



Local Emergency Management Arrangements 2017

LEMC endorsement date: 10/08/2017

Shire of Goomalling

Full review required: 2022

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Certificate of Approval

The Shire of Goomalling Local Emergency Management Arrangements (LEMA) has been prepared by the Shire of Goomalling 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).

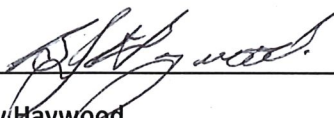
The following documents are support plans and together with this plan will be known as the Shire of Goomalling Local Emergency Management Arrangements:

- Local Recovery Arrangements
- Risk Register and Treatment Schedule
- Contacts Directory
- Resources Register
- Local Emergency Management Arrangements for the Provision of Welfare Support (Department of Communities), known as the 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 Goomalling Local Emergency Committee - Endorsement
- Shire of Goomalling Council - Endorsement
- Wheatbelt District Emergency Management Committee - Noting
- State Emergency Management Committee - Noting.

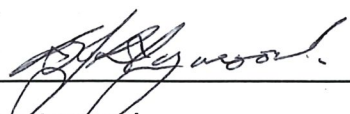
Shire of Goomalling **Local Emergency
Management Committee**



Barry Haywood
Chairperson

Date: 25/8/2017

Shire of Goomalling Council



Barry Haywood
Shire President

Date: 25/8/2017

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Amendment Record

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

Feedback can include:

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- Out of date information or practices;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

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

Chairperson

Local Emergency Management Committee

PO Box 118

GOOMALLING WA 6460

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.

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	

Distribution & Document Availability

Official copies of this document will be 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/view this document can do so by:

- Email Request: goshire@goomalling.wa.gov.au
- [In Person: Shire of Goomalling Administration Centre, 32 Quinlan Street Goomalling](#)

- [Website: www.goomalling.wa.gov.au](http://www.goomalling.wa.gov.au)

Hard copy versions of this document may not be accurate.

Copies provided to	No. of copies
Shire of Goomalling	
Shire President (Chair LEMC)	1
Shire of Goomalling Elected Members (LEMC)	1
Chief Executive Officer	1
Shire of Goomalling Local Recovery Coordinator	1
Shire of Goomalling Deputy Local Recovery Coordinator	1
Shire of Goomalling Community Emergency Services Manager	1
LEMC membership	
OIC Goomalling Police Station	1
Goomalling Volunteer Fire and Rescue	1
Goomalling Chief Bushfire Control Officer	1
Goomalling Deputy Chief Bushfire Control Officer	1
St John Ambulance Goomalling Sub Centre	1
Goomalling Primary School	1
Sacred Heart Catholic School Goomalling	1
Goomalling District Hospital	1
Department of Communities	1
Department of Fire and Emergency Services District Officer	1
Officer of Emergency Management District EM Advisor	1
Other Local Governments	
Shire of Northam	1
Shire of Toodyay	1
Shire of Victoria Plains	1
Shire of Wongan–Ballidu	1
Shire of Dowerin	1
Shire of Cunderdin	1
Other committees	
Wheatbelt DEMC	1
State Emergency Management Committee	1

PART 1 – Introduction

Authority

This plan has been prepared and endorsed by the Shire of Goomalling LEMC. They have been presented and endorsed by the Shire of Goomalling Council in compliance to the *Emergency Management Act 2005* Section 41. The plan has been tabled for information and comment with the Wheatbelt DEMC.

Endorsement Date

This plan was endorsed by the Shire of Goomalling LEMC on: 10/08/2017

Area Covered

The Shire of Goomalling Local Emergency Management Arrangements has been prepared for the area gazetted as the Shire of Goomalling Local Government District. Goomalling is situated in the Central Wheat belt area of Western Australia, 132km north east of Perth. The Shire of Goomalling borders the Shires of Toodyay, Victoria Plains, Wongan –Ballidu, Dowerin, Cunderdin and Northam and spans an area of 1845 square kilometres. The Shire of Goomalling represents the localities of Konnongorring, Walyormouring, Karranagin, Goomalling Township, Ucarty West, Hulongine, Mooomberkine, Rossmore, Cunjardine, Jennacubbine and Wongamine.

Profile

The Shire of Goomalling is made up of pockets of bushland comprising predominantly of York and Salmon Gum, Wandoo and Jam. The bulk of the Shire however is open, cleared parkland with the terrain being predominantly gently sloping and rolling with a reduction in the general gradient and undulation towards the east of the Shire. The Shire of Goomalling is typical of the Wheatbelt which is renowned for broad acre farming.

There are a number of bushland reserves within the Shire including the Oak Park Flora and Fauna Reserve, which is classified as a Class 'A' reserve and the Walyormouring Reserve. In addition to this there are substantial pockets of privately owned bushland that are known to contain significant fuel loading. Further to this there are a number of Sandal Wood and Pine plantations in the district.

Key assets and infrastructure

Power – Two lines, one from Northam and one from Moora;
Water - Main supply pipe line from Meckering on spur line, one reservoir/s and pumps;
Water – Two pipe lines, one towards Dowerin and one towards Konnongorring;
Sewage treatment plant;
Telephone exchanges;
Five Communication towers;
Narrow Gauge Railway Line from Northam;
Narrow Gauge Railway Line heading North to Wongan Hills;
Narrow Gauge Railway Line heading East to Dowerin and Wyalkatchem;
Road and Rail Bridges; and
Refuse Disposal Facility

Refer to [ANNEX B](#): Key Assets and Infrastructure map

Purpose

The purpose of this plan is to document:

1. The Shire of Goomalling's preparedness and capacity to support the effective management of an emergency that may impact on the local community;
2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Shire of Goomalling 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 Goomalling, 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 Goomalling, 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 Goomalling;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other emergency management plans and agreements.

Community Consultation

The LEMC membership consists of key members of the community who are actively engaged in volunteering across a number of disciplines or are representatives of stakeholder organisations or groups. The majority of these members are residents of the Shire of Goomalling and have taken an active role in the preparation of this document. When approved, the document will be placed on the Shires official website for the general information of the community.

Existing Plans and supporting documents

To enable integrated and coordinated delivery of emergency management support within the Shire of Goomalling, this plan is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (Westplans). The flow chart in [Annex C](#) 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 Goomalling.

