



SHIRE OF PEPPERMINT GROVE

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Shire of Peppermint Grove  
**Local Recovery Plan**  
**2018**

Council endorsement date: 27/03/2018

Shire of Peppermint Grove

Full review required: 2021

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## Version Control

Document Title	Local Recovery Plan
Document Status	Final
Electronic Document Name / Versions	Shire of Peppermint Grove Local Recovery Plan 2018 FINAL Version 0.01
Date Finalised	27/03/2018
Date of Review	23/03/2021
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## Certificate of approval

The Shire of Peppermint Grove Local Recovery Plan has been prepared 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 Recovery Plan 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 Western Central Local Emergency Management Arrangements:

- Western Central Local Emergency Management Arrangements
- Western Central Risk Register and Treatment Schedule
- Contacts Directory
- Resources Register
- Local Emergency Management Plan for the Provision of Welfare Support, Perth & Fremantle Districts (Department of Communities)

### Shire of Peppermint Grove Council – Endorsement

Shire of Peppermint Grove Council



Date: 28/03/2018

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CEO:

Shire of Peppermint Grove Council



Date: 28/03/2018

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Shire President:



## **PART 1 – Introduction**

### **Authority**

The local recovery plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] and guided by the SEMC's Local Recovery Guidelines and forms a part of the Local Emergency Management Arrangements for the Shire of Peppermint Grove. This plan has been approved and endorsed by Council and tabled for information and comment with the Western Central Local Emergency Management Committee (WCLEMC) and forms part of the WCLEMC Local Emergency Management Arrangements.

### **Endorsement Date**

This plan was endorsed by the Shire of Peppermint Grove Council on: 27/03/2018

### **Area Covered**

The Shire of Peppermint Grove Local Recovery Plan has been prepared for the area Gazetted as the Shire of Peppermint Grove Local Government District.

The Shire of Peppermint Grove is part of the Central Metropolitan Emergency Management District as published in the Western Australian Government Gazette on 13 October 2015.

### **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 Peppermint Grove;
- 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 Peppermint Grove.

### **Scope**

The scope of this recovery plan is limited to the boundaries of the Shire of Peppermint Grove whilst noting memoranda of understanding that may be established for the provision of mutual recovery assistance that may be established with other Western Central LEMC member Local Governments.

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.

## Part 2 - Related documents and arrangements

### Local

The Shire of Peppermint Grove 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.

The following documents are related to this plan

- Western Central Local Emergency Management Arrangements
- Shire of Peppermint Grove Emergency Contact and Equipment List
- Shire of Peppermint Grove Asset Management Plan 2018 - 2035
- Local Emergency Management Plan for the Provision of Welfare Support, Perth & Fremantle Districts. (Department of Communities), supporting Western Central LEMC.
- Local Welfare Emergency Management Support – Sub Plan  
Town of Mosman Park & Shire of Peppermint Grove.

### Agreements understandings and commitments

The Emergency Management Act 2005 (the EM Act) requires local governments to establish one or more local emergency management committees for the local government district (s. 38 EM Act). Two or more local governments may, with the approval of the State Emergency Management Committee (SEMC), agree to unite for the purposes of emergency management (EM). If two or more local governments (the 'combined local government) unite, the provisions of section 34(2) of the EM Act apply.

Eight Local Governments from the Central Metropolitan Police District combined, for the purposes of Emergency Management and, as a result, the Western Central Local Emergency Management Committee (WC LEMC) was formed in 2005.

The following local governments make up this 'combined local government':

- Peppermint Grove
- Subiaco
- Cambridge
- Claremont
- Cottesloe
- Mosman Park
- Nedlands
- Vincent

Despite the combined preparation of the Western Central Emergency Management Arrangements, it has been agreed that recovery would be best managed by the local government in which the emergency has occurred.

The original Recovery Plan was prepared in 2007 and adopted by the Shire of Peppermint Grove in June 2007.

## State plans and policy

The following documents relate to this plan:

- *Emergency Management Act 2005* (EM Act);
- *Emergency Management Regulations 2006* (EM Regulations)
- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- State Hazard Specific Plans (Westplans);
- State Emergency Management Procedures (State EM Procedures);
- Relevant State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary).

