ORDINARY COUNCIL MEETING

AGENDA

**8:30am Thursday
19 May 2022
Council Chambers**

"A thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper"

MAY 2022

SHIRE OF CHAPMAN VALLEY
Jamie Criddle
CHIEF EXECUTIVE OFFICER

SHIRE OF
Chapman Valley
love the rural life!

DISCLAIMER

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Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

Jamie Criddle
CHIEF EXECUTIVE OFFICER

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ORDER OF BUSINESS

1.0 **DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**
I would like to acknowledge the traditional owners of the land we are meeting on today, the Naaguja people, and we pay our respects to elders both past, present and emerging.

2.0 **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

3.0 **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

  3.1 Attendees

  3.2 Apologies

  3.3 Previously Approved Leave of Absence (By Resolution of Council)
  Nil

4.0 **PUBLIC QUESTION TIME**

  4.1 Response to Previous Public Questions on Notice

  Nil

  4.2 Public Question Time

5.0 **APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)**

6.0 **DISCLOSURE OF INTEREST**
Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:
"a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

Section 5.60B:
"a person has a proximity interest in a matter if the matter concerns –
(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
(b) a proposed change to the zoning or use of land that adjoins the person's land; or
(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality):
"interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."

Item No.	Member/Officers	Type of Interest	Nature of Interest

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 Petitions
Nil

7.2 Presentations
Nil

7.3 Deputations
Nil

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on Thursday 21 April 2022

That the Minutes of the Ordinary Meeting of Council held Thursday 21 April 2022 be confirmed as true and accurate.

9.0 ITEMS TO BE DEALT WITH EN BLOC

10.0 OFFICERS REPORTS

10.1
Deputy Chief Executive Officer

10.1 AGENDA ITEMS

10.1.1 Community Enhancement Events & Donations & Sponsorship Policy

10.1.1   Community Enhancement Events & Donations & Sponsorships Policy

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	411.01
PREVIOUS REFERENCE:	03/22-08
DATE:	2 May 2022
AUTHOR:	Simon Lancaster, Deputy Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.1.1(a)	Current 'Donations & Community Events Sponsorship' Policy & Management Procedure		✓
10.1.1(b)	Draft 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure (with tracked changes highlighting recommended modifications to current policy)		✓
10.1.1(c)	Draft 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure (without tracked changes)		✓

DISCLOSURE OF INTEREST
Nil

BACKGROUND
Council reviewed its Policy & Procedures Manual at the 16/3/22 meeting. As part of the review process it was identified that the existing 'Donations & Community Events Sponsorship' Policy & Management Procedure would benefit from further review to ensure it was meeting community demand. A draft 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure has been prepared and this report recommends that Council adopt the revised policy into its Policy, Procedures & Guidelines Manual.

COMMENT
The issue of how the Shire might support community enhancement projects and promotion, with an associated terms of reference, arose from the 28/2/22 Tourism & Events Advisory Group meeting.

Councillors subsequently discussed this at the 16/3/22 Concept Forum with the general consensus being that the Shire's current Community Growth Fund (CGF) is meeting community demand for applicants seeking larger amounts typically for more works-based items that require greater pre-planning, lead-up times and frequently sourcing of multiple grant funding opportunities by the applicants.

However, the CGF was considered to be less successful at meeting community demand for applicants seeking smaller amounts more typically associated with events/activities/projects that have a short lead-up time, given that the CGF operates on a once-a-year cycle of calling for expressions of interest in February and successful applicants being advised in August post-budget-adoption.

It was identified that there was a need for the Shire to be able to respond more efficiently on occasion when a worthy project or action arises, with one recent example being the offer of assistance from BlazeAid with Cyclone Seroja recovery works where the Shire was able to partner with this group but it would have been beneficial to have an appropriate account to assist in a more timely fashion. It would also be advantageous to have an account that could called upon when events (that often involve more urgent timeframes) that are demonstrated to assist or showcase Chapman Valley and its community arise and seek some form of financial contribution.

The general discussion at the subsequent 16/3/22 Concept Forum was, rather than create a new budget allocation to address this aspect, that the existing 'Donations & Community Events Sponsorship' Policy & Management Procedure should be reviewed to better accommodate this community need, noting also that the accompanying Account 0212 'Donations & Gifts' contained an allocation of $10,000 linked to this Policy & Management Procedure (i.e. rather than create a new account to be resourced by 'new' money that this existing account should be refined to provide greater flexibility to the Shire to meet its community's needs).

Shire staff reviewed the existing 'Donations & Community Events Sponsorship' Policy & Management Procedure and prepared a preliminary draft 'Community Events Enhancement & Donations & Sponsorship' Policy & Management Procedure for initial Councillor feedback at the 20/4/22 Concept Forum. Based on this the following are now provided separately for Councillor consideration:

Attachment 10.1.1(a) – the current 'Donations & Community Events Sponsorship' Policy & Management Procedure;

Attachment 10.1.1(b) – the draft 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure in a tracked changes format to assist in viewing the proposed modifications; &

Attachment 10.1.1(c) – the draft 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure without tracked changes i.e. as recommended to be adopted.

The draft 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure maintains the intent of the current 'Donations & Community Events Sponsorship' Policy & Management Procedure (e.g. applications should be made on a one-off basis and not made on an annual basis for recurring events, and individuals would not be eligible to seek contribution) but expands upon it to address the following areas

• applications above $2,501 require presentation to Council for consideration (applications below $1,000 would be addressed under delegated authority by the Shire CEO; applications between $1,001-$2,500 would be addressed under delegated authority by the CEO in consultation with the Tourism & Events Advisory Group; with all successful applications reported to Council monthly);

• contributions towards for-profit events/activities/projects can be considered provided it is demonstrated that there will be community benefit and/or a level of visibility/branding to the Shire of Chapman Valley and the event/activity/project must be within the Shire of Chapman Valley;

• contributions towards marketing/promotion campaigns can be considered where reasonable exposure of the Shire of Chapman Valley and/or its collective assets and businesses can be demonstrated;

• contributions to not-for-profit groups (including sporting, community and disaster relief) based outside of the Shire of Chapman Valley can be considered provided it is demonstrated that there will be community benefit and/or a level of visibility/branding to the Shire of Chapman Valley and the event/activity/project must be within the Shire of Chapman Valley.

The refining of the existing 'Donations & Community Events Sponsorship' Policy & Management Procedure would assist those community groups who are currently required to prepare the more onerous (and slower moving) CGF applications for small amount events and improve efficiencies for the Shire in its assessment and awarding procedures (and also reduce the likelihood of CGF oversubscription).

In the event that Council is not satisfied with how the policy is operating, there will be regular opportunity to review it as part of the annual Policy & Procedure Manual review, and also ability to reduce/increase the budget account amount, in the event that the 22/23 (or subsequent) allocation was considered not to be meeting Council's expectations.

STATUTORY ENVIRONMENT
Section 2.7 of the *Local Government Act 1995* enables Council to set policies:

> *"Role of council*
> *(1)   The council:*
> *(a)   governs the local government's affairs; and*
> *(b)   is responsible for the performance of the local government's function.*
> *(2)   Without limiting subsection (1), the council is to:*
> *(a)   oversee the allocation of the local government's finances and resources; and*
> *(b)   determine the local government policies."*

POLICY/PROCEDURE IMPLICATIONS
The Shire's Policy, Procedures and Guideline Manual assists Councillors and Shire staff in decision making, operations and service delivery and is divided into the following areas of responsibility:
• Building & Projects;
• Elected Members;
• Finance
• Human Resources Induction;
• Organisational Corporate;
• Planning & Development;

• Works & Services.

FINANCIAL IMPLICATIONS
The 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure would guide decision making with regard to Account 0212. This account is titled 'Donations & Gifts' in the current 21/22 budget and contains an allocation of $10,000, it is proposed in the draft 22/23 budget that this would be re-titled 'Community Enhancement Events & Project Donations & Sponsorship' and include an unchanged budget allocation of $10,000 from the current budget line allocation. It should be noted that this agenda item relates to the review of the policy and procedure and not the accompanying budget amount which would be reviewed by Council as part of its deliberations on the wider 22/23 budget at its upcoming draft budget workshop and a future meeting of Council when the budget would be considered.

Long Term Financial Plan (LTFP):
The Shire of Chapman Valley Long Term Financial Plan was endorsed by Council at its 19 July 2017 meeting. It is not considered that the determination of this application would have impact in relation to the Long Term Financial Plan.

STRATEGIC IMPLICATIONS
It is considered good practice for Council to review its policies and procedures on a regular basis to ensure they are current and relevant, address changing circumstances and evolving trends, keep pace with legislative requirements, address community needs, remove ambiguity and meet Council's expectations.

Strategic Community Plan/Corporate Business Plan:
The Shire of Chapman Valley Strategic Community Plan was endorsed by Council at its 15 November 2017 meeting and includes the following objectives of relevance:

No.	Objective	Strategy	Action	Timeline
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.	Short
5.3	Make informed decisions within resources and areas of responsibility	Council and Shire process formally incorporate integrated plans as references for decision making	Reference Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan regularly as part of decision making process	Ongoing

CONSULTATION
This matter has been previously discussed at the 28/2/22 Tourism & Events Advisory Group meeting and the 16/3/22 & 20/4/22 Concept Forums and the feedback from these meetings has been drawn upon to draft the 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure.

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

VOTING REQUIREMENTS
Simple majority required

STAFF RECOMMENDATION
That Council update its Policy, Procedures & Guidelines Manual by replacing Corporate Management Procedure CMP-065 'Donations & Community Events Sponsorship' with the 'Community Enhancement Events & Donations & Sponsorships' Policy & Management Procedure as provided in Attachment 10.1.1(c).

