



LOCAL EMERGENCY MANAGEMENT COMMITTEE

FINANCIAL SUB-PLAN

Contact Us

City of Kalgoorlie-Boulder

577 Hannan Street, Kalgoorlie WA 6430

PO Box 2042 Boulder, WA 6432

T: (08) 9021 9600

F: (08) 9021 6113

E: mailbag@ckb.wa.gov.au

www.ckb.wa.gov.au



Information Locations

This information is available in alternative formats on request. Please contact The City of Kalgoorlie-Boulder for further details or visit one of our information locations:

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KALGOORLIE WA 6430

T: (08) 9021 7112

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History & Heritage

(Including War Museum)

Kalgoorlie Town Hall

316 Hannan Street

KALGOORLIE WA 6430

T: (08) 9093 1087

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Prepared by	Paul Clifton		

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Disclaimer

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The City of Kalgoorlie-Boulder Emergency Management Arrangements have been prepared and endorsed by the City of Kalgoorlie-Boulder Local Emergency Management Committee pursuant to s41(1) of the *Emergency Management Act 2005*. A copy has been submitted to the State Emergency Management Committee pursuant to s41(5) of the *Emergency Management Act 2005* and a copy has been submitted to the Eastern Goldfields District Emergency Management Committee in accordance with Item 31 of the State Emergency Management Policy Statement 2.5.

Glossary of Terms and Acronyms

The following terms apply throughout these arrangements:

COMBAT – to take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – an organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

COMMAND – the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation, policy statements, and cabinet minutes and/or by agreement within an organisation. COMMAND relates to ORGANISATIONS and operates VERTICALLY within an ORGANISATION

CONTROL – the overall direction of emergency management activities in a designated emergency or disaster situation. Authority for control is established in legislation, policy statements, and cabinet minutes or in an emergency management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. CONTROL relates to SITUATIONS and operates HORIZONTALLY across ORGANISATIONS.

CONTROL CENTRE – a facility where the Incident Controller is located and from which the control and management of emergency operations is conducted. It is usually prefixed by the nature of the emergency, e.g. Fire Control Centre, Cyclone Control Centre, Forward Command Unit, etc.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency

CO-ORDINATION – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency

DISASTER/EMERGENCY – an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordinator of a number of significant emergency management activities. NOTE: The terms “emergency” and “disaster” are used nationally and internationally to describe events that require special arrangements to manage the situation. “Emergencies” or “disasters” are characterised by the need to deal with the hazard and its impact on the community. The term “emergency” is used on the understanding that it also includes any meaning of the word “disaster”.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE– is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

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

EMERGENCY MANAGEMENT CONCEPTS – Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk. The risk management process includes the activities of:

- Communication and consultation
- Establishing the context
- Risk assessment which includes
 - Risk identification
 - Risk analysis
 - Risk evaluation
- Risk treatment
- Monitoring and review

(Ref. National Emergency Risk Assessment Guidelines AEM Manual Series Handbook 10)

EMERGENCY OPERATION CENTRE – a facility, where the area coordinator is located and from which coordination of all support to the Incident Manager is managed. There are four types of coordination centres State, Region, Local and Forward Coordination Centres

EMERGENCY COORDINATOR – the person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency

FUNCTION SUPPORT COORDINATOR – that person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan.

HAZARD - a situation or condition with potential for loss or harm to the community or the environment.

HEALTH - a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

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

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

INCIDENT AREA – the area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT SUPPORT GROUP – a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to operational response to the incident.

INCIDENT MANAGEMENT GROUP – the group that may be convened by an Incident Manager in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The IMG includes representation from key agencies involved in the response.

INCIDENT CONTROLLER – the person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

LOCAL EMERGENCY COORDINATOR – that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

LOCAL EMERGENCY MANAGEMENT COMMITTEE - is established by the local government consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations. ONE-STOP-SHOP -An effective method of providing the affected community with access to information and assistance is through the establishment of a One Stop Shop/Recovery Information Centre.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

LOCAL WELFARE COORDINATOR- is the nominated officer of the Department of Communities, located in the Local Government Authority area .The Local Welfare Coordinator will coordinate the provision of emergency welfare services during response and recovery phases of an emergency and represents the Department on the Incident Management Group when requested.

OPERATION – an Incident or multiple Incidents which impact, or is likely to impact, beyond a localised community or geographical

OPERATIONS AREA – that area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted, or likely to be impacted, by an Operation and incorporating a single or multiple Incident Areas.