## Part 3 - Resources

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

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

### 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 Peppermint Grove has arrangements in place to insure its assets with the *Local Government Insurance Scheme*. Details of these arrangements are held by the Shire's Corporate Services Manager.

The Shire does not retain identified cash reserves to fund recovery activities for a declared emergency situation. In the event of a declared emergency situation arising, the Shire does have the means to fund recovery programs from its General Revenue reserve funds

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. Assistance is available to local governments for:

- The restoration and replacement (including approved betterment) of essential public assets
- Counter disaster operations - carried out to protect communities and ensure public health and safety in public areas.

The Shire of Peppermint Grove will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Office of Emergency Management web page - link - <https://www.oem.wa.gov.au/funding/wandrra>

If you need help in deciding if you qualify for any assistance please contact the administrators on (08) 6551 4034 or (08) 6551 4041, or by email to [WANDRRA@oem.wa.gov.au](mailto:WANDRRA@oem.wa.gov.au).

Further details are included in the **Guide to Local Governments** –  
Link - <https://www.oem.wa.gov.au/funding/wandrra/local-government>

The Office of Emergency Management, 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 Peppermint Grove 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 Shire 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 Shire 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;

- The State EM Policy Section 6 and State EM Plan Section 6 outlines the States recovery funding arrangements. Relief programs include:
  - Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA);
  - Centrelink; and
  - Lord Mayor’s Distress Relief Fund (LMDRF).
  - Information on these relief arrangements can be found in State EM Plan Section 6.10
- 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 Mayors Distress Relief Fund (LMDRF) managed by the City of Perth, as detailed in **State EM Recovery Procedure 1**– Management of Public Fundraising and Donations.

For further information regarding the LMDRF visit: <http://www.appealswa.org.au/board.html>

**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 I](#) for suggested media release relating to donation of goods)

## Part 4 - Roles and responsibilities

Roles and responsibilities for recovery are detailed in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

The Local Recovery Coordinator is responsible for coordination of local-level recovery activities in conjunction with the Local Recovery Coordination Group (when formed) and in accordance with plans, strategies and policies that it determined by the Local Recovery Coordination Group.

Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators.

Local government must determine the establishment of a Local Recovery Coordination Group when appropriate. When formed, the Local Recovery Coordination Group may have roles such as those suggested in the SEMC’s Local Recovery Guidelines. Local governments should consider the potential membership of a Local Recovery Coordination Group prior to emergencies occurring.

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

### Local Recovery Coordinator

The Shire of Peppermint Grove 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). It is a function of local government to manage recovery following an emergency affecting the community in its district (s. 36(b) EM Act). The Shire of Peppermint Grove may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
<b>LRCG Chair</b>	Shire President	CEO
<b>Local Recovery Coordinator</b>	Facility & Program Co-ordinator	Manager Infrastructure Services

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 B](#)

### 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 subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the

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

- The LRCG must be driven by the Operational Recovery Plan. Refer to [Annex G](#).
- The core functions of the LRCG are listed in [Annex C](#).
- For suggested composition of the LRCG and subcommittees refer to [Annex E](#)
- For suggested LRCG Subcommittee Terms of Reference refer to [Annex J](#)

## **Controlling Agency/ Hazard Management Agency**

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

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

## **Determination of level of state involvement**

### **State Recovery Coordinator**

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan:

<https://www.oem.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Plans/StateEMPlan/StateEMPlan.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.

### **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.

A comprehensive impact assessment will be completed for all Level 2 and Level 3 incidents prior to the withdrawal of responding agencies. The Controlling Agency for the emergency is responsible for coordinating the comprehensive impact assessment in consultation with members of the Incident Support Group. The draft comprehensive impact assessment will be provided to all members of the Incident Support Group for comment and clarification prior to it being finalised.

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the emergency to the Shire of Peppermint Grove, the Controlling Agency will convene a meeting with the Local Recovery Coordinator and the State Recovery Coordinator.

