



Business Papers

For The

Council Meeting

21st October 2008

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1 Status report.

			Health, Building & Planning			
20 Nov 2007	597	PEHO	Owner of Lot 735 Forrest St permission for 12m x 18m x 4.5m shed	Issue building permit	Awaiting Plans	Still awaiting plans
20 Nov 2007	599	CEO	Apply for regional headwork's grants in relation to the Lefroy/Vernal St subdivision	Make grant application	Requires design to be completed, awaiting development approval.	With planners
19 Feb 2008	652	SPO	Obtain costings for comparison to the colorbond toilet block concept	Have asked T Parsons for budget estimate for brick building - \$70k	Completed – Requested grant \$25K	Out for Quotation – see SPO report
15 Apr 2008	697	CEO	Light Industrial Land – Lefroy/Vernal Streets	Obtain cost estimates prior to submitting a head works grant application	Letter sent to Planning Enterprises engineers contracted for revised cost estimates	Await decision from Planning Commission
20 May 2008	715 & 716	CEO	Lots 193 & 194 Vale Street	Proceed to realign boundary creating a road reserve.	Realignment proceeding	Await decision from Planning Commission
20 May 2008	725	EHO	Erection of shed prior to submitting building plans for dwelling	Advise Tim Weaver shed needs to meet all building guidelines and plan have to be submitted within 3 months.	Letter sent to approval for shed granted. Letter also sent advising building permit needs to be issued within 3 month for house	Incomplete plans submitted. Still requiring information.
17 June 2008	742	CEO	Host Agreement – CDEP	Notify KEEDAC of intention to enter into agreement	Letter written	Papers received from KEEDAC, one indigenous employee working part time on subsidized wages.

17 June 2008	743	CEO	Collie Railway Locomotive	Advise proponent of proposal being referred to Townscape Committee	Townscape Committee accepted the proposal and a submission has been sent to Collie.	Awaiting a reply from Collie Council
19 Aug 2008	780	SPO	Airport Power Supply	Proceed with the power supply connection.	In progress	Action being taken to recover power costs
19 Aug 2008	781	EHO	Lot 34 Tudhoe Street	Advise property owners Council has requested a formal plan with time frames for the proposed improvements to their property		Letter forwarded to owners 2 nd September 2008

			WORKS & SERVICES			
18 Mar 2008	688	CEO	Unnamed Road (off Ballagin Road)	Write to the Geographic Names Comm and ask that the unnamed road be named either Johnson Road or Raymond Road	Letter sent 3/04/08 Awaiting Reply	

2 Townscape committee report.

MINUTES OF A TOWNSCAPE AND TIDY TOWNS COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS ON FRIDAY 19 SEPTEMBER 2008

1. **OPENING:** Meeting opened at 6:08 pm

2. **ATTENDANCE**

Cr B Anderson Chairman
Ms S Dimmock
Mrs B Anderson
Mr J Shaw

STAFF: Mr J Hunter Chief Executive Officer

APOLOGIES: Cr K Draper
Mr T Evans Town Supervisor

VISITORS: Nil

3. **DECLARATION OF INTEREST**

Nil

4. **CONFIRMATION OF PREVIOUS MEETING MINUTES**

T72 S Dimmock / J Shaw

That the Minutes of the Townscape Committee Meeting held on 4th July 2008 be confirmed as a true and accurate record of proceedings.

CARRIED
Vote 4/0

5. **BUSINESS ARISING FROM THE PREVIOUS MINUTES (not already on the agenda)**

Ongoing items

Banners from Woolorama

Toilet at the Library

Possible purchase of land on the Main Street.

6. **BUSINESS ITEMS AND REPORTS**

6.01 Stop and Shop provision

(See business item in the appendix at the end of the minutes)

Committee Resolution

Moved: J. Shaw

Seconded: S. Dimmock

That Committee recommends to Council that:

- 1) it includes the provision of a Stop and Shop facility beside the railway as an item to be considered in the next budget revision and action commence immediately to source funds for this project.
- 2) If grant funds are not available for this financial year then the provision of these facilities be considered in next year's budget process.

Carried 4/0

6.02 Tree list

(See business item in the appendix at the end of the minutes)

Committee Resolution

Moved: B. Anderson (Mrs)

Seconded: S. Dimmock

That Committee recommends to Council that the following trees be used in the situations specified:

- 1) Street trees suitable for planting under power lines
 - a. Crab Apple – Sugar Tyme
 - b. Maple – Flamingo
 - c. Pear – Westwood
 - d. Flowering Plum
 - e. Pincushion Hakea
 - f. Gleditsia - Elegantissima
- 2) Street trees for planting away from power lines
 - a. Claret Ash – Raywood
 - b. Pacific Maple – Sunset
 - c. Jacaranda
 - d. Ornamental Pear – Chanticlear
 - e. Agonus flexuosa – Dark Burgundy
- 3) Large trees for planting in parks and gardens
 - a. Maple – Pacific Sunset
 - b. Maple – Norwegian Sunset
 - c. Maple X freemanii – Autumn Blaze (Jeffersred)
 - d. Narrow Leafed Peppermint
- 4) Street trees suitable for planting in pots
 - a. Japanese Maple – Dissectum Seiryu
 - b. Flowering Cherry – Kojo No Mai
- 5) Specimen trees
 - a. Morton Bay Fig

Carried 4/0

6.03 Townsite precincts

(See business item in the appendix at the end of the minutes)

Committee Resolution

Moved: B. Anderson

Seconded: S. Dimmock

- 1) That Committee recommends to Council that:
 - a. seven distinct precincts be recognised within the townsite as shown on the map in the business papers.
 - b. each precinct to have its own streetscape starting with planned tree plantings.

Carried 4/0

6.04 Tavistock Street

(See business item in the appendix at the end of the minutes)

Committee Resolution

Moved: J. Shaw

Seconded: B. Anderson (Mrs)

- 1) That Committee recommends to Council that Tavistock Street be redesigned along the lines suggested in the previous Townscape Plan for a town square.
- 2) That a design for the redevelopment of Tavistock Street be prepared for the next meeting of the Committee incorporating a concept involving islands in the centre of the street, seating and suitable tree plantings and gardens.

Carried 4/0

6.05 Community Garden

(See business item in the appendix at the end of the minutes)

Committee Resolution

Moved: J. Shaw

Seconded: S. Dimmock

- 1) That the concept of a community garden be examined by a sub-committee and a report prepared for the next meeting of the committee.
- 2) That Committee recommends to Council that the recently acquired land in Traverse Street be reserved for the time being for possible use as a community garden.

Carried 4/0

6.06 Sportsground sign

(See business item in the appendix at the end of the minutes)

Committee Resolution

Moved: B. Anderson (Mrs)

Seconded: S. Dimmock

- 1) That Committee recommends to Council that the recently refurbished Sportsground sign be re-erected to the North in an appropriate spot close to the current main entrance to the sportsground.

Carried 4/0

6.07 Shire support for the Choose Respect campaign

(See business item in the appendix at the end of the minutes)

Committee Resolution

Moved: B. Anderson (Mrs)

Seconded: J. Shaw

- 1) That Committee recommends to Council that the Town Entry signage be altered so as to include a statement about Wagin being part of the "Choose Respect" program.

Carried 4/0

7. OTHER BUSINESS

- a. That an item of business for a later meeting be the Town's entry signage.
- b. Members are requested to seek out additional members for the committee during the next few weeks.

CLOSURE

The meeting closed at 8:00 pm.

These Minutes were confirmed at a meeting held on

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____

BUSINESS ITEMS

ITEM	Page
01. Stop and Shop provision	
02.Tree list (previously distributed)	
03.Townsite precincts	
04.Development of a plan for Tavistock St	
05. Community Garden – Traverse Street	
06. Sportsground Sign	
07. Choose Respect Signage	

3 Waste Management committee report.

**THE MINUTES OF WASTE MANAGEMENT AND RECYCLING COMMITTEE HELD IN
THE WAGIN SHIRE ADMINISTRATION BUILDING
TUESDAY 7th OCTOBER 2008**

1. OPENING: Meeting open at 4:00pm

2. ATTENDANCE:

Cr L. Ballantyne	(Chairman)
Cr M Brockway	
Cr B Anderson	
Mr T Davey	
Ms D Perrie	
Mr J Hunter	Chief Executive Officer
Mr S Friend	Environmental Health Officer
Mr J. Case	Special Projects Officer
Mr A. Hicks	Works Manager

APOLOGIES: Mr K Draper

VISITORS: Nil

3. DECLARATION OF INTEREST: Ted Pugh (waste contract)

4. PUBLIC FORUM (PETITIONS/DEPUTATIONS/PRESENTATIONS): Nil

5. CONFIRMATION OF PREVIOUS MINUTES

WMR22	Mr B Anderson/ Mr T Davey
That the Minutes of the Waste Management and Recycling Committee meeting held on 3 rd September 2008 be confirmed as a true and correct record.	
Carried	5/0

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Education program on recycling – next meeting.

7. CORRESPONDENCE AND REPORTS

7.1 Regional Strategic Waste Management Plan

WMR23	Mr B Anderson/ Mr T Davey	
Committee notifies Council that the Regional Waste Management Strategy Plan has been placed in the public arena for 30 days (closing date .		
	Carried	5/0

7.2 Action Plan for Wagin Landfill

WMR24	Mr B Anderson/ Mr T Davey	
Committee recommends to Council that a strategic response to the Regional Waste Management Report be prepared by the Committee for consideration by Council at its December meeting.		
	Carried	5/0

7.3 Tip opening hours

WMR25		Mr T. Pugh/ Mr T Davey	
Committee recommends to Council that the tip opening hours be changed to:			
1.	Monday – closed Tuesday – 7am to 12 pm Wednesday – closed Thursday – closed Friday – 1pm to 6pm Saturday – 11am to 6pm Sunday - 7am to 6pm		
	Carried		5/0

9. CLOSURE

Cr Ballantyne thanked all for attending and closed the meeting at 5:00pm.

4 Other reports.

4.1 President's report

4.2 Councillor's reports

4.3 Officers Reports

4.3.1 Agenda Item 10.3.2

Local Emergency Management Arrangements

SHIRE OF WAGIN

Western
Australia



Local Emergency Management Arrangements

Version 1 June 2008

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SHIRE OF WAGIN

EMERGENCY MANAGEMENT ARRANGEMENTS

APPROVALS

These arrangements have been produced and issued under the authority of the Wagin Local Emergency Management Committee (LEMC) and have been approved by the Great Southern District Emergency Management Committee (DEMC).

.....
Chairperson
Wagin LEMC

.....
Date

.....
Chairperson
Great Southern DEMC

.....
Date

Distribution List

1. Shire President – Shire of Wagin
2. Chief Executive Officer – Shire of Wagin
3. OIC – Wagin Police Station
4. Shire Councillors
5. Wagin LEMC members
6. Wagin Chief Bushfire Control Officer
7. Wagin Volunteer Fire and Rescue Service
8. Wagin St John Ambulance Service
9. Chairperson DEMC
10. Secretary SEMC (electronic copy) (secretarysemc@fesa.wa.gov.au)
11. Shire of Wagin website

SHIRE OF WAGIN LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

AMENDMENT RECORD

Proposals for the amendment or addition to these arrangements should be forwarded to the Chair of the Wagin LEMC

DETAILS OF AMENDMENT	AMENDED BY	NO.	DATE	APPROVED
Revised Format	J.Case	1	1 February 2010	

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Glossary

Terminology used throughout this document is outlined below. In the event that the meaning is not presented, terminology shall have the meaning as described in section 3 of the Emergency Management Act 2005 (the Act).

Emergency Risk Management (ERM) – is a systematic process that produces a range of measures that, on implementation, contribute to the safety and wellbeing of communities and the environment. This process considers the likely effect of hazardous events and the measures by which they can be minimised.

Hazard A situation or condition with potential for loss or harm to the community or the environment.

Risk A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

District Emergency Management Committee (DEMC) – a DEMC is established for each emergency management district. The committees are chaired by Police District Officers, as District Emergency Coordinator, (except for the Metropolitan Emergency Management Executive Group (MEMEG), which is chaired by the Assistant Commissioner Metropolitan), with a FESA Regional Director as Deputy Chair. Executive Officer support is provided by FESA Managers nominated by FESA Chief Executive Officer.

Hazard Management Agency (HMA) – is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken [see s. 4 of the Act]. Such organisations are either designated by legislation or detailed in state emergency management plans.

Local Emergency Coordinator – the Officer in Charge of each Police subdistrict is appointed by the State Emergency Coordinator (the Commissioner of Police) for the local government district in which they are situated [s. 37(1) of the Act]. The Local Emergency Coordinator provides advice and supports to its LEMC in the development and maintenance of local emergency management arrangements, assists HMAs in the provision of a coordinated response during an emergence in the district, and carries out other emergency management arrangements directed by the State Emergency Coordinator [s. 37(2) of the Act].

Local Emergency Management Committee (LEMC) – the local government is to establish one or more LEMCs for the local government district, based on local government boundaries. The committee is chaired by a nominee of the local government, and the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, is a member. The LEMC is established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district [s. 38 of the Act].

Local Emergency Management Arrangements – written by the local government, local emergency management arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to emergency management (Prevention/Mitigation, Preparedness, Response and Recovery) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.

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Prevention, Preparedness, Response and Recovery (PPRR) – makes up a legitimate and valid system of emergency management (ref s. 3 of the Act). Each element represents a dynamic set of actions flowing into the next. Communities are encouraged to take greater responsibility for their own safety, to be more self-reliant and better prepared for the eventualities of emergencies. Activities of each of these elements together provide a method for local communities to minimise the impact of emergencies.

Prevention - activities to eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of injury or damage likely to be incurred.

Preparedness – activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, training and public education. These activities support the local community in their preparations for a safer environment.

Response – activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community.

Recovery – activities designed to support emergency affected local communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

Situation Reports (Sitreps) – are formal written communications to participating organisations to ensure they are regularly informed during an emergency. Controversial issues should be advised to the next higher level as soon as possible rather than waiting for inclusion in the next routine sitrep.

