

Local Emergency Management Arrangements 2022

LEMC endorsement date: 19/10/2021

Full review required: 2026

Maintained by: Executive Officer to LEMC

This document is accurate as at 1/11/2022

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Certificate of Approval

The Shires of Cuballing and Wickepin have joined together by mutual agreement for the purposes of emergency management. The Local Emergency Management Arrangements (LEMA) has been prepared by the Shires of Cuballing and Wickepin Local Emergency Management Committee to address their legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the Shire of Cuballing and Shire of Wickepin Local Emergency Management Arrangements:

- Local Recovery Plan
- Risk Register and Treatment Schedule
- Contacts and Resources Register
- Local Emergency Management Arrangements for the Provision of Welfare Support (Department of Communities), known as the DC Local Welfare Plan.

In accordance with State Emergency Management Policy and Procedures, arrangements have been endorsed and noted by the following entities:

Shire of Cuballing-Wickepin Local Emergency Committee – Endorsement 19/10/2021

Shires of Cuballing Council – Endorsement Resolution 171121-03

Shire of Wickepin Council – Endorsement **Resolution 20042016-09**

Great Southern District Emergency Management Committee - Noting
State Emergency Management Committee - Noting.

Shires of Cuballing Wickepin Local Emergency Committee

Joint Chair Shire of Cuballing
President Mark Conley

Date

Joint Chair Shire of Wickepin
President Cr Julie Russell

Date

Version Control

Document Title	Shires of Cuballing and Wickepin Local Emergency Management Arrangements 2022
Document Status	Version 1.6 2022
Location	Electronic versions of this document can be located within the internal electronic filing systems of the Shires of Cuballing and Wickepin
Date Finalised	19/10/2021
Date of Review	2026
Authors	Shire of Cuballing-Wickepin LEMC

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Amendment Record

Suggestions and comments from the community and stakeholders can help improve the document.

Feedback can include:

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

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

Chairperson
Local Emergency Management Committee
PO Box 19
WICKEPIN WA 6370

The Chairperson will refer any correspondence to the LEMC for consideration and or approval.

Amendments promulgated are to be certified in the below table when updated.

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	25/05/2016	Update all references to State policy and procedures to reflect the adoption of the State EM Plan	J. Lane	1.1
2	25/05/2016	Update Glossary of Terms to reflect State EM Glossary	J. Lane	1.1
3	27/10/2016	References to Yealering Primary School Bushfire Plan added P13, P38, P40	J.Lane	1.2
4	05/01/2017	Acronym SRC State Recovery Controller added to Annex A	J.Lane	1.3
5	05/01/2017	Amendment to State EM Policy relating to Directed Evacuation P22.	J.Lane	1.3

6	05/01/2017	Remove reference to Local Recovery Coordinating Group and replace with Local Recovery Coordinating Group as per SEMC Amendment Dec 2016	J.Lane	1.3
7	27/10/2017	Changes to government agency names	J.Lane	1.4
8	17/11/2020	Changes to Local Emergency Operations Centres.	M.Martin	1.5
9	01/11/2022			

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to either the Shire of Cuballing or Shire of Wickepin through the following email address: enquiries@cuballing.wa.gov.au or admin@wickepin.wa.gov.au

Note: Printed versions of the document may not be accurate.

Copies provided to	No. of copies
Shire of Cuballing	
Shire President (Joint Chair LEMC)	1
Chief Executive Officer Shire of Cuballing	1
Manager Works & Services	1
Chief Bushfire Control Officer	1
Shire of Wickepin	
Shire President (Joint Chair LEMC)	1
Chief Executive Officer	1
Manager Of Works	1
Chief Bushfire Control Officer	1
LEMC membership	
Narrogin Police Station	1
Wickepin Police Station	1
St John Ambulance Wickepin sub-branch	1
Department of Communities	1
Wickepin Health Centre	1
Department of Fire & Emergency Services Narrogin	1
Department of Parks & Wildlife Narrogin	1
Australian Red Cross Narrogin	1
Other committees	
Great Southern District Emergency Management Committee	1
State Emergency Management Committee	1

PART 1 – Introduction

Authority

The Shires of Cuballing and Wickepin have by mutual agreement, joined for the purposes of emergency management under Section 34(1) of the Emergency Management Act 2005. This plan has been prepared and endorsed by the Shires of Cuballing and Wickepin LEMC. They have been presented and endorsed by the Shire of Cuballing and the Shire of Wickepin Councils in compliance to the *Emergency Management Act 2005* s41. The Local Arrangements document has been tabled for noting with the Great Southern DEMC.

Endorsement Date:

This plan was endorsed by the Shires of Cuballing and Wickepin LEMC on: 19/10/2021

Area Covered

The Shires of Cuballing and Wickepin Local Emergency Management Arrangements have been prepared for the areas Gazetted as the Shire of Cuballing and the Shire of Wickepin Local Government Districts.

Profile

Cuballing

The Shire of Cuballing is located 192 km southeast of Perth in the Upper Great Southern Region of Western Australia. The Shire of Cuballing Local Government District covers an area of 1,250 sq. km and supports a population of 894 persons. The Shire embraces the townships of Cuballing, Popanyinning and Yornaning.

Wickepin

The Shire of Wickepin is located 210 km south east of Perth and covers an area of 1,989 square kilometres. Wickepin has a population of 733 persons and is made up of five district areas: Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. The town is a service centre for the rural community.

Purpose

The purpose of this plan is to document:

1. The Shire of Cuballing and Wickepin's preparedness and capacity to support the effective management of an emergency that may impact on the local community;
2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Shire of Wickepin local government district;
3. A list of natural and technological hazards that may impact the local community;
4. Strategies and priorities for emergency management in the local government district; and
5. Other matters about emergency management in the local government district that either local government considers appropriate as outlined in this document.

