

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Local Emergency Management Arrangements 2016

LEMC endorsement date: 03/02/2016

Full review required: 2021

Maintained by: Executive Officer to LEMC

PO Box 42, Merredin WA 6415

Tel: (08) 9041 1611

Fax: (08) 9041 2379

Website: www.merredin.wa.gov.au

Email: admin@merredin.wa.gov.au

This page left blank intentionally

Table of Contents

Certificate of Approval	4
Version Control	5
Disclaimer.....	6
Amendment Record	7
Distribution List.....	8
PART 1 – Introduction	9
Authority	9
Endorsement Date	9
Area Covered	9
Profile.....	9
Purpose	9
Scope.....	9
Existing Plans and supporting documents	10
State plans and policy	10
Local Arrangements	10
Finance Arrangements.....	10
Local Government Responsibilities.....	11
Hazard Management Agency Responsibilities.....	11
Public Information	11
Local Emergency Operations Centres	11
Primary Emergency Operations Centre (Response)	11
Alternative Emergency Operations Centre (Response).....	11
PART 2 – Planning	12
Local Emergency Coordinator (LEC).....	12
Local Emergency Management Committee (LEMC)	12
LEMC Functions and responsibilities:	12
LEMC Executive	12
Risk Register & Treatment Schedule.....	12
PART 3 – Response.....	13
Emergency Management Structure and Response levels	13
Emergency actions	13
HMA Combat and Supporting Agency Contact Details.....	14

Local Government Involvement in Response	14
SOM Incident Management.....	15
Responsibilities	15
Incident Support Group (ISG).....	15
Community Evacuation	15
Evacuation Management	16
Media Management and Public Information.....	16
Public Warning Systems.....	16
Vulnerable Groups	17
Community Evacuation Organisations and Responsibilities.....	17
Evacuation Centres	18
Welfare Support.....	19
Provision of Welfare Support.....	19
Department for Child Protection and Family Support.....	19
Local Welfare Coordinator (CPFS):.....	19
Local Government Welfare Liaison Officer:	19
PART 4 – Recovery	20
Related documents and arrangements	20
Local	20
State plans and policy	20
Local recovery resources	20
Financial arrangements.....	21
Financial preparation	21
Recovery roles and responsibilities	22
Local Recovery Coordinator	22
Local Recovery Coordinating Group (LRCG).....	22
Controlling Agency/ Hazard Management Agency.....	23
Determination of level of state involvement.....	23
State Recovery Coordinator.....	23
Assessment and Operational Recovery Planning	23
Cessation of response	24
Post Impact Assessment	24
Managing Donations.....	24
PART 5 – Testing, Exercising and Reviewing	26

Testing and Exercising.....	26
Schedule of Exercises.....	26
Review of this plan.....	27
ANNEX A: Glossary of Terms and Acronyms.....	28
ANNEX B: State and Local Emergency Management Arrangements.....	31
ANNEX C: Local Government Liaison Officer (LGLO)	32
ANNEX D: Local Government Welfare Officer (LGWLO).....	34
ANNEX E: Hazards identified.....	35
ANNEX F: Vulnerable groups.....	39
ANNEX G: LEMC Members	40
ANNEX H – Suggested LEMC meeting business cycle	41
ANNEX I: Role and functions of the Local Recovery Coordinator	42
ANNEX J: Local Recovery Resources	44
ANNEX K: Suggested composition Local Recovery Coordinating Group and subcommittees.....	46
ANNEX L: Role and responsibilities of the Local Recovery Coordinating Group.....	49
ANNEX M: Suggested Local Recovery Subcommittee roles.....	50
ANNEX N: Operational Recovery Plan template.....	53
ANNEX O: Potential Recovery Governance Structures.....	56
ANNEX P: (Suggested) MEDIA RELEASE - DONATIONS	57
ANNEX Q: Suggested LRCG Subcommittee Terms of Reference	58
COMMUNITY SUBCOMMITTEE	58
ENVIRONMENT SUB COMMITTEE.....	61
FINANCE SUB COMMITTEE	64
INFRASTRUCTURE SUB COMMITTEE.....	67

Certificate of Approval

The Shire of Merredin Local Emergency Management Arrangements (LEMA) has been prepared by the Shire of Merredin Local Emergency Management Committee to address the Shire's 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 Merredin Local Emergency Management Arrangements:

- Local Recovery Plan
- Risk Register and Treatment Schedule
- Contacts & Resources Register
- Animal Welfare Plan
- CPFS Local Welfare Plan.

In accordance with State Emergency Management Policy 2.5 and ADP5, this plan has been endorsed and noted by the following entities:

Shire of Merredin Local Emergency Committee - Endorsement

Shire of Merredin Council - Endorsement

Wheatbelt District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.


**Shire of Merredin Local Emergency
Management Committee**



Chairperson

Date: 3/2/2016

Shire of Merredin Council



Shire President

Date: 16/2/2016

Version Control

Document Title	Shire of Merredin Local Emergency Management Arrangements 2016
Document Status	Version 1.01
Electronic Document Name / Versions	Shire of Merredin LEMA
Date of Review	2015
Date Finalised	17/02/2016
Authors	J.LANE (WALGA)
Project Manager	Vanessa Green Shire of Merredin

Disclaimer

The Shire of Merredin makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided without warranty of any kind to the extent permitted by law. The Shire of Merredin hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Merredin be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

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;
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to: admin@merredin.wa.gov.au

Chairperson
Local Emergency Management Committee
Shire of Merredin

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	
1/2016	17/02/2016	Creation of Version 1.0 Signed certificate of Approval inserted	J.LANE	1.0
2/2016	17/02/2016	Inclusion of Annex Q LRCG Subcommittee ToR	J.LANE	1.01

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 the Shire of Merredin through the following email address: admin@merredin.wa.gov.au alternatively the current version of the document can be found

at <http://www.merredin.wa.gov.au/documents/default.aspx?categoryid=30&QueryExpr=emergency+management+arrangements&ResultsPage=1>

Hard copy versions of this document may not be accurate.

