2018

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

This document is to be read in conjunction with Part 2 -Shire of Victoria Plains Recovery Plan

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These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Victoria Plains Local Emergency Management Committee and the Council of the Shire of Victoria Plains. The Arrangements have been tabled for noting with the Wheatbelt District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC)

_____   _____

Chairperson   Date
Victoria Plains LEMC

_____   _____

Endorsed by Council   Date
Shire of Victoria Plains
Resolution:

This Local Emergency Management Arrangements are to be read in conjunction with the Recovery Plan and Recovery Resources Manual.

The Recovery Resources Manual contains information and standard forms for use by the Local Recovery Coordinator and the Local Recovery Coordinating Committee.

Where information appears in all three documents, it should be cross referenced.

DISTRIBUTION LIST		
Shire of Victoria Plains	Chairperson	1
WA Police (WAPol)	Wongan Hills Police Station	1
Department of Communities	Northam	1
Department of Primary Industries and Regional Development (DPIRD)	Wongan Hills	1
Main Roads	Perth	1
Health Services	Wongan Hills Hospital	1
Housing Commission	Northam	1
Western Power	Wongan Hills	1
Water Authority	Moora	1
St John Ambulance	Calingiri /New Norcia Volunteers	1
DFES – Fire and Rescue Services	Wongan Hills Volunteers	1
DFES – State Emergency Services	Moora Volunteers	1
DFES Regional Office	Geraldton	1
Department of Education	Primary Schools	4
Department of Biodiversity Conservation & Attractions (P &W)	Merredin	1
Department of Water	Perth	1
District Emergency Management Committee (DEMC)	Northam	1
CEO Shire of Goomalling	Goomalling	1
CEO Shire of Chittering	Chittering	1
CEO Shire of Gingin	Gingin	1
CEO Shire of Victoria Plains	Moora	1
CEO Shire of Toodyay	Toodyay	1
CEO Shire of Wongan Ballidu	Wongan Ballidu	

NOTE: To ensure Shire staff has access to appropriate and relevant documents during an event, individual plastic bound copies are available in the Shire of Victoria Plains Emergency Services office

RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

> Chairperson
> Local Emergency Management Committee
> Shire of Victoria Plains
> PO Box
> CALINGIRI WA 6569

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment		Details of Amendment	Amended by
No.	**Date**		***Initial/Date**

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and for completing the amendment record.

GLOSSARY OF TERMS

For additional information in regard to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

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**.

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

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 Victoria Plains.

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:

> **Prevention** – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

> **Preparedness** – preparation for response to an emergency

> **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

> **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), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT - A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised1.

HAZARD

(a) a cyclone, earthquake, flood, storm, tsunami or other natural event

(b) a fire

(c) a road, rail or air crash

(d) a plague or an epidemic

(e) 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

(f) any other event, situation or condition that is capable of causing or resulting in

(i)   loss of life, prejudice to the safety or harm to the health of persons or animals or

(ii)   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 Victoria Plains.

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 (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 Victoria Plains.

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.

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

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.

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.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
D o C	Department of Communities
DB&PA	Parks & Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire & Emergency Services
VFRS	Volunteer Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	District Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WANDRAA	Western Australian Natural Disaster Relief & Recovery Arrangements

Part 1- INTRODUCTION

Authority for Preparation

These arrangements have been prepared in accordance with the *Emergency Management Act 2005* and endorsed by the Wongan Ballidu/ Victoria Plains Local Emergency Management Committee and approved by the Shire of Victoria Plains.

Community Consultation

The community has been consulted through other forums and through the LEMC committee members. The LEMA are available via both Shire websites and community feedback is welcomed at any time.

These arrangements are always open for public comments which would be tabled at the next meeting after receival

A community Emergency Risk Management Workshop will be conducted during 2018.
The Local Emergency Management Committee discussed the risk and gave input into the development of this Plan. The final document will be available to the public at the front counter of the Shire of Victoria Plains and on the Shire's website.

Documentation Availability

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office:

     28 Cavell Street
     CALINGIRI WA 6569
- Shire of Victoria Plains website (Click here) and PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretariat) – electronic format

Physical and Social Geography

The Victoria Plains district includes the communities of Bolgart, Calingiri Gillingarra Mogumber, New Norcia, Piawaning and Yerecoin.

The Shire of Victoria Plains is located 140 kilometres north of Perth city and covers an area of 2,563 square kilometres

Victoria Plains is a large inland service centre between Perth and Geraldton, providing services to a population catchment of 942 residents within a 100km radius. A wide range of services include Primary Schools, Sporting groups, commerce and retail sectors, and community recreational facilities.

The Victoria Plains district is one of the most reliable and productive farming regions in Western Australia. Fresh ground water aquifers west of Victoria Plains position the district for increasing intensive agricultural, horticultural and value adding industries.

Fact & Figures

Distance from Perth (km)	140
Area (sq. km)	2,563
District Population (2008) *	942
Est. Population (2020)	....
Length of Road Network (km)	816
Rainfall (mm)	500
Growing Season	Apr – Oct
Soil types	Loams, sandy soils

* ABS National Regional Profile: Victoria Plains (Local Government Area)

Purpose of the Arrangements

The purpose of this document is to detail:

- The Shire of Victoria Plain's policies for emergency management;

- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;

- Procedures for the coordination of emergency management operations and activities;

- A description of emergencies that could occur in the Shire of Victoria Plains;

- Strategies and priorities for emergency management in the Shire of Victoria Plains;

- Other matters about emergency management in the Shire of Victoria Plains prescribed by the regulations; and

- Other matters about emergency management in the Shire of Victoria Plains the local government considers appropriate. [s. 41(2) of the EM Act 2005]

Scope of the Arrangements

These arrangements are to ensure 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 Hazard Management Agencies (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 Victoria Plains;
b. This document covers areas where the Shire of Victoria Plains provides support to HMA's in the event of an incident;

c. This document details the Shire of Victoria Plains' capacity to provide resources in support of an emergency, while still maintaining business continuity; and

d. The Shire of Victoria Plain's responsibility in relation to recovery management.

Related Documents and Arrangements

Formal Local Emergency Management Policies

The Shire of Victoria Plains currently have no policies that relates specifically relates to emergency management, unique to this local government area.

Existing Plans and Arrangements

DOCUMENT	OWNER	LOCATION	DATE
Risk Register	Shire of Victoria Plains	Administration Office	
Risk Treatment Schedule	Shire of Victoria Plains	Administration Office	
Bush Fire Management Plan	Shire of Victoria Plains	Administration Office	February 2013
Brookfield Rail Plan	Brookfield rail		
Victoria Plains Local Welfare Plan	Department of Communities	DC Northam and Moora	2017
Wheatbelt Pandemic Influenza Management plan	Wheatbelt Public Health	Wheatbelt Health Unit	2009
Aircraft Plan	WAPOL	Wongan Hills Police Station	February 2012
Road Crash Plan	WAPOL	Wongan Hills Police Station	2016
Search & Rescue Plan	WAPOL	Wongan Hills Police Station	2016

Agreements, Understandings & Commitments

This is a list formal agreements or MOUs that are in between the Shire of Victoria Plains and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place.

PARTIES TO THE AGREEMENT		SUMMARY OF THE AGREEMENT	SPECIAL CONSIDERATIONS
SOVP	Calingiri General Store	Opening after hours to provide food for the welfare centre	Please contact manager Purchase order required
SOVP	Yerecoin General Store	Opening after hours to provide food for the welfare centre	Please contact manager Purchase order required
SOVP	Bolgart General Store	Opening after hours to provide food for the welfare centre	Please contact manager Purchase order required
SOVP	Department for Child Protection and Family Services	The Shire of Victoria Plains has agreed to offer the following buildings as welfare centres;	Bolgart Hall Calingiri Recreation Centre Calingiri Sporting Complex Yerecoin Town Hall
SOVP	Department for Child Protection and Family Services	Local Welfare Emergency Management Support Plan – Shire of Victoria Plains	

AROC Moora, Victoria Plains, Dowerin, Wongan Hills Shires Memorandum of Understanding to outline assistance provided by member groups during an emergency and during the recovery process.		

Additional Support

ORGANISATION	DESCRIPTION	COMMENTS
CWA	Catering	Refer to contacts & Resources Directory
Rotary	Volunteers	Refer to contacts & Resources Directory
	Catering	Refer to contacts & Resources Directory

Special Considerations

There are special considerations that need to be documented in relation to when planning for an emergency:

- Major influxes of tourists all school holidays and from April to September when "Grey Nomads" are moving around Australia

- The Shire of Victoria Plains is susceptible to seasonal conditions ie bushfires, local flooding.

- Distance and travel time between support services

Shire of Victoria Plains Independent Living properties situated townsite of Bolgart	Bolgart Primary School, Calingiri Primary School, Yerecoin Primary School
Shire of Victoria Plains Independent Living properties situated townsite of Calingiri	Members of the community with special needs who are cared for by family
Post – harvest when many farmers take their annual holidays reducing the number of volunteers available	Major influxes of tourists all school holidays and from April to September when "Grey Nomads" are moving around Australia
Bushfire season – November – April	Winter Storms – August - October

Availability of Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Victoria Plains has conducted a broad analysis of resources available within the Shire of Victoria Plains and collated these in the Shire of Victoria Plains Emergency Resources Register.

They include information pertaining to:
(a)   HMA, combat and support agencies;
(b)   Specialised services;
(c)   Local Government staff and volunteers;
(d)   Emergency Evacuation Centres'
(e)   Shire of Victoria Plains facilities (building etc);
(f)   Operational plant machinery
(g)   Transport vehicles;

and Various plant equipment

Emergency Resources Register *Appendix 3*

LOCAL ROLE	RESPONSIBLE-PERSON/AGENCY	DESCRIPTION OF RESPONSIBILITIES
Local Government	Shire of Victoria Plains	The responsibilities of the Shire of Victoria Plains are defined in s.36 of The Act.
Local Emergency Coordinator	OIC – Bernie Hush 9671 1000	The responsibilities of the LEC are defined in s.37 of The Act
Local Recovery Coordinator	CEO - Glenda Teede 9628 7004	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	????????? 9628 7004	During an evacuation where a local government facility is utilised by DC provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	9628 7004	During a major emergency, the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA
		Ensure planning and preparation for emergencies is undertaken

Local Government – Incident Management	CEO - Glenda Teede 9628 7004	• Implementing procedures that assist the community and emergency services deal with incidents • Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support o • The local government is to provide a Liaison Officer to support DC Welfare Coordinator at the identified evacuation centre, regardless whether it is a LGA or privately-owned facility.

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

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

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

Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act

The Shire of Victoria Plains has established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements (s. 38 of the EM Act 2005).

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is *not an operational committee* but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by developing, enhancing and testing preparedness planning from a multiagency perspective having local knowledge of hazards, demographic and geographic issues, they provide

advice to Hazard Management Agencies to develop effective localised hazard plans providing a multi-agency forum to analyse and treat local risk providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

LOCAL ROLE	RESPONSIBLE PERSON/AGENCY	DESCRIPTION OF RESPONSIBILITIES
LEMC Chair	Shire President David Lovelock	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Community Emergency Services Manager 0409 137 645 9628 7004	Provide executive support to the LEMC by: • Provide secretariat support including: o Meeting agenda; o Minutes and action lists; o Correspondence; o Maintain committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; o Annual Report; o Annual Business Plan; o Maintain Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of subcommittees and working groups as required;

Agency roles and responsibilities In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles

AGENCY ROLES	DESCRIPTION OF RESPONSIBILITIES
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery

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.
	Their function is to:
	• Undertake responsibilities where prescribed for these aspects [EM Regulations]
	  o Appointment of Hazard Management Officers [s55 Act]
	  o Declare / Revoke Emergency Situation [s 50 & 53 Act]
	  o Coordinate the development of the Westplan for that hazard
	  o Ensure effective transition to recovery by Local Government

Combat Agency	A combat agency as 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 specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency
Support Organisation	A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

Part 2 - MANAGING RISK

Emergency Risk Management

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The Shire of Victoria Plains has committed to undertaking the local component of the State project, the Risk Register will be attached to the LEMA on completion. *Appendix 4: Risk Register Schedule*

The SEMC has developed a number of tools to assist local governments to undertake the risk assessment process. The tools are available on the SEMC website at Risk Assessment Tools and Information.

Special Considerations

The Shire of Victoria Plains has given special consideration to the key local community events that will affect the response to an emergency in their community. *Appendix 8: Special Considerations*

- Dangerous Goods Transportation
- Great Northern Highway (Road Crash)
- Fire Risk across all the Shire

Community activities:

- School holidays
- Harvest (high fire danger) - bans.

Critical Infrastructure

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community. *Appendix 2: Critical Infrastructure*

HAZARD	CONTROLLING AGENCY	HMA	LOCAL COMBAT ROLE	LOCAL SUPPORT ROLE	WESTPLAN	LOCAL PLAN DATE
Air Crash	WA Police	WA Police	Wongan Hills Police	Moora FRS St John Ambulance	Westplan Air Crash	Moora Police Local Hazard Plane Air Crash 2016
Animal and Plant Biosecurity	Department of Primary Industries and Regional Development (DPIRD)	Department of Primary Industries and Regional Development (DPIRD)	Department of Primary Industries and Regional Development (DPIRD)	Shire of VP WAPol	Westplan Animal & Plant Biosecurity	
Bushfire (LG)	Shire of Victoria Plains	DFES	Bushfire Brigades	VFRS, SES & DC	Westplan Fire	Bushfire Management Plan 2011
Earthquake	DFES	DFES	Moora SES	Shire of VP DC	Westplan Earthquake	
Fire Urban	DFES	DFES	Wongan Hills/ Moora VFRS	Shire of VP	Westplan Fire	
HAZMAT Dangerous Goods	DFES	DFES	Wongan Hills/ Moora VFRS	SJAA WAPOL DC	Westplan HAZMAT	
Human Epidemic	Dept. of Health	Department of Health	Wheatbelt Public Health	SJAA WAPOL Hospital	Westplan Human Epidemic	
Land Search	WAPOL	WA Police	Moora SES	Salvation Army	Westplan	
Road Crash	WAPOL	WA Police	WAPol Police	Wongan Hills/Moora VFRS SJAA	Westplan Roadcrash	
Storm Tempest	DFES	DFES	Moora SES	Shire of Victoria Plains & DC	Westplan Storm	
Flood	DFES	DFES	Moora SES	Shire of Victoria Plains & DC	Westplan Flood	Moora SES Flood Plan

The Shire of Victoria Plains, under s. 38 of the *Emergency Management Act 2005*, has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. Membership of the LEMC is a representative of agencies, community groups, non-government organisations and expertise relevant to the identification of community hazards and emergency management arrangements.

Part 3 - COORDINATION OF EMERGENCIES

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

Incident Support Group (ISG)

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.
The HMA or the Local Emergency Coordinator in consultation with the HMA may convene an ISG 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.

Triggers for an ISG

 The triggers for an incident support group are defined in State Emergency Management Plan Chapter 5 Response . These are;
a) where an incident is designated as "Level 2" or higher;
 b) multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to 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. *Appendix 12: Contacts*

Frequency of Meetings

The 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 and objectives by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The locations for the ISG meetings will be set out in Contacts & Resources. *Appendix 5: Incident Support Group meeting locations.*

Media and Public Information

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**.

This is achieved through the IMT position of "Public Information Officer" as per the AIIMS structure.

It is likely that individual agencies will want to issue media releases for their areas of responsibility.

Public information release times, issues identified and the content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Communication Principles

In an emergency, communication with stakeholders must adhere to the following principles:
- Timelines Regularly updating stakeholder on the situation
- Cooperation Being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity Prioritising stakeholders, guarding sensitive information as needed
- Transparency Remaining honest and open about the situation and the response progress
- Simplicity Ensuring communication is easily understood and consistent
- Accuracy Sharing only confirmed facts, never making assumptions or giving false information
- Accountability Accepting responsibility if appropriate and reasonable

Managing the Media

During an emergency, information used in the communication response must be controlled. The approval/sign off procedure must be adhered to so that all facts are accurate and their release is authorized. The HMA/IC is responsible for enforcing this procedure

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner.

All warnings should be timed to allow ample time for residents to evacuate from the impending danger. The lead-time should include planning time, warning time, reaction time and travel time for the evacuees.

The Bushfire Warning System contains three levels of warning:
- An **ADVICE** will provide information on a bushfire that is not threatening lives or property but may be causing smoke near homes, such as a small containable fire.
- A **WATCH AND ACT** message is issued when there is a potential for lives and property to be threatened.
- An **EMERGENCY WARNING** means that immediate action must be taken to survive.

When the public are warned that they must evacuate, they should be given enough information.
Community Information Boards are established, warnings may be disseminated via the Phone Trees.
Standard Emergency Warning Signal.
Emergency Alert.
The control of warnings such as within the Bushfire Warning System may need to be informed by information supplied by the agencies/individuals represented within the ISG.
Appendix 7: Local Public Warning Systems

Information to Provide to Those Evacuating

The following information will assist those evacuating to make decisions and to understand the scale of the emergency.

- Who has authorised the evacuation and why there is a need to evacuate
- Where the Welfare Centre is
- How much time they have
- What to do with pets
- Which way they must travel
- Checkpoints for registration (particularly if they decide to evacuate but choose not to use the Welfare Centre)
- Transport pick-up locations
- How to obtain transport if required
- What they should take with them (blankets, clothing and medical supplies) and whether there are any restrictions on what belongings they can take
- That they should advise family/friends of their intended evacuation plan
- That they will not be allowed back into the area until the HMA confirms that it is safe for them to do so That they should, before leaving their property, try to:
- Turn off gas/electricity
- Secure the property
- Leave a sign on the gate or door to show that they have left. This sign also to show what animals have been left behind and location of water supply.

Spontaneous Volunteers

When giving public information advise the public if there is a need for volunteers and if they are not needed give a reason why such as:
By entering the search area

- You disturb evidence
- Throw off tracking dogs
- Helicopters with FLIR cameras will be used

If spontaneous volunteers are to be used they must be registered on the Shires volunteer register or with The Red Cross. Make sure you give concise instructions on:

- Clothing and footwear
- Back pack with water and supplies
- A place to park vehicles
- Location of the registration sign in area

Donations in time of disaster

Media Statement on donations: -

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donations not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross.
These avenues for cash donations will be widely advertised so watch the media.
Thank you for your generous support.

General Enquiries

Frontline employees from outside the LEMC/ISG must be prepared to receive enquiries from the community. Agencies represented within the ISG shall ensure that the frontline staff are provided with a script based on the key messages.

If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorized spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message must be taken so that the call can be returned as soon as possible.

Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the DC, **Register. Find. Reunite** the National Registration Inquiry System (NRIS) (via Red Cross) or WA Police, depending on the circumstances concerned. At all times, you should:

- Establish the caller/visitor's relationship to the person being enquired about
- Demonstrate care and listen to their concerns
- Remain calm
- Provide assurance that all necessary actions are being taken to manage the situation; and
- If you receive an enquiry about anyone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

Finance Arrangements

State Emergency Management Policy 5.12 outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of SEMP 5.12, the Shire of Victoria Plains committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Victoria Plains occurs to ensure the desired level of support is achieved.

EVACUATION

Local Emergency Management Arrangements
2018

EVACUATION

Local Emergency Management Arrangements
2018

Part 4 - EVACUATION and WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre-emergency evacuation planning. *Appendix 7: Local Public Warning Systems*

A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.
To assist with emergency evacuation planning SEMC has endorsed the *Western Australian Community Evacuation in Emergencies Guide* which has a section on pre emergency evacuation planning for local government may involve a complex operation that has the potential to place evacuees at risk during the evacuation. It can also de-stabilise a community and involve extensive welfare arrangements. Through careful planning, and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.
Circumstances may arise where there may be the need to totally or partially evacuate the population of a area due to a risk or the likelihood of a hazard such as: -

- Wildfire
- Structural Fire
- Transport Accident
- Storm
- Hazardous Material
- Earthquake
- Aircraft Accident
- Flood
- Infrastructure Failure
- Terrorism

Such evacuation could involve the following: -
1. Immediate danger to life
2. Damaged or uninhabitable homes

Immediate Evacuation

Evacuation of this kind will require an instant decision by the Hazard Management Agency. The Incident Manager should advise the Local Emergency Coordinator of: -
(a) The urgency of the evacuation.
(b) The estimated area of evacuation.
(c) The likely duration of the evacuation.
(d) The safe direction for evacuation.

The Hazard Management Agency should then arrange the immediate evacuation of the area to any convenient safe area
It should be noted that statistics indicate more than 25% of people will ignore this instruction and will, in preference, proceed to friends or relatives. The remaining evacuees can then either be allowed to return to their homes once the all clear is confirmed or, in the case of a longer duration of evacuation, transported to a designated Community Welfare Centre as nominated by the Welfare Coordinator.

Planned Evacuation

Where circumstances permit, an orderly evacuation may be achieved. Once again, a significant proportion of the evacuated population will make their own accommodation provisions. Review of the evacuation matrix will indicate the likely level of welfare response, i.e., local, divisional, regional or state.

Authority

In accordance with State Emergency Management Policy 5.7 Community Evacuation as far as practicable, community members should be involved in the decision to stay or evacuate when threatened by an emergency. The decision to evacuate will be made by the Hazard Management Authority (HMA) 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.
In accordance with reference B, an authorised officer may:

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

Decision to Evacuate

Decisions relating to evacuation during an emergency rest with the Controlling Agency, which should be cognisant of;

- The threat of the hazard • Community preparedness
- Community vulnerability
- Time available to conduct the evacuation safely
- Safety of persons conducting the evacuation
- Local Emergency Management arrangements and other arrangements in place
- Safer alternatives
- Identification of the safest corridors for egress
- Availability of effective public communicating resources
- The number of people, capability and demographics of the groups to be evacuated
- Method of evacuation
- Any legislative provisions
- Requirement of managing the welfare of domestic pets of evacuees.

Voluntary Evacuation

Voluntary evacuation may be made by private transport to safe havens (as determined by evacuees) or by provided transport (if private is not available) to a suitable welfare centre as determined by the HMA in consultation with the LG and DC. It is the Hazard Management Agencies responsibility to manage strategic points on traffic routes to facilitate the safe and effective movement of traffic.
A community, or any part of that community, may elect to self-evacuate acting on information or advice received through the media or other sources including relevant warning authorities e.g. Bureau of Meteorology (BOM) Flood Warning Centre or on advice from the Incident Controller (IC) of the HMA or Area Coordinator.

