Map of Millstream Chichester



Map of Karijini



Map of Aboriginal communities

- Wakathuni (remote) – approximately 75 residents **
- Innawonga(bellary) (remote) – approximately 50 residents **
- Bindi Bindi – approximately 120 residents **
- Youngeleena (remote) – approximately 50 residents **
- Ngurawaana (remote) – approximately 30 residents **
- Jundaru-Peeda Mulla (remote) – resident numbers unknown

*** Population figures are approximate and mainly reported by individuals working in the communities. Remote community populations can fluctuate due to people movements.*

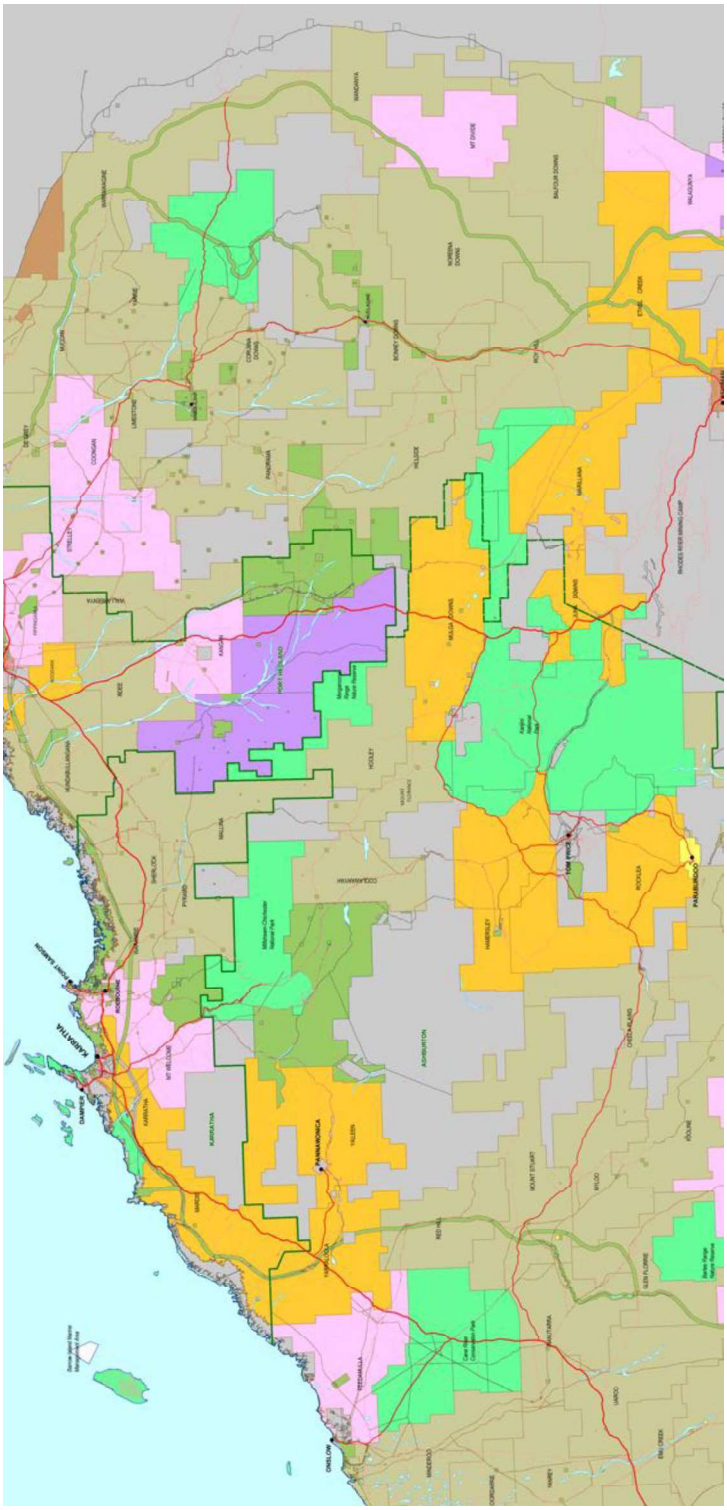
Map provided by the Department of Planning, Lands and Heritage.



Map of Pastoral stations

"Western Australia Pastoral Land Tenure - Pilbara Region" by Department of Agriculture and Food, WA

Map provided by the Department of Primary Industries and Regional Development.



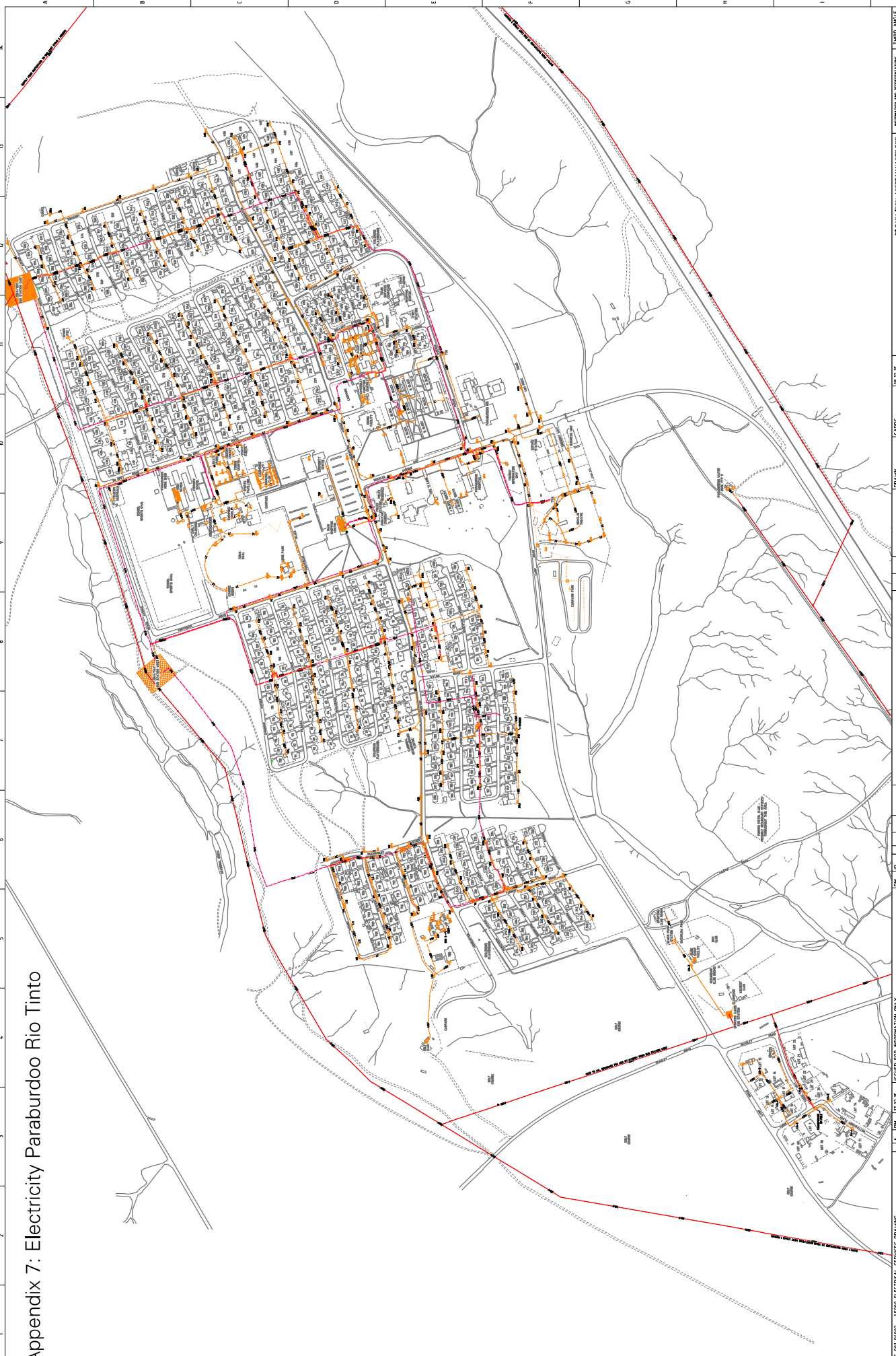
PILBARA REGION
LAND TENURE

- Pastoral Lease
- General & Special Lease
- Commonwealth Land
- Pastoral Lease owned by mining company
- Indigenous Reserve
- Pastoral Lease owned by indigenous interests
- Department of Biodiversity Conservation and Attractions Estate
- Vacant Crown Land
- Other Reserves
- Forest
- Freehold
- Agricultural Region
- Shire Boundary
- YALGOO Shire Name
- Highway
- Major Road
- Minor Road
- Track

Index to Pastoral Lease locations

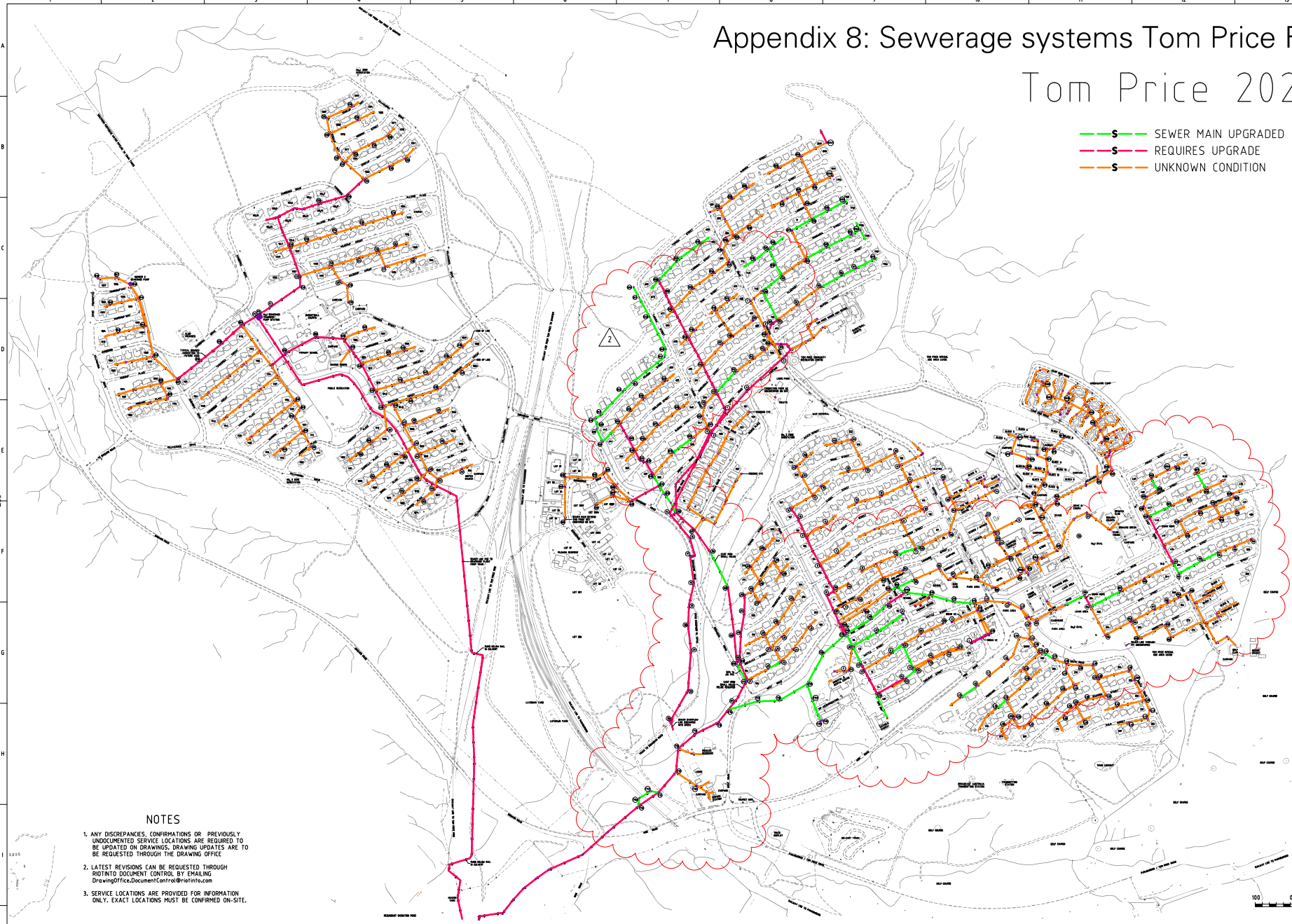
ANNA PLAINS	I 3	MANBERRY	B 7	PRAIRIE DOWNS	G 7
ASHBURTON DOWNS	E 7	MANDORA	H 3	PYRAMID	E 5
BALFOUR DOWNS	H 6	MANGAROON	C 7	QUOBBA	A 7
BONNEY DOWNS	H 5	MARDIE	D 5	RED HILL	D 6
BOODARIE	F 4	MARILLANA	G 6	ROBERTSON RANGE	H 7
BULLARA	A 6	MAROONAH	C 7	ROCKLEA	E 6
BULLOO DOWNS	G 7	MARRILLA	B 6	ROEBUCK PLAINS	J 1
CARDABIA	B 7	MILIA	K 1	RUY HILL	G 6
CHEELA PLAINS	E 6	MIA MIA	B 7	SHAMROCK	J 2
COOLAWANYAH	E 5	MIDDALYA	B 7	SHERLOCK	E 4
COONGAN	G 4	MINDEROO	C 6	STRELLEY	G 4
CORUNNA DOWNS	G 5	MINILYA	B 7	SYLVANIA	H 7
COUNTRY DOWNS	J 1	MININER	E 7	THANGOO	J 2
DAMPIER DOWNS	J 2	MINNIE CREEK	C 7	TOWERA	C 7
DE GREY	G 4	MOWANJUM	K 1	TUREE CREEK	F 7
DOOLEY DOWNS	E 7	MOWLA BLUFF	J 2	UAROO	C 6
EDMUND	D 7	MT ANDERSON	K 1	ULLAWARRA	D 7
EGINBAH	G 5	MT AUGUSTUS	D 7	URALA	B 5
EMU CREEK	B 7	MT DIVIDE	H 6	WALAGUNYA	H 7
ETHEL CREEK	H 7	MT FLORANCE	E 5	WALLAL DOWNS	H 3
EXMOUTH GULF	B 6	MT JOWLAENGA	J 1	WALLAREENYA	F 4
FRAZIER DOWNS	I 2	MT STUART	D 6	WANDAGEE	B 7
GLEN FLORRIE	C 6	MT VERNON	E 7	WANDANYA	I 5
GNARALOO	A 7	MT WELCOME	E 4	WANNA	D 7
HAMERSLEY	E 6	MUCCAN	G 4	WARAMBIE	E 4
HILL SPRINGS	B 7	MULGA DOWNS	F 6	WARRAWAGINE	H 4
HILLSIDE	G 6	MUNDABULLANGANA	F 4	WARROORA	A 7
HOOLEY	F 5	MYROODAH	J 2	WEELARRANA	H 7
INDEE	F 4	NANUTARRA	C 6	WILLIAMBURY	C 7
JUNA DOWNS	F 6	NINGALOO	A 6	WINNING	B 7
KANGAN	F 5	NITA DOWNS	I 3	WYLOO	D 6
KARRATHA	D 4	NOREENA DOWNS	H 6	YAKKA MUNGA	J 2
KILTO	J 1	PANORAMA	G 5	YALLEEN	D 5
KOOLINE	D 7	PARDOO	G 4	YANREY	B 6
KOORDARRIE	B 6	PEEDAMULLA	C 5	YARRALOOLA	C 5
LYNDON	C 7	PINGANDY	E 7	YARRIE	H 4
MALLINA	E 5	PIPPINGARRA	F 4	YEEDA	K 1

Appendix 7: Electricity Paraburdoo Rio Tinto



Appendix 8: Sewerage systems Tom Price Rio Tinto

Tom Price 2021



NOTES

1. ANY DISCREPANCIES, CONFIRMATIONS OR PREVIOUSLY UNDOCUMENTED SERVICE LOCATIONS ARE REQUIRED TO BE UPDATED ON DRAWINGS. DRAWING UPDATES ARE TO BE REQUESTED THROUGH THE DRAWING OFFICE
2. LATEST REVISIONS CAN BE REQUESTED THROUGH RIOTINTO DOCUMENT CONTROL BY EMAILING DrawingOffice.DocumentControl@riotinto.com
3. SERVICE LOCATIONS ARE PROVIDED FOR INFORMATION ONLY. EXACT LOCATIONS MUST BE CONFIRMED ON-SITE.

SCALE 1 : 5000

SHEET SIZE A1

REFERENCES: G-006-00018 - TOM PRICE UNDERGROUND SERVICES MASTER FILE

REVISIONS	REV	BY	DATE	DESCRIPTION	CKD	APP
	1	VP	10.12.19	AS-BUILT FOR JN26811	DM	ST
	2	DM	15.01.21	AS-BUILT FOR JN28075	DM	ST

DRAWN	V.PARTRIDGE	05.12.19
TRACED		
CHECKED	D.MONKHOUSE	05.12.19
SUPT DRAFT	P.HUGILL	10.12.19
LEAD ENG.		
PROJECT ENG.	S.TAYLOR	05.12.19
APPROVED	S.TAYLOR	10.12.19

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THIRD ANGLE PROJECTION

TOM PRICE
TOWN SITE
SEWERAGE/WASTE WATER STORAGE & DISTRIBUTION
SEWER RETICULATION

SCALE 1:5000

DRAWING NUMBER: R-003-09624

REV: 2

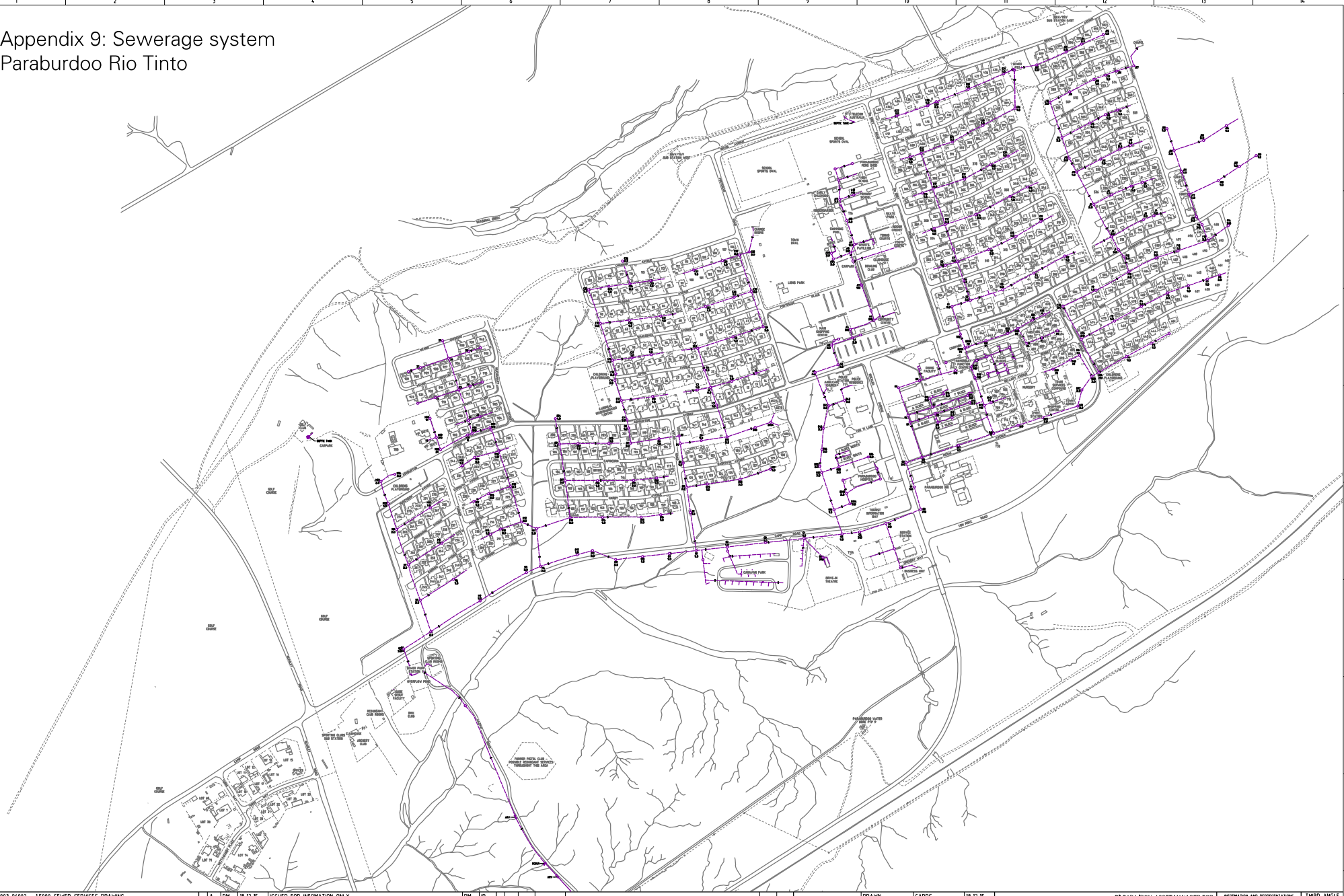
PROJECT/JOB NUMBER

BORDER SHEET UPDATED 28.06.21

UNCONTROLLED WHEN PRINTED

Attachment 13.1A - Endorsement of the Shire of Ashburton's Local Emergency Plans

Appendix 9: Sewerage system
Paraburdoo Rio Tinto



REFERENCES	
R-003-96002 - 1:5000 SEWER SERVICES DRAWING	
R-003-96003 - 1:5000 SEWER SERVICES DRAWING	
G-006-00022-125000 MASTER KEY PLAN-TOPOGRAPHICAL BACKGROUND 1/2	
G-006-00023-125000 MASTER KEY PLAN-PHOTOGRAPHICAL BACKGROUND 1/2	

REVISIONS						
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REVISIONS						
REV	BY	DATE	DESCRIPTION	CKD	APP

DRAWN	CADDS	18.12.15
TRACED		
CHECKED		
SUPT DRAFT		
PROJ. ENG.		
APPROVED		
APP. FOR CONST.		
CONS. ORG No.		