Copies provided to	No. of copies
Shire of Merredin	
Chief Executive Officer	1
Shire President – Shire of Merredin Council	1
Chair LEMC	1
Deputy Chair LEMC	1
Executive Manager Corporate Services	1
Executive Manager Engineering Services	1
Executive Manager Development Services	1
LEMC membership	
WA Police	1
SEMC Community Emergency Management Officer	1
Merredin Hospital	1
Department for Child Protection & Family Support	1
Disability Services	1
Merredin Volunteer Bushfire Brigades	1
Department of Parks & Wildlife	1
Merredin Volunteer Fire & Rescue Service	1
China Southern WA Flying College	1
Department of Agriculture & Food WA	1
Primary Health Eastern Wheatbelt	1
Water Corporation	1
Western Power	1
Main Roads WA	1
St John Ambulance	1
Mental Health Services	1
	1
Other committees	
Wheatbelt District Emergency Management Committee	1
State Emergency Management Committee	1

PART 1 – Introduction

Authority

This plan has been prepared and endorsed by the Shire of Merredin (SOM) LEMC. They have been presented and endorsed by the Shire of Merredin Council in compliance to the *Emergency Management Act 2005* s41. The plan has been tabled for information and comment with the Wheatbelt DEMC.

Endorsement Date

This plan was endorsed by the SOM LEMC on: 03/02/2016

Area Covered

The Shire of Merredin Local Emergency Management Arrangements has been prepared for the area Gazetted as the Shire of Merredin Local Government District.

Profile

The Shire of Merredin is a thriving regional centre located between Perth and Kalgoorlie, 257kms from Perth (via the Great Eastern Highway) and 334kms from Kalgoorlie. Merredin is accessible by road and rail services. Merredin is a regional base for government and commercial organisations. Merredin and supports quality facilities for business, education, health, transport, recreation and tourism. The Council strives to encourage a vibrant community that offers a comprehensive range of local and regional services. Its aim is to work with all communities in the Central Wheatbelt to support quality of life as well as economic and social development within the region.

The Shire of Merredin supports a population of 3,630 people and comprises an area of 3,372 sq. kms and includes the towns and localities of Hines Hill, Burracoppin, South Burracoppin, Goomarin, Korbel, Merredin, Muntadgin, Nangeenan, Nokanning, Tangedin, Nukarni and Norpa. It is situated approximately 260 kilometres east of Perth and is the major commercial and retail centre for the eastern Wheatbelt.

Purpose

The purpose of this plan is to document:

1. The Shire of Merredin'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 SOM 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 the local government considers appropriate

Scope

The scope of this Plan 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.

In the case of the Shire of Merredin, the plans and arrangements 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 Merredin, 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 Shire of Merredin;
- 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 Shire of Merredin, this plan is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (Westplans). 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 Shire of Merredin.

State plans and policy

SEMC Policy Statements guiding Local Government, and WestPlans and Support Plans, can be viewed on the SEMC website www.semc.wa.gov.au

Local Arrangements

The following documents form the local emergency management arrangements for the Shire of Merredin:

- Local Emergency Management Arrangements;
- Local Recovery Plan;
- Emergency Contact Directory and Resources Register;
- Risk Register and Treatment Schedule (Currently under review);
- Animal Welfare Plan (Local currently under development);
- Asset Management Plan (Internal document);
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS
Local Welfare Plan (Department of Child Protections and Family Support)

Finance Arrangements

State Emergency Management Policy (SEMP 4.2) outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of [SEMP 4.2](#), the Shire of Merredin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached

immediately an emergency event requiring resourcing by the SOM 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 [SEMP 2.5](#).

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 [WESTPLAN – Emergency Public Information](#), and [SEMP 4.6 Emergency Public Information](#).

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:

Primary Emergency Operations Centre (Response)

Shire of Merredin Administration Centre
Corner King and Barrack Streets
Merredin

Alternative Emergency Operations Centre (Response)

Merredin Police Station
22 Mitchell Street
Merredin

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 (section 28 (2)). 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.

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.

The Local emergency Coordinator for the local government district is the Officer in Charge Merredin Police Station.

Local Emergency Management Committee (LEMC)

The Shire of Merredin has established an LEMC to plan, administer and test this plan 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 to [Annex H](#).

LEMC Executive

Chair	Chief Executive Officer
Deputy Chair	OIC Merredin Police Station

Risk Register & Treatment Schedule

The LEMC has embarked upon a process to systematically identify and analyse natural and technological hazards likely to impact of the Shire of Merredin local government district and neighbouring local government areas. Initial identification processes of the hazards most likely to have an impact has been completed and those identified hazards form the basis for this plan. Those hazards are listed at [Annex E](#). Risk analysis will be progressed 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. The risk data will be captured in the Emergency Risk Assessment Database ERAD an Excel spread sheet tool that enables the Shire of Merredin and the LEMC to monitor and review its risk registers and assign appropriate risk management strategies. The ERAD tool has been stored electronically within the SOM filing system.