The Shire of Goomalling does not have any specific Emergency Management policies however makes note of Emergency Management documentation from other agencies/organisations connected to the Shire of Goomalling. These include:

Plan	Owner	Location
Local Emergency Management Plan for the Provision of Welfare Support, Northam District	Department of Communities	Department of Communities Shire of Goomalling
Goomalling Primary School Critical Incident Management Plan 2016	Goomalling Primary School	Goomalling Primary School Shire of Goomalling
Sacred Heart Catholic School Goomalling Critical Incident Management Plan 2016	Sacred Heart Catholic School Goomalling	Sacred Heart Catholic School Goomalling Shire of Goomalling
Goomalling Hospital	Department of Health	Goomalling Hospital

State plans and policy

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

Local Arrangements

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

- Local Emergency Management Arrangements;
- Risk Register and Local Risk Assessment Summary;
- Local Emergency Management Arrangements for the Provision of Welfare Support – DC Local Welfare Plan (Department of Communities);

Agreements, Understandings and Commitments

Parties to the Agreement	Summary of the Agreement
Shire of Toodyay, Shire of Goomalling and DFES	MOU for the position of Community Emergency Services Manager (CESM) shared between the two Shires. The MOU is in place for three years until 2017.

The Shire of Goomalling LEMC have recommended that MOUs of mutual support/assistance during emergencies between Local Governments be referred for discussion by the Avon Region Organisation of Councils.

Finance Arrangements

[State Emergency Management Policy](#) (5.12) outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of [State Emergency Management Policy](#) 5.12, the Shire of Goomalling 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 Shire of Goomalling occurs to ensure the desired level of support is achieved.

Special Considerations

Event Name	Details
Dowerin Field Days	Late August Annually. Event held in neighbouring Shire attracting large number of attendees, resulting in large increase of through traffic and accommodation bookings in Goomalling.
Vintage Car Sprint	Biennial (nominally October) single day motorsport event held on closed public roads in the Goomalling town site attracting around 1000 visitors.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Act, a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in [State Emergency Management Procedures](#) (Part 3.7)

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 [State Emergency Public Information Plan](#), and [State Emergency Management Plan](#) 5.3.1

Additionally the Shire of Goomalling may utilise the following systems when required for emergency events and warnings:

- Harvest and vehicle Movement Ban SMS to communicate with the farming community
- Shire Website/social media channels
- Utilisation or leveraging of additional SMS or Email lists (such as Schools)

During periods where contemporary communications systems are inoperable or effective reach reduced, the following communication methods may be considered for use:

- Printed material on community notice boards
- Community meetings
- Door knocking

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)

	Goomalling Community Resource Centre 51 Railway Terrace Goomalling (NB: Not WAERN equipped)			
	Contact	Name	Phone	Mobile/AH
OPERATIONS CENTRE	1st Contact	Clem Kerp (CEO)	9629 1101	See Contact Register
	2nd Contact	Loretta Johnson	9629 1570	See Contact Register
	3rd Contact	Natalie Bird	9629 1101	See Contact Register

Alternative Emergency Operations Centers (Response/Recovery)

	Shire of Goomalling Administration Centre 32 Quinlan Street Goomalling			
	Contact	Name	Phone	Mobile/AH
OPERATIONS & RECOVERY	1st Contact	Clem Kerp (CEO)	9629 1101	See Contact Register
	2nd Contact	Natalie Bird	9629 1101	See Contact Register

PART 2 – Planning

Local Emergency Coordinator (LEC)

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

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The Local Emergency Coordinator for the local government district is the Officer in Charge Goomalling Police Station.

Local Emergency Management Committee (LEMC)

The Shire of Goomalling 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 H](#).

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 I](#).

LEMC Executive

Chair	Shire President
Deputy Chair	OIC Goomalling Police Station
Executive Officer	Shire of Goomalling officer

Risk Register & Treatment Schedule

The LEMC conducted a risk study in 2016 to identify and analyse natural and technological hazards likely to impact of the Shire of Goomalling local government district. 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 referred to in the '*Local Risk Assessment Summary Shire of Goomalling 2016*' document. The Shire will join with neighbouring local governments as part of the State Emergency Management Committee State Risk Project – Local to be conducted during 2016-17. Following that

process, the Shire will have contributed to a district aligned risk study and will be in a better position to align its risk management process with that of the State.

PART 3 – Response

Emergency Management Structure and Response levels

The Shire of Goomalling Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. 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
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG or OASG is formed: <ul style="list-style-type: none"> • Provide Local Government Liaison Officers. • Make available to the HMA local facilities designated in this plan as evacuation centres.

Emergency actions

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

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

HMA Combat and Support Agency Contact Details

AGENCY NAME	LOCAL CONTACT NUMBER
Department of Fire and Emergency Services	Northam Office 9690 2300
Parks & Wildlife	Narrogin 9881 9200
Department of Communities	Northam Office 9621 0400 After Hours Crisis Care 1800 199 008
WA Police	Goomalling Station - 9629 1200 OIC – See Contacts Directory

HMAs, Controlling and Support 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 Shire of Goomalling 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 Shire of Goomalling 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.

The Shire of Goomalling will also appoint a liaison officer/staff to support the CPFS at the evacuation centre.

Shire of Goomalling Incident Management

The successful resolution of any incident whether internal or external affecting the Shire of Goomalling is of paramount importance and must be responded to and resolved in a coordinated way. Senior

personnel within the Shire of Goomalling 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 the [State Emergency Management Plan](#) (5.1.7 Incident Coordination) .

The Shire of Goomalling 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 is to liaise with the Incident Controller (HMA) and is described in [Annex D](#)

Community Evacuation

([State Emergency Management Plan](#) 5.3.2)

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 district of the local government.

Evacuation can be either:

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

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

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

All evacuations shall be managed in accordance with:

- [State Emergency Management Plan 5.3.2](#)
- [Western Australia Community Evacuation in Emergencies Guidelines](#)

Evacuation Management

The decision to evacuate during an emergency rests 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/Controlling Agency can only recommend that evacuation take place.

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

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

Access and egress routes

The major access road to the Shire of Goomalling from Perth is via the Great Eastern Highway to Northam and then via the Northam-Pithara road to the Goomalling townsite.

The secondary access road to the Shire of Goomalling from Perth is via Toodyay Road which runs through the townsite of Gidgegannup in the City of Swan to the townsite of Toodyay and then via the Toodyay-Goomalling Road.

Other major arteries in and out of the Shire include; the Goomalling - Meckering Road (off the Northam – Pithara Road South) linking Goomalling and Meckering, the Goomalling – Calingiri Road linking Goomalling and Calingiri, the Goomalling – Wyalkatchem Road linking Goomalling and Dowerin and the Northam - Pithara Road (to the North) linking Goomalling with Wongan Hills.

Other pre emergency evacuation considerations

Mobile phone coverage is limited in much of the Shire.