At this meeting, the comprehensive impact assessment and the status of the emergency situation will be discussed. A copy of the completed comprehensive impact assessment will be provided to the Shire of Peppermint Grove and the State Recovery Coordinator for their consideration prior to this meeting.

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 G](#).

## **ANNEX A: Glossary of terms and acronyms**

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

**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.

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

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

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

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

**LOCAL EMERGENCY MANAGEMENT COMMITTEE** –is established by the local government/s and consists of a chairperson and other members appointed by the relevant local government committee. Functions of the Local Emergency Management Committee to advise the and assist the local government/s 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 directed by the SEMC or prescribed by the regulations.

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

#### **ACCRONYMS USED IN THIS PLAN**

<b>CEO:</b>	Chief Executive Officer
<b>DC:</b>	Department of Communities
<b>DEMC:</b>	District Emergency Management Committee
<b>LEC:</b>	Local Emergency Coordinator
<b>IC:</b>	Incident Controller
<b>IMT:</b>	Incident Management Team
<b>ISG:</b>	Incident Support Group
<b>LGLO:</b>	Local Government Liaison Officer
<b>LRC:</b>	Local Recovery Coordinator
<b>LRCG:</b>	Local Recovery Coordination Group
<b>OASG:</b>	Operations Area Support Group
<b>OEM:</b>	Office of Emergency Management
<b>OIC:</b>	Officer in Charge
<b>SEMC:</b>	State Emergency Management Committee State Recovery Coordinator
<b>SRCG:</b>	State Recovery Coordinating Group
<b>WANDRRA:</b>	Western Australian Natural Disaster Relief and Recovery Arrangements
<b>WCLEMC:</b>	Western Central Local Emergency Management Committee

## **ANNEX B: Roles and responsibilities of the Local Recovery Coordinator (LRC).**

### **Role**

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

## **ANNEX C: Roles and functions of the Local Recovery Coordination Group (LRCG)**

### **Role**

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

### **Functions**

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

## **ANNEX D: Local Recovery Resources**

The designated **Local Welfare Centre** for the **Shire of Peppermint Grove** is **The Grove Community Centre**, 1 Leake Street, Peppermint Grove.

Refer to the following document for comprehensive information on this welfare centre:

LOCAL WELFARE EMERGENCY MANAGEMENT SUPPORT – SUB PLAN

TOWN OF MOSMAN PARK & SHIRE OF PEPPERMINT GROVE

LOCAL WELFARE CENTRES PHOTO'S, FLOOR PLANS AND INVENTORY CHECKLISTS

DC PERTH & FREMANTLE DISTRICTS.

### **SHIRE OF PEPPERMINT GROVE EMERGENCY CONTACT AND EQUIPMENT LIST**

**First Callout:** John Merrick  
 Chief Executive Officer  
 Work: 9286 8600  
 Mobile:  
 Email: [admin@peppermintgrove.wa.gov.au](mailto:admin@peppermintgrove.wa.gov.au)

**Second Callout:** Debra Burn  
 Manager Library and Community Services  
 Work: 9286 8686  
 Mobile:  
 Email: [dburn@thegrovelibrary.com](mailto:dburn@thegrovelibrary.com)

**Local Recovery Coordinator:** Lee-anne Low  
**LEMIC Representative:** Facility and Program Coordinator  
 Work: 9286 8689  
 Mobile:  
 Email: [comcentre@thegrovelibrary.com](mailto:comcentre@thegrovelibrary.com)

**Works Manager:** Donovan Norgard  
**Alternate LRC** Manager Infrastructure Services  
 Work: 9286 8600  
 Mobile:  
 Email: [donovan.norgard@peppermintgrove.wa.gov.au](mailto:donovan.norgard@peppermintgrove.wa.gov.au)

### **Equipment available at the Depot - Manners Hill Park**

• 1 Mazda BT50 ute	• 1 mobile water tank 1000L
• 1 Colorado ute	• 3 Chainsaws
• 1 Cat Front end loader	• 2 hedge trimmers
• 1 Isuzu Tip Truck	• 1 pole saw
• 1 Ride on Mower	• 1 auger
• 1 Small Generator	• 1 plate compactor
• 1 Quick Cut	

**Rangers:** Ranger Services (Cottesloe)  
 Work: 9285-5070 (Direct) or 9285-5000 (A/H's)  
 Mobile:  
 Email: [council@cottesloe.wa.gov.au](mailto:council@cottesloe.wa.gov.au)

The designated **Local Recovery Coordination Centre** for the **Shire of Peppermint Grove** is **The Grove Community Centre**.

