



Shire of Ngaanyatjaraku

ON A JOURNEY

ORDINARY MEETING OF COUNCIL

ATTACHMENTS

**Tjulyuru Cultural and Civic Centre
Warburton Community**

15 December 2021

at

1.00 pm



Northern Goldfields Liquor Accord

TERMS OF REFERENCE

NOVEMBER 2021

1 EXECUTIVE SUMMARY

The *Northern Goldfields Liquor Accord* is a co-operative arrangement aimed at developing safe and well managed environments in and around licensed premises in the Northern Goldfields.

The Accord is part of an overall strategy that seeks to achieve a standard of practice that assists in fostering a responsible drinking culture; ensure safety in the local community; and promote effective communication and problem solving between licensees and key stakeholders.

The *Northern Goldfields Liquor Accord* encourages the adoption of a range of positive and effective community based harm minimisation and prevention strategies aimed at reducing crime, violence and antisocial behaviour stemming from the excessive consumption of liquor.

Some Accord members have legislated regulatory and enforcement responsibilities. It is understood by all involved parties that these responsibilities will continue to be undertaken, as is required by legislation.

1.1 Focus on Liquor

The misuse of liquor contributes significantly to a wide range of social, physical and mental health concerns, including alcohol-related crimes such as assault, drink-driving and domestic violence. Additionally misuse comes at a major cost to the community in terms of policing, the provision of health care, impacts on young people and the administration of justice.

The *Northern Goldfields Liquor Accord* is reliant on the commitment of all parties to work collaboratively to achieve both legal compliance and positive community outcomes.

1.2 Strategic Alignment

The *Northern Goldfields Liquor Accord* is consistent with and gives effect to:

1. Liquor Control Act 1988;
2. Western Australia Police Anti-Social Behaviour Reduction Strategy;
3. Western Australia Police Alcohol & Drug Action Plan;
4. Western Australian Alcohol Plan;
5. Western Australian Drug & Alcohol Strategy; and
6. Department of Local Government, Sport and Cultural Industries & Liquor Policies.

2 AIM

The aim of the *Northern Goldfields Liquor Accord* is to contribute to a reduction in crime, violence, anti-social behaviour and other significant impacts associated with the consumption of liquor in Northern Goldfields.

This will be achieved through development of safe and well-managed environments in and around licensed premises, and the adoption of a range of effective and relevant education,

harm minimisation and prevention strategies.

3 OBJECTIVES

The aim of the *Liquor Accord* is to bring people involved in the liquor industry together for the betterment of the Northern Goldfields, and to:

- Address alcohol-related issues with a view to reducing anti-social behaviour in and around licensed premises and businesses in the Northern Goldfields;
- Foster a responsible drinking culture and reduce alcohol-related violence, ill-health and other harm in the communities;
- Promote the sharing of ideas and solutions, and adopt consistent approach to common issues where appropriate;
- Enhance communication and co-operation between licenced premises in relation to point of sale restrictions and the responsible service of alcohol; and
- Improve local amenity through the development of effective responses to local issues.

The *Northern Goldfields Liquor Accord* recognises the WA Liquor Control Act (1988) as the primary set of guidelines under which the liquor industry operates. The strategies of the Accord are complementary to requirements of the Act and policy guidelines of the Licensing Authority.

4 GEOGRAPHICAL FOCUS AREA

The *Northern Goldfields Liquor Accord* covers all licensed venues within the Northern Goldfields local government areas of the Shires of Laverton, Leonora, Menzies, Ngaanyatjaraku, and Wiluna. It recognises that the central business districts of each of these municipalities are a critical geographical focus area requiring particular attention through the Accord.

It is acknowledged that alcohol-related issues are not isolated to the Northern Goldfields. Collaboration maybe required to address alcohol-related issues impacting nearby localities. While the Northern Goldfields is the immediate focus area the Accord will, where appropriate, consider support of such initiatives.

5 ACCORD SYSTEM

5.1 Northern Goldfields Liquor Accord Committee

The *Northern Goldfields Liquor Accord* Committee provides a regular opportunity for key stakeholders to engage in open discussion with a view to resolving local issues associated with the sale, service and consumption of liquor and the ongoing prevention of future problems.

The Committee comprises representatives of:

- The local liquor industry including brewers, hotels, bottle shops, registered clubs, special facilities, restaurants and other licenced premises;

- Western Australia Police;
- Shire of Laverton;
- Shire of Leonora
- Shire of Menzies
- Shire of Ngaanyatjaraku
- Local security companies; and
- Other individual, groups or agencies, as deemed necessary.

The Committee (or group) will aim to develop efficient responses to issues as identified by the Accord group, other stakeholders and the community.

5.1.2 Accord Committee Meetings

The Northern Goldfields Working Group (NGWG) will administer the Committee meetings on a bimonthly basis where possible. Minutes of meetings and agreed actions will be recorded and circulated to participants.

The NGWG is the central point of contact for communication and management of the Accord and shall;

- Ensure regular communication between the participants through meetings, newsletters and emails;
- Monitor Accord initiatives and report to stakeholders;
- Delegate tasks to participants; and
- Ensure continuity and relevance of the Accord.

5.1.3 Chairperson

The Chairperson will be responsible for guiding the meeting according to the agenda and ensuring all discussion items end with a decision, action or confirmed outcome if so required.

5.1.4 Membership

Membership of the Accord is voluntary in nature and by invitation only. Each member of the Accord has a role to play in contributing to the achievement of the initiatives promoted by the Accord.

Committee members will cease to be members of the Accord if they either resign from the Committee or no longer represent an industry sector as outlined in Section 5.1.

5.1.5 Fees

There are no subscription fees associated with membership of the Accord. Members may elect to make a financial contribution towards implementing strategies developed by the Accord.

5.1.6 Decision Making

Decisions will be made by a majority once an appropriate level of discussion and debate has occurred and according to the Chairperson. Voting and decisions of the Accord must be sector specific given some decisions may create unintended flow on impacts for other types of licensees.

In making decisions, participants will give consideration to their obligations under Australian competition law to be mindful of not entering into any discussion, arrangement or understanding that may, in any way, contravene the laws.

WA Police will not have a vote on any measures put forward as it is not intended police will regulate the Accord.

5.1.7 Accord Working Groups or Subcommittees

The Committee may appoint subcommittees or working groups to investigate and action items of concern or interest when necessary.

5.2 Accord Communications Management

5.2.1 Confidentiality

The proceedings and written material of the *Northern Goldfields Liquor Accord* are confidential and shall not be disclosed except to the extent and as required by members to enable them to comply with the Accord's decisions and directions.

5.2.2 Official Spokesperson

The official spokesperson for the *Northern Goldfields Liquor Accord* is the Chairperson.

Whilst every licensee is entitled to communicate independently with the media, it is recommended that all media requests to Accord members be directed to the Chairperson to ensure quality and consistency of public information in relation to the *Northern Goldfields Liquor Accord*.

6 ACCORD STRATEGIES

Attachment A: Accord Strategy Table outlines the actions supported by Accord members which will be reviewed regularly as part of the Accord's ongoing strategic planning process.

7 EVALUATION

Monitoring and evaluation of the *Northern Goldfields Liquor Accord* will be process, impact and outcome based and is intended to reflect on all members of the Accord. Reports produced in relation to the *Northern Goldfields Liquor Accord* will not identify individuals or individual premises without the permission of said persons or organisations.

8 NORTHERN GOLDFIELDS LIQUOR ACCORD MEMBERSHIP

The signatories of this agreement acknowledge and agree to the aim, objectives, responsibilities, key priority areas and agreement strategies of the Accord, while still encouraging all licensed premises to operate in an atmosphere of free enterprise and open competition within our community.

[illegible]

Name

Organisation

Signature

Date

[illegible]

Attachment A

Takeaway Liquor Sales

1. Liquor greater than 6% ABV will not be sold in containers of no more than one (1) litre. *
2. Liquor greater than 15% ABV will be restricted to one (1) bottle/container per person per day.
3. Liquor less than 15% ABV (e.g wine) will be restricted to six (6) bottles/containers per person per day.
4. Beer will not be sold in glass bottles greater than 440ml. *
5. Beer will be restricted to one (1) carton per person per day.

General Strategies

1. Strict enforcement of Responsible Serving of Alcohol (RSA) principles will apply.
2. Alcohol will not be served to anyone in the presence of a minor except in a restaurant setting.
3. Sales of takeaway beer in glass containers to be phased out by 2023.

* Existing restrictions for the Goldfields Region – Department of Racing, Gaming and Liquor.

Attachment B

TO BE READ BY THE CONVENOR PRIOR TO THE COMMENCEMENT OF ANY LIQUOR ACCORD MEETINGS

Please be reminded that the retailers who are here at the meeting today are likely to be competitors and that each has obligations under the Competition and Consumer Act 2010 (Cth).

All parties are reminded that attendees at this meeting must be mindful of their obligations under the Australian competition law. Participants must not enter into any discussion, arrangement or understanding that may, in any way, infringe applicable competition laws. In particular, meeting participants MUST NOT:

- Exchange any non-public or commercially or competitively sensitive information including in relation to:
 - Pricing or other elements of pricing such as discounts, allowances, rebates, credits or incentives.
 - Current or recent terms and conditions agreed with customers, suppliers or other stakeholders.
 - Cost revenues or profits.
 - Purchasing, production and supply chain strategy or capacity.
 - Commercial marketing or advertising strategy including any future initiatives or nay assessment of how the market(s) may develop in the future;
- Agree on production limits or strategies, prices (including rebates and discounts and inputs to process such as costs), marketing territories, bids or tenders: or
- Agree on dealings with customers or third parties, including trading terms and conditions.
- Such topics must be avoided both in the formal meeting and in any informal discussions before during or after meetings
- Please keep discussions within the scope of the meeting objective and set agenda items. Off topic discussions may represent a compliance risk.
- Participants are encouraged at any time to challenge any discussions that may contravene this statement.



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22nd November 2021

Kevin Hannagan
Chief Executive Officer
Shire of Ngaanyatjaraku
PMB 87
via Kalgoorlie WA 6431
by email: ceo@ngaanyatjaraku.wa.gov.au

Dear Kevin

RE: OUTBACK WAY WORK PACKAGE 2 (WARBURTON & WARAKURNA) LOGISTICS

Thanks for the time you and Les spent meeting with Dave King and myself on Friday 12/11 to discuss various aspects of designs being completed for the Warburton bypass and Warakurna access and including your subsequent correspondence confirming arrangements that the Shire is making for initial clearing and topsoil removal on the bypass alignment. The cooperative approach between the Shire and the WW Alliance Partners will assist greatly in keeping the overall project timeframe and associated costs down as low as possible.

We also appreciate your initial positive comments regarding potential assistance that the Shire may be able to offer regarding logistics associated with planned Outback Way Work Package 2 works at Warburton and Warakurna including the following:

- Possible rent free (or reduced rent) use of one x 1 bedroom duplex unit (with approx. 4m x 5m work room / storeroom) at Warakurna as a project office and/or possible accommodation.
- Possible rent free (or reduced rent) use of a 2 bedroom (with lounge) fully furnished (not linen) unit at Warburton.
- Possible rent free (or reduced rent) use of Disaster Recovery room at Warburton Community Resource Centre depending on Shire lease expiry date.

Whilst we didn't discuss outgoings such as power and water usage we would also like to seek clarification on what allowances we would need to make for re-imbursing those costs to the Shire if necessary.

We understand that the Shire is somewhat confined to the provisions of the Local Government Act with respect to fees and charges however it is understood that variations can be put to Council for consideration and approval.

It would be appreciated if you can discuss this further with Shire President Damian McLean with a view to seeking a determination from Council at its next scheduled Council meeting.

Yours faithfully,



Tony Chisholm
WONGUTHA WAY ALLIANCE MANAGER

Payment listing November (21/22)					
Chq/EFT	Date	Name	Description	Invoice / Debit	Payment
EFT3872	01/11/2021	Ethan Smith	Reimbursement for Sport & Rec program		228.80
ES161021	16/10/2021	Ethan Smith	Apple TV device for the Drop in Centre, Keji colouring pencils for S&R program	228.80	
EFT3873	01/11/2021	Easifleet Management	Novated lease for DGC		955.85
150749	25/10/2021	Easifleet Management	Novated lease for DGC	955.85	
EFT3874	01/11/2021	Quinn Weatherhead	Reimbursement for Sport & Rec program		408.02
QW291021	29/10/2021	Quinn Weatherhead	Flight for S&R casual Laverton to Perth 12 November 2021	408.02	
EFT3875	01/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work		87,056.75
1631	28/10/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Wanarn Access Road	58,903.35	
1634	28/10/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	28,153.40	
EFT3876	01/11/2021	GLOBETROTTER CORPORATE TRAVEL	Flights for EHO Perth to Laverton return 15 - 26 Nov 2021		690.28
875183	26/10/2021	GLOBETROTTER CORPORATE TRAVEL	Flights for EHO Perth to Laverton return 15 - 26 Nov 2021	690.28	
EFT3877	01/11/2021	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payments 182350 - 182353		357.05
182350-182353	01/11/2021	DEPT FOR PLANNING & INFRASTRUCTURE (DPI)	DoT agency payments 182350 - 182353	357.05	
EFT3878	01/11/2021	PLAZA HOTEL KALGOORLIE	Accommodation for DIS 29 October 2021		164.00
1019008	30/10/2021	PLAZA HOTEL KALGOORLIE	Accommodation for DIS 29 October 2021	164.00	
EFT3879	01/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Vertical pull gate latch for Early Years complex gate		590.06
30338	01/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Supply and install Magna Gate vertical pull latch, Per NRM quote 2177	590.06	
EFT3880	01/11/2021	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statements for September 2021		2,612.50
323514	25/10/2021	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statements for September 2021	2,612.50	
EFT3881	01/11/2021	Close Solutions P/L (South East Fire & Safety)	Installation of fire extinguishers at the CRC Warburton		1,158.30
3874	30/10/2021	Close Solutions P/L (South East Fire & Safety)	Installation of fire extinguishers at the CRC Warburton	1,158.30	
EFT3882	01/11/2021	LAVERTON SUPPLIES MOTORS	Diesel for Shire Prado 1DXW195		404.76
01-134371	11/10/2021	LAVERTON SUPPLIES MOTORS	Diesel for Shire Prado 1DXW195	221.13	
01-134621	13/10/2021	LAVERTON SUPPLIES MOTORS	Diesel for Shire Landcruiser 1HED881	143.63	
01-134623	13/10/2021	LAVERTON SUPPLIES MOTORS	Car parking fee for Shire Landcruiser 1HED881	40.00	
EFT3883	01/11/2021	KEVIN HANNAGAN	Reimbursement for Shire CEO		54.85
KH311021	31/10/2021	KEVIN HANNAGAN	Meal for CEO, Meal for CEO, Iphone 12 screen cover	54.85	
EFT3884	05/11/2021	NATS	Rental of gas cylinders - CEO house/Shire office		298.41
52058	01/10/2021	NATS	Rental of gas cylinders - CEO house/Shire office	298.41	
EFT3885	05/11/2021	Corsign WA Pty Ltd	Road signage and accessories		1,216.60
60955	22/10/2021	Corsign WA Pty Ltd	Road signage and accessories	1,216.60	
EFT3886	05/11/2021	GHD Pty Ltd	Addressing DWER queries		2,534.40
112-0099563	03/11/2021	GHD Pty Ltd	Addressing DWER queries	2,534.40	
EFT3887	05/11/2021	MCLEODS	Legal advice regarding Telstra complaint		4,569.42
121597	29/10/2021	MCLEODS	Letter to Telstra re Adaptive Plans - Business Priority	2,760.29	
121704	29/10/2021	MCLEODS	Legal advice for Indigenous Land Use Agreement	578.27	
121706	29/10/2021	MCLEODS	Legal advice for Indigenous Land Use Agreement	1,230.86	
EFT3888	05/11/2021	AUSTRALIA POST	Postage charges for October 2021		47.25
1011027931	03/11/2021	AUSTRALIA POST	Postage charges for October 2021	47.25	
EFT3889	05/11/2021	Market Creations Agency	Facebook and LinkedIn account setup		3,135.00
IN91-3	30/09/2021	Market Creations Agency	Media/public relations services September 2021	957.00	
IP05-1	30/09/2021	Market Creations Agency	Facebook and LinkedIn account setup	1,386.00	
IN91-4	29/10/2021	Market Creations Agency	Media/public relations services October 2021	792.00	
EFT3890	05/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work		68,266.55
1635	05/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Wanarn Access Road	49,357.55	
1636	05/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	18,909.00	
EFT3891	15/11/2021	AUSTRALIAN TAXATION OFFICE	BAS payment for September 2021		45,525.00
46535724925	15/11/2021	AUSTRALIAN TAXATION OFFICE	BAS payment for September 2021	45,525.00	
EFT3892	16/11/2021	Andre Peter Frederick Kerp	Reimbursement of taxi fares to W/E home to Perth airport return 3 - 12 November 2021		172.94
PK03//21	03/11/2021	Andre Peter Frederick Kerp	Reimbursement of taxi fares to W/E home to Perth airport return 3 - 12 November 2021	172.94	
EFT3893	16/11/2021	NATS	Freight on street signs NATS to Warburton		313.50
P40918SN	05/11/2021	NATS	Freight on street signs NATS to Warburton	275.00	
P40921SN	05/11/2021	NATS	Freight on fogger and drift from NATS to Warburton	38.50	
EFT3894	16/11/2021	Laverton Chalet/Motel Accommodation	Accommodation for DIS 29 October 2021		140.00
08037	29/10/2021	Laverton Chalet/Motel Accommodation	Accommodation for DIS 29 October 2021	140.00	
EFT3895	16/11/2021	WARAKURNA ROADHOUSE	Diesel for W/S Landcruiser 1EYW816		215.30
01-215199	09/11/2021	WARAKURNA ROADHOUSE	Diesel for W/S Landcruiser 1EYW816	215.30	

EFT3896	16/11/2021	WARBURTON ROADHOUSE	Warburton Roadhouse payment for October 2021		4,465.08
OCTOBER2021	01/10/2021	WARBURTON ROADHOUSE	Supplies for Shire meeting room, Diesel for 1DXW195, Diesel for 1GJT224, Diesel for 1HED881, Tyre change and rotation for 1HED881, Diesel for 1GDT303, Diesel for 1EYW816, Cleaning supplies for 1EYW816, Cleaning supplies for 1EYW816, Opal fuel for line trimmer, Accommodation for DCEO, WD40 for machine maintenance, Accommodation and meals for WHS trainer	4,465.08	
EFT3897	16/11/2021	Ethan Smith	Reimbursement for Sport & Rec program		160.00
ES240921	24/09/2021	Ethan Smith	Reimbursement of fee for first aid course	160.00	
EFT3898	16/11/2021	Cary John Green	Meal at LG Professionals conference		45.00
DGC031121	03/11/2021	Cary John Green	Meal at LG Professionals conference	45.00	
EFT3899	16/11/2021	Focus Networks	Agreement Monthly MPS Devices fee October 2021		3,390.20
SAAS-12116	08/11/2021	Focus Networks	Agreement MFS, MRS, HAV, MFA, SPLA, EPS Monthly fee for November 2021	1,305.70	
MPSD-12093	08/11/2021	Focus Networks	Agreement Monthly MPS Devices fee October 2021	2,084.50	
EFT3900	16/11/2021	Visage Productions	Second and final invoice for the Goldfields episode of One Road Great Australian Road Trips		8,112.50
INV1149	11/11/2021	Visage Productions	ONE ROAD Great Australian Road Trips series as per agreement and joint with Shires of Laverton / Menzies	8,112.50	
EFT3901	16/11/2021	The Fulcrum.Agency	Warburton Concept Plan, Stage 1		8,525.00
C21015-003	02/11/2021	The Fulcrum.Agency	Warburton Concept Plan, Stage 1	8,525.00	
EFT3902	16/11/2021	Bob Waddell & Associates Pty Ltd	discussion re own source expenditure and setup for overheads program 14		412.50
2552	14/11/2021	Bob Waddell & Associates Pty Ltd	discussion re own source expenditure and setup for overheads program 14	412.50	
EFT3903	16/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work		90,636.70
1642	10/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	25,212.00	
1644	10/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Wanarn Access Road	8,386.40	
1645	10/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Mobilisation of plant and equipment to Warburton	12,075.80	
1646	10/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Shire Storage Compound	44,962.50	
EFT3904	16/11/2021	GLOBETROTTER CORPORATE TRAVEL	Flights for EHO Perth Laverton return 15 & 26 Nov 2021		152.21
877118	05/11/2021	GLOBETROTTER CORPORATE TRAVEL	Flights for EHO Perth Laverton return 15 & 26 Nov 2021	152.21	
EFT3905	16/11/2021	GARRARDS PTY LTD	Fog generator and drift - mosquito control		3,405.29
1058503	28/10/2021	GARRARDS PTY LTD	IGEBBA fog generator (TF35), Garrads Pyretherin drift 20ltr	3,405.29	
EFT3906	16/11/2021	PIVOTEL SATELLITE PTY LTD	Satellite phone for Shire office		899.00
INV-PVSAT2105714	09/11/2021	PIVOTEL SATELLITE PTY LTD	Thuraya XT - Lite handset on Thuraya 30 plan	899.00	
EFT3907	24/11/2021	WARAKURNA ROADHOUSE	Diesel for W/S Landcruiser 1EYW816		200.02
02-152312	16/11/2021	WARAKURNA ROADHOUSE	Diesel for W/S Landcruiser 1EYW816	200.02	
EFT3908	24/11/2021	Life Apparel Co Pty Ltd	Uniforms for Shire staff		497.10
LAA20518709	30/09/2021	Life Apparel Co Pty Ltd	10x shirts for staff uniforms	497.10	
EFT3909	24/11/2021	Maurice Walsh	Reimbursement for EHO		565.23
EHO121121	12/11/2021	Maurice Walsh	Impact wrench for 1HED881, Tyre pressure monitor for 1HED881, Tyre pressure monitor for 1EYW816, Taxi fare for EHO home to airport 15/11/2021	565.23	
EFT3910	24/11/2021	Easifleet Management	Novated lease for DGC		955.85
151817	22/11/2021	Easifleet Management	Novated lease for DGC	955.85	
EFT3911	24/11/2021	NGAANYATJARRA Services (ELEC a/c)	Electricity account for Sept - Oct 2021		21,469.36
202111/11412	16/11/2021	NGAANYATJARRA Services (ELEC a/c)	Electricity account for Sept - Oct 2021	21,469.36	
EFT3912	24/11/2021	Bob Waddell & Associates Pty Ltd	Assistance with Council's own source expenditure and setup of overheads		453.75
2565	22/11/2021	Bob Waddell & Associates Pty Ltd	Assistance with Council's own source expenditure and setup of overheads	453.75	
EFT3913	24/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work		90,665.85
1663	18/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of a grader for the formation and improvement of the Warburton Community Roads	630.30	

1664	18/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warburton to Blackstone Road	11,555.50	
1665	18/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	17,018.10	
1661	18/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on the Shire storage compound	28,670.95	
1662	18/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on Third Street Warburton	32,791.00	
EFT3914	24/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing work at unit 10 CRC Lot 167 Warburton		342.49
30400	17/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing work Unit 10 CRC Lot 167 Warburton	342.49	
EFT3915	24/11/2021	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statements for October 2021		2,612.50
323966	19/11/2021	MOORE AUSTRALIA (WA) Pty Ltd	Compilation of the statements for October 2021	2,612.50	
EFT3916	24/11/2021	LAVERTON SUPPLIES MOTORS	Supply and fit tyre for 1HED881		686.70
01-136146	22/10/2021	LAVERTON SUPPLIES MOTORS	Diesel for EHO Landcruiser 1HED881	149.82	
02-222941	03/11/2021	LAVERTON SUPPLIES MOTORS	Diesel for W/E Landcruiser 1HED881	88.62	
01-137249	03/11/2021	LAVERTON SUPPLIES MOTORS	Supply and fit tyre for 1HED881	305.76	
01-137440	12/11/2021	LAVERTON SUPPLIES MOTORS	Diesel for W/E Landcruiser 1HED882	142.50	
EFT3917	24/11/2021	DAMIAN MCLEAN	OCM & Audit Committee Meeting Fees 24 Nov 2021		550.00
DM241121	24/11/2021	DAMIAN MCLEAN	OCM & Audit Committee Meeting Fees 24 Nov 2021	550.00	
EFT3918	24/11/2021	Julie Porter	OCM & Audit Committee Meeting Fees 24 Nov 2021		330.00
JP241121	24/11/2021	Julie Porter	OCM & Audit Committee Meeting Fees 24 Nov 2021	330.00	
EFT3919	24/11/2021	Alex Benning	OCM & Audit Committee Meeting Fees 24 Nov 2021		330.00
AB241121	24/11/2021	Alex Benning	OCM & Audit Committee Meeting Fees 24 Nov 2021	330.00	
EFT3920	24/11/2021	LALLA WEST	OCM & Audit Committee Meeting Fees 24 Nov 2021		330.00
LW241121	24/11/2021	LALLA WEST	OCM & Audit Committee Meeting Fees 24 Nov 2021	330.00	
EFT3921	24/11/2021	PRESTON THOMAS	OCM & Audit Committee Meeting Fees 24 Nov 2021		330.00
PT241121	24/11/2021	PRESTON THOMAS	OCM & Audit Committee Meeting Fees 24 Nov 2021	330.00	
EFT3922	24/11/2021	JOYLENE FRAZER	OCM & Audit Committee Meeting Fees 24 Nov 2021		330.00
JF241121	24/11/2021	JOYLENE FRAZER	OCM & Audit Committee Meeting Fees 24 Nov 2021	330.00	
EFT3923	24/11/2021	DEBRA FRAZER	OCM & Audit Committee Meeting Fees 24 Nov 2021		330.00
DF241121	24/11/2021	DEBRA FRAZER	OCM & Audit Committee Meeting Fees 24 Nov 2021	330.00	
EFT3924	24/11/2021	AUSTRALIAN TAXATION OFFICE	BAS payment for October 2021		58,812.00
46598774285	24/11/2021	AUSTRALIAN TAXATION OFFICE	BAS payment for October 2021	58,812.00	
EFT3925	24/11/2021	MILLY (WARBURTON) STORE	October supplies at Mily Store		2,556.60
112954	07/10/2021	MILLY (WARBURTON) STORE	1 x box full cream milk	30.00	
112979	09/10/2021	MILLY (WARBURTON) STORE	Light globes for office 7 at the CRC	17.40	
113227	26/10/2021	MILLY (WARBURTON) STORE	Petty cash recoup, Money stolen in break-in	2,500.00	
113226	26/10/2021	MILLY (WARBURTON) STORE	Broom for Shire office	9.20	
EFT3926	24/11/2021	GLOBETROTTER CORPORATE TRAVEL	Flights for W/E Perth-Laverton return 7 - 14 January 2022		486.00
880937	22/11/2021	GLOBETROTTER CORPORATE TRAVEL	Flights for W/E Perth-Laverton return 7 - 14 January 2022	486.00	
EFT3927	24/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Spout for bath at lot 97 Warburton		12.68
30432	22/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Spout for bath at lot 97 Warburton	12.68	
EFT3928	26/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work		104,508.80
1667	24/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of plant and equipment for construction work on Third Street Warburton	66,770.00	
1668	24/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Mobilisation of plant and equipment to the Warburton to Blackstone Road	8,324.80	
1671	24/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Warakurna Access Road	1,260.60	
1670	24/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Giles Mulga Park Road	16,808.00	
1669	24/11/2021	KEY FACTORS PTY LTD (BREAKAWAY)	Hire of graders for the formation and improvement of the Great Central Road	11,345.40	
EFT3929	26/11/2021	MICROCOM PTY LTD T/A MetroCount	Large road cleats for traffic counter installation		357.50
INV030306	23/11/2021	MICROCOM PTY LTD T/A MetroCount	2 x 10 packs of Large road cleats + postage to PMB 87	357.50	
EFT3930	26/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Electrical work at unit 10 CRC Warburton		1,534.43
30435	25/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Electrician to check the TV transmission hub, Lot 41 Warburton - behind Mily Store	594.00	
30441	25/11/2021	NGAANYATJARRA COUNCIL REGIONAL HOUSING PROGRAM - Repairs & Maintenance	Plumbing work and maintenance to ceiling fan, Unit 10 CRC Lot 167 Warburton	940.43	
DD2062.1	01/11/2021	WESTPAC BANK	Transaction fee for October 2021		43.50

