



City of  
**Melville**

# Local Recovery Plan 2018

LEMC endorsement date: 29/11/2017  
Full review required: 2023  
Maintained by: Executive Officer to LEMC

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## Version Control

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Project Manager	Coordinator Rangers and Emergency Services

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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- Out of date information or practices;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:

The Chairperson  
Local Emergency Management Committee  
City of Melville  
Locked Bag 1  
BOOROAGOON WA 6954

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

All amendments are to be listed in the below table when updated and the details provided to the next available meeting of the LEMC.

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	20/03/2018	Approved version	J Lane	1.0

## Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application the City of Melville through the following email address: [melinfo@melville.wa.gov.au](mailto:melinfo@melville.wa.gov.au) alternatively the current version of the document can be found on the City of Melville official [website](#). Printed copies of this document may not be accurate. Any document released for public consumption must not include staff names or contact details of persons mentioned therein.

For contact details of LEMC membership and other officers please refer to the Contacts and Resources Register (**controlled document**).

Copies provided to	No. of copies
<b>City of Melville</b>	
Chief Executive Officer	1
Mayor	1
Chair LEMC	1
Executive Officer LEMC	1
City of Melville Directors	6
Manager Resource, Recovery and Waste	1
Local Recovery Coordinator	1
Deputy Local Recovery Coordinator	1
<b>LEMC membership</b>	
Australian Red Cross	1
Department of Fire and Emergency Services	2
Department of Communities (DC)	1
Garden City Centre	1
St John Ambulance	1
WA Police (Murdoch Police Station)	1
<b>Other committees</b>	
South Metropolitan DEMC	1
Office of Emergency Management	1



## Certificate of Approval

The City of Melville Local Emergency Management Arrangements (LEMA) have been prepared by the City of Melville Local Emergency Management Committee to address the City'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 City of Melville Local Emergency Management Arrangements:

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

In accordance with State Emergency Management Policy 2.5 and State EM Preparedness Procedure 7, this plan has been endorsed and noted by the following entities:


City of Melville Local Emergency Committee - Endorsement

City of Melville Council - Endorsement

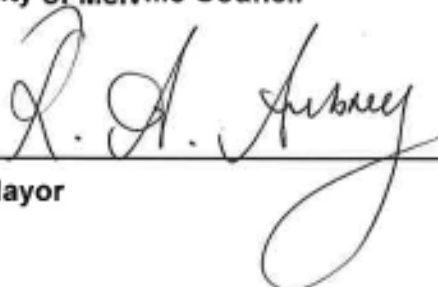
South Metropolitan District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.

### **City of Melville Local Emergency Management Committee**

  
Date: 29 November 2017  
**Chairperson**

### **City of Melville Council**

  
Date: 20 February 2018  
**Mayor**

## **PART 1 – Introduction**

### **Purpose**

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

### **Endorsement Date**

This plan was endorsed by the City of Melville LEMC on: [Click here to enter a date.](#)

### **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 City of Melville;
- 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 Recover; and
- Provide a framework for recovery operations for the City of Melville.

### **Scope**

The scope of this recovery plan is limited to the boundaries of the City of Melville and 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:

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

### **Local government responsibility for recovery**

The City of Melville 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. This plan herein referred to as the Local Recovery Plan is a sub-plan of the local emergency management arrangements.

## Part 2 Related documents and arrangements

The following documents are related to this plan

- City of Melville Local Emergency Management Arrangements
- City of Melville Contacts and Resources Register (Controlled document)
- City of Melville Asset Management Plan
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Communities known as the DC Local Welfare Plan).

## Agreements understandings and commitments

The following agreements (Memorandum of Understanding) are currently in place:

Parties to the Agreement	Summary of the Agreement
City of Melville/City of Canning	Agreement for provision of Welfare of Animals in an Emergency.
City of Melville/Cat Haven	Agreement for provision of Welfare of Cats

## State plans and policy

The following documents relate to this plan:

Document Title	Document Owner
<a href="#">State Emergency Management Plan for the Provision of Welfare Support</a> (Westplan Welfare)	OEM
<a href="#">5.12 State Emergency Policy</a> - Funding for Emergency Response	OEM
<a href="#">6.10 State Emergency Management Plan</a> Financial Assistance	OEM
<a href="#">State EM Recovery Procedure 1</a> - Management of Public Fundraising and Donations	OEM
<a href="#">State Emergency management Procedure 2</a> Emergency Management Funding	OEM
<a href="#">Recovery Procedure 4</a> - Comprehensive Impact Assessment	OEM
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) <a href="#">Guide for Local Government</a>	OEM
<a href="#">Lord Mayor's Distress Relief Fund</a>	LMDRF Board

## Part 3 Resources

The Local Recovery Coordinator for the City of Melville is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The City of Melville 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 City of Melville should an emergency occur.