OPERATIONAL AREA SUPPORT GROUP - a group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

OPERATIONAL AREA MANAGER - the person designated by the relevant Controlling Agency, responsible for the overall management of an Emergency within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

PERSONAL SUPPORT SERVICES - The process of assisting the diverse, immediate as well as long term personal needs of people affected by an emergency, including the provision of information services, advice and counselling services to ensure that affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption.

RECOVERY - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economical and physical well-being.

RISK -a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 3100 (Risk Management – Principles and Guidelines) and the National Emergency Risk Assessment Guidelines (2010).

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the well-being of communities and the environment. (See also – RISK MANAGEMENT)

STATE EMERGENCY COORDINATION GROUP – a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. The SECG includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

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

UNDEFINED HAZARD - any occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response but is not readily identified as a hazard within the *Emergency Management Act 2005*.

WELL-BEING -The state of being healthy, happy, or prosperous; welfare.

Acronyms Used in these Arrangements

BoM	Bureau of Meteorology
CA	Controlling Agency
CEO	Chief Executive Officer
CKB	City of Kalgoorlie–Boulder
CoE	Coordinator of Energy
DA	District Advisor
DAFWA	Department of Agriculture and Food WA
DCD	Department of Community Development
DoC	Department of Communities
DEC	District Emergency Coordinator

DEMC	District Emergency Management Committee
DER	Department of Environment Regulation
DET	Department of Education and Training
DFES	Department of Fire and Emergency Services
DFES– FRS	Fire Rescue Service
DFES–BFS	Bush Fire Service
DFES–SES	State Emergency Service
DoE	Department of Education
DoH	Department of Housing
DoT	Department of Transport
DPaW:	Department of Parks and Wildlife
ECC	Emergency Coordination Centre
EM	Emergency Management
EOC	Emergency Operations Centre
ERM	Emergency Risk Management
HEAT	HAZMAT Emergency Advisory Team
HMA	Hazard Management Agency
IAP	Incident Action Plan
IC	Incident Controller
ICC	Incident Control Centre
IMT	Incident Management Team
ISG	Incident Support Group
KBERC	Kalgoorlie-Boulder Emergency Recovery Committee
KBERP	Kalgoorlie-Boulder Emergency Recovery Plan
KBERTSP	Kalgoorlie-Boulder Emergency Risk Treatment & Strategies Plans
KBRCC	Kalgoorlie-Boulder Recovery Coordination Centre
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LGA	Local Government Authority
LGWLO	Local Government Welfare Liaison Officer
LO	Liaison Officer
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
LRCG	Local Recovery Coordinating Group
MOU	Memorandum of Understanding
NDRRA	National Disaster Relief and Recovery Arrangements
OAM	Operational Area Manager
OASG:	Operations Area Support Group
OEM	Office of Emergency Management
OIC	Officer in Charge
PPRR	Prevention, Preparedness, Response and Recovery
RC	Recovery Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEMC PS	State Emergency Management Committee Policy Statement
SEMCS	State Emergency management Committee Secretariat
SEMP	State Emergency Management Policy
SJA	St John Ambulance
SRCC	State Recovery Coordinating Committee
WANDARRA	WA National Disaster Relief and Recovery Arrangements
WAPol	Western Australia Police Service

Distribution List

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Coordinator Communications	
LEMC membership	1
WAPOL Goldfields District Office	
DFES Goldfields District Office	
Other committees	
Goldfields–Esperance District Emergency Management Committee	1
State Emergency Management Committee	1

Management Authority

This sub-plan has been prepared and endorsed by the City of Kalgoorlie Boulder Local Emergency Management Committee (LEMC). It has been tabled for information and comment with the Eastern Goldfields District Emergency Management Committee.

Date

This supporting document was endorsed by the CKB LEMC on XXXXX

Purpose

The purpose of this sub-plan is to be a guide during recovery operations for the guidance of recovery personnel and the financial Sub-committee, if convened, for financial matters that may require addressing to assist in the recovery of the financial and economic environment.

This sub-plan is to be read in conjunction with the CKB 'Local Recovery Arrangements and the CKB 'Local Emergency Management Arrangements'.