10.3
Chief Executive Officer

10.3   AGENDA ITEMS

10.3.1 Chief Executive Contract – Key Performance Indicators, Probation Period
10.3.2 Local Operation Recovery Plan (TC Seroja)

10.3.1   Chief Executive Contract – Key Performance Indicators, Probation Period

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	908.189
PREVIOUS REFERENCE:	
DATE:	19 May 2022
AUTHOR:	Jamie Criddle, Chief Executive Officer

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	Nil		

DISCLOSURE OF INTEREST

Chief Executive Officer, Mr Jamie Criddle to be the beneficiary with this matter directly concerning the Employment Contract between the Shire of Chapman Valley and Jameon (Jamie) Clinton Criddle.

BACKGROUND

The purpose of this report is for Council to formulate and adopt the Key Performance Indicators (KPI's) for the Chief Executive Officer, in accordance with the Local Government Act 1995 section 5.38 and the Chief Executive Officer's contract of employment.

In accordance with Council Policy CMP - 23 - Mandatory Standards for CEO Recruitment, Performance and Termination, Council and the CEO must agree on the performance review process, and any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

Clause 4.1 of the employment contract for the Chief Executive Officer states that the initial KPI's are to be agreed and set by Council within the first three months of the contract start date.

COMMENT

In the past, a subcommittee comprising of President, Deputy President and two (2) councillors be entrusted with carrying out the CEO performance review.

In this instance with a new CEO, it is suggested that a similar subcommittee identify priorities for initial KPI's, in conjunction with the Chief Executive Officer by means of a workshop prior to the June OCM.

Following the workshop, the proposed KPI's for the period of 27 January 2022 to 30 June 2022 will be drafted for the consideration of Council, and presented to the June meeting for approval (subject to the approval of the CEO).

The proposed measurement period of the KPI's to June 2022, is outside of the agreed probation period of the CEO which is three months from the commencement of the contract, making the review date as soon as practicable after 27 April 2022.

Although the dates of the agreed initial key performance indicators are not aligned with the probation period, Council has the option of assessing the CEO's probation against substantial progress towards the agreed KPI's or using a provision under Clause 2.3 in the Chief Executive Officers Contract, extending the initial probationary period for a further period not exceeding three months should the progress against the KPI's not be sufficient evidence to assess performance at that stage.

It is anticipated that once the KPI's are agreed to, the same committee be instructed to perform the three month probationary review.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 5, Division 4, s 5.38 and Division 2, s5.23 (2)

POLICY/PROCEDURE IMPLICATIONS

Policy CMP - 23 - Standards for CEO Recruitment, Performance and Termination

FINANCIAL IMPLICATIONS

The 2021/2022 Budget has been structured to accommodate the maximum remuneration package for the a Band 4 Chief Executive Officer set by the Salaries & Allowances.

Long Term Financial Plan (LTFP):

No effect on the LTFP.

STRATEGIC IMPLICATIONS

Undertaking a strong recruitment process to appoint a replacement CEO is sound and the use of a recruitment consultant will strengthen this process and hopefully a positive outcome.

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes

RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

VOTING REQUIREMENTS
Simple Majority

RECOMMENDATION (SIMPLE MAJORITY)

That Council form a subcommittee including the President, Deputy President and 2 Councillors to work with the Chief Executive Officer to formulate sufficient Key Performance Indicators(KPI's) and report back to Council at the June OCM for approval.

10.3.2	Local Operational Recovery Plan (TC Seroja)
PROPONENT:	**Chief Executive Officer**
SITE:	**Shire of Chapman Valley**
FILE REFERENCE:	**603.05**
PREVIOUS REFERENCE:	**Nil**
DATE:	**16 June 2021**
AUTHOR:	**Jamie Criddle, Chief Executive Officer**

SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
Attach a	Local Operational Recovery Plan		✓
Attach b	LRCG Terms of Reference		✓
Attach c	CV NR Recovery Plan Workshop		✓
Attach d	Prioritisation Exercise Outcomes		✓

DISCLOSURE OF INTEREST
Nil.

BACKGROUND
Severe Tropical Cyclone Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system. STC Seroja is the strongest system to have hit the Midwest Gascoyne region. It impacted a population of almost 50,000 covering an area of more than 170,000 square kilometres and 16 local government areas.
A Local Recovery Coordination Group (LRCG) has been established by the Shire of Chapman Valley and the Shire of Northampton, two of the most impacted Shires. The LRCG is preparing a Local Operational Recovery Plan to identify objectives, actions, governance arrangements, resources and priorities to guide ongoing recovery efforts by the two Shires.
A Term of Reference for the group was outlined early in the piece to guide the LRCG in preparing a suitable Local Operational Recovery Plan for the two districts. (attached)

COMMENT
A workshop was held on the 23rd of February, 2022 to undertake the Recovery Planning process for the Chapman Valley and Northampton LRCG. A broad range of community and agency attended the workshop (Attendance List attached). The workshop was broken up into four sessions:
1.   The communities experience and what was learnt
2.   A presentation on damage and impacts by DFES
3.   A Build Back Better session – recovery tasks or solutions across four environments: human & social, built, natural and economic
4.   Implementing the Strategy – what is bigger than the plan, gaps and support required

Information from these sessions will be used to develop the Operational Recovery Plan for the LRCG.

What is a Local Recovery Plan?

The Local Operational Recovery Plan captures the impact and damage, and then actions to help repair, restore or resolve the impact or damage. It covers four environments: Human + Social, Built, Natural and Economic.

The Plan is action oriented, and designed to create tangible outcomes. It seeks to value add existing efforts, and support existing community actions, not replace the good work happening in communities.
It can function as a communication tool to help the LRCG to talk with their communities about medium term recovery actions, and it can be a reference point for external agencies.

Key planning principles include recognising and building on the strengths of local communities and seeking to 'Build Back Better'. Build Back Better means investing in planning and community-led processes that enable the community to be more resilient to the risk of future disasters. Recovery does not mean that you get back to where you were before the disaster. It means you reach a new normal.

Council is now tasked with reviewing the Draft Local Operational Recovery Plan to ensure that it suits the recovery phase of the operation and encapsulates the essence of what Council sees as the new normal within this recovery.

The Local Recovery Coordination Group (LRCG) next meet on Tuesday 24th May in Northampton.

FINANCIAL IMPLICATIONS
It is important to note that Local Governments are the key driver for the local recovery process with all recovery tasks requiring external and internal funding. Council will need to ensure that sufficient resources are secured to aid in the recovery effort.

Long Term Financial Plan (LTFP):
No significant effect on the LTFP

STRATEGIC IMPLICATIONS

Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.3	Make informed decisions within resources and areas of responsibility	Council and Shire process formally incorporate integrated plans as references for decision making	Reference Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan regularly as part of decision making process

CONSULTATION
Chapman Valley Northampton Local Recovery Coordination Group (LRCG)
Sam Edwards Community Recovery Officer, DFES

RISK ASSESSMENT
The associated risk would be the failure to comply with Local Government Act 1995 and Local Government (Financial Management) Regulations

As previously mentioned, the actual difference between expenditure incurred and revenue received from DRFAWA is unknown, yet it is expected the majority of the shortfall will be own resource costs (e.g. labour, plant, etc.) as most (if not all) external expenditure obtain externally to the Shire own resource operations will be covered by DRFAWA revenue. This is ongoing.

Therefore the risk is forecast as being *Minor* to *Moderate.* With any external contract and services expenditure not covered by DRFAWA being absorbed into the expected end of financial year budget surplus.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	$1,001 - $10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries	$10,001 - $50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies

Major (4)	Lost time injury	$50,001 - $150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

VOTING REQUIREMENTS
Simple Majority

STAFF RECOMMENDATION
Council review the Local Operation Recovery Plan for the disaster event (Cyclone Seroja) for the Shires of Chapman Valley and Northampton and advise the Local Recovery Coordination Group (LRCG) prior to their next meeting in May of any changes.

11.0 **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

12.0 **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

13.0 **DELEGATES REPORTS**

14.0 **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

15.0 **MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**

16.0 **CLOSURE**

SOURCE DOCUMENTATION

CMP-065 Donations & Community Events Sponsorship

MANAGEMENT PROCEDURE No.	CMP-065
MANAGEMENT PROCEDURE	DONATIONS & COMMUNITY EVENTS SPONSORSHIPS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
RELEVANT DELEGATIONS	3005

OBJECTIVES:

These guidelines provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a donation or sponsorship towards a community events.

The Shire of Chapman Valley recognises the value of donations and event sponsorship to deliver activation, vitality and participation benefits to the local community. The Shire's vision in its Strategic Community Plan is of 'a thriving community, making the most of our coastline, ranges and rural settingsto support us to grow and prosper.'

Providing support to community activities and events aligns with the key theme included in the Strategic Community Plan to 'nurture the sense of community.'

The intention of the donations and community event sponsorship procedure is to provide support to a broad range of activities and events occurring throughout the year, based in the Shire boundaries to enhance the sense of community in the Valley.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by phoning us on 08 999 205011.

MANAGEMENT PROCEDURE STATEMENT/S:

Restrictions on Funding

Each year, the Shire of Chapman Valley donations and community event sponsorship procedure will provide support to community activities and events assessed as successful through an application process.

Donation and sponsorship support may be financial or in-kind. In-kind support may include (but is not limited to) venue hire fees, cleaning costs, or access to Shire equipment.

Included in the Shire's annual financial budget will be a specific line item amount for Community Activities Event Donations/Sponsorship. The budgeted amount will be determined by Council as part ofthe annual budget preparation process and may vary depending on affordability.

The Community Organisation is encouraged to have made application to source additional funding for the activity or event.

Applications

- Application are open all year round;
- Application forms can be completed online through the Shire of Chapman Valley website;

- Hardcopy application forms can be accessed by customer service at the Shire offices, or mailedout by calling 9920 5011;
- Applications should be received at least 8 weeks prior to the scheduled event date to ensure processing and evaluation procedures can be implemented.

Process

- Application to be submitted for assessment.
- CDO to ensure all application components are completed;
- CEO can use delegated authority through Delegation 3005 or present applications to Council for determination;
- If considered necessary the CEO may consult with the Shire President and Tourism & Events Advisory Group members prior to exercising delegated authority on the final outcome of donation/sponsorship applications;
- CEO will provide correspondence to applicants on the outcome of their request;
- A list community donations/sponsorships approved will be presented to Council as part of the CEO's Staff Information Report.