The IC could advise residents to self-evacuate. This type of evacuation is not reliant upon an Emergency Situation Declaration Section 50 of the Emergency Management Act 2005, but can be provided as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely. The aim of providing this warning is to negate the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous.

Emergency Evacuation

Persons residing within the Shire may be advised to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with an Emergency Situation Declaration.
The Incident Controller are responsible for co-ordinating the evacuation. If the area is too dangerous for emergency workers, other means of alerting the public will be required. Consider:

- Telephone
- Emergency Alert System (automated phone system)
- Email (some remote properties have access to satellite internet).
- Community Information Points/Bushfire Ready phone trees.
- Siren/megaphones on emergency vehicles.

If the HMA deems it necessary to conduct a door knock of the affected area, the HMA can request that a combat agency Police, SES and Bush Fire Brigades may be co-opted to assist this process. The priority of the emergency services is to protect life.

Refusal to Evacuate

The Controlling Agency is to provide clear direction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.
Also, the Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision.
Where possible, a procedure should be put in place to track the remaining residents' welfare.

Special Needs Groups

This section should list an 'at risk' groups within your community. The purpose behind this is so that a Controlling Agency that is planning evacuation will be able to identify locations which require special attention or resources.

- Schools
- Nursing homes
- Child care centres
- Hospitals
- Sick/immobile residents
- Those with a different language,
- People without transport
- School children who may not be able to return home
- Tourists visiting the area
- Caravan parks & camp grounds
- Persons with disabilities

- CALD community

Each section of the section of the community mentioned above should have their own evacuation arrangements. *Appendix 8: Special Needs Groups*

Record of Evacuation

If it is possible, a record of people leaving the area should be maintained by the personnel manning road blocks (MRWA, WAPOL, Shire and DFES). This information is useful not only for recording the location of evacuees, but also for identifying possible arsonists.
Information should include:

- names of people evacuating,
- vehicle registration number,
- Destination, and contact telephone number at destination (if known).

This information is to be passed on to the HMA – Incident Controller and The Shire of Victoria Plains is to maintain a register to record:

- Names of people who have evacuated and where they have gone to
- Names of people who are staying, and details of pets/animals left behind.

Transport

Under State Emergency Management Policy 5.7, Community Evacuation is the responsibility of the Controlling Agency to arrange for transport of evacuees who should be cognisant of;

- The method of evacuation including transportation requirements
- It is recommended that there are clear lines of communication between the Controlling Agency, the Local Government during any emergency evacuation

It is likely there will be a requirement to provide transport for some of the people to be relocated from the Welfare Centres; in particular, people with special needs.
If resources are available and it is safe to do so, The Shire of Victoria Plains will assist with the transport of people with special needs from the Welfare Centre to a nominated hospital.
The Shire of Victoria Plains will, if directed and if resources are available, also help people without transport leave the affected area. Collection from residences will be considered by The Shire of Victoria Plains on a case-by-case basis. It may be necessary to provide a bushfire appliance or police escort when collecting from residences.

Arrangements for School Children

If an emergency occurs during school hours and children are not able to safely return home, it is the responsibility of the school to care for the children until they are collected by their parents or another person nominated by their parent. If the emergency causes the evacuation of a school, the School Evacuation Plan is to be implemented.

Evacuation Considerations

If a small number of people were required to evacuate, the Department of Communities would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities.

- SOVP special groups may need their own secure section in an evacuation centre, or a separate evacuation centre.
- Childcare, Schools and Aged and Community Care Accommodation Facilities e.g. hostels, group homes – should each have their own evacuation procedures.
- Welfare Centres will allow Assistance Dogs e.g. Guide Dogs, Hearing Dogs etc.
  "Hearing" Dogs and registered Disability Aid Dogs into the Centre. All other animals must be kept outside.
- People can return to their homes to clean up and then return to the Welfare Centre for food and sleep with permission from the HMA.
- Arrangements to be made to provide a local point of contact when the Welfare Centre shuts down (name and phone number to be displayed on door so that people who need assistance can obtain help).
- DC staff will provide reasonable access to mobile phones for evacuees wishing to contact relatives

Evacuation Plans

The evacuation plans and maps for the following towns in the Shire of Victoria Plains:
- Bolgart
- Calingiri
- Mogumber
- New Norcia
- Yerecoin

Bolgart Emergency Evacuation Guide
Shire of Victoria Plains: 9628 7004

AREA COVERED: Bolgart Townsite   **MAP:** EMERGENCY SERVICES DIRECTORY 2008 Page

AUTHORITY:

Authorisation to evacuate is given by Hazard management Agency Incident Controller

Control and coordination Incident managed by Hazard Management Agency or an Authorised Officer (Pol# 4.7.12)

Control and coordination of Evacuation/Welfare Centre is managed by Department of Communities

Key Roads	Key Infrastructure
1. Bindi Bindi Toodyay Road	1. Primary School
2. Watson Road	2. Post Office
3. Wyening Road	3. Hardware store
4. Behanging Road	4. Recreation Ground
5. Bolgart East Road	5. Town Hall
6. Bolgart West Road	6. Bolgart Aged care
7. Carroll Road	7. Telephone Exchange & Tower

Key Contacts:

1. Shire Office (Calingiri):	9628 7004		8. Post Office:	9627 5151
2. Police Station:	000		9. Western Power:	131 351
3. State Emergency Services:	132 500		10. Water Corporation:	131 375
4. Ambulance:	000			
5. Fire:	000			
6. Crisis Care (DP):	9223 1111			
7. Bolgart Hardware:	9627 5151			

Information Management

1. State Alert	1300 566 588	Shire CEO:	9628 7004
2. ABC Radio	9325 2492	Newspaper:	9842 3111
3. Police:	9671 1000		

HMA instructions check list

☐ Alert/Inform local Police

☐ Alert/Inform DFES or WA Police to activate STATE ALERT Phone System

☐ Advise Media Officer to employ information management tools such as ABC radio, TV and local paper

☐ Alert/inform Department of Communities

☐ Advise Special Needs group

☐ Employ support agencies and volunteers for evacuation planning

Special Needs Groups

1. Disability Services Commission

Culturally and linguistically Diverse (CALD)

1. Nil

Significant Events

1. Nil

Evacuation /Welfare Centres	Business	After Hours
1. Bolgart Town Hall 2. Toodyay	9627 5000	0429 117 758

MAP OF BOLGART

7 | P a g e
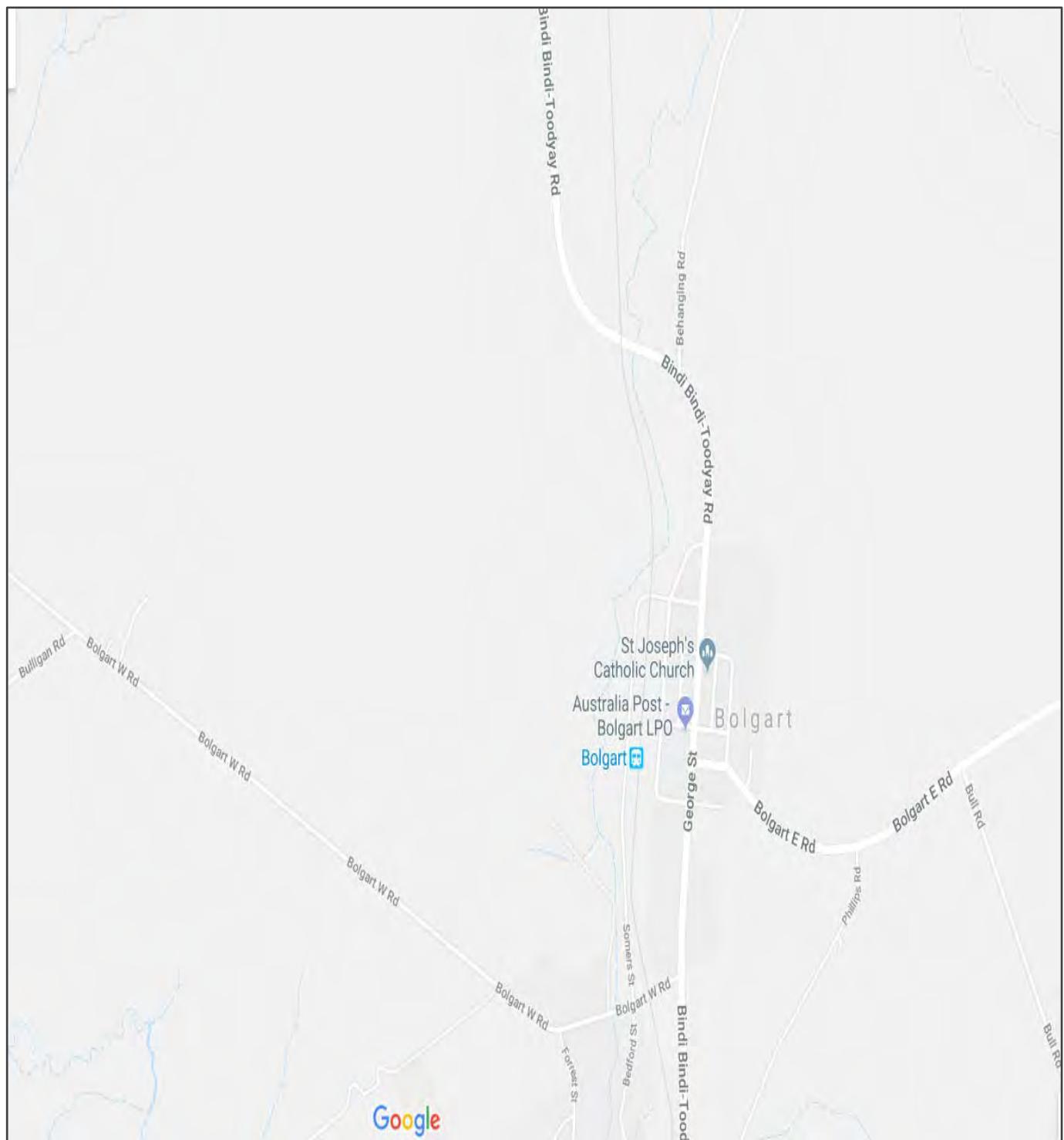
Refer to *Appendix 9: Routes & Maps*
This section provides a map of the locality and identifies any issues and local land marks.

The Department of Communities (DC)has the role of managing welfare. DC has developed a Local Emergency Management Plan for the provision of Welfare Support for the Moora District.

Local Welfare Coordinator

The Department of Communities (DC)has the role of managing welfare. DC may have developed a local Welfare Emergency Management Plan for Shire of Victoria Plains.

a)   Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;

b)   Prepare, promulgate, test and maintain the Local Welfare Plans;

c)   Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;

d)   Establish and maintain the Local Welfare Emergency Coordination Centre;

e)   Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

f)   Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

g)   Represent the department on the Incident Management Group when require

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.
Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.
Appendix 8 Contacts and Resources will specify particular people which will manage a welfare centre until such time as a DC team arrives and takes control.
Appendix 12: Aide Memoirs

Register. Find. Reunite

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas DC has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved DC have reciprocal arrangements with the Red Cross to assist with the registration process.

Welfare Centres

The LG can choose to manage a Welfare Centre however the DC has a team available for this purpose. It is the responsibility of the HMA, in consultation with the LEC, to request assistance from DC

The State WESTPLAN – Welfare is the responsibility of the Department of Child Protection and Family Support as are each Local Emergency Management Plan for the provision of welfare support. This welfare plan outlines the arrangements that apply in local circumstances.

Local Government can elect to prepare their own welfare arrangements and appoint their own local welfare coordinators. If they do this in consultation with the Department, the Department's Coordinators referred to in the plan will revert to a support coordination role. If the Local Government elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

To assist in coordinating the provision of welfare support services functional areas include:

- Emergency accommodation
- Emergency catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

DC have their own structure to manage catering, registration, personal support and, once they have assumed control of the Welfare Centre, manage the Centre in accordance with DC Local Welfare Plan.

DC may ask the Shire to co-ordinate support from the local community as follows:

Shire staff or LEMC community member to open the Welfare Centre and manage until DC arrives. Officers may then be asked by DC to co-ordinate other tasks such as provision of food. During an emergency or a State of Emergency, the Emergency Management Act 2005 allows for an exchange of information, therefore DC may release personal details for evacuees. Where possible, DC would provide the HMA, police and/or Shire with a list of evacuee's names and addresses.

**GOVERNMENT OF
WESTERN AUSTRALIA**

LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

MOORA DISTRICT

Shires of Dalwallinu, Dandaragan, Gingin, Moora, Victoria Plains, Wongan Ballidu

(Updated December 2015)

PREPARED BY **the Department of Communities**

TABLED AT THE

LOCAL EMERGENCY MANAGEMENT COMMITTEES on (Refer next page)

Considerations Once Welfare Centre is Setup

Information	Primary Provider	Aim	Responsible Officer	Comment
Call Centre/Information hotline	HMA	To set up a telephone call centre to provide information to callers		Consider setting up a Shire hotline to supplement that provided by HMA
Media Liaison	HMA	To provide a single point of contact for information and media enquiries		HMA can be requested to provide a Media Liaison Officer (see Westplan)
Community Information	Shire	To provide regular updates to: • Welfare Centres • Community Information Points • Local notice boards • Visitors Centres, Service Stations and General Stores • Schools, Hospitals and Aged Care facilities.		• Check media contacts list is current Ensure staff available to upload information bulletins to Shire website Consider requesting a Media Liaison Officer form HMA/
Security of Evacuated Area	WAPol	To assist WAPol in conducting regular checks of properties		Consider engaging Security company
Insurance enquiries	Shire	To provide facilities for insurance agencies to interact with clients		One Stop Shop as part of recovery
Essential Services	Shire	To fast-track repair and/or reconnection to essential services		Liaison with HMA
Establish Local Welfare Emergency Management Committee if required	DC	To coordinate services		
Establish Recovery Committee	Shire	To implement early recovery process		Recovery Committee to be activated as soon as significant damage and/or loss of lives, property or stock has occurred.

Animals (Including Assistance Animals)

The Shire of Victoria Plains will coordinate arrangements for the welfare of animals and pets that have been evacuated during an emergency. This plan is to be used in conjunction with the State Emergency Welfare Plan. The Animal Welfare Plan should be implemented whenever a disaster affects the Shire of Victoria Plains. The main objectives of the plan are to:

- Provide immediate welfare for distressed animals;

- Ensure animals that are loose are impounded for their safety, the safety of road users and rescue crews;

- Provide an alternative refuge for the animals for collection by their owners at an appropriate time. The Shire of Victoria Plains Ranger will work in close cooperation with the other stakeholders on animal welfare matters arising out of the evacuation emergency and shall agree on the distribution of duties, depending on resources available in each instance. *Appendix 1: Animal Welfare Register*

AGENCY	PHONE	A/H PHONE	ASSISTANCE AVAILABLE
Ranger Services	Shire of Victoria Plains 0428 149 174		Domestic animal welfare, re-homing, watering /feeding stock, euthanasia of animals
Department of Biodiversity Conservation & Attractions (P &W)	9474 9055		Native animal care/rescue Sick injured orphaned animal care
RSPCA (Malaga)	9209 9300		Treating sick/ injured animals Euthanasia of animals
Kirsten Tunstall (Vet) Wongan Hills	9671 1108		Treating sick/ injured animals Euthanasia of animals
Moora Vet Services	9651 1420		Kangaroo and other animal welfare
Kanyana Wildlife	9293 1416		Native animal care/rescue
Department of Primary Industries and Regional Development (DPIRD)	1800 675 888		Animal health/ disease Quarantine, livestock movement
Emergency Animal Rescue Unit	Activated by DFES		Livestock/Rescue movement
SAFE (Saving Animals from Euthanasia)	0408 909 356		Re – homing domestic animals
The Vet Northam	9622 1000		Treating sick/ injured animals Euthanasia of animals

Part 5 - RECOVERY

Recovery

The Shire of Victoria Plains Local Recovery Plan has been prepared by the Shire of Victoria Plains Local Emergency Management Committee to address the 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, and forms part of the Shire of Victoria Plains Local Emergency Management Arrangements.

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 Victoria Plains;

- 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 Victoria Plains.

Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Victoria Plains. 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.

Local

The Shire of Victoria Plains 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.

State Plans and Policies

The following documents relate to this plan

Document Title	Document Owner
State Emergency Management Plan Part 6 Recovery	SEMC
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	SEMC
State EM Policy 5.12 Funding for Emergency responses	SEMC
State EM Policy 5.10 Australian Government Physical Assistance	SEMC
State Emergency Management Recovery Procedures 1 & 2	SEMC
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	Dept. of Premier and Cabinets
Lord Mayor's Distress Relief Fund	LMDRF Board

Transition from Response to Recovery

The immediate involvement of the Local Recovery Coordinator (LRC) in any ISG ensures 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 shall:

1. Align response and recovery priorities
2. Connect with key agencies
3. Understand key impacts and tasks
4. Identify recovery requirements and priorities as early as possible.
5. Establish Local Recovery Committee, as required. Refer to Appendix 14

Executive

- Chairperson (if not the SOVP President or the SOVP CEO, then preferably a SOVP Councillor);

- Local Recovery Coordinator (group of 4 people) - (should be different to Chairperson);

- Secretary (will be provided by LGA);

Core Membership (Recommended):

- Local Government Officers;

- Hazard Management Agency;

- Department of Health and or Local Environmental Health Officer;

- Department of Communities;

- Western Australian Police Service;

- Community Representative/s; and if established

- Chairpersons of Sub-committees.

Co-opted Members (Recommended):

- Department of Agriculture and Food;

- Department of Environment and Conservation;

- Lifelines (power, water, gas, etc);

- Main Roads;

- Department of Water;

- Regional Development Commission;

- Education/school representative;

- Community Groups;

- Chamber of Commerce;

- St Johns Ambulance;

- Insurance representative;

- Silver Chain; and

- Other persons/organizations as identified.

POSITION	SUGGESTED REPRESENTATIVE
Chairperson	Shire of Victoria Plains President, Councillor or CEO
Local Recovery Coordinator	Chief Executive Officer – Glenda Teede
Secretary/Executive Officer	Shire of Victoria Plains
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments

Location

At the Office of the Shire of Victoria Plains
    28 Cavell Street
    CALINGIRI WA 6569
    Ph 96287004
    Office Hrs 8.30am – 4.30pm

Priorities for Recovery

As part of the ERM process community consultation during 2008 identified the following priorities for Recovery in order from most important

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

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 t he 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 Northam will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet webpage linkhttp://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.a spx
- The Department of the Premier and Cabinet, 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 accordancewithapublic 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 Victoria Plains 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 State Emergency Management Plan Part 6.12 Volunteers 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.

Recovery Resources

The Local Recovery Coordinator for the Shire of Victoria Plains is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Moora 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 Victoria Plains should an emergency occur.

The resources available and contact details for recovery have been identified and are included in Appendix 3 Contacts and Resources.

Roles and responsibilities of the Local Recovery Coordinator (LRC)

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 Mayor/Shire President and Chief Executive Officer (CEO) 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.

Roles and functions of the Local Recovery Coordinating Group (LRCG)

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.

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.

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 Impact Assessment information refer to *Appendix 14.*

Part 6 – EXERCISING, REVIEWING AND REPORTING

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of Exercises

The State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7 requires the LEMC to exercise their arrangements on at least an annual basis.

Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).
Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with Policy No 2.5 – Emergency Management for Local Government and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to SEMC Policy No 2.5 – Emergency Management for Local Government, 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 training that exercises the arrangements;**

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

- circumstances may require more frequent reviews.

Review of Local Emergency Management Committee Positions

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

Review of resources register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

Annual reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Appendices

CONFIDENTIAL

Personal contact details are provided for emergency use only and should not be disclosed under any circumstances

CONTACTS AND RESOURCES

Amendment Record

Number	Date	Details of Amendment	Officer
1			
2			
3			
4			
5			
6			
7			
8			

Resources

Resources available from Local Government and other agencies / organisations have been identified and listed in the resource register kept up to date by the Shire of Victoria Plains LEMC. Where possible, these assets will be made available to an HMA upon request during an emergency situation. It is the HMAs' responsibility to determine the resources required for their specific hazards and resourcing is managed by individual agencies. Agencies are requested to regularly review and update their resource registers

CONFIDENTIAL
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APPENDIX 1: ANIMAL WELFARE

Event and Location:

Used to create a list of possible evacuation points such as showgrounds, boarding kennels, pound, ovals etc. Are portable yards required/available?

NAME OF FACILITY	FACILITIES (e.g. water troughs etc).	CAPACITY (number & type of animal)	TELEPHONE	ADDRESS	CONTACT NAME

Shire of Victoria Plains
Ordinary Council Meeting

LEMA ATTACHMENTS - 13 August 2018
S h i r e   o f   V i c t o r i a   P l a i n s   L o c a l   E m e r g e n c y   M a n a g e m e n t   A r r a n g e m e n t s

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Part A: OWNER DETAILS							
Name:							**Phone:**
Address:							**Mobile:**
Alternative contact details:							
Name of current veterinarian:							

Part B: ANIMAL DETAILS							
No.	**Animal Name**	**Type: Horse, Dog, Pig etc.**	**Breed**	**Description Colour**	**Collar/Tag**	**Tag No.**	**Comments**
1.							
2.							
3.							
4.							
5.							

Animals/s received from:

Name: **Signature (owner/agent):**   **Date:**

Part C: EMERGENCY HOUSING CONTACT DETAILS		
Name:		**Phone:**
Address Animal Located:		**Mobile**

Part D: ANIMAL RELOCATION DETAILS		
Relocated to:		**Phone:**
Address:		**Mobile:**
Animals received by(Name):	**Date:**	**Signature:**

Part E: RETURN OR COLLECTION DETAILS		
Name:		**Phone:**
Address:		**Mobile**
Animals received by (Name):	**Date:**	**Signature:**

EVENT & LOCATION:

DATE:

OFFICER:

PAGE No.