**Organisational Responsibilities**

Department	Management area	Capability	Contact details
<b>Executive</b>	Chief Executive Officer	<ul style="list-style-type: none"> <li>Corporate responsibility</li> <li>Link to Council</li> <li>Alternate Chair LRCG</li> </ul>	9286 8600
	Manager Library & Community Services	<ul style="list-style-type: none"> <li>Community information</li> <li>Management of staff during recovery process</li> <li>Staff redirection and backfill to support recovery process</li> </ul>	Debra Burn 9286 8686 <a href="mailto:dburn@thegrovelibrary.com">dburn@thegrovelibrary.com</a>
	Facility & Program Co-ordinator	<ul style="list-style-type: none"> <li>Local Recovery Coordinator</li> <li>Executive Officer to the LRCG</li> </ul>	Lee-anne Low 9286 8686 <a href="mailto:comcentre@thegrovelibrary.com">comcentre@thegrovelibrary.com</a>
	Shire President	<ul style="list-style-type: none"> <li>Chair Local Recovery Coordination Group</li> <li>Address public meetings</li> <li>Authorise media releases</li> </ul>	Cr Rachel Thomas 9286 8600
	Manager Infrastructure Services	<ul style="list-style-type: none"> <li>Asset information</li> <li>Damage reporting</li> <li>Parks and reserves management</li> <li>Equipment allocation for recovery support</li> </ul>	Donovan Norgard 9286 8600 <a href="mailto:donovan.norgard@peppermintgrove.wa.gov.au">donovan.norgard@peppermintgrove.wa.gov.au</a>

		<ul style="list-style-type: none"> <li>• Alternate Local Recovery Coordinator</li> </ul>	
	Manager Corporate Services	<ul style="list-style-type: none"> <li>• Management of financial assistance grants (Lord Mayor’s Distress relief Fund)</li> <li>• Recovery cost centre creation</li> <li>• IT Support for recovery committees</li> <li>• IT support in welfare centres</li> <li>• Call Centre management</li> <li>• Recovery cost management</li> <li>• Management of public donations</li> </ul>	<p>Paul Rawlings 9286 8600 <a href="mailto:Paul.rawlings@peppermintgrove.wa.gov.au">Paul.rawlings@peppermintgrove.wa.gov.au</a></p>
	Manager Development Services	<ul style="list-style-type: none"> <li>• Provide advice &amp; guidance to assist in the restoration of the natural environment</li> <li>• Environmental health management</li> <li>• EHO advice</li> <li>• Ranger services</li> <li>• Waste management advice</li> </ul>	<p>Ross Montgomery 9286 8600</p>

**Supporting organisations**

Organisation	Responsible area	Capability	Contact details
<b>Australian Red Cross</b>	State Manager Emergency Services	<ul style="list-style-type: none"> <li>Community recovery support</li> <li>Recovery advice</li> <li>Community outreach</li> <li>Personal support</li> </ul>	Carolyne Doherty Emergency Services Coordinator <a href="mailto:cdoherly@redcross.org.au">cdoherly@redcross.org.au</a> T: 9225 1961
<b>Department of Communities</b>	Senior District Emergency Services Officer- Metro South	<ul style="list-style-type: none"> <li>Provide a representative to the LRCG</li> <li>Coordinate emergency welfare services as part of the recovery process (State EM Plan Section 5.4)</li> <li>Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated.</li> </ul>	Terry Sillitto (Covering the LGA's of Mosman Park, Peppermint Grove and Cottesloe) E:terry.sillitto@communities.wa.gov.au
<b>Dept. of Biodiversity Conservation and Attractions</b>  <b>Dept. of Water &amp; Environmental Regulation</b>		<ul style="list-style-type: none"> <li>Wildlife information and support</li> <li>Provide advice on environmental protection, clean up and waste management</li> </ul>	Wildcare Helpline - 9474 9055 Contact the <a href="#">RSPCA</a> for emergencies - 1300 278 3589 or admin: 9209 9300  T:6364 7000
<b>Disability Services - (Dept. of Communities)</b>		<ul style="list-style-type: none"> <li>Community support resources for persons with disabilities</li> </ul>	T: 6217 6888