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THIRD ANGLE PROJECTION

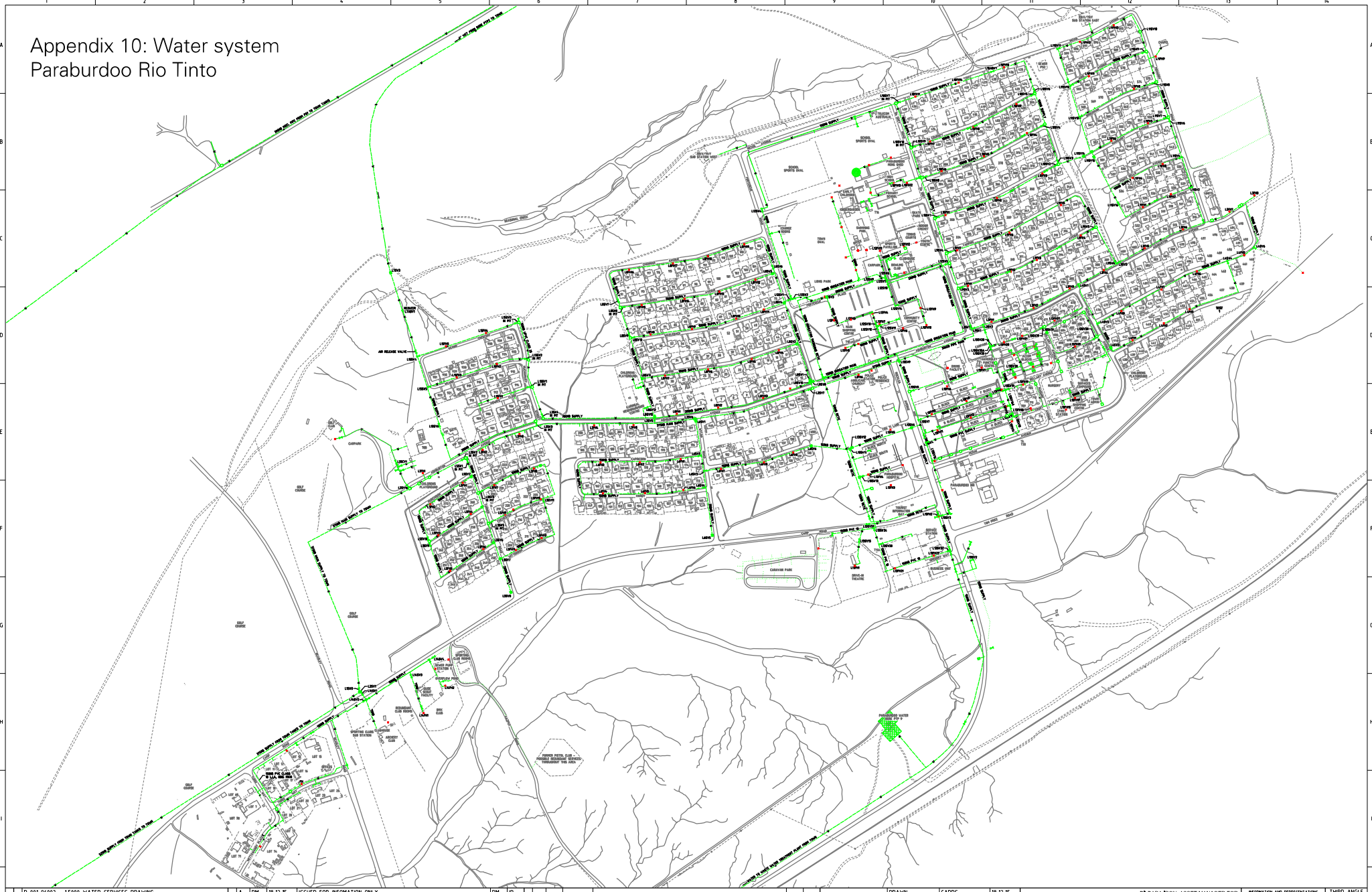
PARABURDOO
TOWN SITE
SEWERAGE/WASTE WATER STORAGE & DISTRUBUTION
SEWER RETICULATION

SCALE 1 NTS
DRAWING NUMBER DSK-5603
REV A
PROJECT NUMBER

SHEET SIZE A1

Attachment 13.1A – Endorsement of the Sites of Asbestos & Local Emergency Plans

Appendix 10: Water system
Paraburdoo Rio Tinto



REFERENCES	
R-001-96002 - 1:5000 WATER SERVICES DRAWING	
R-001-96003 - 1:5000 WATER SERVICES DRAWING	
G-006-00022-125000 MASTER KEY PLAN-TOPOGRAPHICAL BACKGROUND 1/2	
G-006-00023-125000 MASTER KEY PLAN-PHOTOGRAPHICAL BACKGROUND 1/2	

SHEET SIZE A1

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REVISIONS						
REV	BY	DATE	DESCRIPTION	CKD	APP	

DRAWN	CADDS	18.12.15
TRACED		
CHECKED		
SUPT DRAFT		
PROJ. ENG.		
APPROVED		
APP. FOR CONST.		
CONS. ORG No.		

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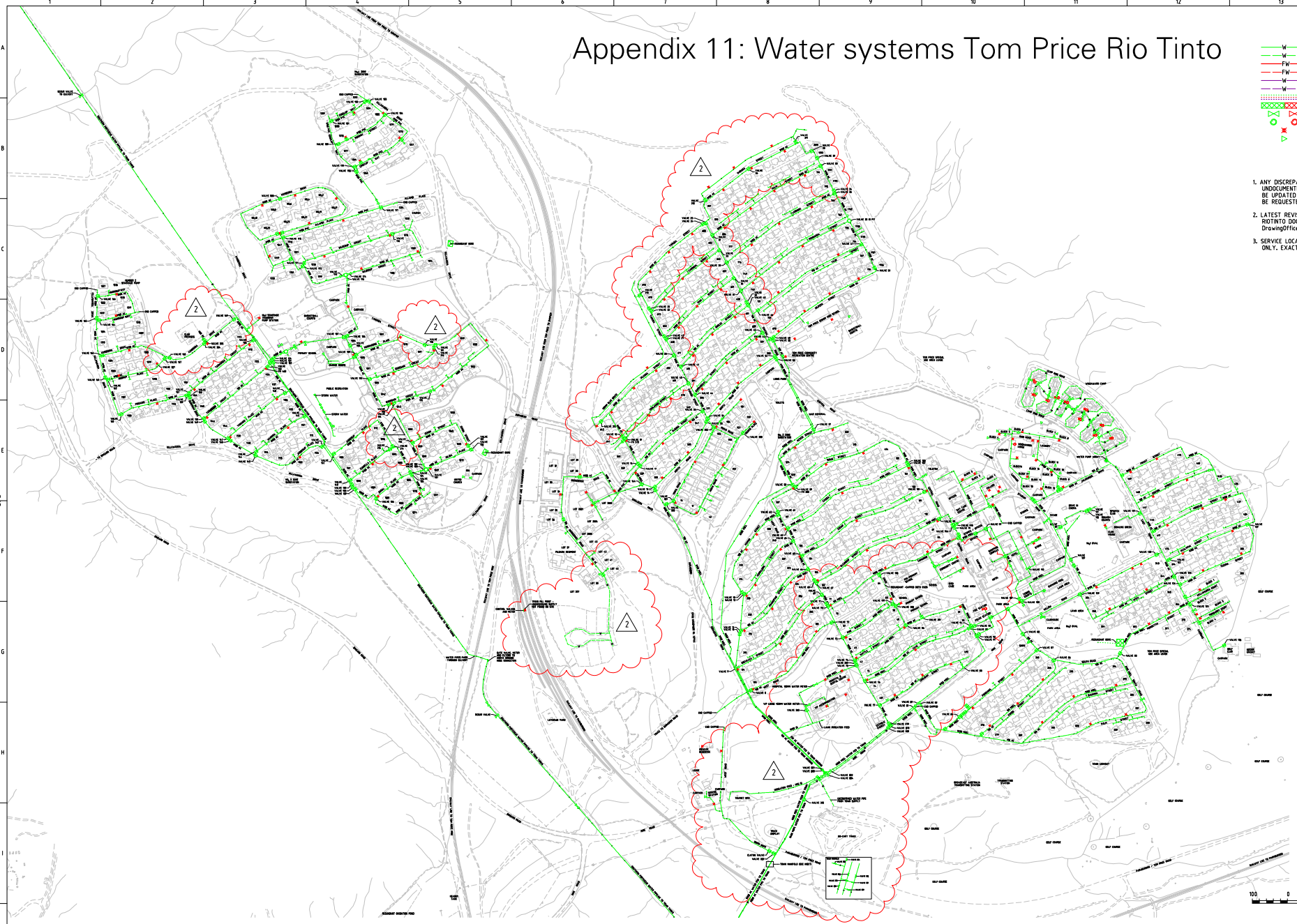
THIRD ANGLE PROJECTION

PARABURDOO
TOWN SITE
WATER STORAGE AND DISTRIBUTION
WATER RETICULATION

SCALE 1 NTS
DRAWING NUMBER: DSK-5604
REV: A
PROJECT NUMBER

Attachment 13.1A - Endorsement of the Sites of Asbestos & Local Emergency Plans

Appendix 11: Water systems Tom Price Rio Tinto



REFERENCES	REVISIONS							REVISIONS						
G-006-00018 - TOM PRICE UNDERGROUND SERVICES MASTER FILE	REV	BY	DATE	DESCRIPTION	CKD	APP		REV	BY	DATE	DESCRIPTION	CKD	APP	
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	2	DM	10.12.20	AS-BUILT FOR JN28165	DM	ST								

DRAWN	D.MONKHOUSE	13.05.14
TRACED		
CHECKED	J.BENN	13.05.14
SUPT DRAFT	D.MHOF	13.05.14
LEAD ENG.	A.LINCOLN	13.05.14
PROJECT ENG.	A.LINCOLN	22.05.14
APPROVED		

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THIRD ANGLE PROJECTION

TOM PRICE
TOWN SITE
WATER STORAGE & DISTRIBUTION
WATER RETICULATION

SCALE 1:5000

DRAWING NUMBER R-001-11466

REV 2

PROJECT/JOB NUMBER

SHEET SIZE A1

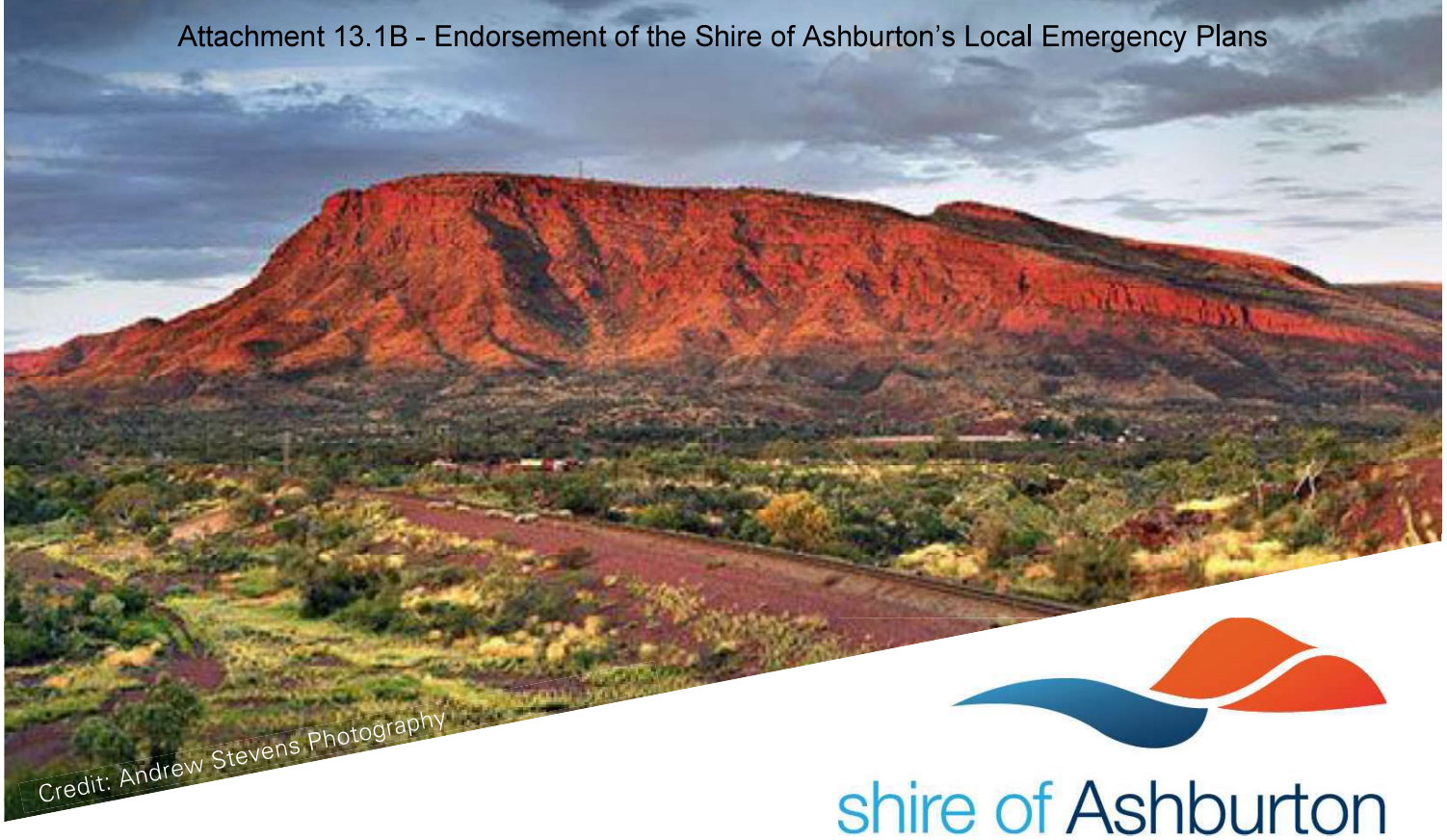
UNCONTROLLED WHEN PRINTED

BORDER SHEET UPDATED 26.01.21

Attachment 13.1A - Endorsement of the Shire of Ashburton's Local Emergency Plans



13.1B - Endorsement of the Shire of Ashburton Recovery Plan & Lema



shire of Ashburton

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

LOCAL RECOVERY PLAN

☐ Public Version
☒ Restricted Version

Shire of Ashburton

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Ashburton Local Emergency Management Committee and the Council of the Shire of Ashburton. The Arrangements have been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.

23-12-2021

Chairperson Date

Endorsed by Local Emergency Management Committee: 17/12/2021

Endorsed by Council:

<Insert resolution number>

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DISTRIBUTION LIST

Title	Organisation	Copies
Records	Shire of Ashburton	1
Public Copies	Shire of Ashburton Offices	4
Public Copies	Shire of Ashburton Libraries	4
Public Copies	Shire of Ashburton Website	1
Chairperson Onslow LEMC	Onslow LEMC	1
Chairperson Pannawonica LEMC	Pannawonica LEMC	1
Chairperson Tom Price/Paraburdoo LEMC	Tom Price/Paraburdoo LEMC	1
Local Emergency Officer – Onslow	Officer in Charge - Onslow Police Station	1
Local Emergency Officer – Tom Price	Officer in Charge – Tom Price Police Station	1
Local Emergency Officer – Paraburdoo	Officer in Charge - Paraburdoo Police Station	1
Local Emergency Officer – Pannawonica	Officer in Charge - Pannawonica Police Station	1
Executive Officer Pilbara DEMC	Pilbara DEMC	1
District Officer Hamersley Range	DFES	1
Director of Nursing Onslow Hospital	WACHS	1
Unit Manager	Onslow Volunteer Fire & Emergency Service Unit	2
Chairperson	Onslow St Johns Sub Centre	1
Unit Manager	Onslow Volunteer Marine & Rescue	1
General Manager	Onslow Salt	1
Emergency Management	Chevron Wheatstone	1
Emergency Management	Chevron Barrow Island	1
District Emergency Services Officer	Department of Communities	1
Operations manager	Water Corporation	1
Harbor Supervisor	Pilbara Ports Authority	1
Emergency Management	BHP Macedon	1
Asset manager	Horizon Power	1
Manager MRWA Gascoyne	Main Roads Pilbara region	1
District Emergency Management Advisor	DFES	1
Captain	Pannawonica Private Volunteer Fire & Rescue Service	1
Emergency Services Supervisor	Rio Tinto Robe Valley operations	1
Senior Ranger	Millstream National Park	1
Director of Nursing	Sonic Health	
Captain	Tom Price Bush Fire Brigade	1
Captain	Tom Price Private Volunteer Fire & Rescue Service	1
Captain	Paraburdoo Private Volunteer Fire &	1

	Rescue Service	
Unit Manager	Tom Price SES	1
Community Paramedic	St John Ambulance	1
Emergency Services Supervisor	Rio Tinto Tom Price & Marandoo Operations	1
Emergency Services Supervisor	Rio Tinto Paraburdoo	1
Emergency Services Supervisor	Rio Tinto Greater Brockman	1
Superintendent Utilities Tom Price	Rio Tinto Tom Price	1
Superintendent Utilities Paraburdoo	Rio Tinto Paraburdoo	1
Emergency Services Supervisor	FMG Solomon	1
Emergency Services Supervisor	FMG Eliwana	1
Senior Ranger	Karijini National Park	1
Director of Nursing Tom Price Hospital	WACHS	1
Director of Nursing Paraburdoo Hospital	WACHS	1

AMENDMENTS

Suggested amendments or additions to this plan should be forwarded in writing to:

Kyle Cameron - Emergency Management Coordinator
Shire of Ashburton
PO Box 567
Tom Price
WA 6751
Email: soa@ashburton.wa.gov.au

Any suggestions will be taken to the Local Emergency Management Committee for consideration and/or approval.

