

# Local Emergency Management Arrangements

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## *Shires of Westonia & Yilgarn*

### *PART 2 – Recovery Plan*

*This document is to be read in conjunction with Part 1 - Local Emergency Management Arrangements*

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## **PART 1 - INTRODUCTION**

Following the impact of a hazard on a community within the Shires of Westonia & Yilgarn, 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 Shires of Westonia & Yilgarn.

### **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

Management Committee. This plan has been approved by the Shires of Westonia and Yilgarn.

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 Shires of Westonia and Yilgarn and forms a part of the Local Emergency Management Arrangements for the shires. 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 of these 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 Westonia & Yilgarn 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 **Manager of Regulatory Services** at the Shire of Yilgarn, the backup LRC is the **Chief Executive Officer** of either Westonia or Yilgarn Shire Councils depending on the location of the incident.

### RESPONSIBILITIES

#### SHIRES OF WESTONIA & YILGARN

The Shires of Westonia & Yilgarn 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:

## Shires of Westonia and Yilgarn – Local Recovery Plan

- 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

## Shires of Westonia and Yilgarn – Local Recovery Plan

- 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 OR WESTONIA & YILGARN**

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 FOR CHILD PROTECTION & FAMILY SUPPORT

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

BETWEEN		AGREEMENT NAME	DETAILS	LOCATION
NIL				

## **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**

In order 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 Shires of Westonia & Yilgarn 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 Appendix 10 of the 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 event.

## RESOURCES

ITEM / RESOURCE	LOCATION	RESPONSIBILITY

## 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 Appendix 10 of LEMA.

## PART 5 – 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 well-being 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 Events

The WANDRRA ONLY apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.*'