ENTRY No.	No. STOCK	SPECIES	DESCRIPTION	OWNER	ADDRESS	PHONE No.	COMMENT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

Shire of Victoria Plains
Ordinary Council Meeting

LEMA ATTACHMENTS - 13 August 2018
S h i r e   o f   V i c t o r i a   P l a i n s   L o c a l   E m e r g e n c y   M a n a g e m e n t   A r r a n g e m e n t s

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APPENDIX 2:   **CRITICAL INFRASTRUCTURE**

Item Location	Description	Owner Contact	Details	Contact Details	Community Impact Description
Various Locations	TV/Radio/ Internet Tower	Telstra	Tower for various Radio, TV and internet services	1800 730 053 (Govt.)	Loss of access to sections of the community
Various Locations	Radio Repeater Station	Shire of VP ABC Radio WAERN (DFES) WAPol SJAA	Radio Repeater Tower	DFES: Telecommunications Services: 0429 889 841 WAPol: 9651 1106 Shire of Victoria Plains: 9628 7004	Loss of services access to sections of the community and also emergency services
	Western Power	Western Power	Power Infrastructure	13 13 51	Loss of power to sections of the community
Piawaning	Water Supply	Water Authority	Town Emergency Water Supply & Desalination plant	Shire of Victoria Plains	Loss of water to sections of the community
Yerecoin	Water Supply	Water Authority	Town Water Supply		Loss of water to sections of the community
Bolgart	Water Supply	Water Authority	Town Water Supply		Loss of water to sections of the community
Yulgering Rd Calingiri	Water Supply	Water Authority	Water Treatment Plant		Loss of water to sections of the community
Bridges (various)	Bridges	Main Roads	Moore River – New Norcia Moore River – Bindoon Moora Rd	Main Roads Shire of VP	Loss of access to sections of the community
	Bridges	Local Govt Area		Shire of VP	Loss of access to sections of the community

APPENDIX 3:   **RESOURCE REGISTER**

Name of Organisation   **Shire of Victoria Plains**
Location: Shire Depot - Calingiri

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Glenda Teede	CEO	9628 7004
Bob Edwards	Works Supervisor	9628 7190 0429 926 562
	DCEO	9628 7004

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Road Graders	120M CAT	1
	120M CAT	1
FEL	CAT 938	1
Multi Loader (attachments)	VOLVO L70D	1
Loader (Telescopic)		1
Tip truck/Side Tipper	Various	4
Water Carts	13,500ltr	1
	9,000ltr (skid)	1
	22000ltr Tanker	1
Bobcat	S205 Skid steer	1
Box Trailer		1
Generators (1 x Trailer mounted)		2
Chainsaws, pole saws, water pumps, utes	Various amounts	
Rubbish Truck crate		1
Utes	Various models	5

Name of Organisation   **Auhls Transport**

Location: **Manmanning Road Wongan Hills**

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Shane Auhl	Owner	9671 1213 0427 175 853

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Prime movers		
Trailers		
Drop decks		
Fork lift		
Taut liners		
Low loader		

Name of Organisation   **AN & A Whybrow**

Location: **Badgingarra**

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Ashley Whybrow	Owner	0428 523 028
Alison		0419 000 224

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Prime movers		1
Low loader		2
Fork lift		
D9 Dozer		2
D7 Dozer		2
FEL JCB		1
Water tanker	8,000 L	1
Grader	Volvo	2

Name of Organisation

Location:

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE

ITEM DESCRIPTION	SIZE	NO OF ITEMS

Name of Organisation   **Muchea Grading Contractors**

Location: **Bindoon**

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Jamie Shaw	Owner	9571 4237 0427 388 972

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Grader - CAT	12G	1
Grader – Volvo	963	1
FEL JD	670	1
Backhoe – CAT	428B	1
Water Tanker	13,000 L	1
Water Tanker	22,000L	1

Name of Organisation   **Smith's Transport**

Location: **Piawaning Waddington Road, Piawaning**

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Noel Smith	Owner	9654 5015

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Prime movers		2
Trailers		1
Drop decks		
Fork lift		
Taut liners		
Low loader		
FEL JCB		1
Water tanker	10,000 L	1
R/Train Water Tankers	44,000 L	1

Name of Organisation

Location:

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE

ITEM DESCRIPTION	SIZE	NO OF ITEMS

APPENDIX 4:   <u>Risk Register Schedule</u>

To be inserted when completed

APPENDIX 4:   **Risk Register Schedule**

HAZARD	RISK LEVEL	PRIORITY
Bushfire	Extreme	1
Flood	Extreme (Moora Only)	2
Earthquake	High	3
Hazardous Material Incident	High	4
Electrical Supply Disruption		
Human Epidemic	High	5
Exotic Plant Disease	High (Economic Threat)	6
Severe Weather Incident	Moderate	7
Road Crash (Non-Hazmat)	Moderate	8
Exotic Animal Disease	Moderate (Economic Threat)	9
Terrorist Act	Moderate	10
Air Crash	Low	11
Rail Crash	Low	12

These Hazards form the basis of the Local Emergency Management Arrangements.
These Regional Arrangements will adopt the same Hazard Risk Register and will
focus on the likely Mutual Aid Resource Support and Recovery Strategies, which
could be generated by these Hazards.

APPENDIX 5:   **ISG MEETING LOCATIONS**

Location One: **SHIRE OF VICTORIA PLAINS**

Address: 21 Cavell Street, CALINGIRI, WA

	NAME	PHONE	MOBILE PHONE
1st Contact	Administration Office	9628 7004	0429 117 758
2nd Contact	Ranger	9628 7004	

Location Two: **CALINGIRI RECREATION CENTRE**

Address: Yulgering Road, CALINGIRI, WA, 6569

	NAME	PHONE	MOBILE PHONE
1st Contact	Administration Office	9628 7004	
2nd Contact	Ranger	9628 7004	0428 149 174

Location Three: **CALINGIRI SPORTS CLUB**

Address: Cnr Cavell Rd & Edmonds Road CALINGIRI WA 6569

	Name	Phone	Mobile Phone
1st Contact	Mike Crowthers		0427 711 779
2nd Contact			

APPENDIX 6:   WELFARE CENTRE INFORMATION

	DETAILS
Establishment/Facility:	**Calingiri Recreation Centre**
Physical Address	Lot 143 Yulgering Street Calingiri
General Description of the Complex	A large community centre with two (2) communal areas.
Site Limitations	Not suitable for a long duration
Telephone No	9628 7243
Fax No	
Email Address	reception@vicplains.wa.gov.au

Contacts

NAME	POSITION	WORK CONTACT	A/HRS. CONTACT
Shire of Victoria Plains	CEO	9628 7004	Mobile
Administration		same	

Access Details

	DETAILS
Keys	SOVP – in key cabinet
Alarm	No
Security	No
Universal Access	Limited

Accommodation Numbers – as per Health Regulations

	DETAILS
Sitting / Standing	250
Sleeping	75
Duration	24/48 hours limited showers & ablutions

Ablution Amenities

ITEM	YES/NO	NOTES
Male Toilets:		
Toilets	Y	1 x Standard pan /Disable access (External access)
Urinal	Y	1 standard 3mtr tray
Shower	Y	2 x with no doors on cubicles
Hand Basins	Y	2 x standard & hand dryers
Female Toilets:		
Toilets	Y	3 x standard pan / 1 x Disable access (External access)
Shower	Y	3 x showers with doors
Sani bins	Y	1
Hand Basin	Y	2 x standard hand dryers
Baby Change Table	N	
Disabled Toilet:		
Toilet		See above

Hand Basin		
Male Changeroom:		
Showers		See male toilets

General Amenities

ITEM	YES/NO	NOTES
Kitchen Facilities:		
Stoves (types)	Y	Large electric oven with 5 x ceramic hotplate
Refrigeration	Y	Domestic fridge, 1 x walk in cool room located at rear of building
Microwave	Y	1 domestic
Pie warmer/ Bain Marie	Y	1 each
Urns/Water Units	Y	2 x domestic, 1 x large
Servery	Y	2 x serveries to main hall area
Outside access	Y	
Dining Facilities:		
Tables	Y	16 x trestle tables
Chairs	Y	12 x stacks consisting 14 chairs each
Cutlery and Crockery	Y	
General Facilities:		
Rooms	Y	The recreation centre consists of a large hall area with kitchen access
RCD Protected	Y	
Power Points	Y	numerous
Generator Port	Y	Located on external of building on the southern wall (3 phase)
Fire Equipment	Y	Fire extinguishers and hose reel
Air Conditioning (type)	Y/N	Only located in the main foyer entrance (Split system only)
Heating	Y/N	See above
Ceiling Fans	N	
Lighting (internal)	Y	
Lighting (external)	Y	

Telephone Lines	Y	Located in gym
Internet Access	Y	Wireless access
Water Cooler	Y	Water spout located in playground
Hot Water System (type)	Y	Electric
Bins	Y	Green/recycle bins x 6
Septic Sewerage	Y	Would need to be monitored if protracted incident
Amenities Areas:		
Enclosed Covered Areas	N	
Outside Children's Play Area	Y	Has fence on roadside only adjacent to building includes full complement of play equipment
Recreation Rooms	N	
BBQs	Y	1 x electric BBQ with 1 hotplate only. Located in play area
Conference Rooms	N	
Meeting Rooms	N	Could use Emergency Services building across the road
Swimming Pool	N	
Oval	Y	Across the road at School
Netball/Basketball Court	Y	
Tennis Court	Y	Enclosed courts with synthetic grass
Gym & Squash Courts	Y	
External Facilities:		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	Across the road at School
Toilets	Y	Public toilets available
Caravan/Articulated Vehicles	Y	Across the road at School
Other:		
Mobile Phone Coverage	Y	
Storage	N	
Pet friendly	N	Local Govt.
Main Electrical Board Location	Y	Located near the entrance to gymnasium
Water Stop Cock Location	Y	

Surrounded by Bush	N	
Built on a Flood Plain	N	
Positioned on Coast	N	
Site Access	Y	Excellent
Timeframe before pumping out of septic	Y	Would need to be monitored (Septic System only)

	DETAILS
Establishment/Facility:	**Calingiri Sporting Complex**
Physical Address	Lambert Street Calingiri
General Description of the Complex	Large Sporting Complex with excellent ablutions. Could sustain a large group for a week
Site Limitations	Nil
Telephone No	
Fax No	
Email Address	

Contacts

NAME	POSITION	WORK CONTACT	A/HRS. CONTACT
Shire of Victoria Plains	CEO	9628 7004	0429 117 758
	President		

Access Details

	DETAILS
Keys	Shire of Victoria Plains – in key cabinet
Alarm	Yes
Security	No
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	DETAILS
Sitting / Standing	150
Sleeping	70
Duration	24-48 hrs or more if required

Ablution Amenities

ITEM	YES/NO	NOTES
Male Toilets: Change room (Home Team) with outdoor access		
Toilets	Yes	1 x Std pan
Urinal	Yes	1 x wall urinal
Shower	Yes	4 x open communal showers, no privacy
Hand Basins	Yes	1 x hand basin in change rooms + 1 x hand basin in small adjoining room
Carpet	Yes	Carpet in change room & tiled floor in wet area
Seating	Yes	Seating on wall perimeter
Female Toilets: Change room (Home Team) with outdoor access		
Toilets	Yes	2 x Std pan

Shower	Yes	2 x Showers with curtains
Hand Basin	Yes	2 x Std hand basins
Carpet/seating	No	Carpet in change room &tiled floor in wet area

Disabled Toilet: Ladies - Located inside building(External access)

Toilet	Yes	1 x Std with handrail
Toilet	Yes	1 x Std pan
Hand Basin	Yes	1 x Std basin

Men's Toilet: - Located inside building(External access)

Toilet	Yes	1 x Std pan
Urinal	Yes	1 x 2 metre tray
Hand Basin	Yes	1 x Std basin

Male Changeroom: (Visitors) with external access

Showers	Yes	4 x communal showers, no privacy
Urinal	Yes	1 x wall hung urinal
Toilet	Yes	1 x Std pan
Hand basin	Yes	1 x Std basin
Carpet	Yes	Carpet in change room & tiled floor in wet area
Seating	Yes	Seating on wall perimeter

Male Changeroom: (Umpires) with external access located adjacent to visitors room

Showers	Yes	1 x Std shower with curtain
Hand basin	Yes	1 x Std basin

Female Changeroom: (Visitors) with external access

Showers	Yes	2 x showers with curtains
Toilet	Yes	2 x Std pan
Hand basin	Yes	2 x Std basin
Carpet	Yes	Carpet in change room & tiled floor in wet area
Seating	Yes	Seating on wall perimeter

General Amenities

ITEM	YES/NO	NOTES
Kitchen Facilities:		
Stoves (types)	Yes	2 x domestic stoves with oven & hot plates (Electric)
Range hood	No	Extractor fan

Refrigeration	Yes	1 x 1 glass door fridge ,1 x 2 glass door commercial fridge
Commercial sink	Yes	2 x commercial sinks
Benches	Yes	All stainless steel on outer wall
Microwave	Yes	1 x domestics
Urns	Yes	1 x Commercial urns, 1 x domestic urn
Bain Marie/Pie Warmers	Yes	2 x pie warmers, 1 x Bain Marie
Chip cooker	Yes	2 x chip cookers
Outdoor servery	Yes	
Bar Facilities:		
Refrigeration	Yes	1 x 2 glass door commercial fridge
Freezer	Yes	1 x chest freezer
Servery	Yes	Indoor only
Dining Facilities: access to large servery		
Tables	Yes	15 x trestle table
Chairs	Yes	130 approx.
Cutlery and Crockery	Yes	150 approx.
General Facilities:		
Rooms	Yes	Large function centre with separate office
RCD Protected	Yes	
Power Points	Yes	Located throughout building
Public Announce System	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Reverse cycle
Heating	Yes	Reverse cycle
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines		
Internet Access	Yes	Wireless
Water Cooler	No	
Hot Water System (type)	Yes	2 x systems 1 x large boiler, 1 x gas heater
Septic Sewerage	Yes	

Bins	Yes	4 x wheelie bins
Amenities Areas:		
Enclosed Covered Areas	No	Verandahs on southern end of building
Outside Children's Play Area	Yes	Large playground, but not enclosed or secure
Recreation Rooms	Yes	
BBQs	Yes	2 4 Burners gas BBQ's
Conference Rooms	No	
Meeting Rooms	Yes	1 x small office could be used as a meeting room
Swimming Pool	No	
Oval	Yes	1 x football oval with lighting (Grassed)
		1 x small hockey oval with lighting (Grassed)
Netball/Basketball Court	No	
Tennis Court	No	
External Facilities:		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Large gravel area
Area for Tents	Yes	Grassed ovals
Caravan/Articulated Vehicles	Yes	
Toilets	Yes	See list above for toilets
Other:		
Mobile Phone Coverage	Yes	
Storage	Yes	Limited to unsecured sheds
Pet friendly	Yes	In accordance with Local Government policy
Main Electrical Board Location	Yes	Located in office area
Water Stop Cock Location		
Surrounded by Bush	Yes	
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access	Yes	
Timeframe before pumping out of septic	Yes	Monitor

APPENDIX 7:   **LOCAL PUBLIC WARNING SYSTEMS**

Description	Contact Person	Contact Number	Further Info
Information Telephone Line	Shire of Victoria Plains	9628 7004	Use H&VMB phone number
Variable Message Boards	Shire of Victoria Plains	9628 7004	Shire of Victoria Plains
Public Notice Board	Shire of Victoria Plains	9628 7004	Shire of Victoria Plains
ABC Radio 531 Emergency Broadcaster- Master Control – 9220 2789	Regional Program Director	9220 2715 0416 755 744	Sarah Knight
	ABC Midwest & Wheatbelt Glen Barndon Presenter	9923 4142	Glen Barndon
	ABC Midwest & Wheatbelt Joanna Prendergast Producer	9923 4141	Joanna Prendergast
DFES	Regional Duty Coordinator	9956 6000	DFES website
Harvest & Vehicle Movement Ban SMS	Shire of Victoria Plains	9628 7004	Contact SOVP Admin
Volunteer Bush Fire Brigade Radio Network	CBFCO	0427 546 095	WAERN 140 UHF 3

Other Systems:

- ☐   Public Meetings;
- ☐   Door Knocking;
- ☐   Community Meetings;
- ☐   Pamphlets/Flyers/Brochures;
- ☐   Word of Mouth;
- ☐   Face to Face;
- ☐   Email Newsletters;
- ☐   Websites;
- ☐   Local Newspapers;
- ☐   Facebook & Twitter;
- ☐   Radio and Television.

APPENDIX 8: **SPECIAL CONSIDERATIONS**

Description	Time of Year	Impact / No of People
Post-harvest season	December – February	Reduced number of volunteers available within the community
CBH	Harvest Oct -Dec	Hazardous materials and evacuations
New Norcia Monastery	Anytime	Historical Town
Bolgart Merchandise	Anytime	Hazardous materials and evacuations
Calingiri Traders	Anytime	Hazardous materials and evacuations
Yerecoin Traders	Anytime	Hazardous materials and evacuations
Wildflower Season	May - September	Increased traffic due to 'grey nomad' activity
Bolgart, Calingiri & Yerecoin PS	Jan, April, Jul, Oct	School Holidays
Floods	Anytime	Displacement of community
Dangerous goods transportation	Anytime	Hazardous materials and evacuations
Rail Transport	Oct – Dec (Harvest)	Derailment

APPENDIX 9:   ROUTES & MAPS

TOWN SITE	ROAD	DIRECTION	DESTINATION	ROAD DETAILS
Bolgart	Toodyay/ Bindi Rd	South	Toodyay – 35km	Double Lane 110km - sealed
Bolgart	Goomalling West Rd	East	Goomalling – 40km	Double Lane 110km - sealed
Calingiri	Calingiri Carani Rd	West	New Norcia- 30km	Double Lane 110km - sealed
Calingiri	Calingiri Wongan Rd	West	Bindoon – 80km	Double Lane 110km - sealed
Calingiri	Wongan Calingiri Rd	East	Wongan Hills – 35km	Single lane with gravel shoulders – 110km - sealed
Calingiri	Toodyay/ Bindi Rd	North	Yerecoin - 20km	Single lane with gravel shoulders – 110km - sealed
Mogumber	Bindoon Moora Rd	North	Moora - 45km	Double Lane 110km - sealed
Mogumber	Bindoon Moora Rd	South	Bindoon - 50km	Single lane with gravel shoulders – 110km - sealed
Mogumber	Mogumber West Rd	West	Regans Ford - 50km	Double Lane 110km - sealed
Mogumber	Mogumber Yarawindah Rd	East	Grt Nth H/Way	Miling East Rd – Sealed for 10km then gravel to
New Norcia	Grt Nth H/Way	North	Moora -50km	Double Lane 110km - sealed
New Norcia	Grt Nth H/Way	South	Bindoon - 80km	Single lane with gravel shoulders – 110km - sealed
New Norcia	Gillingarra/ New Norcia Rd	West	Mogumber - 35km	Single lane with gravel shoulders – 110km - sealed
Yerecoin	Toodyay/ Bindi Rd	North	Bindi Bindi - 50km	Single lane with gravel shoulders – 110km - sealed
Yerecoin	Yerecoin S/E Rd	East	Wongan Hills - 45km	Single lane with gravel shoulders – 110km - sealed

APPENDIX 10:   **BOLGART TOWNSITE**
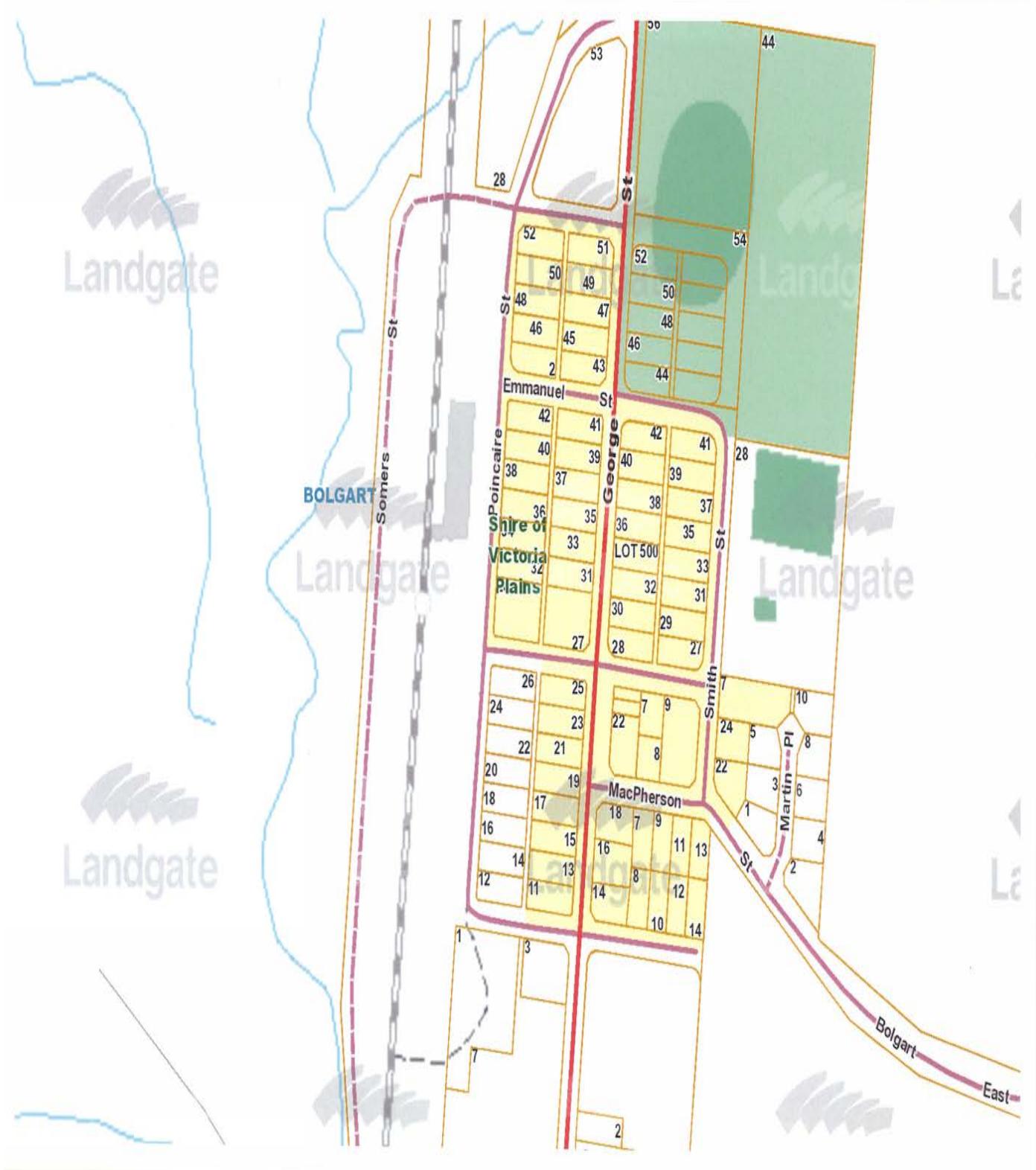
CALINGIRI TOWNSITE