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

### 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 City of Melville has arrangements in place to insure its assets. Assets are recorded and managed through Asset Management Plans in-line with the Department of Local Government and Communities Integrated Planning and Reporting Asset Management Guidelines.

### WANDRRA

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. WANDRRA officers are available to support local government engaging in the WANDRRA claims process once an event has been declared eligible for WANDRRA.

More information regarding WANDRRA and downloadable forms and tracking spread sheets are available from the Office of Emergency Management web page - link - <https://www.oem.wa.gov.au/Documents/Forms/AllItems.aspx?RootFolder=%2fDocuments%2fWANDRRA&FolderCTID=0x012000C62D67DE5893FA46A76200CA9632AB73>

The OEM, 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 City of Melville 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 Mayors Distress Relief Fund managed by the City of Perth, as detailed in [State Emergency Management 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 G](#) for suggested media release relating to donation of goods)

## Part 4 Roles and responsibilities

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

### Local Recovery Coordinator

The City of Melville 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 City of Melville 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>	Mayor	Deputy Mayor
<b>Local Recovery Coordinator</b>	Manager Natural Areas and Parks	Manager Resource Recovery & Waste
<b>Support Officer</b>	Coordinator Rangers & Emergency Management	TBA

The Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the local government. The functions of the LRCG, LRC and recovery subcommittees are available at [Annex B](#). Annex B contains Aide Memoir documents that can be printed individually and provided to staff allocated those roles in recovery.

### 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 E](#).
- The core functions of the LRCG are listed in [Annex B](#).
- For suggested composition of the LRCG and subcommittees refer to [Annex D](#).
- For suggested LRCG Subcommittee Terms of Reference refer to [Annex H](#)

## **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 Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Annex E](#).

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

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

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

The benefits of testing these arrangements include:

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

### Schedule of Exercises

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

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 a 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 SEMC Secretariat.

## ANNEX A: Glossary of terms and acronyms

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

**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 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.**

**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>IC:</b>	Incident Controller
<b>ISG:</b>	Incident Support Group
<b>LGLO:</b>	Local Government Liaison Officer
<b>LRC:</b>	Local Recovery Coordinator

- LMDRF:** Lord Mayor's Disaster Relief Fund
- LRCG:** Local Recovery Coordination Group
- OASG:** Operations Area Support Group
- OEM:** Office of Emergency Management
- SEMC:** State Emergency Management Committee
- SRCG:** State Recovery Coordination Group
- WANDRRA:** Western Australian Natural Disaster Relief and Recovery Arrangements

## **ANNEX B: Aide Memoires**

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The following aide memoire documents listed under this annexure have been specifically designed to be printed and laminated for circulation to specific officers and groups within the City of Melville in order that they may be in possession of a ready reference to their assigned duties and obligations under this plan and the recovery plan. In relation to this plan those aide memoire include:

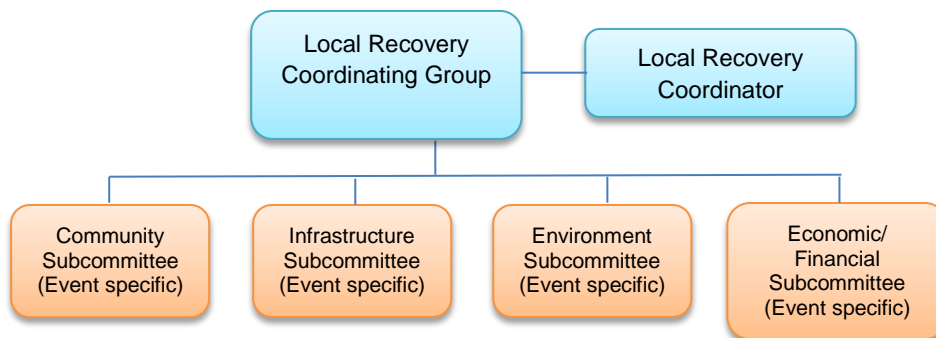
1. Local Recovery Coordinator
2. Local Recovery Coordination Group
3. LRCG Subcommittees
  - a. Economic/Financial Subcommittee
  - b. Infrastructure Subcommittee
  - c. Community Subcommittee
  - d. Environment Subcommittee

## Local Recovery Coordinator

### Aide Memoir

This Aide Memoir provides City of Melville officers with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### Actions to be followed when an emergency occurs

1. Ascertain what has happened and where.
2. Make immediate contact with the designated HMA and ask;
  - a. Has an IMT been formed?
  - b. Where is the IMT located?
  - c. Is an ISG meeting scheduled?
  - d. What assistance if any is required from the City of Melville?
3. Advise the CEO and Mayor.
4. Advise relevant officers within the City of Melville that an emergency event has occurred.

