Local Emergency Management Arrangements

Endorsed by Council on the 16th August 2018

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 Bruce Rock Local Emergency Management Committee and the Council of the Shire of Bruce Rock.

The Arrangements have been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.

Signature of Chair Bruce Rock LEMC: Date:
(Cllr Stephen Strange)

Signature of Shire President: Date:
(Cllr Stephen Strange)

Endorsed by Shire of Bruce Rock Council
Resolution number: **OCM Aug 18 – 12.4.4**
Date: 16th August 2018

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Amendment Record

No.	Date	Amendment Details	By
1	November 2016	Updated Westplan and contact details	Catherine Dunn
2	March 2018	Full plan review	Catherine Dunn
3	July – August 2018	Amendments and Additions	Catherine Dunn / Alan O'Toole
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GLOSSARY OF TERM AND ACRONYMS USED

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

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

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

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 or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND and COORDINATION.**

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency 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. *See also* **COMMAND and COORDINATION.**

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and

operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL and COMMAND.**

DISTRICT – means the municipality of the Shire of Bruce Rock.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

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

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA – see below), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

HAZARD

3 a cyclone, earthquake, flood, storm, tsunami or other natural event
4 a fire
5 a road, rail or air crash
6 a plague or an epidemic
7 a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
8 any other event, situation or condition that is capable or causing or resulting in
   a. loss of life, prejudice to the safety or harm to the health of persons or animals or
   b. destruction of or damage to property or any part of the environment and is prescribed by the regulations

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. *See also* **ACCIDENT, EMERGENCY and DISASTER.**

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

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Bruce Rock & Bruce Rock Shire Council.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective 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*.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the Shire of Bruce Rock.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan**.** *See* **also EMERGENCY OPERATION.**

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH.**

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH.**

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH.**

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic 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.

(a) The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

(b) A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

(c) Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY –

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

OTHER ACRONYMS USED IN THIS DOCUMENT:

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.
DBCA – Department of Biodiversity, Conservation and Attractions (WA).
DFES – Department of Fire and Emergency Services (WA).
SES –State Emergency Service.
VES –Volunteer Emergency Service.
VMR –Volunteer Marine Rescue.

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Bruce Rock Local Emergency Management Committee and approved by the Shire of Bruce Rock.

Community Consultation

The previous Emergency Management Arrangements were adopted by Council on the 14th May 2009, and were completed with community consultation, assessment by the Committee Members and finally reviewed and adopted by Council. A community survey and formal community analysis in 2009 revealed the major hazards that may create situations requiring a response by full emergency management organisation.

This latest document is a complete review of the Local Emergency Management Arrangements in the new statutory format, and data has been compiled from members of the LEMC, who are all members of the Bruce Rock community and represent a variety of community and emergency management organisations within the Shire. This plan was made available to the public for final comment/feedback prior to final adoption, and was advertised locally via the Shire's Facebook page, and the local community newsletter, the Rock Review.

1.2   Document Availability

Copies of these arrangements are available to the public in both electronic and hard copy formats. The electronic copy of these arrangements can be located at Council's website at www.brucerock.wa.gov.au . A hard copy can be obtained from the Shire Office and Bruce Rock Public Library located at 54 Johnson Street, Bruce Rock WA 6418, between 8.30am and 4.30pm weekdays. It will also be made publicly available on the Bruce Rock Shire website at www.brucerock.wa.gov.au In addition copies will be distributed to the following;

    (a) DFES Regional Office - Northam
    (b) Stakeholder and LEMC agencies and organisations
    (c) Related committees
    (d) District Emergency Management Committee
    (e) State Emergency Management Committee

1.3   Area Covered

The Shire of Bruce Rock covers an area of 2772 square kilometres and encompasses the towns of Bruce Rock, Ardath, Babakin, Kwolyin and Shackleton. This Wheatbelt farming community is made up of a population of around 1,000 occupying 561 dwelling based both in townsites and on farming properties. Situated 244 kms east of Perth, the Shire of Bruce Rock shares its boundaries with the Shires of Corrigin, Kellerberrin, Merredin, Narembeen and Quairading.

The land is made up predominately cleared farming paddocks with natural bush reserves scattered throughout the Shire. The main industries are farming wheat and other cereals, sheep, agriculture support businesses, steel fabrication and machinery manufacturing.

Bruce Rock has cool, moist winters and hot, dry summers. Average annual rainfall in the town is 332 mm and daily maximum temperatures average 33°C in summer and 16°C in winter, while daily minimum temperatures average 16°C in summer and 5°C in winter. During summer the maximum can reach above 45°C.

The weather conditions that may cause the highest risk for emergencies are as follows;
- Bush Fire Season – November to April
- Winter Storm Season – June to September

The Shire is served by the following emergency services;
      (i)   Bruce Rock VES Unit which caters for Fire, Storm & Road Rescue
      (ii)   Bush Fire Brigades in Ardath, Babakin and Shackleton
      (iii)   St John Ambulance – two ambulances based in Bruce Rock

1.4   Aim

The aim of the Shire of Bruce Rock's Local Emergency Management Arrangements is to detail and provide guidance to effectively manage emergency situations that may arise within the Shire of Bruce Rock.

1.5   Purpose

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

a)   the local government's policies for emergency management;

b)   the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

c)   provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);

d)   a description of emergencies that are likely to occur in the local government district;

e)   strategies and priorities for emergency management in the local government district;

f)   other matters about emergency management in the local government district prescribed by the regulations; and

g)   other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

1.6   Scope

These arrangements are to ensure that there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan. Furthermore:

a)   This document applies to the local government district of the Shire of Bruce Rock;

b)   This document covers areas where the Shire of Bruce Rock (Local Government) provides support to HMA's in the event of an incident;

c)   This document details the Shire of Bruce Rock's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and

d)   The Shire of Bruce Rock's (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.7.1 Local Emergency Management Policies

The Shire of Bruce Rock does not have any Emergency Management policies that are specific to our local government area.

1.7.2 Existing Plans & Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

Local Plans

Table 1.1

Document	Owner	Location
Land Search and Rescue	WAPOL	Bruce Rock Police Station, Johnson St Bruce Rock
Air Crash	WAPOL	Bruce Rock Police Station, Johnson St Bruce Rock
Road Crash	WAPOL	Bruce Rock Police Station, Johnson St Bruce Rock
School Evacuation Plan	Bruce Rock District High School	Bruce Rock District High School, Dunstall St Bruce Rock
Hospital Evacuation Plan	Bruce Rock District Hospital	Bruce Rock District Hospital, Dunstall St Bruce Rock
Pool Evacuation Plan	Shire of Bruce Rock	Bruce Rock Aquatic Centre Lethlean St, Bruce Rock
Local Welfare Plan	Dept. of Communities	Shire of Bruce Rock Office

Relevant State Hazard Plans
These are available on the SEMC website: https://www.semc.wa.gov.au**.**
Westplans are currently being combined and will become State Hazard Plans, available via the SEMC Website.