PART 3 – Response

Emergency Management Structure and Response levels

The Shire of Merredin Emergency Management Plan is 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 Shire of Merredin. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Event Level	Local Response
<p>Level 1 (No significant issues, single agency response, minimal community impact)</p>	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
<p>Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)</p>	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice <p>Where an ISG is formed:</p> <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.
<p>Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)</p>	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice <p>Where an ISG or OASG is formed:</p> <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

Some 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
Department of Fire and Emergency Services Northam	9690 2300
Parks & Wildlife Merredin Office	9041 6000 / 6010
Department for Child Protection & Family Support	Office Hours 9041 1622 After Hours; Crisis Care 1800 199 008
Western Australia Police Merredin	9041 1322
Water Corporation	13 3677 9041 0200
Merredin Health Service	9081 3222
Brookfield Rail	1300 087 246 9041 0651
Shire of Merredin Recovery Coordinator David Burt	9041 1611

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

Local Government Involvement in Response

The SOM 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 SOM will 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.

SOM Incident Management

The successful resolution of any incident whether internal or external affecting the Shire of Merredin is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the SOM must take responsibility for ensuring the 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;
- 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 [SEMP 4.1](#).

The Shire of Merredin Liaison Officer will attend all meetings of the ISG as '**liaison officer**' and represent the local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer [Annex C](#) is to liaise with the Incident Controller (HMA) and attend all meetings of the Incident Support Group (ISG)

Community Evacuation

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 Shire of Merredin.

Evacuation can be either:

Controlled -This refers to either a recommended or directed evacuation, where a HMA/Controlling Agency is undertaking specific activity to manage the withdrawal of people from an area at risk or subject to the effects of a hazard.

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 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:

- [SEMP 4.7 Community Evacuation](#)
- [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 for Child Protection and Family Support 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.

Local Government SMS System: SMS system is utilised by the Local Government to alert local farmers where a Harvest and vehicle Movement Ban has been enacted by the Shire. This system may also be utilised in times of emergency to alert persons in remote locations.

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
Controlling Agency/HMA	<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
Shire of Merredin	<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 SOM, provide a liaison officer to support the CPFS
Welfare Department for Child Protection & Family	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government

Support and the Shire of Merredin	<ul style="list-style-type: none"> Receive evacuees and coordinate the provision of welfare support services for evacuees
Property security	WA Police
Traffic management	<p>WA Police initially</p> <p>Traffic contractors as appointed by MRWA or the Shire of Merredin</p>

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 table details the welfare centres owned by the Shire of Merredin 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 CPFS 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 CPFS.

For mobile contact details refer to the Shire of Merredin Contacts Register (restricted document)

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Primary Merredin Regional Community & Leisure Centre	Bates Street, Merredin	500	200	<p>1st Contact Greg Powell CEO</p> <p>2nd Contact Rebecca McCall D/CEO or Centre Manager 9041 3033</p> <p>Email: mrclcmanager@merredin.wa.gov.au</p>

The above local government owned building has been identified by the Shire of Merredin as a suitably constructed and equipped evacuation centre for use in emergencies meeting the requirements for sheltering of persons for up to 24 hours.

For other welfare centres refer to the CPFS Local Welfare Plan.

Note: CPFS 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>

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

Welfare Support

CPFS 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

The following State plans and supporting plans apply

- [Westplan Welfare](#)
- [Westplan Registration and Reunification](#)

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 for Child Protection and Family Support

Local Welfare Coordinator (CPFS):

CPFS shall appoint a Local Welfare Coordinator who will liaise with the Shire of Merredin Local Welfare Liaison Officer, if one has been appointed, and coordinate the provision of resources detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

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

PART 4 – Recovery

Related documents and arrangements

The following documents are related to recovery:

- SOM Contacts and Resources Register
- SOM Asset Management Plan (Internal document)
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Child Protection and Family Support), known as the CFPS Local Welfare Plan.

Local

The Shire of Merredin is 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.

State plans and policy

The following documents relate to recovery:

Document Title	Document Owner
State Emergency Management Plan for Recovery Coordination	SEMC
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	SEMC
SEMP 4.2 Funding for Emergencies	SEMC
SEMP 4.9 Australian Government Physical Assistance	SEMC
State Emergency Management Procedures OP-19 Management of Public Fundraising and Donations	SEMC
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	Dept. of the Premier and Cabinet
Lord Mayor's Distress Relief Fund	LMDRF Board

Local recovery resources

The Local Recovery Coordinator for the Shire of Merredin is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Merredin human resources and the human resources of other contributing agencies are identified in [Annex I](#). The Local Recovery Coordinator (LRC) is responsible for coordinating the recovery process by overseeing the activation of the Local Recovery Coordinating Group (LRCG) and relevant subcommittees and as a link between the affected community and the LRCG.

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 Shire of Merredin has arrangements in place to insure its assets. Assets are recorded and managed through the Roman II Asset Management System. The SOM has in place an Asset Management Plan as required by the Department of Local government.

The Executive Manager Engineering Services will be involved early in the recovery process as the appointed Recovery Coordinator.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Merredin will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of the Premier and Cabinet web page

link <http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx> .

The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA 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 SOM 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 Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

Recovery roles and responsibilities

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

Local Recovery Coordinator

The Shire of Merredin 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 SOM 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	SOM President	SOM Deputy President
Local Recovery Coordinator	Executive Manager Engineering Services	SOM CEO
Communication Officer	SOM staff appointment	SOM staff appointment
Scribe	SOM staff appointment	SOM staff appointment

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 must be driven by the Operational Recovery Plan. Refer to [Annex N](#).
- The core functions of the LRCG are listed in [Annex L](#).
- For suggested composition of the LRCG and subcommittees refer to [Annex M](#)
- For suggested LRCG Subcommittee terms of Reference refer to [Annex Q](#)

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 assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Comprehensive Impact Assessment, 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 Appendix D of [Westplan –Recovery Coordination](#). 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 N](#).

