

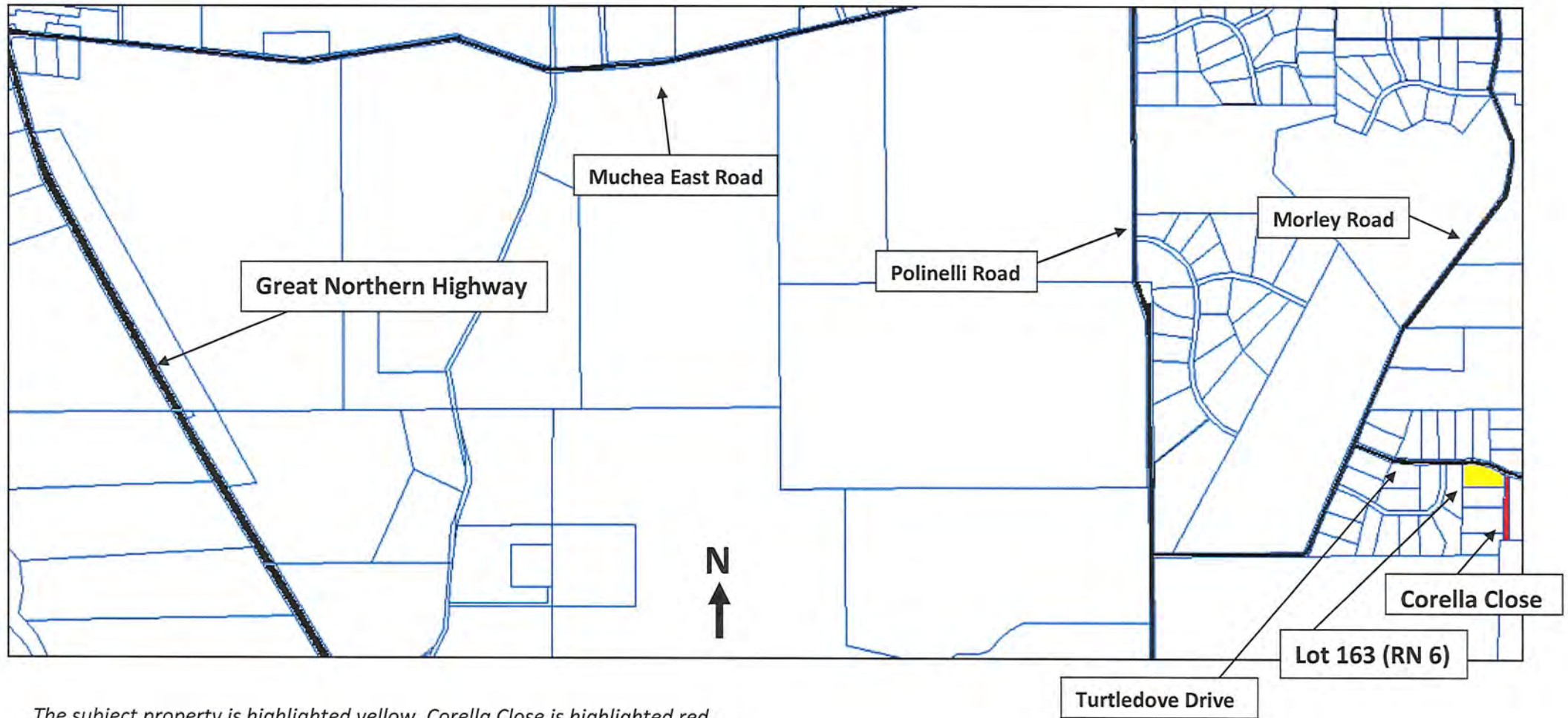


Development Services Attachments
Wednesday, 18 September 2013

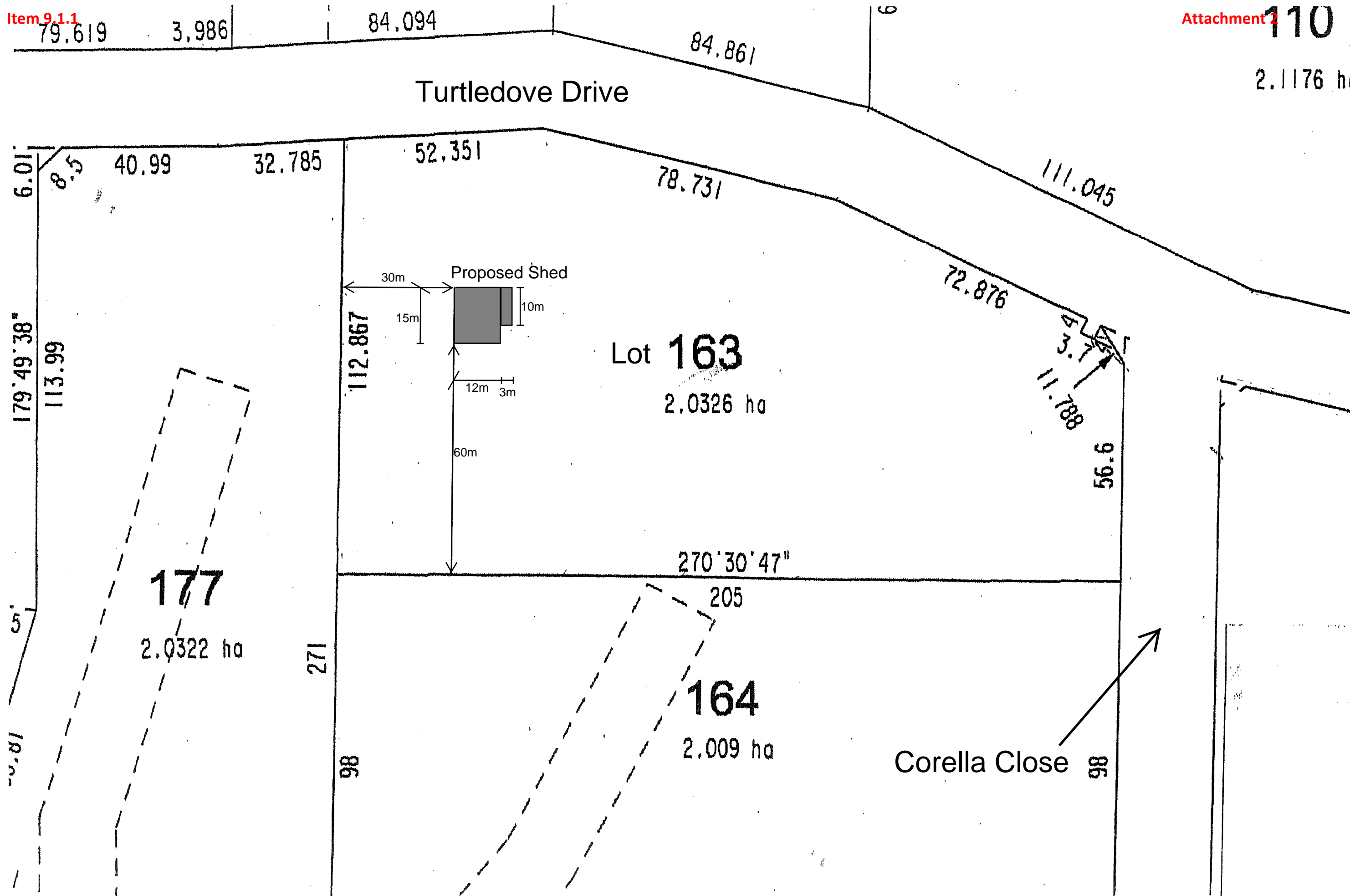
REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.1.1	Proposed Shed – Lot 163 (RN 6) Corella Close, Lower Chittering 1. Locality Plan 2. Site Plan 3. Elevation Plan 4. Rosa Park Development Plan 5. Applicant's Covering Letter 6. Site Photos	1
9.1.2	Proposed Shed, Granny Flat and Shed Relocation – Lot 10 (RN 24) Dear Street, Muchea 1. Locality Plan 2. Site Plan 3. Granny Flat Floor and Elevation Plan 4. New Shed Elevation Plan 5. Consultation Plan 6. Aerial Photograph	7
9.1.3	Proposed boundary fence and gate entry – Lot 532 (RN 169) Wisteria Way, Chittering 1. Locality Plan 2. Site Plan 3. Site Photos	13
9.1.4	Proposed Second Dwelling and Water Tank – Lot 1326 Muchea East Road, Muchea 1. Locality Plan 2. Site Plan 3. Aerial Photograph 4. Floor and Elevation Plan 5. Scheme Map 6. State Planning Policy 2.4 Basic Raw Materials – Resource Protection Map 7. Local Planning Strategy Figure 9 Basic Raw Materials 8. Local Planning Strategy Map	16

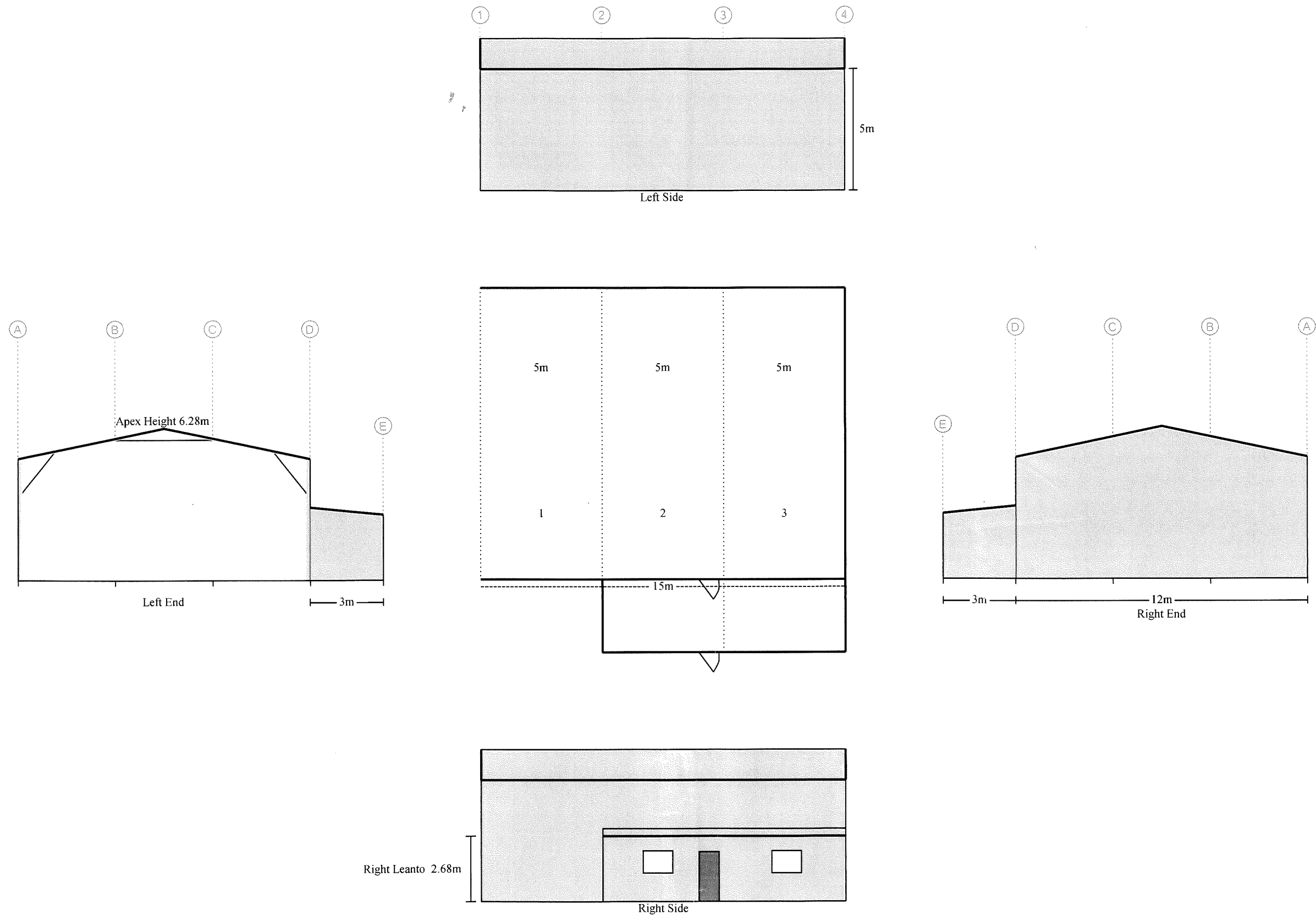
REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.1.5	Shire of Chittering Local Recovery Plan (LRP) Local Recovery Plan	24
9.1.6	Bindoon Channel 2 Repeater Letter from The Northside Radio Association Inc. Location Map	89
9.1.7	Affixing of Common Seal – Community Infrastructure Development Plan Selection Criteria Formal Instrument of Agreement	92
9.1.8	Reconsideration for Proposed Respite Retreat – Lot 111 (RN 138) Valley View Drive, Chittering Clarification of Information	97

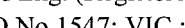
Attachment 1 – Locality Plan Lot 163 (RN 6) Corella Close, Lower Chittering



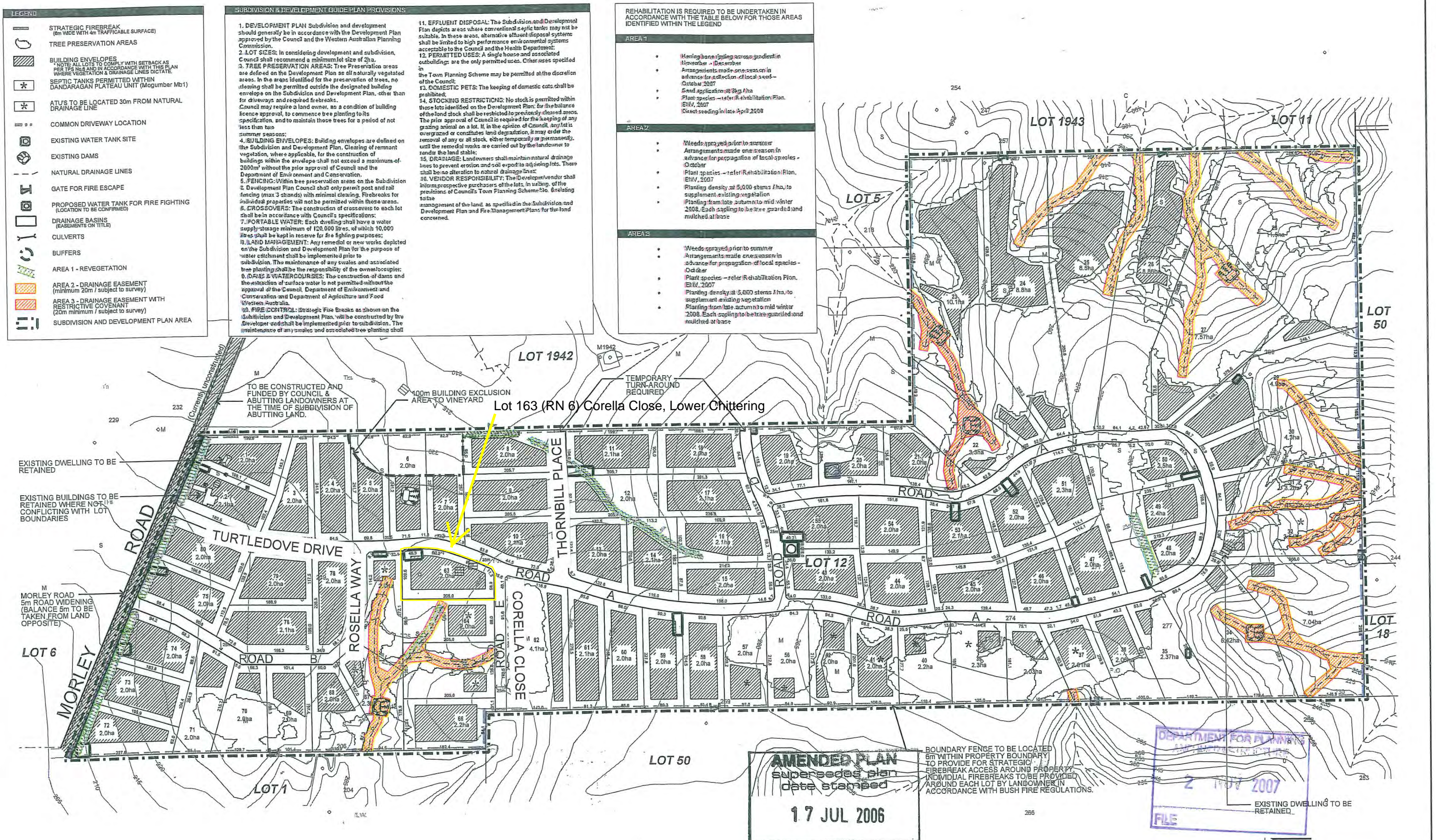
The subject property is highlighted yellow. Corella Close is highlighted red.





Purchaser Name: Alan Crawford		Layout	Seller: Wide Span Sheds Steelx Pty Ltd Phone: 07 5657 8888 Fax: 07 5657 8899 Email: admin@sheds.com.au	SHOWERS ENGINEERING PTY LTD ACN : 075 007 144 MIE Aust. CPEng. (Registered NPER Structural & Civil) 321787 QLD : RPEQ No.1547; VIC : EC24162; TAS : CC4600H; N.T : 46926ES; Practising Professional Structural & Civil Engineer	
Site Address: 6 Corella Close LOWER CHITTERING WA Australia 6084				 Signature: R.J. Showers Date: 04/07/13	
Drawing # Job 131832 - 3	Print Date: 04/07/13				

Page 3



1 August 2013

By email: chatter@chittering.wa.gov.au
Senior Planning Officer
Shire of Chittering
PO Box 70
BINDOON WA 6502

APPLICATION NO. P215/13
LOT 163 (No. 6) CORELLA CLOSE, LOWER CHITTERING
YOUR REF: A11109 – P215/13

I refer to the Application for Planning Approval (No. P215/13) submitted to the Shire of Chittering on 30 July 2013 for a Shed to be constructed on Lot 163 (No. 6) Corella Close, Lower Chittering ("the Land").

In addition to the Statutory Declaration provided with my application, I wish to advise as follows, in support of my application.

- When I was in discussions with the Real Estate Agent regarding the purchase of the Land, I was advised by the Agent that there were no building restrictions applicable to the Land.
- The reason for immediate construction of the Shed on the Land is for storage purposes for myself. For example, I wish to purchase a tractor so that I can maintain vegetation and internal firebreaks in accordance with the Fire Management Plan and want to store the tractor in the Shed.
- As you can see from the Engineering Plans, the Shed has an open end which will be South-facing on the Land (opposite nature easement on the adjoining Lot) and is therefore open to the elements. This design makes the Shed uninhabitable. The Leanto is a lockable storage area for me to store tools and machinery safely and securely.
- Once the Shed is constructed, I can proceed with plans to construct a rain water tank to collect rain water from the Shed roof as there is currently no water supply to the Land.
- I would also like to buy livestock to help maintain vegetation on the Land and therefore require adequate rain water supply for the livestock.
- My wife (Alan Crawford) and I are the owners and occupiers of the Land, and therefore will not occupy the Shed now or at any time in the future. A copy of a recent Bill and 2013 Rates Notice are **attached** for your perusal. (We are awaiting the 2014 Rates Notice).
- My wife and I are currently in discussions with RedInk Homes with a view to building a house on the Land within the next 18 months. As you can appreciate, it may take some time to finalise the plans.
- I am prepared to enter into a written Agreement with the Shire to support my declaration that I (and/or anybody else) will not occupy the Shed as a means of dwelling, if this will satisfy the Shire's concerns and allow planning approval for the Shed.

