

(c) Clearway

FIGURE 3.3 SYMBOLS FOR RESTRICTING STOPPING AND PARKING

Where it is required to indicate a 'tow-away' zone, the words 'TOW AWAY' shall be placed on the relevant panel immediately above the directional arrow on a narrow panel or beside it on a wide panel as shown in Figure 3.4.

The application of 'tow-away' zones to clearways is described in Clause 4.3.

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^{*} If required, a 'Minibus zone' should be created by using BUS ZONE signs with the user limitation MINIBUS.

630-930 330-630 MON-FRI



FIGURE 3.4 EXAMPLES OF SIGNS INDICATING TOW-AWAY ZONES

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3.3.3 Times of operation

No times shall be indicated on a panel when the type of parking control applies at all times. Similarly, where times of operation are identical every day, no days shall be indicated on the panel and where the panel applies all day, no hours of operation shall be indicated. In all other cases, the times of operation shall be fully indicated on the panel. Dimensions for times of operation legend are specified in Paragraph C2.3. More detail on the expression of times of operation on signs is given in Paragraph C3.2. The following is a summary of requirements:

(a) Abbreviations for days and months The following standard abbreviations shall be used:

Days of the week: MON, TUE, WED, THU, FRI, SAT, SUN

Months: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC. In addition, it may be convenient to use abbreviations such as those listed in the Road Rules

- (b) Display of times and days The method of showing hours and days of operation on panels shall be as follows. Colour shall be green on linear parking signs, red on all other linear signs and black on area parking control signs.
 - (i) Whole hours shall be shown as follows (but also see Item (v) below):



2_{PM}

(ii) Parts of hours shall be limited to 15, 30 and 45 minutes past the hour and shall be shown as follows (but also see Item (v) below):

> 830 8AM

(iii) Where the hours of operation are the same every day Monday to Friday but not on other days (e.g. see both panels in Figure D3, Appendix D), the days shall be shown in 20 mm letters as follows:

MON - FRI

Saturday shall be shown on such panels, if applicable, as SAT in 20 mm letters.

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(iv) Where the conditions of Item (iii) do not apply, days shall be shown in larger letters (27 mm) to emphasize that the day periods are different from what might be expected on the sign, as follows:

MON & WED SAT MON - SAT

 (v) A period which begins and ends either in the morning or after midday shall be shown as follows:

7 - 9_{AM}

4-6

AM and PM shall only be shown once in each of these cases.

(vi) A period beginning in the morning and ending after midday shall be shown as follows:

1030-4 PM

(vii) Noon shall be shown thus:

12 NOON

(viii) Midnight shall be shown thus:

MID

This designation should not be used unless defined in a law of the jurisdiction.

(ix) Where one or more panels on a sign apply to a common section of roadway and an additional panel is to apply at all other times, the time shall be shown thus:

ALL OTHER TIMES

ALL OTHER TIMES

To avoid complicated combinations of times in situations such as a no-stopping restriction in the vicinity of a children's crossing where 2 hour parking is to be permitted outside the children's crossing times, the parking panel may have a legend of the type '2P OTHER TIMES WITHIN 7AM-5PM'. See also Clause 4.3.3 for use of the legend 'ALL OTHER TIMES' in conjunction with No-stopping signs on part-time clearways.

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(x) Where a panel indicates two time periods within a single day or a common group of days, they shall be shown thus:

(xi) Where different times apply on two separate days or groups of days, they shall be shown thus:

- (xii) The use of three different time periods on three separate days or groups of days shall not be permitted unless the sign is a single panel sign or a double panel sign with the other panel applying to a different section of road. The use of more than three different time periods on more than three separate days or groups of days shall not be permitted at all.
- (xiii) Steps shall be taken to ensure that unexpected time periods such as the following do not confuse road users:
 - (A) All-night restrictions shall not be shown as 6 PM-6 AM, for example, but as 6 PM-MIDNIGHT and MIDNIGHT-6 AM. Also see Paragraph C3.2, Item (e).
 - (B) Since the period 7AM-9PM may be misread as 7 AM-9 AM, it shall be shown as 7 AM-12 NOON and 12 NOON-9 PM.

3.3.4 User limitations

Where a panel applies exclusively to a particular vehicle or type of vehicle, or where such vehicles are excepted, this shall be indicated on the panel as follows, unless covered by a law of the jurisdiction:

- (a) On parking panels Limitations are indicated as follows:
 - (i) Vehicle type limitation A parking area reserved for a particular type of vehicle shall be indicated by using appropriate words or symbols together with the word 'ONLY'. Examples are shown in Figure 3.5.

'ONLY' shall be green, except where used with the 'wheelchair' international symbol of access, where it is blue.







FIGURE 3.5 EXAMPLES OF USER LIMITATIONS ON PARKING PANELS

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- (ii) Parking position limitation Where parking is required to take place clear of the roadway on a verge, nature strip or wide footpath but not in a marked parking bay, the words ON VERGE ONLY shall be placed on the parking panel.
- (iii) Exceptions Where a particular group of vehicles (e.g. those belonging to local residents) is excepted from the time limit restrictions on a parking panel, the exemption shall not be indicated on the panel.

In the case of a resident permit area, to assist enforcement officers or new residents, the words 'PARKING PERMIT AREA', 'RESIDENT PERMIT AREA' or similar, possibly with an area number or code, may be shown below the panel or sign. Where shown, this information should be placed on a separate panel or a separate plate mounted below the sign or on an adhesive label or similar, affixed to the sign post. Methods of displaying this information are shown in Figure 3.6.

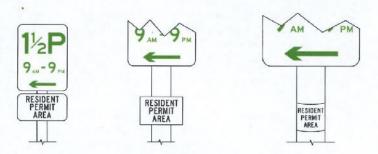


FIGURE 3.6 PERMIT AREA PLATES AND LABELS

(b) On Zone panels The Zone component in a zone panel shall be used to specify the required user limitation. As the need for further limitations to be specified in a legend outside the Zone block will be limited, such legends should only be used to specify a particular group of users where confusion or operational problems would otherwise occur. Examples are shown in Figure 3.7. The word 'ONLY' shall not be used.

The time limit for stopping may also be shown below the zone symbol in the form shown in Figure 3.7(c). The limit should be in accordance with the Road Rules or a law of the jurisdiction. In the absence of laws to the contrary, the limit shown shall be restricted to 15, 20 and 30 minutes, and whole numbers of hours.

AREA 12

S.T.A.

15 MINUTE 1 HOUR

- (a) For a permit zone
- (b) Where bus zones are reserved for particular operators
- (c) Where it is desired to show the limit for stopping

FIGURE 3.7 EXAMPLES OF USER LIMITATIONS ON ZONE PANELS

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- (c) On No-stopping, No-parking and Clearway panels Limitations are applied as follows:
 - (i) Exceptions Where any of these restrictions is not to apply to a particular vehicle or type of vehicle, or where it is desired to limit stopping or parking to a particular vehicle or type of vehicle not covered by zone panels, the limitation may be specified in a legend. The exception shall consist of one or more lines of legend followed by the word 'EXCEPTED'. An example is shown in Figure 3.8(a). It is not usual to except vehicles in clearways unless they are permitted to park in indented bays clear of the clearway lane.
 - (ii) Prohibited parking positions Where any of these restrictions is to apply to a particular position or location not on a roadway, e.g. to prohibit parking on the verge, a legend of the type ON VERGE [see Figure 3.8(b)] shall be shown on the sign.



ON VERGE

(a) Exception

(b) Prohibited parking position

FIGURE 3.8 EXAMPLES OF USER LIMITATIONS ON NO-STOPPING AND NO-PARKING PANELS

- (d) Qualifying terms The qualifying terms which are to be used with each of the user limitations in Items (a), (b) and (c) are summarized as follows:
 - (i) Parking panels—
 - (A) Vehicle type limitation or parking position limitation—ONLY shall be used (EXCEPTED shall not be used).
 - (B) Exceptions—no qualifier at all shall be shown on the panel. Any exception information shall be on a separate panel or sign.
 - (ii) Zone panels—Legends further describing a particular group of users may be used but neither EXCEPTED nor ONLY shall be used on these panels.
 - (iii) No-stopping, No-parking panels—EXCEPTED shall be used for vehicle exceptions (ONLY shall not be used).
 - (iv) Clearway panels—Qualifiers shall not be used unless parking is to be permitted in indented bays clear of the clearway lane.

3.3.5 Arrows

Every panel shall have a single or double arrow indicating the direction(s) in which the panel applies.

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3.4 SIGN LAYOUT

3.4.1 Panel layout and component dimensions

The following requirements and recommendations apply to the layout of panels and the dimensions of components:

- (a) Panels shall be either narrow ('portrait' format) or wide ('landscape' format).
- (b) Where a sign consists of either a single panel or two panels separately applying to adjacent sections of kerbside, the panels should be narrow. In other cases wide panels or combinations of narrow and wide panels may be required.
- (c) The arrow and type of control on a wide panel shall always be on the side of the panel to which the arrow points if it is a one-way arrow, or on the left side if it is a two-way arrow. On a wide two-way No-stopping at all times panel without any user limitation, both the type of control symbol and the arrow may be centred on the panel.
- (d) The type of control shall always be at the top of the panel and the remaining components placed in an order which will not create any ambiguity, e.g. whether vehicle types are included or excluded at a particular time.
- (e) The layout of the panel components within each panel shall be as shown in Figure 3.9.

Effort should be made to avoid additional wording. Narrow panels may be made deeper if additional wording is necessary. In the case of wide panels, the broad principles in Figure 3.9 should be followed, although the location within the panel of some components may need to vary.

The dimensions of the panel components and the spacing between them are shown in Appendix C.

(f) Every line of text or symbol in a narrow panel shall be centred across the panel. On wide panels information within each half should have a common vertical centre-line. Generally, where spacing is greater than the minimum, the top clearance space shall be less than other variable spaces. In all cases the whole panel should have a balanced appearance.

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Symbol
(type of control)
(Note 1)

Times of operationif any

User limitationif any

20

Symbol
(type of control)

User limitationif any

Times of
operationif any

Arrow

Symbol
(type of control)

Times of operationif any

User limitationif any

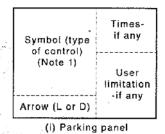
(i) Parking panels

Arraw

(ii) Zone panels

(iii) Other panels

(a) Narrowpanels-225 mm wide (See Note 2)



Symbol User
(type of limitation
control) -if any

Arrow (L or D) Times
-if any

Symbol (type of control)

Arrow (L or D)

Symbol Times -if any

User Ilmitation -if any

(ii) Zone panels

(iii) Other panels

(b) Wide panels-450 mm wide (See Notes 3 and 4)

NOTES:

- 1 The type of control may include the method of parking or method of payment. Where either method is to be specified, it is normally shown in words immediately below the symbol. If there is no user limitation or times of operation to be specified, the method of parking or method of payment, if specified, may be located on the other half of a wide panel. See Clause 3.3.2(c) for the location of the legend TOW AWAY.
- 2 The locations of the user-limitation component have been chosen to minimize ambiguity.
- 3 Elements in each half of wide panels should be spaced to provide visual balance.
- 4 A mirror image layout of the wide panels is used when a right-hand arrow is required.

FIGURE 3.9 LAYOUT OF PARKING CONTROL PANELS

3.4.2 Arrangement of panels on a sign

When choosing the appropriate combination of narrow and wide panels and deciding their arrangement on a sign, the following requirements and recommendations apply:

- (a) A sign incorporating a panel in which the control applies in one direction only shall be arranged so that the arrowhead is on the edge of the sign in the direction it indicates.
- (b) A panel with a double-headed arrow shall extend across the full width of the sign.
- (c) Where a sign incorporates one parking panel and one other type of panel applying in the same direction, the parking panel should be below the other panel. Generally, a clearway or peak period No-stopping panel should be at the top of a sign.
- (d) Otherwise where a sign incorporates two or more parking panels or two or more other types of panels applying in the same direction, the panels should be located in chronological order, down the sign.
- (e) A wide panel shall not have another panel beside it.