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.

Additionally the hazard management agency controlling the response to the emergency may consider the use of other local methods/systems as identified in [Part 1 – Public Information](#).

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 G](#)

Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible person / position / agency
HMA/Controlling Agency	<ul style="list-style-type: none">• Management of the emergency incident• Warning messages to the affected community• Decisions affecting the evacuation of locations likely to be impacted by the emergency• The decision to evacuate a community or portions thereof• Evacuation route planning and traffic

	management <ul style="list-style-type: none"> • 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 Goomalling	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Provide a liaison officer/staff to support the CPFS at the evacuation centre.
Department of Communities& Shire of Goomalling	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare for evacuees
Property security	WA Police
Traffic management	WA Police initially Traffic contractors as appointed by MRWA or the Shire of Goomalling
Welfare	Department of Child Protection and family Support (CPFS) and The Shire of Goomalling

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 Goomalling 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.

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Goomalling Recreation Centre	47 Lockyer Street Goomalling	200	70	Centre: 9629 1889 Shire Administration Ctr: 9629 1101 Clem Kerp (CEO) 0429 376 223 Mortlock Sports Council (Jo Bywaters 0427 51 35 48)
Goomalling Memorial Hall	34 Quinlan Street Goomalling	200	70	Shire Administration Ctr: 9629 1101 Clem Kerp (CEO) 0429 376 223

The above local government owned buildings has been identified by the Shire of Goomalling 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 Emergency management Arrangements for the Provision of Welfare Support.

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.

Welfare Support

CPFS is responsible for the 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 Emergency Accommodation, Emergency Catering, Emergency Clothing and Personal Requisites, Personal Support Services, Registration and Reunification and Financial Assistance.

Provision of Welfare Support

The following State plans and supporting plans apply

- [State Emergency Welfare Plan](#)
- [State Emergency Welfare Plan – Annex A – 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 of Communities Local Welfare Coordinator (DC):

Department of Communities shall appoint a Local Welfare Coordinator (LCW) who will liaise with the Shire of Goomalling Local Welfare Liaison Officer, if one has been appointed by the Shire of Goomalling, and coordinate the provision of resources detailed in the abovementioned support plans

Local Government Welfare Liaison Officer (LGWLO):

The Shire of Goomalling will provide an officer to be Liaison/support between Department of Communities 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 E:](#)

PART 4 – Recovery

Introduction

Authority

The local recovery plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] and State Emergency Management Policy 2.5 and forms part of the Shire of Goomalling Local Emergency Management Arrangements.

Area Covered

The Shire of Goomalling Local Recovery Plan has been prepared for the area gazetted as the Shire of Goomalling Local Government District.

Purpose

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

Objectives

The objectives of this plan are to:

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

Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Goomalling. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

Related documents and arrangements

The following documents are related to this plan

- Shire of Goomalling Local Emergency Management Arrangements
- Shire of Goomalling Resources & Contacts Register
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Communities), known as the CPFS Local Welfare Plan.

Local Government

The Shire of Goomalling 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 this plan:

Document Title	Document Owner
State Emergency Management Plan	OEM
State Emergency Management Plan for the Provision of Welfare Support	OEM
State Emergency Management Procedure	OEM
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	OEM
Lord Mayor's Distress Relief Fund	LMDRF Board

Local Recovery Resources

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

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

Financial arrangements

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

The Shire of Goomalling has arrangements in place to insure its assets. Assets are recorded and managed through the Roman II Asset Management System. The Shire of Goomalling has in place an Asset Management Plan. The Work Supervisor will be involved early in the recovery process.

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 Goomalling will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of 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 Shire of Goomalling 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.

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayor's Distress Relief Fund managed by the City of Perth, as detailed in [State Emergency Management Procedure](#) – Recovery Procedure 1: Managing of Public Fundraising and Donations.

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

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

Roles and responsibilities

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

Local Recovery Coordinator

The Shire of Goomalling Council has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Goomalling 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	Appointee	Name	Phone	Mobile/AH
LRCG Chair	Shire President	Barry Haywood	9629 1101	See Contact Register
Local Recovery Coordinator	Community Development Officer	Tahnee Bird	9629 1101	See Contact Register
Alternate LRC	Senior Finance Officer	Natalie Bird	9629 1101	See Contact Register

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 J](#)

Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination 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 Sub-committees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any

respective Sub-committees will be determined by the scale of the event. The LRCG and Sub-committees will change over time.

- The LRCG must be driven by the Operational Recovery Plan. Refer to [Annex O](#).
- For suggested composition of the LRCG and Sub-committees refer to [Annex L](#)
- For suggested roles of the LRCG Sub-committees refer to [Annex M](#)
- For suggested LRCG Sub-committee Terms of Reference refer to [Annex N](#)

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 Part 3 Local Recovery Guide.

<https://www.oem.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/Local%20Recovery%20Guideline%20092016.pdf>

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.

The State may appoint a State Recovery Controller.

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 Coordination Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Annex O](#).

Comprehensive Impact Assessment

The comprehensive Impact Assessment is to:

- Identify and quantify impacts relating to all recovery environments;
- Identify any risks arising from the emergency;
- Include a risk assessment, identify risk treatments undertaken, and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
- Inform and support the objectives of the Recovery Plan.

Procedure

This procedure is to be completed prior to the cessation of the response phase, in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator and in accordance with the following procedure:

- The Controlling Agency is responsible for coordinating the comprehensive impact assessment in consultation with the members of the Incident Support Group.
- The complete draft Comprehensive Impact Assessment is to be provided to the affected local governments and the State Recovery Coordinator for final clarification.

Note: Completion of the Comprehensive Impact Assessment is not required in circumstances in which, through the initial impact assessment and consultation with the State Recovery Coordinator, there are no significant impacts requiring recovery activity.

The Comprehensive Impact Assessment template is located at

<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/procedure>

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

[The State Emergency Management Plan](#) (Part 4 Preparedness) identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

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

[The State Emergency Management Policy](#) (4.8 Exercising) deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

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

Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum. Where possible the community should be encouraged to participate in or observe the exercise.

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

Review of this plan

The Local Recovery Plan will be exercised annually as part of the schedule of exercises. Senior management of the local government should be encouraged to participate in this exercise to ensure that all are fully conversant with this plan.

LEMA Review

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8).

The local government must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years; and
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the OEM.

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

Annual Reporting

The annual report of the LEMC will be completed by the Local Government and submitted to the DEMC as per timelines and format/template provided by the DEMC.

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 OEM 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 to 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.