BF011121	01/11/2021	WESTPAC BANK	Bank fees for October 2021	22.00	
TF011121	01/11/2021	WESTPAC BANK	Transaction fee for October 2021	21.50	
DD2063.1	02/11/2021	PIVOTEL SATELLITE PTY LTD	Satellite phone and tracker charges October 2021		439.00
10670469	02/11/2021	PIVOTEL SATELLITE PTY LTD	Satellite phone and tracker charges October 2021	439.00	
DD2064.1	03/11/2021	COMMONWEALTH BANK OF AUSTRALIA	CBA eftpos merchant facility fee October 2021		59.67
CBA031121	03/11/2021	COMMONWEALTH BANK OF AUSTRALIA	CBA eftpos merchant facility fee October 2021	59.67	
DD2066.1	11/11/2021	TELSTRA CORPORATION LTD	Telstra account for October 2021		986.49
K922799660-4	10/11/2021	TELSTRA CORPORATION LTD	Telstra account for October 2021	986.49	
PAY	10/11/2021	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	47,369.65	47,369.65
DD2069.1	10/11/2021	Aware Super	Payroll deductions		4,789.00
SUPER	10/11/2021	Aware Super	Superannuation contributions	4,364.39	
DEDUCTION	10/11/2021	Aware Super	Superannuation contributions	103.81	
DEDUCTION	10/11/2021	Aware Super	Superannuation contributions	320.80	
DD2069.2	10/11/2021	VISION SUPER	Superannuation contributions		843.67
SUPER	10/11/2021	VISION SUPER	Superannuation contributions	843.67	
DD2069.3	10/11/2021	HOST PLUS	Superannuation contributions		56.23
SUPER	10/11/2021	HOST PLUS	Superannuation contributions	56.23	
DD2069.4	10/11/2021	The Trustee For Care Super	Superannuation contributions		274.32
SUPER	10/11/2021	The Trustee For Care Super	Superannuation contributions	274.32	
DD2069.5	10/11/2021	REST	Superannuation contributions		235.41
SUPER	10/11/2021	REST	Superannuation contributions	235.41	
DD2069.6	10/11/2021	MLC Superannuation	Superannuation contributions		290.04
SUPER	10/11/2021	MLC Superannuation	Superannuation contributions	290.04	
DD2069.7	10/11/2021	Local Government Super, NSW	Superannuation contributions		634.62
SUPER	10/11/2021	Local Government Super, NSW	Superannuation contributions	634.62	
DD2080.1	12/11/2021	CEO Westpac Credit Card	CEO Westpac Mastercard payment October 2021		10.00
CEO121121	12/11/2021	CEO Westpac Credit Card	Credit card fee October 2021	10.00	
DD2080.2	12/11/2021	DCEO Westpac credit card	DCEO Westpac Mastercard payment October 2021		10.00
DCEO121121	12/11/2021	DCEO Westpac credit card	Credit card fee October 2021	10.00	
DD2080.3	12/11/2021	DGC Westpac Mastercard	DGC Mastercard payment October 2021		1,231.99
DGC121121	12/11/2021	DGC Westpac Mastercard	LG Professional annual conference fee DGC, Adobe acrobat subscription for November 2021, Credit card fee for October 2021	1,231.99	
DD2080.4	12/11/2021	FAC Westpac Credit Card	FAC Westpac Mastercard payment for October 2021		414.08
FAC121121	12/11/2021	FAC Westpac Credit Card	Internet charge for Shire office, Payment to c/c	414.08	
PAY	24/11/2021	Payroll Direct Debit Of Net Pays	Payroll Direct Debit Of Net Pays	45,882.94	45,882.94
DD2088.1	24/11/2021	Aware Super	Payroll deductions		4,557.26
SUPER	24/11/2021	Aware Super	Superannuation contributions	4,132.65	
DEDUCTION	24/11/2021	Aware Super	Superannuation contributions	103.81	
DEDUCTION	24/11/2021	Aware Super	Superannuation contributions	320.80	
DD2088.2	24/11/2021	VISION SUPER	Superannuation contributions		843.67
SUPER	24/11/2021	VISION SUPER	Superannuation contributions	843.67	
DD2088.3	24/11/2021	HOST PLUS	Superannuation contributions		145.32
SUPER	24/11/2021	HOST PLUS	Superannuation contributions	145.32	
DD2088.4	24/11/2021	The Trustee For Care Super	Superannuation contributions		274.32
SUPER	24/11/2021	The Trustee For Care Super	Superannuation contributions	274.32	
DD2088.5	24/11/2021	REST	Superannuation contributions		235.41
SUPER	24/11/2021	REST	Superannuation contributions	235.41	
DD2088.6	24/11/2021	MLC Superannuation	Superannuation contributions		290.04
SUPER	24/11/2021	MLC Superannuation	Superannuation contributions	290.04	
DD2088.7	24/11/2021	Local Government Super, NSW	Superannuation contributions		634.62
SUPER	24/11/2021	Local Government Super, NSW	Superannuation contributions	634.62	
			TOTALS	741,117.18	741,117.18



SHIRE OF NGAANYATJARRAKU - Business banking ▾

Approval

Notifications ▾²

Sign Out

Overview Payments Service Administration Business Hub Products

Your accounts

Edit view ▾



Transfer funds Make a payment

<div>Westpac Business One Flexi ▾</div> <div>036-016 831911</div> <div></div> <div>\$166,405.79</div>	<div>Westpac Business One ▾</div> <div>036-016 831946</div> <div></div> <div>\$0.00</div>	<div>Westpac 31 Day Notice Account ▾</div> <div>036-125 520231</div> <div></div> <div>\$4,479,556.00</div> <div>Available \$250,000.00</div>	<div>Westpac 90 Day Notice Account ▾</div> <div>036-125 521074</div> <div></div> <div>\$4,868,956.05</div> <div>Available \$0.00</div>
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SHIRE OF NGAANYATJARRAKU

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2021

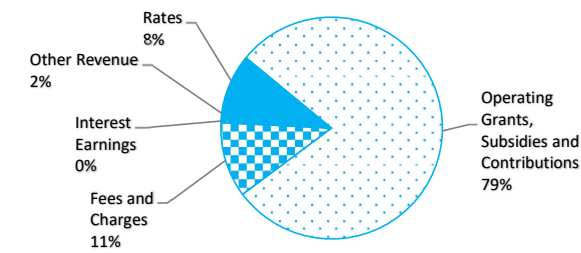
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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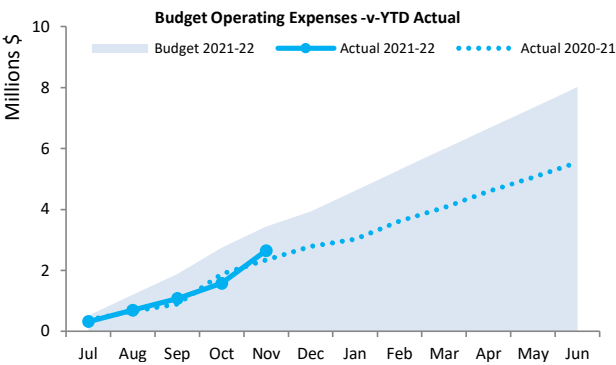
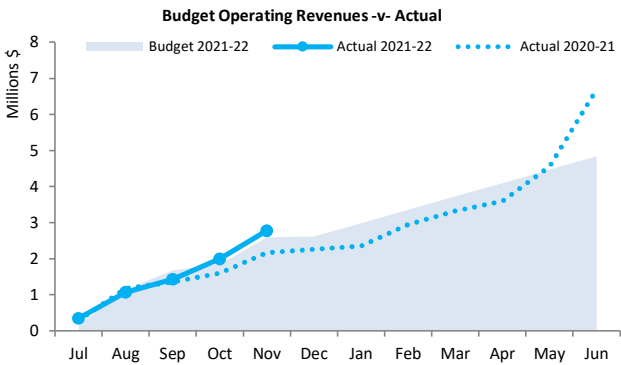
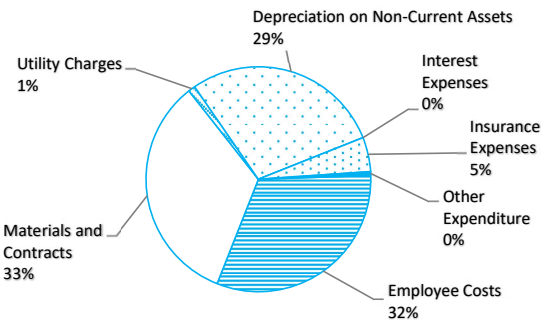
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OPERATING ACTIVITIES

OPERATING REVENUE

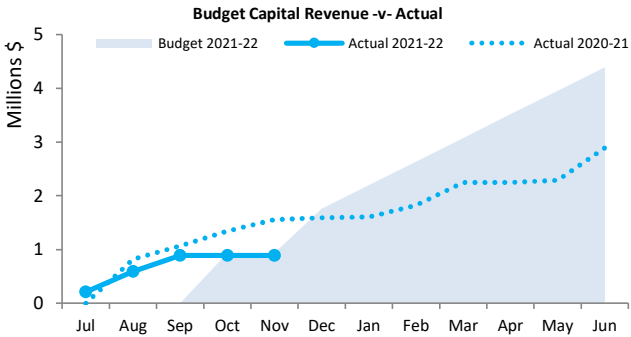


OPERATING EXPENSES

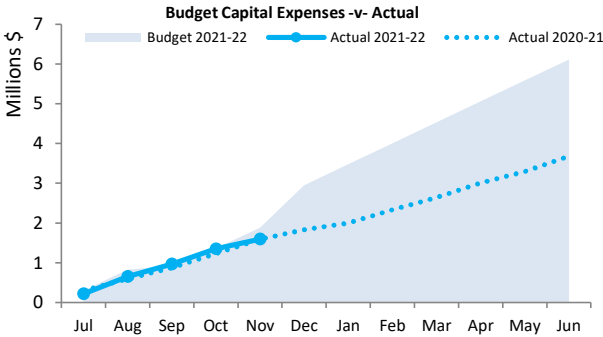


INVESTING ACTIVITIES

CAPITAL REVENUE

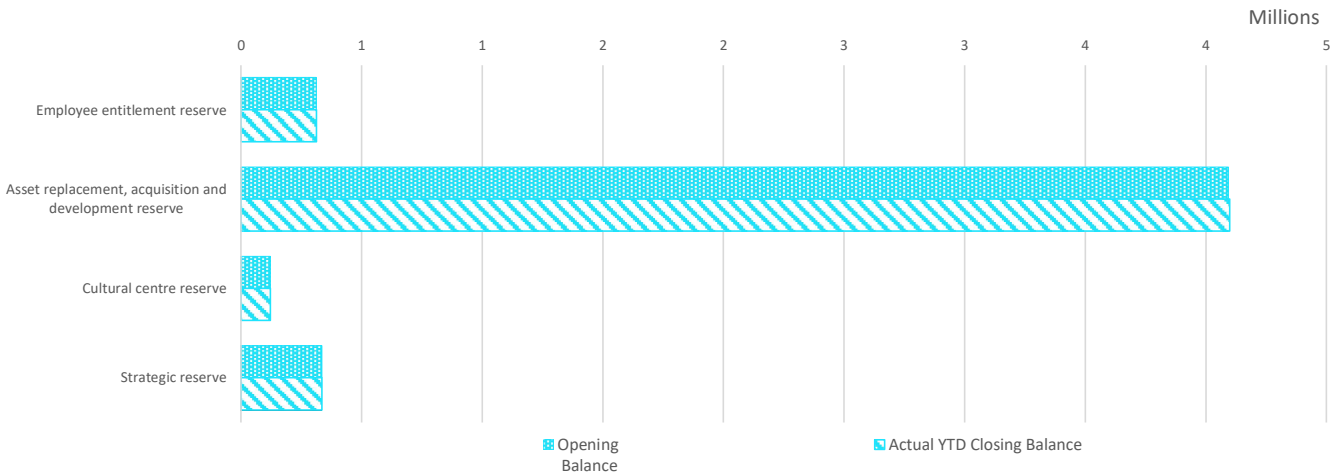


CAPITAL EXPENSES



FINANCING ACTIVITIES

RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.15 M	\$3.15 M	\$3.15 M	(\$0.00 M)
Closing	\$0.00 M	\$2.11 M	\$3.32 M	\$1.21 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$9.48 M	% of total
Unrestricted Cash	\$4.61 M	48.6%
Restricted Cash	\$4.87 M	51.4%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.17 M	% Outstanding
Trade Payables	\$0.11 M	
0 to 30 Days		100.0%
30 to 90 Days		0.0%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.29 M	% Collected
Rates Receivable	\$0.05 M	78.9%
Trade Receivable	\$0.24 M	% Outstanding
30 to 90 Days		7.3%
Over 90 Days		16.6%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.41 M)	(\$0.09 M)	\$0.89 M	\$0.98 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$0.22 M	% Variance
YTD Budget	\$0.19 M	15.8%
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$2.19 M	% Variance
YTD Budget	\$2.20 M	(0.4%)
Refer to Note 11 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.31 M	% Variance
YTD Budget	\$0.18 M	68.9%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.64 M)	(\$0.95 M)	(\$0.71 M)	\$0.24 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.08 M	0.0%
Refer to Note 7 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$1.60 M	% Spent
Adopted Budget	\$6.11 M	26.1%
Refer to Note 8 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.89 M	% Received
Adopted Budget	\$4.40 M	20.2%
Refer to Note 8 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.10 M)	\$0.00 M	(\$0.01 M)	(\$0.01 M)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M
Refer to Note 8 - Borrowings	

Reserves	
Reserves balance	\$4.87 M
Interest earned	\$0.01 M
Refer to Note 9 - Cash Reserves	

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

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

PROGRAM NAME AND OBJECTIVES
GOVERNANCE

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

ACTIVITIES

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

Supervision and enforcement of various laws relating to aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, and a waste pick-up service Warburton.

EDUCATION AND WELFARE

To provide services to children and youth.

Nil

HOUSING

To provide and maintain staff housing.

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, litter control; Warburton

RECREATION AND CULTURE

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

Maintenance of public halls, civic centres, Warburton recreation centre and operation of recreation services in Warburton. Provision and maintenance of parks and playgrounds. Operation of other cultural facilities.

TRANSPORT

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

Construction and maintenance of roads, streets, footpaths, depot and traffic control. Cleaning of streets and maintenance of street trees.

ECONOMIC SERVICES

To help promote the shire and its economic well-being.

Tourism and area promotion and building control.

OTHER PROPERTY AND SERVICES

To monitor and control council's overheads operating accounts.

Private works operation, plant repairs, operation costs and administrative costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

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)	3,151,790	3,151,790	3,149,420	(2,370)	(0.08%)	
Operating Activities							
Revenue from operating activities							
Governance		4,250	1,910	38,548	36,638	1918.22%	▲
General purpose funding - general rates	6	189,482	189,572	219,613	30,041	15.85%	▲
General purpose funding - other		1,518,486	757,143	737,596	(19,547)	(2.58%)	
Law, order and public safety		426	175	440	265	151.43%	
Health		320	130	0	(130)	(100.00%)	
Education and welfare		102,000	25,500	52,000	26,500	103.92%	▲
Housing		140,000	58,330	107,283	48,953	83.92%	▲
Community amenities		129,125	128,830	130,779	1,949	1.51%	
Recreation and culture		185,000	77,080	128,948	51,868	67.29%	▲
Transport		2,567,294	1,352,858	1,360,525	7,667	0.57%	
Economic services		1,000	405	3,529	3,124	771.36%	
		4,837,383	2,591,933	2,779,261	187,328		
Expenditure from operating activities							
Governance		(181,228)	(134,074)	(45,917)	88,157	65.75%	▲
Law, order and public safety		(41,975)	(29,681)	(4,433)	25,248	85.06%	▲
Health		(220,832)	(93,698)	(120,650)	(26,952)	(28.76%)	▼
Education and welfare		(61,279)	(29,260)	(22,614)	6,646	22.71%	
Housing		(459,641)	(213,826)	(111,066)	102,760	48.06%	▲
Community amenities		(526,099)	(223,622)	(80,732)	142,890	63.90%	▲
Recreation and culture		(747,825)	(325,674)	(223,636)	102,038	31.33%	▲
Transport		(5,470,927)	(2,250,378)	(1,941,397)	308,981	13.73%	▲
Economic services		(313,455)	(130,869)	(99,857)	31,012	23.70%	▲
		(8,023,261)	(3,431,082)	(2,650,302)	780,780		
Non-cash amounts excluded from operating activities	1(a)	1,779,453	747,645	757,811	10,166	1.36%	
Amount attributable to operating activities		(1,406,425)	(91,504)	886,770	978,274		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	4,395,093	935,142	889,849	(45,293)	(4.84%)	
Proceeds from disposal of assets	7	75,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(6,113,802)	(1,882,004)	(1,597,583)	284,421	15.11%	▲
Amount attributable to investing activities		(1,643,709)	(946,862)	(707,734)	239,128		
Financing Activities							
Transfer to reserves	9	(101,656)	0	(6,820)	(6,820)	0.00%	
Amount attributable to financing activities		(101,656)	0	(6,820)	(6,820)		
Closing funding surplus / (deficit)	1(c)	0	2,113,424	3,321,636			

KEY INFORMATION

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

Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$20,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers 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 identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

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)	3,151,790	3,151,790	3,149,420	(2,370)	(0.08%)	
Operating Activities							
Revenue from operating activities							
Rates	6	189,482	189,572	219,613	30,041	15.85%	▲
Operating grants, subsidies and contributions	11	4,147,035	2,199,761	2,191,985	(7,776)	(0.35%)	
Fees and charges		433,290	180,705	305,223	124,518	68.91%	▲
Interest earnings		25,150	10,475	10,331	(144)	(1.37%)	
Other revenue		27,426	11,420	52,109	40,689	356.30%	▲
Profit on disposal of assets	7	15,000	0	0	0	0.00%	
		4,837,383	2,591,933	2,779,261	187,328		
Expenditure from operating activities							
Employee costs		(2,663,916)	(1,061,646)	(836,581)	225,065	21.20%	▲
Materials and contracts		(3,287,940)	(1,423,039)	(883,914)	539,125	37.89%	▲
Utility charges		(64,550)	(26,305)	(26,637)	(332)	(1.26%)	
Depreciation on non-current assets		(1,794,453)	(747,645)	(757,811)	(10,166)	(1.36%)	
Interest expenses		(1,500)	(625)	(488)	137	21.92%	
Insurance expenses		(132,162)	(132,162)	(130,731)	1,431	1.08%	
Other expenditure		(78,740)	(39,660)	(14,140)	25,520	64.35%	▲
		(8,023,261)	(3,431,082)	(2,650,302)	780,780		
Non-cash amounts excluded from operating activities	1(a)	1,779,453	747,645	757,811	10,166	1.36%	
Amount attributable to operating activities		(1,406,425)	(91,504)	886,770	978,274		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	4,395,093	935,142	889,849	(45,293)	(4.84%)	
Proceeds from disposal of assets	7	75,000	0	0	0	0.00%	
Payments for property, plant and equipment	8	(6,113,802)	(1,882,004)	(1,597,583)	284,421	15.11%	▲
Amount attributable to investing activities		(1,643,709)	(946,862)	(707,734)	239,128		
Financing Activities							
Transfer to reserves	9	(101,656)	0	(6,820)	(6,820)	0.00%	
Amount attributable to financing activities		(101,656)	0	(6,820)	(6,820)		
Closing funding surplus / (deficit)	1(c)	0	2,113,424	3,321,636			

KEY INFORMATION

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

Refer to Note 13 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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 financial statements.

SIGNIFICANT ACCOUNTING POLICES

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.

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.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 December 2021

(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 Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(15,000)	0	0
Add: Depreciation on assets		1,794,453	747,645	757,811
Total non-cash items excluded from operating activities		1,779,453	747,645	757,811

(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 2021	This Time Last Year 30 November 2020	Year to Date 30 November 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(4,862,136)	(2,057,522)	(4,868,956)
Add: Provisions - employee	10	0	172,862	0
Total adjustments to net current assets		(4,862,136)	(1,884,660)	(4,868,956)

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

Current assets				
Cash and cash equivalents	2	10,059,898	4,798,630	9,478,982
Rates receivables	3	0	61,837	46,259
Receivables	3	41,312	185,948	242,397
Other current assets	4	70,629	71,223	57,029
Less: Current liabilities				
Payables	5	(452,494)	(71,578)	(167,014)
Contract liabilities	10	(670,832)	(369,010)	(531,953)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	10	(833,421)	0	(731,572)
Provisions	10	(203,536)	(172,862)	(203,536)
Less: Total adjustments to net current assets	1(b)	(4,862,136)	(1,884,660)	(4,868,956)
Closing funding surplus / (deficit)		3,149,420	2,619,528	3,321,636

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.

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
Cash on hand							
Cash Advance	Cash and cash equivalents	2,500	0	2,500	Cash on hand	Nil	Nil
Cash at Bank - Municipal	Cash and cash equivalents	77,970	0	77,970	Westpac	Variable	Nil
Cash at Bank - Municipal	Cash and cash equivalents	4,529,556	0	4,529,556	Westpac	Variable	Nil
Cash at Bank - Reserve	Cash and cash equivalents	0	4,868,956	4,868,956	Westpac	Variable	Nil
Total		4,610,026	4,868,956	9,478,982			
Comprising							
Cash and cash equivalents		4,610,026	4,868,956	9,478,982			
		4,610,026	4,868,956	9,478,982			

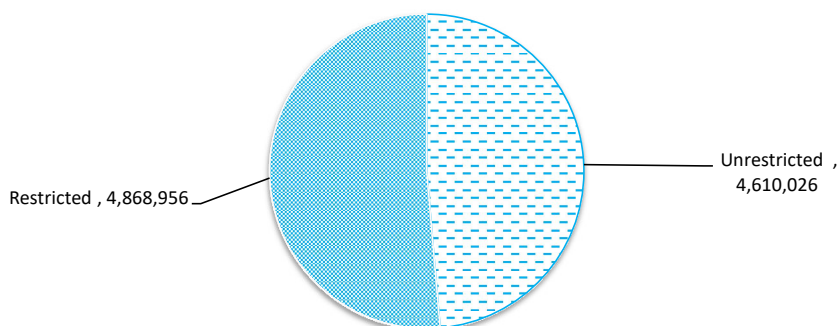
KEY INFORMATION

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

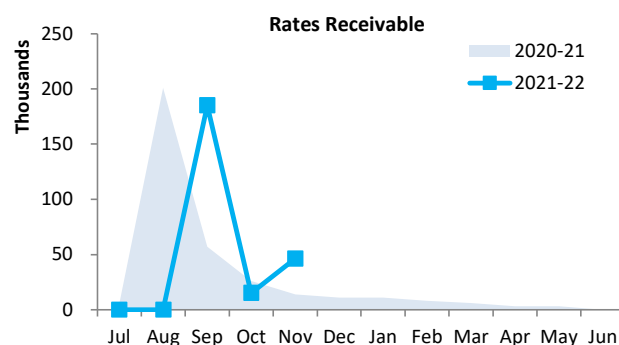
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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.



Rates receivable	30 Jun 2021	30 Nov 2021
	\$	\$
Gross rates in arrears previous year	4,833	0
Levied this year	172,589	219,613
Less - collections to date	(177,422)	(173,354)
Net rates collectable	0	46,259
% Collected	100%	78.9%

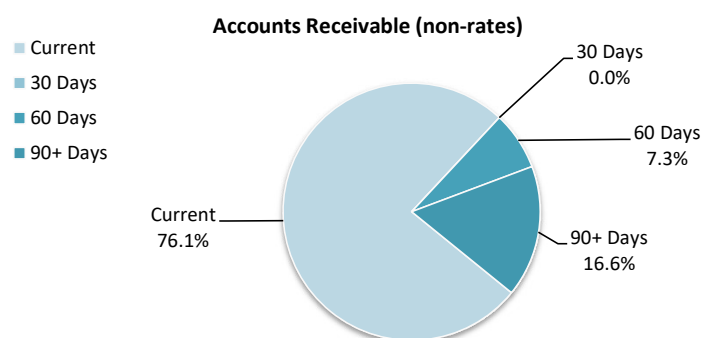


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	183,017	0	17,664	39,819	240,500
Percentage		76.1%	0%	7.3%	16.6%	
Balance per trial balance						
Sundry receivable						240,500
GST receivable						1,897
Total receivables general outstanding						242,397

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 impairment of receivables is raised when there is objective evidence that they will not be collectible.



	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 November 2021
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, oil and materials on hand	57,029	0	0	57,029
Other current assets				
Accrued income	13,600	0	(13,600)	0
Total other current assets	70,629	0	(13,600)	57,029
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.

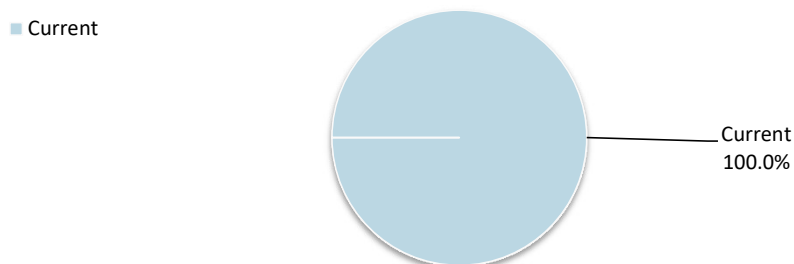
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	112,111	0	0	0	112,111
Percentage		100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						112,111
ATO liabilities						17,216
Payroll creditors						37,687
Total payables general outstanding						167,014

Amounts shown above include GST (where applicable)

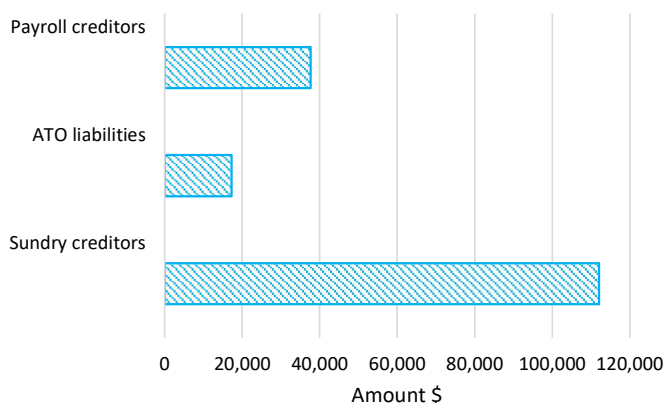
KEY INFORMATION

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.

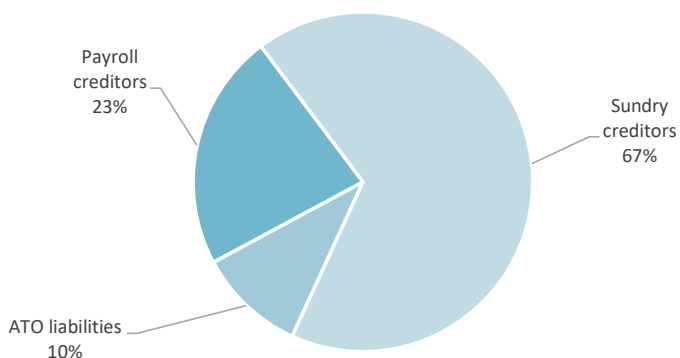
Aged Payables



Payables



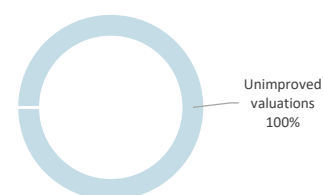
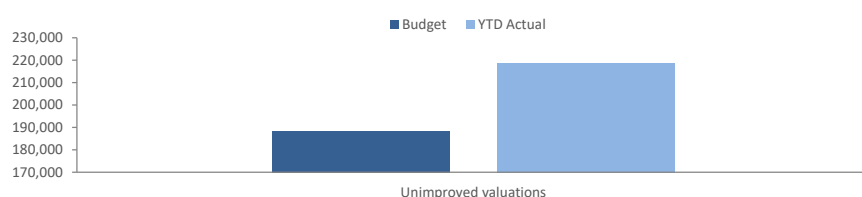
Payables



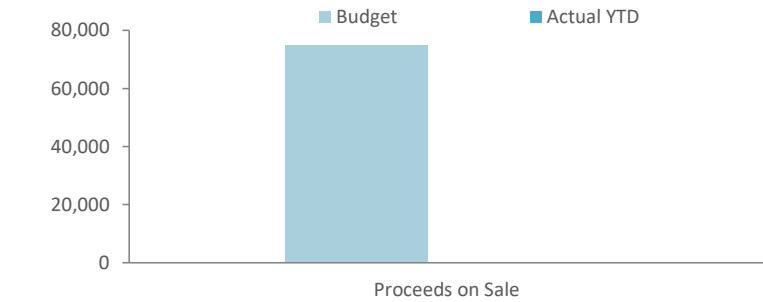
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Unimproved value											
Unimproved valuations	0.2100	28	898,344	188,652	(150)	0	188,502	184,356	30,498	3,779	218,633
Sub-Total		28	898,344	188,652	(150)	0	188,502	184,356	30,498	3,779	218,633
Minimum payment											
Unimproved value											
Unimproved valuations	245	4	3,471	980	0	0	980	980	0	0	980
Sub-total		4	3,471	980	0	0	980	980	0	0	980
Total general rates							189,482				219,613

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. On 1 July 2021 the 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.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Plant and equipment	60,000	75,000	15,000	0	0	0	0	0
		60,000	75,000	15,000	0	0	0	0	0



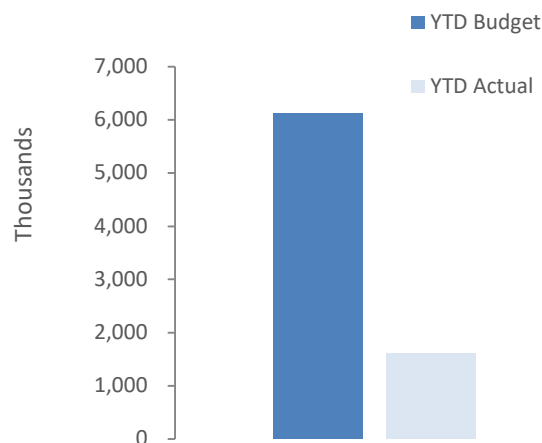
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

	Budget	Adopted YTD Budget	YTD Actual	YTD Actual Variance
Capital acquisitions	\$	\$	\$	\$
Land & Buildings	290,000	8,330	67,510	59,180
Furniture & Equipment	55,000	55,000	0	(55,000)
Plant & Equipment	284,000	0	2,408	2,408
Infrastructure - Roads	5,479,802	1,816,594	1,525,784	(290,810)
Infrastructure - Recreation	5,000	2,080	1,881	(199)
Payments for Capital Acquisitions	6,113,802	1,882,004	1,597,583	(284,421)
Total Capital Acquisitions	6,113,802	1,882,004	1,597,583	(284,421)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	4,395,093	935,142	889,849	(45,293)
Other (disposals & C/Fwd)	75,000	0	0	0
Contribution - operations	1,643,709	946,862	707,734	(239,128)
Capital funding total	6,113,802	1,882,004	1,597,583	(284,421)

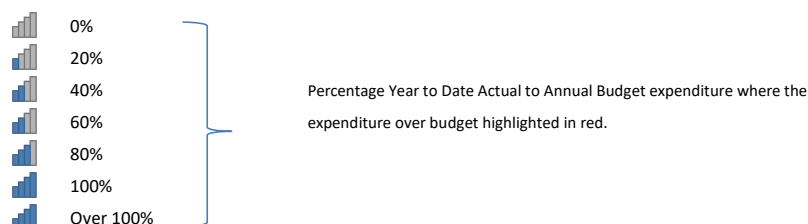
SIGNIFICANT ACCOUNTING POLICIES

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.