## 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.

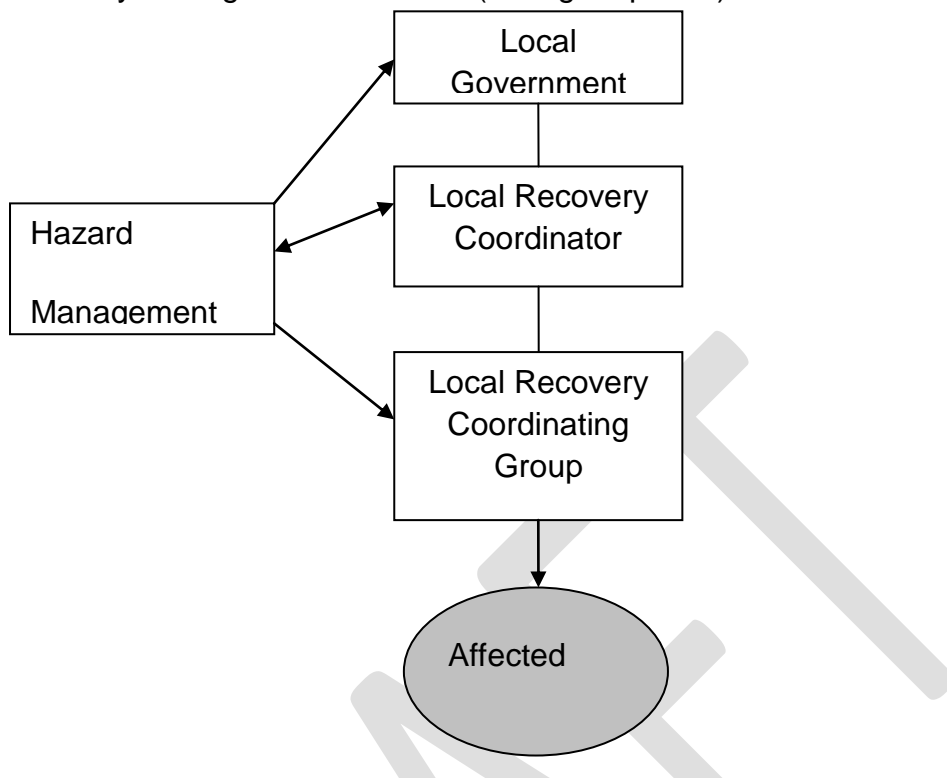


**APPENDICIES**

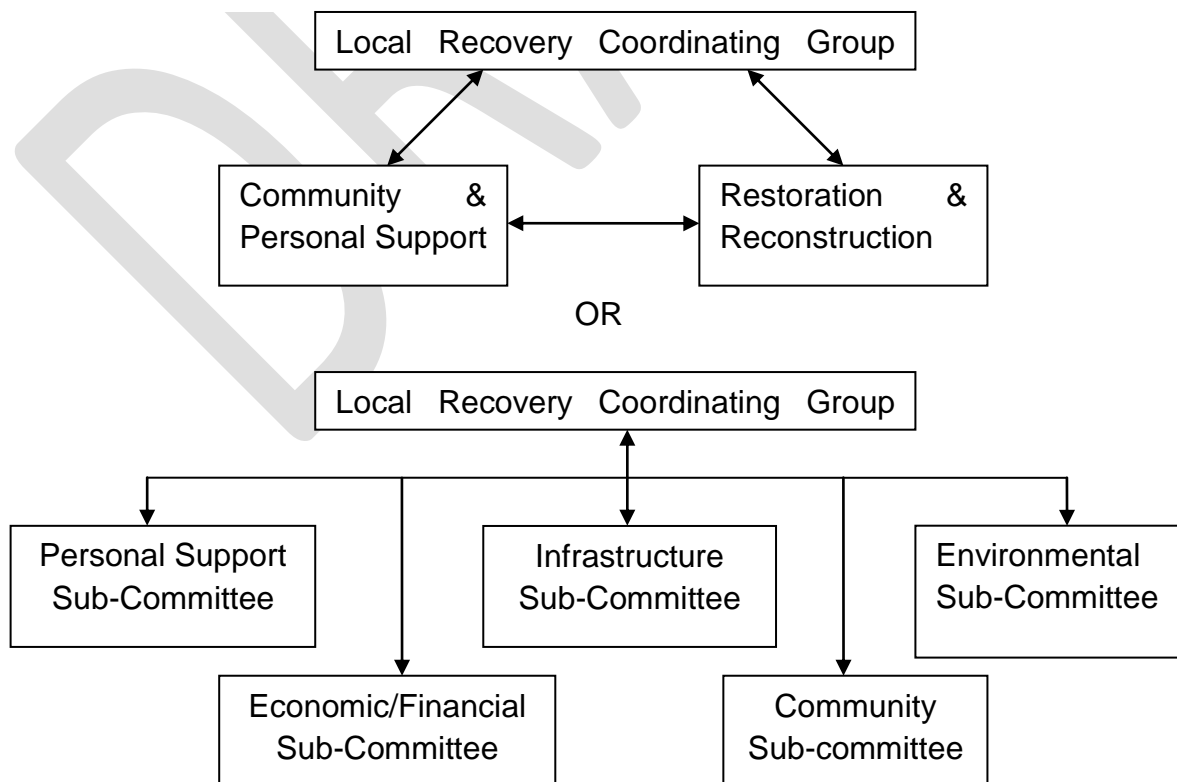
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**ANNEX 1 LOCAL RECOVERY ORGANISATION**

Initial Recovery Management Structure (during response)



**Local Recovery Structures** (following handover from HMA to LRCG) (depending upon community impact and complexity of event)



**ANNEX 2 CONTACTS (RECOVERY SPECIFIC)**

Organisation	Position	Name	Address	Phone	Email
SX Police	OIC	TBC	Canopus Street, Southern Cross	9081 2100	
Southern Cross Volunteer FRS	Captain	Tony Dal Busco	Crn Altair and Canopus St, Southern Cross	9049 1464 0427 491 297	
St Johns Ambulance	President	TBC	Archernar St, Southern Cross		
Southern Cross District Hospital		Anna Joyce	Great Eastern Hwy, Southern Cross	9081 2222	<a href="mailto:anna.joyce@health.wa.gov.au">anna.joyce@health.wa.gov.au</a>
Dept. Child Protection & Family Support	District Emergency Service Officer – Wheatbelt	Jo Spadaccini	Cnr Fitzgerald St and Gairdner St Northam	0429 102 614	<a href="mailto:joanne.spadaccini@cpfs.wa.gov.au">joanne.spadaccini@cpfs.wa.gov.au</a>
Dept. Child Protection & Family Support	Team Leader Merredin	TBA	Great Eastern Hwy, Merredin	B/H 9041 6900 AH Crisis Care 1800 188 008	
Volunteer Bush Fire / Shire of Yilgarn	Chief Bush Fire Control Officer / Deputy President	Cr Wayne Della Bosca	Koolyanobbing Rd, Southern Cross 23 Antares Street, Southern	9049 1149 0427 957 206	<a href="mailto:cr_wdellabosca@yilgarn.wa.gov.au">cr_wdellabosca@yilgarn.wa.gov.au</a>