Objectives

The objectives of this sub-plan are to:

- Ensure the effective and coordinated management of financial recovery within the City of Kalgoorlie-Boulder (CKB);
- Ensure this sub-plan complies with State emergency management arrangements;
- Provide guidance to financial recovery personnel and the Financial Sub-committee;
- Ensure a coordinated approach to public information in relation to available avenues for financial assistance; and,
- Support the CKB 'Local Recovery Plan' and the CKB 'Local Emergency Management Arrangements'.

Scope

The scope of this sub-plan is limited to and includes:

- The geographical boundaries of the CKB;
- Existing legislation, plans and Local Laws;
- Statutory or agreed responsibilities; and,
- Support to and interface with other Emergency Management Plans.

Introduction

Recovery is defined as the coordinated support given to disaster affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

The purpose of this sub-plan is to ensure economic and financial recovery is managed and planned for in a structured manner. For the sub-plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant CKB staff and the community require an understanding of the recovery process. LEMC and LRCC members and CKB staff who participate in recovery will benefit with appropriate training and development that will enable their positive contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

Purpose

The purpose of providing recovery services to assist the affected community towards management of its own recovery.

It is recognised that where a community experiences a significant emergency or disaster there is a need to supplement the personal, family and community structures which have been disrupted.

Economic Principles

Economic recovery from emergencies is most effective when:

- Response and recovery actions actively support the recovery of business and industry;
- Business and/or industry representatives participate in economic recovery decision making;
- Business and industry is returned to normal activity as soon as possible;
- Economic recovery strategies are an integral part of the overall recovery management process;
- Measures are taken to mitigate the impacts of future disaster on business continuity; and,
- There is coordination of all recovery programs to support and enhance the economic structure.

Strategies

Strategies to implement the principles of economic recovery following a disaster are shown in conceptual, management and service delivery classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.

Conceptual

- Resettle evacuees into the affected area as soon as possible;
- Encourage emergency service agencies to implement procedures to support economic recovery (e.g. assistance with clean-up etc.);
- Purchase replacement goods and services locally via local businesses and trades people wherever practicable;
- Maintain the integrity of local agencies and their capabilities;
- Build on existing organisations and networks through activation of available systems within the community;
- Encourage support of local trade and commerce;

- Encourage agencies to employ local residents and to purchase resources and services locally;
- Provide government grants, appeal distribution and charitable payments as financial, rather than material, assistance in support of economic and local business recovery;
- Avoid duplication of services and identify gaps; and,
- Maintain confidence and privacy principles.

Management

- Identify all segments of the community that may be affected;
- Establish dialogue between commerce, residential and government representatives in the community;
- Establish the Recovery Financial Sub-committee and other appropriate mechanisms;
- Provide the community with information about the recovery process and resources available through the Recovery Financial Sub-committee and other appropriate mechanisms;
- Ensure community participation in the Recovery Financial Sub-committee;
- Conduct inter-agency briefings and feedback sessions on the effectiveness and progress of the economic recovery program;
- Identify threats to business continuity for consideration in risk management processes; and,
- Develop risk management assessments aimed at minimizing future damage.

Service Delivery

- Ensure service delivery personnel have an awareness of the range of services available and appropriate referral processes;
- Ensure service delivery personnel are aware of the local economic circumstances pre and post disaster;
- Ensure service delivery personnel have good interpersonal skills and understanding of the local community;
- Provide financial assistance measures in a timely, fair, equitable and flexible manner;
- Ensure financial support is needs-based and timely;
- Provide financial counselling and management services;
- Advocate with financial institutions on behalf of affected residents;
- Ensure services and/or information is coordinated and provided by a variety of means:
 - One-stop shops;
 - Newsletters;
 - Outreach;
 - Internet; and
 - Telephone.
- Ensure availability and accessibility of recovery information and services.

Financial Services

The recovery of communities from the effects of emergencies is assisted by a range of financial measures which provide a source of funds to business, government, householders and the community to affect recovery. These sources include insurance, natural disaster relief funds and public appeals.

It should be noted that eligibility under these schemes is dependent upon the terms of the particular policy, State arrangements and the trust deed respectively.

Insurance

Natural and man-made events impact upon businesses, homes and community infrastructure in any area, often without warning. Insurance is a means of gaining financial compensation for the cost of restoration of the damage or loss caused by the event.

