



ORDINARY COUNCIL MEETING

24 August 2021

Attachment Booklet – August 2021

ATTACHMENT: CC01
Accounts for Payment – July 2021

Attachment 1
Accounts for Payment – July 2021

Shire of Irwin

List of Accounts paid July 2021 for presentation to the
Council Meeting 24 August 2021

MUNICIPAL/(TRUST) PAYMENTS			
EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
EFT27609	06/07/2021	CORE BUSINESS AUSTRALIA	PROJECT SUPERVISOR AND WHS MONITOR ANNUAL SOFTWARE LICENCE
EFT27610	08/07/2021	IRWIN SHIRE - RATES	PAYROLL DEDUCTION
EFT27611	08/07/2021	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTION
EFT27612	09/07/2021	AMY CHADBOURNE	COMMUNICATIONS/MEDIA CONSULTANCY MAY/JUNE 2021
EFT27613	09/07/2021	ATC WORK SMART	SCHOOL BASED TRAINEE
EFT27614	09/07/2021	ATOM	WHITE STEEL FENCE DROPPERS FOR MORETON TCE PROJECT
EFT27615	09/07/2021	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES
EFT27616	09/07/2021	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION
EFT27617	09/07/2021	DEPARTMENT OF MINES INDUSTRY REGULATION	BUILDING SERVICES LEVY RECONCILIATION
EFT27618	09/07/2021	CENTRAL REGIONAL TAFE	AUSCHEM ACCREDITATION TRAINING
EFT27619	09/07/2021	TOLL	FREIGHT CHARGES
EFT27620	09/07/2021	CRAMER AND NEILL REFRIGERATION	REPAIRS TO EXTERNAL COVER OF AIR CON AT ADMIN
EFT27621	09/07/2021	DONGARA FREIGHT	FREIGHT CHARGES
EFT27622	09/07/2021	DELTA CLEANING SERVICES	CLEANING CONTRACT JUNE 2021
EFT27623	09/07/2021	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GROSS RENTAL VALUATIONS AND MINING TENEMENT CHARGEABLE
EFT27624	09/07/2021	DONGARA BOBCAT & CONTRACTING SERVICES	GRAVEL AND SAND FOR MORETON TERRACE PROJECT, ROCK REMOVAL ON FORESHORE INCLUDING SAND FOR FORESHORE PROJECT
EFT27625	09/07/2021	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDEN, BUILDING & ROAD MAINTENANCE SUPPLIES
EFT27626	09/07/2021	DONGARA CONCRETE SERVICES	CROSSOVER CONSTRUCTION AT CEMETERY AND FOOTPATH CONSTRUCTION AT PUMP TRACK
EFT27627	09/07/2021	DONGARA DRILLING & ELECTRICAL	REPAIRS TO REC CENTRE SWITCHBOARD, REPAIRS TO BBQ ON FORESHORE AND CHANGE OUT FLURO IN OFFICE AT DEPOT
EFT27628	09/07/2021	DONGARA HARDWARE	WHITE SPOT & SURVEY PAINT MARKERS FOR MORETON TCE
EFT27629	09/07/2021	DONGARA NEWSAGENCY	PUBLICATIONS INCLUDING STATIONERY ITEMS
EFT27630	09/07/2021	DONGARA TREE SERVICES	REMOVE AND GRIND OUT STUMP IN FRONT OF DONGARA LAUNDROMAT DRIVEWAY
EFT27631	09/07/2021	DONGARA LOCAL RAG	ADVERTISING
EFT27632	09/07/2021	RIVERBEND FOODWORKS DONGARA	MONTHLY CONSUMABLES
EFT27633	09/07/2021	DONGARA MIDWEST WASTE	PUMP WASTE TANK AT TRANSFER STATION
EFT27634	09/07/2021	EASY AUTO CARE	SUPPLY AND FIT DISC BRAKES ON FORD RANGER
EFT27635	09/07/2021	ELEMENT ADVISORY PTY LTD	PROGRESS PAYMENT - LOCAL PLANNING STRATEGY REVIEW -
EFT27636	09/07/2021	ECHELON AUSTRALIA PTY LTD	REGIONAL RISK CO-ORDINATOR - SECOND INSTALMENT 2020/21
EFT27637	09/07/2021	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES FOR ADMIN AND LIBRARY
EFT27638	09/07/2021	FIVE GUMS FAMILY MEDICAL PRACTICE	DOCTOR RENTAL ALLOWANCE
EFT27639	09/07/2021	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES AND MERU WASTE DISPOSAL
EFT27640	09/07/2021	GERALDTON TURF FARM	SUPPLY AND LAY TURF AT FORESHORE
EFT27641	09/07/2021	REFUEL AUSTRALIA	BULK FUEL DIESEL PURCHASE AND FUEL CARD PURCHASES
EFT27642	09/07/2021	GERALDTON LIMESTONE RETAINING WALLS	MORETON TCE - PREPARING STREET FOR KERBING
EFT27643	09/07/2021	GLOBAL SPILL & SAFETY	VARIOUS SIGNS FOR TRAFFIC MANAGEMENT ON RURAL AND URBAN ROADS
EFT27644	09/07/2021	GUARDIAN PRINT & GRAPHICS	STATIONERY - ENVELOPES
EFT27645	09/07/2021	IVEY CONTRACTING	INSTALLATION OF GUIDE POSTS ON BURMA ROAD, TABLETOP ROAD AND CASUARINAS ROAD
EFT27646	09/07/2021	KLEENHEAT GAS	CYLINDER RENTAL CHARGES
EFT27647	09/07/2021	KIRKLAND ELECTRICAL SERVICES	ELECTRICAL REPAIRS AT SHIRE FACILITIES, THE VILLAGE AND ABLUTIONS, SUPPLY AND INSTALL AIR CONDITIONERS AT 2 KENNEDY HEIGHTS
EFT27648	09/07/2021	LO-GO APPOINTMENTS	CONTRACTOR SERVICES - MANAGER FINANCE
EFT27649	09/07/2021	MARKETFORCE PTY LTD	ADVERTISING
EFT27650	09/07/2021	MARKS WATERTRUCK	WATER TRUCK FOR BURMA ROAD WORKS
EFT27651	09/07/2021	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	BATTERIES FOR TRAFFIC MONITORING EQUIPMENT
EFT27652	09/07/2021	MIDWEST FIRE PROTECTION & SAFETY SERVICES	SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE
EFT27653	09/07/2021	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT COMMUNITY RESOURCE CENTRE
EFT27654	09/07/2021	NORDIC BUILDERS	PROGRESS PAYMENT - HENRY ROAD UNITS 7-12
EFT27655	09/07/2021	NORFOLK CLEANING SERVICE	CLEANING OF RICHARDSON ROAD RESIDENCE
EFT27656	09/07/2021	NEW SENSATION HOMES	REFUND
EFT27657	09/07/2021	OAKS CIVIL CONSTRUCTION PTY LTD	TRAFFIC MANAGEMENT CONTROL ON MORETON TERRACE
EFT27658	09/07/2021	QUALITY PRESS	FIRS BUSHFIRE REPORTING FORMS
EFT27659	09/07/2021	S & K ELECTRICAL	QUARTERLY TESTING AND TAGGING OF EQUIPMENT AT DEPOT
EFT27660	09/07/2021	SEASPRAY BEACH HOLIDAY PARK	ACCOMMODATION - CONSULTANT STRATEGIC COMMUNITY PLAN
EFT27661	09/07/2021	STEWART & HEATON CLOTHING CO	POLO SHIRTS FOR VOLUNTEER BUSHFIRE BRIGADE MEMBERS
EFT27662	09/07/2021	SUN CITY PRINT AND DESIGN	PAID CAMPING ENVELOPES WITH BARCODE
EFT27663	09/07/2021	DONGARA IGA	MONTHLY CONSUMABLES
EFT27664	09/07/2021	VANGUARD PRESS	BROCHURE DISPLAY, WAREHOUSING AND TRANSPORT FEE
EFT27665	09/07/2021	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	PROFESSIONAL DEVELOPMENT - PROCUREMENT
EFT27666	09/07/2021	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES
EFT27667	09/07/2021	SYNERGY	VARIOUS ELECTRICITY CHARGES
EFT27668	09/07/2021	YOUNG MOTORS PTY LTD	SERVICING OF CESM VEHICLE AND HOLDEN COLORADO
EFT27669	09/07/2021	WINC AUSTRALIA PTY LTD	PRINTER CHARGES - DEPOT
EFT27670	21/07/2021	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS
EFT27671	21/07/2021	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS
EFT27672	22/07/2021	RICHARD ANDREW IRVING	ACCOMMODATION - ACTING MANAGER FINANCE
EFT27673	22/07/2021	BABA MARDIA ROAD SERVICES	TRAFFIC MANAGEMENT FOR MORETON TCE WORKS, ALLANOOKA SPRINGS ROAD AND TABLETOP ROAD
EFT27674	22/07/2021	BATAVIA COAST TRIMMERS	REMOVE SHADE SAILS INCLUDING TRAVEL COSTS

Shire of Irwin

List of Accounts paid July 2021 for presentation to the
Council Meeting 24 August 2021

