



**Ordinary Meeting of Council
to be held at the
Eneabba Sportsman's Club
Eneabba Drive, Eneabba
20 September 2017
commencing at 3:00pm**

ATTACHMENTS



Recovery Plan Resources Shire of Carnamah

**This document is an
attachment to the Carnamah
Local Recovery Plan.**

**To be read in conjunction
with:**

Local Recovery Plan

Local Recovery Guidelines

Welfare Plan

Disclaimer

Every effort has been made to ensure that information and guidance contained in this framework is appropriate for consideration and implementation by Local Governments. The information and guidance contained herein is provided in good faith and based on sources believed to be reliable and accurate at the time of the preparation and publication of this document.

The Authors and their respective officers, employees and agents do not accept legal liability or responsibility for the content of the framework; nor do the Authors accept responsibility for any consequential loss or damage arising from its application, use and reliance. A change in circumstances occurring after the initial preparation and production of this framework by the Authors and its respective officers, employees and agents may impact upon the accuracy and relevance of this framework and the information contained therein. The Local Recovery Plan and any recommendations, advice or information contained herein does not constitute legal advice, please seek advice prior to acting on the information and guidance detailed in this document. Furthermore prior to taking any action the Local Governments' Local Recovery Coordinating Group is required to consider whether the plan, actions, advice and information is appropriate, based on their circumstance(s) and within the legal framework.

Background

This Local Recovery Plan is developed as part of the Midwest Gascoyne Disaster Recovery Project, initiated by the District Emergency Management Committee (DEMC) in partnership with City of Greater Geraldton, and funded by the State Emergency Management Committee (SEMC) Secretariat through All West Australians Reducing Emergencies (AWARE) Program.

This sample Local Recovery Plan has been prepared in conjunction with the SEMC's Local Recovery Guidelines, Dec 2014, and is provided for local governments in Midwest Gascoyne region to contextualise to suit their respective authority area.

Ownership, Approval and Control

These arrangements have been produced and issued under the authority of section 41(4) of the *Emergency Management Act 2005*, endorsed by Carnamah Local Emergency Management Committee (LEMC), and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

	Name	Title	Signature	Date
Owner	Neil Hartley	Local Recovery Coordinator		
Approved by	Neil Hartley	Chief Executive Officer		
Document controller and review authority	Grant Fidock	Emergency & Ranger Services Officer		

Record of Amendment

Proposals for the amendment or addition to this document should be forwarded to the Chair of the Carnamah Local Emergency Management Committee, Shire of Carnamah.

Amendment		Details of Amendment	Amended by	Date
No	Date			Initial /date
1	5 December 2016	Original	K. Pollitt (Community Emergency Services Manager)	
2	July 2017	New Version using the Toolkit provided by CGG under AWARE Program	CEO	
3	August 2017	Preview of new version	DA -OEM	
4				

Distribution List

Distribution list	
Organisation	Number of copies
Chairperson LEMC	1
Executive Officer LEMC	1
Chief Executive Officer, Shire of Carnamah	1
WA Police, Leeman	1
WA Police, Carnamah	1
Midwest Gascoyne DEMC	1
Office of Emergency Management	1
Department of Community Services	1
Dongara, Eneabba, Mingenew Health Services	1
St John Ambulance, Carnamah Sub Centre	1
St John Ambulance, Leeman Sub Centre	1
St John Ambulance, Green Head Sub Centre	1
St John Ambulance, Eneabba Sub Centre	2
Community Paramedic, St John Ambulance	1
Chief Bush Fire Control Officer, Shire of Carnamah	1
DFES Regional Office, Geraldton	1
Leeman Volunteer Marine Rescue Service	1
Carnamah District High School	1
Leeman Primary School	1
Eneabba Primary School	1
Shire of Carnamah Administration Office	1
Coorow Volunteer Bush Fire Brigade	1
Eneabba Volunteer Bush Fire Brigade	1
Office of Emergency Management – Geraldton	1
State Emergency Service, Eneabba	1
Carnamah Volunteer Bush Fire Brigade	1
Warradarge Volunteer Bush Fire Brigade	1
Green Head Volunteer Bush Fire Brigade	1
Leeman Volunteer Bush Fire Brigade	1

The distribution list is included to enable amendments to be distributed at later dates.

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General acronyms used in this document

AWARE	All West Australians Reducing Emergencies
BFS	Bush Fire Service
CA	Controlling Agency
DCS	Department of Community Services
DEMC	District Emergency Management Committee
DBCA	Department of Biodiversity Conservation and Attractions
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
NGO	Non-Government Organisation
OEM	Office of Emergency Management
OIC	Officer In Charge
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
WANDRRA	Western Australian Natural Disaster Relief and Recovery Assistance

Operational Policy OP <123> Local Recovery Management			
Officer	Position title of Local Recovery Coordinator	Owner	Document owner (typically Director level)
Review Frequency	Annually	Next Review	Date
Chief Executive Officer	Signature	Date	Insert date signed

OBJECTIVE

The purpose of this policy is to provide guidance to employees of the <local government authority>, in fulfilling <local government authority> Local Recovery Management responsibilities as outlined in the *Emergency Management Act 2005*, and in accordance with the *Local Government Act 1995*.

SCOPE

This policy applies to all <local government authority> employees and contractors.

DEFINITIONS

Shire means the Shire of Carnamah.

Council means the Council of the Shire of Carnamah.

Councillor means a person who holds the office of Councillor on the Council.

Mayor means the Mayor elected by electors of the district of the Shire of Carnamah

CEO means the Chief Executive Officer of the Shire of Carnamah.

LRC means the Local Recovery Coordinator.

LRCG means the Local Recovery Coordinating Group.

OTHER DEFINITIONS

Local Recovery Coordinator - a position appointed by the Local Government depending on the nature and magnitude of the event. Preferably there should be more than one person appointed to undertake the role in case the primary appointee is unavailable when an emergency occurs.

Local Recovery Coordinating Group: The Local Recovery Coordinating Group coordinates and supports local management of the recovery processes within a community. The Local Recovery Coordination Group comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected.

Local Recovery Plan: A plan developed to clearly identify recovery management arrangements and operational considerations. It identifies agreements that have been made between local governments and/or emergency management agencies.

Recovery Management: Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing” (*Emergency Management Act 2005*)

BACKGROUND

The *Emergency Management Act 2005* contains the following requirements:

- local governments are to set out policies for emergency management’
- Local government must prepare local emergency management arrangements, which are to include ‘a recovery plan and the nomination of a local recovery coordinator’
- Local government is to manage recovery following an emergency affecting the community in its district

POLICY

1. Local Recovery Coordinator (LRC)

1.1. The <position title - typically Manager or Coordinator level> is the LRC of the <local government authority> appointed by CEO depending on the nature and magnitude of the event.

1.2. The CEO will designate a deputy to undertake the role of the LRC in case the primary appointee is unavailable when an emergency occurs.

1.3. LRC will advise the Mayor / Shire President and CEO to activate the Local Recovery Plan and convene LRCG in the occurrence of an emergency.

1.4. The LRC will assess requirements for the restoration of services and facilities to the community, with the assistance of responsible agencies such as the Dept of Health, WA Police, Dept of Community Services, Western Power and WaterCorp.

1.5. The LRC will manage the LRCG, related planning for the <local government authority> and oversee the recovery process including consideration for social, infrastructure, environment and economic factors.

1.6. The LRC will approach the CEO to direct other staff to perform various recovery roles depending on the nature of the event. The Shire of Carnamah expects that all staff extend cooperation to the LRC and maintain staff roster and OH&S requirements.

1.7. It is the responsibility of the LRC to establish and maintain effective communication with all relevant stakeholders (including community members, businesses, media, government agencies, not-for-profit agencies, elected representatives) with support of a communication officer (where appointed) including the review and approval of media releases.

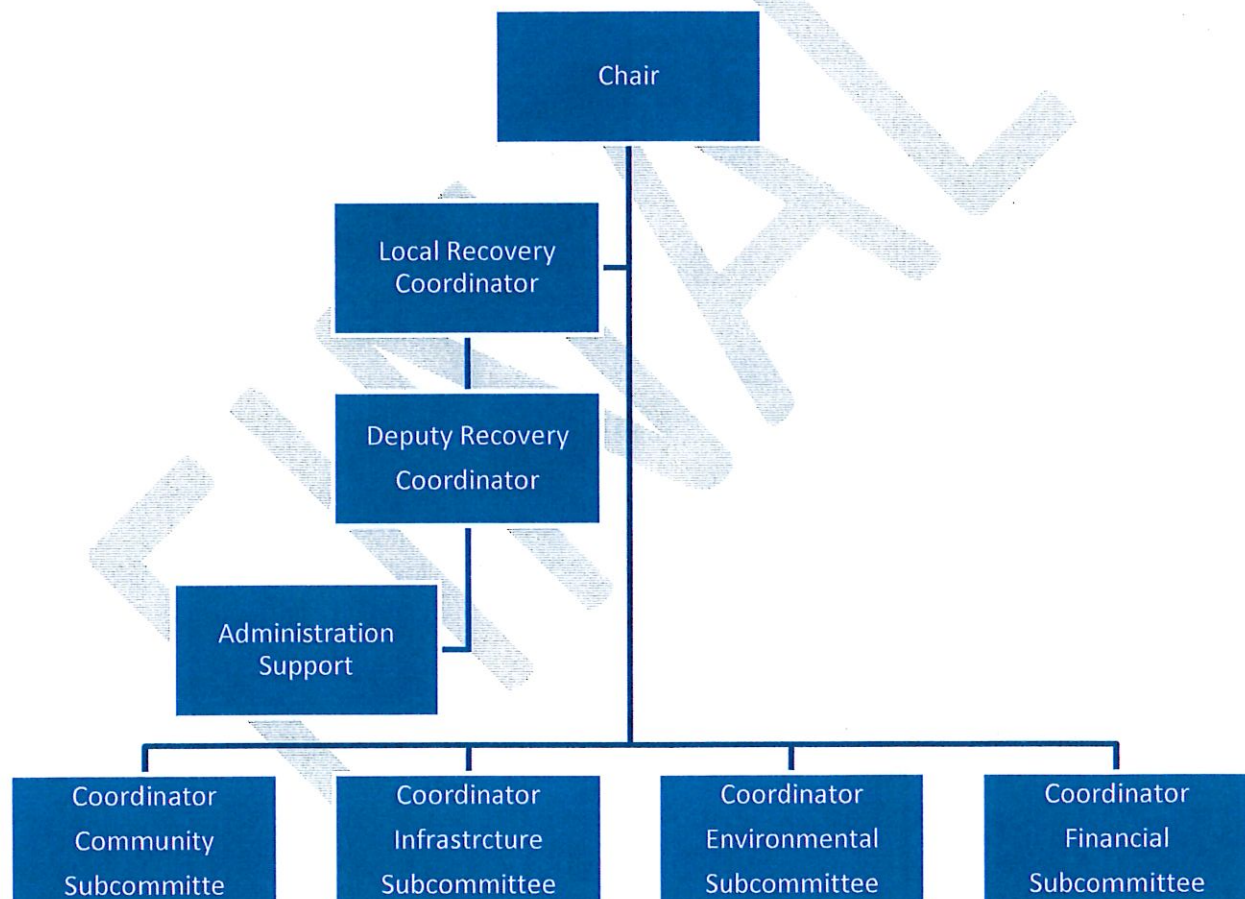
2. Local Recovery Coordinating Group (LRCG)