If you have any queries or wish to discuss the matter further, please contact me on

Yours faithfully

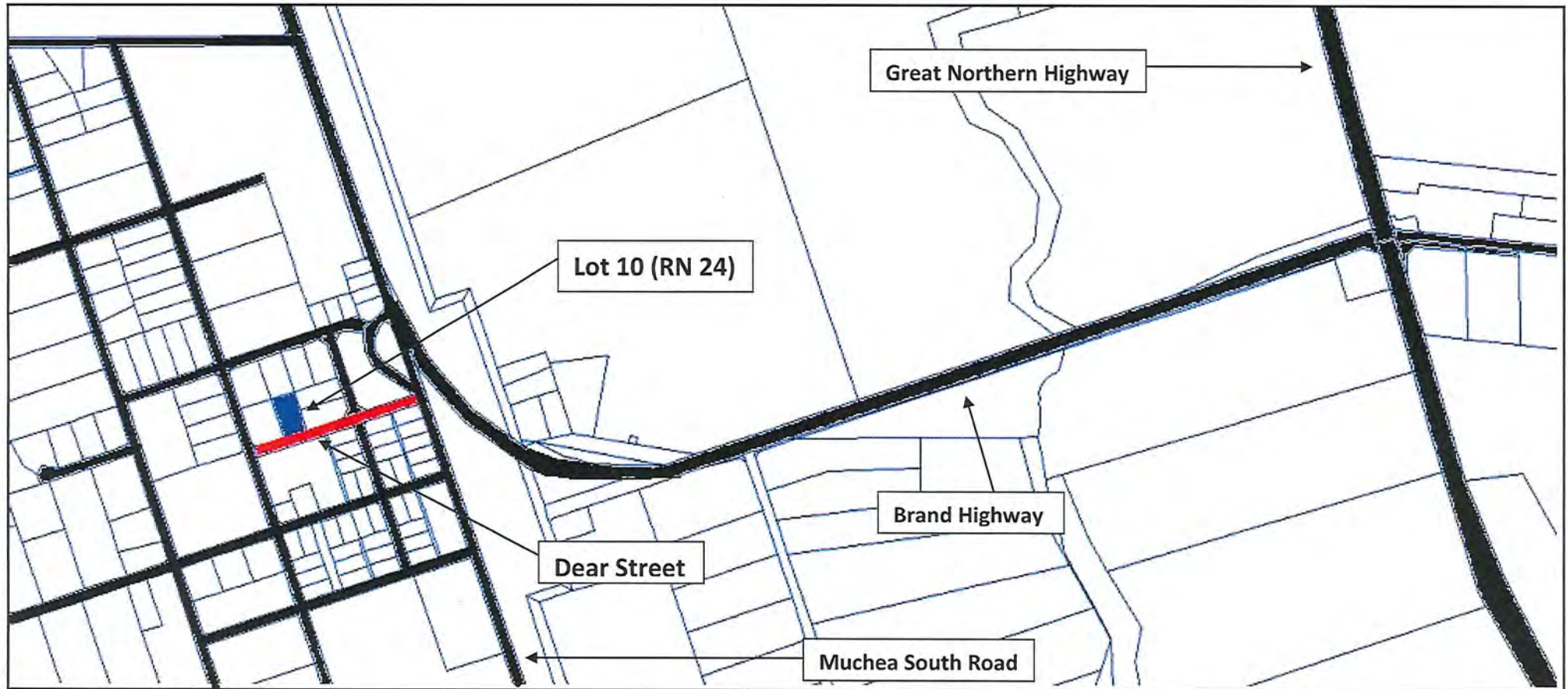


ALAN CRAWFORD

Attachment 7 - Unauthorised Truck, Trailer and Sea Container



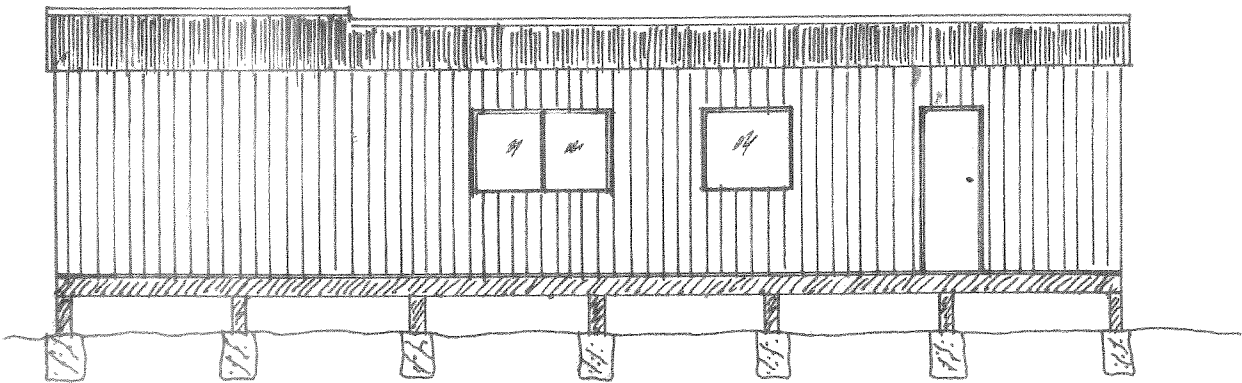
Attachment 1 – Locality Plan
Lot 10 (RN 24) Dear Street, Muchea



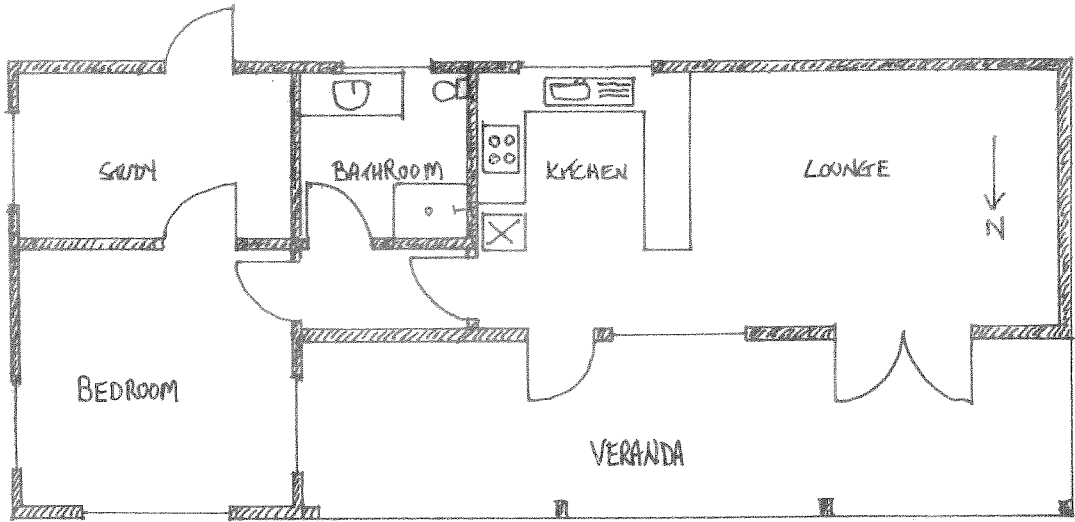
The subject property is highlighted blue. Dear Street is highlighted red



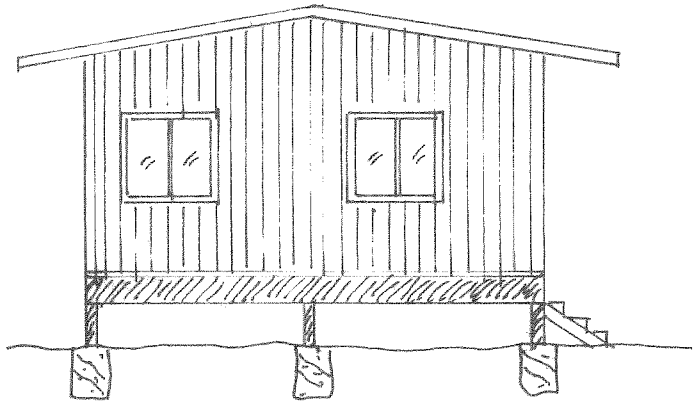
GRANNY FLAT - 26 DEAR ST - EZRA RAWSON.



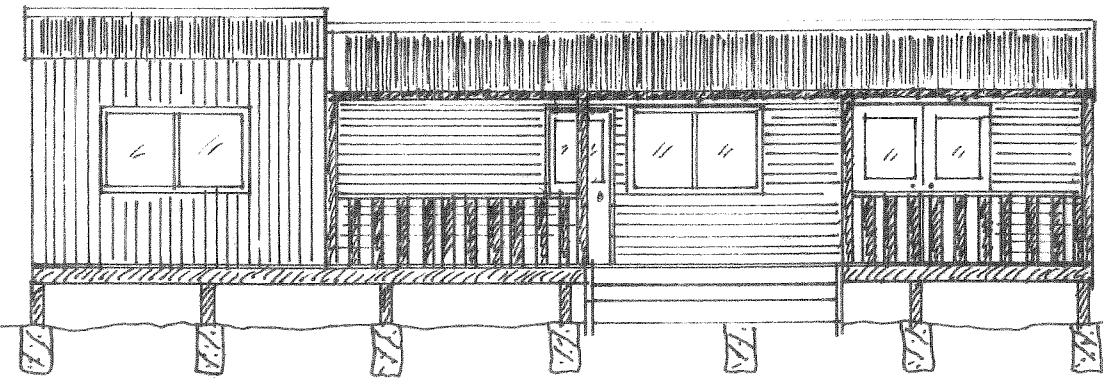
SOUTH ELEVATION



FLOOR PLAN

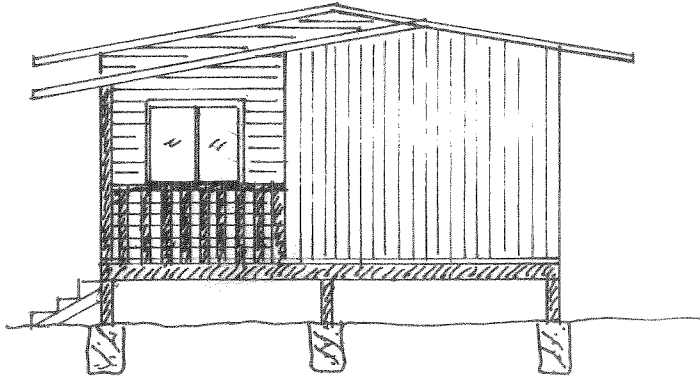


EAST ELEVATION



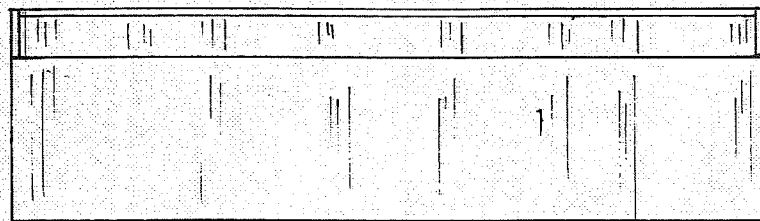
NORTH ELEVATION

GROUND LEVEL
CONCRETE FOUNDATIONS



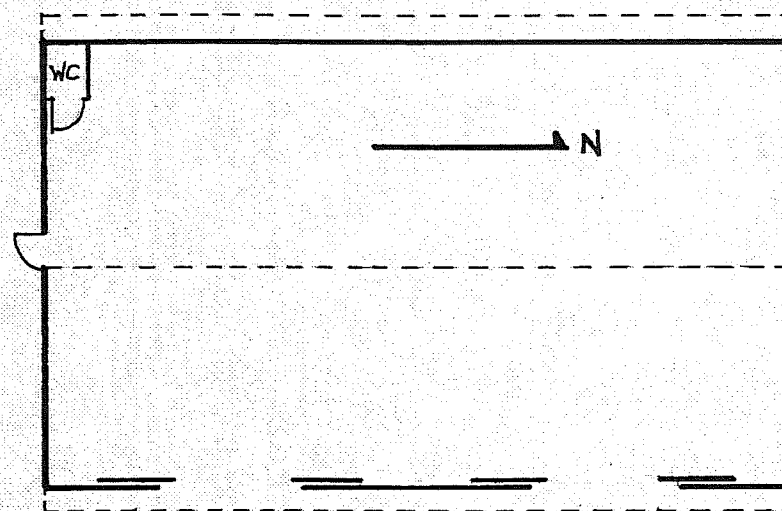
WEST ELEVATION

SCALE 1:100

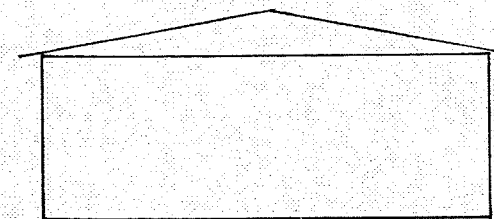


WEST ELEVATION

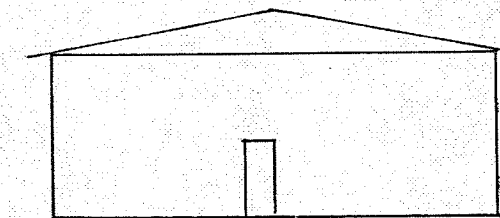
20 METRES X 12 METRES SHED



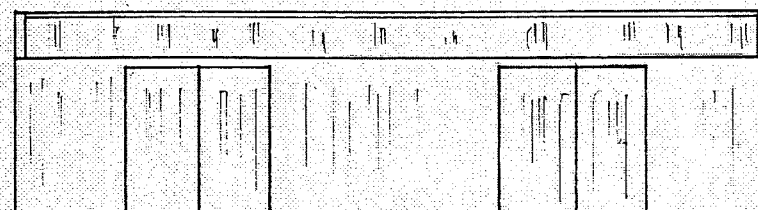
PLAN VIEW



NORTH ELEVATION



SOUTH ELEVATION



EAST ELEVATION

PROPOSED SHED

OWNER

EZRA RAWSON

PROPERTY

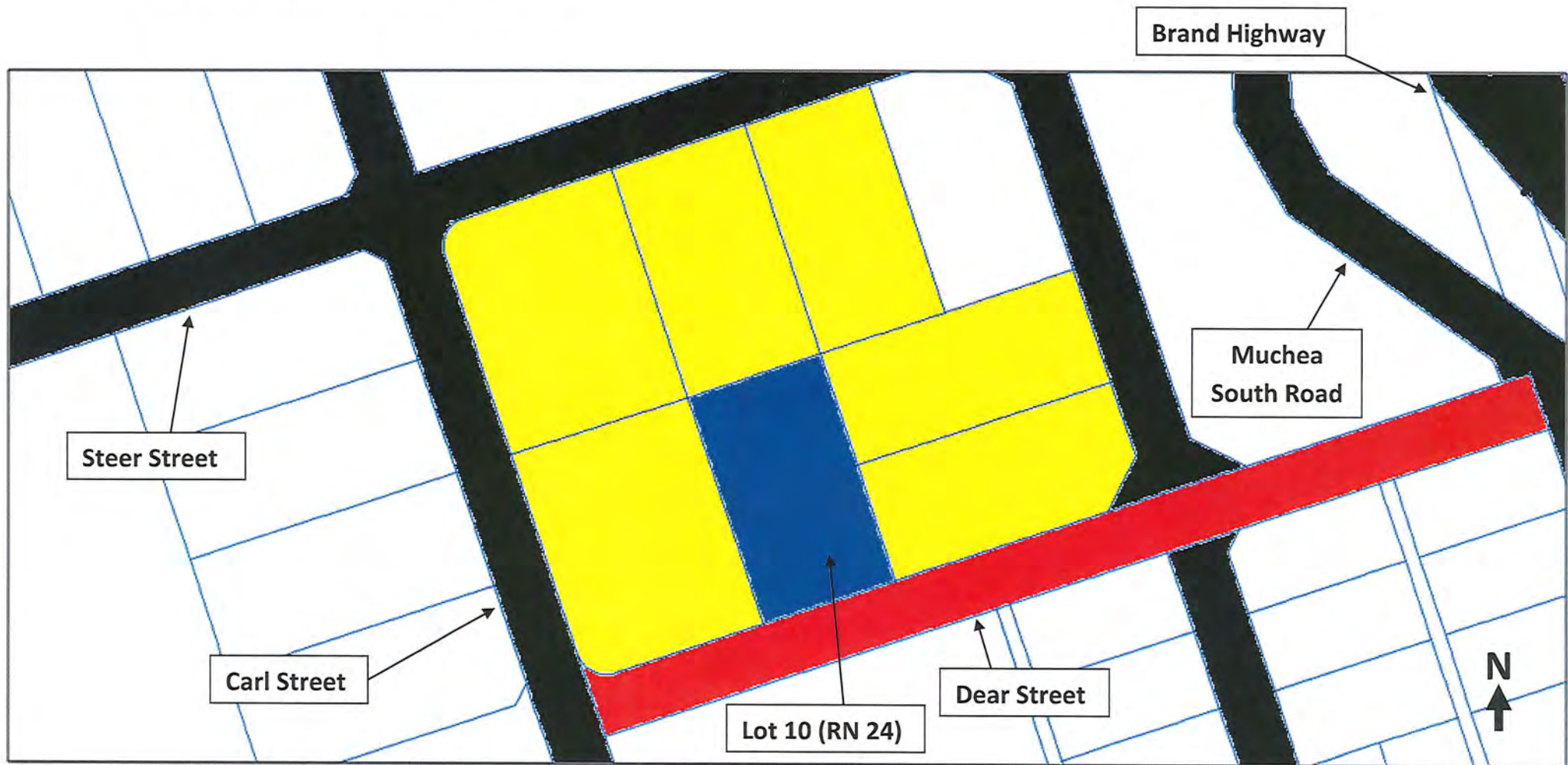
26 DEAR STREET, MUCHEA, 6501

SCALE - 1:200 @ A3 SIZE

DRAWN BY

AUGUST 2013





Attachment 5 – Consultation Plan
Lot 10 (RN 24) Dear Street, Muchea



The subject property is highlighted blue. The properties highlighted yellow were referred this application. Dear Street is highlighted yellow.

Attachment 6 - Aerial Photograph

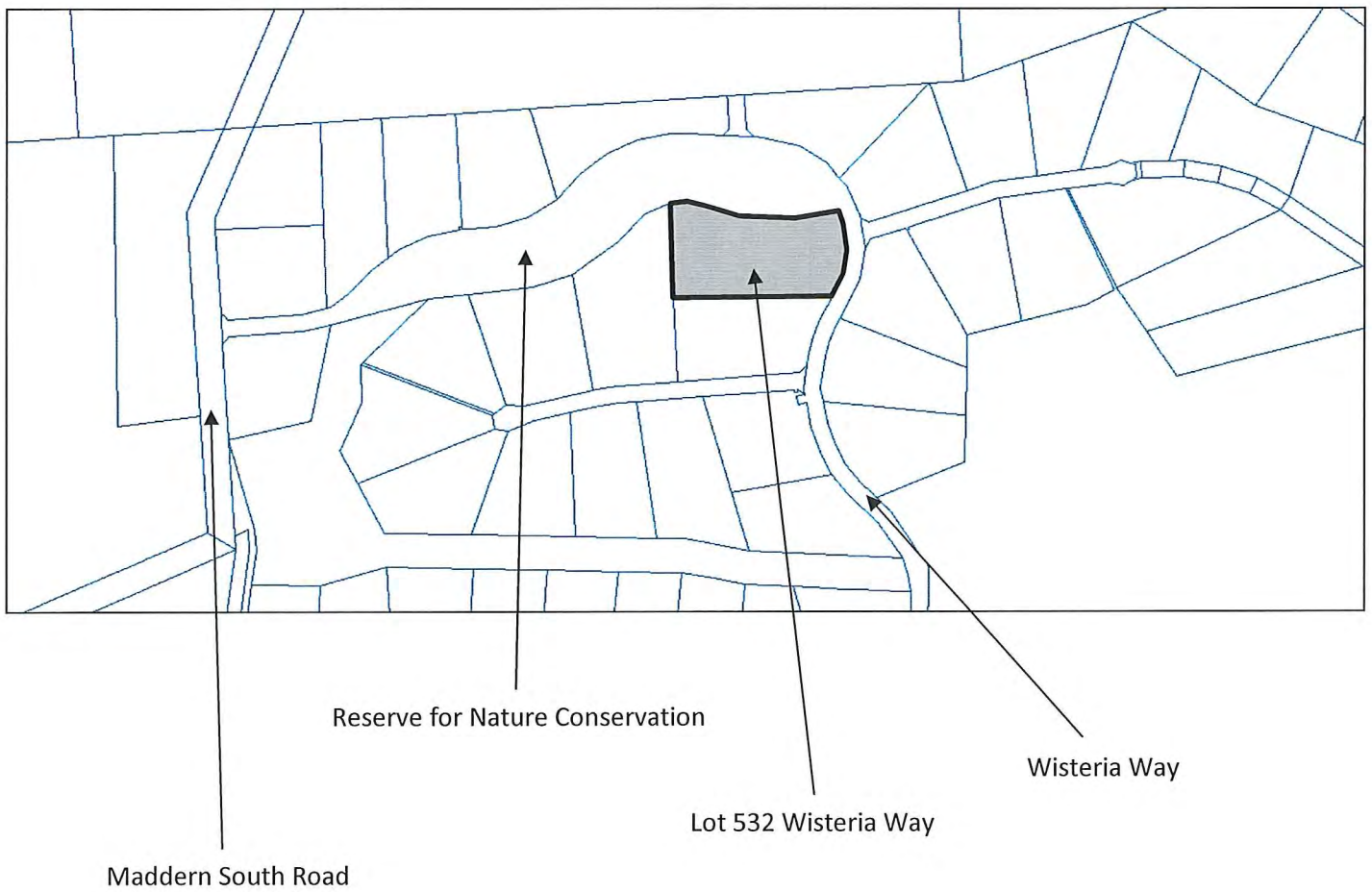


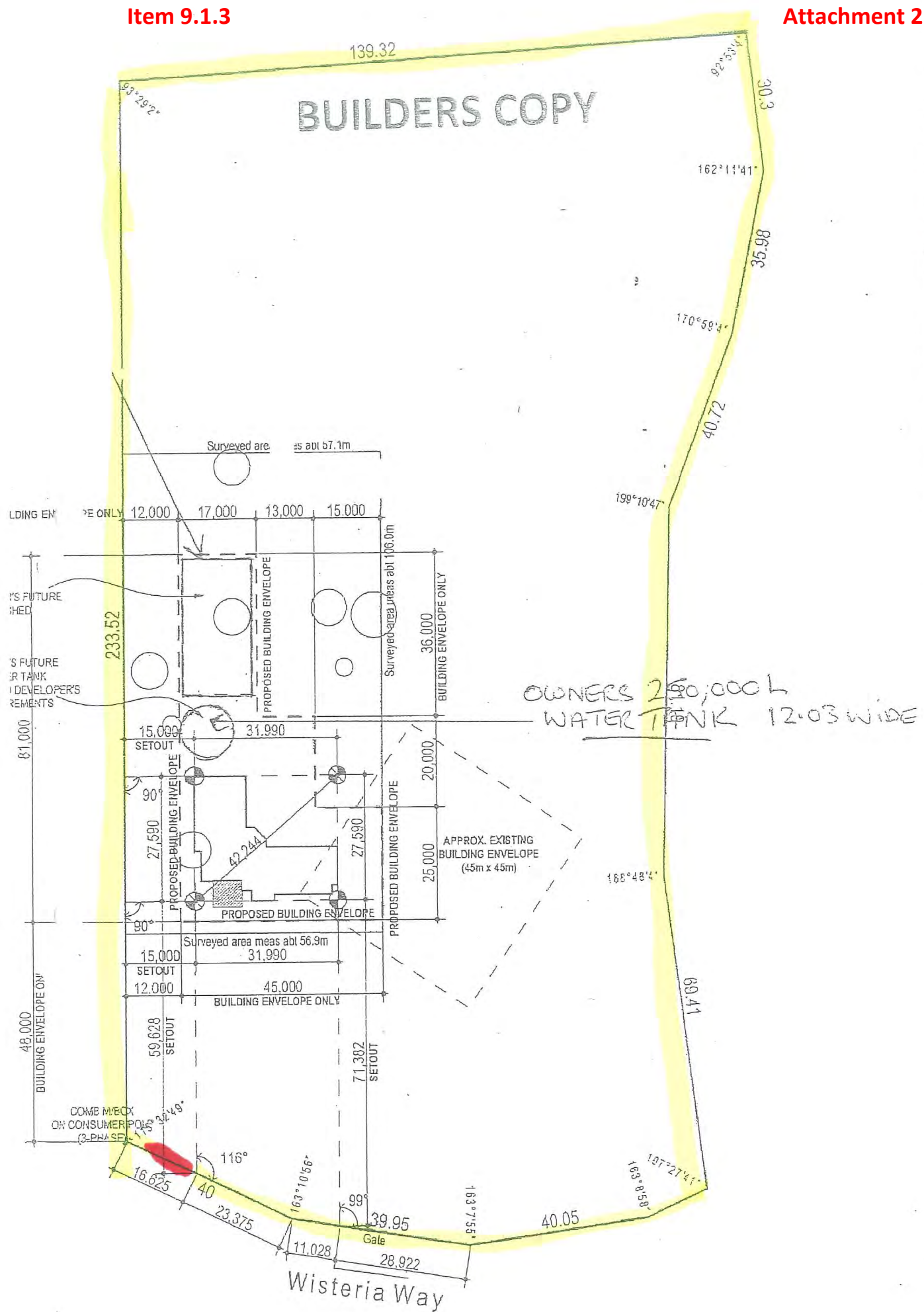
-  Existing Outbuilding
-  Existing Dwelling
-  Existing Vegetation to be retained
-  Proposed Development