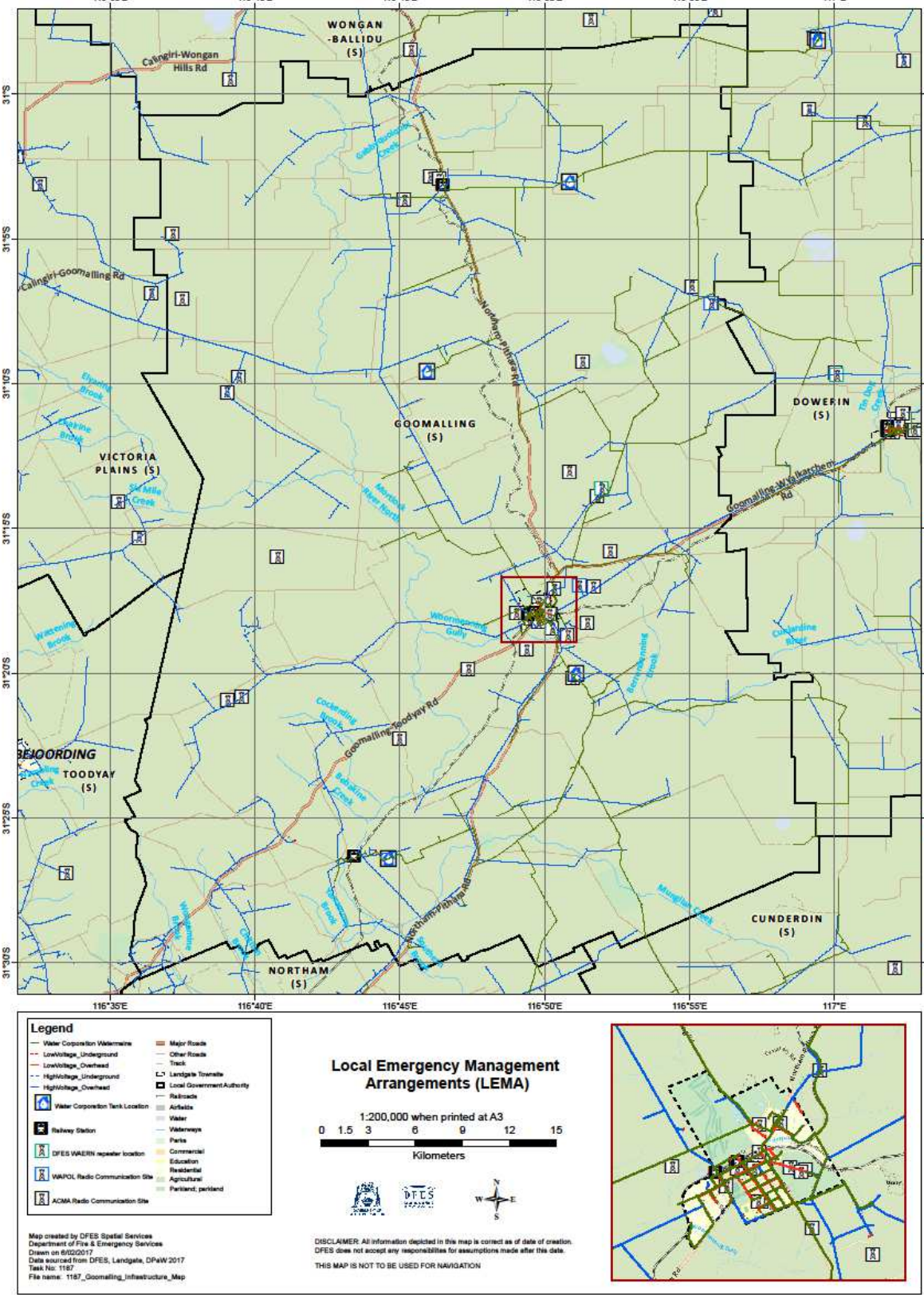
RISK MANAGEMENT – Coordinated activities to direct and control an organisation (or government) with regard to risk. (Adapted from ISO Guide 73:2009 Risk Management Vocabulary)

ACCRONYMS USED IN THESE ARRANGEMENTS

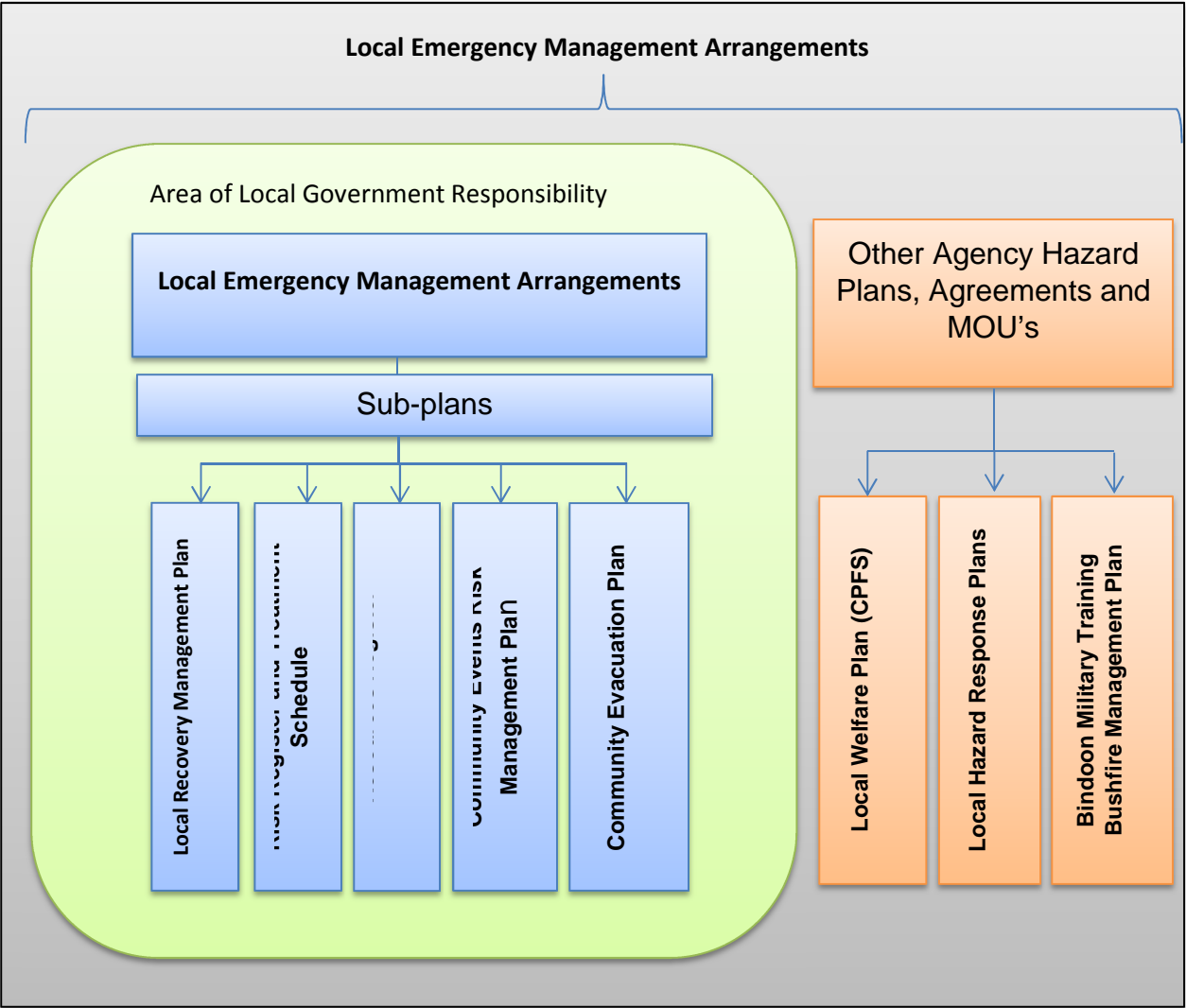
CEO:	Chief Executive Officer
CESM:	Community Emergency Services Manager
CPFS:	Department for Child Protection and Family Support (now Department of Communities)
DEMC:	District Emergency Management Committee
DFES:	Department of Fire and Emergency Services
DC:	Department of Communities
LEC:	Local Emergency 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 Coordination Group
OASG:	Operations Area Support Group