Capital expenditure total

Level of completion indicators



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

		Current Budget	Adopted Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Account Description					
Capital Expenditure					
Land & Buildings					
	111100 Buildings (Upgrade)	20,000	8,330	0	(8,330)
	121200 Storage Compound (Land & Buildings - new)	270,000	0	67,510	67,510
	Land & Buildings Total	290,000	8,330	67,510	59,180
Furniture & Equipment					
	042562 Furniture & Equipment - Computer	55,000	55,000	0	(55,000)
	Furniture & Equipment Total	55,000	55,000	0	(55,000)
Plant & Equipment					
	042565 Plant & Equipment	90,000	0	0	0
	074511 Plant & Equipment	0	0	2,408	2,408
	102100 Plant & Equipment (New)	100,000	0	0	0
	123007 Plant & Equipment Purchases	94,000	0	0	0
	Plant & Equipment Total	284,000	0	2,408	2,408
Infrastructure - Roads					
	121008 Wanarn Access	400,000	400,000	389,369	(10,631)
	121400 Great Central Road - MRWA Capex	2,089,849	889,849	954,859	65,010
	147612 Warburton Blackstone (RRG)	1,479,081	456,745	80,068	(376,677)
	147625 Giles Mulga Park (RRG)	495,000	0	0	0
	147631 Warburton Town Roads - renewal / upgrade	1,015,872	70,000	101,488	31,488
	Infrastructure - Roads Total	5,479,802	1,816,594	1,525,784	(290,810)
Infrastructure - Recreation					
	147564 Warbon Oval Shade Structure	5,000	2,080	1,881	(199)
	Infrastructure - Recreation Total	5,000	2,080	1,881	(199)
	Grand Total	6,113,802	1,882,004	1,597,583	(284,421)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES

NOTE 9

CASH RESERVES

Cash backed reserve

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee entitlement reserve	311,532	0	437	0	0	0	0	311,532	311,969
Asset replacement, acquisition and development reserve	4,093,527	0	5,742	101,656	0	0	0	4,195,183	4,099,269
Cultural centre reserve	122,077	0	171	0	0	0	0	122,077	122,248
Strategic reserve	335,000	0	470	0	0	0	0	335,000	335,470
	4,862,136	0	6,820	101,656	0	0	0	4,963,792	4,868,956

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				30 November 2021
	\$		\$	\$	\$
Other liabilities					
- Contract liabilities	670,832	0	919,667	(1,058,546)	531,953
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	833,421	0	788,000	(889,849)	731,572
Total other liabilities	1,504,253	0	1,707,667	(1,948,395)	1,263,525
Provisions					
Provision for annual leave	108,414	0	0	0	108,414
Provision for long service leave	95,122	0	0	0	95,122
Total Provisions	203,536	0	0	0	203,536
Total other current liabilities	1,707,789	0	1,707,667	(1,948,395)	1,467,061
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

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.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
General Grants (Untied)	0	0	0	0	0	1,493,336	746,668	727,265
Community amenities								
Grant income	99,405	0	(99,405)	0	0	99,405	99,405	99,405
Transport								
Grants - Direct	0	0	0	0	0	185,918	185,918	185,918
Govt Grant - RA, Ab Access (Operating)	412,517	539,667	(771,050)	181,134	181,134	1,531,517	794,419	739,716
MRWA Grant - GCR Maintenance	158,910	380,000	(188,091)	350,819	350,819	538,909	224,545	188,091
Fed, Roads Grant (untied)	0	0	0	0	0	295,950	147,976	246,800
	670,832	919,667	(1,058,546)	531,953	531,953	4,145,035	2,198,931	2,187,195
Operating contributions								
Governance								
Licensing Commission	0	0	0	0	0	2,000	830	864
Recreation and culture								
Contributions	0	0	0	0	0	0	0	3,926
	0	0	0	0	0	2,000	830	4,790
TOTALS	670,832	919,667	(1,058,546)	531,953	531,953	4,147,035	2,199,761	2,191,985

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Grants - MRWA GCR income for CapEx	589,849	520,000	(889,849)	220,000	220,000	2,009,849	889,849	889,849
Grants - Stimulus Funding	243,572	0	0	243,572	243,572	1,299,125	45,293	0
Grant - Special Projects	0	268,000	0	268,000	268,000	670,000	0	0
Grant-Roads to Recovery	0	0	0	0	0	416,119	0	0
	833,421	788,000	(889,849)	731,572	731,572	4,395,093	935,142	889,849

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 13
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 2021-22 year is \$20,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Revenue from operating activities	\$	%				
Governance	36,638	1918.22%	▲	Reductions in staffing 20.21 has created refunds for FBT and also Workers Compensation. Insurance claims income makes up the remainder of this permanent variance.		
General purpose funding - rates	30,041	15.85%	▲	Income from Interim Rates is the reason for this positive variance.		
Education and welfare	26,500	103.92%	▲	Early invoicing for the Early Years Centre has caused this timing variance.		
Housing	48,953	83.92%	▲	Early invoicing for Shire Housing rentals has caused this timing variance.		
Recreation and culture	51,868	67.29%	▲	Early invoicing for Community Resource Centre has caused this timing variance.		
Expenditure from operating activities						
Governance	88,157	65.75%	▲	Many accounts in this program are tracking under budget creating an under allocation of the overhead which is offsetting the variance. Office Maintenance, Election expenses has created a permanent 19,300 variance as no election was required.	Salaries and Office Maintenance are currently tracking over budget.	Moore compliance work has come in over budget and an adjustment will need to be made at MYBR.
Law, order and public safety	25,248	85.06%	▲	Timing on the purchasing of Plant & Equipment has created this variance.		
Health	(26,952)	(28.76%)	▼		Salaries and wages for Health Inspection is the reason for this variance.	
Housing	102,760	48.06%	▲	Maintenance on all Shire housing is well below budget.		
Community amenities	142,890	63.90%	▲	Delays with recruitment of Operations Coordinator and low staff numbers have resulted in this large variance. Waste Consultancy advice and Refuse Site Maintenance are also tracking under budget.		
Recreation and culture	102,038	31.33%	▲	Salaries and associated costs are the biggest contributor to this variance. Many accounts in this program are currently below budget.		
Transport	308,981	13.73%	▲	Roadwork is behind schedule on the road projects and consultancy work on RAMM and Asset Management is also below budget. Admin allocation is tracking under by \$90,876.	Depreciation has been run following the completion of Annual Audit and a slight adjustment will be required at MYBR.	
Economic services	31,012	23.70%	▲	Tourism Consultancy is the main cause of this variance, partially offset by higher than budgeted expenditure on the One Road - Great Australian Road Trip.		
Investing activities						
Payments for property, plant and equipment and infrastructure	284,421	15.11%	▲	Roadwork is currently behind the anticipated expenditure on road projects.		



STATE RECORDS COMMISSION

Our Ref: RKP/LJ2004/107

Your Ref:

Enquiries: Tina Hoyland 9427 3663
tina.hoyland@sro.wa.gov.au

26 November 2021

Mr Kevin Hannagan
Chief Executive Officer
Shire of Ngaanyatjaraku
PMB 87
Via KALGOORLIE WA 6431

Dear Mr Hannagan

Amended Recordkeeping Plan RKP 2021030

At its meeting on 16 November 2021 the State Records Commission APPROVED the amended Recordkeeping Plan (the Plan) for the Shire of Ngaanyatjaraku (the Shire).

In accordance with section 28 of the *State Records Act 2000*, the Shire's Plan is to be reviewed within five years of its approval date. Once completed, a report of the review must be submitted to the SRO by **16 November 2026**.

Please contact my officer, Ms Tina Hoyland, on 9427 3663 if you require further assistance or clarification.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Damian'.

Damian Shepherd
Director State Records

Shire of Ngaanyatjaraku Business Continuity and Disaster Recovery Plan 2021-2025

This is a controlled document, bound copies are held by:	
1. Chief Executive Officer	Copy 1 of 9
2. Director Governance and Strategic	Copy 2 of 9
3. Director Corporate Services	Copy 3 of 9
4. Director Infrastructure Services	Copy 4 of 9
5. Finance and Admin Coordinator	Copy 5 of 9
6. WA Police (Warburton)	Copy 6 of 9
7. DFES (Kalgoorlie)	Copy 7 of 9
8. LEMC	Copy 8 of 9
9. Shire of Ng - Boardroom	Copy 9 of 9

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1.1. Distribution List

Person / Organisation	No. Hard copies	Electronic copy
Elected Members (7)	0	Yes
Staff – CEO, DGS, DCS, DIS, F&AC, Boardroom.	6	Yes
LEMC committee	1	Yes
WA Police (Warburton)	1	Yes
DFES (Kalgoorlie)	1	Yes
Shire Website	0	Yes
Local Government Insurance Services	0	Yes

Copies of this plan are located:

- Shire Administration Building
- CEO's Office
- Boardroom.

1.2. Document Control

Version	Date Revised	Revised By	Changes Made	Synergy
0.1	November 2021	CEO	Initial Draft for consideration	
1.0		CEO	First Publication	

Confirmation that this document is the current Business Continuity and Disaster Recovery Plan for the Shire of Ngaanyatjaraku.:

Signature: _____ Date 30 November 2021
Chief Executive Officer

2. Introduction

The Shire of Ngaanyatjaraku recognises that some events may exceed the capacity of routine management methods and structure. The Business Continuity and Disaster Recovery Plan (BCDRP) is the mechanism for the development of contingent capacity and plans that will enable management to focus on maintaining and resuming the Shire's most critical functions.

The BCDRP is the creation of a strategy through the recognition of threats and risks facing an organisation with a specific aim to ensure that personnel and assets are protected and able to function in the event of a disaster. Business continuity planning involves defining potential risks, determining how those risks will affect operations, implementing treatment options designed to mitigate those risks, testing those procedures to ensure that they work, and periodically reviewing the process to make sure that it is up to date.

The purpose of developing a BCDRP is to ensure the continuation of the business during and following any critical incident that results in disruption to normal operational capability.

This BCDRP is the outcome of a risk assessment process. It is designed for the Shire's Core Business Areas, each business area designated is affected by various risks and hazards that are unavoidable within the Shire; it is noted that while treatment options are available there is never a 'sure fire' or 'quick fix' for these risks and that contingency and continuity planning will be required at stages defined by an incident.

Abbreviations

CEO	Chief Executive Officer
DGS	Director Governance and Strategic
DCS	Director Corporate Services
DIS	Director Infrastructure Services
F&AC	Finance and Admin Coordinator
BCDRP	Business Continuity and Disaster Recovery Plan
EHO	Environmental Health Officer (including building functions)
ICT	Information and Communications technology
WALGA	WA Local Government Association

3. Executive Summary

This plan was designed and produced using a robust business continuity management framework and contains information pertinent to the Shire of Ngaanyatjaraku's ability to maintain business continuity. The primary aim of this document is to prepare the Shire in the case of a catastrophic business failure due to a variety of reasons. The Plan outlays response and recovery options as well as the responsibilities of the activating parties.

This BCDRP contains a broad outline of the core areas of business within the Shire and applies trigger points to plans established by the risk assessments conducted within the framework.

This Plan is designed to be read for response and recovery after a failure in terms of business. It has been designed to be used by the staff within the Shire and has been written accordingly.

Objectives

The aim of this Plan is to provide an effective procedure that equips the Shire to –

- ensure services that are critical to our strategic objectives continue despite the occurrence of a potentially disruptive event.
- stabilise the effects of a disruptive event and return to normal operations as quickly as possible.
- minimise financial effects and impacts on service delivery targets in the event of a disruption.
- protect the Shire's assets and reputation through the development of organisational resilience.
- capitalise on opportunities created by the disruptive event.

4. Crisis Management Team

Name	Position	Contact
Kevin Hannagan	CEO	0428 848 916
Cary Green	Director Governance and Strategic	0400 208 710
Kerry Fisher	Director Corporate Services	0450 040 049
Les Morgan	Director Infrastructure Services	0437 170 709
Geoff Handy	Finance and Admin Coordinator	0488 030 707 0424 224 229 (Sat)

It is essential that the Crisis Management Team (CMT) and Communications Team be informed of the crisis as quickly as possible.

During a crisis, the CMT will need to record crucial decisions made about business operations. These decisions and actions will inform future decisions and actions that are made at any other point during the crisis. These decisions can be recorded on the [Appendix A: Event Log](#).

Has the CEO been notified of the incident?		Yes	Time	No
Have all members of the Crisis Management Team and Communications Team been informed?	Director Governance and Strategic	Yes	Time	No
	Director Corporate Services	Yes	Time	No
	Director Infrastructure Services	Yes	Time	No
	Finance and Admin Coordinator	Yes	Time	No

Notes / Witnesses / Photographic evidence

4.1. Internal Support Team

Name	Position	Contact
Sam Richardson	Admin Coordinator	0431 519 361
David Staeck	ICT Consultant	0417 799 669
Maurice Walsh	Environmental Health Officer	0417 961 533
Peter Kerp	Works Engineer	0419 764 334
Elves Brites	Works Supervisor	0477 835 453
Ethan Smith	S&R Coordinator	0405 435 804
Daniel Weatherhead	S&R Officer	0400 139 237
Quinn Weatherhead	S&R Officer	TBA
Jacinta Handy	Admin Officer	08 8956 7966

5. Checklists

5.1. Emergency Response & Plan Activation Procedures

Action	Who	Done
Convene the Crisis Management Team to review the situation and / or invoke the BCDRP if business interruption is estimated to be <u>longer than 1 working day</u> or if multiple sites are affected <u>Convene at a venue in the following order:</u> 1) Shire Boardroom 2) Shire back-up office (unit 10, CRC building) 3) CEO House		
Respond to audible and telecommunication alarms	Onsite Staff	Date/Time
Evacuate Building if required to do so	Onsite Staff	Date/Time
Account for and verify staff support & wellbeing and safety	Onsite Staff	Date/Time
Contact all offsite staff (including neighbours/tenants if applicable). Advise them of the situation and what you want them to do	F&AC	
Secure impacted sites where safe to do so	Onsite Staff	Date/Time
Receive information from relevant sources (Internal, DFES, Police, Witnesses)	Crisis Management Team	Date/Time
Contain the problem where safe to do so / or relevant	Officers	Date/Time
Take appropriate safety precautions (e.g. turn off gas, water and electricity).	Officers	Date/Time
Are there any witnesses or photographic evidence	Officers	Date/Time
Agree future location for convening the Crisis Management Team (Crisis Control Centre)	Delegated to:	Date/Time
Arrange access and teleconferencing facilities at Crisis Control Centre location	Delegated to:	Date/Time
Identify members of the support team or contractors with expertise relevant to the incident	Delegated to:	Date/Time
Secure involvement of admin staff.	Delegated to:	Date/Time
Depending on nature of incident, agree reassignment of responsibilities, where appropriate.	Delegated to:	Date/Time



Contact all staff and advise attendance requirements and location.	Delegated to:	Date/Time
Notify Elected Members of business interruption and remind them of the Code of Conduct.	Delegated to:	

5.2. Assess

Assess the situation and confirm the nature and extent of the incident:

Task	Who	Done
Delegate responsibility to record all decisions, actions and issues		
<p>Which areas are impacted, or may become impacted? _____</p> <p>a) Loss of People: Scenario-Specific Checklist: Loss of People</p> <p>b) Loss of (or access to) buildings / infrastructure / equipment: Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment</p> <p>c) Loss of IT or Communications: Scenario-Specific Checklist: Loss of IT or Communications</p> <p>d) Loss of Supplier: Scenario-Specific Checklist: Loss of Supplier/Contractor</p> <ul style="list-style-type: none"> • What is the geographic scope of the incident? • What action has been taken so far? • Is urgent action required? • What needs to be done next? • What is the potential timeline? <p>Delegate responsibilities: _____</p>		
<p>Consider and agree the following key actions:</p> <ul style="list-style-type: none"> • What is considered to be the recovery objective(s) 		
<ul style="list-style-type: none"> • Instructions / targets for recovery 		



Task	Who	Done
The Executive Team's main responsibilities include: <ul style="list-style-type: none"> Minimise the impact on the Shire's operations and public image (reputation). Strategically manage the incident, through strong organisational leadership and communications. Approve necessary expenditure and ratify major recovery decisions (Request Shire President to authorise if there is no budget expenditure) Ensure that the recovery efforts have the necessary resources and support. Set critical milestones and time frames for recovery. Ensure that employees are fit for the role they're being asked to perform. 		
Determine employee's support and wellbeing requirements: <ul style="list-style-type: none"> Set up an employee information / contact line. Delegate responsibility to monitor employees and the Crisis Management Team's medical & stress factors. Engage external employee assistance program (EAP). Refer Key Contacts Consider employee's family responsibilities If required, assist employees who are pregnant, recently undergone an operation, disabled or frail Set up a roster system and / or additional resources to manage workload Contact family or next of kin with assistance from EAP / Police Organise refreshments, catering and toilet facilities Organise suitable transport arrangements for employees if required Establish a program to monitor employee's medical & stress factors Organise temporary accommodation if required 		
Ensure regular updates and allocate responsibilities for updates. Methods: Radio; social media; Bulletin board; Intranet; Internet; TV; Newspapers		

[illegible]

6. React

Task	Who	Done
Record all decisions, actions and issues. Set up a voice recorder if required.		
Monitor ongoing staff support and wellbeing requirements.		
If relevant, ensure external & emergency agencies are involved in management of problem.		
Consider and agree the following key actions: <ul style="list-style-type: none"> What is considered to be the recovery objective(s) 		
<ul style="list-style-type: none"> Instructions / targets for recovery. 		
Determine a meeting venue & call a <u>staff</u> meeting. Advise staff: <ul style="list-style-type: none"> Appraisal of the situation & the scope of the incident Inform them of the actions already decided and what is considered to be the recovery objective(s) Agree on reporting arrangements Remind them of the organisation's Social Media Policy and Code of Conduct. Advise allocation of duties or who will be sent home <u>and why</u>, and when they will be expected back Review of equipment & resource needs for continuity of services When the next communication can be expected and how it will be communicated Make sure they understand: <p>Where they should go</p> <p>What they should do and how they should do it</p> <p>What they are allowed to say</p> <p>That they will get paid</p> <p>That their jobs are safe</p> <p>When they should come back to work</p>		

Task	Who	Done
<ul style="list-style-type: none"> Delegate authority for special responsibilities 		
<ul style="list-style-type: none"> Assign operational responsibilities 		
<ul style="list-style-type: none"> Assign salvage or restoration responsibilities 		
<ul style="list-style-type: none"> Approve expenditure 		
<ul style="list-style-type: none"> Delegate alternate actions for staff not affected by the incident 		
<ul style="list-style-type: none"> Advise how and when future communications will take place: Radio; Social Media; Bulletin board; Intranet; Internet; TV; Newspapers <p>When:</p>		
<ul style="list-style-type: none"> Set the time, date & venue for the next meeting 		
<p>Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required.</p> <p>(Refer Appendix B – Communications Guidelines)</p>		
Provide full brief to Senior Staff closest to situation.		
Other actions:		

Notes:

6.1. Scenario-Specific Checklists

a) Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment

Tasks	Who	Done
<p>If building is affected and relocation is necessary; consider:</p> <p><u>Alternative Locations:</u></p> <ul style="list-style-type: none"> (1) Shire back-up office (2) CEO's house (3) Community Resource Centre <p><u>Storage Locations:</u></p> <ul style="list-style-type: none"> (1) Works Compound, Civic Centre (2) Shire Compound, Lot 382, 19th street, Warburton 		
<ul style="list-style-type: none"> Consider how workstations & communications for staff relocating to other sites will be established and allocated 		
<ul style="list-style-type: none"> Staff travel arrangements to other sites 		
<ul style="list-style-type: none"> How workstations & communications for staff working from home will be organised 		
<ul style="list-style-type: none"> Other support areas to assist with relocation e.g. Safety Reps 		
<ul style="list-style-type: none"> Familiarise staff with new arrangements and determine communication protocols 		
Arrange security access controls for the affected building		
Arrange security access controls for the new building/s		
Manage any new WHS/Welfare issues that may arise either <ol style="list-style-type: none"> During relocation or 		

2. At the new building/s or		
3. With the use of new equipment		
Invoke Records Management Disaster Recovery Plan		
Invoke IT Disaster Recovery Plan		
Identify & notify Key Contacts of amended working arrangements		
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix B – Communications Guidelines)		
Redirect: Couriers, mail, phones, etc.		
Identify necessary people & equipment requirements to maintain time-sensitive Activities		
<ul style="list-style-type: none"> If possible, begin salvage or restoration activities 		
Other:		

Notes:

b) Scenario-Specific Checklist: Loss of IT or Communications

Tasks	Who	Done
Contact IT Support to;		
• Clarify the extent of outage		
• Identify other staff able to assist the IT Department		
• Clarify the extent of any data loss		
• Determine restoration target timeframes		
• Determine potential cause(s)		
Detail strategy and resources for recovery:		
Consider:		
• Deliverables due today or in the near future		
• Manual procedures or workarounds to complete Critical time-sensitive Business Functions		
• System Requirements		
Other productive activities not requiring I.T. or communications infrastructure		
Identify & notify Key Contacts of amended working arrangements		
Create a Communication Plan for Elected Members, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix B – Communications Guidelines)		
Ensure ongoing interaction with appropriate IT Incident Management for regular updates and feedback		
Consider support and wellbeing requirements of the IT Team		
Invoke the IT Disaster Recovery Plan		
Other:		

Notes:

c) Scenario-Specific Checklist: Loss of People

Tasks	Who	Done
Determine the number of staff away, affected service areas and expected return dates		
Ensure the safety and wellbeing of remaining staff		
Critical time-sensitive deliverables due today or in the near future		
The minimum number of staff required to continue operations and identify critical servicing and staffing gaps		
Re-allocate critical time-sensitive activities to other competent (and fit-for-purpose) staff		
<ul style="list-style-type: none"> Cease non-critical activities (deferred activities) where appropriate 		
Notification / escalation to Health Department or Worksafe etc.		
<p>Can temporary competent replacements be arranged:</p> <p>1. Staff from other work areas?</p> <p>2. From other sources:</p> <ul style="list-style-type: none"> Other Local Governments Volunteers Existing contractors Recruitment agencies State Government Agencies Retired employees SES Relief Rangers 		
Ensure appropriate inductions, training and supervision is in place		
Identify & notify Key Contacts of amended working arrangements		
<p>Create a Communication Plan for Elected Members, Media, Regulators, other Stakeholders and Staff as required.</p> <p>(Refer Appendix B – Communications Guidelines)</p>		
Other:		



Notes:

d) Scenario-Specific Checklist: Loss of Supplier/Contractor

Tasks	Who	Done
Contact the Supplier (where possible) and determine:		
• The nature and extent of the incident		
• Have operations ceased entirely, or is it limited?		
• Restoration timeframes and clearance of backlogs (if applicable)		
• Provision of any services / goods currently in transit		
Consider:		
• Critical activities that rely on this supplier		
• Length of time before these activities are impacted		
• Alternative procedures		
• Alternative suppliers: Other Local Governments (Laverton) / other service providers		
• Communication updates		
• Assign someone to monitor & communicate with the supplier		
• Any legal / risk implications:		
Identify & notify Key Contacts of amended working arrangements		
Create a Communication Plan for Elected Members, Media, Regulators, other Stakeholders and Staff as required. (Refer Appendix B – Communications Guidelines)		
Other		



Notes:

6.2. Manage

The following is a basic standing agenda for each regular meeting. Incident-specific information should also be included where relevant.

Tasks	Who	Done
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues		
Monitor ongoing staff welfare requirements		
Considerations to be discussed and actioned accordingly:		
• Review effectiveness of recovery actions to date and any necessary changes to be undertaken		
• Discuss any emerging issues or new information		
• Reassess resource requirements and capabilities		
• Review all working arrangements for affected areas		
• Review all Time-Critical business activities (achievement of Recovery Time Objectives)		
• Review existing / current workload and any backlogs		
• Review all outstanding Deferred Activities and arrange resumption		
• Assess any insurance implications		
• Set next meeting and venue		
Identify & notify Key Contacts of amended working arrangements		
Provide feedback, information, copies of communications & copies of logs to the Internal Support Team to ensure that an appropriate record of the incident is maintained		
Provide updates to impacted staff		
Release external communications if deemed appropriate		
Conduct site visit if deemed appropriate		
Ensure all relevant stakeholders continue to be kept informed		
Continue to monitor crisis and issue instructions as appropriate		
Review status of crisis and scale down recovery as situation dictates		
Staff rotation / Rostering		

Notes:

7. Recover

Tasks	Who	Done
Arrange responsibilities for tasks & determine target completion times		
Record all decisions, actions and issues		
Monitor ongoing staff support and wellbeing requirements		
For review and agreement:		
• Completed action items		
• Recovery objectives		
• Plans are in place to deal with any backlogs		
• Communication to staff to recognise efforts		
• Target date for completion of post incident review		
Provide copies of logs and decisions to Internal Support Team		
Undertake <u>post-incident review</u> , including:		
• Communication within and between Executive and Support areas		
• Effectiveness of communication with affected areas		
• Cost of recovery arrangements and insurance offsets		
• Effectiveness of recovery strategies		
• Advice to external and internal customers		
• Media arrangements		
• Impact of incident on Shire's reputation. Any substantiated complaints?		
• Timeframes for tasks and achievement of target		
• Impact on work flows of affected and interdependent areas		
• Special staffing arrangements and acknowledgment of contributions.		
• IT recovery arrangements.		
Present findings to the Audit & Risk Committee for review.		
Celebrate achievements and anniversary of incident.		



