



**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

# **LOCAL RECOVERY PLAN**

**2021**



## CITY OF KARRATHA

### LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

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Arron Minchin  
Chairperson  
Karratha LEMC

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Date

Endorsed by Council:

Resolution Number:



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## Distribution List

Organisation	Officer/ Department	Copies	
		Hardcopy	Electronic
City of Karratha	Mayor	1	
	CEO	1	
	Emergency Management	1	
	Records	1	
	Administration Centre	1 Public version	
	Wickham Library	1 Public version	
	Karratha Library	1 Public version	
	Dampier Library	1 Public version	
	Roebourne Library	1 Public version	
	All Staff		Intranet Public version
	Website		Public version
Karratha LEMC	All members (Refer to <i>Karratha General Plan</i> )		1

### Contact & Document Availability

For copies of this plan, or to provide comment, contact:

**LEMC Executive Officer**  
**City of Karratha**  
 PO Box 219, Karratha WA 67140  
 Ph: (08) 9186 8555  
 F: (08) 9185 1626  
 E: [enquiries@karratha.wa.gov.au](mailto:enquiries@karratha.wa.gov.au)

This plan is available on the City of Karratha website [www.karratha.wa.gov.au](http://www.karratha.wa.gov.au) and is available for viewing at the City facilities outlined above.



## Amendment Record

Amendment		Details	Amended by
No.	Date		
1	2008	First Issue	MB
2	Mar 2009	Draft reviewed by LEMC and modifications entered	MB
3	June 2009	LEMC adopted plan	MB
4	Oct 2009	DEMC approved plan	MB
5	July 2015	Rewrite to new format, name change and review completed. Version 2.	MB
6	Oct 2015	LEMC approved and adopted plan	MB
7	Dec 2015	Endorsed by Council	MB
8	Feb 2017	Changes to LRC and LRCC positions. Addition of donations provisions. LEMC adopted modifications. Endorsed by CEO as delegate of Council.	CW
9	Oct 2020	Complete review and reissue	SE
10	Aug 2021	Endorsed by LEMC	SD
11			
12			
13			
14			



## Acronyms & Definitions

*Refer to the General Plan and current Australian Emergency Management Glossary for full list of terms and definitions*

CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
City	City of Karratha
DBCA	Department of Biodiversity, Conservation & Attractions
DC	Department of Communities
DCBFCO	Deputy Chief Bush Fire Control Officer
DFES	Department of Fire & Emergency Services
DFRAWA	Disaster Recovery Funding Arrangements WA
DoT	Department of Transport
FCO	Fire Control Officer
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
KLRP	Karratha Local Recovery Plan
KLRC	Karratha Local Recovery Coordinator
KLRCG	Karratha Local Recovery Coordination Group
LEMC	Local Emergency Management Committee
LEMA	Local Emergency Management Arrangements
LMDRF	Lord Mayors Distress Relief Fund
SES	State Emergency Service
VMR	Volunteer Marine Rescue
WANDRRA	Western Australia Natural Disasters Relief and Recovery Arrangements
WA Police	Western Australian Police



# 1. Introduction

## 1.1 Authority

The Karratha Local Recovery Plan (KLRP) has been prepared in accordance with Section 41 (4) of the *Emergency Management Act 2005* and forms part of the Local Emergency Management Arrangements for the City of Karratha. This plan has been endorsed by the Karratha Local Emergency Management Committee and has been tabled for information and comment with the Pilbara District Emergency Management Committee. This plan has been endorsed by the City of Karratha.

## 1.2 Purpose

The purpose of this plan is to outline the arrangements for effectively managing recovery at a local level across the four recognised functional areas of recovery, as efficiently as possible and in line with industry best practice.

## 1.3 Objectives

This plan describes the relevant roles, responsibilities and tasks of key agencies, as it pertains to the management of recovery from emergencies for the City of Karratha, namely:

- The activation of mechanisms which ensure community participation in the recovery process;
- The effective liaison between all HMAs, emergency services and supporting agencies,
- The identification of appropriate recovery measures;
- The setting out of appropriate resourcing arrangements; and
- The outlining of recovery management structures and management processes.

