



File No: 4.1.14

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Councillor,

The next Ordinary Meeting of the Northampton Shire Council will be held on Friday 18th November 2022 in the Meeting Room of the Allen Centre, Grey Street, Kalbarri, commencing at 1.00pm.

- The Audit Committee Meeting will be held at the Allen Centre, Kalbarri commencing at 11.30am.

Lunch will be served from 12.00pm.

A handwritten signature in black ink, appearing to read 'M. Battilana', is written over a circular stamp or seal.

MAURICE BATTILANA
ACTING CHIEF EXECUTIVE OFFICER
11th November 2022



~ Agenda ~

18th November 2022

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Northampton Shire

Council will be held on Friday 18th November 2022, at the

Allen Centre, Kalbarri commencing at 1.00pm.

MAURICE BATTILANA
ACTING CHIEF EXECUTIVE OFFICER

11th November 2022

SHIRE OF NORTHAMPTON

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Signed _____



MAURICE BATTILANA
ACTING CHIEF EXECUTIVE OFFICER

Date 11th November 2022

**AGENDA
ORDINARY MEETING OF COUNCIL
18th November 2022**

1. OPENING

2. PRESENT

- 2.1 Leave of Absence
- 2.2 Apologies

3. QUESTION TIME

4. DISCLOSURE OF INTEREST

Councillors are to advise the Presiding Member or Chief Executive Officer prior to the meeting commencing of items they have a financial interest in or alternatively declare their interest immediately before the item that is to be discussed.

5. CONFIRMATION OF MINUTES

- 5.1 Ordinary Meeting of Council – 21st October 2022

6. RECEIVAL OF MINUTES

- 6.1 Audit Committee Meeting – 18th November 2022

7. REPORTS

- 7.1 Works & Technical Services
- 7.2 Health/Building
- 7.3 Town Planning
- 7.4 Finance
- 7.5 Administrative & Corporate

8. COUNCILLORS & DELEGATES REPORTS

- 8.1 Presidents Report
- 8.2 Deputy Presidents Report
- 8.3 Councillors' Reports

9. NEW ITEMS OF BUSINESS FOR DECISION

10. NEXT MEETING

11. CLOSURE

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SHIRE OF NORTHAMPTON

**Minutes of Ordinary Meeting of Council held at the Northampton Council Chambers on
Friday 21st October 2022**

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SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Northampton Council Chambers on
Friday 21st October 2022

10.1 OPENING

The President thanked all Councillors and staff present for their attendance and declared the meeting open at 1.00pm

10.2 PRESENT

Cr L Sudlow	President	Northampton Ward
Cr R Horstman	Deputy President	Northampton Ward
Cr R Suckling		Northampton Ward
Cr D Pike		Kalbarri Ward
Cr T Gibb		Kalbarri Ward
Cr R Burges		Kalbarri Ward
Cr T Hay		Northampton Ward
Mr Maurice Battilana	Acting Chief Executive Officer	
Mr Grant Middleton	Deputy Chief Executive Officer	
Neil Broadhurst	Manager of Works and Technical Service	

10.2.1 LEAVE OF ABSENCE

Moved Cr SUDLOW seconded Cr HORSTMAN

That Cr Hay be granted a leave of absence for the November 2022, December 2022, February 2023 and March 2023 Council Meetings.

CARRIED 7/0

10.2.2 APOLOGIES

Cr P Stewart

Kalbarri Ward

10.3 QUESTION TIME

Nil

10.4 DISCLOSURE OF INTEREST

Acting CEO Maurice Battilana declared a financial interest in Item 7.4.3 as the budget review relates in part to funding for CEO relief.

10.5 CONFIRMATION OF MINUTES

**10.5.1 CONFIRMATION OF MINUTES – ORDINARY COUNCIL MEETING
FRIDAY 16th SEPTEMBER 2022 (ITEM 7.5.1)**

Moved Cr SUCKLING seconded Cr GIBB

That the minutes of the Ordinary Meeting of Council held on the 16th September 2022 be confirmed as a true and correct record.

CARRIED 7/0

10.5.2 BUSINESS ARISING FROM MINUTES

10.6 RECEIVAL OF MINUTES

Nil

10.7 WORKS & ENGINEERING REPORT

**10.7.1 INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS
PROGRAM (ITEM 7.1.1)**

Noted.

10.8 HEALTH & BUILDING REPORT

**10.8.1 BUILDING STATISTICS FOR THE MONTH OF SEPTEMBER 2022 (ITEM
7.2.1)**

Noted.

10.9 TOWN PLANNING REPORT

10.9.1 PROPOSED SHORT TERM EXPANSON MOTEL ACCOMMODATION – TWENTY FOUR (24) MOTEL UNITS, LAUNDRY/KITCHEN/LIVING AREA, PARKING BAYS – LOT 188 (NO. 60) JEFFREY BROWNE WAY, KALBARRI (ITEM 7.3.1)

Moved Cr SUCKLING seconded Cr HAY

That Council grant development approval for a limited time period of the proposed transportable motel units on Lot 188 (No. 40) Jeffrey Browne Way, Kalbarri consisting of twenty-four (24) one-bedroom motel units with ensuites and one laundry/kitchen/living building in total, subject to the following conditions:

1. Development shall be in accordance with the attached approved plan(s) dated 21 October 2022 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the Local Government;
2. Any additions to or change of use of any part of the building or land (not the subject of this approval) requires further application and development approval for that use/addition;
3. Development approval is granted to four (4) transportable motel units and one (1) laundry/kitchen/living area unit to be located adjacent to the southern boundary of the lot as marked in 'RED' on the attached approved plans dated 21 October 2022 for a temporary period of twenty-one months expiring on 31 July 2025;
4. A building permit shall be issued by the local government prior to the commencement of any work on site to reconfigure the laundry unit to a multi-purpose laundry/kitchen/living facility and prior to the commencement of any work on the retaining wall;
5. Development approval is granted to two (2) transportable motel units to be located adjacent to the eastern side boundary of the lot as marked in "RED" on the attached approved plans dated 21 October 2022 for a temporary period expiring on 31 July 2025;

6. This approval is only valid for a twenty-one (21) month period from the date of this approval and is granted as temporary motel unit structures. After expiry of the temporary approval period, the transportable motel units and laundry/kitchen/living unit must be removed from the property no later than 31 July 2025 and no further time extensions will be granted;
7. Prior to the issuing of a building permit, further detail be provided to the local government, demonstrating an adequate potable water supply to the approval of the Water Corporation is available for the proposed development;
8. Prior to the issuing of a building permit, further detail be provided to the local government, demonstrating an adequate power supply to the approval of Western Power is available for the proposed development. Should connection to the electricity network not be available further detailed information be provided to the local government, demonstrating means of power supply;
9. Due to close proximity to town, all mechanical service systems (including air conditioners and generators), are to be designed and installed to prevent emitted noise levels from exceeding the relevant decibel levels as set out in the Environmental Protection (Noise) Regulations 1977 (as amended);
10. Prior to the issuing of a building permit, a detailed wastewater disposal application shall be completed with full working drawings/plans of the system that pertains to the proposed development which is to the approval of the Department of Health WA and the local government;
11. A detailed schedule of external finishes, materials and colours to be used in the construction of the development shall be submitted prior to lodgment of an application for a building permit and shall be of non-reflective materials consistent or complimentary in colour with the surrounding natural landscape features to the approval of the Local Government;
12. All stormwater is to be disposed of on-site to the specifications and approval of the local government. On application for a building permit a detailed design of stormwater collection and disposal system of developed areas is to be supplied to the approval of the Local Government (refer to Advice Note 5);
13. Any soils disturbed or deposited on site shall be stabilised to the approval of the local government;

14. Installation of crossing places, verge gradients and designated car parking areas shall be constructed, line marked and drained to the standards and specification of the local government (refer to Advice Note 5);
 15. All parking of vehicles to be provided for within the property boundary and the street verge area is to be kept free of vehicles;
 16. The Applicant shall install a retaining wall on the eastern side boundary as marked in 'RED' on the attached approved plan(s) dated 21 October 2022 so as to minimise visual impacts and to support and retain soil;
 17. The development/land use is to be located entirely within the property boundary;
 18. The finish of the retaining wall on the affected adjoining landowner's side is to be:
 - a) Face finish brickwork with tooled joints;
 - b) Non face finish brick (ie. commons) to have sand finish render;
 - c) Concrete panels to have smooth finish;
 - d) Face finish limestone blocks with tooled joints;
 - e) Concrete blocks larger than 0.16m² (standard 200mm x 400mm) to have sand finish render as determined by the local govern; or
 - f) Face finish concrete block less than 0.16m² with tooled joints.
 19. The Owner/Applicant shall install a boundary fence to match the existing fence on the southern boundary to a height of 2.1 metres upon the eastern side boundary as marked in 'RED' on the attached approved plan(s) dated 21 October 2022 so as to minimise visual impacts;
 20. Prior to the commencement of the development/land use a landscaping plan shall be submitted to and approved by the local government. The approved landscaping plan shall include details pertaining to fencing, pathways, screening, shade and plantings and is to be implemented in full prior to the commencement of the approved use and maintained thereafter to the approval of the local government. Plantings are to include additional numbers of fast growing trees and shrubs to provide appropriate screening;
 21. Any lighting device is to be positioned and shielded as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries or cause any glare nuisance to any passing motorists;
 22. The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance;
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23. Bin storage and clothes drying areas shall be provided and appropriately screened such that they are not visible from the view from the street/s, to the approval of the local government;
24. A Bushfire Attack Level (BAL) assessment, in accordance with *State Planning Policy 3.7 Planning in Bushfire Prone Areas* be undertaken and submitted, with any further conditions from this assessment addressed, prior to lodgment of an application for a building permit, to the approval of the local government;
25. A separate area shall be set aside for the loading and unloading of vehicles, from the existing and proposed car parking areas, to the approval of the local government;
26. An overall carparking plan shall be provided to include designated parking areas and bays for all uses on the site and to include vehicle access/egress points from all public roads, to the approval of the local government;
27. At the cessation of the Development Approval, all temporary structures, waste disposal facilities and drainage facilities shall be permanently removed from the site to the approval of the local government;
28. At the end of the approval period, the site shall be left in a neat and tidy condition following the removal of the structures;
29. Prior to the issue of any building permit for a repurposed or second-hand structure the local government shall require the lodging of:
 - (a) A bond amount equivalent to 20% of the estimated value of the approved works to be undertaken to ensure the building presentation is of an acceptable standard, with a minimum amount of \$5,000;
 - (b) A statutory declaration, signed by the applicant(s) and appropriately witnessed, indicating that the bond will be forfeited to Council if the approved installation works are not carried out within the approved timeframe;
 - (c) Bond monies will only be refunded (if not forfeited) after works required to prevent forfeiture have been carried out to the approval of the Building Surveyor.

Advice Note

1. If the development/use the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;
2. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained;
3. With regard to Condition No's. 7 and 10 the landowner/proponent is required to make arrangements accordingly to the approval of the Department of Health WA and the Local Government;
4. With regard to Conditions No. 12, 14, 25 and 26, it is advised the Applicant/Owner should liaise with the Shire of Northampton's Manager of Works and Technical Services to determine crossover, verge gradient, car parking design and drainage requirements for developed areas.
5. With regard to Condition No. 17 it is recommended that the services of a licensed surveyor be employed to verify the exact boundary position.
6. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of determination.

CARRIED 6/1

Cr PIKE wished to have his name recorded as voting against the motion.

9.9.2 SUMMARY OF PLANNING INFORMATION ITEMS (ITEM 7.3.2)
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Noted

10.10 FINANCE REPORT

10.10.1 ACCOUNTS FOR PAYMENT (ITEM 7.4.1)

Moved Cr BURGESS seconded Cr GIBB

That Municipal Fund Cheques 22265 to 22275 inclusive totalling \$52,344.65, Municipal EFT payments numbered EFT23990 to EFT24113 inclusive totalling \$325,578.85, Direct Debit payments numbered GJ0304 to GJ0310 inclusive totalling \$387,289.61 be passed for payment and the items therein be declared authorised expenditure.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

10.10.2 MONTHLY FINANCIAL STATEMENTS – SEPTEMBER 2022 (ITEM 7.4.2)

Moved Cr HORSTMAN, seconded Cr GIBB

That Council adopts the Monthly Financial Report for the period ending 30 September 2022.

CARRIED 7/0

SHIRE OF NORTHAMPTON
Minutes of Ordinary Meeting of Council held at the Northampton Council Chambers on
Friday 21st October 2022

Acting CEO Maurice Battilana declared a financial interest in item 10.10.3 but was not requested to leave chambers.

10.10.3 BUDGET VARIATIONS (ITEM 7.4.3)
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Moved Cr SUDLOW, seconded Cr GIBB

That Council :

1. Approve of the following Budget Variations and this be declared authorised expenditure.

- GL 152820.08 Eco Flora Water Supply +\$15,000
- GL 150600.08 Municipal Capital Roadworks – Smith Street -\$15,000
- GL 150620.02 Kings Park +\$1,250
- GL 149920.02 Parks, Reserves, Garden General -\$1,250
- GL 102720.01 Salaries +\$50,000
- GL 158500.08 Muni Road Fund Maintenance – Dozer Hire - \$25,000
- GL 158500.08 Muni Road Fund Maintenance – Verge Mowing/Mulching -\$25,000

2. Recommend the replacement of the RSL light fittings be listed in the draft 2023/2024 budget for consideration

CARRIED BY AN ABSOLUTE MAJORITY 7/0

10.11 ADMINISTRATION & CORPORATE REPORT

10.11.1 LOCAL GOVERNMENT REFORMS – ELECTION TRANSITION ARRANGEMENTS (ABOLISH WARDS & CHANGE NUMBER OF COUNCIL MEMBERS) (ITEM 7.5.1)

Moved Cr HORSTMAN seconded Cr HAY

That Council informs the Minister for Local Government that having recently completed a Ward & Representation Review (i.e. public submissions closed on 9 October 2022), it will use the outcomes of this Review to implement the “Voluntary Pathway” process for the introduction of election transition arrangements and:

1. Agrees to abolish Wards and revert to a “No Ward” structure for the Shire of Northampton.
2. Agrees to reducing the number of Elected Member positions on the Shire from nine (9) to seven (7), being effective for the October 2023 Ordinary Local Government Elections.
3. Will transition to the reduced number of seven (7) Elected Members by:
 - i. 2023 Ordinary Election
Five (5) Elected Member position spill i.e.
 - Four (4) existing positions scheduled to expire in 2023, plus
 - One (1) existing vacant position scheduled to expire in 2025, which has current Ministerial approval to be filled in 2023.and only three (3) vacancies advertised to be filled.
 - ii. 2025 Ordinary Election
Remaining Four (4) existing positions due to expire in 2025 spill and all four (4) vacancies advertised to be filled.

CARRIED 7/0

10.12 PRESIDENT'S REPORT

Since the last Council meeting Cr SUDLOW reported on her attendance at:

19/09/2022	Kalbarri Sub-Committee of Midwest Chamber of Commerce and Industry, Joanne Fabling, Chief Executive Officer MWCCI and Linley Brown, DFES -Northampton Shire Chambers
28/09/2022	Australian Garnet – Teams Meeting
02-04/10/2022	Western Australian Local Government Association Annual Conference, Perth
03/10/2022	Hon. Kirsty McBain MP, Federal Minister for Regional Development, Local Government and Territories
10/10/2022	Mel Pexton, Deputy Commission Strategy and Emergency Management (DFES), Su Groome, Disaster Resilience and Recovery (DFES), Paul Entwistle, Coordinator Cyclone Seroja Recovery Project (DFES) – Northampton Shire Chambers
11/10/2022	Leadership/Community Building Reference Group, Regional Development Australia
18/10/2022	Kelly Sharpe, Change Enabler EV Stations, Synergy – Northampton Shire Chambers Teams meeting

10.13 DEPUTY PRESIDENT'S REPORT

Since the last Council meeting Cr HORSTMAN reported on his attendance at:

19/09/2022	Kalbarri Sub-Committee of Midwest Chamber of Commerce and Industry, Joanne Fabling, Chief Executive Officer MWCCI and Linley Brown, DFES -Northampton Shire Chambers
10/10/2022	Mel Pexton, Deputy Commission Strategy and Emergency Management (DFES), Su Groome, Disaster Resilience and Recovery (DFES), Paul Entwistle, Coordinator Cyclone Seroja Recovery Project (DFES – Northampton Shire Chambers
18/10/2022	Ric Payne, Recovery Chaplain and Karen Godfrey, Rotary – Arcadia Waters Geraldton
18/10/2022	Samantha Edwards, Cyclone Recovery Officer (DFES) – Northampton
18/10/2022	Kelly Sharpe, Change Enabler EV Stations, Synergy – Northampton Shire Chambers Teams meeting
19/10/2022	Wren Fisher, Community Recovery and Resilience Officer, Red Cross - Northampton

10.14 COUNCILLORS' REPORTS

10.14.1 CR PIKE

Since the last Council meeting Cr Pike reported on his attendance at:

- 02-04/10/2022 Western Australian Local Government Association Annual Conference, Perth
- 12/10/2022 Bush Fire Resilience Session
- 17/10/2022 Kalbarri Visitor Centre Committee Meeting

10.14.2 CR GIBB

Since the last Council meeting Cr Gibb reported on his attendance at:

- 28/09/2022 Kalbarri Development Association Meeting

10.14.3 CR BURGESS

Since the last Council meeting Cr Burgess reported on his attendance at:

- 02-04/10/2022 Western Australian Local Government Association Annual Conference, Perth
- 07/10/2022 Western Power-Relocate Generators
- 11/10/2022 Meeting with the original Kalbarri Skate Park proponents
- 12/10/2022 Kalbarri Skate Park tour

10.14.4 CR SUCKLING

Since the last Council meeting Cr Suckling reported on her attendance at:

- 05/10/2022 Northampton Tourist Association AGM

10.15 NEW ITEMS OF BUSINESS

Cr SUDLOW raised the matter of including an 'Acknowledgement of Country' statement at the commencement of future Council meetings. Shire Officers have been advised of the correct wording by the Yamatji Southern Regional Corporation.

Moved Cr SUDLOW seconded Cr HORSTMAN

That Council commence future meetings with the following Acknowledgement of Country statement:

I would like to respectfully acknowledge the Yamatji Peoples who are the Traditional Owners and First People of the land on which we stand. We would like to pay our respect to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of the Yamatji Peoples.

CARRIED 7/0

10.16 NEXT MEETING OF COUNCIL

The next Ordinary Meeting of Council will be held on Friday 18th November 2022 commencing at 1.00pm at the Allen Centre, Kalbarri.

10.17 CLOSURE

There being no further business, the President thanked everyone for their attendance and declared the meeting closed at 2.37pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 15 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON FRIDAY 18th NOVEMBER 2022.

PRESIDING MEMBER: _____

DATE: _____

WORKS & ENGINEERING REPORT CONTENTS

7.1.1	INFORMATION ITEMS MAINTENANCE /CONSTRUCTION WORKS PROGRAM	2
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7.1.1	INFORMATION ITEMS – MAINTENANCE/CONSTRUCTION WORKS PROGRAM	
	REPORTING OFFICER:	Neil Broadhurst - MWTS
	DATE OF REPORT:	9th November 2022

The following works, outside of the routine works, have been undertaken since the last report and are for Council information.

Specific Road Works

- Maintenance grading carried out on Ogilvie East, Ogilvie West, Wundi, Parker, Nolba Stock, Harvey, Monegarry, Sudlow, Sandy Gully, Rob, Gill, Murchison Station, Hosken, Chilimony, Bowes River, Willow Gully, Frosty Gully, Little Bay, Isachar Back and Box Road/s.
- Gravel Patching/Sheeting/Verge works carried out on Ogilvie East, Ogilvie West, Nolba Stock, Box, Maggee, Erriary, Binu West and Elliot Road/s.

Maintenance Items

- General – Various signage and road furniture works.
- General – Potholes and Edges various locations.
- Northampton – Street and drainage scour repairs in association with Main Roads WA northern approach to Northampton.
- Northampton – Walsh Road culvert clearance.
- Northampton – Verge chemical spraying.
- Northampton – NCC water leak investigations continuing.
- Kalbarri – Peet park reticulation main line replacement.
- Kalbarri – Eco Flora reticulation maintenance.
- Kalbarri – Malaluca dual use pathway maintenance works.
- Kalbarri – Airport maintenance works in preparation for reseal works.
- Kalbarri – Western Power identified vegetation pruning works.
- Kalbarri – BBQ installation at Sally’s tree – part of Cyclone Seroja rebuild.
- Kalbarri – Wittecarra culvert maintenance works and road reinstatement.
- Binu Toilets – Toilet maintenance waterline works.
- Firebreaks – Regrade of annual firebreak requirements.

Other Items (Budget)

- Northampton – Gwalla Street / Second Avenue works sealed with concrete kerb installed. Backfilling and site tidy up works progressing.
- Parker Road/Wundi Road – Construction works commenced. Preliminary verge and earthworks. Gravel requirements stockpiled.
- Northampton and Kalbarri oval renovation work – Verti drain and Verti Mow applications and fertilizer application.
- Kalbarri – Eco Flora Pump maintenance and manifold replacement works
- Kalbarri – Blueholes – Installation of solar power panel and pump to increase/improve water flow to toilets.

Plant Items

- Nil.

Staff Items

- Three (3) x Vacant positions advertised (Northampton outside staff).
- Training – First Aid
- Training – WTM(2) and AWTM(1) (Traffic Management)

OFFICERS RECOMMENDATION

For Council information.

SHIRE OF NORTHAMPTON

WORKS CREW 12 MONTHLY PROGRAM AND PROGRESS REPORT (2021/2022)

(October 2022)

2022/2023 Budget Works	Job No	Status	Comments
<u>REGIONAL ROAD GROUP PROJECTS - 150300</u>			
Kalbarri Road Reseal works 42.00 - 48.00 slk	RR16		
<u>ROADS TO RECOVERY - 152100</u>			
Parker - Wundi Road/s Construction to Bitumen Seal - 3.20 km	RT40	Commenced	Works in progress
Kalbarri - Grey Street Asphalt Reseal	RT41		
<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
Carried Over from 2021/2022			
<u>Kalbarri</u>			
Karina Mews Reseal and replace concrete kerbing	R982		
Smith Street Asphalt reseal and replace concrete kerbing 0.40 - 0.66 slk	R990		
Glance Street Reseal	R223		
Gwalla and Brook Street Install drainage, carry over works from 2021/2022	R326		
Kalbarri - Grey Street Asphalt Reseal	R330		
Cont.			
2022/2023 Budget Works	Job No	Status	Comments

<u>MUNICIPAL FUND CONSTRUCTION - 150600</u>			
New Projects			
<u>Northampton</u>			
Parker - Wundi Road/s (Part Funded RTR) Construction to Bitumen Seal - 3.20 km	R336	Commenced	Works in progress
Mary Street Surface Correction - 2 sections	R337		Contractor inspected for works estimation.
Robinson Street Surface Correction - 2 sections and kerbing	R338		Contractor inspected for works estimation.
Essex Street Reseal	R340		
Mary Street Install Bollards west of NWCH	R342		Materials ordered.
<u>Kalbarri</u>			
Smith Street Asphalt reseal and kerb replacement	R339		
<u>Rural</u>			
Binnu East Road Pavement Repair 12.6 to 13.6 slk	R341		
Kalbarri Road (Council Contribution) Reseal works 42.00 - 48.00 slk	R343		
Cont.			
2022/2023 Budget Works	Job No	Status	Comments

MUNICIPAL FOOTPATHS - 150900

Carried Over from 2021/2022

Northampton - Stephen Street

Replace DUP from NWCH to West Street

F702

Kalbarri - Grey Street

Replace DUP at front of Allen Centre

F707

MUNICIPAL FOOTPATHS - 150900

New Projects

Kalbarri - Malaluca Pathway

Maintenance of existing

08 T379

Kalbarri - Red Bluff Road

Red Bluff Road to Eco Flora

F716

Cont.

2022/2023 Budget Works	Job No	Status	Comments
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<u>OTHER WORKS - Depots/Ovals/Parks/Gardens etc</u>			
2022/2023 Budget Works	Job No	Status	Comments
Northampton - Oval - New Toilet Block New Toilet Block - Demolish and Remove old	F003		Materials have arrived. Contractor/Builder to commence January 2023
Northampton - Oval renovation Undertake Verti mowing	F016	COMPLETE	
Northampton - Oval tanks Install material filtration system			Contractor engaged.
Northampton - Oval tanks Install water treatment/softner system			Contractor engaged.
Northampton - Lions Park Clean and repaint pergola			
Northampton - Lions Park Repaint picnic shelter			
Northampton - Kings Park Fabricate and install pump/retic cover			Contractor engaged
Northampton - Northampton Community Centre Install disabled ramp south end			
Northampton - Northampton Community Centre Reinstate pavement and southern end		COMPLETE	
Northampton - Northampton Community Centre Treatment for rising damp - stadium wall			
Northampton - Northampton Community Centre Brick pave commentery box south to prevent moisture			
Kalbarri - Oval Renovation Undertake Verti Drain	F003	COMPLETE	
Kalbarri - Foreshore area Grass removal along DUP edges	F001		
Kalbarri - Blue Holes Toilet area Install Solar pump to improve pressure	08 B015	COMPLETE	
Cont.			
Kalbarri - Foreshore grass removal			

Cut down grass height along DUP area/s			
Horrocks - Southern Stairway Remove old and install new	08 3664		Materials ordered
Horrocks - Foreshore grass removal Cut down grass height along DUP area/s			
Horrocks - Foreshore water supply holding tank Remove existing and place new			
Port Gregory - Carpark Construction/Renovations Foreshore carpark area	3714		
Port Gregory - New Community Storage Shed New shed	99 5414		
Port Gregory - Pipeline works Conduit and new line under George Grey Drive			
Port Gregory - Non Potable water supply holding tank Install new water supply holding tank	99 5414		
Binnu Tip Site Install new fence			
Cont.			
2022/2023 Budget Works	Job No	Status	Comments
<u>PLANT ITEMS - Major</u>			

Northampton - New Grader (Construction) Purchase new - trade/sell existing P238 Grader	4214/99		
Northampton - New Backhoe Purchase New - No trade	4214/99		
Northampton - New utility - WHS Compliance Officer Purchase new - trade/sell existing P242 utility	4214/99		
Kalbarri - New utility - Kalbarri Leading Hand Purchase new - No trade	4214/99		
<u>PLANT ITEMS - Minor/Other/Sundry tools</u>			
Northampton - Fire fighting unit	7362/02		
Northampton - 2 way radios	7362/02		
Northampton - 3 x blowers - 2 at workshop, 1 x gardeners	7362/02	COMPLETE	
Northampton - 1 x 4 inch water pump	7362/02	COMPLETE	
Northampton - Workshop - 1 x Rechargeable air compressor	7362/02	COMPLETE	
Northampton - 1 x Chainsaw	7362/02		
Northampton Gardeners- 1 x lawn edger	7362/02	COMPLETE	
Northampton Gardeners- 1 x whipper snipper	7362/02	COMPLETE	
Northampton Gardeners- 1 x Stihl battery pack	7362/02	COMPLETE	
Northampton Gardeners- 1 x Chainsaw	7362/02		
WHS - Ipads for OHS requirements	7362/02		

HEALTH AND BUILDING REPORT CONTENTS

7.2.1	BUILDING STATISTICS FOR THE MONTH OF OCTOBER 2022	2
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7.2.1	INFORMATION ITEM: BUILDING STATISTICS
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DATE OF REPORT:	11th November 2022
RESPONSIBLE OFFICER:	Michaela Simpson – Manager of Building Services

1. BUILDING STATISTICS

Attached for Councils' information are the Building Statistics for October 2022.

OFFICER RECOMMENDATION – ITEM 7.2.1
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For Council information.