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(f) No sign should incorporate more than four panels.

Examples of multiple panel signs are shown in Appendix C, Figure C2.

3.5 PANEL AND SIGN SIZES

The incorporation of standard symbols in parking control signs allows the use of smaller panels than would otherwise be possible, while maintaining legibility.

Narrow panels shall be 225 mm wide and wide panels 450 mm wide. The depth of a panel shall be selected from the panel sizes given in Figure 3.10 according to the amount of information to be included and the method of sign construction. Panel sizes shall be limited to those shown in Figure 3.10 except as permitted in Clause 3.4.1(e).

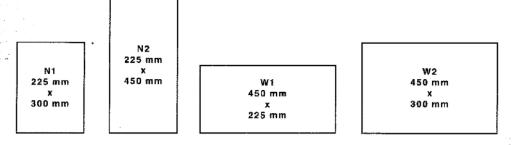


FIGURE 3.10 STANDARD PANEL SIZES

Sign sizes vary depending on the number of panels and their configuration. However, because of the necessary clearance height for pedestrians, (see Appendix B) signs deeper than 900 mm are not recommended. They are likely to contain excessive amounts of information and to be mounted too high for ease of reading.

Signs comprising only a single 225 mm × 300 mm panel should be avoided as typically they are too small to be sufficiently conspicuous.

Advice on the arrangement of panels on a sign, together with a recommended coding for various common arrangements, is given in Appendix C, Paragraphs C4 and C5.

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SECTION 4 CLEARWAYS

4.1 GENERAL

The purpose of a clearway is to prohibit kerbside stopping generally on long continuous lengths of roadway for all vehicles except buses and taxis, and so provide an additional lane for moving traffic (increased traffic capacity) and remove hazards associated with parked vehicles (improved road safety). Clearways are used typically to provide either improved traffic capacity at periods of high flow or to provide improved level of service for traffic continuously along a road. Continuous lengths of no-stopping may be designated as clearways by means of Clearway start and end signs together with linear parking control signs incorporating the clearway control symbol, instead of the No-stopping symbol, as set out in Clause 4.3.

Clearways should not be established to control stopping along isolated lengths of road where other parking controls such as No-stopping signs may be effectively used. If the times of operation of a clearway alter at a point along a road, this creates two separate clearways according to the Road Rules. Signs at the change point need to show this. See Clause 4.3.1.

4.2 GUIDELINES

Clearways may be full time or part time. They may be introduced, based on traffic capacity warrants or as a matter of policy to improve traffic operations including the safety of vehicular or pedestrian road users. Where the need for a clearway arises from a desire to improve traffic capacity, the factors to be considered are typically the number of lanes available and the presence or absence of a tramway service operating in the general traffic lanes. For capacity warrants refer to Austroads Guide to traffic management, Part 5: Road management.

Clearways should be continuous, embracing short intermediate sections that might not otherwise be justified on the basis of warrant considerations alone.

4.3 SIGNPOSTING OF CLEARWAYS

4.3.1 General

Signs used for the signposting of clearways are listed in Table 4.1.

TABLE 4.1 CLEARWAY SIGNS

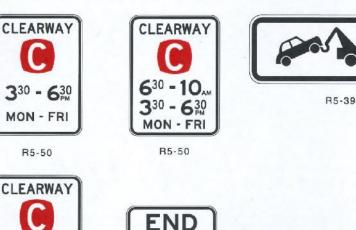
Sign	Sign number	Size, mm	
Tow-Away	R5-39A	600 × 225	
·	R5-39B	900×337	
CLEARWAY (Start)	R5-50A	600 × 800	
	R5-50B	900 × 1 200	
END Clearway	R5-51A	600 × 600	
,	R5-51B	900 × 900	
Linear parking control signs	Refer to Section 3 for design and numbering		

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An example of the sign layout required for a clearway is shown in Figure 4.1. Each clearway shall consist of the following signs:

- (a) An R5-50 CLEARWAY sign at the start of the clearway.
- (b) An R5-51 END Clearway sign at the end of the clearway, unless the clearway is followed immediately by another clearway with different times of operation.
- (c) Additional R5-50 CLEARWAY signs at intervals along the clearway (see Clause 4.3.2).
- (d) Linear parking control signs with a clearway panel at intervals along the clearway (see Clause 4.3.3).
- (e) If the clearway has a tow away condition, an R5-39 Tow-Away sign installed above each R5-50 CLEARWAY sign.

4.3.2 Clearway start and end signs



AT ALL TIMES

R5-50

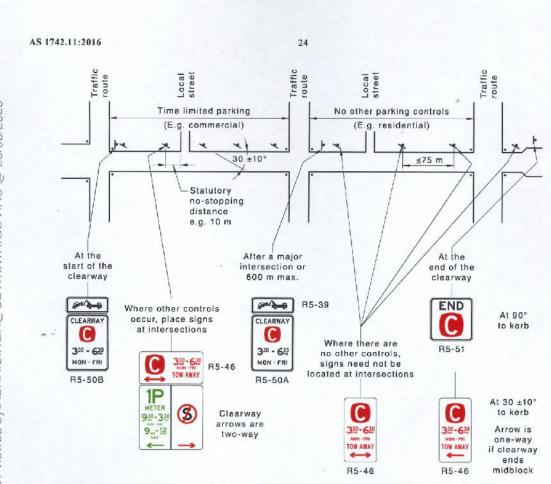


R5-51

The CLEARWAY sign (R5-50) is erected at the start of a clearway. For any clearway longer than 600 m, repeater R5-50 signs shall be placed at intervals. The intervals shall be after each major intersection and otherwise at 500 m to 600 m spacings. Where required (see Clause 4.3.1) the END Clearway sign (R5-51) is erected at the end of a clearway. Where required (see Clause 4.3.1) the R5-39 Tow-away sign is erected above the R5-50 sign. All these signs are erected squarely to face oncoming traffic, to reinforce the importance of these restrictions.

Where a clearway applies at all times, the legend 'AT ALL TIMES' shall be specified on sign R5-50.

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NOTE: This example illustrates the designation of a clearway as a tow-away zone. If this designation is not required, the symbolic supplementary tow-away plates (R5-39) together with the words "TOW AWAY" on the kerbside signs are omitted.

Signs R5-46 in this example are linear parking control signs (see Clause 4.3.3).

FIGURE 4.1 EXAMPLE OF THE SIGNPOSTING OF A CLEARWAY

4.3.3 Linear parking control signs

Linear parking control sign panels designating a clearway shall be the same design as the No-stopping panel except that the Clearway symbol replaces the No-stopping symbol. Clearway panels are illustrated in Table 3.1. They should be installed above any other linear parking controls.

On part-time clearways, short lengths of full-time no-stopping control such as near intersections, shall be signed as shown in Figure 4.1. Within a part-time clearway any lengths of full-time no-stopping control which are long enough to require intermediate signs shall be signed either by—

- (a) using full-time No-stopping signs alone, without any clearway panel; or
- (b) including the legend 'ALL OTHER TIMES' in the No-stopping panel beneath the Clearway panel.

Otherwise on part-time clearways, panels indicating controls applicable at other times shall be mounted in conjunction with the Clearway panels. The legend 'AT ALL TIMES' shall not be used on the linear parking control panels used along a full-time clearway.

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SECTION 5 AREA PARKING CONTROL SIGNS

5.1 GENERAL

Area parking control signs are used to provide a uniform parking control over a large area. Whereas the linear parking control signs specified in Section 3 control a single line of stopping or parking along a kerb or roadway edge by using arrows to point to the next sign or other legal device, area parking control signs operate using an entry and exit signing system which defines the boundary of a controlled area. An Entry sign is required at each trafficable entry into a controlled area and an End sign is required at every trafficable exit from a controlled area (see Clauses 5.3.1 and 5.3.2). Within the boundary of each parking control area statutory no-stopping restrictions remain in force. Exceptions within the signed parking control area or exceptions to the statutory restrictions are effected by use of linear parking control signs.

When used appropriately, area parking controls offer the advantages of reduced total signing costs and improved amenity, compared with the exclusive use of linear parking controls.

The types of areas most suitable for such application are:

- (a) Large areas encompassing a network of streets over which the same general restrictions are to apply.
- (b) Off-street car parks and other areas where positioning of parking control signs may be difficult.
- (c) Extended lengths of individual streets.

There are three types of area parking control:

- (i) Parking areas.
- (ii) No-stopping areas.
- (iii) No-parking areas.

Signs used to denote these types of parking areas and details of their application are set out in Clauses 5.2 and 5.3.

NOTE: Guidelines for the use and placement of area parking control signs are given in Appendix E.

5.2 SIGN SIZE AND LAYOUT

Examples of the various types of area parking control signs and their application are given in Table 5.1.

Sign sizes and layouts will vary, depending on the type of application, the extent of the controlled area, and the constraints of each site. The type of control symbol and legends for method of payment, times of operations and user limitations shall follow the principles set out in the relevant Clauses referenced in the last column of Table 5.1. Sizes shall be larger than on linear parking control signs. A name for the parking control area may be included at the top of the entry sign.

The word 'END' shall be prominently displayed on signs at the exit from the parking control area.

The words 'YOU ARE WITHIN A . . . ' shall be used on any reminder signs within the parking control area.

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If there are any kerbside locations to be excepted from the general area requirements by means of linear parking control signs, other than signs reminding users of statutory restrictions, the words 'EXCEPT AS SIGNED' shall be shown on all Entry signs and Internal reminder signs.

TABLE 5.1
EXAMPLES OF AREA PARKING CONTROL SIGNS

Sign	Sign number	Typical overall dimensions, mm	Layout	Colour specifications	Component reference (see Notes 1, 2 and 3)
Parking area	R5-60A	2 000 × 1 000		Background —White	Area name— Clause 5.2
Major entry	R5-60B	3 000 × 1 500	PARKING AREA PARKING AREA 7 68 7 18	Parking symbol —Green and integer	Parking duration symbols— Clause 3.3.2(a)
	•			Other legend —Black and border	
Minor entry	R5-61A R5-61B	600 × 900 900 × 1 350	PARKING AREA	Background —White Parking symbol —Green and integer	Method of payment— Clause 3.3.2(a)
			TICKET 630 - 7 NOV - MAR EXCEPT AS SIGNED	Other legend —Black and border	Times of operation—Clause 3.3.3
Internal reminder (Note 4)	R5-62A R5-62B	450 × 800 600 × 1 065	YOU ARE WITHIN A PARKING AREA	Background —White Parking symbol —Green and integer Other legend —Black and border	User limitations— Clause 3.3.4
End	R5-63A R5-63B	600 × 600 900 × 900	END 2P AREA	Background —White Parking symbol —Green and integer Other legend —Black and border	Parking duration symbols— Clause 3.3.2(a)
Advance	R5-64A R5-64B	600 × 600 800 × 800	AREA PARKING CONTROL AHEAD	Background —White Other legend —Black and border	
Method of parking	R5-65A R5-65B	450 × 300 600 × 400	PARK IN BAYS ONLY	Background —White Legend and —Black border	
No stopping area	R5-70A	2 000 × 1 000		Background —White	Area name— Clause 5.2
Major entry	R5-70B	3 000 × 1 500	7 6 10 MAGE - 781 7 12 DESPTABBASE	Symbol —Black Annulus and slash Other legend and border —Black	No-stopping symbol— Clause 3.3.2(c)

(continued)

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TABLE 5.1 (continued)

Sign Minor entry	Sign number	Typical overall dimensions, mm	Layout	Colour specifications		Component reference (see Notes 1, 2 and 3) Times of operation— Clause 3.3.3 User limitations— Clause 3.3.4
	R5-71B 600 × 800 R5-71C 900 × 1 200	AREA 96#	Background Symbol Annulus and slash Other legend and border	—White —Black —Red —Black		
Internal reminder (Note 4)		450 × 800 600 × 1 065	YOU ARE WITHIN A AREA 962	Background Symbol Annulus and slash Other legend and border	—White —Black —Red —Black	
End	R5-73A R5-73B	450 × 600 600 × 800	END AREA	Background Symbol Annulus and slash Other legend and border	—White —Black —Red —Black	No-stopping symbol— Clause 3.3.2(c)

NOTES:

- 1 The method of payments, times of application and user limitation components are used as appropriate.
- No-parking area signs R5-80, R5-81, R5-82 and R5-83 are the same dimensions and basic design as signs R5-70, R5-71, R5-72 and R5-73 but the symbol 'P' replaces the symbol 'S'.
- 3 The area name, if any, is not included in the internal signs. Internal signs should be smaller than the area entry signs.
- 4 See Paragraph E5.2.