## 1.4 Scope

The scope of this recovery plan is limited to the municipal boundaries of the City of Karratha. It details the local recovery arrangements for this community.

## 1.5 Related Documents

This recovery plan forms part of the *Karratha Local Emergency Management Arrangements* (LEMA) and should be read in conjunction with these plans and its related documents. They also interface with other hazard specific emergency management and recovery plans at District and State levels.



It has been created in accordance with the recommendations of the *Local Recovery Guidelines*.

The *Karratha Local Welfare Plan* prescribes the arrangements for the provision of welfare support services during emergencies. This plan is developed by DC and supplied to the City.

Valuable tools providing guidance to those working and managing information in a post emergency/disaster environment include;

- *Communicating in Recovery Guidelines* (State Emergency Management Committee)
- *Communicating in Recovery Guide* (Australian Red Cross)

## **1.6 Agreements, Understandings & Commitments**

- Pilbara local government MoU

A MoU with the five local governments of the Pilbara emergency management district; the City of Karratha, Shire of Ashburton, Shire of Exmouth, Shire of East Pilbara and the Town of Port Hedland. This MoU is currently in draft and awaiting approval and sign-off from the CEOs of all local governments which are signatories to the MoU.

- Department of Communities

The City of Karratha has an agreement with the Department of Communities that allows for the use of City facilities as welfare centres. This agreement is not formally recorded.

- Department of Fire and Emergency Services

A MoU exists between DFES and the City of Karratha. Under this agreement, DFES manages and controls all bush fire brigades and bush fire response and is responsible for all matters relating to the bush fire brigades and bush fire response within the Pilbara including the City of Karratha local government boundary.



## 2. Overview of Recovery Management

Emergency recovery is the co-ordinated process of supporting emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

### 2.1 Recovery Management Principles

The national principles for disaster recovery are:

- Understand the CONTEXT
- Recognise COMPLEXITY
- Use COMMUNITY-LED approaches
- COORDINATE all activities
- COMMUNICATE effectively
- Recognise CAPACITY

### 2.2 Recovery Management Concepts

Underpinning the recovery management principles are a number of concepts that provide the basis for effective recovery management, such as:

- Community involvement in all aspects of the recovery process;
- Management at the local level;
- Affected area/community approach to allow active participation in their own recovery;
- Differing effects/needs for different communities/individuals to ensure services are provided in a timely, fair and equitable manner;
- Empowering individuals and communities;
- Minimum intervention;
- Recognition of resourcefulness and maximising the use of local resources, groups and individuals;
- Planned/timely withdrawal;
- Accountability, flexibility, adaptability and responsiveness to meet the changing needs of the community over time;
- Integration of services to maximise the use of existing administrative and management structures e.g. the local formal and informal networks of care and support arrangements; and
- Co-ordination to ensure state and regional strategies complement local recovery initiatives rather than replacing them.

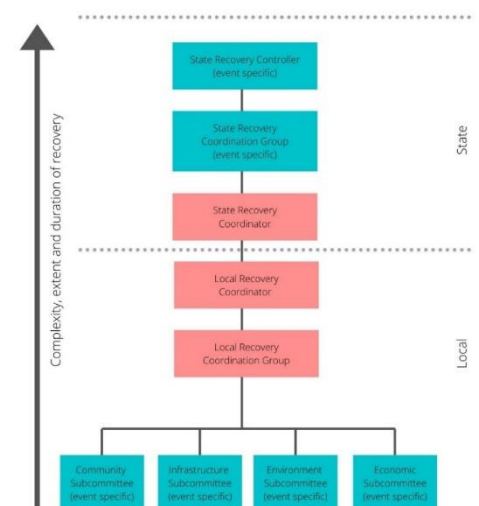


## Karratha Local Recovery Coordination Group

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

Functions:

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities, with the assistance of the responsible agencies;
- Developing an operational plan for the coordination of the recovery process for the event.
- Overseeing the delivery of projects that support recovery to ensure that they are community-led and targeted to best support the recovery of impacted communities;
- Facilitating the provision of services, public information, resource acquisition and information exchange;
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi agency approach to community recovery;
  - Providing a central point of communication and coordination for the actions of recovery-related services and projects being progressed outside of the direct control of the Committee; and
- Making recommendations based on lessons learnt, to the LEMC, to improve the community's recovery preparedness.