1.8   Agreements, Understandings & Commitments

Table 1.3

Parties to the Agreement		Summary of the Agreement	Special Considerations
WEROC	Bruce Rock, Merredin, Kellerberrin,	Memorandum of Understanding to outline assistance provided by member	N/A

	Westonia & Yilgarn Shires	groups during an emergency and during the recovery process.	
ROEROC	Narembeen, Kondinin, Kulin & Corrigin	Memorandum of Understanding to outline assistance provided by member groups during an emergency and during the recovery process.	N/A
DFES	Bruce Rock Shire, Bruce Rock VES & DFES	Establishment, Maintenance and support of the Bruce Rock VES Unit including facilities and equipment.	Expires June 2020 (option to renew for another 21 years)

1.9   Additional Support

Table 1.4

Organisation	Description	Comments	Contacts
Bruce Rock Catholic Ladies	Catering	May be able to provide support in the way of catering for volunteers or people who have been impacted by an emergency.	Jan Kilminster 08 9061 1091 Judy Tomljanovich 08 9062 3018

1.10 Special Considerations

The following factors need to be considered when utilizing this plan:

- Bruce Rock Vietnam Veterans "Back to the Bush" Reunion
    (d) Held over the first week of November each year
    (e) Up to 1,000 tourists over 1 week
    (f) Large number of caravans at the Bruce Rock Caravan Park and Recreation Grounds
    (g) Many of the visitors are elderly

- Bruce Rock Agricultural Show
    (h) Held bi-annually (next event October 2019)
    (i) Located at the Bruce Rock Recreation Grounds

- Volunteer numbers reduced in January
    (j) During the month of January each year a large portion of the community, including volunteers, go on holidays. This sometimes leaves a shortage of emergency volunteer personnel.

1.11 Resources and Contacts Register

Refer to Contacts and Resources Section at end of Attachment 1 – Shire of Bruce Rock Recovery Plan.

1.12 Financial Arrangements

1.12.1   All expenses incurred by an organisation for a particular emergency operation shall be met by the appropriate Hazard Management Agency that would normally authorise such expenditure on a case-by-case basis.   These costs would not include expenditure in meeting their own statutory obligations or on tasks previously agreed to with the Hazard Management Agency.

1.12.2   All invoices, as authorised by the HMA, shall be forwarded to the HMA concerned for payment as soon as possible after the event.

1.12.3   Local Governments should also include an emergency management component in their annual budget process.

Response

The Shire of Bruce Rock recognizes the State Emergency Management Policy 4.2 "Funding for Emergencies" which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

1.13 Roles & Responsibilities

Local Emergency Coordinator

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

a)   to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;

b)   to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and

c)   to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

The Local Emergency Coordinator for the Shire of Bruce Rock is the Chief Executive Officer.

Chairperson Local Emergency Management Committee

The Chair of the LEMC is appointed by the local government [s. 38 of the Act].
The Chair of the Bruce Rock LEMC is the Shire President.

Local Emergency Management Committee

The functions of LEMC are [s. 39 of the Act]:

a.   To advise and assist the local government in establishing local emergency managements for the district;

b.   to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and

c.   to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Local Government

It is a function of a local government —

1   subject to this Act, to ensure that effective local emergency management arrangement and arrangements are prepared and maintained for its district;

2   to manage recovery following an emergency affecting the community in its district; and

3   to perform other functions given to the local government under this Act.

Hazard Management Agency

A hazard management agency is '*to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.*' [EM Act 2005 s4]

The HMAs are prescribed in the Emergency Management Regulations 2006.

Combat Agencies

A combat agency is '*the agency identified as being primarily responsible for responding to a particular emergency*' (AEM Glossary)

Support Organisation

A support organisation 'provides essential services, personnel or material support' (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to the welfare centre.

Public Authorities & Others

In some cases a public authority may not have representation within a town or a particular service has been contracted out. It is very important to capture these local arrangements.

PART 2 PLANNING

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 LEMC Membership
Please see Table at Section 5 of Appendix 1, "Recovery Resources and Contacts Register".

2.2 Meeting Schedule

As per the requirements under section 2.5 of the State EM Policy and Preparedness Procedure 7 the LEMC meets four times per year. These meetings are traditionally held in February, June, August & October of each year.

2.3 LEMC Constitution & Procedures

In accordance with State EM Policy 2.5 and Preparedness Procedure 7.

2.4 Emergency Risk Management
The Shire is participating in the 2018 local roll-out of the community risk project.

The Bruce Rock LEMC, in consultation with the Community will conduct a review of the formal risk analysis of hazards.

PART 3 RESPONSE

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	HMA	Local Combat Role	Local Support Role	WESTPLAN (Note: will become State Hazard Plans).	Local Plan
Bushfire	DFES	Bruce Rock, Ardath, Babakin & Shackleton BFBs, DBCA	Shire of Bruce Rock; Dept. of Communities	Fire	BFMA
Structural Fire	DFES	Bruce Rock VES		Fire	
Severe Storm	DFES	Bruce Rock VES	Western Power, Shire of Bruce Rock; Dept. of Communities	Storm	
Road Transport Emergency	WA Police	WA Police	Bruce Rock VES	Road Crash	
Flooding	DFES	Bruce Rock VES	Shire of Bruce Rock; Dept. of Communities	Flood	
Heatwave	Department of Health	Hospital	Shire of Bruce Rock; Dept. of Communities	Heatwave	
Air Crash	WAPOL	Bruce Rock VES	Shire of Bruce Rock	Air Crash	
Earthquake	DFES	Bruce Rock VES	Shire of Bruce Rock; Dept. of Communities	Earthquake	

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMAs and Combat agencies may require Shire of Bruce Rock resources and assistance in emergency management. The Shire of Bruce Rock is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people representing the different agencies who may have involvement in the incident.

Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

(a)   For a level 2 incident;

(b)   Requirement for possible or actual evacuation;

(c)   A need to coordinate warning/information to community during a multi-agency event;

(d)   Where there is a perceived need relative to an impending hazard impact. (flood, fire, storm surge);

(e)   Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and

(f)   Where there is a need for regional support beyond that of a single agency.

Membership of an ISG

The Incident Support Group is made up of age**n**cies/representatives that provide support to the Hazard Management Agency. As a general rule, the Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Communications Management Plan

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.
 All Council (Local Government) Media Contact must be directed to the Shire President or Chief Executive Officer.

a.   Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems
- Shire of Bruce Rock - SMS Notification System - List is predominately farmers
- Bruce Rock District High School - SMS Notification System - List is predominately parents
- In the event of power failure public notice boards will also be available in front of the Bruce Rock Shire Office and the Bruce Rock District High School.

State Systems
During a major emergency you can also find information on:
- DFES's recorded information line
- Emergency broadcasts on your local Radio Station frequency.
- TV and radio news bulletins, print and online newspapers.
- A staffed community information line may be setup.
- A TV crawler displaying messages at the bottom of the screen may be used.

Emergency alerts are only issued for major emergencies involving cyclones, fires, floods, earthquakes, tsunamis and hazardous material spills.

DFES Public Info Line
Website   www.DFES.wa.gov.au
Telephone 13 3337 (13 DFES) (for emergency information only) - OR
              1300 657 209 (recorded information line).

Local Radio
ABC Radio Geraldton – 531
Telephone Number: 08 9923 4111

Journalist: 0428 144 429

ABC Radio Perth – 720
Contact: harvestbans@abc.net.au
Telephone: 08 9220 2700

Triple M Northam - 1098
Contact: wa@triplem.com.au
Telephone: 08 9622 2777

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice - Landline and mobile, and/or
- Text - Mobile telephone, email and RSS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for *StateAlert* messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of *StateAlert* is classed as a 'Life Threatening' incident

DFES Warning Levels – All Hazard

The Department of Fire and Emergency Services delivers alerts via social and commercial media, the following table shows the warnings and levels that can be requested through the Regional Duty Coordinator (RDC) for the Goldfields/Midlands area on 9690 2300

Incident	Warning Level (Lowest)	Warning Levels	Warning Level (Highest)
Bushfire	**Advice** - The first warnings of a potential bushfire threat will be Bushfire Advice Messages. These will provide general information on bushfire developments.	**Watch and Act** - When a Bushfire Watch and Act Message is issued, it means a fire has started and conditions are changing. The fire danger rating will probably be very high to severe. Your life may be under threat and you need to act now to protect your family and your neighbours.	**Emergency Warning** - A Bushfire Emergency Warning Message is the highest level of alert, telling residents of impending danger/imminent threat. The fire danger rating will be severe, extreme or catastrophic.