Notes:

8. Key Contacts

Key contacts for the organisation, including contractors and suppliers the Shire uses, include:

- [Crisis Management Team \(p6\)](#)
- [Internal Support Team \(p7\)](#)
- [Outsourced Partners/Key Suppliers \(p30\)](#)

9. External Contacts

Organisation	Contact
Alcohol & Drug Information	1800 858 584
Building Commission (Dep. Of Mines, Industry Regulation & Safety)	1300 489 099
Department of Aboriginal Affairs	6551 8004
Department of Biodiversity, Conservation & Attractions	9219 9000
Department of Communities	9222 2776
Department of Communities, Disability Services	6217 6888
Kalgoorlie Office	9093 5200
Department of Justice	13 67 57
Department of Education	9264 4111
Goldfields (Kalgoorlie) Office	9093 5600
Department of Finance	6551 1000
Department of Fire & Emergency Services	9395 9300
Kalgoorlie Office	9026 4100
Department of Health	9222 4222
Department of Communities – Housing Authority	9222 4666
Kalgoorlie Office	9881 9400
Department of Human Services – Child Support Line	13 12 72
Department of Local Government, Sport & Cultural Industries	
Local Government	6551 8700
Sport & Recreation	9492 9700
Culture & the Arts	6552 7300
Department of Biodiversity, Conservation and Attractions – Parks & Wildlife	9219 9000
Department of Planning, Lands & Heritage	6551 8002
Department of Primary Industries & Regional Development	1300 374 731
Department of Transport	13 11 56
Department of Treasury	6551 2777
Department of Water & Environmental Protection	6364 7000
Dial Before You Dig	1100
Heritage Council of WA	6552 4000
IT Vision	9315 7000
Landgate	9273 7373
Main Roads Western Australia	13 81 38
Kalgoorlie Office	9080 1400
Market Creations	9920 8500



Organisation	Contact
Warburton Community School	954 9510
Warburton Police Station	131 444
Kalgoorlie Hospital	9080 5888
Office of Transport Security	1300 791 581
Police, Fire, Ambulance	000
Police Assistance Centre – Non Emergency	13 14 44
Public Transport Authority	9326 2000
City of Kalgoorlie-Boulder	9021 9600
Shire of Laverton	9031 1202
Small Business Development Corporation	6552 3300
St John Ambulance	9334 1222
State Administrative Tribunal (SAT)	9219 3111
State Library of WA	9427 3111
Synergy	13 13 54
Tourism Council WA	9416 0700
WALGA	9213 2000
Western Australian Treasury Corporation	9235 9100
Waste Authority WA	6364 6965
Water Corporation	13 13 75
Kalgoorlie Office	9420 2420
Horizon Power	1800 737 036
Emergency	13 23 51
Streetlight Faults	1800 264 914
WorkSafe (Department of Mines, Industry & Safety)	1300 307 877
24 Hour/Serious Incidents	1800 678 198

9.1 LEMA Contacts

Name	Organisation	Mobile	Email
Damian McLean, LEMC Chair	Shire of NG	0439 940 449	damian.mclean@ngcouncil.org.au
Les Morgan, LEMC Executive Officer	Shire of NG	0428 848 916	kevin.hannagan@ngaanyatjaraku.wa.gov.au
Dinesh Singh, Local Emergency Cord.	WAPol	0436 864 170	Warburton@police.wa.gov.au
Les Morgan, Local Recovery Coordinator	Shire of NG	0437 170 709	les.morgan@ngaanyatjaraku.wa.gov.au
Kevin Hannagan, LG liaison officer	Shire of NG	0428 848 916	kevin.hannagan@ngaanyatjaraku.wa.gov.au
Geoff Handy, Local Welfare Liaison Officer	Shire of NG	0488 030 707	geoff.handy@ngaanyatjaraku.wa.gov.au
Local Welfare Coordinator	CPFS	0429 372 266	helen.beesley@cpfs.wa.gov.au
Daniel Birleson, Area Officer Goldfields NE	DFES	0428 563 378	daniel.birleson@dfes.wa.gov.au
Officer in Charge	WAPol	0436 864 170	Warburton@police.wa.gov.au
Officer in Charge	WAPol		WarakurnaMFPFS@police.wa.gov.au
Officer in Charge	WAPol		BlackstoneMFPFSMAIL@police.wa.gov.au
Public Health Coordinator	Ngaanyatjarra Health Service		info@nghealth.org.au
Health Clinic	Ngaanyatjarra Health Service		warburton@nghealth.org.au
Area Manager	NG Services		reception@ngcouncil.org.au
Steve Austin Community Office	Ngaanyatjarra Council	0437 386 622	cda.wbrcom@bigpond.com
Community Office	Ngaanyatjarra Council	0437 669 881	mso.blackstone@ngcouncil.org.au
Mark Penman Community Office	Ngaanyatjarra Council	0437 559 848 0417 161 076	jameson.cda@ngcouncil.org.au
Stan (Marty) Matenga Community Office	Ngaanyatjarra Council	0429 007 275 041 149 446	wanarn.cda@ngcouncil.org.au
Gina Livesay Community Office	Ngaanyatjarra Council	0477 660 860 0405 894 731	warakurna.cda@ngcouncil.org.au
Lee Evans Community Office	Ngaanyatjarra Council		tjukurla.cda@ngcouncil.org.au
Simon Henshall Community Office	Ngaanyatjarra Council		patjarr.cda@ngcouncil.org.au
Mark Vegea Community Office	Ngaanyatjarra Council	0417 190 228	irrunytjucsm@ngcouncil.org.au
Debbie Watson Community Office	Ngaanyatjarra Council		tjirrkarli.cda@ngcouncil.org.au
Preston Thomas Community Office	Ngaanyatjarra Council		kanpa.office@bigpond.com.au
NG Radio	NGM Media		info@ngmedia.org.au
	Aerodrome Management Services		admin@amsaustralia.com
	Chartair		info@chartair.com.au
	Goldfields Air Service		
	RFDS		
Zoran Seat	OZ Minerals Site Manager		
Geoff Smith Manager WHSE	OZ Minerals	0429 086 919	Geoff.Smith@ozminerals.com



10. Outsourced Partners/Key Suppliers

Service	Contractor	Contact	Number
Banking	Westpac	Gayle Black	0457 551 061
Courier	NATS	Joseph Williams	08 9350 5969
General Maintenance	NCAMS	Luke Chua	08 9363 1805
Fuel Supply	Warburton Roadhouse	Brian Richardson	08 8956 7642
Mechanical Repairs	GTN Mechanical Services, Leonora	Godfrey Nardone	08 9037 6880
Glass Repairs	Deans Autoglass, Kalgoorlie		08 9091 9494
Internet	Activate8me		13 22 88
IT (Data backups)	Focus	David Staeck	0417 799 669
IT (computers)	Focus	David Staeck	0417 799 669
IT – Synergy	IT Vision	Angelo Nardi	08 9315 7000
Lawyers	McLeods		08 9383 3133
Mail	Australia Post		08 9881 1093
Media Outlets	ABC Goldfields		08 9093 7011
	NG Media	NG Media	08 8956 7307
	Kalgoorlie Miner		08 9022 0555
Telecommunications	Market Creations Pty Ltd	Darren Lee, Lucy Liew	0438 678 976
Traffic Management	Main Roads WA		08 9881 0566
Road construction	Breakaway	Iain McGregor	0429 313 308
Vehicle Tyres	BP Laverton	Des	0430 075 117

11. Shire Recovery Information

a) People & Equipment

Shire of Ngaanyatjaraku Details	Cumulative quantities required within ...					
	Current	1 day	3 days	5 days	10 days	20 days
Office Equipment:						
Office of the CEO						
Staffing	1	1	1	1	1	1
Workstations / Laptops	1	1	1	1	1	1
MFDs	0	0	0	0	0	0
Phones / Mobiles	1	1	1	1	1	1
Satellite Phone	1	1	1	1	1	1
Governance and Strategic						
Staffing	4	4	4	4	4	4
Workstations / Laptops	2	2	2	2	2	2
MFDs	0	0	0	0	0	0
Phones / Mobiles	3	3	3	3	3	3
Satellite Phone	0	0	0	0	0	0
Corporate Services						
Staffing	4	4	4	4	4	4
Workstations	4	4	4	4	4	4
MFDs	2	1	1	1	2	2
Phones / Mobiles	5	5	5	5	5	5
Satellite Phone	2	2	2	2	2	2
Infrastructure						
Staffing	4	4	4	4	4	4
Workstations	3	3	3	3	3	3
MFDs	1	1	1	1	1	1
Phones / Mobiles	4	4	4	4	4	4
Satellite Phone	3	3	3	3	3	3
Cumulative:						
Staffing	13	13	13	13	13	13
Workstations	10	10	10	10	10	10
MFDs	3	3	3	3	3	3
Phones / Mobiles	13	13	13	13	13	13
Satellite Phone	6	6	6	6	6	6
Infrastructure, Plant and Equipment:						
Light vehicles (4wd wagons, Utilities)			Two-way radios, spot trackers			
Heavy vehicles (fully equipped) Loader, Backhoe, Graders, Water truck, rubbish truck, etc.			Event equipment			
Banking Security Tokens (x5)			Satellite phones (x6)			

White Board	
Bulletin board	Emergency kits
Eftpos	Base radio
Safe	Generator
Fuel	Spare batteries for radios
Mobile phone chargers	

b) Crisis Box / Vital Documentation

Crisis Box / Vital Documentation	
Item	Item
Map of Town Site	Incident Control System
Map of Shire of Ngaanyatjaraku	Manual receipt books
Works request form	IT DR Plan – Hardcopy & USB
Fire map	Records DR Plan
BCDRP – Hardcopy & USB	Current Local Emergency Management Arrangements – Hardcopy & USB

Note: The Shire's intranet operates on a cloud-based IT system, with access available to all staff. This system stores the Shire's forms, document templates, and corporate library for ease of access, in one central location. As such, there is little need to store physical documents such as forms.

c) Systems / Applications

Name of system / application	Recovery Time (Days)		Workarounds
	System	Data	
Internet – Telstra	1	1	
Internet – Satellite	1	1	
Telephone/Mobile	1	1	
Synergy	1	1	See IT Disaster Recovery Plan
MS Office	1	1	
Cloud storage	1	1	

12. Time-Critical Business Functions

Recovery Time Objective: 1 Day	
Office of the CEO	
Accident investigation and incident reporting	
Elected Member liaison	
Media liaison and official media releases	
Provision of safety equipment	
Governance and Strategic	
Security of critical applications and data	
Maintenance and support of I.T. infrastructure	
Provide care options for the community, youth and aged.	
Prioritised response to urgent building maintenance requests (safety)	
Prepare the admin back-up facility for use as an control centre when required	
Fleet maintenance and repairs	
Corporate Services	
Financial management (cash control investment)	
Payroll	
Supervision of contractors	
Prioritised response to urgent issues	
Infrastructure	
Plant and equipment maintenance	
Prioritised response to urgent requests regarding roads, drainage, footpaths, trees, etc. (safety)	
Supervision of contractors	
Bushfire mitigation	
Local & district emergency management	
Prioritised response to urgent Environmental health issues and public health complaints (food safety, effluent disposal, noxious odours, poultry, lead levels, water sampling, etc.)	

Recovery Time Objective: 3 Days	
Office of the CEO	
Community communications & coordination	
Governance and Strategic	
IT and Telecommunications	
Corporate Services	
None	
Infrastructure	
None	

Recovery Time Objective: 5 Days	
Office of the CEO	
None	
Governance and Strategic	
Complaints and dispute handling	
Corporate Services	
Data/records management	
Registration & distribution of hard copy and digital correspondence	
Customer Services (general)	
Financial management (general)	
Purchasing / Procurement of goods and services	
Infrastructure	
Environmental compliance and complaints	
Registration of building and planning applications	
Manage waste management facilities	
Management of controlled waste disposal	
Waste collection complaints and missed bins	

Recovery Time Objective: 10 Days	
Office of the CEO	
None	
Governance and Strategic	
None	
Corporate Services	
Processing insurance claims	
Infrastructure	
Certified building permits.	
Advice to customers and internal Stakeholders on planning matters	

Recovery Time Objective: 20 Days	
Office of the CEO	
None	
Governance and Strategic	
None	
Corporate Services	
None	
Works	
None	

13. Activities

In the event of a crisis affecting the organisation, a number of activities will cease to occur until normal business operations resume. These activities will be deferred based on the recovery time objectives (RTO) outlined in Section 12, and the month in which the crisis occurs will affect particular corporate activities.

[Appendix C: Deferred Business Activities](#) outlines the activities of the organisation, divided into departmental responsibility, which will cease until normal business operations resume. It is important to note that some business activities will be deferred for a greater period of time, which is dependent on factors of immediate necessity for the organisation's continued functioning.

Activities that are included in the list may not be deferred for the entire 20 days (RTO) and may only be deferred for one day or three days, depending on the nature of the activity and the organisation's immediate need to resume the operation.

Appendix B: Communications Guidelines

Sample Communications Template

Former New York Mayor Rudy Giuliani's format for providing 9/11 disaster information is given as an example of best practice:

- **this is what we know** _____
- **this is what we don't know** _____
- **this is what we are doing** _____
- **this is what we want you to do** _____

Communications Team Responsibilities

ONLY an authorised spokesperson may speak to the media.

Primary	Deputy	Role / Responsibility
President	CEO	<ul style="list-style-type: none"> • Works with Management Team / Council to publicly issue statements to the media. • Serves as lead representative at press conferences with assistance as required. • Approves all publicly disseminated information. • Identifies spokespersons if required.
CEO	DGS	<ul style="list-style-type: none"> • Works in close liaison with the spokesperson to ensure message accuracy and delivery. • Assists with media relations.
Mcleods (external)		<ul style="list-style-type: none"> • Provides legal advice on communications strategies. • Provides legal advice on messaging to victim(s), family members, media, etc. • Approves messages before release.

Verify the Incident

WHAT happened?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being done?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____
- Other? _____



Notification Chart

Internal Audience	Mode of delivery, release date and time	Likely questions
Elected Members	Face-to-face / phone call / e-mail / conference call	What has happened? What is the impact? How have you responded? What is the status of your recovery?
Employees		Where should we go? What should we do? How do we do it? What are we allowed to say? Will I get paid? Is my job safe? When do I come back to work?
Employee's family		Are they safe?
Crisis Management Team		What has happened? What is the impact? How should we respond?
Other?		
Other?		
External Audience	Mode of delivery, release date and time	Likely questions
Community	Face-to-face / phone call / e-mail / conference call / social media / website / radio bulletin / press release	Will you be in a position to provide the services I require?
DFES / SES / WA Police		
Media: local, regional and national		What is the impact? How many casualties?
Public		
Stakeholders		
Contractors / Suppliers		Will my bills be paid?
EAP Provider		
Regulators		Are all relevant rules and regulations being adhered to?
Other?		
Other?		

Message Mapping – Example

Stakeholders: e.g. Community, employees, clients, customers & shareholders	
Core Message 1	
<p>At 2am on Tuesday 23 January 2019, a contractor...</p> <p>Police have confirmed that a male of approximately 25 years of age...</p> <p>Was discovered by workers this morning at approximately 6.30am...</p> <p>This is what we know...</p>	
Supporting core message 1	Evidence
<p>It is not known why the contractor was on site at 2am...</p> <p>This is what we don't know...</p>	<p>A: Questioned staff</p> <p>B: Interviewed the witness</p> <p>C:</p>
Information Supporting the core message 1	Evidence
<p>We have contacted...</p> <p>This is what we are doing...</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Information Supporting the core message	Evidence
<p>If anyone has any information...</p> <p>This is what we want you to do...</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Delivery Method: CEO: Verbal interview with reporter at 11am.	



Appendix C: Deferred Business Activities

Proposed Business Unit	Service Area	Activity
Office of the CEO	Governance	Advocacy and lobbying
Office of the CEO	Governance	Recurring compliance obligations
Office of the CEO	Governance	Executive Team Leadership
Office of the CEO	Communications	Media liaison
Office of the CEO	Communications	Official media releases
Office of the CEO	Communications	Stakeholder communications
Office of the CEO	Councillors	Councillor liaison
Office of the CEO	Councillors	Councillor induction and training
Office of the CEO	Councillors	Committee meetings
Office of the CEO	Councillors	Council meetings
Office of the CEO	Councillors	Council agendas and minutes
Office of the CEO	Regional Development	Meetings of Regional Local Government
Office of the CEO	Economic Development	Economic Development Plan
Office of the CEO	Economic Development	Advocacy for economic development
Office of the CEO	Economic Development	Approving Funding submissions
Office of the CEO	Media & Communications	Assist with drafting of official media releases
Office of the CEO	Media & Communications	Assist with Shire staff communication
Office of the CEO	Media & Communications	Oversee Shire's corporate communication policy
Office of the CEO	Media & Communications	Oversee Shire style guide
Office of the CEO	Tourism and Promotion	Marketing and promotion of the region
Office of the CEO	Tourism and Promotion	Marketing and promotion of the Shire
Gov and Strategic	Governance	Management of leases
Gov and Strategic	Governance	Management of contracts and agreements
Gov and Strategic	Governance	Risk management planning and development
Gov and Strategic	Governance	Policy development
Gov and Strategic	Governance	Freedom of Information requests
Gov and Strategic	Governance	Council elections
Gov and Strategic	Governance	Compliance Audit
Gov and Strategic	Information Technology	IT Contracts management
Gov and Strategic	Information Technology	Purchase of new IT equipment
Gov and Strategic	Information Technology	Licence renewals
Gov and Strategic	Risk Management	Audit and Risk reporting
Gov and Strategic	Risk Management	Audit and Risk Committee
Gov and Strategic	Risk Management	Develop overall risk management policy
Gov and Strategic	Risk Management	Train staff and elected members on potential risks
Gov and Strategic	Risk Management	Define the organisations risk appetite.



Proposed Business Unit	Service Area	Activity
Gov and Strategic	Community	Liaison with Culturally Diverse groups
Gov and Strategic	Community	Liaison with government and community groups
Gov and Strategic	Community	Disability Access & Inclusion Plan
Gov and Strategic	Community	Community education programs
Gov and Strategic	Sport and Recreation	Consultation with S&R groups
Gov and Strategic	Sport and Recreation	S&R sponsorship
Gov and Strategic	Sport and Recreation	Liaison with government agencies
Gov and Strategic	Grants Management	Opportunity identification
Gov and Strategic	Grants Management	Application
Gov and Strategic	Grants Management	Acquittal
Gov and Strategic	Grants Management	Process oversight
Gov and Strategic	Fleet Services	Fleet maintenance
Gov and Strategic	Fleet Services	Vehicle fleet management
Gov and Strategic	Fleet Services	Vehicle fleet planning
Gov and Strategic	Fleet Services	Procurement of fleet.
Corporate Services	Human Resources	Recruitment, selection, induction and retention
Corporate Services	Human Resources	Employee and Industrial Relations
Corporate Services	Human Resources	Staff training and development
Corporate Services	Human Resources	Staff performance and appraisal systems
Corporate Services	Human Resources	Human resources policies and procedures
Corporate Services	Human Resources	Workforce Plan
Corporate Services	Administration	Insurance management and review
Corporate Services	Administration	Procurement of goods and services
Corporate Services	Customer Service	Community communications & coordination
Corporate Services	Finance	Payment of creditors
Corporate Services	Finance	Invoicing and collection of charges
Corporate Services	Finance	Investing Shire funds
Corporate Services	Finance	Rating
Corporate Services	Finance	Management of the asset register
Corporate Services	Finance	Financial management reports
Corporate Services	Finance	Statutory Financial reporting
Corporate Services	Finance	Annual budget
Corporate Services	Finance	Financial audit
Corporate Services	Records	Registration & distribution of digital correspondence
Corporate Services	Records	Registration of building and planning applications
Corporate Services	Records	Filing, retrieving, and archiving of files
Corporate Services	Records	Disposal of records according to legislation
Corporate Services	WHS	WHS policies and procedures
Corporate Services	WHS	WHS Committee



Proposed Business Unit	Service Area	Activity
Corporate Services	WHS	WHS awareness and education
Corporate Services	WHS	Accident investigation and incident reporting
Corporate Services	WHS	Oversee and manage return to work programs
Corporate Services	WHS	Provision of safety equipment
Infrastructure	Statutory Planning	Assessment of development applications
Infrastructure	Statutory Planning	Planning and Development Act administration
Infrastructure	Statutory Planning	Advice on planning matters
Infrastructure	Statutory Planning	Local Planning Scheme amendments
Infrastructure	Statutory Planning	Structure planning
Infrastructure	Statutory Planning	Local planning policies
Infrastructure	Strategic Planning	Implementation of the Local Planning Strategy
Infrastructure	Strategic Planning	Develop and review strategic planning documents
Infrastructure	Strategic Planning	Provide strategic planning advice to customers
Infrastructure	Strategic Planning	Review precinct plans
Infrastructure	Building Services	Shire land holdings maintenance & inspections
Infrastructure	Building Services	Certified building permits
Infrastructure	Building Services	Uncertified building permits
Infrastructure	Building Services	Building control including compliance
Infrastructure	Building Services	Applications for strata subdivisions
Infrastructure	Building Services	Inspections and issue of certificates
Infrastructure	Building Services	Occupancy permits
Infrastructure	Building Services	Building statistics to the Australian Bureau of Statistics, Valuer General's Office and BCITF
Infrastructure	Building Services	Advice to customers on statutory building matters
Infrastructure	Building maintenance	Building Asset Management Plan
Infrastructure	Building maintenance	Response to building maintenance requests
Infrastructure	Building maintenance	Upgrades to Council buildings
Infrastructure	Building maintenance	Project management
Infrastructure	Building maintenance	Design of building modifications
Infrastructure	Building maintenance	Liaise with stakeholders
Infrastructure	Building maintenance	Supervision of contractors
Infrastructure	Building maintenance	Preparation and management of tenders
Infrastructure	Environmental Health	Food businesses approvals and assessments
Infrastructure	Environmental Health	Response to urgent Environmental health issues and public health complaints (food safety, effluent disposal, odours, lead levels, water sampling etc.)
Infrastructure	Environmental Health	Sampling and assessment of aquatic facilities
Infrastructure	Environmental Health	Lodging House inspection and registration
Infrastructure	Environmental Health	Health promotion & education

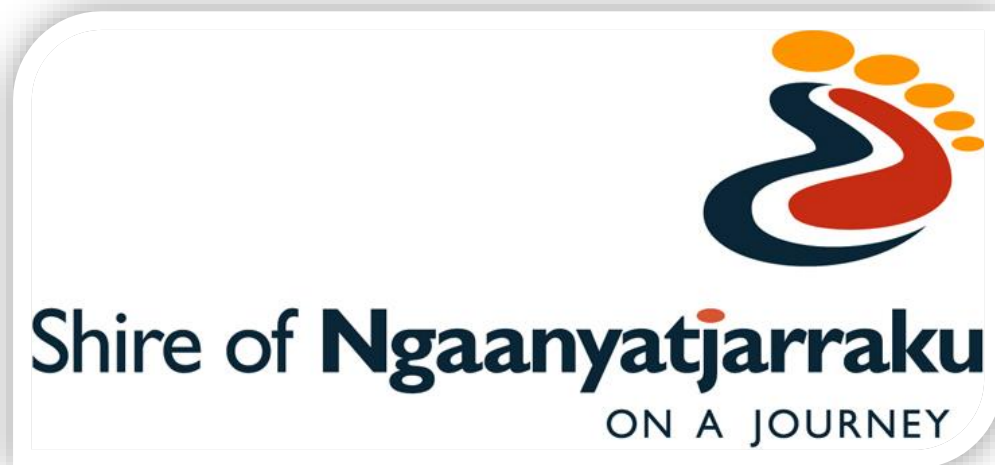


Proposed Business Unit	Service Area	Activity
Infrastructure	Environmental Health	Registration of Offensive Trades
Infrastructure	Environmental Health	Onsite effluent disposal systems
Infrastructure	Environmental Health	Advice on Environmental Health related matters
Infrastructure	Environmental Health	Public Building approvals and assessments
Infrastructure	Environmental Health	Public event assessment, permits and monitoring
Infrastructure	Environmental Health	Unsightly land/ hoarding
Infrastructure	Environmental Health	Complaints (noise, noxious odours, poultry, dust)
Infrastructure	Environment	Action on Shire controlled contaminated sites
Infrastructure	Environment	Environmental compliance and complaints
Infrastructure	Environment	Environmental assessment and clearances
Infrastructure	Environment	Environmental strategies
Infrastructure	Emergency	Liaison with government agencies and non-government organisations
Infrastructure	Emergency	Development and ongoing review of Emergency Management Plans
Infrastructure	Emergency	Training in emergency management practices
Infrastructure	Emergency	Local & district emergency management committee
Infrastructure	Emergency	Education programs
Infrastructure	Emergency	Monitoring and informing of emergencies
Infrastructure	Emergency	Local recovery plans
Infrastructure	Emergency	Bushfire mitigation
Infrastructure	Landfill operations	Manage waste management facilities
Infrastructure	Landfill operations	Waste management business planning
Infrastructure	Landfill operations	Site licence renewals and compliance
Infrastructure	Landfill operations	DER reporting
Infrastructure	Landfill operations	Assessment of contaminated waste disposals
Infrastructure	Landfill operations	Management of controlled waste disposal
Infrastructure	Landfill operations	Monitor septic tanks & caravan sewerage
Infrastructure	Waste collection & Recycling services	Manage waste services for domestic and commercial collection
Infrastructure	Waste collection & Recycling services	Strategic waste management plan
Infrastructure	Waste collection & Recycling services	New services and master list maintenance
Infrastructure	Works Admin	Financial management and reporting
Infrastructure	Works Admin	Procurement and associated compliance
Infrastructure	Works Admin	Working groups membership
Infrastructure	Works Admin	Policy review
Infrastructure	Asset Management	Asset management framework
Infrastructure	Asset Management	Development of asset management plans
Infrastructure	Asset Management	Funding submission applications



Proposed Business Unit	Service Area	Activity
Infrastructure	Asset Management	Project renewal modelling
Infrastructure	Asset Management	Asset management reports
Infrastructure	Asset Management	Preventative maintenance planning
Infrastructure	Asset Management	Asset information systems management
Infrastructure	Asset Management	Data collection and analysis
Infrastructure	Operations	Depot management
Infrastructure	Operations	Roads, footpaths and laneways construction
Infrastructure	Operations	Works services procurement
Infrastructure	Operations	Drainage construction
Infrastructure	Operations	Private works
Infrastructure	Parks and Gardens	Parks, gardens and ovals routine maintenance
Infrastructure	Parks and Gardens	Gardens maintenance
Infrastructure	Parks and Gardens	Litter control
Infrastructure	Parks and Gardens	Historic cemetery maintenance
Infrastructure	Parks and Gardens	Street verge maintenance

- End of document



Local Emergency Management Arrangements

2021 - 2026

Local Emergency Management Arrangements

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 Ngaanyatjarraku, Local Emergency Management Committee and the Council of the Shire of Ngaanyatjarraku. The Arrangements have been tabled for noting with the Goldfields Esperance District Emergency Management Committee and State Emergency Management Committee

Damien McLean

Date: 15th December 2021

President

Shire of Ngaanyatjarraku

Endorsed by Council Resolution #13.1, 15 December 2021

Local Emergency Management Committee – Chair

Kevin Hannagan

Date: 15th December 2021

Chief Executive Officer

Shire of Ngaanyatjarraku

Chief Executive Officer

Les Morgan

Date: 15th December 2021

Director Infrastructure

Shire of Ngaanyatjarraku

Local Emergency Management Committee – Executive Officer.

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Distribution list	
Organisation	Number of copies
Shire of Ngaanyatjarraku	1
Warburton Police	1
Blackstone Police	1
Warakurna Police	1
Dept. Child Protection & Family Support, Warburton	1
Ngaanyatjarra Health Service & Clinics	10
Ngaanyatjarra Council & Communities	12
Ngaanyatjarra Services RAESP	1
Ngaanyatjarra Lands School / Campuses	8
Warburton Work Camp / Dept Corrective Services	1
Warburton Roadhouse	1
Warakurna Roadhouse	1
Goldfields Esperance DEMC	2
SEMC	1

No.	Date	Amendment summary	Author
	May 2016	Review & Re-issue	Chris Paget, CEO Shire of NG
1	Oct 2019	Review Contacts / Equipment	Kevin Hannagan, CEO Shire of NG
2	Dec 2021	5 Year Review	Les Morgan, Director Infrastructure, Shire of NG
3			
4			
5			
6			
7			
8			
9			
10			
11			

For additional information in regard to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

COMBAT AGENCY: Public authority, or other person, prescribed by regulations to be a Combat Agency which, because of the agency's functions under any law or knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations [s.6(2) of the EM Act]. Combat Agency undertakes tasks at the request of the Controlling Agency in accordance with legislative responsibilities or specialised knowledge.

COMMUNITY EMERGENCY RISK MANAGEMENT: See RISK MANAGEMENT.

COMPREHENSIVE APPROACH: Development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases.

COMMAND: Direction of members and resources in performing 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.

CONTROL: Overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

CONTROLLING AGENCY: Agency nominated to control the response to a specified emergency.

COORDINATION: 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 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: Management of the adverse effects of an emergency including:

- Prevention – lessening of the probability of an emergency and the potential effects.
- 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), a combat agency or a support organisation as prescribed under the Emergency Management Act 2005.

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

ESSENTIAL SERVICES: Systems Providing services that the well-being of the community depends, including life support services (water, energy, sanitation, communications and transport).

HAZARD:

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- any other 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 prescribed by 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 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.

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.

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 Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC): Means a committee established under section 38 of the Emergency Management Act 2005

MUNICIPALITY: Means the district of the local government.

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.

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 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 reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

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, 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, 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 specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

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

VULNERABILITY: The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

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

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
RAESP	Remote Area Essential Services Program
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SofNG	Shire of Ngaanyatjaraku
SOP	Standard Operating Procedures

Part One – Introduction

The Shire covers an area of 159,948 km². This area is located in the Ngaanyatjarra lands which is an indigenous protected area, inhabited by the Ngaanyatjarra people.

The Shire includes the communities of Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina with a combined population of approx. 1600 people (see Page 19 for individual township numbers). Comprising of 46% male and 54% female residents and there are approximately 585 dwellings within the Shire. The Shire has a higher percentage of residents aged between 0-24 years and a lower proportion of residents aged 55+ years compared with the wider Australian population.

The Shire's main township is Warburton, which is the largest of the 10 Indigenous communities within the Shire. Warburton is positioned 1,542km north/east of Perth, 541 km of gravel road north/east of Laverton, 940km north/east of Kalgoorlie and 1,050km south/west of Alice Springs.

The Shire Administration Centre is in Warburton on the Great Central Road and is the primary administration centre for most services. Each community is serviced by a community store, a powerhouse, a school and water supply and has a coordinator based in the community office. The Shire is serviced by 3 Police Stations located in Blackstone, Warakurna and Warburton.

The geographic location of the Shire brings with it the problem of logistics when dealing with emergency issues or in fact general everyday provision of supplies and commodities. All access is by unsealed road or small aircraft. Communication can at times be difficult.

Because of the unique nature of the Shire, which encompasses the above 10 separate communities, community consultation was done (for 2021-2026 LEMA) through the offices of the community development advisors in each instance, staff of the three Police Stations and through the LEMC members. This was achieved through email of the 'draft' and one on one discussion with the communities and with each of the Police Stations and DEMC for comment prior to consideration by Council and forwarding to DEMC / SEMC.