Scope

The scope of this document is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the

community in the long term. This document (LEMA) along with other supporting plans, perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community. Consequently similar plans may require differentiated levels prioritisation in the process compared with other assets.

To ensure the best possible outcomes for the Shire of Cuballing and the Shire of Wickepin, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shires of Cuballing and Wickepin;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other emergency management plans and agreements.

Existing Plans and supporting documents

To enable integrated and coordinated delivery of emergency management support within the Shires of Cuballing and Wickepin, this document is consistent with State Emergency Management Policy and State Emergency Management Plans. The flow chart in [Annex B](#) indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that together become the emergency management arrangements for the Shires of Cuballing and Wickepin.

State plans and policy

State Emergency Management Plan, Policy and Procedures can be viewed at wa.gov.au under the SEMC.

Local Arrangements

The following documents form the local emergency management arrangements for the Shires of Cuballing and Wickepin:

- Local Emergency Management Arrangements;
- Local Recovery Plan;
- Emergency Contact Directory;
- Resources Register;
- Risk Register and Treatment Schedule;
- Local Emergency Management Arrangements for the Provision of Welfare Support –Local Welfare Plan (Department of Communities);
- Shire of Wickepin Community Evacuation Plan;
- Shire of Wickepin Building and Structures Asset Management Plan;
- Yealering Primary School Bushfire Plan **2016-17**

Finance Arrangements

State Emergency Management Policy outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of State Emergency Management Procedure, the

Shires of Cuballing and Wickepin are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The respective Chief Executive Officers should be approached immediately an emergency event requiring resourcing by the either Shire occurs to ensure the desired level of support is achieved.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Act, a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in State Emergency Management Procedures.

Local Government Emergency Management Planning

Section 41 of the Emergency Management Act 2005 sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

Hazard Management Agency Responsibilities

The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the Emergency Management Act 2005.

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under The State Emergency Management Plan with reference to Section 5 Response and in Part 4 of the State Emergency Response Procedures.

Once a formal transition from response to recovery has been agreed between the HMA and Local Government, local government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the Local Government Act 1995 Section 2.8 and 5.4 (1)(f). **Refer to the Local Recovery Plan for guidance.**

Local Emergency Operations Centres

The local EOC for an emergency will be designated by the HMA "Incident Manager". Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

Cuballing	Shire of Cuballing Administration Building 186 Campbell Street, Cuballing
Wickepin	Shire of Wickepin, Administration Building 77 Wogolin Road, Wickepin

PART 2 – Planning

Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district. At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

For the Shire of Cuballing Local Government District, the LEC appointed is the Officer in Charge Narrogin Police Station.

For the Shire of Wickepin Local Government District, the LEC appointed is the Officer in Charge Wickepin Police Station.

Local Emergency Management Committee (LEMC)

The Shires of Cuballing and Wickepin have established a joint LEMC to plan, administer and test these arrangements and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to [Annex G](#).

LEMC Functions and responsibilities:

The LEMC should follow a meeting and business cycle as recommended in Appendix 1 of ADP-5 Emergency management in Local Government. For direct reference to the schedule refer [Annex H](#).

LEMC Executive

The Shires have agreed that the LEMC will meet twice yearly in the months of April and October. The April meeting of the LEMC will be hosted by the Shire of Cuballing and the October meeting of the LEMC hosted by the Shire of Wickepin.

Chair	The Shire President of the hosting Shire will assume the position of Chair of the LEMC.
Deputy Chair	The Shire Presidents of the Shires of Cuballing and Wickepin are the joint Deputy Chairs of the LEMC
Executive Officer	Shire Officer

Risk Register & Treatment Schedule

In 2014 the LEMC presided over a risk management project to systematically identify and analyse natural and technological hazards likely to impact of the Shires of Cuballing and Wickepin local government districts. A risk register and treatment schedule has been compiled. Those hazards are listed at [Annex E](#). Further risk analysis will be undertaken as an ongoing process of the LEMC based on the AS/NZS ISO 31,000:2009 Risk Management Standard and processes outlined in the National Emergency Risk Assessment Guide and the WA Emergency Risk Management Guide (2015).

PART 3 – Response

Emergency Management Structure and Response levels

The Shires of Cuballing and Wickepin Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. Both Shires are equally committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires Coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG or OASG is formed: <ul style="list-style-type: none"> • Provide Local Government Liaison Officers. • Make available to the HMA local facilities designated in this plan as evacuation centres.

Emergency actions

Emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

To ensure a timely response to any of the hazards identified in [Annex E](#), local or district contact details for HMA and Combat and Supporting Agencies are listed below:

HMA Combat and Supporting Agency Contact Details

AGENCY NAME	LOCAL CONTACT NUMBER
WA Police Wickepin	9888 1100
WA Police Narrogin	9882 2555
DFES Narrogin	6832 3110
SES Narrogin	132 500 or 0417 918 910
Parks & Wildlife Narrogin	9881 9200
Child Protection & Family Services	1800 622 258

HMA's and Controlling Agencies may require resources held by the local government and assistance to manage the emergency. The Shires of Cuballing and Wickepin are committed to providing assistance/support if the required resources are available.

Local Government Involvement in Response

The Shires of Cuballing and Wickepin will ensure that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the Shires of Cuballing and Wickepin will each provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings. The LGLO designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

Shires of Wickepin and Cuballing Incident Management

The successful resolution of any incident affecting the Shires of Cuballing or Wickepin is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Shires of Cuballing and Wickepin must take responsibility for ensuring their respective Shire's response to an emergency event is coordinated and informed.

Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;
- Implementing procedures that assist the community and emergency services deal with incidents;

- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the Shire's systems and resources; and
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident. The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in the State EM Plan with reference to Section 5 page 31 Response.