Tiers of funding

The minimum funding request is $100. The maximum funding request is $5,000.

- Tier one, funding of $100- $1,000 can be requested can be dealt with under Delegation 3005; and
- Tier two, funding of $1,001- $5,000 above can be requested, yet will require Council approval.

Who can apply

- Applications are welcome from incorporated community organisations and not for profit organisations. All must have a demonstrated significant connection to Chapman Valley.
- If not an incorporated organisation, an auspicing role must be taken on by an appropriate incorporated body.

Eligibility

- Activities and Event must be held in Shire of Chapman Valley Local Government boundaries;
- The organisation must have no outstanding debts to the Shire of Chapman Valley;
- Submit a completed application including risk management and activity/event budget;
- Funding will not be provided to more than one organisation for the same event.
- Not-for-profit Organisation;
- Operating as a charity using local community volunteers.

Ineligibility

- Private businesses, individuals, government agencies (including schools) are not eligible for support;
- Funding will not be provided for operating costs or staff costs associated with an event;
- Activities or Events the Shire of Chapman Valley already operate;
- Recurrent funding for the same project expenditure will not be supported, applicants can not apply for the same support for the same activity or event;
- Events with a sole political or religious purpose.
- Retrospective funding: activity/events started prior to being awarded the donation/sponsorship support, will be ineligible.
- Activities or Events which will financially benefit the Community Organisation (i.e. entry charge)

Assessment criteria

Criteria will include an assessment of all elements of the application form, including activity/event budget.

Criteria to be addressed include:

- **Sense of community**: to what extent does the activity/event nurture a sense of community in Chapman Valley?
- **Activation:** To what extent does the activity/event activate a public or private space in Chapman Valley?
- **Economic:** To what extent does the activity/event deliver economic benefits to the local businesses in Shire of Chapman Valley?
- **Activity/Event Management:** To what extent does the applicant have a capacity to deliver a successful activity/event?

Donation/Sponsorship conditions

- Funding must be used for the purpose and items as outlined in the application and approval letter;
- Successful applicants may be required to enter into a funding agreement with the Shire and agree to the terms and conditions included in that funding agreement;
- Organisations will be required to provide the Shire a tax compliant invoice(s) for the agreed amount of funding;
- Funding cannot be transferred to another organisation;
- Funding amounts approved may not reflect the full amount requested;
- If applicable, all required licences and permits must be approved by the appropriate government agency (e.g. event, venue hire, temporary food, road and traffic management if required);
- Applicants are encouraged to seek additional funding from other sources;
- Requests to change the purpose of the donation/sponsorship must be made in writing to the Chief Executive Officer;
- Request for extension to the approved donation/sponsorship timeline must be made in writing to the Chief Executive Officer prior to the activity/event;
- The Shire of Chapman Valley must be recognised as a sponsor of the activity/event in all signage, media, speeches, MC notes, advertising and programming. Approved Shire logos willbe supplied to the grant recipient if necessary.
- If requested, supporting documentation must be included with the application including:
  - A most recent financial statement certified by the President/Treasurer;
  - Current certificate of currency for Public Liability Insurance to the value of $10 million;
  - Certificate of incorporation;
  - Evidence of other cash or in-kind support (where applicable);
  - Letters of support (where applicable); and
  - Organisations minutes endorsing the event.
- Activity/event is open for attendance by the local Community and encourage participation by a Community Organisation (i.e. member of a Sporting Association or Club);

Acquittal

- Acquittal instructions will be sent to the sponsorship recipient at the time of donation/sponsorship approval;
- Acquittal documents must be completed within 12 weeks of the activity/event being completed;
- Copies of all paid invoices and receipts may be required to be submitted;
- Unspent funds at the time of the acquittal deadline (12 weeks from event date) must be returnedto the Shire within seven days of the acquittal submission;
- If applicable, it is a requirement to have all acquittals for funding completed before applying fornew funding;
- Failure to complete acquittal requirements as requested may disqualify recipients from receiving further financial assistance and support from the Shire into the future.

Disclaimer

- The Shire of Chapman Valley may receive more funding applications than the available budgetand funding may be exhausted prior to the end of the financial year;
- If the funding allocation is achieved before the end of the financial year, new activity/event donation/sponsorship funding will not be available until the adoption of the Council budget in thenew financial year;
- The Shire of Chapman Valley reserves the right to refuse any application in the interests of appropriate public safety;
- All decisions of the Shire are final.

Application Timeframes

Community Organisations may make application for a Donation from the Shire of Chapman Valley at any time during the year.

Completing and Lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

By Post: Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

In Person: Shire of Chapman Valley Administration Centre
3270 Chapman Valley Road, Nabawa, WA 6532
Office Hours: 9.00am – 4.00pm

What happens when your application is received?

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

Acknowledging the Shire's support

If considered appropriate by the Chief Executive Officer the successful applicants will be required to liaise with the Shire's Community Development Officer and provide for marketing and media opportunities during the Project or Event.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	

Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/21-03

CMP-065 Community Enhancement Donations & ~~Community Events~~ Sponsorship

MANAGEMENT PROCEDURE No.	CMP-065
MANAGEMENT PROCEDURE	COMMUNITY ENHANCEMENT DONATIONS & ~~COMMUNITY EVENTS~~ SPONSORSHIPS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	N/A
RELEVANT DELEGATIONS	3005

OBJECTIVES:

These guidelines provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a donation or sponsorship towards ~~a community~~ events, activities and projects that are considered to provide community benefit.

The Shire of Chapman Valley recognises the value of donations and ~~event~~ sponsorship to deliver activation, vitality and participation benefits to the local community. The Shire's vision in its Strategic Community Plan is of 'a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper.'

Providing support to community activities and events aligns with the key theme included in the Strategic Community Plan to 'nurture the sense of community.'

The intention of the donations and community event sponsorship procedure is to provide support to a broad range of events, activities and projects ~~activities and events~~ occurring throughout the year, based in the Shire boundaries to enhance the sense of community in the Valley.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by phoning us on 08 999 205011.

MANAGEMENT PROCEDURE STATEMENT/S:

Restrictions on Funding

Each year, the Shire of Chapman Valley donations and ~~community event~~ sponsorship procedure will provide support to ~~community activities and~~ events, activities and projects ~~assessed as providing community benefit and are successful through an application process.

Donation and sponsorship support may be financial or in-kind. In-kind support may include (but is not limited to) waiving of venue hire fees, cleaning costs, or access to Shire equipment.

Included in the Shire's annual financial budget will be a specific line item amount for Community Enhancement ~~Activities Event~~ Donations/Sponsorship. The budgeted amount will be determined by Council as part of the annual budget preparation process and may vary depending on affordability.

The Community Organisation is encouraged to have made application to source additional funding for the activity or event.

Applications

- Application are open all year round;
- Application forms can be completed online through the Shire of Chapman Valley website;

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- Hardcopy application forms can be accessed by customer service at the Shire offices, or mailed out by calling 9920 5011;
- Applications should be received at least 8 weeks prior to the scheduled event/activity/project commencement date to ensure processing and evaluation procedures can be implemented (a shorter time period may be accepted for Tier One applications).

Process

- Application to be submitted for assessment.
- Community Development Officer (CDO) to ensure all application components are completed;
- Chief Executive Officer (CEO) can use delegated authority through Delegation 3005 or present applications to Council for determination;
- If considered necessary the CEO may consult with the Shire President and Tourism & Events Advisory Group members prior to exercising delegated authority on the final outcome of donation/sponsorship applications;
- CEO will provide correspondence to applicants on the outcome of their request;
- A list community donations/sponsorships approved in the prior month will be presented to Council as part of the CEO's Staff Information Report.

Tiers of funding

The minimum funding request is $100. The maximum funding request is $5,000.

- Tier One, funding of $100-$1,000 can be requested can be dealt with by the CEO under Delegation 3005;
- Tier Two, funding of $1,001-$2,500 can be dealt with by the CEO in consultation with the Tourism & Events Advisory Group under Delegation 3005; and

  Commented [SL2]: This will require adjustment of Delegation 3005 to include Tier 2 funding

- Tier Three two, funding of $2,501 1,001-$5,000 above can be requested, yet will require presentation to Council for consideration approval.

Who can apply

- Applications are welcome from incorporated community organisations and not for profit organisations that . All must have a demonstrated significant connection to Chapman Valley.
- Applications from incorporated community organisations and not-for-profit organisations based outside of Chapman Valley may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes)

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- Applications from private enterprises and for-profit organisations (based either in or outside Chapman Valley) may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes).

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- If not an incorporated organisation, an auspicing role must be taken on by an appropriate incorporated body.

Eligibility

- Events, Activities and Projects Activities and Event must be held in the Shire of Chapman Valley Local Government boundaries;

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- The organisation must have no outstanding debts to the Shire of Chapman Valley;
- Submit a completed application including risk management and activity/event budget;
- Funding will not be provided to more than one organisation for the same event.
- Not for profit Organisation;
- Operating as a charity using local community volunteers.

Ineligibility

- ~~Private businesses,~~ ~~I~~individuals and~~,~~ government agencies (including schools) are not eligible for support;
- Funding will not be provided for operating costs or staff costs associated with an event/activity/project;
- Activities or Events the Shire of Chapman Valley already operate;
- Recurrent funding for the same event/activity/project expenditure will not be supported, applicants can notapply for ~~the same~~ support for the same activity or event in consecutive years;
- Events/Activities/Projects with a sole political or religious purpose.
- Retrospective funding: activity/events started prior to being awarded the donation/sponsorship support, will be ineligible (with exception of projects/activities/events that demonstrate community benefit that are related to recovery from natural disaster e.g. cyclone/bushfire/flooding). ~~.~~
- ~~Activities or Events which will financially benefit the Community Organisation (i.e. entry charge)~~

Assessment criteria

Criteria will include an assessment of all elements of the application form, including activity/event budget.