AMENDMENT RECORD

Number	Date	Amendment summary	Author
1	2021	Major review and complete rewrite.	Anna Siddell
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling agency
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DCBFCO	Deputy Chief Bush Fire Control Officer
DEMA	District Emergency Management Advisor
DEMC	District Emergency Management Committee
DoC	Department of Communities
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
IC	Incident Controller
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
LRP	Local Recovery Plan
Ric Tinto	Rio Tinto Iron Ore
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SoA	Shire of Ashburton
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
VFES	Volunteer Fire & Emergency Service
VFRS	Volunteer Fire and Rescue Service
WACHS	WA Country Health Services
WAPOL	Western Australia Police

1. INTRODUCTION

1.1 Authority of the Local Recovery Plan

The Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* (EM Act) and forms a part of the Local Emergency Management Arrangements for the Shire of Ashburton. This plan has been endorsed by the Inland, Onslow and Pannawonica Local Emergency Management Committees and has been tabled for information and comment with the Pilbara District Emergency Management Committee.

1.2 Purpose

The purpose of the Local Recovery Plan (LRP) is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility across the Shire of Ashburton. This plan is not appliable to Pannawonica. Recovery will be managed by Rio Tinto with assistance from the Shire of Ashburton if required.

1.3 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources, and procedures for the management of recovery from emergencies for the Shire of Ashburton.
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery; and
- Provide a framework for recovery operations.

1.4 Scope

The scope of this recovery plan is limited to the boundaries of Shire of Ashburton and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

1.5 Document availability

Free copies of this plan are available at the Shire Administration Office or Public library at:

Office	Address	Opening times
Tom Price	Lot 246 Poinciana Street, Tom Price WA 6751	Mon – Fri 8.00am – 4.30pm;
Paraburdoo	Ashburton Avenue, Paraburdoo WA 6754	Mon – Fri 8.00am – 4.00pm; Sat 10.00am – 12.00pm;
Pannawonica	Lot 198 Pannawonica Drive, Pannawonica WA 6716	Tues - Thurs 9.00am – 12.00pm 12.45pm – 4.00pm
Onslow	Second Avenue, Onslow WA 6710	Mon – Fri 8.00am – 4.30pm;

This plan is also available on the Shire's website at: www.ashburton.wa.gov.au.

1.6 Related documents

This recovery plan should be read in conjunction with:

- The Shire of Ashburton Local Emergency Management Arrangements (LEMA)
- The Shire of Ashburton Local Welfare Plan
- Emergency Management Act 2005
- Emergency Management Regulations 2006
- State Support Plan - Emergency Public Communications
- State Support Plan- Emergency Welfare (Interim)
- SEMP4.4 – State Recovery Coordination
- State Plan – State Emergency Management, Part Six: Recovery
- State Emergency Management Policy – Part Six: Recovery
- State Emergency Management Procedure – Part Five: Recovery
- Communicating in Recovery Guidelines (State Emergency Management Committee)
- Communicating in Recovery Guide (Australian Red Cross)

1.7 Agreements, Understandings and Commitments

- Pilbara local government MoU - *Provision of mutual aid during emergencies and post-incident recovery*. This MoU sets out a basic framework for cooperation between the City of Karratha, Shire of Ashburton, Shire of East Pilbara, and the Town of Port Hedland, during an event that affects one or more partnering Local Governments. Refer to Appendix 1 – *Local Recovery Coordinator Action Checklist.*
- Department of Communities - The Shire of Ashburton has an agreement with the Department of Communities that allows for the use of the Shire facilities as welfare centres. This agreement is not formally recorded.

- Department of Fire and Emergency Services – 2020 - An MoU exists between DFES and the Shire of Ashburton. Under this agreement, DFES manages and controls all bush fire brigades and bush fire response and is responsible for all matters relating to the bush fire brigades and bush fire response within the Pilbara including the Shire of Ashburton local government boundary. Refer to Appendix 2 – *Local Recovery Coordinator Group Action Checklist.*

2. RECOVERY

The Emergency Management Act 2005 (WA) (the Act) defines recovery as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing.'

2.1 The Shire's Recovery Management Principles

This Local Recovery Plan incorporates the national disaster recovery principles:

- Understand the CONTEXT – The Shire recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its history, values, and dynamics.
- Recognise COMPLEXITY – The Shires complex and dynamic nature of both emergencies and the diverse nature of its communities.
- COMMUNITY-LED approaches – The Shire recognises that successful recovery is based on involving the community and commits to being responsive, flexible, and engaging to support communities into the future.
- COORDINATE all activities – The Shire will be the hub for a successful recovery ensuring a planned, coordinated, and adaptive approach between communities, partner agencies and industry, based on continuous assessment of impacts and needs.
- COMMUNICATE effectively – The Shire acknowledges that good communication between affected communities and other partners is a crucial foundation of recovery and will ensure the Recovery Communication Plan is activated.
- Recognise CAPACITY – The Shire recognises that successful recovery supports and builds on the resources, capacity, and resilience that people, organisations, and the community already have.

2.2 The Shire's Recovery Values

The Shire will apply the following concepts to all activities:

- Community involvement in all aspects of the recovery process;
- Management at the local level;
- Affected area/community approach to allow active participation in their recovery;
- Differing effects/needs for different communities/individuals to ensure services are provided in a timely, fair and equitable manner;
- Empowering individuals and communities;

- Minimum intervention;
- Recognition of resourcefulness and maximising the use of local resources, groups and individuals;
- Planned/timely withdrawal;
- Accountability, flexibility, adaptability and responsiveness to meet the changing needs of the community over time;
- Integration of services to maximise the use of existing administrative and management structures e.g. the local formal and informal networks of care and support arrangements; and
- Coordination to ensure state and regional strategies complement local recovery initiatives rather than replacing them.

3. ROLES AND RESPONSIBILITIES

3.1 Local Emergency Management Committee (LEMC)

The Shire's LEMC is a planning committee with the role of developing Local Emergency Management plans (arrangements) for its area. Members of the committee may be part of the Incident Support Group (ISG), as well as being part of the Local Recovery Coordination Group (LRCG).

3.2 Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management plans for the Shire of Ashburton. The LRC also undertakes the role of Executive Officer for the Local Recovery Coordination Group. All tasks are to be directed to the appropriate agencies or personnel with the authority to complete them. Nominated Local Recovery Coordinators. Refer to the Shire of Ashburton LEMA - *Emergency Contacts Registry* at appendix 2, part 1.

The functions of the LRC are:

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;Consider potential membership of the LRCG before an event occurs;

During Event

- Consult with the Controlling Agency regarding attending appropriate response

meetings such as Incident Management Team, Incident Support Group and Operational Area Support Group meetings;Consider membership of the LRCG, during an emergency, that is event-specific, based on the four recovery environments: social, built, economic and natural, or as required;

- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the Impact Statement before the transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State-level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

Refer to appendix 1 - *Local Recovery Coordinator Action Checklist.*

3.3 The Local Recovery Coordination Group

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

The functions of the Local Recovery Coordination Group are:

- Establishing subcommittees as required.
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with

the assistance of the responsible agencies where appropriate.

- Developing an Operational Recovery Plan for the coordination of the recovery process for the event that (Appendix 3 - *Operational Recovery Plan Guideline*)
- takes account of the local government 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 activities;
- considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people and others identified as vulnerable;
- allows full community participation and access;
- allows for the monitoring of the progress of recovery
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities.
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community.
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery and receiving periodic reports from recovery agencies.
- Ensuring a coordinated multi-agency approach to community recovery.
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee.
- Coordinating all offers of, or requests for assistance to avoid duplication of effort or confusion. Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.
- It may be necessary to establish a Recovery Communications Unit. Further information is included in **Part 8: Communications.**

Refer to appendix 2 - Local Recovery Coordination Group Action Checklist.

3.4 Local Recovery Coordination Group Subcommittees

Dependent upon the extent of the recovery process required, the following sub-committees may be established to assist the LRCG in the management of the recovery process. Further to the below subcommittees:

3.4.1 Community Subcommittee

Objectives:

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

3.4.2 Infrastructure Subcommittee

Objectives:

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

3.4.3 Finance Subcommittee

Objectives:

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

Function:

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

individuals; and
- ensure the privacy of individuals is always protected.

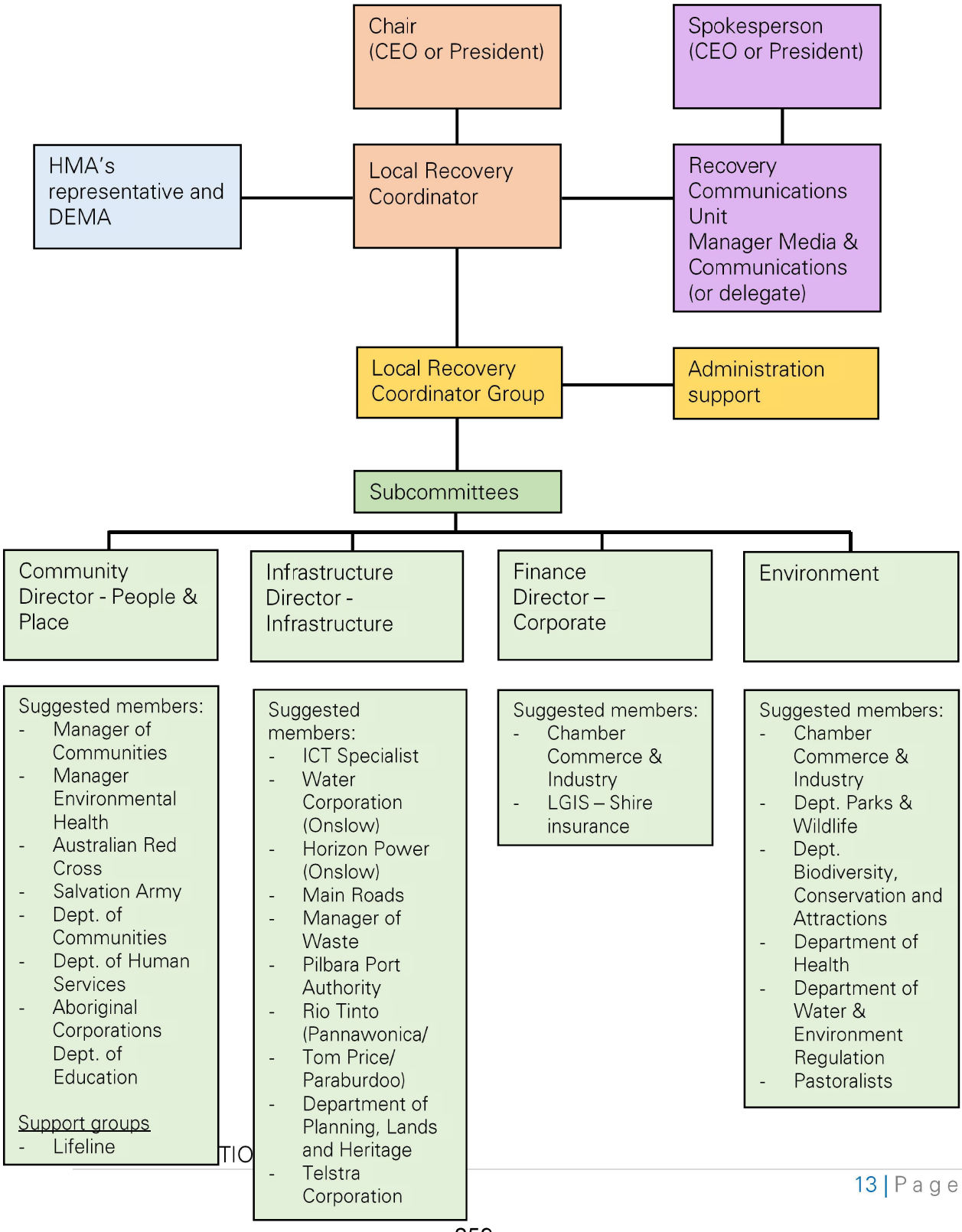
3.4.4 Environment Subcommittee

Objectives:

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

4. SHIRE STAFF ROLES AND RESPONSIBILITIES

Refer to appendix 4 – Local Government Officer Roles and Responsibilities.
Figure 1 shows the structure of the Shire of Ashburton Recovery Coordinator groups and personnel.



TIO

The responsibility for coordinating recovery arrangements rests with the affected local government. State-level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

5.1 Activation of this plan

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event, the Controlling Agency / Hazard Management Agency (HMA) is to ensure the LRC is notified of the event. The LRC is to liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate.

The Incident Controller is to complete and sign the Impact Statement to confirm the accuracy of the information and hand over the responsibility to the local government.

An Impact Statement is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire's CEO. The CEO has discretion regarding the timing of accepting the handover of responsibility for recovery and may seek advice from the LRC, in consultation with the HMA/CA. The Impact Statement contains a detailed description of the impact on the affected community and provides a starting point for the recovery of individuals, the community, and infrastructure. Refer to appendix 5 - *Transfer of Responsibility for Recovery.*

The CEO will activate the LRP during the RESPONSE phase on advice from the LRC. The LRC will take over the responsibility for recovery and advise the LRCG to activate the recovery plan and related arrangements.

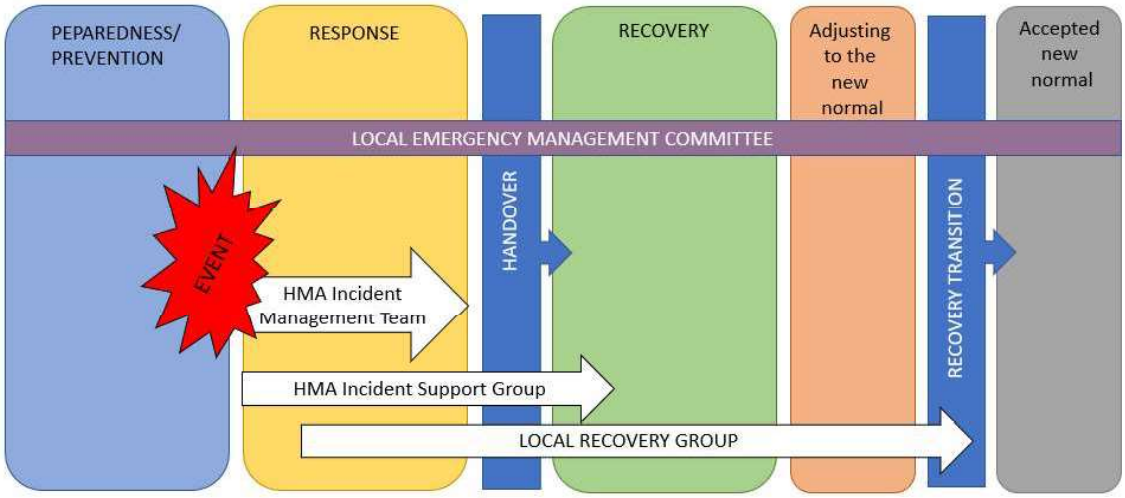
5.2 Operational Recovery Planning

The Operational Recovery Plan provides the strategic direction and details actions required to facilitate a successful recovery. When the LRCG is activated, the group should develop an operational recovery plan to guide its functions during the first meeting. The operational recovery plan should include assessment and recovery requirements, organisational management, operational aspects, and administrative arrangements.

The first LRCG meeting should be within 12 hours of disaster impact as short term planning should start simultaneously alongside response operations. It is noted that depending on the type and extent of the incident, the first meeting may need to be later than 12 hours. That said, the first LRCG meeting should occur as soon as practicable.

As illustrated in Figure 2, recovery starts at response and is the process of adjusting to

the new normal after an emergency incident.



The figure was provided by Lewis Winter, Lecturer - Emergency Management, Charles Sturt University.

6. RESOURCES

Contact details and resources are listed in the *Shire of Ashburton LEMA - Emergency Contact and Resources Registry at appendices 2, parts 1 and 2*. In addition, the Shire also employs three full-time Environmental Health Officers who can assist with disease control, food safety and surveillance and vermin control. The Shire Environmental Health department also has relationships with members of the aboriginal communities and can assist with evacuation notification and providing local knowledge to the relevant parties. There are also three full-time Rangers who may assist with animal welfare, traffic control on local roads, evacuation notification and assistance to the WA Police if capacity exists. Assistance with any activity is in line with State Emergency Management Policies and Procedures.

7. LOCAL RECOVERY COORDINATION CENTRES

The following table identifies suitable Local Recovery Coordination Centres in the local government area:

Centre Name	Address	Max. Capacity (standing)	Available Resources	Contacts
Clem Thompson Pavilion	Stadium Road, Tom Price	196	**Features:** Meeting Room Projector & Screen, Full Sound System, Microphone Full Commercial kitchen, Deep Fryer,	Facilities@ashburton.wa.gov.au

			Oven, Stove, Cool Room Bar with bar fridges and ice machine Tables & chairs Bar tables and stools Cooling Heating Wheelchair Ramp Accessible toilets Free Guest Wi-Fi **Equipment:** 12 x bar tables 32 x trestle tables 45 x bar stools 36 x cushioned chairs 70x plain black chairs **Amenities:** Men's Bathroom - 2x toilets and 1x urinal Ladies Bathroom - 3x toilets 1 x Accessible bathroom	
Lesser Hall	Ashburton Avenue, Paraburdoo	77	**Features:** Accessible parking area Accessible toilet and disabled access Outdoor seating Filtered Water Lighting BBQ area Reverse cycle air conditioning Council Approved Kitchen Whiteboard **Equipment:** 300 x chairs 25 x tables 2 x urns 1 x commercial oven Projector **Amenities:** Men's Bathroom - 2x toilets and 2x urinals Ladies Bathroom - 7x toilets 1 x Disabled toilet	Facilities@ashburton.wa.gov.au
Council Chambers	Second Avenue, Onslow	70	**Features:** Street parking available – Second Avenue Water cooler – Reception Adjoining outdoor undercover area Outside lounge Reverse cycle air-conditioning Fridge Commercial kitchen access via the reception **Equipment:**	Facilities@ashburton.wa.gov.au

			8 x large tables 2 x small tables 1 x round table 18 x office chairs 9 x blue plastic chairs Projector and screen with surround sound Urn 1 x trestle table 75" wall mounted tv Communication iPad & phone system **Amenities:** Toilets access via the reception Ladies x 3 Unisex / disability x 1 Men's x 1 and 4 x urinals	
Mayu Maya meeting rooms	Pannawonica	30	**Features:** Accessible parking area Accessible toilet and disabled access Filtered Water Lighting Reverse cycle air conditioning Meeting room Projector **Equipment:** Table's & Chair's	RobeValleyEmergencyServices@riotinto.com

8. FINANCIAL ARRANGEMENTS

The Shire of Ashburton will utilise the following regarding financial arrangements for recovery where required:

- Establishing a cash reserve for Community Recovery, where it is considered appropriate for the level of risk to the community,
- Use of s6.8(1) and s6.11(2) of the *Local Government Act 1995* with respect to the expenditure of funds not included in the annual budget, Within s6.8(1), tenders do not have to be publicly invited if goods and services are obtained from this expenditure,
- *Local Government (Financial Management) Regulations 1996* – regulation 18(a) provides an exemption for the council to make budget-related decisions in emergencies without giving local public notice of changes to financial reserves, and
- Use of s6.20(2) of *Local Government Act 1995* enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by the absolute majority decision of Council,
- Have arrangements in place to insure Shire assets. The Shire assets are insured through policies with the Local Government Insurance Scheme (LGIS),
- All funds regardless of their source remain subject to the *Local Government Act*

1995, Part 6 – Financial Management. Consideration will be given to utilising appropriately trained/experienced finance staff during recovery, to ensure adherence to the aforementioned Act, and appropriate record-keeping throughout.