2.1. The LRCG comprises a core membership plus additional personnel depending on the type and magnitude of the event and the extent of the community affected. The composition includes:

Executive

- Chairperson (Shire President);
- Chief Executive Officer;
- Local Recovery Coordinator;
- Deputy Recovery Coordinator;
- Secretary (appointed by local government authority)

Suggested Local Recovery Coordinating Group Structure



2.2. The LRCG will co-ordinate and support the local management of recovery processes within the community in accordance with the local recovery plan.

2.3. The LRCG will appoint staff to key positions within the committee and, when established, sub-committees.

2.4. The LRCG will assess 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 external agencies where appropriate.

ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this policy and reviewing it on an annual basis.

WORKPLACE INFORMATION / REFERENCES

- *Emergency Management Act 2005*
- *State Emergency Management Plan 2016*
- *State Emergency Management Procedures 2016*
- *Local Recovery Guidelines 2014*
- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

ANIMAL SHELTERS

Geraldton Dog Rescue
Geraldton WA
Ph: 9938 2999 Mobile 0428 996 317
Email: sisandy1@westnet.com.au
<http://www.dogshome.com/>

VETERINARY CLINICS

Dongara Veterinary Hospital
29 Hunts Road
Dongara WA
Ph: 9927 1329
A/H: 0428 966 163 (Emergencies Only)
Email: dongaravet@westnet.com.au

Moora Veterinary Service
Slot 20, Carrick Street
Moora WA
Ph: 9651 1420
Fax: 9651 1959

Chapman Animal Hospital
74 North West Coastal Highway
Geraldton WA
Ph: 9964 2828 Mobile 0417 919 311
Email: chapman-vet@wn.com.au
www.chapmananimalhospital.com.au
Sandford Veterinary Clinic
42 Sanford Street
Geraldton WA
Ph: 9921 1797

TRANSLATING & INTERPRETING SERVICE (TIS NATIONAL)

Telephone Interpreting Service
On-site Interpreting bookings: 1300 655 082 Fax: 1300 654 151
24 Hrs contact: 13 14 50

AUST-ASIA MIGRATION & INTERPRETING SERVICES

Office 59 King St, Perth WA 6000
Mobile Service 0414 497 199

HELLENIC INTERPRETING & TRANSLATING SERVICES

10 Everest Way
Alexander Heights WA 6064
Mobile Service 0404 887 007

ITALIAN T/I SERVICES

Translating / Interpreting
2 Townshend Ave Balcatta WA 6021
Ph: (08) 9344 7663

DEAF SOCIETY OF WESTERN AUSTRALIA

Suite 46, 5 Aberdeen Street
East Perth WA 6004
Ph: (08) 9441 2677 Fax: (08) 9441 2616
National Relay Service 13 3677
A/H: Emergency Deaf Interpreting Service 0410 017 540

AIR CHARTER

Batavia Coast Air Charter

166 Marine Terrace
GERALDTON
1300 660 834
info@abrolhosbat.com.au

Geraldton Air Charter

Brearley Terminal
Geraldton Airport
9923 3434 Fax 9923 3262
geroair@midwest.com.au

AMENITIES & TOILET HIRE

Durwin Melbin
Main Street
Coorow WA
Mob: 0427 080 171

Dongara Drilling & Electrical
Lot 30228 Brand Highway
Dongara WA
Ph: 9927 1215
Fax 9927 2515
Email: dongaradrilling@bigpond.com
www.dongaradrilling.com.au

Onsite Rental Group
(Geraldton Branch)
66 Foscaw Way
Geraldton WA
Ph: 9938 4700
www.onsite.com.au

Coates Hire

Lot 65 North West Coastal Highway
Geraldton WA
Ph: 9921 9050
www.coateshire.com.au

BUSES

Bus Hire

9926 1197 Fax 9926 1110
reception@srs.reline.com.au

Hertz

279 Place road
Webborton & Geraldton Airport
9965 2844 Fax 9965 1380
Geraldton@hertzrentals.com.au

CRANE HIRE

C & AJ Vant Veer
Williamson Street
Three Springs WA
Ph: 9954 1034
Fax: 9954 1193

Geraldton Cranes & Haulage

26 Boyd Street
Geraldton
9921 6477 Fax 9921 6677
gtncrane@inet.net.au

Boon Logistics

82 Flores Road
Geraldton
9921 1177 Fax 9921 8434
dmcdonald@boomlogistics.com.au

EARTHMOVING

Kamma's Bulldozing
Lot 72 Chapman Street
Carnamah WA
Ph: 9951 1747
Mob: 0427 731 228
Email: tk.kammann@bigpond.com

Winchester Industries
Midlands Road
Carnamah WA

Ph: 9951 1135
Mob: 0428 948 340 (Terry)
0428 511 284 (Clay)
Fax: 9951 1109
Email: winchester.quarry@bigpond.com

Durwin Melbin
Main Street
Coorow WA
Mob: 0427 080 171

Brand Highway
Badgingarra WA
Ph: 9652 3028
Mob: 0428 523 028 (Ash)
0419 000 224 (Ali)
Fax: 9652 3038
Email: ash.ali@bigpond.com

Centrals Earthmoving
222 Goulds Road
Narngulu WA
Ph: 9965 6565
Fax 9923 3200
Email: ceneath@ceneath.com.au
www.ceneath.com.au

Red Dust Holdings
62 Edward Road
Geraldton WA
Ph: 9965 4891
Email: admin@reddustholdings.com.au
www.reddustholdings.com.au

Lenane Holdings
Ph: 9923 3900
Fax 9923 3800
Email: admin@lenaneholdings.com.au

Northcoast Contractors
475 Edward Road
Meru
9923 7000 Fax 9923 7050

Central Earthmoving
201 Lester Avenue
Geraldton
9965 6565 Fax 9921 5910
ceneath@ceneath.com.au

ELECTRICAL SERVICES

S & L Quantock Electrics

Mob: 0428 521 192 (Stuart)

Email: squantock@bigpond.com

WCC Electrical & Airconditioning

Lot 9533 Bunjil Road

Carnamah WA

Ph: 9951 1414

Mark Lewis

Green Head WA

Mob: 0427 766 303

Shadbolt Electrical

15 Gypsum Street

Jurien Bay WA

Ph: 9652 1213

A/H: 0429 626 482

Dongara Drilling & Electrical

Lot 30228 Brand Highway

Dongara WA

Ph: 9927 1215

Fax 9927 2515

Email: dongaradrilling@bigpond.com

www.dongaradrilling.com.au

Kirkland Electrical Services

4 Swan View

Dongara WA

Ph: 9927 1307

A/H: 0429 991 307 (Jim)

0429 000 708

C & T Hicks Electrical

Ph: 9927 2884

Mob: 0429 194 784

Geraldton Electrical Co

14 Beaver Street

Geraldton

9964 1744

info@geraltonelectricalco.com.au

Beresford Electrical Services

4B Dwyer Street

Webborton 6530

9921 6474 Mobile 0418 930 664

Beresford@wn.com.au

GENERATORS

Dongara Drilling & Electrical
Lot 30228 Brand Highway
Dongara WA
Ph: 9927 1215
Fax 9927 2515
Email: dongaradrilling@bigpond.com
www.dongaradrilling.com.au

Onsite Rental Group
(Geraldton Branch)
66 Foskew Way
Geraldton WA
Ph: 9938 4700
www.onsite.com.au

Coates Hire
Lot 65 North West Coastal Highway
Geraldton WA
Ph: 9921 9050
www.coateshire.com.au

Primepower Engineering
80a Anderson Street
Webborton
9965 0589

PLUMBING SERVICES

Leeman Plumbing & Excavation
Leeman WA
Mob: 0499 146 336 (Rowan)
Email: rowan@leemanplumbingandexcavation.com.au

Spiderweb Plumbing & Gas
Leeman WA
Mob: 0427 611 494 (Brenton)
Email: swplumbing@outlook.com.au

Green Head Plumbing & Gas
Green Head WA
Ph: 9953 1932
Mob: 0429 966 758 (Dave)

Jurien Plumbing Service

Lot 1201 Gypsum Street
Jurien Bay WA
Ph: 9652 1238
A/H: 0419 901 579

AMC Plumbing and Gas
Mob: 0428 887 153 (Adrian)
Email: amcplumbingandgas@hotmail.com

Irwin Plumbing Services
Ph: 9927 1874
Mob: 0427 396 447

Newhills Plumbing & Gas
Ph: 9927 1579
Fax 9927 1573
Mob: 0408 947 063
Email: newhills4@bigpond.com

Port Denison Plumbing
Ph: 9927 1858
Mob: 0419 196 394

Sun Shire Plumbing
7 box Street
PO Box 239
Geraldton WA 6531
9921 1700 Fax 9921 1760
admin@sunShireplumbing.com.au

Solarhart
Unit 16
208-210 North West Coastal Highway
9964 3313 Fax 9964 3315
bbgger@wn.com.au