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - OCTOBER 2022

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
03-10-22	22062	Heidi Gloede	Owner Builder	27 (Lot 511) Bateman Street, Northampton	Construct inner walls, ceilings and gyprock garage	\$ 10,000.00
03-10-22	22063	Jacqueline and Nathan Teakle	Geraldton Creative Landscapes	668 Teakle Road, Northampton	Installation of fibreglass swimming pool and barrier fencing	\$ 40,000.00
11-10-22	22064	Barry and Sharon Potter	Owner Builder	14 (Lot 988) Mainwaring Drive, Kalbarri	Construct single storey four-bedroom timber framed dwelling with two garages; Installation of swimming pool and barrier fencing; Construct retaining and screen walls	\$ 300,000.00
07-10-22	22065	Colin Guy	Owner Builder	16 Pederick Place, Kalbarri	Construct steel framed patio with insulation eco deck roof panel	\$ 2,800.00
31-10-22	22066	Guy Shepherd	Owner Builder	48 (Lot 42) Gwalla Street, Northampton	Construct carport, decking and external ablutions	\$ 58,350.00
20-10-22	22067	Christopher and Tara Hamilton	Owner Builder	16 (Lot 680) Callion Way, Kalbarri	Modifications to front windows, renovation of studio and internal upgrades	\$ 18,500.00
13-10-22	22068	Trent Gilbertson and Olivia Radford	Modularis Pty Ltd T/A Modular WA	8 (Lot 22) Browne Boulevard, Kalbarri	Construct four-bedroom steel framed modular dwelling	\$ 469,408.00
13-10-22	22069	Brendan Diggins and Kellie Law	Simple Life Projects	4 (Lot 874) Portree Elbow, Kalbarri	Construct four-bedroom brick veneer dwelling	\$ 416,000.00
18-10-22	22071	Malcolm and Wendy McRae, Bevan and Natalie Schultz, Rachel McRae, John and Nicole Gleghorn	Brajkovich Demolition & Salvage	9 (Lot 139) Simkin Place, Port Greggry	Full demolition of dwelling	\$ 36,800.00
18-10-22	22073	Celeste Cub-Bon	Owner Builder	9 (Lot 893) Seakist Retreat, Kalbarri	Retrospective carport and garage	\$ 17,000.00
25-10-22	22077	Simon Lundy and Jodie Curtis	WA Country Builders	5 (Lot 264) Stemodia Street, Kalbarri	Construct single storey, four bedroom, double brick dwelling	\$ 456,623.00
28-10-22	22078	Jol Gordon and Casey Wheatland	Owner Builder	22 (Lot 930) Crocos Circuit, Kalbarri	Construct steel framed patio	\$ 15,000.00
					Remediation repairs to roof on accommodation	

SHIRE OF NORTHAMPTON

HEALTH AND BUILDING REPORT – 18th NOVEMBER 2022

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - OCTOBER 2022

Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
27-06-22	22CS386	Sanpoint Enterprises Pty Ltd	Kalbarri Construction (10722)	60 (Lot 188) Jeffrey Brown Wy, Kalbarri	Remediation repairs to roof on accommodation buildings and alcohol outlet	\$ 1,650,000.00
13-10-22	22CS423	Roman Catholic Archbishop of Geraldton	Pattersone Insurebuild Pty Ltd	209 (Lot 29) Hampton Road, Northampton	Replace roof cover, balcony and external stairs	\$ 404,363.60
14-10-22	22CS435	Edward and Jennifer McClintock	Diamond Rose Pty Ltd	4043 (Lot 11) George Grey, Yallabatharra	Reconstruct timber framed chalet on existing concrete slab	\$ 52,800.00
03/10/2022	22CS436	Allew Pty Ltd	Owner Builder	119 Rose Hill Road, Sandy Gully	Remediation repairs to roof framing and roof	\$ 250,000.00
25-10-22	22CS438	Warrick Finlay	Simple Life Projects	13 (Lot 376) Magee Crescent, Kalbarri	Replacement and extension of roof on bar and dining area	\$ 115,000.00
07-10-22	22CS440	Tilka Pty Ltd	WA Insurance Builders	224 (Lot 71) Hampton Road, Northampton	Remediation repairs to roof, box awning and internal repairs	\$ 180,832.08
21-10-22	22CS441	Grantley Butcher, Natasha Heasman, Malcolm Heasman and Jennifer Heasman	OCS Building Maintenance	1512 (Lot 24) Horrocks Road, Sandy Gully	Construct steel framed machinery shed	\$ 113,457.00
03-10-22	22CS443	Colin Constantine	Pattersons Insurerbuild P/L (100275)	170 (Lot 111) Hatch Road, Bowes	Replace asbestos roof sheeting, repair ceilings and external walls	\$ 119,984.05
03-10-22	22CS444	Mark and Louise Hutchins	Bellaluca Construction & Stone	Lot 168 Forrest Street, Northampton	Remove asbestos from cyclone damaged dwelling	\$ 17,930.00
07-10-22	22CS446	Tilka Pty Ltd	Bradley Smith Builders	152 Harvey Road, East Bowes	Construct steel framed shed	\$ 24,000.00
11-10-22	22CS447	Shire of Northampton	Owner Builder	52 (Lot 469) Harvey Road, Northampton	Replacement of brick open air toilet	\$ 15,000.00
11-10-22	22CS448	Shire of Northampton	Owner Builder	52 (Lot 469) Harvey Road, Northampton	Full demolition of ablution facility	\$ 2,000.00
11-10-22	22CS449	Sanpoint Enterprises Pty Ltd	Gliss Holdings	60 (Lot 188) Jeffrey Brown Wy, Kalbarri	Remove asbestos eaves from motel	\$ 2,000.00
14-10-22	22CS450	Dorothy Harris	OCS Building Maintenance	46 (Lot 3) Hampton Road, Northampton	Repair roof frame and roof covering	\$ 202,029.00
14-10-22	22CS451	Gleneva Farming Pty Ltd	Murray River North Pty Ltd T/As TR Homes	652 (Lot 5) Chillimony Road, Alma	Construct steel framed four-bedroom modular dwelling	\$ 418,717.00

SHIRE OF NORTHAMPTON - BUILDING APPROVALS - OCTOBER 2022						
Approval Date	App. No.	Owner	Builder	Property Address	Type of Building	Value
25-10-22	22CS452	Chad and Amie Smith	Owner Builder	5800 (Lot 505) North West Coastal Highway, Alma	Construct steel framed storage shed	\$ 100,000.00
25-10-22	22CS455	Heidtraut and David Stinson	Owner Builder	15 (Lot 140) Brook Street, Northampton	Construct steel framed shed	\$ 1,650.00
20-10-22	22CS457	Christopher and Georgina Cremasco	Noel Visser	118 (Lot 71) Grey Street, Kalbarri	Remove asbestos fencing	\$ 4,750.00
31-10-22	22CS458	Steven White	Western Building Pty Ltd	4B (Lot 2) Batavia Circle, Kalbarri	Remediation repairs to battens	\$ 174,188.00

TOWN PLANNING CONTENTS

NOVEMBER 2022

7.3.1 SUMMARY OF PLANNING INFORMATION ITEMS..... 2

7.3.1 SUMMARY OF PLANNING INFORMATION ITEMS

DATE OF REPORT: 10 November 2022
REPORTING OFFICER: Michelle Allen - Planning Officer

COMMENT:

The following informs Council of the various planning items (including delegated approvals) that have been dealt with since last reported to Council. Further information regarding any of the items can be obtained from the Planning Officer.

REF	APPLICANT	LOCATION	PROPOSED DEVELOPMENT / USE	DATE
080	G Butcher	LOT 24 (NO. 1512) HORROCKS ROAD, NORTHAMPTON	OUTBUILDING (RETROSPECTIVE)	18 October 2022
081	Australian Army Band, Perth	RESERVE 25307 MURCHISON RIVER FORESHORE, KALBARRI	FREE BAND CONCERT EVENT	19 October 2022
082	G Butcher	LOT 24 (NO. 1512) HORROCKS ROAD, NORTHAMPTON	REPAIRS BLACKSMITH SHOP, SMOKEHOUSE & STABLES - (CYCLONE SEROJA)	20 October 2022
083	Simple Life Projects	LOT 379 (NO. 13) MAGEE CRESCENT, KALBARRI	ROOF REPAIRS (CYCLONE SEROJA) AND NEW ROOF – FINLAYS KALBARRI	20 October 2022
084	Warren Sizer	LOT 188 (NO. 60) JEFFREY BROWNE WAY, KALBARRI	SHORT TERM EXPANSION MOTEL ACCOMMODATION – 24 MOTEL UNITS, LAUNDRY, PARKING BAYS)	21 October 2022 Ordinary Meeting
085	WA Country Builders	LOT 264 (NO. 5) STEMODIA STREET, KALBARRI	SINGLE DWELLING & RETAINING WALLS (R-CODE VARIATION)	25 October 2022
086	G H Shepherd	LOT 42 (NO. 48) GWALLA STREET, NORTHAMPTON	ADDITIONS TO SINGLE DWELLING (ALFRESCO, ABLUTIONS, CARPORT, VERANDAH)	28 October 2022

OFFICER RECOMMENDATION – ITEM 7.3.1

For Council Information

7.4.1	ACCOUNTS FOR PAYMENT	2
7.4.2	MONTHLY FINANCIAL STATEMENTS – OCTOBER 2022	12

7.4.1 ACCOUNTS FOR PAYMENT

FILE REFERENCE:	1.1.1
DATE OF REPORT:	8th November 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton/Leanne Rowe
APPENDICES:	1. List of Accounts

SUMMARY

Council to authorise the payments as presented.

BACKGROUND:

A list of payments submitted to Council on 18th November 2022, for confirmation in respect of accounts already paid or for the authority to those unpaid.

FINANCIAL & BUDGET IMPLICATIONS:

A list of payments is required to be presented to Council as per section 13 of the Local Government Act (Financial Management Regulations 1996).

POLICY IMPLICATIONS:

Council Delegation F02 allows the CEO to make payments from the Municipal bank accounts. These payments are required to be presented to Council each month in accordance with Financial Management Regulations 13 (1) for recording in the minutes.

VOTING REQUIREMENT:

Absolute Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.1

That Municipal Fund Cheques 22276 to 22300 inclusive totalling \$79,834.87, Municipal EFT payments numbered EFT24068 to EFT24228 inclusive totalling \$952,113.00, Direct Debit payments numbered GJ0403 to GJ0410 inclusive totalling \$268,399.11 be passed for payment and the items therein be declared authorised expenditure.

MUNICIPAL FUND CHEQUES

Chq #	Date	Name	Description	Amount
22276	30-09-2022	RIGHT 4 THE ROAD	COMMUNITY BUSES ANNUAL INSPECTION	466.80
22277	03-10-2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	125.30
22278	03-10-2022	AUSTRALIA POST	POSTAGE	2164.89
22279	03-10-2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	17031.00
22280	03-10-2022	GERALDTON MOWER & REPAIR SPECIALISTS	2 BRUSHCUTTERS, PARTS	1679.60
22281	03-10-2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	6586.24
22282	07-10-2022	LANDGATE	REGISTRATION OF LEASE	187.60
22283	10-10-2022	SHIRE OF NORTHAMPTON	REMAKE PLATES 141NR	126.70
22284	10-10-2022	RIGHT 4 THE ROAD	NTON COMMUNITY BUS INSPECTION	137.10
22285	19-10-2022	AUSTRALIA POST	POSTAGE	159.48
22286	19-10-2022	CITY OF GREATER GERALDTON	REFUSE DISPOSAL - MERU	7956.00
22287	19-10-2022	GERALDTON MOWER & REPAIR SPECIALISTS	WHIP SNIP 2STROKE OIL, CORD	251.20
22288	19-10-2022	SHIRE OF NORTHAMPTON	BRB COMMISSION JULY 2022	68.00
22289	19-10-2022	SHIRE OF NORTHAMPTON	RENEW JETTY LIC 1946	87.40
22290	19-10-2022	SYNERGY	ELECTRICITY CHARGES	29145.58
22291	19-10-2022	WATER CORPORATION	WATER USE & SERVICE CHARGES	10306.32
22292	19-10-2022	CELESTE CUB-BON	RATE REFUND	1000.00
22293	24-10-2022	PETTY CASH - KALBARRI	PETTY CASH RECOUP	98.60
22294	25-10-2022	GERALDTON MOWER & REPAIR SPECIALISTS	WHIP SNIP CORD	274.00
22295	25-10-2022	KLEENHEAT GAS	GAS FACILITY FEE	93.50
22296	25-10-2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES	1242.21
22297	25-10-2022	SHIRE OF NORTHAMPTON	BCITF COMMISSION AUG 22	130.75
22298	27-10-2022	SHIRE OF NORTHAMPTON	FUNDS RECEIVED (CROSS) TO DEBTOR	400.00
22300	31-10-2022	PETTY CASH - NORTHAMPTON	PETTY CASH RECOUP	116.60
				\$79,834.87

ELECTRONIC FUND TRANSFERS – MUNICIPAL ACCOUNT

EFT #	Date	Name	Description	Amount
EFT24068	03-10-2022	KALBARRI IGA	REFRESHMENTS/GOODS	102.30
EFT24069	03-10-2022	AUSSIE SHEDS GROUP	CYCLONE NTON DEPOT REPAIRS	10846.00
EFT24070	03-10-2022	BLACKWOODS	TRAFFIC CONES	48.25
EFT24071	03-10-2022	BUNNINGS (GERALDTON WAREHOUSE)	KALB CAMP KABOODLE KITCHEN	2193.27
EFT24072	03-10-2022	CAT WEST PTY LTD	EMULSION/PREMIX	3718.00
EFT24073	03-10-2022	CLEANAWAY OPERATIONS PTY LTD	REFUSE COLLECTION/SITE MTCE	35952.52
EFT24074	03-10-2022	WINC AUSTRALIA PTY LTD	STATIONERY	10.01
EFT24075	03-10-2022	TOLL TRANSPORT PTY LTD	FREIGHT	133.71
EFT24076	03-10-2022	FENN PLUMBING & GAS	KAL CAMP INSTALL OUTDOOR KITCHEN	1158.25
EFT24077	03-10-2022	DEPT OF FIRE AND EMERGENCY SERVICES	22/23 ESL	310483.29
EFT24078	03-10-2022	FREEMANS LIQUID WASTE PTY LTD	LIONS PARK PUMP LEACH DRAINS	3715.00
EFT24079	03-10-2022	GANTHEAUME BAY ELECTRICAL	CHINAMANS BBQ EXCAVATOR HIRE	302.50
EFT24080	03-10-2022	GERALDTON LOCK & KEY SPECIALISTS	CYCLONE RAM SHED POWERBOARD LOCK	127.80
EFT24081	03-10-2022	ATOM GERALDTON	RAKE, BUNTING FLAG	290.26
EFT24082	03-10-2022	GERALDTON AIR COMPRESSORS	SERVICE COMPRESSORS	1735.80
EFT24083	03-10-2022	HASLEBYS HARDWARE SUPPLIES	SPRAYNMARK, HARDWARE,	1453.56
EFT24084	03-10-2022	C + J HANSON PLUMBING CONTRACTORS	NCC & HKS PLUMBING	1798.10
EFT24085	03-10-2022	HOPPYS PARTS R US	BACKHOE WINDOW GAS STRUT	28.97
EFT24086	03-10-2022	JETCO PLUMBING SERVICES	SALAMIT PL RES GAS REGULATOR	380.00
EFT24087	03-10-2022	KALBARRI AUTO CENTRE	KAL TRUCK 4 TYRES	3080.00
EFT24088	03-10-2022	KALBARRI EXPRESS FREIGHT	FREIGHT	83.28
EFT24089	03-10-2022	KALBARRI WAREHOUSE	POTTINGMIX, HARDWARE	196.10
EFT24090	03-10-2022	KALBARRI CARRIERS	FREIGHT	220.00
EFT24091	03-10-2022	KALBARRI GARDEN & CLEAN UP SERVICES	KAL CAMP ASSEMBLE KITCHEN	2002.00
EFT24092	03-10-2022	KALBARRI PEST CONTROL	NCCA TERMITE INSP/URBAN PEST CONTROL	300.00
EFT24093	03-10-2022	KALBARRI SITEWORKS	SWEEP CARPARK VMR	198.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 NOVEMBER 2022

EFT #	Date	Name	Description	Amount
EFT24094	03-10-2022	LAKELINE RESOURCES PTY LTD (MOSS)	PARKER RD/PT GREG WATER WORKS	3118.50
EFT24095	03-10-2022	LGRCEU	PAYROLL DEDUCTIONS	82.00
EFT24096	03-10-2022	GERALDTON TOYOTA	NEW PRADO 2022	9899.73
EFT24097	03-10-2022	M L COMMUNICATIONS	EPIRB	349.00
EFT24098	03-10-2022	MODUS AUSTRALIA	TOILET LOCKS	1551.00
EFT24099	03-10-2022	NAPA	CRC, DEGREASER	219.78
EFT24100	03-10-2022	NATURAL AREA HOLDINGS PTY LTD	LITTLE BAY RD PERMIT APPLICATION	6391.00
EFT24101	03-10-2022	NORTHAMPTON NEWSAGENCY	STATIONERY, NEWSPAPERS	715.82
EFT24102	03-10-2022	NORTHAMPTON FAMILY STORE	UNIFORMS	848.65
EFT24103	03-10-2022	NORTHAMPTON RAMS MASTERS INC	REIMB BUS BOND	200.00
EFT24104	03-10-2022	PLATINUM ELECTRICIANS MIDWEST	NCC STADIUM LIGHTS, SHOW INSPECTIONS	10988.40
EFT24105	03-10-2022	THE SHEARING SHED CAFE	REFRESHMENTS	130.00
EFT24106	03-10-2022	STATEWIDE BEARINGS	KALB FSHORE F/FOX BEARINGS	44.00
EFT24107	03-10-2022	THE SEWING FAIRY	EMBROIDERY UNIFORMS	40.00
EFT24108	03-10-2022	2V NET IT SOLUTIONS	COMPTER MTCE	82.50
EFT24109	03-10-2022	VAC WEST	NTON STREETS SWEEPING	6077.50
EFT24110	03-10-2022	LANDGATE	VALUATION EXPENSES	1317.19
EFT24111	03-10-2022	WEIRDO'S CARPENTRY & MAINTENANCE	KAL CAMP INSTALL RANGEHOOD	380.00
EFT24112	03-10-2022	CT & L WOODCOCK & SON PTY LTD	FERTILISER, HARDWARE	4340.50
EFT24113	30-09-2022	PERTH TRAFFIC TRAINING	(REPORTED SEPTEMBER PAYMENT)	
EFT24114	13-10-2022	MAURICE BATTILANA	ACTING CEO REIMB FUEL	863.79
EFT24115	13-10-2022	JARROD DAWE	REIMB MEALS TRAINING	149.35
EFT24116	19-10-2022	AIRPORT LIGHTING SPECIALISTS PTY LTD	KAL AIRPORT LIGHTS	1194.60
EFT24117	19-10-2022	ARROW BRONZE	NICHE WALL PLAQUE	198.28
EFT24118	19-10-2022	MARY ELLEN ASH	REFUND BUILDING APPLICATION	171.65
EFT24119	19-10-2022	BABA MARDA ROAD SERVICES	PG PIPELINE REPAIRS TRAFFIC CONTROL	2511.03
EFT24120	19-10-2022	BATAVIA TIMBER & SALVAGE	ASBESTOS REMOVAL HARVEY RD NTON	6127.00
EFT24121	19-10-2022	BELLA LUCA DEMOLITION	BINNU WRAP & DISPOSE ASBESTOS	880.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 NOVEMBER 2022

EFT #	Date	Name	Description	Amount
EFT24122	19-10-2022	BLACKWOODS	WITCHES HATS	313.60
EFT24123	19-10-2022	BLUESTAR EARTHMOVING	TREE DISPOSAL	5896.00
EFT24124	19-10-2022	BOLTS-R-US	KAL JETTY HARDWARE	31.57
EFT24125	19-10-2022	BUILDING & CONSTRUCT IND TRAINING FUND	BCITF JULY 2022	1868.34
EFT24126	19-10-2022	CENTRAL WEST PUMP SERVICE	HKS FSHORE RETIC REPAIRS	831.60
EFT24127	19-10-2022	CHAPMAN ANIMAL HOSPITAL	STERILISATION SUBSIDY	20.00
EFT24128	19-10-2022	CHEM CENTRE EXPERT SOLUTIONS	WATER SAMPLE	220.00
EFT24129	19-10-2022	BOC GASES AUSTRALIA	INDUSTRY GASES	68.55
EFT24130	19-10-2022	WINC AUSTRALIA PTY LTD	P/COPIER MTCE	1281.40
EFT24131	19-10-2022	TOLL TRANSPORT PTY LTD	FREIGHT	472.16
EFT24132	19-10-2022	EASTMAN POLETTI SHERWOOD ARCHITECTS PTY LTD	KAL MULTI-USE CENTRE CLAIM 2	3289.00
EFT24133	19-10-2022	ENGIN	TELEPHONE CHARGES	364.99
EFT24134	19-10-2022	DPT OF MINES, INDUSTRY REG & SAFETY	BRB JULY 2022	894.43
EFT24135	19-10-2022	FENN PLUMBING & GAS	KAL FSHORE WATER CONNECTION CMANS BBQ	666.00
EFT24136	19-10-2022	DPT OF FIRE AND EMERGENCY SERVICES	22/23 ESL	6092.68
EFT24137	19-10-2022	FREEMANS LIQUID WASTE PTY LTD	LIONS PUMP SEPTICS	2180.80
EFT24138	19-10-2022	GERALDTON BUILDING SERVICES & CABINETS	CYCLONE CHIV HOUSE SOUTH STABLES	28045.33
EFT24139	19-10-2022	GERALDTON LOCK & KEY SPECIALISTS	KEYS/LOCKS	972.68
EFT24140	19-10-2022	GERALDTON FUEL COMPANY PTY LTD	FUEL CARD PURCHASES	1293.05
EFT24141	19-10-2022	GNC QUALITY PRECAST GERALDTON	PARKER/WUNDI CULVERTS	4474.80
EFT24142	19-10-2022	GREAT NORTHERN RURAL SERVICES	CHEMICAL TRANSFER PUMPS	262.20
EFT24143	19-10-2022	GREAT SOUTHERN FUEL SUPPLY	DEPOT FUEL & FUEL CARD PURCHASES	68270.18
EFT24144	19-10-2022	PETER GROOM SETTLEMENTS	LITTLE BAY ROAD TITLE APPLICATION	1357.30
EFT24145	19-10-2022	C + J HANSON PLUMBING CONTRACTORS	CYCLONE NTON RAM SHED STORM PIPE	6270.87
EFT24146	19-10-2022	TANYA HENKEL	HERITAGE ADVISORY SERVICES	3847.70
EFT24147	19-10-2022	KALBARRI AUTO CENTRE	VEHICLE SERVICE	924.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 NOVEMBER 2022

EFT #	Date	Name	Description	Amount
EFT24148	19-10-2022	KALBARRI STATE EMERGENCY SERVICE	22/23 ESL 2ND INSTAL	10706.50
EFT24149	19-10-2022	KALBARRI CARRIERS	FREIGHT	853.88
EFT24150	19-10-2022	KICK SOLUTIONS	SIGN	445.00
EFT24151	19-10-2022	KIMBERLEY QUARRY PTY LTD	KAL RD SEALING AGG 10MM	1745.17
EFT24152	19-10-2022	KALBARRI PEST CONTROL	VISUAL TERMITE INSPECTION & URBAN PEST CONTROL	2200.00
EFT24153	19-10-2022	LANDMARK PRODUCTS LTD	NTON REC AREA ABLUTION 6 CUBICAL	120549.00
EFT24154	19-10-2022	MACH ONE AUTO ONE	PLANT SEAT COVERS	142.60
EFT24155	19-10-2022	LGRCEU	PAYROLL DEDUCTIONS	164.00
EFT24156	19-10-2022	MIDWEST SAFETY AND TRAINING PTY LTD	STAFF TRAINING CONFINED SPACES	1760.00
EFT24157	19-10-2022	SHIRE OF MINGENEW	ACTING CEO VEHICLE SHARE	470.00
EFT24158	19-10-2022	MITCHELL & BROWN COMMUNICATIONS	SEVENTH AVE RES OVEN, & CALL RES DISHW	2390.00
EFT24159	19-10-2022	M L COMMUNICATIONS	NTON VHF REPEATER BATTERY/CHARGER, NTON OFFICE PHONES	2662.34
EFT24160	19-10-2022	MOORE	FINANCIAL MANAGEMENT REVIEW FINAL	5500.00
EFT24161	19-10-2022	NATURAL AREA HOLDINGS PTY LTD	LITTLE BAY ROAD FLORA PERMIT	3168.00
EFT24162	19-10-2022	FLICK ANTICIMEX PTY LTD	SANITARY SERVICES	9140.27
EFT24163	19-10-2022	NORTHAMPTON AUTO ELECTRICS	PLANT ELECTRICAL	995.60
EFT24164	19-10-2022	NORTHAMPTON FAMILY STORE	UNIFORMS	155.70
EFT24165	19-10-2022	NOVUS AUTOGLASS MIDWEST	VEHICLE WINDSCREEN	883.00
EFT24166	19-10-2022	GERALDTON CLEANPAK TOTAL SOLUTIONS	TOILET PAPERS, DISINFECTANTS	1880.57
EFT24167	19-10-2022	HOLCIM AUSTRALIA PTY LTD	KAL MALELUCA RPAIRS	1615.68
EFT24168	19-10-2022	PAUL SHERIFF	SYNERGYSOFT SUPPORT	110.00
EFT24169	19-10-2022	SIMPLE LIFE PROJECTS	REFUND KERB DEPOSIT	500.00
EFT24170	19-10-2022	STATEWIDE BEARINGS	KAL FSHORE FLYFOX	44.00
EFT24171	19-10-2022	2V NET IT SOLUTIONS	COMPTER MTCE	574.00
EFT24172	19-10-2022	VAC WEST	SWEEPING KALB/POR/HKS STREET SWEEP	6812.30
EFT24173	19-10-2022	LANDGATE	VALUATION EXPENSES	84.60

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 NOVEMBER 2022

EFT #	Date	Name	Description	Amount
EFT24174	19-10-2022	VISIMAX	DFES STATIONERY PERMITS	169.91
EFT24175	19-10-2022	WEST AUSTRALIAN NEWSPAPERS LTD	ADVERTISING	3018.74
EFT24176	19-10-2022	AUSTRALIAN TAXATION OFFICE	BAS SEPTEMBER 2022	74531.00
EFT24177	20-10-2022	DEPARTMENT OF WATER & ENVIRONMENT	NTON REFUSE SITE RENEW LICENCE L6878/1997/13	1303.50
EFT24178	20-10-2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	3146.00
EFT24179	19-10-2022	TELSTRA	TELEPHONE CHARGES	3173.71
EFT24180	21-10-2022	COASTAL ELECTRICAL & SOLAR	ALLEN CENTRE CHARGING STATION REPAIRS	1090.22
EFT24181	21-10-2022	BRADLEY STIELER	REIMB UNIFORMS	213.00
EFT24182	25-10-2022	AIRPORT CONSULTANCY GROUP PTY LTD	KAL AIRPORT RESEAL CONSULTANCY	6072.00
EFT24183	25-10-2022	AFGRI GERALDTON	PARTS	660.51
EFT24184	25-10-2022	AW CRAGAN & ALLCAPRI PTY LTD	BOBCAT/EXCAVATOR HIRE	7121.40
EFT24185	25-10-2022	KALBARRI IGA	KAL OFFICE GOODS	38.66
EFT24186	25-10-2022	LIBERTY NORTHAMPTON	FUEL	288.57
EFT24187	25-10-2022	BUILDING CONSTRUCTION IND TRAINING FUND	BCITF AUGUST 22	3382.72
EFT24188	25-10-2022	CATERLAAS	NTON BUS BRACKET	2565.52
EFT24189	25-10-2022	COASTAL ELECTRICAL & SOLAR	ALLEN CENTRE ELECTRICAL, CYCLONE KAL FSHORE BBQS ELECTRICAL	3587.77
EFT24190	25-10-2022	TOLL TRANSPORT PTY LTD	FREIGHT	65.34
EFT24191	25-10-2022	CROWN HOTELS PERTH	LOCAL GOVERNMENT WEEK ACCOMM	2880.90
EFT24192	25-10-2022	HAYLEY R WILLIAMS DEVISE URBAN PLANNING	PLANNING SERVICES	3432.00
EFT24193	25-10-2022	CENTRAL REGIONAL TAFE	TRAFFIC MANAGEMENT TRAINING	350.00
EFT24194	25-10-2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	KALB SPRAYER SQ300, 300L TANK	8459.60
EFT24195	25-10-2022	DEP MINES, INDUSTRY REG & SAFETY	BRB AUGUST 2022	1763.28
EFT24196	25-10-2022	FIVE STAR BUSINESS EQUIPMENT AND COMMUNICATIONS	PHOTOCOPIER COUNT/MTCE	98.66

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 NOVEMBER 2022

EFT #	Date	Name	Description	Amount
EFT24197	25-10-2022	ATOM GERALDTON	PROTECTIVE CLOTHING/GOODS	241.03
EFT24198	25-10-2022	HASLEBYS HARDWARE SUPPLIES	RETIC, PVC, FERTILISER, HARDWARE	1003.87
EFT24199	25-10-2022	C + J HANSON PLUMBING CONTRACTORS	SEVENTH AVE RES CONNECT GAS HOTPLATE	1230.02
EFT24200	25-10-2022	JASON SIGNMAKERS	BEN SIGNS	15921.53
EFT24201	25-10-2022	KALBARRI EXPRESS FREIGHT	FREIGHT	267.87
EFT24202	25-10-2022	KALBARRI WAREHOUSE	HARDWARE, RETIC,	99.50
EFT24203	25-10-2022	KALBARRI NEWSAGENCY	STATIONERY	45.90
EFT24204	25-10-2022	KALBARRI PEST CONTROL (BC DIGGINS & KP LAW)	VISUAL TERMITE/URBAN PEST CONTROL	150.00
EFT24205	25-10-2022	LAKELINE RESOURCES PTY LTD (MOSS)	PT GREG WATER MTCE	1155.00
EFT24206	25-10-2022	ROBERT MCKENZIE	BUSH FIRE ASSOC CONF REIMB ACCOMM	674.80
EFT24207	25-10-2022	SHIRE OF MINGENEW	VELPIC ONLINE TRAINING PLATFORM	137.50
EFT24208	25-10-2022	NORTHAMPTON IGA	REFRESHMENTS/GOODS	929.56
EFT24209	25-10-2022	NORTHAMPTON NEWSAGENCY	NEWSPAPERS/STATIONERY	390.46
EFT24210	25-10-2022	NORTHAMPTON PHARMACY	IMMUISATIONS	76.80
EFT24211	25-10-2022	NORTHAMPTON TOURIST ASSOCIATION	CONTRIBUTION AUSTRALIA DAY 2023	500.00
EFT24212	25-10-2022	NOVUS AUTOGLASS MIDWEST	VEHICLE WINDSCREEN	1560.50
EFT24213	25-10-2022	PLATINUM ELECTRICIANS MIDWEST	OLD POLICE ST CHECK SWITCHBOARD	711.65
EFT24214	25-10-2022	PORT GREGORY PROGRESS ASSOCIATION	BASF CONTRIBUTION	5000.00
EFT24215	25-10-2022	PURCHER INTERNATIONAL	PARTS	245.37
EFT24216	25-10-2022	QUEST JOONDALUP	2022 LGSA CONFERENCE ACCOMM	440.00
EFT24217	25-10-2022	HOLCIM AUSTRALIA PTY LTD	KAL MALAUCA DUP CONCRETE REPAIRS	1705.44
EFT24218	25-10-2022	ROAD RUNNER MECHANICAL SERVICES	BRAKE DRUMS, FILTERS	1142.94
EFT24219	25-10-2022	SPALDING ELECTRICAL SERVICES	SEV AVE RES ELECTRICAL	864.60
EFT24220	25-10-2022	STRATAGREEN	WATER CRYSTALS	666.86
EFT24221	25-10-2022	2V NET IT SOLUTIONS	COMPTER MTCE	82.50
EFT24222	25-10-2022	TOTALLY WORKWEAR - GERALDTON	UNIFORMS/PROTECTIVE CLOTHING	242.53
EFT24223	25-10-2022	LANDGATE	VALUATION EXPENSES	285.46
EFT24224	25-10-2022	WA LOCAL GOV ASSOCIATION (WALGA)	2022 WA LG CONVENTION REGISTRATIONS	4720.00

SHIRE OF NORTHAMPTON
FINANCE REPORT – 18 NOVEMBER 2022

EFT #	Date	Name	Description	Amount
EFT24225	25-10-2022	NORTHAMPTON TYRES	SUPPLY FIT 6 TYRES, BALANCE, PARTS	9855.00
EFT24226	25-10-2022	WILLIAMS MUFFLERS BRAKES TYRES	NTON BUS CLAMP	100.10
EFT24227	25-10-2022	WINDOWISE KALBARRI	KAL FSHORE FISH CLEANING TABLE	599.50
EFT24228	25-10-2022	WESTERN AUSTRALIAN TREASURY CORP	LOAN 157	18464.02
				\$952,113.00

DIRECT DEBITS

Jnl #	Date	Name	Description	Amount
	13-10-2022	PAYROLL	FN/E 12/10/2022	108079.00
	25-10-2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 12/10/2022	25809.25
	27-10-2022	PAYROLL	FN/E 26/10/2022	103935.00
	28-10-2022	SUPERCHOICE	SUPERANNUATION PAY FN/E 26/10/2022	25963.35
GJ0403	31-10-2022	NATIONAL AUSTRALIA BANK	BANK FEES	125.90
GJ0404	31-10-2022	COMMONWEALTH BANK	BPOINT FEES	838.84
GJ0405	31-10-2022	NATIONAL AUSTRALIA BANK	BPAY	769.12
GJ0407	31-10-2022	NAB CEO CORPORATE CARD	BANK CHARGES	9.00
			CREDIT DFES EXP FLIGHT	<u>-573.74</u>
				-564.74
GJ0408	31-10-2022	NAB DCEO CORPORATE CARD	BANK CHARGES	9.00
			KCC IINET	79.99
			COMPUTER EXPS 2VNET/ADOBE	1,454.52
			NTON DEPOT CABINETS	389.00
			TRAINING CPA	<u>289.00</u>
GJ0410	31-10-2022	NAB LOAN 152	FACILITY FEE - 4 OCT 2022	1221.88
				<u>\$268,399.11</u>

7.4.2 MONTHLY FINANCIAL STATEMENTS – OCTOBER 2022

FILE REFERENCE:	1.1.1
DATE OF REPORT:	8th November 2022
DISCLOSURE OF INTEREST:	Nil
REPORTING OFFICER:	Grant Middleton
APPENDICES:	Monthly Financial Report for October 2022

SUMMARY

Council to adopt the monthly financial reports as presented.