The Shires of Cuballing and Wickepin Liaison Officer will attend all meetings of the ISG as '**liaison officer**' for their respective Shires and represent their local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in [Annex C](#)

Community Evacuation Plans

The Shires of Cuballing and Wickepin and have developed a Community Evacuation Plan for their respective communities. For an electronic copy of the plan contact either Shire office.

Community Evacuation

(Refer to State EM Policy 5.7.8 and 5.7.9)

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the Shires of Cuballing and Wickepin.

Evacuation can be either:

Controlled –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with The State EM Plan 5.3.2 Community Evacuation.

Reference can also be made to the Western Australia Community Evacuation in Emergencies Guide.

Evacuation Management

The decisions to evacuate during an emergency rest with the Incident Controller appointed by the HMA/ Controlling Agency. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department of Communities to support an informed decision on evacuation and its management.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

The hazard management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

SEWS: - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an "Emergency Warning Message".

Emergency Alert: - A telephone based warning system which can capture all telephones within a specific geographic area.

Emergency warning messages: - Verbal messages transmitted by the electronic media.

Animals in Emergency

The Shires of Cuballing and Wickepin have no capacity to arrange for the welfare of domestic animals. Horses evacuated by their owners during emergency may be housed at the Dryandra Regional Equestrian Centre Darcy Street, Cuballing. No formal arrangements are in place.

Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, Aboriginal people, culturally and linguistically diverse (CALD) people, FIFO workers and tourists. In addition town based organisations

catering for the most vulnerable in the community must come under consideration. For a comprehensive list of these community based vulnerable groups refer to [Annex F](#).

Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible person / position / agency
HMA/Controlling Agency	<ul style="list-style-type: none"> • Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
Shires of Cuballing and Wickepin	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Shires of Cuballing and Wickepin, provide a liaison officer to support the DC
Department for Communities and the Shires of Cuballing and Wickepin	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare for evacuees
Property security	WA Police

Traffic management	WA Police initially then traffic contractors as appointed by MRWA or the Shires of Cuballing or Wickepin
Welfare	Department of Communities (DC), and the Shires of Cuballing or Wickepin

Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The following tables details the welfare centres owned by the Shires of Cuballing and Wickepin available and deemed suitable for the purpose. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The DC will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or DC.

Shire of Cuballing Evacuation Centres (For contact details refer to Contacts and Resources Register)

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Cuballing Recreation Centre	Campbell Street, Cuballing	100	30	1 st Contact Shire of Cuballing Administration Centre 2 nd Contact Gary Sherry CEO 3 rd Contact Bruce Brennan
Cuballing Hall	191 Campbell Street, Cuballing	150	50	As above
Dryandra Regional Equestrian Centre, Cuballing	Darcy Street, Cuballing	75	10	As above
Popanyinning Hall	Francis Street, Popanyinning	75	0	As above or Popanyinning General Store 9887 5033

Shire of Wickepin Evacuation Centres (For contact details refer to Contacts and Resources Register)

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Wickepin Community Centre	Cnr Johnson and Campbell Streets Wickepin	500	250	1st Contact CEO 2 nd Contact Manager Works & Services
Harrismith Golf Club	Wickepin-Harrismith Rd, Harrismith	100	25	As above
Yealering Hall	Wickepin-Corrigin Rd, Yealering	190	50	As above or Yealering Ag Parts 9888 7095

The above local government owned buildings have been identified by the Shires of Cuballing and Wickepin as suitably constructed and equipped evacuation centres for use in emergencies meeting the requirements for sheltering of persons for up to 24 hours.

For other welfare centres refer to the DC Local Emergency Management Arrangements for the Provision of Welfare Support.

Note: The DC is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross “Register. Find. Reunite” system and associated forms which can be located at <https://register.redcross.org.au>

The DC Local Welfare Plan contains details of all local government controlled Welfare Centres including building layout, facilities available and key holders.

Welfare Support

The DC is responsible for to coordination of welfare support services and undertakes the provision of services to support the physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, emergency clothing, and personal requisites.

Provision of Welfare Support

Welfare provisions are outlined in the State EM Plan 5.5.4 Welfare.

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

Department of Communities

Local Welfare Coordinator (DC):

The DC shall appoint a Local Welfare Coordinator who will liaise with the Local Welfare Liaison Officer for either Shire if one has been appointed for assistance in the coordination and provision of resources detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

The Shire of Cuballing or the Shire of Wickepin will provide an officer to be Liaison/support between DC and the local government where a welfare centre has been established within either or both districts of the local government. The duties to be performed by the Local Government Welfare Officer are described in [Annex D](#):

PART 4 – Recovery

Area Covered

The Shire of Cuballing and Wickepin Local Recovery Plan has been prepared for the areas Gazetted as the Shire of Cuballing Local Government District and, the Shire of Wickepin Local Government District.

Purpose

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

Objectives

The objectives of this plan are to:

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

Scope

The scope of this recovery plan is not limited to the boundaries of either Shire as it is possible any emergency may affect the districts of either or both Shires. It details the general recovery arrangements for the respective communities and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

Related documents and arrangements

The following documents are related to this plan

- Shire of Cuballing and Wickepin Local Emergency Management Arrangements
- Shire of Wickepin Resources and Contacts Register
- Shire of Cuballing Resources and Contacts Register
- Shire of Cuballing Asset Management Plan
- Shire of Wickepin Asset Management Plan
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Communities), known as the DC Local Welfare Plan.

Local Government

The Shire of Cuballing and Wickepin are required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator. In accordance with the

requirements, each local Government mentioned in this plan have nominated persons to act as Local Recovery Coordinator.

State plans and policy

The State Emergency Management Plan in conjunction with the following supporting plans and guides:

Document Title	Document Owner
Disaster Recovery Funding Arrangements WA Guide for Local Government	DFES
Lord Mayor's Distress Relief Fund	LMDRF Board

Local Recovery Resources

The Local Recovery Coordinator for the Shire of Cuballing and Wickepin is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Cuballing and Wickepin resources are identified in the Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Wickepin should an emergency occur.