Copies of these arrangements shall be distributed to and accessible at the following:

- Each of the above 10 Community Offices, and
- Each of the three Police Stations.

Copies of these arrangements shall also be accessible at the following and copies will be made free of charge during office hours:

- Shire's Administration Office, Tjulyuru Cultural and Civic Centre, Warburton Community (hard copies will also be mailed on request), and
- Shire's Website, www.ngaanyatjaraku.wa.gov.au

These Arrangements cover the geographic area of the Shire of Ngaanyatjaraku (see Appendix 5, Map of the District).

The aim of the Shire of Ngaanyatjaraku, Local Emergency Management Arrangements is to provide a working document to address any perceived Emergency arising within the Shire.

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

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

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

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

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

Local Emergency Management Policies

The following Shire of Ngaanyatjaraku policies relate to emergency management:

1.5 – Approvals at Short Notice; and

1.12 – Committees.

Existing plans & arrangements

The following relevant plans and arrangements that exist for the area are listed for reference purposes (on next page).

Table 1: Local plans

Document	Owner	Location	Date
Business Continuity Disaster Recovery Plan.	Shire of Ngaanyatjaraku	Shire Office Warburton	2015 (currently under review)

CPFS Local Welfare Plan	Department of Child Protection and Family Support	DCPFS Goldfields Region	2016
WA Police Local Hazard Plan - Air Crash	WAPol	Police Station Warburton	2016
WA Police Local Hazard Plan – Road Crash	WAPol	Police Station Warburton	2016
WA Police Local Hazard Plan – Land Search	WAPol	Police Station Warburton	2016

No other current emergency service local plans are in existence.

Agreements, understandings & commitments

The Shire does not have any formal agreements with other local governments, organisations or industries in relation to the provision of assistance during times of need.

However, the Shire does have informal arrangements with neighbouring local governments and the local Ngaanyatjarra Council (Aboriginal Corporation) to provide each other with assistance if requested. It hasn't been possible to document these arrangements due to the varying potential incident locations across the Shire and resources required to do so. However, history has shown that the local communities 'rally together' to help, regardless of who is 'in-charge' at the time.

Special considerations

The following are special factors peculiar to the Shire of Ngaanyatjaraku that need to be considered in framing this document.

Table 2: Special Considerations

Description	Time of Year	Impact / No of People
Remote community locations and Isolation	All year round	1600
Geographic Location on the Great Central Road	All year round	25,000 (60% independent travellers – grey nomads)
Commuters unaware of conditions associated with gravel roads, distance and isolation	All year round	25,000 (60% independent travellers – grey nomads)
Fuel & food supplies to communities isolated by flood	December to March	1600
Cultural responsibilities (e.g., funeral attendance)	All year round	Unknown

The main providers of resources for the district are the Ngaanyatjarra Council (Aboriginal Corporation) and the Shire, Appendix 4 contains a more detailed list of NCAC, Shire and Breakaway Earthmoving machinery. It must be noted that the Shire does not own any graders or other road construction / maintenance equipment as these functions are contracted out. Contractors will be in different locations throughout the year and their ability to respond will be dependent on actual location and local restraints at the time (e.g. may be rained in). Other resources may be available from contacts listed in Appendix 4. It has not been possible to obtain from these contacts a copy of their 'Asset Register' or a list of available resources, but Shire Officers have a general idea of what machinery they have from observation in their depots.

Local roles and responsibilities

The specific roles and responsibilities for officers in the Ngaanyatjarra lands are as below.

Table 3: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Ngaanyatjaraku Shire are defined in s.36 of The Act.
Local emergency coordinator	The responsibilities of the LEC are defined in s.36 of The Act
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase.
LG welfare liaison officer	During an evacuation where a local government facility is used by CPFS, to provide advice, information and resources regarding operation of the facility.
LG liaison officer (to the ISG/IMT)	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.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implementing procedures that assist the community and emergency services deal with incidents • Ensuring 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 • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.

Appendix 7 contains contact details for the above mentioned.

LEMC roles and responsibilities

The Shire of Ngaanyatjaraku has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements. The LEMC includes representatives from agencies, organisations and community groups relevant to the identified risks and emergency management arrangements for the community. The LEMC is not an operational committee, but the organisation established by the local government to assist in developing local emergency management arrangements for its district. The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

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

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

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

Appendix 7 contains contact details for the above mentioned.

Agency roles and responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	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: <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	A hazard management 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.' [EM Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appointment of Hazard Management Officers [s55 Act] • Declare / Revoke Emergency Situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [SEMP 2.2] • 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 is responsible for providing support functions in relation to that agency. (EMWA Glossary Version:2011)

Part Two – Managing Risk

Risk Management is a critical part of the emergency management process. A sound knowledge of the hazards and risks likely to impact the community enable the Shire and LEMC to work together to implement treatments. This process helps build the capacity and resilience of the community and organisations which enable them to better prepare, respond to and recover from an emergency. The mandate for local government to undertake risk management is detailed in State Emergency Management Policy 3.2 ‘Management of Emergency Risks’

The Shire is required to develop and maintain an ERM plan for hazards relevant to the locality as part of its Local Emergency Management Arrangements (LEMA). The Shire of Ngaanyatjaraku does not have the resources to undertake an ERM process. However, DEMC have advised that it intends with the support of SEMC to undertake a regional approach to development of ERM Plans for Shires within the Goldfields Esperance District. The Shire of Ngaanyatjaraku supports this approach and will be part of this process.

Critical Infrastructure is assets that are essential for the functioning of the community and economy within the district. They may include power generation, water supply, transport networks and other facilities that the community and others rely on to function. These assets are identified to ensure that planning to mitigate the effects of an emergency is undertaken by the agency responsible. A list of Critical Infrastructure in the community and its vulnerability to hazards are at Appendix 1.

The following table lists emergencies that are likely to occur within the Shire.

Table 4: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Road Transport	WA Police	Commissioner for Police	Goldfields DFES	Ngaanyatjarra Health Service	Traffic Crash 2008	
Storm	DFES	Fire & Emergency Services Commissioner	SES Community CDA	Shire, Ng Services AESP	Storm 2004	
Air Transport	WA Police	Commissioner for Police	FESA SES	Shire	Air crash 2005	
Flood	DFES	Fire & Emergency Services Commissioner	Shire, Community CDA	Shire	Flood 2004	
Rural Fire	Shire	Fire & Emergency Services Commissioner	Shire	Shire and contractors	Bushfire 2005	

Fuel Shortage	Department of Commerce	Energy Safety	Community CDA	NG Services		
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Arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for the hazard.

The local priorities for addressing these risks and the strategies or treatments that are intended to be applied for the above mentioned Hazards are in Appendix 3.

Part Three – Coordination of emergency operations

It's recognised that HMAs and combat agencies may need local government resources and help in emergency management. The Shire of Ngaanyatjaraku is committed to providing assistance if the required resources are available through the Incident Support Group when and if formed.

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. 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.

The triggers for an incident support group are defined in State Emergency Management Policy 5.1 'Incident Management'. These are;

- a) where an incident is designated as "Level 2" or higher;
- b) multiple agencies need to be coordinated.

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and consequences caused by the emergency. Agencies supplying staff for the ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks.

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 or incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. Suitable locations where they can meet within the District, facilities available and details of contacts who may be asked to open these sites are at Appendix 8: Incident Support Group Meeting Locations.

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 HMA.

During emergencies one of the critical components of managing incidents is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

There is no formal public warning system in place for any of the remote communities. However, there are local systems in place for dissemination of information, such as:

- Local community leaders are familiar with their environment and are resilient enough to cope with most contingencies at a local level and disseminate information.
- Community notice boards are at each community.
- NG Media provide a community radio service (Radio NGM) from Wingelina and Warburton.
- Facebook is a very good medium used in other emergency situations. The Shire has a Facebook page, and this could be used in an emergency.
- The Shire Website could also be updated to provide information depending on the incident.

State Emergency Management Policy (SEMP 4.2) outlines responsibilities for funding during multi-agency emergencies. While recognising the provisions of SEMP 4.2, the Shire of Ngaanyatjaraku is committed to expending necessary funds within current budgetary constraints as required to ensure the safety of residents and visitors. The Chief Executive Officer should be approached immediately in an emergency event requiring resourcing by the Shire of Ngaanyatjaraku occurs to ensure the desired level of support is achieved. Relevant practices for the Shire and financial references from the Local Government Act are outlined below:

- Understanding and treating risks to the community through appropriate risk management;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This still requires formal decision of Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.

- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or MRWA.

Part Four – Evacuation and welfare

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments. However, given the Shire's remote location on the WA/NT/SA border, this is unlikely to eventuate. To assist with emergency evacuation planning SEMC has endorsed the "Western Australian Community Evacuation in Emergencies Guide", which has a section on pre emergency evacuation planning for local governments and LEMCs and items for consideration.

This section lists 'at risk' groups within the community. The purpose behind this is so that a Controlling Agency planning evacuation will be able to identify locations which require special attention or resources. Each section of the section of the community mentioned above should have their own evacuation arrangements, where possible this has been confirmed with them.

A table containing a list of special needs groups, including physical location, contacts, size and whether current evacuation plans exist is attached at Appendix 2: Special Needs Groups.

Appendix 5: Map of the District, provides a map of the locality and identifies:

- Road types and distances
- Towns / communities
- Homesteads
- Localities (local land marks, e.g. bores, lakes, ranges, etc.)
- Health Clinics and Ambulance
- Roadhouse / Fuel
- Airstrips (by category)

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS have developed a 'draft' Local Welfare Plan covering the Shires of Leonora, Laverton, Menzies and Ngaanyatjaraku (available by contacting the LEMC Executive Officer)

The CPFS District Director has appointed the District Emergency Services Officer, Goldfields as its Local Welfare Coordinator to:

- a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g) Represent the department on the Incident Management Group when required

Appendix 7: Contacts, details the Local Welfare Coordinator's contacts.

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

The Shire of Ngaanyatjaraku has appointed the Coordinator Finance & Administration as its liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It's important to identify initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for CPFS to arrive. Appendix 7: Contacts, details the Liaison Officer contacts.

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas CPFS has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process. It must be noted that there are no local Red Cross within the Shire.

The safety and welfare of animals or pets during an emergency event is the responsibility of the animal / pet owner. The Shire of Ngaanyatjaraku has no arrangements in place, in the event of an emergency to house animals as it does not have the infrastructure or resources to do so.

The following schedule identifies the preferred evacuation centres in each community.

Community	Current Population	Evacuation Centre (Local)	Capacity
Warburton	720	Community Hall	300
Jameson	140	Community Hall	100
Blackstone	202	Community Hall	100
Wingelina	172	Community Hall	100
Tjukurla	94	Community Hall	100
Warakurna	194	Community Hall	150
Wanarn	161	Community Hall	100

Patjarr	59	Store	50
Tjirrkarli	55	Store	50
Kanpa	43	Store	50

Note: In the event of a whole community having to be evacuated the residents would prefer to be relocated to another community of their choice.

Part Five – Recovery

Shire of Ngaanyatjarraku

October 2021

The Local Recovery Plan has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements for the Shire of Ngaanyatjarraku. This plan has been endorsed by the Shire, Local Emergency Management Committee and has been tabled for information and comment with the Goldfields - Esperance, District Emergency Management Committee. This plan has been approved by the Shire of Ngaanyatjarraku.

The purpose of the Local Recovery plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

The objectives of the Plan are to:

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

The scope of this recovery plan is limited to the boundaries of the Shire of Ngaanyatjarraku and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

The following Shire of Ngaanyatjarraku policies relate to emergency management:

1.5 – Approvals at Short Notice; and

1.12 – Committees.

The following plans and arrangements that exist for the area are listed for reference purposes.

Table 3: Local plans

Document	Owner	Location	Date
Business Continuity and Disaster Recovery Plan.	Shire of Ngaanyatjaraku	Shire Office Warburton	2015 (currently under review)
CPFS Local Welfare Plan	Department of Child Protection and Family Support	DCPFS Goldfields Region	2016
WA Police Local Hazard Plan – Air Crash	WAPol	Police Station Warburton	2016
WA Police Local Hazard Plan – Road Crash	WAPol	Police Station Warburton	2016
WA Police Local Hazard Plan – Land Search	WAPol	Police Station Warburton	2016

No other current emergency service local plans are in existence.

The Shire does not have any formal agreements with other local governments, organisations or industries in relation to the provision of assistance during times of need.

However, the Shire does have informal arrangements with neighbouring Shires and the local Ngaanyatjaraku Council (Aboriginal Corporation) to provide each other with assistance if requested. It has not been possible to document these arrangements due to the varying nature of potential incident locations across the Shire and resources required to do so. However, history has shown that the local communities do ‘rally together’ to help, regardless of who is ‘in-charge’ at the time.

The resources available and contact details for recovery have been identified and are included in **Attachment 1** of this Recovery Plan. The following table identifies suitable Local Recovery Coordination Centres in the local government area:

CENTRE NAME	ADDRESS	CAPACITY AND AVAILABLE RESOURCES	CONTACTS
Council Chamber, Shire of Ngaanyatjaraku	Tjulyuru Cultural and Civic Centre, Warburton Community.	Telephone, Satellite Internet, Conference Table & Chairs, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making	Kevin Hannagan PH: 0889567966 MB: 0428848916
WAPol Police Station	Second Street, Warburton Community	Telephone, Internet, Conference Table & Chairs, Telephone, Internet, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making	OIC PH: 08 9107 9810 MB: 0436 864 170

The Shire of Ngaanyatjaraku has arrangements in place with Local Government Insurance Services to insure its assets as per its Asset Register. The following arrangements could be used to fund recovery activities if necessary:

- Retained Earnings - enabling expenditure not included in the annual budget to be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council.
- Strategic Reserve, Cultural Centre Reserve or Asset Replacement / Acquisition / Development Reserve - may be accessed by using Local Government Financial Management Regulations 1996 – regulation 18(a) that provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.

The State Emergency Management Plan for State level Recovery Coordination (Westplan-Recovery Coordination) outlines the States recovery funding provisions. Relief programs include:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Centrelink

Information on these relief arrangements can be found in the State Emergency Management Plan for State level Recovery Coordination (Westplan – Recovery Coordination, 2014).

The roles and responsibilities of those involved in recovery management are outlined below.

The Director Infrastructure has been appointed as the Local Recovery Coordinator in accordance with the Emergency Management Act 2005, S 41. (4). The Director Governance & Strategic will act in the role when the primary appointee is unavailable when an emergency occurs.

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The role and functions of the LRC can be found in [Attachment 2](#) of this Recovery Plan. [Attachment 3](#) of this Plan provides a Local Recovery Coordinator/Coordinating Group Action Checklist.

The Local Recovery Coordinating Group will comprise a core membership of the Local Recovery Coordinator, Local Government, Hazard Agencies and Community organisations. The membership for each emergency will be drawn by the LRC from the Recovery Resource & Contact Listing (Att. 1) dependent on the location and type of emergency. The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community. The functions of the Local Recovery Coordinating Group can be found in [Attachment 4](#) of this Recovery Plan.

Given the small number of available personnel within the Shire (many with dual roles) it is not appropriate to consider establishing subcommittees to assist the Local Recovery Coordinator and Coordinating Group for addressing specific components of the recovery process.

A Communication Strategy has been developed taking into account the demography of the local community and the time and resources available. Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are in [Attachment 5](#) of this recovery Plan.

This listing was last updated May 2016.

NAME	RESOURCE TYPE (role, service, volunteer, equipment, community group etc.)	ORGANISATION LOCATION/	CONTACT DETAILS	OTHER RELEVANT DETAILS
Les Morgan	Local Recovery Coordinator	Shire of Ngaanyatjaraku	PH: 0889567966 MB: 0437170709	
Cary Green	Local Recovery Coordinator (Proxy)	Shire of Ngaanyatjaraku	PH: 0889567966 MB: 0400208710	
Damian McLean	Council Representative	Shire of Ngaanyatjaraku	PH: 0889567966 MB: 0439940449	
Operations Coordinator	Equipment	Shire of Ngaanyatjaraku	PH: 0889567966	Appendix 4 for list of equipment available.
Manager	Community Health	NG Health	PH: 0889567685	

Community Service Officer	Aboriginal Community Liaison	Ngaanyatjarra Council	See Appendix 7 for contacts	Dependent on incident location
Board Member	Community	Ngaanyatjarra Council	See Appendix 7 for contacts	Dependent on incident location
OIC	EM Agency	WAPol	See Appendix 7 for contacts	Dependent on incident location

ROLE

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

FUNCTIONS

- Ensure the Local Recovery Plan is established
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies, for:
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinating Group, if established.
- Liaise with the State Recovery Coordinator 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.

Task Description	Complete
Within 48 hours*	✓
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordinating Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	✓
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Manage restoration of essential infrastructure/utilities.	

Brief media on the recovery program.	
Within 12 months	✓
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

Note: *Timeframes are approximate only

ROLE

The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community.

FUNCTIONS

- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Developing an operational plan for the coordination of the recovery process for the event that:
 - o takes account of the local government long term planning and goals;
 - o includes an assessment of the recovery needs and determines which recovery functions are still required;
 - o develops a timetable and identifies responsibilities for completing the major activities;
 - o considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
 - o allows full community participation and access; and
 - o allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.

- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<ul style="list-style-type: none"> • Local Communities 	<ul style="list-style-type: none"> • Written Notices • Face to Face • Social Media • NGM Radio 	<ul style="list-style-type: none"> • Community Services Office / Roadhouse / General Store – Noticeboards • Community Hall • Facebook • FM Band (various)
<ul style="list-style-type: none"> • Special Needs Groups • (see App 2) 	<ul style="list-style-type: none"> • Telephone • Written Notices • Email 	<ul style="list-style-type: none"> • Office • Office • Office
<ul style="list-style-type: none"> • Hazard Agencies & Other Government Departments 	<ul style="list-style-type: none"> • Face to Face • Telephone • Email 	<ul style="list-style-type: none"> • Contacts List
<ul style="list-style-type: none"> • Tourists 	<ul style="list-style-type: none"> • Website: Shire Road Condition Report • NGM Radio 	<ul style="list-style-type: none"> • https://www.ngaanyatjaraku.wa.gov.au/index.php/tourist-information/road-reports • FM Band (various)
<ul style="list-style-type: none"> • Media 	<ul style="list-style-type: none"> • Telephone • Email 	<ul style="list-style-type: none"> • Contacts List
<ul style="list-style-type: none"> • Critical infrastructure Owners (see App 1) 	<ul style="list-style-type: none"> • Telephone • Email 	<ul style="list-style-type: none"> • Contacts List
<ul style="list-style-type: none"> • LEMC 	<ul style="list-style-type: none"> • Face to Face 	<ul style="list-style-type: none"> • LRC Group meetings

Part Six – Exercising, reviewing and reporting

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain 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
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Policy 2.5 – State Emergency Management Policy, and Policy 3.1 Managing Exercises Guideline requires the LEMC to exercise their arrangements on at least an annual basis. The LEMC is supported by response agencies also conducting exercises, e.g. DCPFS coordinating a mock welfare centre setup (July 2016 for the Goldfields District) to work through scenarios and enable agencies to become more familiar with their responsibilities.

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

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with Policy No 2.5 – State Emergency Management Policy, and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to SEMC Policy No 2.5 – Emergency Management for Local Government, 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 may require more frequent reviews.

The Shire of Ngaanyatjaraku in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

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

The SEMC issue the annual report template.

Part Seven – Appendices

Appendix 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Power	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Powerhouse and distribution infrastructure	NG Council	NG Services, RAESP 0893631800	Loss of power to housing and other infrastructure (e.g. hospital, schools, etc.)
Water	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Treatment plant and distribution infrastructure	NG Council	NG Services, RAESP 0893631800	Loss of potable water to housing and other infrastructure (e.g. hospital, schools, etc.)
Phone / Data	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Phone Exchange and distribution infrastructure	Telstra	Account Executive, Telstra Business, 132255	Loss of communication and impact to businesses needing data transfer
Television	Warburton, Blackstone	Redistribution only	NG Shire	Les Morgan, DIS 0437170709	Loss of television / radio
Radio	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Kanpa, Patjarr and Wingellina	Radio Repeater Tower WA Pol,	WA Pol	OIC Warburton 0436860490	Loss of emergency services communication
Road	Great Central Highway	Traverses West - East LGA borders	NG Shire	Les Morgan, DIS 0437170709	Loss of access to essential supplies (fuel, food, etc)
Airstrips	Warburton, Blackstone, Jameson, Warnan, Warakurna, Tjukurla, Tjirrkarli, Patjarr and Wingellina	Runway and fuel depot	NG Council	NG Services RAESP 0893631800	Loss of transport out of the Shire for medical, business, etc
Roadhouse	Great Central Road, Warburton	Fuel, food, travel accommodation	NG Council	Manager 0889567656	Loss of fuel / food supply and accommodation
Roadhouse	Great Central Road, Warakurna	Fuel, food, travel accommodation	NG Council	Manager 0889567344	Loss of fuel / food supply and accommodation
General Store	Great Central Road, Warburton	Store	NG Council	Manager 0889567637	Loss of fuel, food & general supplies
General Store	Blackstone	Store	NG Council	Manager 08 8956 7765	Loss of fuel, food & general supplies
General Store	Warakurna	Store	NG Council	Manager 0889567343	Loss of food & general supplies
General Store	Jameson	Store	NG Council	Manager 0889567608	Loss of food & general supplies
General Store	Tjirrkarli	Store	NG Council	Manager 0889567686	Loss of food & general supplies
General Store	Wanarn	Store	NG Council	Manager 0889548214	Loss of food & general supplies
General Store	Wingellina	Store	NG Council	Manager 0889567513	Loss of food & general supplies
Weather Station	Giles	Weather Station	Bureau of Meteorology	www.bom.gov.au Giles: 0889567358	Loss of Weather information

Appendix 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Kungkarrangkalpa Aged Care	Aged Care Facility	Wanarn Community	Healthy Aging & Disability Program Manager 08 8955 8068	Acting Manager Denise Cullinane 0417 045 159	18 beds, 12 – 16 staff	Yes, Acting Manager, No
Early Years Learning Centre	Pre-school	Thirteenth St, Warburton Community	Joy McGinley Mb: 0477 678 154		Adults 2 – 5 Children 10 – 20	No, follow Warburton Schools evacuation plan.
Warburton Roadhouse	Caravan Park	Great Central Road, Warburton	Brian Richardson, Manager 08 8956 7656		Van sites:10 Camp Sites:8 Cabins: 44	Yes, Roadhouse Manager, Yes
Warakurna Roadhouse	Caravan Park	Great Central Road, Warakurna	Manager 08 8956 7344	Darren 0447 035 032	Van sites: 10 Camp Sites: 6 Cabins: 4 Backpacker: 10	Yes, Roadhouse Manager, Yes
Metalsx P/L	Camp Accommodation	Wingellina Camp	Max Maczurad Manager, 0427 426 100	max.maczurad@metalsx.com.au	Cabins: 20	Yes, Manager, Yes
Campus	School	Blackstone	Mel Grindal, Principal 08 8954 9550		Staff: 7 Students: 38	Yes, Dept Ed, Yes
Campus	School	Jameson	Charles Coffman Principal 08 8956 7622	charles.coffman@education.wa.edu.au 0407 705 275	Staff: 4 Students: 26	Yes, Dept Ed, Yes
Campus	School	Kiwirrkurra	Principal 08 8956 8620		Staff: 7 Students: 42	Yes, Dept Ed, Yes
Campus	School	Tjukurla	Teacher in Charge 08 8956 7383		Staff: 2 Students: 11	Yes, Dept Ed, Yes
Campus	School	Wanarn	Sandy Robertson Principal 08 8956 7703		Staff: 5 Students: 24	Yes, Dept Ed, Yes
Campus	School	Warakurna	Principal 08 8954 9507		Staff: 10 Students: 53	Yes, Dept Ed, Yes
Campus	School	Warburton	Michelle Pass, Principal 08 8954 9514 08 8954 9510	0427 402 753	Staff: 15 Students: 121	Yes, Dept Ed, Yes
Campus	School	Wingellina	Principal 0439 528 893		Staff: 7 Students: 32	Yes, Dept Ed, Yes

Appendix 3: Local EM Strategies and Priorities

Priority Order	Strategies	Treatments
Road Transport	<ul style="list-style-type: none"> Correct labelling of materials on road transport using hazardous material codes (Road transport companies) Trained response personnel and strategically placed equipment (FESA Kalgoorlie) Mine Rescue crews (Mining Industry) Roads upgrades to remove black spots and dangerous conditions (MRWA, SofNG) 	<ul style="list-style-type: none"> Spot checks of road train material loads to ensure compliance with dangerous goods signage. (WAPol, Main Roads Heavy Haulage Inspectors, DOR dangerous goods inspectors) Highway and secondary roads signage making motoring public aware of road hazards and conditions. (MRWA, Roadwise, Shire)
Flood	<ul style="list-style-type: none"> Water depth warning signs on roads (MRWA, SofNG) Floodways on major and secondary roads to compliment culverts (MRWA, SofNG) Media flood warnings (LEMC, Dept Meteorology) 	<ul style="list-style-type: none"> Continuous upgrading of culverts and floodways in flood prone areas ((MRWA, SofNG) Improved signage on roads in flood prone areas (MRWA, SofNG) Lobby Governments for additional funding to upgrade road networks to all weather roads (SofNG)
Storm	<ul style="list-style-type: none"> SofNG road crew mobilization capability (SofNG) NG Services RAESP emergency response callout crew (NG Services RAESP) 	<ul style="list-style-type: none"> Education campaign for residents and commercial property owners in close proximity to large trees advising of risk (SofNG LEMC)
Air Transport	<ul style="list-style-type: none"> Aerodrome Emergency Plan contingencies (NG Community) 	<ul style="list-style-type: none"> Regular interagency exercises to test plans or turnout procedures (SofNG LEMC)

Appendix 4: Resources

Shire of Ngaanyatjaraku
 Contact, Les Morgan, DIS
 PH: 08 8956 7966 MB: 0437170709

Item description	Number of items
WARBURTON	
2007 Ford PJ Ranger Super Cab Chassis XL 4x4 Manual Diesel Utility	1
Mitsubishi Triton Club Cab Utility (manual diesel) - steel tray	1
Nissan Navara Dual Cab Utility (Manual Diesel) - with rear canopy	1
Toyota Prado VX Wagon (Auto diesel)	1
Prado DSL Wagon GXL	1
Toyota Landcruiser Personnel Carrier	2
Toyota Landcruiser 200 Series GX Wagon (Auto Diesel)	2
Landcruiser 200 series 4.5L turbo diesel GXL	2
John Deer 5210 tractor	1
Toyota 30-5SDK8 Skid-steer and custom trailer	1
Coastal Machinery dual axle caged tipping trailer	1
Satellite Phones	6
Toyota Dyna II 6500 3-tonne tip truck 2002	1
Trailer - ex Environmental Health	1
Spray Unit Pest Control	1
2001 VANTRL Custom-Made Emergency Response Trailer (ex FESA)	1
WANARN – NIL	
WARAKURNA	
2002 VANTRL Custom-Made Emergency Response Trailer (ex FESA) – Warakurna Police	1
JAMESON – NIL	
KANPA – NIL	
WINGELINA – NIL	
BLACKSTONE – NIL	
Custom-Made Emergency Response Trailer (ex FESA) – Blackstone Police	1
TJUKURLA – NIL	
TJIRRKARLI – NIL	

Breakaway Earthmoving
 Contact, Kerry Hinds
 PH: 0419 336 428

Item description	Number of items
John Deer 770 Grader	2
John Deer 670 Graders	2
Double Side Tippers	2
Cat 950 Loader	2
John Deer Tractor and Grid Roller attached	2
Cat D7R Dozer	1
Cat D8R Dozer	1

Warburton Roadhouse & Store
 Contact, Manager, Scott Peers
 PH: 08 8956 7656

Item description	Number of items
Komatsu 30 Forklift	1
Golf Buggy with small trailer	2
Hilux 4x4	2
Toyota Community Bus (seats 10)	2
2 club cars	1
Fire fighting mobile trailer and water pump	1
Dingo	1

NG Services, Warburton
 Contact, Manager
 PH: 08 9363 1800

Plant Manager, (Alice Springs)
 Fred Twine: 08 8950 1711

Note: Equipment generally available, depending on serviceability at the time.

