



## Draft Protocol for 'Natural Disasters' and Waste Management

### Comment Period for Draft Protocol

Comment is sought on this draft Protocol. The comment period closes Monday 16 August. For more information contact Rebecca Brown, Manager Waste and Recycling, 9213 2063 or email [rbrown@walga.asn.au](mailto:rbrown@walga.asn.au)

### Purpose of this document

This document outlines a Protocol for events which are considered eligible 'natural disasters' by the State/Federal Government. This document is limited to these situations, but this structure may be used for other events which have similar waste management implications.

This document contains:

1. Communication protocol for WALGA and Local Government;
2. Pro-forma for Commitments regarding funding (from State to Local Government) including documentation Local Government needs to provide to State Government (specifically FESA) to claim funds.

### Introduction

#### *Definition of Natural Disaster*

Natural disaster means "a serious disruption to a community or region caused by the impact of a naturally occurring rapid onset event that threatens or causes death, injury or damage to property or the environment and which requires significant and coordinated multi-agency and community response. Such serious disruption can be caused by any one, or a combination of, the following 10 (ten) natural hazards: bushfire; cyclone; earthquake; flood; landslide; meteorite strike; storm; storm surge; tornado; or tsunami"<sup>1</sup>.

#### *Relief available*

The State and Australian governments provide a range of relief measures to assist communities severely affected by an eligible natural disaster event (i.e., bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado or tsunami).

If the assessment reveals that damage caused by an event meets the criteria and has been endorsed by the FESA Chief Executive Officer, a proclamation notification is then issued by FESA to all relevant state government agencies and affected local governments, as well as the media.

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<sup>1</sup> FESA, 2009, Dictionary of Terms, available online: [www.fesa.wa.gov.au/internet/upload/-1664491768/docs/Dictionary-Of-Terms-v4\\_\\_June-2009.pdf](http://www.fesa.wa.gov.au/internet/upload/-1664491768/docs/Dictionary-Of-Terms-v4__June-2009.pdf)

Relief and recovery assistance can only be considered once a proclamation has been declared under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).

What is the assistance for?

The measures are intended to provide assistance for the recovery of communities and are offered on a needs basis. The arrangements provide for:

- Individuals and families;
- Small business;
- Primary producers; and
- Local Governments and state government agencies.

## **Review of this Document**

Once endorsed, it is anticipated this document will be reviewed twice yearly to ensure ongoing relevance and continued stakeholder engagement.

## **1 Communication protocol for WALGA and Local Government**

This section covers the ongoing communication which it is intended to establish and immediate communication after an event.

- Event occurs
- Assessment undertaken by FESA
- Proclamation issued by FESA CEO
- FESA convene Recovery Working Group (RWG)
- WALGA sit on RWG
- WALGA notify Local Government and Regional Councils regarding discussion and issues raised through RWG and seek feedback
- WALGA convene a meeting of Local Government and Regional Councils to discuss and agree approach, with involvement of FESA and other agencies as required.

## **2 Commitments from State Government to Local Government**

*This is a proforma commitment document intended to be modified as required immediately after the proclamation of the natural disaster.*

The State Government has committed to providing access to Western Australian Natural Disaster Relief and Recovery Arrangement funds for Local Governments on activities relating to the <<insert event>> of <<insert date>>. This document is intended to provide information to Local Governments and Regional Councils on the parameters and methods for claiming financial assistance from FESA, under the WANDRRA.

### **Aim**

*To ensure safer communities and a rapid clean at no net cost to Local Governments (for collection and processing/disposal of <<insert event>>waste)*

## **Approach to <<insert event>> clean up**

The State Government is offering assistance to help defray the costs associated with the clean up following <<insert event>>. Following consultation with WALGA and waste facility operators the State Government does not intend to prescribe the best approach for each Local Government in addressing this issue.

Local Government is to determine the best approach for their area and it is suggested that this could be undertaken in consultation with the relevant Regional Council.

If the Local Government incurred minimal damage, then no claim or additional services need be undertaken.

## **Costs Covered by the State's assistance scheme**

### *Collection / Processing*

Financial assistance from the State Government **is available** to meet additional collection/processing costs incurred by Local Governments in the clean up following <<insert event>>. These additional costs could include:

- Hiring of contractors; or
- Payment of staff overtime; or
- Hiring of adjoining Local Government services/staff; or
- Hire of additional plant and equipment.