OEM:	Office of Emergency Management
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
WANDRRA:	Western Australian Natural Disaster Relief and Recovery Arrangements
WAP:	Western Australia Police

ANNEX B: Key Assets and Infrastructure



ANNEX C: State and Local Emergency Management Arrangements



ANNEX D: Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Goomalling 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.

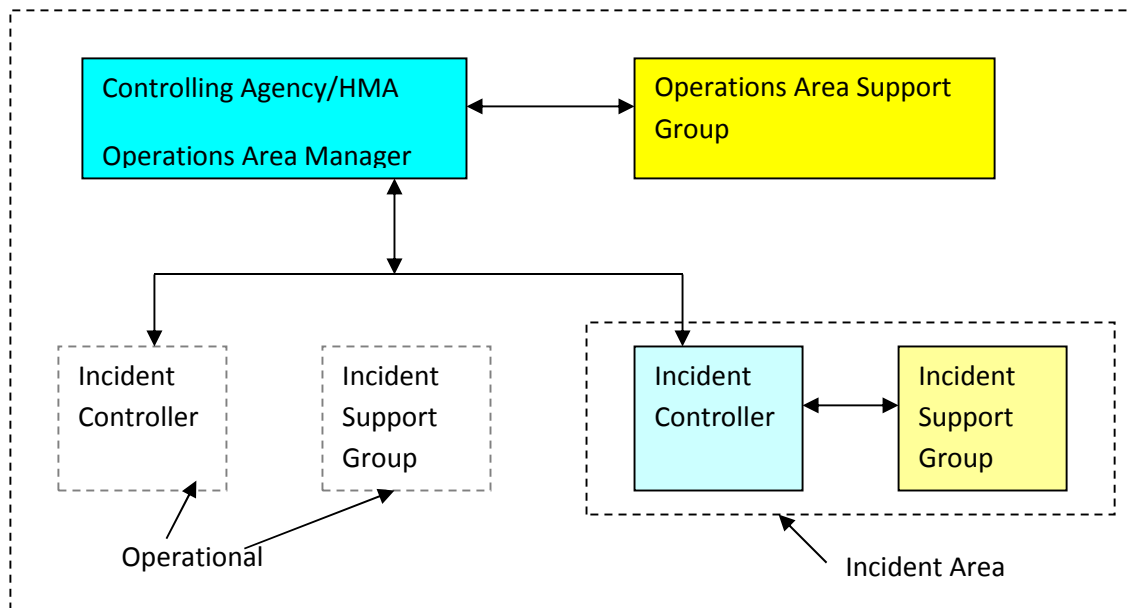


Figure 1: Multi agency support structure

ANNEX E: Local Government Welfare Officer (LGWLO)

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (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 Goomalling 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;
- 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 Goomalling ;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre;
- Carry out other duties as requested by the LWC.

ANNEX F: Hazards identified for analysis

Hazard	HMA	State Plans	Local Plan
Bushfire	Fire and Emergency Services Commissioner	Westplan Fire	Shire of Goomalling Local Recovery Plan
Heatwave	State Health Coordinator within the WA Department of Health	Westplan Heatwave	Shire of Goomalling Local Recovery Plan
Storm	Fire and Emergency Services Commissioner	Westplan Storm	Shire of Goomalling Local Recovery Plan
Earthquake	Fire and Emergency Services Commissioner	Westplan Earthquake	Shire of Goomalling Local Recovery Plan
Animal and Plant Biosecurity	Agriculture Director General	Westplan Animal & Plant Biosecurity	Shire of Goomalling Local Recovery Plan
Road Crash	Commissioner of Police	Westplan Road Crash	Shire of Goomalling Local Recovery Plan
Human Epidemic	State Human Epidemic Controller	Westplan Human Epidemic	Shire of Goomalling Local Recovery Plan

Please refer to 'Local Risk Assessment Summary Shire of Goomalling 2016' document for details regarding analysis of risks.

ANNEX G: Vulnerable groups

Public and private Schools/Child Care Centres

Organisation	Site Address	Contact Details	No. of	Evacuation
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			Persons	Plan in place
Goomalling Gumnuts Early Learning Childcare Centre	34 Quinlan Street Goomalling WA (Rear of Memorial Hall)	9629 1188	25	Yes
Mortlock Lodge	Hoddy Street Goomalling	C/- Shire of Goomalling 9269 1101	6	Identified - In Progress
Hoddy Street Aged Living Units	Hoddy Street Goomalling	C/- Shire of Goomalling 9269 1101	32	Identified - In Progress
Goomalling Primary School	Hoddy Street Goomalling	9629 1055	75	Yes
Sacred Heart Catholic School	Hoddy Street Goomalling	9629 1174	75	Yes
Home and Community Care	Various	Claire Dadd See Contact Register	41	Emergency Contact Details managed by HACC Coordinator

Medical/Health Care Facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Goomalling Hospital	Forrest Street Goomalling	9629 0100	20-25	Yes
Goomalling Medical Surgery	Railway Terrace Goomalling	9629 1166	10	Yes

Accommodation Facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Goomalling Caravan Park	Throssell Street (Northam-Pithara Rd)	9629 1183 caravanpark@goomalling.wa.gov.au	Up to 100	Yes

Mystique Maison	Forrest Street	9629 1673	30	
Goomalling Tavern	Railway Tce	9629 1110 goomallingtav@gmail.com	30	Yes
Slater Homestead	Goomalling-Wyalkatchem Rd (2km East of Goomalling)	0429 468 763	5	Yes
Jenna Tavern	Collins Street Jennacubbine	9623 2273 jennapub@classicit.net	15	Yes

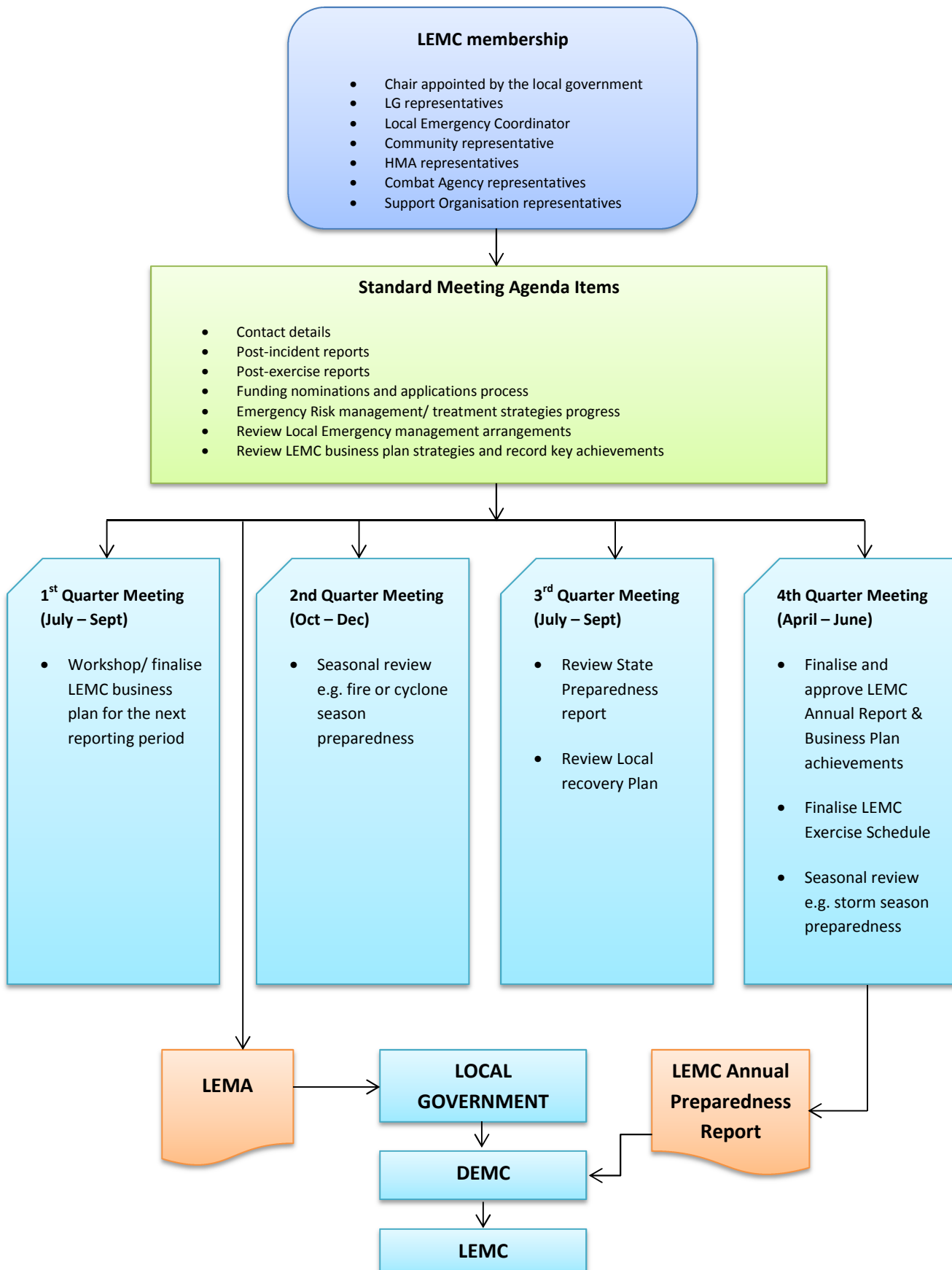
Tourist venues

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Slater Homestead	Goomalling-Wyalkatchem Rd (2km East of Goomalling)	0429 468 763	Up to 100	Yes
Goomalling Caravan Park	Throssell Street (Northam-Pithara Rd)	9629 1183 caravanpark@goomalling.wa.gov.au	Up to 100	Yes
Gabby Quoi Quoi Lookout	Dowerin-Konnongorring Rd		N/A	No
Oak Park Reserve (Camping)	Botherling East Rd (cross Oak Park Road)		N/A	No
Mortlock Reserve (Camping)	Goomalling Toodyay Road X Mortlock River		N/A	No

ANNEX H: LEMC Members

Agency	Position
Shire of Goomalling	Shire President (LEMC Chair)
	Chief Executive Officer
	Community Emergency Services Officer
	Local Recovery Coordinator
	Deputy Local Recovery Coordinator
	Chief Bushfire Control Officer
	Deputy Chief Bush Fire Control Officer
WA Police	Officer in Charge Goomalling Police (Deputy Chair)
Department of Fire and Emergency Services	District Officer Avon
Goomalling Volunteer Fire & Rescue	Representative
Department of Communities	District Emergency Services Officer
St John Ambulance (Goomalling Sub Centre)	Representative
Goomaling Primary School	Principal
Sacred Heart Catholic Primary School Goomalling	Principal
Goomalling Hospital	Representative

ANNEX I – Suggested LEMC meeting and business cycle



ANNEX J: SUGGESTED 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 Coordination 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 Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination 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 Coordination 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 Coordination 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](#)