MOGUMBER TOWNSITE
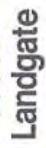
NEW NORCIA TOWNSITE

PIAWANNING TOWNSITE
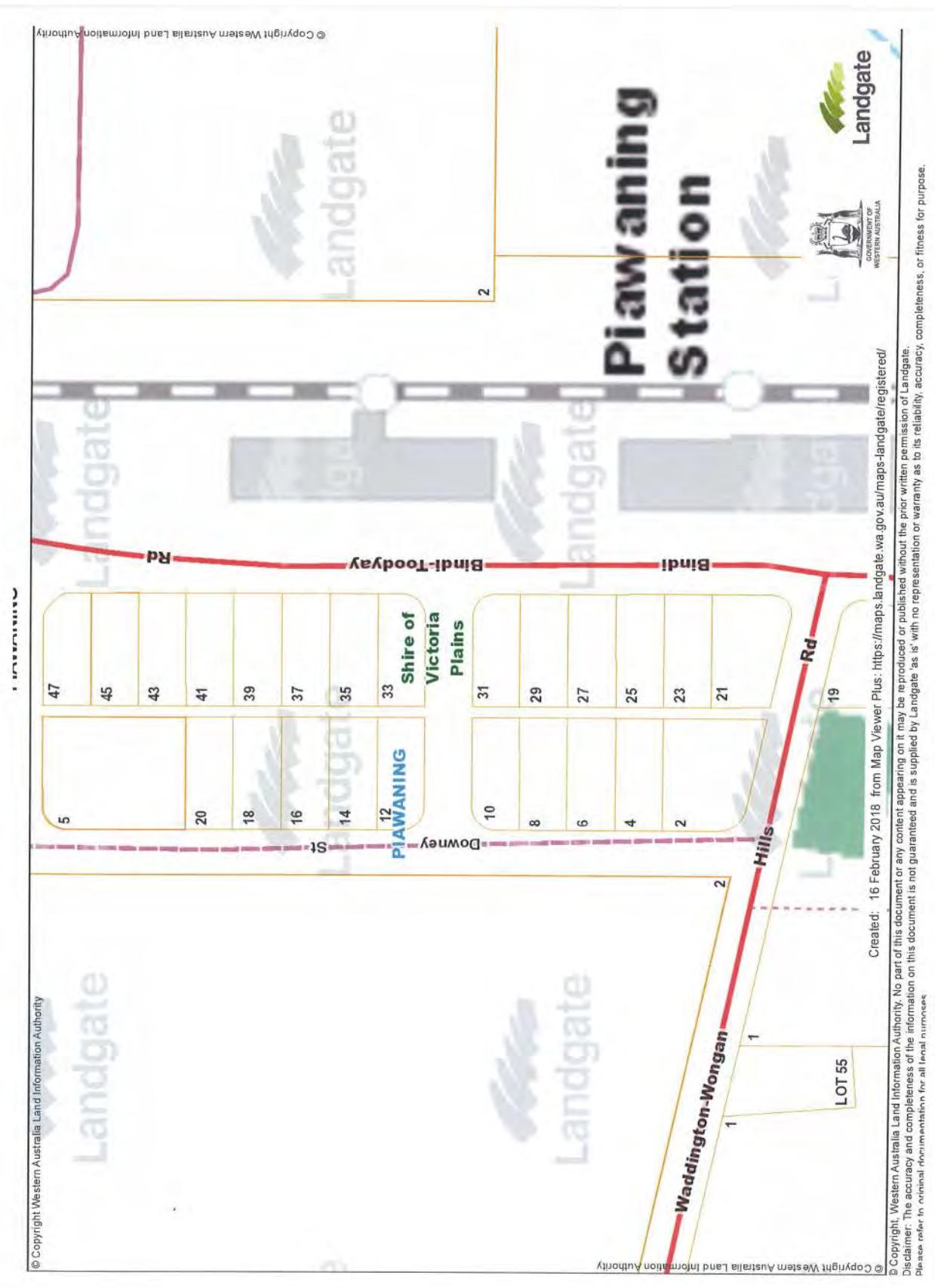
YERECOIN TOWNSITE

SHIRE OF VICTORIA PLAINS

Shire of Victoria Plains
Ordinary Council Meeting

LEMA ATTACHMENTS - 13 August 2018
S h i r e   o f   V i c t o r i a   P l a i n s   L o c a l   E m e r g e n c y   M a n a g e m e n t   A r r a n g e m e n t s

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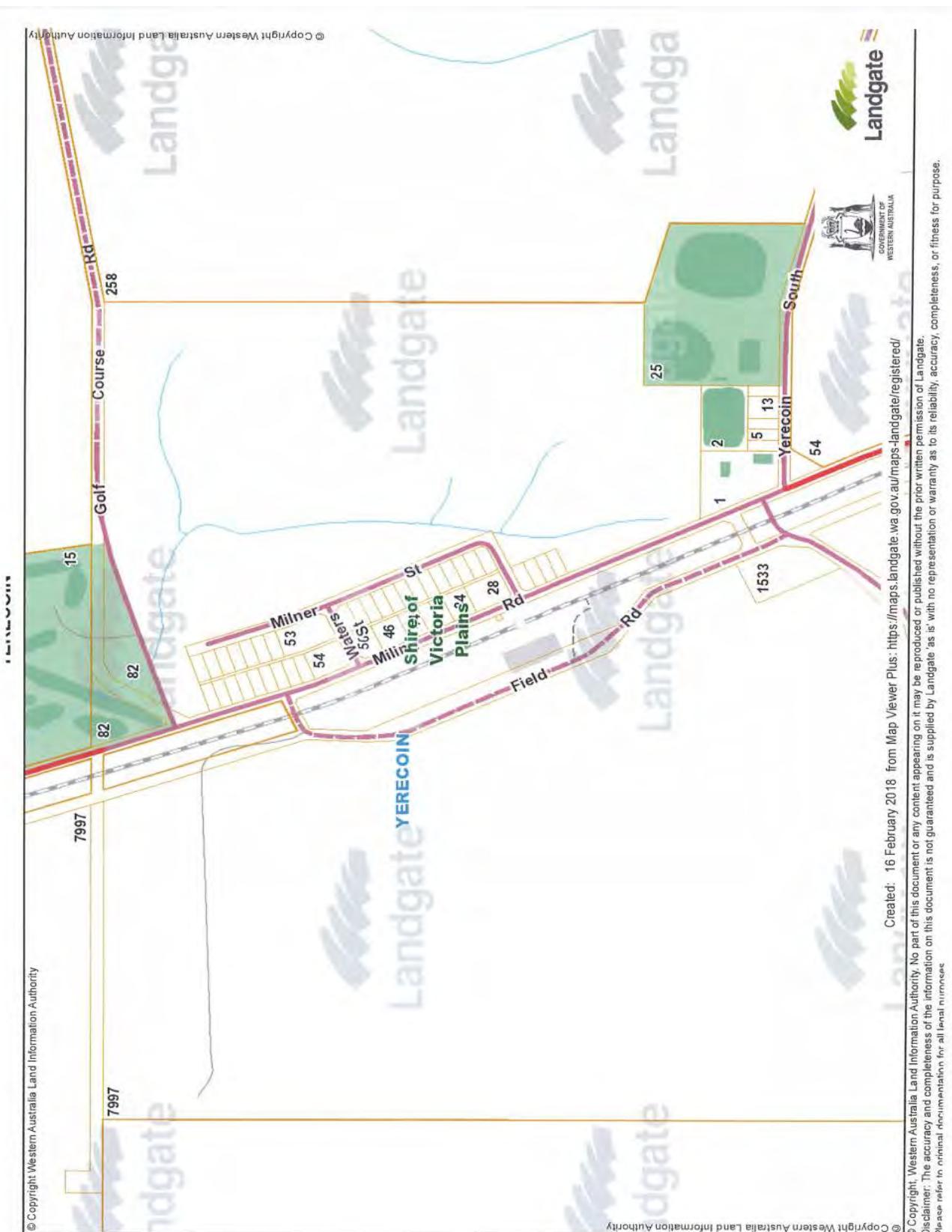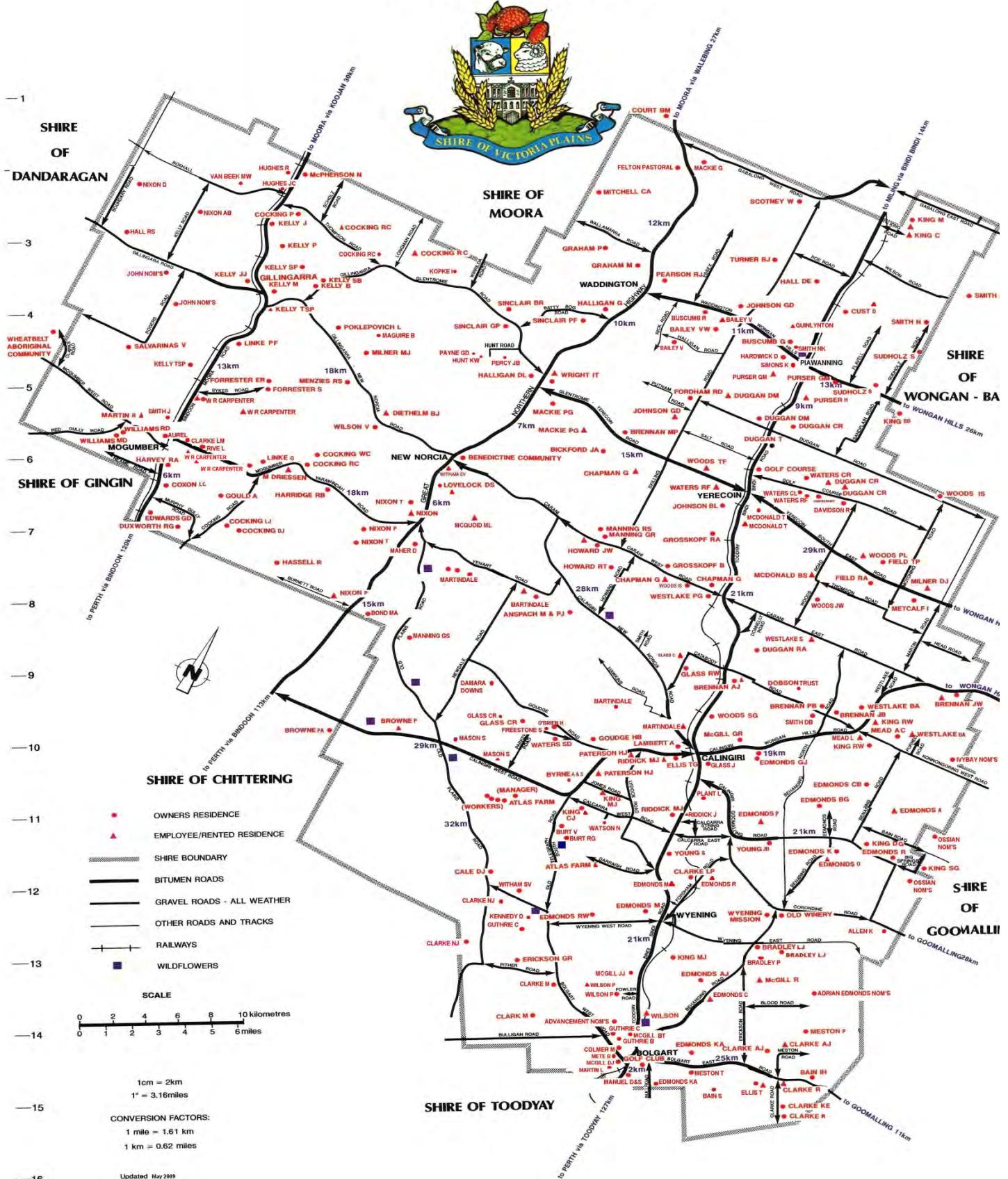
APPENDIX 11:   SPECIAL NEED GROUPS

NAME	ADDRESS	CONTACT 1	CONTACT 2	NO PEOPLE	DO THEY HAVE AN EVACUATION PLAN
Bolgart Primary School	28 Smith Street BOLGART WA 6568	David Thewlis 9627 5245 (W)	9627 5210 (W)	Students - 33 Staff - 10	YES
Calingiri Primary School	18 Cavell St CALINGIRI WA 6569	Gary Homer 9628 7030 (W)	9628 7142 (W)	Students - 34 Staff - 10	YES
Yerecoin Primary School	Bindi Bindi Toodyay Rd YERECOIN WA 6575	Joeley Howard 9654 6035 (W)	9654 6043 (W)	Students - 43 Staff - 13	YES
Bolgart Aged Care				various	YES
Calingiri Aged Care				various	YES
Yerecoin Aged Care				various	YES
Home Based Medical Support				various	YES
Dept. Of Communities Housing				various	YES
HACC				various	NO

APPENDIX 12: (RESTRICTED INFORMATION) **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

NAME	AGENCY	ADDRESS	PHONE	PHONE A/H	EMAIL
MEMBERS					
Cr Peter Macnamara	Shire President, Wongan Ballidu	C/- Post Office CADOUX WA 6466	9632 2018 (H) 0427 322 018	9632 2018	
Stuart Taylor	CEO Shire of Wongan Ballidu	Cnr Elphin & Quinlan Street WONGAN HILLS WA 6603	9671 1011 (W) 9671 1230 (Fax) 0428 322 123	9671 1101 (A/H)	ceo@wongan.wa.gov.au
Alan Hart	DCEO Shire of Wongan Ballidu		9671 1011 (W) 0427 089 043 (Mob)	9671 1025 (A/H)	mws@wongan.wa.gov.au
Brian Donnellan	Wongan Ballidu Community Representative	8 Avon Road WONGAN HILLS WA 6603	0427 615 649 (Mob) 00610147154001 (Sat)	9671 1206 (A/H)	briandon@wn.com.au
OIC Sgt Bernie Hush	WAPOL	Lot 159 Mitchell Street WONGAN HILLS WA 6603	9691 1333 (W) 9671 1628 (Fax) 0427 030 504 Mob	9671 1530 (A/H S/C)) 0409 512 267 (A/H OIC)	bernie.hush@police.wa.gov.au
Trent Breen	Wongan Hills VFRS	8A Stickland Street WONGAN HILLS WA 6603	9671 1311 (W) 0448 871 198 (Mob)	9671 1971 (A/H)	trent@tkbmechanical.com.au
Bruce Nind	Wongan Hills District High School	Quinlan St WONGAN HILLS	9671 1155		bruce.nind@education.wa.edu.au
Helen Hill	Cadoux Primary School	Koorda Rd CADOUX WA 6466	9673 1056		helen.hill@education.wa.edu.au

Shire of Victoria Plains
Ordinary Council Meeting

LEMA ATTACHMENTS - 13 August 2018
S h i r e o f V i c t o r i a P l a i n s L o c a l E m e r g e n c y M a n a g e m e n t A r r a n g e m e n t s

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NAME	AGENCY	ADDRESS	PHONE	PHONE A/H	EMAIL
Brenton Reid	SJAA	PO Box 175 WONGAN HILLS WA 6603	9671 1311 (W) 0427 994 558		dpwh@jolly.com.au
Duncan Jones	Paramedic SJA	North Eastern Wheatbelt	0438 059 257		duncan.jones@stjohnambulance.com.au
Michael Lovell	Area Officer, DFES	DFES Operational Service PO Box 145 NORTHAM WA 6401	9690 2307 (W) 9622 5178 (Fax) 0417 916 391(M)		michael.lovell@dfes.wa.gov.au
Yvette Grigg	SEMC - OEM	79 Newcastle Street NORTHAM WA 6401	9690 2300 (W) 0429 104 007 (Fax)		yvette.grigg@oem.wa.gov.au
Mr Anton Rossouw	Department of Communities	Dandaragan Rd MOORA WA 6510	1800 199 008 9651 1100 (W) 0417 916 391 (M)		anton.rossouw@communities.wa.gov.au
Jo Spadaccini	District Emergency Services - Wheatbelt Dept of Communities	PO Box 396 NORTHAM WA 6401	9621 0400 (W) 0429 102 614 (M)		joanne.spadaccini@communities.wa.gov.au

Shire of Victoria Plains
Ordinary Council Meeting

LEMA ATTACHMENTS - 13 August 2018
S h i r e   o f   V i c t o r i a   P l a i n s   L o c a l   E m e r g e n c y   M a n a g e m e n t   A r r a n g e m e n t s

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Kari-Lee Falconer	Department of Primary Industries and Regional Development (DPIRD)	PO Box MOORA WA 6510	9651 0537 (W) 0457 807 274 (M)		Kari-Lee.Falconer@dpird.wa.gov.au
Chad Atkinson	CBH	PO Box 251 WONGAN HILLS WA 6603	9671 1333 (W) 9671 1053 (Fax)		chad.atkinson@cbh.com.au
Julie McKenzie	Department of Communities	PO Box 396 NORTHAM WA 6401	9621 0400 (W) 0409 090 461 (M)	1800 199 088 (AH)	julie.mckenzie@communities.wa.gov.au
Linda Murray / Christine Smith	Department of Health Wongan Hills Hospital	Ackland Street WONGAN HILLS WA 6603	9672 (W) 96911224 (F) 0427 703 278 (Mob)		linda.Murray@health.wa.gov.au www.health.wa.gov.au
Vacant	Water Authority	Fenton Place WONGAN HILLS WA 6603	9671 1357 (W) 9671 1014 (Fax)		
Graeme Brandis	Department of Housing	PO Box 155 NORTHAM WA 6401	9690 1900 (W) 0427 190 141 (Mob)		graeme.brandis@housing.wa.gov.au
Glenda Teede	CEO, Shire of Victoria Plains	28 Cavell Street CALINGIRI WA 6569	9628 7004 (W) 9628 7008 (Fax)	0428 117 758	ceo@victoriaplains.wa.gov.au
David Lovelock	Shire President, Victoria Plains	PO Box NEW NORCIA WA	9654 8026 (H) 0427 548 026 (Mob)		canbrahmans@bigpond.com

Vicki Booth	CESM	28 Cavell Street CALINGIRI WA 6569	9628 7004 (W) 9628 7008 (Fax) 0409 137 645 (Mob)	9673 2013 (A/H)	cesm@moora.wa.gov.au
Gavin Halligan	Victoria Plains Community Representative	Battybog Road NEW NORCIA WA	0427 5450 41 (Mob)		gkhalligan@westnet.com.au
Andrew Broadhurst	Councillor – Shire of Victoria Plains	63 Milner Street YERECOIN WA 6575	0428 349 613		crabroadhurst@wa.gov.au
Gary Manning	CBFCO, Victoria Plains	PO Box YERECOIN WA 6575	0427 546 095 (Mob)	9654 6095 (A/H)	arlunya@wn.com.au
Ross Lane	CBFCO, Wongan Ballidu	PO Box WONGAN HILLS, WA 6603	9672 1022 (H) 0427 721 022 (M)	9672 1022 (A/H)	randrlane@gmail.com
Jarrod Hood	Ballidu VFES	PO Box 54 BALLIDU WA 6606	9651 0537 (W)	0457 247 930 (M)	jarrod1990@gmail.com
Joley Howard	Principal Yerecoin PS	Bindi Bindi Toodyay Rd YERECOIN WA 6575	9654 6035 (W)	0439 324 537 (M)	joely.howard@education.wa.edu.au
David Thewlis	Principal Bolgart PS	28 Smith Street BOLGART WA 6568	9627 5245 (W)	9627 5210 (W)	Bolgart.PS@education.wa.edu.au
Gary Homer	Principal Calingiri PS	Cavell Street CALINGIRI WA 6569	9628 7030 (W) 9628 7142	0408 345 843 (M)	calingiri.ps@education.wa.edu.au

APPENDIX 13:   AIDE MEMOIRS

The following aide memoire documents listed under this annexure have been specifically designed to be printed and laminated for circulation to specific officers and groups within the Shire of Moora in order that they may be in possession of a ready reference to their assigned duties and obligations under this plan and the recovery plan. In relation to this plan those aide memoires include:

1. Local Government Liaison Officer (LGLO to the ISG)

2. Local Government Welfare Liaison Officer (LGWLO) assisting in the management of evacuation centres) Aide Memoir – ISG Attendance

Local Government Liaison Officer (LGLO)

Aide Memoir – ISG Attendance

This Aide Memoir provides Shire of Victoria Plains officers charged with attendance at the ISG with a quick reference to the process of local response activities relating to Incident Support Groups. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with State EM Plan Part 5 Response.

Role and Responsibilities

The Shire of Victoria Plains will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). The liaison officer may also be the appointed Local Recovery Coordinator. It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and capable of making operational decisions and committing the resources of the local government. This person could be the Local Recovery Coordinator.