Flood	**Prepare** - A Flood Prepare warning is to be used in conjunction with the BoM alert of Minor or Moderate Flooding or a BoM Flood Watch alert. It is used to make people aware that there could be flooding, or that a flood could potentially take place.	**Take Action Now** - A Flood Take Action Now warning is to be used in conjunction with the BoM alert of Minor, Moderate or Major Flooding. It is used to warn people there will be flooding.	**Prepare to Evacuate** - Flood Prepare to Evacuate warning is to be used in conjunction with the BoM alert of Major Flooding. It is used to warn people that Evacuation is a very possible scenario during this incident and all thought should be given to evacuating early.	**Evacuate Now** - A Flood Evacuate warning is to be used in conjunction with the BoM alert of Major Flooding. It is used to inform the community that the flood will impact the homes within the catchment and that evacuation is required.
Storm	**Prepare** – This warning is to state that a storm is greater than 24 hours away and has the potential to impact communities	**Get Ready** – The storm is between 6 – 24 hours away and has the potential to impact communities	**Take Action** – The storm is less than 6 hours away and precautions need to be taken	**Cancellation** – All Clear
Earthquake	**Alert** – Earthquake has struck or is continuing to strike. This alert is updated as information is received.		**Final Alert** – Earthquake and aftershocks have completely stopped. No further need for warnings is required	

Recovery Communications

Recovery is defined as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment, the community, psychosocial and economic wellbeing', (Section 3 of the Emergency Management Act 2005)

Recovery Communication refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency. Communication in recovery is about continuing the dialogue with the affected community that started during the response phase, connecting the community by enabling access to clear, relevant, targeted and high quality information to assist them to build their own capacity and gain a greater understanding of community needs in the process.

Communication during Recovery will be undertaken by the Local Recovery Coordinator for the Shire of Bruce Rock.

Communication Methods

Method	Information Location	Information Recipients
Shire of Bruce Rock Facebook	Internet: *www.facebook.com/sobrucerock*	
Shire of Bruce Rock Website	Internet: *www.brucerock.wa.gov.au*	*Please note recipients of information will be decided on time of dispersal*
Notice Boards	Outside the Shire of Bruce Rock Administration Office Outside the Bruce Rock District High School	
Public Meetings	Shire of Bruce Rock Recreation Centre	

3.4 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.4.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

Management
The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.
In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because Department of Communities have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan (State Hazard Plan) Welfare.

- **Demographics**

Demographics
As per statistics taken from the 2016 ABS Census

Categories	Population
Total population	**930**
School age 0 – 4 years	54
School age 5 – 14	127
School age 15 – 19	30
Permanent Hospital patients	12
Residents Aged Accommodation	38
People with disabilities Requiring Assistance Under 50 years	6
People with disabilities Requiring Assistance Over 50 years	46
People needing electricity for medical reasons	NIL

3.4.3 Evacuation and Welfare Centre and capabilities

A detailed list of the Evacuation and Welfare Centres appears at Appendix 1 to the Shire of Bruce Rock Recovery Plan at the end of the LEMA.

If you have to leave town, there may be evacuation centres set up in the nearby towns of Merredin, Kellerberrin and Narembeen. Refer to the Shire to find out if these arrangements are in place.

Please also refer to the Local Emergency Management Plan for the Provision of Welfare Support (Merredin District) as Attachment 2 of this document. This outlines the local and regional evacuation centres and the capabilities of each including maximum capacity and the total duration each centre could reasonable remain open for.

Routes & Maps

1.1 District Map of the Shire of Bruce Rock
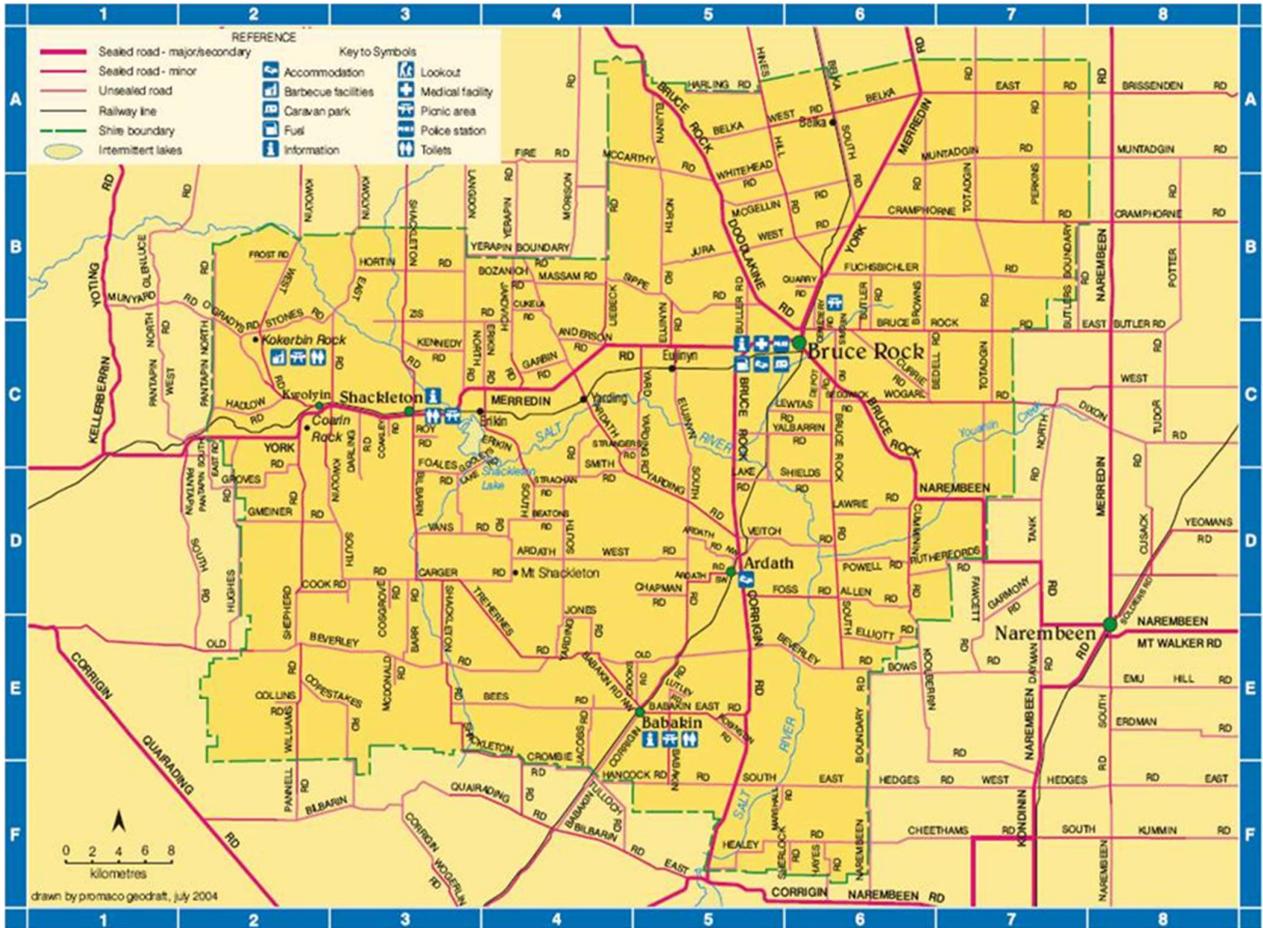
1.2 Townsite Map Bruce Rock
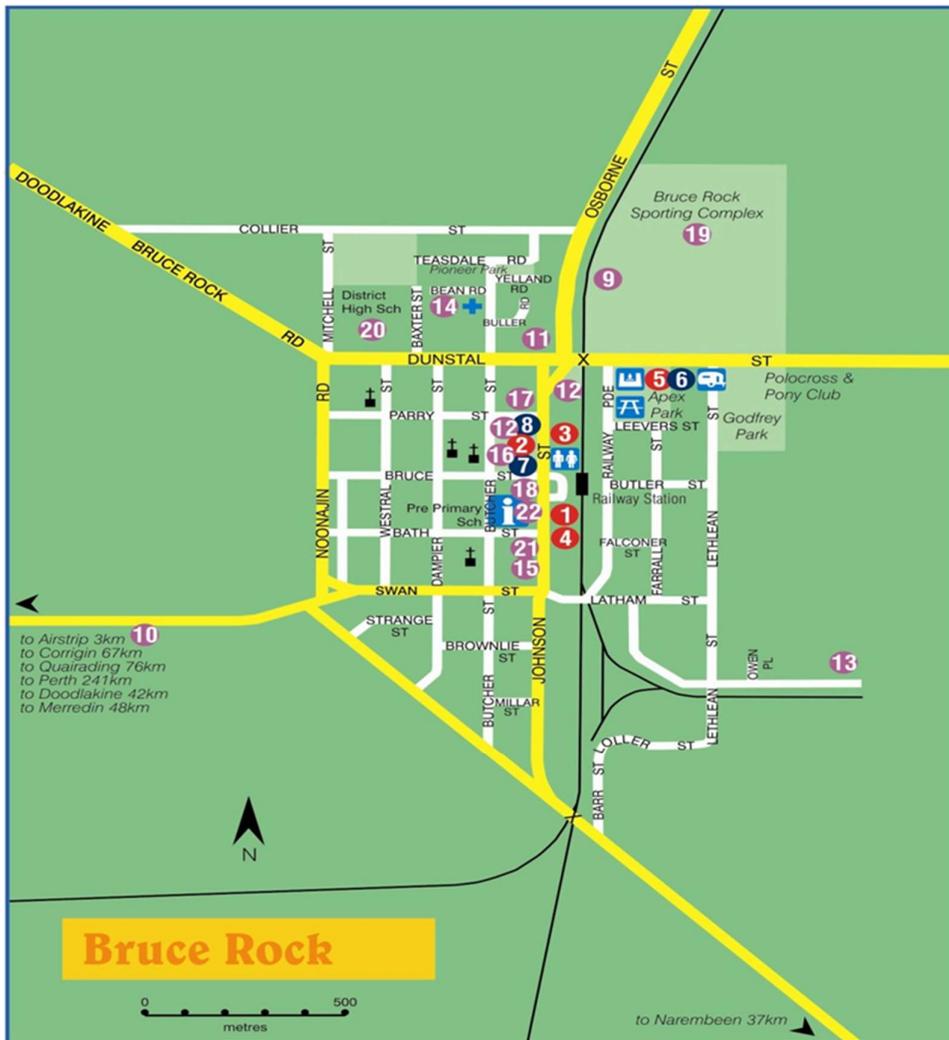
Bruce Rock