Cessation of response

Recovery activities commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA IC is to ensure that the LRC is notified of the event and is included as a member of the ISG.

During the response phase, many of the agencies with recovery roles may be heavily committed, therefore the inclusion of the LRC at ISG meetings will ensure:

- The alignment of response and recovery priorities;
- Liaison with key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.
- The full LRCG including sub-committees shall be called together as soon as possible for a briefing of the emergency situation even during the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

During the process of cessation of response and the full implementation of recovery activities, the following shall occur:

- IC shall include the LRC in critical response briefings;
- LRC will ensure the IC is aware of recovery requirements and tasks prior to the termination of the response phase;
- LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role;
- The LRC to ensure that the HMA delivers to the local government the Post Impact Assessment;
- LRCC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalization of handover takes place.

Post Impact Assessment

This document prepared by the HMA is critical to the recovery process as it will provide a good insight into damage and economic impacts and will ultimately shape the formation of subcommittees of the LRCG and will be central to the compilation of the Operational Recovery Plan. The CEO Shire of Merredin will be jointly responsible for signing off the Post Impact Assessment, the official document required to end the response phase. The CEO must be satisfied that response has been completed before sign off. The Post Impact Assessment can be added to should other impacts not included in the original document be identified later in the recovery process.

Managing Donations

Organisations wishing to establish public appeals for cash donations should be directed to use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in SEMC Procedure OP-19 – 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 P](#) for suggested media release relating to donation of goods)

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

Paragraph 27 of [ADP-5 Emergency Management for Local Government](#) directs that the local government will ensure the local arrangements are exercised at least annually in either of the following formats:

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

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;
- 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 shall undertake to conduct at least one multi-agency exercise per year, though a minimum of one exercise per year will be conducted as required by SEMP 2.5 in accordance with the provisions of [ADP-5 Emergency Management for Local Government](#) report forwarded the District Emergency Management Committee (DEMC) in the prescribed format.

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas of possible improvement to these arrangements.

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner. Exercise Formats include:

- Discussion Exercise:
- Orientation exercise
- Agency presentation
- Hypothetical/tabletop exercise
- Functional Exercise

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 - The term “Controlling Agency” is used to refer to an agency nominated (through legislation or by agreement with the HMA) to control the response activities to an incident. A Controlling Agency may not be the prescribed HMA but a HMA will always be a Controlling Agency. The Controlling Agency appoints an Incident Controller and may appoint an Operational Area Manager for strategic management of a Level 3 emergency. (Source SEMC Secretariat website HMA Structure).

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

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

The risk management process includes the activities of:

- Communication and consultation
- Establishing the context
- Risk assessment which includes
 - Risk identification
 - Risk analysis
 - Risk evaluation
- Risk treatment
- Monitoring and review

(Ref. National Emergency Risk Assessment Guidelines AEM Manual Series Handbook 10)

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

HAZARD MANAGEMENT AGENCY - Hazard Management Agency (HMA)- prescribed given their functions under written law or because of their specialised knowledge, expertise and resources in respect of a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed.

The term 'HMA' is used in the context of identifying the agency responsible for specific actions as detailed within the EM Act.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

INCIDENT CONTROLLER – The person appointed by a Hazard Management Agency or Controlling Agency to manage the response effort.

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE – established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as prescribed by the regulations and directed by the SEMC.

RECOVERY - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

RISK – The effect of uncertainty on objectives.