<b>Local Government Insurance Services (LGIS)</b>	District representative	<ul style="list-style-type: none"> <li>Insurance and risk management advice</li> </ul>	LGIS risk and governance team on: 9483 8888.
<b>Office of Emergency Management (OEM)</b>	WANDRRA Manager	<ul style="list-style-type: none"> <li>WANDRRA advice and support</li> </ul>	WANDRRA Administrator: E: <a href="mailto:WANDRRA@oem.wa.gov.au">WANDRRA@oem.wa.gov.au</a> T: 6551 4034 or 6551 4041.
	State Recovery Coordinator	<ul style="list-style-type: none"> <li>State recovery advice</li> <li>Coordination of State resources</li> </ul>	Steve Joske
<b>Department of Human Services</b>	Centrelink Officer	<ul style="list-style-type: none"> <li>Crisis payments</li> </ul>	T: 132 850
<b>Office of Emergency Management (OEM)</b>	District Emergency Management Advisor-Metropolitan	<ul style="list-style-type: none"> <li>Recovery support and advice</li> </ul>	<b>Merveen Cross</b> T: 6551 4014 E: <a href="mailto:Merveen.cross@oem.wa.gov.au">Merveen.cross@oem.wa.gov.au</a> W: <a href="http://www.oem.wa.gov.au">www.oem.wa.gov.au</a>
<b>Water Corporation</b>	Local Manager	<ul style="list-style-type: none"> <li>Water restoration and service advice</li> <li>Manager Control Centre Operations (MCCO)</li> </ul>	94202420 (Admin) To report any issues with water or wastewater services, phone Water Corporation on 13 13 75
<b>Western Power</b>	Local Manager	<ul style="list-style-type: none"> <li>Power restoration and service advice</li> </ul>	13 13 51
<b>Main Roads</b>	Local Manager	<ul style="list-style-type: none"> <li>Provide a representative to the LRCG</li> <li>Assess &amp; Report on road damage</li> <li>Assist LG on Road repairs and restoration</li> </ul>	138 138

## ANNEX E: Suggested composition Local Recovery Coordination Group and subcommittees

### Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
Shire of Peppermint Grove	Chair LRCG	1
	LRC	1
	Chief Executive Officer	1
	Manager Corporate Services	1
	Manager Infrastructure Services	1
	Manager Development Services	1
	Manager Library & Community Development	1
	Facility & Program Co-ordinator (when not acting as LRC)	1
	Hazard Management Agency/s	Incident Controller or Regional Manager
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	District Emergency Management Adviser - Metropolitan	1
Office of Emergency Management	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 Subcommittee (Event specific)** Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Shire of Peppermint Grove	Chair – Manager Corporate Services	1
	Minute taker	1
	Finance/Administration Officer	1
Office of Emergency Management	WANDRRA Officer	1
Department of Human Services	Local Centre Link manager	1

**LRCG – Infrastructure Subcommittee (Event specific)**

Agency Represented	Title	Number of reps
Shire of Peppermint Grove	Chair –Manager Infrastructure Services	1
	Minute taker	1
Office of Emergency Management	WANDRRA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Insurance Council of Australia 1300 728 228	Local Representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1
Telecommunications	Telstra 13 22 03	1
Gas	Alinta Gas	1
	<a href="#">ATCO Gas Australia</a> 13 13 52	1