Criteria to be addressed include:

- **Sense of community**: to what extent does the event/activity/project~~event~~ nurture a sense of community inChapman Valley?
- **Activation:** To what extent does the event/activity/project ~~activity/event~~ activate a public or private space in ChapmanValley?
- **Economic:** To what extent does the event/activity/project~~activity/event~~ deliver economic benefits to the localbusinesses in Shire of Chapman Valley?
- **Activity/Event Management:** To what extent does the applicant have a capacity to deliver a successful event/activity/project~~activity/event~~?

Donation/Sponsorship conditions

- Funding must be used for the purpose and items as outlined in the application and approval letter;
- Successful applicants may be required to enter into a funding agreement with the Shire and agree to the terms and conditions included in that funding agreement;
- Organisations will be required to provide the Shire a tax compliant invoice(s) for the agreed amount of funding;
- Funding cannot be transferred to another organisation;
- Funding amounts approved may not reflect the full amount requested;
- If applicable, all required licences and permits must be approved by the appropriate governmentagency (e.g. event, venue hire, temporary food, road and traffic management if required);
- Applicants are encouraged to seek additional funding from other sources;
- Requests to change the purpose of the donation/sponsorship must be made in writing to the CEO~~Chief Executive Officer~~;
- Request for extension to the approved donation/sponsorship timeline must be made in writing to the CEO~~hief Executive Officer~~ prior to the activity/event;
- The Shire of Chapman Valley must be recognised as a sponsor of the activity/event in all relevant signage, media, speeches, MC notes, advertising and programming. Approved Shire logos willbe supplied to the grant recipient if necessary.
- If requested, supporting documentation must be included with the application including:
    - A most recent financial statement certified by the President/Treasurer;
    - Current certificate of currency for Public Liability Insurance to the value of $10 million;
    - Certificate of incorporation;
    - Evidence of other cash or in-kind support (where applicable);

- o Letters of support (where applicable); and
- o Organisations minutes endorsing the event.
- Activity/event is open for attendance by the local cCommunity. and encourage participation by a Community Organisation (i.e. member of a Sporting Association or Club);

Acquittal

- Acquittal instructions will be sent to the sponsorship recipient at the time of donation/sponsorship approval;
- Acquittal documents must be completed within 12 weeks of the event/activity/project event being completed;
- Copies of all paid invoices and receipts may be required to be submitted;
- Unspent funds at the time of the acquittal deadline (12 weeks from event date) must be returnedto the Shire within 7seven days of the acquittal submission;
- If applicable, it is a requirement to have all acquittals for funding completed before applying for new funding;
- Failure to complete acquittal requirements as requested may disqualify recipients from receivingfurther financial assistance and support from the Shire into the future.

Disclaimer

- The Shire of Chapman Valley may receive more funding applications than the available budgetand funding may be exhausted prior to the end of the financial year;
- If the funding allocation is achieved before the end of the financial year, new event/activity/project event donation/sponsorship funding will not be available until the adoption of the Council budget in the new financial year;
- The Shire of Chapman Valley reserves the right to refuse any application in the interests of appropriate public safety and where the event/activity/project is not considered to align with the values of Council and its Strategic Community Plan;
- All decisions of the Shire are final.

Application Timeframes

Community Organisations may make application for a Donation from the Shire of Chapman Valley at any time during the year. Applications may be lodged with the the Shire of Chapman Valley at any time during the year.

Completing and Lodging your application

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What happens when your application is received?

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

G:\040 Governance\411 Council Documents\411.01 - Policy Manual & Management Procedures\agenda reports\draft Community Enhancement Donations and Sponsorship Policy.docx

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Acknowledging the Shire's support

If considered appropriate by the CEO~~Chief Executive Officer~~ the successful applicants will be required to liaise with the Shire's C~~DO~~~~ommunity Development Officer~~ and provide for marketing and media opportunities during the Event/Activity/Project ~~or Event~~.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/21-03; 03/22-08

DRAFT

CMP-065 Community Enhancement Events & Donations & Sponsorships

MANAGEMENT PROCEDURE No.	CMP-065
MANAGEMENT PROCEDURE	COMMUNITY ENHANCEMENT EVENTS & DONATIONS & SPONSORSHIPS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	N/A
RELEVANT DELEGATIONS	3005

OBJECTIVES:

These guidelines provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a donation or sponsorship towards events, activities and projects that are considered to provide community benefit.

The Shire of Chapman Valley recognises the value of donations and sponsorship to deliver activation, vitality and participation benefits to the local community. The Shire's vision in its Strategic Community Plan is of 'a thriving community, making the most of our coastline, ranges and rural settingsto support us to grow and prosper.'

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MANAGEMENT PROCEDURE STATEMENT/S:

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Applications

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Process

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- Community Development Officer (CDO) to ensure all application components are completed;
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Who can apply

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- Applications from incorporated community organisations and not-for-profit organisations based outside of Chapman Valley may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes)
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- If not an incorporated organisation, an auspicing role must be taken on by an appropriate incorporated body.

Eligibility

- Events, Activities and Projects must be held in the Shire of Chapman Valley Local Government boundaries;
- The organisation must have no outstanding debts to the Shire of Chapman Valley;
- Submit a completed application including risk management and activity/event budget;
- Funding will not be provided to more than one organisation for the same event.

Ineligibility

- Individuals and government agencies (including schools) are not eligible for support;
- Funding will not be provided for operating costs or staff costs associated with an event/activity/project;
- Activities or Events the Shire of Chapman Valley already operate;
- Recurrent funding for the same event/activity/project expenditure will not be supported, applicants can notapply for support for the same activity or event in consecutive years;
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- **Activity/Event Management:** To what extent does the applicant have a capacity to deliver a successful event/activity/project?

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- Activity/event is open for attendance by the local community.

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What happens when your application is received?

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Acknowledging the Shire's support

If considered appropriate by the CEO the successful applicants will be required to liaise with the Shire's CDO and provide for marketing and media opportunities during the Event/Activity/Project.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	

Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/21-03; 03/22-08; 04/22-…

LOCAL OPERATIONAL RECOVERY PLAN
Shire of Chapman Valley and Shire of Northampton

RECOVERY NARRATIVE

About our community

This plan has been developed for the Shire of Chapman Valley and the Shire of Northampton across three zones

1. The coastal townsites of Kalbarri, Port Gregory and Horrocks.
2. The town of Northampton and surrounding agricultural areas
3. The Shire of Chapman Valley, with focus on the areas east of the Moresby Ranges.

The **Shire of Northampton** encompasses several towns and settlements, from popular coastal destinations and historical fishing locations to broadacre cropping and grazing land. Industries include broadacre agriculture, tourism, fishing, horticulture and mining. Northampton is one of Western Australia's oldest towns, with historic buildings lining the main street. Kalbarri, historically a small fishing village, is now a popular tourism town with focus on the sea and inland national parks. Northampton and Kalbarri have primary and secondary schools, regional tier hospitals, supermarkets, and cafes. At the 2016 Census, the Shire of Northampton had a population of 3319, and a median age of 51.

The **Shire of Chapman Valley** is comprised of broadacre agriculture to the east and fast-growing peri-urban development to the west. Local industries include broadacre farming and smaller diversified faming lots with limited retail and commercial industry. There are several sporting and community groups across its three main townsites, Nabawa, Nanson and Yuna. The Shire's administrative centre is in Nabawa and primary schools are in Nabawa and Yuna. At the 2016 Census, The Shire of Chapman Valley had a population of 1422, with a median age of 43. The most significant age range in the Shire is 45-54 years, with median age increasing in the rural localities.

Key challenges for the Shire of Chapman Valley and Shire of Northampton include an aging population, which impacts health profiles and support service requirements and infrastructure; susceptibility to supply shortages and broader economic challenges and a lack of state infrastructure capable of supporting population and town growth.

About the disaster event

Severe Tropical Cyclone (STC) Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system, bringing wind gusts of up to 170 kilometres per hour. STC Seroja is the strongest system recorded to have impacted the Midwest Gascoyne Region. The cyclone impacted a population of almost 50,000 people and an area of more than 170,000 square kilometres and more than 16 local government areas. The Shire of Northampton bore the brunt of the cyclone, with Kalbarri being the most severely impacted townsite.

State and nation-wide events, community priorities, and existing vulnerabilities continue to influence recovery. These include the complexity of insurance; sharing of data at local, state, and federal levels; limited workforce accommodation; shortages in skilled tradespeople; COVID-19 restrictions; and seasonal weather patterns.