State Emergency Management Committee (SEMC) – the SEMC is established under section 13(1) of the Act. Section 13(2) stipulates membership of the SEMC, which consists of the Commissioner of Police, as State Emergency Coordinator and Chair, and the Chief Executive Officer of the Fire and Emergency Services Authority (FESA) as Deputy Chair. The Executive Director, FESA Strategic Management Directorate, is the SEMC Executive Officer. Other members include a local government representative and other members as are provided for by the Minister.

In accordance with the Act, the SEMC has established six subcommittees whose membership includes those organisations essential to the State's emergency management arrangements. The subcommittees are:

- (1) Emergency Services Subcommittee;
- (2) Public Information Group;
- (3) Lifelines Services Group;
- (4) Recovery Services Subcommittee;
- (5) State Mitigation Committee
- (6) Health Services Subcommittee

PART 1: Management

Authority

These arrangements have been prepared by the Shire of Wagin Local Emergency Management Committee - they have been tabled for information and comment with the Great Southern District Emergency Management Committee and endorsed by council of the Shire of Wagin.

Area Covered

The Shire of Wagin, situated in the south west interior of Western Australia, 220 Km south east from Perth, is a rural local authority servicing a population of approximately 1900 people and covering an area of 1950 square kilometres. There are two town sites within the Shire of Wagin, namely Wagin and Piesseville.

Purpose

“The purpose of these emergency management arrangements is to set out:

- a) the Shire of Wagin policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the Wagin district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the Wagin district;
- e) strategies and priorities for emergency management in the Wagin district;
- f) other matters about emergency management in the Wagin district prescribed by the regulations; and
- g) other matters about emergency management in the Wagin district the Shire of Wagin considers appropriate”. (s. 41(2) of the Act).

Scope

- a) This document applies to all areas encompassed within the established boundaries of the local government known as the Shire of Wagin.
- b) These arrangements cover areas when the Shire of Wagin provides support to HMAs and other agencies in the event of an emergency event.
- c) This document comprises details on the capacity of the Shire of Wagin in relation to the provision of resources to support the effective management of emergencies.
- d) The Shire of Wagin’s responsibilities in recovery operations and the restoration and reconstruction of services and facilities within the community are detailed in this document.
- e) These arrangements serve as a guide to emergency management at the local level.

An emergency situation may graduate and require to be managed at a regional or state level.

Existing Plans and Arrangements

Documentation from State and Federal Government Agencies related to this plan can be found on the FESA website – www.fesa.wa.gov.au and on a 2GB USB Flash Drive held in the safe of the Shire of Wagin Administration Centre.

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Agreements, Understandings and Commitments

Mutual Aid Agreements, such as sharing of resources, Evacuation Centres etc, will be discussed with the following local Shires:

- Shire of Williams
- Shire of West Arthur
- Shire of Woodanilling
- Shire of Dumbleyung
- Shire of Kojonup
- Shire of Narrogin
- Town of Narrogin

Any agreements put in place in the future will have copies included as an appendix.

Special Considerations

Seasonal activities like harvest periods impact on the availability of volunteer resources and should be noted when planning activities to test this Recovery plan.

Early March each year there is a large number of visitors to Wagin for the Woolorama Agricultural Show, and again this needs to be taken into account when testing the recovery plan.

Resources

A resources list for the Shire of Wagin equipment is appendix 3. Additional resources available within the Shire are reviewed and up-dated in September of each year as a minimum.

Financial Arrangements

Funding for training and administrative functions is budgeted by the Shire of Wagin. Exceptional circumstances or natural disasters have not been provided for and financial assistance will be sought from relevant State or Federal government sources.

Roles and Responsibilities

Section 41 (2) (b) of the Act requires that the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district be set out. The descriptions and responsibilities for the Local Emergency Coordinator, the LEMC and the LEMC Chairman are set out in Act. They are as follows:

Local Emergency Coordinator

The Local Emergency Coordinator is appointed by the State Emergency Coordinator (Commissioner of Police) and is based on local government districts [s. 37 of the Act]. The Officer in Charge of each WAPOL subdistrict has been appointed as a Local Emergency Coordinator in the local government district which contains the WAPOL subdistrict. There may be more than one Local Emergency Coordinator in each local government district.

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a) to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

The Local Emergency Coordinator is the Officer in Charge (OIC) of Wagin Police Station.

LEMC Chairman

The Shire President has been nominated as the Chairman for the Local Emergency Management Committee. [s. 38(3) of the Act].

Local Emergency Management Committee

Local Emergency Management Committees (LEMC) is based on the local government boundaries. The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. The functions of LEMC are [s. 39 of the Act]:

- a. to advise and assist the local government in establishing local emergency management arrangements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Public authorities and others

The Public authorities personnel not normally represented in Wagin will be sourced from Narrogin, Katanning or Albany as required.

Emergency Coordination Centre (ECC) Management

An emergency coordination centre is located at the Shire of Wagin Administration Centre where facilities have been put in place by the Shire for emergency communication and limited emergency power.

In certain circumstances a Forward Control Point (FCP) may be establish to provide onsite command and control. Operational and Standing Operating Procedures (SOPs) lay down prescribed routine actions to be followed by staff during operations. They cover such procedures as indicated in Table 1.

Emergency Operational and Standing Operating Procedures

Table 1:

Activating ECC	ECC Procedures	ECC Stand-down
Opening ECC	Message Flow	Filing messages/records
Call out staff	Information display	Cleaning display boards/maps
Opening communication systems	Information processing	Stand-down staff
Preparing Display boards and maps	Resource Deployment	Closing communications systems
Preparing staff roster	Preparing Situation Reports (Sitreps)	Close down ECC
Password for computers and photocopiers etc	Preparing media bulletins	Initial and Follow-up debrief
	Decision Making	Initiate and follow-up debrief
	Information briefings	

PART 2: Planning

Local Emergency Management Committee

Wagin LEMC membership includes:

- a chairman: appointed by the relevant local government [s. 38(3) of the Act]; and
- a local emergency coordinator(s): appointed by the State Emergency Coordinator for the local government district [s. 37(1) of the Act], when not appointed as the Chairman.

In addition to those members specified in the Act, in order to make local emergency management work, Wagin LEMC membership includes:

- Local government representatives;
- Representatives from local Emergency Management Agencies in the local government district, e.g., FESA representative, health/medical/education representative; and
- Any other representatives as shall be determined by the local government e.g., community champions.

Secretariat and administration support is provided by the Shire of Wagin.

Emergency Risk Management (ERM)

The following tables reflect the initial risk assessments conducted by the Shire of Wagin in accordance with the directions of the Emergency Management Act 2005. The risk assessment is based on the standard for risk assessment – AS/NZS 4360:2004

Identifying and Analysing Risks

Name of Organisation SHIRE OF WAGIN
Function Activity Initial ERM

Date of Review 1 MAY 2008
Compiled by J. Case
Reviewed by J. Hunter

RISK REFERENCE	THE RISK WHAT CAN HAPPEN?	SOURCE HOW CAN THIS HAPPEN	IMPACT FROM EVENT HAPPENING	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS (A) –Adequate (M) – Moderate (I) – Indadequate	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
					LIKELIHOOD	CONSEQUENCE	CURRENT RISK LEVEL	
1	BUSHFIRE	LIGHTNING	PROPERTY DAMAGE	M	2	3	M	A
2	BUSHFIRE	ARSON	PROPERTY DAMAGE	M	1	3	M	A
3	FLOOD	STORM	PROPERTY DAMAGE	M	1	3	M	A
4	AIRCRAFT CRASH	ACCIDENT	INJURY	M	1	4	M	A
5	TRAIN CRASH	DERAILMENT	PROPERTY DAMAGE	M	1	3	M	A
6	MULTIPLE MVA	ACCIDENT	INJURY	A	3	4	H	A
7	EATHQUAKE	STORM	PROPERTY DAMAGE	M	1	3	M	A
8	WATER CUT	ACCIDENT	PUBLIC ISSUE	A	1	3	M	A
9	POWER CUT	ACCIDENT	PUBLIC ISSUE	A	1	3	M	A
10	COMS CUT	ACCIDENT	PUBLIC ISSUE	A	1	3	M	A

Risk Treatment Schedule and Action Plan

RISK REFERENCE	POTENTIAL TREATMENT OPTIONS	COSTS & BENEFITS	IS THE TREATMENT TO BE IMPLEMENTED (Y/N)	TARGET RISK LEVEL			RESPONSIBLE PERSON	TIMETABLE For implementation	MONITORING strategies to measure effectiveness of Risk Treatments
				LIKELIHOOD	CONSEQUENCE	TARGET LEVEL			
1	Use Existing Shire SOP	NA	Y	2/3/1			Snr BFCO	NA	NA
2	Use Existing Shire SOP	NA	Y	1/3/1			Police	NA	NA
3	HMA SOP	NA	Y	1/3/1			Police	NA	NA
4	HMA SOP	NA	Y	1/4/1			Police	NA	NA
5	HMA SOP	NA	Y	1/3/1			Police	NA	NA
6	HMA SOP	NA	Y	3/4/1			Police	NA	NA
7	HMA SOP	NA	Y	1/3/1			Police	NA	NA
8	Service Providers SOP	NA	Y	1/3/1			Various	NA	NA
9	Service Providers SOP	NA	Y	1/3/1			Various	NA	NA
10	Service Providers SOP	NA	Y	1/3/1			Various	NA	NA

Note: The Wagin Woolorama held at the Wagin sportsground facilities in March of each year, has a separate risk assessment which is approved by the Local Emergency Coordinator annually.

Risk Assessment Matrix Used

E – Extreme risk – detailed action plan required
H - High risk – needs senior management attention
M – Medium risk – specify management responsibility
L – Low risk – manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to Low or Medium.

<div>Extreme risk – detailed action plan required</div> <div>High risk – needs senior management attention</div> <div>Medium risk – specify management responsibility</div> <div>Low risk – manage by routine procedures</div> <div>or Extreme risks must be reported to Senior Management and require ed treatment plans to</div> <div>re the risk to Low or Medium.</div>				Consequence					
				People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				Reputation	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
				Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.
				Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M
				Insignificant	Minor	Moderate	Major	Catastrophic	
				1	2	3	4	5	
Likelihood	Probability:	Historical:							
	>1 in 10	Is expected to occur in most circumstances	5	Almost Certain	M	H	H	E	E
	1 in 10 - 100	Will probably occur	4	Likely	M	M	H	H	E
	1 in 100 – 1,000	Might occur at some time in the future	3	Possible	L	M	M	H	E
	1 in 1,000 – 10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	H
	1 in 10,000 – 100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	M	H

Adapted from Standards Australia Risk Management AS/NZS 4360: 2004 and ACTIA

Adapted from Standards Australia Risk Management AS/NZS 4360: 2004 and ACTIA

Testing During the Planning Process

Exercising and testing during the planning process is essential to ensure that the arrangements are workable and effective. Exercising the arrangements during the planning process will allow the Wagin LEMC to:

- test the effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
- help educate the community about local arrangements and programs;
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Some examples of Wagin's future exercises include:

- a phone tree system based on the Wagin area fire map grid reference system
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- coordination centres;
- airport emergency power;
- locating and activating resources; and
- contacting key people or their deputies

PART 3: Response

Risks

The ERM process, as discussed earlier, forms the foundation of Wagin's community's local emergency management arrangements, as it identifies risks in the local community.

Wagin community's ability to cope with the impact of emergencies will depend largely on the relevant HMA's plans.

A quick way to identify the appropriate HMAs and relevant Westplans and Local Plans for specific hazards is presented in Table 2. The table will be added to over time as relevant plans become available.

Hazard	HMA	Local HMA	WESTPLAN	Local Plan
Wildfire	Local	Shire of	Bushfire (2005)	Wagin Plan
	Government	Wagin		
	CALM(CALM Estate)	CALM South	Bushfire (2005)	Wagin Plan
	FESA (Gazetted Fire District)	Coast Region	Urban Fire (2000)	FESA SOP's
Air Transport	WA Police	WA Police	Air crash (2005)	FESA SOPs
Severe Storm	FESA	Wagin F&R	Storm (2004)	FESA SOPs
Hazardous Materials	FESA	Wagin F&R	HAZMAT (2005)	FESA SOPs
Human Epidemic	Dept of Health	Wagin Hospital	Human Epidemic (2001)	
Earthquake	FESA	Wagin F&R	Health (2004)	FESA SOPs
			Earthquake (2003)	
Exotic Animal Disease	Dept of Agriculture	Dept of Agriculture – Albany	Animal Diseases (2002)	
Flood	WA Police	WA Police	Flood (2004)	FESA SOPs
Land Search	WA Police	WA Police	Land search V3.0	FESA SOPs
Public Information	WA Police	WA Police	Public Information Arrangements (2002)	
Overseas Evacuation	WA Police	WA Police	Reception for Overseas Evacuation (2003)	Wagin Plan
Various	Shire of Wagin	Shire of Wagin	Registration & Inquiry (2003)	Wagin Plan
Various	Shire of Wagin	Shire of Wagin	Welfare (2003)	Wagin Plan

Table 2: Hazards, Responsible HMAs, and Appropriate Local and State Plans

Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare. The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

Under section 67 of the Act a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- a. Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- b. Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- c. Close any road, access route or area of water in or leading to the emergency area.

Evacuation is an important part of the emergency management process. Essentially the management of evacuation is the responsibility of the hazard management agency in charge of the event; however **it is the responsibility of local governments to ensure the provision of facilities for use as welfare centres in an emergency**. Hence it is important that local governments identify and document the resources and facilities that can assist and cope with evacuees.

Evacuation Planning Principles

The general policy of the State's emergency management organisation is that:

- a. As far as is possible, community members should be involved in the decision to stay or evacuate when threatened by an emergency; and
- a. The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent. See State Emergency Management Policy No. 4.7 Emergency Evacuation for more detailed evacuation planning principles.

In consultation with the community and the Department for Community Development (DCD), the HMA is responsible for ensuring arrangements are in place for the care of evacuees until such time as they can return.