5.3 SIGN APPLICATION

5.3.1 Area entry signs

Signs in the Series R5-60, R5-61, R5-70, R5-71, R5-80 or R5-81 as appropriate, shall be erected at each entry point into a parking control area. Signs may be needed on both sides of the roadway. The larger signs, e.g. R5-60 shall be used where a more conspicuous sign is required such as on high speed, wide or heavily trafficked arterial roads. Where advance warning of the entry to a parking control area is needed, typically on arterial roads where approach speeds are high, the R5-64 sign AREA PARKING CONTROL AHEAD should be used.

Consistent with the need for signs to be conspicuous, they should be located at or beyond important intersections.

It is essential that every vehicular entry point into a parking control area is signposted.

5.3.2 Area exit signs

Signs in the Series R6-63, R5-73 or R5-83 as appropriate shall be located at each exit point from a parking control area. On a two-way road these will normally be placed at the same longitudinal location as the entry signs.

It is essential that every vehicular exit point from a parking control area is signposted.

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5.3.3 Signs within the parking control area

The following signs shall be used or considered for use within a parking control area:

- (a) Statutory restriction signs Linear parking control signs reminding drivers of overriding statutory restrictions on stopping or parking, e.g. No-stopping signs close to an intersection, should be used wherever infringement of these restrictions is otherwise likely to be a problem.
- (b) Exception to the general area control Wherever it is necessary to vary the general area control at a particular location, e.g. a no-stopping area with a user limitation, linear parking control signs, confined to that length of kerbside to which the exception or variation applies, shall be used.
 - Special purpose zone signs [see Clause 3.3.2(b)] applying to a particular length of kerb may be used within a parking control area. However, special purpose zoning shall not be applied to an area as a whole.
- (c) Reminder signs Signs in the Series R5-62, R5-72 and R5-82 shall be used within a parking control area as reminder signs where required. They shall be used in large parking control areas encompassing a network of streets where a high proportion of drivers make only occasional visits and it might not otherwise be apparent that there is area control of parking. Guidance on their use is provided in Paragraph E5.
- (d) Parking in marked hays Where it is desired to restrict the parking of vehicles within a parking area to marked bays, the PARK IN BAYS ONLY sign (R5-65) shall either be installed under signs R5-60, R5-61 or R5-62 or it may be incorporated in the design of these signs.

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SECTION 6 PARKING DIRECTION SIGNS

6.1 GENERAL

Parking direction signs may be used to guide road users to on- or off-street parking facilities and to provide other information of assistance to road users. Parking direction signs may comprise—

- (a) fixed signs, generally suitable for directing traffic to full-time parking areas where congestion is not normally a problem;
- (b) fully variable message signs, appropriate to direct traffic to part-time or special event parking areas or to advise of special parking conditions during special events; or
- (c) partially variable message signs, appropriate to advise potential users of parking areas of availability of space.

6.2 INFORMATION

The following lists typical information which may be included on parking direction signs:

- (a) The name of the parking area or locality or feature which it serves.
- (b) The distance to the parking area.
- (c) Restrictions on type of vehicle. (For bicycle parking, see AS 2890.3.)
- (d) Restrictions on parking periods.
- (e) Number of parking spaces available and whether the area is full.
- (f) Directions to disabled parking spaces.
- (g) Other facilities available at or near the parking area (e.g. park and ride).

6.3 SIGN DESIGN

Fixed message parking direction signs shall comprise a white letter 'P' together with a directional arrow and other information as required in white, on a blue background. Examples of fixed message signs and an example of a partially variable message sign are shown in Figure 6.1.

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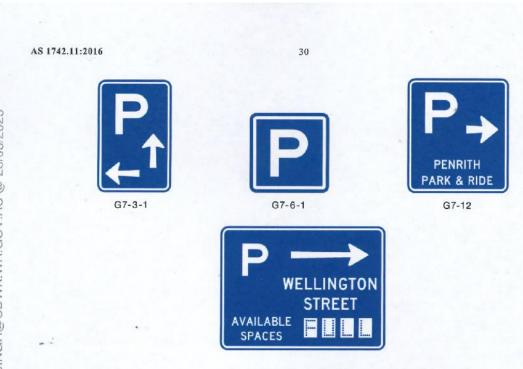


FIGURE 6.1 EXAMPLES OF FIXED AND VARIABLE MESSAGE PARKING DIRECTION SIGNS

Parking direction signs are a type of services sign. Services signs are described in AS 1742.6. In a case where a parking direction sign contains either multiple arrows or additional information such as a parking facility name or its features, the requirements in AS 1742.6 regarding the arrow position on G7-3-1 signs may be relaxed in order to achieve a more effective and balanced overall sign design.

Signs G7-3-1 and G7-6-1 are the General parking direction and Parking position signs. The arrow on the G7-3-1 sign may be pointing left, right, up (straight ahead) or angled up as appropriate. Two (or three) arrows may be included if separate parking areas are located in two (or three) directions. In this case the arrows shall not be joined, but shall be separate for each direction, with the rear ends of the shafts nearest each other.

Where additional information is to be included on a static sign (see Clause 6.2), a sign in the form of G7-12 should be used. The following rules apply to the design of the G7-12 sign:

- (a) The P is located to the upper left, as shown.
- (b) One or more arrows shall be provided as indicated above for the G7-3-1 sign.
- (c) The additional information shall be located below the P and arrow. If it is letters and numerals only, it shall be white letters on a blue background. Other information may be included on a white rectangular patch. The additional information should be restricted to two items (e.g. the feature name and the number of spaces).
- (d) Letter heights and series shall be adequate for the speed of approaching traffic and the location of the sign (see AS 1742.2).

When designing a variable message sign, care is needed that the variable message part of the sign is legible and conspicuous under all likely viewing conditions.

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SECTION 7 PAVEMENT MARKINGS

7.1 DELINEATION OF PARKING SPACES

7.1.1 Parking spaces for general use

Parking spaces for general use shall be marked by one of the following methods (see Figure 7.1):

- (a) Continuous white lines 100 mm wide, indicating all sides of the space, except any sides indicated by kerbing or similar changes in paving [see Figure 7.1(a)(i) and the left hand example in Figure 7.1(b)]. This pattern shall not be used in locations where there are part-time clearways or other part-time no-stopping areas.
- (b) Continuous white lines 100 mm wide indicating only the divisions between the spaces and the ends of the parking area [see middle example in Figure 7.1(b)]. This pattern shall be used only to delineate angle parking spaces.
- (c) White markings 100 mm wide in the shape of an inverted T or an L at the corners of the spaces only [see Figure 7.1(a)(ii)]. This pattern may be used in locations where there are part-time clearways or other part-time no-stopping areas. It is not suitable for angle parking unless 600 mm long lines are also marked out from the kerb (see right hand example in Figure 7.1(b)).
- (d) Raised pavement markers (non-reflective) indicating the outline of the spaces as a series of white dots for right angle or parallel parking, but not for angle parking at angles other than 90 degrees. This method should not be used where through traffic runs over parking bay markings at times when there is no parking.
- (e) Contrasting pavement materials, such as bricks, arranged in a manner similar to methods in Items (a), (b) or (c) above. Possible future discolouring and loss of contrast caused by dirt and tyres should be taken into account.

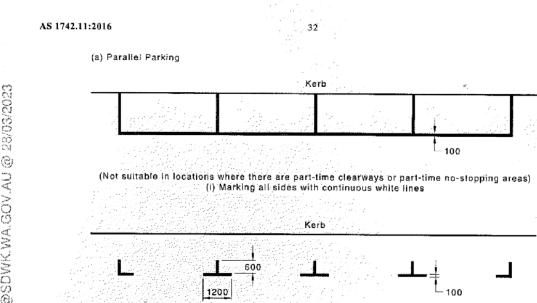
7.1.2 Special use parking spaces

Parking spaces which are to be permanently set aside for special uses such as coach parking or disabled parking may be marked by broken yellow lines using line widths, and line and gap lengths as shown in Figure 7.1(a)(iii) as an alternative to the methods given in Clause 7.1.1. This method may also be adapted to angle parking.

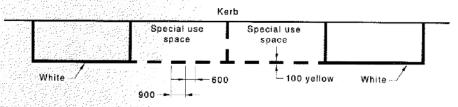
7.1.3 Parking space dimensions

Dimensions for marked parking spaces are given in AS 2890.5.

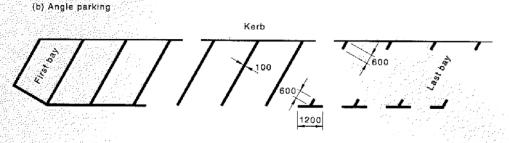
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(ii) Marking corners of spaces only (example application)



(ii) Marking special use parking spaces with broken yellow lines



(Options for angle parking spaces) NOTE: See Clause 7.1 for other methods.

DIMENSIONS IN MILLIMETRES

FIGURE 7.1 DELINEATION OF PARKING SPACES

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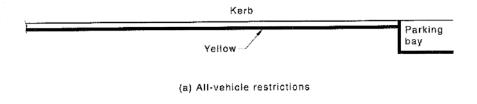
Item 17.1 - Attachment 2 Page 317

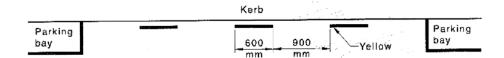
7.2 EDGE MARKING OF NO-STOPPING AND SPECIAL PURPOSE ZONES

Roadway edge marking used in the control of parking shall take one of the following forms:

- (a) Unbroken yellow no stopping line This line shall comprise an unbroken yellow line, 80 mm to 100 mm wide, placed close and parallel to the edge of the roadway as shown in Figure 7.2(a). This line has a similar legal effect as the R5-35 full-time No-stopping sign and the R5-45 full-time clearway linear control sign, though it also prohibits stopping behind the line. It may be used either to supplement these signs or in lieu of them. If used in lieu of R5-45 full-time clearway linear control signs, the R5-50 CLEARWAY (start) sign is still required at the start and at intervals and the R5-51 END clearway and R5-39 Tow-away signs are still required if applicable (see Clause 4.3.1).
- (b) Broken yellow zone line This line shall comprise a broken yellow line, 80 mm to 100 mm wide with 600 mm line segments and 900 mm gaps, placed close and parallel to the edge of the roadway as shown in Figure 7.2(b). It may be used to supplement signposted zones where only certain types of vehicles are permitted to stop.

If a special purpose zone is isolated from other marked parking spaces, a parking space or series of spaces outlined with broken yellow lines similar to those shown in Figure 7.1(d) may be used in lieu.