Locality Plan

Lot 532 (RN 169) Wisteria Way

Chittering





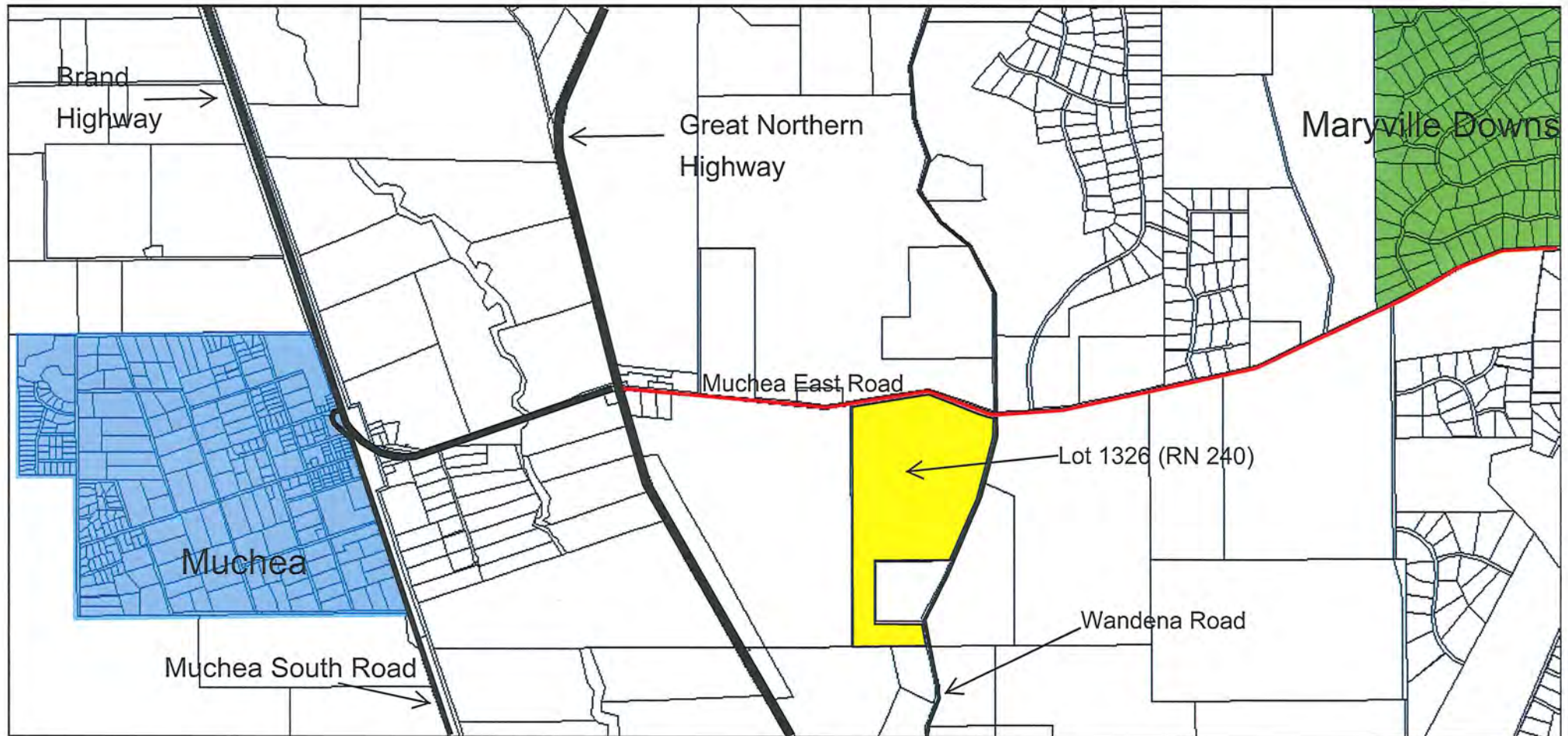


Site Photo 1 – View from Wisteria Way facing west showing access location for gate entry.



Site Photo 2 – Closer view from Wisteria Way facing west showing southern side boundary.

Attachment 1 – Locality Plan



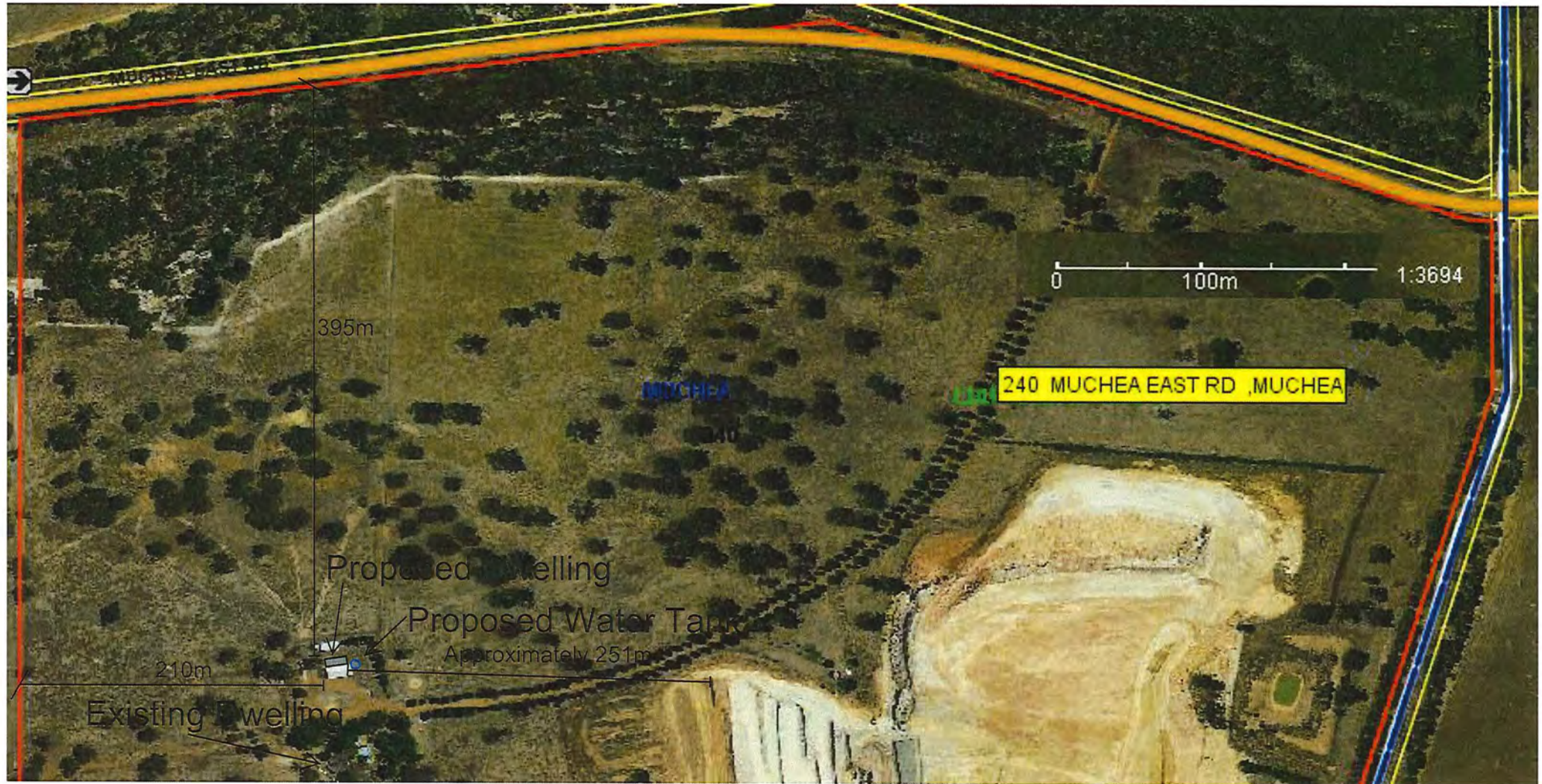
The subject property is highlighted yellow. Muchea East road is highlighted red.

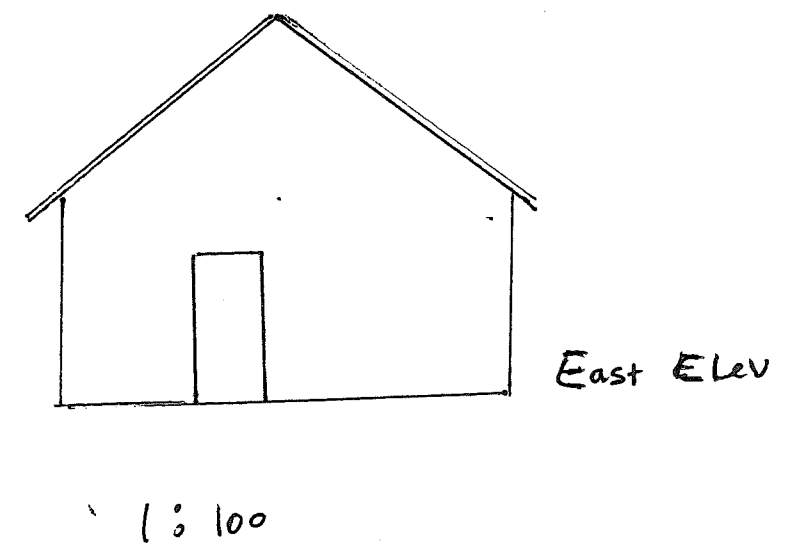
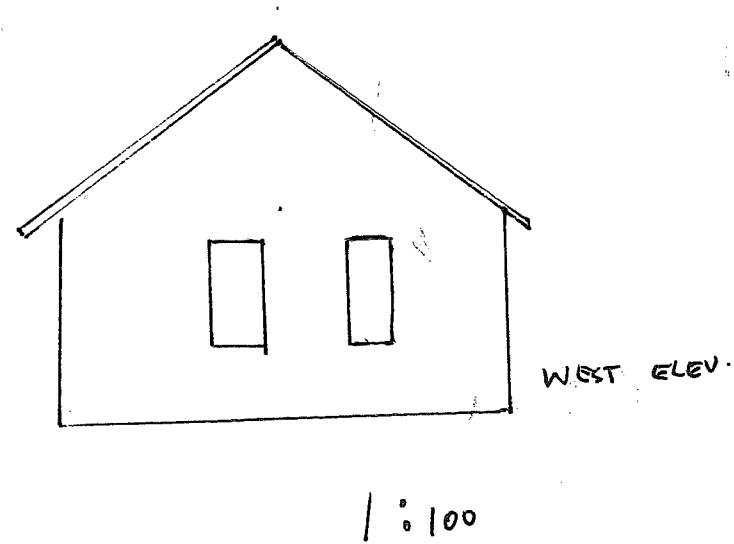
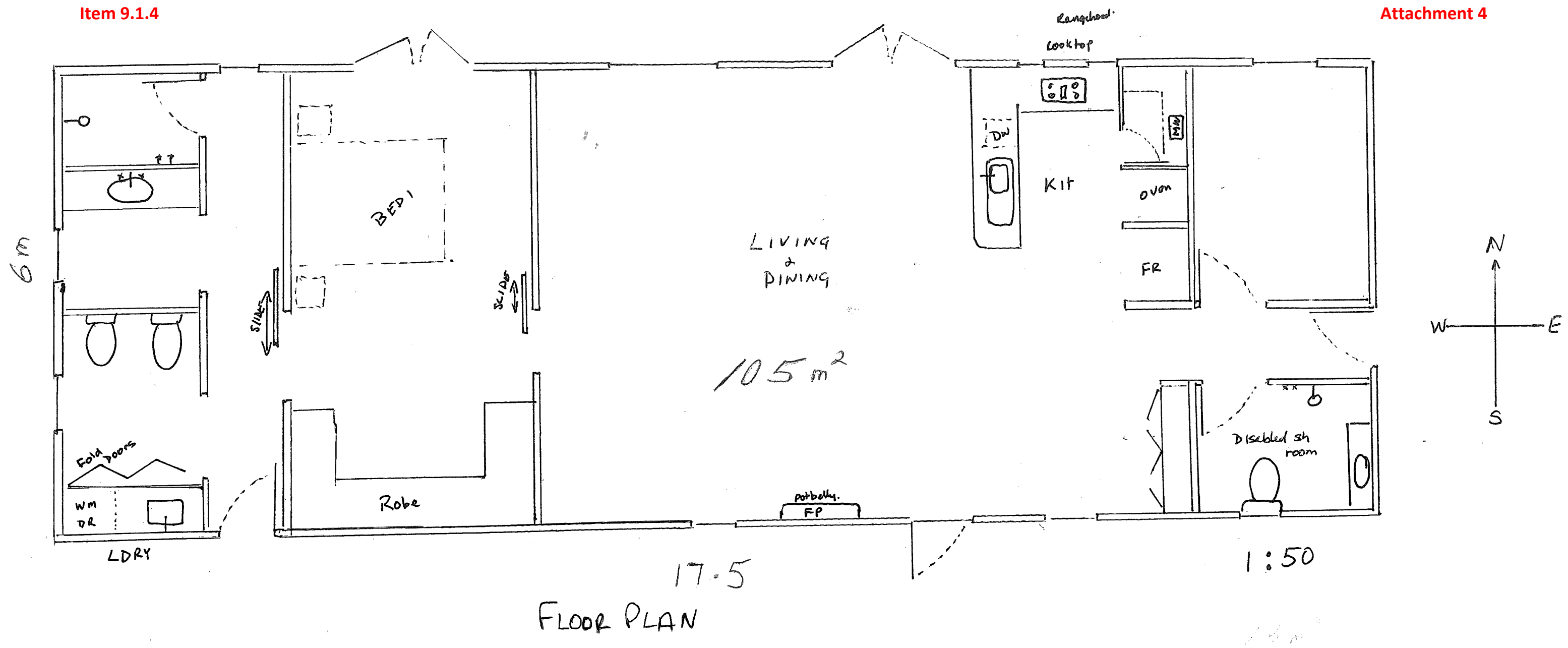
Attachment 2 – Site Plan

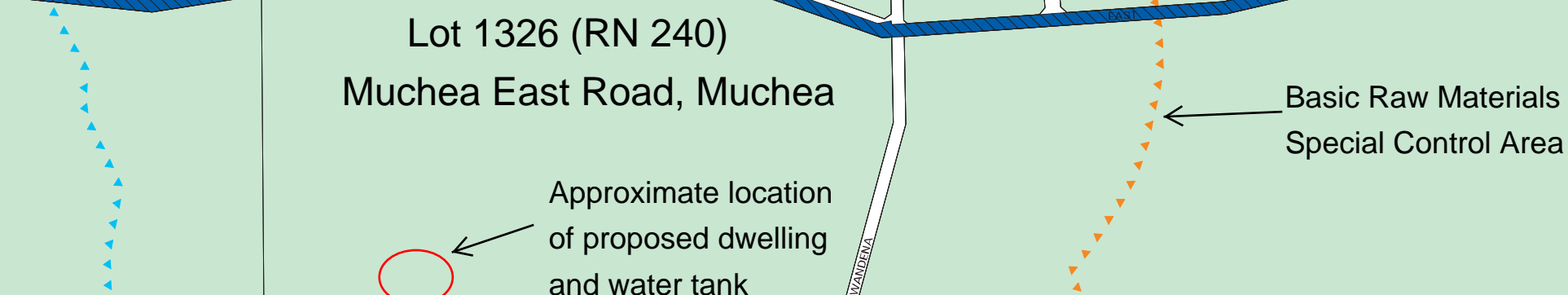
Lot 1326 (RN 240) Muchea East Road, Muchea



Attachment 3 – Aerial Photograph
Lot 1326 (RN 240) Muchea East Road, Muchea





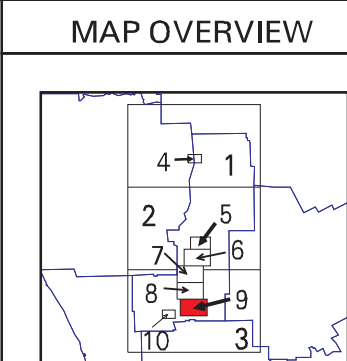
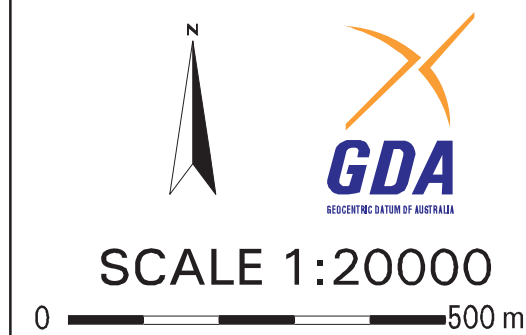


Base Information Supplied by the Western
Australian Land Information Authority, GL248-2007-2

