



TOWN OF
Bassendean

Local Recovery Plan

LEMC endorsement: 14 June 2023
Council endorsement: 25 July 2023
Full review required: 2028
Maintained by: Executive Officer to LEMC

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Certificate of approval

The Town of Bassendean Local Recovery Plan has been prepared by the Town of Bassendean Local Emergency Management Committee to address the Town’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 Town of Bassendean Local Emergency Management Arrangements:

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

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

Town of Bassendean Local Emergency Committee - Endorsement

Town of Bassendean Council - Endorsement

Central Metropolitan District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.

TOWN OF BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

CHAIRPERSON

DATE

TOWN OF BASSENDEAN COUNCIL

MAYOR

DATE

Version Control

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Amendment Record

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	16/06/23	New document	J. Lane	V1.0

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 Town of Bassendean through the following email address: mail@bassendean.wa.gov.au alternatively the current version of the document can be found at <http://www.bassendean.wa.gov.au/documents/>

Hard copy versions of this document may not be accurate. Any document released for public consumption must not include staff names or contact details of persons.

Town of Bassendean	
Chief Executive Officer	1
Director Corporate Services	1
Director Community Planning	1
Executive Manager Infrastructure	1
Executive Manager Sustainability and Environment	1
Senior Ranger	1
Manager Library & Information Services	3
Manager Community Development	1
Senior Community Development Officer (Volunteer)	1
Manager Children Services	1
Manager Youth Services	1
Senior Environmental Health Officer	1
Mayor and Councillors	6
LEMC membership	
Chair	1
WA Police Force OIC Kiara Police Station	1
WA Police East Metropolitan District Office	1
DC District Emergency Services Officers	2
DFES DO Darling Range	1
DFES SES Manager Bassendean Unit	1
SEMC Business Unit – District Liaison Officer	1
St John Ambulance Metro Operations Director	1
DFES District Advisor	1
North East Metro Regional Recovery Group	8
Aegis Aged Care	1
Dept. of Education North Metro Regional Office	1
State Library (Legal Deposit)	2
Other committees	
Central Metropolitan DEMC	1

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 Town of Bassendean LEMC on: 16/06/2023

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 Town of Bassendean.
- 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 Town of Bassendean.

Scope

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

Related documents and arrangements

The following documents are related to this plan:

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

Local government responsibility for recovery

The Town of Bassendean 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.

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

The above documents are filed within the Town of Bassendean filing system and are accessible through the Director Community Planning.

Local Government plans and policy

The following Town of Bassendean plans and policies either directly or indirectly support the functions of response and recovery.

Document	Document Owner	Date
Business Continuity Plan	Manager Governance and Strategy	June 2022
Emergency Management Plan [WHS 027]	Manager Governance and Strategy	October 2020
Leave Guidelines [HR 063]	Manager HR and Organisational Development	March 2022

Agreements understandings and commitments

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

North & East Metropolitan Regional Recovery Group	
Parties to the Agreement	Summary of the Agreement
City of Bayswater, City of Belmont, City of Joondalup, City of Kalamunda, Shire of Mundaring, City of Stirling, City of Swan, City of Wanneroo	Agreement for the sharing of resources for recovery following emergencies.

State plans and policy

The following documents relate to this plan:

Document Title	Document Owner
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	DFES
5.12 State Emergency Policy - Funding for Emergency Response	DFES
6.10 State Emergency Management Plan Financial Assistance	DFES
State EM Recovery Procedure 1 - Management of Public Fundraising and Donations	DFES
State Emergency Management Procedure 2 Emergency Management Funding	DFES
Recovery Procedure 4 - Impact Statement	DFES
Disaster Relief Funding Arrangements WA (DFRA-WA) Guide for Local Government	DFES
Lord Mayor's Distress Relief Fund	LMDRF Board

Part 3 Financial Arrangements

The Local Recovery Coordinator for the Town of Bassendean is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Town of Bassendean 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 Town of Bassendean 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 Town of Bassendean has arrangements in place to insure its assets. Assets are recorded and managed through the RAMM Asset Management System. The ToB has in place an Asset Management Strategy and is developing Asset Management Plans in-line with the Department of Local Government and Communities **Integrated Planning and Reporting Asset Management Guidelines**.