TREE LOPPER SERVICES

Dongara Tree Service
Ph: 9927 2625
Mob: 0418 272 094

Leander Tree Lopping
Mob: 0427 888 895
Email: leandertreelopping@yahoo.com.au

Aussie Tree Services
30 Beaver Street
Webborton WA

Top Notch Tree

PO Box 2511

Geraldton

Mobile – Peter: 0427 230 309 Phone/Fax: 9923 2886

Down to Earth Tree Lopping

191 Edward Road

Geraldton

9921 2042 Mobile 0408 404 477

WASTE REMOVAL

Dongara Midwest Waste

212 St Dominics Road

Dongara WA

Mob: 0409 568 869

VeoliaEnvironmental Services

11 Connolly Street

Geraldton

9964 2844

Freemans Liquid Waste Removals

Mob: 0419 915 109

Email: accounts@freemansliquidwaste.com

ToxFree Waste Services

Ph: 9938 1196

www.toxfree.com.au

Volunteer Information Form

Volunteer Information Form (VIF)

V.I.F. Reference Number: VIF _____

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

NAME: _____

ADDRESS: _____

PHONE: BH: _____ AH: _____ MOB: _____

NEXT OF KIN: _____

PHONE: BH: _____ AH: _____ MOB: _____

AVAILABILITY: Day ☐ 0800 – 1630 hrs) Evening ☐ (1600 – 0030 Hrs)
Night (2400 – 0830 Hrs)

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. counseling, interpreter _____

PHOTOGRAPHY: _____

PROFESSIONAL ADVISE e.g. architect, builder _____

TOOLS/EQUIPMENT: e.g. loader, truck _____

TRANSPORT e.g. bus, car _____

OTHER _____

Completed by (employee): _____

DATE: _____ OFFICER: _____ SIGNATURE: _____

As a volunteer for the Shire of Carnamah, I acknowledge the above information is true and correct. I undertake to maintain the confidentiality of any information acquired by me in the performance of any task undertaken in the performance of my allotted duties as a volunteer.

Date: _____ Signature: _____

TASK ALLOCATED:

V.T.A.F Ref No.:

1) V.T.A.F _____

2) V.T.A.F _____

3) V.T.A.F _____

LOG SHEET:

V.T.A.F Ref No.:

1) VLF _____

2) VLF _____

3) VLF _____

Volunteer Log Form

VOLUNTEER LOG FORM (V.L.F)

V.L.F. REFERENCE NUMBER: VLF _____

Volunteer Name	V.I.F Reference Number	Time In	Time Out	V.T.A.F. Reference Number	Volunteer Signature	Authorised Officer Signature
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		

Volunteer Task Allocation Form (VTAF)

V.T.A.F. Reference Number: V.T.A.F. _____

DATE: _____

TASK NAME: _____

TASK COORDINATOR NAME: _____

COORDINATOR CONTACT No.: _____

ALTERNATIVE CONTACT No.: _____

TASK DESCRIPTION:

OTHER COMMENTS:

AUTHORISED BY:

NAME: _____

DATE: _____

Volunteer Attendance Roster

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

Date On	Date Off	Time On	Time Off	Volunteer Name	VIF Number	V.T.A.F Number
		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			
		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			
		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			
		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

The following criteria have been considered by the LRCG 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 - Task commitments
- Rotation of roster: Every 2 days- Volunteer welfare
- Rest period: Minimum 10 hour rest period between shift

RECIPT OF DONATIONS

Date Pledged: _____ Date Received: _____

Donor Name: _____

Company / Organisation: _____

Donor Address: _____

MOB: _____ Email: _____

Item Donated / Description

Total Estimated Value: _____

Received By: _____ Officer Signature: _____

Comments:

[illegible]

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Job Title:	Local Recovery Coordinator
Level:	Level 10
Line Manager:	Manager, Engineering Services
Direct Reports:	Deputy Local Recovery Coordinator
Location:	Coordination Centre

1. JOB PURPOSE

The Local Recovery Coordinator (together with the Local Recovery Coordinating Group where activated) will manage the recovery process on behalf of the local government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. ORGANISATIONAL CONTEXT

The position of Local Recovery Coordinator is a mandatory role of all local government authorities in accordance with the *Emergency Management Act 2005*. The position is part of the Fire and Emergency Services branch within the Infrastructure Services Department.

3. KEY ACCOUNTABILITIES

- Ensure the Local Recovery Plan is established, approved and tested
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,
- Provide advice to the Mayor/Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened
- Ensure the functions of the Executive Officer are undertaken for the LRCG.
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the LRCG.

- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

4. CORPORATE ACCOUNTABILITIES

- **Human Resource Management & Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the Shire's organisation values

5. PERSON SPECIFICATION

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Carnamah and this position description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date:

Job Title:	Deputy Local Recovery Coordinator
Level:	Level 7
Line Manager:	Local Recovery Coordinator
Direct Reports:	Administrative staff (during emergencies)
Location:	Coordination Centre

1. JOB PURPOSE

The Deputy Local Recovery Coordinator (together with the Local Recovery Coordinating Committee where activated) will assist in the management of the recovery process on behalf of the local government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. ORGANISATIONAL CONTEXT

The position of Deputy Local Recovery Coordinator is crucial, as the incumbent needs to be prepared and able to perform all Local Recovery Coordinator (LRC) tasks in the Coordinators absence. The Coordinator is a mandatory role of all local government authorities in accordance with the *Emergency Management Act 2005*. The position is part of the Fire and Emergency Services branch within the Infrastructure Services Department.

3. KEY ACCOUNTABILITIES

- Assist the LRC to ensure the Local Recovery Plan is established, approved and tested
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate, often the Deputy position will be utilised in a liaison officer role, implementing the crucial link between the Incident Support Group, and the Local Government Authority.
- In conjunction with the HMA, Local Emergency Coordinator and other responsible agencies, assess the community recovery requirements for each event as required.
- Provide advice to the Mayor/Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened
- Perform the functions of the Executive Officer for the LRCG as required.
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.

- Determine the resources required for the recovery process in consultation with the LRCG.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

4. CORPORATE ACCOUNTABILITIES

- **Human Resource Management & Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the Shire's organisation values

5. PERSON SPECIFICATION

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)

- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Carnamah and this position description facilitates this development that I will actively invest in.

Employee Name: _____

Employee Signature: _____

Date: _____

Job Title:	Local Recovery Coordinating Group (members and subcommittees)
Level:	Various
Line Manager:	Shire President
Direct Reports:	Dependent upon specific emergency
Location:	Coordination Centre

1. JOB PURPOSE

The Local Recovery Coordinating Group (where activated) will manage the recovery process on behalf of the local government. It is essential that the occupant of a committee or sub-committee role are aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. ORGANISATIONAL CONTEXT

In accordance with the *Emergency Management Act 2005*, Local Government Authorities are responsible for effecting recovery in their communities. Local Recovery Coordinating Group (LRCG) and subcommittee position fulfil this responsibility in a comprehensive manner - as a committee, or may delegate specific elements of recovery operations to subcommittee.

3. KEY ACCOUNTABILITIES

- Review and participate in testing of the Local Recovery Plan
- Receive incident specific information from the Controlling Agency, Incident Support Group and Operations Area Support Group where appropriate, via the Local Recovery Coordinator or his/her Deputy.
- Utilise received information to assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinator.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the State Recovery Coordinating Group, if required.

- In conjunction with the Local Recovery Coordinator, facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Participate in an operational debriefing after cessation of the arrangements.
- Participate in an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

4. CORPORATE ACCOUNTABILITIES

- **Human Resource Management & Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the Shire's organisation values

5. PERSON SPECIFICATION

Qualifications and Experience

- Current C Class Drivers Licence
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- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.
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- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Carnamah and this position description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date:

Local Recovery Coordinator – Operational Check List

First 24 hours

Task Description	Status
Liaise with response agencies regarding location, size, type and potential impact of the disaster	
Attend response agencies' Operations Area and Incident Support Group meetings for situational awareness and likely timings for transition to recovery phase	
Contact and alert key staff (incl. LRCG Executive and Subcommittee members), determine <u>initial</u> requirements (e.g. admin support to maintain a record of events and communications with key staff).	
Receive initial impact assessment from HMA / CA, determine likely human effects and alert relevant recovery agencies (such as WAPOL, CPFS, WA Health, Red Cross Water Corp, Western Power / Horizon Power, Telstra, Alinta Gas, other service providers as applicable)	
In conjunction with LRCG Executive, determine level of state government involvement, in consultation with State Recovery Coordinator	
Support Dept of Child Protection and Family Support to determine immediate short-term needs (e.g. accommodation, financial assistance and personal support)	
Determine likely effects on community until relevant recovery agency(s) is operational (i.e. Dept of Child Protection & Family Support may take 4-6 hours to mobilise and establish welfare/evacuation centre(s), plus travel time (if relevant)).	
Determine need to activate LRCG, sub committees and membership. If activated, establish a recovery coordination centre OR if not activated, ensure resources are retained to record recovery expenditure (incl. logging expenses, receipts, timesheets), staff tasking, machinery usage etc.	
Establish a liaison officer located at HMA/CA emergency operations centre, Establish a recovery information centre to provide affected community with access to services.	
Identify and manage special needs groups or individuals that may require specific support mechanisms, services or equipment (e.g. mobility impaired, CaLD)	
Activate outreach program(s) to meet immediate needs, and determine ongoing needs. Issues should include the need for specialist counselling, material aid, accommodation, financial assistance, social, recreational and domestic facilities. Consider logistical issues such as road blocks, safety concerns, insurance assessments – outreach programs may require additional support to be effective such as police escort or Environmental Health Officer accompaniment.	
Meet with specific agencies involved with recovery operations to determine strategies, and activate inter-agency liaison mechanisms (e.g. WAPOL, CPFS, WA Health, Red Cross Water Corp, Western Power / Horizon Power, Telstra, Alinta Gas, leaders from local community groups /committees).	
Manage offers of assistance, including volunteers, material aid and money	
Maintain ongoing assessment of impact of the event through local government data, geographic data and relevant response agencies situation reports.	
Meet with recovery agencies for full assessment of event impact. Determine best means of involving affected community and actions from specific agencies.	
Arrange media briefing (Mayor / Shire President / CEO) on recovery program	
Organise briefing and debriefing processes for staff, and establish staffing arrangements to ensure recovery is maintained without fatigue	