ATTRACTIONS ●
1. Amphitheatre
2. Bruce Rock Museum
3. Machinery Museum
4. War Memorial
5. Water Playground

ACCOMMODATION ●
6. Bruce Rock Caravan Park & Backpackers
7. Bruce Rock Hotel / Motel
8. Bruce Rock Roadhouse / Motel

SERVICES ●
9. Agricultural Showground
10. Airstrip
11. Emergency Services
12. Fuel
13. Grain Silo
14. Hospital
15. Information Bay
16. Kid's Playground
17. Police
18. Post Office
19. Recreation & Sports Centre
20. School
21. Shire Office
22. Telecentre

3.5 Welfare

To activate the Department of Communities for Child Protection and Family Services you need to contact Crisis Care on 1800 199 088, this is a 24/7 number.

Local Welfare Coordinator

The Department of Communities will appoint a Welfare Coordinator at the time of an incident. The current contact for the Department of Communities can be found at the Contacts section of this document.

Local Welfare Liaison Officer

The Chief Executive Officer of the Shire of Bruce Rock will appoint two administration staff to the role of "Local Welfare Liaison Officer" at the time of an incident.

District Emergency Services Officer

The Department of Communities shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Bruce Rock is contained in Contacts Register.

3.2 State & National Registration & Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities (formerly DCPFS) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved Dept. of Communities has reciprocal arrangements with the Red Cross to assist with the registration process.

PART 4 RECOVERY

The "Shire of Bruce Rock Recovery Plan" appears as a discrete document at the end of the LEMA, and includes details of Resources and Contacts as Appendices.

PART 5 EXERCISING AND REVIEWING

PART 5 – EXERCISING & REVIEWING

Exercising
Aim
The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility, however it could be incorporated into the LEMC exercise.
Frequency
The LEMC will hold an exercise on an annual basis.
Types
Exercises may be either:
3 Discussion / Desktop Exercise
4 Field
Reporting of Exercises
Exercises should be reported to the DEMC as per State EM Policy 4.11.3
The LEMC should report its exercise schedule to the DEMC as soon as practicable.
This is also reported through the LEMC Annual Report.
When an exercise has been carried out it should be reported to the DEMC, in the template that can be found at State EM Preparedness Procedure 19..

Reviewing
Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Preparedness Procedure 8 – *Local Emergency Management Arrangements* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

The LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;

- a review is conducted after:

(k) training that exercises the arrangements, and
(l) a major incident has occurred.

- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and

Review of Local Emergency Management Committee Positions

The Shire of Bruce Rock in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of Resources Register

The LEMC shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

The Shire of Bruce Rock
Recovery Plan

Recovery Coordinator

Name: Darren Mollenoyux
Title: Chief Executive Officer
Contact: 0428 611 377

Deputy Recovery Coordinator

Name: Alan O'Toole/Catherine Dunn
Title: Deputy Chief Executive Officer
Contact: 0408 383 530

Endorsed at LEMC: 13 August 2018
Endorsed at Council: 16 August 2018, Resolution No: OCM Aug 18 – 12.4.4

Contents

PART 1 INTRODUCTION

Part 1. Introduction

Recovery

National Principles for Disaster Recovery (Australian Institute for Disaster Resilience 2018)

Successful recovery relies on:

- o understanding the context.
- o recognising complexity.
- o using community-led approaches.
- o ensuring coordination of all activities.
- o employing effective communication.
- o acknowledging and building capacity.

Understanding the context

Successful recovery is based on an understanding of the community context. Recovery should:

- o appreciate the risks faced by communities;
- o acknowledge existing strengths and capacity, including past experiences;
- o be culturally sensitive and free from discrimination;
- o recognise and respect differences; and
- o support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected

Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities. Recovery should recognize that:

a. Information on impacts is limited at first and changes over time
b. Affected individuals and communities have diverse needs, wants and expectations, which are immediate and evolve rapidly;
c. Quick action to address immediate needs is both crucial and expected;
d. Disasters lead to a range of effects and impacts that require a variety of approaches, they can also leave long term legacies;
e. Conflicting knowledge, values and priorities among individuals, communities and organisations may crate tensions;
f. Emergencies create stressful environments where grief or blame may also affect those involved;
g. The achievement of recovery is often long and challenging; and
h. Existing community knowledge and values may challenge the assumptions of those outside the community.

Using community-led approaches - successful recovery is responsive and flexible, engaging communities and empowering them to move forward. Recovery should:

a. centre on the community, to enable those affected by a disaster to actively participate in their own recovery;
b. seek to address the needs of all affected communities;
c. allow individuals, families and communities to manage their own recovery;
d. consider the values, culture and priorities of all affected communities;
e. use and develop community knowledge, leadership and resilience;
f. recognise that communities may choose different paths to recovery;
g. ensure that the specific and changing needs of affected communities are met with flexible and adaptable policies, plans, and services; and build strong partnerships between communities and those involved in the recovery process.