SHIRE OF CHITTERING

TOWN PLANNING SCHEME NO 6

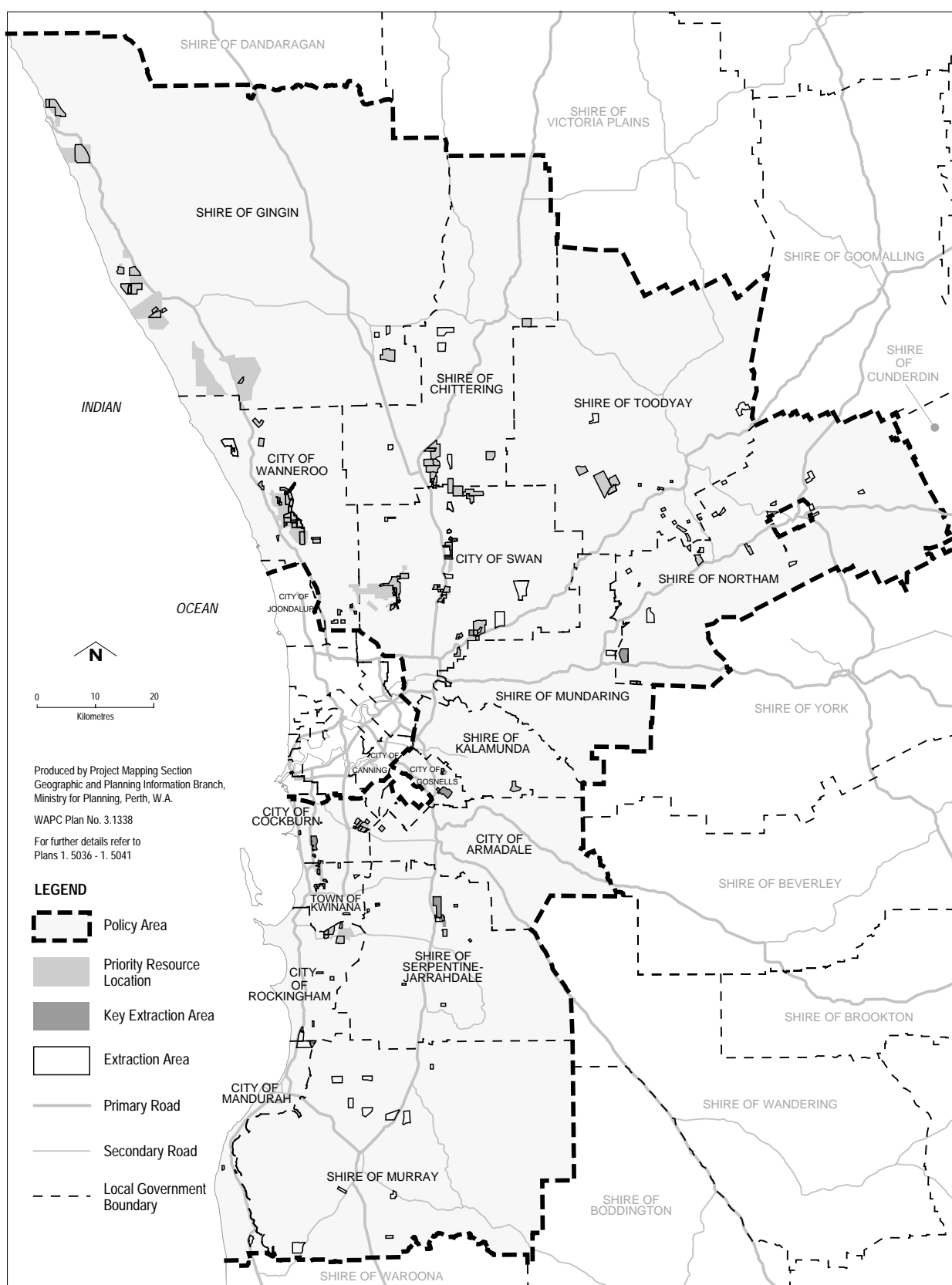
(DISTRICT SCHEME)



Authorised: Victor Chew
Plot date: 23 Jun 2011
G.Gazette: 10-December-2004

Attachment 6 - State planning Policy 2.4 Basic raw Materials

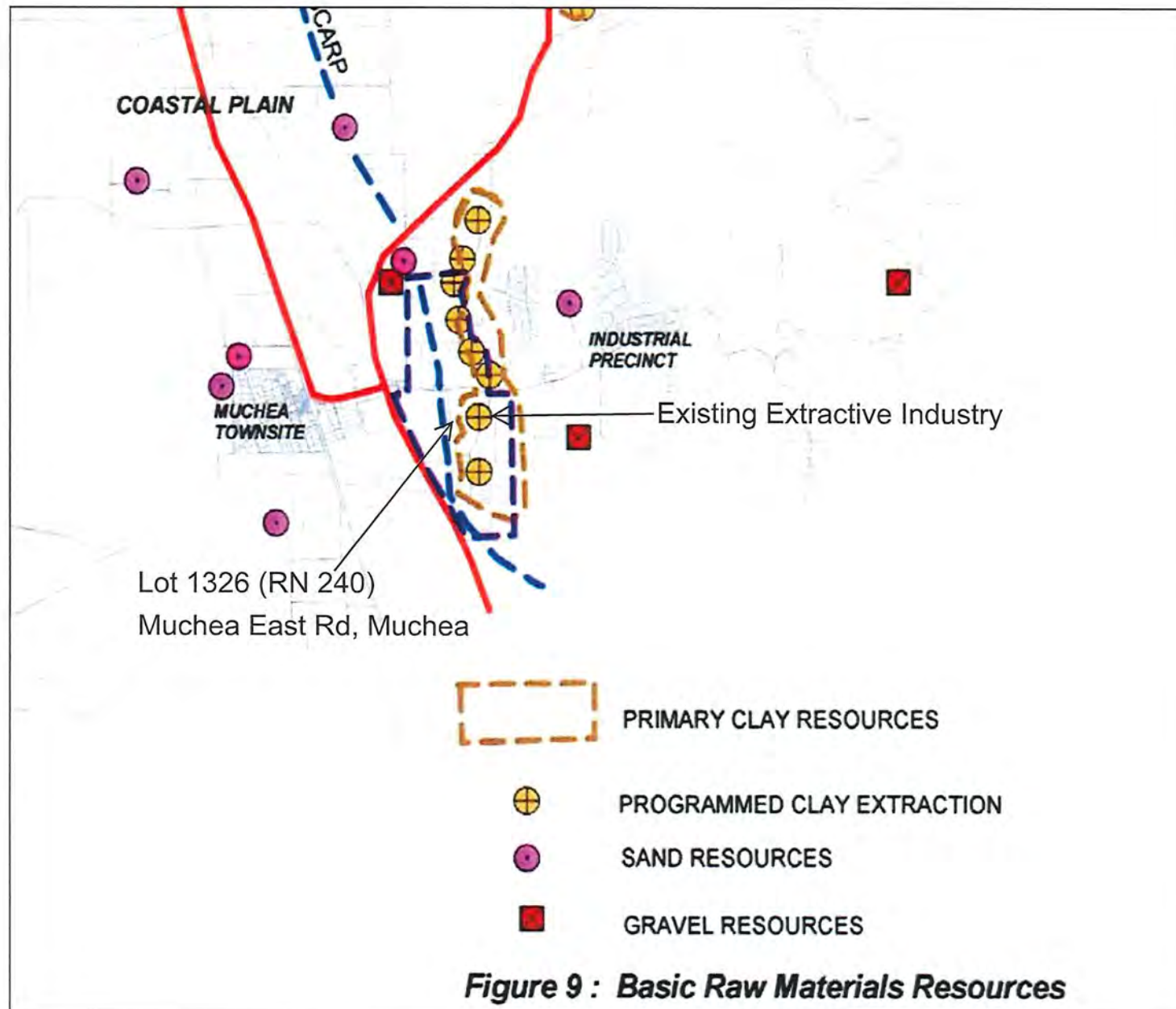
Policy Area for SPP No. 2.4



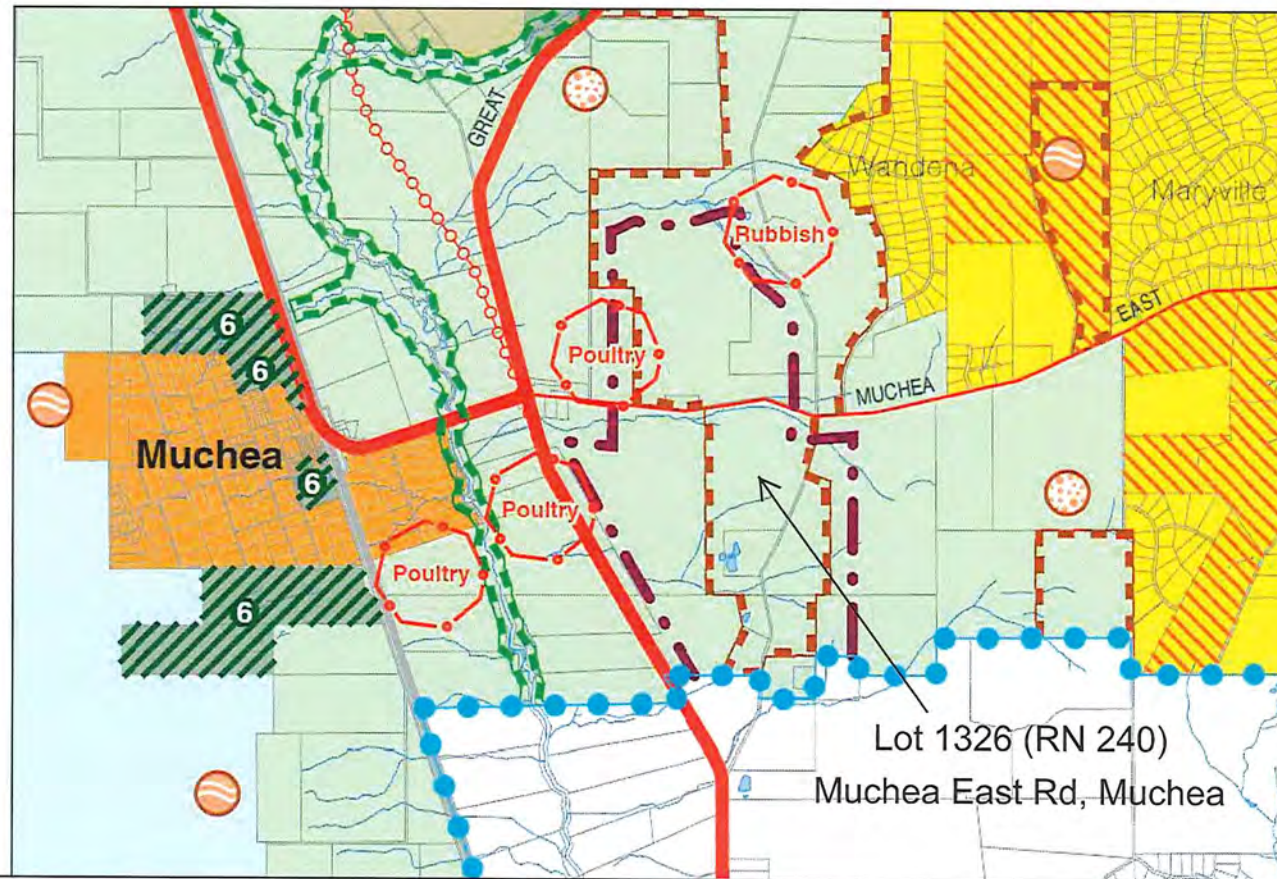
Resource Protection Map

Figure 2

Attachment 7 – Local Planning Strategy Figure 9 Basic Raw Materials



Attachment 8 – Annotated Local Planning Strategy Map



Legend

Townsite	Light Industrial	Water Body	System 6 Sites	Priority Development Area	Basic Raw Materials Priority Resource Location (Identified by WAPC in SPP 2.4)
Townsite Consolidation Area	General Industrial	Streamline	Vegetation Protection Area	New Town Protection Area	Gravel Pits (Operational)
Rural Residential	Agricultural Resource	Primary Road	Water Treatment Plant	Employment Node Investigation Area	Sand Pits (Operational)
Rural Retreat	Conservation	Secondary Road	Recommended Perth-Darwin National Highway Corridor	Local Government Boundary	
Small Rural Holdings	Water Protection Area	Existing Rail Network	Buffer Area (poultry or rubbish)		

LOCAL RECOVERY PLAN

May 2013



Disclaimer

This Plan has been produced by the Shire of Chittering in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Chittering expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Acknowledgement

The quality of the information in this Plan is directly attributable to the voluntary input of a wide range of industry experts from a variety of organisations involved in recovery planning, management and service delivery. These include representatives from:

- Non-government organisations;
- Local governments;
- State/territory government agencies;
- Australian government agencies;
- Shire of Chittering Staff.

Contents

Glossary of Terms and Acronyms	4
Distribution Matrix.....	6
Amendment Record.....	7
Background	8
PART 1 – Introduction.....	9
Authority	9
Date.....	9
Aim	9
Objectives	9
Scope	9
PART 2 - Planning	10
Related Documents	10
Agreements and Understandings	10
Special Considerations.....	10
Resources.....	11
Special Considerations.....	11
Finance Arrangements.....	11
SOC Staff	12
Local Recovery Coordinating Committee (LRCC)	12
Role.....	13
Responsibility.....	13
State Support	14
LRCC Sub-committees (where required)	14
Local Recovery Coordinator	14
Responsibilities	14
Local Volunteer Coordinator (LVC)	15
Registration.....	15
Allocation of Tasks.....	15
Rostering	15
Insurance.....	16
Information Sensitivity	16
Identification.....	16
Other	16
Contacts Register.....	18

PART 3 - Activation	19
Organisation	19
Organisational Responsibilities	19
Contacts Register.....	19
Transition from Response	19
Local Response/Recovery Coordination Interface	20
Activation	20
Impact Assessment and Operational Recovery Planning	20
Welfare and Health Services	21
Public Information.....	21
Recovery Coordination Centre	24
Recovery Information Centre/One Stop Shop.....	25
Key Recovery Areas	26
State Level Assistance.....	26
Stand Down.....	26
Debriefing/Post Operations Report.....	26
 ANNEX A: WESTPLANS	 27
ANNEX B: Local Recovery Coordination Committee Action Check List.....	31
ANNEX C: Local Recovery Coordinator - Operational Check List	34
ANNEX D: Organisational Responsibilities	35
ANNEX E: Transition from Response to Recovery Form	37
ANNEX F: Operational Recovery Plan	42
ANNEX G: Recovery Needs Assessment and Support Survey Form.....	43
ANNEX H: Recovery Attendance Roster	54
ANNEX I: Recovery Attendance Form (Time Sheet)	55
ANNEX J: Local Recovery Coordinator Attendance Form (Time Sheet)	56
ANNEX K: Local Welfare Liaison Officer Attendance Form (Time Sheet)	57
ANNEX L: Local Government Officer Attendance Form (Time Sheet).....	58
ANNEX M: Volunteer Information Form	59
ANNEX N: Volunteer Log Form	60
ANNEX O: Volunteer Task Allocation Form	61
ANNEX P: Volunteer Attendance Roster	62
ANNEX Q: Shire of Chittering Recovery Staffing Flow Chart.....	63
ANNEX R: LRRC Contact Register	64

Glossary of Terms and Acronyms

The following terms apply throughout these arrangements:

DISASTER - see 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.

NOTE: The terms "emergency" and "disaster" are used nationally and internationally to describe events that require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".

EMERGENCY MANAGEMENT (EM) - is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.

HAZARD MANAGEMENT AGENCY (HMA) - that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

CONTROLLING AGENCY – an agency nominated to control the response to a specified type of emergency.

LIFELINES – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

LOCAL EMERGENCY COORDINATOR (LEC) – is appointed for a local government district by the State Emergency Coordinator. The Local Emergency Coordinator is responsible for providing advice and support to the Local Emergency Management Committee for the district in the development and maintenance of emergency management arrangements and are also responsible for assisting Hazard Management Agencies in the provision of a coordinated response during an emergency in the district and carrying out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – is established by the LG and consists of a Chairperson and other members appointed by the relevant LG with the Shire President as the Chairperson of the committee and the LEC as the Deputy Chairperson. Functions of the LEMC are to advise and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

PUBLIC AUTHORITY – means:

- (a) an agency as defined in the *Public Sector Management Act 1994*;
- (b) a body, corporate or unincorporated, that is established or continued for a public purpose by the State, regardless of the way it is established;
- (c) a local government or regional local government;
- (d) the Police Force of Western Australia;
- (e) a member or officer of a body referred to in paragraph (a), (b), (c) or (d); or
- (f) a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

PLAN – refers to this Local Recovery Plan for the SOC as endorsed by the LEMC.

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) – the committee as established under section 13 of the EM Act.

STATE EMERGENCY MANAGEMENT PLAN (SEMP) – means a plan prepared under section 18 of the EM Act.

STATE EMERGENCY MANAGEMENT POLICY – means a policy prepared under section 17 of the EM Act.

SUPPORT ORGANISATION - an organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

ACRONYMS USED IN THIS PLAN

EM ACT:	Emergency Management Act 2005
CPFS:	Department for Child Protection and Family Support
WB DEMC:	The Wheatbelt District Emergency Management Committee
EMA:	Emergency Management Arrangements
DFES:	Department of Fire and Emergency Services
IC:	Incident Controller
ISG:	Incident Support Group
LEC:	Local Emergency Coordinator
LEMC:	The Shire of Chittering Local Emergency Management Committee
LGA:	Local Government Authority
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordinating Committee
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMP:	State emergency management policy
SES:	State Emergency Service
SOC:	The Shire of Chittering as described in the 'Local Emergency Management Arrangements, Part 1 – Area Covered'

Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List have to each of the documents found below.

	Level 1 Access		Level 2 Access	
	Maps	Version	Maps	Version
SOC Local Emergency Management Arrangements	A3	FV	A4a	RV
SOC Risk Register and Treatment Schedule		FV		FV
SOC Emergency Welfare Centres Register		FV		RV
SOC Local Recovery Plan		FV		FV
SOC Built and Natural Environment Sub-plan	A4	FV	NP	FV
SOC Financial Sub-plan		FV		FV
SOC Health and Wellbeing Sub-plan		FV		RV
SOC Emergency Contact Directory		FV		NP
SOC Resource and Asset Register		FV		NP

A3: A3 Maps (full colour, 120gsm gloss, single sided print);

A4: A4 Maps (full colour, 80gsm double sided print);

A4a: A4 Maps (black and white, 80gsm double sided print);

FV: Full Version;

RV: Restricted Version (removal of private contact information);

NP: Not for public access;

Amendment Record

Suggestions and comments from the community and stakeholders can help improve this Plan and subsequent amendments.

Feedback can include:

- What you do and or don't like about the Plan;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

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

Chairperson
 Local Emergency Management Committee
 Shire of Chittering
 PO Box 70,
 BINDOON WA 6502

or alternatively email to:

chatter@Chittering.wa.gov.au

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

Amendments promulgated are to be certified in the following table when updated.

AMENDMENT		DETAILS OF AMENDMENT	AMENDMENT BY
NUMBER	DATE		NAME

Background

Western Australia is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological events.

Effective emergency management arrangements enhance the community's resilience against, and preparedness for, emergencies through strategies that apply prevention/mitigation, preparedness, response and recovery activities.

LGA's are the closest level of government to their communities and have access to specialised knowledge about environment and demographic features of their communities. LGA's also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business.

PART 1 – Introduction

Authority

This Plan has been prepared in accordance with the requirements of Section 41(4) of the EM Act as a support plan to the SOC '**Local Emergency Management Arrangements**' and endorsed by the LEMC. The Plan has been approved by the SOC Council and has been tabled for information and comment by the Wheatbelt DEMC.

Date

This Plan was endorsed by the SOC LEMC on 23 May 2013.

Aim

The aim of this Plan is to detail the arrangements and processes established to restore, as quickly as possible, the quality of life in an effected community so that they can continue to function as part of the wider community.

Objectives

The objectives of the Plan are to:

- Ensure effective and coordinated management of recovery within the SOC;
- Ensure the Plan complies with State emergency management arrangements;
- Identify the roles and responsibilities of HMAs, emergency services, support organisations and SOC staff whilst promoting effective liaison between all organisations;
- Ensure a coordinated approach to public education in relation to emergencies within the SOC;
- Ensure the Plan is kept up to date.

Scope

The scope of the Plan is limited to and includes:

- The geographical boundaries of the SOC;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with the SOC '**Local Emergency Management Arrangements**';
- Support to relevant SOC supporting documents and or supporting plans.

PART 2 - Planning

Related Documents, Agreements and Understandings, Special Considerations

Related Documents

To enable integrated and coordinated delivery of emergency management within the Shire of Chittering, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans.

Agreements and Understandings

A partnering agreement has been made between the Shires of Chittering and Gingin in which both parties agreed to assist through the provision of additional resources in recovery management following emergencies.

Special Considerations

After Hours, Weekends and Public Holidays – It should be noted that the business hours of the Shire of Chittering, are from Monday to Friday 08:30 to 17:00 hours. These numbers are located and clearly outlined in the Shire of Chittering Local Emergency Activation Flowchart.

Linguistically Diverse – The Shire of Chittering comprises a multi-cultural population with large variety of languages being spoken in the home, including those from Asia, Europe and the Middle East. During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (24 hours) may be utilised to provide or receive information.

Severe Weather Conditions – During periods where severe wind or flash flooding is impacting the community, the Shire of Chittering's resources may be depleted due to additional deployment requirements. This would include resources such as manpower, vehicles and equipment. This circumstance is most likely to occur during the winter; however severe thunderstorms and the effect of cyclonic weather conditions from the north-west of the state are not uncommon during the summer months.

Remote Areas of the 1220 square kilometres of area covered by the Shire of Chittering, the majority of the population and development exists in the southern half. There are areas that lie to the north and northeast, which in relation to emergency management may be described as being remote. Understandably, these areas have limited capabilities regarding emergency management. Without the readily accessible resources that accompany urbanisation, difficulty may be experienced in managing the risks faced by a community. For example, a community may have to rely on local volunteer emergency services during the early stages of a major emergency event before additional support can be deployed on location. Remote areas within the SOC were identified as being vulnerable in relation to hazards faced by the community during the undertaking of the Emergency Risk Management Process. The ongoing development and review of these arrangements will include additional measures to mitigate risks faced by remote areas.

Resources

The LRC is responsible for the determination of resources required for recovery activities in consultation with the HMA, during the initial stages of the recovery process, and support organisations. SOC council resources and community resources are found in the SOC '**Resource Register**' which is a support document to the SOC '**Local Emergency Management Arrangements**'. Where possible, SOC resources will be made available upon request.

The SOC '**Resource Register**' contains the following information:

- Organisation holding the resource
- Contact name
- Contact details (Business/after hours)
- Resource type
- Quantity held

The LRC is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

If the LRCC is convened, the LRC will continue to assess for the LRCC requirements for the restoration of services and facilities including determination of the resources required for the recovery process. The LRCC will source and coordinate external and internal resources, including the provision of SOC staff.