Local Recovery Coordinator – Operational Check List

First 48 hours

Task Description	Status
Assess any available initial data/intel/comments gathered through outreach programs to assess community needs (formal reports may take considerably longer depending on extent of incident)	
Monitor staffing arrangements – relief / fatigue	
In collaboration with LRCG, develop Operational Recovery Plan – recovery objectives, requirements, governance arrangements, resources and priorities	
Manage offers of assistance, including volunteers, material aid and donated money (delegate to finance sub-committee)	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Manage restoration of essential infrastructure / utilities	
Develop a community information process, including consideration of public meetings and newsletters	
Implement event specific communications plan, arrange media briefing (Mayor / Shire President / CEO) on recovery program, consider establishing call centre with prepared responses for FAQ's	
Maintain ongoing assessment of impact of the event through information / data, geographic data and relevant response agencies.	
Review resources and services on an ongoing basis	
Report to organisational hierarchy on likely costs/ impact of involvement in recovery activities.	
Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and withdrawal of services when appropriate	
Debrief recovery agencies	
Maintain recovery coordination centre operations	

Local Recovery Coordinator – Operational Check List

First 72 hours

Monitor staffing arrangements	
Participate in development of Comprehensive Impact Assessment (led by CA)	
Review resources and services on an ongoing basis	
Establish whether event has been proclaimed an eligible natural disaster under the WANDRRA, if so – what assistance may be available	
Determine longer term recovery measures and strategies	
Maintain recovery centre operations	
Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and withdrawal of services when appropriate	
Debrief recovery agencies and staff, evaluate effectiveness of recovery program	
Recognise agency / staff input	

LOCAL RECOVERY COORDINATION GROUP

ACTION CHECK LIST

Description	Status
In the Transition from Response	
Ensure the appointment of a LRC has occurred.	
Ensure Incident Controller includes the LRC in official responses and briefings	
Ensure the Incident Controller is aware of recovery requirements and tasks prior to the termination of the response phase.	
Ensure that agencies with response and recovery obligations are aware of their continuing role.	
Initiate key recovery arrangements including full LRCG subcommittee briefing during the response phase and ensure formal handover takes place.	
Management Structure – the LRCG shall:	
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 obligation from response agency, provide information to impacted area, general public and the media. See 'Communication tools'.	
Facilitate and advise on State / Federal emergency relief funding and facilitate and advise on private aid and funding.	
Activate and coordinate the Recovery Coordination Centre if required.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement – the LRCG shall:	
Work with existing community organisations.	
Recruit representative(s) of the affected community into the recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide a "one-stop-shop" for advice, information and assistance during the recovery period.	
Establish mechanisms for the sharing of information and reporting local initiative (e.g. regular community meetings & local newsletters). See 'Communication tools'	

Impact Assessment (Managerial Issues) – The LRCG shall:	
Use intelligence / planning information from the response operation and set up a recovery liaison person in the HMA's Incident Support Group.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems and status, damage impact and pattern and welfare issues.	
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 LRCG 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 & analyse data, community development & outreach programs are valuable data sources	
Establish a method / process to determine the type of information needed for this recovery operation, defining: 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 LRCG shall:	
Define who is responsible for which part for 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 LRCG shall:	
Establish strong relationship with key regional government agency representatives, and appoint them to appropriate LRCG sub- committees, as appropriate.	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals.	

Establish 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 LRCG shall:	
Appoint potential spokes people to deal with the media (usually Mayor).	
Manage public information during the transition from response to recovery when hand-over completed by HMA	
Identify priority information needs	
Develop a media / communications strategy. See 'Communication tools'	
Coordinate public information through: Spokesperson/s; Identifying and adopting key message priorities; Using a single publicised web site 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, mail box 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 LRCG shall:	
Establish a mechanism for receiving expert technical advice from welfare groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with business 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 DCP	
Adjust capital works and maintenance programs	
Implementation of reduction measures – the LRCG shall plan to:	

Take the opportunity while doing the risk analysis, to: 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 LRCG shall plan to:	
Review financial strategies	
Communicate with financial agencies, including insurance providers.	
Keep financial processes transparent	
Reporting – the LRCG shall plan to:	
Provide simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal – the LRCG 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 agencies responsible for management.	
Establish arrangements for ongoing public information and communications including avenues for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgment and community closure.	
Conduct a debrief of participants with community input to identify lessons learned and strategies for enhancing community recovery arrangement and processes for future events.	

Guidance for Recovery sub functions

Introduction

The Local Recovery Coordinating Committee manages the recovery process on behalf of the local government. Depending upon the size and complexity of the disaster, subcommittees will be established by the committee in order to manage specific responsibilities.

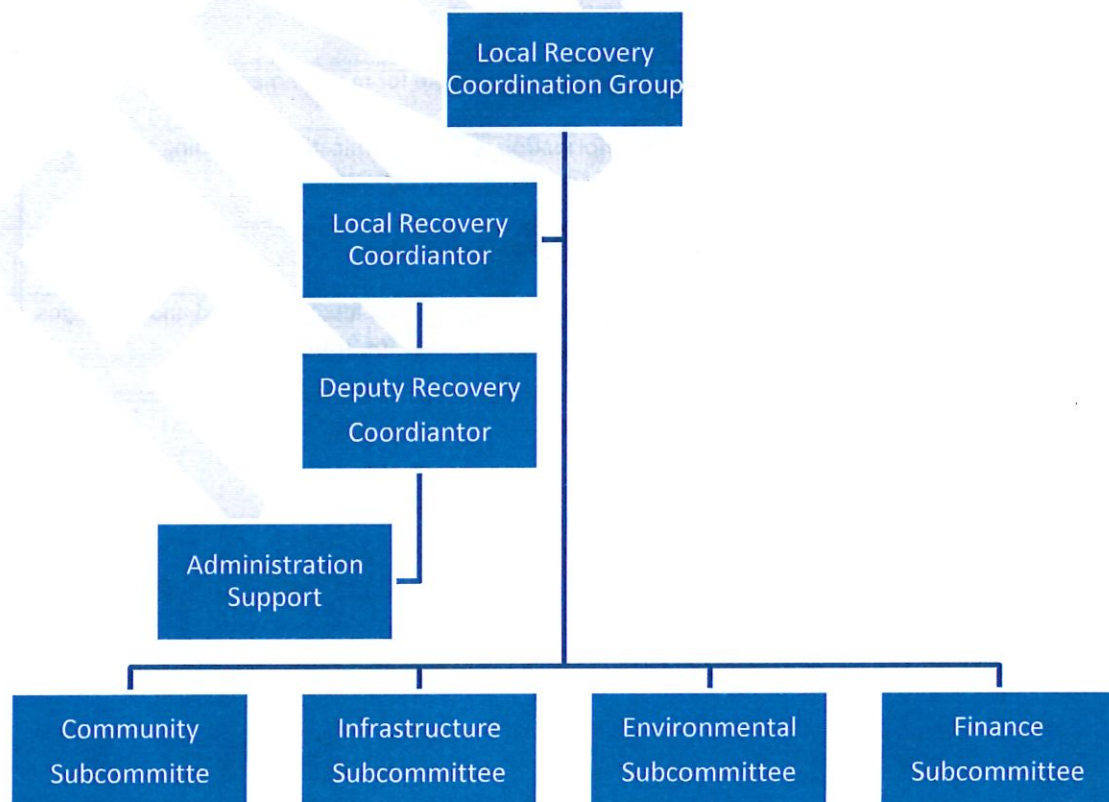
These responsibilities can be broadly grouped into the following functions:

Community – Provision of recovery services to affected communities such as counselling. This affects individuals, families, local groups, clubs and associations.

Infrastructure – Recovery/restoration of public infrastructure and community amenities, where possible supporting reconstruction of private infrastructure.

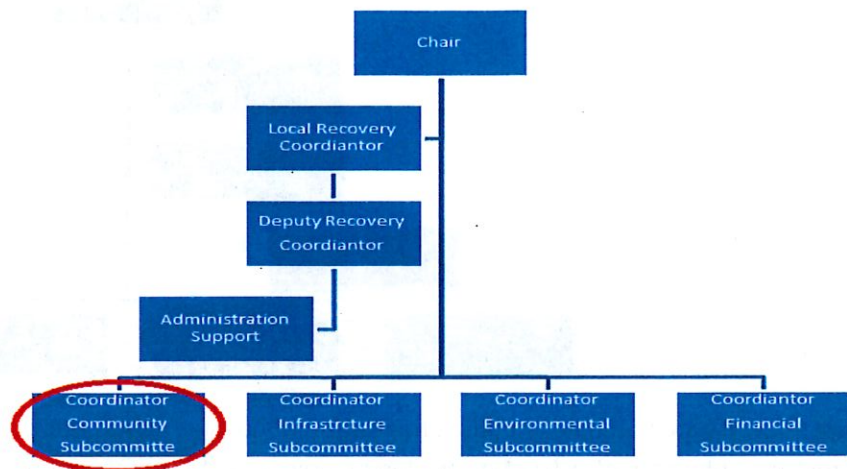
Environment – Provision of environmental health services (core local government role), in response to a disaster, such as environmental monitoring of mosquito breeding following a flood, asbestos fibre release following an earthquake etc.

Finance – Relates to economic and financial recovery of commercial, industrial and government sectors, as well as specific industries such as tourism or agriculture.



Suggested structure for Local Recovery Coordinating Committee
and appointed subcommittees

Community Sub-Committee Role



Role: This Sub-Committee is to coordinate planning and implementation of recovery in the areas of safety and well-being, physical and psychosocial health, and social aspects.

Responsibilities:

- Assess the impact of the disaster event on human and social aspects.
- Coordinate information provision, financial, welfare and personal support.
- Coordinate psychosocial and counselling services.
- Coordinate ongoing medical and health services.
- Coordinate public health advice warnings and direction to combatants and the community.
- Coordinate temporary accommodation.
- Coordinate short term accommodation and repairs to dwellings.
- Provide and coordinate specialist and outreach services.
- Coordinate case management, community development, support and referral to assist affected people , families and groups.
- Work with local government and community leadership groups to enable learning from their emergency experience in order to better prepare for the future adverse events.