The following arrangements and agencies are available to fund recovery activities if necessary:

A. Disaster Relief Funding Arrangements WA (DRFA-WA, Formerly WANDRRA)
B. Centrelink

A. Disaster Relief Funding Arrangements WA

DRFA-WA is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery effects following a disaster deemed 'eligible.'

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required
- State expenditure exceeds the small disaster criterion ($240,000 not including insurance-related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters.

Once it has been determined that the emergency is a large-scale costly event, the Shire shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: drfawa@dfes.wa.gov.au

Phone: 9395 9341 or 9395 9973 or 9395 9374

Website: Disaster Recovery Funding Arrangements (dfes.wa.gov.au)

Once endorsed, public notification of DRFA-WA activation is issued by DFES.

Assistance is available to State government agencies and local governments for:

- The restoration and replacement of Essential Public Assets (EPA); and
- Counter disaster operations for the protection of the public.

Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures.

B. Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means-tested recovery payment to eligible adults ($1000) and eligible children ($400).

For more information: Help in an emergency - Services Australia

8.1 Financial records

Records/invoices of costs associated with an emergency event are to be assigned to a

specific emergency cost centre by the Shire of Ashburton. This will ensure costs associated with an emergency event are easily identifiable and accessible at any time.

9. APPEALS, DONATIONS AND VOLUNTEERS

9.1 Lord Mayor's Distress Relief Fund (LMDRF)

LMDRF provides aid to Western Australian victims of disaster events. The Shire will advise and direct the distribution of monetary donations through the LMDRF, which operates under specific guidelines and policy and has Australian Taxation Office tax deductibility status. The funds will primarily focus on the relief of individuals' distress and hardship of individuals.

The LRG should work closely with LMDRF, ensuring local issues are considered before deciding on a disbursement plan. The LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed.

For more information see: Lord Mayor's Distress Relief Fund (appealswa.org.au)

9.2 Donations of goods

At every opportunity, donation of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

9.3 Non-Government Organisations (NGO) assistance

Non-government organisations may assist byways of emergency relief funds, shelter, accommodation, or household supplies. Where possible, the LRCG should deal with all offers of, or requests for, assistance from NGOs to avoid duplication of effort and confusion. At the State Government level, coordination is undertaken by the State Recovery Coordinator or the State Recovery Coordination Group (SRCG), if established. The distribution of the donated goods shall be undertaken by the organisations concerned.

9.4 Volunteers

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the LRCG. Spontaneous volunteers are a valuable, flexible resource that could be used to support existing volunteers and personnel to take up more active responsibilities in aiding with recovery operations. Local volunteers usually have more familiarity with the local community, local area, and understanding of available resources.

Care must be taken to ensure that volunteer efforts are in the best interest of the community and do not have a negative impact on recovery efforts.

The likely sources of volunteers are:

- Clubs
- Community groups
- Non-Government organisations
- Members of the public

Volunteers should be registered and tasked appropriately. Refer to appendix 6 - *Spontaneous Volunteers Registration Form.* This form is only required for volunteers not currently registered with an agency, for example, volunteer firefighters and SES volunteers, who will continue to be managed by their respective agencies.
Refer to appendix 7 - *Volunteer Register.* For other tools and resources including a private vehicle log sheet is included in the ***LGIS A guide to managing volunteers in Western Australian Local Government.***

9.4.1 Volunteer insurance

The Shire of Ashburton has insurance coverage for spontaneous volunteers. Please consult LGIS Policy reference number 001523 before registering volunteers.
Any person who is performing duties for the Shire on behalf of a group e.g. Rotary Club, Schools, Scouts etc will not be covered by this Policy. The Shire should request a Certificate of Currency for Public Liability Insurance and Personal Accident Insurance from any Organisation supplying Volunteers to ensure these Organisations carry adequate insurance and the Shire is protected.
For further information refer to LGIS A guide to managing volunteers in Western Australian Local Government.
Consider sourcing volunteers from BlazeAid which is a volunteer-based organisation that works with families and individuals in rural Australia after natural disasters such as fires and floods. Volunteers working under BlazeAid are covered by the organisation's insurance.
Website: BlazeAid volunteers rebuild fences after fires, floods, drought and cyclones. | BlazeAid helping communities rebuild after Natural Disasters.

10. COMMUNICATIONS

Throughout the recovery process (which may last for years), the local government is to maintain an ongoing dialogue with the affected community and share information with all other stakeholders and partners in the recovery process.

During the response phase, the HMA/CA manages communication. The CA officially hands responsibility for communication to the Local Government with the impact statement. Communities threatened by or experiencing, an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen

(or has happened), what to do and what to expect. They also need to know what the authorities are doing.

This section provides Information on the establishment of a Recovery Communications Unit to support the LRCG. This unit is responsible for the development and implementation of a recovery communication plan. Provided in the appendices are templates and checklists which may be used in the development of the communication plan, and also for specific topics of the plan such as media briefings, community meetings and situation updates.

For further guidance refer to Communications in Recovery Guidelines: Useful Links (semc.wa.gov.au)

10.1 Recovery Communications Unit

Key responsibilities have been assigned to eight functions so people understand the types of tasks that will be required to undertake. One person may be able to perform all or some of these functions at the same time.

10.1.1 Recovery Communications Coordinator

The Recovery Communications Coordinator leads the Recovery Communications Unit and manages the recovery communications. The role should be assigned to the Manager of Media and Communications (or delegate). The Recovery Communications Coordinator should report to the Local Recovery Coordinator. The Recovery Communications Coordinator has the following responsibilities:

- Lead recovery communications team;
- Establish resourcing requirements for the recovery communications team including rosters and additional staffing support;
- Ensure resource requirements consider fatigue management issues that may arise;
- Keep abreast of all communications related to the emergency (from its outset) from the HMA and other sources;
- Provide support to the Local Recovery Coordinator;
- Advise the Local Recovery Coordinator on any additional resource requirements for communications;
- Ensure timely briefing and debriefing for team members is completed;
- Develop a Recovery Communications Plan;
- Develop and coordinate time-critical recovery messaging for the community; and
- Coordinate and prioritise recovery messaging for the local government.

10.1.2 Community Liaison

The community liaison function undertakes direct liaison with key community groups. This includes obtaining and providing information and messages received to and from

the affected community via the recovery centre, telephone line, outreach and any other methods. This function can have a direct link to the Community Liaison Unit within the Hazard Management Agency (if utilised by the HMA) and the Community Development/ Engagement team or officer with the local government. The community Liaison unit has the following responsibilities:

- Gather, coordinate and maintain community contact lists;
- Maintain liaison through various channels such as the recovery centre, telephone line and outreach;
- Coordinate key information analysis from the Community Liaison Unit (where available) and the local government community development/engagement team or officer;
- Coordinate public information messaging and gathering at community events such as public meetings;
- Contribute to key recovery messaging using intelligence gathered from community liaison activities and provide to the Local Recovery Coordination Group;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

10.´.3 Stakeholder Engagement

The stakeholder engagement function coordinates with key agency, organisation and local government stakeholders and keeps them informed, engaged, and involved. The stakeholders may be assisting directly as a member agency of the Local Recovery Coordination Group or relevant sub-committee, or outside of this arrangement supporting recovery activities within the affected community. The stakeholder engagement unit has the following responsibilities:

- Coordinate and maintain key stakeholder contacts;
- Ensure information flow is coordinated from all agencies and organisations in and out of the local government;
- Ensure relevant organisations who are integral to the recovery effort are represented at appropriate times on the Local Recovery Coordination Group;
- Contribute to key recovery messaging using intelligence gathered from liaison with stakeholders;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

10.´.4 Media Liaison

The media liaison function has direct contact with media stakeholders and supports key messaging in recovery. The media liaison function has the following responsibilities:

- Coordinate and maintain media contact list;
- Coordinate media opportunities for the local government with the media;
- Brief local government spokesperson before and after media interviews and

conferences;
- Contribute to key recovery messaging using intelligence gained from liaison with the key media contacts;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

10.1.5 Social Media

The social media function provides expertise in social media applications that may be utilised by the local government in communicating with the affected community during recovery. This function requires the use of social media to gather intelligence and to provide up to date information and engage with the community. The social media function has the following responsibilities:

- Coordinate and maintain social media platforms utilised by the local government to engage with the community;
- Monitor community-led social media sites to gather intelligence to contribute to recovery decisions by the Local Recovery Coordination Group;
- Contribute to key recovery messaging using intelligence gathered from social media platforms;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.
-

10.1.6 Internal Communications

The internal communications function coordinates information and messaging about what is happening in recovery to keep staff within the local government informed. Internal reporting mechanisms are used as appropriate, to support staff dealing with the affected community in a face-to-face, customer service and on the ground environment. The internal communications function has the following responsibilities:

- Coordinate and maintain information to staff on relevant platforms utilised by the local government for internal communications;
- Contribute to key recovery messaging using intelligence gathered from staff members who have direct liaison with the community;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

10.1.7 Publications

The publications function is to develop, produce and maintain key documentation used in recovery to support communications within the affected community. The publications function has the following responsibilities:

- Develop, produce and maintain documents to support the local government's recovery activities;
- Ensure key recovery messages are included in the recovery documents produced;

- Provide input to and document the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

10.1.8 Ministerial Liaison

The ministerial liaison function supports the role of the State Recovery Coordinator to ensure coordination and consistent messaging between the relevant ministers, local government, and the affected community. It supports dealings with the local government and contact with the Department of Local Government, Sport and Cultural Industries, Department of the Premier and Cabinet, Premier, Ministers, Ministerial Advisers, Members of Parliament and local members. The Ministerial Liaison has the following responsibilities:

- Coordinate and maintain ministerial contact lists;
- Maintain liaison with relevant departments, Ministers and Ministerial Advisers;
- In conjunction with the State and Local Recovery Coordinators, coordinate ministerial visits to the affected community and community venues;
- Contribute to key recovery messaging by gathering intelligence from Ministers and local members who have direct contact with the community; and
- Provide input to the Recovery Communications Plan.

10.2 Spokesperson/s

The Shire CEO or President will be the spokesperson. The CEO may delegate authority for specific person/s to act as a spokesperson.

10.3 Recovery communications stages

This section describes the typical communications activities required during each recovery stage.

10.3.1 Stage One - Response (during the emergency)

The Recovery Communications Coordinator (or delegate) will action some or all of these items in the response stage of the emergency.

- Consider locating the Recovery Communications Manager/ Coordinator within the Incident Support Group, alongside the Local Recovery Coordinator (after consultation with, and approval by, the Controlling Agency)
- Local Recovery Coordinator or Recovery Communications Manager/Coordinator to gather key communications information and track all key communications activities by the Hazard Management Agency (HMA) during the emergency.
- Recovery Communications Manager/Coordinator to make contact with the HMA Public Information Officer located within the Incident Management Team.
- Establish a Recovery Communications Unit within the local government.
- Complete a Communications' Needs Assessment (CNA).

10.3.2 Stage Two – Transfer of responsibility for Recovery

The Recovery Communications Coordinator (or delegate) will action some or all of these items in the response to the recovery handover period.

- Confirm who the local government spokesperson is.
- Ensure the spokesperson is briefed on the current situation and is prepared to be quoted in the media and ready for any media conferences.
- Ensure Recovery Communications Manager/Coordinator is a member of the Local Recovery Coordination Group.
- Identify communication gaps:
- What is the affected community telling you?
- What do the affected community need to know?
- What additional information does the local government need?
- Determine communication methods and channels to gather and receive information from the community and key stakeholders
- What methods are being used at present?
- What methods are appropriate in this recovery?
- Evaluate what methods are working well and those that are not.
- Determine key messages
    - What are the key messages required for the affected community?
    - What are the key messages required internally?
    - Make sure that all information provided adheres to the Giuliani method of communicating information which includes:
        What we know;
        What we don't know;
        What we are doing; and
        What we need you to do.
- Develop a Recovery Communications Plan if needed. Refer to appendix 8 - *Recovery Communications Plan Guideline*. Recovery Communications Plan to be tabled at the Local Recovery Coordination Group meetings for discussion.

10.3.3 Stage Three – Recovery (after the emergency)

The Recovery Communications Manager or Coordinator or team member will need to action some or all of these items in the first four weeks after recovery has been handed over.

First week

- Determine the key listening posts that will be used to gather intelligence and information about community needs in recovery to ensure a two-way feedback loop is established.
- Consider additional resources to support the recovery communication effort. Review the local government Business Continuity Plan and Workforce Plan to meet operational requirements. Consider the use of volunteers or community members with communications experience to support the workload.

- Speak to the Local Recovery Coordinator about additional support required through the State Recovery Coordinator.
- Develop the first 'Status Update' regarding issues such as deaths and injuries, homes and properties destroyed, roadblocks, water and electricity supplies, donated goods, spontaneous volunteers, recovery centre location, community meetings and outreach. Some of this information can be sourced from the Impact Statement document provided by the HMA. Refer to appendix 9 – *Status Update Guideline.*
- Develop the 'Talking Points' document. Refer to appendix 10 - *Talking Points Guideline.* Update as new information becomes available.
- Prepare first Media Release and gain approval from the designated local government spokesperson.
- Prepare for the first media conference in recovery in conjunction with the local spokesperson. Refer to appendix 11 – *Media Conference Checklist.*
- Develop or refine Recovery Communication Plan.
- Consult with the Department of Communities and other key stakeholders such as the Australian Red Cross, regarding the potential need for an immediate outreach program to assess, determine and prioritise community needs, including communication requirements.
- Set up a database for local government to gather all communication requirements with all community members.
- Ensure all messaging adheres to the Giuliani method of information communication which includes information to the community that is:

  What we know;
  What we don't know;
  What we are doing; and
  What we need you to do.

First three months

- Review the key listening posts being used to gather intelligence and information about community needs in recovery.
- Ensure 'Status Update' and 'Talking Points' are being reviewed regularly.
- Maintain community meetings and make certain they are being held as regularly as the community requires. Ensure information that is conveyed during community meetings is in line with the 'Status Update' and 'Talking Points'. Refer to appendix 12 – *Community Meeting Checklist.*
- The local government should coordinate an outreach program that meets the needs of the community in conjunction with key non-government, not-for-profit and state government agencies and organisations to assist with an Outreach Needs Assessment. Refer to appendix 13 - *Outreach and Needs Assessment.*

- Review the 'Recovery Communication Plan' to ensure effectiveness in the current situation. Review all methods of communication and timings.
- Prepare media releases and press conferences in line with 'Status Update' and 'Talking Points'. Generate positive and good news stories to assist with the recovery effort.
- Review communications capacity and fatigue issues within the local government communications team to assist with the organisation of additional resources to support communications.
- Consider the need for a community thank you event to celebrate achievements since the emergency. Ensure direct dialogue with the community to discuss the suitability and subsequent arrangements, if required.

Three to 12 months

- Review the key listening posts being used to gather intelligence and information about community needs in recovery.
- Ensure 'Status Update' and 'Talking Points' are being reviewed regularly.
- Confirm the Recovery Centre (if determined appropriate) is operating effectively and in a long-term strategic location for the affected community.
- Maintain community meetings and make certain they are being held as regularly as the community requires. Ensure information that is conveyed during community meetings is in line with the 'Status Update' and 'Talking Points'.
- Review the Recovery Communication Plan' to ensure effectiveness in the current situation. Review all methods of communication and timings.
- Prepare media releases in line with 'Status Update' and 'Talking Points'. Continue to generate positive and good news stories to assist with the recovery effort.
- Commence communication arrangements with the affected community to discuss commemorating the first anniversary of the emergency at 12 months.

10.3.4 One year and beyond

Anniversary

The first anniversary of the emergency brings back memories for the community, so the commemorations must be sensitive to the community's needs. Be aware that the media may be interested in these events so consider necessary and respectful approaches to the affected community are discussed.

- What will be acknowledged/commemorated? Where and when? Who should attend? I low will this be communicated?
- Ensure staff or volunteers trained in psychological well-being attend the anniversary event to provide psychological and emotional support to the affected families individuals and community members.

- Communicate to the affected community the feelings and emotions they may experience in the lead up to and during the anniversary events, and let them know that these are normal. A reminder that how it is commemorated by people may be different and this is also normal.

Memorial

Does the family or families want a memorial event for their family member that was lost during the emergency? If so, this must be done in direct consultation with the family or families and should include the attendance of staff or volunteers trained in psychological well-being.

- Does the community want to host a memorial for anyone from the community that was lost during the emergency?
- Where will this be held? What time and date? What will the event consist of? How will this be communicated? Who will be invited?
- Ensure staff or volunteers trained in psychological well-being attend the event to provide psychological and emotional support to the family, individuals, and community members.

Ongoing community needs

- At the twelve-month anniversary of the emergency, it is important that the community members are aware and reminded of the support that is available to them, as they may be experiencing unusual feelings, emotions and reactions at the anniversary period.
- The Shire should work with the Department of Communities and the Australian Red Cross to determine the needs of the community and how best to address these.

11. EVALUATION OF RECOVERY

It is the responsibility of the LRC to monitor the progress of recovery and provide periodic reports to the LRCG, DEMC, DA, State Recovery Coordinator and State Recovery Coordinating Group, if established. The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made. An evaluation of the effectiveness of the recovery plan should be conducted within 12 months of the disaster.

The evaluation can involve:

- Community and stakeholder surveys
- Interviews
- Workshops
- Assessment of key project outcomes

12. EXERCISING

12.1 The aim of exercising

Testing and exercising are essential to ensure that emergency management arrangements are workable and effective. Testing and exercising are important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is an HMA responsibility; however, it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:

Test the effectiveness of the local arrangements

- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess the effectiveness of coordination between them.

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 3.19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis and for that exercise to be capability-based.

The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating, and validating.

APPENDIX 1 - LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

Please note this listing is a guide only and is not exhaustive.
(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify at risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	

Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements forassistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from	

government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

APPENDIX 2 - LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

Please note this listing is a guide only and is not exhaustive.

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for at risk groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	

Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

APPENDIX 3 - OPERATIONAL RECOVERY PLAN GUIDELINE

OPERATIONAL RECOVERY PLAN

Local Recovery Coordinating Group

Emergency:

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 (NORA), 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, living accommodation, furniture, and equipment details for additional temporary personnel

Section 6: Conclusion

- ☐ Summarises goals, priorities, and timetable of the plan.

Signed by

_____

Chairperson, Local Recovery Coordination Group
Date:

APPENDIX 4 - LOCAL GOVERNMENT OFFICER ROLES AND RESPONSIBILITIES

ICT Specialist (or delegate)

- Inspect server room, including air conditioners, and IT equipment prior to turning on.
- Advise CEO and LRCG of the status of IT systems and Shire IT equipment.
- Ensures IT equipment and resources are available for Service Units requesting support and equipment.
- Dispatch IT team members to relevant sites to energise IT equipment.
- Inspection of external antenna network infrastructure.
- Liaise with network providers and report back to LRCG.