BACKGROUND:

This information is provided to Council in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

The Monthly Statements of Financial Activity for the period ending 31 October 2022 are detailed from page 1 to page 27 per the attached Monthly Financial Report.

FINANCIAL & BUDGET IMPLICATIONS:

The 31st October 2022 financial position is comprised of the following:

Total operating revenue has a surplus position of \$1,520,663 and operating expenditure has a surplus position of \$185,692 to the end of September 2022. The surplus revenue position is largely due to the receipt of \$750,000 for Insurance and LRCI grant revenue. The expenditure variances are spread across multiple programs and not considered significant at this stage of the year.

Investing and Financing variances will reconcile as the year progresses and it is anticipated there will be no significant budget variations.

Further explanations of material variations are detailed by reporting program in Note 16 of the Monthly Financial Report.

STATUTORY IMPLICATIONS:

Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 Section 6.4

POLICY IMPLICATIONS:

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. The current Council Policy sets the material variance at \$5,000.

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.4.2

That Council adopts the Monthly Financial Report for the period ending 31 October 2022.

SHIRE OF NORTHAMPTON
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 October 2022

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 2022

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

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

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

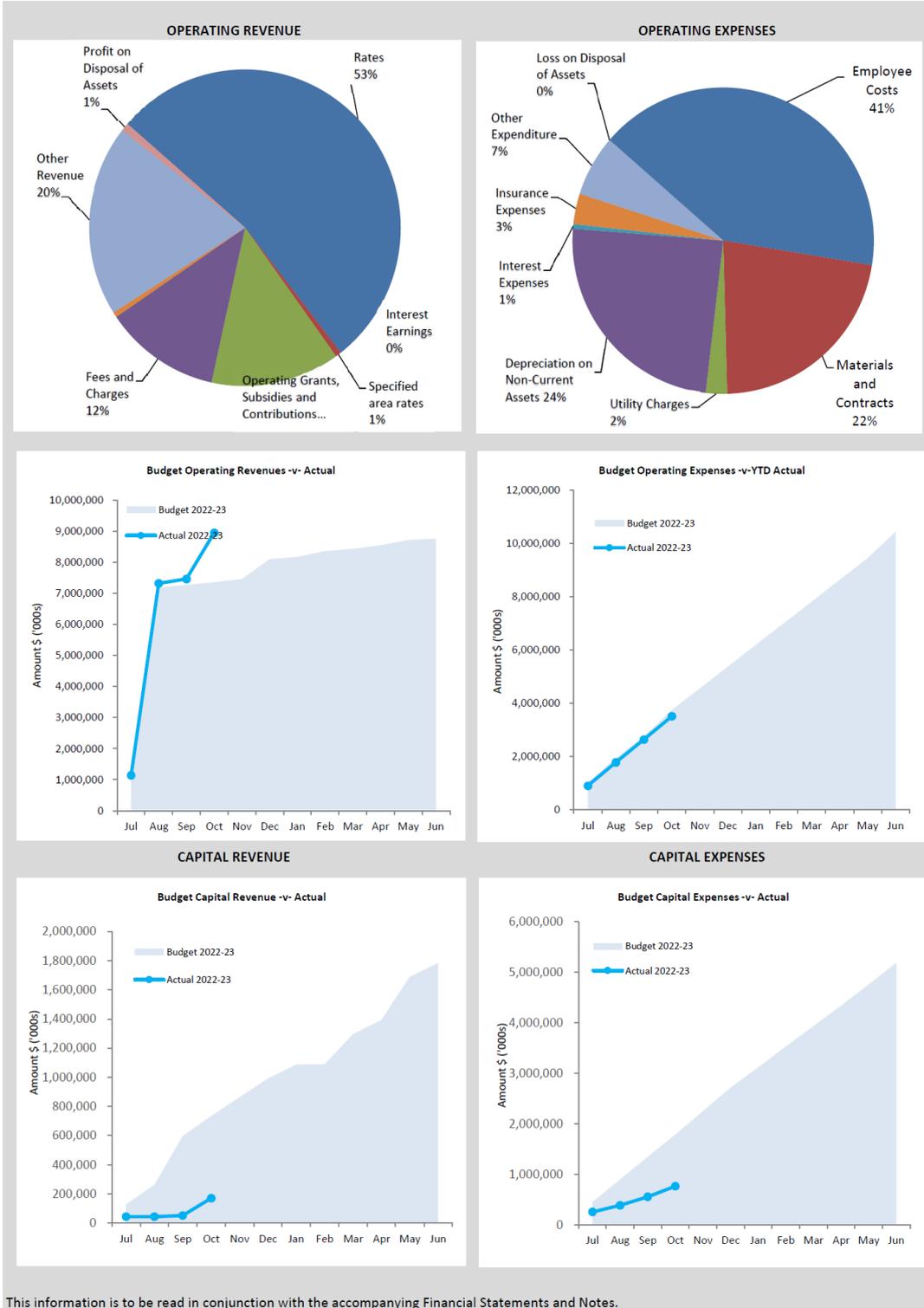
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022

SUMMARY INFORMATION - GRAPHS



Please refer to the compilation report

SHIRE OF NORTHAMPTON | 3

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2022

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	Includes the activities of members of council and the administrative support available to the Council for the provision of governance of the district.
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer and environmentally conscious community.</p>	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
<p>HEALTH</p> <p>To provide an operational framework for environmental and community health.</p>	Inspection of food outlets and their control, administration of health local laws and maintenance
<p>EDUCATION AND WELFARE</p> <p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	Maintenance of child minding centre's, youth programs and Pioneer Lodge Self Supporting Loan.
<p>HOUSING</p> <p>To provide and maintain shire housing.</p>	Provision and maintenance of shire housing.
<p>COMMUNITY AMENITIES</p> <p>To provide services required by the community.</p>	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
<p>RECREATION AND CULTURE</p> <p>To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.</p>	Maintenance of public halls and buildings, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, other cultural facilities.
<p>TRANSPORT</p> <p>To provide safe, effective and efficient transport services to the community.</p>	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
<p>ECONOMIC SERVICES</p> <p>To help promote the shire and its economic wellbeing.</p>	Tourism and area promotion including the maintenance and operation of camping facilities. Provision of Building Services and Port Gregory Water Supply.
<p>OTHER PROPERTY AND SERVICES</p> <p>To monitor and control Shire's overhead operating accounts.</p>	Private works operation, plant repair and operation costs and engineering operation costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,011,814	3,011,814	3,011,814	(0)	(0.00%)	
Revenue from operating activities							
Governance		115,722	48,568	64,188	15,620	32.16%	▲
General purpose funding	6	5,238,296	4,855,350	5,575,521	720,171	14.83%	▲
Law, order and public safety		101,588	33,852	44,961	11,109	32.82%	▲
Health		30,112	10,032	11,195	1,163	11.60%	
Education and welfare		59,943	41,640	40,905	(735)	(1.76%)	
Housing		71,636	23,876	19,425	(4,451)	(18.64%)	
Community amenities		1,061,727	910,443	939,914	29,471	3.24%	▲
Recreation and culture		30,233	10,068	40,451	30,383	301.78%	▲
Transport		319,506	276,644	253,969	(22,675)	(8.20%)	▼
Economic services		241,790	162,413	182,131	19,718	12.14%	▲
Other property and services		1,625,740	1,052,388	1,773,275	720,887	68.50%	▲
		8,896,293	7,425,274	8,945,937	1,520,663		▲
Expenditure from operating activities							
Governance		(1,005,116)	(382,170)	(351,725)	30,445	7.97%	▲
General purpose funding		(281,054)	(98,292)	(101,998)	(3,706)	(3.77%)	
Law, order and public safety		(416,715)	(162,762)	(133,738)	29,024	17.83%	▲
Health		(220,840)	(77,268)	(75,170)	2,098	2.71%	
Education and welfare		(92,081)	(53,824)	(78,855)	(25,031)	(46.50%)	▼
Housing		(77,697)	(33,590)	(33,045)	545	1.62%	
Community amenities		(1,949,451)	(656,808)	(530,232)	126,576	19.27%	▲
Recreation and culture		(1,662,042)	(601,832)	(569,982)	31,850	5.29%	▲
Transport		(4,010,413)	(1,293,896)	(1,203,989)	89,907	6.95%	▲
Economic services		(401,472)	(194,266)	(115,930)	78,336	40.32%	▲
Other property and services		(142,820)	(142,772)	(317,124)	(174,352)	(122.12%)	▼
		(10,259,701)	(3,697,480)	(3,511,788)	185,692		▲
Non-cash amounts excluded from operating activities	1(a)	2,245,350	702,588	783,858	81,270	11.57%	▲
Amount attributable to operating activities		881,942	4,430,382	6,218,006	1,787,624		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,096,786	365,588	68,373	(297,215)	(81.30%)	▼
Proceeds from disposal of assets	7	244,000	145,328	93,435	(51,893)	(35.71%)	
Proceeds from self supporting loans	9	37,470	18,734	8,097	(10,637)	(56.78%)	▼
Purchase of property, plant and equipment	8	(4,984,264)	(1,740,724)	(705,369)	1,035,355	59.48%	▲
Amount attributable to investing activities		(3,606,008)	(1,211,074)	(535,465)	675,609		▲
Financing Activities							
Proceeds from new debentures	9	200,000	0	0	0	0.00%	
Transfer from reserves	10	205,000	68,333	205,000	136,667	200.00%	▲
Repayment of debentures	9	(202,648)	(67,549)	(57,750)	9,799	14.51%	▲
Transfer to reserves	10	(490,100)	(163,367)	(10,573)	152,794	93.53%	▲
Amount attributable to financing activities		(287,748)	(162,583)	136,677	299,260		▲
Closing funding surplus / (deficit)	1(c)	0	6,068,539	8,831,033			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022-23 year is \$5,000 or 0.00% whichever is the greater.

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

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 5

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

GRANT REVENUE

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

Assets that were acquired for consideration that was less than fair value principally to enable the Shire to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significant less than fair value. Such assets are not required to be remeasured at fair value.

Volunteer Services in relation have not been recognised in revenue and expenditure as the fair value of the services cannot be reliably estimated and the services would not have been purchased if they had not been donated.

FEES AND CHARGES

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

SERVICE CHARGES

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

EXPENSES

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,011,814	3,011,814	3,011,814	(0)	(0.00%)	
Revenue from operating activities							
Rates	6	4,717,499	4,717,499	4,747,088	29,589	0.63%	▲
Specified area rates	6	53,000	53,000	54,026	1,026	1.94%	
Operating grants, subsidies and contributions	12	1,133,783	488,619	1,198,556	709,937	145.29%	▲
Fees and charges		1,345,971	1,051,660	1,075,714	24,054	2.29%	▲
Interest earnings		40,000	22,832	47,942	25,110	109.98%	▲
Other revenue		1,468,540	1,000,000	1,750,000	750,000	75.00%	▲
Profit on disposal of assets	7	137,500	91,664	72,610	(19,054)	(20.79%)	▼
		8,896,293	7,425,274	8,945,937	1,520,663		▲
Expenditure from operating activities							
Employee costs		(4,033,035)	(1,434,192)	(1,445,891)	(11,699)	(0.82%)	▼
Materials and contracts		(2,681,458)	(899,950)	(773,186)	126,764	14.09%	▲
Utility charges		(339,634)	(113,128)	(80,556)	32,572	28.79%	▲
Depreciation on non-current assets		(2,382,850)	(794,252)	(856,468)	(62,216)	(7.83%)	▼
Interest expenses		(53,237)	(17,736)	(17,447)	289	1.63%	
Insurance expenses		(227,456)	(227,274)	(112,243)	115,031	50.61%	▲
Other expenditure		(542,031)	(210,948)	(225,998)	(15,050)	(7.13%)	▼
		(10,259,701)	(3,697,480)	(3,511,788)	185,692		▲
Non-cash amounts excluded from operating activities	1(a)	2,245,350	702,588	783,858	81,270	11.57%	▲
Amount attributable to operating activities		881,942	4,430,382	6,218,006	1,787,624		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,096,786	365,588	68,373	(297,215)	(81.30%)	▼
Proceeds from disposal of assets	7	244,000	145,328	93,435	(51,893)	(35.71%)	▼
Proceeds from self-supporting loans	9	37,470	18,734	8,097	(10,637)	(56.78%)	▼
Payments for property, plant and equipment	8	(4,984,264)	(1,740,724)	(705,369)	1,035,355	(59.48%)	▲
Amount attributable to investing activities		(3,606,008)	(1,211,074)	(535,465)	675,609		▲
Financing Activities							
Proceeds from new debentures	9	200,000	0	0	0	0.00%	
Transfer from reserves	10	205,000	68,333	205,000	136,667	200.00%	▲
Repayment of debentures	9	(202,648)	(67,549)	(57,750)	9,799	14.51%	▲
Transfer to reserves	10	(490,100)	(163,367)	(10,573)	152,794	93.53%	▲
Amount attributable to financing activities		(287,748)	(162,583)	136,677	299,260		
Closing funding surplus / (deficit)	1(c)	0	6,068,539	8,831,033			

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual (b)
Non-cash items excluded from operating activities			
		\$	\$
Adjustments to operating activities			
Add/Deduct: Profit/Loss on asset disposals	7	(137,500)	(72,610)
Add: Depreciation on assets		2,382,850	856,468
Total non-cash items excluded from operating activities		2,245,350	783,858

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 June 2022	Year to Date 31 October 2022
Adjustments to net current assets			
Less: Reserves - restricted cash	10	(982,603)	(788,176)
Less: - Financial assets at amortised cost - self supporting loans	4	(35,627)	(8,097)
Less: Land Held for Resale		(235,000)	(180,000)
Less: Income Received in Advance			497,341
Add/Less: Adjustments		39,875	99,142
Add: Borrowings	9	196,293	57,751
Add: Provisions - Employee	11	718,085	732,724
Total adjustments to net current assets		(298,977)	410,685

(c) Net current assets used in the Statement of Financial Activity

Current assets			
Cash and cash equivalents	2	4,178,911	7,800,659
Financial assets at amortised cost	2	35,627	8,097
Rates receivables	3	218,904	1,120,824
Receivables	3	208,660	463,043
Other current assets	4	246,568	258,693
Less: Current liabilities			
Payables	5	(663,501)	(440,495)
Borrowings	9	(196,293)	(57,751)
Borrowings (New Loan)	9	0	0
Provisions	11	(718,085)	(732,724)
Less: Total adjustments to net current assets	1(b)	(298,977)	410,685
Closing funding surplus / (deficit)		3,011,814	8,831,033

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Deposits	Municipal	3,009,502		3,009,502		NAB		At call
Petty Cash	Cash on Hand	1,050		1,050				
Investment	Reserves	0	788,176	788,176		NAB	3.53%	28/12/2022
Investment	Term Deposit	1,001,932		1,001,932		NAB	3.60%	27/01/2023
Investment	Term Deposit	1,000,000		1,000,000		NAB	3.00%	28/11/2022
Investment	Term Deposit	1,000,000		1,000,000		NAB	3.55%	28/12/2022
Investment	Term Deposit	1,000,000		1,000,000		NAB		28/12/2022
Total		7,012,483	788,176	7,800,659	0			
Comprising								
Cash and cash equivalents		7,012,483	788,176	7,800,659	0			
		7,012,483	788,176	7,800,659	0			

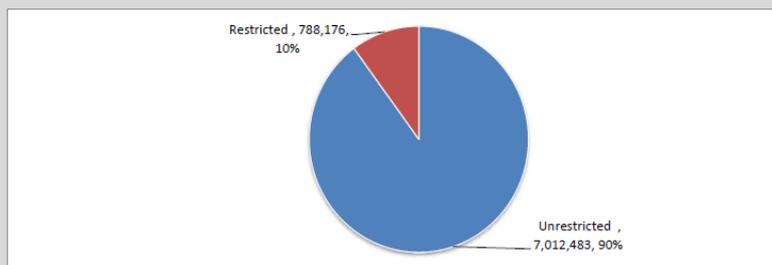
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$7.8 M	\$7.01 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

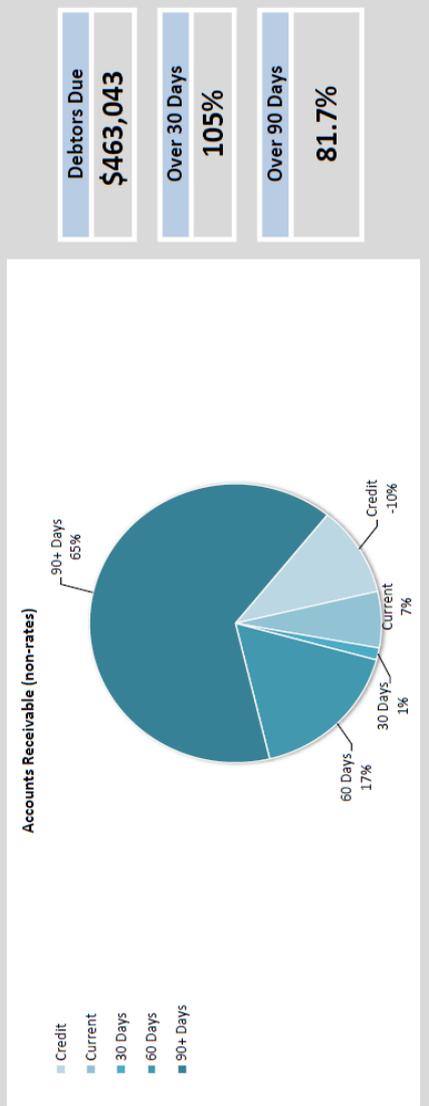
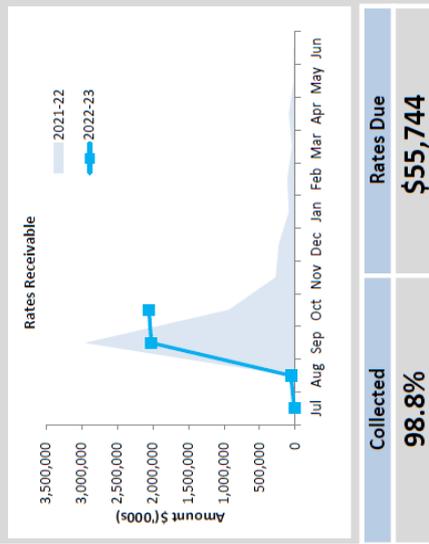
	31-Oct-22	30 Jun 2022
Rates receivable	\$ 55,744	\$ 103,801
Opening arrears previous years	4,801,114	4,709,139
Levied this year	(3,736,034)	(4,757,195)
Less - collections to date	1,120,824	55,744
Equals current outstanding		
Net rates collectable	1,120,824	55,744
% Collected	76.9%	98.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - general	(20,806)	12,984	2,799	33,801	128,378	157,156
Percentage	(13.2%)	8.3%	1.8%	21.5%	81.7%	
Balance per trial balance	(20,806)	12,984	2,799	33,801	128,378	157,156
Sundry receivable		46,880				46,880
GST receivable		141,627				141,627
Rubbish Receivables		(7,346)				(7,346)
Accrued Income		124,727				124,727
Emergency Services Levy						
Total receivables general outstanding						463,043

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due	\$463,043
Over 30 Days	105%
Over 90 Days	81.7%

Collected	98.8%
Rates Due	\$55,744

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 October 2022
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel & Materials	11,568	67,126	0	78,693
Land Held for Resale	180,000	0	0	180,000
Total other current assets				258,693
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

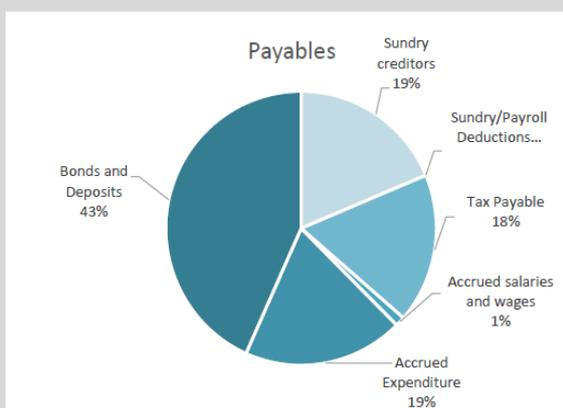
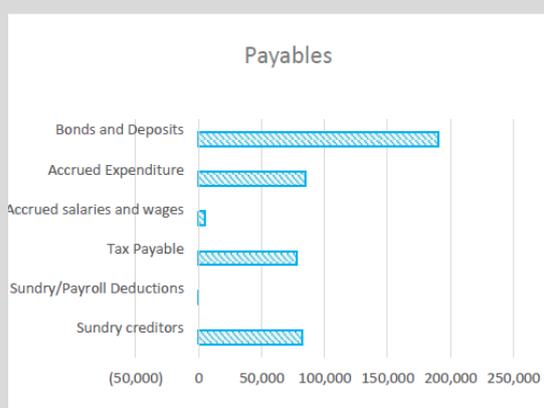
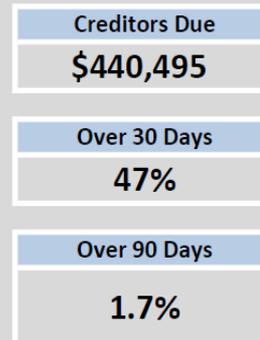
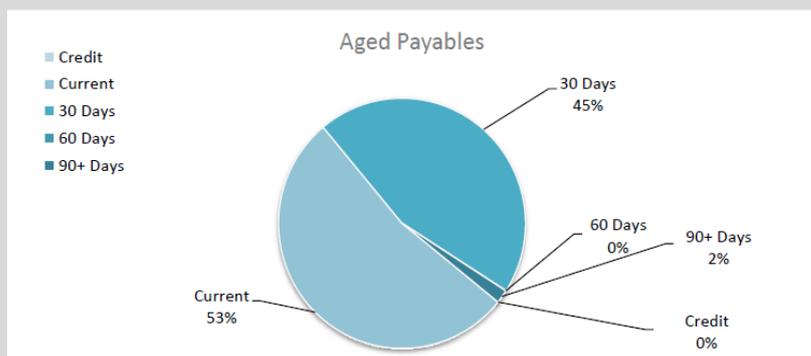
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	43,683	37,140	(11)	1,431	82,243
Percentage	0%	53.1%	45.2%	0%	1.7%	
Balance per trial balance						
Sundry creditors	0	43,683	37,140	(11)	1,431	82,243
Sundry/Payroll Deductions		(40)				(40)
Tax Payable		77,906				77,906
Accrued salaries and wages		5,048				5,048
Accrued Expenditure		84,470				84,470
Bonds and Deposits		190,868				190,868
Total payables general outstanding	0	401,935	37,140	(11)	1,431	440,495

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

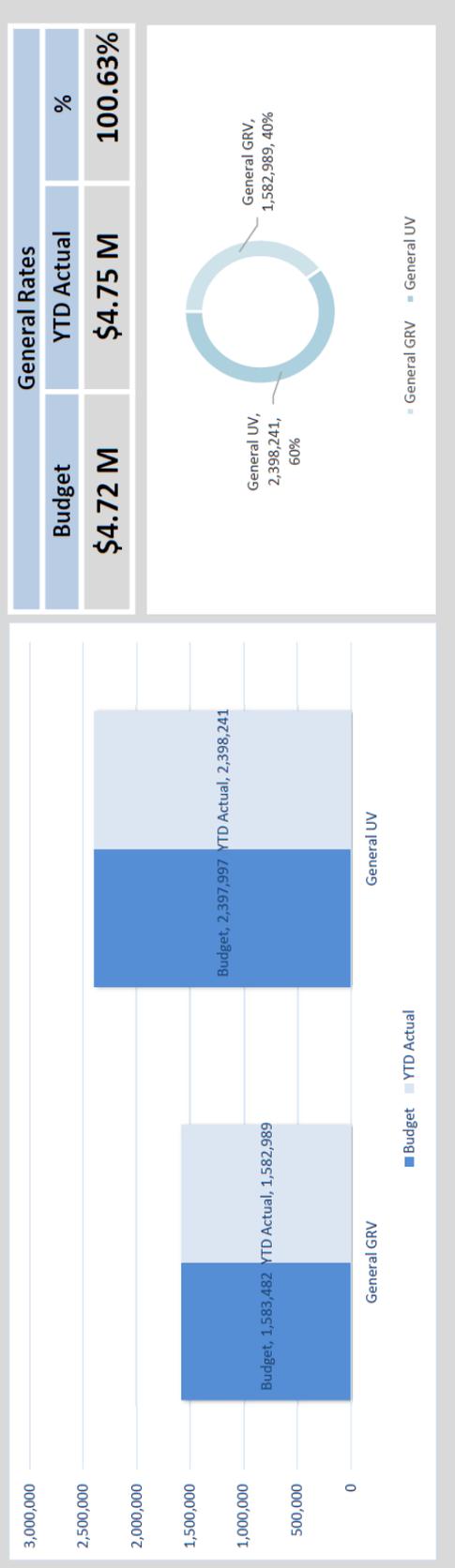
RATE TYPE	Rate in \$ (cents)	Number of Properties	Budget				YTD Actual				
			Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Interim Rates	Back Rates	Total Revenue	
General rate revenue											
Gross rental value											
General GRV	0.082000	1,399	19,295,690	1,583,482	0	0	1,583,482	1,583,482	(493)		1,582,989
Unimproved value											
General UV	0.009907	424	243,055,941	2,397,997	0	0	2,397,997	2,398,241			2,398,241
Sub-Total		1,823	262,351,631	3,981,479	0	0	3,981,479	3,981,723	(493)	0	3,981,230
Minimum payment											
Gross rental value											
General GRV	580	1,197	3,678,781	694,260	0	0	694,260	700,060	27,307		727,367
Unimproved value											
General UV	580	72	75,235	41,760			41,760	35,960	2,530		38,490
Sub-total		1,269	3,754,016	736,020	0	0	736,020	736,020	29,837	0	765,857
Total general rates							4,717,499				4,747,088
Specified area rates											
Kalbarri Tourism	0.001866		16,088,152	30,000	0	0	30,000	30,740	0	0	30,740
Port Gregory Water Supply	0.040955		561,586	23,000	0	0	23,000	23,286	0	0	23,286
Total specified area rates			16,649,738	53,000	0	0	53,000	54,026	0	0	54,026
Total							4,770,499				4,801,114

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. From 1 July 2019 prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Please refer to the compilation report

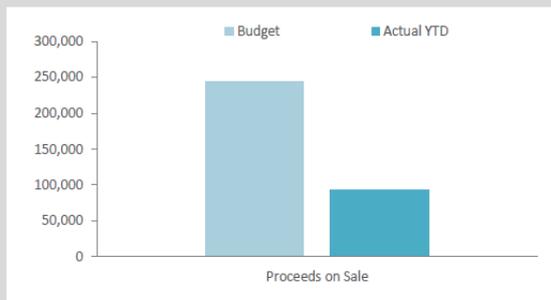
SHIRE OF NORTHAMPTON | 14

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
41761	Toyota Prado - CEO	22,000	52,000	30,000	0	20,824	50,000	29,176	0
	Transport								
41769	P283 - Ute LH Kalbarri	11,000	12,000	1,000	0			0	0
41770	P284 - Ute LH Main't N'hpton	13,500	20,000	6,500	0			0	0
41758	P271 - Ute LH Road Construction	0	20,000	20,000	0	0	24,990	24,990	0
41716	P238 - Cat Grader 12M	60,000	140,000	80,000	0			0	0
41758	P258 - Ute General Northampton			0	0	0	18,445	18,445	0
		106,500	244,000	137,500	0	20,824	93,435	72,610	0

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$244,000	\$93,435	38%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

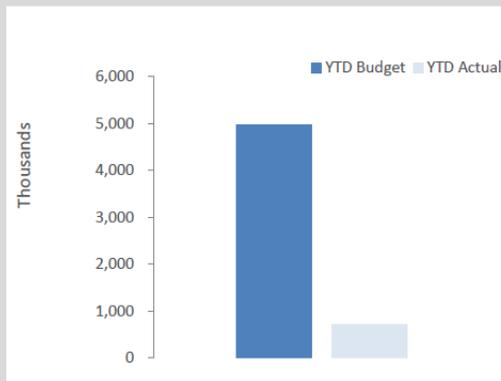
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	596,410	206,372	391,649	185,277
Plant and equipment	865,300	353,528	122,619	(230,909)
Infrastructure - Roads	2,352,084	784,024	178,247	(605,777)
Infrastructure - Footpaths & Carparks	376,470	125,468	2,934	(122,534)
Infrastructure - Parks & Ovals	109,000	43,000	4,400	(38,600)
Infrastructure - Airport	630,000	210,000	5,520	(204,480)
Infrastructure - Other	55,000	18,332	0	(18,332)
Capital Expenditure Totals	4,984,264	1,740,724	705,369	(1,035,355)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,096,786	365,588	68,373	(297,215)
Borrowings	200,000	0	0	0
Other (disposals & C/Fwd)	244,000	145,328	93,435	(51,893)
Cash backed reserves				
Leave Reserve	242,810	242,810	242,925	115
Roadworks Reserve	29,956	29,956	30,001	45
Kalbarri Airport Reserve	635	635	645	10
Building/Housing Reserve	595,210	595,210	115,255	(479,955)
Kalbarri Tourism Rate Reserve	6,975	6,975	6,975	0
Computer and Office Equipment Reserve	34,111	34,111	34,136	25
Land Development Reserve	358,006	358,006	358,239	233
Contribution - operations	2,175,775	(37,895)	(244,615)	(206,720)
Capital funding total	4,984,264	1,740,724	705,369	(1,035,355)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.98 M	\$.71 M	14%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.1 M	\$.07 M	6%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



%	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
	Governance				
	Office Generator changeover switching	13,300	8,866	13,257	43
	CEO Vehicle	60,000	39,998	59,045	955
	Governance Total	73,300	48,864	72,302	998
	Health				
	Communities Amenities				
	Northampton Recreation Ground Ablutions	140,060	1,213	109,590	30,470
	Sallys Tree Ablutions outdoor showers	8,000	69	7,700	300
	Chinamans ablutions outdoor showers	8,000	69	7,700	300
	Seal Access Road to Horrocks Dump Point	27,500	9,164	23,636	3,864
	Communities Amenities Total	183,560	10,516	148,626	34,934
	Recreation And Culture				
	Horrock Foreshore - stairs and shower	24,000	8,000	4,400	19,600
	Kalbarri Recreation Jetty Repairs	65,000	21,668	0	65,000
	Port Gregory Carpark and BBQ	141,310	47,096	0	141,310
	Kalbarri Community Camp Kitchen	134,750	89,828	122,736	12,014
	NCC - Change Room Upgrade	40,000	26,664	0	40,000
	Stud Breeders Shed - Northampton	227,600	75,864	140,933	86,667
	Kalbarri Multi-Use Centre	30,000	10,000	2,990	27,010
	Horrocks North Holding Tanks	20,000	13,332	0	20,000
	Recreation And Culture Total	682,660	292,452	271,059	411,601
	Transport				
	Road Construction	2,324,584	774,860	154,611	2,169,973
	Footpath/Carpark Construction	235,160	78,372	2,934	232,226
	Maintenance Grader	440,000	146,666	0	440,000
	Back Hoe	230,000	76,666	0	230,000
	Ute Leading Hand M'tce Kalbarri	50,000	33,333	1,855	48,145
	Ute Leading Hand M'tce Northampton	48,000	31,999	48,462	(462)
	Safety Officer (50% share)	24,000	16,000	0	24,000
	Kalbarri Depot Ablution	8,000	2,664	0	8,000
	Airport - Runway and Apron Seal	630,000	210,000	5,520	624,480
	Transport Total	3,989,744	1,370,560	213,382	3,776,362
	Economic & Other Property and Services				
	Port Gregory Water Supply - Tank/Shed	55,000	18,332	0	55,000
	Economic & Other Property and Services Total	55,000	18,332	0	55,000
	Capital Expenditure by Program Total	4,984,264	1,740,724	705,369	4,278,895

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 17

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	1 July 2022		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Housing										
Loan 154 - Staff Housing	117,155	0	0	0	37,792	37,792	117,155	79,363	4,344	4,344
Recreation and culture										
Loan 156 - RSL Hall Extensions	360,605	0	0	0	48,402	48,402	360,605	312,203	9,604	9,604
Transport										
Loan 153 - Plant Purchases	46,346	0	0	0	22,943	46,346	23,403	0	932	1,606
Loan 157 - Plant Purchases	276,264	0	0	0	16,254	32,638	260,010	243,626	2,210	6,120
Loan 158 - Plant Purchases	0	0	0	200,000	0	0	0	200,000	0	0
	800,370	0	0	200,000	39,196	165,178	761,174	835,192	3,142	21,674
Self supporting loans										
Education and welfare										
Loan 155 - Pioneer Lodge	327,177	0	0	0	8,097	16,353	319,080	310,824	6,462	14,983
Recreation and culture										
Loan 151 - Kalbarri Bowling Club	0	0	0	0	0	0	0	0	0	0
Other property and services										
Loan 152 - Staff Housing (CEO)	254,835	0	0	0	10,458	21,117	302,907	233,718	7,844	16,580
	582,012	0	0	0	18,554	37,470	621,988	544,542	14,305	31,563
Total	1,382,382	0	0	200,000	57,750	202,648	1,383,162	1,379,734	17,447	53,237
Current borrowings	202,648						57,751			
Non-current borrowings	1,179,734						1,325,411			
	1,382,382						1,383,162			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

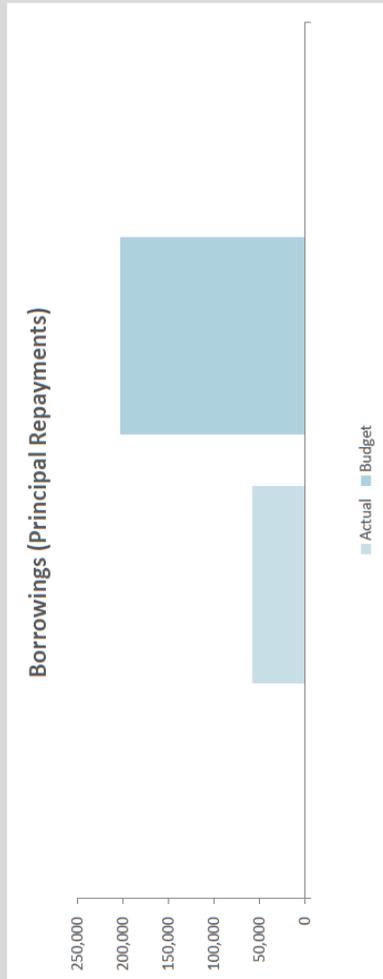
FINANCING ACTIVITIES
NOTE 9
BORROWINGS

New borrowings 2022-23

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
Loan 158 - Plant Purchases	\$ 0	\$ 200,000	WATC	Fixed	10	\$ 0	%	\$ 0	\$ 0	\$ 0
	0	200,000				0		0	0	0

KEY INFORMATION

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



Principal repayments	\$57,750
Interest earned	\$47,942
Reserves balance	\$0.79 M
Interest expense	\$17,447
Loans due	\$1.38 M

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

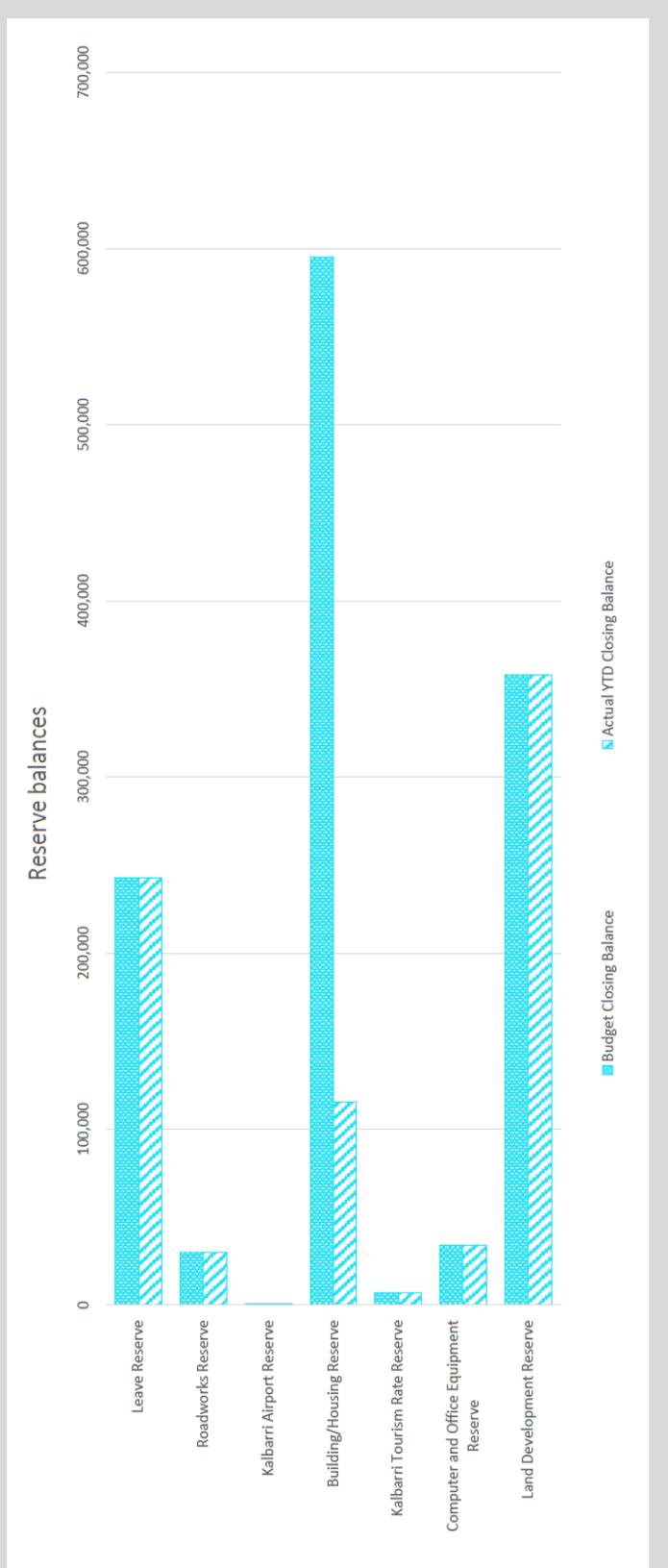
Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Cash backed reserve									
Leave Reserve	\$ 236,560	\$ 1,250	\$ 1,365	\$ 5,000	\$ 5,000	\$ 0	\$ 0	\$ 242,810	\$ 242,925
Roadworks Reserve	29,456	500	545	0	0	0	0	29,956	30,001
Kalbarri Airport Reserve	205,535	100	110	0	0	(205,000)	(205,000)	635	645
Building/Housing Reserve	114,710	500	545	480,000	0	0	0	595,210	115,255
Kalbarri Tourism Rate Reserve	6,975	0	0	0	0	0	0	6,975	6,975
Computer and Office Equipment Reserve	33,861	250	275	0	0	0	0	34,111	34,136
Land Development Reserve	355,506	2,500	2,733	0	0	0	0	358,006	358,239
	982,603	5,100	5,573	485,000	5,000	(205,000)	(205,000)	1,267,703	788,176

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 October 2022
		\$	\$	\$	\$
Provisions					
Annual leave		265,551			265,551
Long service leave		467,173			467,173
Total Provisions		732,724	0	0	732,724
Total other current assets		732,724			732,724
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent operating grant, subsidies and contributions liability			Operating grants, subsidies and contributions revenue			
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2022	Current Liability 31 Oct 2022	YTD Revenue	YTD Actual
	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies							
General purpose funding							
Grants Commission - General/	0	0	0	0	0	280,291	70,073
LRCI Phase 1/2/3 Revenue 20/21,21/22,22/23						0	660,607
Grants Commission - Roads/	0	0	0	0	0	173,134	43,284
Law, order, public safety							
Emergency Services Levy - BFB	0	0	0	0	0	47,221	20,322
Emergency Services Levy - SES	0	0	0	0	0	38,667	16,641
Education and welfare							
NCCA Operational Grant/Fundraising	0	0	0	0	0	32,500	32,500
Transport							
MIRD - Maintenance	0	0	0	0	0	201,476	205,809
	0	0	0	0	0	773,289	1,049,235

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Description/Provider	Unspent non operating grants, subsidies and contributions liability			Non operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2022	Liability 31 Oct 2022	Current Liability 31 Oct 2022
	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies						
Transport						
ROADS TO RECOVERY FUNDING					151,160	7,040
LRCI - LITTLE BAY ROAD & PORTER ST CARPARK					96,764	0
WA BIKE NETWORK GRANT					61,000	20,000
REGIONAL ROAD GROUP FUNDING					92,000	41,333
RUNWAY RESEAL - LRCI GRANT					200,000	0
	0	0	0	0	1,096,786	68,373
					365,588	

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 24

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 14
BONDS AND DEPOSITS

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Oct 2022
	\$	\$	\$	\$
Transportable House Bonds	4,500	800	0	5,300
Footpath Bonds	28,007	4,500	(2,000)	30,507
RSL Hall Retention	0	0	0	0
Jake Point Ablutions Retention	0	0	0	0
Building Levies (BCITF & BRB)	265	22,038	(8,279)	14,023
Community Bus Bond	5,200	600	(400)	5,400
Unclaimed Monies - Rates	5,179	0	0	5,179
Special Series Plates	3,520	310	(200)	3,630
Northampton Child Care Association	23,654	29	0	23,683
Horrocks Memorial Wall	515	1,250	0	1,765
One Life	940	0	0	940
Rubbish Tip Key Bond	1,800	0	0	1,800
Horrocks - Skate/Pump Park	0	2,000	0	2,000
RSL - Kalbarri Memorial	16,130	0	0	16,130
DOT - Department of Transport	0	126,483	(126,483)	0
Cyclone Seroja Donations	47,259	0	0	47,259
Rates - Overpaid	30,761	0	0	30,761
Sale of Land	0	0	0	0
Miscellaneous Deposits	0	0	0	0
	168,160	161,739	(139,031)	190,868

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022**

**NOTE 15
TRUST**

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Oct 2022
Trust				
Nomination Deposits	0	0	0	0
Public Open Space	0	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 16
EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2022-23 year is \$5,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	15,620	32.16%	▲ Timing	Variance due to rebates/commissions/profit on sale
General purpose funding	720,171	14.83%	▲ Timing	Variance due to LRCI 3 & LRCI 2 final component
Law, order and public safety	11,109	32.82%	▲ Timing	Variance due to ESL payment cycle and revised payment
Community amenities	29,471	3.24%	▲ Timing	Variance due to scrap metal sales
Recreation and culture	30,383	301.78%	▲ Timing	Variance includes BEN sign revenue and Midwest Development Cyclone Seroja assistance
Transport	(22,675)	(8.20%)	▼ Timing	Variance associated with Profit on disposal
Economic services	19,718	12.14%	▲ Timing	Var due to additional building permit fees and budget profile for LIA unit lease fees
Other property and services	720,887	68.50%	▲ Timing	Var due to Insurance Payment for building repairs = \$750,000
Expenditure from operating activities				
Governance	30,445	7.97%	▲ Timing	Positive short term variance only, actuals and budget will reconcile as the year progresses
Law, order and public safety	29,024	17.83%	▲ Timing	Variance due to ESL payment profile
Education and welfare	(25,031)	(46.50%)	▼ Timing	Var due to final NCCA payroll costs and workers compensation employee payments.
Community amenities	126,576	19.27%	▲ Timing	Var due to lag in rubbish removal invoices and refuse site maintenance.
Recreation and culture	31,850	5.29%	▲ Timing	Budget profile variance actuals and budget will reconcile
Transport	89,907	6.95%	▲ Timing	Variance partly due to muni roads underspend
Economic services	78,336	40.32%	▲ Timing	Budget variance associated Visitor Center operational payments
Other property and services	(174,352)	(122.12%)	▼ Timing	Var partly associated with Cyclone Seroja Expenses and Public Works Overheads
Investing activities				
Non-operating grants, subsidies and contributions	(297,215)	(81.30%)	▼ Timing	Budget profile variance actuals and budget will reconcile
Self-supporting loan principal	(10,637)	(56.78%)	▼ Timing	Will reconcile, budget timing situation only
Capital acquisitions	1,035,355	59.48%	▲ Timing	Budget profile variance actuals and budget will reconcile
Financing activities				
Transfer from reserves	136,667	200.00%	▲ Timing	Transfer's processed in September.
Repayment of debentures	9,799	14.51%	▲ Timing	Will reconcile, budget timing situation only
Transfer to reserves	152,794	93.53%	▲ Timing	Transfer's processed in September.

Please refer to the compilation report

SHIRE OF NORTHAMPTON | 27

ADMINISTRATION & CORPORATE REPORT

7.5.1	ELECTION OF DELEGATES AND COMMITTEE MEMBERS	2
7.5.2	SHIRE OF NORTHAMPTON - LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2022 AND LOCAL RECOVERY PLAN 2022	5
7.5.3	CR PETER STEWART - RESIGNATION	19
7.5.4	CR SUDLOW – REQUEST TO ATTEND DECEMBER 2022 COUNCIL MEETING BY INSTANTANEOUS COMMUNICATION	27

7.5.1 ELECTION OF DELEGATES AND COMMITTEE MEMBERS

FILE REFERENCE:	12.2.3
DATE OF REPORT:	8 November 2022
REPORTING OFFICER:	Maurice Battilana/Grant Middleton

SUMMARY:

Council to determine the appointment of members for Committees and Delegate positions following the forthcoming resignation of Councillor Peter Stewart (effective 31 January 2022).

BACKGROUND/COMMENT:

Councillors were appointed as members of Committees and assigned as Delegates at the Special Meeting of Council held on 19th October 2021. Following the initial appointments Cr Hay was appointed to the Audit Committee due to the resignation of Cr Stock-Standen and Cr Stewart replaced Cr Horstman as the Batavia Local Emergency Management Committee Delegate.

The following is the existing assigned positions:

COMMITTEES

Disability Services Committee
Cr R Suckling, CR P Stewart

Audit Committee
Cr E Sudlow, Cr T Hay, Cr R Suckling, Cr P Stewart

Senior Staff Employment Performance Review Committee
Cr E Sudlow, Cr R Horstman, Cr P Stewart, Cr R Suckling

COUNCIL DELEGATES TO COMMITTEES

Northampton Visitors Centre
Cr R Suckling

Kalbarri Visitor Centre
Cr P Stewart

Kalbarri Development Association – includes Kalbarri Foreshore
Re-development.

Cr D Pike

Kalbarri Sport & Recreation Club

Cr D Pike

Kalbarri Roadwise Committee

Cr D Pike

Coastal Sub Group of the Regional Road Group

Cr E Sudlow, Cr R Horstman

Local Emergency Management Committee

Cr P Stewart & Grant Middleton (Deputy Chief Executive Officer)

Northampton Community Centre

Cr R Horstman

Horrocks Community Centre

Cr R Horstman

With the resignation of Cr Peter Stewart the following Committees and Delegate vacancies exist:

COMMITTEES

Disability Services Committee – 1 vacancy

Audit Committee – 1 vacancy

Senior Staff Employment Performance Review Committee - 1 vacancy

COUNCIL DELEGATES TO COMMITTEES

Kalbarri Visitor Centre – 1 vacancy

Local Emergency Management Committee – 1 vacancy

FINANCIAL & BUDGET IMPLICATIONS:

No Budget or financial Implications

STATUTORY IMPLICATIONS:

Shire of Northampton Community Strategic Plan 2020-2030

3. <i>Our People</i>				
3.1	To support our local communities in a place management approach to services, facilities, and lifestyle enhancement			
	Key Outcomes	Objectives	Success Measures	Timelines
3.1	Providing community and recreation facilities within budget constraints	Asset development and management plans in place	Community satisfaction and level of facility use	Ongoing
3.2	Support community action groups wherever practicable to achieve positive outcomes in their locality to enhance lifestyle	Each community has a progress or community association that is supported by Council	Level of activity or number of community projects in each locality	Annually reviewed
3.3	Advocate for services or facilities the Shire cannot provide	Increased services or facilities	Reduction of the gaps in services or facilities	Review 2-yearly

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.1

That Council appoints members to the following Committee's:

- Cr _____ - **Disability Services Committee**
- Cr _____ - **Audit Committee**
- Cr _____ - **Senior Staff Employment Performance Review Committee**

That Council appoints the following Delegates:

- Cr _____ - **Kalbarri Visitor Centre**
- Cr _____ - **Local Emergency Management Committee**

7.5.2 SHIRE OF NORTHAMPTON - LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2022 AND LOCAL RECOVERY PLAN 2022

FILE REFERENCE:	5.1.3
CORRESPONDENT:	Shire of Northampton Local Emergency Management Committee
DATE OF REPORT:	7 November 2022
REPORTING OFFICER:	Grant Middleton
APPENDICES:	1. Shire of Northampton Local Emergency Management Committee Meeting Minutes 19th October 2022 (Inaugural Meeting) 2. Shire of Northampton Local Emergency Management Arrangements 2022 – forwarded under separate cover 3. Shire of Northampton Recovery Plan 2022 – forwarded under separate cover

SUMMARY:

Council to acknowledge the formation of the Shire of Northampton Local Emergency Management Committee. (LEMC) and to endorse the Shire of Northampton Local Emergency Management Arrangements 2022 and the Shire of Northampton Local Recovery Plan 2022.

BACKGROUND:

Council elected to withdraw from the Batavia Local Emergency Management Committee (BLEMC) at the Council meeting held on 15th July 2022. Emergency Management legislation requires all Local Government entities to have a Local Emergency Management Committee (LEMC) in place. The withdrawal from the BLEMC prompted the formation of the Shire of Northampton Local Emergency Management Committee and the completion of the Local Emergency Management Arrangements 2022 (LEMA) and the Local Recovery Plan 2022.

Both documents were presented and endorsed at the Inaugural Shire of Northampton Local Emergency Management Committee Meeting held at the SES/VFRS Co-location facility in Kalbarri on 19th October 2022. Following the endorsement by the LEMC the documents are required to be endorsed by Council. Post endorsement by Council the documents are presented to the DEMC and submitted to SEMC for final sign off.

Shire of Northampton LEMC Meeting's will be held on the 4th Wednesday each quarter (February/May/August/November) commencing at 10.00am with the meeting venue rotating between Kalbarri and Northampton. Other venues will

also be considered for future meetings, including Horrocks and Port Gregory as required. However, with the bulk of attendees located in Kalbarri and Northampton it is anticipated most of the scheduled meetings will be held in Kalbarri or Northampton.

Whilst the process of withdrawing from the BLEMC, forming the Shire of Northampton LEMC, completing the Local Management Arrangements and Local Recover Plan has been an administrative burden on staff in the short term moving forward it anticipated that the new arrangements will be more beneficial to the Shire. Additionally post cyclone Seroja it was advantageous to access the relevance of the BLEMC, the support it provided during the recovery process and whether this type of structure was the best fit for the Shire.

The inaugural meeting was well attended and moving forward it is anticipated that the local meetings will provide a better conduit to liaise with local hazard managers, health providers, first responders and other agencies.

COMMENT:

The term Local Emergency Management Arrangements (LEMA) refers to the collection of all emergency management documentation, systems, processes, agreements and memorandums of understanding which affect the local government district. The LEMA is the overarching document and associated sub-plans which the local government is responsible for developing, maintaining and testing. As a minimum local governments must have Local Emergency Management Arrangements (LEMA) in and a Local Recovery Plan in place.

Local Management Arrangements and Local Recovery Plans are required to be reviewed every 5 years or when a major incident has taken place per State Emergency Management Committee guidelines. Once the plans have been endorsed by the LEMC and Council for endorsement they are presented to DEMC and SEMC respectively.

FINANCIAL & BUDGET IMPLICATIONS:

No financial implications envisaged. The regional approach to emergency management was initially intended to reduce the administrative burdens on each participating LGA.

STATUTORY IMPLICATIONS:

Emergency Management Act 2005

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.2

- 1. That Council acknowledge the formation of the Shire of Northampton Local Emergency Management Committee.**
- 2. That the minutes of the Shire of Northampton Local Emergency Management Committee Meeting held on the 19th October 2022 be received.**
- 3. That Council endorse the Shire of Northampton Local Emergency Management Arrangements 2022 and the Shire of Northampton Local Recovery Plan 2022 as presented.**



SHIRE OF NORTHAMPTON LOCAL EMERGENCY MANAGEMENT COMMITTEE

Unconfirmed Meeting Minutes

Meeting	Shire of Northampton Local Emergency Management Committee		
Date	19 October 2022	Time	10:00am
Location	Kalbarri VFRS/SES Co-Location Building		
Distribution	LEMC Members		
Attendees	G Middleton R. Clarke J Gardiner A Teakle L Sice N Chadbourne R Peters R Davey M Paxman N Blackburn G Pilgrim T Glass W Scott B Lucev D Connor K Massavely	Shire of Northampton (Executive Officer) Department of Fire & Emergency Services Department of Fire & Emergency Services Department of Fire & Emergency Services Department of Health St Johns Ambulance St Johns Ambulance Kalbarri Shire of Northampton Parks and Wildlife Kalbarri Department of Communities Department of Communities Kalbarri Fire and Rescue WA Police – Northampton WA Police – Northampton WA Police – Kalbarri WA Police – Kalbarri	
Apologies	P Stewart W Dallywater L Simmons S Cable D Smith C Appleton F Herman C Cross	Shire of Northampton Councillor (Chair) Shire of Northampton Kalbarri Fire and Rescue Kalbarri SES Northampton Health Service Kalbarri Health Centre St Johns Ambulance Kalbarri Northampton Health Service	

Welcome and Attendance/Apologies

Deputy CEO Grant Middleton requested permission to chair the meeting due to the absence of Cr Peter Stewart who is the designated Shire representative.

CARRIED BY CONSENSUS

Deputy CEO Grant Middleton (Acting Chair) welcomed all in attendance and declared the meeting open at 10:00pm.



SHIRE OF NORTHAMPTON LOCAL EMERGENCY MANAGEMENT COMMITTEE

Apologies noted as per attendance sheet (refer opening page of minutes).

1. Confirmation of Minutes of Previous Meetings

2.1 Confirmation of Minutes of Previous Ordinary Meeting

No prior minutes as this is the inaugural meeting of the “Shire of Northampton LEMC”

2. Key Discussion Points from Previous Minutes

2.1 Actions Status Report

No Actions Status Report

3. Agency Updates Including any Issues, Post Incident or Exercise Reports

The Acting Chair invited attendees to provide a brief overview of their agency’s recent activities or issues:

4.1 Shire of Northampton

Ric Davey advised that the resurfacing of the Kalbarri airport runway was tentatively scheduled for February/March 2023 and could close the runway for up to 10 days. Information will be distributed once timelines are confirmed.

4.2 WA Police – Kalbarri

Verbal Report from Darren Connor - Business as usual at the Kalbarri station. The station was fully staffed and back to pre-cyclone staff numbers. Activity will start ramping up over summer and Darren was supportive of the Ben Program as it was a great initiative.

4.3 WA Police – Northampton

Verbal Report from Warren Scott – Also business as usual at the Northampton station, recovery post cyclone Seroja was ongoing.

4.4 Northampton Health Service

Leanne Sice reported on behalf of the Northampton Health Service and the Kalbarri Health Centre. Post Seroja they have been busy updating Emergency Management Plans. Staff are doing cyclone preparedness training and they were also supporting staff with accommodation issues etc.



SHIRE OF NORTHAMPTON LOCAL EMERGENCY MANAGEMENT COMMITTEE

4.5 Kalbarri Health Centre

No Report. No one in attendance. (Refer above)

4.6 St John Ambulance

Verbal report from Nic Chadbourne - Kalbarri has been busy with approximately 25 jobs per month, patient transfers make up a large portion of the jobs. The Kalbarri crew recently attended a MVA in the Murchison which resulted in damage to the vehicle of approximately \$3,000 and the crew being on the road for up to 18 hours. There is an additional defib unit being located at Lucky Bay.

4.7 Department of Community Services

Verbal report from Neville Blackburn – Neville advised he had started in his role on 1/8/22 and was bringing staff up to speed with Emergence Management activities. A Local Welfare Plan would be developed for the Shire of Northampton LEMC and presented at the next meeting if possible. The existing plan aligned with the Batavia LEMC which included the City of Greater Geraldton, Shire of Northampton and the Shire of Chapman Valley.

4.8 Department of Biodiversity, Conservation and Attractions (Parks & Wildlife)

Verbal report from Mike Paxman - The park has had a record number of visitors but they had experienced a low number of incidents. Mike referred to the good longstanding relationship with St Johns and the SES that has been invaluable when incidents arise and help is required with rescue etc. DBCA are still managing Lucky Bay.

4.9 Department of Fire & Emergency Services

Verbal report from Josh Gardiner

- Moving into high threat period.
- There will be 2 water bombers based in Geraldton and a high season fleet of support appliances is due to arrive late November or early December . DFES will be proactively communicating with LG's. *(Grain Harvest Aerial Firefighting services will be forward based at Geraldton and Northam from 19 October 2022 through to approximately December 2022*
- A volunteer leadership forum will be conducted the weekend of the 22nd and 23rd November.
- The Northampton VFRS building and infrastructure is nearing completion.



SHIRE OF NORTHAMPTON LOCAL EMERGENCY MANAGEMENT COMMITTEE

4.10 Kalbarri Fire and Rescue

Verbal report from Travis Glass – Things were relatively quiet at the moment, but they were gearing up for a busy fire season. Kalbarri fire and Rescue currently has 19 active members.

4.11 Northampton Fire and Rescue

No Report. No one in attendance

4.12 Kalbarri State Emergency Service

No Report. No one in attendance

4.13 Kalbarri Marine Rescue

No Report. No one in attendance

4.14 Kalbarri Visitor Centre

No Report. No one in attendance

5 Exercise Schedule

A schedule of past and proposed exercises was provided as **Attachment 3**.

DCEO Grant Middleton requested members to send any past and proposed events not listed in attachment 3 as the list provided was potentially missing some key exercises/events.

6 General Business

DCEO Grant Middleton explained the process required to progress the Local Emergency Management Arrangements and the Local Recovery Plan. Once the plans were endorsed by the LEMC the plans would be presented to Council for endorsement and then DEMC and SEMC respectively. Also, the transition from the Northampton LEMC and Kalbarri LEMC to the Batavia LEMC in 2015 and finally the formation of the Shire of Northampton LEMC was discussed.



SHIRE OF NORTHAMPTON LOCAL EMERGENCY MANAGEMENT COMMITTEE

6.1 Updates/changes to the Emergency Contacts Directory

The contact's directory has been distributed and further updates and changes will be made to the document as required. This document is not to be distributed or shared in the public domain.

6.2 Correspondence

Nil received

6.3 Local Emergency Management Arrangements 2022 LEMA

That the Local Emergency Management Arrangements 2022 (LEMA) be endorsed.

CARRIED BY CONSENSUS

Nic Chadbourne advised that the Kalbarri Camp was listed as an Evacuation Centre in the LEMA. Whilst the kitchen/dining facilities and the hall had been extensively damaged during cyclone Seroja the kitchen/dining area has recently been re-built and the site has existing accommodation units with ablutions plus disabled toilet facilities. Subsequently the facility has not been removed from the document and will be re-accessed for its suitability as an Evacuation Centre in its current format.

6.4 Local Recovery Plan 2022

That the Local Recovery Plan 2022 be endorsed.

CARRIED BY CONSENSUS

6.5 Beach Emergency Numbers (Ben) Program

The Beach Emergency Numbers (Ben) Program information was distributed and discussed. DCEO to investigate a presentation by Marion Masson at the next LEMC Meeting.

6.6 Multiuse/Evacuation Centre

DCEO Grant Middleton outlined the status of public consultation phase in relation to the Multiuse/Evacuation Centre proposal in Kalbarri. Public consultation information will likely be presented to Council at the November Council Meeting. This facility will be reliant on the Shire securing appropriate grant funding. The location of the facility will depend on land availability and planning conditions. This is a long-term project and there is a lot of work required in relation to the building format, purpose and location that will need to be formalised before the process can progress further.



SHIRE OF NORTHAMPTON LOCAL EMERGENCY MANAGEMENT COMMITTEE

7 Next Meeting – 22 February 2023

It was agreed that future Shire of Northampton LEMC Meeting's would be held on the 4th Wednesday (February/May/August/November) commencing at 10.00am.

CARRIED BY CONSENSUS

The next BLEMC meeting will be held on Wednesday 22 February 2023 at the Northampton Chambers.

8 Meeting Close

Deputy CEO Grant Middleton (Acting Chair) thanked everyone for their contribution and closed the meeting at 11.00pm.



**SHIRE OF NORTHAMPTON LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

ATTACHMENT 2



**SHIRE OF NORTHAMPTON LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

ATTACHMENT 3

List of Past & Proposed Exercises/Events

Date	Organisation	Exercise/Event Type			Event Description
		Desktop Exercise	Practical Exercise	Actual Event	
Exercises/Event Completed To Date					
Local Government Authorities					
1/07/2016	Geraldton Airport		✓		Aircash Simulation
1/06/2017	Geraldton Airport	✓			Aircash Simulation
1/10/2017	Shire of Chapman Valley		✓		Coronation Beach Bushfire Hazard Management
28/05/2018	City of Greater Geraldton		✓		Mullewa Emergency Response Exercise
23/06/2018	Geraldton Airport		✓		Airport Emergency Exercise
18/06/2019	Geraldton Airport	✓			Aircash Simulation
18/06/2019	Geraldton Airport	✓			Geraldton Airport Emergency Exercise
5/11/2019	Geraldton Airport	✓			Virgin Australia Emergency Exercise
19/11/2019	Geraldton Airport		✓		VFRS Emergency Exercise
4/12/2019	CGG & DFES		✓		CGG Emergency Exercise "Clean Slate" Fire Response-located at Meru Landfill site, Narngulu
23/02/2020	Geraldton Airport			✓	Light Aircraft Emergency Landing (FRS & Police Response)
26/09/2020	Geraldton Airport		✓		Full Scale Emergency Exercise
10/08/2020	Geraldton Airport			✓	Call received from Aircash at 07:50 indicated an inflight emergency declared by Qantaslink F100 due to arrive in Geraldton around 08:05
11/4/2021	City of Greater Geraldton, Shire of Northampton, Shire of Chapman Valley			✓	Cyclone Seroja
27/07/2021	Geraldton Airport	✓			Tabletop exercise- Incident Management Team only
30/11/2021	Geraldton Airport/VFRS		✓		Simulated structural fire – Terminal Charlie
Other Organisations					



**SHIRE OF NORTHAMPTON LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

Date	Organisation	Exercise/Event Type			Event Description
		Desktop Exercise	Practical Exercise	Actual Event	
1/02/2017	Aurizon		✓		Rail Emergency - Driver Casualty
1/06/2017	DEMC	✓			Desktop Emergency Management Exercise
1/06/2017	Geraldton Regional Prison		✓		Prisoner riot, fire, injuries simulation
4/01/2019	Northampton Police			✓	MARSAR Missing Wind Surfer - Located on Beach in Bowes
10/02/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Engine failure
3/03/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
4/03/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
28/03/2019	Mid West Ports	✓			Oil Spill Geraldton Port
6/04/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
10/05/2019	Northampton Police			✓	Traffic Crash (serious) - Dartmoor
11/05/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
7/06/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Lead In
22/06/2019	Kalbarri Vol Sea Search & Rescue			✓	Distress - Injured Surfer
30/06/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
7/07/2019	Kalbarri Vol Sea Search & Rescue			✓	Distress - Dislocated Knee
10/07/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
27/08/2019	Northampton Police			✓	MARSAR - Two fishermen overboard at Horrocks
4/09/2019	Kalbarri Vol Sea Search & Rescue			✓	Distress - Runaway Boat
24/09/2019	Kalbarri Vol Sea Search & Rescue			✓	Distress - Overdue Boat
10/10/2019	DFES	✓			DFES Midwest Gascoyne-Incident Management Team interactive Bushfire scenarios
26/10/2019	DFES		✓		DFES/ Midwest Port Authority-Fire and Vertical Rescue drill
26/10/2019	Kalbarri Vol Sea Search & Rescue			✓	Distress - Towed In
6/11/2019	DFES	✓			DFES Midwest Gascoyne-Incident Management Team



**SHIRE OF NORTHAMPTON LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

Date	Organisation	Exercise/Event Type			Event Description
		Desktop Exercise	Practical Exercise	Actual Event	
					interactive Bushfire scenarios over two days
12/11/2019	Mid West Ports		✓		Midwest Port Authority Biannual Security Meeting with Suspicious/Bomb Package Evacuation Response drill
15/11/2019	DFES	✓			DFES District Officer Kieran Mussen Level 2 Incident Controller exercise and assessment- interactive Bushfire scenario
19/11/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
21/11/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
27/11/2019	DFES	✓			DFES Midwest Gascoyne-Incident Management Team FESMaps Incident Mapper Training
18/12/2019	Kalbarri Vol Sea Search & Rescue			✓	Distress - Missing Driver (Found OK)
26/12/2019	Kalbarri Vol Sea Search & Rescue			✓	Recovery - Breakdown
2/01/2020	Kalbarri Vol Sea Search & Rescue			✓	Distress - Missing Diver
6/01/2020	Northampton Police		✓		Multi Casualty/Multi Vehicle Crash
17/01/2020	Kalbarri Vol Sea Search & Rescue			✓	Pan - Stand Down (Police)
14/02/2020	Northampton Police			✓	Traffic Crash (double fatality) - Sandy Gully
11/11/2020	Kalbarri Police & Kalbarri Vol Sea Search & Rescue		✓		Boat explosion scenario emergency exercise
30/06/2021	Dept of Justice		✓		Greenough Prison Exercise- Fire and prison response crews responding to fire in prison units with prisoner rescue Boat explosion scenario emergency exercise
18/10/2021 – 21/10/2021	Midwest Port Authority		✓		WA State Maritime Emergency Response Exercise- DFES Kewdale State Logistics Cache deployed by road real time.
PROPOSED EXERCISES					



SHIRE OF NORTHAMPTON LOCAL EMERGENCY MANAGEMENT COMMITTEE

Date	Organisation	Exercise/Event Type			Event Description
		Desktop Exercise	Practical Exercise	Actual Event	
TBA	Northampton Police/SoCV	✓			Bomb Scare - CV Showgrounds
TBA	City of Greater Geraldton		✓		Test EM Plan for Meru Landfill Site
TBA	City of Greater Geraldton	✓			Abrolhos Island Hazard Event
4-5/05/2021	Dept. Transport		✓		State Emergency Exercise
11/06/22	Geraldton Airport		✓		Full Scale Emergency
26/07/22	Australian Defence Satellite Communications		✓		Bushfire Exercise
TBA	DFES MWG Regional Office	✓			Tabletop Exercise (TBD)- DFES Wonthella

7.5.3 CR PETER STEWART - RESIGNATION

FILE REFERENCE:	4.1.1
DATE OF REPORT:	18 November 2022
REPORTING OFFICER:	Maurice Battilana, Acting CEO

SUMMARY:

Council to determine the vacancy resulting from the resignation of Cr Peter Stewart to be filled by undertaking an extraordinary election or to request the position remain vacant until the 2023 Local Government Elections.

Cr Stewart’s term would have ended October 2025.

BACKGROUND:

As a result of Cr Stewart resignation as an Elected Member with the Shire of Northampton (effective from 31 January 2023) it is necessary for Council to determine if it wants to:

- To conduct an extraordinary election to fill the vacancy; or
- Seek permission to defer filling the vacancy until the October 2023 under section 4.17(2) of the Local Government Act, 1995, and as part of the transition to the new Local Government Act Reform regarding Wards and number of Elected Members for the Shire of Northampton .

Council resolved the following at the October 2022 meeting regarding the transition to the new Local Government Act Reform regarding Wards and number of Elected Members for the Shire of Northampton:

“Council informs the Minister for Local Government that having recently completed a Ward & Representation Review (i.e. public submissions closed on 9 October 2022), it will use the outcomes of this Review to implement the “Voluntary Pathway” process for the introduction of election transition arrangements and:

1. *Agrees to abolish Wards and revert to a “No Ward” structure for the Shire of Northampton.*
2. *Agrees to reducing the number of Elected Member positions on the Shire from nine (9) to seven (7); being effective for the October 2023 Ordinary Local Government Elections.*
3. *Will transition to the reduced number of seven (7) Elected Members by:*
 - i. 2023 Ordinary Election

Five (5) Elected Member position spill i.e.

- *Four (4) existing positions scheduled to expire in 2023, plus*
- *One (1) existing vacant position is scheduled to expire in 2025, which has current Ministerial approval to be filled in 2023.*

and only three (3) vacancies advertised to be filled.

ii. 2025 Ordinary Election

Remaining Four (4) existing positions due to expire in 2025 spill and all four (4) vacancies advertised to be filled.”

The Local Government Act, 1995, provides that if a “..councillor’s office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the Council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.”

* Absolute majority required.

(4A) Subsection (3) applies —

(a) if —

- (i) *the office is for a district that has no wards; and*
- (ii) *at least 80% of the number of offices of member of the council in the district are still filled;*

or

(b) if —

- (i) *the office is for a ward for which there are 5 or more offices of councillor; and*
- (ii) *at least 80% of the number of offices of councillor for the ward are still filled.*

I have obtained legal advice from the WA Electoral Commission (who have also discussed this with the Department of Local Government) which confirms Council can resolve (by Absolute Majority) to postpone filling the vacant Elected Member position until the October 2023 LG Election under Section 4.17(2) of the LG Act. I have also discussed the situation with WALGA who interpret the Act differently and believe there is a legal requirement to conduct an extraordinary election. The Staff recommendation has been structured to cover both scenarios.

It would also make sense to seek approval from the Minister under section 5.7 of the LG Act to reduce the meeting quorum and absolute majority numbers

from the current situation of five (5) to four (4). This will accommodate the reduction in Elected Member numbers for nine (9) to seven (7) due to two vacant positions and as a transition to the new structure of the total number of Elected Members at the Shire of Northampton to seven (7).

Section 5.7 states:

“5.7. Minister may reduce number for quorum and certain majorities

- (1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.*
- (2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting.”*

If Council resolves to seek the WA Electoral Commission’s approval to postpone the election to fill the vacancy resulting from Cr Stewart’s resignation, then Council will have seven (7) remaining Elected Members in place until the 2023 Local Government Elections. This is the number of Elected Members Council has already resolved to have as part of the transition to the new Local Government Act Reform regarding Wards and number of Elected Members for the Shire of Northampton. In this case the 2023 and 2025 Elections will be as follows:

2023 Ordinary Election

Six (6) Elected Member positions i.e.

- Four (4) existing positions scheduled to expire in 2023, plus
 - One (1) existing vacant position is scheduled to expire in 2025, which has current Ministerial approval to be filled in 2023.
 - One (1) new vacant position scheduled to expire in 2025, which approval is being requested to defer to 2023
- ~ three (3) vacancies advertised to be filled for four year terms (i.e. expire 2027); and
- ~ one (1) vacancy advertised to be filled for two year terms (i.e. expire 2025)

2025 Ordinary Election

Four (4) positions due to expire in 2025 and all four (4) vacancies advertised to be filled.

In the event Council resolves not to seek approval from the Minister to defer filling the vacancy then the following legislation is relevant:

4.8 Extraordinary elections

- (1) *If the office of a Councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) *An election is also to be held under this section if section 4.57 or 4.58 so requires.*
- (3) *An election under this section is called an extraordinary election.*

4.9 Election day for extraordinary election

- (1) *Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
 - (a) *by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
 - (b) *by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*
- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*
- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
 - (a) *fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
 - (b) *advise the CEO of the day fixed.”*

COMMENT:

The CEO has been in contact with the WA Electoral Commission (who have discussed the situation with the Department of Local Government) and the Commission has indicated they would support approval to defer filling the Elected Member vacancy created by Cr Stewart’s resignation until the October 2023 Local Government Elections (subject to Council resolving by Absolute Majority to do this at the November 2022 meeting).

If Council do want to undertake an Extraordinary Election to fill the vacancy and not agree to the Staff Recommendation below. This is an alternative resolution:

Alternative Resolution

1. Council conducts an extraordinary election to fill the Kalbarri Ward Elected Member vacancy created by the resignation of Cr Stewart in accordance with the Local Government Act, 1995, and a date for the election to be set by the Shire President in accordance with section 4.9 of the Act.
(Simple Majority Required)
2. The extraordinary election to fill the Kalbarri Ward Elected Member vacancy be conducted as a postal election undertaken by the WA Electoral Commission in accordance with section 4.61(2) of the Local Government Act, 1995, and authorise the Chief Executive Officer to amend the 2022/2023 Budget accordingly to cover the cost of this contract service.
(Absolute Majority Required)
3. Council seeks approval of the Electoral Commissioner, in accordance with section 4.20(4) of the Local Government Act, 1995, to appoint a person other than the CEO to be the returning officer of the local government for the WA Electoral Commission to conduct a postal election to fill the Kalbarri Ward Elected Member vacancy.
(Absolute Majority Required).

FINANCIAL & BUDGET IMPLICATIONS:

Should Council resolve not to defer the vacancy to the 2023 LG Elections, then costs will be incurred to hold an extraordinary election.

I have enquired with the WA Electoral Commission on conducting an Extraordinary Election as a Postal Election through the Commission. The indicative cost for the Commission to conduct a Postal Extraordinary Election to fill the Kalbarri Ward vacancy would be in the vicinity of \$9,000. This figure is indicative only and based on the latest electoral role numbers for the Kalbarri Ward of 1,050 electors. This amount would be reduced if the candidates nominated to fill the position equal the vacancies (i.e. one) and no election is required, or no nominations are received at all.

The debate has been ongoing in regard to costs associated with in-person elections conducted in-house by Shire staff and an independent postal elections run by the WA Electoral commission as to which is the best process. With staff time realistically costed for an in-house/in-person election along with advertisements, etc. compared to the much greater voter turnout at WAEC

postal elections I have always advocated voter participation and not cost comparisons as the most appropriate way of determining how LG Elections should be held. Surely a local government's priority should be maximising voter participation in LG Elections above the minimal cost differences between the two election options.

If Council did resolve to conduct an extraordinary election to fill the vacancy created by Cr Stewart's resignation, I would be recommending this election be conducted by the WA Electoral Commission as a postal election (as per the *Alternative Resolution* above). This would require a council resolution under sections 4.20(4) and 4.61 of the LG Act i.e.

"4.20. CEO to be returning officer unless other arrangements made

(2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —

(a) an election; or

(b) all elections held while the appointment of the person subsists.

* Absolute majority required."

"4.61. Choice of methods of conducting election

(1) The election can be conducted as a —

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day;
or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide* to conduct the election as a postal election.

* Absolute majority required.

(3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.
- (6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.
- (7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.”

STATUTORY IMPLICATIONS:

Local Government Act 1995

Legislation relevant to filling a vacant Elected Member position is detailed in the *Background & Comments* section of this report.

VOTING REQUIREMENT:

Simple or Absolute Majority Required depending on the specific item.

COMMISSIONER RECOMMENDATIONS – ITEM 7.5.1

- 1. Council request approval from the Western Australian Electoral Commission, under section 4.17(2) of the Local Government Act, 1995, to defer filling the Kalbarri Ward Elected Member vacancy created by the resignation of Cr Peter Stewart until the October 2023 Local Government Ordinary Elections.**
(Absolute Majority Required)
- 2. In the event it is determined it a legal required to conduct an extraordinary Election then:**
 - a) Council conducts an extraordinary election to fill the Kalbarri Ward Elected Member vacancy in accordance with the Local Government Act, 1995, and a date for the election to be set by the Shire President in accordance with section 4.9 of the Act.**
(Simple Majority Required)
 - b) The extraordinary election to fill the Kalbarri Ward Elected Member vacancy be conducted as a postal election undertaken by the WA Electoral Commission in accordance with section 4.61(2) of the**

Local Government Act, 1995, and authorise the Chief Executive Officer to amend the 2022/2023 Budget accordingly to cover the cost of this contract service.

(Absolute Majority Required)

c) Council seeks approval of the Electoral Commissioner, in accordance with section 4.20(4) of the Local Government Act, 1995, to appoint a person other than the CEO to be the returning officer of the local government for the WA Electoral Commission to conduct a postal election to fill the Kalbarri Ward Elected Member vacancy.

(Absolute Majority Required).

3. To ensure the continued functionality of the Council, request approval from the Minister for Local Government under section 5.7 of the Local Government Act, 1995 to:

a) reduce the number of offices of members required for a quorum at a council meeting from the current situation of five (5) to four (4) to accommodate reduction in Elected Member numbers from nine (9) to seven (7).

b) reduce the number of offices of member required at a council meeting to make a decision requiring an Absolute Majority from the current situation of five (5) to four (4) to accommodate reduction in Elected Member numbers from nine (9) to seven (7).

(Simply Majority Required)

7.5.4 CR SUDLOW – REQUEST TO ATTEND DECEMBER 2022 COUNCIL MEETING BY INSTANTANEOUS COMMUNICATION

FILE REFERENCE: 4.1.1
DATE OF REPORT: 18 November 2022
REPORTING OFFICER: Maurice Battilana

SUMMARY:

Council to determination on a request from Cr Sudlow to attend the December 2022 Council Meeting by instantaneous communication (teleconference).

BACKGROUND/COMMENT:

Cr Sudlow has advised she will not be able to attend the December 2022 Council meeting in person and has applied to attend this meeting by teleconference.

The Local Government Act and Administration Regulations allows an Elected Member to attend Council and Committee meetings by instantaneous communication i.e.

14C. Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)(ba))

(1) In this regulation —

meeting means —

- (a) an ordinary meeting of the council; or
- (b) a special meeting of the council; or
- (c) a meeting of a committee of the council; or
- (d) a meeting of an audit committee of a local government;

natural disasters include fire, flood, lightning, movement of land and storm;

relevant period, in relation to the proposed meeting referred to in subregulation (3), means the period of 12 months ending on the day on which the proposed meeting is to be held.

(2) A member of a council or committee may attend a meeting by electronic means

(a) if —

(i) a public health emergency or state of emergency exists or a natural disaster has occurred; and

(ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and

(iii) the member is authorised to attend the meeting by electronic means by the mayor, president or council;

or

(b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor, president or council.

(3) The mayor, president or council cannot authorise a member to attend a meeting (the proposed meeting) under subregulation (2)(b) if the member's attendance at the proposed meeting under that authorisation would result in the member attending more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, under an authorisation under subregulation (2)(b).

(4) Subregulation (3) does not apply to a member who is a person with a disability as defined in the Disability Services Act 1993 section 3.

(5) In deciding whether to authorise a member to attend a meeting by electronic means under subregulation (2), the mayor, president or council must have regard to whether the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.

14CA. Provisions relating to attendance at meetings by electronic means (Act s. 5.25(1)(ba))

(1) In this regulation —

meeting has the meaning given in regulation 14C(1).

- (2) *The electronic means by which a member may attend a meeting under an authorisation under regulation 14C(2) include telephone, video conference or other means of instantaneous communication, as determined by the mayor, president or council.*
- (3) *A member who attends a meeting under an authorisation under regulation 14C(2) by electronic means determined under subregulation (2) is, whether or not the member is physically in the State, taken to attend and be present at the meeting for the purposes of the Act and these regulations while the member is in contact by those electronic means with each other member present at the meeting.*
- (4) *Subregulations (5) to (7) apply if —*
 - (a) *a member has been authorised to attend a meeting by electronic means under regulation 14C(2); and*
 - (b) *the meeting, or part of the meeting, is to be closed to members of the public under section 5.23(2).*
- (5) *The member must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting, is closed, the member declares that the member can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires).*
- (6) *If the member makes the declaration under subregulation (5) and subsequently cannot maintain confidentiality, the member must leave the meeting or the closed part of the meeting.*
- (7) *A member's declaration under subregulation (5) must be recorded in the minutes of the meeting.*

FINANCIAL & BUDGET IMPLICATIONS:

No Budget or financial Implications

STATUTORY IMPLICATIONS:

*Local Government Act, 1995 – Section 5.25; and
Local Government (Administration) Regulations, 1996 – Clauses 14(C) and
14(CA)*

VOTING REQUIREMENT:

Simple Majority Required:

OFFICER RECOMMENDATION – ITEM 7.5.4

Council:

- 1. Approve Cr Sudlow's attendance at the December 2022 Ordinary Council Meeting by instantaneous communication in accordance with section 5.25 of the Local Government Act, 1995 and the Local Government (Administration) Regulation, 1996.**
- 2. Authorise the Deputy President (Cr Horstman) to preside over the December 2022 Council Meeting.**



Shire of Northampton Local Emergency Management Arrangements 2022

Authority

These arrangements have been produced and issued under the authority of s.41(1) of the Emergency Management Act 2005, endorsed by the Shire of Northampton Local Emergency Management Committee (LEMC) on 19 October 2022 and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC) on xx xxxxxxxx 2022

Note: The Shire of Northampton LEMC is a newly created committee. Prior to the formation of the Shire of Northampton LEMC the Shire was part of the Batavia LEMC which also included the City of Greater Geraldton and the Shire of Chapman Valley.

Approved by CEO
Shire of Northampton

Date

Amendment Record

Amendment		Details of Amendment	Amended By
No.	Date		
1	21/08/2022	Prepare LEMA Guidelines	Grant Middleton – Shire of Northampton

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

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

Shire of Northampton LEMC
Executive Officer
Shire of Northampton
199 Hampton Road

NORTHAMPTON WA 6535

Or email to: dceo@northampton.wa.gov.au

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

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Glossary of Terms

For additional information in regards to the Glossary of Terms, refer to Section 3 of the Emergency Management Act 2005 or the State Emergency Management Glossary.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalise a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT – take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

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

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

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

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

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

DISTRICT - An area of the State that is declared to be a district under Section 2.1 Local Government Act 1995.

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

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

Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

Preparedness – preparation for response to an emergency

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A Hazard Management Agency (HMA), Combat Agency or support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that contribute to the well-being of communities and the environment.

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

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

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

A sudden event that, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events that require a response from one or more of the statutory response agencies. See also **ACCIDENT**, **EMERGENCY** and **DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the HMA for the overall management of an incident within a designated incident area.

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team is headed by the incident manager who is responsible for the overall control of the incident.

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

LGA – Local Government Authority, meaning the Shire of Northampton.

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

LOCAL EMERGENCY COORDINATOR (LEC) – That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the HMA in the provision of a coordinated multi-agency response during incidents and operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – A committee established under Section 38 of the Emergency Management Act 2005. Based on either local government boundaries or emergency management sub-districts. Chaired by the Locality President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the local government.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

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

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

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the State Emergency Management Glossary.

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

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

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

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

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

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

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

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

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

VULNERABILITY - The degree of susceptibility and resilience of the community and environment to hazards.

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

General Acronyms used in these Arrangements

BFB	Bush Fire Brigade
BFS	Bush Fire Services
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoC	Department of Communities
DPIRD	Department of Primary Industry and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire and Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
LWEC	Local Welfare Emergency Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SON	Shire of Northampton
SOP	Standard Operating Procedures
VFRS	Volunteer Fire and Rescue Service
VMRS	Volunteer Marine Rescue Services
XO	Executive officer

1 Introduction

1.1 Authority

These arrangements have been prepared in accordance with s.41 of the *Emergency Management Act 2005*, approved by the Shire of Northampton Local Emergency Management Committee and endorsed by the members of Local Governments.

1.2 Community Consultation

The community has been consulted through various forums and groups post cyclone Seroja including the LEMC committee and other groups.

1.3 Document Availability

In accordance with s.43 of the *Emergency Management Act 2005* a copy of these arrangements is available for inspection free of charge by members of the public during office hours at the relevant Council offices:

Shire of Northampton – Main Administration Office
199 Hampton Road
NORTHAMPTON WA 6535

Shire of Northampton – Allen Centre
Grey Street
KALBARRI WA 6536

These arrangements will also be available via Councils website:

<http://www.northampton.wa.gov.au>

1.4 Area Covered

Shire of Northampton

The Shire of Northampton local government area covers 13,738 km². It is bound by the Shire of Shark Bay to the north, Shire of Murchison to the east and Shire of Chapman Valley to the south and includes the towns of Northampton, Kalbarri, Horrocks, and Port Gregory. The total population of the Shire is 3227.

Maps for each can be found in appendix 6.6.

1.5 Aim

This document aims to define the management of identified risks and provide detail on proposed planning, response and recovery activities for each of the local governments.

1.6 Purpose

The purpose of these arrangements is to set out:

- Each of the local government's policies for emergency management;
- The roles and responsibilities of public authorities and other agencies involved in emergency

- management in each local government;
- Provisions about the coordination of emergency operations and activities relating to emergency management;
- A description of emergencies that are likely to occur.
- Strategies and priorities for emergency management;
- Other matters about emergency management in the local governments prescribed by the regulations; and
- Other matters about emergency management in the local governments the Council considers appropriate.

1.7 Scope

These arrangements will ensure there are suitable plans in place to deal with identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's specific plan.

Furthermore:

- This document applies to the member local government.
- This document covers areas where the local government provides support to HMA's in the event of an incident;
- This document details the LEMC's capacity to provide resources in support of an emergency, while still ensuring business continuity; and
- The LEMC's responsibility for recovery management.

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

1.8 Related Documents

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the local government. It is not possible for this document to contain all of the existing plans and arrangements, or to provide sufficient detail within this document. Some key documents are listed below.

1.9 Local Emergency Management Policies

Document	Owner	Date
Annual Firebreak Notice	Shire of Northampton	Annual
Risk and Emergency Management Policies and Procedures	Shire of Northampton	Various
Bushfire Risk Management Plan	Shire of Northampton	2017

1.10 Existing Plans and Arrangements

Document	Owner	Date
Local Recovery Plan	Shire of Northampton Local Emergency Management Committee	2022
Department of Communities Welfare Plan	Department of Communities	2016

1.11 Agreements, Understandings and Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations

1.12 Special considerations

Please refer to appendix 6.9 for Special Considerations.

1.13 Special Needs Groups

Special needs groups are available in appendix 6.4 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

1.14 Resources

Resources are captured and included in the resources register in appendix 6.1. This list of resources considers not only LEMC member agency resources but also community, industry and commercial resources that may be available particularly in supporting welfare and recovery, not just response.

1.15 Roles and Responsibilities

As stated in Emergency Management Regulations, the following table outlines descriptions and responsibilities of key positions in relation to local community emergency management.

Local role	Description of responsibilities
Local Government	The responsibilities of the respective Local Governments are defined in Section 36 of the EM Act.
Local Emergency Coordinator	<p>The Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the EM Act 2005]:</p> <ul style="list-style-type: none"> • to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district; • to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; • to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post-incident recovery action plan and manage the recovery phase of the incident.

Local role	Description of responsibilities
Local welfare coordinator	<p>The Local Welfare Coordinator is appointed by the Department of Communities District Director to:</p> <ul style="list-style-type: none"> • Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director; • Prepare, promulgate, test and maintain the Local Welfare Plans; • Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee; • Establish and maintain the Local Welfare Emergency Coordination Centre; • Ensure personnel and organisations are trained and exercised in their welfare responsibilities; • Coordinate the provision of emergency welfare services during the response and recovery phases of an emergency; and • Represent the department on the Incident Management Group when required.
LGA welfare liaison officer	<p>During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.</p>
LGA liaison officer (to the ISG/IMT)	<p>During a major emergency, the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.</p>
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies are undertaken; • Implement procedures that assist the community and emergency services deal with incidents; • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role; • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability; • Liaise with the incident controller (provide liaison officer); • Participate in the ISG and provide local support; and • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities.

Local role	Description of responsibilities
LEMC Chair	<p>The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to appendix 6.7 for details.</p> <p>The Chairperson of the LEMC has the following roles in relation to the operation of the meeting:</p> <ul style="list-style-type: none"> • Chair the Local Emergency Management Committee; • Manage the development and maintenance of the Local Emergency Management Arrangement within the district; • Ensure the development of the committee reporting requirements in accordance with legislative and policy requirements; and • Ensure the effective operation of the committee in accordance with legislation. <p>The Chairperson is responsible for the process of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes.</p> <p>The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants.</p> <p>The Chairperson undertakes the following tasks:</p> <ul style="list-style-type: none"> • Oversees the preparation of the agenda in consultation with the XO; • Opens the meeting; • Welcomes and introduces members and guests; • Keeps individuals focused on the topics being discussed; • Makes sure that members are aware of decisions that are made; • Keeps track of the time; and • Closes the meeting. <p>The Deputy Chairperson of the LEMC has the following roles:</p> <ul style="list-style-type: none"> • Acts as Chairperson to the committee in the absence of the Chairperson; • Provides such assistance and advice as requested by the Chairperson; • Undertake the role of Chairperson to committee working groups, as required; • Facilitate the provision of relevant emergency management advice to the Chairperson and committee, as required; • Provide support and direction to the XO, as required; and • Understudy the roles and responsibilities of the Chairperson.

Local role	Description of responsibilities
LEMC Executive Officer	<p>The LEMC Executive Officer (XO) is responsible for taking notes and writing the record of the meeting and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the content of the meeting while the Chairperson is concerned with the process.</p> <p>The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out-of-session matters that have to be addressed, and the XO contacts members in such instances.</p> <p>The Executive Officer typically undertakes the following tasks:</p> <ul style="list-style-type: none"> • Calls for agenda items before meeting allowing sufficient time for members to respond; • Prepares and writes the agenda, a joint responsibility with the Chairperson; • Distributes the agenda and papers before the meeting allowing adequate time for members to read them; • Organises catering arrangements and acts on instructions about equipment that may be required for the meeting; • Takes notes at the meeting; • Prepares draft Minutes from the notes taken; • Finalises the Minutes in consultation with the Chairperson; • Circulates the Minutes; • Keeps a complete record of meetings and documentation; and • Develops a system of archiving notes and documents.

Local role	Description of responsibilities
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.</p> <p>The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [s. 39 of the Act]:</p> <p>To advise and assist the local government in establishing local emergency management for the district;</p> <ul style="list-style-type: none"> • To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and • To carry out other emergency management activities as directed by SEMC or prescribed by regulations.
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in agency-specific legislation for prevention and preparedness. • Control all aspects of the response to an incident. During recovery, the Controlling Agency will ensure an effective transition to recovery.

Local role	Description of responsibilities
Hazard Management Agency (HMA)	<ul style="list-style-type: none"> • A HMA agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [Emergency Management Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: • Undertake responsibilities where prescribed for these aspects [Emergency Management Regulations] • Appoint Hazard Management Officers [S55 Act] • Declare / revoke emergency situation [S50 and 53 Act] • Coordinate the development of the State Hazard Plans for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources are responsible for providing support functions in relation to that agency. (State Emergency Management Glossary)

1.16 The Functions of the LEMC

It is the function of the LEMC to (s. 39 of the EM Act 2005):

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

1.17 The functions of Local Government

It is a function of a local government to:

- Subject to the Emergency Management Act, ensure that effective local emergency management arrangements are prepared and maintained for its district;
- Manage recovery following an emergency affecting the community in its district; and
- Perform other functions given to the local government under the Emergency Management Act.