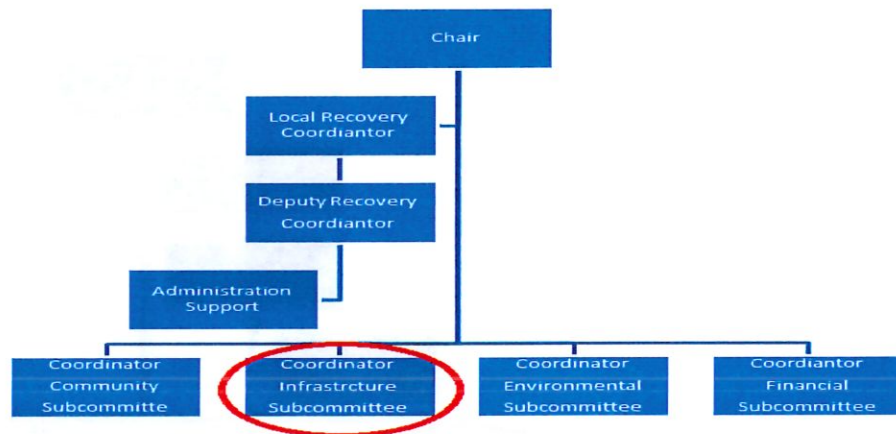
Suggested Members:

- Community Development Officers
- Department of Community Services
- WA Department of Health
- Red Cross
- Local Community organisations

Supporting Organisations:

- Centrelink
- St Vincent de Paul
- Department of Education
- Salvation Army
- Others as required

Infrastructure Sub-Committee Role



Role: Coordinate planning and implementation of housing, commercial and industrial buildings and structures, physical infrastructure (including power, water, telecommunication, transport) recovery in the district /region.

Responsibilities:

- Work with the insurance sector to ensure adequate and speedy processing of insurance claims.
- Assess damage to housing stock, commercial and industrial buildings and structures, rural structures, and infrastructure facilities.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate repair and rebuilding matters for housing stock, where necessary.
- Develop option for temporary accommodation.
- Ensure coordinated approach to the housing related strategies in partnership with relevant organisations.
- Coordinate disposal of hazardous material, debris etc.
- Coordinate recovery of infrastructure, which is normally undertaken by infrastructure owners and operators (e.g. Telstra, Energex).
- Coordinate restoration of sporting facilities and public playground, where necessary.
- Prioritise repair and reconstruction activities, where appropriate.
- Ensure relevant owners/operators are involved in the decision making process.
- Ensure community consultation and involvement in the decision making process.
- Ensure disaster risk reduction is considered in planning for rebuilding and reconstruction.

Suggested members:

- Works foreman / Depot supervisor
- Department of Infrastructure and Planning
- Department of Public Works
- Building Service Authority
- Treasury
- Department of Community Services – Housing Division

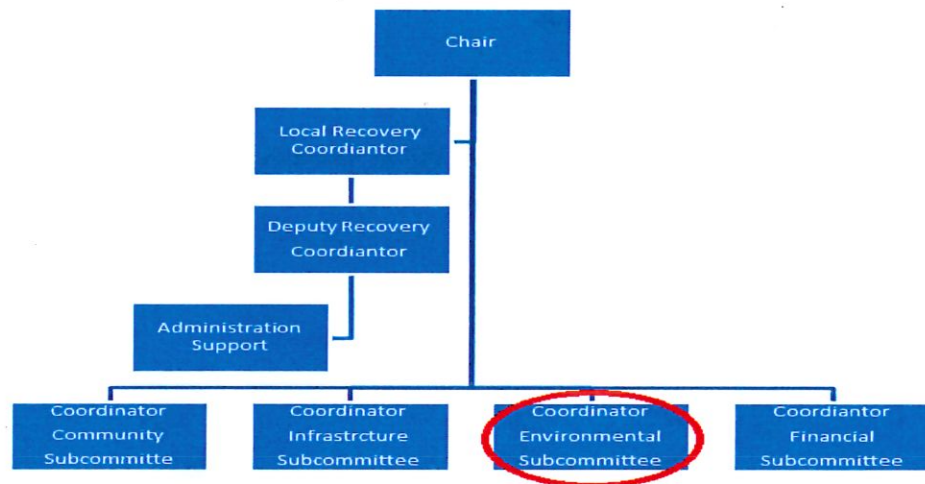
- Transport
- Department of Main Roads

Supporting Organisations:

- Utility owners /operators (Telstra, Optus, Energex, Origin)
- Department of Mines and Energy
- Insurance Council Australia
- Others as required

FINAL

Environmental Sub-Committee Role



Role: This sub-committee is to coordinate recovery of the natural environment

Responsibilities:

- Coordinate assessment of disaster impact on natural environment e.g. water quality, ecological impact, pollution).
- Provide advice on potential environment issues (e.g. water quality).
- Coordinate rehabilitation of natural environment including parks, waterways and wild life.
- Coordinate preservation of community assets (e.g. reserves and parks).
- Consider mitigation strategies to reduce future impacts on natural environment where appropriate.
- Monitor issues of pollution.
- Coordinate waste management and disposal.
- Ensure there is effective consultation and communication with the community and relevant organisation.
- Ensure environmental bodies and interest groups are involved in the decision making process
- Monitor and assess the environmental consequences of clean-up operations
- Monitor and assess animal welfare issues

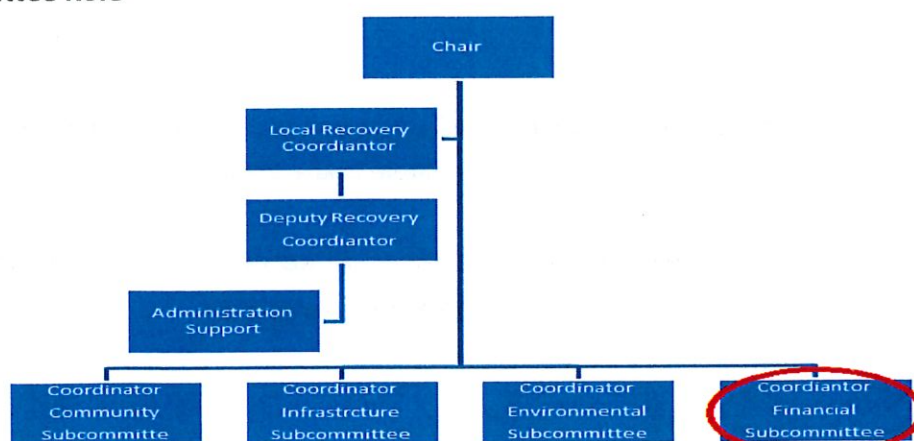
Suggested Members:

- Environmental Health Officer
- Department of Environ and Resource Management
- Environmental Protection Agency
- Department of Primary Industries

Supporting Organisations:

- Environmental Advisors
- Chemical and Hazard Substance Advisors
- Environmental Interest Groups
- Catchment Coordination groups

Finance Sub-Committee Role



Role: Coordinate planning and implementation of economic and financial recovery in the <local government authority> area.

Responsibilities:

- Work with insurance sector to ensure adequate and prompt processing of insurance claims.
- Assess impact on key economic assets (large employers e.g. mining, tourism etc.).
- Assess employment issues and capacity of local business to operate.
- Facilitate business, industry and regional economic recovery and renewal.
- Develop industry and business recovery plans and strategies in conjunction with local government, State government agencies, regional economic development and industry bodies.
- Facilitate financial assistance, access to funds, loans and employer subsidies.
- Monitor the impacts of disaster on the Council's economic viability and develop strategies to minimise the effects on individuals and businesses.
- Facilitate linkages with job providers and employment agencies to source labour.
- Develop a strategy to maximise use of local resources during reconstruction activities.
- Support small to medium enterprises (e.g. referral, business assistance).
- Coordinates support to farmers and rural landlords, where necessary.
- Ensure involvement of local business and industry representatives in decision making.
- Ensure that the recovery plan informs broader planning and decision making activities across government and non-government agencies.

Suggested Members:

- Finance / Rates officers
- Department of Employment, Economic Development
- Department of Primary Industries and Regional Development
- Insurance Council of Australia
- Department of Primary Employment and Industrial Relations
- Department of Local Government, Local Government Association

Supporting organisation:

- Australian Bureau of Statistics
- Insurance Companies

Annex G
Comprehensive Impact Assessment

The Comprehensive Impact Assessment is a separate file owing to its size,
available in the toolkit.

The Comprehensive Impact Assessment is also available at
www.dfes.wa.gov.au

OPERATIONAL RECOVERY PLAN

Shire of Carnamah Local Recovery Coordinating Group

Emergency: (type and location)

Date of Emergency:

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 evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/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 (NDRRA), insurance, public appeals and donations
- 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 office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group

Date:

Recovery Actions Database

[illegible]

Annex J
Communication Tools

<i>Disaster Name</i>					
<i>Location</i>					
<i>Date of Disaster</i>					
COLLATERAL	Description- what's required	Distribution Point	Responsible Person	Due Date	Status
Flyer					
Newsletter					
Brochure					
PAID MEDIUMS					
Newspaper					
<i>Radio</i>					
Spirit					
Red FM					
Radio Mama					
ABC					
PUBLISHIRE					
Media Release					
Radio Interview					
Mayors Radio Spot- f/n					
Email Distribution					

SOCIAL MEDIA					
Facebook					
Twitter					
Everything Geraldton					
You Tube					
WEB					
Shire Website					
- Banner					
- Latest News					
- Temporary Web page					
- Events Calendar					
3 rd Party Websites					
VENUES					
Visitor Centre					
Library					
Airport					
OTHER					



COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

The Shire of Carnamah wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE LOCATIONS].

Residents in the area are advised to [RELEVANT ADVICE].

You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].

If you require further information please contact [INSERT CONTACT DETAILS].

ENDS:

Notes to media:

For all media enquiries, please contact the [INSERT MEDIA/COMMS CONTACT]



COMMUNITY SERVICE ANNOUNCEMENT FOR IMMEDIATE RELEASE

[Insert Title Here]

[Insert Date Here]

The Shire of Carnamah wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATIONS].

Residents in the area are advised that [RELEVANT ADVICE/INFORMATION].

You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].

If you require further information please contact [INSERT CONTACT DETAILS].