Shires of Westonia and Yilgarn – Local Recovery Plan

			Cross		
Shire of Yilgarn	President LEMC Chair	Cr Onida Truran	23 Antares Street, Southern Cross	0429 998 158	<a href="mailto:cr_truran@yilgarn.wa.gov.au">cr_truran@yilgarn.wa.gov.au</a>
Shire of Westonia	President	Cr Karin Day	496 Day Road Walgoolan	9044 7014	<a href="mailto:cr.day@westonia.wa.gov.au">cr.day@westonia.wa.gov.au</a>
Shire of Westonia	Deputy President	Cr Doug Hermon	11 Pyrites Street Westonia	0428 400 153	<a href="mailto:cr.hermon@westonia.wa.gov.au">cr.hermon@westonia.wa.gov.au</a>
Shire of Yilgarn	CEO	Brian Jones	23 Antares Street, Southern Cross	9049 1001 0427 775 325	<a href="mailto:ceo@yilgarn.wa.gov.au">ceo@yilgarn.wa.gov.au</a>
Shire of Westonia	CEO	Jaime Criddle	10 Diorite Street Westonia	0428 467 063 9046 7063	<a href="mailto:ceo@westonia.wa.gov.au">ceo@westonia.wa.gov.au</a>
Shire of Yilgarn	LEMC Exec Officer / Local Welfare Liaison Officer/ Local Recovery Coordinator / Mngr. Regulatory Services	Nic Warren	23 Antares Street, Southern Cross	0407 491 027 9049 1001	<a href="mailto:mrs@yilgarn.wa.gov.au">mrs@yilgarn.wa.gov.au</a>
Shire of Yilgarn	Executive Manager Infrastructure	Robert Bosenberg	23 Antares Street, Southern Cross	0409 791 135 9049 1001	<a href="mailto:works@yilgarn.wa.gov.au">works@yilgarn.wa.gov.au</a>
Shire of Westonia	Works Manager	Judd Hobson	11 Quartz Street Westonia	0427 467 082 90467063	<a href="mailto:works@westonia.wa.gov.au">works@westonia.wa.gov.au</a>

Shires of Westonia and Yilgarn – Local Recovery Plan

DFES Fire	Area Officer	McCallum Johnson		9026 4100 0429 372 360	<a href="mailto:Mac.Johnston@dfes.wa.gov.au">Mac.Johnston@dfes.wa.gov.au</a>
SEMC	District EM Advisor	Yvette Grigg	79 Newcastle Street, Northam	9690 2313 0488 907 187	<a href="mailto:yvette.grigg@semc.wa.gov.au">yvette.grigg@semc.wa.gov.au</a>
Hanking Gold		Rob Lewis		0417 969 256	<a href="mailto:Rob.lewis@hanking.com.au">Rob.lewis@hanking.com.au</a>
Evolution Mining		Martin McLaughlin		0408 198 618	<a href="mailto:Martin.mclaughlin@evolutionmining.com.au">Martin.mclaughlin@evolutionmining.com.au</a>
Cliffs Mining	Principal Health, Safety & Training	Jenny Miles-Cadman	PMB 8 Southern Cross	9049 4038 0439 918 438	Jenny.Miles-Cadman@CliffsNR.com
St Joseph's Primary School			Altair Street, Southern Cross	9049 1046	
Moorine Primary School			Great Eastern Hwy, Moorine Rock	9049 1176	
Southern Cross District High School			Antares Street, Southern Cross	9049 1067	
Shire of Yilgarn	Resources Contact	Robert Bosenberg (Manager)		0409 791 135	
Shire of Yilgarn	Resources Contact	Noel Teale (Supervisor)		0409 791 134	

## Shires of Westonia and Yilgarn – Local Recovery Plan

- The DCPFS Welfare Plan contains contacts of relevant agencies and businesses.
- The Yilgarn Community Information Directory also contains up to date information on businesses and persons within Yilgarn

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## ANNEX 3 LOCAL RECOVERY COORDINATOR/LOCAL RECOVERY COORDINATING GROUP

Transition From Response:	OK
IC shall include the LRC in critical response briefings	
LRCG shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCG 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	
<b>Management Structure (the LRCG Shall):</b>	
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.	
<b>Promote Community Involvement (the LRCG shall):</b>	
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).	
<b>Impact Assessment -managerial issues (the LRCG shall):</b>	
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	