Key Responsibilities

State EM Plan Part 5 Which sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.);
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues. Responsibilities of the IC
- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting

Responsibilities of the IC

- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting
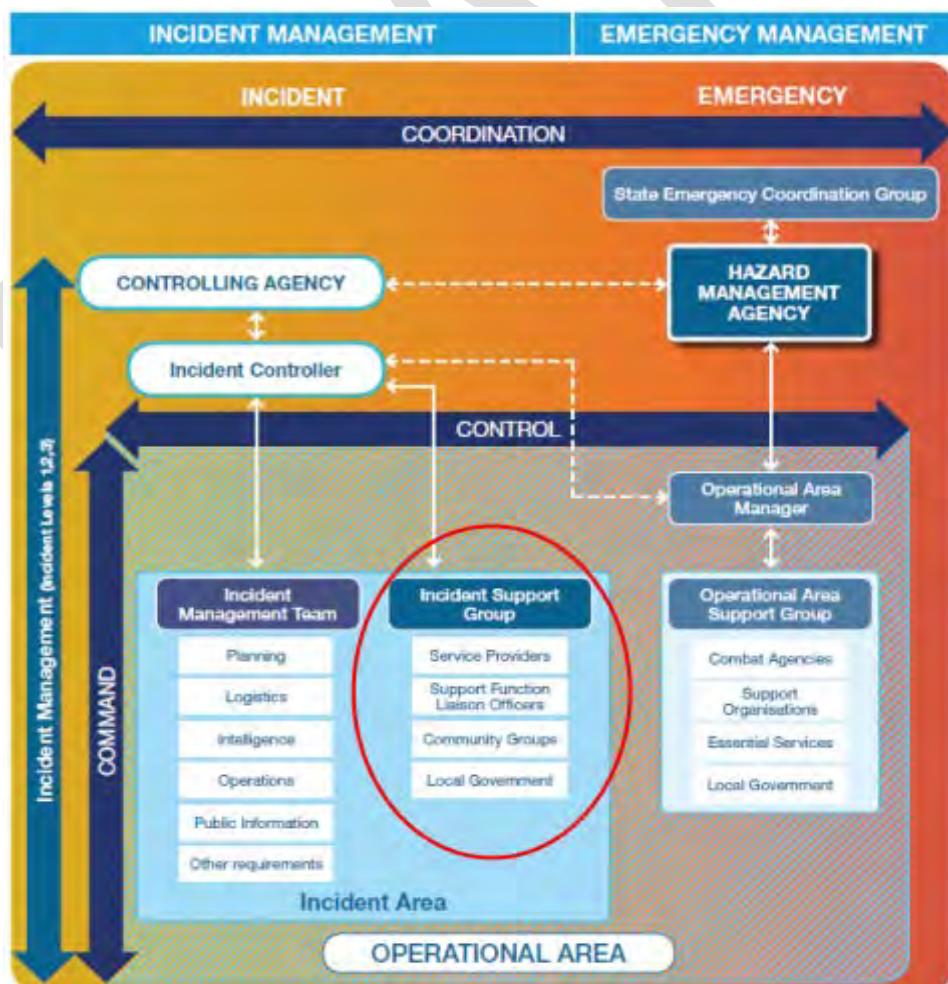
Local Government Welfare Liaison Officer (LGWLO)

Aide Memoir – LGWLO

This Aide Memoir provides Shire of Victoria Plains officers charged with attendance at evacuation centres with a quick reference to their role as the appointed liaison officer assisting the Department of Communities (DC). Officers appointed to this duty have the following roles and responsibilities. Essentially you are the conduit between DC and the Shire of Victoria Plains.

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the DC where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shire of Victoria Plains may provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the DC Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Liaise with the DC Local Welfare Coordinator;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the DC;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Shire of Victoria Plains;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre;
- Carry out other duties as requested by the LWC.

APPENDIX 14: Committees

Community (or Social) Subcommittee Objectives	To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event To facilitate understanding on the needs of the impacted community in relation to community wellbeing To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	To provide advice and guidance to assist in the restoration of the natural environment post the event To facilitate understanding of the needs of the impacted community in relation to environmental restoration To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on 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 Objectives	Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency 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: ensure the principles of equity, fairness, simplicity and transparency apply ensure the procedures developed are straightforward and not onerous to individuals seeking assistance 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.

HAZARD / ISG MEMBER	AIR CRASH	ANIMAL BIO - SECURITY	FIRE	EARTHQUAKE	FLOOD	HAZMAT	HUMAN EPIDEMIC	RAIL TRANSPORT	ROAD CRASH	PLANT BIO - SECURITY	STORM	URBAN FIRE
Recovery Coordinator	√	√	√	√	√	√	√	√	√	√	√	√
Department of Biodiversity & Attractions		√	√	√		√				√		
Department of Health	√	√	√	√	√	√	√	√	√	√	√	√
Department of Child Protection & Family Services	√	√	√	√	√	√	√	√	√	√	√	√
Department of Food & Agriculture			√	√	√	√				√	√	
Department of Transport	√		√	√				√	√			
Civil Aviation Safety Authority	√											
EPA Pollution Response			√	√		√						√
WA Police	√	√	√	√	√	√	√	√	√	√	√	√
Department of Fire & Emergency Services	√		√	√	√	√		√			√	√
Local Government (staff/council)	√	√	√	√	√	√	√	√	√	√	√	√
Shire Works Manager	√		√	√	√			√	√		√	
Shire Health Inspector		√		√	√	√	√			√		
Shire Building Inspector			√	√								
Shire Ranger		√	√	√	√							
Community Emergency Services Manager	√	√	√	√	√	√	√	√	√	√	√	√
Western Power	√		√	√	√				√			
Water Corporation			√	√	√							
Main Roads			√	√	√						√	

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2018

LOCAL EMERGENCY MANAGEMENT RECOVERY PLAN

This document is to be read in conjunction with Part 1 - Shire of Victoria Plains Local Emergency Management Arrangements

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These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Victoria Plains Local Emergency Management Committee and the Council of the Shire of Victoria Plains. The Recovery plan has been tabled for noting with the Wheatbelt District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC)

....

Chairperson   Date
Victoria Plains LEMC

....

Endorsed by Council   Date
Victoria Plains Shire President
Resolution:

This Local Recovery Plan is to be read in conjunction with the Shire of Victoria Plains Recovery Resources Manual and the Local Emergency Management Arrangements.

The Recovery Resources Manual contains information and standard forms for use by the Local Recovery Coordinator and the Local Recovery Coordinating Committee.

Where information appears in all three documents, it should be cross referenced.

DISTRIBUTION LIST

ORGANISATION	LOCATION	NO OF COPIES
SHIRES		
Shire of Moora	Shire Office	1
Shire of Wongan Ballidu	Shire Office	1
Shire of Goomalling	Shire Office	1
Shire of Toodyay	Shire Office	1
Shire of Chittering	Shire Office	1
Shire of Gingin	Shire Office	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC – Chairperson	President	1
LEMC – Deputy Chairperson	Vice President	1
LEMC Executive Officer	Shire of Victoria Plains	1
WA Police	Victoria Plains	1
DFES Regional Office	Geraldton	1
Department of Primary Industries and Regional Development (DPIRD)	Moora	1
Education Department	Northam	1
Water Authority	Northam	1
Western Power	Northam	1
Department of Communities	Moora	2
North Midlands Health Services	Moora	1
St John Ambulance	Victoria Plains	1
CBFCO	Victoria Plains	1
DCBFCO	Victoria Plains	1
VFRS	Wongan Hills & Moora	2

The distribution list is included to enable amendments to be distributed at later dates.

RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve this plan and subsequent amendments.

Feedback can include:

- What you do and or don't like about this plan;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions and/or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

> Chairperson
>
> Shire of Victoria Plains
>
> Local Emergency Management Committee
>
> PO Box 24
>
> VICTORIA PLAINS WA 6569

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment		Details of Amendment	Amended by
No.	Date		*Initial/Date
1	January 2018	Document draft	CESM

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and also for completing the amendment record.

GLOSSARY OF TERMS

For additional information regarding the Glossary of Terms, refer to the latest Emergency Management Western Australia Glossary.

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**.

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

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 Shire of Victoria Plains.

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:

> **Prevention** – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

> **Preparedness** – preparation for response to an emergency

> **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

> **Recovery** – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

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 Victoria Plains.

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.

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.

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.

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.

GENERAL ACRONYMS USED IN THIS PLAN

BFS	Bushfire Service
CA	Controlling Agency
CEO	Chief Executive Officer
CP	Department for Child Protection & Family Support
P&W	Department of Biodiversity
DFES	Department of Fire and Emergency Services
DEMC	District Emergency Management Committee
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
NDRRA	Natural Disaster Relief and Recovery Arrangements
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WANDRRA	Western Australia Natural Disaster Relief and Recovery Arrangements

PART 1 – INTRODUCTION

Following the impact of a hazard on a community within the Shire of Victoria Plains, there may be the need to assist the community recovers from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

a. reconstruction of the physical infrastructure; and
b. restoration of emotional, social, economic and physical wellbeing.

The purpose of the Local Recovery plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

AIM
The aim of this plan is to detail the recovery management arrangements for the Shire of Victoria Plains.

OBJECTIVES

The objectives of the plan are to:
    a.   prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
    b.   establish a basis for coordination between agencies that may become involved in the recovery effort;
    c.   Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; d. provide a framework for recovery operation; and
    e.   provide guidelines for the operation of the recovery management arrangements.

AUTHORITY AND PLANNING RESPONSIBILITY
The Local Recovery Plan has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements for the Shires of Westonia and Yilgarn. This plan has been endorsed by the Local Emergency Management Committee and has been tabled for information and comment with the Wheatbelt District Emergency

Shire of Victoria Plains – Local Recovery Plan Management Committee. This plan has been approved by the Shires of Victoria Plains.
The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local Recovery Coordinator

SCOPE

The scope of this recovery plan is limited to the boundaries of the Shire of Victoria Plains and forms a part of the Local Emergency Management Arrangements for the shire. It details the local recovery arrangements for the community.

RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual "Disaster Recovery". Both documents are available from the Shire's Recovery Coordinator.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:

a)   The community has a right to be involved in the decision making and management of all aspects of the recovery process;

b)   The community has a 'right to know', as information is an essential part of the recovery process;

c)   Every person has a right to effective assistance until long-term recovery is achieved;

d)   Both the affected person and the community have a responsibility to account for financial and material resources used;

e)   The community has a right to know the criteria for the determination of financial support and grants; and

f)   The community has a right to expect the maintenance of family cohesion

PART 2 - ROLES AND RESPONSIBILITIES

ORGANISATION AND RESPONSIBILITIES

The recovery management organisation for the Shires of Victoria Plains is based on the following:

        a)   Local Recovery Coordinator;

        b)   Local Recovery Coordinating Group; and

        c)   Other participating organisations and community groups

APPOINTMENT

The Local Recovery Coordinator is the Chief Executive Officer at the Shire of Victoria Plains, the backup LRC is the Deputy Chief Executive Officer of Victoria Plains

RESPONSIBILITIES

SHIRE OF VICTORIA PLAINS

The Shire of Victoria Plains will undertake the following

a)   Nominate a Recovery Coordinator;

b)   Be responsible for ensuring a co-ordinated recovery;

c)   Provide Executive support to the Recovery Coordinating Group; and

d)   Provide staff and equipment for the Recovery Coordination Centre as required.

LOCAL RECOVERY COORDINATOR

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

1. In conjunction with the Local Recovery Coordinating Group, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the area including the following:

        a) prepare, maintain and test the local recovery plan;

        b) ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;

        c) coordinate the promotion of community awareness with respect to the recovery arrangements;

2. During recovery operations to:

        a)   liaise with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Coordinating Group;

b)   assess the recovery requirements for each event and ensure that appropriate strategies are put in place;

c)   facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;

d)   contribute to the resolution of community and political problems which emerge during the recovery process;

e)   ensure maximum community involvement in the recovery process;

f)   ensure that both the immediate and long-term individual and community needs are met in the recovery process;

g)   coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Coordinating Group;

h)   monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group; and

i)   arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

Execution of the above responsibilities may result in the following tasks being undertaken:

a)   organise and manage the resources, staff and systems necessary for the immediate and long-term recovery;

b)   advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;

c)   liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;

d)   provide information to the government, bureaucracy, community and media;

e)   mediate where conflicts occur during the relief and recovery process;

f)   develop a close and positive working relationship with the key   individuals and groups in the affected community; and

g)   be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

LOCAL RECOVERY COORDINATING GROUP

The Local Recovery Coordinating Group comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

a) Shire Chief Executive Officer/ Elected member of Local Government

b) Local Recovery Coordinator

c) LEMC Chair

d) Shire Executive Manager of Infrastructure and Manager of Works

e) Local Emergency Coordinator

f) Local Welfare Coordinator and/or Department Child Protection & Family Support representative

g) Relevant Hazard Management Agency representative

h) Lifeline Agencies Representatives (where appropriate)

i) plus, other members drawn from government and non-government organisations, including community groups with a role to play in the recovery process.

(positions may be the same person)

The functions of the group include the following:

1. assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan;

2. following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:

a. meets the immediate needs of the community;

b. takes account of local government long term planning and goals;

c. includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;

d. develops a time table for completing the major functions;

e. considers the needs of youth, aged, the disabled, and non-English speaking people;

f. allows for the monitoring of the progress of recovery;

g. allows full community participation and access;

h. effectively uses the State and Commonwealth agencies;

i. provides for public access to information on the proposed programs and subsequent decisions and actions; and

j. allows consultation with all relevant community groups.

Sub-committees will be formed within the group, examples of these are found under Appendix 1 Local Recovery Organisation

RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

SHIRES of VICTORIA PLAINS

1. Chair and manage the activities of the Local Recovery Coordinating Group;

2. Appoint the Local Recovery Coordinator

3. Provide secretariat and administrative support to the Local Recovery Coordinating Group;

4. Provides the Local Recovery Management Centre

5. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

HAZARD MANAGEMENT AGENCY

1. Provide a representative to the Local Recovery Coordinating Group;

2. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;

3. Initiate the recovery process;

4. Participate in the development of the recovery plan; and

5. Advise the Recovery Coordinator when withdrawing from the recovery process.

DEPARTMENT of COMMUNITIES

1. Provide a representative to the Local Recovery Coordinating Group; 2. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

LIFELINE AGENCIES

1. Provide a representative to the Local Recovery Coordinating Group;

2. Undertake repairs and restoration of services;

3. Assist the recovery effort with resources and expertise available from within the service.

MEMORANDUMS OF UNDERSTANDING OR AGREEMENTS

Parties to the Agreement	Summary of the Agreement	Special Considerations
Shire of Toodyay		
Shire of Wongan Ballidu		
Shire of Gingin		
Shire of Chittering		
Shire of Goomalling		

PART 3 - MANAGEMENT ARRANGEMENTS

LOCAL RECOVERY COORDINATION CENTRE

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre as chosen by the coordinator and Local Recovery Coordinating Group.

ADVICE

The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Coordinating Group.

ACTIVATION

To facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.

Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Coordinating Group as to whether the recovery plan should be activated and the Local Recovery Coordinating Group convened.

Where the decision is taken not to activate the plan or convene the Local Recovery Coordinating Group because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Coordinating Group advised accordingly.

METHOD OF OPERATIONS

Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Coordinating Group advised accordingly.

In major events, recovery management may be passed to the Shire of Victoria Plains via the Local Recovery Coordinating Group working through the designated Local Recovery Coordinator.

It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Coordinating Group, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan

RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below

ACTIVITIES

1. Short Term Accommodation

2. Counselling

3. Establish and managing emergency financial relief schemes

4. Surveying and assessing the damage to public and private property

5. Repairing and/or replacing public utilities, services and assets

6. Assisting with the repair or replacement of private property

7. Initiating programs to stimulate community morale and economic growth

8. Managing environmental rehabilitation programs

9. Coordinating recovery and research agencies

10. Revision of Land Use/Town Planning schemes

STRATEGIES

COMMUNITY INVOLVEMENT STRATEGIES

1. Maximise the use of local resources, groups and individuals

2. Promote prior community awareness and education

3. Involve people in their own and their community recovery

4. Maintain continuous liaison between emergency teams, volunteer groups and community organisations

5. Create opportunities for local decision making

6. Ensure self-determination in restoration planning

7. Maintain a co-operative relationship between volunteers and imported specialists

8. Use local suppliers

9. Empower the community as quickly as possible

RECOVERY INFORMATION STRATEGIES

1. Provide regular updates on –

a) current state & extent of the disaster,

b) actual and proposed official response

c) desired community response

d) advice to isolated families

2. Ensure everybody has an understanding of the situation and the opportunity for personal counselling

3. Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods detailed in Local Emergency Management Arrangements.

RECOVERY ASSISTANCE STRATEGIES

1. Provide for special needs of aged, ethnic, children etc

2. Make food, shelter, clothing, health and emergency finance available immediately.

3. Deliver services in a simple & caring manner with minimal disruption to existing processes

4. Ensure welfare centre cater for privacy and individual care

5. Ensure emergency workers receive ongoing support, debriefing, relief and rest

6. Maximise financial aid and minimise material aid

ACCOUNTABILITY STRATEGIES

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

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

STRATEGIES FOR GRANTS, LOANS AND GIFTS

1. Ensure there is community involvement in determining criteria

2. Communicate entitlement criteria for financial support & grants immediately

3. Alterations to criteria must be communicated clearly to the community

4. Consider non-English speaking groups in designing information for grants

5. Maintain confidentiality

STRATEGIES TO MAINTAIN FAMILY COHESION

1. Keep families together during evacuation and resettlement; and

2. Ensure all policies and processes support the family's ability to recover.

STAND DOWN/DEBRIEFS/POST OPERATION REPORTS

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities' capability to manage the services improves.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the even

RECOVERY COORDINATION CENTRES

See LEMA for list of possible locations; liaise with ICG to ensure most efficient and practicable location is chosen.

Ensure all stakeholders and community are aware of chosen location via relevant communication methods detailed in LEMA

PART 4 – FINANCIAL ARRANGEMENTS

LOCAL GOVERNMENT FUNDING – LOCAL GOVERNMENT ACT 1995

1. Section 6.8(1)(b) or (c) of the Local Government Act 1995, whereby 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;

2. Section 6.11(2) of the Local Government Act 1995, to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides an exemption from 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; and

3. 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;

WESTERN AUSTRALIA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)

To assist the recovery of communities whose social, financial and economic wellbeing has been severely affected by a natural disaster, the State Government has established the WANDRRA, providing a range of eligible measures designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of disaster mitigation. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

DECLARATION OF ELIGIBLE NATURAL DISASTERS

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a "natural disaster", in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an eligible disaster are as follows:

1. Must be an eligible event; and

2. The anticipated cost to the State of eligible measures must exceed the small disaster criterion, being the amount of $240,000. (Further information concerning the terms 'eligible event' and 'eligible measures' follow.)

Eligible Measures

The WANDRRA comprises a range of eligible measures that have been approved by the State Government. An eligible measure means an act of relief or recovery that is:

> 1. Carried out to alleviate damage or distress arising as a direct result of a *natural disaster* and

> 2. Of a type described below as a Category A, B, C or D measure.

Category A measure: Is a form of emergency assistance that is given to individuals to alleviate their personal hardship or distress arising as a direct result of a natural disaster.

Category B measure: Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure: Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a natural disaster.

Category D measure: Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

Administration and Management of the WANDRRA

The Department of Emergency Services is responsible for the overall administration of the WANDRRA.

DFES is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection).

DFES is also the contact point for the Australian Government in respect of the NDRRA.

APPEALS AND DONATIONS

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Donations of Cash: The Local Recovery Coordinating Group will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. (Ref SEMP OP 19).

Donations of Service and Labour: Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Coordinating Group. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY **COORDINATION** the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

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

Initial Recovery Management Structure *(during response phase)*

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   │    Hazard    │────▶│       Local         │
   │  Management  │◀────│      Recovery       │
   │    Agency    │     │    Coordinator      │
   │              │     └─────────────────────┘
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   │              │────▶│       Local         │
   └──────────────┘     │      Recovery       │
                        │    Coordinating     │
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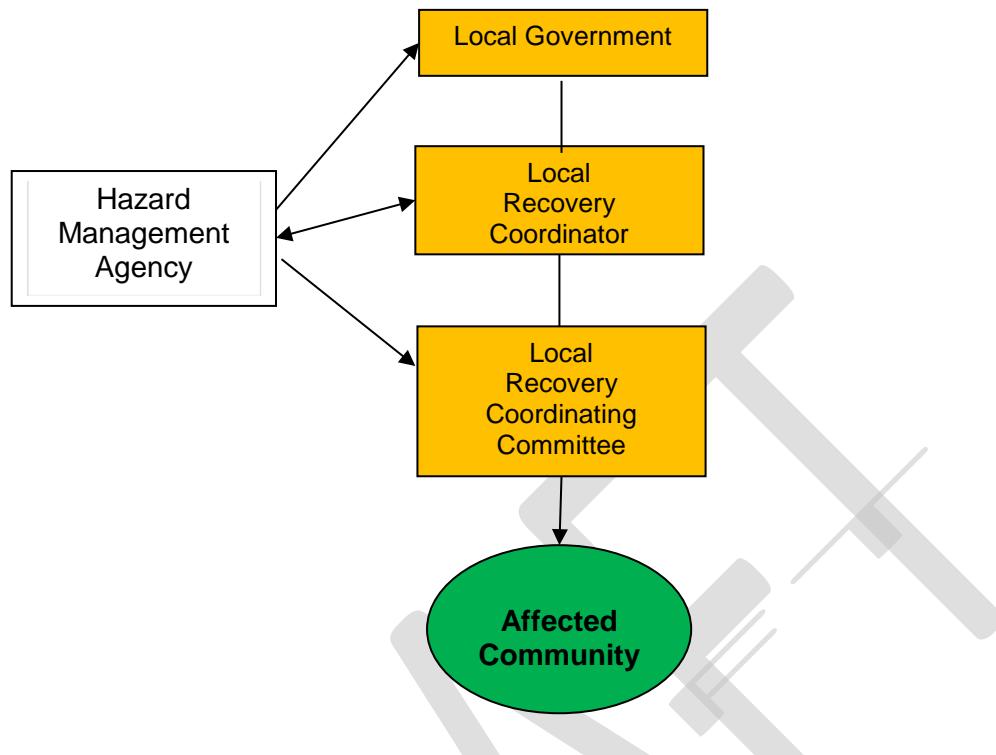
Recovery Committee Structures *(following handover from CA/HMA to LRC)*
(Depending upon community impact and complexity of event)

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            │  Local Recovery Coordinating Committee   │
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   ┌─────────────────────┐         ┌─────────────────────┐
   │    Community &      │◀──────▶│    Restoration &    │
   │  Personal Support   │         │    Reconstruction   │
   │   Sub-Committee     │         │    Sub-Committee    │
   └─────────────────────┘         └─────────────────────┘