Potential Recovery Governance Structure

### 3.1 Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management plans for Karratha. The LRC also undertakes the role of Executive Officer for the Local Recovery Coordination Group. All tasks are to be



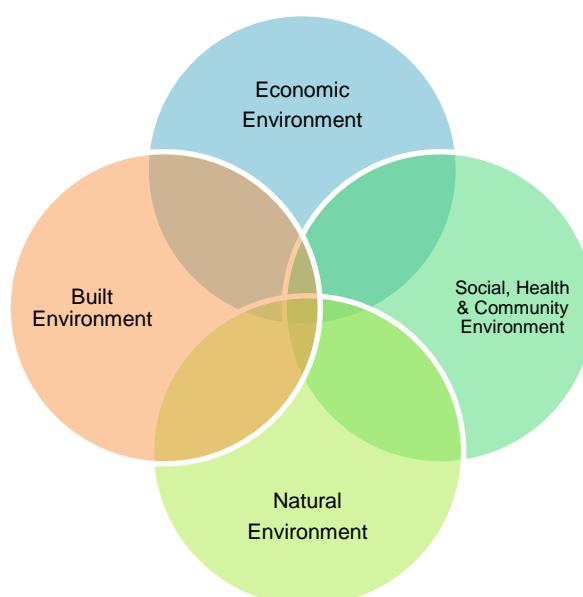
directed to the appropriate agencies or personnel with the authority to complete them. Nominated Local Recovery Coordinators for the City of Karratha and their contact details are outlined below.

Name	Position	Email	Phone
Arron Minchin	Director Community Services	<a href="mailto:Arron.Minchin@karratha.wa.gov.au">Arron.Minchin@karratha.wa.gov.au</a>	9186 8501 0447 890 415
Anthony Wear	Manager Community Facilities	<a href="mailto:Anthony.Wear@karratha.wa.gov.au">Anthony.Wear@karratha.wa.gov.au</a>	9186 8556 0437 901 822
Jerom Hurley	Manager Approvals & Compliance	<a href="mailto:Jerom.Hurley@karratha.wa.gov.au">Jerom.Hurley@karratha.wa.gov.au</a>	9186 8557 0439 923 718
Steve Wachter	Manager City Services	<a href="mailto:steve.wacher@karratha.wa.gov.au">steve.wacher@karratha.wa.gov.au</a>	9186 8606 0456 431 036

## Recovery Management Functional Areas

There are four key functional areas that require attention as part of a whole of community approach to recovery. It is best practice to establish subcommittees for each of these functional areas.

While there may not be an overt impact to all four environments during a particular event, it is best practice to convene all subcommittees and dissolve as required.





## Social, Health & Community Environment

This refers to the impact that an emergency may have on the health and well-being of individuals and the community, which includes the provision of:

- Health and medical services
- Community development
- Family and personal support
- Temporary accommodation

Social, Health & Community Subcommittee Objectives:

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

Suggested Subcommittee Members
Manager Community Programs – City of Karratha (Chair)
Engagement Officer – City of Karratha (Minutes)
Manager Community Facilities – City of Karratha
Representative – WACHS
Representative – Catholic Education
Representative - Department of Education
Representative – Australian Red Cross
Representative – Department of Communities
Representative – Salvation Army



## Economic Environment

This refers to the economic impact that an emergency may have on individuals and communities in an affected area. The economic impact of an emergency is often hidden, and may need a detailed assessment to determine immediate and long-term effects and which may include adverse impacts to:

- Infrastructure
- Transport
- Communication
- Essential services
- Tourism

### Economic Subcommittee Objectives

- To assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area;
- Consider the need for an economic impact assessment;
- Consider participation of business and/or industry representatives in economic recovery decision making;
- Work with the insurance sector to coordinate insurance companies' response;
- Consider projects to ensure tourism viability is maintained; and
- Support and promotion of the economic viability of affected community through short- and long-term projects.