## Shires of Westonia and Yilgarn – Local Recovery Plan

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	
<b>Inspections and Needs Assessments - technical focus (the LRCG shall):</b>	
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: <ul style="list-style-type: none"> <li>• how and who will gather the information (single comprehensive survey)</li> <li>• how information will be shared</li> <li>• how information will be processed and analysed</li> <li>• how the data will be verified (accuracy, currency and relevance)</li> </ul>	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
<b>Data Management (the LRCG shall):</b>	
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.	
<b>State Government Involvement (the LRCG shall):</b>	
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.	
<b>Public Information (the LRCG shall):</b>	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	



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Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> <li>• Recovery Coordination centre</li> <li>• spokesperson/s</li> <li>• identifying and adopting key message priorities</li> <li>• using a single publicised website for all press releases</li> </ul>	
Develop processes for: <ul style="list-style-type: none"> <li>• media liaison and management (all forms e.g. print, and electronic)</li> <li>• briefing politicians</li> <li>• alternative means of communication e.g. public meetings, mailbox fliers, advertising</li> <li>• communicating with community groups</li> <li>• meeting specialist needs</li> <li>• formatting press releases</li> <li>• developing and maintaining a website</li> <li>• ensuring feedback is sought, integrated and acknowledged</li> </ul>	
Monitor print and broadcast media, and counter misinformation.	
<b>Rehabilitation and Assistance LRCG Shall:</b>	
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.	
<b>Implementation of Reduction Measures LRC shall plan to:</b>	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> <li>• identify essential services and facilities in high-risk areas</li> <li>• consider the restoration options in the event of their becoming dysfunctional</li> </ul>	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	

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<b>Financial Management LRCG shall to:</b>	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
<b>Reporting LRCG Shall Plan to:</b>	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
<b>Managed Withdrawal LRCG Shall Plan to:</b>	
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	

**ANNEX 4 OPERATIONAL SEQUENCE GUIDE/CHECKLIST**

Situation	Organisation/Action
<p><b>ALERT</b></p> <p>(Transition)</p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p><b>HMA</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements.</li> <li>• Include Local Recovery Coordinators/local governments in briefings/Incident Management Group.</li> </ul> <p><b>LOCAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• Establish liaison with Local Recovery Coordinator/ Local Recovery Coordinating Group (LRCG) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support.</li> <li>• Advise and liaise with LRCG members.</li> </ul>
<p><b>ACTIVATION</b></p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p><b>LOCAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCG and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees.</li> </ul> <p><b>LRCG</b></p> <ul style="list-style-type: none"> <li>• Arrange for conduct of on-site assessment, if appropriate.</li> <li>• Maintain links with affected organisations for the identification and coordination of the provision of</li> </ul>

Situation	Organisation/Action
	recovery support.
<p><b>STAND DOWN</b></p> <p>On completion of Local coordinated recovery activities.</p>	<p><b>LOCAL GOVERNMENT/LRC</b></p> <ul style="list-style-type: none"> <li>• Ensure handover of responsibility for ongoing recovery activities to a managing agency.</li> <li>• Advise LEC and LRCCG members of stand-down</li> <li>• 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</li> <li>• Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.</li> </ul>

## **ANNEX 5 ACTION RECOVERY PLAN TEMPLATE**

### Action Recovery Plan

(Suggested composition/layout following a major emergency)

The Shires of Westonia and Yilgarn have 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 LRCG.

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

## Westonia/Yilgarn 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.

## 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: \_\_\_\_\_

## **ANNEX 6 LOCAL RECOVERY COORDINATING GROUP STANDARD REPORTING**

LOCAL RECOVERY Coordinating GROUP

RECOVERY REPORT – <Emergency Situation>

Westonia Yilgarn Local Recovery Coordinating Group

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, LRCG intervention with priorities.

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

Recommendations:

Name & Signature:

Title:

Date:



## ANNEX 7 POST INCIDENT ANALYSIS PRO FORMA

Issue	COMMENT	RECOMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Adminstration structure effective.		
Reporting relationships clear ? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade		
<p>Inter-agency liaison</p> <p>Were there any issues working/liaising with other organisations?</p>		
<p>Emergency Management - Recovery Support Arrangements</p> <p>Are relevant Agency/Organisation arrangements established/current?</p>		

**Notes**