                          OR

            ┌─────────────────────────────────────────┐
            │  Local Recovery Coordinating Committee   │
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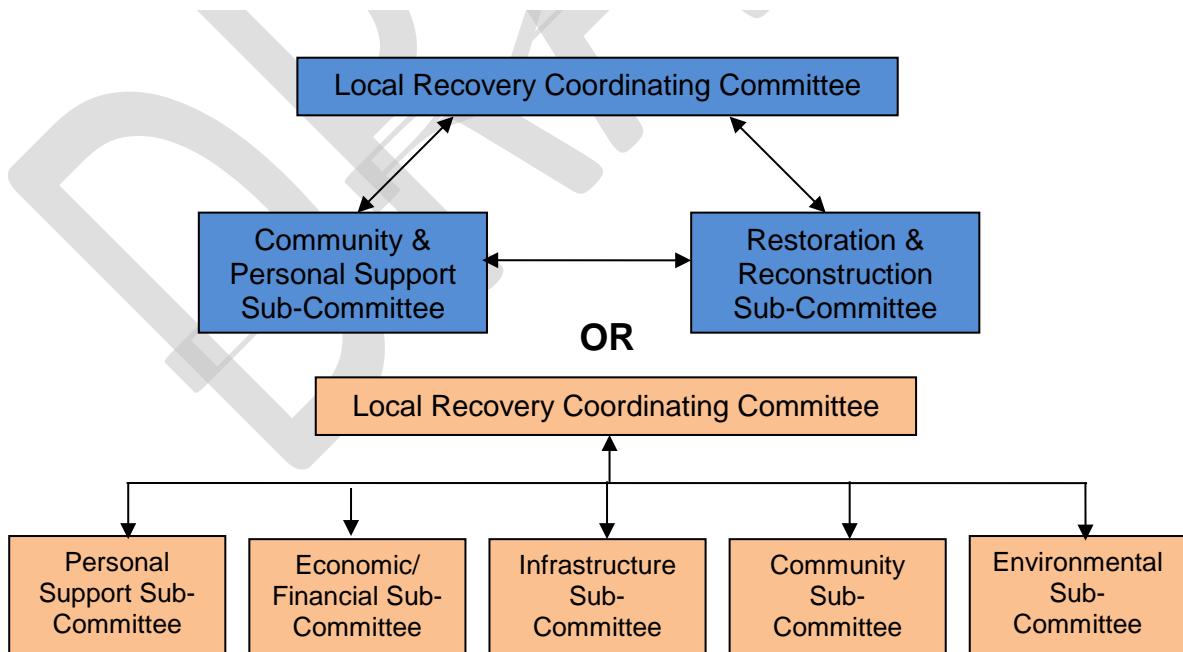
HAZARD MANAGEMENT AGENCIES CONTACTS

	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT PHONE NUMBERS
1	Air Transport Emergencies	WA Police	000 – Emergency 131 444 Enquiries
2	Animal and Plant Biosecurity	Department of Agriculture	9368 3333 – Head Office 1800 675 888 – Hotline 0428 711 394 - Mobile Contact
3	Bushfire (LG)	DFES	000 – Emergency 9651 0000– SoM
4	Bushfire (DP&W Lands)	DP&W	1300 657 209 - Hotline
5	Earthquake	DFES	000 - Emergency
6	Fire Urban	DFES	000 -Emergency
7	Fuel Shortage Emergency	Department of Consumer & Employment Protection	9422 5200 or 1800 678 198 (A/H)
8	Hazardous Materials	DFES	000 –Emergency 9323 9300 –General Enquiries 1300 657 209 - Hotline
9	Human Epidemic	Dept. of Health	9222 4222 – Infectious Disease
10	Land Search	WAPOL	000 – Emergency 131 444 - Enquiries
11	Rail Transport Emergencies	Freight Network(Brookfield)	9220 9999 (24 hours)
12	Road Transport Emergency	WAPOL	000 – Emergency 131 444 - Enquiries
13	Storm/Tempest	DFES (State Emergency Service)	132 500 – Emergency Enquiries 1300 657 209 - Hotline
14	Tropical Cyclone	DFES (State Emergency Service)	132 500 – Emergency Assistance 1300657 209

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

CONTACTS (RECOVERY SPECIFIC)

Organisation	Position	Name	Address	Phone	Email
Wongan Hills - WAPOL	OIC	Bernie Hush	Fenton St WONGAN HILLS WA 6603	96911333 0438 760 887 0427 030 504	bernie.hush@police.wa.gov.au
Wongan Hills VFRS	Captain	Trent Breen		9671 1328	Trent@tkbmechanical.com.au
SJAA	President				
Wongan Hills Hospital	Health Services Manager	Linda Murray Christine Smith		W 9671 1207 H 9671 1207	linda.murray@health.wa.gov.au www.health.wa.gov.au
Department of Communities	District Emergency Services Officer	Jo Spadaccini	Cnr Fitzgerald St & Gardiner St NORTHAM	04029 102 614	joanne.spadaccini@communities.wa.gov.au
Department of Communities	Team Leader – Moora	Anton Rossouw	Cnr Dandaragan St & Roberts St MOORA		anton.russouw@communuties.wa.gov.au
Volunteer Bush Fire Brigades	Chief Bush Fire Control Officer	Gary Manning	Arlunya Farms Carani Rd Yerecoin	0427 546 095	arlunya@wn.com.au
Shire of Victoria Plains	President LEMC Chair	Cr David Lovelock	Great Northern Highway NEW NORCIA	0427 548 026	crdlovelock@victoriaplains.wa.gov.au
Shire of Victoria Plains	Community Representative	Cr Andrew Broadhurst		0428 349 613	crabroadhurst@victoriaplains.wa.gov.au
Shire of Victoria Plains	CEO	Glenda Teede	Cavell Street CALINGIRI WA 6569	9628 7004	ceo@victoriaplains.wa.gov.au
Shire of Victoria Plains	LEMC – Executive Officer	CESM	Padbury St MOORA	0409 137 645	cesm@moora.wa.gov.au

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

Shire of Victoria Plains	Works Manager	Bob Edwards		W 9628 7190 M 0429 926 562	works@victoriaplains.wa.gov.au
DFES	Area Officer	Ian Thompson	Vulcan Way GERALDTON	9956 6000	Ian.thompson@dfes.wa.gov.au
SEMC	District EM	Yvette Grigg	79 Newcastle St NORTHAM	9690 2313 0488 907 187	yvette.grigg@oem.wa.gov.au
Bolgart Primary School	Principal	David Thewlis	28 Smith Street BOLGART WA 6568	W 9627 5245 9627 5210	Bolgart.ps@education.wa.edu.au
Calingiri Primary School	Principal	Gary Homer		W 9628 7030 M 0408 345 843	gary.m.homer@education.wa.gov.au
Yerecoin School	Principal	Joely Howard		M 0439 324 537 W 96546035	joeley.howard@education.wa.edu.au
Shire of Victoria Plains	Community Representative	Gavin Halligan		H 9654 5041 M 0427 545 041	gkhalligan@westnet.com.au
Cooperative Bulk Handling	CBH	Chad Atkinson		M 0437 380 753	chad.atkinson@cbh.com.au

EMERGENCY SERVICES

District Emergency Services Officer - Wheatbelt
Update: January 2018

Department of Communities - Wheatbelt District

Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required, please contact the Department of Communities (DC or Communities) to activate the Local Emergency Management Welfare Plan.

After hours contact - CRISIS CARE: 1800 199 008

This is a 24 hour 7-day week service. On receipt of your phone call, Crisis Care will contact the local Communities After Hours Duty Officer.

During office hours contact the local CPFS Office as per below:

Communities Merredin Office:
9041 6900 - Office phone
9041 2572 – Fax
1800 199 008 –After hours Contact Crisis Care
For the *Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Narembeen, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn*

Communities Victoria Plains Office:
9653 0100 - Office phone
9651 1666 - Fax
1800 199 008 – After hours contact Crisis Care
For the *Shires of Dalwallinu, Dandaragan, Gingin, Victoria Plains, Victoria Plains and Wongan Ballidu*

Communities Narrogin Office:
9881 0123 - Office phone
9881 2040 – Fax
1800 199 008 - After hours contact Crisis Care
For the *Shires of Brookton, Corrigin, Cuballing, Kondinin, Kulin, Narrogin, Pingelly, Wagin, Wandering, Wickepin and Williams*

Communities Northam Office:
9621 0400 - Office phone
9622 3779 – Fax
1800 199 008 - After hours contact Crisis Care
For the *Shires of Beverley, Cunderdin, Dowerin, Goomalling, Northam, Quairading, Tammin, Toodyay and York*

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

LOCAL RECOVERY COORDINATOR/LOCAL RECOVERY COORDINATING GROUP

Transition From Response:	OK
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery	

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

operation, defining: how and who will gather the information (single comprehensive survey) how information will be shared how information will be processed and analysed how the data will be verified (accuracy, currency and relevance)	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: Recovery Coordination centre spokesperson/s identifying and adopting key message priorities using a single publicised website for all press releases	
Develop processes for: media liaison and management (all forms e.g. print, and electronic) briefing politicians alternative means of communication e.g. public meetings, mailbox fliers, advertising communicating with community groups meeting specialist needs formatting press releases developing and maintaining a website ensuring feedback is sought, integrated and acknowledged	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures LRC shall plan to:	
Take the opportunity, while doing the hazard analysis, to: identify essential services and facilities in high-risk areas consider the restoration options in the event of their becoming dysfunctional	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall to:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCC Shall Plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

OPERATIONAL SEQUENCE GUIDE/CHECKLIST

SITUATION	ORGANISATION/ACTION
ALERT **(Transition)** On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities	**HMA** Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. **LOCAL GOVERNMENT** Establish liaison with Local Recovery Coordinator/ Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. Advise and liaise with LRCC members.
ACTIVATION Requirement for Local level coordination of recovery identified/requested	**LOCAL GOVERNMENT** When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. **LRC** Arrange for conduct of on-site assessment, if appropriate. Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
STAND DOWN On completion of Local coordinated recovery activities.	**LOCAL GOVERNMENT/LRC** Ensure handover of responsibility for ongoing recovery activities to a managing agency. Advise LEC and LRC members of stand-down Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

ACTION RECOVERY TEMPLATE

(Suggested composition/layout following a major emergency)

The *<insert Shire/Town>* has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

Shire of Victoria Plains Local Recovery Coordinating Group

Action Recovery Plan

Emergency: (type and location)

....

....

Date of Emergency:

....

Section 1

Introduction

Background on the nature of the emergency or incident

☐Aim or purpose of the plan
☐Authority for plan

Section 2

Assessment of Recovery Requirements

☐Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)

☐Estimates of costs of damage

☐Temporary accommodation requirements (includes details of evacuation centres)

☐Additional personnel requirements (general and specialist)

☐Human services (personal and psychological support) requirements

☐Other health issues

Section 3

Organisational Aspects

☐Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process

☐Details the inter-agency relationships and responsibilities

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

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

Section 4

Operational Aspects

☐Details resources available and required

☐Redevelopment Plans (includes mitigation proposals)

☐Reconstruction restoration programme and priorities, (including estimated timeframes)

☐Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies

☐Includes the local government program for community services restoration

☐Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)

☐Public information dissemination.

Section 5

Administrative Arrangements

☐Administration of recovery funding and other general financial issues

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

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by: _____

        Chairperson, Local Recovery Coordinating Group

Date: _____

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

LOCAL RECOVERY COORDINATING GROUP STANDARD REPORTING

LOCAL RECOVERY COORDINATING COMMITTEE

RECOVERY REPORT – *<Emergency Situation>*

VICTORIA PLAINS Local Recovery Coordinating Committee

Report No: _____

To: Chairman, SRCC/State Recovery Coordinator

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

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

Special Assistance:

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

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

Recommendations:

Name & Signature: _____   _____

Title: _____

Date: _____

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

POST INCIDENT ANALYSIS PROFORMA

ISSUE	COMMENT	RECOMMENDATION
MANAGEMENT EXAMPLE		
Was notification/mobilisation satisfactory/ appropriate?	Yes	
Was the Management/Administration structure effective?	Meetings were run well with the correct amount of people	
Reporting relationships clear? *(Did you know who to report to?)*	Needs work	
Was the transition from Response Phase to Recovery Phase clearly established?	Yes	
Were Recovery Objectives/Actions clearly defined?	No	
Were Recovery Arrangements useful or require review/upgrade?	Yes, but a review is required	
Inter-Agency Liaison Were there any issues working/ liaising with other organisations?	No	
Emergency Management- Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/ current?	Meetings were run well with the correct amount of people	

Notes:

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

INITIAL RECOVERY MEETING AGENDA

Meeting Opened:

1. Controlling Agency (CA)/Hazard Management Agency (HMA):

   a.   Overview of Incident
   b.   Overview of outstanding matters/Request for Assistance (RFA's)
   c.   Overview of contentious issues
   d.   Handover of Response to Recovery Document (discuss detail and timing)
   e.   Status of WANDRRA
   f.   Forecast weather patterns

2. Local Government:

   a.   Identification of Local Recovery Coordinator
   b.   Recovery Committee composition
   c.   Chairperson
   d.   Admin Support and Record Keeping
   e.   Required agencies

3. Review of members / agencies present

4. Round table discussion from agencies – who is doing what?

5. Identification of key issues requiring action and allocation of responsibilities and priorities, with timeframes

6. Development of key contact list for agencies

7. Public Information / Media Management:

   a.   who is doing what?
   b.   handover process
   c.   can the CA/HMA provide some intermediate support?
   d.   can a CA/HMA Public Info Officer (PIO) / Media Liaison Officer (MLO) stay and provide assistance?
   e.   is a public meeting required – if so, when and who will run it?

8. Community Welfare – Department for Child Protection & Family Services

Next Meeting – date, time, location?

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

For

THE PROVISION OF MUTUAL AID FOR RECOVERY DURING EMERGENCIES

To undertake the provision of mutual aid between parties to the Agreement for recovery management during emergencies

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

PARTERNING AGREEMENT

SHIRES OF GOOMALLING, CHITTERING, GINGIN, TOODYAY AND WONGAN BALLIDU

1.   PURPOSE

2.   PARTIES TO THE AGREEMENT

      Shire of Goomalling
      Shire of Chittering
      Shire of Gingin
      Shire of Toodyay
      Shire of Wongan Ballidu

3.   DEFINITIONS

Definitions to terms contained within the agreement are as per those contained within the *Emergency Management Act 2005* (WA) and the *Emergency Management Regulations 2006* (WA).

4.   PARTERNING AGREEMENTS

This Partnering Agreement is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Local Authority to assist.

4.1   Ensure all recovery activities are conducted in accordance with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006.*

4.2   Provide mutual aid for recovery management activities during emergencies to parties to this agreement.

4.3   Conduct recovery planning utilising an "All Agencies" approach in accordance with the *Local Recovery Planning Guide* and SEMP 4.4.

5.   PARTNERING EXPECTATIONS

5.1   *To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement between the parties concerned.*

5.2   *To ensure that all requests for support will be made in consultation with the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, or in consultation with the designated Local Recovery Coordinator (LRC) and Emergency Recovery Coordinator (LEC).*

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

5.3   *To ensure all personnel and equipment provided are covered by the providers own insurance.*

5.4   *To ensure that the provider of support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.*

5.5   *To ensure that the requestor of the support will be responsible for all incidental costs associated with the provider's personnel and equipment such a catering, accommodation, OHS issues, transport fuel and storage.*

5.6   *To ensure that the position of chair of the Midlands Recovery Group will be rotated between members on an annual basis.*

5.7   *To make a commitment for the group to meet at least once annually in April and at the Local Government Chairperson locality to review this Partnering Agreement and assess its relevance and suitability to the parties.*

6.   DURATION AND AMENDMENT

6.1   This Partnering Agreement will come into effect at the date of signing by all parties.

6.2   This agreement will remain in place for a period of 4 years or until terminated.

6.3   The terms of this Agreement shall not be amended in any respect except by agreement of all parties in writing.

6.4   This agreement will be reviewed annually to determine if the Agreement is to be amended, extended or terminated.

7.   TERMINATION

This agreement may be terminated by mutual agreement of all parties in writing at any time

8.   WITHDRAWAL

Any party may withdraw from this agreement by giving three (3) months' notice in writing to the Local Government Chairperson (LGC) at any time.

9.   NOTICES

Communications in relation to this Partnering Agreement must, unless otherwise notified in writing, be addressed and forwarded as follows;

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

Chairperson,
Wheatbelt Recovery Group
Shire of ....
PO Box ....
........................WA ....

10.   AGREEMENT

Parties to this Agreement, agree to the preceding provisions in regard to the provision of mutual aid.

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2018

LOCAL EMERGENCY MANAGEMENT RECOVERY MANUAL

This document is to be read in conjunction with Part 1 - Shire of Victoria Plains Local Emergency Management Arrangements

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This Manual has been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Victoria Plains Local Emergency Management Committee and the Council of the Shire of Victoria Plains. The Recovery plan has been tabled for noting with the Wheatbelt District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC)

………………………………………………………   ………………………………

Chairperson   Date
Victoria Plains LEMC

………………………………………………………   ………………………………

Endorsed by Council   Date
Victoria Plains Shire President
Resolution:

NOTE:

THE LOCAL RECOVERY MANUAL IS TO BE READ IN CONJUNCTION WITH THE SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN AND THE LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.

THE RECOVERY RESOURCES MANUAL CONTAINS INFORMATION AND STANDARD FORMS FOR USE BY THE LOCAL RECOVERY COORDINATOR AND THE LOCAL RECOVERY COORDINATING COMMITTEE.

WHERE INFORMATION APPEARS IN ALL THREE DOCUMENTS IT SHOULD BE CROSS REFERENCED.

Recovery Needs Assessment and Support Survey Form

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

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

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

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

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

_____

In terms of the Privacy Act should you wish to access, change or amend any information you have given please ring the above telephone number.

You can also contact this agency at the following telephone number:

_____

Interview conducted at: _____

Date: _____   **Time:** _____

Interview conducted by: _____

This sheet is a receipt of your interview and must be retained for referencing purpose

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

"Hello, my name is *(name).* I'm here on behalf of the Shire of Victoria Plains Local Recovery Coordination Committee. I would like to talk to you about the recent emergency event to see if there is anything we can help you with or if there are any organisations we may be able to refer you to too assist with your recovery."

1) Read through the cover page with the interviewee and complete it. Give the page to the person being interviewed at the completion of the interview as it is their receipt of interview.

2) If the interviewee doesn't speak English, refer to the interpretation sheet on the rear of this sheet.

3) Start at section one of the survey and work through all sections

4) Texts in grey italic font are points for you to note.

5) If the interviewee declines to give information, complete known details if possible.

6) On completion of the interview, hand over any relevant information that be of a benefit to the interviewee.

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

INTERPRETATION SHEET

If the interviewee is of a non-English speaking background or has difficulty understanding English, have them identify their spoken language by pointing to one of the languages below.

Once the language has been identified, phone the 'Translating and Interpreting Service (TIS)' on **131 450** for an over the phone interview.

The sentence below states 'I require a (language type) interpreter'.

يلزمني مترجم لغة عربية	**Arabic**
我需要一个广东话的翻译	**Chinese Cantonese**
我需要一个普通话的翻译	**Chinese Mandarin**
Ja trebam hrvatskog prevodioca.	**Croatian**
Ik heb een nederlandse tolk nodig.	**Dutch**
Kailangan kop o nang filipino na tagapagsalita.	**Filipino**
J'ai besoin d'un interprète français.	**French**
Ich benötige einen Dolmetscher.	**German (also Swiss & Austrian)**
Απαιτώ έναν ελληνικό διερμηνέα.	**Greek**
MUJHE EK HINDI ANUVADAK KI JAROORAT HAI.	**Hindi**
Szükségem van magyar tolmácsra.	**Hungarian**
Saya membutuhkan penterjemah Bahasa Indonesia	**Indonesian**
.من تَرجمان دری میخواهم.	**Afghan - Dari**
من مترجم فارسی میخواهم.	**Iran - Farsi**
Richiedo un interpretatore italiano.	**Italian**
私は日本の通訳を要求する。	**Japanese**
	Khmer
나는 한국 해석자를 요구한다.	**Korean**
Mene mi treba preveduva~ na Makedonski.	**Macedonian**
Saya perlu juru bahasa Melayu	**Malaysian**
Ie ried interpretu Malti.	**Maltese**
	Polish
Potrzebuję polskiego tlumacza	
Eu requeiro um intérprete portuguese.	**Portuguese**
Я требую русского переводчика.	**Russian**

SECTION 1: PRINCIPAL OCCUPIER AND PROPERTY DETAILS

1.1 Family Name: _____ First Name (s): _____

1.2 Total number of people residing at this property:

1.3 Names of other people normally residing at this property

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

Family Name: _____ First Name(s): _____

NOTE: Please provide children ages

1.4 Have you registered with the Department for Child Protection by completing a National Registration and Inquiry System (NRIS) registration form?

YES - Go to question 1.4a

NO - Go to question 1.5   *(Please circle one)*

NOTE; if NO, inform the interviewee that they may require registering to access recovery services. Please explain the process if required

1..4 a What is your registration number: _____

1.4 b Does anyone in your family have a different NRIS number?

YES / NO *(Please circle one)*

Write the NRIS number(s): _____

1.5 Address of affected property: _____

_____

Phone number of affected property: _____

Alternative phone number(s): _____

1.5a   What is your property Assessment number: *(if known)*   _____

NOTE: if the Assessment number is unknown, check the Property Database after the interview.

1.6   Do you own the property: **YES / NO** *(Please circle one?)*

If **NO,**   What are the contact details of the property owner (if known):

Name: _____

Address: _____

Contact number (s):   _____

1.7   Where are you currently living *(Please tick one of the following)*

Living at affected property *(Go to Section 2)*

Temporary accommodation until we can return to affected property *(Go to 1.8)*

Temporary accommodation looking for new permanent accommodation *(Go to 1.8)*

In new permanent accommodation *(Go to 1.8)*

1.8   Current addresses and contact details:

Address   _____

Contact number (s):   _____   _____

SECTION 2: DAMAGE TO DWELLING/CONTENTS AND INSURANCE

2.1   Was the house damaged? *(Please tick one of the following)* (√)

	YES	Go to question 2.2
	NO	Go to question 2.3
	Don't know as have not seen the house as yet	Go to question 2.3
	Not damaged but not accessible	Go to question 2.3

2.2   Please tick the list below to indicate damage occurred

Nature of Damage	**Describe damage if relevant**
Water supply not working	
Sewerage not working	
Drainage blocked	
Electricity cut	
Gas cut	
Telephone cut	
Road access cut or restricted	
Damage to outbuildings on property	
Other (please describe)	

2.2a   When was the house damaged?