Residents in the [STATE THE LOCATION] area are reminded to do the following:

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Important numbers to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

ENDS:

Notes to media:

For all media enquiries, please contact the [INSERT MEDIA/COMMS CONTACT].

Social Media Templates

Facebook

Facebook Post #1

The Shire of Carnamah wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATION].

Residents in the area are advised to [RELEVANT ADVICE].

You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].

If you require further information please contact [INSERT CONTACT DETAILS].

Facebook Post #2

Residents in the [STATE THE LOCATION] area are reminded to do the following during the current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning:

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Facebook Post #3

Important numbers for you to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

Twitter

There is a current [STATE THE EMERGENCY] in place for #[STATE LOCATION] and surrounding areas. Find more info here: [INSERT SHORTENED LINK].

Midwest Gascoyne Support Agencies Contact Details

AGENCY	TEL. PHONE	ADDRESS
ABC Midwest	(08) 9923 4111	245/247 Marine Terrace, Geraldton WA 6530
Australian Customs	(08) 9965 7200	Customs House 7 Francis St Geraldton WA 6530
BOM	(08) 9923 3671	PO Box 2751 Geraldton WA 6531
DFES	(08) 99566000	1 Vulcan Way Wonthella 6531
Dept. of Primary Industries and Regional Development - Agriculture and Food Division	(08) 9956 8535	20 Gregory Street Geraldton WA 6530
Geraldton Hospital	08) 9956 2222	51-85 Shenton St, Geraldton WA 6530
Dept. Community Services	(08) 9965 9500	45 Cathedral Avenue Geraldton WA 6530
Dept. Corrective Services	(08) 9923 6524	Geraldton Prison
Dept. Education	(08) 9956 1600	45 Cathedral Avenue Geraldton WA 6530
Dept. Water and Environmental Regulation	(08) 9964 7411	94 Sanford Street Geraldton WA 6530
Dept. Human Services	(08) 9921 9925	Forrest St & Chapman Rd Geraldton WA 6530
Midwest Ports	(08) 9964 0520	298 Marine Tce Geraldton WA 6530
Horizon Power	(08) 9941 6205	Cnr Iles Rd and Robinson Rd Carnarvon WA
Main Roads WA	(08) 9956 1201	Eastward Rd Geraldton WA 6531
St John Ambulance	(08) 9938 0930	17 Eaton Pl, Wonthella WA 6530
Telstra	(08) 9920 0010	54 Sanford St Geraldton WA 6530
Western Power	13 10 87	350 Eighth St Geraldton WA 6530
WALGA	(08) 9213 2000	170 Railway Parade, West Leederville, WA, 6007
Water Corporation	13 13 85	58 Pass Street, Geraldton WA 6530
St John of God Hospital	(08) 9965 8888	12 Hermitage St Geraldton WA 6530

Western Australia State Level Emergency Support Agencies Contact Details

Organisation Name	Generic email	Mailing Address	Suburb
Agricultural Produce Commission	apc@agric.wa.gov.au	3 Baron-Hay Court South Perth	SOUTH PERTH
Animal Resources Authority	info@arc.wa.gov.au	Murdoch Drive Mudoch WA 6150	MURDOCH
Aqwest	aqwest@aqwest.wa.gov.au	PO Box 400	BUNBURY
Australian Red Cross	wainfo@redcross.org.au	GPO Box P1239	PERTH
ATCO Gas Australia	enquiries@atcogas.com.au	PO Box 3006	SUCCESS
Brookfield Rail Pty	info@brookfieldrail.com	GPO Box S1411	PERTH
Bureau of Meteorology	(08) 9263 2222 only	PO Box 1370	WEST PERTH
Conservation Commission of Western Australia	info@conservation.wa.gov.au	Block 11	KENSINGTON
Country Housing Authority	ask@housing.wa.gov.au	99 Plain Street	EAST PERTH
Department of Transport Marine Safety	13 11 56 only	PO Box 402	FREMANTLE
Central West TAFE		Locked Bag 103	GERALDTON
Environmental Protection Authority	info@epa.wa.gov.au	Locked Bag 10	EAST PERTH
Forest Products Commission	info@fpc.wa.gov.au	Locked Bag 888	PERTH BUSINESS CENTRE
Midwest Port Authority		PO Box 1856	GERALDTON
Housing Authority	askdhw@dhw.wa.gov.au	99 Plain Street	EAST PERTH
Insurance Commission of Western Australia	customer@icwa.wa.gov.au	GPO Box U1908	PERTH
Insurance Council of Australia	info@insurancecouncil.com.au	Level 4, 56 Pitt St	SYDNEY NSW 2000
Keep Australia Beautiful Council (WA)	kabc@dec.wa.gov.au	Locked Bag 33	CLOISTERS SQUARE
Legal Aid Commission of Western Australia	law@legalaid.wa.gov.au	PO Box L916	PERTH
Main Roads WA	dlcims@mainroads.wa.gov.au	PO Box 6202	EAST PERTH
Mental Health Commission	contactus@mentalhealth.wa.gov.au	GPO Box X2299	PERTH BUSINESS CENTRE
Metropolitan Cemeteries Board	mcb@mcb.wa.gov.au	PO Box 53	CLAREMONT
Mid-West Development Commission	info@mwdc.wa.gov.au	PO Box 238	GERALDTON

Public Transport Authority of Western Australia	director.general@transport.wa.gov.au	PO Box 8125	PERTH BUSINESS CENTRE
Rural Business Development Corporation	agwestfbd@agric.wa.gov.au	Locked Bag 4	BENTLEY DELIVERY CENTRE
St John Ambulance	info@stjohnambulance.com.au	PO Box 183	BELMONT
Small Business Development Corporation	info@smallbusiness.wa.gov.au	GPO Box C111	PERTH
Veterinary Surgeons' Board	admin@vsbwa.org.au	275 Marmion Street	MELVILLE
Water Corporation	cust_centre@watercorporation.com.au	629 Newcastle Street	LEEDERVILLE
Western Australian Health Promotion Foundation	healthway@healthway.wa.gov.au	PO Box 1284	WEST PERTH

LOCAL RECOVERY COORDINATION CENTRE

	Details
Establishment/Facility:	Shire of Carnamah Council Chamber
Physical Address	31-33 MacPherson Street, CARNAMAH
General Description of the Complex	A reasonably sized air-conditioned facility with dedicated external access and internal room dividers. Has direct access to toilet, shower and kitchenette facilities.
Site Limitations	Built to provide services and facilities for only a dozen or so users at one time. No Emergency Generator, no Security, and limited General Power Outlets.
Telephone No	08 9951 7000 (0417942794 <i>Emergency Contact only</i>)
Fax No	08 9951 1377
Email Address	shire@carnamah.wa.gov.au

LOCAL RECOVERY INFORMATION CENTRE/ONE-STOP-SHOP

	Details
Establishment/Facility:	Carnamah Hall/ Youth & Community Centre
Physical Address	Corner of MacPherson & Caron Streets, CARNAMAH
General Description of the Complex	A reasonably sized (but not air-conditioned) facility with dedicated external access several internal rooms, including a "tele-hub" and meeting room. Has direct access to toilet, shower and kitchen facilities.
Site Limitations	No Emergency Generator, no Security, and limited General Power Outlets.
Telephone No	08 9951 7000 (0417942794 <i>Emergency Contact only</i>)
Fax No	08 9951 1377
Email Address	shire@carnamah.wa.gov.au



MURCHISON REGION ABORIGINAL CORPORATION

25 Crawford Street,
P.O. Box 2072, Geraldton WA. 6531
Tel: (08) 9923 0055
Fax: (08) 9923 0066
E-mail: office@mrac.net.au
ABN 49 700 809 001 KCH 900

25 August 2017

Chief Executive Office
Shire of Carnamah
P O Box 80
CARNAMAH WA 6517

Dear Sir/Madam

Application for rates exemption

1 Background

Murchison Region Aboriginal Corporation (**MRAC**) is a member based, not-for-profit dedicated Aboriginal community housing organisation operating in the Mid West and Gascoyne regions of Western Australia.

One of MRAC's properties is located within the Shire of Carnamah.

MRAC has received rate notices from the Shire of Carnamah for this property.

MRAC objects to the rate records for this property located within the Shire of Carnamah under section 6.76(1)(a)(ii) of the *Local Government Act 1995* (WA) (**LG Act**) on the ground that there is an error in the rate records as this property does not constitute rateable land.

MRAC is of the view that its property located within the Shire of Carnamah does not constitute rateable land as it satisfies the criteria in section 6.26(2)(g) of the LG Act and MRAC is accordingly applying for a rate exemption under section 6.26(2)(g) of the LG Act with respect to its property located within the Shire of Carnamah.

2 Grounds for exemption

MRAC is applying for a rates exemption on the basis that its property located within the Shire of Carnamah is used exclusively for charitable purposes.

Please find enclosed the following documents in support of MRAC's application:

- (a) an extract from the Office of the Registrar of Indigenous Corporations for MRAC as at 20 February 2017;
- (b) an extract from the Australian Charities and Not-for-profits Commission's Charity Register for MRAC as at 8 February 2017 evidencing that MRAC is a registered charity;

- (c) a letter from the ATO dated 19 January 2017 confirming MRAC is endorsed for charity tax concessions;
- (d) a letter from the ATO dated 19 January 2017 confirming MRAC is endorsed as a deductible gift recipient;
- (e) a copy of MRAC's rule book dated 2 December 2016;
- (f) a copy of MRAC's financial report for the year ended 30 June 2016;
- (g) a copy of MRAC's housing eligibility criteria dated 29 April 2017; and
- (h) an operational overview of MRAC's activities.

We confirm that there has been no change in any of the above information from the date of the searches or documents respectively, apart from minor changes to MRAC's membership.

Please also find enclosed Property Details Forms setting out the relevant details with respect to the MRAC property located within the Shire of Carnamah. We note that plans for each of the properties have not been provided as MRAC does not possess these and they are too costly to have prepared. Instead, we have provided a brief description and photo for each property.