ANNEX K: Internal and external local recovery resources

Department	Management area	Capability
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • Corporate responsibility • Link to Council • Alternate Chair LRCG • Approval of media releases
	Shire President	<ul style="list-style-type: none"> • Chair Local Recovery Coordination Group • Address public meetings • Authorise media releases
	Finance Manager	<ul style="list-style-type: none"> • Financial management and accounting practices • Management of corporate reporting systems • Management of Shire information technology systems. • Matters relating to Human Resources & Industrial Relations.
	Community Development Officer	<ul style="list-style-type: none"> • Responsible for the management of the following: <ul style="list-style-type: none"> • Library & Visitor Centre • Community Events • Sport & Recreation • Administration Support Officer/Youth • Corporate Business Plan and related plans and strategies. • Responsible for the management of the Visitor Centre operations/services • Engage with community organisations, committees and groups • Manage the promotion of shire community programs/events marketing and communication. • Responsible for Recreations Services • Responsible for the volunteers in the role of Volunteer Coordinator • Responsible for the management of event services/operations • Responsible for the management of Youth/Inclusion program

	Works Supervisor	<ul style="list-style-type: none"> • Asset information • Engineering advice • Damage reporting • Parks and reserves management • Equipment allocation for recovery support • Building safety audits • Environmental & waste management advice
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Supporting organisations

Organisation	Responsible area	Capability	Contact details
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> • Community recovery support • Recovery advice • Community outreach • Personal support 	
Department of Communities	District 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	<ul style="list-style-type: none"> WANDRRA advice and support 	
	State Recovery Coordinator	<ul style="list-style-type: none"> 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 	
Office of Emergency Management	District Liaison 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 L: Suggested composition Local Recovery Coordination Group and Sub-committees

Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
Shire of Goomalling	Chair LRCG	1
	LRC	1
	Chief Executive Officer	1
	Finance Manager	1
	Works Supervisor	1
Hazard Management Agency/s	Incident Controller or Regional Manager	2
Department of Communities	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
Office of Emergency Management	Community Emergency Management Officer	1
Department of the Premier and Cabinet	State Recovery Coordinator WANDRRA Officer	1 1
Department of Human Services	Local Centre Link Manager	1
Community	Affected community representative or elected member	As required

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

Agency Represented	Title	Number of reps
Shire of Goomalling	Chair – Finance Manager	1
	Minute taker	1
	Finance Officer	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Department of Human Service	Local Centre Link manager	1

LRCG – Infrastructure Sub-committee (Event specific)

Agency Represented	Title	Number of reps
Shire of Goomalling	Chair – Manager Works and Services	1
	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 Sub-committee (Event specific)

Agency Represented	Title	Number of reps
Shire of Goomalling	Chair – Community Development Officer	1
	Minute taker	1
	Principal Environmental Health Officer	1
Department of Environment & Regulation (DER)	District officer	1

LRCG – Community Sub-committee (Event specific)

Agency Represented	Title	Number of reps
Shire of Goomalling	Chair – Community Development Officer	1
	Minute taker	1
Department of Communities	District officer	1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

ANNEX M: Suggested recovery Sub-committee roles

Community Sub-committee

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 Sub-committee

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 Sub-committee

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 Sub-committee

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: Suggested Terms of Reference (Templates)

COMMUNITY SUB-COMMITTEE

Terms of Reference

Background

The Shire of Goomalling Local Recovery Coordination Group has convened several Sub-committees to assist in the coordination of recovery tasks as required. These Sub-committees include:

- Finance Sub-committee
- Infrastructure Sub-committee
- Community Sub-committee
- Environmental Sub-committee

Key functions of these committees is 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 Sub-committee
- Report to the Recovery Coordinating Group on the activities of the Sub-committee.

Local Government Staff

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

Agency Representative

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

Community Member

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

Objectives of Community Sub-committee

The primary objectives of the Community Sub-committee will include:

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

Conduct of Meetings

- The quorum for a meeting of the Sub-committee will be at least 50% of the number of the membership.
- When decisions of the Sub-committee 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 Sub-committee has a **financial interest** in any matter before the Sub-committee, 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 Sub-committee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Sub-committee 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 Sub-committee 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 Sub-committee does not have any powers of delegation.
- All meetings of the Sub-committee will be conducted on the basis of a written Agenda and Minutes – the Shire of Goomalling will provide this secretarial support.
- Meetings of the Sub-committee are not open to the public.

Reporting

The Shire of Goomalling Local Recovery Coordination Group may, from time to time, direct the Community Sub-committee to provide to them, reports and other information as specified in the direction.

Probity

The Community Sub-committee acknowledges that the Shire of Goomalling 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 Shire of Goomalling Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Sub-committee shall occur at the direction of the Shire of Goomalling Local Recovery Coordination Group. Termination of any membership within the Sub-committee shall be at the direction of the members within the Sub-committee by consensus.

ENVIRONMENT SUB COMMITTEE

Terms of Reference

Background

The Shire of Goomalling Local Recovery Coordination Group has convened several Sub-committees to assist in the coordination of recovery tasks as required. These Sub-committees include:

- Finance Sub-committee
- Infrastructure Sub-committee
- Community Sub-committee
- Environmental Sub-committee

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 Sub-committee
- Report to the Recovery Coordinating Group on the activities of the Sub-committee.

Local Government Staff

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

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 Sub-committee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the [Click here to enter text](#). Local Recovery Coordination 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 Sub-committee will be at least 50% of the number of the membership.
- When decisions of the Sub-committee 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 Sub-committee has a **financial interest** in any matter before the Sub-committee, 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 Sub-committee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Sub-committee 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 Sub-committee 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 Sub-committee does not have any powers of delegation.
- All meetings of the Sub-committee will be conducted on the basis of a written Agenda and Minutes – the Shire of Goomalling will provide this secretarial support.
- Meetings of the Sub-committee are not open to the public.

Reporting

The Shire of Goomalling Local Recovery Coordination Group may, from time to time, direct the Environment Sub-committee to provide to them, reports and other information as specified in the direction.

Probity

The Environment Sub-committee acknowledges that the Shire of Goomalling 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 Shire of Goomalling Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the Sub-committee shall occur at the direction of the Shire of Goomalling Local Recovery Coordination Group. Termination of any membership within the Sub-committee shall be at the direction of the members within the Sub-committee by consensus.

FINANCE SUB COMMITTEE

Terms of Reference

Background

The Shire of Goomalling Local Recovery Coordination Group has convened several Sub-committees to assist in the coordination of recovery tasks as required. These Sub-committees include:

- Finance Sub-committee
- Infrastructure Sub-committee
- Community Sub-committee
- Environmental Sub-committee

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 Sub-committee
- Report to the Recovery Coordinating Group on the activities of the Sub-committee.