### Attending ISG meetings

If requested to attend a meeting of the ISG you will be requested to make decisions relating to City of Melville resources such as equipment and evacuation facilities. Be prepared to respond to these requests. Take with you the following documents:

1. City of Melville LEMA and Recovery Plan
2. City of Melville Contacts and Resources Register

Make sure you ask questions such as:

1. The current response level
2. Area impacted/people impacted
3. Damage assessment (Initial Impact Assessment) – The need for recovery

4. What messages are being transmitted to the affected community?

### Staff briefings

Conduct regular City of Melville officer briefings to ensure their role if any is clear. (Regular and often)

### Initial activation of the LRCG

Information about the emergency event may be sketchy in the early stages. The role of the LRC is to be ready for an escalation of effort should the situation change.

1. Advise the Chair of the LRCG of the need to commence recovery activities.
2. Advise prospective members and agencies of the City of Melville intention to commence recovery the process.
3. Assess the community recovery requirements for the event (ISG meetings).
4. Assume the role of executive officer for the LRCG.

Assess the needs of neighbouring local governments who are partners in the **South West Zone Western Australian Local Government Association for The provision of mutual aid during emergencies and post incident recovery**.(Request assistance if required).

### Longer term recovery activities

1. Ensure the LRCG considers the importance of preparing an Operational Recovery Plan. Determine the resources required for the recovery process in consultation with the LRCG (Depending upon the size of the event and the local area impact consider staffing levels and fatigue management).
2. Assess the need for subcommittees as required by the event (Refer to committee structure diagram).
3. Coordinate local area recovery activities.
4. Monitor the progress of recovery activities in accordance with plans and strategies identified by the LRCG.
5. Monitor the progress of recovery and provide periodic reports as required by the LRCG and the State Recovery Coordinating Group if established.
6. Liaise with the State Recovery Coordinator on issues where State level recovery is required or where there are problems encountered obtaining services from government agencies.
7. Facilitate the acquisition and appropriate application of resources necessary to ensure an effective recovery program.
8. Ensure recovery activities are consistent with the principles of community engagement.

### Cessation of the recovery process

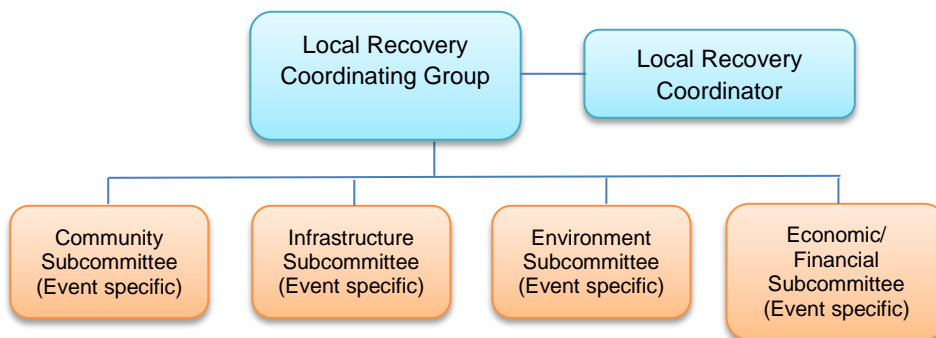
1. Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as practicable after cessation of the recovery arrangements.
2. Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan within twelve months of the emergency.

## Local Recovery Coordinating Group

### Aide Memoir

This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### Attending Meetings of the LRCG

Information about the emergency event may be sketchy in the early stages. The role of the LRCG is to be ready for an escalation of effort should the situation change. The City of Melville Local Recovery Plan outlines the structure of the LRCG and subcommittees.

LRCG Position	Primary	Alternate
<b>LRCG Chair</b>	Mayor	Deputy Mayor
<b>Local Recovery Coordinator</b>	Manager Natural Areas and Parks	Manager Resource Recovery & Waste

5. The Chair in consultation with the Local Recovery Coordinator and the HMA will identify whether an emergency event has been of sufficient magnitude to warrant the activation of recovery activities.
6. As members and agencies and key staff of the City of Melville you may be required to attend meetings of the LRCG.
7. Ensure that you are prepared to engage in the process of recovery as long as your contribution is required by the LRCG. (The makeup of the LRCG will change as the recovery process continues)
8. If you have been invited to attend meetings of the LRCG it may be because your everyday role will in some way assist the recovery process.