While it is accepted that it is the responsibility of the people to insure for all insurable risks, it is recognised that it is often difficult to insure for all insurable risks, it is recognised that it is often difficult and in some cases not possible or, cost prohibitive. In this respect, all levels of government have adopted the view that generally they cannot assist with replacing insurable assets because they then become the unpaid insurer at the expense of the taxpayer. In particular, the Western Australian Natural Disaster relief and Recovery Arrangements (WANDRRA) state that;

“Assistance is NOT provided as compensation for damage/losses sustained as a disincentive for self-help by way of commercial insurance and/or other appropriate strategies of disaster mitigation.”

and

“While the schemes provide a measure of financial support, the primary responsibility for the safeguarding and restoration of private and public assets remains with the owner who should always plan for the vagaries of nature.”

The Insurance Council of Australia

The Australian insurance industry, with decades of experience in dealing with the aftermath of emergencies, knows that policy holders need fast, practical and professional help, which the Industry Catastrophe Coordination Plan (ICCP) has been established to provide. By coordinating the work of the Australian insurance industry when emergencies and disasters occur, ICCP improves the recovery experience of policy holders and works closely with government, emergency services and communities.

The ICCP, with the assistance of the insurance industry, provides a unified presence and coordinated response to emergencies. The refocused industry capability focuses on five key issues with regard to industry-government liaison:

- Providing Senior Industry Representation to each State and Federal Recovery Group.
- Data Sharing & Decision Support.
- Communications -Themes & Messages for the Public.
- Problem Solving – resolving issues for the affected community.
- The Industry Coordination Capability

Natural Disaster Relief Arrangements (Commonwealth)

The primary objectives of the National Disaster relief and Recovery Arrangements (NDRRA) are to relieve the financial burden on states and territories for natural disaster relief and recovery efforts and to facilitate the early provision of a comprehensive range of relief and recovery measures to disaster affected communities.

The NDRRA are prescribed by determination made by the Commonwealth Minister for Local Government, territories and Roads. The determination set the terms and conditions for the provision of assistance, which is provided by means of a partial reimbursement of state or territory eligible relief and recovery expenditures.

The NDRRA Determination defines eligible disaster events and addresses the Commonwealth/State cost-sharing mechanism, generic criteria for eligible relief measures and administrative procedures, as well as prescribing the general intent of the program and conditions of assistance. However, implementation of measures, means test limits and the dollar value of assistance are determined by the states within those parameters.

The scheme operates in Western Australia within the parameters set out in the WANDRRA.

Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a natural disaster event, the State Government has established a range of relief measures designed to help those within disaster affected communities who do not have the resources to provide for their own recovery.

The various schemes address specific needs that may exist within a stricken community as well as providing a 'safety net' for disaster victims.

Eligible Events

The WANDRRA only applies to those events resulting from any one, or a combination of the following hazards:

- Bushfire - Earthquake
- Flood - Storm
- Cyclone - Storm Surge
- Landslide - Tsunami
- Meteor Strike - Tornado

Eligible Measures

The WANDRRA comprises a range of measures that have been approved by the State Government. The measures are designed to address the following community impacts:

- Individuals and families
- Business and residential
- Rural industry; and
- Local government

The individual measures are listed at **ANNEXURE B** together with details of the eligibility criteria and the agency responsible for their management.

Administration and Management of the WANDRRA

Office of Emergency Management is responsible for the overall administration and management of the WANDRRA. OEM is assisted by a number of State agencies that manage specific components of the WANDRRA (e.g. Personal Hardship and Distress measures by the DoC). The responsible agencies are detailed in **ANNEXURE B**.

Declaration of Eligible Disasters

An event must be proclaimed a “Natural Disaster” in accordance with the criteria specified under the WANDRRA before **all** relief measures can be accessed.

Assistance under the Personal Hardship and Distress Category 1 – Emergency Assistance and Category 2 – Temporary Accommodation is exempt from this requirement and can be accessed for any eligible event.

The WANDRRA criteria for the proclamation of a natural disaster are as follows:

- Must be an eligible event; and,
- The anticipated cost of the event must exceed \$240, 000.

In order to ensure that an event satisfies the criteria DFES will undertake an assessment of the impact of an event through various agencies including local government.

Once it has been confirmed that an event meets the above criteria with the endorsement of the OEM a “WANDRRA Eligible Disaster Proclamation Notification” will be issued by OEM to all relevant State Government agencies and affected local governments and through the media.

It should be noted that, in order to gain Commonwealth assistance (with exception of categories 1 and 2 as explained above), the State’s expenditure on declared disasters needs to exceed a threshold which is based on its revenue. If reached, the Commonwealth will contribute on a dollar for dollar basis on any excess.