Ensuring co-ordination of all activities - successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs. Recovery should:

h. Be guided by those with experience and expertise using skilled and trusted leadership;
i. Reflect well-developed planning and information gathering;
j. Demonstrate an understanding of the roles, responsibilities and authority of other organisations and co-ordinate across agencies to ensure minimal service disruption;
k. Be part of an emergency management approach that integrates with response and contributes to future prevention and preparedness;
l. Be inclusive, using relationships created before and after the emergency;
m. Have clearly articulated and shared goals based on desired outcomes;
n. Have clear decision-making and reporting structures
o. Be flexible, take into account changes in community needs or stakeholder expectations
p. Incorporate the planned introduction to and transition from recovery-specific actions and services; and
q. Focus on all dimensions seeking to collaborate and reconcile different interest and timeframes.

Employing effective communication - successful recovery is built on effective communication with affected communities and other stakeholders. Recovery should**:**

r. Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent
s. Recognize that a communication with a community should be two-way and that input and feedback should be sought and considered over an extended time;
t. Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels
u. Establish mechanisms for coordinated and consistent communication with all organisations and individuals; and
v. Repeat key recovery messages because information is more likely to reach community members when they are receptive.

Acknowledging and building capacity - successful recovery recognizes, supports and builds on community, individual and organizational capacity. Recovery should:

w. Assess gaps between existing and required capability and capacity;
x. Support the development of self-reliance
y. Quickly identify and mobilise community skills and resources;
z. Acknowledge that existing resources will be stretched, and that additional resources may be required;
aa. Recognize that resources can be provided by a range of stakeholders;
bb. Understand that additional resources may only be available for a limited period and that sustainability may need to be addressed;
cc. Provide opportunities to share, transfer and develop knowledge, skills and training
dd. Understand when and how to disengage; and
ee. Develop networks and partnerships to strengthen capacity.

The Shire of Bruce Rock Local Recovery Plan has been prepared by the Shire of Bruce Rock Local Emergency Management committee to reflect the operational capacity of the Shire and to address the Shire's legislative responsibility under Section 36 and Section 41 of the emergency Management Act 2005 and the Emergency Management Regulations 2006. The Recovery Plan forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

Authority
The Local Recovery Plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

Purpose
The purpose of this plan is to provide clear, concise information to those parties involved in recovery activities.

Objectives
The objectives of this plan are to:

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

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

Part 2. Related documents and arrangements

The Shire of Bruce Rock is required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator.

Related plans and policy

Local:

The following documents are related to this plan:

- Shire of Bruce Rock Local Emergency Management Plan
- Shire of Bruce Rock Resources and Contacts register

State:

Document Title	Document Owner
State Emergency Management Plan for Recovery Coordination	DFES
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	DFES
State EM Policy 5.12 Funding for Emergency responses	DFES
State EM Policy 5.10 Australian Government Physical Assistance	DFES
State Emergency Management Recovery Procedures 1, 2 and 4.	DFES
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	DFES
Lord Mayor's Distress Relief Fund	LMDRF Board

Memorandums of Understanding and arrangements;

Parties to the Agreement		Summary of the Agreement	Special considerations
WEROC	Bruce Rock, Merredin, Kellerberrin, Westonia & Yilgarn Shires	Memorandum of Understanding to outline assistance provided by member groups during an emergency and during the recovery process.	N/A

Part 3. Transition from Response to Recovery and commencement of recovery

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery.   The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks.
- Have input into the development of the Comprehensive Impact Assessment (CIA) form that will be used when the incident is transferred from response to recovery. Refer link to OEM website: https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/procedure
- Identify recovery requirements and priorities as early as possible.
- Establish the Local Recovery Committee, and any Sub Committees as required.

The Controlling Agency:

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery it will;

- Liaise with the Local Recovery Coordinator and include them in the incident management arrangements including the ISG or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator
- Coordinate completion of the CIA, prior to cessation of the response, in accordance with the approved procedure *(State EM Recovery Procedure 4)*

and in consultation with the ISG, the affected local government/s and the State Recovery Coordinator.
- Provide risk management advice to the affected community.

Local Recovery Coordinating Group

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

Function – recovery planning, activation of plan, support Local Recovery Coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff.

Position	Primary	Alternate
Chair	Cllr Stephen Strange	Cllr Ram Rajagopalan
Local Recovery Coordinator	Mr Darren Mollenoyux	
Deputy Recovery Coordinator	Mr Alan O'Toole / Ms Catherine Dunn	
Administrative Support	Ms Melissa Schilling	
Communications Officer	Mr Darren Mollenoyux	

Co-opted members:

Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.

Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corp, Main Roads, Western Power
Welfare agencies	Dept. of Communities, Red Cross, Salvation Army, local welfare services
Financial services	Centrelink, Development Commissions, Insurance providers, Chamber of Commerce
Dept. of Health	Singobizitha.Mndebele@health.wa.gov.au

Dept. of Education	Fiona.Yeats@education.wa.edu.au Janine.Dayman@education.wa.edu.au
Dept. of Biodiversity, Conservation and Attractions	Merredin Office
WA Police	alberto.medrano@police.wa.gov.au
St John Ambulance	chairperson.bksja@westnet.com.au;
Community Groups or representatives.	Rotary Club, Lions Club, CWA

Priorities for Recovery

(N.B. To be further prioritised following consultation:

1. Hospitals/Medical Centres

2. Utilities (Power, Water, Sewerage, Gas, Phone, etc…)

3. Emergency & Evacuation Centres

4. Communication Systems

5. Drainage

6. Residential Buildings

7. Roads & Rail Systems

8. Commercial Facilities

9. Financial Facilities

10. Schools/Childcare Facilities

11. Radio/Television Stations

12. Administration/Government Centres

13. Livestock/Orchards/Crops

14. Industrial Facilities

15. Cultural and Religious Facilities (Places of Worship)

16. Public and Recreational Facilities

Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Assessment data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to *Appendix 2*

Part 4. Resources

Local Recovery Resources

The Local Recovery Coordinator for the Shire of Bruce Rock is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Bruce Rock resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Bruce Rock should an emergency occur.

The Local Recovery Coordination Centres for the Shire can be found in the Contacts and Resources in Appendix 1 at the end of this document.

Financial Arrangements

- The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

- Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event.

- The Shire of Bruce Rock will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from DFES and on the SEMC web page: https://www.semc.wa.gov.au/

- DFES, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at $240,000).

- Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

- Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

Financial Preparation

The Shire of Bruce Rock will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8(1) (b) or (c)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides and exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1–Management of Public Fundraising and donations.

NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

Part 5. Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of Bruce Rock has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Bruce Rock may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;

- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form

subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
  - takes account of the local government long term planning goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major activities;
  - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure 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 by:
- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

Reference should be made to the State EM Local Recovery Guidelines and the Australian Emergency Management Handbook 2 "Community Recovery" for details on the principles, and methodologies for effective recovery management which may assist the Local Recovery Coordination Group.