## Recovery activities of the LRCG

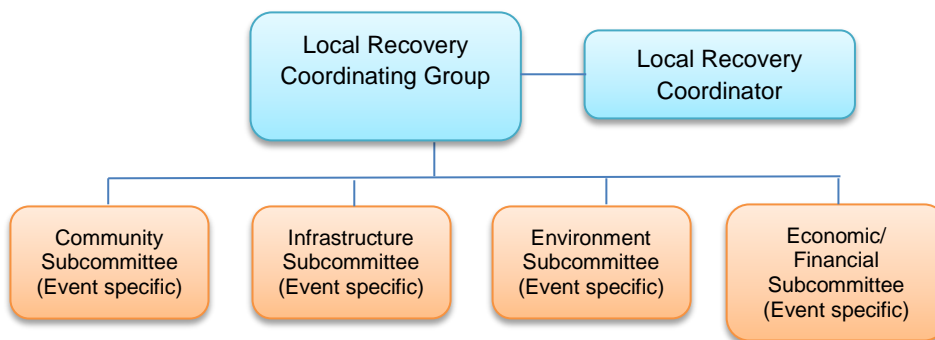
3. Establishing subcommittees as required;
4. Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
5. Developing an operational plan for the coordination of the recovery process for the event that takes into account of the local government long term planning goals.
6. Make an informed assessment of the recovery needs and determines which recovery functions are still required.
7. Develops a timetable and identifies responsibilities for completing the major activities.
8. Considers the needs of youth, the aged, and the disabled and culturally and linguistically diverse (CALD) people.
9. Allows full community participation and access.
10. Allows for the monitoring of the progress of recovery.
11. 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.
12. Facilitating the provision of services, public information, and information exchange and resource acquisition.
13. Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community.
14. Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
15. Monitoring the progress of recovery, and receiving periodic reports from recovery agencies.
16. Ensuring a coordinated multi-agency approach to community recovery by providing a 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.
17. Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.
18. Cessation of the recovery process.
19. Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as practicable after cessation of the recovery arrangements.
20. Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan within twelve months of the emergency.

## Local Coordinating Group Infrastructure Subcommittee

### Aide Memoir

This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### Objectives of Community 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.

### Reporting

The City of Melville Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified.

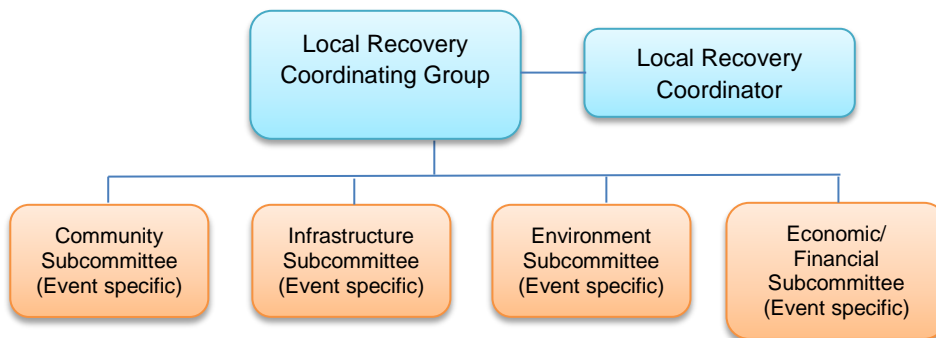
- Recognise immediate, short, medium and longer term goals for the restoration of infrastructure community infrastructure.

## Local Recovery Coordinating Group Environment Subcommittee

### Aide Memoir

This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### 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 City of Melville Local Recovery Coordinating Group for consideration to assist in the restoration of the natural environment in the medium to long term.

### Reporting

- The City of Melville Local Recovery Coordinating Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.
- Recognise immediate, short, medium and longer term needs to restore aspects of the environment affected by the emergency event.

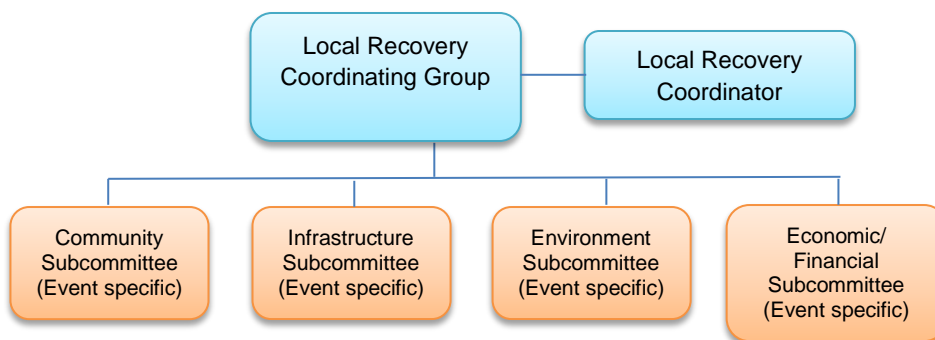
## Local Recovery Coordinating Group Community Subcommittee

### Aide Memoir

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This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### Objectives of Community Subcommittee

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 incident.
- 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 City of Melville Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

### Reporting

The City of Melville Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide, reports and other information as specified.