MUNICIPAL/(TRUST) PAYMENTS			
EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
EFT27675	22/07/2021	BEAUREPAIRES GERALDTON	REPAIRS TO GRADER TYRE
EFT27676	22/07/2021	BLACKWOODS	MARKER PAINT AND DEPOT CONSUMABLES
EFT27677	22/07/2021	BOS CIVIL PTY LTD	PROGRESS CLAIM - MORETON TERRACE CIVIL WORKS
EFT27678	22/07/2021	BRAND MECHANICAL SERVICES	REPAIRS AND PARTS FOR ZERO TURN MOWER, JOHN DEERE MOWER, CESM VEHICLE AND TORO MOWER
EFT27679	22/07/2021	TOLL	FREIGHT CHARGES
EFT27680	22/07/2021	CIVIC WORKFORCE MANAGEMENT	PROFESSIONAL HR ADVICES & SUPPORT
EFT27681	22/07/2021	DIAL BEFORE YOU DIG	QUARTERLY REFERRAL FEE - APRIL TO JUNE 2021
EFT27682	22/07/2021	DIRECT COFFEE SUPPLIES	REPAIRS TO REC CENTRE COFFEE MACHINE
EFT27683	22/07/2021	DONGARA BOBCAT & CONTRACTING SERVICES	GRAVE DIG & BACKFILL
EFT27684	22/07/2021	DONGARA CONCRETE SERVICES	CRACKER DUST AND CEMENT FOR STABILISATION ON MORETON TCE
EFT27685	22/07/2021	DONGARA DRILLING & ELECTRICAL	RCD AND SMOKE ALARM TESTING OF SHIRE FACILITIES, PRESSURE TEST WATER LINE ON MORETON TCE AND PLUMBING CONSUMABLES
EFT27686	22/07/2021	DONGARA HARDWARE	WATER FOR ADMIN, DEPOT & TRANSFER STATION
EFT27687	22/07/2021	ELEMENT ADVISORY PTY LTD	PROGRESS PAYMENT - LOCAL PLANNING STRATEGY REVIEW -
EFT27688	22/07/2021	FENCE IT WA	HIRE OF TEMPORARY FENCING, LIGHTING TOWERS AND BARRIERS FOR MORETON TCE PROJECT
EFT27689	22/07/2021	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	TONERS FOR MEDICAL CENTRE PRINTER AND PRINTER CHARGES - REC CENTRE
EFT27690	22/07/2021	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL
EFT27691	22/07/2021	REFUEL AUSTRALIA	ADBLUE, TRUCK WASH AND LIPLEX FOR PLANT
EFT27692	22/07/2021	GERALDTON LIMESTONE RETAINING WALLS	BACKFILL AND COMPACT SITE ON MORETON TCE
EFT27693	22/07/2021	GNC	SMALL LID LIFTERS FOR MORETON TCE
EFT27694	22/07/2021	GLOBAL SPILL & SAFETY	VARIOUS SIGNS FOR TRAFFIC MANAGEMENT ON RURAL AND URBAN ROADS
EFT27695	22/07/2021	HALLINAN REFRIGERATION & AIRCONDITIONING	REPAIRS TO REC CENTRE AIR CONDITIONER
EFT27696	22/07/2021	INCITE SECURITY	ONSITE VISIT TO RECTIFY CCTV ISSUE
EFT27697	22/07/2021	IN-SITU CONSTRUCTION AND MAINTENANCE	DELIVER OF BLOCKS TO GRANNIES BEACH FOR RETAINING WALL AND HIRE OF BOBCAT FOR FORESHORE WORKS
EFT27698	22/07/2021	JASON SIGNMAKERS	VARIOUS ROAD MAINTENANCE AND STREET SIGNAGE
EFT27699	22/07/2021	KIRKLAND ELECTRICAL SERVICES	ANNUAL SMOKE ALARM AND RCD INSPECTION AND TESTING AT THE VILLAGE AND INSTALL LED LIGHTS AT TRANSFER STATION
EFT27700	22/07/2021	KOMATSU AUSTRALIA PTY LTD	PARTS FOR KOMATSU LOADER
EFT27701	22/07/2021	LOCALISE PTY LTD	ADVERSE EVENT PLAN FOR MORETON TERRACE RENEWAL
EFT27702	22/07/2021	LO-GO APPOINTMENTS	CONTRACTOR SERVICES - MANAGER FINANCE
EFT27703	22/07/2021	MARSDEN'S BECKENHAM TRANSPORT PTY LTD	USE OF WEIGHBRIDGE TO WEIGH SHIRE TRUCK
EFT27704	22/07/2021	MARKET CREATIONS	SUPPORT AGREEMENT, HOSTING SERVICES, VOIP SERVICES FOR SHIRE FACILITIES
EFT27705	22/07/2021	METRO COUNT VEHICLE CLASSIFIER SYSTEMS	BATTERIES FOR TRAFFIC MONITORING EQUIPMENT
EFT27706	22/07/2021	MIDWEST PEST MANAGEMENT	WEED CONTROL AT TRANSFER STATION
EFT27707	22/07/2021	OAKS CIVIL CONSTRUCTION PTY LTD	TRAFFIC MANAGEMENT WORKS ON MORETON TERRACE AND TABLETOP RD
EFT27708	22/07/2021	PEMCO DIESEL	SERVICE OF NISSAN PRIME MOVER
EFT27709	22/07/2021	CANCELLED	0.00
EFT27710	22/07/2021	TOTALLY WORKWEAR GERALDTON	PROTECTIVE UNIFORM
EFT27711	22/07/2021	CLEANAWAY CO PTY LTD	RESIDENTIAL, COMMERCIAL AND STREET 240LT AND FRONT LIFT COLLECTION INCLUDING TRANSFER STATION
EFT27712	22/07/2021	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES JUNE 2021
EFT27713	22/07/2021	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	PROCUREMENT FORUM REGISTRATION
EFT27714	22/07/2021	WESTRAC EQUIPMENT	PARTS FOR CAT GRADER
EFT27715	22/07/2021	ZURICH AUSTRALIAN INSURANCE LIMITED	EXCESS CLAIM FOR OLD CESM VEHICLE
EFT27716	23/07/2021	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEE
EFT27717	28/07/2021	ROADS 2000 PTY LTD	PROGRESS CLAIM - MORETON TERRACE SEALING WORKS
32071	05/07/2021	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES
32072	05/07/2021	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME
32073	23/07/2021	WATER CORPORATION	VARIOUS WATER CHARGES
32074	27/07/2021	DONGARA COMMUNITY RESOURCE CENTRE	MOTOR VEHICLE LICENCE RENEWALS 2021/22
32075	28/07/2021	DONGARA COMMUNITY RESOURCE CENTRE	REGISTRATION RENEWAL FOR COMMUNITY BUS
DD21148.1	12/07/2021	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING - JUNE 2021
DD21151.1	26/07/2021	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES
DD21153.1	30/07/2021	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES
DD21146.1	07/07/2021	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE
DD21126.1	23/07/2021	WA TREASURY CORPORATION	LOAN GUARANTEE FEES TO 30 JUNE 2021
SOL 07/21	16/07/2021	SHINE TECH SOLAR	SOLAR REPAYMENT JULY 2021
DD21118.1	08/07/2021	ANZ SMART CHOICE SUPER	SUPERANNUATION
DD21118.2	06/07/2021	ASGARD SUPERANNUATION	SUPERANNUATION
DD21118.3	06/07/2021	AUSTRALIAN SUPER	SUPERANNUATION
DD21118.4	06/07/2021	AWARE SUPER PTY LTD	SUPERANNUATION
DD21118.5	06/07/2021	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION
DD21118.6	06/07/2021	HOSTPLUS	SUPERANNUATION
DD21118.7	06/07/2021	MLC SUPER FUND	SUPERANNUATION
DD21118.8	06/07/2021	THE M & L OLSEN SUPERANNUATION FUND	SUPERANNUATION
DD21118.9	06/07/2021	AMP CORPORATE SUPER - SUPERLEADER	SUPERANNUATION
DD21132.1	20/07/2021	ANZ SMART CHOICE SUPER	SUPERANNUATION
DD21132.2	20/07/2021	AMP CORPORATE SUPER - SUPERLEADER	SUPERANNUATION
DD21132.3	20/07/2021	THE KDP SUPERANNUATION FUND	SUPERANNUATION
DD21132.4	20/07/2021	ASGARD SUPERANNUATION	SUPERANNUATION
DD21132.5	20/07/2021	AUSTRALIAN SUPER	SUPERANNUATION

Shire of Irwin

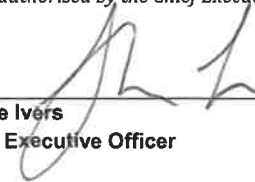
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Council Meeting 24 August 2021

MUNICIPAL/(TRUST) PAYMENTS			
EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
DD21132.6	20/07/2021	AWARE SUPER PTY LTD SUPERANNUATION	-11,736.93
DD21132.7	20/07/2021	EQUIPSUPER SUPERANNUATION FUND SUPERANNUATION	-143.70
DD21132.8	20/07/2021	HOSTPLUS SUPERANNUATION	-609.90
DD21132.9	20/07/2021	MLC SUPER FUND SUPERANNUATION	-1,515.09
DD21132.10	20/07/2021	THE M & L OLSEN SUPERANNUATION FUND SUPERANNUATION	-129.10
DD21132.11	20/07/2021	REST SUPERANNUATION	-482.47
			-1,190,908.21

Sundry Creditors as at 31/07/2021 2,892.25

The Payments included in the above list of Accounts Paid, have been authorised by the Chief Executive Officer under delegation from Council.