It is important to also consider evacuation **INTO** your community should an emergency occur in a neighbouring community that requires evacuation out of their area. This should be coordinated in your arrangements with your neighbouring communities. Consideration should also be given to evacuation from your community to another.

Demographic Details

Table 3 represents the number of people in demographic groups that are expected in each area during the day and the night. These are based on statistics from Australian Bureau of Statistics National Regional Profile 2004.

Table 3: Demographic Details

Categories	Wagin - No by day/No by night	Piesseville	Total
Adults	1403/1403	4/4	1407/1407
Secondary School age	67/67	0/0	67/67
Primary School age	209/209	0/0	209/209
Pre-school age	129/129	0/0	129/129
Hospital patients	25/25	0/0	25/25
Resident homes for the aged	20/20	0/0	20/20
People with disabilities	69/69	0/0	69/69
People needing electricity for medical reasons	10/10	0/0	10/10

Evacuation Matrix

The purpose of a matrix is to outline the length of time and number of people the facilities and resources in the local government area can facilitate. An Evacuation Matrix is provided in Table 4, and a copy has been provided as Attachment 6.

Table 4: Evacuation Matrix

No of People	Duration				
	0-8Hrs	8Hrs-1Day	1-3Days	3-7Days	1Week+
1-10	Rec Centre	Rec Centre	Rec Centre	Rec Centre	
10-100	Rec Centre	Rec Centre	Rec Centre	Rec Centre	
100-500	Rec Centre	Rec Centre	Rec Centre		
500+					

Notes:

1. The Wagin Town Hall facilities is intended to be utilised for Volunteers accommodation and messing facilities, but could be used as a supplementary resource to accommodate an additional maximum of 100, however limited ablutions facilities are available.
2. Wagin District High School and Golf Club are additional evacuation facilities that may be utilised to supplement the Shire facilities if required.
3. Wagin has a limited number of bedding supplies that would be required for any overnight accommodation needs, and these would require transport arrangements from regional centres.

Section 4: Recovery

4.1 Plan Structure

4.2 Part 1: Management

4.2.1 Authority

This Recovery Plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] as part of the Wagin Local Emergency Management Arrangements and endorsed by the Shire of Wagin Local Emergency Management Committee. The Plan was endorsed by councillors of the Shire of Wagin meeting and has been tabled for information and comment by the District Emergency Management Committee.

4.2.2 Date

This version of the Shire of Wagin Emergency Management plan was prepared in June 2008 and supersedes the Shire of Wagin Emergency Management plan of 1998

4.2.3 Area Covered

The Recovery Plan covers the whole of the geographical area of the Shire of Wagin including the town sites of Wagin and Piesseville.

4.2.4 Aim

The aim of this document is to detail the community's recovery management arrangements that may be implemented following an emergency to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

4.2.5 Objectives

The objectives of the plan are to:

- establish the organisation and procedures for the management of recovery from emergencies in the Shire of Wagin
- identify the roles and responsibilities of participating organisations/agencies
- establish a basis for the coordination of recovery for the community.

4.2.6 Scope

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

4.2.7 Title

The title of this plan is the "Shire of Wagin Local Recovery Plan"

4.2.8 Related Documents

Documentation from State and Federal Government Agencies related to this plan can be found on the FESA website – www.fesa.wa.gov.au or on a 2GB USB Flash Drive held in the safe of the Shire of Wagin Administration Centre.

4.2.9 Agreements, Understandings and Commitments

Mutual Aid Agreements, such as sharing of resources, Evacuation Centres etc, will be discussed with the following local Shires:

- Shire of Williams
- Shire of West Arthur
- Shire of Woodanilling
- Shire of Dumbleyung
- Shire of Kojoonup
- Shire of Narrogin
- Town of Narrogin

Any agreements put in place will have copies included as an appendix.

4.2.10 Additional Support

Additional support, if warranted, will be sought from Albany via DEMC.

4.2.11 Special Considerations

Seasonal activities like harvest periods impact on the availability of volunteer resources and should be noted when planning activities to test this Recovery plan.

Early March each year there is a large number of visitors to Wagin for the Woolorama Agricultural Show, and again this needs to be taken into account when testing the recovery plan.

4.2.12 Resources

The Local Recovery Coordinator is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. Local Government resources are identified in a “Local Government Asset Register”. These are included as an appendix to the Wagin Local Emergency Management Arrangements.

The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

4.2.13 Financial Arrangements

Funding for training and administrative functions is budgeted by the Shire of Wagin. Exceptional circumstances or natural disasters have not been provided for and financial assistance will be sought from relevant State or Federal government sources.

4.2.14 Local Recovery Coordinating Committee (LRC)

Role

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State emergency management policy and the Local Recovery Plan.

Responsibilities

The LRCC is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees (e.g. Local Recovery Coordinator, Media Liaison Officer, sub-group chairpersons etc.)
- Establishing sub-committees as required
- Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Developing a strategic plan for the coordination of the recovery process for the event that:
 - takes account of the 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 functions;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
 - allows full community participation and access; and allows for the monitoring of the progress of recovery.
-
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness

4.2.15 LRC Sub-committees (where required)

Reconstruction/Restoration Group (Wagin)

Responsibilities

- Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate

- Assess the restoration process and the reconstruction policies and programmes and facilitate the reconstruction plans where required
- Report regularly the progress of the restoration and reconstruction process to the LRC Executive Group
- Make recommendations to the LRC Executive Group for financial and other assistance as required

Community and Personal Support Sub-committee (Wagin)

Responsibilities

- Assess the requirement for personal support services in the short, medium and long term
- Facilitate resources (both human and financial) as required to complement /assist existing local services
- Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved
- Make recommendations to the LRCC for additional personal services as required

4.2.16 Local Recovery Coordinator

The Shire of Wagin CEO is appointed as the Local Recovery Coordinator in accordance with the requirements of the Emergency Management Act 2005, section 41(4). The Special Project Officer has been appointed to undertake the role of the Local Recovery Coordinator in case the primary appointee is unavailable.

Responsibilities

- Prepare, maintain and test the Local Recovery Plan.
- Assess the community recovery requirements for each event, in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, for:
 - Advice to the Shire President on the requirement to activate the Plan and convene the LRCC; and
 - Initial advice to the LRCC if convened.
- Undertake the functions of the Executive Officer to the Local Recovery Coordinating Committee
- Assess for the LRC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the Hazard Management Agency.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.

- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Committee.
- Liaise with the Chair, SRCC or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally.
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery.
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

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4.3 Part 2: Local Recovery Arrangements

4.3.1 Introduction

This part of the arrangements details issues that apply where an event is assessed as being of sufficient magnitude to require the Local Recovery Coordinating Committee to be involved in the recovery process.

As required by the Emergency Management Act 2005 and consistent with the community recovery concepts, local government is responsible for managing recovery within its local government district. The Shire of Wagin will be responsible for management of the recovery process within the local government district.

Where the level of recovery is beyond the capacity of the local Community, State Level Support shall be requested as outlined in state recovery arrangements (Westplan Recovery).

4.3.2 Organisation

The Local Recovery Coordinating Committee (LRCC) will be chaired by the Wagin Shire President or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCC is established, a core group of key stakeholders will be represented on the committee, supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process. Where a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

Executive:

- Chairperson shall be the Wagin Shire President or CEO
- Local Recovery Coordinator shall be the CEO or Special Project Officer or a prominent community member as Executive Officer to the LRC
- Secretary shall be provided by the Shire of Wagin

Core Membership:

- Shire of Wagin
- Hazard Management Agency
- Health Dept/Local Health Officer
- Dept for Community Development
- WA Police

Co-opted Members (as required):

- Department of Agriculture
- Department of Environment and Conservation
- Lifelines (power, water, gas, etc)
- Main Roads
- Department of Water

- Regional Development Commission
- Education/school rep
- Community Groups
- Small Business Centre
- St Johns Ambulance
- Wagin Chamber of Commerce
- WA Farmers Federation
- Pastoralists and Graziers Association
- Insurance rep (if available)
- Wagin Rotary Club
- Wagin Lions Club
- Wagin Apex Club

(A diagram of the Local Recovery Organisation can be seen at Annex A)

4.3.3 Organisational Responsibilities

The agreed roles and responsibilities of all agencies/groups that may assist in the recovery process for Wagin are detailed in Annex B. Consultation with support organisations in Wagin and relevant MOU's are included

4.3.5 Contacts Register

A register detailing the contact details for all agencies/groups with responsibilities under this Plan is attached at Appendix 5 to this Plan.

Contact details for the Chairman of the LRCC and the Local Recovery Coordinator are also contained in the Emergency Contact Directory that forms part of the Shire of Wagin Local Emergency Management Arrangements.

4.3.6 Transition from Response

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

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA Incident Manager is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Management Group (IMG).

During the response many of the agencies with recovery roles are heavily committed, therefore the inclusion of the Local Recovery Coordinator on the IMG will ensure:

- The alignment of response and recovery priorities;
- Liaison with the key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.

4.3.7 Local Response/Recovery Coordination Interface

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Local Recovery Coordinator and the Local Emergency Coordinator. However, where an agreement cannot be achieved, preference is to be given to the response requirements.

4.3.8 Activation

The decision to activate this Plan will be made by the Shire President/CEO on the advice of the Local Recovery Coordinator as a result of an assessment of the assistance needed for recovery made by either:

- The Incident Management Group or
- Through consultation between the Hazard Management Agency (HMA) Incident Manager (IM) and the Local Emergency Co-ordinator; or
- The Local Government.

Activation of the Plan is the responsibility of the Chair, LRCC.

An operational checklist provided at Annex C, is to ensure that all required actions are undertaken when the Recovery Plan is activated.

4.3.9 Impact Assessment and Operational Recovery Planning

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

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

- Hazard Management Agency;
- Welfare agencies – to identify persons in need of immediate assistance;
- Shire of Wagin staff;
- Insurance assessors;
- Wagin chamber of commerce

Depending upon the extent of the community relief, recovery assistance, restoration and reconstruction required the LRCC may develop a specific recovery plan setting out the recovery process to be implemented. An outline of an operational recovery plan is provided at Annex E.

4.3.10 Welfare and Health Services

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

As part of the overall impact assessment to assist in the operational recovery planning (see section 2.3.6) it may be appropriate to conduct a survey of people/families affected by the emergency. A "Personal Needs Assessment and Support Survey" Form is attached at Annex D for use in appropriate circumstances.

4.3.11 Public Information

Efficient and effective dissemination of information to the affected community and the community at large in respect to recovery measures and contact points is essential.

The method of dissemination of information on recovery measures during the recovery phase will depend upon whether or not this has been fully activated.

Following an emergency where the Plan has been activated, the Media Liaison Officer appointed to the LRC will coordinate the dissemination of information on recovery measures/issues.

Agencies or organisations involved in the recovery phase are encouraged to disseminate information on their services to the public in the usual manner. However, it is expected that media releases will be provided to the LRC for comment prior to dissemination.

4.3.12 Recovery Coordination Centre

The Local Recovery Coordination Centre will be located at the Shire of Wagin Administration Office at 2 Arthur Road Wagin, phone 98611177. Where this location is unavailable or deemed unsuitable the LRC will designate an alternate location as soon as possible and publicise it after it is established.

4.3.13 Information Centre (One Stop Shop)

A Recovery Centre/One Stop Shop will be established, when required, by the Shire of Wagin to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the Recovery Centre will be disseminated to the community via ABC local Radio 558 kHz or Radio Great Southern on 1422 kHz when it is established.

4.3.14 Infrastructure

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewage, electricity, gas and waste disposal, will remain the responsibility of the agencies with existing responsibility for the provision of those services, each of which should have a Business Continuity Plan (BCP) in place.

The LRCC is responsible for recommending priorities and ensuring work is completed.

4.3.15 State Level Assistance

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

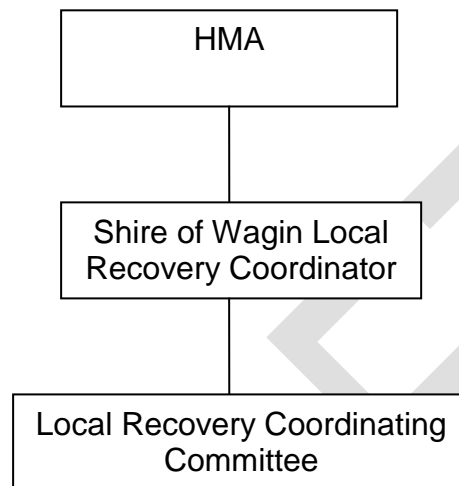
4.3.16 Stand Down

The Local Recovery Coordinator will stand down participants (of the LRCC) when they are no longer required.

4.3.17 Debriefing/Post Operations Report

The Local Recovery Coordinator will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and the preparation and tabling of a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report will also be forwarded to the HMA and the Chairman of the SEMC Recovery Services Sub-committee and the relevant DEMC.

Annex A: Local Recovery Organisation



Annex B: ORGANISATION RESPONSIBILITIES

REFERENCE LIST

The following list details the assigned and/or potential roles and responsibilities of organisation that may be participants in the recovery phase of an emergency affecting your community.

Shire of Wagin

- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41 (4)].
- Appoint a Local Recovery Coordinator(s) [EM Act s.41 (4)].
- Chair the LRCC [EM Act s.36 (b)].
- Provide secretariat and administrative support to the LRCC, as required.
- Provide other representatives to the LRCC or its sub-committees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, and Works Manager).
- Ensure the restoration/reconstruction of services/facilities normally provided by the Shire of Wagin.

Department for Community Development

- Provide a representative to the LRCC.
- Provide emergency welfare services as part of the recovery process (Westplan – Recovery).
- Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (Westplan – Recovery and WANDRA)

Department of Agriculture

- Provide a representative to the LRCC.
- Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRA (Westplan-Recovery and WANDRA)

Main Roads Western Australia

- Provide a representative to the LRCC.
- Assess and report on damage to State/Federal road infrastructure that may impact on the community.
- In conjunction with the Shire of Wagin, assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route.
- Assist the Shire of Wagin with the reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program and/or the WANDRA.