Special Considerations

With the diversity of the SOC, there are several considerations that may have an impact on the implementation of the Plan in times of emergency:

- Bush fire season – November to April
- Storm season – May to October
- Due to the close vicinity of the SOC to Perth and other large communities, events like a Tsunami for example could have an effect on the community with an inundation of evacuees into the area.
- Restricted access to some areas due to the terrain of the area. Access and egress requirements need consideration.

Finance Arrangements

Authority To Incur Expense by Shire of Chittering - Where possible this should be discussed with the Chief Executive Officer or his/her nominated senior officer. The decision maker must:

- have appropriate authority; and
- be able to make a quick decision.

Financial Management in Recovery - Funding is not available for Recovery Planning, however, there are funding arrangements for recovery assistance following an emergency. The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances. Relief programs include:

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) – refer to WANDRRA overview below;
- Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA);
- Centrelink; and
- Lord Mayor's Distress Relief Fund (LMDRF) – refer to standard operations policy below;

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (WESTPLAN- Recovery Coordination, 2008) or see below for brief overview.

SOC Staff

Once the LRCC has been activated, all staffing matters will be coordinated by the LRCC including the rostering of staff, attendance monitoring (time sheets), OH&S etc. The relevant forms are found in the following annexes:

- **ANNEX: H**
- **ANNEX: I**

Prior to the LRCC being activated, the LRC, Local Welfare Liaison Officer and or Local Government Officer, if activated, must complete the appropriate time sheets as found in the following Annexes.

- **ANNEX: J**
- **ANNEX: K**
- **ANNEX: L**

All roles that maybe undertaken by SOC staff have been collated in a flow chart which indicates as to how the activation the roles will occur. Refer to **ANNEX Q** for the 'Shire of Chittering Recovery Staffing Flow Chart.'

Local Recovery Coordinating Committee (LRCC)

Executive

- Chairperson (if not the SOC President or the SOC CEO, then preferably a SOC Councillor);
- Local Recovery Coordinator (should be different to Chairperson);
- Secretary (normally provided by LGA);
- Local Emergency Coordinator (OIC Gingin Police).

Core Membership *(Recommended)*

- Local Government Officers;
- Controlling Agency
- Hazard Management Agency;
- Department of Health and or Local Environmental Health Officer;
- Department for Child Protection and Family Support;
- Western Australian Police Service;
- Community Representative/s; and if established
- Chairpersons of Sub-committees.

Co-opted Members *(Recommended)*

- Department of Agriculture and Food;

- Department of Parks and Wildlife;
- Lifelines (power, water, gas, etc);
- Main Roads;
- Department of Water;
- Regional Development Commission;
- Education/school representative;
- Community Groups;
- Chamber of Commerce;
- St John Ambulance;
- Insurance representative;
- Other persons/organisations as identified.

Role

To coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Plans, SEMP's and local plans and arrangements.

Responsibility

The LRCC is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees as required and appointing appropriate chairpersons for those sub-committees;
- Delegate appropriate persons to oversee and maintain SOC staff rosters, time sheets, OH&S, and any other matter related to SOC staff;
- Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing a strategic plan for the coordination of the recovery process for the event that:
 - takes account of the LGAs long term planning and 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 functions;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
 - allows full community participation and access; and
 - allows for the monitoring of the recovery progress.
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Activation and coordination of the RCC if required;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery and receive periodic reports from recovery agencies;
- Ensuring a coordinated multi agency approach to community recovery;

- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Refer to **ANNEX B** for the LRCC action check list.

State Support

Part 3 of WESTPLAN Recovery allows the State Recovery Coordinating Committee, after consultation with the Hazard Management Agency, to provide guidance and support and where required, may supply an experienced officer(s) in the establishment and management of the LRCC along similar lines to the State Recovery Coordinating Committee.

LRCC Sub-committees (where required)

Dependent on the extent of the recovery process required, the following Sub-committees may be established to assist the LRCC in the management of the recovery process.

- Built and Natural Environment Sub-committee;
- Financial Sub-committee
- Health and Wellbeing Sub-committee

A plan for each of the sub-committees has been developed and should be used as a guide for the LRCC or the relevant sub-committees if convened.

Local Recovery Coordinator

The following persons have been appointed by the SOC to be the LRCs in accordance with the requirements of the EM Act, Section 41(4):

- SOC Chief Executive Officer

To ensure coverage in the event one or more of the appointees are unavailable when an emergency occurs, the appointment and training of the above named persons will ensure appropriate and adequate coverage.

Responsibilities

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test this Plan;
- Assess the community recovery requirements for each event, in liaison with the HMA, LEC and other responsible agencies, for:
 - advice to the Shire President/CEO on the requirement to activate the Plan and convene the LRCC; and
 - initial advice to the LRCC if convened.
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair, State Recovery Coordinating Committee or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;

- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

ANNEX C contains a 'Local Recovery Coordinator Operational Checklist' to assist the LRC in their role.

Local Volunteer Coordinator (LVC)

Within the first few days of an emergency occurring, the SOC will receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers and opportunities are not lost.

There are likely to be two sources of volunteers:

- 1) Clubs, community groups and other non-government organisations;
- 2) Members of the general public.

Volunteers affiliated with an organisation will generally be managed by the organisation of membership and are likely to have specific skills to perform assigned roles (e.g. CWA, Lions clubs, etc).

Volunteers from the general public (individuals and private companies) who offer assistance on an ad-hoc basis require careful management and coordination. 'Volunteer Information Forms' (refer to **ANNEX M**) must be completed by SOC staff whenever an offer of assistance is made and they should be forwarded to the LVC for consideration. Consideration should be given to establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, the LRC will request the activation of the LVC.

Registration

For insurance purposes, it is paramount that any volunteer under the direction and control of the SOC must be registered and signs on prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must sign off on the completion of the volunteers shift.

It is the responsibility of the LVC to oversee the registration all volunteers who are under the direction and control of the SOC, regardless of whether they are individuals or belong to a community group or club. This must occur during all recovery activities including emergency welfare centre activities on the 'Volunteer Log Form' form found in **ANNEX N**.

Allocation of Tasks

The LVC is responsible for matching volunteers' skills and resources to required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded against the respective volunteers 'Volunteer Information Form'. When tasked, the volunteer is to be given a copy of the 'Volunteer Task Allocation Form' to ensure they have a clear understanding of the role to be undertaken. Refer to **ANNEX O** for the 'Volunteer Task Allocation Form'.

The LRC or, if convened, the LRCC is responsible for creating the tasks to be allocated. All tasks allocated must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of tasking is avoided.

Rostering

Where applicable, volunteers should be rostered on for periods of no longer than 8.5 hours at one time, followed by a minimum 10 hour rest period. Shifts should overlap by a minimum of 30 minutes to enable briefings and handovers to their relief to occur. Meal breaks should be planned for with the LVC

responsible for all volunteer rostering. Refer to **ANNEX P** for the 'Volunteer Roster Form'. All rostering must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of resources is avoided.

Insurance

The SOC has insurance which covers volunteers as follows

"Personal Accident / Travel"

Covering insured persons for accidental injury only whilst engaged in any activity directly or indirectly connected with or on behalf of the Authority including travel to and/or from any such activity unless otherwise limited by the policy.

Insured Persons

Voluntary Workers but excluding Volunteer Fire Fighters whilst engaged in emergency service operations or business."

Information Sensitivity

As some of the activities tasked to volunteers may be of a sensitive nature and it must be reiterated that any information, particularly personal details and issues, are of a confidential nature and therefore is required to be kept confidential at all times.

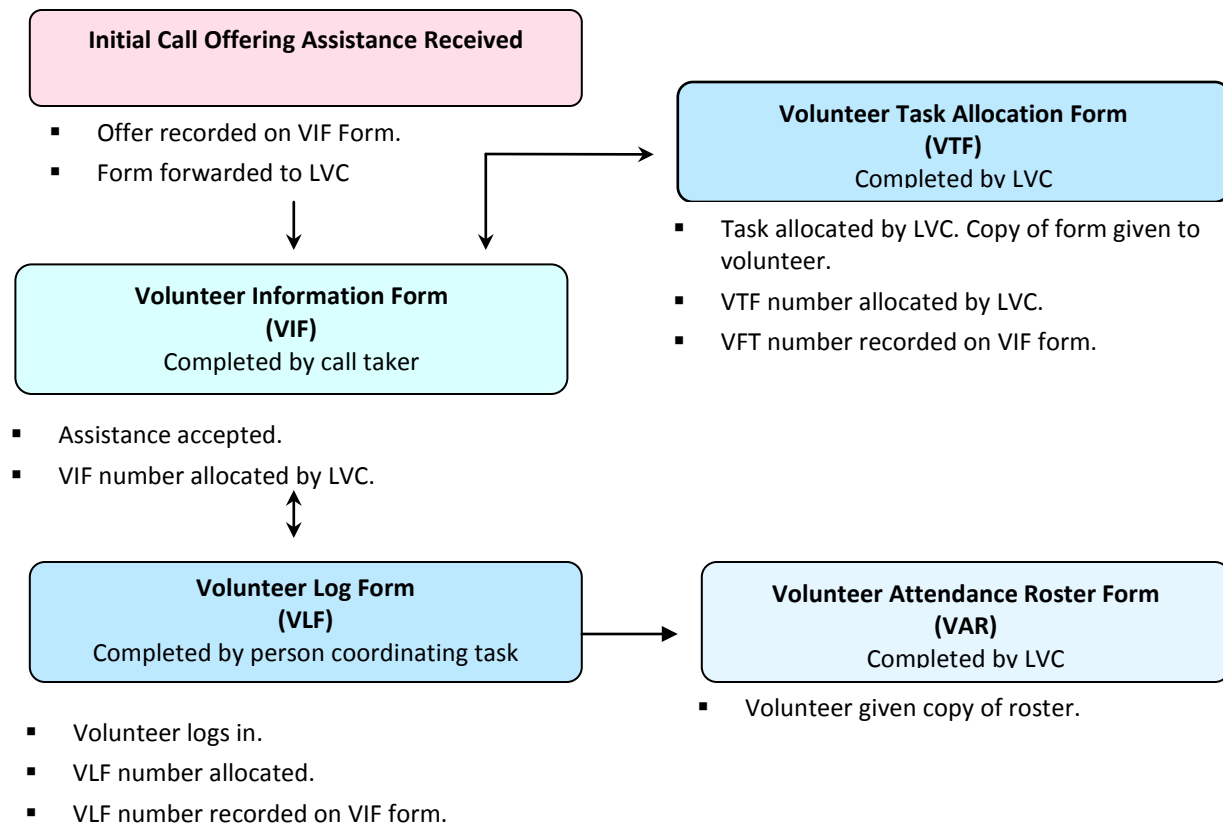
Identification

All volunteers must be provided with appropriate identification, the minimum standard being a name tag. The name tag must have the volunteer's full name and VIF Reference Number clearly identified.

Other

Regular briefing and debriefing of volunteers must be planned and managed. Access to appropriate counselling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.

VOLUNTEER TASKING FORM FLOW CHART



Contacts Register

A register detailing the contact details for all agencies/groups/organisations with responsibilities under the Recovery Plan and is located **ANNEX R**.

PART 3 - Activation

Organisation

The LRCC will preferably be chaired by the SOC President, the SOC CEO or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCC is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process.

Where a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

Organisational Responsibilities

Agreed roles and responsibilities of all agencies/groups that may assist in the recovery process are detailed in **ANNEX D**. All agencies/groups that do not have a legislated organisational responsibility outlined in WESTPLAN Recovery have been consulted and have verified their willingness and capability to undertake the agreed responsibilities, resource dependant at the time.

Contacts Register

Refer to the SOC '**Emergency Contact Directory**' for all contact details.

Transition from Response

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

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

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

- the alignment of response and recovery priorities;
- liaison with the key agencies;
- an awareness of the key impacts and tasks; and
- identification of the recovery requirements and priorities as early as possible.

The full LRCC including sub-committees shall be called together as soon as is possible for a briefing of the emergency situation even during the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

Handover from response to recovery shall be formalised by completing the form found in **ANNEX E**.

In the transition from response to recovery, the:

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

Local Response/Recovery Coordination Interface

Activation

The decision to activate this Plan will be made by the SOC President/CEO on the advice of the LRC as a result of an assessment of the assistance required for recovery made by either:

- the ISG; or
- through consultation between the HMA, the IC and the LEC; or
- the LGA.

Once the Plan has been authorised for activation, the LRCC Chairperson is responsible for implementing the recovery processes of the Plan.

Impact Assessment and Operational Recovery Planning

It is essential that the LRC conduct an assessment of the recovery and restoration requirements as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Controlling Agency and/or HMA;
- Welfare agencies – to identify persons in need of immediate assistance;
- LGA building inspectors and engineers;
- Insurance assessors;
- Business associations, e.g. local chamber of commerce;
- Recovery Needs Assessment and Support Survey Form.

Following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRCC.

The operational recovery plan should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community.

Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. However, the suggested composition found in **ANNEX F** is a guide to those elements that should be included, although it is not intended to be prescriptive.

As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. A “Recovery Needs Assessment and Support Survey Form” is attached at Annex G for inclusion in recovery planning for use in appropriate circumstances.

Welfare and Health Services

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the emergency. Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following related documents provide detailed information:

- Local Welfare Emergency Management Support Plan Shires of Chittering and Gingin;
- SEMP WESTPLAN Health; and
- SEMP WESTPLAN Welfare.

Public Information

Provision of public information must be deliberate, planned and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

Media

During emergencies the media have a legitimate interest in obtaining prompt and accurate information. If media access to accurate information is restricted, rumour and speculation may be substituted for fact. Consequently, there is nothing to be gained by attempting to restrict media access. The media are also a vital link between recovery agencies and the public, and provide an effective means of disseminating information. It is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Due to the fact that the recovery process will generally involve a range of different organisations, there is a need for coordination of information to the media to avoid confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

All media releases prepared by the Recovery Sub-committee will be forwarded to the LRCC for release by the Chairperson. If the recovery process is of such a nature that State involvement is involved, reference should be made to WESTPLAN-Public Information to ensure appropriate processes are followed and adhered to. WESTPLAN-Recovery Coordination notes that State arrangements do not set out to restrict local governments from releasing media statements on recovery matters and issues being dealt with at the local level. However it is expected that all relevant media releases will be provided to the SRCC for comment prior to the dissemination.

Visiting VIPs

In addition to the level of media interest, there is also likely to be a number of visits to the affected area and a high level of interest in the recovery process from government and a range of other agencies.

There are a number of issues listed below that need to be considered by the recovery manager involved with, or responsible for hosting, such visits:

- Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment. Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to arrival.
- Briefing of any visitors should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the event, as well as identification of any existing sensitivities.
- Visitors should have a clear understanding of emergency management arrangements and protocols.
- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. In particular, it should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an affected community may reinforce the impact of the event.
- In the case of a disaster affecting more than one geographic area, care should be taken to ensure that communities are treated impartially and visits are arranged accordingly.

Visits by Commonwealth and State Parliamentarians (including Ministers) should be discussed in advance with the LRCC to ensure the visits are the most effective for both the community and the Member of Parliament.

Information Services

The community recovery information services provided to affected people aim to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Information services must be made available to assist and hasten recovery as well as the means of accessing those services.

The information provided should advise:

- the support, psychological, development and resource services available;
- where, when and how to access those services; and
- the psychological reactions commonly experienced by affected people.

The information should be provided at a “One Stop Shop” set up in a location to be determined and be available as soon as possible and provided and repeated through a range of information means. The means commonly used are:

- leaflets
- posters
- newsletters
- information centres
- recovery centres

- community agencies
- radio
- newspapers
- television
- outreach visitations
- Public meetings.

The accessibility of the information to the people affected by the emergency is a major issue and actions need to ensure it is available to:

- the whole of the affected area
- non-English speaking people
- special needs groups and or individuals
- isolated people and communities
- secondary affected persons.

Public Meetings

Various forms of public meetings provide an important part of the recovery process. Public meetings may be held soon after an emergency has taken place as a means of communicating information to an affected community regarding such things as the extent of the damage caused by the event and the services available through the range of recovery agencies. Representation of the various recovery agencies at a public meeting also gives the affected community an opportunity to identify those agencies providing services and to clarify important issues. Further public meetings may be held throughout the recovery process as the need arises.

Public meetings also provide the opportunity for members of an affected community to meet together and for rumours, which are inevitable in the early part of the recovery process, to be dispelled. However, given the volatility that may be evident immediately following an emergency, it is critical that public meetings be carefully timed and managed by a facilitator skilled in dealing with any problems which may arise.

Public forums may also be organised to provide practical advice and discussion on a range of issues from personal needs to housing and rebuilding issues. The need for such forums is best identified by workers who have a direct understanding of emerging needs within a community.

Community recovery committees also provide an affected community with a mechanism to have an input into the management of the recovery process. These committees provide an important forum, ensuring local participation in the management of the recovery process.

Cultural and Spiritual Factors

Cultural and spiritual symbols provide an essential dimension to the recovery process. They provide a framework for meaning and evaluation of the emergency experience. These need to be managed as an integral part of recovery activities. The community will present its own symbols and rituals, probably beginning in the immediate aftermath. If these are recognised, supported and coordinated as part of the recovery process, which is owned by the community, they will provide the focus for cultural and spiritual activities.

These activities will assist in the long-term integration of the emergency into the history of the community. Often these activities can be conducted on anniversaries or other significant community occasions.

Public Information Continuity

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains.

Points to Consider

The main points to consider when managing the provision of public information to aid recovery are listed below:

- appoint potential spokespeople to deal with the media
- manage public information during the transition from response to recovery when handover completed by the Controlling Agency
- identify priority information needs
- develop a comprehensive media/communication strategy
- coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases
- develop processes for:
 - media liaison and management (all forms e.g. print and electronic)
 - briefing politicians
 - alternative means of communication e.g. public meetings, mailbox flyers, advertising
 - communicating with community groups
 - meeting specialist needs
 - formatting press releases
 - developing and maintaining a website
 - ensuring feedback is sought, integrated and acknowledged
- Monitor print and broadcast media, and counter misinformation

Recovery Coordination Centre

A Recovery Coordination Centre (RCC) is required to be established if extensive recovery activities are to be undertaken within the community. The purpose of the RCC is to bring together all agencies involved in the recovery process to ensure effective management of recovery from emergencies. It is primarily concerned with the systematic acquisition and application of resources (agency personnel and equipment), and information and communication management in accordance with the requirements imposed by the emergency. The LRCC is responsible for the activation and coordination of the RCC.

The local Recovery Coordination Centre will be located at the Shire Administration Centre, 6177 Great Northern Highway Bindoon (Tel: 9576 4600 Fax: 9576 1250). If this location is unavailable or deemed unsuitable, the LRC will designate an alternate location as soon as possible and publicise it after it is established.

Refer to the SOC 'Local Emergency Management Arrangements', Part 1, Primary Emergency Operations Centres' for other designated buildings.

Recovery Information Centre/One Stop Shop

An effective method of providing the affected community with access to information and assistance is through the establishment of a One Stop Shop. The Centre will include representatives from all the recovery service providers relevant to the event, e.g. government agencies, health and welfare services, small business and primary producer associations.

A Recovery Information Centre/One Stop Shop will be established, when required, by the LRCC to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the One Stop Shop will be disseminated to the community when it is established.

The One Stop Shop may be established at a welfare centre, in the Recovery Coordination Centre or in identified SOC buildings (e.g. libraries).

Key Recovery Areas

The LRCC should consider the following areas when recommending priorities and ensuring work is completed.

- Infrastructure
- Economic/Financial
- Personal
- Environment
- Community

When identifying priorities consideration should be given to the risk evaluation criteria developed during the Emergency Risk Management (ERM) process.

State Level Assistance

State level assistance for community recovery will normally be provided by a range of State government agencies through direct representation on the LRCC.

Where the level of recovery is beyond the capacity of the local community, State level support shall be requested as outlined in State recovery arrangements, WESTPLAN Recovery.

Stand Down

The LRC will stand down the LRCC when they are no longer required.

Debriefing/Post Operations Report

The LRC will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and will prepare and table a report to the LEMC for review and update of this Plan. A copy of the report will also be forwarded to the HMA and the Chairman of the SEMC Recovery Services Subcommittee and the EM DEMC.

ANNEX A: WESTPLANS

State Emergency Management Plans (WESTPLAN) and Support Plans

State emergency management plans in Western Australia are known as WESTPLANS and are prepared by HMAs or Support Organisations to provide strategic, State-level arrangements for managing particular hazards for which they are responsible.

SECTION 4 of the EM Act allows for a HMA to be prescribed for emergency management, or an aspect of emergency management, of a hazard. A HMA can be prescribed for the whole of the State or an area of the State. A HMA is prescribed because of that agency's functions under any written law or specialised knowledge, expertise and resources.

Section 6 of the EM Act allows for a Support Organisation to be prescribed because of that organisation's functions under any written law or specialised knowledge, expertise and resources to be responsible for providing support functions in managing emergencies relevant to that organisation.

Section 18 of the EM Act provides for the SEMC to arrange for the preparation of State emergency management plans. These plans are to be consistent with State Emergency Management Policies and complement any National plans or arrangements that deal with the specific hazard within Western Australia.