Item description	Number of items
Mitsubishi 15T flat top truck	1
Komatsu 1020 Bobcat	1
Komatsu trench digger	1
Komatsu 138 excavator	1
CAT Backhoe with bucket and loader	1
CAT Bobcat	1
930 Loader & Rippers	1

Remote Area Services, Alice Springs
 Contact, Manager
 PH: 08 8953 1231

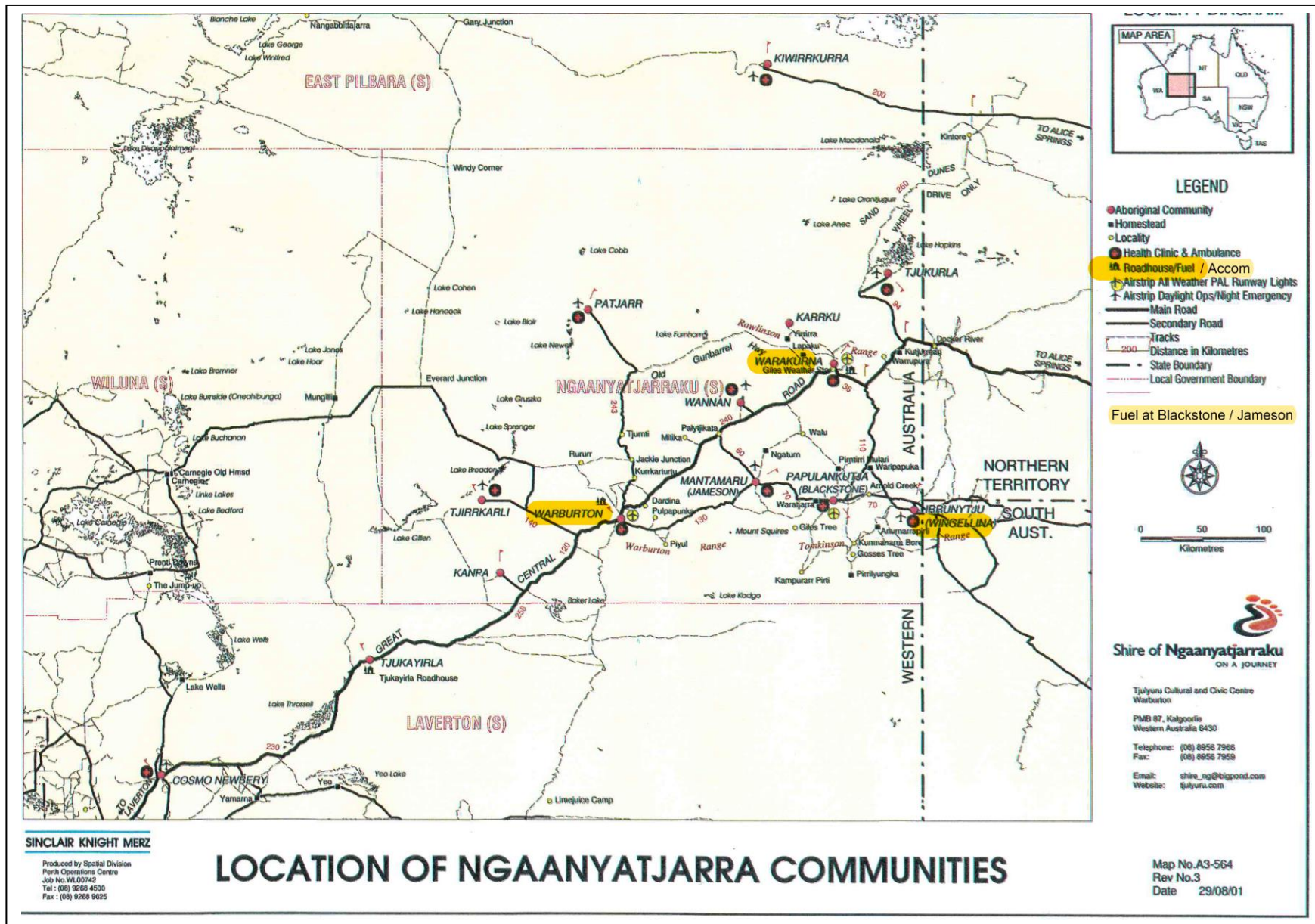
Note: Equipment may be available, depending on work being done in the region at the time.

Item description	Number of items
Prime Mover (2 trailers)	1
Kubota KX161-3 digger	1
CAT Bobcat	1
Excavator 20T	1

Appendix 5: Map of the District



Appendix 6: Map of the District



Appendix 7: Contacts

Note: When developing your contact lists also consider contacts outside the LEMC such as Pastoral Station owners who may need to be contacted during an emergency but may not sit on the LEMC.

Name	Organisation	Address	Phone	Mobile	Email	Fax
Damian McLean, LEMC Chair	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0439 940 449	damian.mclean@ngcouncil.org.au	0889567959
Les Morgan, LEMC Executive Officer	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0437 170 709	les.morgan@ngaanyatjaraku.wa.gov.au	0889567959
Dinesh Singh, Local Emergency Coordinator	WAPol	Police Station, Warburton	08 9107 9810	0436 864 170	Warburton@police.wa.gov.au	0889558295
Les Morgan, Local Recovery Coordinator	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0437 170 709	les.morgan@ngaanyatjaraku.wa.gov.au	0889567959
Kevin Hannagan, LG liaison officer (to the ISG/IMT)	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0428 848 916	kevin.hannagan@ngaanyatjaraku.wa.gov.au	0889567959
Geoff Handy, Local Welfare Liaison Officer	Shire of NG	Cultural Centre, Warburton	08 8956 7966	0488 030 707	geoff.handy@ngaanyatjaraku.wa.gov.au	0889567959
Local Welfare Coordinator	CPFS	Perth	08 9022 0704	0429 372 266		
Daniel Birleson, Area Officer Goldfields NE	DFES	Kalgoorlie	08 9026 4100	0428 563 378	daniel.birleson@dfes.wa.gov.au	0890215577
Officer in Charge	WAPol	Warburton	08 9107 9810	0436 864 170	Warburton@police.wa.gov.au	0889558295
Officer in Charge	WAPol	Warakurna	08 8956 7099		WarakurnaMFPFS@police.wa.gov.au	0889567122
Officer in Charge	WAPol	Blackstone	08 8954 8088		BlackstoneMFPFSMAIL@police.wa.gov.au	0889548088
Public Health Coordinator	Ngaanyatjarra Health Service	Alice Springs	08 8955 4700		info@nghealth.org.au	0889534581
Health Clinic	Ngaanyatjarra Health Service	Warburton	08 8956 7685		warburton@nghealth.org.au	0889567950
Area Manager	NG Services	Perth	08 9363 1800		reception@ngcouncil.org.au	
Steve Austin Community Office	Ngaanyatjarra Council	Warburton	08 8956 7642	0437 386 622	cda.wbrcom@bigpond.com	0889567647
Community Office	Ngaanyatjarra Council	Blackstone	08 8956 7717	0437 669 881	mso.blackstone@ngcouncil.org.au	0889567603
Mark Penman Community Office	Ngaanyatjarra Council	Jameson	08 8956 7678	0437 559 848 0417 161 076	jameson.cda@ngcouncil.org.au	0889567679
Stan (Marty) Matenga Community Office	Ngaanyatjarra Council	Wanarn	08 8954 0161	0429 007 275 0417 149 446	wanarn.cda@ngcouncil.org.au	0889567375

Name	Organisation	Address	Phone	Mobile	Email	Fax
Gina Livesay Community Office	Ngaanyatjarra Council	Warakurna	08 8956 7974	0477 660 860 0405 894 731	warakurna.cda@ngcouncil.org.au	0889567367
Lee Evans Community Office	Ngaanyatjarra Council	Tjukurla	08 8956 7388		tjukurla.cda@ngcouncil.org.au	0889567389
Simon Henshall Community Office	Ngaanyatjarra Council	Patjarr	08 8956 7900		patjarr.cda@ngcouncil.org.au	0889567609
Mark Vegera Community Office	Ngaanyatjarra Council	Wingelina	08 8956 7998	0417 190 228	irrunytjucsm@ngcouncil.org.au	0889567514
Debbie Watson Community Office	Ngaanyatjarra Council	Tjirrkarli	08 8956 7686		tjirrkarli.cda@ngcouncil.org.au	0889567627
Preston Thomas Community Office	Ngaanyatjarra Council	Kanpa	08 9037 1131		kanpa.office@bigpond.com.au	
NG Radio	NGM Media	Wingellina	08 8956 7307		info@ngmedia.org.au	
	Aerodrome Management Services	Perth	08 9221 6777		admin@amsaustralia.com	
	Chartair	Alice Springs	08 8952 6666		info@chartair.com.au	
	Goldfields Air Service	Perth	08 9093 2116			
	RFDS		08 9417 6300 08 9417 6364 08 8088 1188			
Zoran Seat	OZ Minerals Site Manager`	Jameson	0499 312 992			
Geoff Smith Manager WHSE	OZ Minerals	Jameson	08 8229 6600	0429 086 919	Geoff.Smith@ozminerals.com	

Appendix 8: Incident Support Group Meeting Locations

Council Chamber, Shire of Ngaanyatjaraku, Tjulyuru Cultural and Civic Centre, Warburton Community.

Facilities available:

Telephone, Satellite Internet, Conference Table & Chairs, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making.

	Name	Phone	Phone
1 st Contact	Les Morgan	08 8956 7966	0437 170 709
2 nd Contact	Damian McLean	08 8956 7642	0439 940 449

Meeting Room, Police Station, Second Street, Warburton Community.

Facilities available:

Telephone, Internet, Conference Table & Chairs, Telephone, Internet, Whiteboard, Butchers Paper / Stationery, Parking, Tea / Coffee making.

	Name	Phone	Phone
1 st Contact	OIC	08 9107 9810	0436 864 170

Note: No second contact as phones are passed from OIC to OIC with each shift.



LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

**Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of
Ngaanyatjarraku**

Updated November 2021

PREPARED BY

The Department Of Communities District Emergency Services Officer

TABLED AT THE

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Shire of Menzies TBA

Shire of Leonora 30 November 2021

Shire of Laverton 7th December 2021

Shire of Ngannyatjarraku 15 December 2021



**This Plan can be activated for hazards defined under the WA State
Emergency Management Arrangements e.g., State Hazard Plan -
Heatwave, State Hazard Plan – Fire, State Hazard Plan – Crash
Emergency, State Hazard Plan - HAZMAT.**

**To activate this plan, call the Emergency Services Unit On Call Duty
Officer **0418 943 835** 24 hours/7 days**

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

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Amendment List

AMENDMENT		DETAILS		AMENDED BY
NO.	DATE			NAME
		Complete Review and Reissue.		
1	October 2020	R & R		Ashleigh Thurn
2	November 2021	R & R		Liz Hatton
3				
4				
5				
6				

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

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1.0 Introduction

1.1 Outline

The Local Emergency Welfare Plan is to be read in conjunction with the State Emergency Welfare Plan, both prepared by the Department of Communities (Communities).

The State and Local Emergency Welfare Plans are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements. The scope of this local plan includes:

- Communities' responsibilities for the planning, response and recovery stages for the management and coordination of welfare services, including resources, within the identified geographical boundaries;
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide welfare services during emergencies.

1.2 Exercise and review period

This plan is to be exercised at least annually, and will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

1.3 Welfare services definition

The provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. To assist in coordinating the provision of welfare services, six (6) functional areas have been identified:

- **emergency accommodation including welfare centres** – see Appendix 5
- **emergency catering** – see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **registration and reunification** – see Appendix 6
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency. Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Welfare Coordinator/ Communities Emergency Services Coordinator.

2.0 Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Welfare Coordination Group (EWCG), if there is one, and the Local Emergency Management

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Committee (LEMC). A contact list of the organisations that constitute the EWCG is provided in Appendix 3 and their agreed organisational responsibilities are provided in Appendix 4.

2.2 Special considerations

Local Governments (LGs) plan for special considerations as per the State EM Policy 4.6.1 –

EM planning must consider where special arrangements will be required. For example, any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

- children and youth;
- older people;
- people with disability;
- those who are medically reliant;
- Aboriginal and Torres Strait Islanders;
- individuals from culturally and linguistically diverse (CaLD) backgrounds;
- isolated individuals and communities; and
- transient individuals and communities.

In addition, EM planning must consider special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 –

Animals in welfare centres. For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, “Hearing” Dogs and Disability Aid Dogs. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements. Also see Appendix 5 Emergency Accommodation, point 5.4 Children, organisations, educational and care facilities.

Communities prioritises its response in line with its operational capacity and relies on those agencies or organisations which provide support to these groups having suitable plans and response capabilities in place, prior to an emergency to cater for these groups’ needs.

2.3 Resources – Preparedness and Operational

Communities has primary responsibility for managing and coordinating welfare services resources. This plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level. In some emergencies interstate/national resources may be required. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator/Emergency Services Coordinator. Communities is responsible for appointing Welfare Coordinators as follows:

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Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Communities State Welfare Coordinator (SWC)	<p>The title "State Welfare Coordinator" used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Coordination of all emergency welfare support services at the State level; (b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required; (c) Act as the DG's representative on the following: <ul style="list-style-type: none"> • SEMC Response and Capability Subcommittee; • SEMC Recovery Subcommittee; • SEMC Community Engagement Subcommittee; • Other State and national level committees as appropriate. (d) Chairing the State Welfare Emergency Committee (SWEC); (e) Coordination of all partnering agencies within State Welfare Coordination Centre.
Communities Emergency Services Coordinator (ESC)	<p>This role may be delegated by Communities Emergency Services (ES) Director to the rostered Communities ES On Call Officer during activation and operations to carry out Communities emergency management functions. The ESC is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency. The ESC is authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish the State Welfare Coordination Centre and manage centre functions during operation; (b) Activate responses to emergency situations, authorise emergency expenditure and utilise resources to meet those responses; (c) Assist the State Welfare Coordinator with their functions as required; (d) Manage emergency welfare services functions as required; (e) Provide support to country staff/offices involved in emergencies; (f) Represent Communities on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required.
Communities District Welfare Representatives	<ul style="list-style-type: none"> (a) Represent Communities on District Emergency Management Committees (DEMCs) to address emergency welfare support matters (Communities District Director or proxy); (b) Ensure the arrangements of this plan are clearly understood at the district level; (c) Clarify Communities policy on emergency welfare matters where required; (d) Refer matters of a contentious nature to Communities Emergency Services for resolution; (e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall; (f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC); (g) Represent Communities on Operational Area Support Groups (OASGs) as required.
District Emergency Services Officer (DESO)	<ul style="list-style-type: none"> a) As a local emergency management resource, develop local arrangements, procedures and resources eg EM Kits; b) Develop, test and maintain the Local Emergency Welfare Plans for the district in which the LG areas fall; c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually; d) Liaise and establish networks and partnerships with agencies;

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Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	e) Assist with activations if available; f) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.
Communities Local Welfare Coordinators (LWC)	Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s. A Communities LWC responsibilities include: (a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director; (b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees; (c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services; (d) Represent Communities on the Incident Support Group (ISG) when required.
Communities Welfare Centre Coordinator (WCC)	In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include: (a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre. (b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC; (c) Remaining at the centre to manage the centre operations.
Local Government Welfare Support	a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial welfare response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre-determined welfare centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a welfare centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the welfare centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Welfare Coordinator and take on the LG Welfare Liaison Officer role as a support to Communities. b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the welfare centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally. c) In some circumstances it may not be possible for Communities to attend the welfare centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases, the LG may be asked to continue to provide the coordination role for the welfare centre, with support and advice being available from Communities via telephone or other means. In these situations, Communities would approve in advance any required expenditures in relation to operating the welfare centre and would meet these costs if required. If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.

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2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Welfare Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate welfare services under this plan, and in accordance with their roles and responsibilities.

2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

- (1) As per State Emergency Management Policy 5.3.4 'A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA and may also support Combat Agencies and other Support Organisations upon request'.
- (2) The State Welfare Coordinator/Emergency Services Coordinator based on information provided internally and/or externally, may identify the need to activate this support plan.

Regardless of who first identifies the need, the HMA/Controlling Agency and Communities State Welfare Coordinator (SWC), Emergency Services Coordinator (ESC) or Local Welfare Coordinator shall confer and agree that this plan should be activated; discuss the safe location of welfare centres and welfare services required. If activated at the local level the Local Welfare Coordinator will advise Communities SWC/ESC.

Once this decision is made the State or Local Welfare Coordinator shall assess the immediate welfare services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

Communities, representing partnering agencies, should be included as a member of the ISG and OASG, if formed, and will appoint an appropriate Communities representative accordingly.

2.6 Plan Activation Stages

The plan will normally be activated in stages. In an impact event for which there is no warning period, these stages may be condensed with stages being activated concurrently.

Activation Stage number	Activation Stage name and actions
Stage 1	Alert: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities. (a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies alert their own personnel; (c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided; (d) Key personnel are briefed on action to be taken; (e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.
Stage 2	Activation: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally.

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Activation Stage number	Activation Stage name and actions
	<ul style="list-style-type: none"> (a) On behalf of the HMA/Controlling agency, and in consultation with the welfare centre owners, the Local Welfare Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities; (b) Required partnering agencies are activated by the SWC/ESC or Local Welfare Coordinator and proceed to the welfare centre; (c) Welfare services are provided under the coordination of the Local Welfare Coordinator with partnering agencies assisting as required; (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Local Welfare Coordinator and partnering agencies; (e) Welfare services requirements are continuously monitored and reviewed by the Local Welfare Coordinator and adjusted accordingly. (f) If required, requests for additional resource support at the local level should be made by the Local Welfare Coordinator to the SWC/ESC.
Stage 3	<p>Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SWC/ESC or Local Welfare Coordinator to request of HMA/Controller Agency to Stand Down if they assess welfare services no longer required.</p> <ul style="list-style-type: none"> (a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies stand down in accordance with relevant procedures for their agency; (c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed; (d) Communities to officially hand back the welfare centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as a welfare centre; (e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible; (f) Post operation reports to be written by Communities – see 2.9.

2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-welfare matters will be referred to them. Communities and partnering agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SWC/ESC.

If the **Register. Find. Reunite. system** is activated, Communities SWC/ESC will give approval for Australian Red Cross to provide R.F.R. information to the HMA/Controlling Agency, or the State Emergency Public Information Coordinator (SEPIC).

2.8 Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, State EM Plan 5.2.5. Communities Local Welfare Coordinator is to contact Communities SWC/ESC to seek approval before there is any exchange of information.

2.9 Debriefs and Post Operation Reports

The Local Welfare Coordinator conducts a debrief of participating staff and agencies as soon as practical after all agencies are stood down. This is to identify lessons learnt through the activation for continuous improvement of any future activations. Following this, the Local Welfare Coordinator, or appointed Communities officer, writes the Post Operation Report.

3.0 Recovery

3.1 Recovery Definition

The Emergency Management Act 2005 (s. 3) defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

As per the State Emergency Management Plan and the State Emergency Welfare Plan, it is the responsibility during recovery for the Department of Communities to coordinate the welfare components of recovery in line with the services outlined in this Plan for people affected by an emergency.

3.2 Emergency relief and assistance in recovery

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

Communities, as a support organisation, is not responsible for the coordination or collection of monetary donations or donated goods or services; restocking perishables or transporting people to/from homes and communities.

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through the **Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA)**, the State Government provides a range of relief measures to assist communities recover from an eligible natural event

Department of Communities may provide some financial assistance in recovery for individuals and families if DRFA-WA is activated. This assistance is to alleviate personal hardship or distress as a direct result of an eligible natural disaster and assessed on a case by case basis by Communities SWC/ESC. Some categories are subject to income and/or assets testing. Other financial assistance that may be available after an emergency are:

- **Services Australia – Centrelink, Medicare and Child Support** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group. **If activated by the Australian Government, Centrelink can administer –**

- **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
- **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster.
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

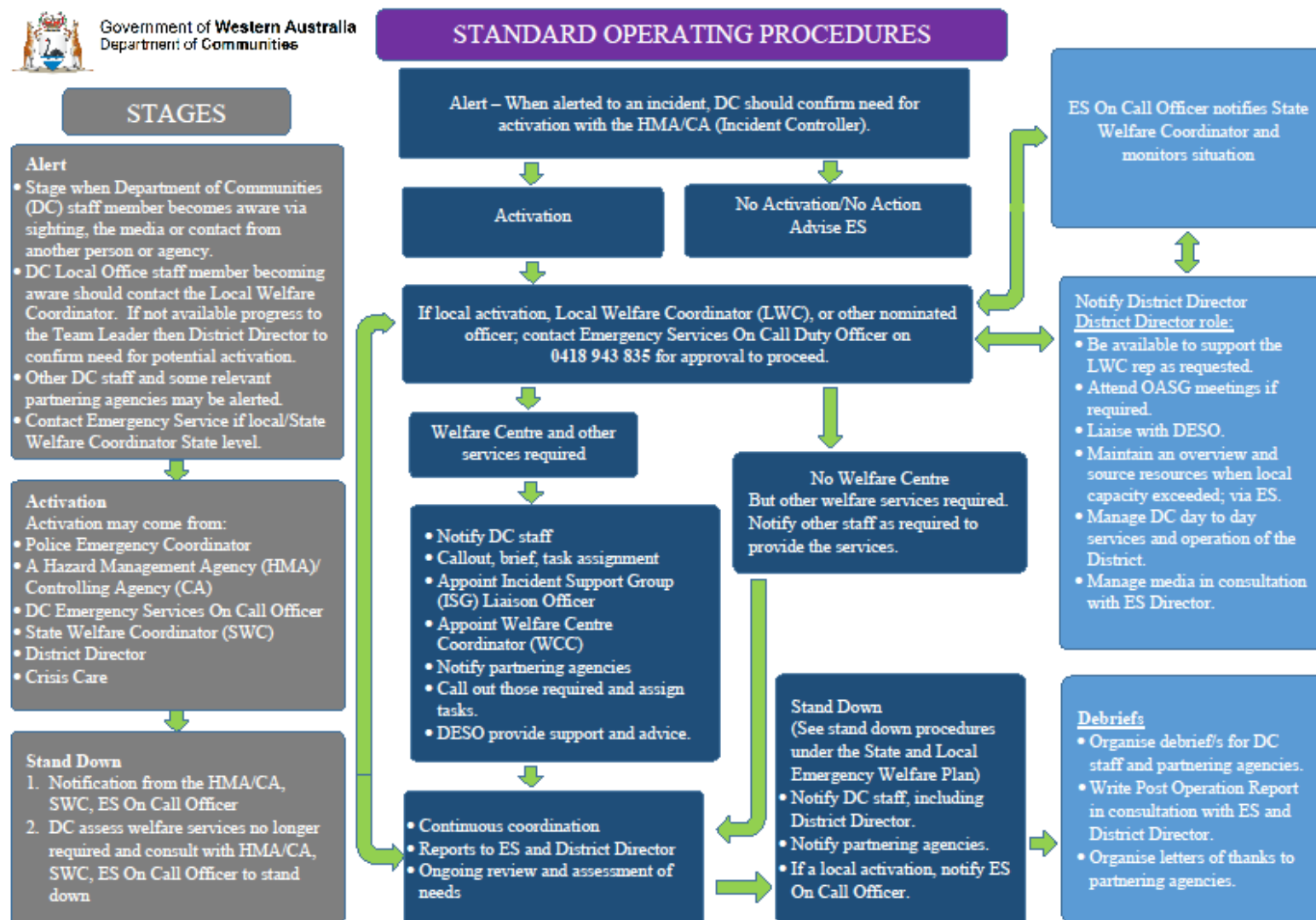
3.4 Cessation of recovery

Communities cessation of welfare services in recovery will be dependent on community needs, access to existing community services, and individuals’ and communities’ resilience. Accordingly, Communities cessation may vary from other recovery services.

3.5 Review of recovery activities

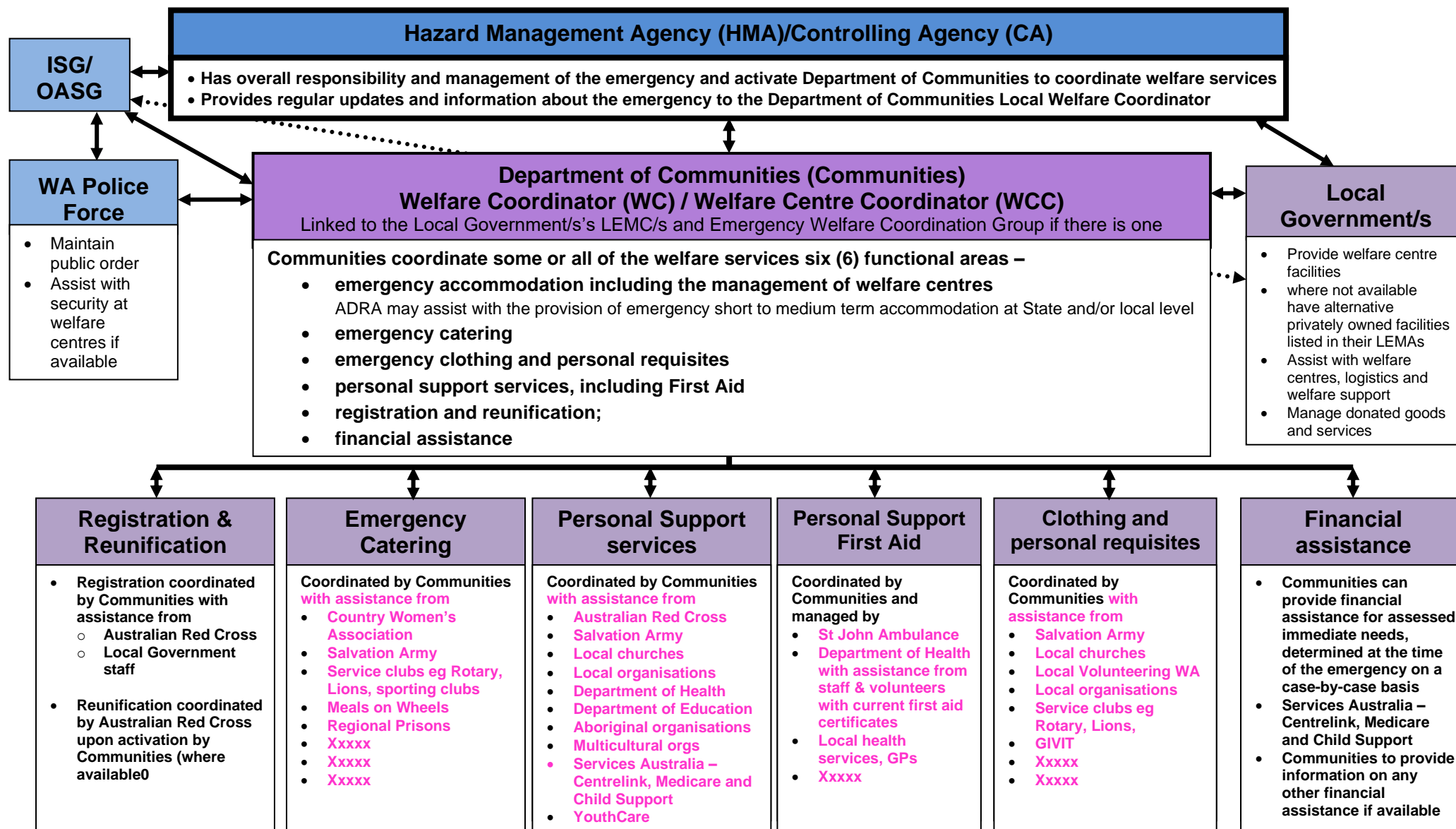
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

Appendix 1 – Department of Communities Standard Operating Procedures



Appendix 2 – Local Emergency Welfare Coordination

Please see Appendix 4 – Organisational Responsibilities for details of each partnering agency's responsibilities.



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Appendix 3 – Emergency Welfare Coordination Group/Partnering Agencies

- In some locations where there are enough local partnering agencies, Communities will establish an Emergency Welfare Coordination Group.
- This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare services. Their agreed organisational responsibilities are provided in Appendix 4.
- All partnering agencies staff and volunteers assisting Communities in accordance with this plan are required to comply with Communities policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.
- In multi-agency responses Team Leaders for each functional area may be appointed, i.e., Registration Team Leader, Emergency Catering Team Leader.

Department of Communities (Communities)		
Functions include: Overall Coordination * Accommodation * Financial Assistance * Counseling * Personal Support * Personal Requisites * Registration		
Name/Position	Work Contact	A/Hours
1st contact Liz Hatton, District Emergency Services Officer	0437 224 270 Elizabeth.hatton@communities.wa.gov.au	0437 224 270
2nd contact Andrea Speer, Regional Executive Director	0448 016 237 Andrea.speer@communities.wa.gov.au	0448 016 237
Shire of Leonora		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Jim Epis, CEO	9037 6044 ceo@leonora.wa.gov.au	0418 118 220
2nd Contact Lee-Anne Trevenen, Deputy CEO	9037 6044 dceo@leonora.wa.gov.au	0429 376 044
Shire of Laverton		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Peter Naylor, CEO	9031 1202 ceo@laverton.wa.gov.au	0427 061 674
2nd contact Gary Smith, Works Supervisor	9031 1202 ws@laverton.wa.gov.au	0437 936 039
3rd Contact Isaac Stout, Engineering Technical Officer	9031 1202 eto@laverton.wa.gov.au	0419 726 169
Shire of Menzies		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Brian Joiner, CEO	9024 2041 ceo@menzies.wa.gov.au	0409 114 509
2nd Contact Greg Dwyer, Shire President	9031 3031 Shire.president@menzies.wa.gov.au	0429 313 031
Shire of Ngaanyatjaraku		
Functions include: Coordination Assistance * Provision of facilities to use as Welfare Centres * Financial Assistance/Appeals * Assistance with Pets		
1st contact Geoff Handy, Finance Manager	8956 7966 finance@ngaanyatjaraku.wa.gov.au	0488 030 707
2nd Contact Damian McLean, Shire President	8956 7966 cda.wbrcom@bigpond.com	0439 940 449

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WA Police		
Functions include: Maintain public order at Evacuation Centres as required		
Name/Position	Work Contact	After Hours
1st Contact - Leonora Carl Logan, OIC Kalgoorlie Police Station	9028 6700 Carl.logan@police.wa.gov.au Leonora.police.station@police.wa.gov.au	0436 864 174
1st Contact - Laverton James Brooks, OIC Laverton Police Station	9088 2777 James.BROOKS@police.wa.gov.au Laverton.police.station@police.wa.gov.au	0436 863 131
1st Contact - Leinster Gerry Rafferty, OIC Leinster Police Station	9055 8555 Gerard.RAFFERTY@police.wa.gov.au Leinster.police.station@police.wa.gov.au	0436 859 834
1st Contact - Warburton Mitch Hands, OIC Warburton Police Station	(08) 9107 9810 Mitch.HANDS@police.wa.gov.au WarburtonPoliceStationSMail@police.wa.gov.au	0436 863 742
1st Contact - Blackstone Steve Page, OIC Blackstone Police Station	(08) 8954 8088 Steve.PAGE@police.wa.gov.au BlackstoneMFPFMAIL@police.wa.gov.au	0436 861 408
1st Contact - Warakurna Revis Ryder, OIC Warakurna MFPF	(08) 8960 8550 Revis.Ryder@police.wa.gov.au WarakurnaMFPF@police.wa.gov.au	0436 853 922
Department for Fire and Emergency Services		
Functions Include: Logistics Support		
1st Contact Goldfields Head Office	(08) 9026 4100 (24 hr Diverts to Regional Duty Coordinator 'On Call' Duty Officer a/hrs)	1800 966 077
2nd Contact Kyle Pollitt, Area Officer North East Goldfields	9026 4100 Kyle.pollitt@dfes.wa.gov.au	0429 372 360
3rd Contact Daniel Birleson, District Officer	90264100 Daniel.Birleson@dfes.wa.gov.au	0428 563 378
Department of Health		
Functions Include: Medical Services * Personal Support Services		
1st contact Disaster Preparedness & Management Unit - can organise a doctor at a welfare centre/ prescriptions	08 9328 0553 Duty Officer 24/7	Emergencies 000 / 112 / 106
2nd contact Elissa Stout. Regional Manager	9080 5771 Elissa.Stout@health.wa.gov.au	0407 028 485 24hr on call - 9080 5733
St. John Ambulance		
Functions Include: First Aid * Personal Support Services		
St. John Ambulance - Call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA		
1st contact Communication Centre - Perth	9334 1234	Emergencies 000 / 112 / 106
2nd Contact Adam Owen, Station Officer (Kalgoorlie)	(08) 9026 2000 Adam.Owen@stjohnambulance.com.au	0427 917 580
3rd Contact Nadine McLoughlin, Regional Manager-Goldfields	(08) 9026 2005 Nadine.mcloughlin@stjohnwa.com.au	0427 197 546
Bega Garbarringu Health Service		
Functions Include: Personal Support		
1st Contact Robert Bell, Manager Clinical Services	(08) 9022 5500 robert.bell@bega.org.au	No A/H contact

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Department for Human Services (Centrelink) Functions Include: Financial Assistance * Personal Support		
1st Contact Deepac Rangila, Manager	(08) 9092 5430 Deepac.rangila@humanservices.gov.au	0429 110 698
Department of Education Functions Include: Accommodation * Personal Support * Catering		
1 st Contact Diana Kirkland, Coordinator Regional Services	(08) 9093 5600 Diana.kirkland@education.wa.edu.au	0432 381 807
2 nd Contact Saeed Amin, Director of Education	9093 5600 Saeed.Amin@education.wa.edu.au	0407 444 987
Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (2 nd and 3 rd contact used for day to day business, EWCG meetings etc. - NOT for emergency responses. For emergency responses refer to First Contact		
1 st contact Emergency Control Centre - 24/7 Duty Phone	0408 930 811 – ring to activate local teams	24/7 Duty Phone (Perth)
2 nd Contact Lilian Walters (in Kalgoorlie), Emergency Services Coordinator	Slbwalters1@gmail.com	0400 185 571
3 rd Contact Elizabeth Smith (Anglican priest- in Kalgoorlie), Emergency Services Project Coordinator	92258856 Esmith@perth.anglicare.org Kalganglicareoffice@gmail.com	0417 348 997
Salvation Army Functions include: Catering * Emergency Clothing/Personal requisites * Personal support		
1 st Contact Lieutenant Bethany Baillie	9021 2255 bethany.baillie@salvationarmy.org.au	0414 958 973
2 nd Contact Lieutenant BJ Baillie	9021 2255 BJ.baillie@salvationarmy.org.au	0437 934 104

Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their welfare obligations as part of the Local Emergency Welfare Plan.
- Communities as an emergency management support organisation coordinates emergency welfare services when activated via this plan – the Local Emergency Welfare Plan.
- To coordinate emergency welfare services requires the support of a number of statutory, private and voluntary organisations, known as partnering agencies. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective agencies at the State level via the State Welfare Emergency Committee and Communities.
- At the local level these responsibilities may be varied to suit the capabilities and availability of welfare organisations. The responsibilities are negotiated between Communities and the agency at the local level and are reflected in this Appendix.
- The allocated responsibilities do not restrict one agency from assisting another, regardless of its primary role.
- Should a partnering agency not be able to manage its primary responsibilities, support with those responsibilities may be requested from the Local Welfare Coordinator. Ultimately, Communities is responsible for these functions where no partnering agency assistance is available.

Please note this List of Agencies is state level agencies as per the State Westplan – Welfare. Adventist Development and Relief Agency, Centrecare,

Department of Communities, Education (Department of), Health (Department of), Human Services (Department of) – Centrelink, Local Government and Communities (Department of), Local Government Authority/ies – relevant to this plan, Multicultural Interests (Office of), Red Cross (Australia), Salvation Army, St John Ambulance, Volunteering WA, WA Country Health Services – Goldfields Kalgoorlie Hospital, WA Police.

Agency Name	Normal role if engaged
Department of Communities (Communities) – Lead Welfare Agency	<ul style="list-style-type: none"> (1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government (LG) area; (3) If applicable, establish and manage the activities of the Emergency Welfare Coordination Group including the provision of secretariat support; (4) Provide staff and operate the Welfare Centres if required; (5) Coordinate all welfare resources utilised under this plan; (6) Coordinate the welfare functional areas of: <ul style="list-style-type: none"> (a) Emergency Accommodation; (b) Emergency Catering; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (7) Provide representatives to various emergency management committees and coordination groups as required.

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Agency Name	Normal role if engaged
Department of Communities - Housing	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
Australian Red Cross	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Welfare Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
Centrecare	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed
Department of Education	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Catering where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available; (5) Assist with other welfare functional areas where agreed.
Department of Fire and Emergency Services (DFES) Community Liaison Unit	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Engage "face to face" two-way communication and liaison with affected communities through a point of public interface e.g., at a welfare centre distributing relevant incident information such as traffic management information and support the facilitation of public meetings and other community based communications.
Department of Health	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
Services Australia – Centrelink, Medicare and Child Support	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with Services Australia guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
GIVIT – online donation management system	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer as required to be a reference source regarding donated goods.
Legal Aid Western Australia	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
Local Churches/ Church Ministers Fellowship	<ol style="list-style-type: none"> (1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities e.g., Ranger Services.</i></p> <ol style="list-style-type: none"> (1) Provide a Local Government (LG) Welfare Liaison Officer as required; (2) Assist with the welfare functional area of Emergency Accommodation by utilising LG facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities -to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.

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Agency Name	Normal role if engaged
Salvation Army	(1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
St John Ambulance	Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required, please call 000/112/106. (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
WA Police Force	(1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed.

Appendix 5 – Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, is coordinated and assessed by Communities.

Please note - in the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

Points of clarification:

5.1 Establishment of welfare centres

As per State EM Policy -

- (a) 5.7.3 - The Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- (b) 5.7.4 - Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge site and welfare centres including evacuation centres appropriate for the hazard. The welfare centres should be documented in the LEMA and are also recorded on the State Welfare Centre Database which HMAs and Controlling Agencies have access to.
- (c) 5.9.5.5 - LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs or note where there are no facilities.

Therefore, the establishment and management of welfare centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with welfare centre owners. This could be LGs or private facility owners. Welfare centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other welfare services until alternative arrangements can be made.

5.2 Welfare centres definition

In Western Australia welfare centres are a facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop-shop') for an impacted community. Welfare centres may continue the extended provision of services into the recovery phase where LGs take responsibility as the lead agency in recovery. For the purposes of this plan all such facilities are classified as Welfare Centres.

5.3 Safety considerations

To ensure the safety of evacuees and welfare centre staff and volunteers, Communities will not establish welfare centres –

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- in Bushfire Emergency Warning areas, and will only establish welfare centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the welfare centres;
- if there are structural concerns about the facility, and/or health concerns e.g., no running water, no drinking water, non-functioning sewage system, gas or chemical leaks in the area.

5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

Children and vulnerable people in Evacuation Centres

Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre. The preferred option for agencies, organisations or educational and care facilities such as women's refuges, men's hostels, group homes, is for them to have arrangements in place to either evacuate to a similar facility or shelter in place if safe.

If it's necessary to evacuate to a welfare centre, supervisory staff or members with responsibility for care, supervision or provision of services to children and their clients must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or responsible adult approved by that agency, organisation or educational and care facility.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the welfare coordinator at these centres for further advice and assistance in relation to unaccompanied children.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in Local Emergency Management Arrangements, State EM Plan 4.6.1 Special Considerations.

5.5 Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g., Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. Some LGs may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

5.6 Responsibility for the welfare centre premises

Communities will take responsibility for the premises utilised as welfare centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities and agree to replace or reimburse for supplies used in the operation of welfare centres.

As Communities operate welfare centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as a welfare centre, Communities will facilitate processes with the HMA/Controlling Agency to

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respond to the claim. The owner/s of the facilities agrees to utilise their building insurance in the event of damage resulting from the actual disaster event to the structure of the building.

Communities will use contract cleaners or pay for the use of the facilities' cleaners to restore the facilities directly utilised as welfare centres back to serviceable condition, if requested.

5.7 School evacuations

If a school needs to evacuate upon receiving advice/instructions from the Incident Controller or HMA, they should try to evacuate to another school first or self-manage in a Communities designated welfare centre. Schools can evacuate to the community welfare centre with the schools' students under the duty of care and responsibility of the evacuated school.

Schools should use resources within the school such as gym mats, blankets if they have them, any food in school canteens etc. However, if these resources are not available and Communities have spare items, these items will be shared with the school. If schools and Communities do not have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Welfare Plan.

5.8 State Welfare Centres

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances LGs or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other LG areas. At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

Appendix 5A List of Pre-determined Welfare Centres in the Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

LEONORA Shire	Contact Details	Capacity	Information
Leonora Recreation and Aquatic Centre 96 Tower Street Leonora Lat/Lon 28.880604/121.330045	Jim Epis (CEO), 9037 6044 / 0418 118 220, ceo@leonora.wa.gov.au Lee-Anne Trevenen (D/CEO) 9037 6044 / 0429 376 044 dceo@leonora.wa.gov.au	Sitting - 400 Sleeping – 80 COVID Sitting - 200 Sleeping-20	Toilets (incl disabled), showers, cooking facilities, aircon / heating
Leonora Sporting Complex Lot 3410 Briggs Avenue Leonora. Lat/Lon 28.8938635/121.3069914,	Jim Epis (CEO), 9037 6044 / 0418 118 220, ceo@leonora.wa.gov.au Lee-Anne Trevenen (D/CEO) 9037 6044 / 0429 376 044 dceo@leonora.wa.gov.au	Sitting - 150 Sleeping – 30 COVID Sitting - 75 Sleeping - 7	Toilets (incl disabled), showers, cooking facilities, aircon / heating
Leonora District High School 157 Gwalia Street Leonora Lat/Lon 29.5094806/117.6947975	9037 6143 1st Contact , Diana Kirkland Coordinator Regional Operations 9093 5600 / 0432 381 807 2nd Contact , Saeed Amin, Regional Executive Director, 0407 444 987		Only considered as last resort, where no other option exists.

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LEINSTER	Contact Details	Capacity	Information
Leinster Recreation Centre Mainsbridge St Leinster Lat/Lon 27.5443 S/120.41.49 E	Peter Craig 0418 950 572 Jim Epis (CEO) 9037 6044 / 0418 118 220	Sitting – 150 Sleeping – 80 COVID, Sitting – 75, Sleeping - 20	Toilets, (Inc disabled) showers (Pool area) cooking facilities, aircon/ heating
LAVERTON Shire	Contact Details	Capacity	Information
Laverton Shire Hall 9 MacPherson Pl Laverton Lat/Lon 28.6256707 / 122.3950146	Peter Naylor (CEO), 9031 1202 / 0427 061 674, ceo@laverton.wa.gov.au Isaac Stoat, Engineering Technical Officer, 9031 1202 / 0419 726 169, eto@laverton.wa.gov.au	Sitting – 200 Sleeping – 100 COVID Sitting – 100 Sleeping - 50	Toilets, (Inc disabled), showers (not disabled), cooking facilities, aircon
Laverton Sports Oval Weld Drive Laverton Lat/Lon 28.6274388 / 122.4036812	Peter Naylor (CEO), 9031 1202 / 0427 061 674, ceo@laverton.wa.gov.au Isaac Stoat, Engineering Technical Officer, 9031 1202 / 0419 726 169 eto@laverton.wa.gov.au	25,000m2. Caravan parking	Access to toilets (no disabled)
Laverton Racecourse Racecourse Rd Lat/Lon 25.30905990922164 2C114.9605891629499	Peter Naylor (CEO), 9031 1202 / 0427 061 674 ceo@laverton.wa.gov.au Isaac Stoat, Engineering Technical Officer, 9031 1202 / 0419 726 169 eto@laverton.wa.gov.au	Caravan parking	Access to toilets and shower (no disabled)
Laverton Sports Club Great Central Road Laverton Lat/Lon 28.37268 / 122.2417.3	Peter Naylor (CEO), 9031 1202 / 0427 061 674, ceo@laverton.wa.gov.au Isaac Stoat, Engineering Technical Officer, 9031 1202 / 0419 726 169 eto@laverton.wa.gov.au	Sitting – 80 Sleeping – 20 COVID Sitting – 30 Sleeping - 8	Toilets, aircon
Laverton Primary School Lancefield Street Laverton Lat/Lon 28.6274044, 122.4039197	1st Contact , Diana Kirkland, Coordinator Regional Operations, 9093 5600 / 0432 381 807 2nd Contact , Saeed Amin, Regional Executive Director, 0407 444 98		Only considered as last resort, where no other option exists.
MENZIES Shire	Contact	Capacity	Information
Menzies Shire Hall 124 Shenton Street Menzies Lat/Lon 29°41'37"S / 121°1'44"E	Brian Joiner (CEO), 9024 2041 / 0409 114 509, ceo@menzies.wa.gov.au Greg Dwyer, 9031 3031 / 0429 313 031 Shire.president@menzies.wa.gov.au	Sitting – 162 Sleeping – 50 COVID Sitting – 75 Sleeping – 10	Toilets (incl disabled), Showers (not disabled) Cooking facilities, aircon
Menzies Community Resource Centre 37 Shenton Street Menzies. Lat/Lon 37.9656056 / 145.2094237	Brian Joiner (CEO), 9024 2041 / 0409 114 509, ceo@menzies.wa.gov.au Greg Dwyer, 9031 3031 / 0429 313 031 Shire.president@menzies.wa.gov.au	Sitting – 50 Sleeping – 15 COVID Sitting – 12 Sleeping - 6	Has 6 rooms with access to toilets (incl disabled), showers (not disabled) cooking facilities, aircon
Menzies Youth Centre 124 Shenton Street Menzies. Lat/Lon 29.693991 / 121.0294313	Brian Joiner (CEO), 9024 2041 / 0409 114 509, ceo@menzies.wa.gov.au Greg Dwyer 9031 3031 / 0429 313 031 Shire.president@menzies.wa.gov.au	Sitting – 40 Sleeping – 10 COVID Sitting – 12 Sleeping - 2	Access to toilets (incl disabled), showers (not disabled) cooking facilities, aircon
Menzies School Gregory Street Menzies Lat/Lon 29.6909182 / 121.0268261	1st Contact , Diana Kirkland, Coordinator Regional Operations, 9093 5600 / 0432 381 807 2nd Contact , Saeed Amin, Regional Executive Director, 0407 444 987		Only considered as last resort, where no other option exists.
Tjuntjuntjara – Remote Aboriginal Community Community Hall (Called the BARN) Lat/Lon 29.339694 / 127.096933	Moray Ralph. Community Advisor. 9037 1100	Sitting 40 Sleeping – 10 COVID Sitting – 12 Sleeping - 2	Transline access road. 700 ks from Kalgoorlie. Access to toilets, showers, cooking facilities.

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NGAANYATJARRAKU Shire	Remote Aboriginal Communities		
WARBURTON Community Hall Lat/Lon 26.0800 / 126.3500	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 300 Sleeping 60 COVID Sitting -150 Sleep - 15	
JAMESON Community Hall Lat/Lon 24.1570548 / 126.9745609	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
BLACKSTONE Community Hall Lat/Lon 25.9983639 / 128.2814456	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep- 5	
WINGELINA Community Hall Lat/Lon 26.0401 / 128.5578	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
TJURKURLA Community Hall Lat/Lon 24.22179 / 128.4415	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
WARAKURNA Community Hall Lat/Lon 25.023638 / 128.181152	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 150 Sleeping 30 COVID Sitting - 75 Sleep - 7	
WANARN Community Hall Lat/Lon 25.1756 / 127.3337	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 100 Sleeping 20 COVID Sitting - 50 Sleep - 5	
PATJARR Store Lat/Lon 24.3700 / 126.1851	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 50 Sleeping 10 COVID Sitting - 25 Sleep - 2	
TJIRRAKARLI Store Lat/Lon 26.000887 / 125.473131	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030 707	Sitting 50 Sleeping 10 COVID Sitting - 25 Sleep - 2	
KANPA Store Lat/Lon	Geoff Handy finance@ngaanyatjarraku.wa.gov.au 8956 7966 0488 030707	Sitting 50 Sleeping 10 COVID Sitting - 25 Sleeping - 2	

As per Shire of Ngaanyatjaraku LEMA, in the event of a whole community having to be evacuated the residents would be relocated to another community of their choice.

Appendix 5B – Alternative Temporary Accommodation Services

In the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

If a small number of people were required to evacuate, or there is extenuating circumstances for some individuals and families, Communities Emergency Services would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial facilities. **Note: accommodation providers requiring payment need to have ABNs** – providers cannot receive payment without one.

Contact the Emergency Services On Call Duty Officer to seek approval for use of commercial accommodation – 0418 943 835.

In a larger emergency Communities Emergency Services may need assistance in organising accommodation for evacuees and ADRA can assist with this in designated areas. If additional help is required, please contact the **Emergency Services On Call Duty Officer – 0418 943 835** and the Officer will activate ADRA if appropriate.

Name	Address	Contact Details	After Hours Contact
Hotels/Motels/Backpackers/Caravan Parks			
LEONORA			
Leonora Motor Inn	48 Tower Street Leonora	9037 6444	
Whitehouse Hotel	120 Tower Street Leonora	9037 6030	
Central Hotel	Tower Street Leonora	9037 6042	
Leonora Caravan Park	42 Rochester Street Leonora	9037 6568	0488 068 483
Leonora Lodge	1126 Otterburn Street Leonora	9037 7053	0419 177 232
Hoover House Bed and Breakfast	Gwalia Street Gwalia	9037 7122	0419 958 199
Morapoi Station Stays and Tours	Morapoi Station	9031 3380	0417 911 485
LEINSTER			
Leinster Lodge	Mainsbridge St Leinster	9037 9556	0418 471 514
Leinster Caravan Park	Mainsbridge St Leinster	0436 661 725	
LAVERTON			
Laverton Caravan Park	211 Weld Drive Laverton	9031 1072	
Desert Inn Hotel	2 Laver Place Laverton	9031 1188	0422 965 239
Laverton Chalet Motel	29 Augusta St Laverton	9031 1130	
Laverton Downs Station Single/double rooms, power van sites	20kms east of Laverton	9037 5998	

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MENZIES			
Menzies Hotel	Shenton Street Menzies	9024 2016	
Tjuntjuntjara	Transline access road. Buildings in community: Office, Clinic, School	9037 1100	Moray Ralph. Community Advisor.
NGAANYATJARRAKU			
Warburton Roadhouse	Great Central Road Warburton. PMB 87 via Kalgoorlie	8956 7656. <i>A/H number is for all NG communities</i>	Geoff Handy Shire Finance Manager 0428 030 707
Warakurna Roadhouse	Great Central Road. PMB 62, Via Alice Springs,	8956 7344	Geoff Handy Shire Finance Manager 0428 030 707
Patjarr. Visitor's residence, modified Nomad, 3 bedroom. Visitors accommodation is also provided in a 3- berth, fully serviced caravan.	Clutterbuch Hills. 240 ks NE of Warburton. PMB 141 Via Alice Springs	Office/Store - 8956 7900 Advisor – 8956 7472	Geoff Handy Shire Finance Manager 0428 030 707

Appendix 6 – Welfare function of Registration and Reunification

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western Australia this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.
- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some LGs to be readily available for immediate use at welfare centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

See over for Communities Standard Operating Procedures for the welfare function of Registration and Reunification.

Communities Standard Operating Procedures for the welfare function of Registration and Reunification

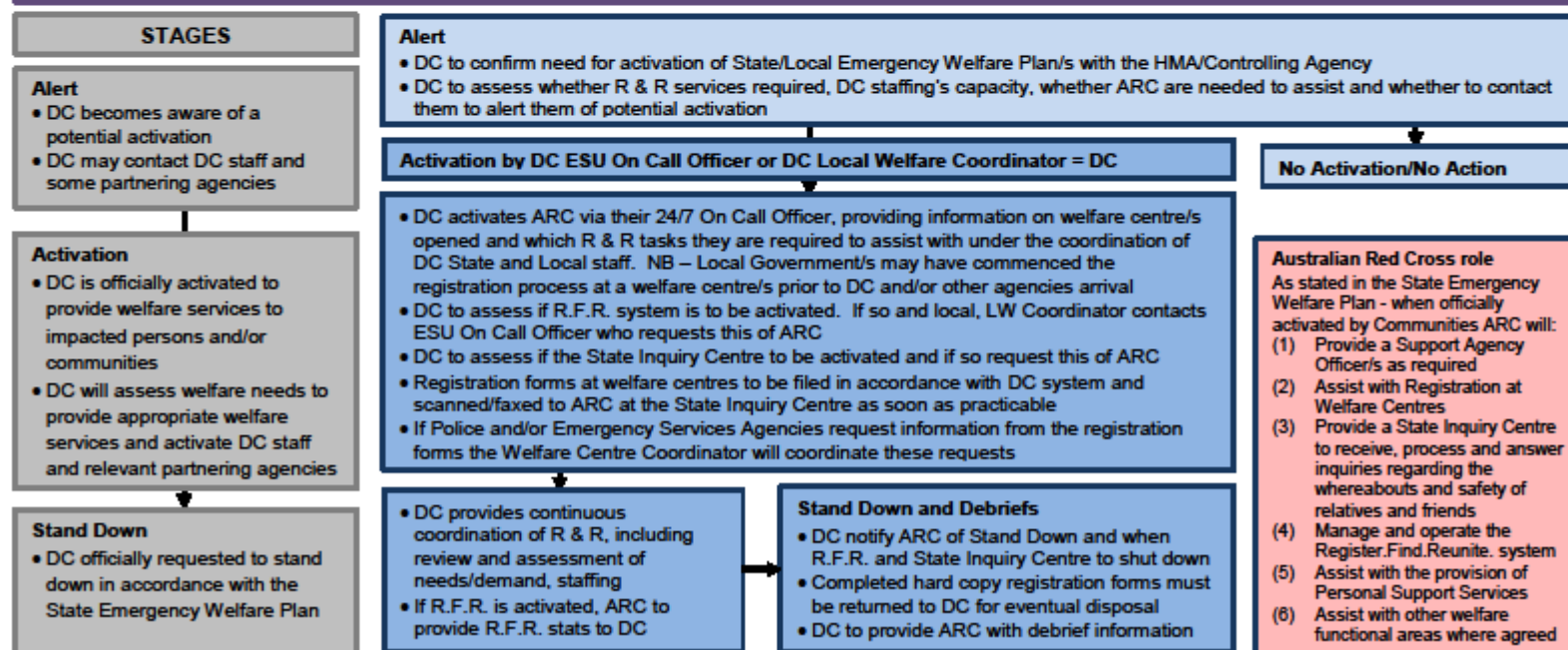


Government of Western Australia
Department of Communities

Department of Communities Emergency Services - Standard Operating Procedures for the welfare function of Registration and Reunification Dec 2017

Registration and Reunification (R & R) is one of the 6 welfare functional areas Department of Communities (DC) is responsible for under the WA Emergency Management Act 2005 and State Emergency Management Arrangements. Welfare arrangements are detailed in the State Emergency Welfare Plan and Local Emergency Welfare Plans. Registration and reunification enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally. To facilitate the accounting of persons affected by such incidents, DC may use the registration and reunification Register.Find.Reunite. (R.F.R.) system or other options as appropriate. R.F.R. has been developed at the State and national level. In Western Australia this system is activated by DC as the commissioning agency and managed by the Australian Red Cross (ARC) as a partnering agency, on behalf of DC. ARC operates the State Inquiry Centre when authorised by the DC State Welfare Coordinator.

Registration and Reunification Standard Operating Procedures – State and Local Levels



Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Appendix 7 – Emergency Catering Services

Communities will coordinate the establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups, fast food outlets or hospital, hotel, motel or public catering services. Communities cannot accept other prepared food e.g. sandwiches, cakes, sausage rolls, unless the person/organisation has a Food Handling Certificate issued by the LG. Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.

A resource list of catering agencies and other options is included below, with consideration of catering for large numbers of evacuees and/or protracted emergency events.

Name	Address/capabilities	Contact Details	After Hours Contact
LEONORA			
Leonora Supermarket	75 Tower St. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Leo's Country Kitchen/Cafe	75 Tower St. Mon-Sat 9am-7.30pm	9037 6002	
Leonora Roadhouse	724 Tower St. Mon-Fri 4.30am-7pm, sat-Sun 6am-6pm	9037 6110	
Shell Coles Express	121 Tower St. 7 days 5am-9pm	9037 6011	
Leonora Lodge	1126 Otterburn St Leonora	9037 7053	
Leonora Motor Inn	48 Tower St	9037 6444	
Central Hotel	Tower St	9037 6042	
Leonora Lodge	1126 Otterburn St	9037 7053	
Hoover House	1127 Tower St. Gwalia (B&B)	9037 7122	
LAVERTON			
Laverton Supermarket	6 Cox St	9031 1675	
Desert Inn Hotel	2 Laver Place	9031 1188	
LEINSTER			
Leinster Supermarket	Mansbridge St	0436 661 725	
Leinster Mess	29 Gledden Drive. Mon-Sun. 4am-8.30am, 4pm-8.30pm	9037 9151	
Leinster Tavern	Mansbridge St Leinster. Closes 10pm	9037 9556	
MENZIES			
Menzies Hotel	22 Shenton St	9024 2016	
NGAANYATJARRAKU A/H contact is for all NG communities Geoff Handy, Shire Finance Manager 0428 030707			
Blackstone Store		8956 7765	
Jameson Store		8956 7608	
Kanpa Store		9037 1134	
Patjarr Store		8956 7900	
Tjirrkarli Store		8956 7987	
Tjukurla Store		8956 7387	
Wanarn Store		8954 8214	
Warakurna Roadhouse	PMB 62 Via Alice Springs	8956 7344	
Warakurna Store	PMB 62 Via Alice Springs	8956 7343	
Warburton Roadhouse	Great Central Road Warburton	8956 7656	
Warburton Store	Great Central Road Warburton	8956 7637	

See each Ngaanyatjaraku Clinic listed at 'Medical Treatment' (pg 36) for HACCC catering option

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WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation Manager Control Centre Operations (MCCO) Kalgoorlie Regional Office	Assist with water and wastewater infrastructure, assets, access to key personnel, reps at all Hazard Liaison Group meetings, support for ISG, OASG and IMT, support or info during operational situations. Can supply drinking water	13 13 85	13 13 75 24hr faults/ emergencies
Gibson Soak Water Co Drinking Water Supplies & Accessories	Drinking Water	6a Coventry St Kalgoorlie 9022 7800	
Refresh Waters	Unit 33/46 Great Eastern Highway, West Kalgoorlie	9022 2266	
The Fresh Pure Water	33/46 Great Eastern Highway	9091 7334	

Appendix 8 – Emergency Clothing and Personal Requisites

Communities coordinates the provision of essential clothing and personal requisites, to persons affected by an emergency. This function includes the provision of basic necessities such as toiletry packs, blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

A resource list of emergency clothing and personal requisites suppliers and options is included below. This lists organisations and retail outlets who agree to participate in these arrangements and ensures that acceptable procedural matters have been established.