Controlling Agency/Hazard Management Agency

The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Comprehensive Impact Assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix D of Westplan –Recovery Coordination. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.
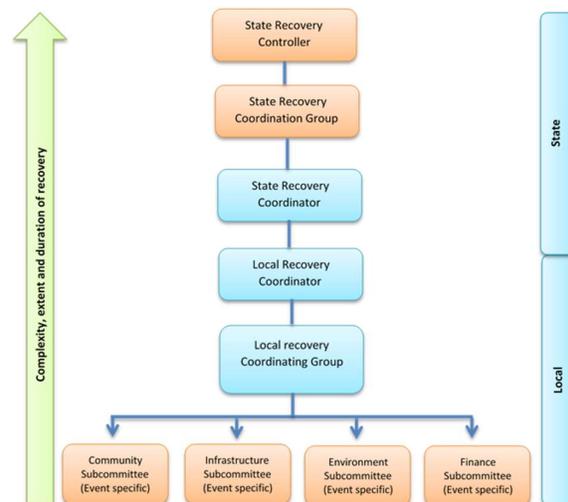
Part 6. Actions and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may be undertaken together with suggested strategies is:

Activities

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs

- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

Provide regular updates on:
- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

a. Provide for special needs of aged, ethnic, children etc
b. Make food, shelter, clothing, health and emergency finance available immediately.
c. Deliver services in a simple & caring manner with minimal disruption to existing processes
d. Ensure welfare centre cater for privacy and individual care
e. Ensure emergency workers receive ongoing support, debriefing, relief and rest
f. Maximise financial aid and minimise material aid

Accountability Strategies

a. Ensure the affected community is involved in the allocation and distribution of material and financial resources

b. Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

a. Ensure there is community involvement in determining criteria
b. Communicate entitlement criteria for financial support & grants immediately
c. Alterations to criteria must be communicated clearly to the community
d. Consider non-English speaking groups in designing information for grants
e. Maintain confidentiality

Strategies to Maintain Family Cohesion

1. Keep families together during evacuation and resettlement
a. Ensure all policies and processes support the family's ability to recover

APPENDICES

- Resources and Contacts Register

• PLANT AND EQUIPMENT RESOURCES

Name of organisation: **SHIRE OF BRUCE ROCK**

Location:	274 Noonajin Road, Bruce Rock WA 6418	
Contact/s	Shire Administration Centre	08 9061 1377 (office hours)
	Darren Mollenoyux	Mob: 0428 611 377
	Glenn Casley	Mob: 0418 745 217
	Brian Dayman	Mob: 0428 611 061

Item description	Number of items
Volvo Front End Loader	2
No List Road Roller	3
Honda Motor Bike	1
Tip Truck	7
McDonald Johnson Street Sweeper	1
Nissan Forklift	1
Ditch Witch	1
Graders	6
Mitsubishi Crew Cab	4
Isuzu Fire Truck	1
Mitsubishi Water Truck	1
Mitsubishi Fire Truck	1
Mitsubishi Cement Truck	1
Tractors	2
Fuel Tank Trailer	1
Toyota Landcruiser L/Tanker	1
Mitsubishi Prime Mover	1
Toyota Coaster Bus	1
Bobcat Skid Steer Loader	1
JCB Backhoe	1
Custom Made Box Top Trailer	4
Bosich Low Loader	1
No List Vehicle Carrier	1
Semi Trailer	2

Cherry Picker	1
Caterpillar Bulldozer	1

Name of organisation: **BRUCE ROCK ENGINEERING**

Plant and equipment resources

Location:	Swann Street Bruce Rock, WA 6418	
Contact/s	Admin Office	08 9061 1253 (office hours)
	Damion Verhoogt	Mob: 0428 253 251
	Keenan Verhoogt	Mob: 0428 383 454

Item description	Number of items
Mobile Crane 20 tonne	1
Mobile Crane 14 tonne	1
Forklifts	3
Flat Tray Truck 5 tonne	1
Flat Tray Truck 8 tonne	1
Prime Mover	1
Drop deck trailer with ramps	2
Side tipper trailer	1
End tipper trailer	1
Elevated Work Platform 60 ft	1
General Engineering Repairs	
Tyre Repairs / Replacement	
Hydraulic Repairs	

Name of organisation: **McCALLS MOTORS**

Plant and equipment resources

Location:	Bath Street, Bruce Rock WA 6418	
Contact/s	Mark Brown	Mob: 0428 611 020
		Home: 08 9061 1506

Item description	Number of items
Forklift	1
Utilities	2
Hoist	1
Workshop Equipment	Various
Gas	
Water Carting Equipment	
Rain Water	
Compressors	
Water Pumps	
Gen Set	
General Hardware Supplies	
Fencing	

Name of organisation: **TRANSTRUCT**

Plant and equipment resources

Location:	Johnson Street, Bruce Rock WA 6418	
Contact/s	Brett Nelson	Mob: 0428 611 172

Item description	Number of items
Telescope Handler PK 40.16	1
Mobile Welder	1

Portable oxy/lpg cutter	1
JEC Mobile Tractor Crane 6 tonne	1
Crew Cab Truck 3.5 tonne	1

Name of organisation: **BRUCE ROCK VOLUNTEER EMERGENCY SERVICES**

Plant and equipment resources

Location:	Emergency Services Building Dunstall Street, Bruce Rock WA 6418	
Contact/s	Perry Hodgekiss	Mob: 0428 475 080
	Jarrad Hubbard (2IC)	Mob: 0419 005 878
	Damion Verhoogt (Fire Captain)	Mob: 0428 253 251

Item description	Number of items
Nissan Patrol	1
RCR Truck	1
Fire Truck	1
Lighting Tower	1
Storm Damage Trailer	1
Gen Sets	Various
Active Members	15

Name of organisation: **BRUCE ROCK ST JOHN AMBULANCE**

Plant and equipment resources

Location:	Emergency Services Building Dunstall Street, Bruce Rock WA 6418	
Contact/s	Kim McKenzie	Mob: 0419 961 358
	Merredith Thornton	Mob: 0429 611 307
	Mandy Butler	Mob: 0428 469 056

Item description	Number of items
Fully Equipped Ambulances	2
Volunteer Members	Various

- ## EVACUATION/WELFARE CENTRES

	Details
Establishment/Facility:	**Bruce Rock Recreation Centre**
Physical Address	1 Dunstall Street, Bruce Rock WA 6418
Telephone No	C/- Shire Office 08 9061 1377
Fax No	C/- Shire Office 08 9061 1340
Email Address	admin@brucerock.wa.gov.au
Mobile	CEO 0428 611 377

Contacts

Name	Position	Work contact	A/hrs contact
Darren Mollenoyux	CEO	08 9061 1377	0428 611 377
Catherine Dunn / Alan O'Toole	DCEO	08 9061 1377	0408 383 530
Damien Bow	Recreation Centre Manager		0427 911 080

Access Details

	Details
Keys	Shire Office 54 Johnson Street, Bruce Rock WA 08 9061 1377 Recreation Centre Manager 0427 911 080
Alarm	N/A
Security	Club & Function Area Only
Universal Access	Recreation Centre Manger 0427 911 080

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	800
Sleeping	500
Duration	Indefinite

	Details
Establishment/Facility:	**Bruce Rock Town Hall**
Physical Address	56 Johnson Street, Bruce Rock WA 6418
Telephone No	N/A
Fax No	N/A
Email Address	admin@brucerock.wa.gov.au

Contacts

Name	Position	Work contact	A/hrs contact
Darren Mollenoyux	CEO	08 9061 1377	0428 611 377
Catherine Dunn / Alan O'Toole	DCEO	08 9061 1377	0408 353 530
Melissa Schilling	EA	08 9061 1377	0428 537 985

Access Details

	Details
Keys	Collect from Shire Office
Alarm	No

	Details
Security	Keys
Universal Access	No

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200
Sleeping	50
Duration	1 Day

	Details
Establishment/Facility:	**Bruce Rock District High School**
Physical Address	37 Dunstall Street, Bruce Rock WA 6418
Telephone No	08 9061 1237
Fax No	08 9061 1239
Email Address	Fiona.Yeats@education.wa.edu.au

Contacts

Name	Position	Work contact	A/hrs contact
Fiona Yeats	Principal	08 9061 1237	0428 611 146
Janine Dayman	Deputy Principal	08 9061 1237	0428 611 290

Access Details

	Details
Keys	Contact Principal
Alarm	Contact Principal
Security	Contact Principal