Disaster Relief Funding Arrangements

The State Government recognises that communities and individuals do not always have the resources to provide for their own recovery. Through the Disaster Relief Funding Arrangements WA (DRFAWA) program the State Government provides a range of relief measures to assist communities recover from an eligible natural event. DRFAWA officers are available to support local government engaging in the DRFAWA claims process once an event has been declared eligible.

More information regarding DRFAWA and downloadable forms and tracking spread sheets are available from the Office of Emergency Management web page - link –

<https://semc.wa.gov.au/Documents/Forms/Allitems.aspx>

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

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

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

Financial preparation

The Town of Bassendean 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 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.

Public Fundraising Appeals

Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the Lord Mayors Disaster and Relief Fund (LMDRF). If the LMDRF Board agrees to the request, the Board will liaise directly with the affected local government(s) to establish the required guidelines. For further information regarding the LMDRF visit: <http://www.appealswa.org.au>

Volunteers and Donations

Where possible, all offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort.

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

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

Activation of this plan

During an emergency with direct implications for the Town of Bassendean and its community, the Chief Executive Officer in consultation with the Local Recovery Coordinator will be responsible for the activation of the Recovery Plan.

Local Recovery Coordinator

The Town of Bassendean 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 Town of Bassendean may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Councillor Chair LEMC	Deputy Mayor
Local Recovery Coordinator	Director Community Planning	Principal Building Surveyor

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](#)

State Recovery Coordinator/Controller

The State Recovery Coordinator (or State Recovery Controller if appointed) reports directly to the Premier/Minister as determined by the Government and will keep the SEC and Controlling Agency /HMA informed. Detailed roles and responsibilities for the State Recovery Coordinator and State Recovery Controller are available in the State EM Policy statements 6.4 and 6.5 and State EM Policy Appendix A.

For a list of criteria to be considered as triggers for escalation, refer to Part 3 Local Recovery Guide.

<https://www.semc.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/LocalRecoveryGuideline.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 Coordinator.

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.
- Commence an Impact Statement for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator.
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator.
- Provide risk management advice to the affected community (in consultation with the HMA).

Impact Statement

An Impact Statement is used to collect information about all known and emerging impacts from a level 2 or level 3 incident. Where required an Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local

government(s). The Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator to review and sign the Impact Statement. The information collected in an Impact Statement provides a point-in-time, concise summary of:

- known and emerging impacts, management actions currently in place,
- responsible agencies,
- future management actions required,
- changes to responsibility for impact management.
- Determination of level of state involvement.

Determination of State Level Involvement

As well as supporting a whole-of-government approach to recovery preparation through the SEMC Recovery and Community Engagement Subcommittee, the State Recovery Coordinator supports the operation of recovery coordination through the SRCG. The SRCG can be established by the State Recovery Coordinator on their own initiative or on the advice and direction of the SECG and is responsible for State-level recovery coordination in complex or prolonged recovery operations. The State Emergency Coordination Group (SECG) is responsible for State-level recovery coordination following an emergency, until recovery is handed to the SRCG. The SRCG reports to the Minister and the Premier. Further detail regarding the membership, purpose and functioning of the SRCG is available in [State EM Recovery Procedure 3](#).

The State Recovery Coordinator will chair the SRCG, unless a State Recovery Controller is appointed. If extraordinary arrangements are required for a specific emergency, the State Recovery Coordinator may, in consultation with the SEC, recommend that the Premier appoint a State Recovery Controller and identify any legislative support and resources required. The State Recovery Controller will undertake the recovery coordination responsibilities of the State Recovery Coordinator and will control the State level recovery arrangements.

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 Statement data provided by the Controlling Agency. Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordination Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to Annex G.

The Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator to review, confirm and sign the Impact Statement. The Impact Statement must be approved by the Incident Controller (IC), agreed to by the local government CEO and acknowledged by the State Recovery Coordinator. Where there are no recovery impacts identified during a level 2 incident, the State Recovery Coordinator or delegate will consult with the local government, as necessary, and determine if an Impact Statement is

required or to be completed partially or in full (State EM Plan section 6.4.1). The Impact Statement template and Guide are located on the SEMC website.

Part 5 – Testing, Exercising and Reviewing

Schedule of Exercises

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

Review of this plan

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

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 *Emergency Management Act 2005*.