Suggested Subcommittee Members
Manager Financial Services – City of Karratha (Chair)
Support Officer – City of Karratha (Minutes)
Manager City Growth – City of Karratha
Representative – DRFAWA
Representative – KDCCI
Representative – Pilbara Development Commission



## Natural Environment

This refers to the natural environmental impacts that an emergency may have on a geographic area and which may include adverse impacts to:

- Air and water
- Public land
- Flora and fauna
- Ecosystems
- Waste pollution management

### Natural Environment Subcommittee Objectives

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

Suggested Subcommittee Members
Manager Approvals and Compliance – City of Karratha
Rangers Coordinator – City of Karratha
Sustainability Officer – City of Karratha
Natural Areas Officer – City of Karratha
Representative(s) – Rio Tinto
Representative(s) – Department of Biodiversity Conservation & Attractions
Representative(s) – Pilbara Ports Authority



## Built Environment

This refers to the impact that an emergency may have on physical infrastructure. Infrastructure assists individuals and the community with their daily lives and forms an important part of community identity and can also impact on the local economy. A number of industries or sectors may be adversely impacted, including:

- Agriculture
- Mining and resources
- Retail
- Manufacturing
- Small business
- Transport and roads

### Built Environment Objectives

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

Suggested Subcommittee Members
Technical Services Coordinator - City of Karratha (Chair)
Infrastructure Project Officer – City of Karratha (Minutes)
Manager Building Maintenance – City of Karratha
Waste Services Operations Coordinator – City of Karratha
Works Supervisor – City of Karratha
Representative - Horizon Power
Representative – Main Roads WA
Representative – Pilbara Ports
Representative – Rio Tinto
Representative – Water Corporation
Representative - Telstra



## 4. Plan Activation, Transition & Withdrawal

### 4.2 Response to Recovery Transition

Recovery starts while response activities are still in progress, as key decisions taken during the response phase are likely to directly influence and shape recovery. The LRC should be available to take up the role while the emergency is still being attended to and the IC is managing response efforts. At times there will be conflicting priorities between response and recovery. This shall be managed through liaison officers and the ISG (i.e. road closures). Providing a safe working environment for both response and recovery personnel is essential.

The transition from response to recovery is ultimately the transfer of responsibility of the incident from the HMA to the City of Karratha. This transition shall be formalised by completing one of the following:

- *Impact Statement Form* for all Level 3 incidents and Level 2 where there are impacts requiring recovery activities (see State Emergency Recovery Procedure 4).

### 4.1 Activation

The decision to activate the Karratha Local Recovery Plan will be made by the LRC as advised by the assessments, recommendations and consultation with the:

- ISG
- HMA IC
- City of Karratha

Where the decision has been made to activate the plan, the LRC will advise the Chairperson of the KLRCG. The membership of the committee will be finalised and all members will be notified with the arrangements of an initial briefing.

Where the decision is taken not to activate the plan or convene the committee, the LRC will monitor the situation and keep the KLRCG advised accordingly.

### 4.3 Withdrawal

The recovery management structure will be gradually stood down as the capability of local authorities improves and as the community returns to a functional state. The decision to conclude recovery efforts will be made by the KLRC and recorded in the appropriate meeting minutes. Public notification must be made to inform the community of this decision.



## 5. Financial Arrangements

### 5.1 Internal Arrangements

At the onset of an event, the City of Karratha will ensure that all appropriate financial management is undertaken, including the designation of a cost centre and adherence to relevant internal controls.

### 5.2 DRFAWA

The primary responsibility for safeguarding and restoring public and private assets affected by natural disasters rests with the owner. However, the State Government recognises that disaster affected communities do not always have the resources to provide for their own recovery.

For the disaster to be considered eligible for DRFAWA funding the event must be a naturally occurring, rapid onset event caused by anyone, or a combination of, the following natural hazards: bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado, tsunami; or a terrorist event. DRFAWA guidelines, templates and fact sheets are available on the [DFES website](#).

To assist with the calculation of disaster cost, and therefore whether the incident will be eligible for DRFAWA funding, each department within the City of Karratha is to have a designated account to direct all incident related expenses to. Departments are to refer to their *Emergency Preparedness Checklists* for this account number.