(b) Zone restrictions—interspersed with marked parking bays

FIGURE 7.2 USE OF PAVEMENT MARKINGS TO INDICATE FULL-TIME,
PART-TIME OR ZONE PARKING RESTRICTIONS

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7.3 OTHER PAVEMENT MARKINGS

Pavement messages may be used to supplement sign controls or statutory restrictions. Such messages shall consist of words at least 300 mm high, written either to face oncoming traffic (perpendicular to the edge of the roadway) or parallel to the edge of the roadway, facing to the middle of the roadway, as appropriate. The letters should be similar to Series D and should not be elongated.

Some typical messages are as follows:

BUS ONLY or BUS STOP

LOADING ZONE

TAXI or TAXI RANK

NO STOPPING

NO PARKING

KEEP CLEAR*

Disabled symbol (minimum height shall be 800 mm).

The preferred colour for these pavement messages and symbols is white. However, the disabled symbol may alternatively be placed as a white symbol on a small blue rectangle within each parking space.

Some state and territory regulations prohibit vehicles from stopping or parking over some of these messages marked on the road surface. In a street where parking spaces are not marked, problems with vehicles parking across driveways and other statutory no-stopping areas can be reduced by painting an L-shaped marking to enclose the extremity of the permitted parking area, as illustrated at each end of Figure 7.1(c).

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^{*} This use of the KEEP CLEAR marking relates only to the control of parking that may cause an obstruction, e.g. in front of a driveway. For use of the KEEP CLEAR marking in the queued traffic situation, refer to AS 1742.2.

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APPENDIX A ILLUMINATION AND REFLECTORIZATION OF SIGNS

(Normative)

A1 SCOPE

This Appendix sets out general principles which apply to illuminating or reflectorizing parking control and other signs for night time use.

A2 LINEAR PARKING CONTROL SIGNS

A2.1 General

Traffic signs that are intended to convey messages during the hours of darkness are required to be either illuminated or reflectorized so that they display colours and shape both night and day. This will not normally be necessary in the case of linear parking control signs where there is sufficient street or extraneous lighting for them to be read by road users looking for a parking space.

A2.2 Means of illumination

Illumination by means of general street lighting is normally adequate for linear parking control signs.

A2.3 Means of reflectorization

Where required, reflectorization shall be achieved by using Class 1 retroreflective materials complying with AS/NZS 1906.1 for the background and legend.

A3 OTHER SIGNS

A3.1 General

This Paragraph A3 applies to area parking control signs, CLEARWAY (start) signs, END Clearway signs, Tow-away signs and parking direction signs. Signs that are intended to convey messages during the hours of darkness shall be either illuminated or reflectorized so that they display colours and shape both by night and day. Illumination may be required where reflectorization is judged to be ineffective, for example on large or overhead area parking control signs. Reflectorization may also be ineffective in some areas with high intensity street lighting.

A3.2 Means of illumination

Illumination may be by means of-

- (a) a light within or behind the sign's face, illuminating the main message or symbol, or the sign background or both, through a translucent material; or
- (b) an attached or independently mounted light source designed to direct adequate illumination over the entire face of the sign.

A3.3 Means of reflectorization

Reflectorization shall be by means of retroreflective materials (minimum of Class 1) complying with AS/NZS 1906.1, used in the following ways:

- (a) On signs with a darker legend and border on a white coloured background—by reflectorizing all colours except black.
- (b) On signs with a white legend and border on a darker coloured background—by reflectorizing the legend, border and background.

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APPENDIX B INSTALLATION OF SIGNS

(Normative)

B1 SCOPE

This Appendix sets out general principles for the uniform installation and location of parking control signs and parking direction and information signs. It also provides guidelines on the mounting angles required to ensure maximum effectiveness of signs.

B2 LINEAR PARKING CONTROL SIGNS

B2.1 Longitudinal placement

Linear parking control signs shall be erected at the extremities of the restriction indicated, unless the Road Rules permit otherwise. Where the extremities are more than 75 m apart or where obscuring of signs or other operating difficulties are likely, intermediate signs should be provided. In typical urban streets the spacing should not normally exceed 75 m. In areas of intense parking demands, statutory restrictions (e.g. close to intersections) may also require signing. Care is needed in locating signs to ensure that they do not obscure one another, are not obscured by vegetation or do not otherwise generally obscure visibility, particularly at intersections. Where two or more different types of linear control operate along a common section of roadway, except as permitted in Clause 4.3.3, all controls shall be included in every linear control sign (e.g. clearway panels shall be installed in conjunction with every parking and zone panel along a clearway).

B2.2 Lateral placement

The lateral clearance between the edge of the sign and the edge of the roadway should take account of likely paths of large vehicles such as delivery vehicles. In typical urban streets a clearance to the face of the kerb of 300 mm is normally necessary. Where a parking control sign post located some 300 mm from the face of kerb is likely to obstruct a narrow footpath, alternative installation techniques should be used. These may include using posts with offset elbows above head height; affixing the signs to existing posts or other property with the permission of the owner or locating the posts at the rear of the footpath, if this can be done while maintaining conspicuity of the sign and a suitable mounting angle (see Paragraph B2.4). In rural areas, the distances given in Paragraph B3.3.2 may be more appropriate. All linear parking control signs in a section of road should be erected at a similar distance from the carriageway.

B2.3 Height

Parking control signs shall be mounted with the following clearances to the bottom edge of the sign:

- (a) A minimum of 2.0 m above the footpath—to avoid obstruction to pedestrians.
- (b) 2.2 m above the road surface—to reduce interference from parked vehicles.

All parking control signs in a section of road should be mounted at approximately the same height and should not be so high that motorists may not notice them.

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B2.4 Orientation

Linear parking control signs are designed so that each panel has an arrow which points to the length of roadway edge to which the control applies. In typical locations where signs are installed close to a kerb they should not be mounted parallel to the kerb but turned through $30^{\circ} \pm 10^{\circ}$ to partially face oncoming traffic. On a two-way roadway this applies to traffic on the near side.

B3 AREA PARKING CONTROL AND OTHER SIGNS

R3 1 Ceneral

Signs shall be erected on the left side unless conditions would make signs placed on the right side more visible, or mounted over the carriageway. Signs may be duplicated on the other side of the carriageway.

Care is needed in locating signs to ensure that they do not obscure one another or otherwise generally obscure visibility, particularly at intersections.

If the sign is located in an exposed position, consideration may need to be given to the use of a frangible or break-away type of construction of the sign supports or other means of safety protection for the road user.

B3.2 Longitudinal placement

The longitudinal placement of certain signs is fixed by the nature of their message or their characteristic use. Special care is required in the siting of such signs to ensure that they are prominently displayed to approaching drivers. Signs which give advance warning or information should be located sufficiently in advance to enable the driver to react appropriately.

Generally, there should be not more than one sign of a particular type on each post, except where one sign supplements another, or where route or directional signs must be grouped. Where it becomes necessary to convey two or more different messages at the one location, separate signs located a minimum of 0.6V m apart (where V is the 85th percentile speed in km/h) should be used.

B3.3 Lateral placement and height

B3.3.1 General

The following are general rules for the lateral location of roadside signs and overhead sign structure supports, and for the mounting heights of roadside and overhead signs. The lateral placement is measured from the edge of the sign nearest the road, and the height from the underside of the sign or the lowest sign in an assembly of signs.

The rules apply to all signs which are mounted on posts set into the ground. There may, however, be exceptions where conditions do not permit these rules to be applied. In these cases the placement or height should be adjusted to meet these special conditions, e.g. the height of a sign may be increased or decreased to avoid obstructing sight distance at an intersection.

B3.3.2 Lateral placement—Rural

On unkerbed roads in rural areas the sign should be at least 600 mm clear of the outer edge of road shoulder, line of guide posts or face of guard rail. The clearance should be between 2 m and 5 m from the edge of the travelled way.

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B3.3.3 Lateral placement-Urban

On kerbed roads in urban areas signs should be located back from the face of the kerb not less than 300 mm. Where mountable or semi-mountable kerbs are used, e.g. on traffic islands, the minimum clearance should be 500 mm. On urban roads which are unkerbed, or on certain arterial roads designed for express traffic movement the distances given in Paragraph B3.3.2 may be more appropriate.

B3.3.4 Height-Rural

In rural areas roadside signs should be mounted clear of roadside vegetation and clearly visible under headlight illumination by night. The height of the sign should normally be not less than 1.5 m above the nearest edge of travelled way.

B3.3.5 Height-Urban

In urban areas on kerbed roads the sign should be set a minimum of 2 m above the top of the kerb to prevent obstruction to occasional pedestrians, or to reduce interference from parked vehicles. Where neither pedestrians nor parked vehicles have to be considered, e.g. on some traffic islands or medians, the height given in Paragraph B3.3.4 may be more appropriate. Signs which overhang a footway should have a minimum height of 2.5 m above the level of the footway.

B3.3.6 Overhead mounting

Overhead signs should be mounted a minimum of 5.3 m above the highest level of the roadway; this is particularly important if there is no alternative route for occasional high loads. The height may be reduced to 4.6 m if the sign projects over a shoulder or lane which is used only for parking or emergency stopping. The greater height is preferred where possible.

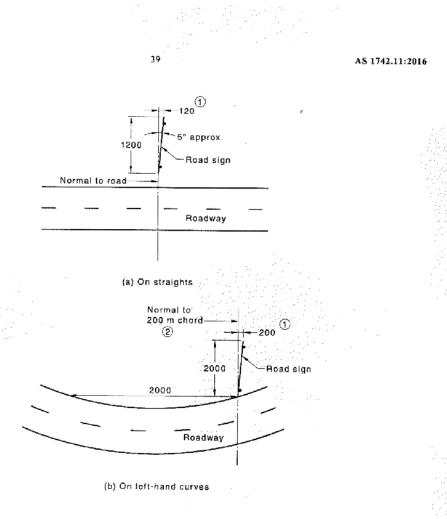
B3.4 Sign orientation

Signs should be oriented at approximately right angles to, and facing, the traffic they are intended to serve. At curved alignments, the angle of placement should be determined by the course of approaching traffic rather than by the road edge at the point where the sign is located.

To eliminate possible and undesirable specular reflection from the surface of the sign, it should be turned about 5 degrees away from the normal to the headlight beam as shown in Figure B1. On left hand curves the angle should be measured relative to a 200 m chord as illustrated in Figure B1(b). After signs are installed it is good practice to test them by trial approach runs in a motor vehicle both by day and night.

The requirements of environmental aesthetics should not be overlooked when installing signs.

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NOTES:

- 1 Sign is rotated away from the normal approximately 5 degrees or one tenth of the width of the sign.
- 2 On RIGHT-HAND curves the sign is placed ON the normal to the road at the sign position.

DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE SHOWN

FIGURE B1 METHOD OF AVOIDING SPECULAR REFLECTION ON A ROAD SIGN

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APPENDIX C

DESIGN OF LINEAR PARKING CONTROL PANELS AND SIGNS

(Normative)

C1 SCOPE

This Appendix specifies the design and dimensions of panel components for linear parking control panels and their spacing on the panels, gives examples of messages in each category of panel component and recommends a system of arranging panels to form multiple panel signs.

For the permitted types of parking controls see Tables 3.1 and 3.2. For the layout of signs and panels on signs, see Clauses 3.4 and 3.5.