As demonstrated by the enclosed materials:

- (a) MRAC provides safe, secure and affordable housing to:
 - (i) Aboriginal persons, Torres Strait Islander persons, persons who have a partner who is either Aboriginal or Torres Strait Islander or non-Aboriginal persons with custody of Aboriginal children;
 - (ii) who are resident within the Midwest or Gascoyne region for a period of 6 months;
- (b) This MRAC property located within the Shire of Carnamah is leased to tenants who meet MRAC's housing eligibility criteria;
- (c) MRAC charges its tenants rent on either a percentage of market rent basis or on a cost recovery basis and any moneys generated through rental revenue is reinvested in upgrading its properties or purchasing additional housing stock to meet the high level of demand for housing; and
- (d) most of MRAC's tenants rely on full or partial benefits from Centrelink and are unable to obtain housing in the private rental market due to a lack of access to suitable employment, their Aboriginality, previous tenancy history, long waiting lists for social housing and the lack of housing in remote areas which are close to their cultural homeland and/or close to other family members.

Accordingly, as:

- (a) MRAC uses its property located within the Shire of Carnamah for the purpose of improving the economic position, social condition and traditional ties of an Aboriginal community; and
- (b) it is generally accepted that Aboriginal people as a class are in need of protection and assistance, and purposes directed towards the advancement of Aboriginal people are charitable,

The use of the land owned by MRAC clearly satisfies the requirements of section 6.26(2)(g) of the LG Act and MRAC should be granted a rate exemption for its property located within the Shire of Carnamah.

If you require any further information in order to process MRAC's applications, please contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mary Marshall', with a stylized, cursive script.

Mary Marshall
Chief Executive Officer
Murchison Region Aboriginal Corporation
T +61 8 9923 0055
M +61 408 973 946
mmarshall@mrac.net.au

Enclosures

- 1 An extract from the Office of the Registrar of Indigenous Corporations for MRAC as at 20 February 2017
- 2 An extract from the Australian Charities and Not-for-profits Commission's Charity Register for MRAC as at 8 February 2017
- 3 A letter from the ATO dated 19 January 2017 confirming MRAC is endorsed for charity tax concessions
- 4 A letter from the ATO dated 19 January 2017 confirming MRAC is endorsed as a deductible gift recipient
- 5 A copy of MRAC's rule book dated 2 December 2016
- 6 A copy of MRAC's financial report for the year ended 30 June 2016
- 7 A copy of MRAC's housing eligibility criteria dated 29 April 2017
- 8 An operational overview of MRAC's activities
- 9 One Property Details Forms, together with the following attachments:
 - (a) a title search for the property;
 - (b) the rates notice for the property;
 - (c) any applicable tenancy agreement; and
 - (d) a description and photo for the property.

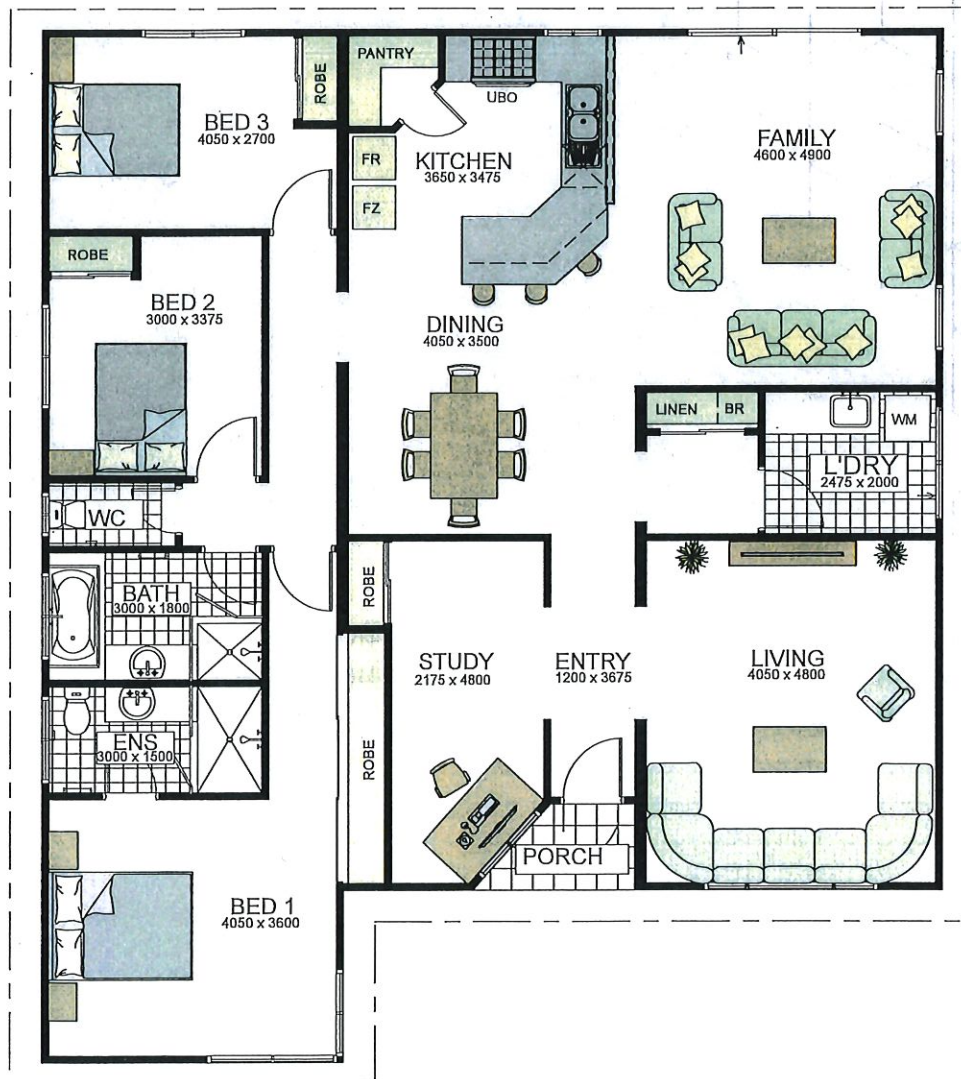
Lot 44 (3) Nairn Street



The Durack

Overall Dimensions:
12.60m Wide x 14.40m Deep

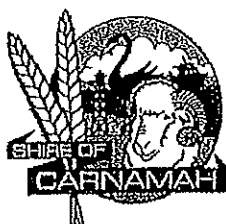
ATTACHMENT
Ordinary Meeting
of Council
Item 10.2.6(b)
20 September 2017



 **mcgrath**
smarter.modular
buildings

visit us
56 Windsor Road
Wangara WA 6065

contact us
(08) 9303 3700
enquiries@mcgrathmodular.com
mcgrathmodular.com



FORM OF APPLICATION FOR PLANNING APPROVAL

SHIRE OF CARNAMAH – LOCAL PLANNING SCHEME No.2 - SCHEDULE 6

PROPERTY DETAILS

Lot No: 123 & 124 House No: 70 Street Name: Midlands Road
Suburb: Carnamah Postcode: 6517
Volume No: 1009 Folio No: 753 Diagram /Plan No: 8231
Title encumbrances (e.g. easements, restrictive covenants) As per Attached Title

OWNER DETAILS

Name(s): Liberty Oil (WA) PTY LTD Phone No: 03 8530 3500
Address: 381 Tooronga Road Hawthorne East, VIC Postcode: 3123
Email: b.scott@libertyoil.com.au Fax No: _____
Signed: [Signature] (owner 1)
Signed: [Signature] (owner 2)
Contact Person Barry Scott

The signatures of all owner(s) is required on the application. If the application is on behalf of a corporate body affix the common seal.

APPLICANT DETAILS

Name(s): Troy Dunning for Dun Direct PTY LTD Phone No: 08 9350 5585
Address: 15 Kewdale Road Welshpool Postcode: 6106
Email: troy@dunningsfuel.com.au Fax No: 08 96222 606
For efficient response times, where further information may be required, please provide an email address.

I, being the person whose details are described above, certify that:

1. The details provided in this application are true and accurate to the best of my knowledge;
2. I am the person who is to undertake primary responsibility of bringing the development to completion, including compliance with the requirements of the Town Planning Scheme (such as landscaping, provision of parking etc) and any conditions that may be attached to a development approval (if granted).
3. The estimated Cost of Development indicated on this application is a true and accurate reflection of all the costs associated with the proposed development

Signed: [Signature] Date: 9/8/17

APPLICATION DETAILS

Nature of any Existing Development/Land Use: Vacant land, Existing Fuel distribution depot

Description of Proposed Development and/or Change in Land Use: Diesel Un maned retail fuel facility.

Approximate Cost: \$100,000

Estimated date of completion: 01/11/2017



DANGEROUS GOODS MANIFEST

OWNER:

DININGS

OCCUPIER:

DUNNINGS

Address of Premises:

70 MIDLANDS ROAD
CAPENAMAH WA

Date of Preparation:

19 JUNE 2017

Site Plan Number:

1325-01

Emergency Contacts:

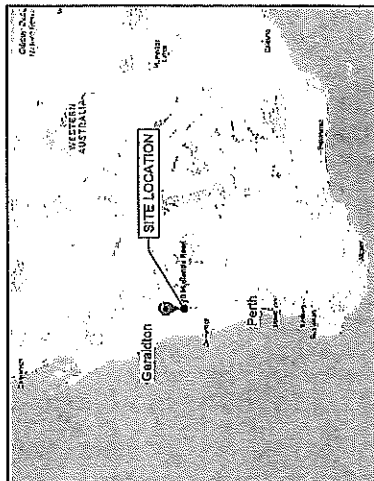
Emergency Contacts:

Emergency Contact 1:
Emergency Contact 2:

Emergency Contact 1:
Emergency Contact 2:

BULK STORAGE

I.D.	Dangerous Goods				Depot	
	Name	Class	Sub Risks	UN No.	PG	Type Capacity
T1	DIESEL	C1	N/A	N/A	N/A	50,000 ltrs
T2	ADBLUE	N/A	N/A	N/A	N/A	8,000 ltrs



LOCATION PLAN

LEGEND:

SITE BOUNDARY (INDICATIVE ONLY)

[illegible][illegible]

Defining Consultants

DUNNINGS CARNAMAH

LOCATION PLAN

DANGEROUS GOODS DRAWING

DATE: 19 JUNE 2017	DEW F
RAWNO: AS	
DATA: AS SHOWN	

1325-01-T1



DUNNINGS CARNAMAH

DANGEROUS GOODS MANIFEST

OWNER:

•Baldridge.