Director People and Place (or delegate)

- Appointed as the Primary Recovery Coordinator in the Shire and undertakes all tasks assigned to this role.
- Arrange for a debrief of all participating agencies and organisations as soon as possible after standdown.
- Ensure all emergency plans are reviewed post-event and updated with lessons learnt.

Director Infrastructure Services (or delegate)

- Inspect the town and roads for damage.
- Assess requirements for restoring services and facilities with the assistance of responsible agencies.
- Clean up parks, playgrounds, and other areas to make them safe.
- Organise repair of Shire assets and facilities.
- Liaise with Main Roads.
- Organise repair of Shire roads.

Director Corporate Services (or delegate)

- Advise the LRCG about finical support to the community.
- Assists with DRFAWA funding arrangements if required.
- Advise and direct the distribution of monetary donations through the LMDRF.

Coordinator Ranger Services (or delegate)

- Check on the Welfare of impound animals.
- Provide short term shelter for rescued and roaming animals.
- Liaise with landowners regarding displaced large Livestock.

Manager Waste Services (or delegate)

- Assess the condition of refuse sites.
- Inform CEO and LRCG of site readiness and collection capabilities.
- Liaise with the Manager of Media and Communications so the public is informed of waste management services available.
- Clean up the area after receiving instruction.

Manager Media & Communications (or delegate)

- Ensure a consistent message is released to the community and internal staff;
- Provide regular updates to the community across multiple platforms;
- Lead recovery communications team;
- Establish resourcing requirements for the recovery communications team including rosters and additional staffing support;
- Ensure resource requirements consider fatigue management issues that may arise;
- Keep abreast of all communications related to the emergency (from its outset) from the HMA and other sources;
- Provide support to the Local Recovery Coordinator;
- Advise the Local Recovery Coordinator on any additional resource requirements for communications;
- Ensure timely briefing and debriefing for team members is completed;
- Develop a Recovery Communications Plan;
- Develop and coordinate time-critical recovery messaging for the community; and
- Coordinate and prioritise recovery messaging for the local government.

Manager Environmental Health (or delegate)

- Undertake sampling of all affected aquatic facilities to ensure they are operating with approved water quality.
- Deal with possible effluent overflows or damage to malfunction of disposal systems and manage these problems.
- Assess food preparation in affected areas to minimise the risk of disease transmission.
- In consultation, and with the consent of a toxicologist at the State level, provide advice on the toxic properties of chemicals in hazardous materials emergencies. This advice will be confined to circumstances when there is a perceived risk to public health.
- Condemn Food at food shops were deemed unsafe for consumption due to power failures etc.
- Check areas inundated with water for signs of mosquito breeding and treat if required.
- Provides advice/information to the LRCG on issues affecting environmental health resulting from an emergency.

- Evaluate/assess properties affected by the emergency post-event.
- Liaise with the Dept. of Health as required on behalf of the Shire.

Manager of Town Planning (or delegate)

- Oversee rebuilding/ redevelopment.
- Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Research, plan, coordinate, design and advise on the management, conservation and sustainability of development and integration of the Shire's environment and active open spaces, urban landscapes and built environments.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment.
- Facilitate the issue of building orders and notices.

Manager of Communities/ Community Liaison Officer (or delegate)

- Appointed as the Community Liaison Officer.
- Liaise with the DoC.
- Liaise with the Manager of Media and Communications.
- Provide input to the Recovery Communications Plan; and
- Gather, coordinate and maintain community contact lists;
- Assess requirements for support services in the short, medium, and long term.
- Ensure maximum community involvement.
- Makes recommendations to the LRCG.

APPENDIX 5 - TRANSFER OF RESPONSIBILITY FOR RECOVERY

The LRCG should consider the below when reviewing the Impact Statement. It is also understood that some minor response activities may continue under the authority of the Controlling Agency / HMA.

Condition	Met (Yes/No)	Comment
All known rescues completed.		
All known injuries were attended to.		
Displaced provided with shelter.		
Temporary repairs made to designated buildings		
Physical and electronic communications largely restored		

Additional Comments

Signed by

_____

Chairperson, Local Recovery Coordination Group
Date:

APPENDIX 6 - SPONTANEOUS VOLUNTEER REGISTRATION FORM

This form should be used to register volunteers that are not part of an agency such as SES, St John and BFB.

Volunteer Application Form

Personal Details

Family Name: .....

First Name: .....

Preferred Name: .....

Address: .....

.....

Suburb/Town: .....

State: ..... Post Code: .....

Email Address: .....

Home Phone: .....

Mobile: .....

Work: .....

Emergency Contact

Family Name: .....

First Name: .....

Home Phone: .....

Mobile: .....

Work: .....

Relationship: .....

Driver's Licence (Circle appropriate)

Do you have a current Driver's Licence?: YES NO

Car:
Manual
Automatic

Other (e.g. Heavy Vehicle) .....

Volunteer Position

Please provide details of the program or specific volunteer role(s) that you are interested in (in order of preference if there are more than one)

Program/Activity (e.g. Library)	Location	Position

Availability to Volunteer

No. Hours/Week: .....

Start Date: .....

Preferred Days:

- ☐ Monday am
- ☐ Monday pm
- ☐ Tuesday am
- ☐ Tuesday pm
- ☐ Wednesday am
- ☐ Wednesday pm
- ☐ Thursday am
- ☐ Thursday pm
- ☐ Friday am
- ☐ Friday pm
- ☐ Saturday am

- ☐ Saturday pm
- ☐ Sunday am
- ☐ Sunday pm

Skills and Qualifications

Formal Qualifications: (e.g. Diploma, Degree, Trade Certificate etc.)

.....

Other Training/Certification: e.g. First Aid, Advanced Driving etc.)

.....

Computer Skills: (e.g. Word, Excel, PowerPoint etc.)

.....

Referees

Please provide the contact details of two people who are not family and who are willing to act as a referee for your chosen voluntary work position.
This should be people that you have known for at least two years.

Referee 1 Name: .....

Relationship: .....

How long have you known this referee? .....

Phone: ..... Mobile: .....

Email: .....

Referee 2 Name: .....

Relationship: .....

How long have you known this referee? .....

Phone: ..... Mobile: .....

Email: .....

16 and under

This section of the application form must be completed by all applicants 16 years of age and under.

Parent/Guardian's Name: .....

Relationship: .....

Phone: ..... Mobile: .....

Email: .....

I give permission for the applicant to work as a volunteer for the Local Government

Parent/Guardian's Signature: .....

Date: .....

Medical Information

Under the WA OSH Act 1984 Local Government has a duty of care to ensure the safety and health of any members of the public that have access to Local Government sites – this includes volunteers. Answers to the following questions will ensure that you are engaged in voluntary work that is appropriate to your fitness for work and ensures the safety and health of those in our volunteers care.

Do you have any existing medical disability, condition, allergy or injury?

.....

.....

How serious is the condition if aggravated?

- ☐ Potentially life-threatening
- ☐ Could require medical treatment (Doctor, Hospital etc.)
- ☐ Could require own medication
- ☐ Could require rest or time off work

How could we recognise if your condition has recurred or been aggravated?

.....

.....

When was your most recent episode?

.....

.....

What is the management plan to minimise the condition?

.....

.....

What is the emergency plan if serious aggravation does occur?

.....

.....

Declaration

I agree to comply with the following terms and conditions that refer to my participation in all voluntary work for the Local Government.

- I am applying for volunteer work.
- I agree to maintain the highest standards of confidentiality with respect to any information obtained during my volunteer work.
- I shall respect the rights, feelings and property of all others associated with my volunteer work.
- I declare that the information contained in this application is true and correct.
- I understand that I may be required to undergo an interview and selection process, undertake a reference check and background check (National Police Clearance and/or Working with Children Check etc.).
- I understand that I will be required to undertake an Induction and/or training program prior to my commencement.
- I will not smoke, consume, or store alcohol or illicit drugs while working voluntarily on site.
- I shall cooperate with the Project Manager/Volunteer Coordinator to ensure a safe,

healthy, and hygienic team environment.

Volunteer's Signature: .....

Date: .....

Acknowledgement of Undertaking the Volunteers Safety Induction

Name of Volunteer: .....

Date of Commencement: .....

Date Safety Induction Program Undertake: .....

I agree to comply with the following terms and conditions that refer to my participation in all voluntary work for the Local Government.

- ☐ Suitable clothing to be worn and use of specific Personal Protective Equipment (PPE) (e.g. enclosed footwear, hat and long sleeves if working outdoors during hot weather)
- ☐ Hazards associated with the work
- ☐ Location of first aid kit and contact emergency numbers
- ☐ Location of Incident Report Forms
- ☐ Relevant Occupational Safety and Health Procedures
- ☐ Volunteers are not to undertake the work without completing the required OSH training for the task.

Volunteer's Signature: .....

Date: .....

Representative's Signature: .....

Date: .....

Confidential Criminal Screening Declaration

I declare that I have no criminal convictions recorded against me through crimes against people or property.

I give leave to the Shire of Ashburton to request Police Clearance if they believe that this is necessary.

Volunteer's Name: .....

Volunteer's Signature: .....

Date: .....

APPENDIX 7 - VOLUNTEER REGISTER

Public Liability and Personal Accident Insurance Purposes Only

Name	Address	Date of Birth	Volunteer role	Duties	Date duties undertaken	Hours worked	Training completed Yes/No	Date training completed

shire of Ashburton

This spreadsheet must be completed for all events where Volunteers will be utilised.
Personal Accident Insurance is restricted to Volunteers aged 16 - 90 years old only. There is the limited cover for Volunteers aged 75 - 90.

Volunteers are only covered by Council's policy if they are direct Volunteers of Council.

Any person who is performing duties for Council on behalf of a group e.g. Rotary Club, Schools, Scouts etc will not be covered by Councils' Policy.

The council should request a Certificate of Currency for Public Liability Insurance and Personal Accident Insurance from any Organisation supplying Volunteers to ensure these Organisations carry adequate insurance and the Council is protected.

A copy of this completed form must be returned to the Council Officer responsible for Insurance.
Completion of this form does not constitute insurance cover for these Volunteers - confirmation of cover must be gained from Councils' Insurance Officer.

APPENDIX 8 - RECOVERY COMMUNICATIONS PLAN GUIDELINE

Vision

Recovery aims and goals for the affected community. This can be copied from the Recovery Plan.

Mission

Purpose of the recovery communications plan.

Why?	
Who?	*Consider who needs information and whose role it is to provide information. Special mention needs to be made of the information needs of Indigenous and culturally and linguistically diverse communities, people with disabilities and seniors, and isolated and vulnerable people; elected representatives; and the media.*

What?	*Consider the following questions: What has happened in the community?; What areas have been affected and how have they been affected?; What do the community see as issues and priorities?; What is recovery likely to involve?; What plans are in place for the wellbeing of the community?; What services and resources are available for recovery of the community?; What information will assist the community to achieve recovery?*
When?	
Where?	*Examples include any place where people spontaneously or normally congregate; welfare/evacuation centres; one-stop shops/information centres which can be used for the short, medium or long term—these services provide the opportunity for face-to-face information provision, as well as a central repository for up-to-date newsletters and agency-specific information such as fact sheets; posters and leaflets; community information forums; neighbourhood or community meetings.*

How?	*Methods can include community meetings; pamphlets/flyers/brochures; print newsletters; noticeboards; word of mouth; posters/billboards; face to face; email newsletters; websites; local newspapers; text messaging; social media; radio and television; video communication.*

Background

A brief detailed description of the emergency events.

Communication Objectives

Clear, measurable, and achievable objectives. No more than five.

1)
2)
3)
4)
5)

Key Target Audience

Who are the key community members that are being targeted and how is this being done?

Who is responsible for the communication method and by when?

Target Audience	
Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness?
How often will they be monitored and evaluated?

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

How much money has been allocated to be spent on each communication method?
Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount	

allocated	
Amount spent/Date	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made? By Whom

Date	
Major changes	

APPENDIX 9 - STATUS UPDATE GUIDELINE

Summary

Incident date	Incident description	Prepared by

Status summary

Steps taken	% done	Due date	Assigned to	Notes

Risk and Issue history

Issue	Assigned to	Date

APPENDIX 10 – TALKING POINTS GUIDELINE

The talking points are developed from information contained within the status updates. The talking points provide key messages to be used by the spokesperson and all members of the local government who are in contact with the affected community and the public. The talking points can be used for all communication methods such as the newsletter, community meetings etc.

Summary

Incident name/date	Version date/time	Version number

Key points

Talking points

FAQs

Consider collating FAQs to ensure the answer is consistent each time; any new information or changes can also be included here.

Q: A:
Q: A:
Q: A:

APPENDIX 11 - MEDIA CONFERENCE CHECKLIST

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of the conference chosen to suit relevant media deadlines.

BEFORE

- ☐ Consider the news cycle timings.
- ☐ Make a media invitation list and send invite via email.
- ☐ Select an easy-access location for the media conference.
- ☐ Arrange for parking and catering requirements (only if remote and needed).
- ☐ Arrange seating so all media have clear access to the spokesperson – if this is a small event, media can be standing.
- ☐ Position local government logo on the podium or behind the spokesperson – if this is a small conference, a podium and the logo may not be needed.
- ☐ Test all audio equipment, electrical outlets and sound system.
- ☐ Brief and prepare local government spokesperson by practising answers.

THE DAY OF AND DURING

- ☐ Greet media and show them where to set up.
- ☐ Prepare and distribute any information to give to the media.
- ☐ Arrange catering (only if needed).
- ☐ Start exactly on time.
- ☐ Introduce local government spokesperson.
- ☐ Ensure cut off time is adhered to, including time for questions.
- ☐ Thank the media for their attendance.

APPENDIX 12 - COMMUNITY MEETING CHECKLIST

BEFORE

- ☐ Determine the Master of Ceremony (MC) and local government spokesperson. This may be the same person or different, depending on the local government and the community.
- ☐ Ensure key speakers from the Hazard Management Agency (HMA), combat agencies, support organisations and local government are included, invited, allowed to contribute to the agenda and briefed.
- ☐ Invite relevant Community Liaison Unit from the HMA to attend meetings to support the community with their information needs during the response phase.
- ☐ Select an easy, central, and significant location for the community meeting.
- ☐ Prepare a clear agenda using talking points, time frames and input from all agencies.
- ☐ Determine a question-and-answer feedback option for community members during and after the meeting.
- ☐ Advise and notify community members of the meeting details including location, time and agenda.
- ☐ Organise audio visual requirements, parking, seating, catering, a record of attendance and feedback capture.
- ☐ Test all audio equipment, electrical outlets and sound system. Consider filming the speakers to be hosted on the local government website, if appropriate.
- ☐ Brief and prepare local government spokesperson by practising answers.
- ☐ Plan for the presence of media at the meeting.

DURING

- ☐ MC to communicate agenda to the audience and introduce speakers. Agenda is used as a structure for the meeting but allow for other issues at the end of the meeting to be discussed.
- ☐ MC to review previous community meetings including any issues and updates that need to be communicated. MC to advise when the next meeting will be.
- ☐ Determine community members preferred communication methods. Consider using a voting system with dots/stickers/post-it notes on the walls to get a clear picture of preferred methods.
- ☐ Assign a person who will take notes, action issues and advise the recommended completion or action time to the community. Advise how these will be distributed or communicated after the community meeting.
- ☐ Ensure all speakers adhere to the Giuliani method of information communication which includes information to the community that is:

what we know;
what we don't know;
what we are doing; and
what we need you to do.

- ☐ Allow questions from the community using a roaming microphone.
- ☐ MC to thank attendees and advise of the availability of refreshments after the conclusion of the meeting.

AFTER

- ☐ Ensure speakers are available for further discussion or any contact details available or point of reference for further information.
- ☐ Ensure the Department of Communities and other support agencies, such as the Australian Red Cross are attending the community meeting to provide psychological well-being to community members if required.
- ☐ Provide follow up ways to gather information for any audience members that were unable to ask questions during the meeting.
- ☐ Upload a recording of the meeting to the local government website or provide a summary of the information presented.

APPENDIX 13 - OUTREACH & NEEDS ASSESSMENT

Officer:		Date:	
Hello, my name is _____ and I am here on behalf of the Shire of Ashburton. We are here to engage with residents to see how best we can assist you following _____. We are collecting information on who is affected and the impacts on properties to ensure we deliver up to date information and can assist with connecting people to the correct agency/resource/support they require.			
Property details			
Address:			
Occupier	First name	Last name	
Contact number			
Best time to contact	**Morning** (7am -12 noon) **Afternoon** (12 noon - 5pm) **Evening** (After 5pm)		
Property needs	☐ Home destroyed/Unhabitable		
	☐ Internal house damage		
	☐ External house damage		
	☐ Rebuilding assistance required		
	☐ Possible asbestos		
	☐ Water supply affected		
	☐ Electricity affected		
	☐ Fencing damaged/destroyed		
	☐ Domestic animals injured/lost		
	☐ Other		
Information needs	☐ Rubbish collection/disposal information		
	☐ Financial/Grant assistance		
	☐ Counselling/wellbeing check		
Other assistance required	☐ Council services		
	☐ Referral to services		
	☐ Other		
When would you like to be contacted?	☐ Immediately		
	☐ In the next week		
	☐ Other:		

13.2A - Agreement-In-Principle For The Realignment Of Peedamulla Road

MINERAL RESOURCES

ABN 33 118 549 910
1 Sleat Rd, Applecross, WA, 6153
P +61 8 9329 3600 F +61 8 9329 3601
www.mrl.com.au

8th April 2022

Kenn Donohoe
Chief Executive Officer
Shire of Ashburton
c/o: kenn.donohoe@ashburton.wa.gov.au

Dear Kenn,

RE: PEEDAMULLA ROAD REALIGNMENT PROPOSAL

Mineral Resources Limited (MinRes) is proposing to develop a new haul road for the transport of iron ore from the Kens Bore area to the Port of Ashburton. MinRes is seeking the Shire of Ashburton's agreement in principle to realign a section of Peedamulla Road, to allow for safe separation of public traffic from MinRes' proposed haul road.

MinRes are seeking to work collaboratively with the Shire on agreeing the location of this indicative alignment of the proposed road section and intersection within the envelope of MinRes's Miscellaneous Licence applications L08/202 and L08/212 (once granted) which have been lodged for this purpose in addition to the balance of the haul road. Plans are **attached** for your information. The realignment sits on Crown land (Lot 149 on DP22384) and lies wholly within the Peedamulla Pastoral Lease. Support for the realignment and haul road has been obtained by the Pastoral Lease holder.

As you are aware, MinRes first proposed this realignment in August 2021, and has been working closely with your team to provide all required information in order to seek the Shire's agreement on the location of the proposed road alignment.

The proposed road alignment has several advantages over the existing alignment for both the Shire of Ashburton and local road users in that the proposed alignment:

1. Is a more direct route to Onslow township
2. Provides a safer intersection with Onslow Road including a sealed approach and turning lanes built to Main Roads WA Standards
3. Replaces the existing road section which contains several sharp bends
4. Constructed to a high standard and a MRWA approved design (which should require less maintenance than the existing section of Peedamulla Road being discussed)

The realigned road will need to be gazetted for public use in due course. After the completion of the proposed realigned road section realignment, it is also proposed to close the then-redundant section of Peedamulla Road to prevent public traffic intersecting MinRes' proposed haul road situated on MinRes's Miscellaneous Licence application L08/210.

My understanding from our meeting on 21st March 2022 is that the Shire is requesting detailed engineering design information to assess that the proposed road "complies with Shire of Ashburton standards" before the Shire can subsequently approve the proposed realignment and potential section closure.

We are unable to provide the requested detailed engineering design information at this stage, because geotechnical investigations that are required to inform the design, cannot be completed until tenure is granted (expected late April 2022). We are also yet to receive information from the Shire regarding standard road designs, applicable to this proposed section of road.

In order to progress this matter, we are seeking your support to a staged approval approach as follows;

Stage 1) Agreement-in-Principle for the preliminary road realignment.

Stage 2) Shire of Ashburton provide to MRL standard road designs, applicable to this proposed section of road in the agreed alignment. MRL to ensure any future design meets or exceeds SoA minimum requirements.

Stage 3) Shire review and final approval of the detailed road design package, once completed

To enable the Shire to provide Agreement in Principle to realign Peedamulla Road and close the then-redundant section, MinRes reaffirms its previous commitments to the Shire to:

- Design the new Peedamulla Road section in compliance with MRWA regional road requirements.
- Cover all design and construction costs associated with the realignment;
- Cover any costs of advertising or lodgement fees for the road realignment and excision of Crown land (if requested by DLPH);
- Confirm there are no utility infrastructures located within the proposed realignment area.
- Provide flood modelling across the provided realignment corridor
- Provide a Cadastral Survey of the proposed realignment
- Submit a traffic management plan including plans to manage impacts on Onslow Road at both the current and proposed intersections with Peedamulla Road

I look forward to your response and assistance in progressing this as a workable path forward for all parties.

Best regards,

Michael Tonkin
General Manager – Onslow Iron

Description of proposed alignment:

The proposed realignment diverts the Road in a north-westerly direction, connecting Peedamulla Road and Onslow Road closer to Onslow, shown in pink in **Figure 1** below and the proposed section of Peedamulla Road to be closed is indicated in orange.

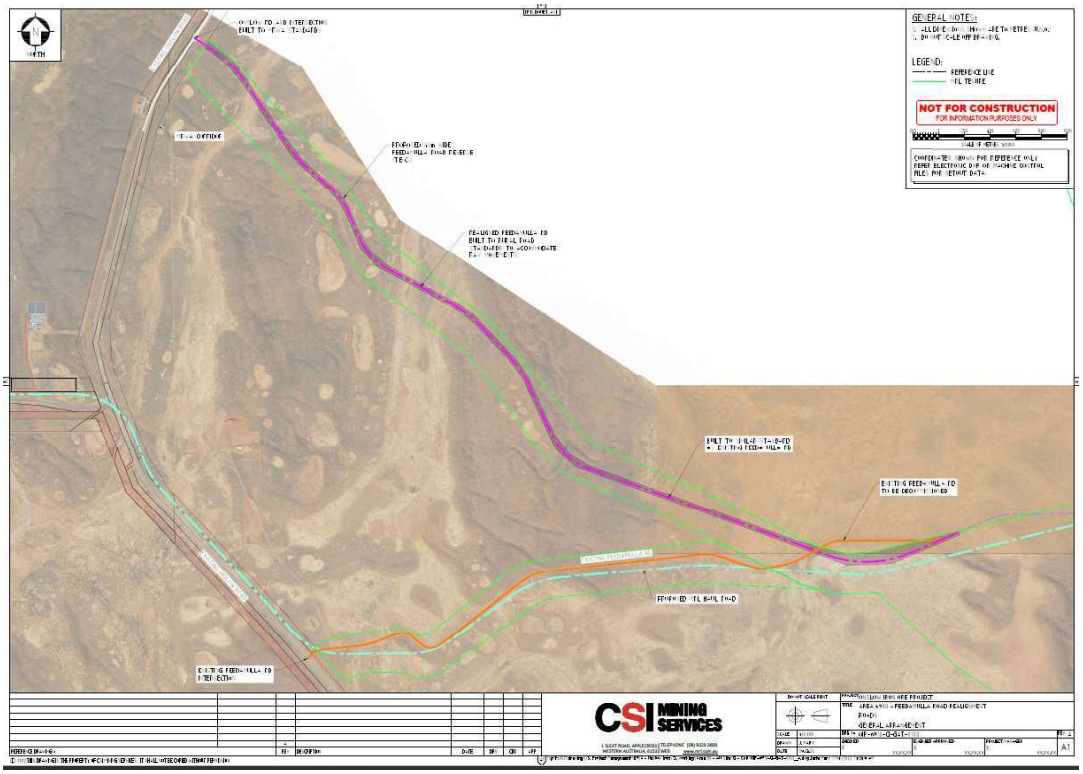


Figure 1 Proposed Peedamulla Road realignment. Mineral Resources Limited 2022



Figure 2 Proposed Peedamulla Road realignment intersection with Onslow Rd (Subject to MRWA approval). Mineral Resources Limited 2022

13.3A - WAPC Application 246-22 | Lot 905 Pilkena Street, Tom Price

Our Ref: *DA 21-75 / PIL.0905*
Enquiries: *Benjamin.Leavy@ashburton.wa.gov.au*

shire of Ashburton
reef to range

Shire of Ashburton
Administration Centre
246 Poinciana Street
PO Box 567, Tom Price, WA, 6751
T (08) 9188 4444
F (08) 9189 2252

ashburton.wa.gov.au

ABN 45 503 070 070

3 December 2021

ADD VALUE BUILDING GROUP PTY LTD
31 BRENTHAM STREET
MT HAWTHORN WA 6016

To whom it may concern,

DETERMINATION NOTICE TO APPLICANT – DEVELOPMENT APPLICATION 21-75 – FOUR (4) GROUP DWELLINGS

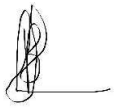
I wish to advise that on 30 November 2021 the above application was resolved as outlined in the attached Notice of Determination of Application for Development Approval.

If you accept this determination, this Determination Notice is taken to have effect immediately per clause 70(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

If you are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 200*5 Part 14. An application must be made within 28 days of the determination.

Should you wish to clarify any issues contained within this letter, please contact Benjamin Leavy - Statutory Planning Officer on 9188 4444 or by email at Benjamin.Leavy@ashburton.wa.gov.au.

Kind Regards,



Benjamin Leavy
Statutory Planning Officer

CC: ALESHA & STEPHEN TORMEY
LOT 828 WARARA ST
TOM PRICE WA 6751

Enc: Notice of Determination on Application for Development Approval
Endorsed Plans

NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL

shire of Ashburton
reef to range

Shire of Ashburton
Administration Centre
246 Poinciana Street
PO Box 567, Tom Price, WA, 6751
T (08) 9188 4444
F (08) 9189 2252
ashburton.wa.gov.au
ABN 45 503 070 070

DEVELOPMENT APPLICATION: 21-75

PROPOSED DEVELOPMENT: FOUR (4) GROUP DWELLINGS

ADDRESS: LOT 905 PILKENA ST, TOM PRICE 6751
LOT 905 ON DP 68931

RECEIVED ON: 23 SEPTEMBER 2021

APPLICATION DATE: 23 SEPTEMBER 2021

DETERMINATION DATE: 30 NOVEMBER 2021

NATURE OF DECISION

Under Delegated Authority the Statutory Planning Officer APPROVES the application for development approval subject to the following conditions:

CONDITIONS

1. This approval relates only to the "GROUP DWELLINGS" development, as indicated on the approved plans. It does not relate to any other development on this lot.

2. The development and/or works the subject to this development approval shall be undertaken and maintained in accordance with the following schedule of drawings and/or plans:

TITLE	AUTHOR	DATE RECEIVED	DRAWING NO
EXISTING SITE PLAN/ ROAD AND RAIL PLAN	ADD VALUE BUILDING GROUP	8 NOV 2021	SHEET 1 OF 5
PROPOSED SITE PLAN/ STRATA PLAN/ LANDSCAPING & SOAKWELL PLAN	ADD VALUE BUILDING GROUP	8 NOV 2021	SHEET 2 OF 5
PROPOSED FLOOR PLAN	ADD VALUE BUILDING GROUP	8 NOV 2021	SHEET 3 OF 5
ELEVATIONS	ADD VALUE BUILDING GROUP	8 NOV 2021	SHEET 4 OF 5
ELEVATIONS	ADD VALUE BUILDING GROUP	8 NOV 2021	SHEET 5 OF 5
EXTERNAL MATERIAL LIST AND COLOUR SCHEDULE	ADD VALUE BUILDING GROUP	23 SEP 2021	-

The conditions of this development approval are to be read in conjunction with the attached stamped approved drawings/plans. Where a conflict occurs between the conditions of this development approval and the stamped approved drawings/plans, the conditions of this approval shall take precedence.

3. All notations marked in red on the approved plans referred to in Condition (1) of this determination notice are considered to form part of this approval and shall be complied with at all times to the satisfaction of the Shire of Ashburton.

4. Should any changes be required to the structures hereby approved due to the requirements of the National Construction Code, a revised site plan and/or building plans depicting the changes must be submitted for approval, and will then form part of the set of endorsed plans.

5. Prior to lodging an application for a building permit, the applicant must submit and have approved by the Local Government, and thereafter implement to the satisfaction of the Local Government, a Construction Management Plan addressing the following matters:

    (a) How materials and equipment will be delivered and removed from the site;

    (b) How materials and equipment will be stored on the site;

    (c) Parking arrangements for contractors;

    (d) Construction waste disposal strategy and location of waste disposal bins;

    (e) Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;

    (f) How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works; and

    (g) Other matters likely to impact on the surrounding properties.

6. A Waste Management Plan must be submitted to and approved by the Local Government prior to lodging an application for a building permit. The plan must include the following details to the satisfaction and specification of the Local Government:

    (a) the location of bin storage areas and bin collection areas;

    (b) the number, volume and type of bins, and the type of waste to be placed in the bins;

    (c) details on the future ongoing management of the bins and the bin storage areas, including cleaning, rotation and moving bins to and from the bin collection areas; and

(d) frequency of bin collections.

The Waste Management Plan must be implemented at all times to the satisfaction of the Local Government.

7. The approved landscaping and reticulation plan must be fully implemented within the first available planting season after the initial occupation of the development, and maintained thereafter, to the satisfaction of the Local Government. Any species which fail to establish within the first two planting seasons following implementation must be replaced in consultation with and to the satisfaction of the Local Government.

8. A Notification under Section 70A of the Transfer of Land Act 1983 shall be prepared and lodged with the Registrar of Titles for endorsement on the Certificate prior to the commencement of development. The notification shall advise of the existence of a hazard or other factor affecting use or enjoyment of the land to the satisfaction of the Shire and at the applicant's cost. The memorial shall state as follows:

   Bushfire Management (SPP3.7)
   Registered proprietors and prospective purchasers of the land described above or any part thereof (land) are notified that the land is within a bushfire prone area and buildings shall be designed and constructed in accordance with Australian Standard 3959 - Construction of Buildings in Bushfire-Prone Areas (or superseded Australian Standard) and comply with any approved fire management plan prepared in respect of the land to minimise the risk of property damage.

9. A Notification under Section 70A of the Transfer of Land Act 1983 shall be prepared and lodged with the Registrar of Titles for endorsement on the Certificate prior to the commencement of development. The notification shall advise of the existence of a hazard or other factor affecting use or enjoyment of the land to the satisfaction of the Shire and at the applicant's cost. The memorial shall state as follows:

   Noise
   "This lot is situated in the vicinity of a transport corridor and is currently affected, or may in the future be affected, by transport noise.'

10. Prior to issuing a Building Permit, plans must be submitted to the Shire of Ashburton demonstrating the buildings have been designed to the required BAL as specified in AS3959. The buildings must be maintained in accordance with the specified requirements of the BAL for the duration of the development.

11. The development shall comply with State Planning Policy 5.4 – Road and Rail Transport Noise and Freight Considerations in Land Use Planning and implement applicable Noise Insulation 'Deemed to Comply' packages.

12. All waste and recycling materials must be contained within bins. These must be stored in an internal enclosure within the building(s) or within an external enclosure located and constructed to the satisfaction of the Shire of Ashburton.

13. All verge areas abutting the boundaries of the subject site must remain clear at all times and must not be used for any unauthorised purpose including: car parking, trade display, storage, sales, skip bins, or signage to the satisfaction of the Shire of Ashburton.

14. All piped, ducted and wired services, air conditioners, hot water systems, water storage tanks, service meters and bin storage areas must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Shire of Ashburton, prior to lodging an application for a building permit.

15. All vehicle parking, access ways, footpaths and external lighting shall be constructed and maintained in accordance with the Australian Standards AS2890 in the form and layout depicted on the approved plans to the satisfaction of the Shire of Ashburton, except where modified below:

    a. All visitor bays are to be marked and signposted.

16. Any fences / walls in the front setback of the property must comply with the provisions of the Residential Design Codes, which require front walls and fences to be visually permeable:

    - 1.2 metres above natural ground level within the primary street setback area; and

    - 0.75 metres above natural ground level within 1.5 metres of the intersection of a driveway and a public street or where two streets intersect.

17. Walls and fences must be truncated or reduced to no higher than 0.75 metres above natural ground level within 1.5 metres setback of where walls and fences adjoin vehicle access points, where a driveway meets a public street and where two streets intersect, to the satisfaction of the Shire of Ashburton and in accordance with clause 5.2.5 of the State Planning Policy 3.1 Residential Design Codes (the R-Codes).

18. All stormwater being contained and disposed of on-site or a suitable alternative to the satisfaction of the Shire.

19. Prior to the occupation of the development, all vehicle crossovers are to be constructed to the specification and satisfaction of the Local Government.

b. All crossovers to be constructed with concrete layback, not kerb returns;

c. Any path existing or to be constructed in the vicinity of crossovers shall be contrasted continuous through the crossover.

ADVICE NOTES

A. This Determination Notice is not a Building Permit or Health Approval, nor authorise such works. All separate applications and approvals must be obtained prior to the commencement of construction on site, whichever occurs first.

B. No building or construction activities shall be carried out before 7.00am or after 7.00pm, Monday to Saturday, and not at all on Sunday or Public Holidays.

C. With regard to Condition 18, all stormwater drainage shall be designed in accordance with the document entitled "Australian Rainfall and Runoff" 1987 (where amended) produced by the Institute of Engineers, Australia, and the design is to be certified by a suitably qualified practicing Engineer or the like, to the satisfaction of the Shire of Ashburton, and to be designed on the basis of a 1:100 year storm event. This is to be provided with the associated Building Permit Application.

D. The installation of outdoor lighting shall be in accordance with the requirements of Australian Standard AS 4282 - 1997 "Control of the Obtrusive Effects of Outdoor Lighting".

E. With regards to Condition 15, Condition 18 and Condition 19, please contact the Shire's Infrastructure Services Department on 9188 4444 for specifications.

F. With regard to Condition 19, the use of concrete for the vehicle crossover is to reduce the risk of unstable materials following high flow stormwater events.

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the decision, the approval shall lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the Council having first been sought and obtained.

Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

SIGNED: DATED: 30 November 2021

Benjamin Leavy
Statutory Planning Officer
for and on behalf of the Shire of Ashburton.

DISCLAIMER NOTE
PLEASE NOTE THAT WHILE ALL CARE WAS TAKEN IN PREPARING THIS SET OF PLANS & ELEVATIONS, ANY CONSTRUCTION WORK, ALTERATIONS OR RENOVATIONS SHOULD BE RECHECKED BEFORE COMMENCING ANY WORK TO ENSURE ACCURACY.
BUILDER TO ENSURE ALL EXISTING ROOM SIZES AND WALLS THICKNESS ARE CHECKED ONSITE PRIOR TO ANY WORKS.
ALL EXISTING DIMENSIONS SHOWN ON THESE DRAWINGS ARE TO BE CHECKED ON SITE.
THE TITLE BOUNDARIES SHOWN MUST BE CHECKED BY QUALIFIED SURVEYOR PRIOR TO ANY WORK.
DO NOT SCALE FROM THIS DRAWING.

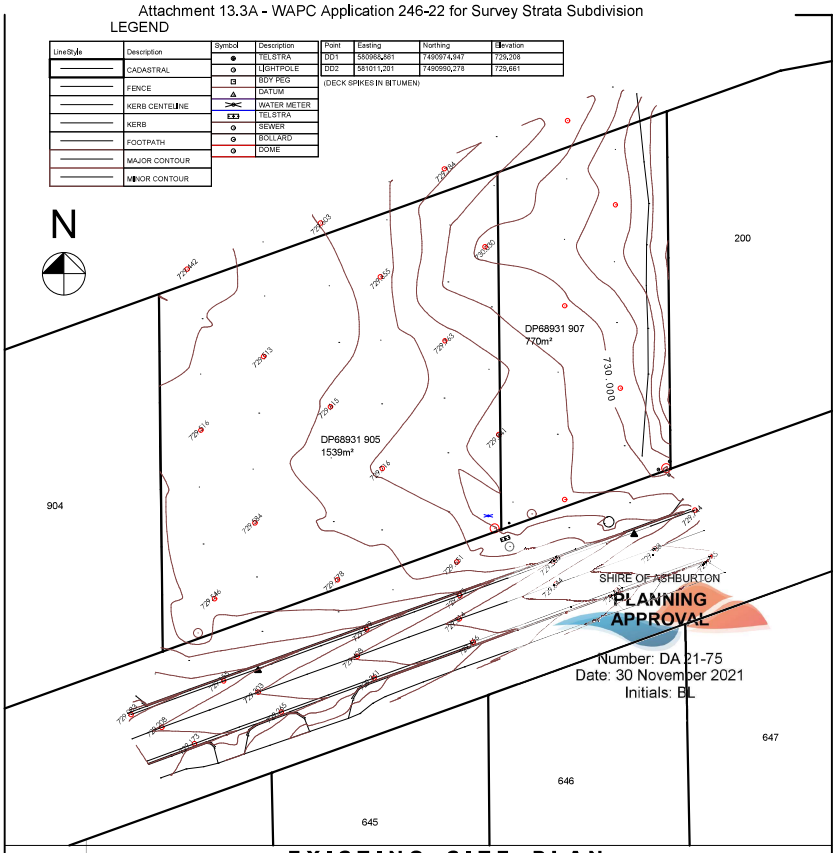
LEGEND

LineStyle	Description
	CADASTRAL
	FENCE
	KERB CENTELINE
	KERB
	FOOTPATH
	MAJOR CONTOUR
	MINOR CONTOUR

Symbol	Description
	TELSTRA
	LIGHTPOLE
	BDY PEG
	DATUM
	WATER METER
	TELSTRA
	SEWER
	BOLLARD
	DOME

Point	Easting	Northing	Elevation
DD1	580985,661	7490974,947	729,208
DD2	581011,201	7490990,278	729,661

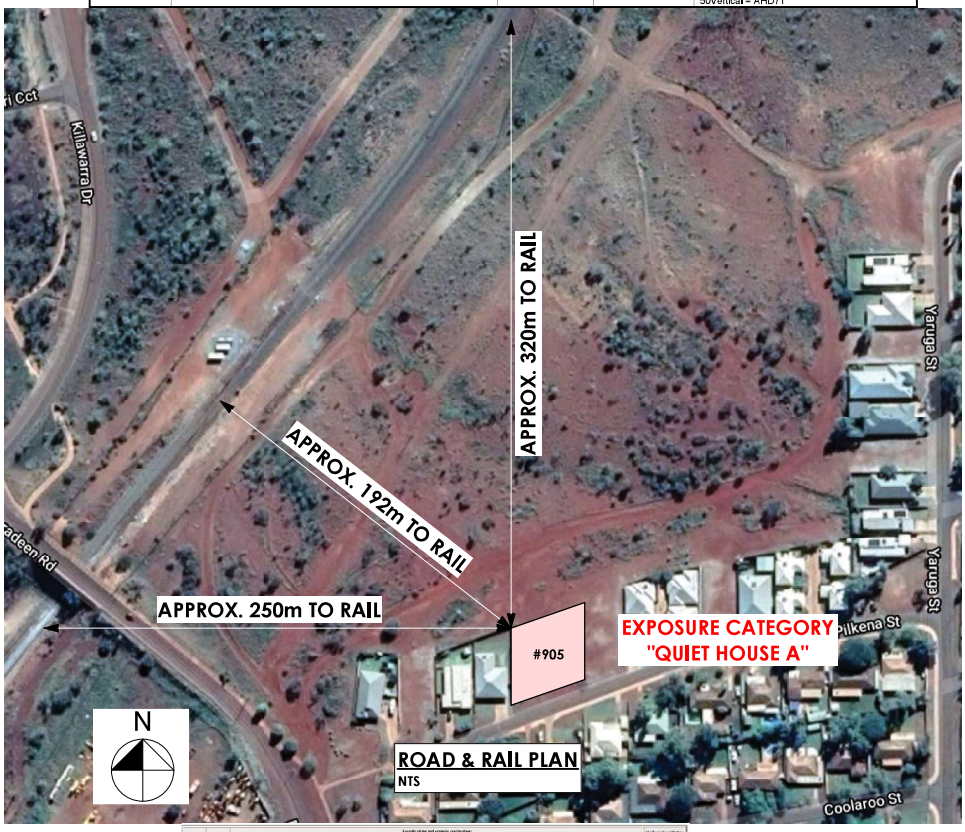
(DECK SPIKES IN BITUMEN)