The resources available and contact details for recovery have been identified and are included in [Annex K](#).

Financial arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

The Shires of Cuballing and Wickepin have arrangements in place to insure their assets. Assets are recorded and managed through the Roman II Asset Management System. The Shire of Wickepin has in place an Asset Management Plan.

The respective Chief Executive Officers and Managers will be involved early in the recovery process.

Through the Disaster Recovery Funding Arrangements WA (DFRA-WA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Wickepin and the Shire of Cuballing will make claims for recovery activities where they are deemed eligible under DRFAWA. More information regarding DRFAWA is available from the Department of Fire and Emergency Services.

The Department of Fire and Emergency Services, as the State Administrator, may activate DRFAWA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

Financial preparation

The Shires of Cuballing and Wickepin will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

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

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund as detailed in SEMC Procedure 5.1 – Managing of Public Fundraising and Donations.

NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordinating Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

(Refer to [Annex Q](#) for suggested media release relating to donation of goods)

Roles and responsibilities

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

Local Recovery Coordinator (LRC)

The Shire of Cuballing has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Wickepin may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Chief Executive Officer	Deputy Chief Executive Officer
Scribe	Deputy Chief Executive Officer	Shire Officer

The Shire of Wickepin has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Wickepin may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Chief Executive Officer	Manager Works & Services
Scribe	Shire officer	Shire officer

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The functions of the LRC are explained in [Annex 1](#)

Local Recovery Coordinating Group (LRCG)

The Local Recovery Coordinating Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations and community representatives. The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the

LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

- The LRCG should be driven by the Operational Recovery Plan. Refer to [Annex O](#);
- The core functions of the LRCG are listed in [Annex J](#);
- For suggested composition of the LRCG and subcommittees refer to [Annex L](#);
- For suggested LRCG subcommittee roles refer to [Annex M](#);
- For suggested LRCG subcommittee Terms of Reference refer to [Annex N](#); and
- For available resources refer to [Annex K](#).

Controlling Agency/ Hazard Management Agency

The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact statement for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

Determination of level of state involvement

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to State EM Plan 6.0 Recovery. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Assessment data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Annex O](#).

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

The State EM Plan 4.7 Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs’ plans and arrangements at the local-level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional;
 - Discussion (Seminars, Workshops, Desktops)
 - Functional (Drills or game style)
 - Field or Full Deployment (large scale)

The State Emergency Management Policy 4.8 deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks; and
- Improving the arrangements in accordance with the results of exercise debriefings.
It should be remembered that as the primary role of local government in emergency management is ‘recovery’, programs that exercise recovery activities and preparedness are to be foremost.

Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum.

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

Review of this plan

The Local Emergency Management Arrangements will be reviewed on a continual basis and particularly where they have been activated for any reason. The plan will at a minimum be reviewed at least every five (5) years.

The Executive Officer of the LEMC is responsible for ensuring the review of the plan occurs.

ANNEX A: Glossary of Terms and Acronyms

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

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- A district emergency management committee established under section 31(1) of the Emergency Management Act 2005.

EMERGENCY- The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

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

HAZARD MANAGEMENT AGENCY - A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

local emergency coordinator (LEC) – The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under section 38 of the Emergency Management Act 2005.

RECOVERY - The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

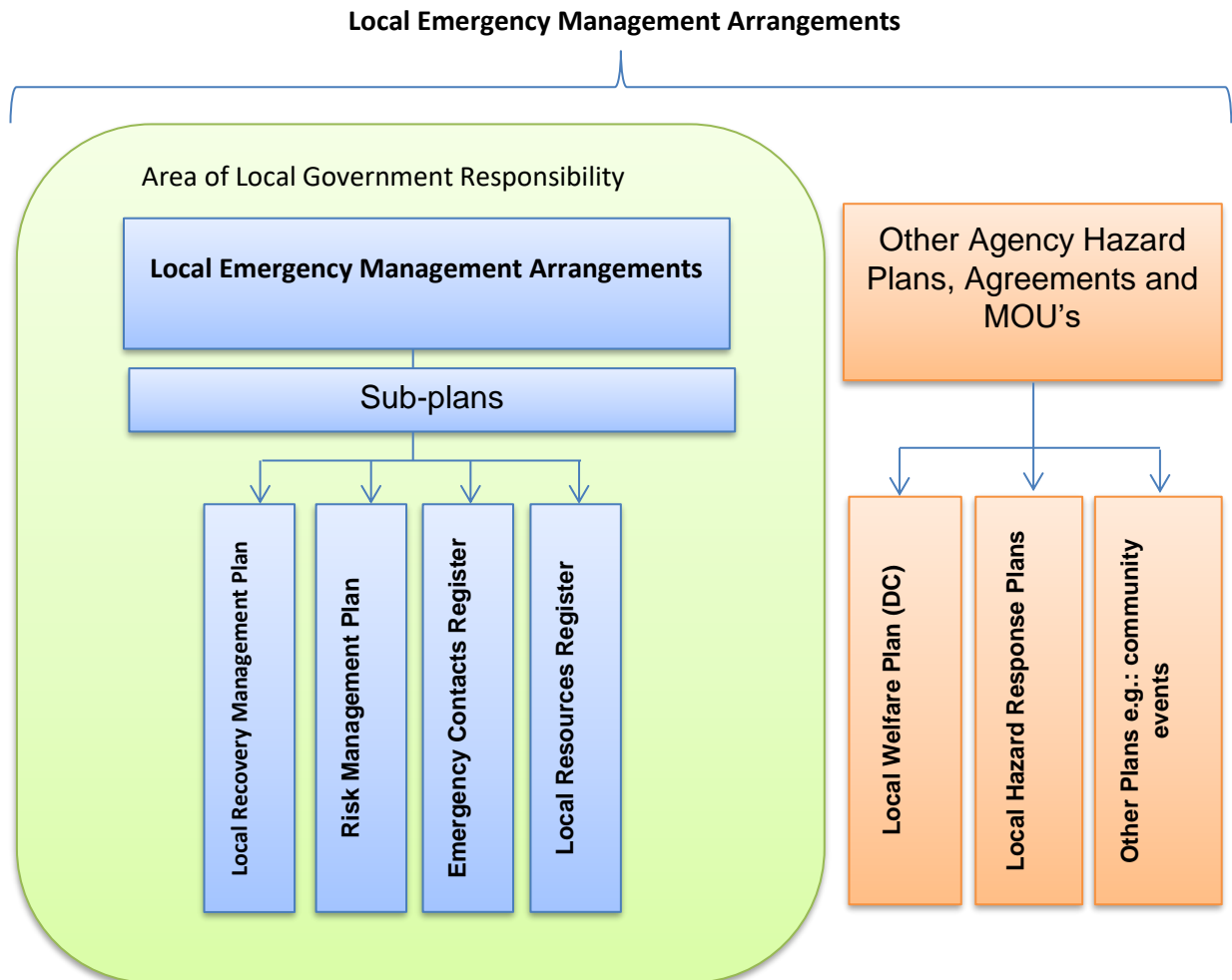
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual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

RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk.

ACCRONYMS USED IN THESE ARRANGEMENTS

CEO:	Chief Executive Officer
DC:	Department of Communities
DEMC:	District Emergency Management Committee
DFES:	Department of Fire and Emergency Services
LEC:	Local Emergency Coordinator
IC:	Incident Controller
IMT:	Incident Management Team
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator
LRCG:	Local Recovery Coordinating Group
OASG:	Operations Area Support Group
OEM:	Office of Emergency Management
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
SRC:	State Recovery Controller
WAP:	Western Australia Police

ANNEX B: State and Local Emergency Management Arrangements



ANNEX C: Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shires of Cuballing and Wickepin will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

The makeup and duties of the ISG are established and described in the State EM Plan with reference to Section 5 Response sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.); and
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status; and
- Significant issues.

Responsibilities of the IC

- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting; and
- Details of the next scheduled meeting.

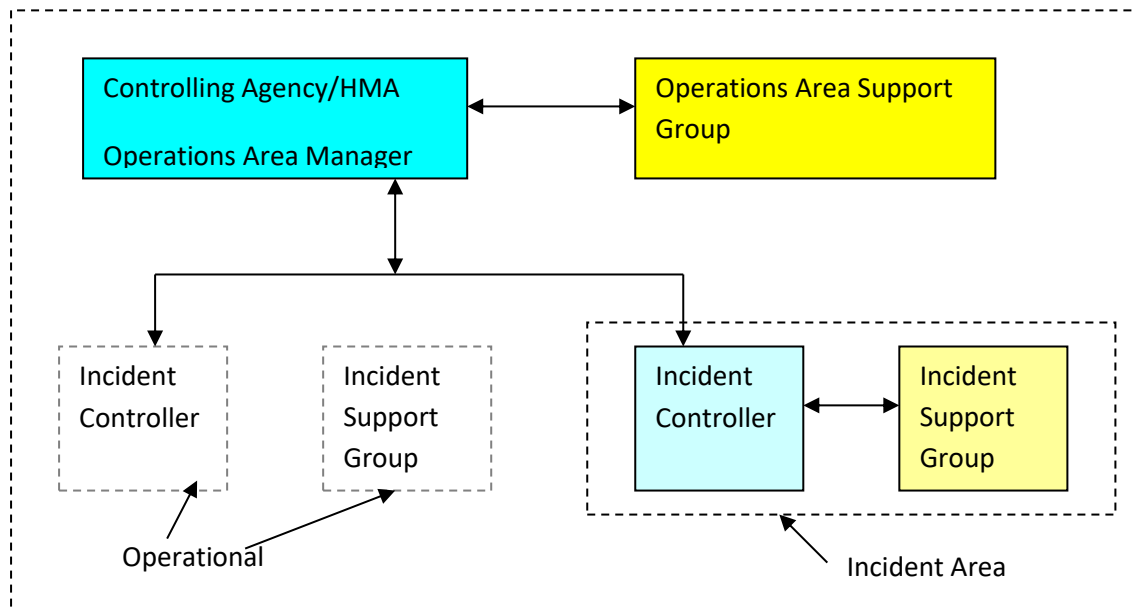


Figure 1: Multi agency support structure

ANNEX D: Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the DC where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shires of Cuballing and Wickepin will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the DC Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Report to the DC Local Welfare Coordinator;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the DC;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Shire of Wickepin or the Shire of Cuballing;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre; and
- Carry out other duties as requested by the LWC.

ANNEX E: Hazards identified

Hazard	HMA	Controlling Agency	State Hazard Plans	Local Plan
Bush Fire	FES Commissioner	DFES DBCA Local Government	Fire	Shire of Wickepin Contact & Resources Register Shire of Cuballing Contacts & Resources Register Yealering Primary School Bushfire Plan 2016-17
Road Crash	Commissioner of Police	WA Police Force	Crash Emergency	Shire Road Safety Audits National and State Black Spot funding
Storm	FES Commissioner	DFES	Severe Weather	Shire of Wickepin Contact & Resources Register Shire of Cuballing Contacts & Resources Register
HAZMAT	FES Commissioner	DFES	HAZMAT	Shire local drainage maps and regular inspections
Flood	FES Commissioner	DFES	Severe Weather	Shire drainage maps and regular inspections
Land Search	Commissioner of Police	WA Police Force	Search and Rescue Emergencies	
Earthquake	FES Commissioner	DFES	Earthquake	

The following table (Figure 1) identifies the impact and likelihood level of hazards identified through the risk management process.