Universal Access	NO

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200
Sleeping	150
Duration	1 Day

• CONTACTS REGISTER / EMERGENCY CONTACTS LIST

Hazard	Hazard Management Agency	Operations Manager - Phone
Human Injury or Casualty	St John Ambulance Death - Police	000 St John Ambulance
Fire (Rural)	Shire of Bruce Rock	000 DFES Communications Centre
Fire in or near DBCA Estate	Department of Biodiversity, Conservation and Attractions	CEO – 0428 611 377 CBFCO – Ian Dolton 0427 623 010 Duty Officer (Narrogin) 08 9881 9200 *(all hours)*
Hazardous Material	DFES – Fire Services	000 DFES Communications Centre
Transport Accident	WA Police Service	OIC Alberto Medrano 08 9061 1035
Flood	DFES	132500 DFES Comm. Centre
Fire (Residential)	DFES – Fire Services	000 DFES Communications Centre
Fire (Industrial)	DFES – Fire Services	000 DFES Communications Centre
Industrial Accident	DFES – Fire Services	000 DFES Communications Centre
Storm/Tempest	DFES	132500 DFES Comm. Centre

Infrastructure Failure – Power	Western Power Corporation	13 13 51
Infrastructure Failure - Communications	Telstra WEARN	13 22 03 DFES Regional Coordinator
Building Collapse	DFES – Fire Services	000 DFES Communications Centre
Infrastructure Failure –Water	Water Corporation of WA	13 13 75
Aeronautical Accident	WAPOL Shire of Bruce Rock	000 DFES Communications Centre Airport Reporting Officer 0428 775 325
Epidemic – Human	Health Department Shire of Bruce Rock	Bruce Rock Hospital 08 9061 0222 EHO/Building Surveyor 08 9061 1377
Epidemic – Animal and Plant	Department of Agriculture & Food Emergency Animal Disease Pest & Disease Information Service and Exotic Plant Pest Diseases	Manager Merredin 0427 199 922 1800 675 888 1800 084 881
HAZARD IMPACTING HUMAN WELFARE	**To ACTIVATE Department of Communities**	9041 6900 – Office Hours Crisis Care 1800 199 088 (after hours)

- ## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEMBERSHIP

Cr Stephen Strange	Shire of Bruce Rock	PO Box 51 Bruce Rock WA 6418	0429 611 324		stephenstrange@bigpond.com
Darren Mollenoyux	Shire of Bruce Rock	PO Box 113 Bruce Rock WA 6418	0428 611 377	H: 08 9061 1384 W: 08 9061 1377 Fax:08 9061 1340	ceo@brucerock.wa.gov.au
Alan O'Toole/ Catherine Dunn	Shire of Bruce Rock	PO Box 113 Bruce Rock WA 6418	0408 383 530	H: W: 08 9061 1377	dceo@brucerock.wa.gov.au

				Fax:08 9061 1340	
Alberto Medrano	Bruce Rock Police	Johnson Street Bruce Rock WA 6418	0427 030 447	H: W: 08 9061 1035 Fax: 08 9061 1480	alberto.medrano@police.wa.gov.au
Cr Ian Dolton	Chief Bush Fire Control Officer	PO Box 105 Bruce Rock WA 6418	0427 623 010	H: 08 9062 3010 W: Fax:08 9062 3015	isadolton@bigpond.com
Cr Phillip Negri	Deputy Chief Bush Fire Control Officer	Lewtas Bruce Rock WA 6418	0428 611 070	H: 08 9061 1228 W: Fax:	psnegri@westnet.com.au
Kim McKenzie	St John Ambulance Bruce Rock Branch	PO Box 44 Bruce Rock WA 6418	0419 961 358	H: W: Fax:	chairperson.bksja@westnet.com.au
Lauren Evans	Community Paramedic, St John Ambulance	PO Box 57 York WA	0438 045 691		cp.eastcentralwbt@stjohnambulance.com.au
Sinqobizitha Mndebele (HSM) Tracey Hubbard	Bruce Rock District Hospital	35 Dunstall St Bruce Rock WA 6418	0438 964 138	H: W: 08 9061 0222 Fax:	Sinqobizitha.Mndebele@health.wa.gov.au tracey.hubbard@health.wa.gov.au
Perry Hodgekiss	Bruce Rock VES		0428 475 080	H: W: Fax:08 9061 1036	perryandsus@live.com.au

Fiona Yeats Janine Dayman	Bruce Rock District High School	Dunstall St Bruce Rock WA 6418	0428 611 146 0428 611 290	H: 08 9061 1146 W: 08 9061 1237 Fax:08 9061 1239	Fiona.Yeats@education.wa.gov.au Janine.Dayman@education.wa.gov.au
Karl Moll	Babakin School	Farrar Street, Babakin W.A. 6428 Mail: PO Box 288, Corrigin W.A. 6375		P: 08 9065 2023 F: 08 9065 2007	karl.moll@education.wa.gov.au
	DFES Northam	PO Box 396 Northam WA 6401	0417 916391703	H: W: 08 9690 2307 Fax:08 9622 5178	
Yvette Grigg	DFES/DEMA		0448 907 187	H: W: 08 9690 2313 Fax: 08 9622 5178	yvette.grigg@dfes.wa.gov.au
Joanne Spadaccini	Department of Communities	PO Box 396 Northam WA 6401	0429 102 614	H: W: 08 9621 0400 Fax: 08 9622 3779	joanne.spadaccini@communities.wa.gov.au
Senior Operations Officer	Department of Conservation	PO Box 332 Merredin WA 6415	0417 412 488	H: W: 08 9041 6000 Fax:	Mark.moore@dec.wa.gov.au

Renee Manning, Manager	Department of Agriculture & Food		0427 199 922	H: W: Fax:	
Area Manager	Telstra		(04) 1874-8197	H: W: Fax:	Boyd.M.Brown@team.telstra.com

5. EMERGENCY COORDINATION CENTRE INFORMATION

The Emergency Coordination Centre (ECC) is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

Bruce Rock Volunteer Emergency Services Building
Address: Dunstall Street, Bruce Rock WA 6418
Phone: 08 9061 1415

	Name	Mobile	Home
1st Contact	Perry Hodgekiss	0428 475 080	
2nd Contact	Jarrad Hubbard	0419 005 878	

Shire of Bruce Rock Administration Centre
Address: 54 Johnson Street, Bruce Rock WA 6418
Phone: 08 9061 1377
Issue: No backup power

	Name	Mobile	Home
1st Contact	Darren Mollenoyux	0428 611 377	08 9061 1384
2nd Contact	Alan O'Toole / Catherine Dunn	0408 383 530	

6. VULNERABLE/SPECIAL NEEDS GROUPS

Risk Group	Location	Primary Contact	Risk	Max. Numbers
School	Bruce Rock District High School 37 Dunstall St, Bruce Rock	Name: Fiona Yeats Ph:08 9061 1237	Children	150 Students 38 Staff
School	Babakin Primary School 7 Farrer St, Babakin	Name: Karl Moll Ph: 08 9065 2023	Children Isolated Area	20 Students 6 Staff
Daycare	Bruce Rock Daycare 3 Bean Rd, Bruce Rock	Name: Tanya Darby Getham Ph: 08 9061 1195	Young Children 4 years & under	15 Children 4 Staff
Hospital	Bruce Rock District Hospital 35 Dunstall St, Bruce Rock *Also has permanent aged care facility	Name: Sinqobizitha Mndebele (HSM) Ph: 08 9061 0222	Sick, Elderly and immobile	22
Aged Units	Retirement Units Nunagin – 57 Dampier St Sandalwood – 76 Butcher St Settlers – 89 Butcher St McGuigan – 96 Butcher St	Name: Sherryl Bow Ph: 08 9061 1880 Veronica Branch-Smith 0428 611 866	Seniors with limited mobility or transport	10 6 16 6
Health	Residents Requiring Electricity for Health Reasons - Various Locations	Name: Sinqobizitha Mndebele (HSM) Ph: 08 9061 0222	Equipment Failure affecting Health	0
Aged	CHSP Clients Various	Name: Tracey Hubbard Ph: 08 9061 0222	Seniors with limited mobility or transport issues	50

7. ANIMALS (INCLUDING ASSISTANCE ANIMALS) The table below details how animals would be dealt with during evacuation. The Shire Ranger will be contacted to assist in the arrangements of appropriate welfare for animals affected by the emergency.