Date: _____

2.2b   To the best of your knowledge, what caused the damage? *(Please tick one of the following)*

(✓)	Cause of Damage
	Flood water
	Storm
	Hazardous Material Incident
	Earthquake
	Fire
	Other (please detail)

2.2c   Has the house been inspected by a building inspector?

   YES / NO / Don't *Know* *(Please circle one)*

2.2d   Would you like someone to conduct an inspection of your house and property to ensure it is safe to move back into?

   YES / NO *(Please circle one)*

2.2e   Is the house insured? *(Please tick one of the following)*

(✓)	YES	Go to question 2.2f
	NO	Go to question 2.3
	Don't own the house	Go to question 3
	Decline to answer the question	Go to question 2.3

2.2f   Have you lodged an insurance claim?

   YES / NO *(Please circle one)*

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

   _____

2.2h   Has an insurance assessor inspected the property?

   YES / NO *(Please circle one)*

2.3   Have you experienced damage to the contents in the house? *(Please tick one of the following)*

	YES	Go to question 2.3a
	NO	Go to question 2.4
	Don't know as haven't seen the contents as yet	Go to question 2.4

2.3a   Are the house contents insured? *(Please tick one of the following)*

	YES	Go to question 2.3b
	NO	Go to Section 3
	Decline to answer the question	Go to Section 3

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

_____

2.3c   Has an insurance claim been lodged?

YES / NO *(Please circle one)*

2.3d   Has an insurance assessor inspected the property?

YES / NO *(Please circle one)*

SECTION 3: ALTERNATIVE ACCOMMODATION

3.1   Do you need assistance to find alternative accommodation?

(Please circle one)

YES — Go to question 3.1a

NO — Go to Section 4

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

Temporary (less than a week);

Short-term (1-4 weeks);

Long-term (more than one month);

Please estimate the number of months;

Permanent;

3.1b   The accommodation is needed to house:

Number of Adults: _____

Number of Children: _____

3.1c   Do you have any special needs for your accommodation i.e., access for wheelchairs, aged?

_____

3.1d   Do you have any pets?

(Please circle one)

YES / NO

NOTE: If YES, question 4.8 allows for other information to be recorded

SECTION 4: HEALTH AND WELFARE

HOUSE:

4.1   Do you require any clean-up assistance for your house or property?

(Please circle one)

YES -   Go to question 4.1a

NO -   Go to question 4.2

Don't know - Go to question 4.2

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

_____

_____

4.2   Are you looking after evacuees at your home?

(Please circle one)

YES -   Go to question 4.2a

NO -   Go to question 4.3

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

YES / NO *(Please circle one)*

PERSONAL:

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

(Please circle one)

YES - Go to question 4.3a

NO -   Go to question 4.4
4.3a   What kind of goods do you need?

4.4   Do you have a need for clothing, toiletries or bedding?

(Please circle one)

YES —   Go to question 4.4a

NO —   Go to question 4.5

4.4a   What kind of items do you need?

_____

_____

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

(Please circle one)

YES — Go to question 4.5a

NO — Go to question 4.6

4.5a   If you would like help you get medication, please describe the medications in as much detail as possible.

_____

_____

4.5b   Is a prescription required for these medications?

(Please circle one)

YES / NO

4.5c   If YES, please provide the name and address of your doctor and pharmacist

_____

_____

4.6   Would you like to find out about support or counselling services for you and or your family members?

(Please circle one)

YES / NO

NOTE; This question is included to help the interviewee access services that may be provided by affiliate organisations

4.7   Do you have an affiliation with any community groups in the area?

(Please circle one)

YES / NO

4.7a   If YES, please indicate which group.   _____

Domestic animals/pets

4.8   Have you got any domestic animals or pets which are in need of care?

(Please circle one)

YES — Go to question 4.8a

NO — Go to Section 5

4.8a   What kind of animals are they? *(Please list all animals & the number of animals)*

_____

_____

4.8b   Where are they located? *(Please provide address and location at address)*

_____

_____

4.8c   What kind of care do they need? *(Please provide detail)*

_____

_____

5.1 Do you require assistance with income support?

(Please circle one)

YES — Go to question 5.1a

NO — Go to Section 5.2

5.1a Are you already a client of Centrelink?

(Please circle one)

YES – Please contact Centrelink directly

NO – Please contact Centrelink through the Helpline and the will advise you an available assistance

NOTE: the initial contact number to call Centrelink is 132 050 though a specific contact number may be created by Centrelink for affected persons dependent on the scale of the emergency.

NOTE: there may be relief funds available from other sources such as the Red Cross and the Lord Mayors Appeal Relief Fund. Applications will need to be completed for these grants if available. Please advise the interviewee about any relief funds that have been established and provide them with application forms.

Documents

5.2 Have you lost or do you have access to any of the following documents? *(Please tick all those that apply)*

DOCUMENT TYPE	LOST (✓)	CANNOT ACCESS (✓)	WHO IN THE HOUSE DOES THE DOCUMENT BELONG TO
Bank books			
Cheque books			
Credit cards			
EFTPOS cards			
Centrelink cards			
Passport			
Birth Certificate			
Marriage Certificate			
Citizenship Certificate			

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

(Please circle one)

YES

NO

Does Not Apply

ADMINISTRATIVE INFORMATION

Person conducting interview:

Name *(print):*

Contact details: ————————————————————————————

Date: ————————————————————————————

Person being interviewed: ————————————————————————————

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

Name *(print):*   ————————————————————————————

Signature: ————————————————————————————

Date: ————————————————————————————

FIRE DAMAGE ASSESSMENT FORM

*AFFECTED PROPERTY No.*_____

SHIRE OF_____

FIRE DAMAGE ASSESSMENT DATE: _____   20_____

AIM OF THIS SURVEY

To assess the level of general damage across the Shire;

To find out your immediate needs;

To provide some specific damage figures to Government, in order to determine the need for financial and / or other aid.

Name: _____

Phone / Fax: _____

Date: _____

What are you immediate needs / how can we help?

_____

_____

_____

_____

_____

What % of your total farm was affected by the fire?   _____%

What is your total farm area?   _____Ha

House/s

Sheds

Yards

Plant

Machinery

Silos

Domestic water supply / pipes

Phone

Power

Fences

      Boundary   (Km) _____

      Internal   (Km) _____

DAMAGE TO CROPS

Area of crop damaged _____ Ha

Type

Wheat

Barley

Oats

Canola

Lupins

Faba Beans

Chick Peas

Other

Pasture / Stock

Total area of pasture / stubble burnt?   _____

Area of Pasture/stubble **not** burnt?   _____

Number of hay bales damaged?   _____

Number /type stock lost?   _____

Number / type stock left   _____

What do you intend doing with those left (agistment, feedlot)?

Stock water supply?

VEGETATION

Area remnant bush burnt? (Ha)

       -fenced / unfenced?

       -if fenced for how long?

       -was funding body involved, if so what year? (E.g. RVPS, GRF)

Area of remnant bush left? (Ha)   _____

REVEGETATION

Number of seedlings per Ha. planted?

Number of seedlings per Ha burnt?

Number of seedlings per Ha left?

ANY OTHER LOSSES

INSURANCE

How do you stand with Insurance?

_____

Do you have any comments, questions or requests?

_____

Please return to your Shire Office A.S.A.P

_____

FLOOD DAMAGE ASSESSMENT FORM

TO BE INSERTED

FLOOD DAMAGE ASSESSMENT FORM

LOCAL RECOVERY COORDINATOR

Action Checklist

TASK DESCRIPTION	
Liaise with relevant response agencies regarding location, size, type and potential impact of event.	
Contact and alert key staff.	
Determine likely human effects.	
Establish if event proclaimed and eligible natural disaster under the WANDRRA	
Contact other relevant response and recovery agencies.	
Activate and brief relevant agency staff.	
Activate appropriate inter-agency liaison mechanisms.	
Locate liaison officer at emergency operations centre (if appropriate).	
Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).	
Manage offers of assistance, including volunteers, material aid and donated money.	
Assess impact of the event through information/data from local government, geographic data and relevant response agencies.	
Meet with specific agencies involved with recovery operations to determine strategies.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Organise briefing and debriefing processes for staff.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Manage the public appeal/private donations process.	
Brief media on the recovery program.	
Assess reports gathered through an outreach program to assess community needs.	
Identify special needs groups or individuals.	
Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Develop a community information process, including consideration of public meetings and newsletters.	
Monitor staffing arrangements.	
Review resources and services on an ongoing basis.	
Determine longer-term recovery measures.	
Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and reduce/withdraw services when appropriate.	
Debrief recovery agencies.	
Recognise agency/staff input.	

local recovery coordinating committee- actions checklist

Transition From Response:	OK
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people	

undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery operation, defining: how and who will gather the information (single comprehensive survey) how information will be shared how information will be processed and analysed how the data will be verified (accuracy, currency and relevance)	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: Recovery Coordination centre spokesperson/s identifying and adopting key message priorities using a single publicised website for all press releases	
Develop processes for: media liaison and management (all forms e.g. print, and electronic) briefing politicians alternative means of communication e.g. public meetings, mailbox fliers, advertising communicating with community groups meeting specialist needs formatting press releases developing and maintaining a website ensuring feedback is sought, integrated and acknowledged	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	

Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures LRC shall plan to:	
Take the opportunity, while doing the hazard analysis, to: identify essential services and facilities in high-risk areas consider the restoration options in the event of their becoming dysfunctional	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall to:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCC Shall Plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

LRCC – Attendance Roster

The following roster has been endorsed by the Local Recovery Coordination Committee (LRCC) and distributed to the relevant employee and work area.

DATE ON	DATE OFF	TIME ON	TIME OFF	EMPLOYEE NAME	LRCC POSITION
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		

The following criteria have been considered by the LRCC while developing the roster.

SHIFTS PER DAY:	THREE (3):	OCCUPATIONAL HEALTH AND SAFETY:
Shifts per week:	5 days on, 2 days off	- Fatigue Management
Length of Shift:	8.5 hours	- Work life balance
Hand over period:	30 minutes	- Employment commitments
Rotation of Roster:	Every 2 days	- Employee welfare
Rest Period:	Minimum 10 hour rest period	

LRCC – Attendance Form (Time Sheet)

On activation of the Local Recovery Coordination Committee, this form is to be completed by ALL Shire employees who are involved in Emergency Management operations as requested by the Local Recovery Coordinator or the Local Recovery Coordination Committee.

Recovery Attendance Form (Time Sheet)

Date:				Emergency Name:						

		TIME		TIME		TIME		Authorisation		
Employee Name	LRCC Position	In	Out	In	Out	In	Out	Officer	Signature

VOLUNTEER INFORMATION FORM (VIF)

Incident No:	Incident Name:	
V.I.F. REFERENCE NUMBER:		

TITLE/PREFIX:	Mr / Mrs/ Miss/ Dr/ Other	

First Name		Preferred Name:	
Surname:			
ADDRESS:			

PHONE:	Bus:	AH:	MOB:

Email:	
AGE:		DOB (OPTIONAL):	

Next of Kin:	
Relationship:	

PHONE:	BH:	AH:	MOB:

AVAILABILITY	Day (0800-1630hrs)		Evening (1600-0030hrs)	
	Morning (0000-8300hrs)		Other	

TYPE OF ASSISTANCE OFFERED:

ACCOMMODATION: e.g. supply of	
CHILD CARE:	
CLERICAL: e.g. word processing, document collation	
DOMESTIC: e.g. cleaning, washing, ironing	
FOOD: e.g. meals, catering	

HEALTH: e.g. massage, relaxation	
MANUAL LABOUR: e.g. gardening, lifting	
PERSONAL SUPPORT: e.g. counselling, interpreter	
PHOTOGRAPHY:	
PROFESSIONAL ADVISE e.g. architect, builder	
TOOLS/EQUIPMENT: e.g. loader, truck	
TRANSPORT e.g. bus, car	
OTHER:	

DATE:	OFFICER:	SIGNATURE:

To be signed by the volunteer when initially accepting tasking to acknowledge the above information is true and correct and to verify that any information that is acquired while undertaking tasks allocated may be confidential and must kept confidential.

DATE:		SIGNATURE:	

	VTF Ref. No.:	1) VTF	2) VTF	3) VTF
TASK ALLOCATED:				
LOG SHEET::	VLF Ref No.:	1) VLF	2) VLF	3) VLF

VOLUNTEER LOG FORM (VLF)

VLF REFERENCE NUMBER:						
Volunteer Name	**V.I.F Reference Number**	**Time In**	**Time Out**	**V.T.F Reference Number**	**Volunteer Signature**	**Authorised Officer Signature**
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		

VOLUNTEER TASK ALLOCATION FORM

VTF Registration Number:	
Task Name:	
Coordinator's Name:	
Coordinator's Phone No:	
Coordinator's Email:	
Alternative Contact No:	

Task Description:

Other Comments:

Task Authorised By:

Name:	
Signature:	
Date:	

VOLUNTEER TASKING FORM CHART

Initial Call Offering Assistance Received

- Offer recorded on VIF Form.
- Form forwarded to LVC

Volunteer Allocation Form (VTF)
Completed LVC

- Task allocated by LVC. Copy of form is
  given to volunteer.
- VTF number allocated by LVC
- VTF number recorded on VIF form

Volunteer Information Form (VIF)
Completed by call taker

- Assistance accepted
- VIF number allocated
- VLF number recorded on VIF form

Volunteer Log Form (VLF)
Completed by person coordinating task

Volunteer Attendance Roster Form (VAR)
Completed by LVC

- Volunteer logs in
- Volunteer given copy of roster
- VFL number allocated
- VFL number recorded on VIF form

VOLUNTEER ATTENDANCE ROSTER

The following roster has been endorsed by the Local Recovery Coordination Committee (LRCC) and distributed to the relevant employee and work area.

DATE ON	DATE OFF	TIME ON	TIME OFF	VOLUNTEER NAME	VIF NUMBER	VTF NUMBER
		0800hrs	1630hrs			
		1600hrs	0030hrs			
		2400hrs	0800hrs			
		0800hrs	1630hrs			
		1600hrs	0030hrs			
		2400hrs	0800hrs			
		0800hrs	1630hrs			
		1600hrs	0030hrs			
		2400hrs	0800hrs			

The following criteria have been considered by the LRCC while developing the roster:

.

SHIFTS PER DAY:	3 (THREE):	OCCUPATIONAL HEALTH AND SAFETY:
Shifts per week:	5 days on, 2 days off	- Fatigue Management
Length of Shift:	8.5 hours	- Work life balance
Hand over period:	30 minutes	- Employment commitments
Rotation of Roster:	Every 2 days	- Employee welfare
Rest Period:	Minimum 10 hour rest period	

LRCC STRUCTURE

Diagram showing:

- SHIRE COUNCIL ↔ LEMC
- SHIRE COUNCIL ↕ LRCC
- LRCC ↔ SHIRE COUNCIL RESOURCES
- LRCC ↔ HMA & LEC
- LRCC ↔ LEMC
- HMA & LEC ↔ LEMC
- LRCC ↕ SPECIALIST ADVISORS TO LRCC

SPECIALIST ADVISORS TO LRCC
ENVIRONMENTAL   WORKS/UTILITIES   WELFARE
HEALTH
COMMUNICATIONS   FINANCE/INSURANCE
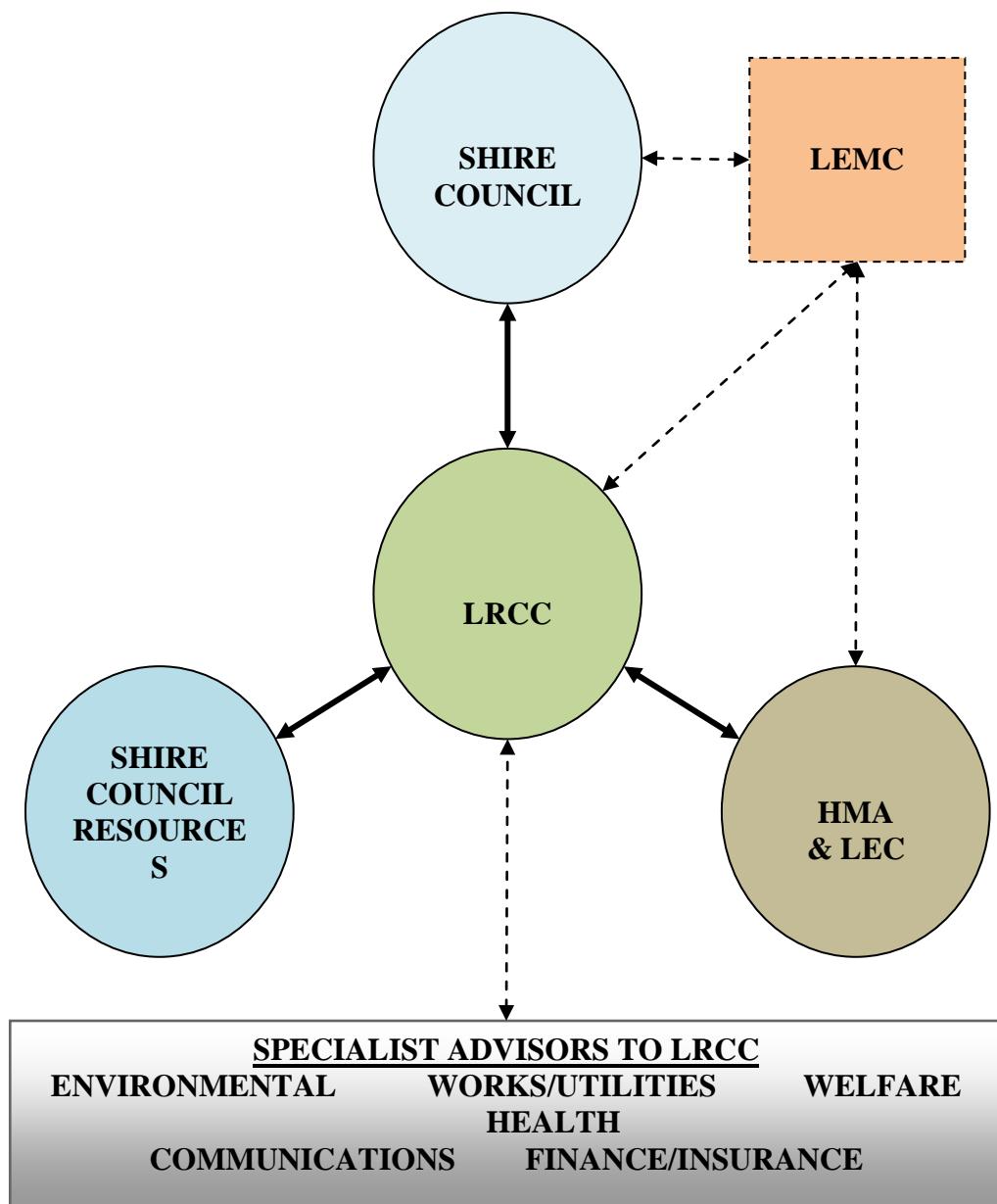
LRCC APPOINTMENT LIST

APPOINTMENT	PRIMARY	ALTERNATE
CHAIR	Shire COUNCILLOR from Shire of Moora	SHIRE PRESIDENT
LRC/XO	CEO affected Shire	CEO of Second Shire
DEPUTY	DEPUTY CEO	EXECUTIVE SUPPORT OFFICER
SCRIBE	EXECUTIVE SUPPORT OFFICER	APPOINTED AS REQUIRED

EMERGENCY ACTIVATION LOG

Notification taken by:	Time:
Notification provided by:	

QUESTIONS	DETAILS			
What is the nature of the emergency?				
Number of people involved?				
What happened?				
Where?				
When?				
Assistance requested?				
Are all personnel accounted for?	Yes / No			
What are the injuries and damage?				
Injuries				
Fatalities				
Equipment damage				
HMA Contact Details?	Agency: POC: Contact Detail			
Have these State Emergency Services been notified?	**Contacted**		**Onsite**	
	Yes	No	Yes	No
DFES				
St John Ambulance				

WA Police				
LG Rangers				
Who else is in attendance at the emergency scene?				
Have these people been notified?	**CONTACTED**		**ONSITE**	
	Yes	No	Yes	No
President				
LRC				
Shire Offices				
Has the LRCC Chair activated the LRCC?			Time:	
When is staff to meet at the ECC?				
Who else has been notified or is aware of the situation?				
What continuing hazards exist?				
Is the situation escalating? How?	Yes / No			
Site or area evacuated?	Yes / No			
Has there been any media involvement? If so, what?	Yes / No			

RECOVERY COORDINATING CENTRE EQUIPMENT CHECKLIST

SUGGESTED ITEMS FOR RCC

- **Communications:**
  - Land line phones
  - Mobile phones
  - Extra mobile phone batteries, with chargers
  - Two-way radios, extra batteries and chargers
  - Internet/intranet access points
  - Dedicated e-mail address
  - Fax Machine (2 – in/out), Copier, Computer(s), Printer, Projection unit, Projection screen
  - Digital camera
  - Digital video camera
  - Clock
  - AM/FM radio
  - Tape/Voice recorder
- **TV with reception and with VCR and DVD, preferably with pay TV news available**
- **LRCC Status boards – either large hard copy, or electronic if sufficient projectors and PCs are available**
- **Extension cords and power boards**
- **General office supplies:**
  - Paper, pencils and pens
  - Files and folders
  - In/out baskets
  - Flip charts
  - Markers
  - Masking tape
- **Storage/filing containers**
- **Supply of forms (activity log sheets and telephone message pads)**
- **Reference material**:
  - Phone book (site, corporate, white/yellow pages)
  - Manuals
  - Applicable contingency plans (ie. state, federal)
  - Incident related maps, charts, drawings etc.
  - Tables and chairs
- **Rubbish bins, shredders and classified waste bags**
- **Food and drink supplies**.

RCC RECOVERY COORDINATING CENTRE SET-UP GUIDE

The first person(s) to arrive at the RCC should commence setting-up the room (until the RC Coordinator arrives).