1.18 The Functions of a Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to:

- To undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness;
- To control all aspects of the response to an incident; and
- During recovery, the Controlling Agency will ensure an effective transition to recovery by Local Government.

1.19 The Functions of a Hazard Management Agency

A hazard management Agency (HMA) is to be a public authority or other person who, because of that agency functions under a written law or specialised knowledge, expertise and resources are responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed (s4 of the EM Act 2005).

The HMA's functions are prescribed in the Emergency Management Regulations 2006, and are to:

- Undertake responsibilities where prescribed in the Emergency Management Regulations 2006 for these aspects;
- Appointment of Hazard Management Officers (s.55 of the EM Act 2005);
- Declare / Revoke Emergency Situation (s.50 and 53 of the EM Act 2005);
- Coordinate the development of the State Hazard Plans for that hazard SEMP No 2.2 Development and Review of State Emergency Management Plans; and
- Ensure effective transition to recovery by Local Government.

1.20 The Functions of Combat Agencies

A combat agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity by the regulations in relation to that agency.' (EMWA Glossary).

1.21 Support Organisation

'A support organisation is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relations to that agency.' (EMWA Glossary) An example may be the Salvation Army providing meals to the welfare centre.

1.22 Public Authorities and Others

The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district' [EM Act 2005 s 41(2) (b)].

The allocation of roles and responsibilities to Public Authorities should, as far as possible, follow the State Emergency Management Arrangements.

As the Department of Communities (DoC), do not have a permanent presence in the Shire of Northampton, therefore in the case of an emergency incident, where welfare is required, the Shire of Northampton will provide a limited short term support function until DoC arrives.

2 Planning

This section outlines the minimum administration and planning requirements of the Shire of Northampton LEMC under the *Emergency Management Act 2005* and policies.

2.1 LEMC Membership

The Shire of Northampton has established the LEMC to plan, administer and test the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non- government organisations and expertise relevant to the identified community hazards, risks and emergency management arrangements.

Core Membership	
Chair	Elected member
Deputy Chair	HMA
Executive Officer:	Identified by Local Government
Local Recovery Coordinator:	CEO for the Shire of Northampton
Administrative Support:	Identified by Local Government
Local Government	Chief Bush Fire Control Officer
Department of Biodiversity, Conservation and Attractions (Kalbarri Parks & Wildlife)	Senior Ranger
Department of Fire and Emergency Services	District Officer / District Advisor
Department of Fire and Emergency Services	Captain – Kalbarri VFRS
Department of Fire and Emergency Services	Captain – Northampton VFRS
State Emergency Service	Local Manager - Kalbarri
WA Police Force	Officer in Charge – Kalbarri
WA Police Force	Officer in Charge – Northampton
Department of Communities	District Emergency Services Officer
Volunteer Marine Rescue Svc	Kalbarri Commander

Additional Membership as directed by Local Government

St John Ambulance	Community Paramedic Midwest
St John Ambulance	Chairperson - Kalbarri
St John Ambulance	Chairperson - Northampton
Kalbarri Health Service	Nurse Manager
Northampton Health Service	Nurse Manager
Shire of Northampton	Northampton Ranger/CBFCO
Shire of Northampton	Kalbarri Ranger
Shire of Northampton	Environmental Health Officer
Kalbarri Visitor Centre	Manager

2.2 Meeting Schedule

SEMC Procedure – 2018, part 3 section 7 states that LEMCs shall meet every three months or more if required.' The LEMC will schedule meetings in February, May, August and November each year. The LEMC may convene a special meeting if required for example after any major emergency incident. As required meeting locations will be rotated and determined by the member local government.

2.3 Constitution and Procedures

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

- a) Every meeting:
 - Confirmation of local emergency management arrangements contact details;
 - Review any post-incident reports and post-exercise reports generated since the last meeting;
 - Progress of emergency risk management process;
 - Progress of treatment strategies arising from emergency risk management process;
 - Progress the development or review of local emergency management arrangements; and
 - Other matters determined by the local government.
- b) First quarter:
 - Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC); and
 - Begin developing annual business plan.
- c) Second quarter:
 - Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report); and
 - Finalisation and approval of annual business plan.
- d) Third quarter:
 - Identify emergency management projects for possible grant funding.
- e) Fourth quarter:
 - National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two weeks of the end of the financial year for which the annual report is prepared. The DEMC is required to submit a copy of the annual report to the State Emergency Management Committee.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament. The SEMC issue the annual report template.

The LEMC annual report is to contain, for the reporting period:

- a) A description of the area covered by the LEMC,
- b) A description of activities undertaken by it, including;
 - the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local recovery plan for the area covered by the LEMC,
 - the progress of establishing a risk register for the area covered by the LEMC,
 - a description of major achievements against the Annual Business Plan,
 - the text of any direction given to it by the local government that established it,
 - the major objectives of the annual business plan of the LEMC for the next financial year.

2.5 Annual Business Plan

SEMC Procedure – 2018, Part 3 Section 17 notes each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

The LEMC may develop an Annual Business Plan incorporated as an attachment to the LEMC annual report in accordance with the SEMC Guidelines, including State Emergency Management Procedure.

A copy of the Annual Business Plan if completed will be available on request from the Executive Officer.

2.6 Emergency Risk Management

The LEMC has undertaken the emergency risk management process in accordance with Standards Australia AS/NZS 31000:2009 Risk Management within a community emergency risk management context.

A risk register has been developed and is included in appendix 6.2, and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

3 Support To Response

3.1 Risks – Emergencies Likely to Occur and Responsible HMA

The LEMC identified the following hazards within the member LGA areas from the Emergency Risk Management process.

Hazard	HMA	State Hazard Plan
Animal and plant biosecurity emergency	Department Primary Industries and Regional Development – Agriculture Director General	Animal and Plant Biosecurity 2021
Collapse (structure or landform)	Fire and Emergency Services Commissioner - DFES	Collapse 2021
Crash emergency	Commissioner of Police – WA Police Force	Crash Emergency 2018
Earthquake	Fire and Emergency Services Commissioner - DFES	Earthquake 2021
Energy supply disruption (electricity, gas, and liquid fuel)	Coordinator of Energy – Public Utilities Office	Energy supply distribution 2018
Fire emergency (Includes bush and urban fire)	DFES/LGA/DBCA – depending on jurisdiction	Fire 2020
Hazardous materials emergency	Fire and Emergency Services Commissioner - DFES	HAZMAT 2019
Heatwave emergency	State Health Coordinator – Department of Health	Heatwave 2018
Human epidemic emergency	State Health Coordinator – Department of Health	Human Biosecurity 2019
Land and/or sea search and rescue emergency	Commissioner of Police – WA Police Force	Search and Rescue Emergency 2019
Maritime emergency	General manager – Department of Transport	Maritime Environmental Emergencies 2018
Radiation incident/escape from a nuclear-powered warship	Commissioner of Police – WA Police Force	HAZMAT 2019 Annex A
Severe Weather (Cyclone, Flood & Storm)	Fire and Emergency Services Commissioner - DFES	Severe weather 2021

Hazard	HMA	State Hazard Plan
Storm emergency	Fire and Emergency Services Commissioner - DFES	Storm 2016
Space debris Re-entry	Commissioner of Police – WA Police Force	HAZMAT 2019 Annex B
Terrorist act	Commissioner of Police – WA Police Force	Terrorist Act 2018
Tsunami emergency	Fire and Emergency Services Commissioner - DFES	Tsunami 2018
Hostile Act	Commissioner of Police – WA Police Force	Hostile Act 2021

These arrangements are based on the premise that the Hazard Management Agency will be responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's may require the member local government resources and assistance during an emergency. The member local government may provide assistance/support if the required resources are available, through the ISG when formed.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for an ISG

The triggers for an incident support group are outlined under the State Emergency Plan 5 – Response. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically, these can be if one of the following triggers are met:

- requires multi-agency response;
- has a protracted duration;
- requires coordination of multi-agency resources;
- requires resources from outside the local area;
- some impact on critical infrastructure;
- has a medium level of complexity;
- has a medium impact on the routine functioning of the community;
- has potential to be declared an 'Emergency Situation'; and/or
- consists of multiple hazards.

State Emergency Management Plan S5.1 – ‘Response’ should be consulted for further detail.

3.2.3 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through the clear identification of priorities and goals by agencies sharing information and resources.

3.2.4 Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation of this group may change regularly depending upon the nature of the incident, the agencies involved and the consequences caused by the emergency.

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

3.2.5 Location of ISG Meetings

Proposed locations for ISG meetings are detailed in appendix 6.8.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

3.4 Critical Infrastructure

The member local governments have identified critical infrastructure within their district. Due to the sensitive nature of this information, the details of critical infrastructure are included in appendix 6.3 and not for public distribution.

3.5 Financial Arrangements

State Emergency Management Policy Section 5.12, State Emergency Management Plan Section 5.4 and 6.10 and State Emergency Management Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the member local governments are committed to expending such necessary funds within their current budgetary constraints as required to ensure the safety of its residents and visitors.

3.6 Evacuation

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as staying, protecting and controlling, and restricting movement should also be considered where appropriate.

Evacuation is a risk management strategy that may need to be implemented, particularly in regard to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing for all the needs of those being evacuated to ensure their safety and ongoing welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have the appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.6.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

The WA Police Community Evacuation Plans relevant to the area will be provided as an Annex to these arrangements, but due to the sensitive nature will not be available for public distribution.

3.6.2 Evacuation Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases, the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because the Department of Communities has responsibility under State Arrangements to maintain the welfare of evacuees under the State Emergency Welfare Plan.

3.7 Vulnerable Groups

For information on welfare arrangements for vulnerable groups refer to the corresponding Department of Communities Welfare Plan (Shire of Northampton) as required.

3.8 Refuge Sites

Refer to appendix 6.5 Welfare Centres.

3.9 Routes and Maps

The following maps contained in the Mid-West Gascoyne Emergency Services Directory may be used as reference across emergency services agencies:

ESD Ref.	Localities
KLBRI1	Kalbarri
NHMPT1	Northampton
Enlargements A-J	Horrocks
28455	Port Gregory

3.10 Welfare

The Department for Communities has the role of managing welfare. Refer to the Welfare Emergency Plan.

3.10.1 Welfare Management

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

The role of managing welfare function during an emergency has been delegated to the Department of Communities. DoC will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Shire of Northampton LEMC.

3.10.2 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DoC District Director to:

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DoC District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- coordinate the provision of emergency welfare services during the response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required.

Nominated in Contacts Register, refer to appendix 6.7.

3.10.3 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the role to provide support and assistance to the Local Evacuation / Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DoC to arrive.

Nominated in Contacts Register, refer to appendix 6.7.

3.11 State and National Registration and Inquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a State or National Register.

This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved the Department of Communities has reciprocal arrangements with the Red Cross to assist with the registration process.

3.12 Animals

The Shire of Northampton will endeavor to provide support for the coordination of animal welfare during an emergency situation. The care of animals at evacuation centres, temporary animal shelters and longer-term animal care arrangements which include stockyards, farms or any other facility will need to be considered and support provided where possible during an emergency.

3.13 Evacuation/Welfare Centres

The Shire of Northampton LEMC maintains a register that allows for the Department of Communities to utilise the buildings contained within the document for evacuation/welfare purposes after an event has occurred, as well as being requested to do so by the Hazard Management Agency (HMA). Refer to appendix 6.3.

4 Recovery

Refer to the Shire of Northampton LEMC Local Recovery Plan.

5 Exercising, Reviewing and Reporting

5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organizations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements;
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;
- Help educate the community about local arrangements and programs;
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions; and
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

5.2 Frequency of Exercises

The State Emergency Policy section 4.8, requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

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

Where possible the community should be encouraged to participate in or observe the exercise.

5.4 Reporting of Exercises

The LEMC reports exercises scheduled to the DEMC as required. The DEMC compiles the reports and sends the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report referenced from State EM procedure 2018.

Once the exercises have been completed they should be reported to the DEMC via the template found at State Emergency Management Procedure.

5.5 Review of Local Emergency Management Arrangements

These Local Emergency Management Arrangements shall be reviewed and amended in accordance with State Emergency Management Policy 2018 and replaced whenever the local government considers it appropriate (S42 of the Emergency Management Act).

According to the State Emergency Management Plan, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances that may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The local government in consultation with members shall determine the term and composition of the LEMC positions.

5.7 Review of the Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting. Generally, this will occur at the beginning of October each year.

6 Appendixes

6.1 Resource Register

The following table is a list of resources that may be able to provide Local services in an emergency, this list is not exhaustive and is designed to be used as a guide only.

Should no local supplier be available, other sources, e.g. the WALGA supply list could be used.

ANIMAL WELFARE			
Animal Shelters			
Name	Contact Details	Location	Email Address
Dog and Cat Pound Facility	99341202	Northampton	ranger@northampton.wa.gov.au
Dog and Cat Pound Facility	99371097	Kalbarri	kalbarri.ranger@northampton.wa.gov.au
Veterinary Clinics			
Name	Contact Details	Location	Email Address
Chapman Animal Hospital	9964 2828 0448 380 008	Geraldton	chapman-vet@wn.com.au
Midwest Veterinary Centre	9964 3671 0407 471 933	Geraldton	reception@midwestvet.com.au
Sanford Veterinary Clinic	9921 1797	Geraldton	reception@sanfordvet.com.au
TRADE SERVICES or CONTRACTORS			
Earthmoving			
Name	Contact Details	Location	Email Address
Graeme Ralph	0427 361 122	Kalbarri	graemebr70@gmail.com
Thurkle's Dozing	0427 965 956	Walkaway	thurklesdozing@bigpond.com
Northampton Road Transport	9934 1136	Northampton	
Shire of Northampton Works Depot	9934 1202	Kalbarri & Northampton	works@northampton.wa.gov.au

Electrical			
Name	Contact Details	Location	Email Address
Abrolhos Electrical	0418 909 707	Kalbarri	
Mark Armstrong Electrical	0417 966 369	Kalbarri	
Platinum Electricians Midwest	9923 2277	Spalding	midwest@platinumelectrcians.com.au
S and K Electrical Contracting	9964 6880	Geraldton	admin@skec.com.au
Spalding Electrical Services	0419 961 253	Geraldton	spaldinges@bigpond.com
Verlindens Electrical Geraldton	9964 1181	Webborton	reception@verlindens.com.au
Plumbing			
Name	Contact Details	Location	Email Address
Active Plumbing	9965 3044	Geraldton	perth@activeplumbing.net.au
Bubbles Plumbing and Gas	9964 4171 0419 361 391	Geraldton	dan.plumber@hotmail.com
Hansen Plumbing and Gas	9938 2333 0418 939 170	Geraldton	hanson.plumbing@bigpond.com
Herrings Coastal Plumbing and Gas Fitting Services	9964 4171	Webborton	admin@herringsplumbing.com.au
Midwest Plumbing and Gas Fitter	9921 5944 0419 042 090	Geraldton	
Sun City Plumbing	9921 1700	Geraldton	admin@scpmw.com.au
T&T Plumbing, Air Conditioning and Gas	9921 7225	Geraldton	
Traffic Management			
Name	Contact Details	Location	Email Address
Altus Traffic	9353 2244	Perth Geraldton	wa.operations@altustraffic.com.au
Baba Marda Road Services	0498 999 429	Geraldton	reception@babamarda.com.au
Carrington's Traffic Services	0418 930 566	Geraldton	
Midwest Traffic Controllers	0418 939 378	Geraldton	
Quality Traffic management	1300 557 930 6244 1650	Geraldton	info@qtm.net.au

Tree Lopping or Arborists			
Name	Contact Details	Location	Email Address
Aussie Tree Services	9964 2200	Geraldton	admin@aussietrees.com.au
Midwest Mulching and Mowing	0429 341 306	Geraldton	pmillington@wn.com.au
Midwest Tree Services	0400 348 358	Kalbarri	
Waste Disposal			
Name	Contact Details	Location	Email Address
Batavia Skip Bins	0418 929 022	Geraldton	
Cleanaway	9938 4000	Geraldton	
Geraldton Liquid Waste Removal	9921 3415	Geraldton	
Geraldton Waste Movers	9964 2844	Geraldton	
Veolia	9964 2844	Geraldton	
INTERPRETER SERVICES			
Name	Contact Details	Location	Email Address
Aust-Asia Migration and Interpreting Services	9322 5555	Perth	
Australian Institute of Interpreters and Translators (AUSIT)	1800 284 181		
Deaf Society of Western Australia	9441 2677	East Perth	
Italian T/I Services Translating/Interpreting	9344 7663 0407190498	Balcatta	
National Relay Service A/H Emergency Deaf Interpreting Service	13 36 77		
TRANSPORT			
Air Charter			
Name	Contact Details	Location	Email Address
Geraldton Air Charter Brearley Terminal	9923 3434	Geraldton Airport	geroair@midwest.com.au
Shine Aviation	9923 3600	Geraldton Airport	reception@shineaviation.com.au

Vehicles			
Name	Contact Details	Location	Email Address
Avis	9921 9090	Geraldton	
Budget Car Hire	9923 2590	Geraldton	
Geraldton Coach Lines	9938 2720 (24hrs)	Geraldton	admin@schoolbuslogistics.com.au
Hertz Car Rental	9965 2844	Webberton and Geraldton Airport	geraldton@hertzrentals.com.au
Shire of Northampton Works Depot	9934 1202 0427 341 202	Northampton	ceo@northampton.wa.gov.au
Shire of Northampton Works Depot - Kalbarri	9934 1202 0427 341 202	Kalbarri	ceo@northampton.wa.gov.au
Thrifty Car Rental	13 6139	Geraldton	geraldton@thriftywa.com
HIRE AND EQUIPMENT			
Cranes			
Name	Contact Details	Location	Email Address
Cranecorp Australia	9964 3158	Geraldton	perth@cranecorpaustralia.com.au
Freo Cranes	9965 2007	Webberton	geraldton@freogroup.com.au
Geraldton Cranes and Haulage	9921 6477	Webberton	gtncrane@iinet.net.au
OKG Cranes	0400 383 355	Geraldton	kavak@bigpond.com
Generators			
Name	Contact Details	Location	Email Address
Abrolhos Electrical	0418 909 707	Kalbarri	krakwa@bigpond.net.au
Coates Equipment Hire	9920 4200	Geraldton	geraldton@coateshire.com.au
Elite Electrical	9921 4061	Geraldton	admin@eliteec.com.au

SUPERMARKETS

Name	Contact Details	Location	Email Address
IGA Kalbarri	9937 1100	Kalbarri	
IGA Northampton	9934 1110	Northampton	admin.northamptoniga@commander.net.au

6.2 Animal Emergency Group

In a large emergency the RSPCA is to be notified to ascertain if an Animal Emergency Group (AEG) is required and can be implemented.

6.2 Risk Register
LEMC RISK REGISTER

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
01	<p>Hazard: Marine oil spill Impact: Will cause damage to or destroy the marine environment. Description: Oil spills could be caused by leakage from ships, from off shore oil rigs, or from within the harbor during bunkering or offloading operations which may cause severe damage to the marine environment including fish stocks and wildlife</p>	UNLIKELY	MAJOR	MODERATE	ENVIRONMENT		
02	<p>Hazard: Road transport emergency Impact: Will cause serious injury or death to people. Description: Road transport emergencies involving interaction between heavy vehicles and other traffic such as tourist coaches and trains may occur. Heavy vehicles are prevalent on highways within the LEMC region of Local Government. The LEMC has numerous major heavy vehicle routes within its boundaries.</p>	UNLIKELY	CATASTROPHIC	MODERATE	PEOPLE		
03	<p>Hazard Severe storm Impact: Will cause damage to or destroy infrastructure. Description: Severe storm events can affect the Midwest-Gascoyne area including the LEMC region. There may also be significant damage caused to lifelines such as power lines. Damage to roads from flash flooding is also likely in low lying areas close to the ocean</p>	POSSIBLE	MODERATE	MODERATE	INFRASTRUCTURE		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
04	<p>Hazard: Bush fires Impact: Will cause death or serious injury to people. Description: Many outer urban areas of the LEMC contain areas of bushland reserve consisting predominately of coastal heath scrub, grassland and native wattle in close proximity to the urban fringe. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.</p>	LIKELY	CATASTROPHIC	EXTREME	PEOPLE	1	Y
05	<p>Hazard: Bush fires Impact: Will cause damage to or destroy the environment. Description: Bush fires in the coastal heath and pasture lands can remove vegetation exposing the top soil subject to erosion from wind or rain.</p>	LIKELY	MODERATE	MODERATE	ENVIRONMENT		
06	<p>Hazard: Bush fires Impact: will affect the economy of the community. Description: The farming community around the LEMC region may be exposed to financial losses from crop damage during harvest.</p>	LIKELY	MODERATE	MODERATE	ECONOMY		
07	<p>Hazard: Bush fires Impact: Will cause damage to or destroy infrastructure. Description: Bush fires can cause damage to infrastructure such as bridges, fencing, and power lines.</p>	LIKELY	MODERATE	MODERATE	INFRASTRUCTURE		
08	<p>Hazard: Hazardous materials spill Impact: Will cause serious injury to people. Description: Hazardous materials may release toxic fumes which could cause injuries especially in the more densely populated urban areas.</p>	UNLIKELY	MAJOR	MODERATE	PEOPLE		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
09	<p>Hazard: Marine oil spill Impact: Will cause damage to or loss of the foreshore environment. Description: The environment especially the beaches are at risk from pollutants such as oil.</p>	UNLIKELY	MAJOR	MODERATE	ENVIRONMENT		
10	<p>Hazard: Tsunami Impact: Will cause damage to or destroy infrastructure. Description: There is a possibility that low lying areas would be greatly affected.</p>	RARE	MAJOR	MODERATE	INFRASTRUCTURE		
11	<p>Hazard: Riverine flood Impact: Will cause damage to or destroy infrastructure. Description: The Greenough River has a history of flooding and should a flooding event occur it is likely that infrastructure such as buildings, roads, fencing and bridges may be damaged.</p>	POSSIBLE	MODERATE	MODERATE	INFRASTRUCTURE		
12	<p>Hazard: Severe storm Impact: Will cause loss or damage to the environment. Description: There is a possibility that heavy rainfall may cause serious erosion damage in sensitive environmental areas such as rivers and creeks.</p>	POSSIBLE	MINOR	MODERATE	ENVIRONMENT		
13	<p>Hazard: Severe storm Impact: Will affect the economy of the community Description: The business community around the Batavia LEMC region may be exposed to financial losses from damage to business premises.</p>	POSSIBLE	MINOR	LOW	ECONOMY		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
14	<p>Hazard: Hazardous materials spill Impact: Will cause damage to or destroy the environment. Description: There is a possibility that hazardous chemicals may enter the drainage systems through accidental spillage. Local drains are designed to disperse rain water to collection points such as sumps and may discharge into water ways. Hazardous materials may enter these discharge points causing serious environmental damage.</p>	UNLIKELY	MODERATE	LOW	ENVIRONMENT		
15	<p>Hazard: Hazardous materials spill Impact: Will affect the economy of the community.</p>	UNLIKELY	MINOR	LOW	ECONOMY		
16	<p>Hazard: Marine oil spill Impact: Will impact on the social setting of the community. Description: A significant oil spill may have a social impact on the community though damage to local beaches and areas of community importance.</p>	UNLIKELY	MODERATE	LOW	SOCIAL/ CULTURAL		
17	<p>Hazard: Tsunami Impact: Will cause serious injury. Description: Should a tsunami impact on The Batavia Region, there is likelihood that people resident in low lying areas could be injured</p>	RARE	MAJOR	MODERATE	PEOPLE		
18	<p>Hazard: Tsunami Impact: Will cause damage to or destroy the environment. Description: Should a tsunami impact on The Batavia Region, there is likelihood that sensitive environmental areas such as beaches and rivers may be severely damaged or lost.</p>	RARE	MODERATE	LOW	ENVIRONMENT		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
19	<p>Hazard: Severe storm Impact: Will cause serious injury. Description: Should a severe storm impact on The Batavia Region, there is likelihood that people in n the storm path could be injured</p>	POSSIBLE	MAJOR	MODERATE	PEOPLE		

MITIGATION MEASURES

RISK No.	RISK STATEMENT	LEVEL OF RISK	MITIGATION MEASURES	LIKELIHOOD RATING	CONSEQUENCE RATING	MITIGATED LEVEL OF RISK
04	<p>Hazard: Bush fires Impact: Will cause death or serious injury to people. Description: Many outer urban areas of the LEMC contain areas of bushland reserve consisting predominately of coastal heath scrub, grassland and native wattle in close proximity to the urban fringe. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.</p>	EXTREME	<p>Develop and implement Bushfire Risk Management Plans; Undertake Annual firebreak inspection and works; Resource and manage bushfire brigades.</p>	UNLIKELY	CATASTROPHIC	HIGH

6.3 Critical infrastructure

The post event shelters listed below are not built to withstand Cyclonic winds.

Item	Description	Location	Owner	Contact Details	Community Impact Description
Office Buildings	Northampton Shire Office	Hampton Road Northampton	SON	99341202	Significant governance impact, activate alternate site arrangements
	Allen Centre Kalbarri	Grey Street	SON	99371097	
	Kalbarri DFES VFRS/SES building	Magee Crescent	DFES	9937 2398	SES activities
	St John Ambulance Building - Kalbarri	Magee Crescent	St Johns	9937 2159	St John's activities
	Kalbarri Sports Complex	Porter Street	SON		Sports events
	Kalbarri Camp	Anchorage Lane	SON	9937 1185	Scheduled/booked events
	Horrocks Community Recreation Centre	Mitchell Street	SON		Scheduled/booked events
	Northampton Community Centre	Harvey Road	SON	9934 1391	Scheduled/booked events
	Port Gregory Progress Association Hall	Pluschke Road	SON	9935 1195 (John Miles)	Scheduled/booked events
	Northampton RSL Memorial Hall	Essex Street	SON	9934 1202	Scheduled/booked events
Airports	Kalbarri Airport	Local Service	SON	9937 1184	Local Services
Local Roads	Throughout Shire	Vehicle transport	SON	9934 1202	Potential Road Closures, economic/business impacts, safety

External Agency Owners of Critical Infrastructure

Infrastructure	Owner	Contact Details
Water Supply	Water Corporation	Operations Manager 0436 291 043 08 9956 6801
WAERN Repeater Stations	DFES	Radio Communications Supervisor
Main Roads	Main Roads	Network Manager 0429 087 838 9956 1245
Western Power	Western Power	Field Services Coordinator – Geraldton 0429 118 078
Northampton Hospital	Health	Director of Nursing 99340200
Kalbarri Health Centre	Health	Nurse Manager 0429 370 103 99370100

6.4 Special needs groups

SCHOOLS AND COLLEGES		
Name	Address	Contact
Northampton District High School	Harvey Road, Northampton	9934 7000
St Mary's Catholic Primary school	26 Mary Street, Northampton	9996 7100
Kalbarri District High school	48 Hackney Street, Kalbarri	9936 4800
Binnu Primary School	2 Lauder Street, Binnu	99361017
AGED CARE AND MEDICAL CENTRES		
Name	Address	Contact
Pioneer Lodge, Northampton	Cnr Robinson and Essex Streets	9934 1230
Northampton District Hospital	Stephen Street	9934 0200
Kalbarri Health Centre	Kaiber Street	9934 7000
CHILD CARE CENTRES		
Name	Address	Contact
Northampton Child Care (REED)	92 Stephen Street, Northampton	99341036
Kalbarri Childcare	47 Smith St	9937 1170

CARAVAN AND HOLIDAY ACCOMMODATION

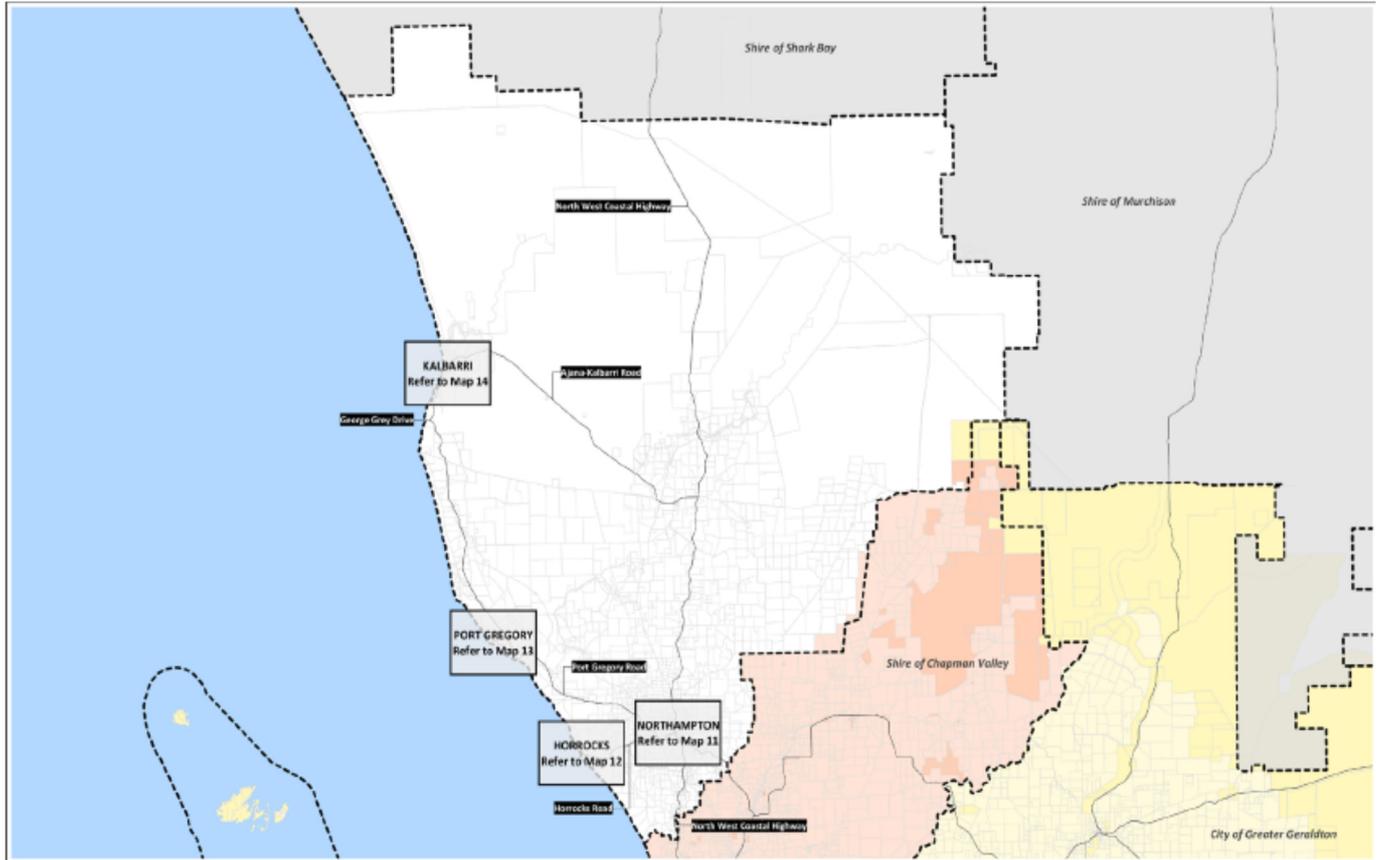
Name	Address	Contact
Elbenjo	Swamp Road, Yallabatharra	0409 685 887
Wagoe Chalets	40-43 George Grey Drive	9936 6060
Murchison River Caravan Park	92 Grey Street, Kalbarri	9937 1005
Kalbarri Anchorage Caravan Park	Anchorage lane Kalbarri	9937 1181
Port Gregory Caravan Park	13 Sanford Street, Gregory	9935 1052
Horrocks Beach Caravan Park	1 North Court, Horrocks	9934 3039
Murchison House Station	5618 Ajana, Kalbarri	9937 1998
Northbrook Farmstay	5800 NW Coastal Highway	9934 1222
Red Bluff Caravan Park	Red Bluff Road, Kalbarri	9937 1104
Tudor Caravan Park	10 Porter Street	99371077
Nerren Nerren Rest Stop	Nerren Nerren	N/A
Galena Bridge Camp Area	Lot 69 NW Coastal Highway, Ajana	N/A
Northampton True Blue Caravan Park	Hampton Rd	0458 732 503

6.5 Emergency Welfare Centres Register

Refer to Department of Communities Welfare plans.