Hazard Management Agencies Contacts

The following list of hazards/emergencies identifies the HMA responsible for that hazard/ emergency. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

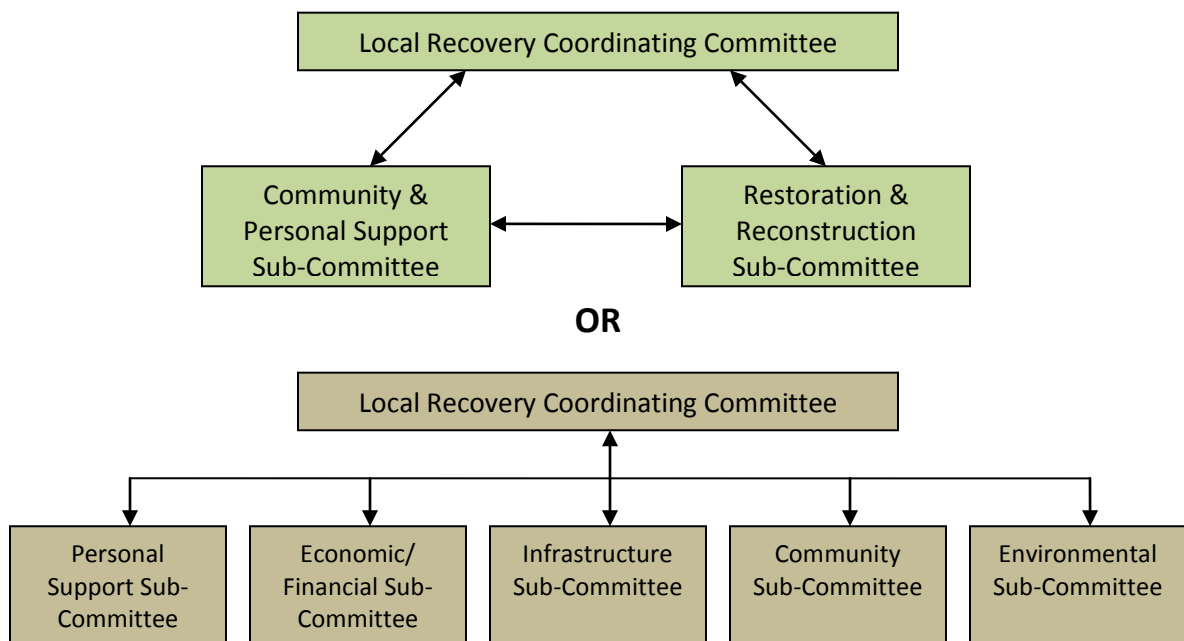
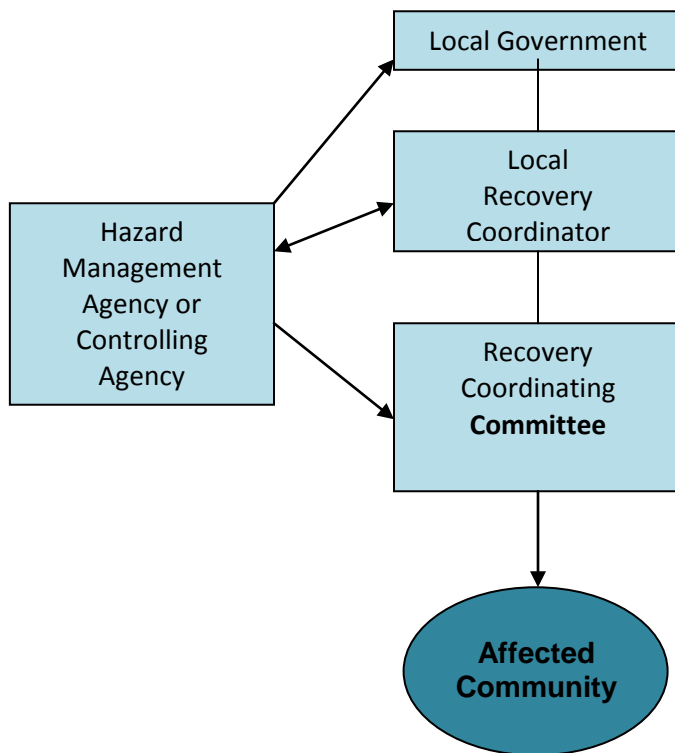
	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT TELEPHONE NUMBERS
1	Air Transport Emergencies	WA Police	000 - Emergency 13 14 44 - Enquiries
2 ★	Dam Break (inc. major hydraulic structures)	Water Corporation	13 13 75
3	Earthquake	DFES	132 500 – Emergency Assistance. 1300 657 209 – Hotline
4	Exotic Animal Disease	Agriculture and Food	9368 3333 – Head office 1800 675 888 - Hotline 0417 910 082 – Mobile contact
5	Fire: Bushfire and Urban – HMA is DFES	Potential Controlling Agencies Gazetted Fire Districts: DFES DEC Local Government. Authorities	000 – Emergency 9323 9300 – General Enquires 1300 657 209 – Hotline 9467 5000 - General Enquiries 9334 0375 - Fire Management Services 000 – Emergency 9323 9300 – General Enquires 1300 657 209 – Hotline Shire of Chittering:9576 4600

Shire of Chittering Local Recovery Plan

	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT TELEPHONE NUMBERS
6	Flood	DFES	132 500 – Emergency Assistance. 1300 657 209 – Hotline
7	Fuel Shortage Emergencies	Office of Public Utilities	9422 5200 or 1800 678 198 (after hours)
8	Hazardous Materials Emergencies (inc. radioactive materials)	DFES	000 – Emergency 9323 9300 – General Enquiries 1300 657 209 – Hotline
9	Human Epidemic	Department of Health	9222 4222 – Infectious Diseases
10	Land Search and Rescue	WA Police	000 - Emergency 131 444 - Enquiries
11	Landslide	DFES (FRS)	000 – Emergency 9323 9300 – General Enquiries 1300 657 209 – Hotline
12	Marine Oil Pollution	Department of Transport	9480 9924- Office (24 hours)
13	Marine Transport Emergencies	Department of Transport WA Police	9431 1000 - Operations 9442 8600 - Water Police (after hours)
14	Nuclear Powered Warships	WA Police	000 - Emergency 131 444 – Enquiries
16	Rail Transport Emergencies	Urban Passenger: Public Transport Authority Freight Network: Brookfield	9220 9999 Emergency (24 hours) 1300 987 246
17	Road Transport Emergencies	WA Police	000 - Emergency 131 444 - Enquiries
18	Sea Search and Rescue	WA Police	000 - Emergency 131 444 - Enquiries
19	Space Debris Re-entry	WA Police	000 - Emergency 131 444 - Enquires
20	Severe Storm	DFES (State Emergency Service)	132 500– Emergency Assistance. 1300 657 209 – Hotline
23	Tropical Cyclone	DFES	132 500 – Emergency Assistance. 1300 657 209 – Hotline
24	Terrorist Act	WA Police	000 - Emergency 131 444 - Enquiries
25	Tsunami	DFES	132 500 – Emergency Assistance 1300 657 209 – Hotline

Note: ★ Indicates that HMA responsibilities are limited to those hydraulic structures for which the Water Corporation is the managing agency.

Recovery Committee Structures *(following handover from HMA to LRC)*
(depending upon community impact and complexity of event)



ANNEX B: Local Recovery Coordination Committee Action Check List

Local Recovery Coordination Committee Action Check List

In the Transition from Response:	OK
The IC shall include the LRC in critical response briefings.	
The LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency.	
The LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role.	
The LRC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
The LRCC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalisation of handover takes place	
Management Structure - the LRCC shall:	
Ensure the appointment of a Local Recovery Coordinator has occurred.	
Set up an office with administrative support.	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required.	
Ensure and facilitate the completion of the impact assessment.	
Assume public information responsibilities from response agency and provide information to the impacted area and to the public and media.	
Facilitate and advise on State/Federal emergency relief funding and facilitate and advise on private aid and funding.	
Activate and coordinate Recovery Coordination Centre if required.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote community involvement - the LRCC shall:	
Work within existing community organisations.	
Recruit representatives of the affected community into the recovery planning.	
Establish strategies for uniting the community behind agreed objectives.	
Provide a "one-stop shop(s)" for advice, information and assistance during the recovery period.	
Establish mechanisms for the sharing of information and reporting local initiatives (e.g., regular community meetings and local newsletters).	
Impact Assessment (managerial issues)- the LRCC shall:	
Use intelligence/planning information from the response operation and set up a recovery liaison person in the EOC/ECC.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues.	
Link with parallel data-gathering work.	
Identify and close information gaps (establish the "big picture").	
Assess the financial and insurance requirements of affected parties.	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain.	
Inspections and Needs Assessments (technical focus) – the LRCC shall:	
Establish and define the purpose of inspection/assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process).	
Collect and analyze data.	

Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> – how and who will gather the information (single comprehensive survey). – how information will be shared. – how information will be processed and analysed. – how the data will be verified (accuracy, currency and relevance). 	
Managing the process to minimise “calling back”.	
Select and brief staff.	
Maintain confidentiality and privacy of assessment data.	
Data Management – the LRCC shall:	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement – the LRCC shall:	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRCC Sub-committees, as appropriate.	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information – the LRCC shall:	
Appoint potential spokespeople to deal with the media.	
Manage public information during the transition from response to recovery when handover completed from Controlling Agency.	
Identify priority information needs.	
Develop a comprehensive media/communication strategy.	
Coordinate public information through: <ul style="list-style-type: none"> – joint information centres. – spokesperson/s. – identifying and adopting key message priorities. – using a single publicised website for all press releases. 	
Develop processes for: <ul style="list-style-type: none"> – media liaison and management (all forms e.g. print, and electronic). – briefing politicians. – alternative means of communication e.g. public meetings, mailbox flyers, advertising. – communicating with community groups. – meeting specialist needs. – formatting press releases. – developing and maintaining a website. – ensuring feedback is sought, integrated and acknowledged. 	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance – the LRCC shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with businesses to re-establish and reopen.	
Restore community and cultural infrastructure (including education facilities).	
Restore basic community amenities for meetings and entertainment.	

Facilitate emergency financial assistance in liaison with the CPFS.	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures – the LRCC shall plan to:	
Take the opportunity, while doing the risk analysis, to: <ul style="list-style-type: none"> – identify essential services and facilities in high-risk areas. – consider the restoration options in the event of them becoming dysfunctional. 	
Identify options based on research and consultation.	
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements.	
Financial Management – the LRCC shall:	
Review financial strategies.	
Communicate with financial agencies, including insurance companies.	
Keep financial processes transparent.	
Reporting – the LRCC shall plan to:	
Provide a simple, flexible and succinct reporting system.	
Provide adequate administrative support.	
Managed Withdrawal – the LRCC shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agency responsible for management.	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events.	

ANNEX C: Local Recovery Coordinator - Operational Check List

Task Description	OK
• Liaise with relevant response agencies regarding location, size, type and potential impact.	
• Contact and alert key staff.	
• Determine likely human effects.	
• Establish if event proclaimed an eligible natural disaster under the WANDRA.	
• Contact other relevant response and recovery agencies.	
• Activate and brief relevant agency staff.	
• Activate appropriate inter-agency liaison mechanisms.	
• Locate liaison officer at emergency operations centre (if appropriate).	
• Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).	
• Manage offers of assistance, including volunteers, material aid and donated money.	
• Assess impact of the event through information/data from local government, geographic data and relevant response agencies.	
• Meet with specific agencies involved with recovery operations to determine strategies.	
• Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
• Organise briefing and debriefing processes for staff.	
• Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
• Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
• Manage restoration of essential infrastructure/utilities.	
• Manage the public appeal/private donations process.	
• Brief media on the recovery program.	
• Assess reports gathered through an outreach program to assess community needs.	
• Identify special needs groups or individuals.	
• Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.	
• Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
• Develop a community information process, including consideration of public meetings and newsletters.	
• Monitor staffing arrangements.	
• Review resources and services on an ongoing basis.	
• Determine longer-term recovery measures.	
• Provide newsletters to the affected community and information to the media as required.	
• Continue to monitor agency activities and reduce/withdraw services when appropriate.	
• Debrief recovery agencies.	
• Recognise agency/staff input.	

ANNEX D: Organisational Responsibilities

Local Government	<ul style="list-style-type: none"> • Ensure that a Local Recovery Plan for its district is prepared, maintained and tested as per Section 41(4) of the EM Act. • Appoint a LRC(s) as per Section 41(4) of the EM Act. • Chair the LRCC as per Section 36(b) of the EM Act. • Provide secretariat and administrative support to the LRCC, as required. • Provide other representatives to the LRCC or its sub-committees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, Community Services). • Ensure the restoration/reconstruction of services/facilities normally provided by the LGA. • Identify community needs and resource availability. • Liaise, consult and negotiate of behalf of the effected community. • Manage donated goods.
Department for Child Protection and Family Support	<ul style="list-style-type: none"> • Provide a representative to the LRCC. • Provide emergency welfare services as part of the recovery process as required by the WESTPLAN – Recovery and as agreed to by the 'Local Welfare Emergency Management Support Plan – Shires of Chittering and Gingin • Manage the provision of the Personal Hardship and Distress measures under the WANDRRA, including counselling, emergency assistance and temporary accommodation.
Department of Agriculture	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRRA.
Main Roads Western Australia	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assess and report on damage to State/Federal road infrastructure that may impact on the community. • In conjunction with the LGA assist with the assessment of damage to local roads and give advice on roads closure and alternate transport routes. • Assist the local government with the reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program and/or the WANDRRA.
Lifeline Agencies (including power, water and gas)	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assess and report on damage to lifeline services and progress of restoration of services. • Facilitate restoration of priority services as requested by the LRCC.
Regional Development Commission	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Assist with the assessment of the impact of the emergency on small business.

	<ul style="list-style-type: none"> • Provide advice on and facilitate access to available business support services/funding support, e.g. WANDRRA small business support measures.
Chittering and Districts Chamber of Commerce	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Survey and report on impact to and specific needs of local business.
Department of Education and Training (or local school representative)	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Advise on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.
Local Health Services Provider (Department of Health or Local Health Officer)	<ul style="list-style-type: none"> • Provide a representative to the LRCC (co-opted as required). • Advise on health issues arising from the emergency. • Coordinate the local health components of the recovery process.
Lord Mayor's Distress Relief Fund	<ul style="list-style-type: none"> • Liaise with the LRCC to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with SEMC OP 19 • As required set up a local appeals committee in conjunction with the LRCC. • Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.

ANNEX E: Transition from Response to Recovery Form

The purpose of this form is to document the effect the emergency has had on the community to assist the Local Recovery Coordination Committee in the commencement of the recovery process.

This form should be used by the Local Recovery Coordinator to document all meetings attended with the Incident Management Group.

When the Controlling Agency decides to move from the response phase to the recovery phase, the Incident Controller is to sign the final form to confirm the accuracy of the information documented within the form.

Section 1: Incident Details

1.1 Incident/Emergency Name: _____

1.2 Date of meeting: ____/____/____ Time of meeting: ____:____ hrs

1.3 Is this meeting the final meeting and the official commencement of the recovery phase?

YES / NO (*Please circle*)

1.4 Please note the number of meetings with the Incident Management Group which have been attended or if this form is the official handover record:

Meeting number: **1 / 2/ 3 / other** ____ / **Official Handover** (*Please circle*)

1.5 Local Recovery Coordinator Name: _____

1.6 Controlling Agency: _____

1.7 Incident Controller's Name: _____

1.8 Incident Controller's Contact Number: _____

1.9 Description of the affected area

NOTE: establish the boundaries of the affected area by street names etc

1.10 Has a map of the affected area been sourced? **YES / NO** (*Please circle*)

1.11 Has the emergency involved any other local government districts?

YES – Go to question 1.11a

(*Please circle one*)

NO – Go to Section 2

1.11a Which other local government(s) have been affected?

Section 2: Impact Assessment

Residential Damage/Losses

2.1 Has any residential property been damaged or destroyed?

YES – Go to question 2.1a

(Please circle one)

NO – Go to question 2.2

2.1a Record any available information about damage or losses to residential properties that may have occurred.

Residential Address:	_____
Damage/Loss:	_____
Is the owner/resident aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

Residential Address:	_____
Damage/Loss:	_____
Is the owner/resident aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

Residential Address:	_____
Damage/Loss:	_____
Is the owner/resident aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

Residential Address:	_____
Damage/Loss:	_____
Is the owner/resident aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

Residential Address:	_____
Damage/Loss:	_____
Is the owner/resident aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

NOTE: If there is any further damage or losses, please note them and attach to this form.

Commercial/ Industrial Damage/Losses

2.2 Has any commercial or industrial property been damaged or destroyed?

YES – Go to question 2.2a

(Please circle one)

NO – Go to question 2.3

2.2a Record any available information about damage or losses to commercial or industrial properties that may have occurred

Business Name:	_____
Business Address:	_____
Damage/Loss:	_____
Is the business aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

Business Name:	_____
Business Address:	_____
Damage/Loss:	_____
Is the business aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

Business Name:	_____
Business Address:	_____
Damage/Loss:	_____
Is the business aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

Business Name:	_____
Business Address:	_____
Damage/Loss:	_____
Is the business aware of the property status?	YES / NO/ Unknown <i>(Please circle one)</i>

NOTE: If there is any further damage or losses, please note them and attach to this form.

Essential Services Damage/Losses

2.3 Have any essential services been disrupted?

YES – Go to question 2.3a

(Please circle one)

NO – Go to Section 3

2.3a Record any available information about disruptions to the following essential services that have occurred.

Service Type	Location	Estimated Restoration Time
Gas		
Phone		
Power		
Roads		
Water		
Other _____		
Other _____		

2.4 Are there any road blocks in place at this time?

2.5 Is there any other relevant information regarding the disruption of essential services or damage/losses in general.

Section 3: Evacuation / Welfare

3.1 Was an evacuation undertaken?

YES – Go to question 3.1a

(Please circle one)

NO – Go to Section 4

3.1a Has a welfare centre(s) been established?

YES – Go to question 3.1b

(Please circle one)

NO – Go to question 3.2

3.1b Address of welfare centre(s):

3.1c What is the estimated number of evacuees at the welfare centres?

3.2 How many properties were evacuated?

3.3 When will evacuees be allowed back into the affected area?

3.4 Is there any other relevant information regarding the evacuation of people within the area?

Section 4: Confirmation

I confirm that the information contained within this form is accurate to the best of my knowledge at the time of the handover of the emergency for the purpose of finalising the response phase and handing over the control of the incident to the responsible recovery organisation.

Controlling Agency Incident Controller

Name:

Date:

Time:

:

 hrs

 (Signature)

ANNEX F: Operational Recovery Plan

Shire of Chittering Local Recovery Coordination Committee

Operational Recovery Plan

Section 1 Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of emergency welfare centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychiatric support) requirements
- Other health issues

Section 3 Organisational Aspects

- Details the composition, structure and reporting lines of the committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various committees and those appointed to various positions including the Recovery Coordinator

Section 4 Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (WANDRRA), insurance, public appeals and donations (see also Section 5 below)
- Public information dissemination

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for distribution of funds)
- Office and living accommodation, furniture and equipment details for additional temporary personnel

Section 6 Conclusion

- Summarises goals, priorities and timetable of plan

Signed by: Chairman, Local Recovery Coordination Committee

Date:

ANNEX G: Recovery Needs Assessment and Support Survey Form

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on particular services, or refer you to organisations who can best assist you with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to a number of interviewers. However please note that further contact may be necessary.

You are not obliged to provide any or all of the information requested. You should be aware that the information you provide may be passed to other agencies involved in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately, however every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquires about the survey, please ring this telephone number: _____

In terms of the Privacy Act should you wish to access, change or amend any information you have given please ring the above telephone number. You can also contact this agency at:

_____.

Interview conducted at:

(Date)

(Time)

Interview conducted by:

This sheet is a receipt of your interview and must be retained for referencing purposes.

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

“Hello, my name is (name). I’m here on behalf of the Shire of Chittering Local Recovery Coordination Committee. I would like to talk to you about the recent emergency event to see if there is anything we can help you with or if there are any organisations we may be able to refer you to too assist with your recovery.”

- 1) Read through the cover page with the interviewee and complete it. Give the page to the person being interviewed at the completion of the interview as it is their receipt of interview.
- 2) If the interviewee doesn’t speak English, refer to the interpretation sheet on the rear of this sheet.
- 3) Start at section one of the survey and work through all sections.
- 4) Texts in grey italic font are points for you to note.
- 5) If the interviewee declines to give information, complete known details if possible.
- 6) On completion of the interview, hand over any relevant information that be of a benefit to the interviewee.

NOTE: some people may take this opportunity to offload any frustrations. Do not take this personally; it is best to listen and then move on to the next question when possible.

Interpretation Sheet

If the interviewee is of a non-English speaking background or has difficulty understanding English, have them identify their spoken language by pointing to one of the languages below.

Once the language has been identified, phone the 'Translating and Interpreting Service (TIS)' on **131 450** for an over the phone interview.

The sentence below states 'I require a (language type) interpreter'.

فيبرع غل مچرتم ينمزي

Arabic

我需要一个广东话的翻译

Chinese Cantonese

我需要一个普通话的翻译

Chinese Mandarin

Ja trebam hrvatskog prevodioca.

Croatian

Ik heb een nederlandse tolk nodig.

Dutch

Kailangan kop o nang filipino na tagapagsalita.

Filipino

J'ai besoin d'un interprète français.