5/8/21
DATE


Shane Ivers
Chief Executive Officer

ATTACHMENT: CC02
Record Keeping Plan 2021

Attachment 1
Shire of Irwin Record Keeping Plan 2021



Shire of Irwin Recordkeeping Plan 2021

August 2021

Document Control

Document No.	Date Originated	Previous Version	
	10/08/2021		
Revision No.	Date Reviewed	Adopted by Council - Date	Adopted by Council – Minute Ref
Rev0	24 August 2021	24 August 2021	

Amendments

Details of amendments	Reviewed/Amended Date	Record No.	Council Minute Ref.

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Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Irwin and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of Irwin RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*.
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Irwin and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Shire of Irwin employees;
- Shire of Irwin temporary employees;
- Shire of Irwin contractors;
- Organisations (consultants) performing outsourced services on behalf of the Shire of Irwin; and
- Shire of Irwin Elected Members.

NOTE: The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:

“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision-making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business. Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision-making processes of Council.”

Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes RKP 2015005 and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning “any record of information however recorded” and includes:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

(State Records Act, 2000)

1 Principle One: Proper and Adequate Records

Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation’s functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1 Historical Background

Nestled on Arunine Bay are the old historical twin towns of Port Denison and Dongara. In 1839, an expedition led by George Grey left the Swan River Colony by ship, bound for the area north of the Murchison River. His boats and supplies destroyed in a cyclone, his only alternative was a gruelling 700km trek south to the colony. Captain Grey and his party thus became the first Europeans to traverse the Irwin District and note the extent of the lush pastoral country in the Irwin Basin.

The Aboriginal people of this region (the Wattandee) saw the first permanent European settlement of Irwin in 1850. In 1852, a town site was surveyed and named "Dhungarra" - a name given to the area by local tribal natives to indicate a "meeting place of seals". From this time on, the area gradually became settled.

This progress was understandably slow because of the distances involved and the slowness of available means of transport. Unknown dangers played their part in hindering settlement as in the case of the sailing ship "Leander". In 1853, she struck the reef which now bears her name. Commander, Captain Johnson, managed to run in and beach her on the then uninhabited coast. The Captain and crew managed to reach Mr Burges' property on the Upper Irwin.

By 1866, the small settlement was beginning to flex its community muscle and a jetty was built at Port Irwin; at the same time, an Inn was built.

Finally, in 1871, the Irwin Road Board was formed. It stretched to the South Australian border and covered 89,000 square miles. In its early years, meetings were held in the Courthouse which was built around the same time, along with a School and Police Station.

The 21st Century finds Dongara and Port Denison as established coastal communities that cater for both

locals and tourists with modern amenities and beautiful beaches which provide ideal conditions for sailing, surfing, fishing, kitesurfing, swimming and windsurfing.

General Farming has been the backbone of the area since it was established in 1861, and continues today as a vibrant and viable industry, employing hundreds of people throughout the Mid West. The excellent climate, combined with good rainfall on a regular basis and being so close to the coast, has enabled successful new varieties of crops to be grown, including canola, pepper, mangoes and melons.

Apart from farming, the area is probably best known for the rock lobster industry which has been developed over the last sixty (60) years and is very active from mid-November to the end of June. There are 611 boats operating, each carrying an average of 100 pots.

About one half of the total Western Australian catch of approximately 10 million kilograms is caught along the Irwin and Greenough coastline and at the Abrolhos Islands. The fishing harbour at Port Denison and the small bays south of Port Denison are home to many boats during the season.

Other industries which are growing in strength in the region are oil and gas exploration, with a number of companies active in the region. A major discovery of mineral sands approximately twenty-five (25) kilometres south of Dongara has enormous potential for the area. Aquaculture and olive-growing and production are also two industries which are growing from strength to strength.

The Shire of Irwin covers an area of 2,374 square kilometres with the Shire offices located in the township of Dongara. The Shire has a President, Deputy President and six (6) Councillors. The Council meets as a body on the fourth Tuesday of each month.

The Shire has strong ties to the local community, the State Government and other Local Governments within the area i.e.:

- Department of Local Government , Sport and Cultural Industries;
- Department of Primary Industries and Regional Development;
- Department of Planning, Lands and Heritage;
- Department of Fire and Emergency Services;
- Western Australian Police;
- City of Greater Geraldton;
- Shire of Mingenew;
- Shire of Three Springs; and the
- Shire of Carnamah.

1.2 Strategic Focus and Main Business Activity

1.2.1 Vision and Mission

The Shire's vision and mission expresses the Council's intent and conveys what the Shire and Councillors endeavor to achieve on behalf of the community.

Vision: *A safe place to live, an exciting place to visit and a progressive place to work.*

Mission: *Delivering excellence in service, driving growth and building strong relationships – we are open for business...*

1.2.2 Values and Behaviours

The Shire acts to serve the community through:

- **Innovation:** We are forward-thinking and creative in our approach and strive to continuously improve the way we work.
- **Accountability:** We will honour our commitments and responsibilities to achieve positive results in a transparent environment.
- **Integrity:** We always act in the public interest and are open, honest, fair and ethical in our interactions with others.
- **Respect:** We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment.

1.2.3 Functions, including those outsourced

Refer to Appendix 1 as well as specific information below relating to the following functions and services:

See also *Section 7 SRC Standard 6: Outsourced Functions*

Aged Services

The Shire of Irwin has combined with the Department of Communities (Housing Authority) to provide Joint Venture Housing in the form of a Retirement Village at Port Denison. The Port Denison Retirement Village is managed by the Shire which is responsible for collecting tenants' rent, maintenance (both short and long-term), and to re-let units as they become vacant.

The Shire has also recently constructed six (6) independent living units on Henry Road in Port Denison. Construction of another six (6) units is currently underway. All twelve (12) units have been funded jointly by WA Country Health and Department of Primary Industries & Regional Development.

Building Services

The Shire uses the building services of the City of Greater Geraldton for the assessment of building permit applications and the provision of a building advice.

Dongara Medical Centre

In December 2019 the Shire was informed that Batavia Health had decided to cease the provision of a General Practice (GP) service in Dongara. Given the importance of a medical service to the community, the Shire began exploring the options for the provision of GP services in Dongara both in the interim and for the long term.

Given the state-wide shortage of GPs, it is becoming more common for Shires to play an enabling role and helping to secure health services so in January 2020, the Shire started a comprehensive public consultation process utilising a survey, two community forums and two information sessions to ascertain the community's views on retaining the medical centre and services.

There was a strong mandate from the community for the Shire to prioritise the acquisition of the Dongara Medical Centre and fund the associated medical services. As such, the Council met at a special meeting in March 2020 which set the course of action to:

- To initiate the statutory process to acquire the Dongara Medical Centre building.
- Appoint a residential GP by a Medical Practice Agreement for a period of five (5) years.

As such the Shire has now become the custodian of medical/patient/client records that relate to services provided by the Dongara Medical Centre, however is not involved in the administration of the records.

Please see Section 2.2 for further information on the proposed management of these records.

Emergency Services

The Shire's Community Emergency Services Manager is a shared position between the Shire's of Irwin and Coorow and is partly funded by the Department of Fire and Emergency Services.

Information Technology Services

The Shire utilises outsourced IT services.

Legal Services

The Shire utilises a number of professional services to provide advice on legal and risk management matters.

Waste Management

The Shire operates the waste management facility including a transfer station and recycling centre.

1.2.4 Major Stakeholders

The Shire of Irwin's major stakeholders are the Dongara and Port Denison communities, elected members, employees, ratepayers and the general public. The Shire also recognises and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal government agencies.

1.2.5 Enabling Legislation

The Shire of Irwin is established under the *Local Government Act 1995*.

1.2.6 Legislation and Regulations Administered by the Shire of Irwin

Refer to Appendix 2.

1.2.7 Other Legislation Affecting the Shire of Irwin

Refer to Appendix 3.

1.2.8 Major Government policy and/or Industry Standards

Refer to Appendix 4.

1.2.9 Legislation and Regulations Administered by the Shire of Irwin

Refer to Appendix 2.

1.2.10 Other Legislation Affecting the Shire of Irwin

Refer to Appendix 3.

1.2.11 Major Government policy and/or Industry Standards

Refer to Appendix 4.

2 Principle Two: Policies and Procedures

Government organisations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

2.1.1 Resources Assigned to Recordkeeping

The Shire's A/Manager Corporate & Community oversees the Shire's record management systems with the IT Systems & Governance Officer being primarily tasked with administering the records management

system. The Process Improvement Coordinator assists as required in the review of processes, policy, procedures and system improvements.

2.1.2 Records Management System - Corporate

The Shire's earlier recordkeeping system was implemented in 2010 and was supported by IT Vision's Synergy Soft business system.

In 2019 the Shire implemented a new cloud-based business system, IT Vision's Altus Payroll (Definitiv) for the management of payroll and Altus ECM for content management.

Although the Shire does still hold small collections of hard copy records, the majority of records are in electronic format with records held in Altus ECM, share drives, business systems and in SynergySoft Central Records – the records management system used prior to the introduction of Altus ECM.

The records series held by the Shire in both electronic and hard copy include:

- Administration records;
- Building/Property records;
- Cemetery records;
- Governance records;
- Council records;
- Elected Member records
- Financial records;
- Human resource records;
- Maps, plans; and
- Photographs;

The capture and control of incoming hard copy correspondence is undertaken by Customer Service Officers who scan and record in Altus ECM, in accordance with the Shire's policies and procedures.

The capture and control of electronic records is undertaken by individual officers. All staff have been trained in Altus ECM and are guided by relevant policies and procedures.

Access to and security of corporate records is undertaken in accordance with security classifications set within Altus ECM and managed by designated record keeping administrators.

2.1.3 Elected Members Records

Each Elected Member has an email address assigned to them, however emails received by an individual Elected Member and any correspondence generated by them to the Shire is captured in the Shire's content management system in accordance with policies and procedures.

Hard copy records addressed to Elected Members via the Shire of Irwin are communicated with Elected Members and captured in the Shire's content management system in accordance with policies and procedures.

2.1.4 Dongara Medical Centre Records Management System

As indicated in *Section 1.2.3* the Shire is the custodian of medical/patient/client records relating to the services offered by the centre, however the Shire is not involved in the administration of the records.

Currently these records are being stored digitally using Best Practice software.

2.1.5 Business Information System/s

The Shire uses the following business systems:

- Altus ECM Content Management System
- Altus Payroll (Definitiv)
- Fulton Hogan SLK (GPS software)
- Plant Assessor Pre-Starts
- IT Vision's Synergy Soft;

- Assetic MyData (asset management software)
 - AMLIB (Library software)
 - Integrity Attain & Innova (compliance software)
 - Links (Rec Centre gym memberships & sporting bookings)
 - Mandalay (waste facility software)
 - Share drives (S, Y,T & X) held in the cloud
 - Intranet (accessible by employees)
 - Website (public access)
 - Danthonia LED sign (electronic information sign located on Point Leander Drive, Port Denison)
 - iAuditor (inspections & checklist app)
 - Microsoft Office 365 (cloud based)
 - Magnet (surveying software)
 - Sortly (inventory software)
 - Smartfill Gen 2 (fuel system software)
 - Rapidline (traffic management)
- Best Practice (Medical Centre software used by the Principal GP and Medical Centre staff; this software is not used by the Shire)

As the Shire moves towards a fully electronic environment it will endeavor to meet the requirements of *Standard 8 Managing Digital Information* and the principles of *Born Digital: Managing Government Information and Data*.

2.2 Records Management Policy and Procedures

All staff have responsibility for ensuring that records are captured into Altus ECM.

With the recent implementation of Altus ECM, the Shire took the opportunity to review all processes and policies relating to record keeping. The review indicated that a number of policies and procedures required updating and given current resources, this is an ongoing task.

For the recordkeeping policy please refer to Appendix 5. Note the policies and procedures are both existing and newly developed documents. Existing policies and procedures will be progressively reviewed and updated.

Other Policies: Council Policy Medical Centre Recordkeeping – proposed to be adopted in 2021.

2.2.1 Recordkeeping Activities covered in the Shire of Irwin's Policies and Procedures

	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence.	✓	
Digitisation – including categories of records digitised; disposal of source records; digitisation specifications. NB: <i>This procedure is only required where the organisation intends to destroy source records prior to the expiration of the approved minimum retention period after digitising, in accordance with the General Disposal Authority for Source Records.</i>		✓

	YES	NO
Mail distribution - including frequency, tracking mechanisms and security measures.	✓	
File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.	✓	
Access to corporate records – procedures for access to and security of corporate records.	✓	
Authorised disposal of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.	✓	
Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Email management – including the capture, retention and authorised disposal of email messages to ensure accountability Should indicate whether the organisation is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Website management – including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system and mechanisms for recording website amendments.	✓	
Metadata management – including requirements for capture of metadata in information systems, whether automatic or manual.	✓	
System/s management – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).	<p>Systems management and migration strategy procedures are managed by the outsourced IT support service.</p> <p>The Shire acknowledges that if at any time, the function of IT systems management is resumed by the Shire then appropriate policies and procedures will be developed.</p>	
Migration strategy – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. See SRC Standard 8: <i>Managing Digital Information</i> .		

2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Shire of Irwin, is provided by the copy of the certification document adopted by Council. Please refer to Appendix 5.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Irwin cover all categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Shire of Irwin.

2.4.1 Identified Areas for Improvement and Timeline for Completion

The recordkeeping policies and procedures for the Shire of Irwin do not cover the following categories:

Task	Position Responsible	Timeline
Develop policy and procedures for digitisation	A/Manager Corporate & Community	June 2025
Develop policy and procedures for the management of medical/patient/client records records	A/Manager Corporate & Community	June 2025

3 Principle Three: Language Control

Government organisations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

Originally the Shire had implemented the Keyword AAA but with the implementation of Altus ECM, Keywords for Councils was identified as having more relevance to the Shire's functions and activities.

As part of the implementation of Altus ECM, Keyword for Councils was reviewed and updated to reflect the Shire's functions and activities.

3.2 Assessment of its Effectiveness

Keyword for Councils appears to be operating well within the Shire of Irwin.

It covers both administrative and functional activities of the Shire of Irwin, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Irwin as may occur from time to time.

4 Principle Four: Preservation

Government organisations ensure that records are protected and preserved.

4.1 Assessment of Risks

4.1.1 On Site Storage

The Shire of Irwin has an Administration building and a separate Council Chambers which are located at 11- 13 Waldeck Street Dongara, WA.

The Shire's Administration building is a brick building which includes an IT server room and has security and fire protection systems in place i.e.:

- Key entry, security cameras and an alarm system to prevent unauthorised access to the building.
- Fire detection/suppression system; and
- Airconditioning during business hours.

There is a small safe located in the Shire's Administration building which is used for securing finances, keys and secure documents.

The Shire's Council Chambers is a separate building which houses an IT server room, archive room and a small records room. This building has the following protection systems in place:

- Key entry, security cameras and an alarm system to prevent unauthorised access to the building.
- Fire detection/suppression system.
- Airconditioning to some parts of the building during office hours. The archive room and records area are not air-conditioned.
- There are fire rated doors separating the archive room and fire walls screening this section.
- The windows feature a security screen and ceilings are fire and heat proof.
- The fire rating is 60/60/60 (minutes for structural adequacy, integrity, insulation);
- There is fire retardant and temperature moderating insulation around rooms.
- The archive room has metal bays used for the storage of inactive and permanent records.
- Archive quality storage boxes are used; and
- The records area has a large metal compactus which is secured when not in use.

The main disasters threatening records stored onsite comes from fire/flood/cyclone/vandalism or pests. With the storage conditions as described here, the risk is assessed as low to medium.

4.1.2 Offsite Storage

The Shire of Irwin does not utilise offsite storage.

Records Stored by Other Offsite Organisations

The State Records Office holds the following consignments:

CONS3724 Shire of Irwin Rate Books including a microfilm set as the originals are fragile. CONS765, CONS3725, CONS3723 Shire of Irwin Minutes.

4.1.3 Data Centre and Cloud Storage

The Shire of Irwin has entered into an arrangement with a third party to store electronic data/digital information and records in data centres/cloud storage facility as detailed in the table below. The arrangement includes provisions for security and access; preservation; and return of the data. A risk assessment was undertaken prior to the commencement of the data storage arrangement.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
Company Data	Market Creations	Geraldton/Perth	Geraldton/Perth	Yes
IT Vision	IT Vision			
MEX	MEX			

4.1.4 Storage of Archives

See Section 4.1.1

The Shire has identified that the inactive records in the archive room need to be reviewed and storage improved. This is a major project and to date, a scoping paper, draft policy and guidelines for the archive

room project have been developed by an external consultant. The Shire understands its responsibilities in this regard and will endeavor to complete this project by June 2025.

4.1.5 Storage of Backups

Electronic backups of the Shire of Irwin's electronic information are currently held offsite at *Equinix PE2 – 1/37 Lemnos Street Shenton Park WA 6008* and are transferred there on a *daily* basis.

4.1.6 Quantity of Records

The Shire of Irwin has custody of:

- 32 linear metres of temporary hard copy records stored onsite;
- 55 linear metres of temporary hard copy records stored onsite;
- 97 linear metres of hard copy State archives stored onsite.

4.1.7 Security and Access

Electronic Records

The Shire has a fully electronic environment utilising Altus ECM for all internal, incoming and outgoing records which are backed up regularly as per *Section 4.1.5*. Altus provides security access to records based on access requirements.

Hard Copy Records

Hard copy records are held as per *Section 4.1.1*.

The archive room and records area are accessed on a daily basis and any defects are reported and corrected as per the building maintenance process. Both areas are also inspected as part of a 6 monthly pest inspection program.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster impacting the Shire of Irwin's records has been assessed as *low to medium*. The impact of a disaster on the organisation's records has therefore been assessed as *low to medium*. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of the more likely disaster occurring.

4.3 Strategies in Place for Preservation and Response

The following strategies have been implemented by the Shire of Irwin in order to reduce the risk of disaster and for quick response should a disaster occur:

4.3.1 Vital Records Program

Vital records for the Shire of Irwin have been identified as:

- Council Minutes;
- Rates books;
- Cemetery records;
- Contracts, agreements and MOUs;
- Legal documents; and
- Crown Land Reserve Management orders.