6.6 Site Maps

Shire of Northampton



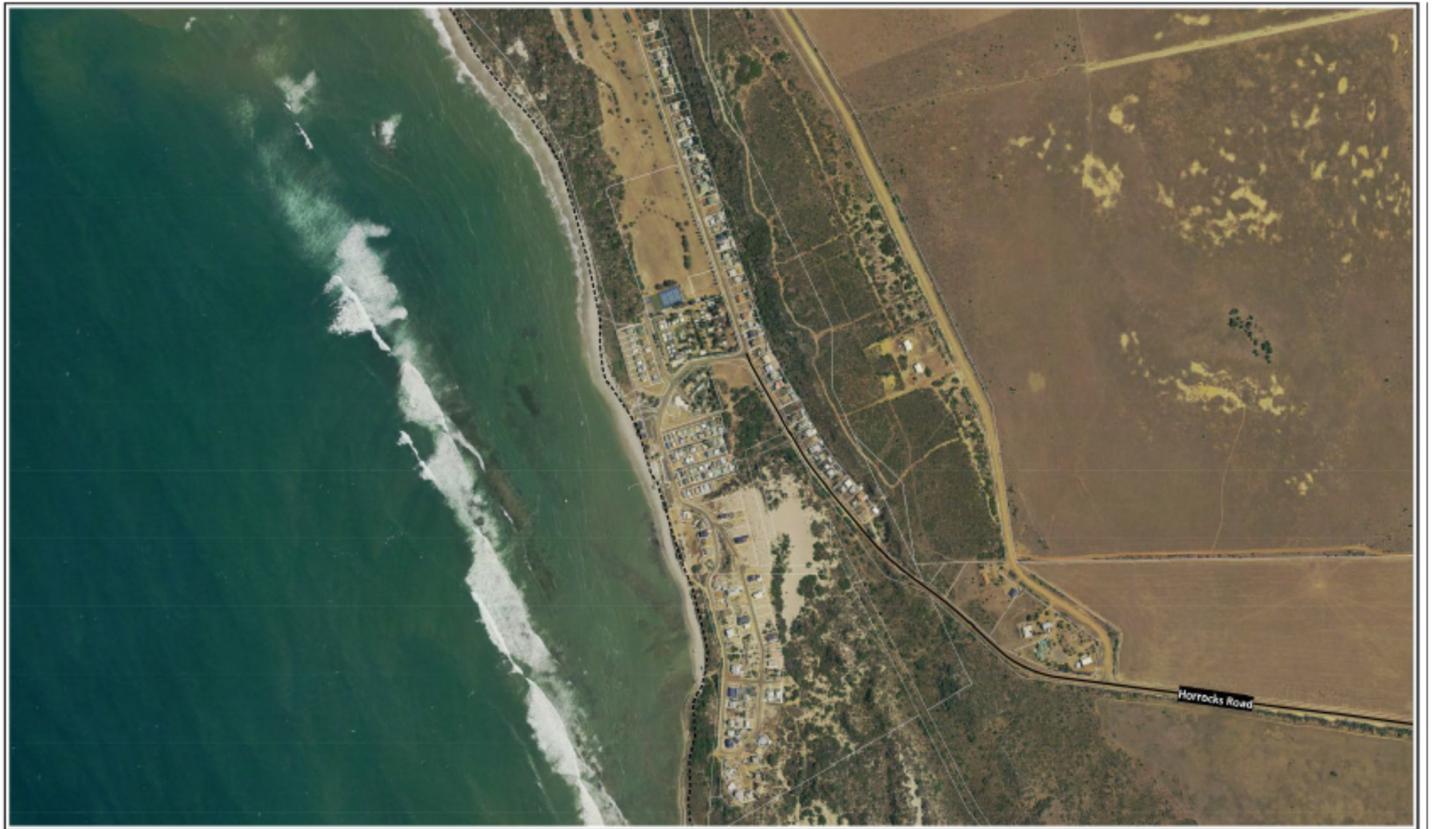
Northampton Townsite



Kalbarri Townsite



Horrocks Townsite



Port Gregory Townsite



6.7 LEMC Contacts

Refer to separate file appendix 6.7 LEMC Contacts.pdf.

6.8 ISG Meeting locations

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the Shire of Northampton. The HMA may request a specific location to be utilised for a coordination point.

Location 1

Shire of Northampton Office		
Address	Northampton Office	
Contact 1	CEO	9934 1202 / 0427 341 202
Contact 2	DCEO	9934 1202 / 0427 341 203
Contact 3	Works Manager	9934 1202 / 0428 341 202

Location 2

Shire of Northampton		
Address	Kalbarri Office (Allen Centre)	
Contact 1	CEO	9934 1202 / 0427 341 202
Contact 2	DCEO	9934 1202 / 0427 341 203
Contact 3	Works Manager	9934 1202 / 0428 341 202

6.9 Special Considerations

6.9.1 Seasonal Risks:

Bush Fire Season – October to April.

Storm Season – August to September.

School and Public Holidays.

6.9.2 Events

A number of major public events are held in the Shire throughout the year, all of which attract significant numbers of people. These events require special consideration in the event that an emergency may affect the town whilst the event is being held.

Details of significant events include the following:

Month	Event
January	Australia Day <ul style="list-style-type: none">• Attracts approximately 1000 people.• Variety of activities on the Kalbarri foreshore and includes fireworks in the evening.• Event occurs during high fire danger season (October –March).
April	Anzac Day <ul style="list-style-type: none">• Attracts approximately 500 people for formal proceedings at dawn service, March and Breakfast at RSL.• Event managed by SON in collaboration with the local branch of the RSL.• Event occurs toward the end of the fire danger season.
June	Rock Lobster Fest <p>Attracts approximately 1,000 people.</p> <ul style="list-style-type: none">• Variety of activities on the Kalbarri foreshore and includes fireworks in the evening. <p>Event occurs in a period of low risk for natural disasters.</p>
July	Ewe-turn <ul style="list-style-type: none">• Attracts approximately 1,000 people over the event.• Variety of activities and attractions spread over various locations.• Event occurs in a period of low risk for natural disasters.

6.10 Local Public Warning Systems

Description	Contact Person	Contact Number
Emergency SMS SON	Executive Support Officer	9934 1202
ABC Radio Harvest Ban Broadcasting	Emergency Coordinator	0428 670 320
Shire of Northampton Social Media (website and media release)	Executive Support Officer	9934 1202



Shire of Northampton Local Recovery Plan 2022

This is a sub-plan of the Shire of Northampton LEMC Local Emergency Management Arrangements and as such needs to be read in conjunction with these Arrangements. This Recovery Plan has been produced and issued under the authority of the *Emergency Management Act 2005*, endorsed by the Shire of Northampton Local Emergency Management Committee (LEMC) and has been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

Amendment Record and Distribution Matrix

Refer to the Shire of Northampton LEMC Local Emergency Management Arrangements.

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1 Introduction

Disaster recovery is the coordinated process of returning an affected community to a normal level of functioning after a disaster. Recovery is part of emergency management, which also includes the components of Prevention, Preparedness and Response. Planning for recovery is integral to emergency preparation.

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing” (*Emergency Management Act 2005*).

This Local Recovery Plan is to be read in conjunction with:

- *Emergency Management Act 2005*
- State Emergency Management Plan 2019
- State Emergency Management Procedures 2019
- Batavia Local Emergency Management Arrangements

1.1 Authority

This Plan has been prepared in accordance with the requirements of s.41(4) of the *Emergency Management Act 2005* and forms part of the Local Emergency Management Arrangements (LEMA) for the Shire of Northampton. The LEMA has been endorsed by the Shire of Northampton LEMC and has been tabled with the Midwest-Gascoyne District Emergency Management Committee.

1.2 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery operations at a local level and to facilitate the affected community undertaking its own recovery.

1.3 Objective

The objectives of the plan is to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the LEMC.
- Establish a basis for the coordination of recovery activities at the local level.
- Provide a framework for recovery operations.
- Ensure effective, coordinated management of recovery operations within the Batavia LGs
- Ensure the plan complies with State emergency management arrangements.
- Identify the roles and responsibilities of Hazard Management Agencies (HMAs), emergency services, support organisations and the Shire of Northampton whilst promoting effective liaison between all organisations.
- Ensure community engagement throughout recovery management.

1.4 Scope

The scope of the Recovery Plan is within the boundaries of the Shire of Northampton and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

2 Related Documents And Arrangements

This plan is consistent with State Emergency Management policies and State Emergency Management Plans, to enable integrated and coordinated delivery of emergency management within the Shire of Northampton. The following documents are related to this plan:

- Shire of Northampton Local Emergency Management Arrangements.

3 Resources

The LRC is responsible for the determination of resources required for recovery activities, in consultation with the HMA. This determination is made in consultation with the Local Recovery Coordinating Committee (LRCC) and support organisations, during the initial stages of the recovery process. The Shire of Northampton resources and community resources are noted in the 'Resource and Contact Register' contained within the Local Emergency Management Arrangements. If the LRCC is convened, the LRC will continue to assess requirements for the restoration of services and facilities including the determination of the resources required for the recovery process. The LRCC will source and coordinate external and internal resources, including the provision of staff.

3.1 Local Government Staff

Once the LRCC has been activated, all staffing matters will be coordinated by the LRCC including the rostering of staff, attendance monitoring timesheets, OH&S etc., in accordance with Shire of Northampton Operational requirements and Policies.

3.2 Local Volunteer Coordination

Where possible, all offers of, or requests for volunteer assistance with recovery activities should be coordinated through the LRCC. Spontaneous volunteers are a valuable, flexible resource that could be used to support existing volunteers and personnel to take up more active responsibilities in aiding with recovery operations. Local volunteers usually have more familiarity with the local community and local area, and an understanding of available resources. Forms for the management of volunteers following a disaster are available in Appendix 6.2.

Visit the Volunteering WA website <https://volunteeringwa.org.au/> for more information.

3.3 Local Recovery Coordination Centre

It may be necessary for the Shire of Northampton to establish a Recovery Coordination Centre if extensive recovery activities are likely to be carried out. The purpose of the Centre is to coordinate the recovery process undertaken by various agencies in terms of resources, information and tasks.

The Local Recovery Coordination Centre will be located at either the Northampton or Kalbarri office. If this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and publicise the location and contact numbers after relocation.

Centre Name	Address	Contacts
Main Administration Office	199 Hampton Rd, Northampton WA 6535	Phone: 08 9934 1202 council@nothampton.wa.gov.au
Allen Centre	Grey Street, Kalbarri WA 6536	Phone: 08 9937 1097 council@northampton.wa.gov.au

3.4 Recovery Information Centre /One-Stop-Shop

A Recovery Information Centre/One-Stop-Shop will be established when required by the LRCC. The purpose of the Centre is to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the Centre will be disseminated to the community when it has been established.

A recovery centre is also designed to centralise the delivery of Local, State and Commonwealth Government and non-government services to people affected by a disaster. The Recovery Information Centre may or may not be co-located with the Local Recovery Coordination Centre, depending on the size and complexity of the disaster.

Centre Name	Address	Contacts
Main Administration Office	199 Hampton Road, Northampton WA 6535	Phone: 08 9934 1202 council@nothampton.wa.gov.au
Allen Centre	Grey Street, Kalbarri WA 6536	Phone: 08 9937 1097 council@nothampton.wa.gov.au

3.5 Financial Arrangements

The Local Government Authorities will utilise the following regarding financial arrangements for recovery where required:

- Where appropriate the individual Local Government may establish a cash reserve for Community Recovery, for a determined level of risk to the community,
- Use of s.6.8(1) and s.6.11(2) of the *Local Government Act 1995* with respect to expenditure of funds not included in the annual budget,
- Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides exemption for Council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves,
- Use of s.6.20(2) of *Local Government Act 1995* enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of Council.

The following arrangements have been made to fund recovery activities if necessary:

- Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA),
- Lord Mayor's Distress Relief Fund (LMDRF),
- Centrelink,
- Department of Communities.

3.6 Financial Management

Financial management is a key aspect in providing support to a recovery plan, the relevant Local Government agencies will develop a strategy to ensure successful implementation of recovery programs ensuring adequate and timely expenditure of funds. Financial Management Arrangements will include:

- Identification of funding streams (local, state and federal level),
- Prioritisation of requirements for funding,
- Management of funds over time in a transparent manner (receipts of grants, funds, donations, payouts),
- Liaison and cooperation with other agencies in both the private and public sector,
- All funds regardless of their source remain subject to the *Local Government Act 1995*, Part 6 – Financial Management. Subsequently, consideration should be given to utilising appropriately trained/experienced finance staff during recovery, to ensure adherence to the aforementioned Act, and appropriate record keeping throughout.

3.7 Donations of Cash

State Emergency Management Recovery Procedure 1 outlines the policy for initiating and managing appeals and donations. The LRCC may encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary, may open a separate account specifically for cash donations.

Visit www.appealswa.org.au for further information and application forms.

The commencement of an appeal fund does not override the statutory obligations, on the part of government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

3.8 Donations of Service and Labour

Any donations of service or labour to assist with the recovery from a disaster should be administered by the affected Local Government or if established, the LRCC. Where the State Government level recovery coordination arrangements are activated under State Emergency Management Plan 6. Recovery - the Recovery Services Subcommittee may arrange the administration of donations of services and labour.

3.9 Donations of Goods

The donations of goods to assist victims to recover from a disaster may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned. Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCC.

3.10 Non-Government Organisations (NGOs)

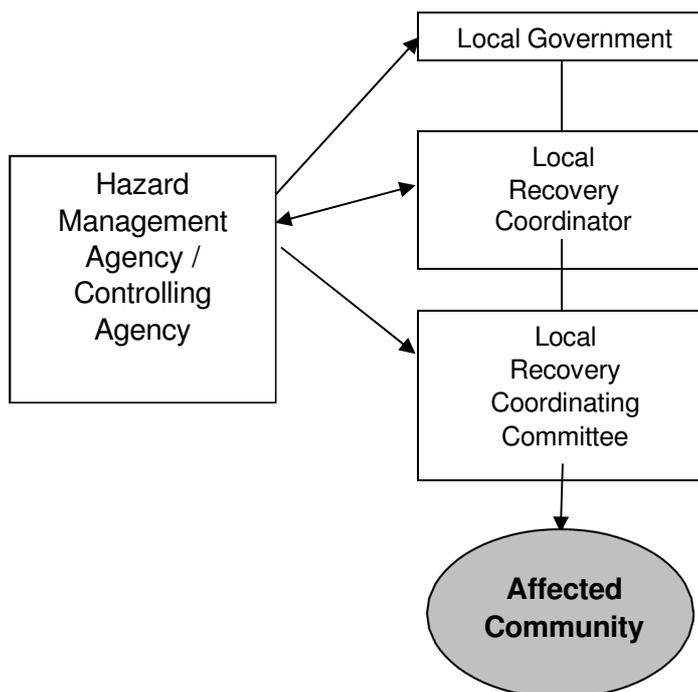
NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the LRCC to avoid duplication of effort and confusion.

4 Roles and Responsibilities

4.1 Recovery Structure

During the response phase of an incident, the following structure will be adopted by default, until the incident transitions from Response to Recovery, however the structure of LRCC is considered dynamic, and the composition and roles within the group will change depending on the disaster being recovered from.

Initial Recovery Management Structure (during response phase)

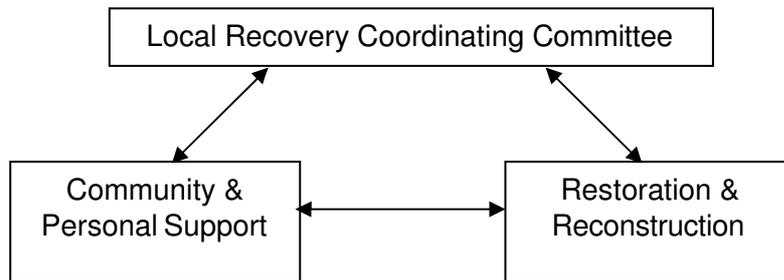


This structure sees the coordination and communication between the HMA / Controlling Agency (CA), and the Local Government authority, including the LRC being included in the HMA / CA Incident Support Group briefings and meetings.

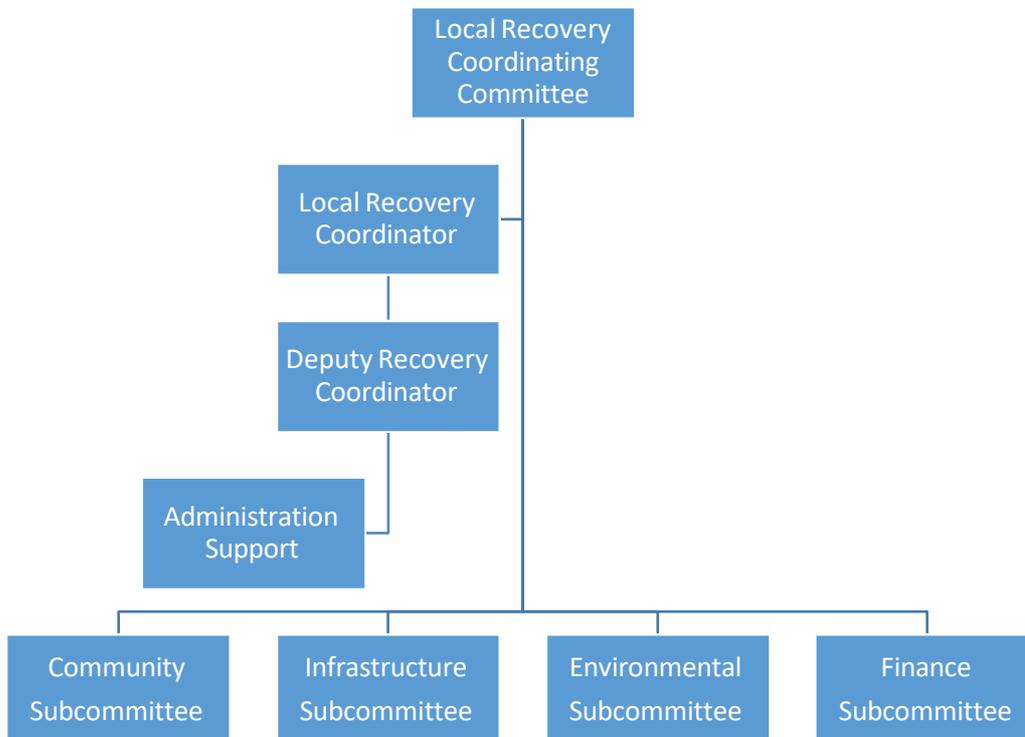
During the Recovery phase, this structure will change dependent upon the disaster, which will largely dictate required recovery actions i.e. a significant infrastructure sub-committee and associated functions may not be required for a bushfire that only affects pastoral land owners or nature reserve land.

Recovery Committee Structures

(following handover from CA/HMA to Local Government)



The above diagram illustrates a basic Recovery Committee structure, which the relevant Local Government authorities may adopt dependent upon the complexity and impact of the disaster. For



more complex disasters, the below structure will be applied. Position descriptions for roles and guidance for subcommittee functions is included in Appendix 6.4. These structures can be scaled up or back as the situation dictates.

4.2 Local Recovery Coordinator (LRC)

For the Shire of Northampton the Chief Executive Officer has been appointed as the LRC in accordance with the *Emergency Management Act 2005*, s 41. (4).

The LRC is responsible for coordinating the recovery in conjunction with the LRCC and adhering to the plans, strategies and policies determined by the LRCC.

The LRC is also responsible for the preparation, maintenance, testing and implementation of recovery management arrangements in accordance with the *Emergency Management Act 2005* and in consultation with Local Government.

A position descriptions of the LRC role, Deputy Local Recovery Coordinator and LRCC are available in Appendix 6.4.

4.3 The Local Recovery Coordinating Committee (LRCC)

The role of the LRCC is to coordinate and support local management of the recovery processes within the community. The LRCC comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected.

The composition of the group is as follows:

Executive	Core Members	Co-opted Members
Chairperson (LGA President, Deputy President or Councillor)	Local Government Officers,	Department of Primary Industry and Regional Development
Local Recovery Coordinator (LRC)	Hazard Management Agency(s)	Department of Biodiversity, Conservation and Attractions
Secretary (TBA)	Department of Health and or Environmental Health Officer	
Local Emergency Coordinator (OIC Police)	Department of Communities	Utilities (power, water, gas, etc.)
	Australian Red Cross	Main Roads WA
	WA Police Force	Education representative
	Community Representative/s, and if established Chairpersons of sub-committees	Community Groups
		Chamber of Commerce
		Insurance Council Rep
		Others as required.

The role of the LRCC is to coordinate and support local management of the recovery process within the community. Checklists for both the LRC and the LRCC are available at Appendix 6.5. These checklists detail tasking for each entity.

4.4 Local Recovery Coordinating Committee Subcommittees (where required)

Dependent upon the extent of the recovery process required, the following sub-committees may be established to assist the LRCC in the management of the recovery process.

- Community (Social)
- Infrastructure (Built)
- Environment (Natural)
- Finance (Economic)

Guidance for LRCC Sub-committees is available in Appendix 6.6.

5 Commencement of Recovery

5.1 Transition from Response to Recovery

The responsibility for coordinating recovery arrangements rests with the affected Local Government. State-level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the Local Government.

To ensure that appropriate recovery activities are initiated as soon as possible after impact of the event, the CA / HMA is to ensure the LRC is notified of the event. The LRC is to liaise with the CA, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate. (Refer to State Emergency Management Policy 6.1 for more information)

The Incident Controller is to complete and sign the Comprehensive Impact Assessment to confirm the accuracy of the information and hand over the responsibility to Local Government. The LRC will take over the responsibility for recovery and advise the LRCC to activate the recovery plan and related arrangements.

5.2 Activation

The decision to activate the Local Recovery Plan will be made by the Chair of LRCC on the advice of the LRC. Once the plan has been agreed to be activated, the LRC and LRCC become responsible for the implementation of the plan.

5.3 Operational Recovery Planning

The operational recovery plan provides the strategic direction and details actions required to facilitate a successful recovery. When the LRCC is activated, the group will develop an operational recovery plan to guide its functions during the first meeting. The operational recovery plan includes assessment and recovery requirements, organisational management, operational aspects and administrative arrangements.

The following sources and agencies are involved in undertaking an impact assessment, encompassing the functional areas of recovery (i.e. social, built, economic and natural);

- Hazard Management Agencies.
- Welfare agencies – to identify persons in need of immediate assistance.

- Local Government Surveyors, Engineers, Environmental Health Officers, Waste/Sanitation and Finance Officers.
- Insurance Assessors.

An Operational Recovery Plan template is available in Appendix 6.8.

5.4 Welfare and Health Services

Welfare is the responsibility of the Department of Communities. The Department of Communities local welfare, health and wellbeing plan details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Plan.

The LRCC will work closely with the local office of Department of Communities in accordance with following plans:

- State Health Emergency Response Plan
- State Emergency Welfare Plan

5.5 Communication

It is the responsibility of LRCC to develop an effective communication plan for recovery. Throughout the recovery process, Local Government is to maintain an ongoing dialogue and share information with all other stakeholders and partners in the recovery process. The relevant Local Government authorities are responsible for developing a well-defined communication strategy that recognises the different means of communication with the stakeholders. The following communication methods can be used:

- Circulars
- Community Meetings
- Local Newspapers
- ABC Local Radio
- Email newsletters and text messaging
- Posters or pamphlets
- LGA social media and website

5.6 Communication Plan

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

Target Group	Communication Methods	Locations where the information will be provided
<ul style="list-style-type: none"> • Affected community • Recovery workers and volunteers • Vulnerable groups • General public 	<ul style="list-style-type: none"> • Community Meetings • Local Newspapers • ABC Local Radio • Posters or pamphlets • Email • LGA social media and website 	<ul style="list-style-type: none"> • Community groups • Batavia LEMC • Brigades and volunteer groups • Agency networks • Potential public meeting venues • Potential one-stop-shop locations

Appendix 6.10 - Communication Tools

5.7 Review of the Plan

Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan is to be reviewed in accordance with State Emergency Management Policy 2.5, and amended and/or replaced whenever the Local Government considers it appropriate (*Emergency Management Act, 2005 s.42*).

According to State Emergency Management Policy No. 2.5, local emergency management arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after an event or incident in which the Local Recovery Plan was implemented;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

5.8 Exercise

Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including the Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to *Emergency Management Act 2005 s.39* and State Emergency Management Policy No. 3.1 – State Emergency Management Exercises for further information on conduct of exercise.

Exercising the arrangements during the planning process will allow the LRC and LRCC to:

- test the functionality and effectiveness of the local arrangements;
 - bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
 - help educate the community about local arrangements and programs thus providing them with confidence in their Local Government and emergency management agencies;
 - allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks and to assess effectiveness of coordination between them. The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating and validating.

5.9 Evaluation of Recovery

It is the responsibility of the LRC to monitor the progress of recovery and provide periodic reports to the LRCC and State Recovery Coordinating Group, if established. The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made. An evaluation of the effectiveness of the recovery activities in relation to the recovery plan should be conducted within 12 months of the disaster. The evaluation can involve:

- Community and stakeholder surveys
- Interviews
- Workshops
- Assessment of key project outcomes

6 Appendixes

6.1 Resource Register

Refer to Appendix 6.1 Resource Register in the Shire of Northampton LEMC Local Emergency Management Arrangements.

6.2 Volunteer Registration

Volunteer Information Form (VIF)

V.I.F. Reference Number: VIF _____

TITLE/PREFIX: Mr. / Mrs. / Miss / Dr / Other _____

NAME: _____

ADDRESS: _____

PHONE: BH: _____ AH: _____ MOB: _____

NEXT OF KIN: _____

PHONE: BH: _____ AH: _____ MOB: _____

AVAILABILITY: Day (0800 – 1630 hrs) Evening (1600 – 0030 Hrs)

Night (2400 – 0830 Hrs)

TYPE OF ASSISTANCE OFFERED

ACCOMMODATION: e.g. supply of _____

CHILD CARE: _____

CLERICAL: e.g. word processing, _____
Document collation

DOMESTIC: e.g. cleaning, washing, ironing _____

FOOD: e.g. meals, catering _____

HEALTH: e.g. massage relaxation _____

MANUAL LABOUR: e.g. gardening, lifting _____

PERSONAL SUPPORT: e.g. counselling, interpreter _____

PHOTOGRAPHY: _____

PROFESSIONAL ADVISE e.g. architect, builder _____

TOOLS/EQUIPMENT: e.g. loader, truck _____

TRANSPORT e.g. bus, car _____

OTHER _____

Completed by (employee): _____

DATE: _____ OFFICER: _____ SIGNATURE: _____

As a volunteer for the Shire of Northampton, I acknowledge the above information is true and correct. I undertake to maintain the confidentiality of any information acquired by me in the performance of any task undertaken in the performance of my allotted duties as a volunteer.

Date: _____ Signature: _____

TASK ALLOCATED:

V.T.A.F Ref No.:

1) V.T.A.F _____

2) V.T.A.F _____

3) V.T.A.F _____

LOG SHEET:

V.T.A.F Ref No.:

1) VLF _____

2) VLF _____

3) VLF _____

Volunteer Log Form (V.L.F)

V.L.F. REFERENCE NUMBER: VLF _____

Volunteer Name	V.I.F Reference Number	Time In	Time Out	V.T.A.F. Reference Number	Volunteer Signature	Authorised Officer Signature
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		

Volunteer Task Allocation Form (VTAF)

V.T.A.F. Reference Number: V.T.A.F _____

DATE: _____

TASK NAME: _____

TASK COORDINATOR NAME: _____

COORDINATOR CONTACT No.: _____

ALTERNATIVE CONTACT No.: _____

TASK DESCRIPTION:

OTHER COMMENTS:

AUTHORISED BY:

NAME: _____

DATE: _____

Volunteer Attendance Roster

The following roster has been endorsed by the Local Recovery Coordination Group (LRCC) and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Volunteer Name	VIF Number	V.T.A.F Number
		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

The following criteria have been considered by the LRCC while developing the roster.

Shifts per day:	3 - Occupational Health and Safety
Shifts per week	5 days on, 2 days off - Fatigue management
Length of shift:	8.5 hours - Work life balance
Hand over period:	30 minutes - Task commitments
Rotation of roster:	Every 2 days- Volunteer welfare
Rest period:	Minimum 10 hour rest period between shifts

6.3 Donation Forms

RECIPT OF DONATIONS

Date Pledged: _____ Date Received: _____

Donor Name: _____

Company / Organisation: _____

Donor Address: _____

MOB: _____ Email: _____

Item Donated / Description

Total Estimated Value: _____

Received By: _____ Officer Signature: _____

Comments:

6.4 Recovery Position Descriptions



Job Title: Local Recovery Coordinator
Direct Reports: Deputy Local Recovery Coordinator
Location: Coordination Centre

1. Job Purpose

The Local Recovery Coordinator (together with the Local Recovery Coordinating Committee where activated) will manage the recovery process on behalf of the Local Government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. Organisational Context

The position of Local Recovery Coordinator is a mandatory role of all Local Government authorities in accordance with the *Emergency Management Act 2005*.