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.

ACRONYMS USED IN THIS PLAN

CEO:	Chief Executive Officer
DC:	Department of Communities
DEMC:	District Emergency Management Committee
DRFA-WA	Disaster Relief Funding Arrangements – WA
IC:	Incident Controller
ISG:	Incident Support Group
LRC:	Local Recovery Coordinator
LRCG:	Local Recovery Coordination Group
OASG:	Operations Area Support Group
SECG:	State Emergency Coordination Group

SEMC: State Emergency Management Committee
SRC: State Recovery Coordinator/ Controller
SRCG: State Recovery Coordination Group

ANNEX B: Aide Memoir Local Recovery Coordinator



Government of **Western Australia**
State Emergency Management Committee

AIDE MEMOIRE LOCAL RECOVERY COORDINATOR LOCAL-LEVEL RECOVERY ARRANGEMENTS

Additional information on the Local Recovery Coordinator can be found in the **EM Act, Section 41(4)**; **State EM Policy/Plan, Section 6**; and **State EM Local Recovery Guidelines**

Nomination and role of a Local Recovery Coordinator

Local governments are to nominate a suitably skilled Local Recovery Coordinator (LRC) in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary LRC is unavailable during an event. The LRC is responsible for the development and implementation of recovery arrangements, including:

Consideration of potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring

- preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government
- coordination and promotion of community awareness of the recovery arrangements
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

Local Recovery Coordinator functions during Response

- liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings
 - advise Mayor, Shire President and Chief Executive Officer on the requirement to convene the LRCG, including suggested membership that is event specific
 - meet with agencies involved with recovery operations to determine actions
 - ensure receipt of Initial Impact Assessment from CA
 - determine the level of State involvement in the recovery effort, in conjunction with the local government, LRCG and State Recovery Coordinator (SRC)
- coordinate local recovery arrangements in conjunction with the LRCG, CA, Local Emergency Coordinator and other responsible agencies, if applicable.

Local Recovery Coordinator functions during Recovery

- In consultation with the DA, assess the LRCG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies
- monitor the progress of recovery and provide periodic reports to LRCG that includes: fatigue management (self/others); and communications are accurate, timely and planned

- in conjunction with the local government, ensure that any State-level recovery coordination operates only to ensure that the affected community has equitable and appropriate access to available resources
- ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities
- provide a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRCG
- make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- 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 Local Recovery Plan, which should be reviewed within 12 months of the emergency, and
- ensure the Local Recovery Plan is practical and easily accessible by community/public.

Local Recovery Coordination Group – role and functions

The LRCG is the strategic decision-making body for recovery. Key functions are:

- assess impact of event and coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the affected community
- ensure inclusion and recovery issues of special needs people/groups are addressed
- if the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- manage offers of assistance, including volunteers, services and donated money.
- if the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process *commences* through the local government
- assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- coordinate with CA on completion of the Impact Statement
- assess recovery requirements, based on the impact assessment/s, within the four environments: social (including psychosocial), built, economic and natural
- establish LRCG subcommittees, across the four environments: social (community), built (infrastructure), economic and natural (environment) subcommittees, or as required
- for extensive reconstruction work, develop an event specific Operational Recovery Plan that includes timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- negotiate and facilitate the provision of services, public information, information exchange and resource acquisition, and
- monitor the progress of recovery and receive periodic reports from recovery agencies.

Alignment with the national principles for disaster recovery

Ensure recovery activities are consistent with the national principles for disaster recovery:

- | | |
|---------------------------------------|---------------------------------------|
| • understand the context | • coordinate all activities |
| • recognise complexity | • communicate effectively |
| • use community-led approaches | • recognise and build capacity |

Effective recovery communication and community engagement

A "*Checklist for the LRC and LRCG*" which includes information on communicating in recovery and community engagement can be found in **Attachment A**.