Address of Premises:

Date of Preparation:

Site Plan Number:

Emergency Contacts:

Emergency Contact 1:

BULK STORAGE

I.D.	Dangerous Goods					Depot	
	Name	Class	Sub Risk/s	UN No.	PG	Type	Capacity
T1	DIESEL	C1	N/A	N/A	N/A	A/G	60,000 ltrs
T2	ADBLUE	N/A	N/A	N/A	N/A	A/G	8,000 ltrs

GENERAL NOTES:

1. ALL DIMENSIONS IN MILLIMETERS U.N.O.
2. AN EMERGENCY PLAN SHALL BE PREPARED IN ACCORDANCE WITH DPM.
3. DPM EMERGENCY PLANNING CODE ON THE DPM WEB SITE.
4. PROTECTION BOLLARDS TO BE INSTALLED AS REQUIRED.
5. THIS DRAWING HAS BEEN PRODUCED FOR THE PURPOSES OF DANGEROUS GOODS LICENSING, NOT FOR CONSTRUCTION. SITE SURVEY REQUIRED TO CONFIRM LAYOUT, USE AS A REFERENCE ONLY.
6. TANK TO REMAIN SEPARATED FROM "PROTECTED WORKS" BY 7m MINIMUM.

STANDARDS NOTES:

1. IT REMAINS THE OWNER AND LICENSEES RESPONSIBILITY TO INSTALL AND OPERATE THE FACILITY IN ACCORDANCE WITH: AS 1940: THE STORAGE AND HANDLING OF FLAMMABLE & COMBUSTIBLE LIQUIDS, DANGEROUS GOODS REGULATIONS 2007.
2. ALL WORK MUST COMPLY WITH WORKSAFE SAFETY STANDARDS & RELEVANT AUSTRALIAN STANDARDS.
3. TANK SALL TO BE CONSTRUCTED TO AS 1692 (TANKS FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS).
4. PRODUCT PIPES ARE TO BE MARKED OR PAINTED TO PERMIT READY IDENTIFICATION OF ITS CONTENTS, ALSO SEE AS 1445 (IDENTIFICATION OF THE CONTENTS OF PIPES, CONDUITS AND DUCTS).

FIRE PROTECTION NOTES - TOTAL AGGREGATE CAPACITY 60m³ - 2000m³ :

THE INSTALLATION SHALL BE PROVIDED WITH:

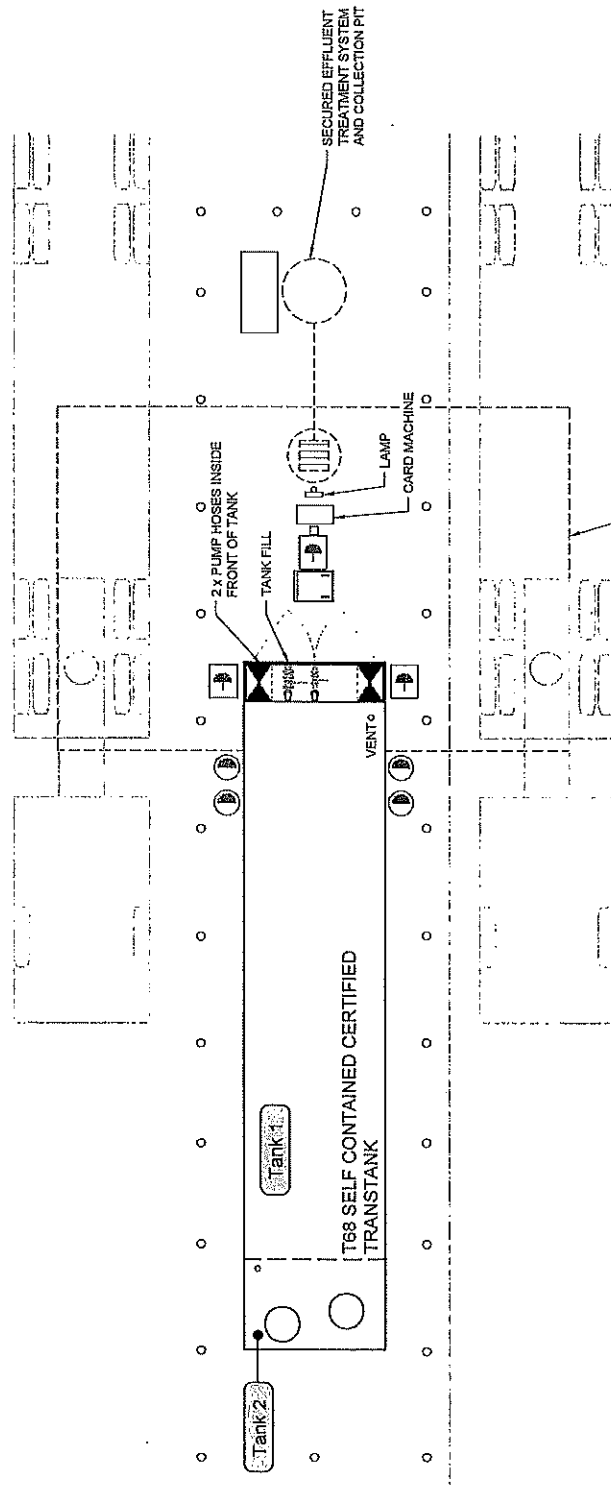
1. A HOSE REEL AND FOAM-MAKING EQUIPMENT COMPLYING WITH CLAUSE 11.5.3 OF AS1940, FOR USE WHERE WATER SUPPLY IS ADEQUATE; OR
2. TWO-POWDER TYPE FIRE EXTINGUISHERS

DRAINAGE NOTES:

2. SPILL OR LEAK CONTAINMENT AREAS SHALL COMPRISE OF A DRAIN, SUMP, TANK, COMPOUND OR OTHER SYSTEM TO ENABLE THE RECOVERY OF THE SPILLED OR LEAKED DANGEROUS GOODS.

PIPING NOTES:

- PRODUCT DELIVERY LINES MUST BE OF ADEQUATE DESIGN AND INCORPORATE A PRESSURE RELIEF BYPASS SYSTEM. PUMP HYDRAULIC RELIEF MUST ALSO BE CONSIDERED. IT SHALL BE ENSURED THAT THE SYSTEM CANNOT CONTINUE TO OPERATE UNATTENDED. SAFETY SYSTEMS SHALL BE IN PLACE TO PREVENT THE LOSS OF CONTAINMENT FROM PUMPS, NOZZLES AND BUNDLED AREAS.
- CONSIDERATION NEEDS TO BE MADE FOR PROVIDING ADDITIONAL PROTECTION AGAINST VANDALISM FOR AN EXPOSED PRODUCT DELIVERY LINES.



ANY AREA ON WHICH A VEHICLE CAN STAND WHILE BEING FUELLED SHALL BE SO GRADED THAT SPILLED LIQUID WILL FLOW OFF THE SITE. ANY INTERCEPTOR SHALL BE READILY ACCESSIBLE FOR INSPECTION.

NOTE:

TANKS SHOWN ARE INDICATIVE ONLY. REFER TO TANK MANUFACTURE DRAWING FOR LATEST DETAILS.

PLAN
SCALE: 1:50



SCALE BAR 1:50

[illegible]

WESTERN



AUSTRALIA

REGISTER NUMBER	
N/A	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	23/7/2015

VOLUME 1009 FOLIO 753

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

THIS IS A MULTI-LOT TITLE

LAND DESCRIPTION:

LOTS 123 & 124 ON DIAGRAM 8231

**REGISTERED PROPRIETOR:
(FIRST SCHEDULE)**

LIBERTY OIL (WA) PTY LTD OF 381 TOORONGA ROAD, HAWTHORN EAST, VICTORIA
(T M991125) REGISTERED 7/5/2015

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER T6178/1929.
2. *M312771 MEMORIAL. CONTAMINATED SITES ACT 2003 AS TO LOT 123 ON D 8231 ONLY REGISTERED 20/6/2013.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: D8231
PREVIOUS TITLE: 229-105
PROPERTY STREET ADDRESS: 70 MIDLANDS RD, CARNAMAH (123/D8231).
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CARNAMAH

- NOTE 1: K768370 LAND DESCRIPTION AMENDED ON ORIGINAL CERTIFICATE OF TITLE - BUT NOT SHOWN ON CURRENT EDITION OF THE DUPLICATE.
- NOTE 2: SKETCH ON ORIGINAL SUPERCEDED PAPER TITLE AMENDED - BUT NOT SHOWN ON CURRENT EDITION OF THE DUPLICATE.



mainroads
WESTERN AUSTRALIA

Enquiries: Isabel Huston on 08 9956 1238
Our Ref: 17/6340
Your Ref: N/A

7 September 2017

Neil Hartley
Chief Executive Officer
Shire of Carnamah

By email: dceo@carnamah.wa.gov.au and shire@carnamah.wa.gov.au

ATTENTION: Ian Walsh

Dear Mr Hartley

**Development Application – Unmanned Diesel Fuel Station on Lot 123 (No. 70)
Midlands Road, Carnamah**

Thank you for consulting Main Roads on the proposed development of an unmanned fuel station on Lot 123 Midlands Road, Carnamah.

Main Roads does not support the development at this time and shall reconsider this position once a Transport Impact Assessment/Statement is completed by the applicant and accepted by Main Roads.

Main Roads purpose is to provide safe and efficient road network. The development proposes access onto the Main Roads network and requires an appropriate level of assessment to generally;

- Assess the potential impact on the safety and efficiency of the road network;
- Identify the most appropriate location for access onto the road network for all users (including light and heavy vehicles, pedestrians and cyclists); and
- Identify road network upgrades and provide geometry design plans for upgrades required.

To confirm the level of assessment, scope and study area to be considered, the applicant should meet with Main Roads. The assessment shall be completed in accordance with:

- WAPC Transport Impact Assessment Guidelines;
- WAPC Development Control Policy 1.10 – Freeway service centres and roadhouses, including signage;
- Austroads Guide to Traffic Management Part 12 - Traffic Impacts of Development; and
- Main Roads design geometry standards and review process.

If the assessment identifies that upgrades to the Main Roads network are required, detailed design and construction shall be completed and funded by the applicant as part of the development.