C2 DESIGN AND DIMENSIONS OF PANEL COMPONENTS

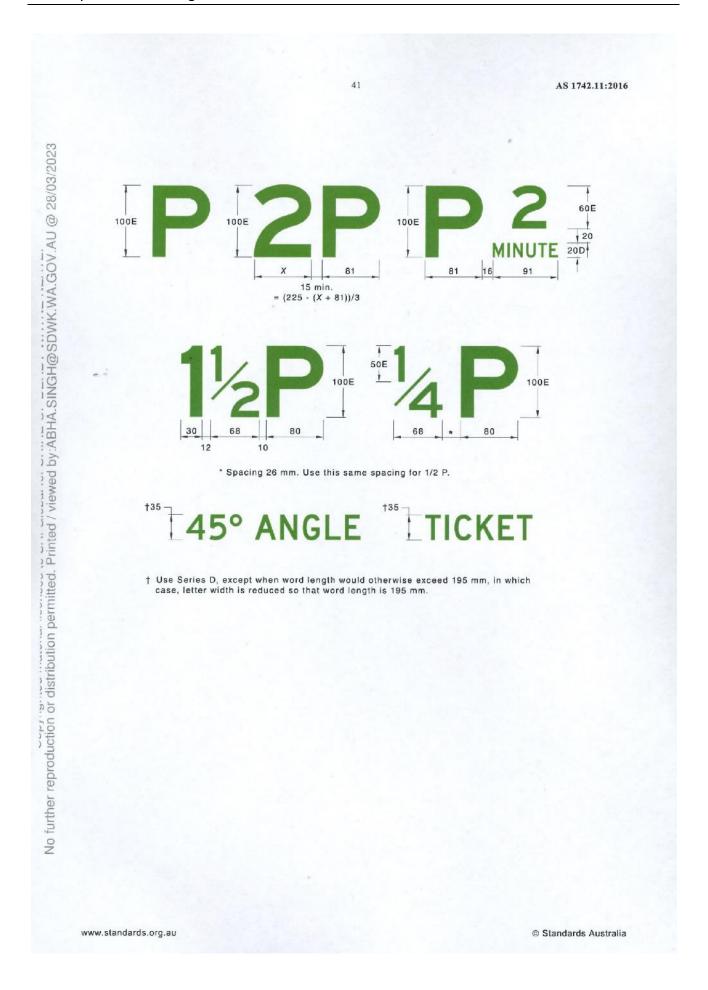
C2.1 General

The design and dimensions of standard panel components shall be as specified in this Appendix. Where a length is specified for a word rather than a letter series and spacing, a computer generated intermediate letter series and spacing will be needed to meet that requirement. Legend shall be as specified in AS 1744, for the particular Series C, D, E, etc.

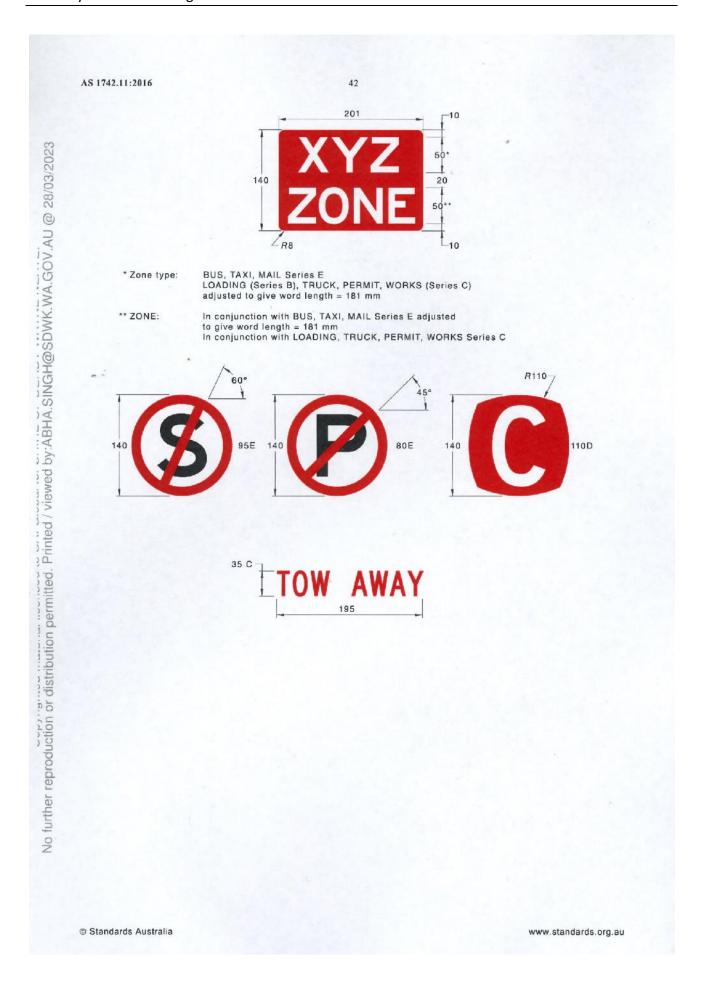
C2.2 Type of control and method of parking

Design and dimensions in millimetres of these panel components shall be as indicated by the following examples and accompanying notes:

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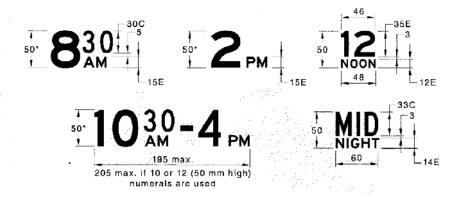


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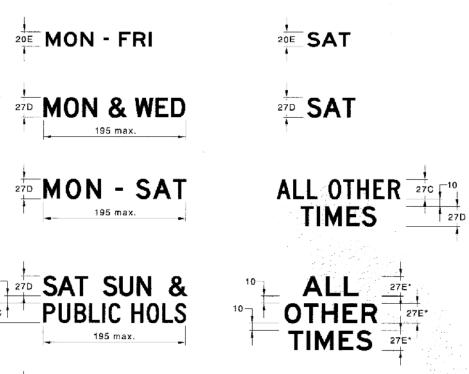
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C2.3 Times of operation

Design and dimensions in millimetres of times of operation panel components shall be as indicated by the following examples and accompanying notes. For colours, see Clause 3.3.3(b).



* Use series E except for 10 and 12 (50 mm high) which are series D.



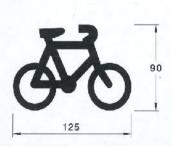
* Select the letter series nominated. Adjust the word length if necessary.

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C2.4 User limitations

The size of lettering for the legend of these panel components shall be 35 mm. Series D shall be used, except when the word length would otherwise exceed 195 mm, in which case, the letter width shall be reduced so that the word length is 195 mm. Dimensions of symbols, in millimetres, are specified as follows. For the colours of legend and symbols, see Table 3.1.





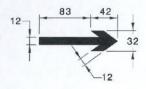
The dimensions, in millimetres, for time limits on Zone panels shall be as follows:

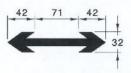




C2.5 Arrows

The dimensions of single-headed and double-headed arrows, in millimetres, shall be as follows. For the colour of arrows, see Table 3.1.





C2.6 Spacing of components on panels

The spacing between adjacent lines, components and panel edges shall be as follows:

- (a) Between the lines of one component:
 - (i) Between two different times of operation on two different sets of days—15 mm.
 - (ii) Between the parking duration symbol and a method of parking or payment— 15 mm min.
 - (iii) Otherwise-10 mm.
- (b) Between two components:
 - (i) Above an arrowhead—10 mm min.
 - (ii) Below a No-stopping, No-parking or Clearway symbol—10 mm min.
 - (iii) Below a Zone block-13 mm min.

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- (iv) Between a Zone block and a time limit on a narrow panel-13 mm.
- (v) Otherwise—15 mm min.
- (c) Between a component and a panel edge:
 - (i) Between a Zone block and the top or side edges—12 mm.
 - (ii) Between the hours of operation and the side edges, if 10 or 12 (50 mm high)— 10 mm min.
 - (iii) Between the hours of operation and the side edges, other cases—15 mm min.
 - (iv) Between the duration symbol and the side edges for 1½ hour parking—12 mm.
 - (v) Between the arrowhead and the bottom edge—13 mm.
 - (vi) Between a time limit on a wide Zone panel and the top edge-12 mm.
 - (vii) Otherwise—15 mm min.
- (d) Other:

If bolt holes are required, they shall be centred across each plate, 10 mm clear of the top and bottom edge.

C2.7 Other panel and sign dimensions

Every line of text or symbol in a narrow panel shall be centred across the panel. On wide panels information within each half should have a common vertical centreline. In both cases the whole panel should have a balanced appearance.

Lines separating panels shall be 5 mm wide and shall encroach equally within the dimensions of the abutting panels (see also Clause 3.2).

Corners of all plates shall be rounded with a 20 mm radius curve.

C3 PANEL COMPONENT MESSAGES

C3.1 General

The following lists the panel component messages in common use. Where a requirement is met by one of the messages listed it shall be used. See Clause 3.3.3 regarding abbreviations.

C3.2 Times of operation

Times of operation messages shall follow the principles illustrated in the following examples:

(a) Time period-AM only:

6.30-8.30 AM

7-9 AM

7-9.30 AM

(b) Time period-PM only:

2.30-3.30 PM

3-4 PM

4-6.30 PM

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(c) Time period—Spanning noon:

6.30 AM-6.30 PM

7 AM-6 PM

9 AM-4.30 PM

7 AM-12 NOON // 12 NOON-9 PM*

(d) Time period—Starting or ending at noon:

9 AM-12 NOON

12 NOON-4.30 PM

(e) Time period spanning midnight:

8.30 PM-1 AM

10 PM-2 AM

6.30 PM-MIDNIGHT // MIDNIGHT-6.30 AMT

(f) Days of the week:

MON-FRI

SAT

MON-SAT

SAT & SUN

SAT, SUN & PUBLIC HOLS

PUBLIC HOLS

SCHOOL DAYS§

(g) Months of the year:

NOV-MAR

(h) ALL OTHER TIMES

C3.3 Methods of parking and payment

The following messages are applicable only to panels permitting parking:

(a) Method of parking:

PARALLEL (see Note 1)

ANGLE (see Note 2)

.... ANGLE (specify degrees) (see Note 2)

REAR IN (see Note 3)

FRONT IN (see Note 3)

CENTRE (see Note 4)

NO LIMIT (see Note 5)

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^{*} Used where a driver could mistake 7 AM-9 PM as being 7 AM-9 AM. '//' indicates a line break.

Used where a driver could mistake 6.30 PM-6.30 AM for an all-day period rather than an all-night period. "" indicates a line break.

These are placed on two lines (lines with more than 10 letters should be avoided).

[§] These are placed on two lines (lines with more than 10 letters should be avoided).

NOTES:

- It is not usually necessary to include PARALLEL on a parking panel as Road Rules specify parallel parking as the method to be used when no other method is indicated. However, where most parking is at an angle and parallel parking applies to a short section of kerb, it may be necessary to specify PARALLEL.
- Where parking is at an angle and the method of payment has to be indicated on the sign, Road Rules permit ANGLE to be omitted from the sign if individual parking bays are marked.
- 3 If the words REAR IN or FRONT IN are included on an angle parking sign, Road Rules do not require the word ANGLE to be included on the sign so long as the angle parking bays are marked on the pavement. The words FRONT IN are not usually required (hence the word ANGLE becomes necessary on the sign unless the parking bays are marked on the pavement).
- 4 In most cases the word CENTRE need not be used as the P symbol and arrow indicate the direction of a legal parking area.
- 5 NO LIMIT is only used within an area controlled by parking area signs, where it is desired to override the general parking time limit.
- 6 References to parking permit schemes are not included on parking panels (see Clause 3.3.4).
- (b) Method of payment:

METER

TICKET

C3.4 User limitations

The following messages are applicable to the panel types as listed below. The qualifying terms ONLY and EXCEPTED shall be used strictly in accordance with Clause 3.3.4.