For further information on the Aide Memoire, refer to the:

State EM Local Recovery Guidelines, Part 3 “Managing Recovery”, found on the SEMC website:
<https://www.semc.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/LocalRecoveryGuideline.pdf>

ATTACHMENT A

LOCAL RECOVERY COORDINATOR/ COORDINATION GROUP CHECKLIST

(Please note **timeframes are a guide only** and the listing is not exhaustive)

Task Description	Complete
Within 12-24 hours	
Contact and alert key local/agency contacts, including Incident Controller and District Emergency Management Advisor.	
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.	
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.	
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)	
Consider what support is required, such as resources to maintain records of events and actions.	
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).	
Within 48 hours	
LRC to ensure receipt of the initial impact assessment from the CA.	
LRC and local government to determine the need to convene a LRCG and brief members.	
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.	
Meet with agencies involved with recovery operations to determine priority actions.	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Manage offers of assistance, volunteers and donated money. Liaise with the City of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven</i> for the criteria and procedures.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).	
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).	
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).	

Within 1 week	
Participate in consultation for completion of Impact Statement by the CA.	
Establish LRCG subcommittees, if needed, based on the 4 environments: social, built, economic and natural, and determine functions and membership. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements</i> .	
Depending on extent of the damage, the LRC and LRCG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the <i>State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template</i> .	
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.	
Liaise with DA and recovery agencies to coordinate local management of recovery process.	
Within 1 to 12 months (or longer-term recovery) cont.	
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.	
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.	
Determine longer-term recovery strategies that include psychosocial support.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.	
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events. 	
Recovery communication and community engagement – throughout the recovery effort	
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups. • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally congregate. 	
Set-up relief, recovery Centres/ one stop shops, that provide the community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.	

<p>Arrange community initiatives, or accommodate and support community-led initiatives, such as:</p> <ul style="list-style-type: none"> • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups. • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media. 	
<p>Plan and implement a Community Engagement Strategy, using the following as a basic guide:</p> <ul style="list-style-type: none"> • establish a target audience: consider demographics, groups and networks. • determine matters to be communicated: what information is needed from the community and what information is needed to be provided to the community. • methods of communication: consider appropriate methods/mediums for various audiences. 	
<p>Establish, or support, community briefings, meetings and information in the recovery context that provide:</p> <ul style="list-style-type: none"> • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • input into development of management strategies (local government and recovery agencies) • advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities). 	
<p>Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider:</p> <p>the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints.</p> <p>have representatives from EM disciplines to give factual information.</p> <p>psychosocial issues</p> <p>appropriate communication strategies for special needs and vulnerable people and groups.</p>	

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 LEMC to improve the community's recovery preparedness.

ANNEX D: Local Recovery Resources

Town of Bassendean

Department	Management area	Capability
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • Media Liaison (Mayoral support) • Website updates and social media • Management and function of the Council, processes, and procedures. • Provision of HR support during crisis management. • Provision of WHS support during crisis management. • Preparation and production of payroll services.
	Mayor	<ul style="list-style-type: none"> • Chair Local Recovery Coordination Group • Address public meetings • Authorise media releases
	Director Corporate Services	<ul style="list-style-type: none"> • Inbound call management • Provision of face-to-face customer services • Management of customer requests • Processing direct debits • Incoming mail • Daily banking • Process Bpay & Bpoint payments • Settlement Agent property queries • Banking reconciliations • Accounts payable • Employee IT service desk • Records • Chair recovery subcommittees as required • Provision of children's services
	Director Community Planning	<ul style="list-style-type: none"> • Administrative management of volunteers and transport • Youth services client information and updates • Access management of community leisure activities • Ranger services management (including fire hazard inspections) • Assess building and development applications • Member of Local Emergency Management Committee

	Executive Manager Infrastructure	<ul style="list-style-type: none"> • Road safety issues • Signage management/public safety • Pest control • Cleaning of Town amenities and buildings • Reactive maintenance services (Buildings) • Reactive flooding drainage maintenance • Reactive footpath maintenance • Parks and reserves management • Street tree management • Reactive road maintenance services • Equipment allocation for recovery support • Town Liaison Officer function during emergencies • Response to complaints /requests/ emergencies • • Maintenance of Town plant and equipment • Chair recovery subcommittees as required
	Executive Manager Sustainability and Environment	<ul style="list-style-type: none"> • Domestic waste collection and waste functions • Commercial waste collection • Conservation area management
Officers	Senior Environmental Health Officer	<ul style="list-style-type: none"> • Investigation/ inspection of reactive public safety complaints • Public health management (disease outbreak) • Respond to health complaints –High risk to the community • Control and investigation of dangerous materials (asbestos) • Management of food outlets • Management and prevention of pest infestation • Advice on future and existing planning, development and sub-divisions • EHO advice to the community • Environmental & waste management advice