Local Government Staff

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

Agency Representative

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

Objectives of Finance Sub Committee

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

It should be noted that the Sub-committee 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 Sub-committee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

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

The primary role of the Finance Sub-committee 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 Sub-committee 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 Sub-committee will be at least 50% of the number of the membership.
- When decisions of the Sub-committee 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 Sub-committee has a **financial interest** in any matter before the Sub-committee, 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 Sub-committee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Sub-committee 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 Sub-committee 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 Sub-committee does not have any powers of delegation.
- All meetings of the Sub-committee will be conducted on the basis of a written Agenda and Minutes – the Shire of Goomalling will provide this secretarial support.
- Meetings of the Sub-committee are not open to the public.

Reporting

The Shire of Goomalling Local Recovery Coordination Group may, from time to time, direct the Finance Sub-committee to provide to them, reports and other information as specified in the direction.

Probity

The Finance Sub-committee acknowledges that the Shire of Goomalling 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 Shire of Goomalling Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Sub-committee shall occur at the direction of the Shire of Goomalling Local Recovery Coordination Group. Termination of any membership within the Sub-committee shall be at the direction of the members within the Sub-committee by consensus.

INFRASTRUCTURE SUB COMMITTEE

Terms of Reference

Background

The Shire of Goomalling Local Recovery Coordination Group has convened several Sub-committees to assist in the coordination of recovery tasks as required. These Sub-committees include:

- Finance Sub-committee
- Infrastructure Sub-committee
- Community Sub-committee
- Environmental Sub-committee

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 Sub-committee
- Report to the Recovery Coordinating Group on the activities of the Sub-committee.

Local Government Staff

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

Agency Representative

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

Community Member

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

Objectives of Infrastructure Sub-committee

The primary objectives of the Infrastructure Sub-committee 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 Sub-committee will be at least 50% of the number of the membership.
- When decisions of the Sub-committee 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 Sub-committee has a **financial interest** in any matter before the Sub-committee, 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 Sub-committee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Sub-committee 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 Sub-committee 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 Sub-committee does not have any powers of delegation.
- All meetings of the Sub-committee will be conducted on the basis of a written Agenda and Minutes – the Shire of Goomalling will provide this secretarial support.
- Meetings of the Sub-committee are not open to the public.

Reporting

The Shire of Goomalling Local Recovery Coordination Group may, from time to time, direct the Infrastructure Sub-committee to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Sub-committee acknowledges that the Shire of Goomalling 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 Shire of Goomalling Local Recovery Co-ordinating Group.

Termination of the Infrastructure Sub-committee

Termination of the Sub-committee shall occur at the direction of the Shire of Goomalling Local Recovery Coordination Group. Termination of any membership within the Sub-committee shall be at the direction of the members within the Sub-committee by consensus.

ANNEX O: Operational Recovery Plan template

Shire of Goomalling Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage:

Residential:

Commercial:

Industrial:

Transport:

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

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

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

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and Sub-committees 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

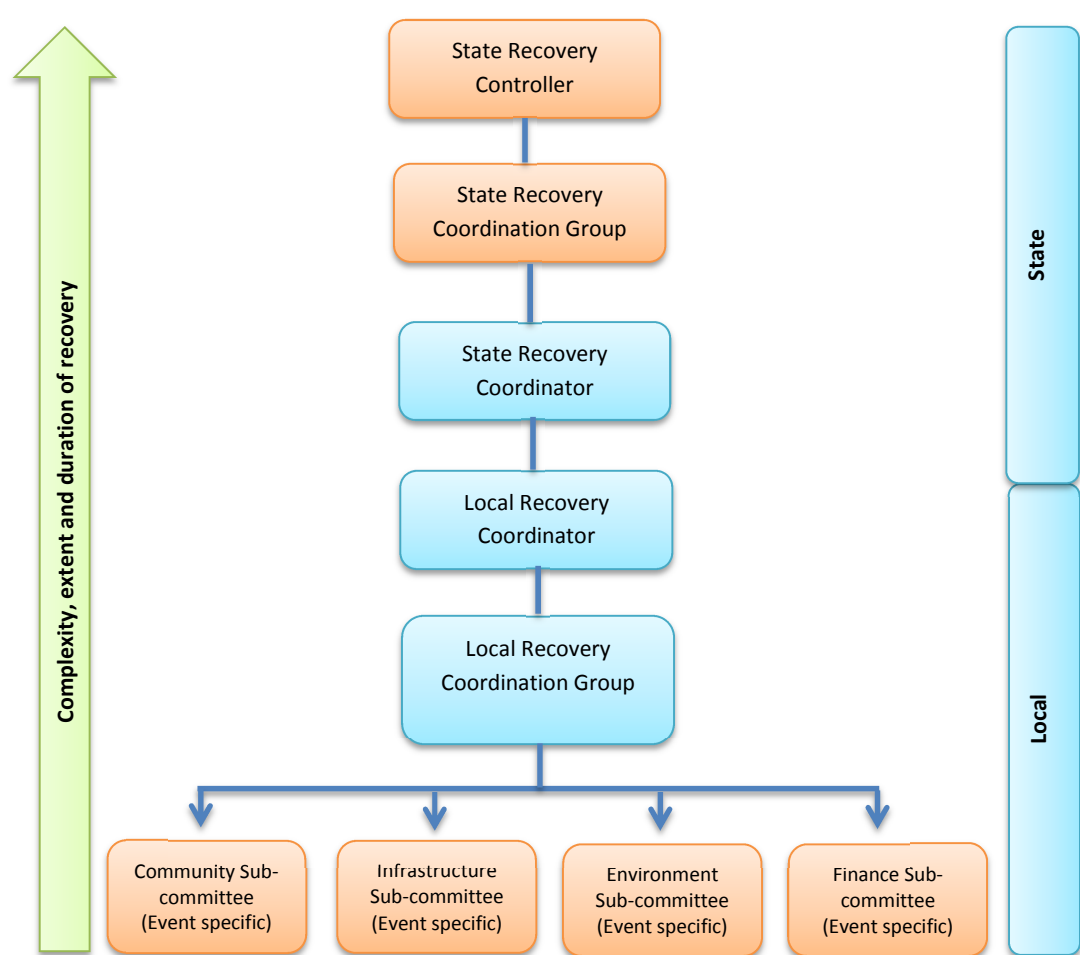
(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordination Group

Dated:

ANNEX P: Potential Recovery Governance Structures



ANNEX Q: (Suggested) MEDIA RELEASE - DONATIONS

Donations in time of disaster

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

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

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

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

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

Thank you for your generous support.

President

Shire of Goomalling