**LRCG- Environment Subcommittee (Event specific)**

Agency Represented	Title	Number of reps
Shire of Peppermint Grove	Chair – Manager Development Services	1
	Minute taker	1
	Environmental Health Officer (TOC) T: 9285 5000	1
	Leading Hand, Parks & Gardens	1
Environmental Health Directorate (EHD), Public Health Division, Department of Health	HRT officer Environmental Health Directorate on phone 9388 4999	1
Department of Water and Environmental Regulation	District officer	1
Department of Biodiversity Conservation and Attractions	Duty officer – Swan River <a href="mailto:rivers.info@dbca.wa.gov.au">rivers.info@dbca.wa.gov.au</a>	1
Royal Freshwater Bay Yacht Club (RFBYC)	Manager Phone: 9286 8200 Email: <a href="mailto:rbyc@rbyc.asn.au">rbyc@rbyc.asn.au</a>	1

**LRCG – Community Subcommittee (Event specific)**

Agency Represented	Title	Number of reps
Shire of Peppermint Grove	Chair – Manager Library & Community Development. Community Development Officer Councillor	1  1 1
Australian Red Cross	Local or district officer T: 9225 1961	1
Department of Education Or PLC representative	Cottesloe Primary School T: 9384 2426 Business Manager PLC T: 9424 6444	1 1
SHINE Community Services	CEO	1
Affected community	Local representatives as required, e.g: -Local church representatives: St Mary Star of the Sea Church T: 9384 2421 St Columba's Presbyterian Church T: 9341 5551 - Peppermint Grove Tennis Club T: 0421 027 466 -Cottesloe Central Shopping Centre Manager T: 9322 5111	As required

## **ANNEX F: Suggested recovery subcommittee roles**

### **Community Subcommittee**

#### **Objectives**

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

### **Environment Subcommittee**

#### **Objectives**

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

### **Infrastructure Subcommittee**

#### **Objectives**

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

## Finance Subcommittee

### Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

### Functions

- Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
  - ensure the principles of equity, fairness, simplicity and transparency apply;
  - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
  - recognise the extent of loss suffered by individuals;
  - complement other forms of relief and assistance provided by government and the private sector;
  - recognise immediate, short, medium and longer term needs of affected individuals;
  - ensure the privacy of individuals is protected at all times;
  - facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

**Sample of eligibility criteria and levels of financial assistance** - *(Criteria used by the Shire of Mundaring for the Parkerville -Stoneville-Mt Helena fire 12 January 2014)*