Supporting organisations

Organisation	Responsible area	Capability
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> • Community recovery support • Recovery advice • Community outreach • Personal support
Department of Communities	District Community Support Officer	<ul style="list-style-type: none"> • Provide a representative to the RC if required and available. • Coordinate emergency welfare services as part of the recovery process (Westplan Recovery). • Manage the provision of the Personal Hardship and Distress Measures under the DRFA-WA if activated.
Dept. of Biodiversity Conservation & Attractions		<ul style="list-style-type: none"> • Wildlife information and support • Environmental advice
Disability Services Commission		<ul style="list-style-type: none"> • Community support resources for persons with disabilities
Local Government Insurance Services (LGIS)	District representative	<ul style="list-style-type: none"> • Insurance and risk management advice
DFES	DRFA Officer	<ul style="list-style-type: none"> • DRFA-WA advice and support
		<ul style="list-style-type: none"> • State recovery advice • Coordination of State resources
Mental Health Services WA	Local Coordinator	<ul style="list-style-type: none"> • Mental health services for the community • Community help programs
SEMC Business Office	District Liaison Officer	<ul style="list-style-type: none"> • Recovery support and advice
Water Corporation	Local Manager	<ul style="list-style-type: none"> • Water restoration and service advice
Western Power	Local Manager	<ul style="list-style-type: none"> • Power restoration and service advice

ANNEX E: Suggested composition Local Recovery Coordination Group and subcommittees

Suggested LRCG composition (Event specific) Role statement contained in [Annex C](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair LRCG	1
	LRC / Director Community Development	1
	Chief Executive Officer	1
	Director Corporate Services	1
	Executive Managers	2
Hazard Management Agency/s	Incident Controller or Regional Manager	2
Department of Communities	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
SEMC Business Unit District Advisor	District Emergency Management Advisor	1
DFES	State Recovery Coordinator	1
	DAFRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community	Affected community representative or elected member	As required

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

Agency Represented	Title	Number of reps
Town of Bassendean	Chair –Manager Finance	1
	Minute taker	1
	Finance/Administration Officer	1
OEM	DRFA Officer	1
Department of Human Service	Local Centre Link manager	1

LRCG – Infrastructure Subcommittee (Event specific) Role statement contained in [Annex E](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Executive Manager	1
	Infrastructure Minute taker	1
OEM	DRFA 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) Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Executive Manager	1
	Sustainability and Environment Minute taker	1
	Environmental Health Officer	1
Department of Water & Environmental Regulation	District officer	1

LRCG – Community Subcommittee (Event specific) Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Director Community Planning	1
	Minute taker	1
Australian Red Cross	Local or District officer	1
Affected community	Local representatives as required	As required

LRCG – Communications Subcommittee (Event specific) Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Town of Bassendean	Chair – Manager Strategic Communications	1
	Minute taker	1
Affected community	Local representatives as required	As required

ANNEX F: Suggested recovery subcommittee roles

Finance Subcommittee

Objectives

- 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.
- 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.

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.

Communications Subcommittee

Objectives

- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
- Assist with the development of a recovery communications plan to assist the LRCG; and Plan for effective communication strategies to ensure community rebuilding confidence; and
- Identify priority information needs and assist in information delivery and/or activities.