### 5.3 Public Fundraising Appeal

Any request to initiate a public fundraising appeal shall be directed to the Lord Mayor's Distress Relief Fund.

## 6. Communications and Media Management

### 6.1 Public Information

#### 6.2.1 Public Information Management

The provision of public information is the responsibility of the HMA.

All media releases are to be coordinated through the ISG to ensure the accurate and timely release of information.



Culturally and Linguistically Diverse (CALD) or special needs groups should be considered in any release of emergency public information and educational material.

### **6.2.3 City of Karratha Spokesperson**

The only people who can speak on behalf of the City of Karratha are the Mayor, the CEO and Directors. This is a Council policy irrespective of the channel or topic; however, the CEO may delegate someone else to be the spokesperson. The City will refer to SEMC *Communicating in Recovery Guidelines*.

### **6.2.4 Local Media Avenues**

Local media avenues may be utilised to provide public information. This may include (but is not limited to):

#### **Radio**

702AM ABC North West (Official emergency broadcasting station for Pilbara region)

106.5 Hit

102.5 Triple M

#### **Website / Internet**

Department of Fire and Emergency Services- Alerts and Warnings

[www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)

City of Karratha [www.karratha.wa.gov.au](http://www.karratha.wa.gov.au)

Social media (various organisations and media outlets)

#### **Call Centres**

DFES Public Information Line

Ph:1300 657 209

## **7. Resources & Facilities**

### **7.1 Local Recovery Coordination Centre**

The Karratha Recovery Coordination Centre will initially be located at the City of Karratha Administration Offices, Lot 1083 Welcome Road, Karratha. Where this location is unsuitable, the LRC will be responsible for nominating an alternate location.



## **7.2 One Stop Shop**

Depending on the extent of the incident, a one stop shop may be established to provide a central location for the public to receive assistance from all the relevant agencies.

The one stop shop is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the one stop shop. Where this option is not viable other facilities for consideration should include (but are not limited to):

- Karratha Leisureplex
- Wickham and/or Dampier Community Hubs
- City of Karratha Administration Building

## **7.3 Staff**

As a consequence of an emergency additional staff may be required to ensure that the City of Karratha continues to fulfil its obligations to the community. Consideration needs to be taken for the demands of recovery operations as well as the continuity of regular business processes.

Staffing needs should be assessed as soon as possible to ensure adequate resources are available. The extent of the recovery operations should not be underestimated as recovery can be a lengthy process. Depending on the nature of the event, some services may be required for months or even years to follow.

Managers are to consider the impact of fatigue, stress and pressure on personnel. As staff members often live and work in the same community, it is possible that they have also been personally impacted by the disaster. All City of Karratha staff have ready access to employee assistance programs.



## **7.4 Volunteers**

The City of Karratha supports the community being involved in the recovery process and acknowledges that many community members may hold valuable skills that can be utilised. There are likely to be two types of volunteers:

- Those already affiliated with a specific organisation (e.g. SES, Red Cross, BFB)
- Members of the community who offer their services after the event has occurred

Existing volunteers will be utilised under the structure of their specific organisation. The KRC may assist with the coordination and tasking of volunteer agencies, however the management of these volunteers will remain solely with their respective organisation.

All spontaneous volunteers will be directed to the Pilbara Volunteer Hub.

## **7.5 Donation of Physical Goods**

The KLRCG will discourage the spontaneous donation of physical goods from the outset of recovery activities, by way of an announcement through recognised public information channels.

Previous experience has demonstrated that the spontaneous donation of physical goods can be detrimental to recovery efforts, and in some instances creates a secondary crisis to manage. When and if there is a legitimate need for specific items or materials, this will be announced through the same public information channels.

## **7.6 Offers of Assistance**

All public offers of assistance, such as donations of services and accommodation are to be referred to the KLRCG and recorded on the DC *Offers of Assistance* form (see Appendix 4).

Whilst DC and the City of Karratha may facilitate this process they will not endorse any service providers or be held accountable for the quality of assistance provided.