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

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

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

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

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

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

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

## **ANNEX G: Operational Recovery Plan template**

# **Shire of Peppermint Grove Operational Recovery Plan**

**Emergency Type and location:**

**Date emergency occurred:**

### **Section 1 – Introduction**

**Incident description**

**Purpose of this plan**

**Authority**

### **Section 2 – Assessment of recovery requirements**

**Details of loss and damage:**

**Residential:**

**Commercial:**

**Industrial:**

**Transport:**

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

**Estimates of damage costs:**

**Temporary accommodation requirements:** *(includes evacuation centres)*

**Additional personnel requirements:**

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

**Other health issues:**

### **Section 3 – Organisational Aspects**

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

**Details of inter-agency relationships and responsibilities:**

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

### **Section 4 – Operational Aspects**

**Resources available:**

**Resources required:**

**Redevelopment plans:** *(includes mitigation proposals)*

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

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

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

## **Section 5 – Administrative arrangements**

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

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

## **Section 6 – Conclusion**

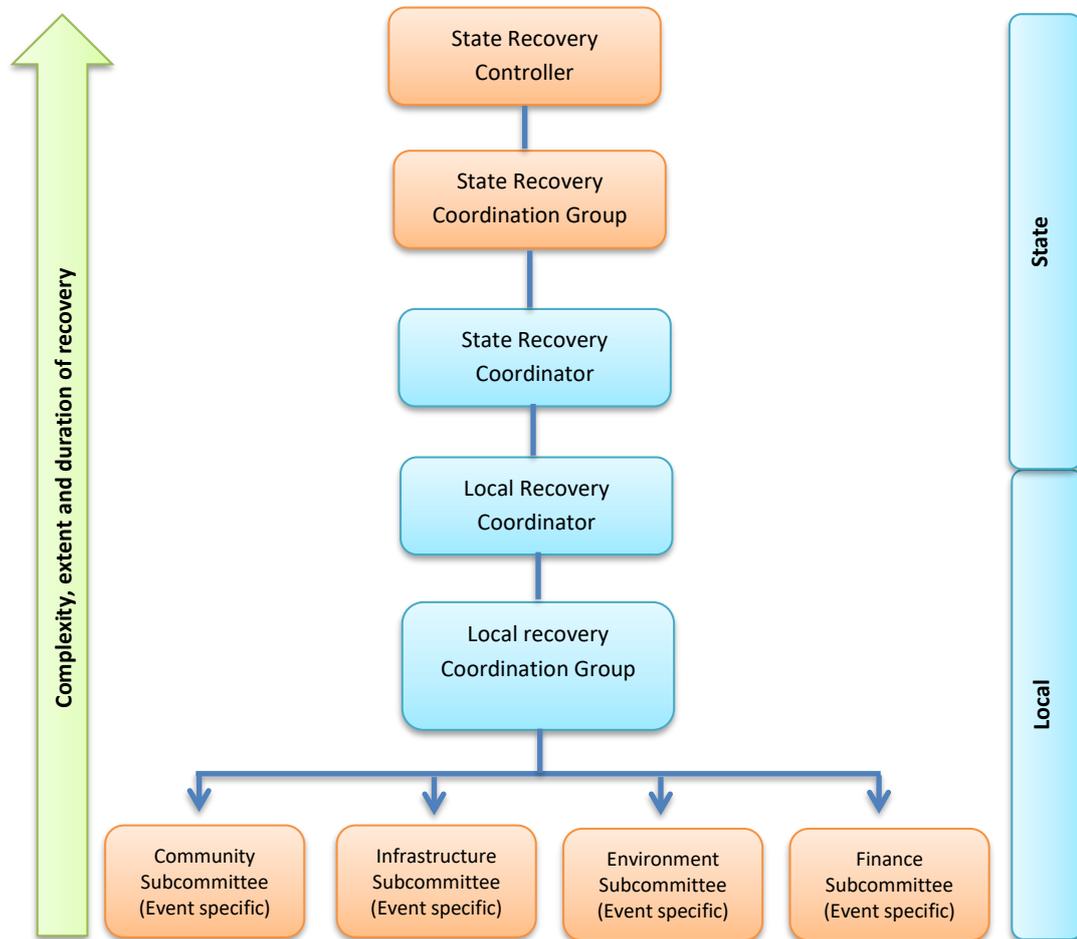
*(Summarises goals, priorities and timetable of the plan).*

Endorsed by

**Chair, Local Recovery Coordination Group**

**Dated:**

## ANNEX H: Potential Recovery Governance Structures



## **ANNEX I: (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.

**Shire President**

**Shire of Peppermint Grove**

## ANNEX J: Suggested LRCG Subcommittee Terms of Reference

# COMMUNITY SUBCOMMITTEE

## Terms of Reference

### Background

The Shire of Peppermint Grove Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

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

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

### Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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

### Agency Representative

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

### Community Member

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

### **Objectives of Community Sub Committee**

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post disaster;
- 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 Peppermint Grove 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 Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

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

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

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

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

### **Reporting**

The Shire of Peppermint Grove Local Recovery Coordination Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

### **Probity**

The Community Subcommittee acknowledges that the Shire of Peppermint Grove 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 Peppermint Grove Local Recovery Co-ordination Group.

### **Termination of the Community Sub Committee**

Termination of the Subcommittee shall occur at the direction of the Shire of Peppermint Grove Local Recovery Coordination Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

# ENVIRONMENT SUB COMMITTEE

## Terms of Reference

### Background

The Shire of Peppermint Grove Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

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

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

### Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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

### Agency Representative

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

### Community Representative

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

## Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the Shire of Peppermint Grove 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 Subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

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

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

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

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

### **Reporting**

The Shire of Peppermint Grove Local Recovery Coordination Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

### **Probity**

The Environment Subcommittee acknowledges that the Shire of Peppermint Grove 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 Peppermint Grove Local Recovery Co-ordination Group.