Local Recovery Coordination Group

The Shire of Chapman Valley and the Shire of Northampton have a joint Local Recovery Coordination Group (LRCG) established in November 2021. The LRCG includes representatives from local government, local community groups and relevant recovery agencies

Chair: Shire of Northampton - Cr Horstman, Deputy Shire President
Deputy Chair: Shire of Chapman Valley - Cr Warr, Shire President

Key Recovery Stakeholders

- Shire of Chapman Valley
- Shire of Northampton
- Community members / groups
- Industry / local businesses
- Department of Fire and Emergency Services
- Department of Communities
- Australian Red Cross
- Department of Education
- Tourism WA
- WAPOL
- WACHS
- St John Ambulance

SHORT TERM	MEDIUM /LONG	ONGOING

SOCIAL
- Community resilience kits & conversations
- Community champions – volunteer support
- Fund community activities and events
- Community check-in system
- Mental health and wellbeing support

ECONOMIC
- Small business support
- Support hospitality businesses
- Promote business innovation

NATURAL
- Safe disposal of remaining debris
- Community tree planting
- Restore coastal areas
- Restore cultural and heritage sites

BUILT
- Develop approach for abandoned properties
- Undertake housing stock audit
- Support for uninsured and under-insured owners

Australian Government — National Recovery and Resilience Agency

DFES — Department of Fire & Emergency Services — GOVERNMENT OF WESTERN AUSTRALIA — FOR A SAFER STATE

Government of Western Australia — Department of Communities

Australian Red Cross

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LOCAL OPERATIONAL RECOVERY PLAN
Shire of Chapman Valley and Shire of Northampton

Social Environment

KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ACTIVITIES	ACTIVITY STAKEHOLDERS	MEASURES OF SUCCESS
Groups, Institutions and Social Connection · Schools closed / temporarily relocated. · Population loss due to lack of housing/rebuild times. · Reduced activities for all cohorts and ages. **Cultural / Heritage** · Damage to heritage assets on private and public land, Lone Pine provenance tree -Binnu Primary School. **Health and Medical** · Outpatient clinics operation impacted. · Mental health and psychosocial support services are under-resourced and over committed. · Anecdotal increase in suicidal presentation, relationship breakdowns, domestic violence. **Psychosocial and Wellbeing** · Concerns about upcoming storm season. · Insurance challenges and pre-existing mental and physical health conditions increase stress. · Australian Red Cross (ARC) outreach suggests a higher-than-normal percentage experiencing distress. · Those concerned for others were most concerned for the elderly, male family members and children.*	· To strengthen community resilience by supporting community leaders and community connection. · To increase community awareness of and access to community mental health support. · To increase community awareness and resilience to future disaster events.	**S1** Community resilience kit developed 'how to prepare' for upcoming storm season. Include disaster communication, keeping yourself and your property safe, the insurance process and info on building standards for cyclone and flooding. **S2** Community Champions - a program of support for volunteer-run community groups to reduce volunteer fatigue. **S3** Funding made available to community organisations and groups to assist with delivery of activities with social value. **S4** Check in system for at-risk community members with Department of Communities and Australian Red Cross to continue, with structured handover to local government or service agencies when appropriate. **S5** Expanded resource capacity to identify and support those with wellbeing and/or mental health concerns.		**S1** Number of preparedness events and participation. # and % participants who take / intend to take action to prepare following session **S2** Community champions program initiated by September 2022 **S2** Community groups report reduced volunteer fatigue and have recruited new people to participate or take on leadership roles. **S3** # and $ provided to support community groups to deliver activities **S4** DoC / ARC maintains an effective check in system for at risk community members to June 2023. # and % receiving regular checkups. Provides handover to LG/service agencies to ensure ongoing support **S5** Resources to support emotional wellbeing and mental health have increased and can be sustained to June 2023 and beyond.

Economic Environment

KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ACTIVITIES	ACTIVITY STAKEHOLDERS	MEASURES OF SUCCESS

Individual and Household
· Whether people were insured or not is a key factor in level of financial impact. Most residents reported some financial impact.*
· Key challenges:
  · Uninsured residents.
  · Navigating insurance and challenges with insurer engagement/processes.
  · Fuel costs for generators.
Local and State Government Infrastructure/Resources
· Limited LG resources and fatigue of LG officers.
Primary Production
· 90% primary producers impacted both Shires.
· Key challenges:
  · Attracting and housing workforce.
  · Seeding and clean up competing priorities, impact to programs.
  · Loss of critical infrastructure.
Tourism, Industry and Small Business
· Competition for accommodation between contractors, residents, and tourists.
· Extensive damage to critical, public tourism infrastructure.
· Loss of operational stock.
	· To facilitate new and existing businesses to thrive by connecting with small business support.	**E1** Support program and funding for businesses that want to restart or increase their capacity.
		E2 Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverages.
		E3 Encourage innovative business models to deliver better food and beverage availability (food trucks, new events and community activities, making public space available to private traders etc.).
				E1 Number of preparedness events and participation. # and % participants who take / intend to take action to prepare following session
				E1 Number of businesses participating at June 2023, and # % participants that feel more positive or hopeful about their business future.
				E2 Hospitality businesses in Kalbarri have agreed and taken action to coordinate and ensure access to food and beverage.
				E3 At least 2 innovative business models have been trialed by June 2023 with community feedback and feedback on business viability.

Australian Government National Recovery and Resilience Agency

DFES Department of Fire & Emergency Services Government of Western Australia — FOR A SAFER STATE

Government of Western Australia Department of Communities

Australian Red Cross

agdots

LOCAL OPERATIONAL RECOVERY PLAN
Shire of Chapman Valley and Shire of Northampton

	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ACTIVITIEs	ACTIVITY STAKEHOLDERS	MEASURES OF SUCCESS
Natural Environment	**Air, Water, Land and Soil** • Potential for environmental asbestos contamination. **Hazardous vegetation** • Perceived and actual increase to fuel loads because of defoliation. • Perceived and actual increase to risk of structurally compromised (uprooted/ defoliated) trees and widespread debris. **Public Land/Recreation** • Significant debris and fallen trees affecting creek lines, rivers, reserves and parks and reducing shade/shelter for public.	• To create a safe natural environment that promotes vibrancy and encourages connection with nature.	**N1** Removal and safe disposal of remaining cyclone waste, including asbestos and other hazardous waste & ongoing road verge clean-ups. **N2** Community tree planting initiatives for public areas which also support community engagement. **N4** Identify priority sites for coastal recovery to support tourism and sense of place, and implement actions (dune stabilisation, fencing and signage, retaining walls, site infrastructure). **N3** Support recovery of significant community cultural natural areas (e.g. Lone Pine provenance tree).		**N1** All public areas, including road verges, identified as having remaining cyclone related waste are cleaned up by September 2022. **N1** Number of homeowners, primary producers and small businesses receiving clean-up grant support or uninsured clean-up assistance. **N2** At least 1 x community tree planning activity in Kalbarri, Northampton and Chapman Valley by June 2023. **N3** Key sites identified for recovery. Plans and actions in progress by June 2023. **N3** Significant sites have been identified for recovery management and completed or progressing towards completion by June 2023.

	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASKS/ACTIVITIES	ACTIVITY STAKEHOLDERS	MEASURES OF SUCCESS
Built Environment	**Public infrastructure** • Damage to multiple community or shire owned properties. • Damage to foot paths, trails and signs in public areas and national parks. • Damage to public open space infrastructure. **Private infrastructure** • Residences deemed uninhabitable. • High number of properties still under tarps, with uncleared cyclone debris and active clean-up notices. • Difficulty accessing building contractors, engineers, materials. Inflation of costs associated with rebuild. **Essential services** • Road signs damaged. • Debris on roads required clearing. • Significant damage to electricity and telecommunication infrastructure with ongoing supply and reliability issues. **Clean up** • Damage to private buildings and materials containing asbestos. • Waste disposal, including a mixture of green waste, water, damaged building and shed material and general rubbish. • Retail and supermarket food waste. **Rapid Damage Assessments** • Further assessments are ongoing to validate and identify damaged properties. Significant number of properties impacted.	• To support rebuild of high priority critical infrastructure and continued recovery of cultural sites. • To ensure information is available to people and organizations to facilitate rebuilding efforts.	**B1** Coordinate an approach to recovery for abandoned properties. **B2** Ensure under or un-insured owners are connected with appropriate and relevant supports. **B3** Conduct an audit of current housing stocks and needs.		**B1** Approach to coordinating recovery for abandoned buildings is developed and being implemented by DATE. # Abandoned properties managed. **B2** Community satisfaction with support, and progress of reconstruction for private buildings in June 2023. **B2** # planning permits and development approvals requested and granted for cyclone impact related work. **B3** Feasibility of a housing audit investigated by September 2022. If viable, audit of housing stock completed by June 2023.

Chapman Valley - Northampton

Local Recovery Coordination Group

Severe Tropical Cyclone Seroja

Terms of Reference

Preamble

The Chapman Valley - Northampton Local Recovery Coordination Group (LRCG) has been established following the significant and widespread impacts caused by Severe Tropical Cyclone Seroja (STC Seroja) on 11 April 2021.

State Emergency Management Policy states the LRCG is the strategic decision-making body for recovery and in conjunction with the Local Recovery Coordinator, the LRCG will coordinate local level recovery activities.

Purpose

The Chapman Valley – Northampton Local Recovery Coordination Group (LRCG) is established to assist in the management of the impact of STC Seroja on the 11th of April 2021. The LRCG is focused on supporting community recovery from the impact of STC Seroja in the Shires of Chapman Valley and Northampton from the perspective of built, natural, social and economic environments.

Functions

The Chapman Valley - Northampton LRCG will:

- Collect, analyse and communicate the key issues for recovery within the Shire of Chapman Valley - Northampton.

- Create a two-way dialogue that seeks feedback and input from the community about the most pressing issues to be addressed.

- Develop and coordinate the implementation of the Local Recovery Plan (with an agreed transition/exit strategy) that aligns with local assessments and plans. This is achieved through the LRCG and working groups reporting to the LRCG where required.

- Ensure that relevant stakeholders, especially the communities affected, are involved in the development and implementation of recovery objectives and strategies and are kept informed of progress made.

- Identify, pre-empt and communicate local recovery issues and trends with the Shire of Chapman Valley - Northampton and the District Recovery Coordination Group.

- Ensure that recovery activities are in line with Western Australian State EM Policy.

- Schedule and participate in a LRCG debrief process.

Chair

The Chair of the LRCG will be an Elected Member from the Shire of Northampton, with an Elected Member from the Shire of Chapman Valley appointed as Deputy Chair.

Membership

With reference to the LRCG Aide Memoire found within the State Emergency Management Local Recovery Guideline, the preliminary members of the LRCG may include those parties outlined below. Additional stakeholders may be invited to attend meetings.