# Appendices



# 1. Local Recovery Coordinator / LRCG Checklist

First 48 Hours	Refer to Local Recovery Guideline
LRC to contact and alert key local contacts.	
LRC to liaise with the Controlling Agency and participate (or nominate a suitable local government representative) in the incident management arrangements, including the ISG and OASG where appropriate.	
Local Recovery Coordinator to develop an Operational Recovery Plan	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
LRC to determine the need for the activation of the Local Recovery Plan and whether to convene Karratha Local Recovery Coordination Group If yes Finalise committee membership and arrange initial briefing If no Continue to monitor the situation	
Meet with specific agencies involved with recovery operations to determine actions	
Ensure Controlling Agency starts recovery activities during the response to the emergency	
LRC and local government to determine the need for of state involvement in conjunction with the State Recovery Coordinator	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Oversee: <ul style="list-style-type: none"> <li>- The facilitation of community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State Government agencies and other recovery agencies.</li> <li>- Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use LG media arrangements or seek advice or support from DFES State Recovery).</li> <li>- Develop and implement an event-specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication process.</li> </ul>	
First week	Refer to Local Recovery Guideline
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support)	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	



In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements, Coordinate activities to rebuild, restore and rehabilitate the social built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so, ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Establish a method for communicating responses to frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
<b>Task description</b>	<b>Refer to Local Recovery Guideline</b>
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers and planning.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	



Further details can be found on the SEMC website:

<https://semc.wa.gov.au/emergencymanagement/guidelines/Documents/LocalRecoveryGuideline.pdf>





Government of Western Australia  
Department for Child Protection  
and Family Support



## Offers of Assistance

**THIS FORM IS FOR THE COLLECTION OF INFORMATION ONLY**

The Department for Child Protection and Family Support has not screened this information, and is not responsible for the delivery of services, donated goods or accommodation offered on this form.

All agreements on the delivery of services, donated goods and accommodation offered will be agreed upon between the private parties without the assistance of the Department, ADRA Australia or Volunteering WA.

By filling out this form I (You) agree to the information being forwarded on to impacted persons and/or relevant services/organisations.

### Type of Assistance

☐ Accommodation

Service

☐ Donation☐ Other

\*Please fill out a separate form for each type of assistance offered.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Phone Number** (Best number to reach you on):

**Email:** \_\_\_\_\_

## Accommodation

☐ House

☐ Granny Flat

Caravan

☐ Other

Accommodation Address: \_\_\_\_\_

**Availability:**

☐ Immediate

☐ Short term

☐ Long term

Information on Accommodation, Service, Donation and Other	
1	Accommodation
2	Service
3	Donation
4	Other

Eg:

**Accommodation – Availability dates, Size, Exclusions, Children, Pets, etc.**

**Service – Availability dates, Skills, Health and medical issues. Are you currently with a volunteering agency, etc.**

**Donations of goods and services – What you wish to donate, etc.**

Other – please describe.

[illegible]

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Thank you**



## 3. Resource Register

### City of Karratha Asset Register

#### Construction & Maintenance Assets

Type	Number	Notes
Water Cart	2	1 x works (depot) and 1 x waste services (7 mile)
Backhoe Loader	2	1 x works (depot) and 1 x waste services (Wickham Transfer Station). Soon we will have a third allocated to Parks
Loader	3	2 x waste services (7 mile) and 1 x works (depot)
Forklift	3	1 x diesel (depot), 1 x diesel waste service (tip shop/7 mile) and 1 x electric (depot/stores)
Hyundai iMax Turbo Diesel 8 Seater	1	Sits with Events / Community (Nancy Milligan)
Tractor	2	1 x parks & gardens (depot) and 1 x airport
RTV Utilities	3	2 x rangers and 1 x parks and gardens (all predominantly stored at depot)
Generators - Portable	20	Approx number – at various sites including SES branches
Generators - Fixed	4	2 x Karratha airport / 2 x Karratha Leisureplex
Tipping Trucks	6	1 x airport / 1 x 7 mile / 2 x works / 2 x parks and gardens
Traybed trucks	5	Various sites – predominantly depot based
Utilities	77	Total goes up and down pending utilisation and replacement programming, but this is close to correct
Vans	1	Hyundai iLoad Long Wheel Base Van (Cleaners)
Tandem Axle Trailer	20	Various sites
Single Axle Trailer	12	Approx number – includes fuel trailers, and water trailers etc
Large tag trailer 7T	2	
Grader	2	