The placement of hazards on the matrix is based on an average assessment of consequence and likelihood across all risk statements. It is provided as an indicator only and must not be relied upon in isolation to make assessments of the risks to the community posed by the listed hazards. All hazard assessments are based on worst case scenario.

Figure 2: Hazard Matrix – hazards identified as likely to impact and associated risk level

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain		Land Search	Bushfire	Road Crash	
Likely		Flood HAZMAT	Storm		
Unlikely					
Rare					
Very rare					
Extremely rare					

Figure 3 Hazard Matrix guide to levels of risk

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	
Rare	Very Low	Low	Moderate	High	High
Very rare	Very Low	Very Low	Low	Moderate	High
Extremely rare	Very Low	Very Low	Low	Moderate	High

ANNEX F: Vulnerable groups**Public and private Schools**

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wickepin Primary School	44 Henry Street, Wickepin	9888 1126	Total persons for pre-primary & primary 74 students & 16 staff	Yes
Yealering Primary School	Yealering-Pingelly Road, Yealering	9888 7088	13 students & 9 staff	Yes Bushfire Plan 2016-17

Aged care

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wickepin Cottage Homes	Wogolin Road, Wickepin	Shire 9888 1005	4 X 1 bedroom units single private occupancy	No legal requirement

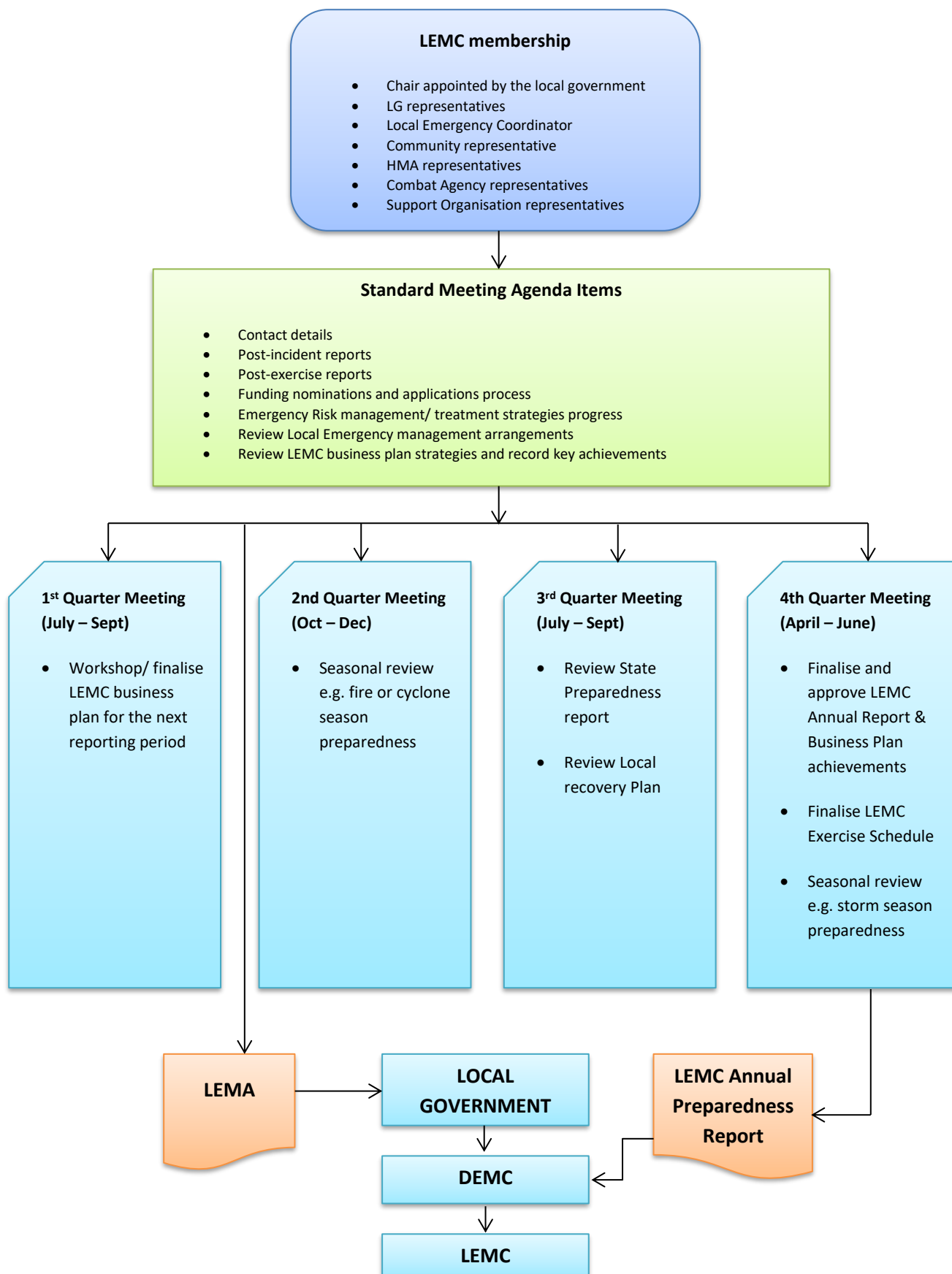
Health

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Country Health Service Wickepin Nursing Post	Johnson Road Wickepin	9888 1104	5	Yes

ANNEX G: LEMC Members

Agency	Position
Shire of Cuballing	
	Shire President (Joint Chair)
	Chief Executive Officer
	Chief Bushfire Control Officer
	Manager Works & Services
Shire of Wickepin	
	Shire President (Joint Chair)
	Chief Executive Officer
	Manager Works & Services
	Chief Bushfire Control Officer
Other Agencies	
Narrogin Police Station	Officer in Charge (LEC)
Wickepin Police Station	Officer in Charge (LEC)
Wickepin Nursing Post	
St John Ambulance Narrogin Sub Branch	Manager
St John Ambulance Wickepin Sub Branch	Manager
Department of Communities	District Emergency Management Officer
Department of Parks & Wildlife	
Red Cross	
Department of Fire and Emergency Services	Area Officer District Emergency Management Advisor
Wickepin primary School	Principal
Yealering Primary School	Principal

ANNEX H – Suggested LEMC meeting business cycle



ANNEX I: Roles and responsibilities of the Local Recovery Coordinator (LRC).