### **Termination of the Environment Sub Committee**

Termination of the subcommittee shall occur at the direction of the Shire of Peppermint Grove Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

# FINANCE SUB COMMITTEE

## Terms of Reference

### Background

The Shire of Peppermint Grove Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

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

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

### Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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

### Agency Representative

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

## Objectives of Finance Sub Committee

The primary objective of the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordination Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the emergency event. It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the emergency.

The primary role of the Finance Subcommittee will include:

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

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

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

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

## Conduct of Meetings

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

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

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

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

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

### **Reporting**

The Shire of Peppermint Grove Local Recovery Coordination Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

### **Probity**

The Finance Subcommittee acknowledges that the Shire of Peppermint Grove 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 Peppermint Grove Local Recovery Coordination Group.

### **Termination of the Community Sub Committee**

Termination of the Subcommittee shall occur at the direction of the Shire of Peppermint Grove Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

# INFRASTRUCTURE SUB COMMITTEE

## Terms of Reference

### Background

The Shire of Peppermint Grove Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

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

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

### Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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

### Agency Representative

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

### Community Member

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

### **Objectives of Infrastructure Subcommittee**

The primary objectives of the Infrastructure Subcommittee will include:

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

### **Conduct of Meetings**

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

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

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

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

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

**Reporting**

The Shire of Peppermint Grove Local Recovery Coordination Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

**Probity**

The Infrastructure Subcommittee acknowledges that the Shire of Peppermint Grove 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 Peppermint Grove Local Recovery Coordination Group.

**Termination of the Infrastructure Subcommittee**

Termination of the subcommittee shall occur at the direction of the Shire of Peppermint Grove Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

**ANNEX K: Suggested Local Recovery Coordination Group Action Checklist**

TASK DESCRIPTION	PERSON RESPONSIBLE	COMPLETED
<b>Within 48 hours*</b>		
Make contact with Controlling Agency Incident Control during response to gain understanding of emergency		
Local Recovery Coordinator to contact and alert key local contacts and Shire staff		
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate		
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency		
Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed		
Local Recovery Coordinator and the Shire of Peppermint Grove to participate in the determination of state involvement in conjunction with the State Recovery Coordinator		

<p>Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the Shire of Peppermint Grove internal communication processes.</p> <p>Develop processes for:</p> <ul style="list-style-type: none"> <li>• media liaison and management (all forms e.g. print, and electronic)</li> <li>• briefing elected members and politicians</li> <li>• alternative means of communication e.g. public meetings, mailbox fliers, advertising</li> <li>• communicating with community groups</li> <li>• meeting specialist needs</li> <li>• formatting press releases</li> <li>• developing and maintaining a website and social media messages</li> </ul> <p>ensuring feedback is sought, integrated and acknowledged</p>		
<p>Consider support required, and which officers are to maintain a record of events and actions</p>		
<p><b>Within 1 week</b></p>		
<p>Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency</p>		
<p>Activate a Recovery Coordination Centre if required</p>		
<p>Identify special needs groups or individuals.</p>		

Determine the need to establish subcommittees, and determine functions and membership if necessary		
Develop the Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities – See template (Annex G)		
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.		
Manage offers of assistance, including volunteers, material aid and donated money.		
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.		
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities		
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)		
Consider establishing a call centre with prepared responses for frequently asked questions		
Establish a ‘one-stop shop’ recovery centre to provide the affected community with access to all recovery services		
Manage restoration of essential infrastructure		

Brief media on the recovery program		
Continually review the recovery management process with a view to withdrawing as the community takes over		
<b>Within 12 months</b>		
Determine longer-term recovery strategies		
Debrief recovery agencies and staff		
Implement transitioning to mainstream services		
Evaluate effectiveness of recovery within 12 months of the emergency		

\*Timeframes are approximate only

### **Stand Down From Recovery**

Although the length of recovery time may vary dramatically it must have an end date, a time when the community can cope on its own and the Shire can return to business as usual. Even after this date, some recovery activities may continue but essentially the local government as a whole has terminated its consolidated effort.

The Chair of the Local Recovery Coordination Group will formally announce that recovery is concluded, but a specified officer (Manager Corporate Services) may continue to monitor and report to council.