(a) Parking panels (see Note 1)

Bicycles//ONLY

Disabled//ONLY

CARS WITH//CARAVAN//ONLY

CARS WITH//TRAILER//ONLY

MOTOR//CYCLES//ONLY

ON VERGE ONLY

(b) Zone panels

LOCAL (for Bus Zone) (see Notes 2 and 3)

INTERCITY (for Bus Zone) (see Notes 2 and 3)

15 MINUTE

20 MINUTE

30 MINUTE

1 HOUR

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(c) No-stopping and No-parking panels (see Notes 1, 4 and 5)

PRIVATE//VEHICLES//EXCEPTED

CONSULAR//VEHICLES//EXCEPTED

EMERGENCY//VEHICLES//EXCEPTED

AMBULANCES//EXCEPTED

FIRE B'GADE//VEHICLES//EXCEPTED

BLOOD BANK//VEHICLES//EXCEPTED

POLICE//VEHICLES//EXCEPTED

ON VERGE

NOTES:

- 1 '//' indicates a break of line (avoid lines with more than ten letters).
- These user limitations should only be used where other buses or coaches may otherwise block a bus stop. Bus service information is placed on the bus stop sign and not on the zone panel.
- 4 The use of this type of user limitation is limited as the common types of exceptions are catered for by zone panels.
- 5 In other cases, specify the excepted users, e.g. // EXCEPTED (specify user class).

C4 PANEL ARRANGEMENT ON SIGNS

Recommended arrangements for panels on multi-panel signs are shown in Figure C1. For convenient reference purposes, each arrangement has a code number.

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Item 17.1 - Attachment 2

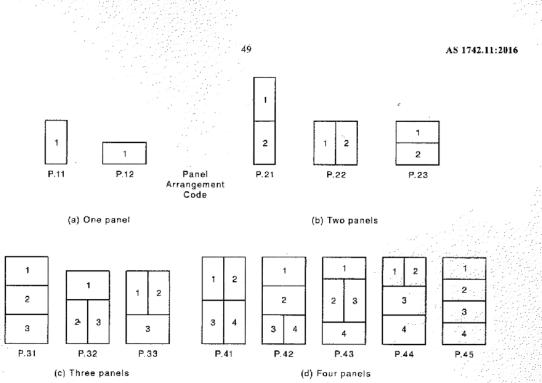
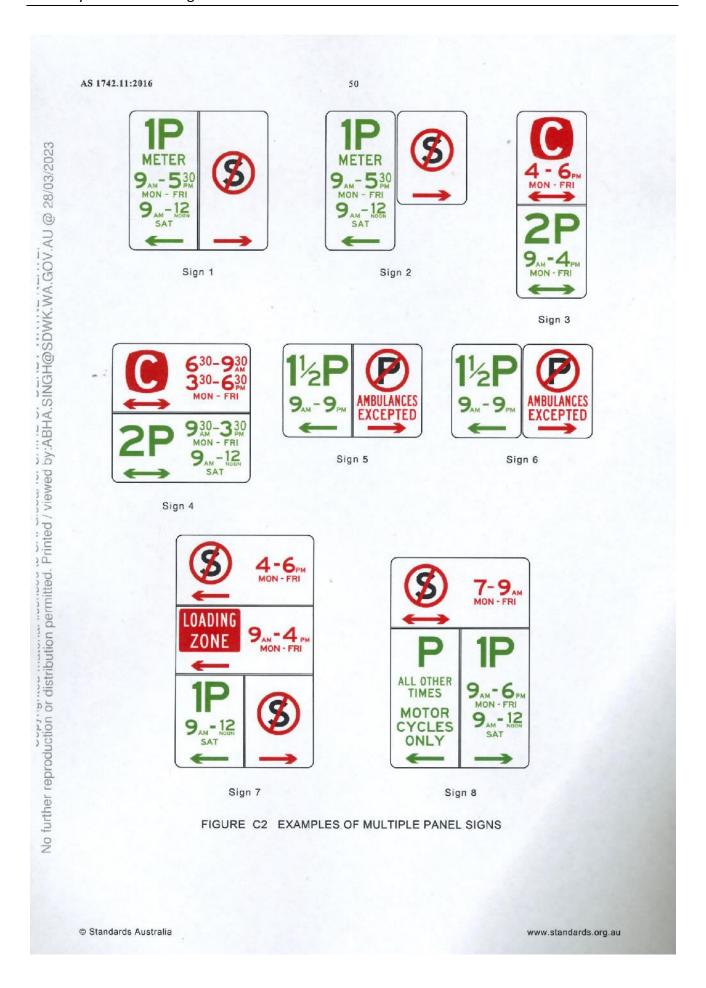


FIGURE C1 PANEL ARRANGEMENTS ON SIGNS

C5 EXAMPLES OF MULTIPLE PANEL SIGNS

The examples of multiple panel signs shown in Figure C2 indicate the way in which various parking control panels may be combined on one plate to make up one sign and alternatively, how individual parking control panels may be mounted side by side. These signs are used for the examples in Appendix D.

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APPENDIX D

EXAMPLES—DESIGN OF LINEAR PARKING CONTROL SIGNS

(Informative)

D1 SCOPE

This Appendix gives examples of how the principles in Section 3 may be used to design parking control panels. In each example, the type of parking control along each road has been agreed to and the examples show how the desired control is translated into panel and sign designs (see also Figure C2).

D2 EXAMPLE 1: SIGNS 1 AND 2 IN FIGURE C2

D2.1 Location description

Busy shopping street; shops open 5½ days a week; parking meters operate.

D2.2 Parking control desired

One hour meter parking, 9 AM-5.30 PM MON-FRI and 9 AM-12 NOON SAT.

D2.3 Sign positions

On the approach to an intersection at the extremity of meter parking and the start of No-stopping control.

D2.4 Panel arrangement

Use arrangement P.22 (see Figure C1), as the controls do not overlap. Consider arrangement P.23 with panel size W2 (see Clause 3.5) only if there is insufficient space on narrow panels.

D2.5 Panel components

(See Paragraphs C2.2 to C2.6.)

Component	Details	
Panel 1		
Type of control	One hour parking	
	Meter	
Times	9 AM-5.30 PM, MON	-FRI
	9 AM-12 NOON, SAT	r
Arrow	Left	
Panel 2		
Type of control	No stopping anytime	
Arrow	Right	

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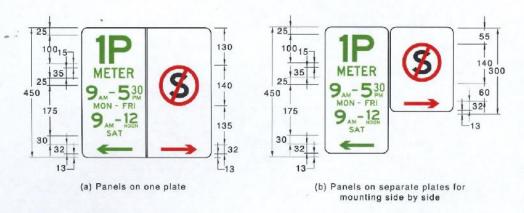
D2.6 Panel sizes

From the dimensions in Paragraph C2, the minimum depths and consequent panel sizes are as follows:

Panel	Minimum depth	Panel size
Panel 1	410 mm	N2
Panel 2	210 mm	N1 or N2

D2.7 Layout of signs

Figure D1 shows the sign layout when the panels are the same depth, as would be the case when the sign is made on one plate. It also shows the layout when the panels are made separately to minimum depths.



DIMENSIONS IN MILLIMETRES

FIGURE D1 LAYOUT OF SIGNS-EXAMPLE 1

D3 EXAMPLE 2: SIGN 3 IN FIGURE C2

D3.1 Location description

Business area with offices open 5 days a week; afternoon clearway.

D3.2 Parking control desired

Two hour parking, 9 AM-4 PM MON-FRI; Clearway 4-6 PM, MON-FRI.

D3.3 Sign position

Midblock location with clearway and parking restrictions continuous on both sides of the sign.

D3.4 Panel arrangement

Use arrangement P.21 or P.23 (see Figure C1) as the controls overlap. Firstly, consider using arrangement P.21, then consider P.23. Panel 1 is the Clearway panel (see Clause 3.4.2).

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D3.5 Panel components

(See Paragraphs C2.2 to C2.6.)

Component	Details	
Panel 1		
Type of control	Clearway	
Times	4-6 PM, MON-FRI, MON-FRI	
Arrow	Double	
Panel 2		
Type of control	Two hour parking	
Times	9 AM-4 PM, MON-FRI	
Arrow	Double	

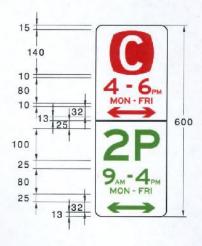
D3.6 Panel sizes

From the dimensions in Paragraph C2, the minimum depths and consequent panel sizes are as follows:

Panel	Minimum depth	Panel size
Panel 1	300 mm	N1
Panel 2	265 mm	NI

D3.7 Layout of sign

Figure D2 shows that a sign layout for panel arrangement P.21 (see Figure C1) is possible. Panel arrangement P.23 would result in a larger sign, which may be more expensive, with two panels of size W1.



DIMENSIONS IN MILLIMETRES

FIGURE D2 LAYOUT OF SIGN EXAMPLE 2

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D4 EXAMPLE 3: SIGN 4 IN FIGURE C2

D4.1 Location description

Near a shopping centre; shops open 5½ days a week; morning and afternoon clearways apply on both sides of the road.

D4.2 Parking control desired

Two hour parking 9.30 AM-3.30 PM, MON-FRI AND 9 AM-12 NOON SAT: clearway 6.30-9.30 AM and 3.30-6.30 PM, MON-FRI.

D4.3 Sign position

Midblock location with clearway and parking restrictions continuous on both sides of the sign.

D4.4 Panel arrangement

The same alternatives are available as in Example 2 (Paragraph D3). In this example, both panels have additional lines of legend for the times of operation, compared with Example 2. This will not fit within narrow panels of size N1, but will fit within size N2, in both cases. The more compact panel arrangement P.23 is chosen in this example (see Figure C1).

D4.5 Panel components

(See Paragraphs C2.2 to C2.6.)

Component	Details
Panel 1	
Type of control	Clearway
Times	6.30–9.30 AM
	3.30–6.30 PM
	MON-FRI
Апож	Double
Panel 2	
Type of control	Two hour parking
Times	9.30 AM-3.30 PM, MON-FRI
	9 AM-12 NOON, SAT
Arrow	Double

D4.6 Panel sizes

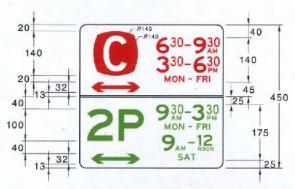
From Figure C2, Clause 3.4.1 and the dimensions in Paragraph C2, the minimum depths and consequent panel sizes are as follows:

Panel	Minimum depth	Panel size
Panel 1	210 mm	W1
Panel 2	205 mm	W1

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D4.7 Layout of sign

Figure D3 shows the sign layout using panel arrangement P.23 (Figure C1).



NOTE: If the 2P restriction were only to the right, the 2P and right pointing arrow would be on the right side of the panel and the times would be on the left side.

DIMENSIONS IN MILLIMETRES

FIGURE D3 LAYOUT OF SIGN-EXAMPLE 3

D5 EXAMPLE 4: SIGNS 5 AND 6 IN FIGURE C2

D5.1 Location description

Outside a hospital entrance, with visitor parking located in advance of a pickup/set down area also used for patient transfers by ambulance.

D5.2 Parking control desired

Visitor parking: 90 minute parking, 9 AM-9 PM every day; pickup/set down: no parking anytime, ambulances excepted.

D5.3 Sign position

At the change from one restriction to the other.

D5.4 Panel arrangement

Use panel arrangement P.22 (see Figure C1) as the controls do not overlap. Consider arrangement P.23 with panel size W2 (see Clause 3.5) only if there is insufficient space on narrow panels.

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D5.5 Panel components

(See Paragraphs C2.2 to C2.6.)