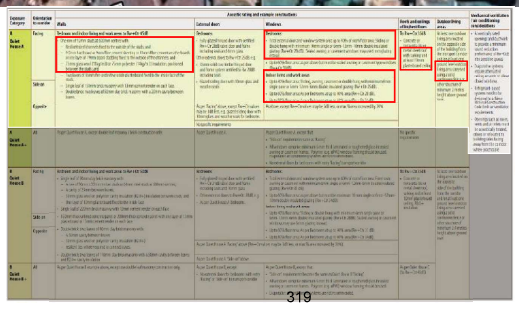
EXISTING SITE PLAN
SCALE 1:400

Drawing: 905 Pilkena Street Tom Price
Project : Area : Type

		Drawn	Date	
2				Sheet Size: A3
1		D. Smith	08/09/2021	Scale: 1:400
Revision 0	Description			Horizontal = GDA94 MGA Zone 50Vertical = AHD71



ROAD & RAIL PLAN
NTS



© COPYRIGHT
ADD VALUE
BUILDING GROUP
pmvprojects
DESIGN /DRAFTING
paul@pmvprojects.com.au 0418 907 508

PLANNING
PROPOSED 4 UNIT DEVELOPMENT
905 PILKENA ST, , TOM PRICE

JOB No: **21_030** ISSUE DATE: **3/11/2021** SHEET: **1 of 5**

DISCLAIMER NOTE
PLEASE NOTE THAT WHILE ALL CARE WAS TAKEN IN PREPARING THIS SET OF PLANS & ELEVATIONS, ANY CONSTRUCTION WORK, ALTERATIONS OR RENOVATIONS SHOULD BE RECHECKED BEFORE COMMENCING ANY WORK TO ENSURE ACCURACY.
BUILDER TO ENSURE ALL EXISTING ROOM SIZES AND WALLS THICKNESS ARE CHECKED ONSITE PRIOR TO ANY WORKS.
ALL EXISTING DIMENSIONS SHOWN ON THESE DRAWINGS ARE TO BE CHECKED ON SITE.
THE TITLE BOUNDARIES SHOWN MUST BE CHECKED BY QUALIFIED SURVEYOR PRIOR TO ANY WORK.
DO NOT SCALE FROM THIS DRAWING.

SITE AREAS
TOTAL LOT AREA: 1538m²
COMMON PROPERTY 324.98m²
SHARED COMMON PROPERTY 108.32m²

UNIT 1 (SITE AREA inc shared CP) 443.60m

55% ALLOWED SITE COVERAGE (243.98m²)
ACTUAL SITE COVERAGE 133.25m² = 30%
OUTDOOR "ALFRESCO" COVER 15.52m²
TOTAL STORE/GARAGE 20.39m²

UNIT 2 (SITE AREA inc shared CP) 385.34m²

55% ALLOWED SITE COVERAGE (211.93m²)
ACTUAL SITE COVERAGE 148.73m² = 38.58%
OUTDOOR "ALFRESCO" COVER 11.10m²
TOTAL STORE/GARAGE 19.84m²

UNIT 3 (SITE AREA inc shared CP) 406.06m²

55% ALLOWED SITE COVERAGE (223.33m²)
ACTUAL SITE COVERAGE 149.20m² = 36.74%
OUTDOOR "ALFRESCO" COVER 10.89m²
TOTAL STORE/GARAGE 20.20m²

UNIT 4 (SITE AREA inc shared CP) 425.04m²

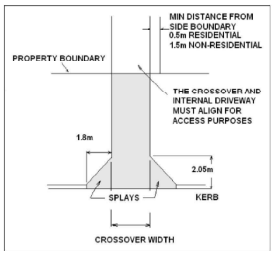
55% ALLOWED SITE COVERAGE (233.78m²)
ACTUAL SITE COVERAGE 134.7m² = 32.12%
OUTDOOR "ALFRESCO" COVER 17.60m²
TOTAL STORE/GARAGE 21.89m²

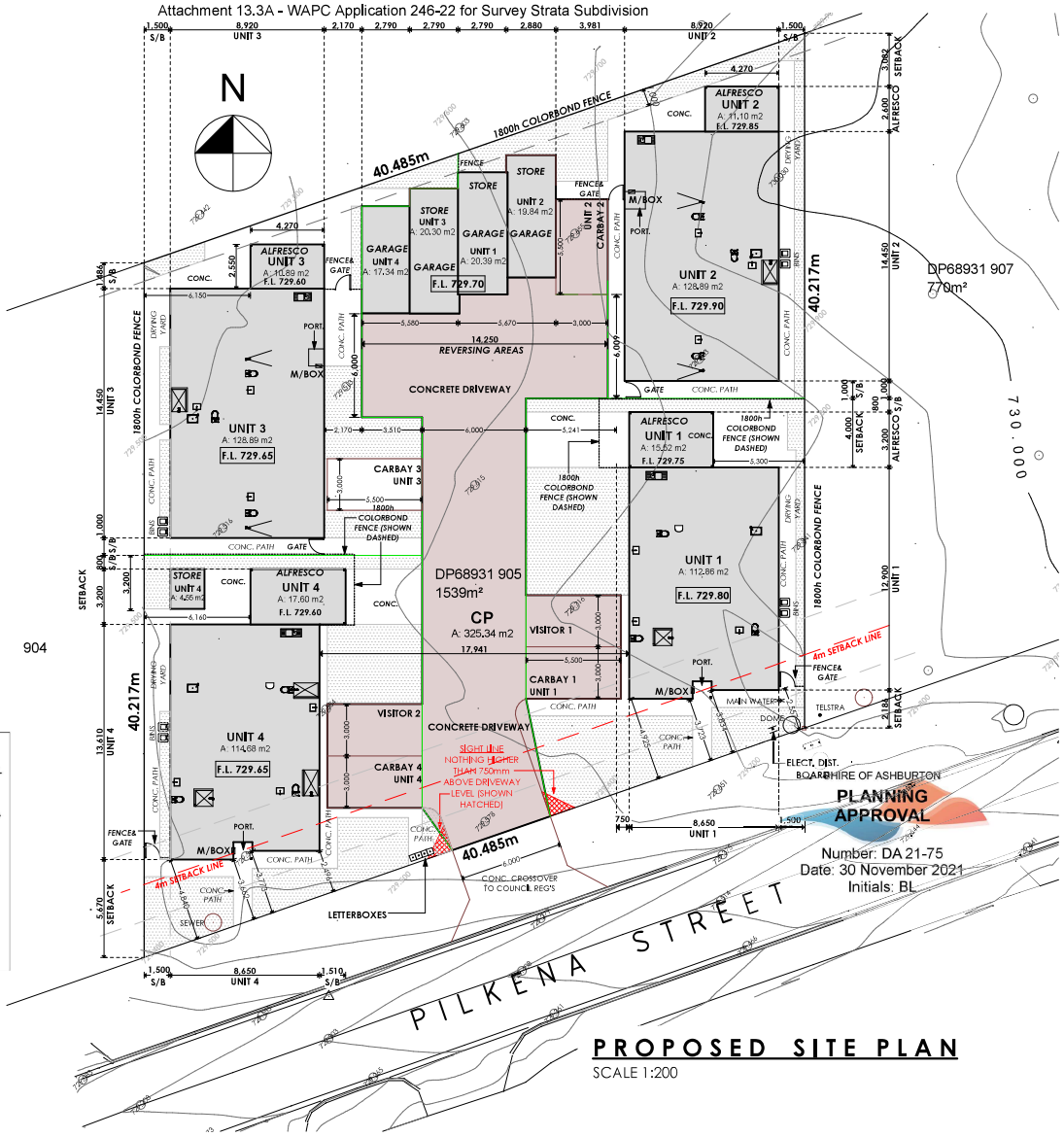
OVERALL
ALLOWABLE SITE COVERAGE 55% = 845.90m²
ACTUAL OVERALL SITE COVERAGE = 567.5m² @ 36.91%

HARD SURFACE = 614.40m²
LANDSCAPE COVER = 310m² (50.45%)

UNDER CLAUSE 6.6.2 OF THE SHIRE OF ASHBURTON LOCAL PLANNING SCHEME NO. 7 ENABLES DISCRETION TO CONSIDER PLANNING APPROVAL FOR GROUPED DWELLINGS AT A MAXIMUM DENSITY OF R30 ON LOTS NOT LESS THAN 1,500M2 WITHIN ANY AREA CODED R20, PLEASE NOTE THAT LOT 905 PILKENA STREET TOM PRICE COMPLIES WITH THIS PROVISION.

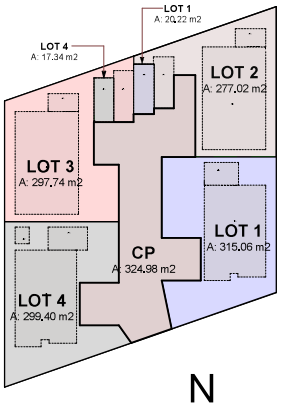
COURSE HEIGHT NOTE
HEIGHTS RELATE TO INDIVIDUAL UNITS ONLY. REFER TO F.F.L.'S WHEN COMPARING DIFFERENT HEIGHTS BETWEEN UNITS





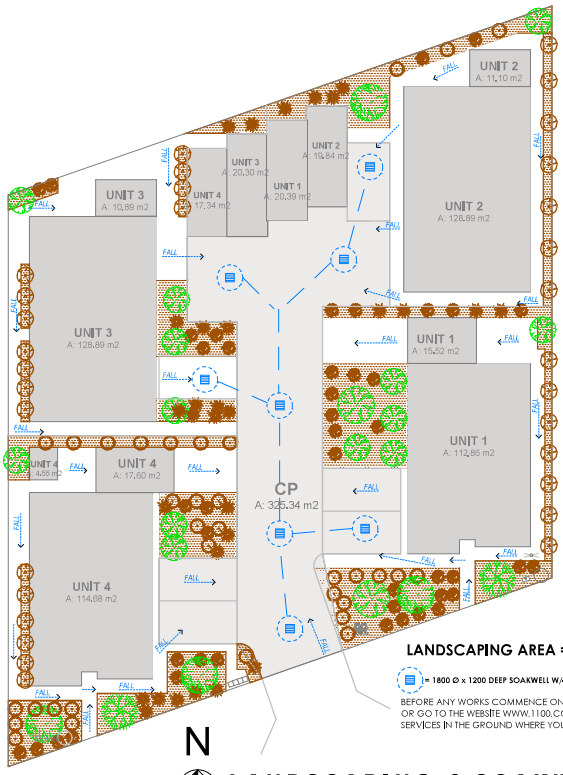
PLANNING APPROVAL
Number: DA 21-75
Date: 30 November 2021
Initials: BL

PROPOSED SITE PLAN
SCALE 1:200



STRATA PLAN
SCALE 1:500

NOTE : Built Strata boundary lines shown are to be confirmed by a licensed surveyor & are for Local Government planning purposes only. The proposed subdivision boundaries are for built strata purposes only



TREE/PLANT LEGEND
PLANTS TO BE NATIVE TO THE PILBARA REGION

- ALEZIA LEBBECK 30L BAG SIZE MINIMUM
- ACACIA CORIACEA 30L BAG SIZE MINIMUM.
- ACACIA GREGORII 30L BAG SIZE MINIMUM GREVILLEA BANKSII X GREVILLEA BIPINNATIFIDA 30L BAG SIZE MINIMUM
- PTILOTUS EXALTATUS, TALL MULLA MULLA 100Ø POTS SPACED 1000MM APART.
- RUSSELIA EQUISETIFORMIS (CORAL BUSH). 250Ø POTS @ 1000MM APART.
- PHYLA NODIFLORA 100Ø POTS @ 750MM APART.
- ZAMIA FURFURACEA 100Ø POTS @ 750MM APART.

ALL TREES TO BE STACKED AND TIED.

AUTOMATED MAINS WATER RETICULATION SYSTEM SERVICED FROM COMMON SHARED ELECTRICAL METER AND COMMON SHARED WATER METER. (RAINBIRD NO. 2 OFF)

RETICULATION TAKE-OFF SPUR TO BE INSTALLED TO COMMON SHARED WATER METER WITH APPROVED BACK-FLOW PREVENTER

LANDSCAPING AS PER LOCAL COUNCIL REGULATION AND GUIDELINES

CRUSHED ROCK AREAS/MULCH

LANDSCAPING AREA = 310m²

= 1800 Ø x 1200 DEEP SOAKWELL W/- GRATE

BEFORE ANY WORKS COMMENCE ON-SITE CALL 'DIAL BEFORE YOU DIG' ON 1100 OR GO TO THE WEBSITE WWW.1100.COM.TO ASCERTAIN IF THERE ARE ANY SERVICES IN THE GROUND WHERE YOU ARE UNDERTAKING WORKS.

LANDSCAPING & SOAKWELL PLAN
SCALE 1:250

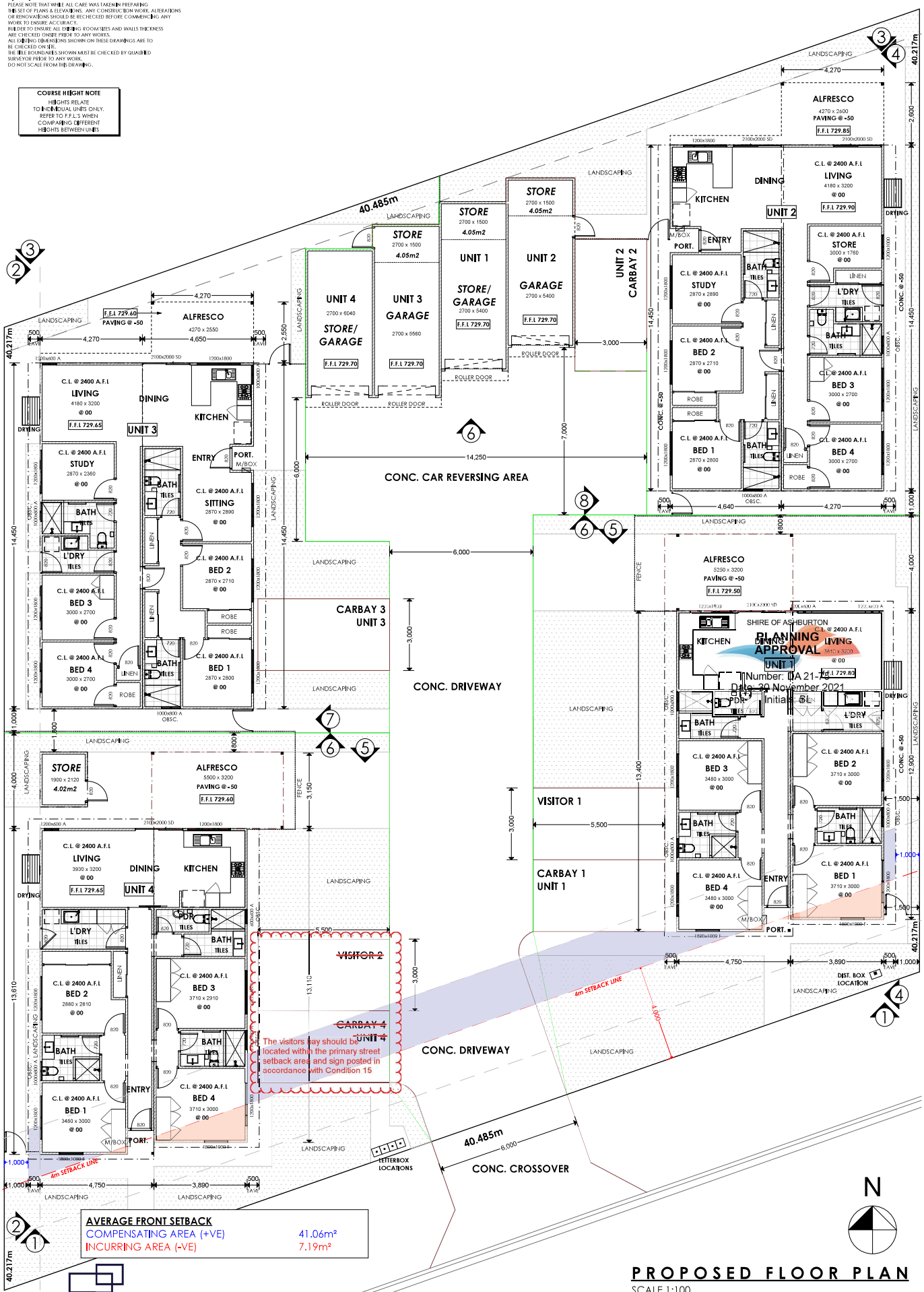
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ADD VALUE
BUILDING GROUP

pmvprojects
DESIGN /DRAFTING
paul@pmvprojects.com.au 0418 907 508

PLANNING
PROPOSED 4 UNIT DEVELOPMENT
905 PILKENA ST, , TOM PRICE

JOB No: **21_030** ISSUE DATE: **3/11/2021** SHEET: **2 of 5**



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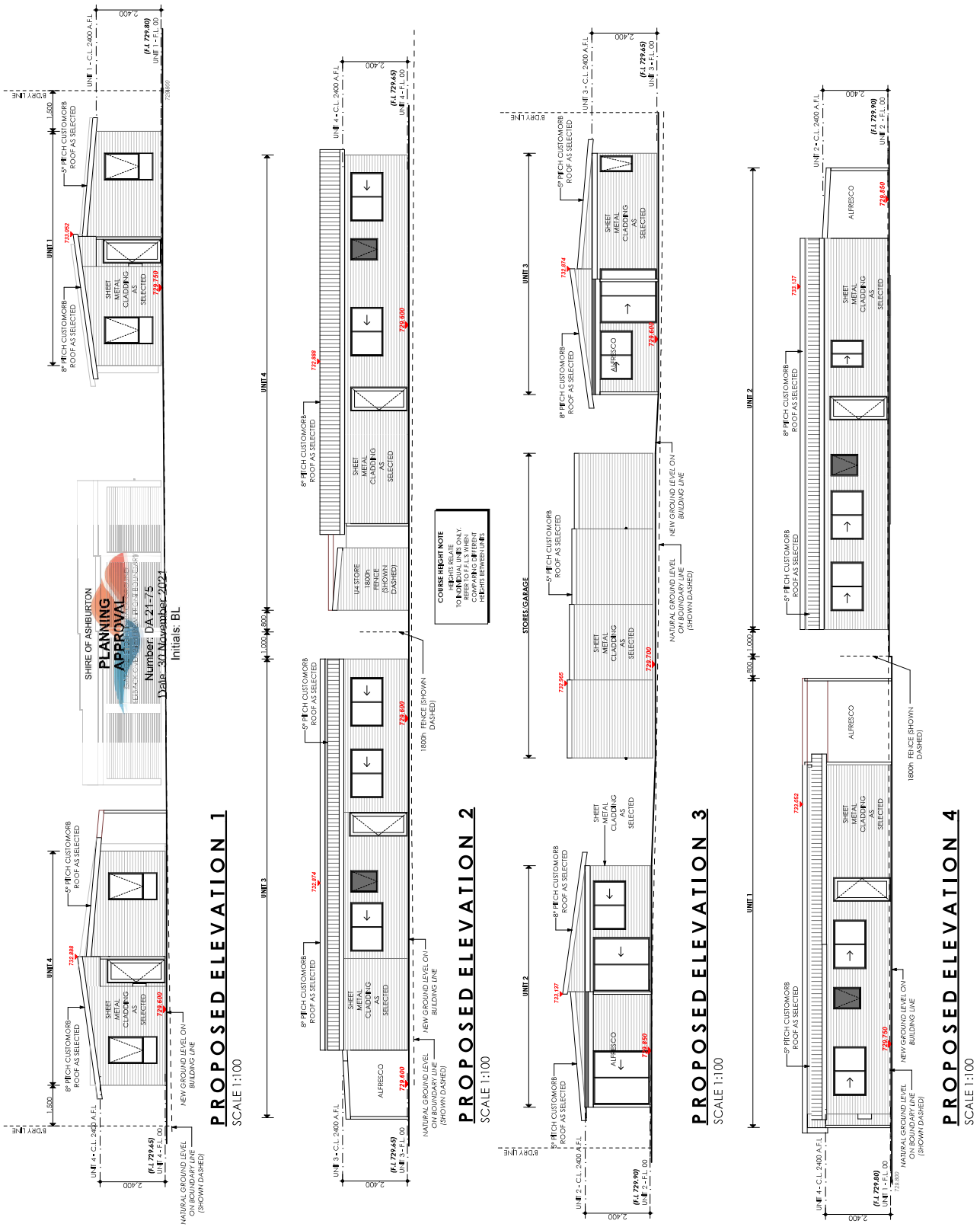
PLANNING