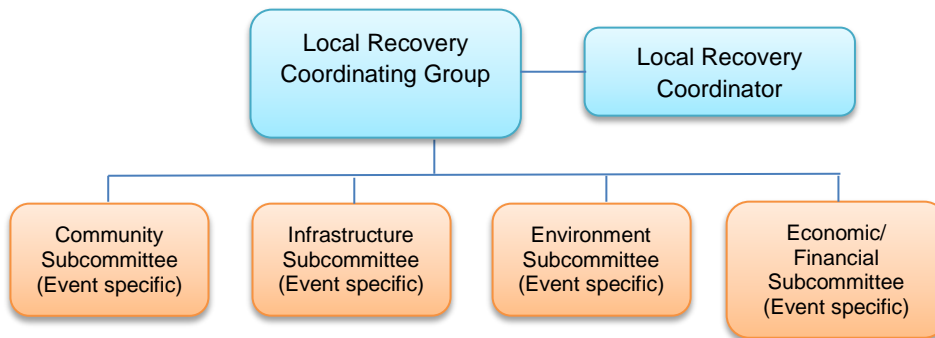
- Recognise immediate, short, medium and longer term needs of affected individuals.
- ensure the privacy of individuals is protected at all times; and
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

## Local Recovery Coordinating Group Economic/Financial Subcommittee

### Aide Memoir

This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### Role of the LRCG Economic/Financial Subcommittee

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; and
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

## Eligibility Criteria

Eligibility criteria should be put in place early in the process to ensure affected community members receive the benefits and support they are entitled to. Below is a sample only of eligibility criteria that could be applied.

### Sample of eligibility criteria and levels of financial assistance

#### 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.

## Reporting

- The City of Melville Local Recovery Coordinating Group may, from time to time, direct the Economic/Financial Subcommittee to provide to them, reports and other information as specified.
- Recognise immediate, short, medium and longer term goals for the restoration of economic and financial needs of the local government and community infrastructure.



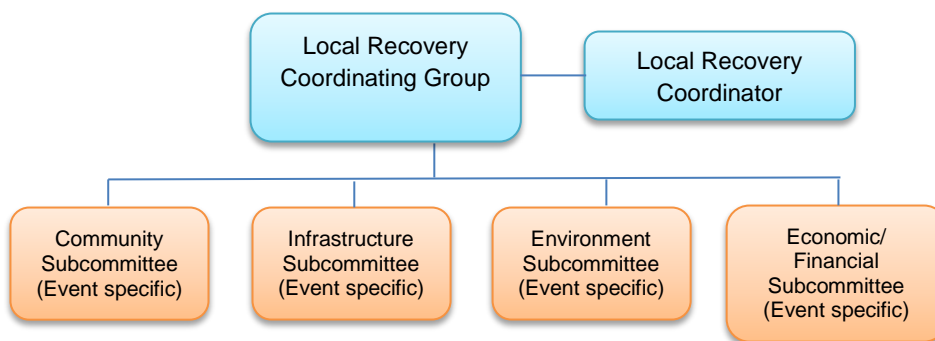
## Local Recovery Coordinating Group Infrastructure Subcommittee

### Aide Memoir

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This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### Objectives of Community 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.

### Reporting

The City of Melville Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified.

- Recognise immediate, short, medium and longer term goals for the restoration of infrastructure community infrastructure.

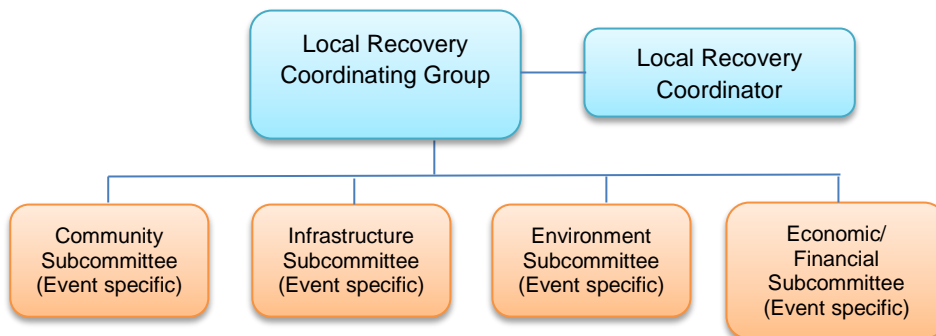
## Local Recovery Coordinating Group Environment Subcommittee

### Aide Memoir

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This Aide Memoir provides City of Melville officers and members of the LRCG with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with the Local Recovery Plan.