Member	Organisation
Chief Executive Officer (or proxy)	Shire of Chapman Valley
Shire of Chapman Valley Elected Member	Shire of Chapman Valley
Chief Executive Officer (or proxy)	Shire of Northampton
Elected Member	Shire of Northampton
Community Recovery Officer – Northampton Chapman Valley	Department of Fire and Emergency Services
Community Recovery Officer – Kalbarri	Department of Fire and Emergency Services
Recovery Project Officer – Northampton Chapman Valley	Department of Communities
Recovery Project Officer – Kalbarri	Department of Communities
Recovery Officer – Northampton Chapman Valley	Red Cross
Recovery Officer – Kalbarri	Red Cross
Representative	WAPOL Northampton
Committee Members	Northampton Cyclone Response Committee Members
Representative	Northern Agri Group
Representative	Yuna Farming Improvement Group
Representative	WAPOL Kalbarri
Representative	Kalbarri CCI
Project Manager	Tourism WA
Representative	Kalbarri Development Association

Secretariat

To aid in the establishment of the LRCG, secretariat support will be provided by a Community Recovery Officer engaged by State Recovery, or by other agreed arrangement.

Frequency of meetings

The Chapman Valley - Northampton LRCG will meet monthly (initially) either face to face or via video/teleconference as determined by members. The ongoing frequency and location of meetings will be determined as required, by member's agreement.

Subcommittees

The Chapman Valley - Northampton LRCG may establish subcommittees as required under the following environments:

- Built
- Natural
- Social

- Economic

Reporting and Powers

The Chapman Valley - Northampton LRCG will report through the Local Recovery Coordinator. Recommendations made by the LRCG which require approval by Council shall be presented to the next Ordinary Meeting of Council or Special Meeting of Council, as appropriate.

Minutes of the Chapman Valley - Northampton LRCG meetings and working group meetings will be provided to Council and the District Recovery Coordination Group by the Local Recovery Coordinator and secretariat.

The LRCG will be supported by the District and State Recovery to undertake the recovery coordination function as required.

Powers and Delegated Authority

As the Chapman Valley - Northampton LRCG is formed under the *Emergency Management Act 2005* it does not hold any powers or delegated authority on behalf of local government under the *Local Government Act 1995*.

LOCAL RECOVERY PLAN WORKSHOP

WORKSHOP SUMMARY

SHIRE OF CHAPMAN VALLEY & SHIRE OF NORTHAMPTON

23 February 2022
Northampton Recreation Centre

SHIRE OF
Chapman Valley
love the rural life!

Shire of
Northampton
Simply Remarkable

Not for Public Distribution

Contents

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Background

Severe Tropical Cyclone Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system. STC Seroja is the strongest system to have hit the Midwest Gascoyne region. It impacted a population of almost 50,000 covering an area of more than 170,000 square kilometres and 16 local government areas.

A Local Recovery Coordination Group (LRCG) has been established by the Shire of Chapman Valley and the Shire of Northampton, two of the most impacted Shires. The LRCG is preparing a Local Operational Recovery Plan to identify objectives, actions, governance arrangements, resources and priorities to guide ongoing recovery efforts by the two Shires.

Local Recovery Planning Workshop

A workshop was held on the 23rd of February, 2022 to undertake the Recovery Planning process for the Chapman Valley and Northampton LRCG. A broad range of community and agency staff attended the workshop (Attendance List attached).

The workshop was broken up into four sessions:

1. The communities experience and what was learnt
2. A presentation on damage and impacts by DFES
3. A Build Back Better session – recovery tasks or solutions across four environments: human & social, built, natural and economic
4. Implementing the Strategy – what is bigger than the plan, gaps and support required

This report outlines the information gathered from the workshop from each session. This information will be used to develop the Operational Recovery Plan for the LRCG.

What is a Local Operational Recovery Plan

The Local Operational Recovery Plan captures the impact and damage, and then actions to help repair, restore or resolve the impact or damage. It covers four environments: Human + Social, Built, Natural and Economic.

The Plan is action oriented, and designed to create tangible outcomes. It seeks to value add existing efforts, and support existing community actions, not replace the good work happening in communities.

It can function as a communication tool to help the LRCG to talk with their communities about medium term recovery actions, and it can be a reference point for external agencies.

Key planning principles include recognising and building on the strengths of local communities and seeking to 'Build Back Better'. Build Back Better means investing in planning and community-led processes that enable the community to be more resilient to the risk of future disasters. Recovery does not mean that you get back to where you were before the disaster. It means you reach a new normal.

SESSION 1 – Community Experience & Learning

In this session the community members discussed their experiences during and after the disaster, and what they learnt. This feedback has been summarised into strengths and challenges.

Key strengths + positive things the community has learnt

1. **Community strength**
   - People banded together strongly in the response phase.
   - Farmers jumped in and fixed boundary fences.
   - New leaders emerged within the community.
   - Considerable volunteer effort to check on vulnerable people in the community.

2. **Physical Support**
   - Support from the Army, along with volunteers from SES and BlazeAid were helpful.

3. **Local Coordination**
   - Food depot at Northampton community centre became a huge support for the community.

4. **Recovery Hubs**
   - The implementation of community recovery hubs in Kalbarri and Northampton (DoC, ARC and DFES) took some of the pressure off Shire staff.

5. **Communication**
   - Post-disaster event information was good to have. Some community members found it difficult to absorb due to stress.

Challenges + things we could have done better

1. **Communication and Alert systems**
   - Before, during and post the event, communication in Kalbarri was challenging, one key learning was very few people had battery operated radios, as a result people missed key meetings.
   - Lack of knowledge about 'red, yellow and blue' alert system.

2. **Insurance and Accommodation**
   - Insurance has very long time-frames which has delayed recovery.
   - Insurers didn't understand the lack of accommodation for tradespeople which caused further delays.
   - Recovery workers also needed accommodation.

3. **Response and Recovery period**
   - Stressful for Shires eg. Administering generators.
   - Around 4 to 12 weeks post event, the community reached a tipping point and it became noticeably tougher.

4. **Volunteer Fatigue**
   - Volunteers were experiencing significant fatigue post-Seroja. This continues into mid and long term recovery.
   - The support of the community recovery hubs are appreciated.

5. **Celebrating successes**
   - There is a reticence to share progress and success, to avoid impacting people still in distress or doing it tough.

Key learnings from this session have been picked up in recovery action ideas.

Overall the key discussion in the workshop focussed on how to ensure the community can continue to look out for each other. It is challenging to be in a leadership role, as well as responding in your business and in your home. There will be ongoing mental health impacts and its important to know this, and be prepared. The 12 month mark is coming up, and its an opportunity to mark the 12 months but not to celebrate it.

The community acknowledged they can capture the learnings in this plan and make sure they are better prepared. Planning before jumping into action is important to prevent reacting rather than responding, so it is good to make this learning a habit.

SESSION 2 – Damage and Impacts
What We Know — Economic

Individual and Household
· Several residents mentioned financial losses are due to having no insurance.
· Insured residents report frustrations with timelines, declined claims, communication and potential increase of insurance premiums to be considered.
· Fuel costs from running generators.

Local and State Government IInfrastructure/Resources
· Workforce implications accessing and accommodating workers, such as building contractors.
· Limited LG resources that were operating at capacity pre-cyclone with workload already being absorbed by CGG for some of their operations.
· Fatigue levels of LG employees high.
· Extensive damage on Kalbarri foreshore infrastructure.

Primary Production
· Up to 90% primary producers across the Shires of Chapman Valley and Northampton report impact/damage.
· Concerns about finding and accommodating workers to support farm work and/or repairs is increasing stress levels.
· Clean up and seeding were competing priorities, resulting in delays to both.
· Impact of damage and fence losses on rotation and programming of stock/crops.
· Loss of critical infrastructure (sheds, equipment, stock).

Tourism, Industry & Small Business
· Contractors using accommodation usually occupied by tourists – impact predicted on tourist season.
· Extensive damage to critical, public tourism infrastructure.
· Loss of operational stock – financial and wellbeing impacts.
· Significant setbacks for tourism operators, retail, hospitality and small business – structural, financial, wellbeing, environmental (i.e., marine markers damaged).
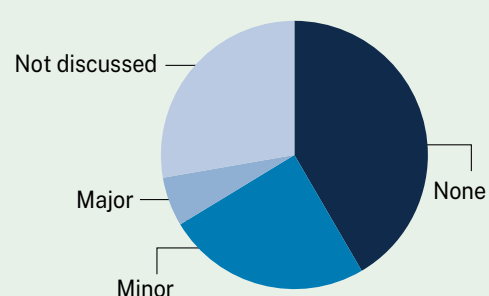
Insurance Challenges

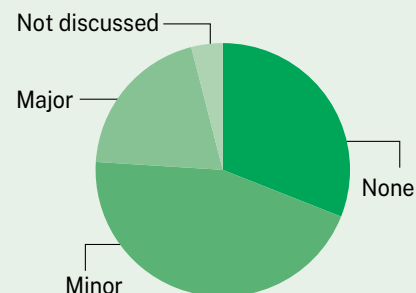### Chapman Valley (S)
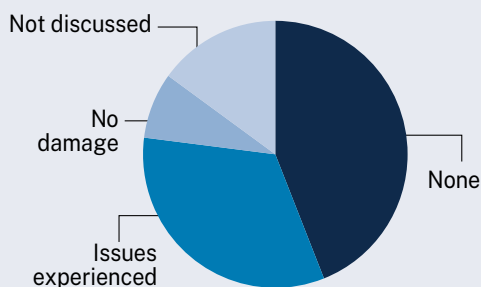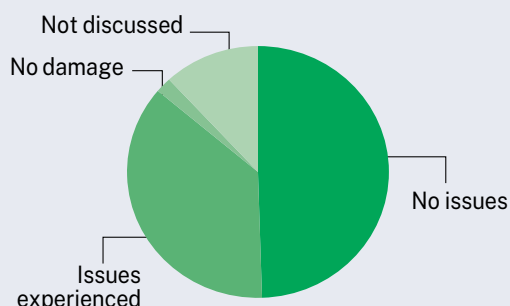
Northampton (S)

Financial Impact

Chapman Valley (S)

Northampton (S)

What We Know - Human / Social

Groups, Institutions and Social Connection

- Schools in Kalbarri, Binnu, Northampton, Nabawa and Yuna closed/relocated for different periods.
- Population loss due to lack of suitable, sustainable housing or rebuild times.
- Reduced availability of activities for all cohorts and ages.
- High levels of connectedness reported to Australian Red Cross.