ANNEX G: Operational Recovery Plan template

Town of Bassendean 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

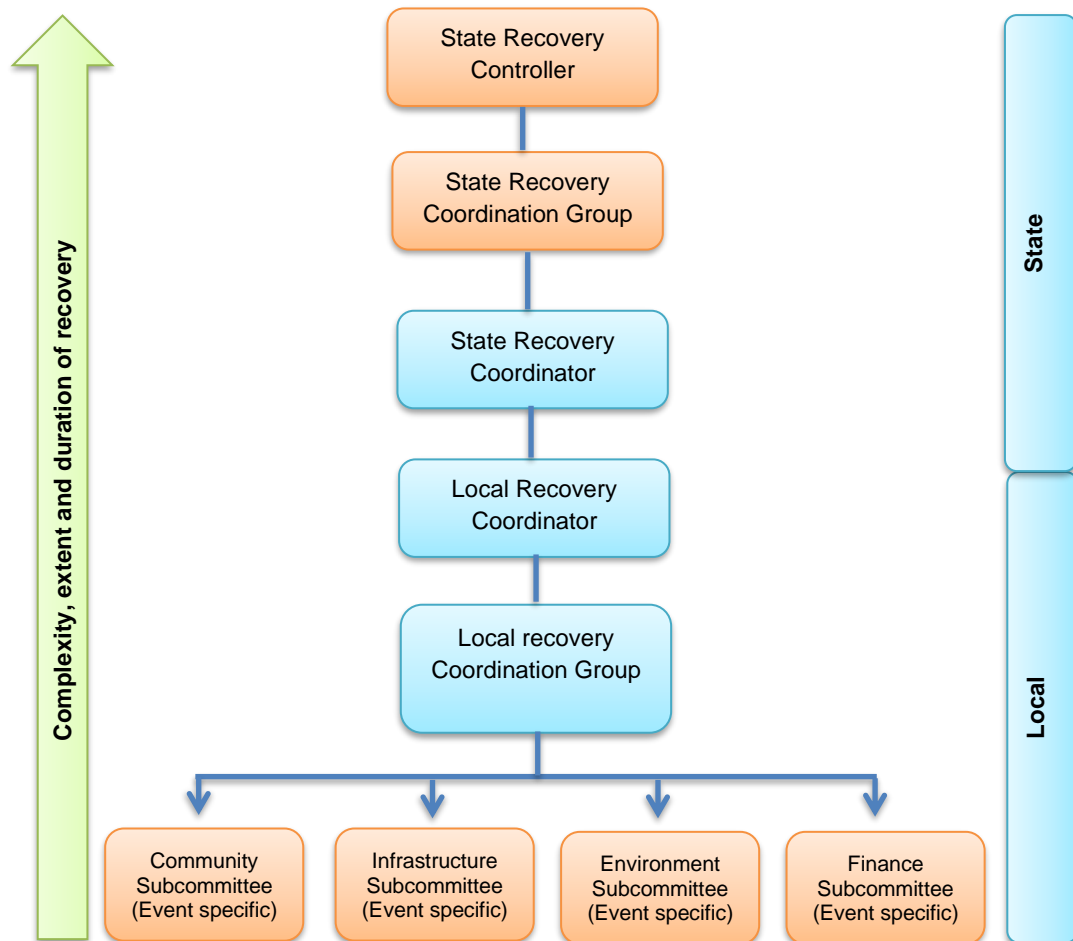
(Summarises goals, priorities and timetable of the plan).

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 donations 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

Town of Bassendean

ANNEX J: Suggested LRCG Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Community Member

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

Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post 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 recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing.

- To assess and recommend medium and long term priority areas to the [Click here to enter text](#). Local Recovery 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 ToB will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Town of Bassendean 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 Town of Bassendean 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 Town of Bassendean Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the Town of Bassendean 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

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 Town of Bassendean 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 Town of Bassendean will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Town of Bassendean 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 Town of Bassendean 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 Town of Bassendean Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the Town of Bassendean 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

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Objectives of Finance Sub Committee

The primary objective if the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordination Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the incident which occurred in the Town of Bassendean.

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 this event.

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 Town of Bassendean will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Town of Bassendean 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 Town of Bassendean 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 Town of Bassendean Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the Town of Bassendean 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

Membership

Name	Representing

Chairperson

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

Local Government Staff

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

Agency Representative

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

Community Member

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

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

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

Conduct of Meetings

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

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

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

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

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

Reporting

The Town of Bassendean 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 Town of Bassendean 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 Town of Bassendean Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

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

COMMUNICATIONS SUB COMMITTEE

Terms of Reference

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 Communications Subcommittee

The primary objectives of the Communications Subcommittee will include:

- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
- Assist with the development of a recovery communications plan to assist the LRCG; and
- Plan for effective communication strategies to ensure community rebuilding confidence; and
- Identify priority information needs and assist in information delivery and/or activities.

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 Town of Bassendean will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Town of Bassendean 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 Town of Bassendean 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 Town of Bassendean Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

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