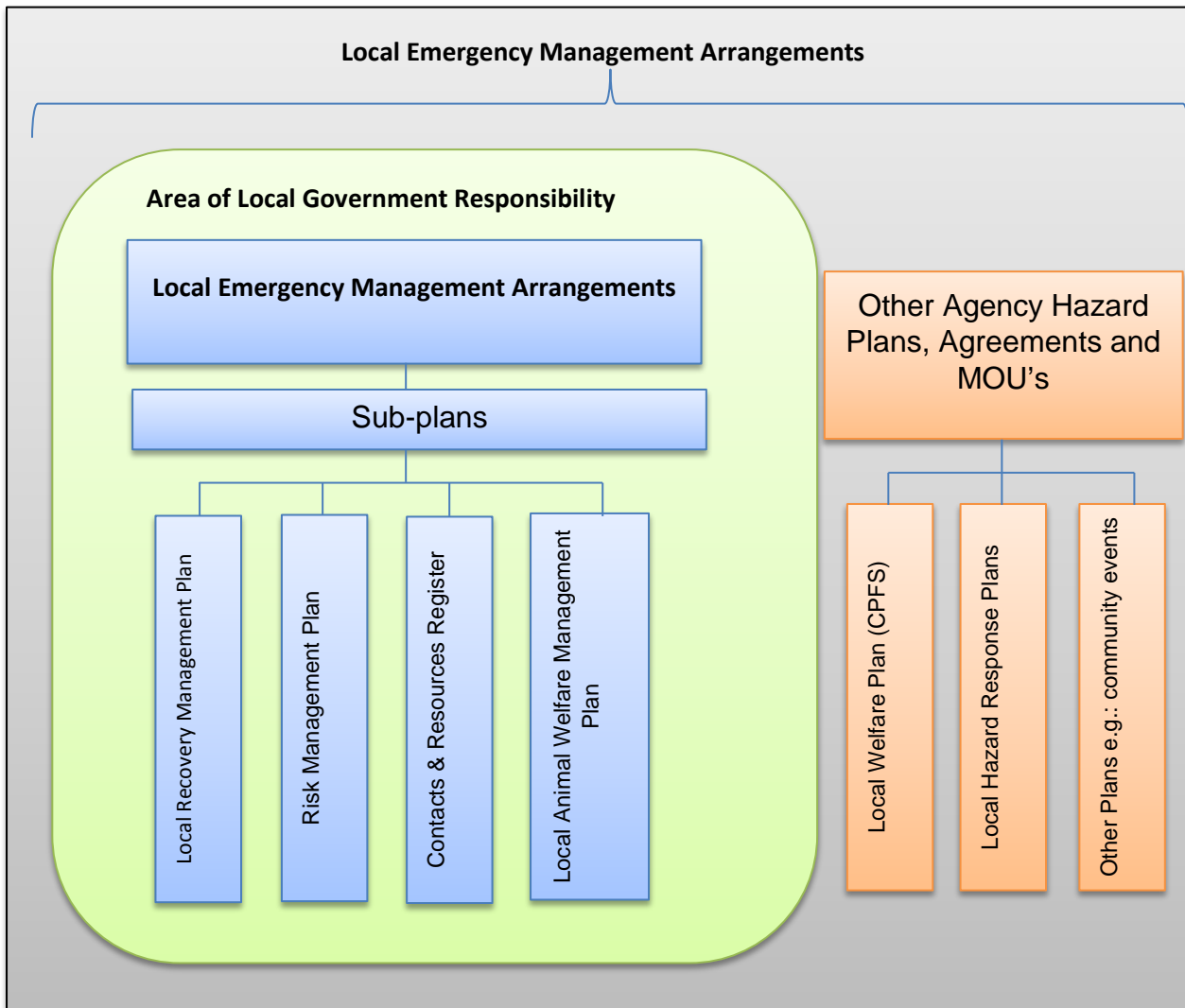
RISK MANAGEMENT – Coordinated activities to direct and control an organisation (or government) with regard to risk. (Adapted from ISO Guide 73:2009 Risk Management Vocabulary)

ACCRONYMS USED IN THESE ARRANGEMENTS

CEO:	Chief Executive Officer
CEMO:	Community Emergency Management Officer
CPFS:	Department for Child Protection and Family Support
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
OIC:	Officer in Charge
P&W:	Department of Parks and Wildlife
SEMC:	State Emergency Management Committee
SEMCS:	State Emergency management Committee Secretariat
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
SOM:	Shire of Merredin
WAP:	Western Australia Police

ANNEX B: State and Local Emergency Management Arrangements



ANNEX C: Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Merredin 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

SEMP 4.1 Operational Management 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.);
- 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;
- 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;
- Details of the next scheduled meeting.

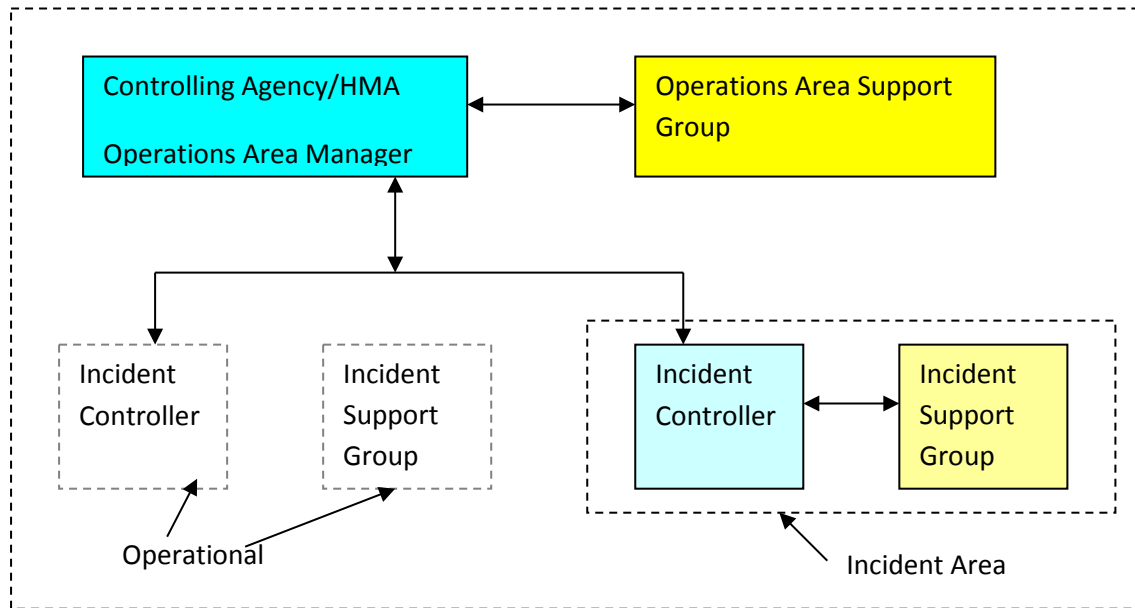


Figure 1: Multi agency support structure

ANNEX D: Local Government Welfare Officer (LGWLO)

Roles and Responsibilities

The Local Welfare Plan will be activated by the CPFS 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 Shire of Merredin will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the CPFS Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Report to the CPFS Local Welfare Coordinator (LWC);
- 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 CPFS;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Shire of Merredin;
- 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 (LWC);
- 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;
- Carry out other duties as requested by the LWC.