### City of Melville Recovery Governance Structure



### 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 City of Melville Local Recovery Coordinating Group for consideration to assist in the restoration of the natural environment in the medium to long term.



## Reporting

The City of Melville Local Recovery Coordinating Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

- Recognise immediate, short, medium and longer term needs to restore aspects of the environment affected by the emergency event.

## ANNEX C: Local Recovery Resources

### City of Melville

Department	Management area	Capability
<b>Executive</b>	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Corporate responsibility</li> <li>• Link to Council</li> <li>• Community information</li> <li>• Management of staff during recovery process</li> <li>• Staff redirection and backfill to support recovery process</li> </ul>
	Mayor	<ul style="list-style-type: none"> <li>• Chair Local Recovery Coordination Group</li> <li>• Address public meetings</li> <li>• Authorise media releases</li> </ul>
	Director 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>
	Director Technical Services	<ul style="list-style-type: none"> <li>• Asset information</li> <li>• Engineering advice</li> <li>• Damage reporting and Asset Management</li> <li>• GIS support</li> <li>• Parks and reserves management</li> <li>• Equipment allocation for recovery support</li> </ul>
	Director Community Development	<ul style="list-style-type: none"> <li>• Community development</li> <li>• Cultural services</li> <li>• Neighbourhood amenity</li> <li>• Neighbourhood development</li> </ul>
	Director Urban Planning	<ul style="list-style-type: none"> <li>• Statutory planning</li> <li>• Strategic urban planning</li> <li>• Building and Health Services</li> </ul>

## Supporting organisations

Organisation	Responsible area	Capability	Contact details
<b>Department of Communities (DC)</b>	District Community Support Officer	<ul style="list-style-type: none"> <li>• Provide a representative to the RC if required and available.</li> <li>• Coordinate emergency welfare services as part of the recovery process (Westplan Recovery).</li> <li>• Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated.</li> </ul>	
<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>	
<b>Disability Services Commission</b>		<ul style="list-style-type: none"> <li>• Community support resources for persons with disabilities</li> </ul>	
<b>Local Government Insurance Services (LGIS)</b>	District representative	<ul style="list-style-type: none"> <li>• Insurance and risk management advice</li> </ul>	
<b>Office of Emergency Management</b>	WANDRRA Manager	<ul style="list-style-type: none"> <li>• WANDRRA advice and support</li> </ul>	
	State Recovery Coordinator	<ul style="list-style-type: none"> <li>• State recovery advice</li> <li>• Coordination of State resources</li> </ul>	
<b>Mental Health</b>	Local Coordinator	<ul style="list-style-type: none"> <li>• Mental health</li> </ul>	

<b>Services WA</b>		<p>services for the community</p> <ul style="list-style-type: none"> <li>• Community help programs</li> </ul>	
<b>Office of Emergency Management</b>	District Liaison Officer	<ul style="list-style-type: none"> <li>• Recovery support and advice</li> </ul>	
<b>Water Corporation</b>	Local Manager	<ul style="list-style-type: none"> <li>• Water restoration and service advice</li> </ul>	
<b>Western Power</b>	Local Manager	<ul style="list-style-type: none"> <li>• Power restoration and service advice</li> </ul>	

## **ANNEX D: Suggested composition Local Recovery Coordinating Group and subcommittees**

The roles and responsibilities of specific subcommittees of the LRCG are described in Annex B Aide Memoirs.

### **Suggested LRCG composition (Event specific)**

<b>Agency Represented</b>	<b>Title</b>	<b>Number of reps</b>
City of Melville	Chair LRCG	1
	Chief Executive Officer	1
	Local Recovery Coordinator	1
	Director Corporate Services	1
	Director Technical Services	1
	Director Community Development	1
	Director Urban Planning	1
	Executive Support officer	1
Hazard Management Agency/s	Incident Controller or Regional Manager	2
WA Police	Local Emergency Coordinator	1
Department of Communities (DC)	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 WANDRRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community	Affected community representative or elected member	As required

### **LRCG- Economic/ Financial Subcommittee (Event specific)**

<b>Agency Represented</b>	<b>Title</b>	<b>Number of reps</b>
City of Melville	Chair – Director Corporate Services	1
	Manager Financial Services	1
	Minute taker	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
City of Melville	Chair –Director Technical Services	1
	Manager City Buildings	1
	Manager Natural Areas & Parks	1
	Minute taker	1
Office of Emergency Management	WANDRRA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1

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

Agency Represented	Title	Number of reps
City of Melville	Chair – Director	1
	Manager Natural Areas & Parks	1
	Environmental Health Officer	1
	Minute taker	1
Department of Environment & Regulation (DER)	District officer	1