A small number of cemetery records in hard copy are stored in a locked, fire resistant safe, accessible by A/Senior Finance Officer, Finance Officer (Rating & Payroll) and A/Manager Corporate & Community. The other hard copy Vital Records are stored in the archive room and some vital records are also held electronically in Altus ECM.

4.3.2 Backup Procedures for Electronic Records

Electronic records of the Shire of Irwin are backed up *daily* with the backups being stored offsite. Backups are kept on a 30 day rotation and in two different geographical locations. There is also an end of financial year backup kept for a period of 7 years.

4.3.3 Preservation of Electronic Records

The Shire of Irwin has outsourced the management of IT systems and utilises the services of a cloud services provider as described in *Sections 4.1.3 and 4.1.5*

4.3.4 Security

As well as the security measures outlined in *Section 4.1.1* the following security measures have been implemented by the Shire of Irwin to prevent unauthorised access to records:

- Hard copy records are stored in a locked/secure room accessible only to Shire staff.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation.
- Electronic records are backed up on a regular basis as described previously.
- Access to server rooms is restricted to authorised staff using swipe card and key access.

4.3.5 Storage Reviews

The archive room and records area is accessed on a daily basis and any defects are reported and corrected as per the building maintenance process. Both areas are also inspected as part of a 6 monthly pest inspection program.

The Shire has identified that storage in the archive room needs improvements. The Shire understands its responsibilities in this regard and will endeavor to complete this project by June 2025.

4.3.6 Recovery of Lost Information

The Shire of Irwin has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur:

- Majority of vital records are held in electronic format;
- Records Disaster Management and Recovery Plan 2015 in place;
- Use of cloud service; and
- Backup of electronic records.

Note: A small number of cemetery records in hard copy are stored in a locked, fire resistant safe, accessible to A/Senior Finance Officer, Finance Officer (Rating & Payroll) and A/Manager Corporate & Community. The other hard copy Vital Records are stored in the archive room and some vital records are also held electronically in Altus ECM.

4.4 Identified Areas for Improvement

Task	Position Responsible	Timeline
Review and include the Records Disaster Management and Recovery Plan into Business Continuity Plan.	<ul style="list-style-type: none">• A/Manager Corporate & Community• Community Emergency Services Manager (CESM)	June 2025
The Shire has identified that storage layout in the archive room needs improvements.	<ul style="list-style-type: none">• A/Manager Corporate & Community• Community Emergency Services Manager (CESM)	June 2025

5 Principle Five: Retention and Disposal

Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Shire of Irwin uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.2 Disposal of Source Records

The Shire of Irwin has established procedures to scan all incoming, hard copy, correspondence, but there are no current plans to dispose of these records. Given the Shire is moving towards a fully electronic environment the volume of hard copy records is expected to reduce over time.

5.3 Existing Ad Hoc Disposal Authorities

The Shire of Irwin does not have any Ad Hoc disposal authorities

5.4 Existing Disposal Lists

The Shire of Irwin does not have any existing disposal lists.

5.5 Restricted Access Archives

The Shire of Irwin does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.6 Transfer of Archives

The Shire of Irwin will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

5.7 Non-Transfer of Archives

The Shire of Irwin has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.8 Disposal Program Implemented

The Shire of Irwin has implemented the General Disposal Authority for Local Government Records and conducts a regular disposal program on an *annual* basis.

Assessment Records

A series of hard copy Application/Assessment Files have been assigned a retention of GDALGR 37.1.1 Development Applications – Significant Retain for 5 years and transfer to the SRO. However, it appears that 80% of the files contain information that relates to non-significant matters such as account enquiries, change of addresses, property sales and correspondence to pensioners and rate payers. The State Records Office have advised that these files will need to be reviewed and a determination made as to whether there are any significant records on the files, if there are no significant information then a disposal action must be assigned on the information which is required to be held the longest.

Archives and Temporary Records

The Shire of Irwin recently contracted an independent review of the Archives Room which included an onsite evaluation of the environmental conditions and a review of the disposal actions assigned to

temporary records. The review concluded that the Archives Room needed to be rearranged to meet the storage specifications of *Standard 7: State Archives Retained by State Government Organisations* and the *Archival Storage Specifications*.

Furthermore, the review also recommended a review of disposal decisions on some records and an improvement to the retention and disposal process.

5.9 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

5.10 Identified Areas for Improvement

Task	Position Responsible	Timeline
Review Application/Assessment Files	<ul style="list-style-type: none"> A/Manager Corporate & Community – potentially outsource to a consultant 	June 2025
Review disposition periods on records in the Archive Room	<ul style="list-style-type: none"> A/Manager Corporate & Community – potentially outsource to a consultant 	June 2025

6 Principle Six: Compliance

Government organisations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Irwin has identified that current recordkeeping training is inadequate. With the implementation of an intranet, updated website and Altus ECM, the Shire will be developing and implementing new training programs to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan.

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Shire of Irwin's recordkeeping program are conducted. These are delivered to all staff on a regular basis.		✓
In-house recordkeeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.		✓
The Shire of Irwin provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Shire of Irwin's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.	✓	
The Shire of Irwin's Induction Program for new employees includes an introduction to the organisation's recordkeeping system and program, and information on their recordkeeping responsibilities.	✓	

6.2 Performance Indicators in Place

Performance indicators will be developed to measure the efficiency and effectiveness of the Shire of Irwin's

recordkeeping systems. It is planned to have these in operation by December 2023, in line with the implementation of Altus ECM and the Shire of Irwin's intranet.

6.3 Agency's Evaluation

There is a need for some reviews of the Shire of Irwin's recordkeeping systems in the following areas:

- Training materials
- Staff information sessions
- Performance indicators
- Archive room layout
- Review and include the Records Disaster Management and Recovery Plan into Business Continuity Plan
- Review Application/Assessment Files
- Review disposition periods on records in the Archives Room

6.4 Annual Report

An excerpt from the Shire of Irwin's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 6.

6.5 Identified Areas for Improvement

Task	Position Responsible	Timeline
Develop performance indicators	• Chief Executive Officer	June 2025
Develop additional training materials and information sessions as required	• A/Manager Corporate & Community	June 2025

7 SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation. State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements. Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

Refer to Appendix 1 for those functions outsourced.

7.2 Recordkeeping Issues Included in Contracts

The Shire of Irwin is working to improve this area and will ensure by June 2025 that all contracts for outsourced functions will include the appropriate clauses to ensure contractor accountability in relation to recordkeeping.

7.2.1 Planning

The Shire of Irwin includes the creation and management of proper and adequate records of the

performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.2.2 Ownership

The Shire of Irwin *will ensure* that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.2.3 Control

The Shire of Irwin *will ensure* that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Irwin.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Irwin and a contractor/agent will be disposed of in accordance with the *General Disposal Authority for Local Government Records*, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement have been agreed between the Shire of Irwin and the contractor(s)/agent(s).

7.2.6 Custody

The Shire of Irwin is working to improve this area and will ensure by June 2025, custody arrangements between the Shire of Irwin and the contractor(s)/agent(s) for State records stored on and off site by the contractor are specified in the contract(s)/agreement(s).

7.2.7 Contract Completion

The Shire of Irwin is working to improve this area and will ensure by June 2025, all arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract(s)/agreement(s) are specified in the contract(s)/agreement(s).

7.3 Identified Areas for Improvement

Task	Position Responsible	Timeline
Ensure all contracts for outsourced functions will include the appropriate clauses to ensure contractor accountability in relation to recordkeeping, including arrangements for access, custody, ownership and disposal at contract completion.	<ul style="list-style-type: none">Chief Executive Officer	June 2025

APPENDIX 1 - Functions of the Local Government

Function	Brief Description of LG Function	Performed by the LG Tick if Yes	Performed by an External Agency Tick if Yes
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	N/A	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	✓
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	✓	✓
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	✓

APPENDIX 1 - Functions of the Local Government

Function	Brief Description of LG Function	Performed by the LG Tick if Yes	Performed by an External Agency Tick if Yes
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	✓
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	✓
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	✓	✓
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	✓
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG.		✓
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	✓
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	✓
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	✓	✓

APPENDIX 1 - Functions of the Local Government

<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	✓
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.		✓
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		✓

APPENDIX 2 - Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	✓
Animal Welfare Act 2002	✓
Building Act 2011	✓
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Cemeteries Act 1986	✓
Dangerous Goods Safety Act 2004	✓
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations 2013	✓
Emergency Management Act 2005	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Fire and Emergency Services Act 1998	✓
Fire Brigades Act 1942	✓
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	✓
Health Act 1911	✓
Health Regulations	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	✓
Litter Act 1979	✓

APPENDIX 2 - Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government

Legislation, Regulations and Local Laws	Tick if YES, the LG administers
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Radiation Safety Act 1975	✓
Radiation Safety Regulations	✓
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	✓
Residential Design Codes of WA	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	✓
Telecommunications Act (Commonwealth) 1997	✓
Telecommunications (Low Impact Facilities) Determination 1997	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓
Waterways Conservation Act 1976	✓
Local Laws of the Shire of Irwin	
Activities on thoroughfares and Trading Local Law 2000	✓
Bush Fire Brigades Local Law	✓
Cemeteries Local Law 2000	✓
Dogs Local Law 2000	✓
Extractive Industries Local Law 2000	✓
Health Local Law 2002	✓
Local Government Property Local Law 2000	✓
Local Law Relating to Signs, Hoarding and Bill Posting 2005	✓

APPENDIX 2 - Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Local Laws Relating to Fencing 2002	✓
Meeting Procedures Local Law 2016	✓
Parking and Parking Facilities Local Law 2000	✓
Prevention and Abatement of Sand Drift Local Law 2004	✓

APPENDIX 3 – Other Legislation and Regulations affecting the functions and operations of the Local Government

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Building Services (Registration) Act 2011	✓
Conservation and Land Management Act 1984	✓
Contaminated Sites Act 2003	✓
Criminal Code 1913	✓
Electronic Transactions Act 2011	✓
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Legal Deposit Act 2012	✓
Library Board of Western Australia Act 1951	✓
Limitation Act 1935, 2005	✓
Museum Act 1969	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
Police Act 1982	✓
Soil and Land Conservation Act 1945	✓
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards	✓
Swan and Canning Rivers Management Act 2006	✓
Workers Compensation and Injury Management Act 1981	✓
Working with Children (Criminal Record Checking Act) 2004	✓

APPENDIX 4 – Government and Industry Standards and Codes of Practices that have been imposed upon or adopted by the Local Government

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓

Appendix 5 – Associated Shire of Irwin Policies

- Shire of Irwin Recordkeeping Policy CP24

Policy Number	Policy Title
CP24	Recordkeeping

OBJECTIVE

To provide recordkeeping principles to ensure the Shire of Irwin meets statutory requirements under legislation, including but not limited to, the *Local Government Act 1995* and the *State Records Act 2000*.

POLICY

This policy applies to all Shire of Irwin employees, elected members and contractors.

To ensure that records and documents related to the Shire are properly recorded and disposed of during the course of business. Sound records management will ensure process efficiency and compliance.

The Shire is required to maintain a Recordkeeping Plan in accordance with requirements by the *State Records Act 2000*.

Custodianship of Records

The Shire recognises that all records created and/or collected during the course of Shire business are a Government Record and will ensure that the records are managed as such.

Creation of records

All elected members, staff and contractors are to create and record full accurate records, in the appropriate format and in accordance with the General Disposal Authority (GDA) for Local Government Records. The GDA is approved by the State Records Commission and lists the mandatory minimum retention period for local government records.

Recordkeeping system

The Shire is to maintain an appropriate recordkeeping system to ensure all documentation is captured and recorded. This system is required to store data in the correct format and manage records for the correct retention and disposal.

Security of records

All records are required to be assessed in accordance with their level of sensitivity. Records are required to be adequately secured from unauthorised access or destruction and kept in accordance with the GDA requirements.

Access to records

Records are to be allocated security classifications through the recordkeeping system. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and where applicable the Shire's policies and procedures.

Disposal of records

Is to be performed in accordance with the GDA for Local Government produced by the State Records Office in WA, following authorisation from the CEO.

Statutory Obligations

There are legislative requirements for managing records. The primary legislation relating to the keeping of public records is the *State Records Act 2000*. Other legislation that affects records management includes, but is not limited to:

Local Government Act 1995
Freedom of Information Act 1992

Electronic Transactions Act 2000
Financial Administration and Audit Act 1985
Evidence Act 1906
Criminal Code 1913 (Section 85)

Date of Adoption:	25 February 2020	Adoption Ref:	100220
Date of Review:		Review frequency:	Biennial
Responsible Directorate:	Governance		
Legislation:	<i>Local Government Act 1995</i> <i>State Records Act 2000</i>		
Related Management Policy and/or Procedure:	Recordkeeping Plan PRO Recordkeeping Procedure Manual E11 Code of Conduct		

Appendix 6 – Annual Report Excerpt Documenting Compliance

State Records Act 2000

Under Principle 6 of the *SRC Standard 2: Recordkeeping Plans*, government organisations' annual reports must include statements about compliance with their Recordkeeping Plan.

The Shire of Irwin completed a comprehensive review and received approval of its recordkeeping plan in 2015. Revision of the Shire's recordkeeping plan is underway by Information Enterprises Australia. Due to setbacks relating to the COVID-19 pandemic, the State Records Office allowed an extension of time to submit the new recordkeeping plan. This will be developed and submitted by May 2021.

Recordkeeping training program

In November 2019, four Shire employees received a week of administration training on the requirements of the State Records Act requirements for recordkeeping. In accordance with new processes and procedures being implemented in 2019/20 and ongoing into 2020/21, new methodology for evaluating the training program will be developed in due course.

The Shire implemented a new document control system during the period, through the process the Key Words for Council and the retention categories were reviewed in its entirety and brought into alignment with the current General Disposal Authority for Local Government Records issued by the State Records Office.

ATTACHMENT: ID01

Delegated and Authorised Actions for July 2021 - Development

Attachment 1
Table of Delegated Actions for July 2021

Records of exercise of delegated powers or duties

Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
CEO901	Waiving or Refunding Planning Application Fee	Council to CEO	Manager Development	20 Jul 2021	Granted	Waiving Development Application Fee	Dongara Men in Sheds	35 Vincent Street, Dongara
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	5 Jul 2021	Granted	Building Permit - Carport	J & D Dalrymple	Lot 24 (#26) Matsen Road, Bookara
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	8 Jul 2021	Granted	Building Permit - Dwelling	Modularis Pty Ltd	Lot 11 (#31518) Brand Highway, Bookara
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	21 Jul 2021	Granted	Building Permit - Patio	A Rogers	Lot 146 (#12) Dodd Street, Dongara
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	22 Jul 2021	Granted	Building Permit - Patio and Deck	M Kapor	Lot 23 Bonniefield Road East, Bonniefield
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	22 Jul 2021	Granted	Building Permit - Outbuilding	P Petrus van Niekerk	Lot 42 Allanooka Springs Road, Allanooka
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	27 Jul 2021	Granted	Building Permit - Dwelling	Poynton Building Company	Lot 541 North Shore Drive, Dongara

Records of exercise of delegated powers or duties

Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP202	Occupancy Permits or Building Approval Certificates	CEO to Employees	Manager Development	12 Jul 2021	Granted	Building Approval Certificate - Verandah and Pergola	C Barron	Lot 2 (#24) Waldeck Street, Dongara
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	2 Jul 2021	Granted	Development Approval - Outbuilding	Aussie Sheds Group	Lot 101 (#3) Pickering Drive, Dongara
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	26 Jul 2021	Granted	Development Approval - Outbuilding	Shoreline Outdoor World	Lot 100 (#59) Wimpole Road, Bonniefield
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	12 Jul 2021	Granted	Development Approval - Outbuilding	K Browne & L Jellyman	Lot 1 (#8) Pearse Road, Port Denison
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	26 Jul 2021	Declined	Deemed Refusal - Dwelling	M Willis	Lot 8 Sheoak Road, Springfield
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	30 Jul 2021	Granted	Development Approval - Dwelling	Redink Homes Midwest	Lot 414 (#26) Turton Heights, Dongara

ATTACHMENT: 9.2.1
Audit Committee Meeting

Attachment 1
Minutes of the Audit Committee Meeting held Wednesday 16 June 2021



Shire of Irwin Audit Committee Meeting

to be held in the Council Chambers

Wednesday 16 June, 2021

at 4.00pm

Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr I F West (Chair)	Shire of Irwin
Cr M T Smith	Shire of Irwin
Cr B Wyse	Shire of Irwin

Staff

Mr S D Ivers	Chief Executive Officer
Mrs D K Chandler	A/Manager Corporate & Community
Mr P R Godfrey	Manager Finance
Miss N A M'Leane	Development & Executive Officer

Apologies

Cr M Leonard	Shire of Irwin
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Guests

Ms Korena Xie	Pitcher Partners
Mr Michael Fay	Pitcher Partners
Mr Mikey Fiorucci	Office of the Auditor General

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Audit Committee Meeting held Thursday 22 April 2021

A copy of the minutes of the Audit Committee Meeting held 22 April 2021 have been provided to all Committee Members under separate cover.

COMMITTEE MOTION	
MOVED: Cr Smith	SECONDED: Cr Wyse
That the Minutes of the Audit Committee Meeting, held 22 April 2021, be confirmed as a true and accurate recording of that meeting.	
VOTING DETAILS:	Carried 3/0

4. NEW BUSINESS ITEMS

4.1. Shire of Irwin Audit Plan – Pitcher Partners

Cr West, Chair of the Shire of Irwin Audit Committee welcomed Pitcher Partners and invited them to present the Audit Plan for the 2020/21 Performance Audit.

Mikey Fiorucci, representing the Officer of the Auditor General introduced Michael Fay and Korena Xie of Pitcher Partners to the Audit Committee and Staff as the Shire of Irwin's Auditors for 2021/22.

Michael Fay of Pitcher Partners presented the Audit Plan and outlined the Areas of Audit Focus, the Committee and Staff asked questions relating to Property, Plant, Equipment & Infrastructure and the Annual Financial Statement.

Korina Xie of Pitcher Partners outlined the Audit Approach.

Mikey Fiorucci thanked the Audit Committee for their time and commented they are looking forward to a smooth, effective and efficient Audit process.

COMMITTEE MOTION	
MOVED: Cr Wyse	SECONDED: Cr West
That the Shire of Irwin Audit Committee endorses the 2020/21 Audit Plan as presented by Pitcher Partners and as previously circulated.	
VOTING DETAILS:	Carried 3/0

5. GENERAL BUSINESS

Nil.

6. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil.

7. SETTING OF FUTURE MEETING DATES

The Committee will be advised of the next meeting date.

8. CLOSURE

There being no further business, the meeting was declared closed at 4.58pm.

ATTACHMENT: 9.2.2
Local Emergency Management Committee
Meeting

Attachment 1
Minutes of the Local Emergency Management Committee Meeting held Thursday 22 July
2021



Shire of Irwin Local Emergency Management Committee (LEMC) Meeting

to be held in the Council Chambers

Thursday, 22 July 2021

at 2.00pm

Minutes

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

(please sign the attendance register on arrival)

Members

Cr M T Smith	Shire of Irwin President & Presiding Member
C McCartney	Paramedic, St Johns Ambulance
M Moerman	DFES Area Officer Midlands
Cr H Wells	Shire of Irwin Councillor
R Clarke <i>(via teleconference)</i>	DFES

Staff

Mr S Ivers	Chief Executive Officer
Mr M Teale	Community Emergency Services Manager
Mrs N A M'Leane	Development & Executive Officer

Apologies

B Cassidy	Officer in Charge Dongara Police
P Herbert	Main Roads WA
T Pavelka	DEMHS
J Henriques	Parks and Wildlife Service
J Gardener	DFES
J Calver	Dongara District High School
Cr G S Eva	Shire of Irwin Councillor
Mr G Crabb	Chief Bush Fire Control Officer
Mr K Shaw	Department of Communities

3 BUSINESS ARISING

3.1

COMMITTEE DECISION 010721:

MOVED: S Ivers

SECONDED: M Teale

That the Minutes of the 24 March 2021 LEMC Meeting, as previously circulated, be adopted as true and accurate recording of that meeting.

3.2

COMMITTEE DECISION 020721:

MOVED: S Ivers

SECONDED: C McCartney

That the Minutes of the 09 April 2021 LEMC Meeting, as previously circulated, be adopted as true and accurate recording of that meeting.

3.3 Action Items from previous minutes

3.3.1 PPE Stocks for Rec Centre Evacuation Centre

M Teale advised the stocks for the Rec Centre a proposed Evacuation Centre need to be suitable for various emergencies and natural disasters, not just a cyclone for example. Further action required to determine equipment and documentation required.

3.3.2 DDHS as possible second Evacuation Centre

M Teale advised further consultation is required with relevant agencies to determine if Dongara District High School is a suitable site. Follow up:

- Site to be included in Emergency Arrangements; and
- Is backup power available.

3.3.3 LEMC Exercise

M Teale advised the Development of a Business Plan is in progress to ensure the exercise is relevant to the current LEMC.

3.3.4 WHS Legislation impacts on Volunteers

S Ivers advised the Shire are implementing new software to assist with compliance of the new WHS Legislation requirements, Feedback from DFES on original action item. Mitigate risk for volunteers.

4 ANNOUNCEMENTS BY PERSON PRESIDING

The Shire President welcomed Mark Teale back to the Shire of Irwin as the Community Emergency Services Manager for Irwin and Coorow.

5 DECLARATIONS OF INTEREST

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.

Nil.

6 CORRESPONDENCE IN

Nil.

7 CORRESPONDENCE OUT

Nil.

8 GENERAL BUSINESS

8.1 Upcoming Community Events

Denison Sprint and Midwest Show & Shine – Sunday 26 September (long weekend).

- St John Ambulance & Local Volunteer Fire Brigade have been engaged to assist at the event.
- Agencies can you this event as an opportunity to promote awareness and have recruitment tents.
- Take into consideration that there will be lots of people travelling to and from town during this period.

8.2 Amendments to LEMA/Contact Details

- Reminder to advise M Teale of any officer changes within your agencies.
- Dongara Police Officer in Charge (OIC)– Brett Cassidy has moved on, Neil Boozanier is the new OIC.

8.3 Agency Updates

Shire of Irwin

- Welcome back to Mark Teale, the Shire President and CEO wished him all the best in the return to the CESM role.

Mark Teale – Current Focus

- Cyclone Seroja Recovery.
- Bushfire Mitigation. Working with agencies to manage land we don't have tenure over.
- Bushfire Planning efficiencies.
- Building awareness around local mining companies, facilitating meetings, building relationships and a support agency.

St John Ambulance (SJA) – Cathy McCartney

- Carrying on with COVID-19 awareness, training has resumed as normal.
- Members are getting vaccinations, volunteer requirement, compulsory or not.
- SJA attending the Sprint and will be holding a stall to raise awareness. Paramedic attending, Cathy will be covering another event.
- SJA have purchased a generator for the sub centre to improve their response and resources during a power outage etc.
- Mingenew Expo is coming up on the 11-12 August, SJA attending.

DFES – M Moerman

- Cyclone Seroja had a big impact on "Business as Usual" operations within DFES. Lots of focus and resources have been redirected to assist in the recovery efforts.
- Catching up on training courses etc.
- New members elected to positions at the Town & Irwin Brigade.
- Budget allocation for upgrades at the Town Station (\$500,000). Meeting with finance team to finalise budget details. Project for minor works out for tender. Toilet showers and raise shed height.

8.4 COVID-19 Discussion

Captured in agency updates.

8.5 Cyclone Seroja Debrief and Feedback

K Pollitt managed the local situation well when Cyclone Seroja was approaching. The Shire received positive feedback regarding the frequent and up to date information shared on Social Media and through Telstra Integrated Messaging platform.

M Teale requested members share their experiences through Cyclone Seroja and how it impacted operations within their agencies. Members raised the following:

- Surprising how different communities responded to the alerts in the lead up to the Cyclone hitting, Shire of Irwin and surrounding communities had quite a casual approach. Driving around town, business trading while on yellow alert. Sitting in front on glass doors/windows as seen on the news in Kalbarri.
- The Shire of Irwin provided support to the Shire of Mingenew by sending operations staff over to assist with clean-up post cyclone.
- Minimal damage to in the Shire of Irwin, no property damage in town, trees down to the north and east.
- Impacts post Cyclone were felt by the Shire or Irwin and were a learning tool to determine what communication improvements can be made for the future.
- It was noted by SJA that at an Evacuation Centre it would be appropriate to have a separate room identified for patient treatment.
- Feedback from Kalbarri residents is that they would evacuate should the weather event present itself in the future.
- SJA have purchased a generator since the Cyclone, it was a big issue for their agency not being able to communicate and charge their radios.
- Acknowledged the local BP fuel station for allowing ambulance crews to skip long queues to fuel up vehicles.
- Cyclone has raised conversations around building codes and engineering requirements for the region.
- Shire of Irwin noted damage caused at the Irwin Recreation Centre when the generator was connected, almost all RCD's were blown.
- M Moermon of DFES provided some statistics;
 - 16 Local Governments Impacted by Seroja
 - 173,000 square kilometers
 - 2437 rapid damage assessments completed
 - 11,000 residential properties damaged
 - 5,600 insurance claims to date
 - 190 million dollars in damage
 - 90% of primary produces reported damage, loss of 363,000 million estimated.
- The Shire passed on an acknowledgement to Western Power for their efforts in the restoration of power to the region.

M Teale identified the requirement to nominate an officer to the Local Recovery Coordinator Role, officer training available.

9 SETTING OF FUTURE MEETING DATES

9.1 The below dates have been accepted by the Committee at the meeting held 24 March 2021.

- September Meeting to be postponed until December due to June's meeting being held end of July.

Supported committee members present.

- Wednesday 1 December, 2021
- Wednesday 2 March, 2022

- Wednesday 1 June, 2022

10 CLOSURE

ATTACHMENT: 9.2.3
Bush Fire Advisory Committee Meeting

Attachment 1
Minutes of the Bush Fire Advisory Committee Meeting held Monday 9 August 2021



Shire of Irwin Bush Fire Advisory Committee (BFAC) Meeting

held in the Council Chambers

Monday, 9 August 2021

at 6.02pm

Minutes

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

G Crabb, Presiding Member opened the meeting at 6:02pm and welcomed all members and representatives to the meeting.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members Present

Mr Geoff Crabb – *Presiding Member*

Mr M Teale

Mr Murray Butcher

Mr James Butcher

Mr Stephen Boyd

Mr Jonathan Moss

Mr Andrew Gillam

Mr Peter Summers

Cr Michael Smith – *Shire President*

Representatives

Jessica Henriques – Department of Biodiversity, Conservation & Attractions

Visitors

Fran McAllen – Secretary Dongara Town Bush Fire Brigade

Apologies

Mr H Campbell

Mr Shane Ivers – *Chief Executive Officer*

Mr Felix McQuistan – DFES District Officer

3 BUSINESS ARISING

3.1 Confirmation of previous minutes

No Bush Fire Advisory Committee (BFAC) Meeting was held in 2020. In the absence of the BFAC meeting a Brigades Leadership meeting was held on 21 September 2020. Minutes have been distributed to members.

Confirmation of the minutes of the Bush Fire Advisory Committee meeting held 20 June 2019.

COMMITTEE DECISION 010821:

MOVED: P Summers

SECONDED: J Moss

That the Minutes of the 20 June 2019 BFAC Meeting, as previously circulated, be adopted as true and accurate recording of that meeting.