ANNEX E: Hazards identified

Hazard	HMA	State Plans	Local Plan
Bush Fire	DFES	<ul style="list-style-type: none"> • Westplan Fire • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • DFES local response plan for bush fire • SOM Risk Assessment and treatment plan • DCP&FS Local Management Plan for the Provision of Welfare Support • SOM LEMA • SOM Recovery Plan • SOM Evacuation Plan
Storm	DFES	<ul style="list-style-type: none"> • Westplan Storm • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance • WANDRRA 	<ul style="list-style-type: none"> • DFES District response plan for storm • SOM Risk Assessment and treatment plan • DCP&FS Local Management Plan for the Provision of Welfare Support • SOM LEMA • SOM Recovery Plan • SOM Evacuation Plan

Hazard	HMA	State Plans	Local Plan
Earthquake	DFES	<ul style="list-style-type: none"> • Westplan Earthquake • Westplan Collapse • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance • WANDRRA 	<ul style="list-style-type: none"> • DFES District response plan for earthquake. • SOM Risk Assessment and treatment plan • DCP&FS Local Management Plan for the Provision of Welfare Support • SOM LEMA • SOM Recovery Plan • SOM Evacuation Plan
HAZMAT	DFES	<ul style="list-style-type: none"> • Westplan HAZMAT • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • Department of Transport Regulations • Hazardous material storage and transport regulations 	<ul style="list-style-type: none"> • DFES Local HAZMAT response capability
Structure Fire	DFES	<ul style="list-style-type: none"> • Westplan Fire • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation 	<ul style="list-style-type: none"> • DFES local response plans for structure fires • SOM Emergency Management Plan • SOM Recovery Plan • SOM Evacuation Plan

Hazard	HMA	State Plans	Local Plan
Road Transport Emergency	WA Police	<ul style="list-style-type: none"> • Westplan Road Crash • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • Shire of Merredin Roadwise community road safety program • Merredin Police enforcement program
Human Epidemic	Dept. of Health	<ul style="list-style-type: none"> • Westplan Human Epidemic • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • Department of Health local health plans • Shire of Merredin Business Continuity Plan • SOM Emergency Management Plan • SOM Recovery Plan

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: Risk Matrix

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain				Human Epidemic	
Likely			Bushfire, Transport Emergency	Structure Fire	
Unlikely			Storm, HAZMAT	Earthquake	
Rare					
Very rare					
Extremely rare					

- Extreme Risk
- High Risk
- Medium Risk
- Low Risk
- Very Low Risk

ANNEX F: Vulnerable groups

Public and private Schools

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Merredin College	Woolgar Avenue, Merredin	9041 0900	620 students 140 staff	Yes
St Mary's School	37 South Avenue, Merredin	9041 1907	190 students 26 staff	Yes

Child care facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Merredin & Districts Child care & Play School	Kitchener Road, Merredin	9041 1934	35	Yes

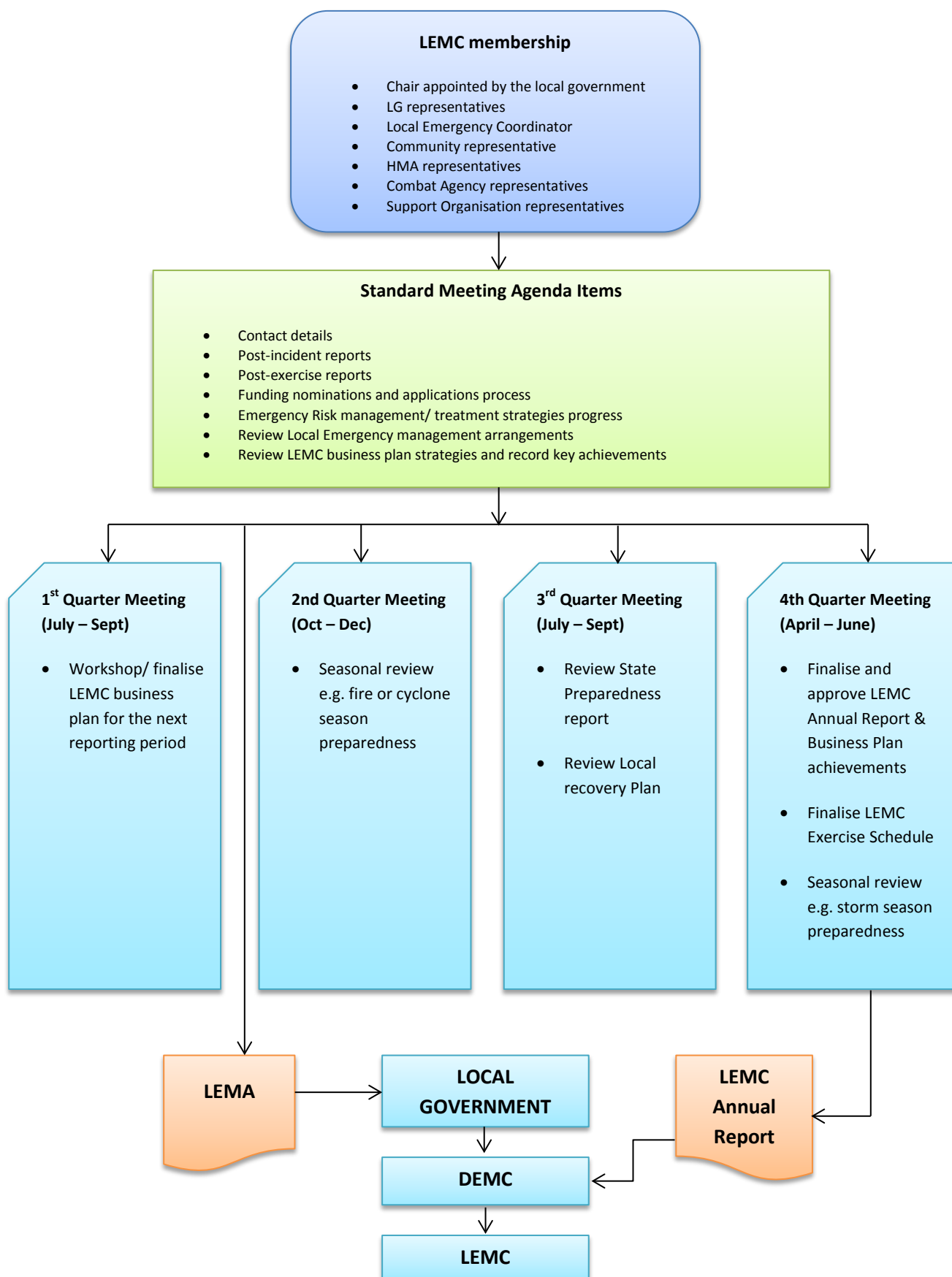
Aged care facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Berringa Frail Aged Lodge	84 Haig Road, Merredin	9081 3222	15	Yes
Merredin Hospital Aged Care Home	Kitchener Road, Merredin	9081 3222	15	Yes
Merredin Retirement Village "Merritville"	63 Bates Street, Merredin	0459 027 862	36	Yes