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

Agency Represented	Title	Number of reps
City of Melville	Chair –	1
	Minute taker	1
Department of Communities (DC)	Local Team Leader and/or District Emergency Services Officer	1

Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

**LRCG – Personal Support Subcommittee (Event specific)**

Agency Represented	Title	Number of reps
City of Melville	Chair – Minute taker	1
		1
Department of Communities (DC)	Local Team Leader and/or District Emergency Services Officer	1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

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

# **City of Melville**

## **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**

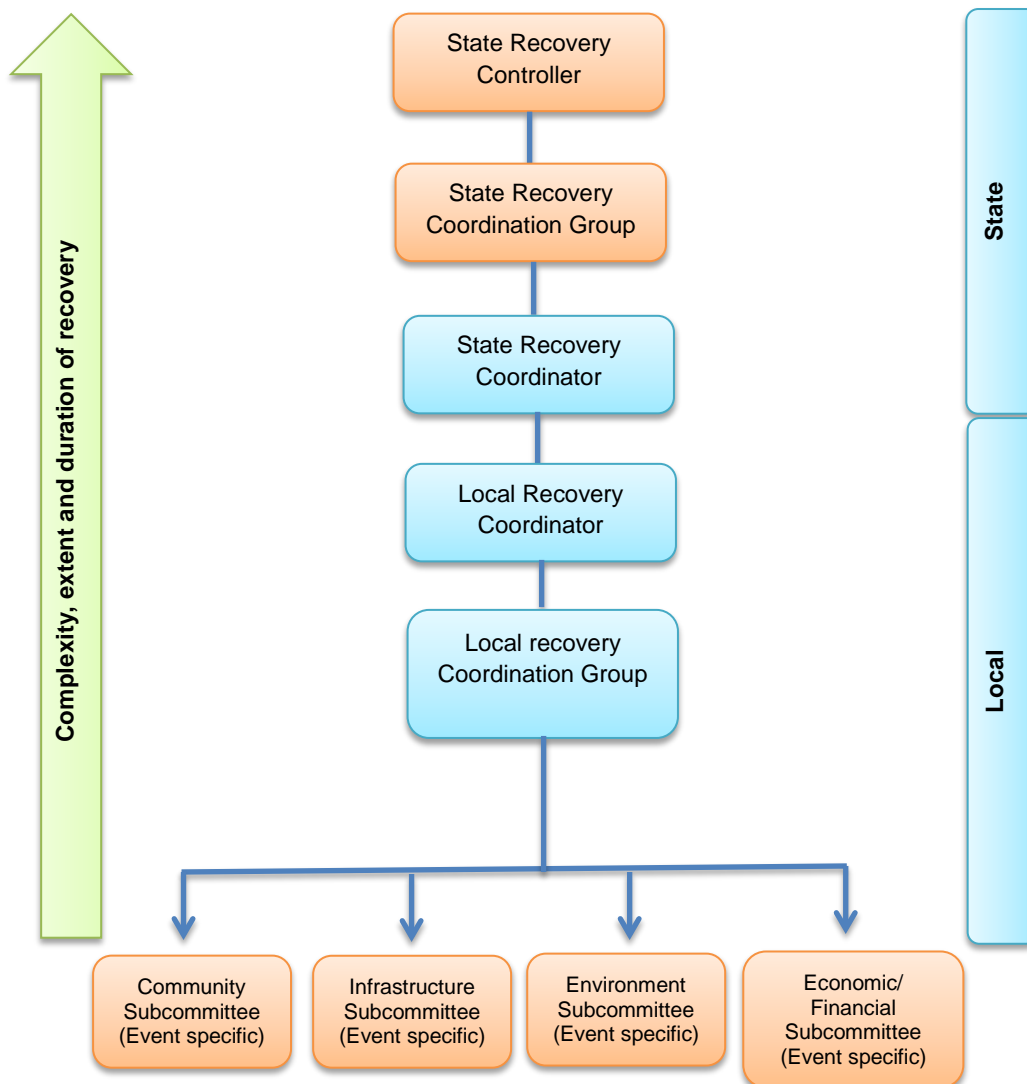
*(Summarises goals, priorities and timetable of the plan).*

Endorsed by

**Chair, Local Recovery Coordination Group**

**Dated:**

## ANNEX F: City of Melville Recovery Governance Structure



## **ANNEX G: (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.

**Mayor**

**City of Melville**

## ANNEX H: Suggested LRCG and Subcommittee Terms of Reference

### LOCAL RECOVERY COORDINATING GROUP

#### Terms of Reference

##### Background

The City of Melville Local Recovery Coordinating Group has been convened to guide the City of Melville in the management and coordination of the complex task of community recovery for the Local Government district. The LRCG has identified the following Recovery Subcommittees will be required.