Health and Medical

- Outpatients' clinics not operating from Kalbarri & Northampton (week following cyclone).
- Mental health and psychosocial support services were operating at capacity, are under-resourced and over-committed.
- An increase in suicidal presentations, relationship breakdowns and anecdotal increase in domestic violence circumstances.

Psychosocial and Wellbeing

- Insurance gaps, delays and uncertainty adding to stress.
- Well-being assessments were undertaken during outreach by Australian Red Cross.
- Pre-existing mental and physical health conditions contributing to distress.
- Concerns for others was moderate, with a focus on the elderly, male relatives and children.
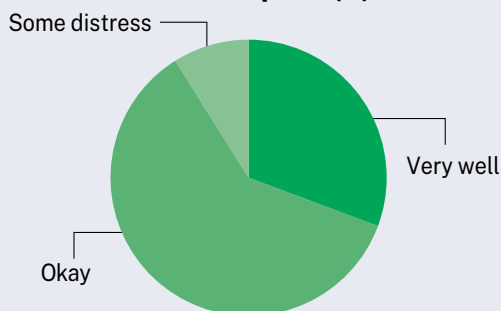
Cultural / Heritage

- Damage to several heritage listed assets on private and public land, including museums and culturally significant sites in Kalbarri.
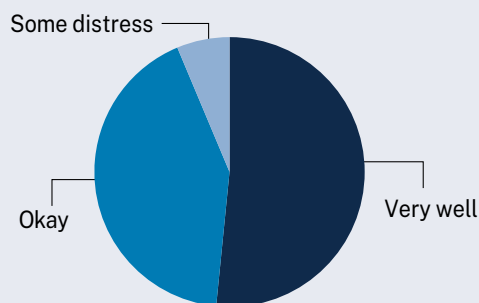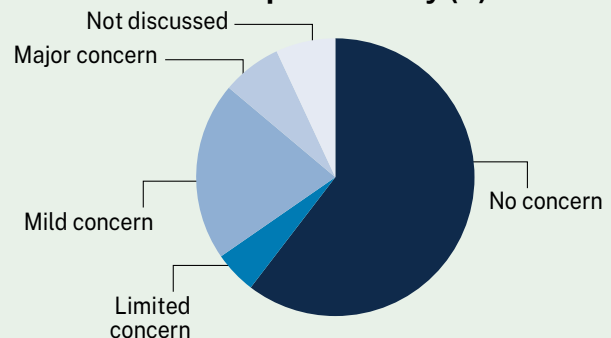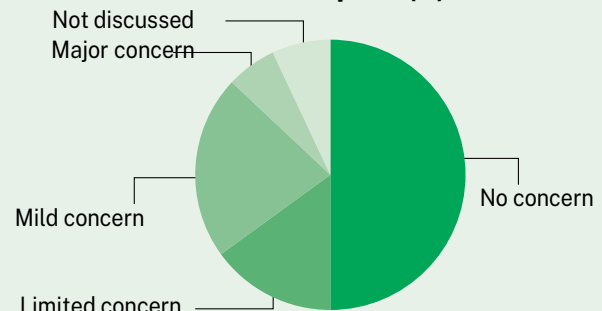

Level of concern for others and wellbeing assessments are a snapshot in time. These values were self-reported to Australian Red Cross from April - September 2021

What We Know - Built

Public Infrastructure
- Damage to heritage listed properties and culturally-significant locations.
- Damage to multiple community or shire-owned properties.
- Foot paths, trails and signs in public areas and national parks.
- Damage to public open space infrastructure.

Private infrastructure
- Some residences deemed uninhabitable.
- High number of properties still under tarps, with uncleared cyclone debris and active clean up notices.
- Difficulty accessing building contractors, engineers, materials. Inflation of costs associated with rebuild.

Essential services
- Significant road sign damage.
- Debris on roads required clearing.
- Significant damage to electricity and telecommunication infrastructure with ongoing supply and reliability issues.

Clean up
- Damage to private buildings and materials containing asbestos.
- Waste disposal mixture of green waste, water, damaged building and shed material and general rubbish.
- Retail and supermarket food waste.

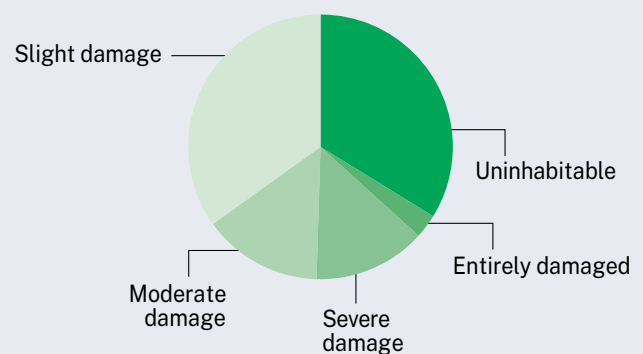## Rapid Damage Assessmen ts
- Rapid Damage Assessments completed in the week following Seroja. Further assessments are ongoing to validate and identify damaged properties.

Rapid Damage Assessments

Chapman Valley (S)
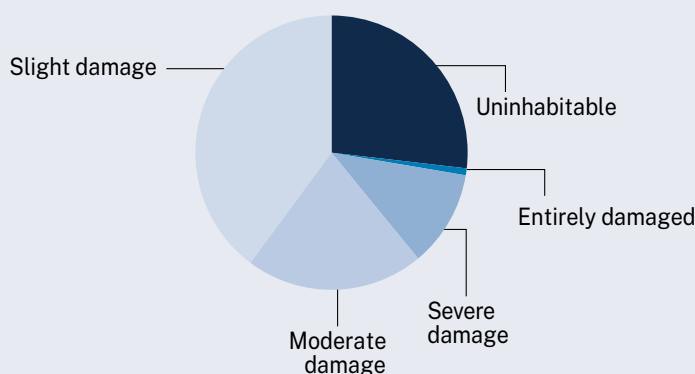
Northampton (S)

What We Know - Natural

Air, Water, Land and Soil

- Potential for soil, grass, garden, open grass parked areas to have asbestos containing materials.
- Damage to main Kalbarri foreshore and coastline.
- Murchison river closed for swimming post impact due to debris and hazards below the waterline.

Plants and animals

- Extensive damage to trees in public spaces
- Tree of cultural significance (of lone pine provenance) damaged at Binnu schoo.l

Hazardous vegetation

- Perceived and actual increase to fuel loads because of defoliation.
- Perceived and actual increase to risk of structurally compromised (uprooted/ defoliated) trees and widespread debris.

Public Land/Recreation

- Significant debris and fallen trees affecting creek lines, reserves and parks and reducing shade/shelter for public.

The workshop responded with what was missing from the damage and impacts list:

- Insurance – A greater understanding of the rate of under-insurance and uninsurance is required to better understand how this is impacting recovery for individuals.
- Sense of community has been impacted with the erosion of sense of identity and wellbeing due to continued exposure to damage, especially cultural or community landmarks. Community connectedness has declined after initial response efforts.
- Volunteerism has been impacted due to volunteer fatigue at the individual and family level.

- There are concerns that hazardous materials haven't been fully removed.
- There is debris in rivers (Murchison, Chapman Valley) which is an ongoing safety issue.
- Dune rehabilitation has been delayed due to issues relating to safe access and tenure.

SESSION 3 – Repair, Resolve Restore

Human and Social Environment

			✓ =Yes – = No	

Theme	Detail	Focus Community	Recovery Related	LRCG actionable
Supporting Volunteers	Community Champions - A program of support for volunteers and community groups to reduce volunteer fatigue.	All	✓	✓
	Funding made available to community organisations and groups to assist with delivery of activities with social value.	All	✓	✓
Community Development	Development of an intercommunity / interagency group which works collaboratively to coordinate volunteer community activities, including grants, funding and resource sharing.	Kalbarri	✓	?
	12-month event: · Thank you to volunteers. · Increase positivity and hope in the community. Doing something positive to lessen the impact of negative voices. · Distribute care packages or similar gift to lift spirits eg. CWA pack.	All	✓	✓
	Dedicated Community Development Officer for Shire of Northampton to provide better support to volunteer run community groups and organisations.	Northampton & Kalbarri	–	–
Mental health and well being	Expanded resource capacity to identify, treat and support those with emotional wellbeing and mental health concerns.	All	✓	✓
	Digital program to build capacity of vulnerable community members to access online support services.	All	–	–

Human and Social Environment (Cont.)

Theme	Detail	Focus Community	Recovery Related	LRCG actionable
Building Resilience	Learnings for future disasters captured eg. Case Studies or community video project.	All	✓	✓
	Community Preparedness kit developed "how to get prepared" for coming storm season. Include disaster communication, keeping yourself and your property safe, the insurance process + information on building standards for cyclones and flooding.	All	✓	✓
	GIVIT utilised for coordinating outside donations - assist community to use and promote.	All	✓	✓
	Local Recovery Coordination Group continue to host catch-ups.	All	✓	–
Support for vulnerable cohorts	Check in system for at-risk community members with Department of Communities and Australian Red Cross to continue, with structured hand-over to local government and agencies when appropriate.	All	✓	?

What would success look like	Measure
People are reconnected.	# or % of People that report feeling more or similarly connected to neighbours, family or community.
People start stepping forward again for volunteering and leadership roles.	Sustained similar rates to pre-cyclone.
Events run prior to cyclone are re-established with similar attendance.	Mapping pre-existing events/community group meetings and comparing with current/post Seroja activities.
Community groups maintain their capacity and participation.	Maintain number / type of community group and number of people participating.
Increased preparedness for natural disasters in future.	# or % of people self-report being more aware of risk and having taken action to prepare for potential future events.