Name	Address	Contact Details	After Hours Contact
Supermarkets/General Stores			
LEONORA			
Leonora Super -market: Food/ General Stores	75 Tower Street. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Shell Coles Express	Lot 121 Tower Street Leonora 7 days 5am-9pm	9037 6011	
Caltex	Cnr Tower & Rochester Street. Mon-Fri 4.30am- 7pm, Sat-Sun 6am-6pm	9037 6110	
LEINSTER			
Leinster supermarket	1 Mainsbridge Street. 7 days. 9am – 7.30pm	9037 9136 0436 661 725	
Leinster News Agents	1 Mainsbridge Street	9037 9226	
LAVERTON			
Laverton Supermarket	8 Cox St. Mon-Fri 8.30am--5.30pm, Sat 1pm.	9031 1675	
MENZIES			
Caltex	29 Shenton St Menzies	9024 2046	
NGAANYATJARRAKU			
NG Stores	Refer to page 32-33		
Fuel # Eagle Petroleum can deliver fuel supplies to outback/remote and mining communities via unmanned card machine sites, roadhouses and service stations: Menzies, Leonora Roadhouse, Laverton, Leinster Roadhouse. https://www.eaglepetroleum.com.au			

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

LEONORA			
BP Service Station	Lot 1108 Forrest St. 7 days 24hr	9881 1962	
Shell Roadhouse	Lot 121 Tower Street Leonora.	9037 6011	
Caltex Roadhouse	Cnr Tower & Rochester Street. Mon-Fri 4.30am-7pm, Sat-Sun 6am-6pm	9037 6110	
Ampol	10 Cayzer St. 24hr	0429 808 711	
LEINSTER			
Eagle Roadhouse	Cnr Mainsbridge St & Agnew Rd	9022 7711	
LAVERTON			
Laverton Roadhouse	8 Cox St. Mon-Fri 7am-5.30pm, Sat 3pm, Sun 8am-3pm		
Caltex	Beria Rd. 24hr	0419 299 431	
BP	203 Beria Road Laverton	9088 2600	
MENZIES			
Caltex	29 Shenton St Menzies	9024 2046	
NGAANYATJARRAKU			
Warburton Roadhouse	Great Central Road Warburton	8956 7656	
Warakurna Roadhouse	PMB 62 Via Alice Springs Warakurna	8956 7344	
Mattresses, Bedding, Clothing, Household Goods etc			
Communities Emergency Services	Mattresses from stores in Kalgoorlie. Allow 4-5 hours	ON CALL PH	0418 943 835
Leonora Supermarket/Hardware	75 Tower St. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Laverton Super – market.	8 Cox St. 8 Cox St. Mon-Fr 8.30am--5.30pm, Sat 1pm.	9031 1675	
Hardware Supplies			
Leonora Supermarket	75 Tower St. Mon-Fri 9am-5.30pm, Thur 9pm, Sat 9am-1pm.	9037 6002	
Laverton Supermarket.	8 Cox St. 8 Cox St. Mon-Fr 8.30am--5.30pm, Sat 1pm.	9031 1675	

Appendix 9 – Personal Support Services

Communities will coordinate and provide personal support services, and where necessary, will work with other specialist agencies to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services and other appropriate services. Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services. Information and advisory services may include other relief measures not provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of childcare and financial counselling. A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	After Hours Contact
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	0418 943 835
Mental Health Services – Dept of Health	Hospital ED's		Refer to Medical treatment pg 36
Dept of Human Services - Centrelink	Deepac Rangila, Manager	9092 5430	0429 110 698
Dept of Education School Psychologists	Saeed Amin, Regional Executive Director	9093 5600	0407 444 987
Centrecare	Darren Burns, Executive Manager	9080 0333	
Regional Chaplaincy Services		0419 715 367	0419 715 367
Salvation Army	Lieutenant Bethany Baillie	90212255	0414 958 973
Bega Aboriginal Health Service	16-18 MacDonald St Kalgoorlie	9022 5500	No A/H contact

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Telephone Help Services			
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	On call	1800 552 002 1800 720 101 - TTY
HealthDirect		On call	1800 022 222
WA Poisons Information Centre (WAPIC)	24hr advice on the management of poisonings or suspected poisonings, poisoning prevention, drug information and the identification of toxic agents.	On call	13 1126 – 24 hour service
Beyondblue Support Service	24 hour telephone service Chat online (3pm - 12am) - https://www.youthbeyondblue.com	On call	1300 22 4636
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat	On call	13 11 14
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	On call	135 247
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	On call	1300 659 467

Medical Treatment

Health Direct - 1800 022 222 - 24hr advice. Poisons Information Centre – 13 1126 0 - 24hr advice.	Laverton Hospital 2 Beria Rd Laverton 9088 2600
St John Ambulance, Emergency Calls – Phone 000 Non-Emergency Calls – Phone 9026 2000	Laverton Community Health Service, Laver Place, Laverton 9031 1311
Royal Flying Doctor Service (RFDS), Medical Emergency Calls (24 hours), 1800 625 800, Satellite phone calls – 08 9417 6389 Admin - 9417 6300	Menzies Nursing Post Mercer Street Menzies 9024 2044
Leonora Hospital 967 Sadie Canning Dr, 9080 4300	Leinster Medical Centre. 25 Link Rd Leinster 9037 9025
Leonora Community Health Service, 95 Tower Street 9037 6083	NGAANYATJARRAKU Aboriginal Health Service 44 Scotia St Wiluna 9981 8600
Leonora Medical Practice. 967 Sadie Canning 9037 6238	Spinifix Health Service. Millen St Bdr 6188 0160 Tjuntjuntjara 9037 1102
Blackstone (Papulankutja) Clinic 8956 7675	Cosmo Newberry Clinic 9037 5949
Warburton Clinic 8956 7685	Wingellina (Irrunytju) Clinic 8956 7515
Jameson (Mantamaru) Clinic 8954 6111	Kiwirrkurra Clinic 8956 8618
Warakurna Clinic 8956 7323	Patjarr Clinic 8956 7912
Tjirrkarli Clinic 8956 7683	Tjukurla Clinic 8955 8048
Wanarn Clinic 8956 7304	Kungkarrangkalpa Aged Care (Wanarn) 8955 8068
Ngaanyatjaraku Health Service – NG Health Alice Springs (08) 8955 4700 (Head Office)	

Chemists/Pharmacy supplies

Leonora Pharmacy, 72 Tower Street Leonora 9037 6820 Mon-Fri 9am-5.30pm	Leinster medical Centre. 1 Link Rd 9037 9025
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Refer to Goldfields Primary Health Service Directories website for **Medical/Chemists/Pharmacist/**

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Advocacy, Support and Counselling Services uploaded bi-monthly on the Primary health Exchange – [My Region-Goldfields](#)

WAPHA Kalgoorlie-Boulder Region Service Directory: (includes northern Goldfields)

https://phexchange.wapha.org.au/my-region-Goldfields/forum_topics/goldfields

WAPHA Mental Health Service Directory – Goldfields:

https://phexchange.wapha.org.au/my-region-Goldfields/forum_topics/wapha-mental-health-service-directory-goldfields

Medical Supplies and Equipment including Wheelchairs

Refer to Medical/Chemists (above)	
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Medical Waste Contractors

Refer to Hospitals (above)	
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Disability Support Services

Goldfields Individual and Family Support Service (GIFSA)	23 Federal Road Kalgoorlie 90914356
Life Without Barriers (LWB)	8/35 Brookman St Kalgoorlie 9092 2900

Translation, Interpretive and Hearing (AUSLAN) Services

<p>Translating and Interpreting Service (TIS National) 24/7. Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information.</p> <p>Costs are a guide only as they may change –</p> <ul style="list-style-type: none"> • Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18 • Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18 <p>Text Emergency Calls TTY – Dial 106</p>	<p>Goldfields Aboriginal Language Centre 2 Burt Street Boulder WA 6432 9021 3788</p>
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Community and Aged Care Services and Facilities

<p>Home & Community Care Leonora: 9080 2600 9037 6299</p>	<p>Laverton: 9080 2600 9088 2602</p>
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Taxi Services/Transport – HMAs/Controlling Agency are responsible for transporting evacuees to and from Welfare Centres

Taxis/transport local	
Gold Rush Tours Buses and Coaches available or self-drive	19 Epis Street Kalgoorlie WA 6430 9092 6000
WASP Party Tours and Charters Buses and Coaches available	14 Evans Street Kalgoorlie WA 6430 9021 7744
Public Transport	Emergency (public no) – 9220 9999 Head Office – 136 213 Kalgoorlie - 9021 2655

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Appendix 10 – Key Contact Lists

Key contacts are listed in **Appendix 3** – Local Welfare Plan Emergency Welfare Coordination Group/ Partnering Agencies and **Appendix 9** – Personal Support Services.

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	Emergencies 000 / 112 / 106
DFES Public Information Line	13 DFES (13 3337) www.dfes.wa.gov.au/Pages/default.aspx
Emergency WA website for emergency warnings	https://www.emergency.wa.gov.au/
Bureau of Meteorology website	http://www.bom.gov.au/index.php
WA Tropical Cyclone Information	1300 659 210
WA Land Weather and Flood Warnings	1300 659 213
WA Coastal Marine Warnings	1300 659 223
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 www.mainroads.wa.gov.au
Alinta Gas	13 13 58
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website https://www.nbnco.com.au/ https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html
Western Power	13 13 87
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Optus	131 344
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Water Corporation Inter-agency Emergency Management Coordinator – Alf Fordham - 9420 3964 / 0472 869 491 Alf.Fordham@watercorporation.com.au 629 Newcastle St, LEEDERVILLE WA 6007 PO Box 100, LEEDERVILLE WA 6902 Out of hours operational issues - 1300 483 514 OC_Statewide_OPS_Mgr@watercorporation.com.au Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Public assistance – General – 9420 2420 Faults (public no) -13 13 75 if urgent Translation and Interpreter Service - <ul style="list-style-type: none"> 13 13 85 - account enquiries 13 13 75 - faults, emergencies and security 13 13 95 - building services Hearing or speech impaired – 13 36 77
SES	132 500

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Sanitary, Waste Disposal, Hire Services:

Name	Type of Supplies	Contact Details	After Hours Contact
Contact Shires		Refer to page 16	
Water Corporation Manager Control Centre Operations (MCCO)	Water and wastewater infrastructure, Access to assets, key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT. Info/support during operational situations	1300 483 514 Regional Office	1300 483 514 13 13 85
Leinster Contracting Services (Agent for Coates Hire)	Lot 403 Mainsbridge Rd Leinster	9037 9191	0418 950 572
Coates Hire (Kalg-Bdr based)	Hire portable toilets, ablution blocks, generators	9021 0400	

Cleaning/laundry Services

Name	Contact Details	After Hours Contact
Bidarn Commercial/Industrial Cleaning	Lot 111 Otterburn Street Leonora	9037 6376

Animal Vets/accommodation

Name	Address	Contact details
The animal hospital and motel	46 Hannan St	9021 6000, A/H 0417910 043
Kaloorlie Veterinary Clinic	131 Boulder Rd	90213965
Kaloorlie-Boulder Boarding Cattery		9091 6242
Seven Oaks Boarding Kennels cattery	6 Hunter St Kalgoorlie	9091 8773

Appendix 11– Distribution List:

Department of Communities

This plan has been distributed electronically to:

- **Electronic copies:** Regional Director, District Director, Local Welfare Coordinator
Hard Copies: Regional Office 106 Hannan St, District Office Maritana St (**RED FILE**), Local Welfare Centre Coordinator Pack Laverton, Warburton
- Emergency Services SharePoint site
- Goldfields District Emergency Services Officer (DESO)
plus a hard copy stored in DESO vehicle.

Local Emergency Management Committee

- Shires of Menzies, Leonora, Laverton and Ngannjatjarraku Local Emergency Management Committees (**Ensure edited version for any copies the public have access to – Appendices not included as contain personal names and phone numbers. This is for people's confidentiality and particularly Department of Communities staff**)

Appendix 12 – WELFARE CENTRE SAFETY INSPECTION

Facility Name & Address

Name:		Address:	
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In the event that this facility is required for use as welfare centre, this checklist (often completed in conjunction with the facility condition report) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back. Identified hazards should be reported, removed/barricaded or handled/resolved as soon as possible.

Areas to check at a minimum	
1. Facility access <ul style="list-style-type: none"> How many entrances/exits to the centre are there? Are any entrances/exits a hazard for children/people with special needs? Do any entrances/exits need to be blocked off or better sign posted? Are any of them fire exits? Is the car park able to be accessed? Is suitable access for people with disabilities available e.g. ramps/rails Stage/side halls – are these safe for children? 	<input type="checkbox"/>
2. Slips, trips and fall from height hazards <ul style="list-style-type: none"> Floors, stairs and ramps - are these free from obstructions that may cause a person to trip or fall – do any need to be barricaded? Drains, plumbing and wet areas – are these leaking causing a slip hazard – check under sinks, dishwasher Are floor surfaces free from uneven surfaces/potholes/other hazards? Are stair/steps barricaded from children? Are heavy/frequently used items stored away from top shelves and/or steps/safety ladders available if needing to reach heights (to be secured away at all other times)? 	<input type="checkbox"/>
3. Drowning hazards - Is there a drowning hazard e.g. swimming pool/spa etc? If so are they barricaded?	<input type="checkbox"/>
4. Electrical hazards <ul style="list-style-type: none"> Is the switchboard free of any obstructions and switchboard components are clearly marked? Are plugs, sockets, extension leads, power boards and/or electrical installations in good condition and protected (e.g. covered from damage and not overloaded)? Are flexible cords and extension cords being used in a safe manner (e.g. not lying across walkways and no use of multiple extension cords) Heaters – are these a hazard that needs to be barricaded? Kitchen – is this barricaded from children? Urns/Kettles – have these been barricaded from children? Other electrical equipment / hazards? 	<input type="checkbox"/>
5. Hazardous substances <ul style="list-style-type: none"> Are all potentially dangerous hazardous substances (chemicals including cleaning products) locked away? 	<input type="checkbox"/>
6. Other <ul style="list-style-type: none"> Please include an outline of other areas checked for hazards/risks. 	<input type="checkbox"/>

Please include details of all identified hazards / risks on the following:

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

Identified hazard / risk	Resolved/ Barricaded?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Yes <input type="checkbox"/> No <input type="checkbox"/>

** Please use a separate sheet if more hazards are required to be reported.

Safety Inspection completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		

WELFARE CENTRE CONDITION REPORT

Facility Name & Address

Name:		Address:	
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In the event that this facility is required for use as welfare centre, this report (often in conjunction with the facility safety inspection) must be completed jointly between Department of Communities (DC or Communities) and the facility site representative directly prior to Communities taking control of the facility and again prior to handing the facility back.

Identified damage or excessive wear and tear to the facility or equipment must be recorded. It is highly recommended that photos and/or video of the full facility (or at a minimum the parts of the facility that may be used) are taken so that the facility condition is accurately recorded. Photos/video often assists in confirming at a later date existing facility/equipment damage (that may have been missed in a visual inspection).

Identified damage or wear and tear	Photo/video taken?	Safety Issue?
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

** Please use a separate sheet if more damage / wear and tear is required to be reported.

Condition report completed by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		

WELFARE CENTRE HANDOVER REPORT

Facility Name & Address

Report Date/Time: _____

Name:		Address:	
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Facility Coordinators

Local Government Welfare Coordinator:	
DC Local Welfare Coordinator:	

Facility Handover Info

In the event that this facility is required for use as welfare centre, this handover / hand back report seeks to collate information useful to the party taking over/back 'control' of the facility. It should be completed jointly between Department of Communities and the facility site representative (or for local emergencies the Local Government representative). The information provided streamlines the process of handing over management of the centre, particularly in regards to knowing the current issues, staffing, agencies and evacuees utilising the centre

Areas to consider as a minimum	
1. Has a Safety Inspection and Condition Report been completed? Are there any concerns	<input type="checkbox"/>
<hr/> <hr/>	
2. How many Evacuees have been registered? Where are the Registration Forms? Have they been faxed?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	
3. Has hospitality been provided? Have any Meals been organised for the Evacuees? Have any meals or food has already been served?	<input type="checkbox"/>
<hr/> <hr/>	
4. Have you assigned any Liaison Officers to work in the centre? How Long? Have you arranged any rosters for on-going support?	<input type="checkbox"/>
<hr/> <hr/> <hr/>	

Local Emergency Welfare Plan - Shire of Leonora, Shire of Laverton, Shire of Menzies and Shire of Ngaanyatjaraku

1. Are other community members/groups going to be utilising the centre whilst it is open as a Welfare Evacuation Centre and will disturb its current purpose? Has the community been made aware of this centre being used as a Welfare Evacuation Centre? Have alternative plans been made for activities?	<input type="checkbox"/>
2. Are there any other concerns or issues that have arisen since the opening of the centre or any that you foresee being an issue whilst the centre is open as a Welfare Evacuation Centre?	<input type="checkbox"/>
3. Other Notes?	<input type="checkbox"/>

** Please use another Form to hand the Facility back from the Department of Communities to the Local Government

Handover report completed/acknowledged by:

Date: _____

NAME	POSITION / ORGANISATION	PHONE	SIGNATURE
	Local Government		
	Department of Communities		



Government of Western Australia
Department of Water and Environmental Regulation

Your ref: EM.00 & WM.00
Our ref: DWERDG967/21
Enquiries: Samantha Lakin, Ph 6364 7175

Mr Kevin Hannagan
Chief Executive Officer
Shire of Ngaanyatjarra

Email: ceo@ngaanyatjarraku.wa.gov.au

Dear Mr Hannagan

NGAANYATJARRAKU LANDS – POTENTIALLY CONTAMINATED SITES

I refer to your letter dated 29 October 2021 regarding potentially contaminated sites at Aboriginal community landfills within the Shire of Ngaanyatjarra.

Your letter notes that the landfill sites were not registered on the contaminated sites database. I understand that since the receipt of your letter, the landfills you referred to have been reported as known or suspected contaminated sites to the Department of Water and Environmental Regulation (the department) under the *Contaminated Sites Act 2003 (the CS Act)*.

As those sites have now been formally reported, they will be captured on our database and classified accordingly under the CS Act within 45 days of reporting.

I understand that the Department of Communities has requested that the Department of Planning, Lands and Heritage assist them with a waste and contamination audit of the Shire of Ngaanyatjarra lands, and the roles of each agency are currently being determined.

Should you have any queries in relation to this matter, please contact the Senior Manager Contaminated Sites, Andrew Miller on 6364 7186 or Environmental Officer Contaminated Sites, Samantha Lakin on 6364 7175.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'M Andrews'.

Michelle Andrews
DIRECTOR GENERAL

19 November 2021

ACTION SHEET

Environmental Health & Building Officer – Maurice Walsh

Dates on Site: 15th to 26th November 2021

Next site visit: 13th to 22nd December 2021

Date	Subject	Action Taken
Ongoing	Covid-19 Pandemic	Contact Tracing Registers in place at Shire Offices and other facilities as per Department of Health requirements. Action: EHO monitor Covid-19 Public Health matters.
November 2021	Oz Minerals West Mulgrave Mine Site	Minesite food business inspection. Premises operating satisfactorily. Action: EHO monitor food business safety.
November 2021	Warburton Community	Warburton HACC Kitchen food business inspection. Premises operating satisfactorily. Action: EHO monitor food business safety.
		Lot 80C Sixteenth Street Warburton Street – conversion of building from Class 1a to Class 5. Building Application pending. Action: EHO monitor development at Lot 80C Sixteenth Street Warburton.
		Warburton Swimming Pool - Water sampling results for pool satisfactory. Action: EHO monitor Swimming Pool water quality.
November 2021	Wanarn Community	Wanarn Aged Care Facility food business inspection. Premises operating satisfactorily. Action: EHO monitor food business safety.
November 2021	Wingelina Community	Wingelina Store food business inspection. Premises operating satisfactorily. Action: EHO monitor food business safety.
		Further discussions with Ng Health and NCAMS regarding development of HACC Kitchen in Wingelina – Building Application pending. Action: EHO monitor food business safety.
		Lot 30 Wanatjukutju St Wingelina regarding construction of new dwelling and on-site effluent disposal system. Building Application pending. Action: EHO monitor development at Lot 30 Wanatjukutju Street Wingelina.
		Inspection Lot 61 Office Close Wingelina regarding construction of on-site effluent system. Action: EHO monitor development at Lot 61 Office Close Wingelina.
November 2021	Warrakurna Community	Warrakurna Swimming Pool - Water sampling results for pool satisfactory. Action: EHO monitor Swimming Pool water quality.
		Warrakurna Rubbish Tip - site full of stormwater. New rubbish disposal area on the top-side of flooded disposal pit. EHO monitor Warrakurna rubbish tip.
		Lot 4 Fifteenth Street Warakurna - Building Permit issued for construction of a carport. Action: EHO monitor development at Lot 4 Fifteenth Street Warakurna.
November 2021	Blackstone Community	Lot 42 Third Street Warakurna - Building Permit issued for construction of a shade facility. Action: EHO monitoring development at Lot 42 Third Street Warakurna.
		Blackstone HACC Kitchen food business inspection. Premises operating satisfactorily. Action: EHO monitor food business safety.
November 2021	Blackstone Community	Blackstone Store food business inspection. Premises operating satisfactorily. Action: EHO monitor food business safety.
		Blackstone HACC Kitchen food business inspection. Premises operating satisfactorily. Action: EHO monitor food business safety.
2021	Asbestos	National Strategic Plan for Asbestos Awareness and Management (NSP) 2019-2023. The Shire is to report on the number of properties that it owns that contain asbestos materials to the State's Department of Mines, Industry Regulation and Safety (DMIRS) for the period 1 st July to 31 December 2021 by 21 January 2022. Action: EHO to finalise the number of Shire owned properties that contain asbestos material and submit report to DMIRS as required.

Pending	<p>Lot 410 Cultural Centre Street Warburton Community Layout Plan Amendment - Shire Depot Storage Facility Warburton and Staff Accommodation</p>	<p>Previously determined the best place for Shire storage area is behind the Shire dwellings near the Roadhouse. This area needs to be rezoned in the Community Layout Plan for Warburton. Building plans have been approved/certified by engineers. Shire to apply to the Department of Planning, Lands and Heritatge to rezone Lot 410 Culture Centre Street to facilitate staff accommodation as well as the Shire's storage area. Shire engaged a Town Planner to prepare documentation to achieve this rezoning. BO issued building permit for construction of the fencing at the Storage area. The Shire is to construct the storage areas hardstand and then fencing of the site. Works expected to commence in October 2021. Action: BO monitor project with DIS.</p>
Pending	<p>Public Health Plan 2022-2027</p>	<p>Shire's Public Health Plan is being prepared by the Environmental Health Officer. Shire has requested data from the Department of Health of Western Australia on chronic disease rates of the Ngaanyatjarra People to include such data within the Plan. Shire wrote to the Minister for Health requesting the chronic disease rates in the Shire for incorporation within Plan. Department of Health provided some data on chronic disease in the Shire but more information is required. Action: EHO requested more data on chronic disease rates in the Shire from Department of Health to include in the Public Health Plan for presentation to Council in January 2022.</p>
Pending	<p>Drinking Water Report 2020</p>	<p>The Department of Communities provided the Shire with a report on the quality and safety of drinking water within the Shire's Communities for 2020. The report contains data on the microbiological, chemical and radiological findings of drinking water samples submitted for examination and analysis as part of the Department of Communities public drinking water sampling program. EHO assisted by Department of Communities and provided with an updated report on the quality and safety of drinking water within the Shire's Communities for the months of January to June 2021. EHO assisted by Ng Services and obtained water samples from the bores in Warburton for chemical analyses. Action: EHO monitor the quality and safety of the Shire's Communities drinking water.</p>
Pending	<p>Contaminates Sites</p>	<p>Department of Water and Environmental Regulation advised that the Shire is not responsible for any contaminated sites existing within the Shire. It was anticipated that all landfill sites within the Shire had been classified as Contaminated Sites under the provisions of the <i>Contaminaed Sites Act 2003</i>, however, this is not the case. The Department of Water and Environmental Regulation advised the Shire that the only designated/reported Contaminated Sites within the Shire as far as the EPA of WA is concerned are the Giles Weather Station in Warrakurna and the Power Stations located in Blackstone, Jameson, Patjarr, Tjirrkarli, Tjukurla, Wanarn, Warrakurna and Warburton. All sites have been classified as <i>Possibly Contaminated – investigation required</i> with the exeption of Patjarr which has been classified as <i>Report not substantiated</i>. All of the above "<i>possibly contaminated sites</i>", are owned by the State Government - Department of Planning, Lands and Hertiage. Action: EHO in with CEO and DIS monitor this issue as it has potential implications for the implementation of the Shire's Waste Management Plan.</p>

ACTION SHEET

Works Engineer – Peter Kerp

Dates on Site 4th December – 11th December 2021**Next site visit: 8th January – 14th January 2021**

Date	Subject	Action Taken
December 2021	2021/2022 Annual Road Construction Program	<p>Hard stand area completed on Warburton Shire depot compound 13th November. Third Street gravel sheeting completed Monday 22nd November. Construction crew mobilised to new camp gravel pit site Papulankutja Rd SLK192.5. Papulankutja Rd SLK189.25 - 194.25. Widening, drainage, formation and gravel sheeting started 26th November. This is a Roads 2 Recovery project. Construction crew will break for Xmas from 20th December to 6th January 2022</p> <p>ACTION: Works Engineer/Works Officer continue to undertake site visits to Papulankutja Rd construction site.</p> <p>Capital Work Projects completed to date include:</p> <ul style="list-style-type: none"> • Great Central Road SLK 246.00 - SLK255.00 • Wanarn Road SLK12.50 - SLK15.00 and SLK7.00 - SLK9.70 • Warburton Shire Depot Compound hard stand • Third Street SLK 0.26 to SLK1.00
December 2021	Talis Engineering Consultants Shire Road Network Condition Surveys	<p>Talis Consultants were engaged by WALGA to undertake Road Condition Survey of specified roads in the Goldfields - Esperance LGs including remote aboriginal access roads. The shire negotiated with Talis to undertake road condition survey of the 10 community's road networks. Talis commenced survey in early September 2021. After completion the survey data of all sealed and unsealed roads were uploaded into the Shire's RAMM database. Inspection of the database showed the following issues still to be addressed by Talis:</p> <ol style="list-style-type: none"> 1. Report for Aboriginal access roads regarding maintenance and improvement strategy for each road, including urgent grading required, clear side drains, gravel resheeting required, widening, upgrade from unformed to formed, floodways etc. Report pending 2. Video and survey data in the form of a custom online or dedicated web portal. This medium is likely to be available to the Shire in early 2022 following completion of the survey of the Goldfields regions. Portal site to be created in early 2022 3. Talis will schedule a presentation to the Goldfields RRG early new year of the results of the survey. Date to be confirmed. <p>ACTION: Works Engineer completed all above items with Talis.</p>
December 2021	RAMM Data Base	<p>Works Engineer reviewed data uploaded into RAMM since road condition survey done in 2015 and follow-up visual condition survey in 2021. The data is collected and recorded in multiple applications in RAMM database. The RAMM Pavement and Surfacing application is where the road pavement and surface layers can be view and maintained. This application records initial construction, and renewal works. This application allows contiguous lengths of road that have the same characteristics to be merged and valued as a single record for IP&R purposes.</p> <p>ACTION: Works Engineer to continue reviewing RAMM Pavement and Surfacing application.</p>

December 2021	RAMM Training	<p>Works Engineer undertook RAMM training on 23rd November in the following areas:</p> <ol style="list-style-type: none"> 1. Adding paving and surfacing records. 2. Theory. 3. recording initial construction. 4. reconstruction and rehabilitation <p>ACTION: Works Engineer to progressively upload construction records etc. into RAMM.</p>
December 2021	Traffic Counts RAMM	<p>Traffic count data to be progressively uploaded into RAMM database system as data.</p> <p>ACTION: Works Engineer to progress traffic count uploads into RAMM as traffic counts are completed on individual roads</p>
December 2021	Sewer Pipeline Works Warburton	<p>Contractor on site to undertake sewer pipeline works in Warburton. First road crossing completed in Fifth Street near intersection with Eighteenth Street on 11th November 2021. Works Officer will undertake site surveillance of the road crossings to ensure full compliance with the technical specifications provided by the Shire's Director Infrastructure Services. Three other road crossings to be completed at following locations:</p> <ol style="list-style-type: none"> 1. Nineteenth Street at intersection with Fifth Street 2. 2 x road crossings on leg of Blackstone Warburton Rd slip road at intersection with Fifth Street. <p>Action: Road crossing reinstatements completed by contractor on the four nominated locations Warburton townsite.</p>
December 2021	Various Road Signage	<p>Various street name signs and Federal Government funded road project signage ready for installation.</p> <ol style="list-style-type: none"> 1. R2R sign on Papulankutja Road at SLK189.25 and SLK194.25 2. Federal Stimulus Package sign on Papulankutja Road at SLK185.50 and SLK189.25 3. Nyinnga Rd street name sign at junction with Papulankutja Rd and Manatamaru Rd respectively. 4. Mantamaru Rd street name sign at junction with GCR and Nyinnga Rd respectively 5. Irrunytju Rd street name sign at junction with GCR and Papulankutja Rd respectively 6. Papulankutja Rd street name sign at junction with Irrunytju Rd <p>Timeframe for installation</p> <p>Item 1 before Friday 17th December 2021</p> <p>Item 2 any time after 17th January 2022</p> <p>Item 3 before Friday 17th December 2021</p> <p>Items 4 to 6 anytime from 6th January to 17th January 2022</p> <p>Action: Works Officer install various road signage at the nominated locations within the specified timeframes.</p>