3. Key Accountabilities

- Ensure the Local Recovery Plan is established, approved and tested
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,
- Provide advice to the Mayor/Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCC) and provide advice to the LRCC if convened
- Ensure the functions of the Executive Officer are undertaken for the LRCC.
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the LRCC.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- Liaise with the District Emergency Management Advisor on issues where State level support is required or where there are problems with services from government agencies locally.

- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

4. Corporate Accountabilities

- **Human Resource Management and Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the City's organisation values

5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the City of Greater Geraldton and this position description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date:



Job Title: **Deputy Local Recovery Coordinator**
Direct Reports: Administrative staff (during emergencies)
Location: Coordination Centre

1. Job Purpose

The Deputy Local Recovery Coordinator (together with the Local Recovery Coordinating Committee where activated) will assist in the management of the recovery process on behalf of the Local Government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. Organisational Context

The position of Deputy Local Recovery Coordinator is crucial, as the incumbent needs to be prepared and able to perform all Local Recovery Coordinator (LRC) tasks in the Coordinators absence. The Coordinator is a mandatory role of all Local Government authorities in accordance with the *Emergency Management Act 2005*. The position is part of the Fire and Emergency Services branch within the Infrastructure Services Department.

3. Key Accountabilities

- Assist the LRC to ensure the Local Recovery Plan is established, approved and tested
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate, often the Deputy position will be utilised in a Liaison Officer role, implementing the crucial link between the Incident Support Group, and the Local Government Authority.
- In conjunction with the HMA, Local Emergency Coordinator and other responsible agencies, assess the community recovery requirements for each event as required.
- Provide advice to the Mayor/Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCC) and provide advice to the LRCC if convened
- Perform the functions of the Executive Officer for the LRCC as required.
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the LRCC.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- Monitor the progress of recovery and provide periodic reports to the LRCC and State Recovery Coordinating Group, if established.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

4. Corporate Accountabilities

- **Human Resource Management and Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the City's organisation values

5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.

- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the City of Greater Geraldton and this position description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date:



Job Title: **Local Recovery Coordinating Committee**
(Members and subcommittees)

Direct Reports: Dependent upon specific emergency

Location: Coordination Centre

1. Job Purpose

The Local Recovery Coordinating Group (where activated) will manage the recovery process on behalf of the Local Government. It is essential that the occupant of a committee or sub-committee role are aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. Organisational Context

In accordance with the *Emergency Management Act 2005*, Local Government Authorities are responsible for effecting recovery in their communities. Local Recovery Coordinating Group (LRCC) and subcommittee position fulfil this responsibility in a comprehensive manner - as a committee, or may delegate specific elements of recovery operations to subcommittee.

3. Key Accountabilities

- Review and participate in testing of the Local Recovery Plan
- Receive incident specific information from the Controlling Agency, Incident Support Group and Operations Area Support Group where appropriate, via the Local Recovery Coordinator or his/her Deputy.
- Utilise received information to assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinator.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- Monitor the progress of recovery and provide periodic reports to the State Recovery Coordinating Group, if required.
- In conjunction with the Local Recovery Coordinator, facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Participate in an operational debriefing after cessation of the arrangements.

- Participate in an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency
4. Corporate Accountabilities
- **Human Resource Management and Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
 - **WHS** – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
 - **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City’s Code of Conduct and all City policies.
 - **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
 - **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
 - **Values** - create a positive working environment while upholding the City’s organisation values
5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.

- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the City of Greater Geraldton and this position description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date:

6.5 LRC / LRCC Action Checklists

Local Recovery Coordinator – Operational Check List

First 24 hours

Task Description	Status
Liaise with relevant response agencies regarding location, size, type and potential impact of the disaster	
Attend response agencies' Operations Area and Incident Support Group meetings for situational awareness and likely timings for transition to recovery phase	
Contact and alert key staff (incl. LRCC Executive and Subcommittee members), determine initial requirements (e.g. admin support to maintain a record of events and communications with key staff).	
Receive initial impact assessment from HMA / CA, determine likely human effects and alert relevant recovery agencies	
In conjunction with LRCC Executive, determine level of state government involvement, in consultation with District EM Advisor	
Support Dept. of Communities to determine immediate short-term needs (e.g. accommodation, financial assistance and personal support)	
Determine likely effects on community until relevant recovery agency(s) is operational (i.e. Dept. of Child Protection and Family Support may take 4-6 hours to mobilise and establish welfare/evacuation centre(s), plus travel time if relevant.	
Determine need to activate LRCC, sub committees and membership. If activated, establish a recovery coordination centre OR if not activated, ensure sufficient resources are retained to record recovery expenditure (incl. logging expenses, receipts, timesheets), staff tasking, plant and machinery usage etc.	
Establish a Liaison Officer located at HMA/CA emergency operations centre, Establish a recovery information centre to provide affected community with access to all recovery services.	
Identify and manage special needs groups or individuals that may require specific support mechanisms, services or equipment (e.g. mobility impaired, CaLD)	
Activate outreach program(s) to meet immediate needs and determine ongoing needs. Issues should include the need for specialist counselling, material aid, accommodation, financial assistance, social, recreational and domestic facilities.	
Meet with specific agencies involved with recovery operations to determine strategies, and activate inter-agency liaison mechanisms	
Manage offers of assistance, including volunteers, material aid and money	
Maintain ongoing assessment of impact of the event through Local Government data, geographic data and relevant response agencies situation reports.	
Meet with recovery agencies for full assessment of event impact. Determine best means of involving affected community and actions from specific agencies.	
Arrange media briefing (Mayor / Shire President / CEO) on recovery program	
Organise briefing and debriefing processes for staff, and establish staffing arrangements to ensure recovery is maintained without fatigue	

Local Recovery Coordinator – Operational Check List

First 48 hours

Task Description	Status
Assess reports gathered through outreach programs to assess community needs	
Monitor staffing arrangements – relief/fatigue	
In collaboration with LRCC, develop Operational Recovery Plan – recovery objectives, requirements, governance arrangements, resources and priorities	
Manage offers of assistance, including volunteers, material aid and donated money (delegate to finance sub-committee)	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Manage restoration of essential infrastructure / utilities	
Develop a community information process, including consideration of public meetings and newsletters	
Implement event specific communications plan, arrange media briefing (Mayor / Shire President / CEO) on recovery program, consider establishing call centre with prepared responses for FAQ's	
Maintain ongoing assessment of impact of the event through information / data, geographic data and relevant response agencies.	
Review resources and services on an ongoing basis	
Report to organisational hierarchy on likely costs/ impact of involvement in recovery activities.	
Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and withdrawal of services when appropriate	
Debrief recovery agencies	
Maintain recovery coordination centre operations	

Local Recovery Coordinator – Operational Check List

First 72 hours

Task Description	Status
Monitor staffing arrangements	
Participate in development of Comprehensive Impact Assessment (led by CA)	
Review resources and services on an ongoing basis	
Establish whether event has been proclaimed an eligible natural disaster under the DRFA-WA, if so – what assistance may be available	
Determine longer term recovery measures and strategies	
Maintain recovery centre operations	
Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and withdrawal of services when appropriate	
Debrief recovery agencies and staff, evaluate effectiveness of recovery program	
Recognise agency / staff input	

LOCAL RECOVERY COORDINATION GROUP ACTION CHECK LIST

Description	Status
In the Transition from Response	
Ensure the appointment of a LRC has occurred.	
Ensure Incident Controller includes the LRC in official meetings and briefings	
Ensure the Incident Controller is aware of recovery requirements and tasks prior to the termination of the response phase.	
Ensure that agencies with response and recovery obligations are aware of their continuing role.	
Initiate key recovery arrangements including full LRCC committee briefing during the response phase and ensure formal handover takes place.	
Management Structure – the LRCC shall:	
Set up an office with administrative support	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions as required.	
Ensure and facilitate the completion of the impact assessment	
Assume public information obligation from response agency, provide information to impacted area, general public and the media. See ‘Communication tools’.	
Facilitate and advise on State / Federal emergency relief funding and facilitate and advise on private aid and funding.	
Activate and coordinate the Recovery Coordination Centre if required.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement – the LRCC shall:	
Work with existing community organisations.	
Recruit representative(s) of the affected community into the recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide a “one-stop-shop’ for advice, information and assistance during the recovery period.	

Establish mechanisms for the sharing of information and reporting local initiative (e.g. regular community meetings and local newsletters). See 'Communication tools'	
Impact Assessment (Managerial Issues) – The LRCC shall:	
Use intelligence / planning information from the response operation and set up a recovery liaison person in the HMA's Incident Support Group.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems and status, damage impact and pattern and welfare issues.	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties.	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments (technical focus) – the LRCC shall:	
Establish and define the purpose of inspection / assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process.)	
Collect and analyse data.	
Establish a method / process to determine the type of information needed for this recovery operation, defining: How and who will gather the information (single comprehensive survey); How information will be shared; How information will be processed and analysed; How the data will be verified (accuracy, currency and relevance)	
Managing the process to minimise "calling back"	
Select and brief staff	
Maintain confidentiality and privacy of assessment data.	
Data Management – the LRCC shall:	

Define who is responsible for which part for the data management task and ensure proper process of relevant data transfer.	
Create templates for impact assessment and for tracking assistance provided	
State Government Involvement – the LRCC shall:	
Establish strong relationship with key regional government agency representatives, and appoint them to appropriate LRCC sub- committees, as appropriate.	
Gain familiarity with the recovery claim process, and Relief Fund applications.	
Establish system for recording all expenditure during recovery, in-line with the requirements of the recovery plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public information – the LRCC shall:	
Appoint potential spokes people to deal with the media (usually Mayor/Shire President).	
Manage public information during the transition from response to recovery when hand-over completed by HMA	
Identify priority information needs	
Develop a media / communications strategy. See ‘Communication tools’	
Coordinate public information through: Spokesperson/s; Identifying and adopting key message priorities; Using a single publicised web site for all press releases	
Develop processes for: Media Liaison and management (all forms e.g. print and electronic) Briefing politicians Alternative means of communication e.g. public meetings, mail box flyers advertising; Communicating with community groups. Meeting specialist needs Formatting press releases Developing and maintaining a website Ensuring feedback is sought, integrated and acknowledged.	
Monitor print and broadcast media and counter misinformation.	
Rehabilitation and Assistance – the LRCC shall:	

Establish a mechanism for receiving expert technical advice from welfare groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with business to re-establish and reopen.	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment.	
Facilitate emergency financial assistance in liaison with DoC	
Adjust capital works and maintenance programs	
Implementation of reduction measures – the LRCC shall plan to:	
Take the opportunity while doing the risk analysis, to: Identify essential services and facilities in high risk areas, Consider the restoration options in the event of them becoming dysfunctional	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements	
Financial Management – the LRCC shall plan to:	
Review financial strategies	
Communicate with financial agencies, including insurance providers.	
Keep financial processes transparent	
Reporting – the LRCC shall plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal – the LRCC shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agencies responsible for management.	

Establish arrangements for ongoing public information and communications including avenues for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgment and community closure.	
Debrief with participants to obtain community input to identify lessons learned and strategies for enhancing community recovery arrangements and processes for future events.	

6.6 Sub Committee Roles

Guidance for Recovery Sub-Functions

Introduction

The Local Recovery Coordinating Committee manages the recovery process on behalf of the Local Government. Depending upon the size and complexity of the disaster, subcommittees will be established by the committee to manage specific responsibilities.

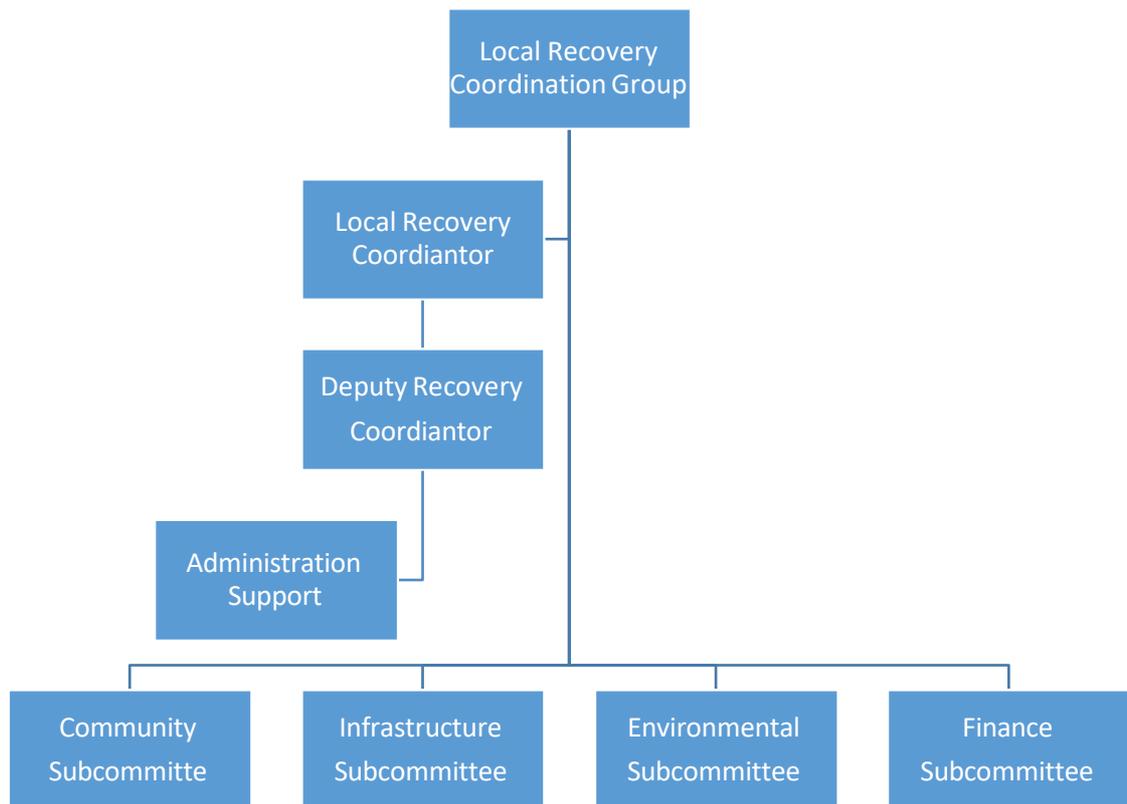
These responsibilities can be broadly grouped into the following functions:

Community – Provision of recovery services to affected communities such as counselling. This affects individuals, families, local groups, clubs and associations.

Infrastructure – Recovery/restoration of public infrastructure and community amenities, where possible supporting reconstruction of private infrastructure.

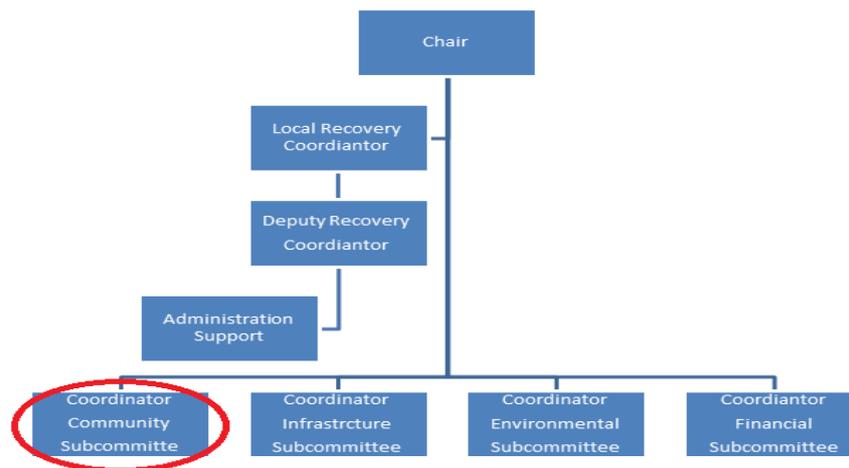
Environment – Provision of environmental health services (core Local Government role), in response to a disaster, such as environmental monitoring of mosquito breeding following a flood, asbestos fibre release following an earthquake etc.

Finance – Relates to the economic and financial recovery of commercial, industrial and government sectors, as well as specific industries such as tourism or agriculture.



Suggested structure for Local Recovery Coordinating Committee and appointed subcommittees

Community Sub-Committee Role



Role: This Sub-Committee is to coordinate the planning and implementation of recovery in the areas of safety and well-being, physical and psychosocial health, and social aspects.

Responsibilities:

- Assess the impact of the disaster event on human and social aspects.
- Coordinate information provision, welfare and personal support.
- Coordinate psychosocial and counselling services.
- Coordinate ongoing medical and health services.
- Coordinate public health advice warnings and direction to combatants and the community.
- Provide and coordinate specialist and outreach services.
- Coordinate case management, community development, support and referral to assist affected people, families and groups.
- Work with Local Government and community leadership groups to enable learning from their emergency experience in order to better prepare for future adverse events.

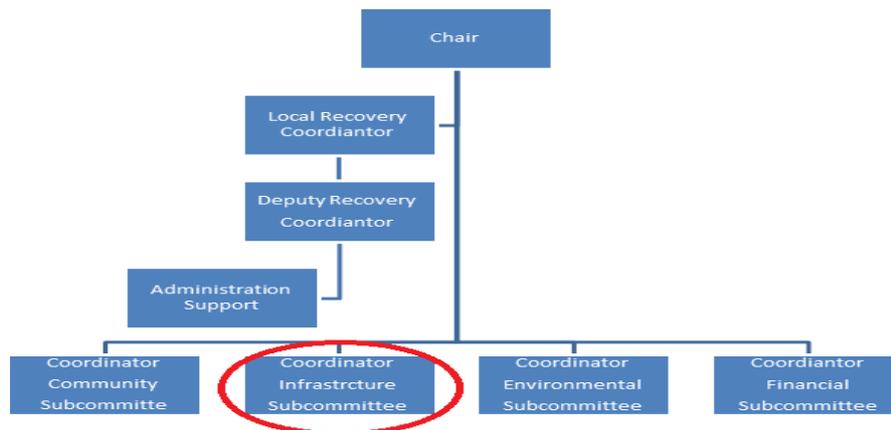
Suggested Members:

- Community Development Officers
- Department of Communities
- WA Department of Health
- Red Cross
- Local Community organisations

Supporting Organisations:

- Centrelink
- Department of Education
- Salvation Army
- Others as required

Infrastructure Sub-Committee Role



Role: Coordinate planning and implementation of housing, commercial and industrial buildings and structures, and physical infrastructure (including power, water, telecommunication, and transport) recovery in the district /region.

Responsibilities:

- Work with the insurance sector to ensure adequate and speedy processing of insurance claims.
- Assess damage to housing stock, commercial and industrial buildings and structures, rural structures, and infrastructure facilities.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate repair and rebuilding matters for housing stock, where necessary.
- Develop an option for temporary accommodation.
- Ensure a coordinated approach to housing-related strategies in partnership with relevant organisations.
- Coordinate disposal of hazardous material, debris etc.
- Coordinate recovery of infrastructure, which is normally undertaken by infrastructure owners and operators (e.g. Telstra, Energex).
- Coordinate restoration of sporting facilities and public playground, where necessary.
- Prioritise repair and reconstruction activities, where appropriate.
- Ensure relevant owners/operators are involved in the decision making process.
- Ensure community consultation and involvement in the decision making process.
- Ensure disaster risk reduction is considered in planning for rebuilding and reconstruction.

Suggested members:

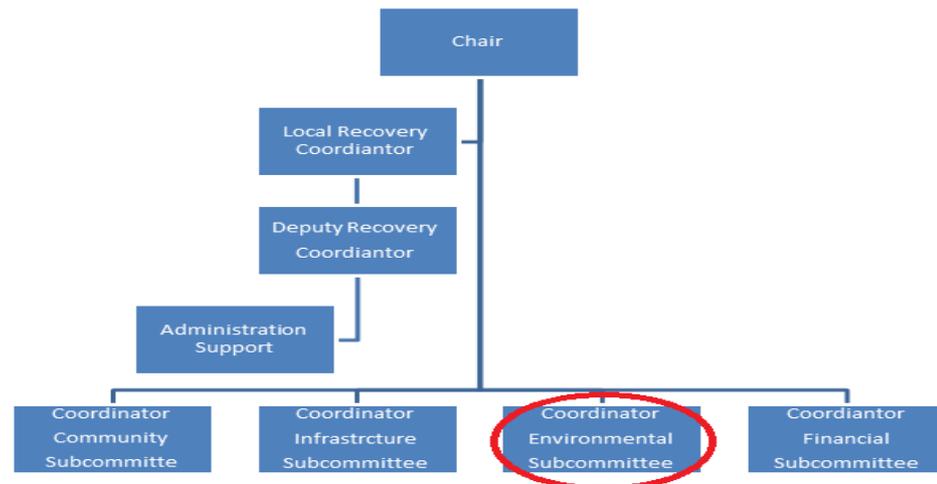
- Works foreman / Depot supervisor
- Department of Infrastructure and Planning
- Department of Public Works
- Building Service Authority
- Treasury

- Department of Communities (Housing Services)
- Department of Planning, Lands and Heritage
- Department of Transport
- Main Roads - WA

Supporting Organisations:

- Utility owners /operators (Telstra, Optus, Western Power, Water Corporation)
- Department of Mines , Industrial relations and safety
- Insurance Council Australia
- Others as required

Environmental Sub-Committee Role



Role: This sub-committee is to coordinate recovery of the natural environment

Responsibilities:

- Coordinate assessment of disaster impact on natural environment e.g. water quality, ecological impact, pollution).
- Provide advice on potential environment issues (e.g. water quality).
- Coordinate rehabilitation of natural environment including parks, waterways and wild life.
- Coordinate preservation of community assets (e.g. reserves and parks).
- Consider mitigation strategies to reduce future impacts on natural environment where appropriate.
- Monitor issues of pollution.
- Coordinate waste management and disposal.
- Ensure environmental bodies and interest groups are involved in the decision making process
- Monitor and assess the environmental consequences of clean-up operations
- Monitor and assess animal welfare issues

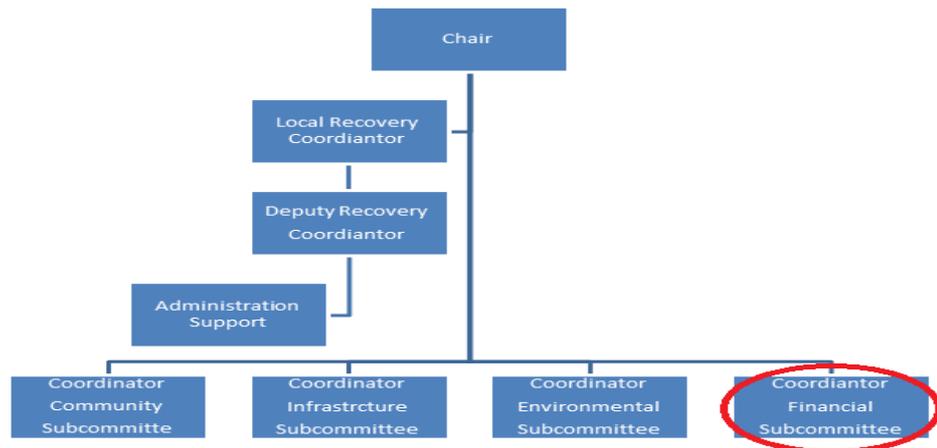
Suggested Members:

- Environmental Health Officer
- Department of Water and Environmental Regulation.
- Environmental Protection Agency
- Department of Primary Industries and Regional Development

Supporting Organisations:

- Environmental Advisors
- Chemical and Hazard Substance Advisors
- Environmental Interest Groups
- Catchment Coordination groups

Finance Sub-Committee Role



Role: Coordinate planning and implementation of economic and financial recovery in the <Local Government Authority> area.

Responsibilities:

- Work with insurance sector to ensure adequate and prompt processing of insurance claims.
- Assess impact on key economic assets (large employers e.g. mining, tourism etc.).
- Assess employment issues and capacity of local business to operate.
- Facilitate business, industry and regional economic recovery and renewal.
- Develop industry and business recovery plans and strategies in conjunction with Local Government, State Government agencies, regional economic development and industry bodies.
- Facilitate financial assistance, access to funds, loans and employer subsidies.
- Monitor the impacts of disaster on the Council's economic viability and develop strategies to minimise the effects on individuals and businesses.
- Facilitate linkages with job providers and employment agencies to source labour.
- Develop a strategy to maximise use of local resources during reconstruction activities.
- Support small to medium enterprises (e.g. referral, business assistance).
- Coordinates support to farmers and rural landlords, where necessary.
- Ensure involvement of local business and industry representatives in decision making.
- Ensure that the recovery plan informs broader planning and decision making activities across government and non-government agencies.

Suggested Members:

- Finance / Rates Officers
- Department of Primary Industries and regional Development
- Insurance Council of Australia
- Department of Local Government, Local Government Association

Supporting organisation:

- Insurance Companies

6.7 Comprehensive Impact Assessment

The Comprehensive Impact Assessment is a separate file owing to its size, available in the toolkit.

The Comprehensive Impact Assessment is also available at www.dfes.wa.gov.au

6.8 Operational Recovery Plan

OPERATIONAL RECOVERY PLAN

LEMC Local Recovery Coordinating Committee Emergency:

(type and location)

Date of Emergency:

Section 1

Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

Section 2

Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator

Section 4

Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)

- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the Local Government program for community services restoration
- Financial arrangements (assistance programs (DRFA-WA), insurance, public appeals and donations
- Public information dissemination.

Section 5

Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group

Date:

6.10 Communication Tools

Disaster Name					
Location					
Date of Disaster					
COLLATERAL	Description- what's required	Distribution Point	Responsible Person	Due Date	Status
Flyer					
Newsletter					
Brochure					
PAID MEDIUMS					
<i>Newspaper</i>					
Guardian					
Midwest Times					
TaGG					
<i>Radio</i>					
Spirit					
Red FM					
Radio Mama					
ABC					
PUBLICITY					
Media Release					
Radio Interview					
Mayors Radio Spot- f/n					
Email Distribution					

SOCIAL MEDIA					
CGG Facebook					
Twitter					
Everything Geraldton					
You Tube					
WEB					
CGG Website					
<ul style="list-style-type: none"> - Banner - Latest News - Temporary Web page - Events Calendar 					
3 rd Party Websites					
VENUES					
Visitor Centre					
Library					
Airport					
OTHER					



COMMUNITY SERVICE ANNOUNCEMENT FOR IMMEDIATE RELEASE

[Insert Title Here]

The [INSERT NAME OF COUNCIL / SHIRE] wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE LOCATIONS].

Residents in the area are advised to [RELEVANT ADVICE].

You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].

If you require further information please contact [INSERT CONTACT DETAILS].

ENDS:

Notes to media:

For all media enquiries, please contact the [INSERT MEDIA/COMMS CONTACT]



COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

[Insert Date Here]

The [INSERT NAME OF COUNCIL OR SHIRE] wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATIONS].

Residents in the area are advised that [RELEVANT ADVICE/INFORMATION].

You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].

If you require further information please contact [INSERT CONTACT DETAILS].

Residents in the [STATE THE LOCATION] area are reminded to do the following:

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Important numbers to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

ENDS:

Notes to media:

For all media enquiries, please contact the [INSERT MEDIA/COMMS CONTACT].

Social Media Templates

Facebook

Facebook Post #1

The [INSERT NAME OF COUNCIL OR SHIRE] wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATION]. Residents in the area are advised to [RELEVANT ADVICE]. You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA]. If you require further information please contact [INSERT CONTACT DETAILS].

Facebook Post #2

Residents in the [STATE THE LOCATION] area are reminded to do the following during the current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning:

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Facebook Post #3

Important numbers for you to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

Twitter

There is a current [STATE THE EMERGENCY] in place for [STATE LOCATION] and surrounding areas. Find more info here: [INSERT SHORTENED LINK].

6.11 Organisational Responsibilities

ORGANISATIONAL RESPONSIBILITIES

The following list details the assigned (or potential) roles and responsibilities of organisations that may be participants in the recovery phase of a disaster.

ORGANISATION	CONTACT NUMBER
Shire of Northampton	9934 1202
Department of Communities	1800 176 888
Main Roads WA	0429 087 838
Department of Primary Industry and Regional Development	08 9220 7555
Department of Biodiversity, Conservation and Attractions	08 9219 9000
WA Police	9923 4555
Department of Transport	08 6551 6000
Western Power	0429 118 078
Water Corporation	13 13 85
Alinta Gas	13 37 02
Health Department	02 9289 1555
Education Department	9956 1600
Lord Mayor's Distress Relief Fund	1300 998 227

<p>Local Government</p>	<p>Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [<i>EM Act</i> s.41(4)].</p> <p>Appoint a Local Recovery Coordinator(s) [<i>EM Act</i> s.41(4)].</p> <p>Chair the LRCC, Provide administrative support to the LRCC, as required.</p> <p>Provide other representatives to the LRCC or subcommittees, as appropriate (e.g. Building Surveyor, Environmental Health Officer, and Community Services).</p> <p>Ensure the restoration/reconstruction of services/facilities normally provided by the Local Government.</p>
<p>Department of Communities</p>	<p>Provide a representative to the LRCC.</p> <p>Coordinate welfare services, including emergency accommodation, catering, clothing, personal effects, personal services, registration and reunification, financial assistance.</p> <p>Provision of Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, incl. counselling, emergency assistance and temporary accommodation</p>
<p>Department of Primary Industries and Regional Development</p>	<p>Provide a representative to the LRCC.</p> <p>Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies</p> <p>Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package.</p>
<p>Main Roads Western Australia</p>	<p>Provide a representative to the LRCC.</p> <p>Assess and report on damage to State/Federal road infrastructure that may impact on the community.</p> <p>In conjunction with the Local Government, assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route.</p> <p>Assist Local Government with reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program or the DRFA-WA.</p>

<p>Essential Services(Including Power , Telecommunication , Water and Gas – Western Power/Horizon Power , Telstra, Water Corporation , Alinta Gas)</p>	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Assess and report on damage to essential services and progress of restoration of services.</p> <p>Facilitate restoration of priority services as requested by the LRCC.</p>
<p>Regional Development Commission/Business Enterprise Centre (If available) Small Business Development Corporation</p>	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Assist with the assessment of the impact of the emergency on small business.</p> <p>Provide advice and facilitate access to business support services/funding support, e.g. DRFA-WA small business support</p>
<p>Department of Education (or Local School Representative)</p>	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.</p>
<p>Local Health Services Provider (Department of Health or Local Health Officer)</p>	<p>Provide a representative to the LRCC.</p> <p>Advise on health, environmental health and medical issues arising from the emergency.</p> <p>Coordinate the local health components of the recovery process.</p>
<p>Department of Water and Environmental Regulation</p>	<p>Provide advice on environmental protection, clean up and waste management</p>
<p>Lord Mayor’s Distress Relief Fund</p>	<p>Liaise with the LRCC to assess the requirement for public donations and if required initiate “Calls for Public Donations” in accordance with the State Policy on “Appeals and Donations during Emergencies”.</p> <p>As required set up a local appeals committee in conjunction with the LRCC.</p> <p>Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.</p>