Appeals and Donations

The Australian community has, historically, come to the aid of people affected by disaster through monetary donations to public appeal funds. The magnitude of disaster events, in terms of such things as the impact on individuals, geographical area and costs, has primarily determined the source(s) from which a public appeal may be initiated. Generally, local authorities, non-government organisations or the media have initiated public appeals when the disaster affects the people, businesses etc. within that local authority’s boundaries. State Emergency Management Procedure OP-19 establishes policy for the management of public fundraising and donations for communities affected by emergencies and the distribution of the proceeds in Western Australia. Included is the Voluntary Code of Practice recommended set of principles and guidelines for public fundraising in Western Australia. Refer to ANNEX D to view the policy.

It is important that prior to establishing an appeal or receiving donations that SEMC OP-19 and the Voluntary Code of Practice for Public Fundraising are consulted and adhered to as required.

Lord Mayor’s Distress Relief Fund

In Western Australia the Lord Mayor’s Distress Relief Fund has been initiated for public appeals that have national or special interest or widespread impact and that are considered to be beyond the capacity of one local authority to manage. Experience shows that there is a need to have procedures for handling public appeal funds available for use in the event of significant disasters occurring within Australia. Once an appeal has been established as per SEMC PS 16 (refer to **ANNEXURE B** to view the policy) the relevant forms can be downloaded via the internet at www.appealswa.org.au

Note: that no forms are available unless an appeal has been launched.

Financial Recovery Outcomes

Key outcomes provide a benchmark for the effective implementation of community development in recovery. By addressing the outcomes in the context of the specific event, community development programs will contribute substantially to the empowerment of affected individuals and communities.

Informed community: A community that is informed and aware through the provision of timely and accurate information.

- **Access to Services and facilities:** Community members and groups have access to appropriate services, facilities and resources.
- **Sense of Community safety:** A community in which people feel safe in the pursuit of their daily lives
- **Healthy Community:** A community which lives and promotes healthy lifestyles through its primary health care system, preventative health measures and environmental practices.
- **Participation in Community Life:** A community where the development of cooperative partnerships is encouraged and actively promoted.
- **Sense of Belonging:** Pride, care and involvement in the unique, distinct physical, social and cultural characteristics of a community.
- **Community Cohesion:** The capacity of a community to work together with respect for differences among people.
- **Community Identity:** Expression of the life and character of a community through elements of tradition and history.
- **Economic Recovery:** Development of a community's economic capacity.

Financial Sub-Committee

The key functions of the Financial Sub-committee are to:

- Plan the economic and Financial Recovery process
- Identify and recruit membership from local and state resources
- Coordinate the economic and financial recovery of the community in consultation with the LRCC
- Identify and involve the local community in the recovery process
- Liaise with other recovery sub-committees

Activation of the recovery process may not be necessarily require the formation of one or all of the recovery sub-committees being dependant on the complexity of the emergency. When the LRCC is convened, generally only the financial sub-committee chairperson is required to attend the meeting/s.

To ensure all individuals and businesses affected by an emergency have access to support services, a 'Recovery needs Assessment and Survey Form' will be completed by the affected persons and a copy will be distributed to all Recovery Committees to ensure community concerns and needs are analysed and dealt with in a timely manner. A copy of the form is found in the 'Local Recovery Plan'. The form will assist the Financial Sub-committee to prioritise and disburse financial assistance as required.

Structure/ Membership

Though the Financial Sub-committee will have a dynamic membership, the membership should initially include:

- Nominated person of LRCC (Chairperson);
- CKB representative;
- Minute Secretary;
- Department of Communities;
- Insurance Council of Australia;
- Centrelink;
- Chamber of Commerce; and,
- Prominent member of the community.

As the needs of the community change, the membership of the financial Sub-committee should be reflective of requirements at the time to ensure all aspects of the economic and financial recovery are addressed.

Functions

The core function of the Financial Sub-committee is to monitor all economic and financial aspects of the recovery process. The main financial functions that will be performed are:

- Manage appeals funds and donations;
- Monitor and assist with economic recovery;
- Monitor and assist with financial recovery; and,
- Monitor internal and external costs.

All financial activities must be recorded and monitored for accountability and if applicable, reimbursement from State and Commonwealth disaster relief funds sought.