Lifeline Agencies (including power, water and gas)

- Provide a representative to the LRCC (co-opted as required).
- Assess and report on damage to lifeline services and progress of restoration of services.
- Facilitate restoration of priority services as requested by the LRCC.

Wagin Chamber of Commerce (in addition or alternative to RDC and BEC)

- Provide a representative to the LRCC (co-opted as required).
- Survey and report on impact to and specific needs of local small business.

Department of Education and Training (or Wagin school representative)

- Provide a representative to the LRCC (co-opted as required).
- Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

Local Health Services Provider (Department of Health or Wagin Hospital representative)

- Provide a representative to the LRCC.

- Advise on health issues arising from the emergency.
- Coordinate the local health components of the recovery process.

Lord Mayor's Distress Relief Fund

- Liaise with the LRCC to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies".
- As required set up a local appeals committee in conjunction with the LRCC.
- Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.

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Annex C: Local Recovery Coordinator - Operational Checklist

<p>Task Description</p> <p>Liaise with relevant response agencies regarding location, size, type and potential impact of event.</p> <ul style="list-style-type: none"> • Contact and alert key staff. • Determine likely human effects. • Establish if event proclaimed and eligible natural disaster under the WANDRA • Contact other relevant response and recovery agencies. • Activate and brief relevant agency staff. • Activate appropriate inter-agency liaison mechanisms. • Locate liaison officer at emergency operations centre (if appropriate). • Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support). • Manage offers of assistance, including volunteers, material aid and donated money. • Assess impact of the event through information/data from local government, geographic data and relevant response agencies. • Meet with specific agencies involved with recovery operations to determine strategies. • Report to organisational hierarchy on likely costs/impact of involvement in recovery activities. • Organise briefing and debriefing processes for staff. • Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities. • Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services. • Manage restoration of essential infrastructure/utilities. • Manage the public appeal/private donations process. • Brief media on the recovery program. • Assess reports gathered through an outreach program to assess community needs. • Identify special needs groups or individuals. • Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies. • Activate community (specific) recovery committees, ensuring active participation of members of the affected community. • Develop a community information process, including consideration of public meetings and newsletters. • Monitor staffing arrangements. • Review resources and services on an ongoing basis. • Determine longer-term recovery measures. • Provide newsletters to the affected community and information to the media as required. • Continue to monitor agency activities and reduce/withdraw services when appropriate. • Debrief recovery agencies. • Recognise agency/staff input. 	<p>OK</p>
---	------------------

EMERGENCY RECOVERY COMMITTEE (ERC) ACTIONS

CHECK LIST

<p>In The Transition From Response:</p>	<p>OK</p>
--	------------------

- IC shall include the RC in critical response briefings
- RC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency
- RC shall ensure that agencies with response and recovery obligations are aware of their continuing role
- RC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.
- ERC shall initiate key recovery arrangements including full ERC sub-committee briefing during the response phase and ensure formalisation of handover takes place

Management Structure the ERC Shall:

- Ensure of the appointment of an RC prior to any event
- Set up an office with administrative support
- Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required
- Ensure and facilitate the completion of the impact assessment
- Assume public information responsibilities from response agency and provide information to the impacted area and to public and media
- Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.
- Prepare oral and written financial and non-financial reports and briefs.

ERC Community Sub-Committee shall promote community involvement by:

- Working within existing community organizations
- Recruiting representatives of the affected community into recovery planning
- Establishing strategies for uniting the community behind agreed objectives
- Providing "one-stop shops" for advice, information and assistance during the recovery period
- Establishing mechanisms for sharing information and reporting local initiatives (e.g., regular community meetings and local newsletters).

Impact Assessment (managerial issues) ERC shall:

- Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC
- Confirm the total area of impact for determination of survey focus
- Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues
- Link with parallel data-gathering work
- Identify and close information gaps (establish the "big picture")
- Assess the financial and insurance requirements of affected parties
- Gather evidence to support requests for government assistance.
- Ensure all relevant information is strictly confidential to avoid use for commercial gain

Inspections and Needs Assessments (technical focus) ERC shall:

- Establish and define the purpose of inspection/assessment and expected outcomes
- Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)
- Collect and analyse data
- Establish a method/process to determine the type of information needed for this recovery operation, defining:
 - how and who will gather the information (single comprehensive survey)
 - how information will be shared
 - how information will be processed and analysed

- *how the data will be verified (accuracy, currency and relevance)*
- *Managing the process to minimise “calling back”*
- *Select and brief staff*
- *Maintain confidentiality and privacy of assessment data*

Data Management ERC shall:

- *Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer*
- *Create templates for impact assessment and for tracking assistance provided.*

State Government Involvement ERC shall:

- *Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate*
- *Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals*
- *Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)*
- *Answer requests for information from government agencies.*

Public Information ERC Shall:

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

Rehabilitation and Assistance ERC Shall:

- *Establish a mechanism for receiving expert technical advice from lifeline groups*
- *Monitor and assist rehabilitation of critical infrastructure*
- *Prioritise recovery assistance*
- *Prioritise public health to restore health services and infrastructure*
- *Assist and liaise with businesses to re-establish and reopen*
- *Restore community and cultural infrastructure (including education facilities)*
- *Restore basic community amenities for meetings and entertainment*
- *Facilitate emergency financial assistance. (DCD)*
- *Adjust capital works and maintenance programs.*

Implementation of Reduction Measures ERC shall plan to:

- *Take the opportunity, while doing the hazard analysis, to:*
- *identify essential services and facilities in high-risk areas*

- *consider the restoration options in the event of their becoming dysfunctional*
- *Identify options based on research and consultation*
- *Undertake urgent hazard reassessment based on new (event) information adhere to an ERM PLAN.*

Financial Management ERC shall plan to:

- *Review financial strategies*
- *Communicate with financial agencies, including insurance companies*
- *Keep financial processes transparent.*

Reporting ERC Shall Plan to:

- *Provide a simple, flexible and succinct reporting system*
- *Provide adequate administrative support*

Managed Withdrawal ERC Shall Plan to:

- *Continually review the recovery management process with a view to withdrawing as the community takes over*
- *Identify long term recovery activities and agency responsible for management*
- *Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues*
- *Stage a public event of acknowledgement and community closure.*
- *Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events*

Annex D: WAGIN LOCAL RECOVERY COORDINATING COMMITTEE



The Shire of Wagin has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY as a general recovery management plan. However, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRCC.

Operational Recovery Plan

Emergency: *(type and location)*

.....
Date of Emergency:

Section 1: Introduction

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

Section 2: Assessment of Recovery Requirements

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

Section 3: Organisational Aspects

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

Section 4: Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

Section 5: Administrative Arrangements

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

Section 6: Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chairperson,
Wagin Local Recovery Coordinating Committee
Date:

Annex E: RECOVERY NEEDS ASSESSMENT AND SUPPORT SURVEY FORM



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

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

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

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

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquires about the survey, please ring this telephone number: - 98611177

In terms of the Privacy Act should you wish to access, change or amend any information you have given please ring the above telephone number. You can also contact this agency at:
Shire of Wagin, 2 Arthur Road Wagin

Interview Conducted at _____
(Place)

(Date) (Time)

By _____
Interviewer (print name)

Tear this page off and give it to the person being interviewed, along with any information sheets/brochures.

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

“Hello, I am *name*, I am here on behalf of the Wagin Shire council/recovery Group about the recent *emergency event*(s). I would like to talk with you to see if there is anything we can help you with, or organisations we can refer you to, to assist your recovery.”

1 Read through the cover page with the interviewee and complete it. Tear it off and give it to the person being interviewed. It is now their receipt.

2 Provide them with the information sheets/brochure.

3 Start at section one and continue to work through all sections.

4 Texts in grey italic font are prompts for you to note or advise the interviewee on.

5 If the interviewee declines to give information, complete known details and return the form with cover intact.

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

Section One: Occupier and Property

1 PRINCIPAL OCCUPIER'S NAME (S):

Family name _____ First name(s) _____

1.2 Total number of people normally residing at this property _____ (number)

1.3 Other people normally resident

Family name _____ First name(s) _____

Family name _____ First name(s) _____

Family name _____ First name(s) _____

Family name _____ First name(s) _____

(Please provide children's ages)

1.4 Have you registered with DCD by filling in a NRIS registration form? *(Please circle one)*

Yes Go to Question 1.4a

No Go to Question 1.5

You may be required to register to access recovery services. Please ask your interviewer to explain the process to you.

1.4a If yes, what is your registration number _____

1.4b Does anyone in your family have a different registration number? Yes / No *(Please circle one)*

Write the other number(s) if you know them _____

1.5 Location of affected property

Address of affected property: _____

Phone day/night of affected property: _____

1.5a What is your rates number/valuation number (if known) _____

1.5b Would you like to be considered for rates relief (if available) Yes / No *(Please circle one)*

1.6 Do you own the property Yes / No *(Please circle one)*

If **No** please provide contact details of the owner if you know these.

Name: _____

Address: _____

Phone day/night: _____

1.7

Where are you currently living

(Tick one)

- Living at affected property – go to Section Two
- Temporary accommodation until we can return to property
- Temporary accommodation looking for new permanent accommodation
- In new permanent accommodation

1.8 Current address and contact details (if not living at affected property)

Address: _____

Phone day/night: _____

Section Two: Damage to Dwelling/Contents and Insurance

2.1

Was your house damaged?

(Tick one)

- Yes Go to Question 2.2
- No Go to Question 2.3
- Don't know as have not yet seen house Go to Question 2.3
- Not damaged but not accessible Go to Question 2.3

2.2 Please tick the list below to indicate damage that occurred

Nature of damage () Describe damage if relevant

- Water supply not working
- Sewerage not working
- Drainage blocked
- Electricity cut
- Gas cut
- Telephone cut
- Road access cut or restricted
- Damage to outbuildings on property
- Other (please describe)
-

2.2a When was your house damaged? Date: _____

2.2b To the best of your knowledge, what caused this damage? ()

Cause of damage

- Flood water
- Storm
- Hazardous materials incident
- Earthquake
- Fire
- Other (please detail)

2.2c Has your house been inspected by the council (building inspector)?

Yes / No / don't know (Please circle one)

2.2d Would you like someone to do a check of your house and property to ensure it is safe to move back into? Yes / No (Please circle one)

2.2e Is your house insured? (Please tick one) ()

- Yes Go to Question 2.2e
- No Go to Question 2.3
- Don't own house Go to Section 3
- I decline to answer this question Go to Question 2.3

2.2f Have you lodged an insurance claim? Yes / No (Please circle one)

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

2.2h Has an insurance assessor inspected the property? Yes / No (Please circle one)

2.3 Have you experienced damage to contents in your house? (Please tick one) ()

- Yes Go to Question 2.3a
- No Go to Question 2.4
- Don't know as have not yet seen contents Go to Question 2.4

2.3a Are your house contents insured? (Please tick one) ()

- Yes Go to Question 2.3b
- No Go to Section 3
- I decline to answer this question Go to Question 2.4

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

2.3c Has an insurance claim been lodged? Yes / No (Please circle one)

2.3d Has an insurance assessor inspected the damage? Yes / No (Please circle one)

Section Three: Alternative Accommodation

3.1 Do you need assistance to find alternative accommodation? (Please circle one)

Yes Go to Question 3.1a

No Go to Section 4

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

- Temporary (less than a week)
- Short-term (1-4 weeks)
- Long-term (more than one month)
- Please estimate number of months ()
- Permanent

3.1b The accommodation needed is to house:

Adults _____ (number)

Children _____ (number)

3.1c Do you have any special needs for your accommodation i.e., access for Wheelchairs, aged, please provide details: _____

3.1d Do you have pets? Yes / No *(Please circle one)*

If yes, please detail what kind of pet and how any: _____

Section Four: Health and Welfare

Household

4.1 Do you require any clean-up assistance for your house or property? *(Please circle one)*

Yes Go to Question 4.2a

No Go to Question 4.3

Don't know Go to Question 4.3

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

(If you have answered yes your details will be passed on to the council who are coordinating clean-up services where available).

4.2 Are you looking after any evacuees at your home? *(Please circle one)*

Yes Go to Question 4.4a

No Go to Question 4.5

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

Yes / No *(Please circle one)*

Personal

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

Yes Go to Question 4.1a

No Go to Question 4.2

4.3a What kind of goods do you need? *(Please list)*

4.4 Do you have a need for clothing/toiletries or bedding? *(Please circle one)*

Yes Go to Question 4.5a

No Go to Question 4.6

4.4a What kind of these items do you need? *(Please list)*

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

(Please circle one)

Yes Go to Question 4.6a

No Go to Question 4.7

4.6a If you would like us to help you get medication, please describe the medications in as much detail as possible _____

4.6b Is a prescription required for these medications? Yes / No *(Please circle one)*

4.6c If Yes please provide the name and address of your doctor and pharmacist _____

4.7 Would you like to find out about support or counselling services for you or a family member?

Yes / No *(Please circle one)*

(This question is included to help you access services that may be provided by affiliate organisations)

4.8 Do you have any affiliation to any other groups in the community? Yes / No

(Please circle one)

If yes please indicate which groups _____

Domestic animals/pets

4.10 Have you got any domestic animals or pets which are in need of care? *(Please circle one)*

Yes Go to Question 4.9a

No Go to Section 5

4.10a What kind of animals are they? (Please list all your animals)

4.10b Where are they located? (Please provide address/physical location)

4.10c What kind of care do they need? (Please detail)

Section Five: Financial

5.1 Do you require any assistance with income support?

Yes Go to Question 5.1a

No Go to Question 5.2

5.1a Are you already a client of Centrelink? *(Please circle one)*

Yes *please contact Centrelink directly*

No *please contact Centrelink through the help line and they can advise you on assistance available*

Note there may be grants available from other sources such as the Red Cross and mayoral relief funds. Applications will need to be filled in for these grants. Please advise those being interviewed about any relief funds that have been established and provide them with application forms if possible.