Component	Details	
Panel 1		
Type of control	11/2 hour parking	
Times	9 am-9 pm	
Arrow	Left	
Panel 2	* 1	
Type of control	No parking anytime	
User limitation	Ambulances excepted	
Arrow	Right	

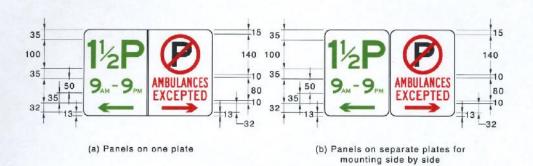
D5.6 Panel sizes

From the dimensions in Paragraph C2, the minimum depths and consequent panel sizes are as follows:

Panel	Minimum depth	Panel size
Panel 1	235 mm	N1
Panel 2	300 mm	N1

D5.7 Layout of signs

Figure D4 shows the sign layout which would occur when the panels are made on the one plate. It also shows the layout when the panels are made separately. Unlike Example 1, both methods produce panels of the same depth. In both cases panels of size N2 (see Clause 3.5) may be used instead.



DIMENSIONS IN MILLIMETRES

FIGURE D4 LAYOUT OF SIGNS-EXAMPLE 4

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D6 EXAMPLE 5: SIGN 7 IN FIGURE C2

D6.1 Location description

Close to an intersection, where there is a weekday loading zone. The space is available for one hour parking on Saturday mornings. A new pm peak no-stopping area is proposed, approaching the intersection.

D6.2 Parking control desired

As shown in Figure D5 with the Loading Zone time of operation altered to be consistent with the new restriction.

D6.3 Sign position

Figure D5 shows the required position of the sign.

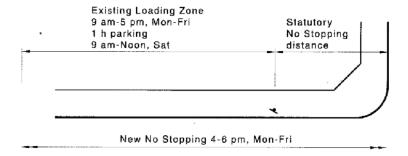


FIGURE D5 POSITION OF SIGN—EXAMPLE 5

D6.4 Check for consistency

Check that new no-stopping times and existing times do not overlap. No-stopping anytime is already signed to the right, so only sign the new pm no-stopping to the left.

D6.5 Panel arrangement

The four separate controls require four panels. Three panels point to the left and one to the right [see Clause 3.4.2(a)]. From Example 1, the no-stopping anytime control will fit into panel size N1. If one other control also fits into panel size N1, then panel arrangement P.42, P.43 or P.44 will result in a smaller sign than P.45. Panel arrangement P.41 is not suitable (see Figure C1).

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D6.6 Panel components

Establish the minimum depth of the three left-pointing panels in narrow format (see Paragraphs C2.2 to C2.6).

Component	Details
Loading zone panel	
Type of control	Loading zone
Times	9 AM-4 PM, MON-FRI
Arrow	Left
Parking panel	
Type of control	One hour parking
Times	9 AM-12 NOON, SAT
Arrow	Left
PM No-stopping panel Type of control Times Arrow	No stopping 4-6 PM, MON-FRI Left

D6.7 Panel sizes

From the dimensions in Paragraph C2, the minimum depths and consequent panel sizes in narrow format are as follows:

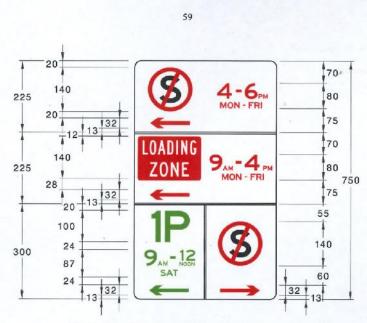
Panel	Minimum depth	Panel size
Loading zone	300 mm	N1
Parking	272 mm	N1
PM No-stopping	300 mm	N1

NOTE: The legend 'SAT' on the parking panel is 27 mm high as the panel has no Mon-Fri components [see Clauses 3.3.3(c) and (d)].

D6.8 Layout of sign

All three left-pointing panels can fit into panel size N1. They can also all fit into the larger area of panel size W1. Consider Clause 3.4.2 and place controls requiring greater emphasis into the wide panels in panel arrangement P.42, P.43 or P.44 (see Figure C1). Putting the more restrictive controls in the W1 panels results in using panel arrangement P.42, for example. This is shown in Figure D6. Refer to Figure C2, Clause 3.4.1 for layout of wide panels.

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NOTE: Other layouts are possible within the design rules.

DIMENSIONS IN MILLIMETRES

FIGURE D6 LAYOUT OF SIGN-EXAMPLE 5

D7 EXAMPLE 6: SIGN 8 IN FIGURE C2

D7.1 Location description

In a business area, with an a.m. peak no-stopping restriction. Once this restriction ends, motor cycles may park in one area, located in advance of short-term parking for other motor vehicles, 5½ days a week.

D7.2 Parking control desired

No stopping 7-9 AM, MON-FRI; Parking, ALL OTHER TIMES, MOTOR CYCLES ONLY; one hour parking 9 AM-6 PM, MON-FRI, 8 AM-1 PM, SAT.

D7.3 Sign position

At the change from one restriction to the other (see Paragraph B2.1). No-stopping control is continuous on both sides of the sign.

D7.4 Check for consistency

The motor cycle parking control requires a time of operation, to avoid overlapping the nostopping restriction.

D7.5 Panel arrangement

The no-stopping restriction should be located at the top of the sign (see Clause 3.4.2). Arrangement P.32 is preferred over P.31 (see Figure C1) as the division between restrictions is more obvious. If P.32 provides insufficient space on any panel, use arrangement P.31 with wide panels of size W2.

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D7.6 Panel components

(See Paragraphs C2.2 to C2.6.) Panel arrangement P.32 is used.

- Land to the contract of the	and the state of t
Component	Details
Panel 1 (Wide)	
Type of control	No stopping
Times	7-9 AM, MON-FRI
Arrow	Double
Panel 2 (Narrow)	
Type of control	Parking
Times	All other times
User limitation	Motor cycles only
Arrow	Left
Panel 3 (Narrow)	
Type of control	One hour parking
Times	9 AM-6 PM, MON-FRI
	9 AM-12 NOON, SAT
Arrow	Right

D7.7 Panel sizes

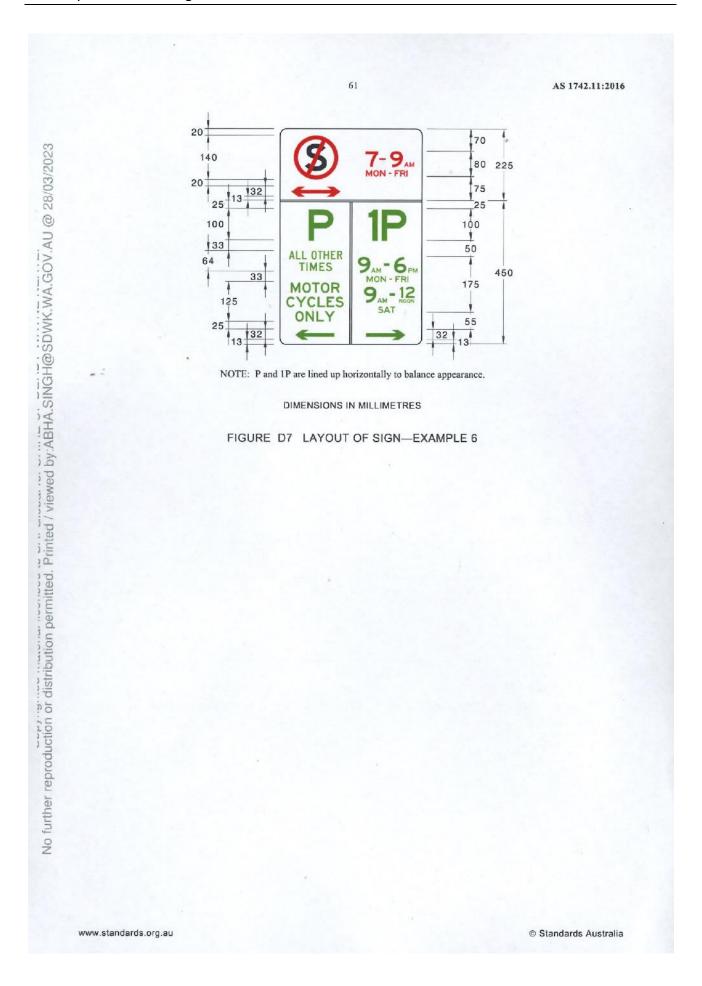
From Figure C2, Clause 3.4.1 and the dimensions in Paragraph C2, the minimum depths and consequent panel sizes are as follows:

:- <u>-</u>	Panel	Minimum depth	Panel size
	Panel 1	210 mm	Wi
	Panel 2	389 mm	N2
	Panel 3	360 mm	N2

D7.8 Layout of sign

The panels fit with panel arrangement P.32 (see Figure C1). The sign layout is shown in Figure D7.

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APPENDIX E

GUIDELINES FOR THE USE AND PLACEMENT OF AREA PARKING CONTROL SIGNS

(Informative)

E1 GENERAL

This Appendix gives recommendations for the use and placement of area control parking signs. These recommendations are additional to the requirements and recommendations given in Section 5 of this Standard. An example illustrating the application of on-street area parking control signs is shown in Figure E1.

E2 SELECTING A BOUNDARY FOR THE CONTROLLED AREA

The boundary for a controlled area should be selected to align with people's expectations as to where it might be, why it is there and its extent. In particular—

- (a) a boundary along an arterial road will make sense to drivers;
- (b) a boundary which cuts across a local area will not be expected by drivers unless perhaps it follows an obvious feature like a major road, a railway or a creek; and
- (c) a boundary which zig-zags across an area, not treating parallel streets in the same way and including some streets but not other adjacent streets, will be confusing to drivers.

Homogeneity of the road type and environment such as an area which is all non-arterial residential streets, all non-arterial commercial streets or a clearly delineated off-street car park, will lead to a better understanding of the reason for and extent of the area control.

Localized variations from the area control can be treated as indicated in Paragraph E6.

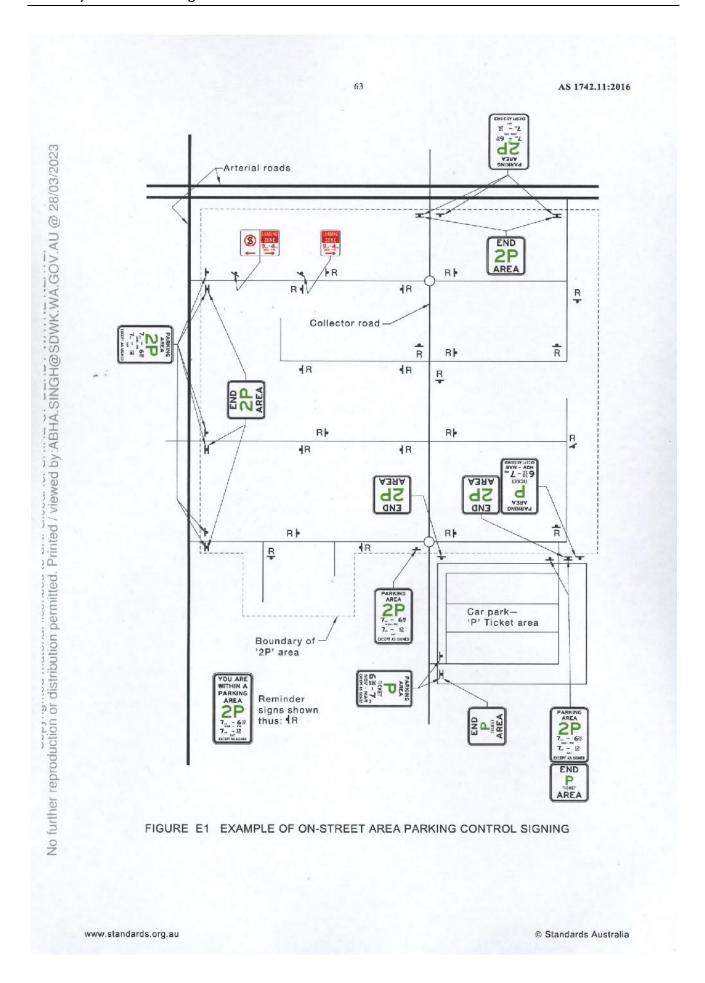
E3 SIGN LOCATION AND NUMBERS

Along public roads, drivers generally expect to see parking controls being indicated by linear parking control signs. Where these are not present, there can be a natural conclusion that no restrictions apply. An area parking control scheme must include a sufficient number of signs, appropriately located, so that it is reasonably certain a driver will—

- (a) see a parking control entry sign when driving into the controlled area;
- (b) be alerted to or reminded of the restrictions at appropriate intervals within the area; and
- (c) receive clear advice about where the scheme ends (and equally importantly in large areas, where it continues and does not end).