The following principals are recommended when managing appeal funds of the Lord Mayor's Distress relief Fund and their distribution:

- Involve input from the disaster affected area;
- Appeal funds should be distributed in a manner which is accessible, equitable and timely;
- Distribution of the appeal fund should support the recovery of individuals and the local community;
- Where a number of organisations are conducting appeals, they should be coordinated, and if possible, combined;
- Disbursements should consider other assistance available to victims;
- Appeals are not to be used for loans but are to be given as grant assistance;
- Eligibility conditions should not act as a disincentive to people taking out normal insurance; and,
- No financial advantage should be gained by victims.

When administering the appeal fund, the Recovery Financial Sub-committee should ensure:

- The interests of both the donors and recipients are represented;
- Funds are only to be distributed to recipients who have lodged a written application form;
- The criteria and priority for the allocation of funds is compliant with legislative or trust deed requirements; and,
- A report of the operations of the appeal fund, incorporating the financial accounts should be published.

Other matters to consider are:

- **Equity:** Criteria should be developed to meet the diversity needs of individuals. Though it is not possible to meet all of the needs of individuals, attention should be given to equity between individuals and groups whilst being mindful of the appeal providing a positive recovery.
- **Flexibility:** The stage of recovery and the needs of recipients will vary dependent on the nature and intensity of the emergency. Reassessment of the assistance given should be made continually reflective the current situation.
- **Unintended Consequences:** Consideration must be given to the overall outcomes of distribution decisions to ensure unintended consequences are minimised. An example is not to donate a specific item such as a refrigerator to those affected as this may have a direct financial impact on the local white-goods retailer. A more holistic solution would be more beneficial in the way of providing vouchers to enable affected persons to purchase specific appliances.

Managing Donations

Donations come from a diverse range of people and businesses, from interstate and overseas, and in many forms. The following points should be addressed when establishing the acceptance of donations.

Collection of Donations:

Immediate consideration is to be given to ways of making it as easy as possible for the public to donate to the Lord Mayor's Distress Relief Fund including:

- Branches of banks;
- Local Authority office (one-stop shop)
- Churches

Material Donations: Due to the complexity of storing, recording and generally managing donated material goods, all donations should be monetary. Early public announcements should request all donations to be monetary. Material donations will still be received and should be directed to the DoC who will liaise with a charitable organisation with expertise in managing these donations. If material donations are specifically sought, DoC will coordinate the donations.

Acknowledging Gifts: People and businesses take great pride in seeing their names associated with a publicly acceptable and worthwhile cause. It is essential to publicly acknowledge donations received via the media which in turn can encourage further donations.

Media Involvement: The media is a powerful tool for all forms of appeals and every effort should be made to enlist the aid of all branches of the media to achieve a successful appeal. The media should also be used as a means of regular reporting on the progress of the appeal in terms of the level of funds raised and the status of the distribution process.

Disbursements: Achieving equality in distribution of moneys is difficult and principles addressed under the 'Managing Appeals Funds' should be followed:

Eligible Losses: Refer to ANNEX D for examples of likely losses

Priority: Determination of the priority of eligible losses is important to achieve timely disbursement with personal hardship typically first priority.

Means Test: Eligibility for disbursement should be means tested and should consider assets and income.

Insurance: Eligibility should address insured losses and under-insurance.

Government Disaster relief Schemes: Assistance from government disaster relief schemes should not affect eligibility for grants from appeals as everyone should benefit from public appeals.

Specific Purpose Donations: Donations for specific purposes should be considered before accepting the donation to ensure the donation can be disbursed under the terms of the appeal.

Range of Applicants: Eligibility considerations should address individuals, families, dependent children, households, business and non-profit organisations.

Grievance Appeals: Grievance mechanisms for concerns about eligibility assessments should be considered.

Identification of Needs: The 'Recovery needs Assessment and Survey Form' will identify, but is not limited to, losses of personal belongings, household contents, residences, motor vehicles and income, the need for food, shelter, medical requirements and many others. Not

all applicants will be able to identify their needs in the first few days after an emergency. Subsequent statements of needs and losses should be allowed after applicants begin to recover and re-evaluate their losses.

Assessment of needs: Equality and consistency should be applied when disbursement of funds occurs. External advice may be sought to assist when formulating disbursement criteria.

Insurance: To achieve equality between insured, under-insured and non-insured victims is difficult. All three groups must be considered and included when deciding on disbursement criteria.