ANNEX G: LEMC Members

Agency	Position
Shire of Merredin Councillor	Chair LEMC
Shire of Merredin Ranger	Deputy Chair LEMC
Shire of Merredin	Chief Executive Officer
WA Police	Officer in Charge
WA Police	Supervisor
Department for Child Protection & Family Support	Merredin Office team leader and/or District Emergency Services Officer
Department of Parks & Wildlife	Regional Wildlife Officer
SEMC Secretariat	Community Emergency Management Officer
Merredin Volunteer Bushfire Brigades	Chief Bushfire Control Officer
Merredin Volunteer Fire and Rescue Service	Brigade Captain
Merredin Volunteer Fire and Rescue Service	Brigade Lieutenant
Mental Health Services	District Manager
China South WA Flying College	General Manager
Merredin Hospital	Nurse Manager
Merredin Hospital	Health Services Manager
Primary Health Eastern Wheatbelt	Manager Eastern Wheatbelt Region
Disability Services	Local Area Coordinator
Disability Services	District Manager Midlands
Water Corporation	Operations Manager
Department of Agriculture & Food WA	Local Manager
Western Power	Operations Manager
Water Corporation	Operations Manager
Main Roads WA	Local Manager
St John Ambulance	Sub-Branch Manager

ANNEX H – Suggested LEMC meeting business cycle



ANNEX I: Role and functions of the Local Recovery Coordinator

Role

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

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinating Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community Engagement;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Source: [Local Recovery Guidelines](#)

For a full description of local government recovery activities refer to the Shire of Merredin Recovery Plan.

ANNEX J: Local Recovery Resources

Shire of Merredin

Department	Management area	Capability
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • Corporate responsibility • Link to Council • Alternate Chair LRCG
	Deputy Chief Executive Officer	<ul style="list-style-type: none"> • Community information • 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 Coordination Group • Address public meetings • Authorise media releases
	Executive Manager Engineering Services	<ul style="list-style-type: none"> • Asset information • Engineering advice • Damage reporting Roman II Asset Management • GIS support • Parks and reserves management • Equipment allocation for recovery support
	Executive Manager Corporate Services	<ul style="list-style-type: none"> • Management of financial assistance grants (Lord Mayor's Distress relief Fund) • Recovery cost centre creation • IT Support for recovery committees • IT support in welfare centres • Call Centre management • Recovery cost management • Management of public donations
	Executive Manager Development Services	<ul style="list-style-type: none"> • Environmental health management • EHO advice • Ranger services • Indigenous community liaison • Environmental & waste management advice

Supporting organisations

Organisation	Responsible area	Capability
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> • Community recovery support • Recovery advice • Community outreach • Personal support
Department for Child Protection & Family Support	District Community Support Officer	<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 the Premier & Cabinet	WANDRRA Manager State Recovery Coordinator	<ul style="list-style-type: none"> • WANDRRA advice and support • State recovery advice • Coordination of State resources
Mental Health Services WA	Local Coordinator	<ul style="list-style-type: none"> • Mental health services for the community • Community help programs
State Emergency Management Committee Secretariat	Community Emergency Management Officer	<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 K: Suggested composition Local Recovery Coordinating Group and subcommittees

Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
Shire of Merredin	Chair LRCG	1
	LRC	1
	Chief Executive Officer	1
	Deputy 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 for Child Protection and Family Support	Merredin Office Team Leader and/or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
SEMC Secretariat	Community Emergency Management Officer	1
Department of the Premier and Cabinet	State Recovery Coordinator	1
	WANDRRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community	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 Merredin	Chair – Executive Manager Corporate Services	1
	Minute taker	1
	Finance/Administration Officer	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Department of Human Service	Local Centre Link manager	1

LRCG – Infrastructure Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Merredin	Chair –Executive Manager	1
	Engineering Services Minute taker	1
Department of the Premier and Cabinet	WANDRRA 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 Merredin	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 Merredin	Chair – Deputy CEO	1
	Minute taker	1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

ANNEX L: Role and responsibilities of the Local Recovery Coordinating Group

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 M: Suggested Local Recovery Subcommittee roles

Community Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration and strengthening of community well-being post event.
- Facilitate understanding of the needs of the impacted community in relation to community well-being.
- Assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community well-being.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community well-being.
- Ensure the affected community is informed and involved in the recovery process so actions and programs match their needs.