### *Disposal*

Financial assistance from the State Government **is available** for disposal costs for <<insert event>> damaged material from Local Government and household sources (this disposal cost is taken to include Waste Avoidance and Resource Recovery Levy). This includes material from street sweeping and drain clearing.

### *Advertising costs*

Financial assistance from the State Government **is available** for advertising costs incurred by Local Government in advertising any additional services they are providing to residents for <<insert event>> clean up related to this event.

## **Costs not covered**

Financial assistance **is not available** where Local Governments are using their own resources during normal business hours. Resources diverted from other Local Government activities also cannot be reimbursed.

Financial assistance **is not available** for collection or disposal of commercial waste.

## **Process for Claiming**

It is acknowledged that Local Governments and Regional Councils are likely to have already undertaken a number of activities relating to clean up, in line with the Local Government Recovery Plan.

### **Additional Clean Up**

If Local Governments/Regional Councils are planning to undertake **additional** public focused clean up activities (such as additional verge collections, free landfill/transfer station access/day) the following process needs to be followed:

1. **Local Government** determine (in consultation with their **Regional Council** if necessary) any additional initiatives for storm clean up.
2. Local Government/Regional Council submit a Plan of what they are going to do to **WALGA** (contact below).
3. **WALGA** to pass Plan onto **FESA** for expedited approval.
4. **WALGA** provide feedback to Local Government/Regional Council.

The Plan needs to include:

- Outline of activity;
- Estimated costs of activity (if known);
- Type of documentation that will be provided to substantiate individual parts of the claim; and
- Timing of activities.

### *Timeframe*

The timeframe for the additional activity would depend on the approach taken by each Local Government. For example, a free disposal day would be in the immediate future (next 2 weeks) whereas a verge collection would take longer to organise. It is expected that all <<insert event>> related clean up activities should be completed by <<approximately 1 month after the event>>. Plans submitted to WALGA by Local Governments envisaging longer timeframes need to seek specific approval through the process outlined above, and would need to outline the reasons for the delayed timeframe.

### **How to Claim/ Documentation Required**

In order to claim for the eligible funds the following is required:

1. Completed FESA Application Form (relevant category to complete Category B 3.3.1 c) Counter disaster operations assistance to the general public). This Form is available from <http://www.fesa.wa.gov.au/internet/?MenuID=377&ContentID=588>
2. Chief Executive Officer authorisation of claim;
3. Invoice for amount being claimed (GST inclusive for claims for transfer station/landfill fees, GST exclusive for contactors/plant hire);
4. Appropriate documentation justifying expenditure, for example
  - For plant hire and contractors - copy of invoice;
  - Staff overtime - print out from overtime records from financial system;
  - Additional advertising undertaken – copy of invoice and the advert.
  - For disposal/processing expenditure - a schedule of Local Government fees and charges;

- For material disposed of to landfill - weighbridge documentation, clearly identifying tonnes to landfill (from <<insert event>>)\*;
- For material processed at transfer stations/landfills – weighbridge records of incoming <<insert event>> material\*.

\*It is suggested for landfill sites/transfer stations a separate <<insert event>> damage code be established to facilitate this.

Claims must be submitted to

FESA

Attn: Wayne Syme, FESA

PO Box P1174, PERTH WA 6844

### **Payment from FESA**

FESA commit to pay invoices within 2 weeks of processing (if appropriate documentation is provided).

Invoicing could occur weekly, for larger amounts, or as suits the Local Government needs (for example fortnightly).

FESA **will not** meet any costs incurred after <<insert date approximately 1 month after the event>>. Invoices on costs must be submitted as soon as possible after <<approximately 1 month after the event>>. The only exceptions to this will be where longer timeframes have been included as part of Plans approved under the above arrangements.

### **Contacts**

WALGA Contact - Rebecca Brown, Manager Waste & Recycling, 08 9213 2063 or 0407 477 074 Email: [rbrown@walga.asn.au](mailto:rbrown@walga.asn.au)

If you have any questions about the process for claiming please contact:

FESA – Wayne Syme (08) 9323 9552 [wandrra@fesa.wa.gov.au](mailto:wandr@fesa.wa.gov.au)