*Inventory is quite extensive including grinders, drills, brush cutters, blowers, welders, chainsaws, mowers and compressors.*



## Local Equipment Suppliers

*Note that this is not an exhaustive list and does not reflect the City promoting one supplier over another.*

When additional resources are required, the City will attempt to use local contractors and resources first rather than seek support from external agencies. This includes requesting support from neighbouring councils. Contact details for local equipment suppliers and contractors can be seen in Appendix 5. Additional support and resources may be rendered by the following organisations, in response to an emergency event:

- Rio Tinto
- Woodside
- Yara Pilbara Fertilisers

Supplier	Service	Contact Details
Karratha Machinery Hire	Plant/Equipment Hire	M: 0408 949 865
Kennards Hire Karratha	Plant/Equipment Hire	P: 9144 6100 <a href="mailto:karratha@kennards.com.au">karratha@kennards.com.au</a>
Coates Hire Karratha	Plant/Equipment Hire	P: 9182 2300 <a href="mailto:karratha@coateshire.com.au">karratha@coateshire.com.au</a>
Access Hire Karratha	Lifting & Access Equipment/Generators	M: 0427 759 967
Onsite Rental Group	Lighting/Generators	9182 3500
WATT Torque & Porta Power	Lifting & Access / Tools	9185 2008 <a href="mailto:hires@watorquetools.com.au">hires@watorquetools.com.au</a>
Powerlift Industries	Vehicles & Equipment	9185 3286
Brooks Hire Service		1300 276 657
Raw Hire Karratha		1800 227 444



## 4. Approved Asbestos Contractors and Disposal Sites

### Contractors

Contractor	Contact Details	Services & Limitations				
		Reg. Worksafe	Service Area	Disposal	Unrestricted Licence*	Restricted Licence**
<b>Argonaut Engineering &amp; Construction</b>	P: 9185 1013 E: <a href="mailto:admin@argonautengineering.com.au">admin@argonautengineering.com.au</a>	Y (# WR1916)	All	Y WSM	N	Y
<b>Karratha Contracting</b>	Ph: 0419 911 195 E: <a href="mailto:info@akacontractors.com.au">info@akacontractors.com.au</a>	Y (# WR1823)	All	Y WSM	N	Y
<b>Trasan Contracting</b>	P: 0404 892 462 E: <a href="mailto:guenter.becker@bigpond.com">guenter.becker@bigpond.com</a>	Y (# WR1795)	All	Y WSM PEEL	N	Y
<b>West Coast Renos</b>	P: 0408 886 069 E: <a href="mailto:coastaldemolition@aapt.net.au">coastaldemolition@aapt.net.au</a>	Y (# WR1920)	All	Y WSM	N	Y

### Definitions

(Sourced from Worksafe at [www.commerce.wa.gov.au/worksafe/find-asbestos-licence-holder](http://www.commerce.wa.gov.au/worksafe/find-asbestos-licence-holder))

\* **Unrestricted License** - allows the license holder, or people employed by them, to remove all forms of asbestos (friable and non-friable).

\*\* **Restricted License** - allows the license holder, or people employed by them, to remove amounts exceeding 10m<sup>2</sup> of bonded (non-friable) asbestos.

**Friable asbestos** - any material that contains asbestos and is in the form of a powder, or can be easily reduced to a powder by hand pressure when dry.

**Non-friable (bonded) asbestos** – any material that contains cement or rubber, which stabilises the product and gives it a non-friable structure.

### Disposal Site

Disposal Site	Contact Details	Services & Limitations				
		24/7	Service Area	Pick up	Unrestricted Licence*	Restricted Licence**
<b>7 Mile Landfill</b> Dampier Road, KARRATHA (Permit required prior to disposal)	P: 9186 8610 E: <a href="mailto:sevenmile.tip@karratha.wa.gov.au">sevenmile.tip@karratha.wa.gov.au</a>	N  <b>Open hrs:</b> 7 days 7:00 - 4:30  No commercial disposal Sun	All	N	N	Y