Environment Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration of the natural environment post event.
- Facilitate understanding of the needs of the impacted community in relation to environmental restoration.
- Assess and recommend priority areas, projects and community education to assist the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment.

Infrastructure Subcommittee

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate.
- Provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency.
- Assess and recommend priority infrastructure projects to assist with the recovery process in the immediate short-term and medium long-term.

Finance Subcommittee

Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) 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 event.

Functions

- Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - 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;
 - ensure the privacy of individuals is protected at all times;
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Sample of eligibility criteria and levels of financial assistance

(Criteria used by the Shire of Mundaring for the Parkerville -Stoneville-Mt Helena fire 12 January 2014)

Owners/Owner occupiers

For owners/owner occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

Level One – Shall apply to those instances where the house/ house and contents have been totally destroyed.

Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable.

Level Three – shall apply in those instances where there has been other property damage/loss, e.g. shed, shed contents, pergolas, outdoor furniture etc.

Occupiers

For occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed.

Level Five- shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

ANNEX N: Operational Recovery Plan template

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

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

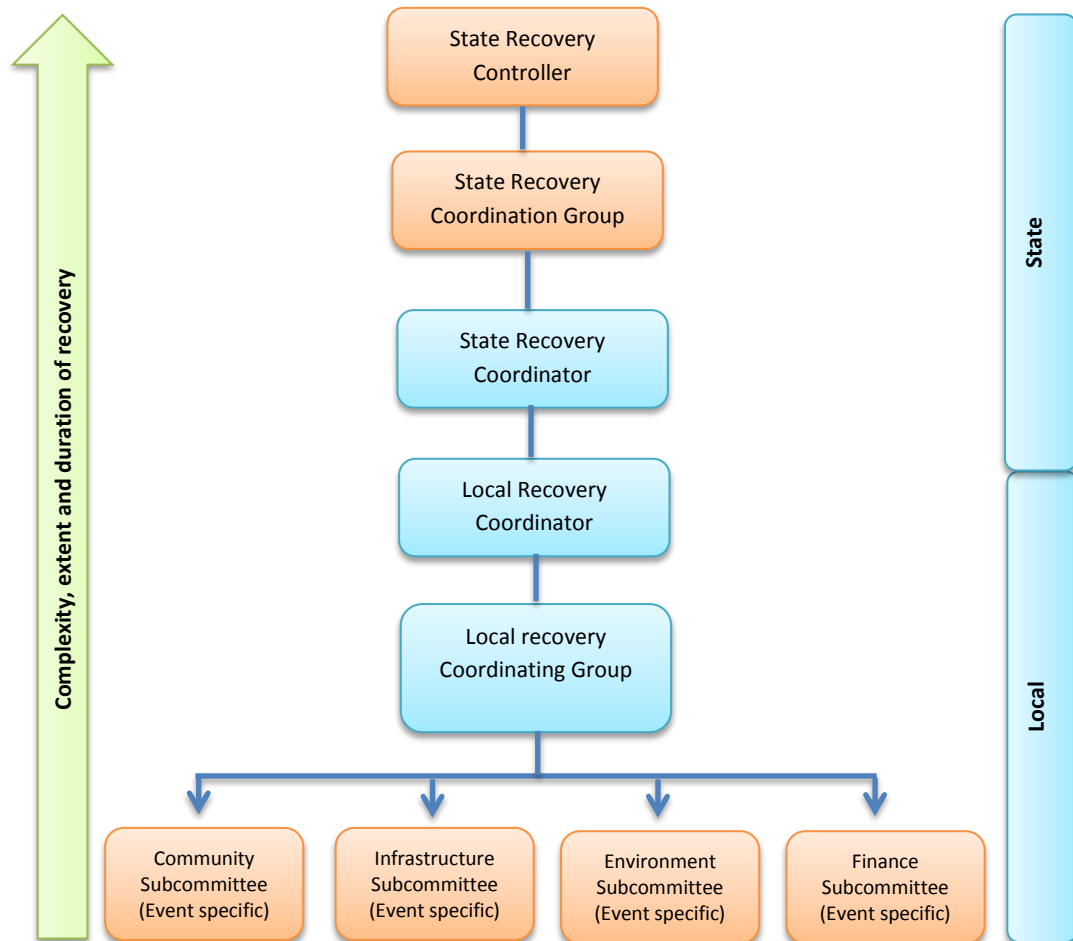
(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

ANNEX O: Potential Recovery Governance Structures



ANNEX P: (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.

**President
Shire of Merredin**

ANNEX Q: Suggested LRCG Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Background

The 9T 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 9T;
- 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 9T 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 9T will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.
-

Reporting

The 9T 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 9T 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 9T Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the 9T 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 9TLocal 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 9T 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:

*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 9T will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The 9T 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 9T 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 9T Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the 9T 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 9T 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 of 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 9T in the 9T.

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 9T.

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:

*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 9T will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The 9T 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 9T 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 9T Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the 9T 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 9T 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 coordination 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:

*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 9T will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The 9T 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 9T 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 9T Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the 9T Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.