Documents

5.2 Have you lost, or do you not have access to, any of the following? *(Please tick all those that apply)*

Please indicate who in your house has lost these documents

	Lost	Document not able to be accessed	Who in your house has lost this
Bank books			
Cheque books			
Credit cards			
EFTPOS cards (money cards)			
Community cards			
Passport			
Birth certificate			
Marriage certificate			
Citizenship certificate			

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

Yes / No / Does not apply *(Please circle one)*

Administrative information

Person conducting interview Name (print): _____

Contact details: _____

Date: _____

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

Name (Print): _____

Signature: _____ Date: _____

Annex F: OPERATIONAL SEQUENCE GUIDE/CHECKLIST

SITUATION ORGANISATION/ACTION

ALERT

On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities

HMA

- Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements.
- Include Local Recovery Coordinators/Shire of Wagin in briefings/Incident Management Group.

Shire of Wagin

- Establish liaison with Local Recovery Coordinator/ Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support.
-
- Advise and liaise with LRCC members.

ACTIVATION

Requirement for Local level coordination of recovery identified/requested

Shire of Wagin

- When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees.

LRC

- Arrange for conduct of on-site assessment, if appropriate. Maintain links with affected organisations for the identification and coordination of the provision of recovery support.

STAND DOWN

On completion of Local coordinated recovery activities.

Shire of Wagin/LRC

- Ensure handover of responsibility for ongoing recovery activities to a managing agency.
- Advise LEC and LRC members of stand-down. Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair

SEMC Recovery Services Group

- Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

Annex G: STATE RECOVERY COMMITTEE STANDARD REPORTING

STATE RECOVERY COORDINATING COMMITTEE

RECOVERY REPORT – (Emergency Situation)

Wagin Local Recovery Coordinating Committee

Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

Special Assistance:

Requirements: *Includes support from other agencies, SRCC intervention with priorities.*

Financial Issues: *May include support from SRCC for additional funding from Treasury.*

Recommendations:

Name & Signature:

Title:

Date:

PART 5: Emergency Contacts Directories

See Appendix 5: Emergency HMAs Contact Directory

Note: A comprehensive listing of community contacts may also be found on the Shire of Wagin computer server and flash drive kept in the Administration Centre safe.

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PART 6 Testing, Exercising and Reviewing the Arrangements

Testing and Exercising

Testing the local emergency management arrangements is as important as writing them. The arrangements are intended to be a blueprint for Wagin's response to and recovery from a major occurrence and it must be verified for accuracy and functionality. The benefits of testing include:

- determining the effectiveness of your arrangements;
- bringing together all relevant people and giving them knowledge of and confidence in each other;
- providing the opportunity to promote the arrangements and educate the community;
- providing an opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of the agencies to work together on common tasks; and
- improving the arrangements in accordance with results found from debriefing the testing.

Testing of local arrangements will require selecting an appropriate style of exercise. The aim and outcomes of the exercise will help you determine the most appropriate style or styles needed. You should not restrict yourself to only one style of exercise, in fact, building progressive exercise programs or using several different styles is often useful.

Discussion exercises include orientation exercises, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players.

Functional exercises are closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as tabletop exercises.

Field exercises involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

Issues in testing, exercising and reviewing the arrangements:

- How often is your community going to test the arrangements? (E.g. annually)
- What form of testing/exercising will your community undertake?
- Is there anyone in the community that is trained in exercise management?
- If not, can someone be brought in to run an exercise or is training readily available for community members?

It will be useful to retain details of the exercises undertaken, in particular for annual reporting to the DEMC. The appointed LEMC Secretariat is the preferred record keeper.

Reviewing

As stipulated in State Emergency Management Policy No. 2.5 Emergency Management in Local Government Districts the local emergency management arrangements are to be reviewed as follows:

- Contact lists are reviewed and updated quarterly;
- After an event or incident in which the local emergency management arrangements were used;

- After training that exercises the arrangements; and
- As risks might vary due to climatic, environment and population changes, an entire review is to be conducted every five years.

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CHECKLIST

This checklist is to assist in ensuring that everything that is important to your community, in terms of the Arrangements, is included.

Yes No

Have you consulted your community in the formation of the local emergency management arrangements?

Have you addressed & integrated section 41 (a) to (e) of the Act in your arrangements? Have you included:

- local government policies for emergency management, if any?
- roles and responsibilities of public authorities and others?
- provisions about the coordination of emergency operations & activities relating to emergency management?
- a description of identified emergencies likely to occur?
- strategies and priorities for emergency management in the local government district?

Roles of LEMC members:

Who is responsible for updating the resource and contact lists?

- Who needs training?
- Do your local arrangements include a recovery component?
- Does the distribution list contain all stakeholders?
- Have the arrangements been reviewed and agreed to by all stakeholders?
- Have you provided for special needs of vulnerable community groups, e.g., the aged, disabled, destitute, companion and assistance animals in the arrangements?
- Are key individuals identified by titles that are responsible for the development and maintenance of the arrangements?
- Are mutual aid agreements or other written agreements with organisations, government agencies and other local governments referenced in the arrangements?

Evacuation:

- Have you identified appropriate venues for evacuation centres?
- When will you to conduct exercises, e.g., for evacuation?
- Is your community aware of the evacuation assembly areas?
- Do the arrangements include a logical aim?
- Do the arrangements contain a glossary of terms used?
- Are the arrangements consistent with the relevant State Emergency Management Policies and Westplans?
- Do the arrangements include procedures to obtain State and National assistance where local-level resources

cannot meet response or recovery requirements?

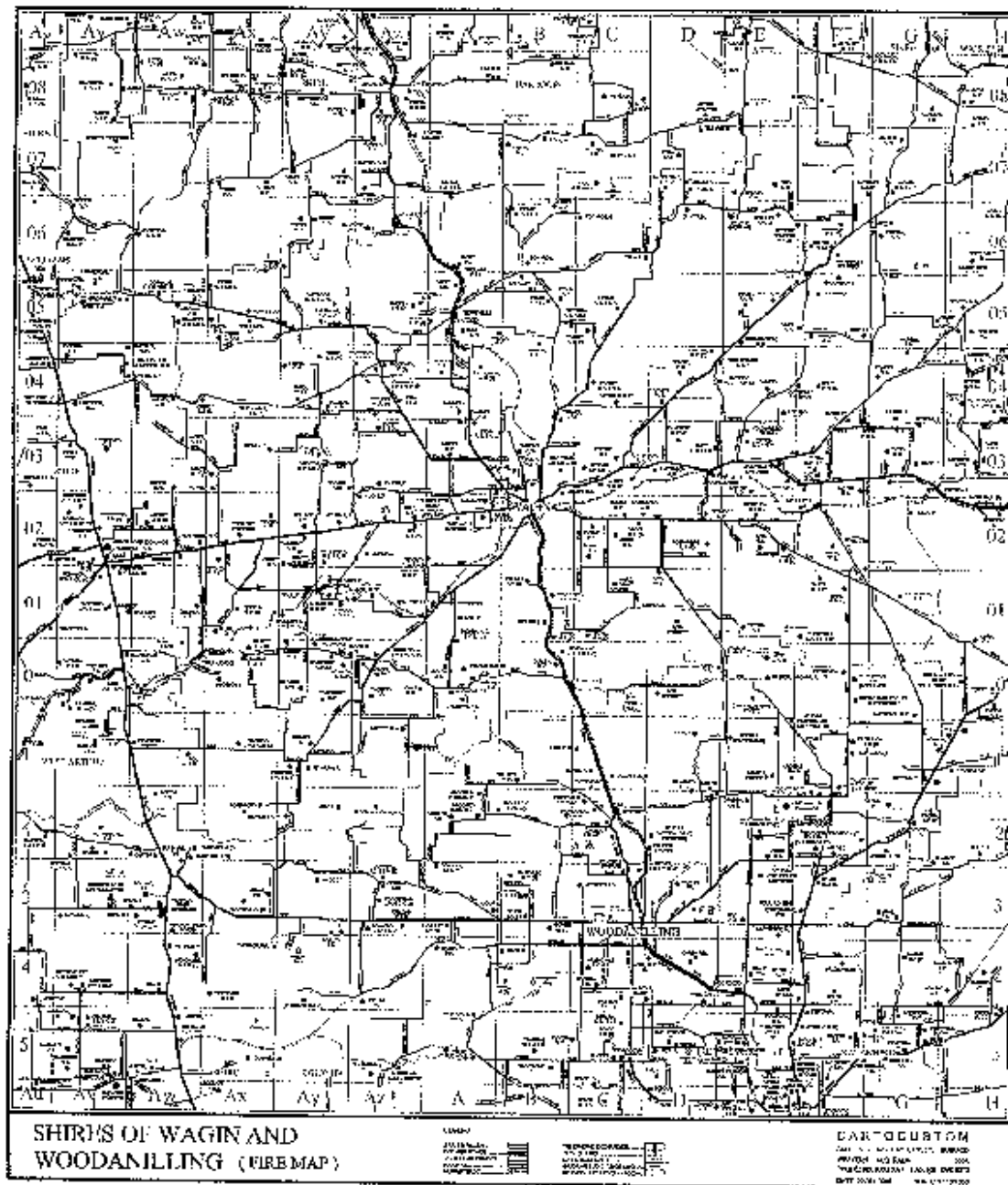
Other things to consider:

Yes

No

- Have you considered what is unique about your community area and relevant to your emergency management arrangements?
- Have you included your local policies, plans, MOUs, agreements etc for emergency management in your arrangements?
- Has your completed emergency management arrangements document been endorsed by your LEMC and the Council?
- Has the endorsed document been tabled at a DEMC meeting?
- Have you sent an electronic copy to the Secretary SEMC?
- Is provision made for distribution of amendments to all holders of the arrangements?
- Are the arrangements updated as specified by the State Emergency Management Policy No. 2.5?
- Has an emergency public information system been considered?

APPENDIX 1 – Shires of Wagin and Woodanilling Fire Map



APPENDIX 2 – TRAINING AND ADVICE

Emergency Risk Management (ERM) is a process that can be enhanced by training to be fully understood and implemented. Training for ERM and other emergency management related topics is available by contacting the FESA Manager Training and Development.

Emergency Management Australia (EMA) and FESA run courses on ERM.

These courses are designed to focus on how to undertake the ERM process and places a strong emphasis on the strategies needed to apply risk management within a community. This includes strategies in marketing to the community.

Access to these courses is through application via the FESA Community Engagement Directorate.

Training in Exercise Management is also available, which will ensure the management of the local exercise is relevant and effective to the local community. Training provides participants with knowledge of the requirements in managing a multi-agency emergency management exercise.

Other emergency management training available includes:

Introduction to Emergency Risk Management
Introduction to Recovery Management
Contribute to an Emergency Risk Management Process
Facilitate Emergency Risk Assessment
Determine Treatment Options
Undertake Emergency Planning
Emergency Management for Local Government
Risk Based Land Use Planning
Context of Recovery Management
Emergency Coordination Centre Management
Training is available in Western Australia and at the EMA Institute, Mount Macedon, Victoria. Refer to FESA's website www.fesa.wa.gov.au or EMA's website www.ema.gov.au for more information on training courses.

Advice on writing your arrangements may be obtained from:

- Western Australia Police (WAPOL) - Emergency Management Coordination Unit for Emergency Coordinators only; or
- FESA Community Engagement Directorate for training information and the Policy and Planning section for policy advice (where not available from FESA District Office).

FESA Regional and District Offices

Great Southern Region

Albany Lot 3 Hercules Crt, Albany, WA, 6330 Ph: 9845 5000

Fax: 9841 6719

Narrogin 10 Williams Road, Narrogin WA 6312 Ph: 9881 3892

Fax: 9881 3894

Esperance Shop 1a Esperance Business Centre, Dempster Street

Esperance WA 6450

Ph: 9071 3393

Fax: 9071 7304

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South West Region

Bunbury South Western Highway, Bunbury WA 6230

PO Box 1288, Bunbury WA 6231)

Ph: 9780 1900

Fax: 9725 4230

Manjimup C/ - CALM Regional Office, Brain Street

Manjimup WA 6258

Ph: 9771 1848

Fax: 9771 2677

Mandurah 5 Pinjarra Road

Mandurah WA 6210

Ph: 9535 3526

Fax: 9581 1515

• Western Australia Police

(For Emergency Coordinators):

Emergency Management Coordination Unit (EMCU)

Ph: (08) 9222 1750

Fax: (08) 9222 1489

• FESA

Ph: (08) 9323 9300

Fax: (08) 9323 9462

Email: fesa@fesa.wa.gov.au

Web: www.fesa.wa.gov.au/internet

Other FESA contacts

Training & Development: Manager Training & Development (08) 9323 9418

Funding Programs Manager Mitigation (08) 9323 9580

Policy Advice Manager Policy & Planning (08) 9323 9599

LEMC arrangements Secretary SEMC (08) 9323 9335

APPENDIX 3 –RESOURCES SCHEDULE

Shire of Wagin Depot

Manager of Works

Town Supervisor

Home Phone

98611252

Mobile

0427611252

0428611785

Item Description

Grader

F.E.L.