French

Ich benötige einen Dolmetscher.

German (also Swiss & Austrian)

Απαιτώ έναν ελληνικό διερμηνέα.

Greek

MUJHE EK HINDI ANUVADAK KI JAROORAT HAI.

Hindi

Szükségem van magyar tolmácsra.

Hungarian

Saya membutuhkan penterjemah Bahasa Indonesia

Indonesian

من ترجمان دري ميخواهم.

Afghan - Dari

من مترجم فارسي ميخواهم.

Iran - Farsi

Richiedo un interprete italiano.

Italian

私は日本の通訳を要求する。

Japanese

나는 한국 해석자를 요구한다.

Khmer

Korean

Mene mi treba preveduva~ na Makedonski.

Macedonian

Saya perlu juru bahasa Melayu

Malaysian

Ie ried interpretu Malti.

Maltese

Potrzebuję polskiego tłumacza

Polish

Eu requeiro um intérprete português.

Portuguese

Я требую русского переводчика.

Russian

Section 1: Principal Occupier and Property Details

Suggestion: It is suggested that this form be completed together with other agencies to limit the amount of 'door knocking'.

1.1 Family Name: _____ First Name(s): _____

1.2 Total number of people residing at this property: _____

1.3 Names of other people normally residing at this property

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

NOTE: Please provide children ages

1.4 Have you registered with the Department for Child Protection and Family Support by completing a National Registration and Inquiry System (NRIS) registration form?

YES – Go to question 1.4a

(Please circle one)

NO – Go to question 1.5

NOTE: if NO, inform the interviewee that they may require registering to access recovery services. Please explain the process if required.

1.4a What is your registration number: _____

1.4b Does anyone in your family have a different NRIS number?

YES / NO *(Please circle one)*

Write the NRIS number(s): _____

1.5 Address of affected property: _____

Phone number of affected property: _____

Alternative phone number(s): _____

1.5a What is your property Assessment number: *(if known)* _____

NOTE: if the Assessment number is unknown, check the Property Database after the interview.

1.6 Do you own the property: **YES / NO** *(Please circle one)*

If **NO**, what are the contact details of the property owner (*if known*):

Name: _____

Address: _____

Contact number(s): _____

1.7 Where are you currently living (*Please tick one of the following*)

(✓)

<input type="checkbox"/>	Living at affected property (<i>Go to Section 2</i>)
<input type="checkbox"/>	Temporary accommodation until we can return to affected property (<i>Go to 1.8</i>)
<input type="checkbox"/>	Temporary accommodation looking for new permanent accommodation (<i>Go to 1.8</i>)
<input type="checkbox"/>	In new permanent accommodation (<i>Go to 1.8</i>)

1.8 Current address and contact details

Address: _____

Contact number(s): _____

Section 2: Damage to Dwelling/Contents and Insurance

2.1 Was the house damaged? (*Please tick one of the following*)

(✓)

<input type="checkbox"/>	YES	Go to question 2.2
<input type="checkbox"/>	NO	Go to question 2.3
<input type="checkbox"/>	Don't know as have not seen the house as yet	Go to question 2.3
<input type="checkbox"/>	Not damaged but not accessible	Go to question 2.3

2.2 Please tick the list below to indicate damage occurred

(✓)	Nature of Damage	Describe damage if relevant
<input type="checkbox"/>	Water supply not working	
<input type="checkbox"/>	Sewerage not working	
<input type="checkbox"/>	Drainage blocked	
<input type="checkbox"/>	Electricity cut	
<input type="checkbox"/>	Gas cut	
<input type="checkbox"/>	Telephone cut	
<input type="checkbox"/>	Road access cut or restricted	
<input type="checkbox"/>	Damage to outbuildings on property	
<input type="checkbox"/>	Other (please describe)	

2.2a When was the house damaged? Date: _____

2.2b To the best of your knowledge, what caused the damage? *(Please tick one of the following)*

<input type="checkbox"/>	(✓)	Cause of Damage
		Flood water
		Storm
		Hazardous Material Incident
		Earthquake
		Fire
		Other (please detail)

2.2c Has the house been inspected by a building inspector?

YES / NO / Don't Know *(Please circle one)*

2.2d Would you like someone to conduct an inspection of your house and property to ensure it is safe to move back into?

YES / NO *(Please circle one)*

2.2e Is the house insured? *(Please tick one of the following)*

(✓)

<input type="checkbox"/>	YES	Go to question 2.2f
<input type="checkbox"/>	NO	Go to question 2.3
<input type="checkbox"/>	Don't own the house	Go to question 3
<input type="checkbox"/>	Decline to answer the question	Go to question 2.3

2.2f Have you lodged an insurance claim?

YES / NO *(Please circle one)*

2.2g What is the name of your insurance company or agent?

2.2h Has an insurance assessor inspected the property?

YES / NO *(Please circle one)*

2.3 Have you experienced damage to the contents in the house? *(Please tick one of the following)*

(✓)

<input type="checkbox"/>	YES	Go to question 2.3a
<input type="checkbox"/>	NO	Go to question 2.4

	Don't know as haven't seen the contents as yet	Go to question 2.4
--	--	--------------------

2.3a Are the house contents insured? *(Please tick one of the following)*

(✓)

	YES	Go to question 2.3b
	NO	Go to Section 3
	Decline to answer the question	Go to Section 3

2.3b What is the name of your insurance company or agent?

2.3c Has an insurance claim been lodged?

YES / NO *(Please circle one)*

2.3d Has an insurance assessor inspected the property?

YES / NO *(Please circle one)*

Section 3: Alternative Accommodation

3.1 Do you need assistance to find alternative accommodation?

YES – Go to question 3.1a

(Please circle one)

NO – Go to Section 4

3.1a What kind of accommodation do you require? *(Please tick one of the following)*

(✓)

	Temporary (less than a week)
	Short-term (1-4 weeks)
	Long-term (more than one month) – please estimate the number of months: _____
	Permanent

3.1b The accommodation is needed to house:

Number of Adults: _____

Number of Children: _____

3.1c Do you have any special needs for your accommodation i.e., access for wheelchairs, aged?

3.1d Do you have any pets?

YES / NO *(Please circle one)*

NOTE: If YES, question 4.8 allows for further information to be recorded

Section 4: Health and Welfare

House

4.1 Do you require any clean-up assistance for your house or property?

YES – Go to question 4.1a

NO – Go to question 4.2 *(Please circle one)*

Don't Know – Go to question 4.2

4.1a Please provide details of the kind of assistance you would like:

4.2 Are you looking after evacuees at your home

YES – Go to question 4.2a

(Please circle one)

NO – Go to question 4.3

4.2a Would you like to receive information about financial support for hosting the evacuees?

YES / NO *(Please circle one)*

Personal

4.3 If you have had contents in your home damaged, would you like to be contacted by agencies that are distributing donated goods?

YES – Go to question 4.3a

(Please circle one)

NO – Go to question 4.4

4.3a What kind of goods do you need?

4.4 Do you have a need for clothing, toiletries or bedding?

YES – Go to question 4.4a

(Please circle one)

NO – Go to question 4.5

4.4a What kind of items do you need?

4.5 Are there any medications which you or your family use that you are unable to get?

YES – Go to question 4.5a

(Please circle one)

NO – Go to question 4.6

4.5a If you would like help you get medication, please describe the medications in as much detail as possible.

4.5b Is a prescription required for these medications?

YES / NO *(Please circle one)*

4.5c If YES, please provide the name and address of your doctor and pharmacist

4.6 Would you like to find out about support or counselling services for you and or your family members?

YES / NO *(Please circle one)*

NOTE: This question is included to help the interviewee access services that may be provided by affiliate organisations

4.7 Do you have an affiliation with any community groups in the area?

YES / NO *(Please circle one)*

4.7a If YES, please indicate which group.

Domestic animals/pets

4.8 Have you got any domestic animals or pets which are in need of care?

YES – Go to question 4.8a

(Please circle one)

NO – Go to Section 5

4.8a What kind of animals are they? *(Please list all animals & the number of animals)*

4.8b Where are they located? *(Please provide address and location at address)*

4.8c What kind of care do they need? *(Please detail)*

Section 5: Financial

5.1 Do you require any assistance with income support?

YES – Go to question 5.1a

(Please circle one)

NO – Go to Section 5.2

5.1a Are you already a client of the Department of Human Services (Centrelink)?

YES – Please contact Department of Human Services (Centrelink) directly

NO – Please contact Department of Human Services (Centrelink) through the help line and they will advise you on available assistance *(Please circle one)*

NOTE: the initial contact number to call Department of Human Services (Centrelink) is 132 050 though a specific contact number may be created by Department of Human Services (Centrelink) for affected persons dependent on the scale of the emergency.

NOTE: there may be relief funds available from other sources such as the Red Cross and the Lord Mayors Appeal Relief Fund. Applications will need to be completed for these grants if available. Please advise the interviewee about any relief funds that have been established and provide them with application forms.

Documents

5.2 Have you lost or do you have access to any of the following documents?

(Please tick all those that apply)

Document Type	Lost (✓)	Cannot Access (✓)	Who in the house does the document belong to
Bank books			
Cheque books			
Credit cards			
EFTPOS cards			
Department of Human Services (Centrelink) cards			
Passport			
Birth Certificate			
Marriage Certificate			
Citizenship Certificate			
Insurance papers			
Other (please detail)			

5.3 If you have lost your bank documents, do you have access to a branch of your bank?

YES / NO / Does not apply*(Please circle one)*

Administrative information

Person conducting interview: **Name (*print*):** _____

Contact details: _____

Date: _____

Person being interviewed: I have been given the front page of this survey form and agree to the use of the information I have for the purposes of recovery from this emergency.

Name (*print*): _____

Signature: _____

Date: _____

ANNEX H: Recovery Attendance Roster

The following roster has been endorsed by the Local Recovery Coordination Committee (LRCC) and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Employee Name	LRCC Position
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		

The following criteria have been considered by the LRCC while developing the roster.

Shifts per day: 3
Shifts per week: 5 days on, 2 days off
Length of Shift: 8.5 hours
Hand over period: 30 minutes
Rotation of Roster: Every 2 days
Rest Period: Minimum 10 hour rest period

Occupational Health and Safety:
- Fatigue Management
- Work life balance
- Employment commitments
- Employee welfare

ANNEX I: Recovery Attendance Form (Time Sheet)

On activation of the Local Recovery Coordination Committee, this form is to be completed by ALL Shire of Chittering employees who are involved in Emergency Management operations as requested by the Local Recovery Coordinator or the Local Recovery Coordination Committee.

Recovery Attendance Form (Time Sheet)

Date: _____

Emergency Name: _____

[illegible]

ANNEX J: Local Recovery Coordinator Attendance Form (Time Sheet)

On activation of the Local Recovery Coordinator, this form is to be completed and maintained by the nominated officer.

Local Recovery Coordinator Attendance Form (Time Sheet)

Emergency Name:

[illegible]

ANNEX K: Local Welfare Liaison Officer Attendance Form (Time Sheet)

On activation of the Local Welfare Liaison Officer, this form is to be completed and maintained by the nominated officer.

Local Welfare Liaison Officer Attendance Form (Time Sheet)

Emergency Name:

[illegible]

ANNEX L: Local Government Officer Attendance Form (Time Sheet)

On activation of the Local Government Officer, this form is to be completed and maintained by the nominated officer.

Local Government Officer Attendance Form (Time Sheet)

Emergency Name:

[illegible]



ANNEX M: Volunteer Information Form

VOLUNTEER INFORMATION FORM (V.I.F)

V.I.F. REFERENCE NUMBER: VIF _____

TITLE/PREFIX: Mr / Mrs/ Miss/ Dr/ Other _____

NAME: _____

ADDRESS: _____

PHONE: BH: _____ AH: _____ MOB: _____

AGE: _____ DOB (OPTIONAL): _____

NAME NEXT OF KIN: _____

PHONE: BH: _____ AH: _____ MOB: _____

AVAILABILITY Day (0800 – 1630hrs) ☐ Evening (1600 – 2430hrs) ☐
 Morning (2400 – 0830hrs) ☐ Other _____

TYPE OF ASSISTANCE OFFERED

- ☐ ACCOMMODATION: e.g. supply of _____
- ☐ CHILD CARE: _____
- ☐ CLERICAL: e.g. word processing, document collation _____
- ☐ DOMESTIC: e.g. cleaning, washing, ironing _____
- ☐ FOOD: e.g. meals, catering _____
- ☐ HEALTH: e.g. massage, relaxation _____
- ☐ MANUAL LABOUR: e.g. gardening, lifting _____
- ☐ PERSONAL SUPPORT: e.g. counselling, interpreter _____
- ☐ PHOTOGRAPHY: _____
- ☐ PROFESSIONAL ADVISE e.g. architect, builder _____
- ☐ TOOLS/EQUIPMENT: e.g. loader, truck _____
- ☐ TRANSPORT e.g. bus, car _____
- ☐ OTHER: _____

DATE: _____ OFFICER: _____ SIGNATURE: _____

To be signed by the volunteer when initially accepting tasking to acknowledge the above information is true and correct and to verify that any information that is acquired while undertaking tasks allocated may be confidential and must kept confidential.

DATE: _____ SIGNATURE: _____

TASK ALLOCATED: VTF Ref. No.: 1) VTF _____ 2) VTF _____ 3) VTF _____

LOG SHEET:: VLF Ref No.: 1) VLF _____ 2) VLF _____ 3) VLF _____

ANNEX N: Volunteer Log Form

VOLUNTEER LOG FORM (VLF)						
VLF REFERENCE NUMBER: VLF _____						
Volunteer Name	VIF Reference Number	Time in	Time Out	VTF Reference Number	Volunteer Signature	Authorised Officer Signature
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		
	VIF _____			VTF _____		



ANNEX O: Volunteer Task Allocation Form

VOLUNTEER TASK ALLOCATION FORM (V.T.F)

V.T.F REFERENCE NUMBER: VTF _____

DATE: _____

TASK NAME: _____

COORDINATOR NAME: _____

COORDINATOR Contact No.: _____

ALTERNATIVE CONTACT NO. _____

TASK DESCRIPTION:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

OTHER COMMENTS:

TASK AUTHORISED BY:

NAME: _____

DATE: _____

ANNEX P: Volunteer Attendance Roster

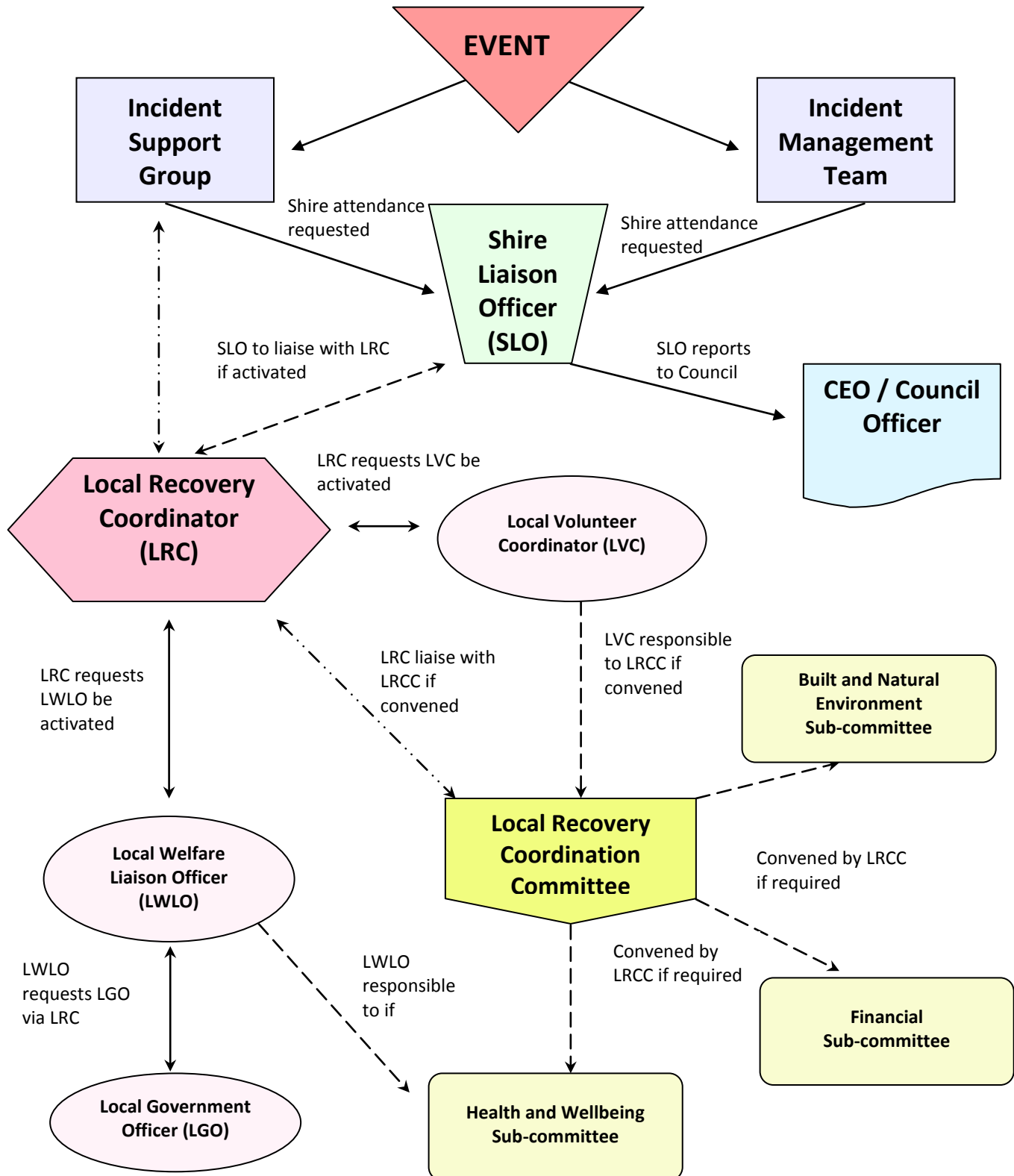
The following roster has been endorsed by the Local Recovery Coordination Committee (LRCC) and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Volunteer Name	VIF Number	VTF Number
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0800hrs			
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0800hrs			
		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0800hrs			

The following criteria have been considered by the LRCC while developing the roster.

Shifts per day:	3	Occupational Health and Safety:
Shifts per week:	5 days on, 2 days off	- Fatigue Management
Length of Shift:	8.5 hours	- Work life balance
Hand over period:	30 minutes	- Employment commitments
Rotation of Roster:	Every 2 days	- Employee welfare
Rest Period:	Minimum 10 hour rest period	

ANNEX Q: Shire of Chittering Recovery Staffing Flow Chart





Shire of Chittering Local Recovery Plan

ANNEX R: LRRC Contact Register

Organisation	Member	Contact Details
ADRA	Bob Blizzard	Great Northern Highway BINDOON WA 6502 Tel: 9576 0085 Mob: 0429 209 264 Email: gradad@bigpond.net.au
Immaculate Heart College	Dr Angela Evangelinou-Yiannakis (Principal)	PO Box 8 BULLSBROOK WA 6084 Tel: 9571 8135 Mob: 0402 400 367 Email: angela.e-yiannakis@ihc.wa.edu.au
Bindoon Primary School	Dr Jenny Kuhn(Principal)	19 Learners Way BINDOON WA 6502 Tel: 9576 1097 Email: Jenny.Kuhn@education.wa.edu.au
Catholic Agricultural College	<ul style="list-style-type: none"> Maria Barton (Principal) Martin Tobin (Deputy Principal) Geoff Hendricks (Business Manager) 	Locked Bag 1 BINDOON WA 6502 Tel: 9576 5500 Email: Kylie.Worth@cacbindoon.wa.edu.au
Chittering Chamber of Commerce	Angela Anspach (Secretary)	PO Box 292 BINDOON WA 6502 Mob: 0419 043 960 Email: chitteringcc@gmail.com
CWA Bindoon	Carolyn Cover	Email: cadiz@arach.net.au
Tronox	Dennis Badcock	Tel: 9576 1536 Mob: 0428 947 853 Email: dennis.badcock@au.tronox.com
Muchea Livestock Centre (WAMIA)	Lyndon Henning (Manager)	PO Box 1434 MIDLAND WA 6936 Tel: 9274 7533 Mob: 0448 064 304 Email: lyndon.henning@wamia.wa.gov.au
Silverchain	Sharon Richards (Service Coordinator, Avon & Narrogin)	84 Newcastle Road NORTHAM WA 6401 Tel: 9622 5915 Mob: 0417 952 398 Email: srichards@silverchain.org.au
Wannamal Community Centre	Ruth Loudon (Secretary)	PO Box 26 WANNAMAL WA 6505 Tel: 9655 7024 Email: rloudon@iinet.net.au
Shire of Chittering – Councillors	Cr Alex Douglas (President) Cr Robert Hawes (Deputy)	Mob: 0428 176 776 Email: crdouglas@chittering.wa.gov.au Mob: 0429 655 903 Email: crhawes@chittering.wa.gov.au
Shire of Chittering - Staff	<ul style="list-style-type: none"> Gary Tuffin – Chief Executive Officer Azhar Awang (Executive Manager Development Services) Jean Sutherland (Executive Manager Corporate Services) Jamie O'Neill (Community Emergency Services Manager) 	PO Box 70 BINDOON WA 6502 Tel: 9576 4600 Email: chatter@chittering.wa.gov.au

The Northside Radio Association Inc.