Emergency Area Boundary: Affected areas and non-affected areas within the emergency area should be identified to limit ineligible claims and unfulfilled expectations.

Tax Deductibility: The Lord Mayor's Disaster relief Fund has tax deductibility status.

Annexure B – WA Natural Disaster Relief Arrangements Summary of Assistance

The relief measures are intended to provide assistance for the recovery of communities and are available for:

- **Individuals and Families**
- **Small Business**
- **Primary Producers**
- **Local Government**
- **State Government Agencies**

If you consider you have been affected by an eligible natural disaster, select the relevant link above for further information. If you need help in deciding if you qualify for any assistance please contact the Office of Emergency Management on 6552 6250 or 6552 5088 WANDRRA@oem.wa.gov.au, <https://www.oem.wa.gov.au/funding/wandrria>

It is important to note that WANDRRA does not provide:

- Compensation for losses suffered
- Assistance where adequate insurance could have been obtained. Insurable assets such as houses and vehicles are not eligible under WANDRRA;
- Assistance for losses incurred as a result of:
 - Drought;
 - Frost;
 - Heat wave;
 - Epidemic; and,
 - Events where human activity is a significant contributing cause including poor environmental planning, commercial development, personal intervention (other than arson), or accident.

Annexure C – List of Likely Losses

ACCOMMODATION

- Emergency accommodation
- Rental assistance
- Tariffs

BUSINESS

(including primary production)

- Business premises
- Crops
- Equipment
- Fixtures and fittings
- Land rehabilitation
- Loss of profits
- Machinery
- Sheds
- Stock
- Tools
- Vehicles

COMMUNITY FACILITIES

- Public
 - Gardens
 - Libraries
 - Neighbourhood centres
 - Parks
 - Playgrounds
- Private
 - Churches
 - Clubs
 - Sporting facilities

DEATH

- Funeral expenses
- Cost of transportation of body
- Costs relating to recovery of personal effects
- Trust accounts

RESIDENCES

- Caravans (permanent living)
- Clean up
- Driveway restoration
- Fences
- Garages
- Garden sheds
- Home units
- Landscaping
- Paths
- Pergolas
- Townhouses

DISABILITY/PERSONAL INJURY

- Cosmetic injury
- Loss of limbs
- Loss of mobility

HOUSEHOLD CONTENTS

- Books
- Computers
- Electrical appliances
- Electronic equipment
- Furniture
- Household/garden tools
- Kitchen equipment and wares
- Linen/blankets/mattresses
- Videos/CD's
- White goods

LOSS OF INCOME (non-business)

- Commissions
- Salary
- Wages

MEDICAL EXPENSES

- Consultation fees
- Hospital expenses
- Medical equipment
- Medication/pharmaceutical

PERSONAL BELONGINGS

- Clothing
- Glasses
- Hobby equipment
- Pets
- School books/equipment
- Toys
- Watches

VEHICLES (private usage)

- Bicycles
- Cars
- Motor cycles
- Recreational (caravans/boats)
- Trailers
- Trucks
- Vans

Annexure D – State Emergency Management Procedures Manual

Management of Public Fundraising and Donations

SUBJECT: Management of Public Fundraising and Donations

PROCEDURE NO: OP -19

TYPE:

Administration Operational **X REFERENCES:**

- *Emergency Management Act 2005*
- State Emergency Management Policy 4.4
- *Charitable Collection's Act 1946*
- *Income Tax Assessment Act 1977*
- Voluntary Code of Practice for Public Fund Raising

REVIEW DATE: 30 June 2010

RESPONSIBILITY: Emergency Management Western Australia [EMWA]

BACKGROUND:

Emergencies often attract significant public sympathy for affected communities and/or individual victims leading to either unsolicited donations or requests for public fundraising. In 1961 the *Lord Mayor's Distress Relief Fund (LMDRF)* was established, in conjunction with the State Government, to provide relief of personal hardship and distress for Western Australians.

This perpetual fund is incorporated under the Charitable Collections Act and has Australian Taxation Office tax deductibility status. Funds are distributed in accordance with LMDRF policy and may be provided over and above relief payments available through defined State/Commonwealth government assistance schemes or insurance.

Applications for assistance to the LMDRF need to include all details of any other funding assistance provided to allow the Board of the Fund to consider the fair allocation of funds to claimants.

PROCEDURE:

The following procedures are to be adopted by all public authorities including where State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION:

Individual Assistance

Any requests for relief aid over and above assistance available through defined State/Commonwealth government schemes should be referred to the LMDRF.