To set-up the RCC, the following must be done:

- Open and clear the room
- Set-up relevant maps and photographs
- Locate and lay-out copies of the EMA's relevant references
- Ensure that computers, printers, fax machines and data projectors are switched on and logged-on
- Ensure that status boards are set-up, cleaned and ready for use
- Ensure an adequate supply of stationery is available

Inform the LRCC Chair and Deputy that the RCC is now functional.

LRCC INITIAL BRIEF GUIDE

The first formal meeting of the LRCC should be held as soon as possible after the team has been activated. This key briefing will set the initial focus of the LRCC. The primary outcomes of this briefing are that all key members of the LRCC will understand the situation, an initial response plan will be mapped out, and initial group tasks will be allocated by the LRCC Chair.

STEP	ELEMENTS	WHO	OUTPUT
SITUATIONAL AWARENESS	Who, What, Where, When and Why	LRCC Chair, HMA Incident Manager	Common understanding across LRCC
LRCC INTENT	What is the focus of the LRCC actions?	LRCC Chair	Team direction set
PRIORITIES	Priority objectives Priority actions Priority stakeholders Emergency Information Requirements (EIRs)	LRCC Chair LRCC Deputy	Initial response plan scoped and planning focus confirmed
TASKS	Confirm tasks allocated so far Assign tasks to each group manager	LRCC Chair	Organisational needs identified (personnel, etc)
RESOURCES	Currently committed to the incident Additional resources required	All	Administration and logistics
QUESTIONS	Confirmatory questions for the meeting	All	Clarification
TIMINGS	Critical known timings Initial response timeline Next meeting	LRCC Chair LRCC Deputy	LRCC coordination

LRCC UPDATE BRIEFING GUIDE

This brief provides the framework for each LRCC meeting.

FOCUS	ELEMENT	WHO
What has changed? (Consider how the situation has changed since the last report)	Update on incident/issue LRCC update LRCC update	LRCC Chair LRC
What's been done? (Consider personnel, assets, environment, business continuity and reputation)	Key actions over preceding period LRCC Sub Committee updates	
What's going to be done? (Consider personnel, assets, environment, business continuity and reputation)	Response activities planned Other group activities planned LRCC Chairs guidance	
Priority issues	Identify critical operational and business issues Prioritise issues Allocated tasks	
Information required	Identify critical information requirements Allocate responsibility for seeking this information	

SITUATION REPORTS

From: To: Date: Time:

SITREP	
What has changed? (Consider how the situation has changed since the last report)	
What's been done? (Consider personnel, assets, environment, business continuity and reputation)	
What's going to be done? (Consider personnel, assets, environment, business continuity and reputation)	
Priority issues	
Information required	

SITUATION REPORTS

LRCC Status Boards

Status Board 1   **SITUATION BOARD**   **Last updated:**

LOCATION:		INCIDENT REPORT STATUS:		AGENCY	POC	DETAILS
Description:				**HMA:**		
				Support Agencies:		
Time of incident:	Time LRCC activated:		Time HMA assumed local control:			

INFORMATION REQUIREMENTS	RESPONSIBLE	DUE	COMPLETED	TASKS	PRIORITY	RESPONSIBLE	DUE	COMPLETED
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐
			☐					☐

Status Board 2   **OBJECTIVES BOARD**   *LAST UPDATED:*

OBJECTIVES		
Social	**Economic**	**Environmental**

IMPACTS (CURRENT AND POTENTIAL)		
Social	**Economic**	**Environmental**

Status Board 3　　　　　　　　　　　　　　　　　　**CASUALTY BOARD**　　　　　　　　　　　　　*LAST UPDATED:*

CASUALTIES (FATALITIES/INJURIES/MISSING PERSONS)								
Name	Organisation	Condition	Verified	Current location	Responsible Combat Agency	Next of kin notified	Next-of-kin support	Remarks

STATUS BOARD 4 **LOGISTICS BOARD** *LAST UPDATED:*

RESOURCES			
Resource required	Source	Status	Remarks

KEY ACTIVITIES AND TIMINGS

STATUS BOARD 5   *LAST UPDATED:*

LRCC INTERNAL	COMMUNICATIONS AND MEDIA	OTHER
Next SITREPs due from field:	Next Communications Team Meeting:	Next Transport to _____:
Next LRCC update brief:	Next Community Information Brief:	
Next LRCC shift change	Next Media Conference/Statement:	

INDIVIDUAL ACTION LOG

NAME		ROLE	DATE
TIME	**ACTIVITY/EVENT**		

POST EMERGENCY REVIEW GUIDE

A	B	C	D	E
Time	Event / Action	Decision / Effect	Could it be done better? How?	Action

EMERGENCY DEBRIEF FORM

Date:	**Time start:**	**Time finish:**

Employee:

De-briefing Officer:

Role or involvement in emergency:

Medical check-up conducted: **Yes / No**

Date:

Time: **Contact:**

Further treatment required: **Yes / No**

Date:

Time: **Contact:**

Counselling: **Offered / Arranged / Conducted**

Date:

Time: **Contact:**

Name of support person to be contacted (next-of-kin, family/friend):

Phone:

Issues / concerns:

Question:

Answer:

Signed (Employee):	**Date:**
Signed (Debriefing Officer):	**Date:**
For review by: **Reviewed: Yes / No**	**Date:**

Comment/action:

RECOMMENDED PIA HEADINGS

1. TERMS OF REFERENCE

2. SEQUENCE OF EVENTS

    a.   Pre-impact considerations

    b.   Weather

    c.   Notification and deployment

    d.   Incident appreciation, assessment and first response actions

    e.   Containment, control and combat strategies

    f.   Incident control (including structure), command and coordination

    g.   Incident objectives, strategies and tactics utilised

    h.   Communications and communications planning

    i.   Issues concerning Prevention and Preparedness strategies and resources

    j.   Emergency management planning issues

    k.   Evacuation

    l.   Recovery issues

3. OCCUPATIONAL HEALTH AND SAFETY ISSUES

    a.   Injuries (who, how, what & when)

    b.   Type of injuries

    c.   Classification of injured (career, registered volunteer [Y/N], general public)

    d.   Training records of injured

    e.   Operating from Brigade/Unit or private vehicle

    f.   Near miss(es) (who, how, what & when)

4. INCIDENT MANAGEMENT EVALUATION

    a.   Both expected and unexpected outcomes

    b.   Effectiveness of IMT

    c.   Effectiveness of strategies and tactics (against minimising impact of hazard)

    d.   Operational effectiveness

    e.   Effectiveness of response (mobilising, equipment, individual or group)

    f.   Compliance with Policy Statements and Support Plans

5. LESSONS LEARNED

    a.   List – strengths & weaknesses (weaknesses require recommendations)

    b.   Community safety issues

    c.   Community preparedness (emergency plans in place)

    d.   Effectiveness of community recovery

6. ACTION AND IMPLEMENTATION SCHEDULE (for improving service delivery)

7. ENDORSEMENTS

8. ATTACHMENTS

a.   List of participants at the information gathering session
b.   List of all documentation
c.   Other

DETAILS OF AVAILABLE GRANTS & HARDSHIP PAYMENTS

WANDRRA Overview

WESTERN AUSTRALIAN
NATURAL DISASTER RELIEF ARRANGEMENTS
OVERVIEW
(May 2006)

✓ **Introduction**

Communities in Western Australia are affected by a range of natural disasters each year. Although significant efforts are undertaken by the emergency services, state and local government agencies, communities and individuals to mitigate the impact of such events it is not possible to prevent such events from occurring and impacting on Western Australian communities. Whilst primary responsibility for safeguarding and restoring public and private assets affected by natural disasters rests with the owner, who should always plan for the vagaries of nature, the State Government recognises that disaster affected communities do not always have the resources to provide for their own recovery.

✓ **Commonwealth Natural Disaster Relief Arrangements**

The Commonwealth Natural Disaster Relief Arrangements (NDRA) do not apply directly to disaster affected communities. The Commonwealth NDRA Determination sets down the principles, guidelines, practices and processes under which the Commonwealth provides financial assistance to the States and Territories for the provision of natural disaster relief payments and infrastructure restoration.

✓ **Western Australian Natural Disaster Relief Arrangements (WANDRA)**

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a natural disaster event, the State Government has established a range of relief measures designed to help those within disaster affected communities that do not have the resources to provide for their own recovery. The various schemes address specific needs that may exist within a stricken community as well as providing a 'safety net' for disaster victims. Assistance is NOT provided as compensation for damage/losses sustained or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of disaster mitigation.

✓ **Eligible Events**

The WANDRA only apply for those events resulting from any one, or a combination of the following natural hazards:
Bushfire; Earthquake; Storm; Cyclone; Storm Surge; Landslide; Tsunami; Meteorite Strike or Tornado

✓ **Eligible Measures**

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

☐   Individuals and families

☐   Business and residential

☐   Rural industry; and

☐   Local Government.

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

✓ Administration and Management of the WANDRA

The Fire and Emergency Services Authority (DFES) is responsible for the overall administration of the WANDRA. DFES is assisted by a number of State Government agencies that manage specific components of the WANDRA (eg Personal Hardship and Distress measures by the Department for Community Development). The responsible agencies are detailed at Annex A.

✓ Declaration of Eligible Disasters

An event must be proclaimed a "Natural Disaster" in accordance with the criteria specified under the WANDRA before all relief measures can be accessed.

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

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

☐   Must be an eligible event; and

☐   the anticipated cost of the event must exceed $240 000.

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

Once it has been confirmed that an event meets the above criteria with the endorsement of the DFES Commissioner a *"WANDRA Eligible Disaster Proclamation Notification"* will be issued by DFES to all relevant State Government agencies and affected Local Governments, and through the media.

WA NATURAL DISASTER RELIEF ARRANGEMENTS

SUMMARY OF ASSISTANCE MEASURES

SUPPORT DETAILS	COMMUNITY IMPACT	AGENCY RESPONSIBLE
Accommodation: ranging from short term emergency shelter (e.g., evacuation centre) to medium term overnight accommodation. **Food:** provision of meals in emergency shelters and accommodation or financial assistance to help people buy food. **Clothing and personal items:** e.g., toiletries and pharmaceuticals. **Personal support:** including practical assistance, information, referral, advocacy, counselling, child care and psychological services **Financial assistance including personal hardship and distress relief payments where applicable:** includes emergency assistance for immediate essential items and emergency accommodation assistance. **Registration and inquiry:** of persons evacuated or affected by the disaster; providing a means for people to locate family members and reunite.	**Individuals and families**	**Department of Communities** **Free call:** **1800 032 965**

Up to $5,000 To assist with the reconnection of electricity. Up to $10,000 For replacement of white goods and floors coverings.	Individuals and families	Department for Child Protection Free call: 1800 032 965

Loan Interest Subsidy Scheme
Scheme available for those affected and involves Approved Deposit Taking Institutions. Interest subsidy of 4% provided. Maximum loan of $150,000 for a period of 10 years. Client may opt to defer principal repayments for the first two years. Authority pays the ADTI subsidy annually in advance based on return submission at anniversary of loan disbursement.
	Small Businesses
	
	Applicants must:
	  a) Be a registered small business with an ABN.
	  b) Employ fewer than 20 full-time equivalent staff.
	  c) Demonstrate to the satisfaction of Government that the business has been directly affected by the natural disaster event.
	  d) Demonstrate to the satisfaction of Government that the business operates locally. Public companies are not eligible.
	  e) Must be actively engaged in the operation of their businesses and derive the main source of his/her/their income from the local business.
		Department of Fire and Emergency Services of Western Australia
		
		phone: +61 8 9323 9552
		
		email: wandrra@DFES.wa.gov.au
		
		Western Australia Natural Disaster Relief & Recovery Arrangements (WANDRRA) is available by clicking on the 'Natural Disaster Relief & Recovery Assistance' button located on DFES's web page -
		http://www.dfes.wa.gov.au/

Up to $15,000 Small Business Recovery Grant Reimbursement for the clean-up and immediate restoration costs as a result of the floods 15 – 21 Dec 2010. Payment will only occur on production of tax invoices or receipts which must be received by the DFES prior to the end of the finical year. Please be advised that applicants can apply for either a Small Business Recovery Grant or a Primary Producers Recovery Grant, NOT BOTH.	Small Businesses (As above)	Department of Fire and Emergency Services of Western Australia phone: +61 8 9323 9552 email: wandrra@dfes.wa.gov.au Western Australia Natural Disaster Relief & Recovery Arrangements (WANDRRA) is available by clicking on the 'Natural Disaster Relief &

Refer information sheet for more details.		Recovery Assistance' button located on DFES's web page - **http://www.dfes.wa.gov.au/**

Loan Interest Subsidy Scheme
Scheme available for those affected and involves Approved Deposit Taking Institutions. Interest subsidy of 4% provided. Maximum loan of $150,000 for a period of 10 years. Client may opt to defer principal repayments for the first two years. Authority pays the ADTI subsidy annually in advance based on return submission at anniversary of loan disbursement.
 	
Boundary Fences
Consideration will be given to the provision of assistance for the restoration/replacement of fencing where the fencing has been:
deliberately dismantled or damaged in operational activities to combat the flood; or damaged as a direct result of the flood 15 – 21 Dec 2010.
 	
Freight Costs
This assistance reimburses the primary producer a maximum of 50% of the costs to the producer of transporting any of the following as a direct result of the flood:
Livestock;
Fodder or water for livestock; or
Building or fencing equipment or machinery.
Grants to obtain Professional Advice
Reimbursement of fees to a limit of $1,500 to obtain professional advice.
	Primary Producers
	Applicants must:
	  (a) Operate a commercial scale farming, fishing or pastoral business and be affected by the declared natural disaster.
	  (b) Have been operating the business for at least 1 year.
	  (c) Either own the farm land or hold a minimum five (5) year agreement to share-farm or lease the property, OR own and operate under a fishing licence or have a three (3) year lease of a fishing licence.
	  (d) Devote at least 75% of their labour to the primary production business.
	  (e) Confirm that the applicant's business generates at least 50% of its income from the affected enterprise.
	  (f) Application should be made within 6 months of the declaration date of the disaster.
	  (g) Demonstrate that own resources are not available to the business to recover from the disaster.
	  (h) Demonstrate the impact of the event on the business.
	  (i) Sign a Statutory Declaration certifying the above.
		Department of Agriculture and Food
		
		Free call:
		1800 198 231

| **Up to $15,000 Primary Producers Recovery Grant** Reimbursement for the clean-up and immediate restoration costs as a result of the floods 15 – 21 Dec 2010.

Payment will only occur on production of tax invoices or receipts which must be received by the DAFWA prior to the end of the finical year.

Please be advised that applicants can apply for either a Small Business Recovery Grant or a Primary Producers Recovery Grant, <u>NOT BOTH</u>.

<u>Refer information sheet for more details.</u> | **Primary Producers**

(As Above) | **Department of Agriculture and Food**

Free call: 1800 198 231 |

TRANSITION FROM RESPONSE TO RECOVERY FORM

Section 1: Incident Details

Incident name:	
Incident numbers:	
Incident Controller Name & Contact:	
Hazard Management Agency:	
Local Recovery Coordinator Name & Contact:	
Date & Time of Handover Meeting:	
Description of affected area:	
Maps Attached:	**YES/NO**
Other Local Government areas affected:	**YES/NO**

SECTION 2: Impact Assessment

1.   Has any **residential** property been damaged or destroyed?

Yes   Go to question1a
No   Go to question 2

1a.   Record any available information about damage or losses to residential properties.

Number of Residential Properties *Damaged*	
Notes:	

Number of Residential Properties *Destroyed*	
Notes:	

Include an attachment of any additional damage

2.   Has any **commercial or industrial** property been damaged or destroyed?

Yes   Go to question 2a
No   Go to question 3

2a.   Record any available information about damage or losses to commercial or industrial properties.

Number of Commercial or industrial properties *Damaged:*	
Notes:	

Number of Commercial or industrial properties *Destroyed*	
Notes:	

Include an attachment of any additional damage

3.   Has any **rural, pastoral or primary producer** properties been damaged or destroyed?

Yes   Go to question 3a
No   Go to question 4

3a.   Record any available information about damage or losses to **rural, pastoral or primary producer** properties.

Number of Rural, Pastoral or Primary Producer Properties <u>Damaged</u>	
Notes:	

Number of Rural, Pastoral or Primary Producer Properties <u>Destroyed</u>	
Notes:	

Include an attachment of any additional damage

4.   Have any **essential services** been disrupted?

Yes   Go to question 4a
No   Go to question 5

4a   record any available information about damage or losses **to essential services**

SERVICE TYPE	LOCATION	CONTACT PERSON	ESTIMATED RESTORATION TIME
Gas			
Phone			
Power			
Roads			
Water			

5.   *Are there any roadblocks in place?*

_____

_____

_____

_____

_____

6.   Is there any other relevant information regarding the disruption of essential services or damage/loss in general?

_____

_____

_____

_____

_____

SECTION 3: *Evacuation/Welfare*

7.   *Was an* **evacuation** *or* **relocation** *undertaken?*

     Yes   *Go to question 7a*
     No   *Go to question 11*

     7a   *Has a welfare centre (s) been established?*

     Yes   *Go to question7b*
     No   *Go to question 8*

     7b   *Details of welfare centre (s)*

Address:

_____

_____

_____

_____

Estimated number of evacuees:

_____

_____

_____

_____

Notes:

_____

_____

_____

_____

8.   *How many people were evacuated?*

_____

_____

9.   *When evacuees be allowed back into the affected area?*

_____

_____

10. *Is there any other relevant information regarding the evacuation of people within the area?*

_____

_____

_____

_____

Section 4: *Confirmation*

11.   *Transition report details:*

REPORT PREPARED BY:

Name: _____

Date: _____

Time: _____

Signature: _____

HANDED OVER BY:
Incident Controller

Name: _____

Date: _____

Time: _____

Signature: _____

HANDED OVER TO:
Local Recovery Coordinator

Name: _____

Date: _____

Time: _____

Signature: _____

OPERATIONAL SEQUENCE GUIDE/CHECKLIST

SITUATION	ORGANISATION/ACTION
ALERT (Transition) On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities	**HMA** Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. **LOCAL GOVERNMENT** Establish liaison with Local Recovery Coordinator/ Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. Advise and liaise with LRCC members.
ACTIVATION Requirement for Local level coordination of recovery identified/requested	**LOCAL GOVERNMENT** When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. **LRC** Arrange for conduct of on-site assessment, if appropriate. Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
STAND DOWN On completion of Local coordinated recovery activities.	**LOCAL GOVERNMENT/LRC** Ensure handover of responsibility for ongoing recovery activities to a managing agency. Advise LEC and LRC members of stand-down Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

ACTION RECOVERY TEMPLATE

(Suggested composition/layout following a major emergency)

The *<insert Shire/Town>* has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

ACTION RECOVERY PLAN

(Name of community) **Local Recovery Coordinating Committee**

Emergency: *(type and location)* _____

Date of Emergency: _____

Section 1

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

Section 2

Assessment of Recovery Requirements
- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)
- Estimates of cost of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personal requirements (general and specialist)
- Human Services (personal and psychological support) requirements
- Other health issues

Section 3

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

Section 4

Operational Aspects
- Details resources available and required
- Redevelopment plans (includes mitigation proposals)

- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programmes and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government programme for community services restoration
- Financial arrangements, assistance programmes (NDRRA), insurance, public appeals and donations (see also Section 5, below)
- Public information dissemination

Section 5

Administrative Arrangements
- Administration of recovery funding and other financial issues
- Public appeals and administration (including policies and strategies for office and living accommodation. Furniture and equipment details for additional temporary personnel).

Section 6

Conclusion
Summaries goals, priorities and timetable of plan.

_____

_____

_____

_____

_____

_____

Signed by: _____

Chairperson, Local Recovery Coordinating Committee

Date: _____

LOCAL RECOVERY COMMITTEE STANDARD REPORTING

**LOCAL RECOVERY COORDINATING COMMITTEE
RECOVERY REPORT –** *<Emergency Situation>*

Victoria Plains Local Recovery Coordinating Committee

Report No: _____

To: Chairman, SRCC/State Recovery Coordinator

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

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

Special Assistance:

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

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

Recommendations:

Name & Signature: _____   _____

Title: _____

Date: _____

POST INCIDENT ANALYSIS PROFORMA

ISSUE	COMMENT	RECOMMENDATION
MANAGEMENT EXAMPLE		
Was notification/mobilisation satisfactory/ appropriate?	Yes	
Was the Management/Administration structure effective?	Meetings were run well with the correct amount of people	
Reporting relationships clear? *(Did you know who to report to?)*	Needs work	
Was the transition from Response Phase to Recovery Phase clearly established?	Yes	
Were Recovery Objectives/Actions clearly defined?	No	
Were Recovery Arrangements useful or require review/upgrade?	Yes, but a review is required	
Inter-Agency Liaison Were there any issues working/ liaising with other organisations?	No	
Emergency Management- Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/ current?	Meetings were run well with the correct amount of people	

SHIRE OF VICTORIA PLAINS LOCAL RECOVERY PLAN

INITIAL RECOVERY MEETING AGENDA

Meeting Opened:

1. Controlling Agency (CA)/Hazard Management Agency (HMA):
    a.   Overview of Incident
    b.   Overview of outstanding matters/Request for Assistance (RFA's)
    c.   Overview of contentious issues
    d.   Handover of Response to Recovery Document (discuss detail and timing)
    e.   Status of WANDRRA
    f.   Forecast weather patterns

2. Local Government:
    a.   Identification of Local Recovery Coordinator
    b.   Recovery Committee composition
    c.   Chairperson
    d.   Admin Support and Record Keeping
    e.   Required agencies

3. Review of members / agencies present

4. Round table discussion from agencies – who is doing what?

5. Identification of key issues requiring action and allocation of responsibilities and priorities, with timeframes

6. Development of key contact list for agencies

7. Public Information / Media Management:
    a.   who is doing what?
    b.   handover process
    c.   can the CA/HMA provide some intermediate support?
    d.   can a CA/HMA Public Info Officer (PIO) / Media Liaison Officer (MLO) stay and provide assistance?
    e.   is a public meeting required – if so, when and who will run it?

8. Community Welfare – Department of Communities

Next Meeting – date, time, location?

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