Confirmation of the minutes of the Brigades Leadership Meeting held 21 September 2020.

COMMITTEE DECISION 020821:

MOVED: P Summers

SECONDED: J Moss

That the Minutes of the 21 September 2020 Brigades Leadership Meeting, as previously circulated, be adopted as true and accurate recording of that meeting.

3.2 Action items from previous minutes

Nil.

4 CONFIRMATION AND APPOINTMENT OF BUSH FIRE ADVISORY COMMITTEE MEMBERS AND REPRESENTATIVES

4.1 Current Members

Members	
Chairperson – Chief Bush Fire Control Officer	Geoff Crabb
Shire President	Michael Smith
Shire of Irwin Chief Executive Officer	Shane Ivers
Community Emergency Services Manager and Fire Control Officer	Mark Teale
Deputy Chief Bush Fire Control Officer	Murry Butcher
Deputy Chief Bush Fire Control Officer	Andrew Gillam
Fire Control Officer & Shire of Irwin Ranger	Community Rangers
Fire Control Officer	Stephen Boyd
Fire Control Officer	Hugh Campbell
Fire Control Officer	Peter Summers
Captain Irwin Bush Fire Brigade	Jonathan Moss
Captain Dongara Town Bush Fire Brigade	James (Jimmy) Butcher
Captain Dongara Volunteer Fire & Rescue	Brodie M'Leane

Representative	
Department of Biodiversity, Conservation and Attractions	Representative
Department of Fire & Emergency Services	Representative

COMMITTEE DECISION 030821:

MOVED: M Smith

SECONDED: S Boyd

That the Committee appoints the recommended members to the Bush Fire Advisory Committee.

5 BUSH FIRE BRIGADE AGM MINUTES/MOTIONS RECIEVED

5.1 2021 Brigade Annual General Meeting (AGM) Minutes

Irwin North Bush Fire Brigade AGM Minutes
Irwin South Bush Fire Brigade AGM Minutes
Dongara Town Bush Fire Brigade AGM Minutes

COMMITTEE DECISION 040821:

MOVED: M Smith

SECONDED: J Butcher

That the AGM Minutes of each Brigade be confirmed and received by the BFA Committee and the elected officers and BFA Committee representatives be acknowledged.

5.2 Motions received from the Bush Fire Brigades for BFAC advice

Nil.

6 APPOINTMENT OF FIRE CONTROL OFFICERS & FIRE WEATHER OFFICERS

Chief Bush Fire Control Officer	Geoff Crabb
Deputy Chief Bush Fire Control Officer	Andrew Gillam
Deputy Chief Bush Fire Control Officer	Murray Butcher
Fire Control Officer Dongara Town	Hugh Campbell
Fire Control Officer Dongara Town	Stephen Boyd
Fire Control Officer Irwin	Peter Summers
Fire Control Officer	Shane Ivers
Fire Control Officer	Mark Teale
Fire Control Officer Ranger	Community Rangers (Currently Vacant)
Fire Weather Officer East	Andrew Gillam
Fire Weather Officer West	Geoff Crabb

Committee Comments – Fire Weather Officer positions to be changed to Andrew and Geoff. Two new weather stations were recently installed by the Shire and there has also been a What's App group established for the FCO's/BFB Leaders. This group will allow wider consultation of the members, so informed decisions can be made. With James now holding the position of Captain at Dongara Town, training can be undertaken in the future with the potential for him to be appointed as a Fire Control Officer.

COMMITTEE DECISION 050821:

MOVED: S Boyd

SECONDED: A Gillam

That the above positions be recommended for appointment by Council and all previous appointments be revoked.

7 REVIEW OF RESTRICTED AND PROHIBITED BURNING TIMES

The Committee to review the below Restricted and Prohibited Burning annually. Any amendments to be recommended to Council.

Restricted 15th October – 31st October
Prohibited 1st November – 28th February
Restricted 1st March – 7th April

The committee reviewed the above dates and does not have any further recommendations or feedback at this time.

8 REVIEW OF FIRE BREAK REQUIREMENTS

The Committee to review the Annual Fire Break Notice and provide feedback and recommendations to Council.

Fire Break Notice provide as an attachment to this Agenda.

Committee Comments

Geoff Crabb – Would like to see fire breaks installed all the way along Brand Highway and Midlands Road. Appear to be getting more and more fires starting on the roads and coming off into the bush. Geoff also spoke about the confusion between some of the requirements and potential interpretations.

All members noted that consideration needs to be made for weed and erosion concerns.

Stephen Boyd – A suggestion to provide more examples by the way of photos, which can either be included in the firebreak notice or linked to the Shire website.

Mark Teale – Advised that the changes to the Restricted and Prohibited burning times will be amended on this year's notice. Contact details for all the FCO's to be added to notice.

Mark Teale – Advised that there was not enough time to allow for a more comprehensive review of the requirements, as the notices need to be sent out with rates very soon. He advised that wider consultation and feedback should be gathered and presented at the next Bushfire Advisory Committee meeting, with the hope that any recommendations be included in next year's notice.

9 REPORTS

9.1 CHIEF BUSH FIRE CONTROL OFFICERS REPORT

Our last bushfire season was reasonably quiet in this Shire with just several fires. A couple of fires down along the Brand near Peter's property. One-Two fires north of town. One Large shed fire at a farming property where we had the VFRS and Geraldton Career Fire Station involved. Personal Protective Equipment was an issue at the incident and Geoff found there was some difficulty getting compliance with its use.

We had some trouble with DFES comms in Perth whereby they could not action a call out as they needed the exact location. Geoff has spoken with them and working towards solutions. Irwin Brigade has cranked up thanks to Jono and Paul. It's great to see Dongara and Irwin working well. Finances looking good in the donation space. Have completed two Green Waste burns for the Shire. Will need to be vigilant this year as there is extra fuel around the Shire.

9.2 DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES) REPORT

No report received and no representative present.

DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS (DPAW)

DBCA Jurien office has had a few changes with a new District Manager Chris Stewart and a new Geraldton Fire leader. District is now referred to as the Turquoise Coast District. Simon and Jess still based out of Jurien. 150km of Firebreaks have been installed in Mt Adams and we are targeting another 50km+.

Regarding prescribed burning, 10,500 has been burnt in whole district. In Irwin we had just under 200ha in Mt Adams UCL. There will be no spring burning this year but in autumn we will be looking at Beekeepers and Mt Adams. Busy season for fires, in terms of size. Beekeepers fire 26,000ha. Arrowsmith fire we assisted the Shire with some crew and machinery. If there are any areas that Parks need looking at get, please get in touch.

9.3 BUSH FIRE BRIGADE REPORTS

9.3.1 IRWIN NORTH

Thanks to Dongara Fire Brigade in their assistance in getting funds started. We have been getting things tidied up and conducting joint training. Thanks for everyone assistance.

9.3.2 IRWIN SOUTH

Nil.

9.3.3 DONGARA TOWN

James (Jimmy) has taken over as Captain of the Bushfire Brigade. Approx. 30 members.

9.4 SHIRE OF IRWIN REPORT (CESM)

Mark Teale thanked all members present for their ongoing commitment and assistance last year. I have been appointed to the role for the next three years and look forward to working with the team again.

Encouraged the brigades to get in contact with any training requests or suggestions.

Building up a store of spare PPE. There is plenty of funding for PPE for all volunteers. Please get in contact with any requirements you have.

If any Brigades have any Capital Works requests for next year, please get in touch so we can start working on a project plan.

Awaiting grant approval from DFES for two fire water tanks to be strategically located in the Shire. Will be in touch once approval has been given.

The Shire of Irwin has been allocated \$47,610 this financial year via the DFES Local Government Grant Scheme.

Currently working on the Shires Bushfire Risk Management Treatment Plan and looking at mitigation requirements for this upcoming season.

The Shire will be reviewing the BFB Local Laws, Operational Procedures and Response Plans over the next 12 months. Encourage all members to provide feedback when consultation and feedback begins.

10 GENERAL BUSINESS

10.1 WHS Changes to Legislation

Mark spoke about the harmonisation of Operational Health and Safety laws happening in WA. The Shire will be developing a fit for purpose approach for Bushfire Brigade WHS requirements and will be in touch with the brigades regarding. Mark encourages all members present to ensure we are all working safely and that as leaders of the Bush Fire Brigades response, we will all have a role to play in this space.

10.2 Amalgamation of Irwin North and South Bush Fire Brigade

At the Irwin North and South AGM the two Bush Fire Brigade Captains and members present voted to amalgamate the two Bush Fire Brigade's to become Irwin Bush Fire Brigade. The Irwin Bush Fire Brigade will encompass the two response areas. Please see attached minutes.

COMMITTEE DECISION 060821:
MOVED: A Gillam
SECONDED: P Summers
The BFA Committee recommends to Council the amalgamation of the Irwin North and South Bush Fire Brigades to form Irwin Bush Fire Brigade.

10.3 Water Bomber Reloading

Mark advised there were some minor issues this year when a request was made to activate the water bombing, at the Dongara Air Strip. No process had been documented for exactly what to do. A contact list will need to be developed in collaboration with DBCA to ensure trained volunteers and shire staff contact details are captured. In the event of activation, and if DBCA resources are not available, this document will assist the Shire and Fire Brigades in activating the site.

11 CLOSURE

With there being no further items for discussion the meeting was closed at 7.45pm.