Tip Truck

Tray Top Truck

Roller

Number of Items

2

1

2

7

2

Backhoe	1
Tractor	2
Sedan	7
Bus (Community)	1
Generator	1

DRAFT

APPENDIX 4 – Wagin EVACUATION AND RELOCATION CENTRES

Establishment/Facility: Wagin Recreation Centre/Sports Pavilion

Address: Ballagin St, Wagin

Phone:

Name: Stuart Johannsen

Position Manager

Work contact

A/hrs contact 98612985

Available facilities	Facility Y/N	Number
Cooking facilities		
• Number of Stoves		
• Refrigerators		
• BBQ		
• Cool rooms		
Showering facilities		
• Number of showers		
• Number of toilets/ blocks (blocks/toilets)		
Number of large fully enclosed undercover areas		
Number of rooms		
Parking Area's		
Bitumen		
Oval		
Other Facilities		
Mobile Phone coverage		
Wheelchair Access		
Pet Friendly area		

Establishment/Facility: Wagin Town Hall

Address: Tavistock St, Wagin

Phone:

Name : Shire Office

Position Staff

Work contact

A/hrs contact

Available facilities

Facility Y/N

Number

Cooking facilities

- Number of Stoves
- Refrigerators
- BBQ
- Cool rooms

Showering facilities

- Number of showers
- Number of toilets/ blocks (blocks/toilets)

Number of large fully enclosed undercover areas

Number of rooms

Parking Area's

Bitumen

Oval

Other Facilities

Mobile Phone coverage

Wheelchair Access

Pet Friendly area

Establishment/Facility: Wagin Caravan Park

Address: Scadden St, Wagin

Phone:

Name :

Position Caretaker

Work contact

A/hrs contact

Available facilities

Facility Y/N

Number

Cooking facilities

- Number of Stoves
- Refrigerators
- BBQ
- Cool rooms

Showering facilities

- Number of showers
- Number of toilets/ blocks (blocks/toilets)

Number of large fully enclosed undercover areas

Number of rooms

Parking Area's

Bitumen

Oval

Other Facilities

Mobile Phone coverage

Wheelchair Access

Pet Friendly area

APPENDIX 5 – Wagin EMERGENCY CONTACT DIRECTORY

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT PHONE NUMBERS
Air Transport Emergencies–	WA Police	Emergency - 000 Enquires – 131 444 Wagin - 98611211
Dam break (inc. major hydraulic structures)	Water Corporation	98811088 or 13 13 75
Earthquake	FESA (WA SES)	Emergency - 1300 1300 39 Hotline – 1300 657 209
Exotic animal disease	Agriculture WA	Head office – 9368 3333 Hotline - 1800 675 888 Mobile contact – 0417 910 082
Fire (CALM-managed land)	Gazetted Fire District: FESA (FRS)	Emergency – 000 General enquires – 9323 9300 Hotline - 1300 657 209
Fire (urban & rural)	Gazetted Fire District: FESA (FRS) Other: CALM	Emergency – 000 Enquiries – 9323 9300 Hotline – 1300 657 209 Enquiries – 9334 0333 Fire mgmt services 9334 0375
Flood	Gazetted Fire District: FESA (FRS)	Emergency – 000 General enquires – 9323 9300 Hotline - 1300 657 209
Hazardous Materials	Gazetted Fire District: FESA (FRS)	Emergency – 000 General enquires – 9323 9300 Hotline - 1300 657 209
Human Epidemic	Dept. of Health Wagin Hospital	Infectious disease – 9388 4999 Wagin Hospital- 98613444
Land Search and Rescue	WA Police	Emergency – 000 Enquires – 131 444 Wagin - 98611211
Communications Failure	Telstra	98811991 or 4914037
Power Failure	Western Power	131353 or 131351
Rail Incident	Westrail	98611034 or 98611496
	Main Roads	98810566
	Family & Children's Services	98211014

Agenda Item 10.3.5 Water Corporation Agreement

4.3.2 Recycled Water Supply Agreement

Recycled Water Supply Agreement

This Recycled Water Supply Agreement

is made on 2008 between the following parties:

1. **Water Corporation**, a statutory body corporate established under the Water Corporation Act 1995, of John Tonkin Water Centre, 629 Newcastle Street, Leederville, Western Australia
(Corporation)
2. **Shire of Wagin**

ABN:
Arthur Road, Wagin, Western Australia, 6315
(Recipient)

Recitals

- A. The Corporation has agreed to provide Recycled Water to the Recipient from the Wagin Wastewater Treatment Plant for use in the performance of its functions.
- B. This Agreement defines the roles and responsibilities of the Corporation and the Recipient with respect to the efficient and effective supply of Recycled Water.

This Agreement witnesses

that in consideration of, among other things, the mutual promises contained in this Agreement, the Parties agree:

1 Definitions and Interpretations

1.1 Definitions

In this Agreement, unless the contrary intention appears:

Agreement means this Agreement of understanding as executed by the parties;

Authorisations include:

- (a) any consent, registration, filing, agreement, notarisation, certificate, licence, approval, permit, authority or exemption from, by or with a Governmental Agency;
- (b) the Operating Licence; and
- (c) any consent or authorisation regarded as given by a Governmental Agency due to the expiration of the period specified by a statute within which the Governmental Agency should have acted if it wished to proscribe or limit anything already lodged, registered or notified under that statute;

Base Rate means the price of Recycled Water per kL set out in Schedule 1 as reviewed annually in accordance with clause 10.6;

Business Day means a day on which banks are open for business in Perth, Western Australia, excluding a Saturday, Sunday or public holiday;

Claim means any action, suit, claim, proceeding, demand, loss, damage, cost (including all legal costs as between solicitor and own client) and expense of any nature whatsoever, and howsoever arising, out of, relating to, or connected with this Agreement;

Commencement Date means the date on which the last party to sign this Agreement signs;

Corporation's Address means the address or facsimile number of the Corporation set out in Schedule 1;

Corporation's Powers means all or any rights, powers, remedies, authorities, discretions, privileges or protections exercisable by the Corporation under this agreement, any Act of Parliament or otherwise at law or in equity;

CPI means the Consumer Price Index Number (All Groups, Perth) published by the Australian Bureau of Statistics, or any substitute for it accepted by the Government of the Commonwealth of Australia from time to time provided that:

- (a) if the CPI base adopted by the Australian Statistician for the CPI is at any time updated the CPI is to be appropriately adjusted from time to time;
- (b) if at any time the CPI is discontinued, there is to be substituted for it the alternative method of computing changes in the cost of living which is mutually agreed between the parties during the period of 30 days after written notice given by either the Corporation or the Recipient to the other, or failing agreement, which in the opinion of an expert appointed by the President for the time being of the Institute of Chartered Accountants (Western Australian Division) at the request of the Corporation or the Recipient or both of them most closely reflects changes in the cost of living for the Perth Metropolitan Area (the costs of that expert being borne by the parties in equal shares); and
- (c) if any alternative index is determined in accordance with paragraph (b) and that index is at any time thereafter discontinued, the reference to the CPI means from time to time the index determined subject to and in accordance with the provisions of paragraph (b);

CPI Review Dates means each successive 1 July during the Term;

Current CPI means for a CPI Review Date the CPI number published for the 31 March immediately prior to that CPI Review Date;

Delivery Point means the delivery point described in Schedule 1 and as marked on the Plan;

DoH: means the Department of Health, Western Australia

DoW: means the Governmental Agency responsible for the administration of the *Rights in Water and Irrigation Act 1914*;

Entitlement means the volume entitlement of Recycled Water (in kL) to be provided to the Recipient by the Corporation as stated in Schedule 1 which volume will be reviewed at the times specified in Schedule 1;

Infrastructure means the infrastructure to be implemented with respect to the supply of Recycled Water in accordance with this Agreement as set out in Schedule 1;

kL means kilolitre or kilolitres as the case requires;

Loss means any loss, claim, action, liability, damage, cost, charge, expense, diminution in value or deficiency of any kind or character that any party pays, suffers or incurs or is liable for, including:

- (a) all interest and other amounts payable to third parties;
- (b) all legal (on a full indemnity basis) and other expenses incurred in connection with investigating or defending any claim or action, whether or not resulting in any liability and all amounts paid in settlement of claim or action;
- (c) all losses of profit, and special losses or damages; and
- (d) all consequential losses or damages;

Metering Point means the point at which the Corporation will measure the amount of Recycled Water delivered to the Recipient;

Month means 4 consecutive weeks commencing on a Wednesday;

Operating Licence means the operating licence granted to the Corporation under the *Water Services Coordination Act 1995*;

Plan means the sketch plan comprised in Annexure A;

Previous CPI means for a CPI Review date, the CPI number published for the 31 March immediately prior to:

- (a) the immediately preceding CPI Review Date; or
- (b) if there is no preceding CPI Review Date, 30 June 2008;

Purpose means the purpose for which the Recycled Water is to be used by the Recipient as identified in Schedule 1;

Quality Standards means the standards set out in Schedule 2;

Recipient's Address means the address or facsimile number of the Recipient set out in Schedule 1;

Recipient's Obligations means the obligations of the Recipient under this Agreement or imposed by law in relation to any of the matters referred to in it;

Recipient's Representative means the employee or position nominated by the Recipient set out in Schedule 1;

Recycled Water means the recycled water to be supplied by the Corporation to the Recipient in accordance with the terms of this Agreement;

Water includes a reference to Recycled Water;

Recycled Water Price means the price for the supply of Recycled Water, that the Recipient must pay to the Corporation on an annual basis, in accordance with clause 11;

Special Conditions means the special conditions set out in Schedule 1;

Term means the term of this Agreement as is set out in Schedule 1, as varied by the Corporation from time to time;

Wastewater Treatment Plant means the wastewater treatment plant from which the Recycled Water is supplied as identified in Schedule 1; and

Year means, where the context permits or requires:

- (a) for the first Year of the Term, the period on and from the Commencement Date to and including the 30 June next following;
- (b) thereafter, for each successive Year of the Term other than the last Year of the Term, the period from and including 1 July to and including 30 June next following; and
- (c) for the last Year of the Term, the period on and from the 1 July immediately preceding the Termination Date to and including the Termination Date.

1.2 Interpretation

In this Agreement, headings and underlining are for convenience only and do not affect the interpretation of this Agreement and, unless the context otherwise requires:

- (a) words importing the singular include the plural and vice versa;
- (b) words importing a gender include any gender;
- (c) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Governmental Agency;
- (d) a reference to a part, clause, or Party, is a reference to a part and clause of, and a Party, to, this Agreement.

2 Supply of Recycled Water

2.1 Supply and Delivery

- (a) Subject to clause 10, the Corporation will use its reasonable endeavours to supply to the Recipient the Recycled Water up to its Entitlement at the Delivery Point in accordance with the provisions of this Agreement, including the Special Conditions.
- (b) Subject to clause 9, the Recipient must take at the Delivery Point Recycled Water up to its Entitlement on the provisions of this Agreement, including the Special Conditions.
- (c) All risk in the Recycled Water will pass to the Recipient once the Corporation has delivered the Recycled Water to the Delivery Point and the Recipient is deemed to have received the Recycled Water, and there from the Recipient will be solely responsible for the management and use of the Recycled Water.

2.2 Supply and Delivery Systems

- (a) The Corporation will be responsible for the supply and delivery of the Recycled Water to the Delivery Point.
- (b) The Recipient will, at its own cost, operate and maintain all systems at the Recipient's side of the Delivery Point necessary to take, store, discharge and use the Recycled Water in accordance with this Agreement.

2.3 Variation to Supply

- (a) In addition to any other of the Corporation's Powers, the Corporation may vary volumes, times, and flow rates from time to time:
 - (1) having regard to Recycled Water resource availability and those other factors as the Corporation, acting reasonably, determines;
 - (2) following:
 - (A) a direction by the DoW or the DoH;
 - (B) any amendment to or suspension of:
 - (i) the Operating Licence; or
 - (ii) any other licence or any other Authorisation required by the Corporation to operate the Wastewater Treatment Plant or supply Recycled Water that, in the Corporation's reasonable opinion, adversely affects the Corporation's ability to supply volumes, times, and flow rates; or
 - (C) any reduction or suspension in any entitlement that the Corporation may have to Recycled Water under any Authorisation; or
 - (3) by agreement between the parties.
- (b) The Corporation may determine any variation under clause 2.3(a)(1) or clause 2.3(a)(2) in its reasonable discretion but will use its reasonable endeavours to give to the Recipient at least 10 Business Days' notice of any material variation proposed.

2.4 Supply of Recycled Water by the Recipient

- (a) The Recycled Water is to be used only for the Purpose and no other use by the Recipient is permitted.
- (b) The Corporation may, in its sole and absolute discretion, upon receiving a written request from the Recipient, grant permission, with or without conditions, to the Recipient to use the Recycled Water for another purpose.

- (c) In the event that the Recipient uses the Recycled Water for another purpose without the Corporation's prior approval as required under this clause 2.4, the Corporation may terminate this Agreement with immediate effect.

2.5 Alternative Uses of Recycled Water

- (a) If the Corporation at any time considers that the Recipient can not take its full Entitlement in any Year, the parties agree that they will work together to identify alternative uses, storage or supply for the Recycled Water.

3 Infrastructure

The parties:

- (a) acknowledge that new or modified Infrastructure may be required to supply the Recycled Water in accordance with this Agreement; and
- (b) must promptly comply with their obligations as to the Infrastructure as set out in Schedule 1.

4 Security

- (a) The Recipient agrees that it will place and maintain signage at or near the Delivery Point and any other tap, cock, etc. receiving Recycled Water indicating the following or as may be required by the DoH:

"RECYCLED WATER

DO NOT DRINK

AVOID CONTACT"

- (b) The Recipient must comply with any conditions placed on the use of the Recycled Water as set from time to time by the DoH.

5 Special Conditions

The parties must comply with the Special Conditions. If in the reasonable opinion of the Corporation there is any inconsistency between the Agreement and any of the Special Conditions, then the Special Conditions will prevail to the extent of the inconsistency.

6 Corporation's Responsibilities

- (a) The Corporation will use its reasonable endeavours to supply and deliver Recycled Water that conforms with the Quality Standards.
- (b) The Corporation will undertake any monitoring, testing, documentation or reporting necessary or associated with the supply and delivery of the Recycled Water up to the Delivery Point.
- (c) The Recipient will undertake any monitoring, testing, documentation or reporting necessary or associated with the taking, storage, distribution and use of the Recycled Water from the Delivery Point.

7 Authorisations

- (a) The parties agree that the supply of Recycled Water under this Agreement is subject to each of them holding, and continuing to hold, all of the relevant Authorisations.
- (b) The parties will, at their own cost, provide one another with reasonable assistance to obtain and continue to hold all of the relevant Authorisations.
- (c) If either party fails to hold any of the relevant Authorisations, the Corporation may, acting reasonably, suspend the supply of Recycled Water to the Recipient.
- (d) In the event supply is suspended by the Corporation in accordance with Clause 7(c) the Corporation may at any time determine acting reasonably, to resume the supply of Recycled Water.
- (e) Every year of the Term between the calendar months of October and December, each party will formally advise the other party that they hold all the relevant Authorisations and are complying with all conditions in these Authorisations.
- (f) If a Party fails to meet their obligations under this Clause that Party will be in Default of this Agreement.