- Community Subcommittee
- Economic/Financial Subcommittee
- Environment Subcommittee
- Community Subcommittee

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

##### Membership of the LRCG

Name	Representing

##### Chairperson

- The Chair of the LRCG will be the Mayor City of Melville
- The Chair will conduct the ordinary business of the LRCG
- A deputy Chair may be appointed by the Chair as required.

##### City Staff

- Operational implementation and decision making as per normal City approval processes.
- Provide administrative support to the LRCG.

### Agency Representative

Advice, information and support specific to the agency role.

Agency representatives should advise the Chair at the appropriate time when their agency considers their input to meetings of the LRCG is no longer warranted.

### Community Member

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

### **Objectives of Local Recovery Coordination Group**

The primary objectives of the LRCG will include:

- provide advice and guidance to assist in the restoration and strengthening of community well-being post the emergency incident giving rise to the recovery program;
- facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- 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;
- assess and recommend medium and long term priority areas to the City of Melville Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

### **Conduct of Meetings**

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- Other matters arising concerning the orderly and proper conduct of meetings of the 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 committee retains powers of delegation for the direction of subcommittees.
- All meetings of the committee will be conducted on the basis of a written Agenda and Minutes.
- Meetings of the committee are not open to the public.

### **Secretarial Support**

The City of Melville will provide secretarial support.

## Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the 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 subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*
- If a member of the 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.

## Reporting

The City of Melville Local Recovery Coordinating Group will receive progress reports as required from the Chair of each appointed Recovery Subcommittee and may request specific information as required.

## Probity

The LRCG acknowledges that the City of Melville is responsible to provide to the State Recovery Coordinator a Post Recovery Report 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 City of Melville Local Recovery Co-ordinating Group.

## Termination of the Local Recovery Coordination Group

Termination of the LRCG shall occur at the direction of the committee in consultation with the members at the appropriate time. Recovery Coordinating Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

# COMMUNITY SUBCOMMITTEE

## Terms of Reference

### Background

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

- Community Subcommittee
- Economic/Financial Subcommittee
- Environment Subcommittee
- Community Subcommittee
- Personal Support 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.

### Community Subcommittee Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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



### Agency Representative

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

### Community Representative

- 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:

- provide advice and guidance to assist in the restoration and strengthening of community well-being post the emergency incident giving rise to the recovery program;
- facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- 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;
- assess and recommend medium and long term priority areas to the City of Melville Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

### **Conduct of Meetings**

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:
- *A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*
- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.
- **Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.

- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Melville will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

### **Reporting**

The City of Melville 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 City of Melville 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 City of Melville Local Recovery Co-ordinating Group.

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

Termination of the Subcommittee shall occur at the direction of the City of Melville 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 City of Melville Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Community Subcommittee
- Economic/Financial Subcommittee
- Environment Subcommittee
- Community Subcommittee
- Personal Support Subcommittee

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.

### Environmental Subcommittee Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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

### Agency Representative

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

### Community Representative

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

## Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the City of Melville 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 City of Melville will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

**Reporting**

The City of Melville 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 City of Melville 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 City of Melville Local Recovery Co-ordinating Group.

**Termination of the Environment Sub Committee**

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

# ECONOMIC/FINANCE SUB COMMITTEE

## Terms of Reference

### Background

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

- Community Subcommittee
- Economic/Financial Subcommittee
- Environment Subcommittee
- Community Subcommittee
- Personal Support 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.

### Economic/ Financial Subcommittee Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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

### Agency Representative

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

### Objectives of Economic/ Financial Sub Committee

The primary objective if the Economic/ Financial 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 giving rise to the recovery program.

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 incident.

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.*

Where 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 City of Melville will provide this secretarial support.

Meetings of the Subcommittee are not open to the public.

## **Reporting**

The City of Melville 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 City of Melville 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 City of Melville Local Recovery Co-ordinating Group.

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

Termination of the Subcommittee shall occur at the direction of the City of Melville 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 City of Melville Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Community Subcommittee
- Economic/Financial Subcommittee
- Environment Subcommittee
- Community Subcommittee
- Personal Support 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.

### Infrastructure Subcommittee Membership

Name	Representing

### Chairperson

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

### Local Government Staff

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

### Agency Representative

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

### Community Member

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

### **Objectives of Infrastructure Subcommittee**

The primary objectives of the Infrastructure Subcommittee will include:

- assess the requirement for the restoration of services and facilities to the affected community;
- provide advice and assistance for the coordination of the restoration of Local Government and State infrastructure lost or damaged;
- 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 City of Melville will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

## **Reporting**

The City of Melville 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 City of Melville 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 City of Melville Local Recovery Co-ordinating Group.

## **Termination of the Infrastructure Subcommittee**

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