PO BOX 09 • Wanneroo • WA 6946
Tel: 0435516259 • Fax: (08) 9242 2622
Email: nra032@nra.org.au Web: <http://www.nra.org.au>

ABN: 98 879 883 156

29th August 2013

RE: Introduction of the NRA & Re activation of Bindoon Repeater BIN02

To whom it may concern,

Allow me to introduce myself, my name is Arthur Thompson, I am the President of The Northside Radio Association Inc. (NRA) we are a non for profit organisation consisting of UHF Citizen Band (CB) & Amateur Radio Operators. Our organisation relies on help from companies and councils in order to survive and also memberships.

The NRA was formed by its base members in 2003. We formed the association when we took licence and ownership of the Wanneroo UHF CB Repeater Call sign PER01.

Purchasing PER01 was as a result of a local Perth business WACB finding it too busy to maintain and operate the CB Repeater successfully and sold it onto our group who became The NRA and still maintain The Repeater located on the old Philips site in Wanneroo behind the Wanneroo Shops.

In April 2007 one of Perth's premier UHF CB Repeaters PER08 located in the Perth CBD on top of the Capita Building was closed down for reasons that we cant explain, UHF CB began a decline. In September 2007 when it became clear that PER08 was gone for good The NRA decided to purchase new repeater equipment approach the building owners and re-licence PER08 with The ACMA in order to establish the repeater in its previous glory. On the 7th of February 2008 The NRA reactivated PER08 and the hobby of UHF CB has begun to grow once more.

In 2008 The NRA also established a brand new CB Repeater in Millendon & PER04 was born in May 2008. In Late 2008 The Mandurah & Districts UHF Repeater Group where forced to close their club as the committee members no longer wanted to continue and no one else was willing to take their positions on the committee. The President Of The MD UHF Group contacted myself and asked if The NRA would be interested in Purchasing Their Repeater MTJ07. Not wanting the community of Mandurah to lose this valuable asset The NRA took the offer and purchased MTJ07 in Dec 2008

As you can imagine setting up a CB repeater is a costly task, the specialised duplexer cavity's for UHF CB Repeaters costing almost \$3000 alone! But by far THE most expensive and time consuming task of all is organising a site to house a CB repeater that not only will give worth while coverage to the CB community but also meets the ACMA's guidelines.

The NRA is aware that the Bindoon Repeater BIN02 is no longer operational and the Chittering Shire is no longer licensing or maintaining the repeater. The NRA is requesting that the shire of Chittering allow us (The NRA) to continue and expand our growing UHF CB Repeater network by re licensing the BIN02 Repeater at its current location in Bindoon and not only expand our CB Repeater network but to also to help provide a valuable community resource as I understand this repeater was sometimes used in Summer by the Emergency services network.

The NRA believes the more healthy efficient operational UHF CB Repeaters in around Perth then the more number of users can take part in and enjoy the hobby of UHF CB Radio & also help provide the local Bindoon/Chittering community by providing FREE to air CB Communications.

What The NRA would need and ask in principal is the following from the Chittering Shire Council in order for us to proceed with re activating the BIN02 Repeater.

- The NRA would like written Permission to relicense & Re-establish the BIN02 Repeater at its current location.
- The NRA would ask that the current radio equipment and antenna's that are already in place be donated to the NRA with something to that effect be in writing to the NRA that the equipment would become the property of the NRA, with the proviso that the equipment will continue to serve the Bindoon Community.
- The NRA would like in writing permission to continue whatever agreement was in place with the current property/tower owner to continue to operate the BIN02 Repeater at its current location.
- The NRA would require contact details for the site/tower owner and a procedure or solution either written or verbal so that The NRA can access the site and carry out works to re-establish the operation of the repeater.
- The NRA is willing to meet all costs in relation to re activating the BIN02 Repeater including any licensing and repair costs involved.
- The NRA would also like to add the Chittering shire council logo to our website as a token of our appreciation for Chittering Shire council allowing us to re activate BIN02.

I hope that our request and these terms are agreeable and that we can work together in re establishing and re activating what was once a valuable communications tool for the Bindoon community and with the help of The NRA can become an even more valuable tool for the Bindoon and hopefully greater communities.

Please feel free to view our website at www.nra.org.au for further information on how we operate and what we provide to the community.

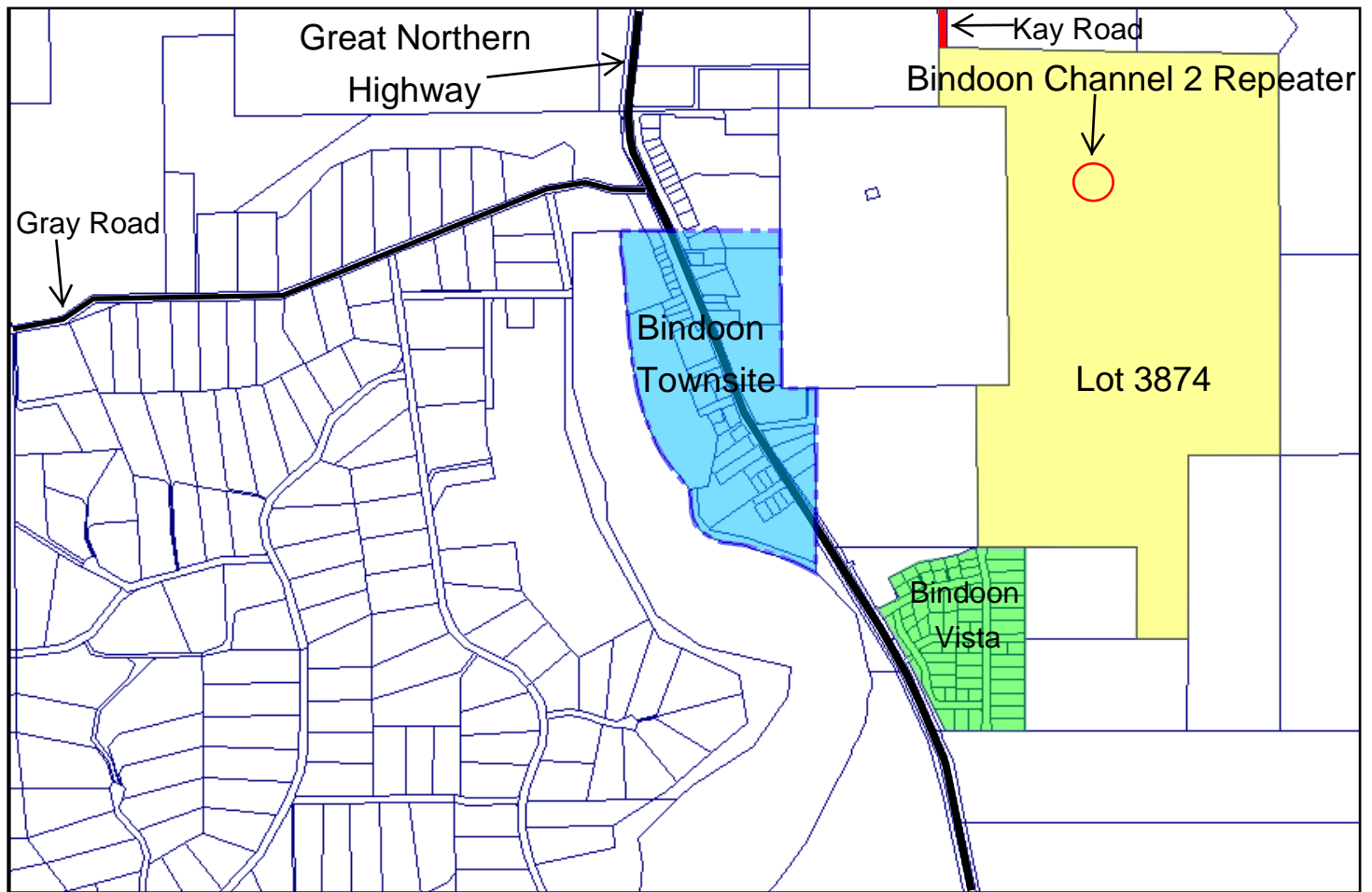
I would like to thank you for your time in reading this correspondence and if you have any further questions or queries or would like to discuss our request The Northside Radio Association Inc in order that we can help UHF CB radio flourish in WA Please by all means do not hesitate to contact me.

I look forward to your co-operation & response.

Kindest regards,

Arthur Thompson.
President.
The Northside Radio Association Inc
<http://www.nra.org.au>
nra032@nra.org.au

Attachment 2 - Locality Plan



Bindoon Channel 2 Repeater



READ AND KEEP THIS PART

4.5 Selection Criteria

Consultancy services for this project will be awarded based on the following key selection criteria:

Description of Compliance Criteria	
<p>(a) Relevant experience of undertaking similar projects</p> <p>Address the following information in an attachment and label it “Relevant Experience”:</p> <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide scope of the Tenderer’s involvement including details of outcomes; (c) Provide details of issues that arose during the project and how these were managed; (d) Demonstrate sound judgement and discretion; and <p>Demonstrate competency and proven track record of achieving outcomes.</p>	40%
<p>(b) Appreciation/understanding of required services</p> <p>Consultants should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> (a) A project schedule/timeline (where applicable); (b) The process for the delivery of the goods/services; (c) Training processes (if required); and (d) A demonstrated understanding of the scope of work <p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Demonstrated Understanding”.</p>	40%
<p>(c) Key Personal Skills & Experience</p> <p>Consultants should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <ul style="list-style-type: none"> (a) Their role in the performance of the Contract; (b) Curriculum vitae; (c) Membership to any professional or business association; (d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and (e) Any additional information. <p>Supply details in an attachment and label it “Key Personnel”.</p>	20%

The Principal has adopted a best value for money approach to this Request.

This means that, although price is considered, the Quotation containing the lowest price will not necessarily be accepted, nor will the Quotation ranked the highest on the qualitative criteria.

READ AND KEEP THIS PART

7. ANNEXURE PART B

SHIRE OF CHITTERING

FORM OF AGREEMENT

Community Infrastructure Development Plan

THIS AGREEMENT made day of 2013 between the Shire of Chittering, having it's registered office at 6177 Great Northern Highway, Bindoon in the state of Western Australia (hereinafter called the Principal") of the one part

AND _____ a company registered in _____ and having it's registered offices at _____ in the State of _____ (hereinafter called "the Consultant") of the other part.

WHEREAS the Principal requires that certain services shall be undertaken, namely: **Community Infrastructure Development Plan for Development Contribution Areas**

and has accepted a Quotation by the Consultant for the undertaking, completion and maintenance of such works.

NOW THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:-

- 1.0 In this Agreement words and expressions shall unless the context otherwise require have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
- 2.0 The following documents shall be deemed to form and be read and construed as part of this Agreement and shall rank in order of precedence listed, namely:
 - a) This Form of Agreement
 - b) Letter of Acceptance
 - c) General Condition for Engagement of Consultants AS4122-2010
 - d) Annexure Part A General Conditions for Engagement of Consultants AS4122-2010.
 - e) Request for Quotations - Community Infrastructure Development Plan.
 - f) Addenda (if any)

READ AND KEEP THIS PART

- 3.0 In consideration of the payments to be made by the Principal to the Consultant pursuant to the terms of the Contract, the Consultant covenants to undertake and complete the services pursuant to the provisions of the Contract.
- 4.0 In consideration of the Consultant, completing the services pursuant to the terms of the Contract the Principal covenants to pay the Consultant in accordance with the provisions of the Contract.
- 5.0 The Contract Sum for the work is : [insert details of payment] (\$). This Contract Sum is subject to adjustment only in accordance with the Contract.
- 6.0 The Date of the Letter of Acceptance and the start of the Contract is _____ 2013 and the Consultant shall complete all the work under the contract by _____ or such other date as determined pursuant to the Contract.
- 7.0 If any party to this Agreement consists of one or more Corporations this Agreement shall bind such Corporation or Corporations and their respective Executors, Administrators, Successors and permitted Assigns (in the case of the Consultant) and Assigns (in the case of the Principal) jointly and severally and the Corporation or Corporations included in the term 'Consultant' or the term 'Principal' in the Agreement shall jointly be entitled to the benefit of the Contract and the Contract shall be read and construed accordingly.
- 8.0 This Agreement shall take effect according to its tenor notwithstanding any prior Agreement in conflict or at variance with it or any correspondence or documents relating to the subject matter of the Agreement which may have passed between the parties to the Agreement prior to its execution.

READ AND KEEP THIS PART

IN WITNESS whereof the parties hereto sign and confirm their full agreement.

THE COMMON SEAL of the SHIRE OF CHITTERING }
was hereunto affixed by the authority of a }
resolution of the Council in the presence of }

Cr Alex Douglas, PRESIDENT

Mr Gary Tuffin, CHIEF EXECUTIVE OFFICER

Signed for and on behalf of the Contractor

By a duly authorised person

Signature

Name

Position

Witness

Signature

Name

ALL PARTNERS OF A PARTNERSHIP SHALL SIGN THIS FORM

AN INCORPORATED BODY SHALL PLACE THE CORPORATE SEAL OF THAT BODY ON THIS FORM.

NORTHERN COMPASSION INC.

COUNCIL SUBMISSION FOR FURTHER CONSIDERATION

PARTICIPANT SELECTION CRITERIA

Participant's selection is subject to completion of a detailed application and satisfying the requirements of an intake assessment matrix. The purpose of the intake assessment matrix is to ensure that the Program Participants are suited to the Program and in particular:

- There is acknowledgement by the applicant that the Program is voluntary
- The Participant has confirmed that they will be contributing to the Program cost
- The Participant is prequalified for the Program through referral from recognised organisations (including a letter from their doctor confirming their suitability for the Program)
- The Participant's expectations align with the Program deliverables
- There is acknowledgment of the transport arrangements for moving to and from the site
- The Participant is detoxed from drugs, including alcohol (all participants will be drug/alcohol tested before admittance to the Program)
- There is no on going mental health issues that would preclude the applicant from the Program
- There is no requirement for special emergency medical services or facilities
- The Participant is not a registered sex offender

PARTICIPANT PROFILE

The retreat is being established for young adults (male) to be able to have a safe, structured and supportive residential environment in which to develop life skills. Whilst the Participants may have access to various services in the community, these services can be insufficient due to such factors as the family environment, lack of motivation or vision etc. A residential program is necessary to relocate the Participants from their current environment and provide an environment which will enable the Participant's to overcome the life pressures that many people face as ordinary human beings, but for the Participants may have been exacerbated from relationship failure, family breakdown, depression etc.

The Northern Compassion Inc. (NCI) residential program is for young men wanting to overcome life issues who are:

- Aged between 18 – 35
- Willing to deal with their life controlling problems
- Willing to participate in a Christian-based program
- Not addicted to (that is, not dependent on) drugs/alcohol

Examples of Participant types (names inserted):

- Steve is 24 years of age, living at home and unable hold down a job. Steve is unmotivated, lacks self discipline, has struggled building meaningful relationships with people and has dabbled in drugs and alcohol - but is not drug or alcohol dependent. Steve has been prescribed a mild anti depressant but does not have any significant mental health challenges.
- Tom is 19 years old and has been in foster care until the age of 18 but is now struggling with life skills. Tom is unable to hold down a job and struggles to be disciplined to pay his rent with government benefits he receives. Rather than preparing proper food, Tom is existing on a diet of fast/junk food. He hangs around in a peer group which is not beneficial for Tom to be able change and move forward in life.

PROGRAM OUTLINE

Our goal is that Participants in Northern Compassion's Program will build positive support networks and friendships that will last for a lifetime to help them live purposeful and successful lives.

The Program includes:

- Individual case management and counselling
- Lectures and discussion groups
- Outdoor productive agriculture activities
- Recreational and social activities
- Pre-vocational and vocational development programs
- Spiritual development and church attendance

The Program helps Participants build a foundation for long-term change by focusing on topics such as:

- Stages-of-Change
- Goal Setting
- Teamwork
- Social Skills - Communication, Conflict Resolution
- Self-Identity
- Family and Relationships
- Work Ethic and Responsibilities including training and employment pathways
- Personal Development - Diet, Exercise, Sleep, Life Skills, Spiritual Growth
- Understanding Depression, Anxiety, Shame, Anger
- Smoking Cessation

Program Participants commence with a 6-week induction program (Attachment 2). Following the induction program Participants are assessed on an individual basis at 3 monthly intervals and decisions are made as to continuation at the retreat. Participant stay at the retreat is not expected to exceed 12 months.

SUPERVISION AND MANAGEMENT

To ensure the Program is successful the site is to operate as an orderly well-managed environment. Initially 6 monthly, and then annual scheduled meeting with neighbours is to be facilitated to provide an opportunity for feedback.

To minimise interruption during the operation of Program the following will apply:

- A site supervisor will be present on site at all times that Participants are on site
- Transport to and from the site is to be provided for Participants – if anyone chooses to leave the program they will be taken to Joondalup and provided with sufficient funds to use public transport to return to their home – to ensure continuity of site supervision if this transport requirement occurs out of hours another supervisor will be called to the site to provide transport
- Offsite Participant application and assessment minimising movements to and from the site to Participants, Staff and people involved in site management and Program delivery
- Transport will be provided for visitations which will occur offsite
- The site supervisor's telephone number (and email) to be provided to all neighbours to enable any concerns to be addressed promptly
- A contact register will be maintained of all immediate surrounding property owners/residents in accordance with Council's Consultation Plan (Attachment 1), for those owners/residents who wish to provide their details, so that should contact be required it can be made
- Establishment of peer to peer ("buddy") Participant systems
- Site will be maintained to all requisite standards including fire management

Attachment 1

Consultation Plan
Lot 111 (RN 138) Valley View Drive, Chittering

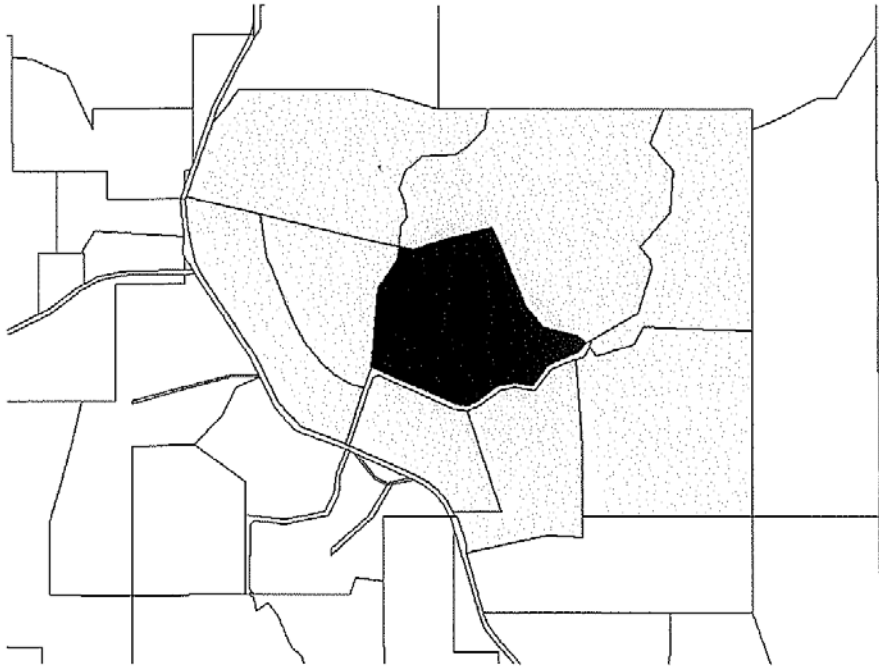


Figure 1: Consultation Plan – Lots coloured in were notified and given 14 days to respond. One landowner issued approval for the proposed building envelope modification and outbuilding. No further comments were received during the referral period.

8:30AM	House Duties, Personal Hygiene, Room Tidy (No Showers 8:00-8:15 AM -bathroom house duties)					BREAKFAST	
9:00 AM	Reflection	Reflection	Reflection	Reflection	Reflection	House Duties, Personal Hygiene, Room Tidy (No Showers 9:00-9:15 AM-bathroom house duties)	
10:00 AM	Morning Tea					Structured Recreation	Church
10:30 AM	Training	Recovery Group Work including peer to peer review	Training	Recovery Group Work including peer to peer review	12 Step Program		
11:00 AM							
12:00 PM	Personal Development Time						
12:30 PM	LUNCH						
1:00 PM	House Duties / Personal Development Time					LUNCH	
1:30 PM	Pathways to Employment/ Work & Responsibility Program	Pathways to Employment/ Work & Responsibility Program	Pathways to Employment/ Work & Responsibility Program	Pathways to Employment/ Work & Responsibility Program	Sport	House Duties	
2:30 PM						Structured Recreation / Family Visitation	Free Time
3:00 PM							
3:30 PM							
4:00 PM					Free Time		
4:30 PM	Personal Development Time				Dinner Prep		
					DINNER		
5:30PM	Dinner Prep				House Duties	Dinner Prep	
6:00 PM	DINNER				Church	DINNER	
6:30 PM	House Duties					House Duties	
7:00 PM	Phone Calls/ Personal Development Time					Phone Calls/ Personal Development Time	
9:00 PM	No Showers after 9pm						
9:30 PM	Retire to Rooms						
10:00 PM	All Participants in Allocated Rooms and Lights Out						