Similarly, where linear signs are in place along one side of a street, it is a natural conclusion that if the other side is unsigned, then it has no restrictions. In this type of location, it is inappropriate to rely on area parking controls.

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NOTES TO FIGURE E1:

- 1 All area parking control signs should be aligned to face oncoming traffic.
- Every street or street block longer than 30 m should have at least one reminder sign (see also Note 5), unless it has an entry sign at the beginning and is less than 200 m long.
- 3 Signs at a joint boundary between two parking control areas with different forms of control, need to incorporate both entry and exit signs for each area. Signs may be mounted side by side, one above the other or take the form of a single composite signboard.
- 4 Duplicate entry signs are normally required. Where vehicles only turn left to enter or they all approach the signs straight on rather than turning into the controlled area, a single entry sign may be adequate.
- 5 Reminder signs should be installed beyond major features such a collector roads or roundabouts, generally within 30 m of the feature. Additional reminder signs should be placed no further apart than 200 m.
- 6 Where linear parking control signs have been used, it is essential that reminder signs are placed so as to immediately remind road users that the areas not covered by the linear signs are subject to area parking control.
- 7 Area boundaries should be left simple, for example in this case, by including the two cul-de-sacs in the area. A cul-de-sac shorter than 30 m need not be signed.

E4 SIGNS AT THE BOUNDARIES OF AN AREA

E4.1 General

At least one entry sign is required at each entry point and at least one END sign is required at each exit point.

E4.2 On-street parking control areas

In on-street locations, drivers may be concentrating on traffic conditions and not be expecting area controls. Entry signs need to be readily seen, taking account of traffic conditions and background conditions. They should be located as follows:

- (a) Entry sign These should be placed in a prominent location at or close to the boundary of the controlled area, noting that the controls do not commence until the sign is passed. Where traffic turns both left and right into the controlled area, there needs to be an entry sign visible for each possible approach manocurve. Where the signing is located within 30 m of the left and right turns, a sign should be placed on both sides of the street. Where traffic can only turn left into the street, the sign should be located on the right side of the street to face that traffic, unless exiting traffic may block the view of the sign.
- (b) END signs Even where the end of the controlled area is obvious (e.g. where a local street meets an arterial road) it is essential that the END sign is located in a prominent position at or near the end of the area to face traffic leaving the area. On two way streets, the END sign should be located on the back of the entry sign.

E4.3 Off-street car parks

At off-street car parks, entry and END signs should be located as follows:

- (a) Entry signs These should be placed in a prominent location at or close to the obvious boundary of the controlled area, e.g. at the entry driveway, fence line or other obvious boundary features. Where traffic turns both left and right into the controlled area there needs to be an entry sign visible for each possible approach manoeuvre, e.g. by placing a sign on both sides of the driveway.
- (b) END signs Where the end of the controlled area is obvious, e.g. where a multi-level car park connects with the street system, the END sign is principally required for legal purposes. Where the boundary is not obvious, there needs to be more care in locating the sign in a prominent position to face traffic leaving the area. On two way access roads/driveways, the END sign should be located on the back of the entry sign.

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E5 REMINDER SIGNS

E5.1 On-street parking control areas

For effective control of large on-street parking control areas, reminder signs should be installed as follows:

- (a) As a general requirement, at a spacing no greater than 200 m along a road, and in particular, within 200 m of an entry sign.
- (b) Within 50 m of the start of any internal street, i.e. a street which is not crossed by the area boundary. Streets less than 30 m long may not need to be signed.
- (c) Within 20 m of any section of linear parking control, unless it is obvious from the application of other signposting that the area control applies elsewhere.
- (d) Where drivers may mistakenly assume the controlled area ends. This may include locations on the far side of a collector road, a roundabout or a set of intersection signals. At these locations, a reminder sign should be installed just beyond (i.e. within 30 m) that street or feature.
- (e) Any other location where experience shows a significant number of drivers fail to recognize the application of area controls to that location.

If there is a facility in the area which attracts significant numbers of unfamiliar drivers or people who are likely to be mentally distracted (e.g. a hospital or funeral parlour), it would be prudent to consider additional signs at the pedestrian entrance to the facility. These signs may not necessarily be in the form of parking control signs.

E5.2 Off-street car parks

The number and location of reminder signs required in an off-street car park which is to be designated as a parking control area will depend on the size of the car park and whether it is multi-level. Where a car park has regular, familiar users, e.g. parking at a tertiary campus, a lesser provision of reminder signs can be justified. As a general guide, reminder signs should be considered for public car parks with more than 100 car spaces, as follows:

- (a) On any one level of a car park, at least one sign in a prominent position within each discrete section bounded by a circulation roadway.
- (b) In multi-level car parks, at least one per floor, facing traffic approaching each level or in a prominent position to face traffic circulating within each level.

Alternatively, the columns and walls within multi-level car parks provide the opportunity to remind drivers by means of a greater number of smaller signs. So long as the entry and exit signs for area controls are in place, linear parking control-sized reminder signs (e.g. $225 \text{ mm} \times 450 \text{ mm}$) can be placed at more frequent intervals throughout a car park indicating the restrictions. It is recommended that although advisory, these signs use standard linear parking control sign colours and format, but without the arrow.

E6 EXCEPTION SIGNING WITHIN AN AREA CONTROL

Within an area controlled by area signs, statutory restrictions, e.g. no stopping near intersections and children's crossings, continue to apply. Other exceptions need to be signposted using linear parking control signs. Use of area parking controls to create an exception for a sub-area within a larger area parking control is not permitted. If two parking control areas are adjacent to one another, both must start and end at the common boundary.

Within a parking control area, exceptions may be signposted by means of any of the five types of linear control listed in Table 3.1.

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A controlled area should have few linear exceptions applying at similar times to those shown on area control signs. There should not be a significant mixture of both types of controls applying at similar times.

Where new area controls are being considered, a survey of existing linear controls should be undertaken. If the area has anything more than isolated loading zones, bus zones, no standing or similar restrictions, area controls covering similar times are unlikely to be recognized by drivers and should not be installed.

Where, over time, exceptions to area controls become extensive, it is likely that drivers will fail to recognize that area control restrictions apply to unsigned sections of road. In such cases, the area controls should be removed and be replaced entirely by linear parking controls.

In a large multi-storey car park, if, for example, it is desired to have a different restriction on one floor or along one or more aisles, the options available are—

- (a) end the general area control and start a new area control [e.g. with an END 4P AREA sign and a 1P AREA (entry) sign]. In this case the new area will need to be ended where the general area is re-entered [e.g. with an END 1P AREA sign and a 4P AREA (entry) sign]; or
- (b) install linear parking control signs covering all the parking bays which have the different restriction (e.g. 1P with arrows). In this case non-standard advisory signs may also be needed at the entrances to the different area (e.g. advising drivers it is 1P beyond this point).

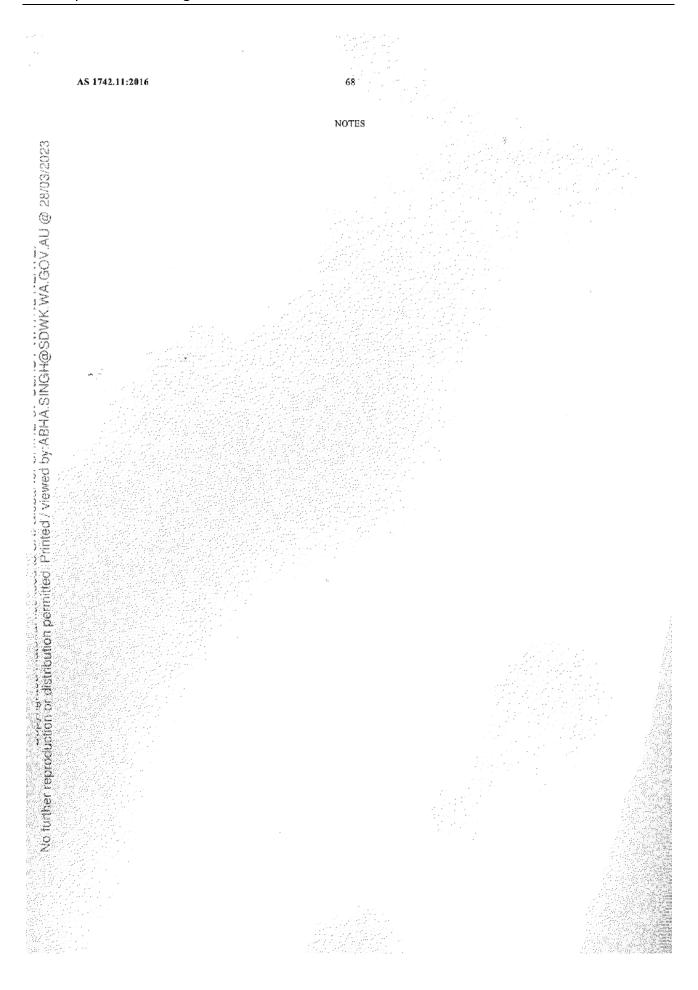
E7 INAPPROPRIATE LOCATIONS FOR AREA PARKING CONTROL

Area parking control is likely to be inappropriate under the following conditions:

- (a) Lack of suitable entry sign positions Area parking control will not be satisfactory if positions which will provide adequate prominence for side-mounted signs at entry points cannot be found and provision of overhead signs cannot be justified.
- (b) Area and linear controls applying at the same time Area parking control will not be satisfactory—
 - (i) in an area which has extensive sections of linear parking control and the area controls are intended to apply over similar periods, i.e. where the area has anything more than isolated loading zones, bus zones, no standing or similar linear restrictions; or
 - (ii) along any street or readily identifiable section of a street, e.g. between one end of a street and a roundabout, where one side or most of one side is controlled by linear parking control signs and the other side is unsigned, i.e. the area controls are intended to apply only to the other side of the street.
- (c) Area and linear controls applying at the same locations but at different times. The types of location in Item (b)(i) may not be inappropriate for using area parking control to apply a completely different type of control at different times of day, e.g. an overnight no-standing area applying in streets which have daytime linear two-hour parking signs. Nonetheless, extreme care is required to ensure that the area control is apparent to drivers. Reminder signs will be essential in this type of area and will be required at relatively frequent intervals along the sections of road which have linear controls. Consequently, area controls should not be used where a sufficient number of reminder signs cannot be installed, or where the messages on linear signs read in conjunction with the messages on area signs would be confusing or ambiguous.

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18 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)

• Nil

19 CLOSURE

19.1 Date of Next Meeting

The next ordinary meeting of Council will be held Thursday, 27 April 2023 in the Council Chambers, Clarendon Street, Derby.

19.2 Closure of Meeting

The Presiding Member closed the meeting at 1:37pm.

These minutes were confirmed at a meeting on
27 April 2023
Signed:
Presiding Person at the meeting at which these minutes were confirmed.
Date: 27 April 2023