Areas identified within the townsite include but are not limited to the following table:

Types of Animals	Facility	Location	Details
Large – such as horses	*Bruce Rock Riding Ground*	*Corner of Dunstall St & Railway Pde in Bruce Rock*	*Large open area with adequate fencing, water and facilities for carer, ranger or vet*
Dogs	*Bruce Rock Pony Club*	*Corner of Dunstall St & Railway Pde in Bruce Rock*	*Large open area with adequate fencing, water and facilities for carer, ranger or vet*

Small – such as dogs & cats	*Shire Pound*	*Corner of Latham St & Lethlean St in Bruce Rock*	*This will only contain a couple of animals at one time.*
Small – other animals	*Shire Pound*	*Corner of Latham St & Lethlean St in Bruce Rock*	*Holds the chicken cages used for the agricultural show – may be suitable for cats and other small pets*

Government of **Western Australia**
State Emergency Management Committee

AIDE MEMOIRE **LOCAL RECOVERY COORDINATOR** **LOCAL-LEVEL RECOVERY ARRANGEMENTS**

Additional information on the Local Recovery Coordinator can be found in the EM Act, Section 41(4); State EM Policy/Plan, Section 6; and State EM Local Recovery Guidelines

Nomination and role of a Local Recovery Coordinator

Local governments are to nominate a suitably skilled Local Recovery Coordinator (LRC) in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary LRC is unavailable during an event. The LRC is responsible for the development and implementation of recovery arrangements, including:

- consideration of potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring
- preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government
- coordination and promotion of community awareness of the recovery arrangements
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

Local Recovery Coordinator functions during Response

- liaise with the HMA/Controlling Agency (CA)and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings
- advise Mayor, Shire President and Chief Executive Officer on the requirement to convene the LRCG, including suggested membership that is event specific
- meet with agencies involved with recovery operations to determine actions
- ensure receipt of Initial Impact Assessment from CA
- determine the level of State involvement in the recovery effort, in conjunction with the local government, LRCG and State Recovery Coordinator (SRC)
- coordinate local recovery arrangements in conjunction with the LRCG, CA, Local Emergency Coordinator and other responsible agencies, if applicable.

Local Recovery Coordinator functions during Recovery

- In consultation with the DA, assess the LRCG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies
- monitor the progress of recovery and provide periodic reports to LRCG that includes: fatigue management (self/others); and communications are accurate, timely and planned
- in conjunction with the local government, ensure that any State-level recovery coordination operates only to ensure that the affected community has equitable and appropriate access to available resources
- ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities
- provide a central point of communication and coordination for the wide range of recovery

related services and projects being progressed outside of the LRCG
- make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements
- arrange for an evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency
- ensure the Local Recovery Plan is practical and easily accessible by community/public.

Local Recovery Coordination Group – role and functions

The LRCG is the strategic decision-making body for recovery. Key functions are:

- assess impact of event and coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the affected community
- ensure inclusion and recovery issues of special needs people/groups are addressed
- if the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- manage offers of assistance, including volunteers, services and donated money.
- if the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process *commences* through the local government
- assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- coordinate with CA on completion of the Comprehensive Impact Assessment
- assess recovery requirements, based on the impact assessment/s, within the four environments: social (including psychosocial), built, economic and natural
- establish LRCG subcommittees, across the four environments: social (community), built (infrastructure), economic and natural (environment) subcommittees, or as required
- for extensive reconstruction work, develop an event specific Operational Recovery Plan that includes: timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- monitor the progress of recovery, and receive periodic reports from recovery agencies.

Alignment with the national principles for disaster recovery

Ensure recovery activities are consistent with the national principles for disaster recovery:

- understand the **context**
- recognise **complexity**
- use **community-led** approaches
- **coordinate** all activities
- **communicate** effectively
- recognise and build **capacity**

Effective recovery communication and community engagement

A "*Checklist for the LRC and LRCG*" which includes information on communicating in recovery and community engagement can be found in **Attachment A.**

For further information on the Aide Memoire, refer to the:
State EM Local Recovery Guidelines, Part 3 "Managing Recovery", found on the SEMC website:
https://www.semc.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/LocalRecoveryGuideline.pdf

LOCAL RECOVERY COORDINATOR/COORDINATION GROUP CHECKLIST

(Please note timeframes are a guide only and the listing is not exhaustive)

Task Description	Complete
Within 12-24 hours	
Contact and alert key local/agency contacts, including Incident Controller and DA.	
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.	
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.	
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)	
Consider what support is required, such as resources to maintain records of events and actions.	
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).	
Within 48 hours	
LRC to ensure receipt of the initial impact assessment from the CA.	
LRC and local government to determine the need to convene a LRCG and brief members.	
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.	
Meet with agencies involved with recovery operations to determine priority actions.	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Manage offers of assistance, volunteers and donated money. Liaise with the City of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the *State EM Local Recovery Guidelines*, *Appendix Seven* for the criteria and procedures.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).	
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).	
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).	
Within 1 week	
Participate in consultation for completion of Comprehensive Impact Assessment by the CA.	
Establish LRCG subcommittees, if needed, based on the 4 environments: social, built, economic and natural, and determine functions and membership. Refer to the *State EM Local Recovery Guidelines*, *Appendix Seven: Sample Recovery Subcommittee Role Statements*.	
Depending on extent of the damage, the LRC and LRCG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the *State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template.*	

If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.

Task Description	Complete
Within 1 to 12 months (or longer-term recovery) cont.	
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.	
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.	
Determine longer-term recovery strategies that include psychosocial support.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.	
Evaluate effectiveness of recovery within 12 months of the emergency, including: • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events.	
Recovery communication and community engagement – throughout the recovery effort	
Effective recovery communication addresses, at a minimum: • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally congregate.	
Set-up relief, recovery centres/one stop shops, that provide the community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.	
Arrange community initiatives, or accommodate and support community-led initiatives, such as: • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media.	
Plan and implement a Community Engagement Strategy, using the following as a basic guide: • establish a target audience: consider demographics, groups and networks • determine matters to be communicated: what information is needed *from* the community and what information is needed to be provided *to* the community • methods of communication: consider appropriate methods/mediums for various audiences.	
Establish, or support, community briefings, meetings and information in the recovery context that provide: • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • input into development of management strategies (local government and recoveryagencies) • advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers,	

and government agencies such as the Department of Communities).	
Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider: • the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints • have representatives from EM disciplines to give factual information • psychosocial issues • appropriate communication strategies for special needs and vulnerable people and groups.	
Liaise with DA and recovery agencies to coordinate local management of recovery process.	

APPENDIX 2: Sub-Committee Objectives

Subcommittee	Objectives
Community (or Social) Subcommittee	• 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 • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee	• To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee	• Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Finance (or Economic) Subcommittee	To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.
	
	• The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
	    o ensure the principles of equity, fairness, simplicity and transparency apply
	    o ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
	    o recognise the extent of loss suffered by individuals

	- complement other forms of relief and assistance provided by government and the private sector; - recognise immediate, short, medium and longer term needs of affected individuals - ensure the privacy of individuals is protected at all times. - Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical. To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (NDRRA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated: