

Shire of Halls Creek

Local Recovery Plan 2015

LEMC Endorsement Date: 5 February 2015
SHC Endorsement Date: 19 February 2015
Endorsement Reference LEMC Minutes
Full Review Date: March 2020
Maintained by: Executive Officer to LEMC

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The Shire of Halls Creek Local Emergency Management Arrangements has been prepared and endorsed by the Shire of Halls Creek Local Emergency Management Committee pursuant to Section 41(1) of the Emergency Management Act 2005. A copy has been submitted to the State Emergency Management Committee pursuant to Section 41(5) of the Emergency Management Act 2005 and a copy has been submitted to the Kimberley District Emergency Management Committee as per item 31 of the State Emergency Management Policy Number 2.5.

Certificate of Approval


CERTIFICATE

Local governments are required under the provisions of Section 36 of the Emergency Management Act 2005 to ensure that local emergency management arrangements are prepared for the local government area. The documents to which this certificate refers shall be referred to as the *Shire of Halls Creek Local Recovery Plan 2015* and herein after referred to as LRP.

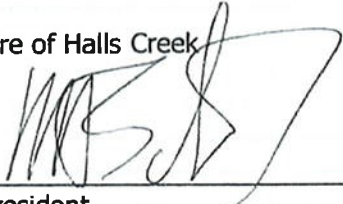
The LRP has been prepared by the Local Emergency Management Committee in consultation with hazard management agencies, government and non-government organisations, community and vulnerable groups.

As is a requirement of State Emergency Management Committee Policy Statement 2.5, the LRP has been submitted for endorsement to those bodies appearing below.

The Shire of Halls Creek Local Emergency Management Committee



Chairperson

26/3/2015.
Date

The Shire of Halls Creek

Shire President

26/03/2015
Date

Kimberley - District Emergency Management Committee

 30422
Chairperson

14.4.2015
Date

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Distribution List

	No. of Copies
Chairperson LEMC	1
OIC Ranger Services	1
Shire President	1
Chief Executive Officer	1 (Master Version)
Executive Officer Kimberley DEMC	1
Manager Halls Creek Airport	1
Librarian Shire of Halls Creek	1
Department of Agriculture & Food WA	1
Department for Child Protection	1
Halls Creek Hospital	1
OIC Volunteer Emergency Services Unit	1
Kimberley Language Resource Centre	1
Yura Yungi	1
Department of Agriculture	1
Centrelink	1
Horizon Power	1
Water Authority	1
Main Roads WA	1
District Officer Kimberley District Police Office	1
OIC Halls Creek Police (EC)	1
OIC Balgo Multi-function Police Facility	1
OIC Warmun Multi-function Police Facility	1

Communities

Balgo Hills	1
Billiluna	1
Frog Hollow	1
Mulan	1
Kundat Djaru (Ringer Soak)	1
Warmun	1
Yiyili	1

The master version of these arrangements will be located in the office of the CEO Shire of Halls Creek.

An Electronic version of the Local Recovery Plan has been provided to the Kimberley DEMC and SEMC for noting.

Copies of this Local Recovery Plan are available to the public at www.hallscreek.wa.gov.au or at reception of the Shire Offices located at Lot 17 Thomas Street, Halls Creek WA 6770.

Amendment Record

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

Feedback can include:

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

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

Chairperson

Local Emergency Management Committee

Shire of Halls Creek

PO Box 21

Halls Creek WA 6770

Or alternatively you may email to:

hcshire@hcshire.wa.gov.au

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

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

[illegible]

Glossary of Terms and Acronyms

The following terms apply throughout these arrangements

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the well-being of communities and the environment. (See also – RISK MANAGEMENT)

DISASTER- See EMERGENCY.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EMERGENCY MANAGEMENT- is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to and recover from emergencies and disasters in both peace and war.

EMERGENCY MANAGEMENT CONCEPTS - the emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the Emergency Management Regulations 2006:

1. **P**revention activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.
2. **P**reparedness activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.
3. **R**esponse activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.
4. **R**ecovery activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen the effects on the community.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that on being implemented contributes to the safety and wellbeing of communities and the environment.

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as 'these arrangements' or 'local arrangements'.

LOCAL EMERGENCY MANAGEMENT COMMITTEE –is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

RECOVERY - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economical and physical wellbeing.

RISK – The effect of uncertainties on objectives (Reference ISO 31,000:2009)

RISK MANAGEMENT – Coordinated activities to direct and control an organisation with regard to risk. The risk management process includes the activities of:

- Communication and consultation;
- Establishing the context;
- Risk assessment, which includes;
 - Risk identification
 - Risk analysis, and
 - Risk evaluation.
- Risk treatment, and
- Monitoring and review

(Reference National Emergency Risk Assessment Guide 2014)

ACRONYMS USED IN THIS PLAN

BoM	Bureau of Meteorology
CEO:	Chief Executive Officer
DOH:	Department of Health
SHC:	Shire of Halls Creek
DCPFS:	Department for Child Protection and Family Support
DPaW:	Department of Parks and Wildlife
DEMC:	District Emergency Management Committee
DET:	Department of Education and Training
DFES:	Department of Fire and Emergency Services
IAM:	Infrastructure Assets Manager
IC:	Incident Controller
ISG:	Incident Support Group
KLRC:	Kimberley Language Resource Centre
LEC:	Local Emergency Coordinator
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority/Area
LGLO:	Local Government Liaison Officer
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordination Committee
MPF:	Multi-Function Police Facility
OASG:	Operations Area Support Group
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMCS:	State Emergency management Committee Secretariat
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
VESU:	Volunteer Emergency Services Unit
WAP:	Western Australia Police

Public Consultation and Access

The local emergency management arrangements will be made available to members of the public free of charge supplied in electronic format on application to the Shire during normal business hours. Email: hcshire@hcshire.wa.gov.au.

PART 1 – Recovery Management

Aim

The aim of this Plan is to detail the arrangements and processes established to restore, as quickly as possible, the quality of life in an effected community so that they can continue to function as part of the wider community.

Objectives

The objectives of this Plan are to:

- Ensure effective and coordinated management of recovery within the SHC;
- Ensure the plan complies with State emergency management arrangements;
- Identify the roles and responsibilities of HMAs, emergency services, support organisations and SHC staff whilst promoting effective liaison between all organisations;
- Ensure a coordinated approach to public education in relation to emergencies within the SHC;
- Ensure the Plan is kept up-to-date.

For a guide to community based recovery concepts refer to Annex A.

Scope

The scope of the Plan is limited to and includes:

- The geographical boundaries of the SHC;
- Existing legislation, plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with the SHC 'Local Emergency Management Arrangements';
- Support to relevant SHC supporting documents and/or supporting plans.

Title

The title of this Plan is the Shire of Halls Creek '**Local Recovery Plan**'.

Purpose

The purpose of the Shire of Halls Creek Recovery Plan is to:

- Establish the organisation and procedures for the management of recovery from emergencies in the Shire of Halls Creek;
- Identify the roles and responsibilities of participating organisations/agencies
- Establish a basis for the coordination of recovery for the community.

Resources

The Local Recovery Coordinator is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. Local government resources are identified in the Asset Register of the local government. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

Current agreements, understandings and Commitments

Mutual Aid Agreements, such as sharing of resources during times of emergency has been discussed and agree between the Councils of the Shire of Broome, Derby-West Kimberley, Halls Creek, Wyndham- East Kimberley and Christmas Island. These Councils form the Western Australian Local Government Association (WALGA) Kimberley Zone of Councils.

PART 2 – Local Recovery Arrangements

Special Considerations

With the diversity of the SHC, there are several considerations that may have an impact on the implementation of the Plan in times of emergency:

- Bush Fire (Dry Season) – May to October;
- Cyclone (Wet Season) – December to April when many roads are closed due to flooding.

Western Australia is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological events.

Effective emergency management arrangements enhance the community's resilience against, and preparedness for, emergencies through strategies that apply prevention/mitigation, preparedness, and response and recovery activities.

LGAs are the closest level of government to their communities and have access to specialized knowledge about environment and demographic features of their communities. LGAs also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business. Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

Resources

The LRC is responsible for the determination of resources required for recovery activities in consultation with the HMA, during the initial stages of the recovery process, and support organisations. SHC council resources and community resources are found in the SHC '**Resource and Asset Register**' which is a support document to the SHC '**Local Emergency Management Arrangements**'. Where possible, SHC resources will be made available on request.

The LRC is responsible for coordinating the effective provision of resources and services to avoid duplication of effort. If the LRCC is convened, the LRC will continue to assess

the LRCC requirements for the restoration of services and facilities including determination of the resources required for the recovery process. The LRCC will source and coordinate external and internal resources, including the provision of SHC staff.

Activation of this Plan

The decision to activate this plan will be made by the SHC President on the advice of the LRC and taking into account an assessment of the assistance required for recovery made by either:

- The ISG; or
- Through consultation between the HMA, the IC and the LEC; or
- The LGA.

SHC Staff

Once the LRCC has been activated, all SHC staff engaged in the recovery process will be coordinated by the LRCC including the rostering of staff, attendance monitoring (time sheets), OH&S etc.

Finance Arrangements

SEMP 4.2 Funding for Emergencies outlines the responsibilities of funding during multi-agency emergencies. It states:

"Emergency management agencies undertaking emergency response and recovery activities, particularly multi-agency emergencies, often incur significant unforeseen costs. Some of these costs are directly related to agencies' core functions and programs while other costs may be associated with the provision of services and resources in support of Hazard Management Agencies. In addition, private organisations, because of their expertise and resources, may also be called upon to support the Hazard management Agencies at some cost".

Whilst recognising the provisions of SEMP 4.2, the SHC is committed to spending such necessary funds as required to ensure the safety of SHC residents and visitors.

Emergency Financial Assistance

The DCPFS may provide financial assistance to people who are impacted by an emergency who are eligible and in need.

Other financial assistance may be provided by other Government and Non-Government agencies depending on the size and impact of the emergency incident and the appropriate legal and procedural requests to do so.

Financial Management

When an emergency event occurs that requires a multi-agency response and the event is caused by a hazard identified under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), the local government must consider setting up a separate cost centre for the capture of costs associated with the emergency. Should the threshold figure be reached and the event is declared for WANDRRA funding the local

government costs associated with recovery may be claimable subject to verification by the Department of Premier and Cabinet (DPC).

Local Recovery Coordinator

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

LRCC Executive Positions

LRCC Position	Primary	Alternate
LRCC Chair	Shire President	Shire Councillor
Local Recovery Coordinator	Chief Executive Officer	Infrastructure Assets Manager
Support Officer	Shire appointee	Shire appointee

For explanation of the roles and responsibilities of the:

- Local Recovery Coordinator – Refer to [Annex B](#);
- Local Recovery Coordination Committee Operational Checklist – Refer [Annex C](#).

Cessation of Response

Recovery activities commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA IC is to ensure that the LRC is notified of the event and is included as a member of the ISG.

Controlling Agency Responsibilities

- Controlling agencies are to include recovery arrangements in State emergency management plans.
- The relevant Controlling Agency with responsibility for the response to an emergency must initiate recovery activity during the response to that emergency.
- The Controlling Agency is to ensure timely notification of the emergency, liaison and appropriate inclusion of those with recovery responsibilities in the incident management arrangements.
- The Controlling Agency is responsible for ensuring that in combating the effects of the emergency, activities have regard for the need to facilitate recovery.
- The Controlling Agency is also responsible for the coordination of assessment of all impacts relating to all recovery environments prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area.

Introduction

This part of the arrangements details issues that apply where an event is assessed as being of sufficient magnitude to require the LRCC to be convened to commence the recovery process. For information on the activation and escalation of the recovery process, refer to the Community Driven Needs Assessment Process [Annex A](#).

Under Section 36(b) of the EM Act LGAs are responsible for managing recovery within their local government district. Therefore the SHC will be responsible for management of the recovery process within the local government district.

Organisation

The LRCC will preferably be chaired by the SHC Shire President, the SHC CEO or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives where the LRCC is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process. Where the LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

Executive

Chairperson (If not the SHC President, the SHC CEO, then preferably a SHC Councillor);
Local Recovery Coordinator (should be different from the Chairperson);
Secretary (normally provided by LGA); and
Local Emergency Coordinator (OIC Halls Creek Police Station).

Core Membership

Local Government Officers;
Hazard Management Agency (relevant to the emergency situation);
Department of Health and or Environmental Health Officer;
Department for Child Protection and Family Support;
Western Australia Police Service;
Community Representative/s; and if established
Chairpersons of sub-committees;
Language Resource Centre representative; and
Aboriginal community representative (ICC or other organisation)

Co-opted members (*Where required*)

Department of Agriculture and Food WA;	Regional Development Commission;
Department of Environment and Conservation;	Education/school representative;
Lifelines (power, water, gas, etc);	Community Groups;
Main Roads WA;	Chamber of Commerce;
Department of Water;	Insurance Council Representative;
	Other persons/organisations as identified.

Organisational Responsibilities

Agreed roles and responsibilities of all agencies/groups that may assist in the recovery process are detailed in Annex E. All agencies/groups that do not have a legislated organisational responsibility outlined in WESTPLAN Recovered have been consulted and have verified their willingness and capability to undertake the agreed responsibilities, resource dependent at the time.

Contacts Directory

Refer to the SHC '**Emergency Contacts Directory**' for all contact details.

Transition from Response to Recovery

Recovery activities commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA Incident Controller (IC) is to ensure that the LRC is notified of the event and is included as a member of the ISG.

During the response many of the agencies with recovery roles may be heavily committed, therefore the inclusion of the LRC on the ISG will ensure:

- The alignment of response and recovery priorities;
- Liaison with key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.
- The full LRCC including sub-committees shall be called together as soon as possible for a briefing of the emergency situation even during the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

Transition from response to recovery shall be formalised by the HMA in consultation with the chair of the LRCC and must be correctly documented and signed by both parties before transition can be said to be complete.

In the transition from response to recovery, the following shall occur:

- IC shall include the LRC in critical response briefings;
- LRC will ensure the IC is aware of recovery requirements and tasks prior to the termination of the response phase;
- LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role;
- LRCC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalization of handover takes place.
- The HMA and the LRC must ensure that the Transition from Response to Recovery Form has been completed in its entirety and has been signed off by the IC officially completing the transition from response to recovery. The form is available from the HMA or DFES.

Local Response/Recovery Coordination Interface

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the HMA's IC, the LRC and the EC. However, where an agreement cannot be achieved, preference is to be given to the response requirements.

Impact Assessment and Operational Recovery Planning

It is essential that the LRC conduct an assessment of the recovery and restoration requirements as soon as possible after the impact of the event. An Impact Assessment should not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Hazard Management Agency;
- Welfare agencies – to identify persons in need of immediate assistance;
- LGA building inspectors and engineers;
- Insurance assessors;
- Business associations, e.g. local chamber of commerce;
- Recovery Needs Assessment and Support Survey Form.

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. The suggested composition found in [Annex F](#) and is a guide to those elements that should be included, although it is not intended to be proscriptive.

Welfare and Health Services

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the emergency. Recovery activities are directed at providing information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following related documents provide detailed information:

- Local Welfare Emergency Management Support Plan;
- WESTPLAN Health;
- WESTPLAN Welfare

Recovery Coordination Centre

A Recovery Coordination Centre (RCC) is required to be established if extensive recovery activities are to be undertaken within the community. The purpose of the RCC is to bring together all agencies involved in the recovery process to ensure effective management of recovery from emergencies. It is primarily concerned with the systematic acquisition and application of resources (agency personnel and equipment), and information and communication management in accordance with the requirements imposed by the emergency. The LRCC is responsible for the activation of the RCC.

The Local Recovery Coordination Centre will be located at the Shire of Halls Creek Administration Centre, Thomas Street, Halls Creek. If this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and the location and contact numbers after it has been relocated will be publicised.

Refer to the SHC '**Local Emergency Management Arrangements**', Part 1, Primary Emergency Operations Centres for other designated buildings.

Recovery Information Centre

An effective method of providing the affected community with access to information and assistance is through the establishment of a One-Stop-Shop. The centre will include representatives from all the recovery service providers relevant to the event, e.g. government agencies, health and welfare services, small business, tourism industry, and primary producer associations.

A Recovery Information Centre/ One-Stop-Shop will be established when required, by the LRCC to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the One-Stop-Shop will be disseminated to the community when it has been established.

The One-Stop-Shop may be established at a welfare centre, in the Recovery Coordination centre or in an identified SHC building (e.g. library or community centre).

NOTE: The availability of interpreters should be a consideration when planning a one-stop-shop in the Halls Creek LGA. Contact should be made in every instance with the Kimberley Language Resource centre.

Infrastructure

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewerage, electricity, gas and waste disposal, will remain the responsibility of life line agencies with existing responsibility for the provision of those services, each of which should have a business continuity plan (BCP) in place. The LRCC is responsible for recommending priorities and ensuring work is completed.

State Level Assistance

State level assistance for community recovery will normally be provided by a range of State government agencies through direct representation on the LRCC.

Where the level of recovery is beyond the capacity of the local community, State level support shall be requested as outlined in State recovery arrangements WESTPLAN Recovery.

Public Information

Public information is an important function within the recovery process and is the role of the Local Government. The Shire of Halls Creek will lead community recovery by keeping the community informed of the recovery effort. Refer to public information and media messages templates in Annex G(1) and G(2).

Communication Policy

In the management of media relations, the LRCC must seek guidance from the HMA and the Shire of Halls Creek CEO.

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the LRCC in collaboration with the President and CEO of the Shire of Halls Creek.

Both internal and external information will be directed by the strategy, which will ensure alignment with the LRCC response objectives and with the SHC Communication Policy.

A well-managed and coordinated response will ensure the following occurs:

- Stakeholders are arranged in order of priority and addressed accordingly;
- Communication is facilitated only by those authorised to do so;
- Information released is confirmed and accurate; Communication is regular and takes into account sensitivities.

Communication Materials

In an emergency situation a communication strategy should be developed to ensure that all communication efforts are aligned with emergency response objectives, Shire of Halls Creek policies and the principles outlined above. The strategy will also guide the use of the communication tools listed below. Samples of these tools are located in Annex G(1) and G(2).

- Developing Key Messages

Communication Principles

In an emergency, communication with the affected community must adhere to the following principles:

Timeliness – regularly updating stakeholders 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.

Stand Down – Recognising the end of recovery

The LRC will stand down the LRCC when they are no longer required. As recovery is sometimes a protracted process, there may be a need to keep the LRCC as an operational committee for several months even years post event. It is important that the committee identifies when recovery is completed as far as is reasonable.

Debriefing and Post Operations Reports

Formal reporting responsibilities are detailed in Westplan – Recovery Coordination. The local government is required to report to the SEMC through an Annual Report from their respective LEMC. The LRC will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and will prepare and table a Post Operations Report to the LEMC for review and update of this plan. A copy of the report will also be forwarded the HMA and the Chairman of the SEMC Recovery Services Subcommittee and the Kimberley DEMC. The State Recovery Committee Standard Reporting Form can be located at [Annex F](#).

PART 3 – Testing Exercising and Reviewing the Plan

Testing and Exercising

The LEMC recognises that the testing of this plan is as important as writing it. As a blueprint for the communities' recovery activities to an emergency, this Plan must be verified through testing for accuracy and functionality.

The benefits of testing this Plan are:

- Determining the effectiveness of the Plan;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the Plan and educate the community;
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks;
- Improving the Plan in accordance with the results of exercise debriefings.

SEMP PS 3.1 details requirements on testing emergency management arrangements within the State. EMA managing Exercises Manual 42 provides guidelines and a national reference for the design, conduct and review of exercises and simulations. The manual is a useful resource for members of emergency services and personnel responsible for developing and testing emergency response plans and their capabilities.

Schedule of Exercises

The LEMC shall undertake a minimum of one multi-agency exercise per year to test the Local Recovery Plan. This may be done in conjunction with testing the LEMA in accordance with SEMC Policy Statement 2.5.

Such exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of multi-agency debrief and the production of a report to the committee with recommendations for areas or possible improvements to these arrangements.

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner.

Exercise Formats:

- Discussion Exercise:
- Orientation Exercise
- Agency presentation
- Hypothetical Exercise
- Syndicate Exercise
- Function Exercise

- Table top exercise
- Field Exercise - Simple or Complex

Where possible the community should be encouraged to participate in the exercise or be observers.

Review of these Arrangements

This Plan will be reviewed every five (5) years, after an exercise, after an emergency where all or any part of this Plan are utilised or where changes are required for other reasons.

The LRC is responsible for ensuring the review of this Plan occurs.

Training programs which may assist in this Area

Western Australian Local Government Association provides valuable training opportunities in emergency management to local government in WA. The training includes:

- Working in Emergency Management (on-line training. This course is nationally accredited and linked to the Advanced Diploma Public safety Emergency Management training package)
- AIIMS awareness (on-line training accredited by DFES for volunteers)
- Participate in Local Government Emergency Management Preparation (Face-to-face)
- Manage Recovery Activities for Local Government (Face-to-face)
- Local Recovery Coordinator (Face-to-face)

Annex A: Community driven needs assessment process



ANNEX B: - Local Recovery Coordinator

Roles and Responsibilities

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Recovery Plan;
- Assess the community recovery requirements for each event, in liaison with the HMA, EC, and other responsible agencies;
- Provide advice to the Shire President/Mayor/CEO on the requirement to activate the Plan;
- Convene the LRCC;
- Provide initial advice to the LRCC.

Where the Local Recovery Coordinating Committee is convened:

- Undertake the functions of the Executive Officer to the LRCC;
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair, State Recovery Coordinating Committee or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

Following is a 'Local Recovery Coordinator Operational Checklist' to assist the LRC in their role.

ANNEX C: Local Recovery Coordination Committee Action Check List

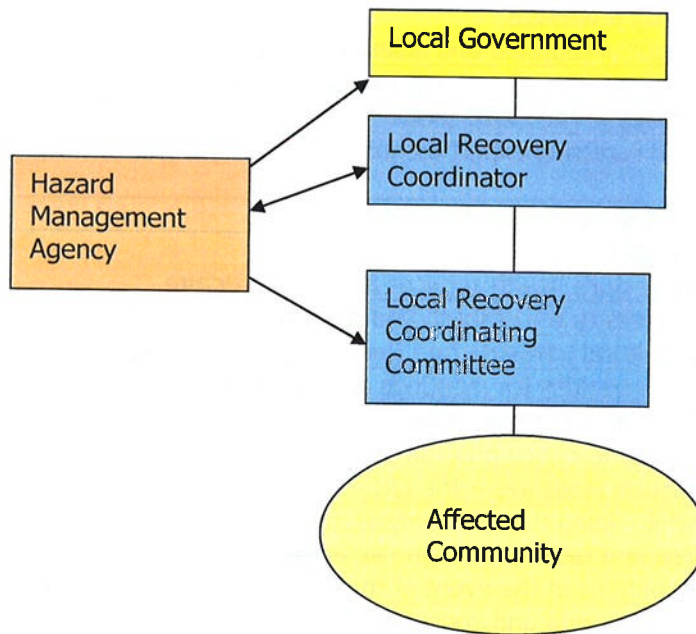
Local Recovery Coordination Committee Action Check List

In the transition from Response	OK
The IC shall include the LRC in official response briefings.	
The LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency.	
The LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role.	
The LRC is to confirm whether the event has been proclaimed an eligible disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
The LRC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalization of handover takes place.	
Management Structure – the LRCC shall:	
Ensure the appointment of a LRC has occurred.	
Set up an office with administrative support.	
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, to the general public and the media.	
Facilitate and advise on State/Federal emergency relief funding and facilitate and advise on private aid and funding.	
Activate and coordinate the Recovery Coordination Centre if required.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote community involvement – the LRCC shall:	
Work within existing community organisations.	
Provide interpreter services for non-English speaking people	
Recruit representatives of the affected community into the recovery planning.	
Establish strategies for uniting the community behind agreed objectives.	
Provide a “one-stop-shop(s)” for advice, information and assistance during the recovery period.	
Establish mechanisms for the sharing of 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”).	

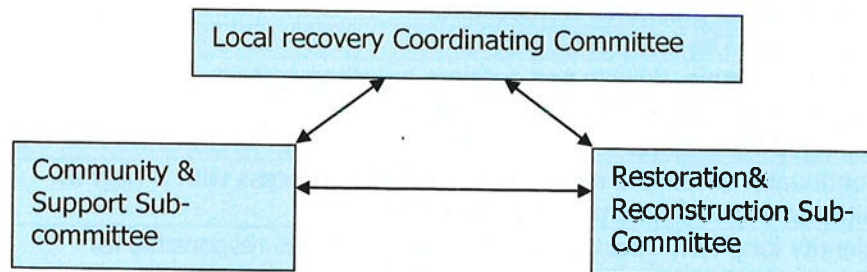
Assess the financial and insurance requirements of affected parties.	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain.	
Inspections and Needs Assessments (technical focus) – the LRCC shall:	
Establish 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).	
Managing 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 LRCC 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 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 potential spokes people to deal with the media.	
Manage public information during the transition from response to recovery when hand-over completed from HMA.	
Ensure public information for Aboriginal communities is language sensitive.	
Identify priority information needs.	
Develop a comprehensive media/communications strategy.	
Coordinate public information through: Joint information centres; Spokesperson/s; Identifying and adopting key message priorities; Using a single publicised web site 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 flyers, 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 – The 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 business 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 in liaison with DCP.	
Adjust capital works and maintenance programs	
Implementation of Reduction Measures – the LRCC shall plan to:	
Take the opportunity, while doing the risk analysis, to:	
Identify essential services and facilities in high risk areas,	
Consider the restoration options in the event of them becoming dysfunctional.	
Identify options based on research and consultation.	
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements).	
Financial Management – The LRCC shall plan to:	
Review financial strategies.	
Communicate with financial agencies, including insurance providers.	
Keep financial processes transparent.	
Reporting – The LRCC shall plan to:	
Provide a simple, flexible and succinct reporting system.	
Provide adequate administrative support.	
Managed Withdrawal – the 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 agencies responsible for management.	
Establish arrangements for ongoing public information and communications including avenues 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 learned and strategies for enhancing community recovery arrangements and processes for future events.	

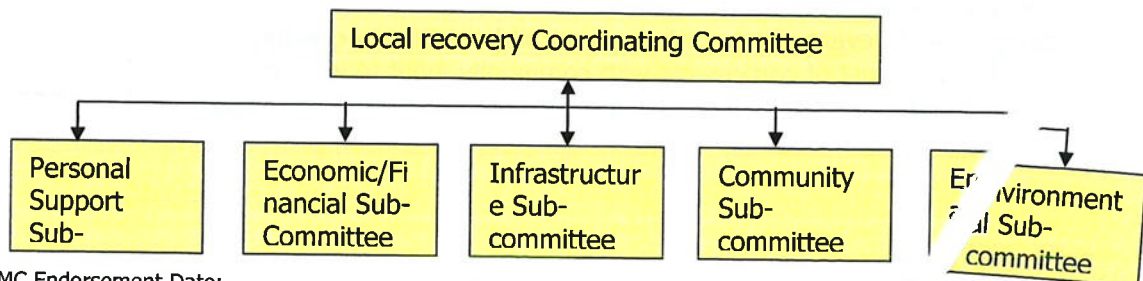
ANNEX D: Local Emergency Management Flow Chart



Alternative Committee Structures
(Dependant upon community impact and complexity of event)



OR



LEMC Endorsement Date:

ANNEX E: Organisational Responsibilities

Local Government	<p>Ensuring that a Local Recovery Plan for its district is prepared, maintained and tested as required by Section 41(4) of the EM Act.</p> <p>Appoint a LRC(s) as per Section 41(4) of the EM Act.</p> <p>Chair the LRCC as per Section 36(b) of the EM Act.</p> <p>Provide secretariat and administrative support the LRCC, as required.</p> <p>Provide other representatives to the LRCC or its sub-committees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, and Community Services).</p> <p>Ensure the restoration/reconstruction of services/facilities normally provided by the LGA.</p> <p>Identify community needs and resource availability.</p> <p>Liaise, consult and negotiate on behalf of the affected community.</p>
Department for Child Protection & Family Services	<p>Provide a representative to the LRCC.</p> <p>Provide emergency welfare services as part of the recovery process as required by the WESTPLAN – Recovery and as agreed to by the 'Local Welfare Emergency Management Support Plan'.</p> <p>Manage the provision of personal hardship and distress measures under the WANDRRA, including counseling, emergency assistance and temporary accommodation.</p> <p>Manage donated goods.</p>
Pastoralists and Grazer's Association	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Manage the provision of assistance to primary producers, particularly in relation to the Primary Producer package under the WANDRRA.</p>
Main Roads WA	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Assess and report on damage to State/Federal road infrastructure that may impact on the community.</p> <p>In conjunction with the LGA assist with assessment of damage to local roads and provide advice on road closures and alternate transport routes.</p> <p>Assist the local government with the reopening and restoration of local roads including providing access to funding where available through the MRWA Flood damage to Local Roads Special Funding Assistance Program and/or the WANDRRA.</p>
Lifeline Agencies (including gas, power and water)	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Assess and report on damage to lifeline services and progress of restoration of services.</p> <p>Facilitate restoration</p>

Regional Development Commission	Provide a representative to the LRCC (co-opted as required). Assist with the assessment of the impact of the emergency on small business. Provide advice on and facilitate access to available business support services/funding support, e.g. WANDRRA small business support measures.
Local Chamber of Commerce	Provide a representative to the LRCC (co-opted as required). Survey and report on impact to and specific needs of local business.
Department of Education & Training	Provide a representative to the LRCC (co-opted as required). Provide advice on issues affecting the normal operation of schools, e.g. restrictions on student access or damage to school premises.
Local Health Services Provider (Department of Health or Local Health Officer)	Provide a representative to the LRCC (co-opted as required). Advise on health issues arising from the emergency. Coordinate the local health components of the recovery process.
Lord Mayor's Distress Relief Fund	Liaise with the LRCC to assess the requirements for public donations and if required initiate "Calls for public donations" in accordance with SEMP 4.2 As required set up a local appeals committee in conjunction with the LRCC. Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.

ANNEX F: Operational Recovery Plan

Shire of Halls Creek Local Recovery Coordination Committee

Section 1 Introduction

Background on the Nature of the emergency or incident

Aim or purpose of the plan

Authority for the 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 (including details of emergency welfare centres)

Additional personnel requirements (general specialist)

Human services (personnel and psychiatric support) requirements

Other health issues

Section 3 Organisational Aspects

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

Details of the inter-agency relationships and responsibilities

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

Section 4 Operational Aspects

Details of resources available and required

Redevelopment plans (includes mitigation proposals)

Reconstruction restoration program 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 (WANDRRA), insurance, public appeals and donations (see also Section 5 below)

Public information dissemination

Section 5 Administrative Arrangements

Administration of recovery funding and other general financial issues

Public appeals policy and administration (includes policies and strategies for distribution of funds)

Office and living accommodation, furniture and equipment details for additional temporary personnel

Section 6 Conclusion

Summary of goals, priorities and timetable of plan

Signed by: Chairman, Local Recovery Coordination Committee

Date: / /

ANNEX G: State Recovery Committee Standard Reporting

STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT – (Emergency Situation)

(Name) 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 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, SRCC intervention with priorities.*

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

Recommendations:

Name and Signature:

Title:

Date:

ANNEX G (1): - Key Messages

The following are samples only of key messages that may be considered for use:

Key message 1:

Our primary concern continues to be the wellbeing of the people in our community. On behalf of the Shire of Halls Creek to all affected by the incident. Shire of Halls Creek, together with <insert relevant organisations> are doing everything possible to care for the families/employees/communities impacted.

Consider the following information:

- Financial support provided
- Counselling support provided
- The Shire of Halls Creek immediate priority will continue to be to support affected employees/families/communities
- Family visits, community debriefs and other actions taken.
- Next stages - what is known.

Key message 2:

Shire of Halls Creek is cooperating in investigations of <insert relevant> to avoid reoccurrence of the incident. There will be a full investigation into the incident and we will provide whatever assistance we can to investigators.

- The review will be headed by <insert name and organisation>
- Our review will focus on operational and emergency response issues
- The results are expected to be released <insert timeframe>
- Our priority is to avoid reoccurrence of the incident and reduction of impacts on <insert relevant stakeholders>
- Timeframe for specific information to be confirmed and released
- Describe next steps - positives for the local government's future.

ANNEX G (2): - Writing a Media Release

Media Release (1 page) Attn: <insert name of media contact>

Time: <insert time>

Date: <insert date>

Headline:

Structuring a media release:

- What do you want to say? Try and summarise it in one short statement before you start to expand or develop your ideas;
- Ask yourself what is the most important information for the intended audience and prioritise this;
- Write only about the confirmed facts;
- Write short sentences. Ideally don't have more than two sentences to a paragraph;
- Provide as much Contact information as possible, at the end of the release;
- Ensure that you answer the Five Golden Rules: (who, what, where, when, why?);
- Use the 'pyramid' approach to writing your release:

Style and language:

- Make sure the first sentence release is effective, as this is most important;
- Avoid excessive use of adjectives, keep language simple;
- Include a quote from a person, identifying the person by name and title and putting the comments in quotation marks;
- Finally, ensure that the release undergoes a proof and edit and that sign off authority is obtained.

ANNEX H: Developing Key Messages

Key Message 1:

Our primary concern continues to be the wellbeing of the people in our community

- Express sympathy on behalf of the Shire of Halls Creek to all affected by the incident;
- The Shire of Halls Creek together with (insert relevant organisations) are doing everything possible to care for the families/employees/community;
- Financial support provided; Counselling support provided; The Shire's immediate priority will continue to be to support the affected employees/families/communities;
- Family visits, community debriefs and other actions taken;
- Next stages, what is known.

Key Message 2:

All efforts are being focused on containing and controlling the incident, reducing further impacts.

- Evacuation process, if undertaken;
- Secured areas/road closures;
- Assessment of damage to area/infrastructure;
- Actions being taken to manage the incident;
- Investigations being undertaken or planned;
- Businesses closed/ re-opening;
- Known facts of the incident and its effects.

Key Message 3:

The Shire of Halls Creek is cooperating in investigations of (insert relevant) to avoid reoccurrence of the incident.

- There will be a full investigation into the incident and we will provide whatever assistance we can to investigators;
- The review will be headed by (insert name and organisation); Our review will focus on operational and emergency response issues;
- The results are expected to be released (insert timeframe);
- Our priority is to avoid reoccurrence of the incident and reduction of impacts on (insert relevant stakeholders);
- Timeframe for specific information to be confirmed and released;
- Describe next steps – positives for Shire's future.