PROPOSED 4 UNIT DEVELOPMENT

905 PILKENA ST, , TOM PRICE

JOB No: **21_030** ISSUE DATE: **3/11/2021** SHEET: **3 of 5**

DISCLAIMER NOTE
PLEASE NOTE THAT WHILE ALL CARE WAS TAKEN IN PREPARING THIS SET OF PLANS & ELEVATIONS, ANY CONSTRUCTION WORK, ALTERATIONS OR RENOVATIONS SHOULD BE RECHECKED BEFORE COMMENCING ANY WORK TO ENSURE ACCURACY.
BUILDER TO ENSURE ALL EXISTING ROOM SIZES AND WALLS THICKNESS ARE CHECKED ONSITE PRIOR TO ANY WORKS.
ALL EXISTING DIMENSIONS SHOWN ON THESE DRAWINGS ARE TO BE CHECKED ON SITE.
THE TITLE BOUNDARIES SHOWN MUST BE CHECKED BY QUALIFIED SURVEYOR PRIOR TO ANY WORK.
DO NOT SCALE FROM THIS DRAWING.



FINISHES SCHEDULE

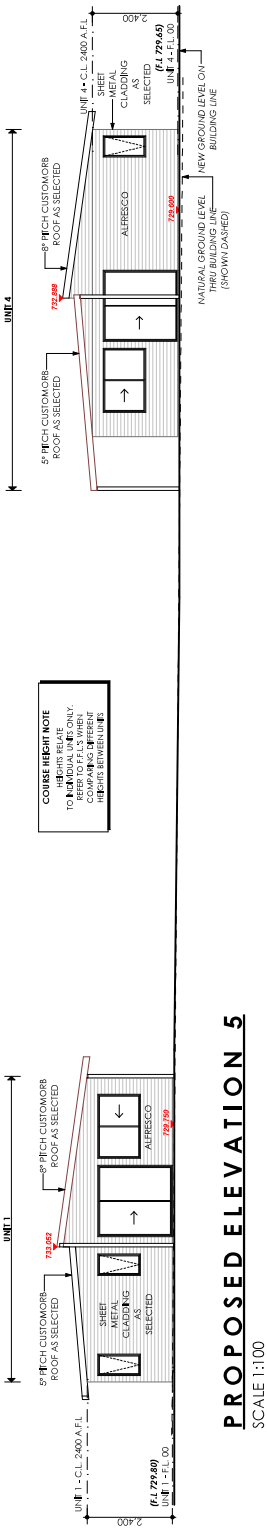
METAL WALL SHEETING:
ROOF: CUSTOM ORB
COLOUR IRONSTONE
FENCING: CUSTOM ORB
COLOUR IRONSTONE
DRIVEWAYS: WASHED AGG. CONCRETE
KERBING: CONCRETE/CEMENT
WINDOWS AND DOORS: COLOUR: PAPERBARK
FRONT TIMBER/ STORE DOORS: COLOUR: PAPERBARK
FACIA: IRONSTONE
EAVE SHEETS: PAPERBARK
DOOR HANDLES AND DOOR NUMBERS STAINLESS STEEL
LETTERBOXES: POWDER COATED/S/S LINES PAPERBARK
GATES: COLOUR MATCH FENCE

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DESIGN /DRAFTING
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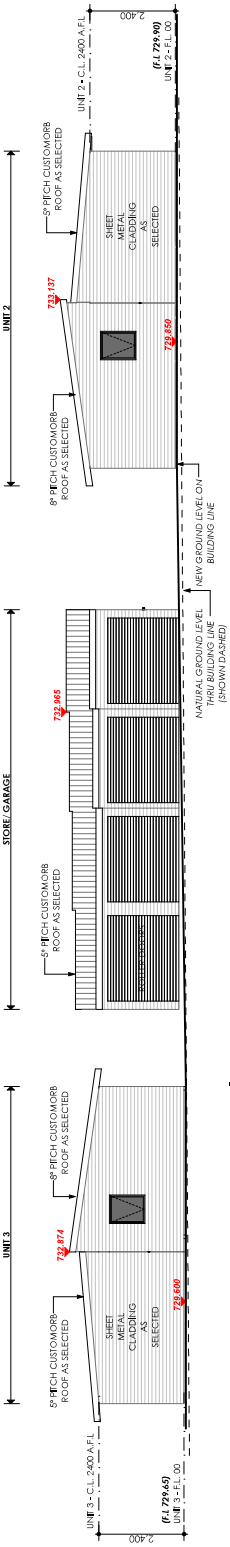
PLANNING
PROPOSED 4 UNIT DEVELOPMENT
905 PILKENA ST, , TOM PRICE
JOB No: **21_030** ISSUE DATE: **3/11/2021** SHEET: **4 of 5**

DISCLAIMER NOTE
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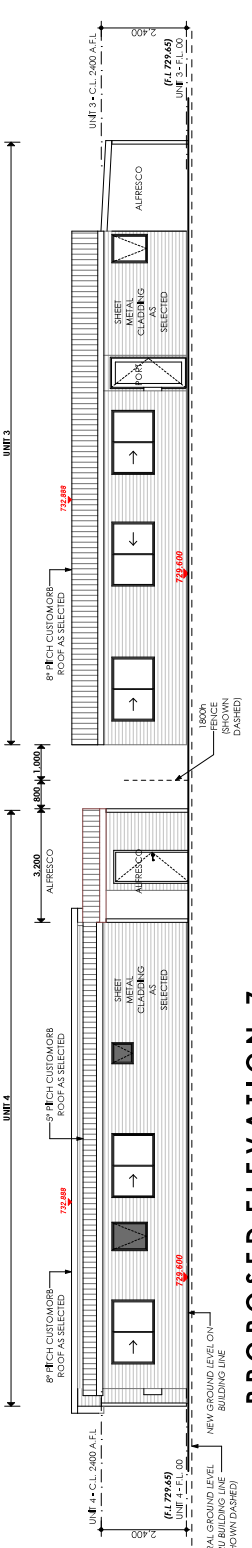


COURSE HEIGHT NOTE
HEIGHTS RELATE TO INDIVIDUAL UNITS ONLY. REFER TO F.F.L'S WHEN COMPARING DIFFERENT HEIGHTS BETWEEN UNITS

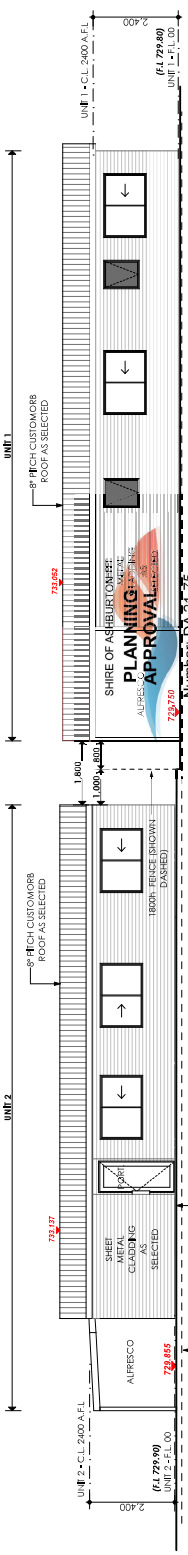
PROPOSED ELEVATION 5
SCALE 1:100



PROPOSED ELEVATION 6
SCALE 1:100



PROPOSED ELEVATION 7
SCALE 1:100



PROPOSED ELEVATION 8
SCALE 1:100

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PLANNING

PROPOSED 4 UNIT DEVELOPMENT

905 PILKENA ST, , TOM PRICE

JOB No: **21_030** ISSUE DATE: **3/11/2021** SHEET: **5 of 5**

SHIRE OF ASHBURTON
PLANNING APPROVAL
Number: DA 21-75
Date: 30 November 2021
Initials: BL

17-09-21
Rev 1

External material list and colour schedule

Lot 905 Pilkena Street, Tom Price, WA 6751

METAL WALL SHEETING:

- CUSTOM ORB
- COLOUR: DEEP OCEAN

ROOF SHEETING

- CUSTOM ORB
- COLOUR: DEEP OCEAN

FLASHINGS

- IRONSTONE

EXTERNAL WINDOWS AND DOORS INCLUDING STORE DOORS

- COLOUR: IRONSTONE

FRONT TIMBER DOORS AND STORE ROOM DOORS

- COLOUR: IRONSTONE

EAVE SHEETS

- SURFMIST

FACIA:

- IRONSTONE

SHIRE OF ASHBURTON
PLANNING APPROVAL
Number: DA 21-75
Date: 30 November 2021
Initials: BL

DOOR HANDLES AND DOOR NUMBERS

- STAINLESS FINISH

FENCING AND GATES

- Colourbond metal
- COLOUR: DEEP OCEAN

LETTERBOXES AND CLOTHESLINES

- IRONSTONE

DRIVEWAYS, CARPORTS, WALKWAYS ETC

- CONCRETE

PLANTING

- NATIVES
- CRUSHED ROCK
- As per landscape plan

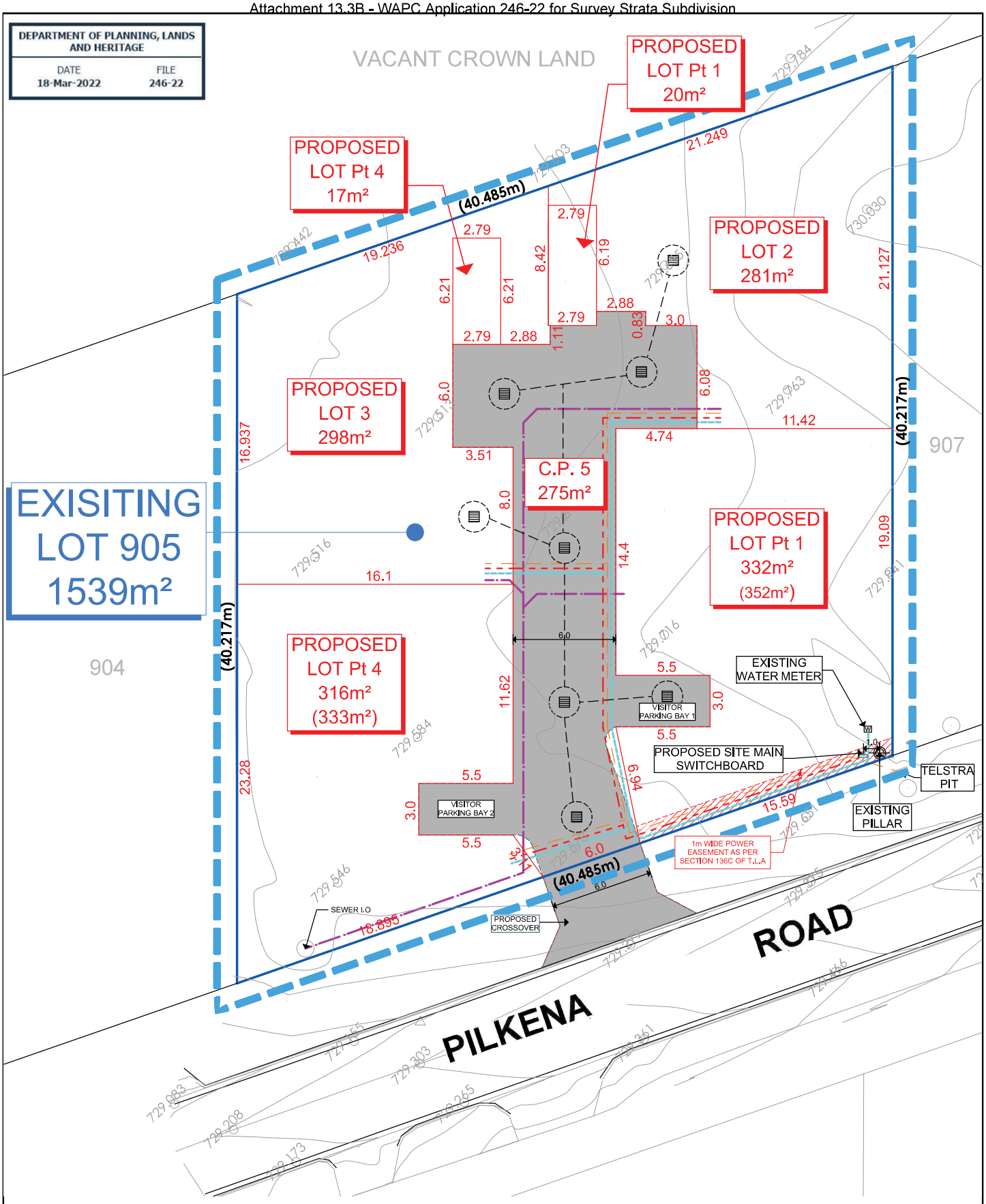
KERBING

- CONCRETE/CEMENT

IF THERE IS SMALL RETAINING

- LIMESTONE POST AND PANEL OR ALIWALL ON THE BOTTOM OF THE COLOURBOND FENCE

13.3B - WAPC Application 246-22 | Lot 905 Pilkena Street, Tom Price



EXISTING LOTS = 1
PROPOSED LOTS = 5
TOTAL AREA = 1539m²

LEGEND

- SUBJECT LAND
- EXISTING BOUNDARY
- PROPOSED BOUNDARY
- PROPOSED DRIVEWAY
- WATER METER
- PROPERTY SEWER DRAIN
- PRE-LAID POWER LINE
- 25mm PRE-LAID WATER PIPE
- PRE-LAID NBN Co CONDUIT

Project: LOT 905 PILKENA STREET, TOM PRICE

Drawing Title: PLAN OF SURVEY STRATA SUBDIVISION

Principal: THE KITCHENSTOWN GROUP PTY. LTD.

This drawing remains the property of Able Planning and Project Management and shall not be used without permission.
This drawing shall be preliminary only and/or not for construction until signed approval

N

0 1 2 3 4 5 6 7 8 9 10

ABLE PLANNING & PROJECT MANAGEMENT
29 New River Ramble, West Busselton WA 6280
Mobile: 0438 521 419
Email: Aaron@ableplanning.com.au
Web: www.ableplanning.com.au

Date: 14/03/22 Scale: 1:200
Designed: AB Checked: AB
Drawn: TL
Local Authority: Shire of Tom Price Sheet 1 Of 1
Plan/Diagram Number: DP68931
CT Number: 2796/423
Revision: V1 ORIGINAL:A3

13.3C - WAPC Application 246-22 | Lot 905 Pilkena Street, Tom Price

APPLICATION WAPC 246-22 – LOT 905 PILKENA STREET, TOM PRICE

Drainage and site work conditions

CONDITION	D1
Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that: a) lots can accommodate their intended use; and b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)	
JUSTIFICATION:	*Engineering drawings required by Planning and Development Act 2005 s.170; OP 1.1 Subdivision of Land – General Principles*

CONDITION	D3
Engineering drawings and specifications are to be submitted and approved, and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be in accordance with an approved Urban Water Management Plan (UWMP) for the site, or where no UWMP exists, to the satisfaction of the Western Australian Planning Commission. (Local Government)	
JUSTIFICATION:	*OP 1.1 Subdivision of Land – General Principles; Liveable Neighbourhoods Element 5; Better Urban Water Management Manual and Guidelines; Engineering drawings required by Planning and Development Act 2005 s.170*

Electricity and gas pipeline conditions

CONDITION	E3
Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE], for the provision of an electricity supply to the survey-/vacant [DELETE AS APPLICABLE] strata lots shown on the approved plan of subdivision, which may include the provision of necessary service access rights either as an easement under Section 136C and Schedule 9A of the Transfer of Land Act 1893 for the transmission of electricity by underground cable, or (in the case of approvals containing common property) via a portion of the common property suitable for consumer mains. [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	
JUSTIFICATION:	*DC 1.1 Subdivision of Land – General Principles; DC 1.3 Strata Titles; DC 2.2 Residential Subdivision; Liveable Neighbourhoods Element 6*

Fire and Emergency condition

CONDITION	**F1**
Information is to be provided to demonstrate that the measures contained in Section 6; Table X (INSERT TABLE NUMBER THAT RELATES TO DEVELOPER IMPLEMENTATION RESPONSIBILITIES] of the bushfire management plan [RENAME/ INSERT VERSION/ DATE] have been implemented during subdivisional works. This information should include a completed 'Certification by Bushfire Consultant' from the bushfire management plan. (Local Government) Or Information is to be provided to demonstrate that the measures contained in the bushfire management plan (insert version/date) [RENAME/DELETE AS APPLICABLE] that address the following: (a) (b) (c) Have been implemented during subdivisional works. This information should include a notice of 'Certification by Bushfire Consultant'.	
JUSTIFICATION:	*SPP 3.7 - Planning in Bushfire Prone Areas; Guidelines for Planning in Bushfire Prone Areas*

CONDITION	**F2**
A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificate(s) of title of the proposed lot(s) with a Bushfire Attack Level (BAL) rating of 12.5 or above, advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows: "This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is/ may be subject to a Bushfire Management Plan [RENAME/DELETE AS APPLICABLE]. Additional planning and building requirements may apply to development on this land" (Western Australian Planning Commission)	
JUSTIFICATION:	*SPP 3.7 Planning in Bushfire Prone Areas; Guidelines for Planning in Bushfire Prone Areas; PB 3 Notifications on Titles (Memorials)*

Transport and road conditions

CONDITION	**T20**
Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)	
JUSTIFICATION:	*DC 1.1 Subdivision of Land – General Principles;*