8 Backflow prevention

The Recipient must from time to time:

- (a) take all measures as the Corporation requires and approves, in the manner that the Corporation requires, to prevent backflow of water from the Recipient's services into the Corporation's drinking water supply reticulation distribution system; and
- (b) at the Corporation's request, install, operate and maintain in good working order, at the Recipient's cost, backflow prevention devices, pressure-sustaining valves, air breakers and other devices as the Corporation requires and approves.

9 Acknowledgments

The Recipient acknowledges and agrees that:

- (a) the supply of Recycled Water by the Corporation will not be uniform or continuous;
- (b) during the Term there may be times when the Corporation is unable to supply the full Entitlement for any reason whatsoever. During those times the Corporation is not required to supply, and the Recipient is not required to take the full Entitlement but only so much of the Entitlement that the Corporation is able to provide;
- (c) the Corporation's obligations with respect to the Recycled Water end when the Corporation delivers it to the Delivery Point and the Corporation is not responsible for the Recycled Water in any way beyond that point;
- (d) the Corporation will not be liable for any failure whatsoever to, or for any loss or damage of any kind suffered or incurred by the Recipient due, directly or indirectly, to:

- (1) supply of any Recycled Water to the Recipient in any quantity or not; or
- (2) a failure to provide a continuous and uniform supply of Recycled Water to the Recipient, or to supply the Recipient with the Entitlement,
- (3) for any reason whatsoever related to the supply or delivery of the Recycled Water, including any negligence by the Corporation or any of its officers, employees, agents or contractors;
- (e) any water supplied will be non-potable and it must not be used for drinking water and the Recipient must not permit or allow the water to be used for human or animal consumption; and
- (f) the Recipient must take the Recycled Water in the condition and of the quality as it is delivered to it, provided that the Recycled Water meets the Quality Standards.

9.2 Request for Use of Recycled Water by Third Party

- (a) If a third party requests Recycled Water from the Wastewater Treatment Plant and at the time of the request payments are not being made to the Corporation by the Recipient the Corporation will:
 - (1) advise the Recipient of the request and provide details of the proposed commercial terms with the third party; and
 - (2) offer the Recipient the opportunity to accept and agree to those commercial terms notified under clause 9.2(a)(1) in consideration of the Corporation supplying to the Recipient the Entitlement.
- (b) If the commercial terms are not accepted and agreed to by the Recipient as specified in accordance with clause 9.2(a), the Entitlement will be reduced by the amount of supply sought by the third party to be effective from the date the Corporation executes the recycled water supply agreement with the third party until the end of the Term.

10 Recycled Water Price

- 10.1** The terms of clause 10.4 to clause 10.16 inclusive will apply if the Recipient is required to pay the Monthly Water Price in accordance with clause 10.
- 10.2** From the Commencement Date, the Corporation will take meter readings at the conclusion of each Month to assess the volume of Water supplied to the Recipient at the Metering Points.
- 10.3** If the Measuring Equipment is found to be out of order or reading incorrectly, the Corporation will determine the quantity of the Water supplied by taking a daily average of the quantity actually taken during a comparable period or (where a meter test has shown that the meter is not

registering the correct consumption) by adjusting the consumption for the period in accordance with the degree of error found. The quantity so determined by the Corporation will be deemed to have been supplied to the Recipients as the case may be.

- 10.4** On the last day of each Month during the Term the Corporation will calculate the Monthly Water Price payable by the Recipient by reference to the meter readings taken pursuant to clause 10.2 and charged in accordance with the Rates and as set out in Schedule 3.
- 10.5** The Corporation will invoice the Recipient for the Monthly Water Price calculated under clause 10.4 within 14 days from the end of the Month to which the invoice relates. The invoices will set out the volume of Water supplied to the Recipient at the Metering Point in the relevant period.
- 10.6** The Corporation must review the Rates (or those parts of it that are subject to review) annually in the manner specified in Schedule 4.
- 10.7** Subject to clause 10.8, the Recipient must, within 14 days of the date of receipt of any invoice issued by the Corporation pursuant to clause 10.2 to 10.5 inclusive, pay the amount of the invoice.
- 10.8** The Recipient must make payment of an invoice issued by the Corporation by either electronic funds transfer or cheque.
- 10.9** If the Recipient disputes any amount or amounts shown in an invoice to be due and payable, the Recipient must give notice to the Corporation that it disputes the amount or amounts in dispute. Despite the Recipient disputing an amount to be paid under an invoice, the Recipient must nevertheless pay the invoice in accordance with clause 10.7 and prior to giving notice to the Corporation in accordance with this clause.
- 10.10** Any dispute notified pursuant to clause 10.9 will be resolved pursuant to clause 17 or clause 30.
- 10.11** Without prejudice to the Corporation's rights under this agreement, if the Recipient fails to pay any amount due by it under this agreement on the due date for payment, the Recipient will pay interest to the Corporation on that amount at the Interest Rate.
- 10.12** Any interest payable by the Recipient to the Corporation under clause 10.11 will accrue daily, and will be calculated from the due date of payment until the date of payment in full.
- 10.13** Except as expressly set out in this agreement, the Corporation will not refund or reimburse (pro rata or otherwise) any payments paid to it by the Recipient under any circumstances.

11 Measuring Equipment

11.1 Installation, maintenance and replacement

- (a) The Corporation has installed or will install measuring equipment at the Metering Point that the Corporation determines is necessary to measure the quantity of Recycled Water that passes through the Metering Point.
- (b) The Corporation must carry out maintenance, calibration and replacement of the measuring equipment as the Corporation determines necessary.
- (c) The Corporation will use reasonable endeavours to calibrate, operate and maintain the measuring equipment and ensure as far as reasonably practicable the accurate measurement of the quantity of Recycled Water that passes through the Metering Point.

11.2 Metering Point

The Recipient agrees with the Corporation that the Metering Point will not be located at the Delivery Point.

12 Quality

12.1 Quality Standards

The Corporation will use its reasonable endeavours to provide Recycled Water at the Delivery Point for the purposes of this agreement that meets the Quality Standards and will provide to the Recipient on request the results of any sampling. The Recipient will provide the results of any sampling to the Supplier.

12.2 Variation to Quality Standards

The Recipient acknowledges that:

- (a) Although substantially complying with the Quality Standards variations in the characteristics of the Recycled Water supplied by the Corporation may occur from time to time such that its characteristics deviate from the Quality Standards; and further
- (b) the Corporation may, if required by any Act of Parliament, Authorisation or to comply with a DoH requirement, vary the Quality Standards.

12.3 Notification

The Corporation will use its reasonable endeavours to notify the Recipient of any changes in the characteristics of the Recycled Water from the Quality Standards that the Corporation, acting reasonably, considers to be significant.

12.4 Suspension of supply

Subject always to clause 12.5, if the characteristics of the Recycled Water:

- (a) are materially outside the range for those characteristics set out in the Quality Standards; and
- (b) by reason thereof, the Recipient is unable to use the Recycled Water for the Purpose,

the Corporation may, until it has varied the characteristics so that they are again within that range, or as they may otherwise be agreed between the Corporation and the Recipient, suspend the supply of the Recycled Water to the Recipient.

12.5 No Claims

Except in the case of, and to the extent that, any Loss or Claim is caused by any negligence on the part of the Corporation that is established, the Recipient acknowledges and agrees that:

- (a) the Corporation will not be liable for any Loss the Recipient suffers or incurs, or for any Claim made against the Recipient; and
- (b) the Recipient will not make any Claim against the Corporation, arising out of, related to, or connected with, any variation to the characteristics of the Recycled Water or any suspension of supply pursuant to clause 12.4.

13 Indemnity

13.1 Indemnity to Corporation

The Recipient must indemnify and keep indemnified the Corporation and the Corporation's officers, employees, agents or contractors against any Loss or Claim that they, or any of them, may pay, suffer or incur, or that may be made against them, or any of them, of any nature whatsoever and howsoever, arising out of, related to or connected with:

- (a) any failure by the Recipient to duly and punctually comply with the Recipient's Obligations;
- (b) any act, default or omission by the Recipient in respect of or relating to:
 - (1) this Agreement or any of the matters referred to in it; or
 - (2) the water or Recycled Water or any supply of, or failure to supply it by the Corporation.
 - (3) any damage to the Corporation's property whether caused directly, indirectly or otherwise by the Recipient or its employees, agents or contractors.

13.2 Commencement of Claims

A Party must commence legal proceedings, or any set off or deduction must be made, in respect of any Claim, within one (1) year from the date on which the Claim first arose, or from the date upon which the Party is notified of the Claim by a third Party, whichever is the later.

13.3 Monetary limits

The total liability of the Corporation and its servants and agents, to the Recipient for all Claims, including interest on any Claim accruing from the date on which the Claim first arose to the date of judgment, settlement, deduction or set off, is limited in the aggregate to:

- (a) In respect of any event covered by any policy of insurance, and for which the relevant insurer accepts liability, will be limited to the amount actually paid to the Corporation in respect of that event under the policy of insurance; and
- (b) In respect of any other event will be limited to \$50,000

So that the Recipient will have no further Claim against the Corporation for any amount of Loss in excess of those limits.

The Corporation's liability will be reduced to the extent that any loss or claim is caused or contributed to by the Recipient.

13.4 Reduction in damages

The amount of a Claim either Party has against the other Party and its servants and agents will be reduced by each of the following:

- (a) any compensation or reimbursement received by the Party from any third Party, or any benefit received by that Party as a result of, or consequent on, the matters giving rise to the Claim;
- (b) any reduction or extinguishment in the Parties taxation or other liabilities, as a result of the Claim, or the payment giving rise to the Claim; and
- (c) any amount received by the Party under any policy of insurance taken out by that Party or to which that Party is an insured.

14 Termination

- (a) In addition to any other rights, powers or remedies provided by law, either party may terminate this Agreement at any time subject to giving the other party at least 12 months notice in writing.
- (b) In addition to any other rights, powers or remedies provided by law, the Corporation may by notice in writing served on the Recipient, terminate this Agreement at any time with immediate effect if in the Corporation's opinion, acting reasonably, use of the Recycled Water by the Recipient or any other party, represents a threat to public health or is causing environmental damage.
- (c) In addition to any other rights, powers or remedies provided by law, if the Recipient fails to:

- (1) duly and punctually comply with the Recipient's Obligations or defaults under the terms of this Agreement; and
- (2) fails to remedy that non-compliance or default to the Corporation's satisfaction within 30 days of the Corporation serving or being deemed to have served notice on the Recipient of that non-compliance requiring the Recipient to remedy it,

the Corporation may by further notice in writing served or being deemed to have served on the Recipient, terminate this Agreement at any time with immediate effect.

- (d) The Corporation will cease supplying Recycled Water to the Recipient upon that date which is the earlier of the date of termination of any Authorisation required by the parties under Clause 8, the expiry of the Term, or a date determined by the Corporation under subclause (a) or (b).
- (e) If this Agreement is terminated, the Corporation will be under no obligation to supply and the Recipient will have no right or entitlement to receive any Recycled Water.
- (f) The expiry or termination of this Agreement will not affect any rights of the parties against one another in respect of any act, omission, matter, or thing occurring, or under this Agreement prior to that expiry or termination.

15 Re-negotiation of Agreement

- (a) If this Agreement is terminated as a result of the expiry of the Term, the parties may re-negotiate the terms for the continued supply of Recycled Water to the Recipient. The terms of this Agreement do not in any way limit the substance of re-negotiation between the parties.
- (b) Notwithstanding anything contained in this Agreement, if the Recipient, with the Corporation's written consent, continues to take the Recycled Water after the expiration of the Term the provisions of this Agreement will apply.

16 Dispute resolution

16.1 Election by Recipient

The Recipient may elect to have any dispute resolved:

- (a) under the dispute procedure contained in the Operating Licence, an extract of which dispute procedure is attached as Annexure C to this agreement and any defined terms used in Annexure C will have the same meaning as attributed to those terms in the Operating Licence; or
- (b) under the succeeding provisions of this clause 16; and
- (c) if the Recipient gives to the Corporation notice of any dispute that notice must be in writing specifying whether the Recipient elects to have the dispute resolved in accordance with clause 16.1(a) or clause 16.1(b) and, if it fails to do so, the dispute will be resolved in accordance with clause 16.1(a); and

- (d) if the Corporation gives the Recipient a written notice of any dispute, the Recipient must, within 10 Business Days of receiving or being deemed to have received that notice, give to the Corporation a written notice specifying whether the Recipient elects to have the dispute resolved in accordance with clause 16.1(a) or clause 16.1(b) and, if it fails to do so, the dispute will be resolved in accordance with clause 16.1(a).

16.2 General

A dispute that arises during the performance of this agreement will be resolved, wherever possible, at the level where the dispute initially arises.

16.3 Referral to Representatives

If, within 15 Business Days of a dispute arising, it has not been resolved, the dispute will be referred to the Recipient's Representative, and to the Corporation's Representative.

16.4 Representatives to meet

The Representatives referred to in the preceding clause must meet within 5 Business Days after the dispute is referred to them, and attempt to resolve the dispute. If they resolve the dispute, the parties will adhere to their resolution.

16.5 Further steps - mediation

If the Representatives cannot resolve the dispute within 10 Business Days of their first meeting, the dispute will be taken to a mediation process. If the parties agree, they will appoint, by agreement, an independent mediator, or, if they fail to agree on an independent mediator within 15 Business Days of their first meeting, the President of the Law Society of Western Australia (Inc) for the time being, or the President's nominee, may, at the request of either party, appoint an independent mediator, and the costs of that mediator will be borne equally by the Corporation and the Recipient. Except to the extent inconsistent with this clause, the mediation will be conducted in accordance with the then current mediation rules of the Law Society of New South Wales

16.6 Place of mediation

The parties will hold the mediation in Perth, Western Australia and, subject to clause 16.8, must comply with any resolution facilitated between them by the independent mediator.

16.7 Parties to continue to perform

Each party must continue to perform their obligations under this agreement, notwithstanding any dispute, or the commencement of any legal proceedings, under this clause 16.