Public Fundraising Appeals

Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the LMDRF.

If the LMDRF Board agrees to the request, the Board will liaise directly with the affected local government/s to establish the required guidelines. For further information regarding the LMDRF visit: <http://www.appealswa.org.au>

Donations of Services and Labour

Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected local government/s or, if established, the local recovery committee/s. Where State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Subcommittee may arrange the administration of donations of services and labour.

Donations of Goods

Donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

Annexure 1 to OP 19 – Lord Mayor’s Distress Relief Fund Incorporated

CRITERIA FOR ASSESSMENT OF CLAIMS (NAME OF APPEAL – YEAR)

Assistance is available for residents who suffered loss or damage to their own homes, property, furniture and/or personal effects as a result of the fires.

The aim of this assistance is to help residents to effect repairs to their properties and to restore normal living conditions as quickly as possible.

This assistance will supplement insurance cover. People claiming assistance should first attempt to claim from their insurance company to establish how much of the loss or damage they incurred will be covered by insurance.

If your insurance cover was not sufficient to meet all of the loss or damage incurred, you could still be eligible for assistance to meet part of the loss that you would otherwise have to bear personally.

In fairness to the many people who are careful to take out adequate insurance cover, the Fund cannot fully compensate those who have suffered loss because of no or inadequate cover.

Where do I Apply?

Claims should be lodged either in person at the (Name of relevant Local Government) office in (Address of Local Government and postal address). To lodge your request, please use the Application for Assistance at the back of this document.

Forms of Assistance (Grants)

Grants may be provided to cover repairs to owner-occupied homes needed to make them safe and habitable, and to compensate for loss or damage to furniture and personal effects to the extent that these are not met under insurance claims.

Grants could also include some compensation towards rent where a family has to rent alternative accommodation because their home is uninhabitable. Up to a month’s rent will be considered in eligible cases.

Grants may also be provided where the livelihood of a property has been affected and where funds are required to re-establish the property.

Assistance cannot be paid for damage to cars, boats and caravans (except where a caravan is used as a residence), as it is expected that insurance cover would be taken out on these items.

Who Decides On My Claim

At a local level, a Local Recovery Committee (LRC) has been established, comprising representatives from Local Government and your local community. The LRC has the authority to assess your claim and recommend to the Board of the Lord Mayor’s Distress Relief Fund, an appropriate grant. Based on the recommendations of the LRC, the Board makes the final decision on an appropriate assistance grant.

Your Local Recovery Committee has wide representation drawn from the (Name of relevant Local Government) Councillors and administration, various government agencies and local business, and is chaired by (Name of relevant Chair).

Points to Remember

This scheme is designed to supplement your insurance not replace it, so please attempt to determine your insurance claim first.

If you consider you are eligible for assistance and wish to apply, please lodge your claim quickly.

Please help the LRC by completing your application as fully as you can, providing details of any uninsured loss incurred plus the amount of insurance cover held for other affected items.

Do be realistic on values. The LRC wants to be fair to you, but it must also be realistic in arriving at a measure of the loss incurred.

If you are in doubt or have any queries whatsoever regarding possible assistance, ask the Local Recovery Committee for clarification. This will ensure you receive correct information.

Don't forget to include details of any financial assistance you have received, or expect to receive, from any other source.

Annexure 2 to OP 19 – Application for Assistance

**LORD MAYOR’S DISTRESS RELIEF FUND INCORPORATED
TO: THE LOCAL RECOVERY COMMITTEE
(NAME OF APPEAL – YEAR)**

APPLICATION FOR ASSISTANCE

Name:

Current Address:

.....

Occupation:

Contact Ph. No:.....

Fax No:.....

Please tick if the loss or damage sustained is covered by insurance:

Description of Claim	Value	Net Value

If you have insurance, please advise:

Name of Insurer:

.....

Type of Insurance:

.....

.....

Value of Policy: \$.....

I am the registered owner/occupier of.....

.....

and the following people live with me at the same address:

.....

Other information, e.g. the percentage of property affected, area of property.

.....

.....

.....

I certify the above information is correct and I seek assistance from the Local Recovery Committee for the abovementioned losses sustained as a result of the:

(Name of Event – Year).

.....
Claimant's signature **Date**

Details verified:

.....
Chief Executive Officer's signature **Date**
(City of Kalgoorlie-Boulder)