Natural Environment

				✓ =Yes – = No

Theme	Detail	Focus Community	Recovery Related	LRCG actionable
Recovery of Waterways	Assessment of rivers to determine clean-up actions to support river health.	All	✓	✓
Recovery of Biodiversity	Replanting programs facilitated for landholders impacted.	All	✓	✓
	Community tree planting initiatives to be organised for public areas that also supports community engagement/well being outcomes.	All	✓	✓
Access and enjoyment of natural spaces	Access to key sites (walkways, vehicle access and car parks) to be re-established at priority sites.	All	✓	?
	Infrastructure to support usage of sites eg. Sea walls, retaining walls, shelters, toilets, tourism infrastructure.	Kalbarri	✓	?
Coastal area Recovery	Dune stabilisation, rehabilitation, fencing, signage and infrastructure for high priority sites that support sense of place.	Kalbarri	✓	?
	Incorporate best practice coastal planning and risk assessment and monitoring (rising sea levels and storm surges) for coastal infrastructure rebuilds	Kalbarri	✓	–
Cultural sites	Support recovery of significant community cultural natural areas eg. Lone Pine provenance tree.	All	✓	✓
Management hazards and pests	Removal and safe disposal of asbestos and other hazardous waste + ongoing road verge clean-ups	All	✓	✓
	Monitor new weed or disease issues that have been created or are exacerbated by impact eg dieback.	All	✓	?

What would success look like	Measure
Replanting days and ha's replanted.	# Activities and #ha's tree plantings in impact area.
Stabilisation of dune and foreshore areas.	Comparison photos over time.
Coastal public infrastructure better protected from future risks.	Incorporation of coastal risk assessments into recovery project plans.
Removal and safe disposal of waste.	% of community who self report increased reconnection to community.

Built Environment

Theme	Detail	Focus Community	Recovery Related	LRCG actionable
Tourism and Recreation Infrastructure	Rebuild prioritised coastal public infrastructure to support tourism.	Kalbarri	✓	?
	Rebuild recreational infrastructure Northampton and Kalbarri – Volunteer Marine Rescue, PCYC, Show pavilion/ram shed, Rec Centre car park.	All	✓	–
Private Infrastructure	Conduct an audit of current housing stocks and needs.	All	✓	✓
	Coordinate approach to recovery for abandoned buildings and homes.	All	✓	?
	Ensure under or un-insured owners are supported.	All	✓	✓
Utilities	Support/work with telecommunications industry to ensure mobile back-up for mobile towers	All (Regional issue)	–	–
	Investment in back up generators for public infrastructure.	All	–	–
Rebuild Support	Develop innovative incentive for builders to work on impacted properties. Create a builder list that can work to heritage and non-heritage standards.	All (Regional issue)	✓	?
	Dedicated officer at LGA's to coordinate rebuild activities across public and private infrastructure	All	✓	–
	Evacuation centre identified for future events.	Kalbarri	✓	–
	Access to temporary housing stock for: · Vulnerable people. · Workers accommodation	All	✓	–
	Advocate for greater flexibility with insurance companies to reduce the need for mulitple quotes for each job.	All (Regional issue)	✓	?

What would success look like	Measure
Priority public infrastructure rebuilt.	% infrastructure rebuilt. Community sentiment regarding point of rebuild/reconstruction (a 'point in time' collection that can be compared).
Insurance claims progressed.	# insurance claims finalised and closed.
Worker housing resolved.	Solution for worker housing created.
Cleans up completed.	# community members participating in clean-ups.

Economic Environment

			✓ =Yes	– = No

Theme	Detail	Focus Community	Recovery Related	LRCG actionable
Workforce shortages	Access to temporary housing for workforce, including construction industry workforce.	All	✓	?
	Conduct recruitment drive to attract workforce to area.	All	–	–
Tourism and small business activity	Support program and funding for businesses that want to restart or increase their capacity to be promoted in this area.	All	✓	✓
	Encourage innovative business models · food trucks to service tourists. · fund new events + community activities –subsidise fees. · make public space available to private businesses. · develop new attractions.	Kalbarri	✓	?
	Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverages.	Kalbarri	✓	✓
Business Continuity	Establish professional office space Kalbarri for visiting businesses.	Kalbarri	–	–
	Ongoing issues related to power supply outages and mobile phone reliability issues.	All	–	–

What would success look like	Measure
Business confidence in future.	Business owners and operators sentiment survey – report feeling hopeful or positive about business future.
Tourism industry recovery.	Visitation rates consistent with pre-Seroja rates.
Visitor satisfaction with tourism produce.	Sentiment/perception of visitors are consistent with or better than pre-Seroja levels (TBC Baseline).

SESSION 4 – Implementing a Recovery Plan

The final session was to identify any key areas that would impact how the plan was drafted. A set of questions were asked and the replies have been recorded.

What is within our ability to control?

- Acknowledge the difference in social capital between communities: Kalbarri large transient community; and Northampton and Chapman Valley have strong level of cohesion and high rates of volunteer burnout.

- Capacity of LGA's to deliver- need to attract resourcing (funding and human) to increase capacity.
- DRFA-funded support (DFES, DoC) are available until 2023 and are a a resource for eligible activities.

What are our strengths?

What are we good at? What can we achieve in the plan?

- Opportunities for partnership – there is already a strong partnership between Shire of Northampton and Chapman Valley.
- Can build more links to national organisations that support resilience and recovery.

- Build more links to philanthropy organisations that support recovery from disasters.

What issues are bigger than this plan:

· What links to other plans? What can we advocate for?

- Increased mental health and wellbeing support.
- Insurance company and construction staff availability.

- Funding and resource availability.
- Power and telecommunications reliability and accessibility.

Gaps and support required

Primary producers

- Very fortunate that 2022 was very good season so industry is currently in a good financial position. However farm businesses are very stretched with workforce shortages . Geopolitical and environmental conditions can have rapid influence on situation.

- Many are spending increasing amounts of time having to work 'in' their business. Human Resources are very stretched, which is impacting on mental health and availability for family and wider community (e.g. on volunteerism and participation in recreational activities).

ATTACHMENT 1: Attendees

1	Andrea Teakle	Department of Fire and Emergency Services
2	Cr. Des Pike	Shire of Northampton
3	Glenice Smith	Department of Communities
4	Grant Middleton	Shire of Northampton
5	Jamie Criddle	Shire of Chapman Valley
6	Joshua Gardner	Department of Fire and Emergency Services
7	Justeen Varney	Northampton Visitors Centre volunteer
8	Cr. Kirrilee Warr	Shire President, Shire of Chapman Valley
9	Cr. Liz Sudlow	Shire President, Shire of Northampton
10	Marnie Teasdale	Kalbarri community member
11	Melissa Finlay	Finlay's Kalbarri
12	Merilyn Eastman	Kalbarri Development Association
13	Neville Blackburn	Department of Communities
14	Nicole Nelson	Tourism WA
15	Pam Hasleby	Northampton Cyclone Response Committee member
16	Rachel Armstrong	Department of Fire and Emergency Services
17	Cr. Rob Horstman	Deputy Shire President, Shire of Northampton
18	Rod Wilson	Department of Communities
19	Samantha Edwards	Department of Fire and Emergency Services
20	Cr. Trevor Royce	Shire of Chapman Valley
21	Wren Fisher	Australian Red Cross

This workshop was supported by:

Human/Social	Votes	Natural	Votes	Built	Votes	Economic	Votes
Local community resource kit developed 'how to prepare' for upcoming storm season. Include disaster communication, keeping yourself and your property safe, the insurance process and info on building standards for cyclone and flooding (Building Resilience)	13	Removal and safe disposal of asbestos and other hazardous waste & ongoing road verge clean-ups (Management Pests, Hazards & Diseases)	11	Coordinate an approach to recovery for abandoned buildings and homes (Private Infrastructure)	16	Encourage innovative business models (food trucks, new events and community activities, making public space available to private traders etc.)	13
Community Champions - a program of support for volunteer-run community groups to reduce volunteer fatigue (Supporting Volunteers)	10	Community tree planting initiatives for public areas which also support community engagement/wellbeing outcomes (Recovery of Biodiversity) E.g. Planting in public spaces, contemplation gardens, parks, and areas of biodiversity.	8	Ensure under or un-insured owners are connected with appropriate and relevant supports (Private Infrastructure)	10	Support program and funding for businesses that want to restart or increase their capacity	11
Funding made available to community organisations and groups to assist with delivery of activities with social value (Supporting Volunteers)	10	Support recovery of significant community cultural natural areas (e.g. Lone Pine provenance tree)	8	Conduct an audit of current housing stocks and needs (Private Infrastructure)	8	Support hospitality businesses to coordinate opening times, days and holidays to ensure visitors can access food and beverages	10
Check in system for at-risk community members with Department of Communities and Red Cross to continue, with structured handover to community when appropriate (Building Resilience)	8	Infrastructure to support usage of sites e.g. sea walls, retaining walls, shelters, toilets and tourism infrastructure. (Access and Enjoyment of Natural Spaces)	8	Reimburse insurance claim excesses – LGA and residential*	3		
Expanded resource capacity to identify, treat and support those with emotional wellbeing and mental health concerns (Mental Health and Wellbeing)	7	Dune stabilisation, rehabilitation, fencing, signage and infrastructure for high priority sites that support sense of place (Coastal Area Recovery)	7	* added in prioritisation exercise			
Development of an intercommunity/interagency group which works collaboratively to coordinate volunteer community activities, including grants and funding and resource sharing (Community Development)	5	Access to key sites (walkways, vehicle access and car parks) to be reestablished at priority sites (Access and enjoyment of natural spaces)	4				
12-month event - thank you to volunteers, increase positivity and hope in the community, distribution of care packages or similar to lift spirits (Community Development)	5	Monitor new weed or disease issues that have been created or exacerbated by impact (Management Pests, Hazards & Diseases)	1				
Learnings for future disasters captured e.g. case studies or community video project (Building Resilience)	5	Replanting programs facilitated for impacted landholders (Recovery of Biodiversity)	0				
Local Recovery Coordination Group continue to host catch ups (Building Resilience)	5						
GIVIT utilised for coordinating outside donations - assist community to use and promote (Building Resilience)	0						