16.8 Steps if party dissatisfied

If a party is dissatisfied with proceedings before the mediator, it may take that action as it considers appropriate, including commencing legal proceedings. For the avoidance of doubt, the right referred to in this clause 16.8 is not in any way dependent on or conditional upon the initiation or completion of the proceedings before the mediator.

17 Warranties

17.1 No other representations or warranties by Corporation

So far as permitted by law, except for:

- (a) the express terms and warranties set out in this Agreement; and
- (b) those implied terms or warranties that are imposed by law that are mandatory and cannot be excluded,

the Corporation gives no warranties regarding the Recycled Water, or any other goods or services supplied or to be supplied by it, whether relating to defects in quality or characteristics, or otherwise, and all other conditions, warranties, stipulations or other statements whatsoever, whether express or implied, by act of Parliament, at common law, or otherwise howsoever, are expressly excluded.

17.2 Recipient's skill and judgment

The Recipient warrants to and agrees with the Corporation that, when entering into this Agreement it relied exclusively on the following matters independently of any statements, inducements or representations made by or on behalf of the Corporation (including by the Corporation's officers, employees, or agents or any other person acting on the Corporation's behalf):

- (a) the terms, warranties and representations expressly contained in this agreement;
- (b) the skill and judgment of the Recipient, its consultants and representatives; and
- (c) opinions and advice obtained by the Recipient independently of the Corporation, or of the Corporation's officers, employees, or agents or any other persons acting on the Corporation's behalf.

17.3 Survival of representations and warranties

The representations and warranties in clause 14 survive the Termination or completion of this Agreement.

17.4 Independent warranties

Each warranty in this clause is independent and is not limited by reference to any other warranty in the relevant clause.

18 Assignment

The Recipient will not, without the Corporation's prior written consent, assign, mortgage, charge or encumber this Agreement or any part of it or any right, benefit, moneys or interest under it. The consent the Corporation may not

unreasonably withhold, but the Corporation may give that consent on any terms and conditions the Corporation reasonably requires.

19 Severance

If any term or part of this Agreement is or becomes for any reason invalid or unenforceable at law, then in that event that term or part of this Agreement will be deemed to be severed from this Agreement without thereby affecting the remainder of this Agreement and the remainder of this Agreement will continue to be valid and enforceable in all things.

20 Entire agreement

This Agreement supersedes all previous agreements in respect of its subject matter and embodies the entire agreement between the parties.

21 Limitation of liability

Neither party will be liable to the other for any loss of business, loss of opportunity, loss of profit, loss of any contract or for any indirect or consequential loss or damage whether arising out of the breach of this Agreement or otherwise, including without limitation, negligence.

22 Public and Product Liability Insurance

- (a) The Parties must effect and maintain throughout the Term of the Agreement Public Liability Insurance and Product Liability Insurance covering all Claims and liabilities, howsoever caused:

(1) In respect of:

- (A) Any injury or illness to or death of any person
- (B) Any physical loss, damage or destruction to any property
- (C) The loss of use of tangible property whether it has been physically lost, destroyed or damaged or not; and

(2) Whether arising out of or connected with any act, matter or thing whatsoever, including but not limited to, any pollution.

Which Insurances shall each provide cover in respect of each and every occurrence to an amount not less than \$10 million in respect of all losses occurring during each period of insurance.

- (b) A Party will, upon request by the other Party, provide the Party with evidence that the insurances required under this clause has been effected and is in full force and effect.
- (c) If a Party fails to take out or maintain the insurances required under this clause then that failure to ensure, or failure to maintain insurance will be treated as a Default of this Agreement.

23 Service of notices

- (a) Any notice or other communication including, but not limited to, any request, demand, consent or approval, to or by a party to this Agreement:

- (1) must be in legible writing and in English addressed as shown below:
 - (A) if to the Corporation, to the Corporation's Address; and
 - (B) if to the Recipient to the Recipient's Representative at the Recipient's Address,
or as specified to the sender by any party by notice;
 - (2) where the sender is a company, must be signed by an officer or under the common seal of the sender or by a solicitors acting for that company;
 - (3) is regarded as given by the sender and received by the addressee:
 - (A) if by delivery in person, when delivered to the addressee;
 - (B) if by post, 5 days from and including the date of postage; or
 - (C) if by facsimile transmission, whether or not legibly received, when transmitted to the addressee,
but if the delivery or receipt is on a day which is not a Business Day or is after 4.00 p.m. (addressee's time) it is regarded as received at 9.00 am on the following Business Day; and
 - (4) can be relied upon by the addressee and the addressee is not liable to any other person for any consequences of that reliance if the addressee believes it to be genuine, correct and authorised by the sender.
- (b) A facsimile transmission is regarded as legible unless the addressee telephones the sender within 2 hours after transmission is received or regarded as received under the preceding subclause and informs the sender that it is not legible.
 - (c) In this clause, a reference to an addressee includes a reference to an addressee's officers, agents or employees.

24 Governing Law

- (a) This Agreement shall be governed by and construed in accordance with the laws of the State of Western Australia.
- (b) Each Party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Western Australia, and of any courts that have jurisdiction to hear appeals from any of those courts, and waives any right to object to any proceedings being brought in those courts.

25 Modifications or Amendment

A purported modification, variation or amendment of this Agreement shall not have any force or effect unless it is in writing and executed by the Parties.

26 Waiver

Waiver of any breach, or provision of, or any default under, this Agreement must be in writing and signed by the Party granting the waiver.

27 Further Assurances

Each Party must do all things and execute all further documents necessary to give full effect to this Agreement.

28 Costs and Stamp Duty

- (a) Each Party will bear their own costs in respect of the negotiation and preparation of this Agreement.
- (b) The Recipient will pay all stamp duty (including fines) assessed on this Agreement.

Schedule 1 - Particulars

Recipient	Shire of Wagin
Recipient's Address	Arthur Road, Wagin 6315
Recipient's Representative	Chief Executive Officer
Corporation's Address	PO Box 915 ALBANY WA 6331
Entitlement	Up to 62,000 kL annually at an average daily mean of 170kL per day
Entitlement Review Times	2 yearly from the date of execution of this Agreement.
Corporation's Infrastructure obligations	Work with the Shire to obtain approval from the Department of Health for the reuse scheme. Provide material costs of fencing the White Dam to a maximum of 50% of the lowest quote.
Recipient's Infrastructure obligations	The Recipient to take ownership of components beyond the nominated point of delivery and assume ongoing operation and maintenance of these works. Construct a fence around the ^{Top} White Dam. Obtain approval from the Department of Health for the reuse scheme.
Term	Five years with effect from the date of execution of this Agreement
Purpose	Irrigation of the central sports field at Wagin showgrounds and the Wagin school field.
Delivery Point	At the outlet of the wastewater treatment plant at the fence boundary as indicated on the plan.
Wastewater Treatment Plant	Wagin WWTP, located on Reserve 31096 Kersley Road WAGIN 6315

Special Conditions of Contract

Clause 9 (a) is not applicable unless a connection to the water supply reticulation system is made.

The Recipient to meet all obligations for which they are responsible in terms of the approval by the Department of Health.

The Recipient to obtain and maintain all Authorisations required for the operation of a re-use scheme.

All signage to be maintained by the Recipient.

Schedule 2 – Quality Standards of Recycled Water

	Unit	Target	Range
pH	units	7	7.1 – 10.5
Suspended Solids	mg/l	150	20 - 290
BOD5 filtered	mg/l	5	2.5 - 5
Total Nitrogen	mg/l	<40	9.4 - 33
Total Phosphorus	mg/l	<10	1.8 - 23
E coli	cfu/100ml	<1000	5 – 4,900
Total Dissolved Solids		<1000	550 - 1250

Schedule 3 - Monthly Water Price

Base Rate

Base Rate will apply to each kilolitre of Water (or part thereof) consumed or deemed to be consumed during the Day up to and including the Daily Water Entitlement.

Water Entitlement

Daily Entitlement

170kL per Day

Annual Entitlement

62,000kL per Year

Monthly Water Price Schedule

Base Rate

The Corporation will Supply the Recipient Recycled Water at 0.00 cents per kL that applies throughout the Term in accordance with clause 9.2 and 10 (subject to review and adjustment as provided in this Schedule).

Review of Base Rate

The Corporation must review the Base Rate during the Term, the first review to be completed by 30 June 2009 and annually thereafter by 30 June in each Year.

If the Corporation fails to exercise its right to review and determine the Base Rate for any Year of the Term by June 30 in each Year of the Term, the Corporation may, at any time thereafter, exercise that right and:

- (i) for the period until the reviewed Base Rate is determined, the Recipient must pay the Base Rate for the immediately preceding Year; and
- (ii) once determined, the Recipient must pay to the Corporation any additional amount for the period calculated on the basis that the reviewed Base Rate applied to that period after deducting any amount paid by the Recipient and under sub-clause (i).

The Corporation may increase the Base Rate by the same percentage as the percentage by which the CPI has increased over CPI applicable for the 12 months ending on the 31st day of March immediately preceding the date of review.

This provision will only apply when the Based Rate is an amount greater than 0.00 cents per kL.

Annexure A – Plan

The Plan must show the Delivery Point and the Wastewater Treatment Plant.

Annexure C - Operating Licence

29 Dispute resolution

29.1 Customer complaints

- (a) The Corporation shall have in place, and properly resource, a process for effectively receiving, recording, managing and, (if possible), resolving customer complaints within a time frame of 21 days.
- (b) To ensure the effectiveness of such a process, the Corporation shall, as a minimum:
 - (1) establish a system for providing each aggrieved customer with a unique identifying complaint number;
 - (2) provide an appropriate number of designated officers who are trained to deal with customer complaints and who are authorised to, or who have ready access to officers who are authorised to, make the necessary decisions to settle customer complaints or disputes, including, where applicable, approving the payment of monetary compensation,
 - (3) establish a complaint resolution protocol which is designed to resolve the customers complaint or dispute within 21 days of being notified of its existence;
 - (4) provide a system for accurately monitoring and recording the number, nature and outcome of complaints in order to fulfil the requirements to provide information set out in this clause and in the Licence.

29.2 Investigation, conciliation and arbitration

- (a) If a customer complaint, or dispute, arises with the Corporation and remains unresolved, or not completely resolved, within 21 days of the customer notifying the Corporation, or in the opinion of the Coordinator the matter is both serious and urgent, the customer may apply to the Coordinator to investigate the matter and attempt to conciliate a resolution. The customer will specify the nature of the dispute.
- (b) The Corporation shall immediately inform the customer of the processes available to the customer under this clause by advising the customer of the customer's right of complaint to the Coordinator, and the role of the Coordinator to facilitate a resolution, once it becomes apparent that the complaint or dispute will not be resolved within the 21 day period.

- (c) During the process of investigation and conciliation, the Corporation shall make every endeavour to promptly cooperate with the Coordinator's (or his representative's), requests, which shall include the expeditious release of any information or documents requested by the Coordinator and the availability of the relevant staff of the Corporation.
- (d) If the Corporation cannot resolve the matter within 21 days of being notified of the customer's application to the Coordinator, and/or in the opinion of the Coordinator the matter is serious and/or urgent, the Coordinator may, at his discretion, direct (upon written application by the customer), the Corporation to be subject to an arbitration process approved by the Coordinator.
- (e) The arbitration process shall not apply in circumstances where Section 62 of the *Water Agencies (Powers) Act 1984* applies. Section 62 relates to compensation for damage caused by the Corporation in the exercise of powers of entry. Section 62 has its own method of dispute resolution in that a dispute arising under Section 62 shall be heard by a Compensation Court constituted under the Public Works Act 1902.
- (f) Upon approval, the customer shall select an arbitrator from the independent panel of arbitrators appointed by the Coordinator and the decision of the arbitrator shall be final and binding on both the customer and the Corporation.
- (g) The arbitrator in arriving at a decision shall have regard to Section 63 of the *Water Agencies (Powers) Act 1984*, namely that the Corporation shall not be liable for any injury or damage (other than damage of the kind referred to in Section 62 of that Act), occasioned in the exercise or purported exercise of its powers unless negligence is established.
- (h) The Corporation may not refuse to proceed with the arbitration once the Coordinator has given approval to a customer's application for arbitration subject to the other provisions and requirements of this section.
- (i) Once a customer's application for arbitration has been approved the Coordinator will provide the Corporation with an arbitration agreement.
- (j) The Corporation shall sign and return the arbitration agreement to the Coordinator within 14 days.
- (k) The provisions of the *Commercial Arbitration Act 1985* ("Arbitration Act") apply but once an arbitration is approved by the Coordinator, the customer and the Corporation shall enter into an arbitration agreement approved by the Coordinator which will specifically exclude the rights of the parties under Section 38 (4)(b) and Section 39 (1)(a) respectively under the Arbitration Act and expressly reserve the rights of the parties in relation to:
 - (1) an appeal to the Supreme Court by the Customer or the Corporation in respect of a decision of the arbitrator that, for

the purposes of Section 63 of the *Water Agencies (Powers) Act 1984*, negligence on the part of the Corporation was or was not established as the case may be;

- (2) an appeal by the Customer or the Corporation to the Supreme Court with the consent of those parties pursuant to section 38(4)(a) of the Arbitration Act on any question of law arising out of an award as defined in the Arbitration Act; and
 - (3) an application by the Customer or the Corporation to the Supreme Court with the consent of those parties pursuant to section 39(1)(b) of the Arbitration Act to determine any question of law arising in the course of an arbitration.
- (l) The customer shall be required to indemnify the arbitrator, the Coordinator, the Minister and the State of Western Australia in relation to any action, claims or cost arising out of the arbitration process.

The Corporation shall promptly advise the Coordinator of the outcome of arbitration.

Executed by the parties as an agreement:

Signed for
Water Corporation
by a duly authorised officer
in the presence of:

Witness

Authorised Officer

Name (please print)

Name (please print)

Date

Date

The common seal of
the Shire of Wagin
is affixed to this
document:

Witness

Authorised Officer

Name (please print)

Name (please print)

Date

Date