Role

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

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

ANNEX J: Roles and functions of the Local Recovery Coordinating Group (LRCG)

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

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

ANNEX K: Local Recovery Resources

Shire of Cuballing

Department	Management area	Capability	Contact details
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • Corporate responsibility • Link to Council • Management of staff during recovery process • Staff redirection and backfill to support recovery process • Financial Management • Prepare community information • Arrange public meetings 	
	Deputy CEO	<ul style="list-style-type: none"> • Corporate assistance to the CEO • Recovery cost management • Statutory requirements and policy • Oversight of Shire's financial management systems and reporting requirements • Act as scribe to the LRCG 	
	Shire President	<ul style="list-style-type: none"> • Chair Local Recovery Coordinating Group • Address public meetings • Authorise media releases 	
	Deputy Shire President	<ul style="list-style-type: none"> • Alternate Chair LRCG 	
	Executive Assistant	<ul style="list-style-type: none"> • Corporate support 	

		<ul style="list-style-type: none"> • Secretarial support • Community messaging 	
	Environmental Health Officer	<ul style="list-style-type: none"> • Environmental Health 	
	Manager Works and Services	<ul style="list-style-type: none"> • Asset information • Engineering advice • Damage reporting • Parks and reserves management • Equipment allocation for recovery support • Building safety audits • Environmental & waste management advice 	

Shire of Wickepin

Department	Management area	Capability	Contact details
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • Corporate responsibility • Link to Council • Alternate Chair LRCG • Management of staff during recovery process • Staff redirection and backfill to support recovery process 	
	Shire President	<ul style="list-style-type: none"> • Chair Local Recovery Coordinating Group • Address public meetings 	

		<ul style="list-style-type: none"> • Authorise media releases 	
	Manager Works	<ul style="list-style-type: none"> • Asset information • Engineering advice • Damage reporting • Parks and reserves management • Equipment allocation for recovery support 	
	Senior Finance Officer	<ul style="list-style-type: none"> • Management of financial assistance grants (Lord Mayor's Distress relief Fund) • Recovery cost centre creation • Recovery cost management • Management of public donations 	
	Environmental Health/ Building Surveyor	<ul style="list-style-type: none"> • Environmental health management • EHO advice • Building safety audits • Environmental & waste management advice 	

	Community Development Officer	<ul style="list-style-type: none"> • Community information • Coordinate community information • Arrange public meetings and events • Assist in the management of public donations (goods only) 	
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Supporting organisations

Organisation	Responsible area	Capability	Contact details
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> • Community recovery support • Recovery advice • Community outreach • Personal support 	
Department of Communities	District Emergency Services Officer (DESO)	<ul style="list-style-type: none"> • Provide a representative to the RC if required and available. • Coordinate emergency welfare services as part of the recovery process (Westplan Recovery). • Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated. 	
Department of Parks & Wildlife		<ul style="list-style-type: none"> • Wildlife information and support • Environmental advice 	

Disability Services Commission		<ul style="list-style-type: none"> Community support resources for persons with disabilities 	
Local Government Insurance Services (LGIS)	District representative	<ul style="list-style-type: none"> Insurance and risk management advice 	
Department of Fire and Emergency Services	DRFAWA	<ul style="list-style-type: none"> DRFAWA advice and support 	
	State Recovery Coordinator	<ul style="list-style-type: none"> State recovery advice Coordinating of State resources 	
Mental Health Services WA	Local Coordinator	<ul style="list-style-type: none"> Mental health services for the community Community help programs 	
Department of Fire and Emergency Services	District Emergency Management Advisor	<ul style="list-style-type: none"> Recovery support and advice 	
Water Corporation	Local Manager	<ul style="list-style-type: none"> Water restoration and service advice 	
Western Power	Local Manager	<ul style="list-style-type: none"> Power restoration and service advice 	

ANNEX L: Suggested composition Local Recovery Coordinating Group and subcommittees

Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair LRCG	1
	Local Recovery Coordinator - Chief Executive Officer	1
	Executive Manager Corporate Services	1
	Executive Manager Engineering Services	1
	Executive Manager Development Services	1
Hazard Management Agency/s	Incident Controller or Regional Manager	2
Department of Communities	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
Department of Fire & Emergency Services	District Emergency Management Advisor	1
Department of Fire & Emergency Services	State Recovery Coordinator DFRAWA Officer	1 1
Department of Human Services	Local Centre Link Manager	1
Community representation	Affected community representative or elected member	As required

LRCG- Finance Subcommittee (Event specific) Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Shire of Cuballing/ Wickepin	Chair – Executive Manager Corporate Services	1
	Minute taker	1
	Finance/Administration Officer	1
Department of Fire & Emergency Services	DRFAWA Officer	1
Department of Human Service	Local Centre Link manager	1

LRCG – Infrastructure Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair –Executive Manager	1
	Engineering Services Minute taker	1
Department of Fire & Emergency Services	DRFAWA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1

LRCG- Environment Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair – Executive Manager	1
	Development Services Minute taker	1
	Environmental Health Officer	1
Department of Environment & Regulation (DER)	District officer	1

LRCG – Community Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair – Deputy CEO	1
	Minute taker	1
Department of Communities	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

ANNEX N: Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post [Click here to enter text.](#);
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the [Click here to enter text.](#) Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***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.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.

- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text.](#) will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.
-

Reporting

The [Click here to enter text.](#) Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Community Subcommittee acknowledges that the [Click here to enter text.](#) is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the [Click here to enter text.](#) Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the [Click here to enter text.](#) Local Recovery Coordinating Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

ENVIRONMENT SUB COMMITTEE

Terms of Reference

Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Representative

- Link to community. Receive guidance and perspective from the community.

Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the [Click here to enter text](#). Local Recovery Coordinating Group for consideration to assist in the restoration of the natural environment in the medium to long term.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

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- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

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- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text](#).will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The [Click here to enter text](#). Local Recovery Coordinating Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Environment Subcommittee acknowledges that the [Click here to enter text](#). is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the [Click here to enter text](#). Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the [Click here to enter text](#). Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

FINANCE SUB COMMITTEE

Terms of Reference

Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Finance Sub Committee

The primary objective if the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordinating Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the bushfires which occurred on [Click here to enter text.](#) in the [Click here to enter text.](#).

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the bushfire which occurred on the [Click here to enter text.](#).

The primary role of the Finance Subcommittee will include:

- With regard to the Lord Mayor's Distress Relief Fund (LMDRF), the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.

In developing the eligibility criteria and procedures pertaining to the LMDRF, the Finance Subcommittee will endeavour to:

- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.

The Finance Sub Committee will need access to funding information provided to individuals by other agencies to assist with the above assessments.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

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- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text](#). will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The [Click here to enter text](#). Local Recovery Coordinating Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Finance Subcommittee acknowledges that the [Click here to enter text](#). is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

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Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the [Click here to enter text.](#)
Local Recovery Coordinating Group. Termination of any membership within the
subcommittee shall be at the direction of the members within the subcommittee by
consensus.

INFRASTRUCTURE SUB COMMITTEE

Terms of Reference

Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the Coordinating of the restoration of Local Government and State infrastructure lost or damaged;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Conduct of Meetings

- The quorum for a meeting of the subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the subcommittee has a **financial interest** in any matter before the subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

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- The subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text](#). will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The [Click here to enter text](#). Local Recovery Coordinating Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Subcommittee acknowledges that the [Click here to enter text](#). is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the [Click here to enter text](#). Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the [Click here to enter text](#). Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

ANNEX O: Operational Recovery Plan template

[Click here to enter text.](#)

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage:

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (NDRRA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

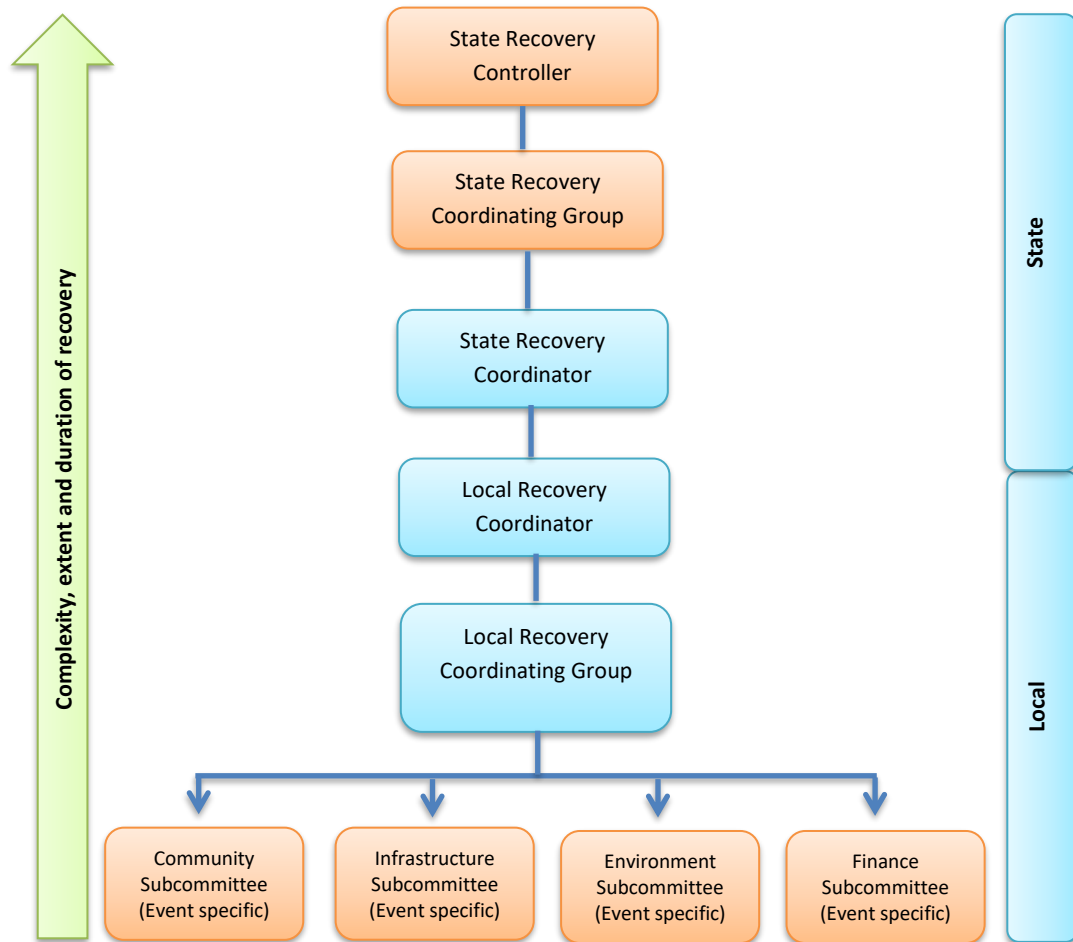
(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

ANNEX P: Potential Recovery Governance Structures



ANNEX Q: (Suggested) MEDIA RELEASE - DONATIONS

Donations in time of disaster

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.

Choose an item.

[Click here to enter text.](#)