

Shire of Harvey

Local Emergency Management Arrangements and Local Recovery Plan 2017

LEMC endorsement date: 13th March, 2017.
Full review required: 2022
Maintained by: Executive Officer
to LEMC

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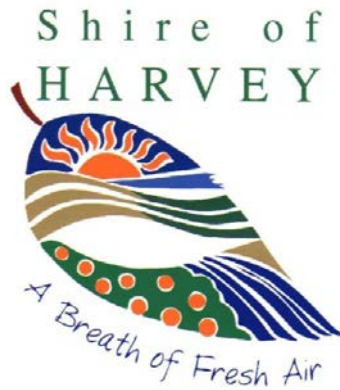
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Shire of Harvey

Local Emergency Management Arrangements 2017

EMC endorsement date: 13th March, 2017.
Full review required: 2022
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to LEMC

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 shire@harvey.wa.gov.au
 www.harvey.wa.gov.au

Authority

The Shire of Harvey Local Emergency Management Arrangements (LEMA) has been prepared by the Shire of Harvey Local Emergency Management Committee (LEMC) to address the Shire's Legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements.

The following documents are support plans and together with this plan will be known as the Shire of Harvey Local Emergency Management Arrangements:

- Local Emergency Management Plan (this document);
- Local Recovery Plan;
- Emergency Contact and Resources Register;
- Risk Register and Treatment Schedule; (under development)
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and Family Support);
- Shire policy and plans that support emergency management.

This plan was presented to community representatives on the LEMC and comment incorporated in the final. Copies of the arrangements are available at Harvey Shire Administration offices:

102 Uduc Road, Harvey
7 Mulgara Street, Australind or on the website
www.harvey.wa.gov.au

The following support plans are approved and are to be used and read in conjunction with the main LEMA In accordance with State Emergency Management Policy Plan 2.1 and State Emergency Management Procedure 7, this document has been endorsed and noted by the following entities:

Shire of Harvey Local Emergency Committee	Endorsement (13 th March, 2017)
Shire of Harvey Council	Resolution Number (4 th April, 2017)
South West District Emergency Management Committee	Noting
State Emergency Management Committee	Noting

Shire of Harvey Local Emergency Management Committee

Chairperson **Date:** 13th March, 2017.

Shire of Harvey Council

Shire President **Date:** 13th March 2017.

Version Control

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Project Manager	Michael Carter

Disclaimer

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Amendment Record

Suggestions and comments from the community and stakeholders can help improve this document.

Feedback can include:

- What you do or do not like about the document;
- 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 to:

Chairperson
Local Emergency Management Committee
102 Uduc Road
Harvey WA 6220

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.

Amendment		Details of Amendment	Amended By	Document Version
Number	Date		Name	

Distribution List

Official copies of this document are distributed in PDF format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by downloading from the Shire of Harvey website www.harvey.wa.gov.au

Copies provided to:	No. of copies
Shire of Harvey	
LEMC Chair	1
LEMC Executive Officer	1
Chief Executive Officer (CEO)	1
Chief Bushfire Control Officer	1
Community Emergency Services Coordinator	1
LEMC Membership & Other Key Agencies/Organisations	
Department of Fire and Emergency Services (DFES)	1
Department of Parks and Wildlife (DPAW)	1
Department for Child Protection and Family Support CPFS)	1
Water Corporation	1
Western Power	1
Brookfield Rail	1
Main Roads WA	1
Telstra	1
St John Ambulance	1
Office of Emergency Management	1
State Emergency Service (SES)	1
Harvey Health Services	1
Harvey Beef	1
Cristal Global	1

Other Committees	
South West DEMC	1
State Emergency Management Committee	1

PART 1 – INTRODUCTION

1.1 Area Covered

The Shire of Harvey Local Emergency Management Arrangements has been prepared for the area Gazetted as the Shire of Harvey Local Government District.

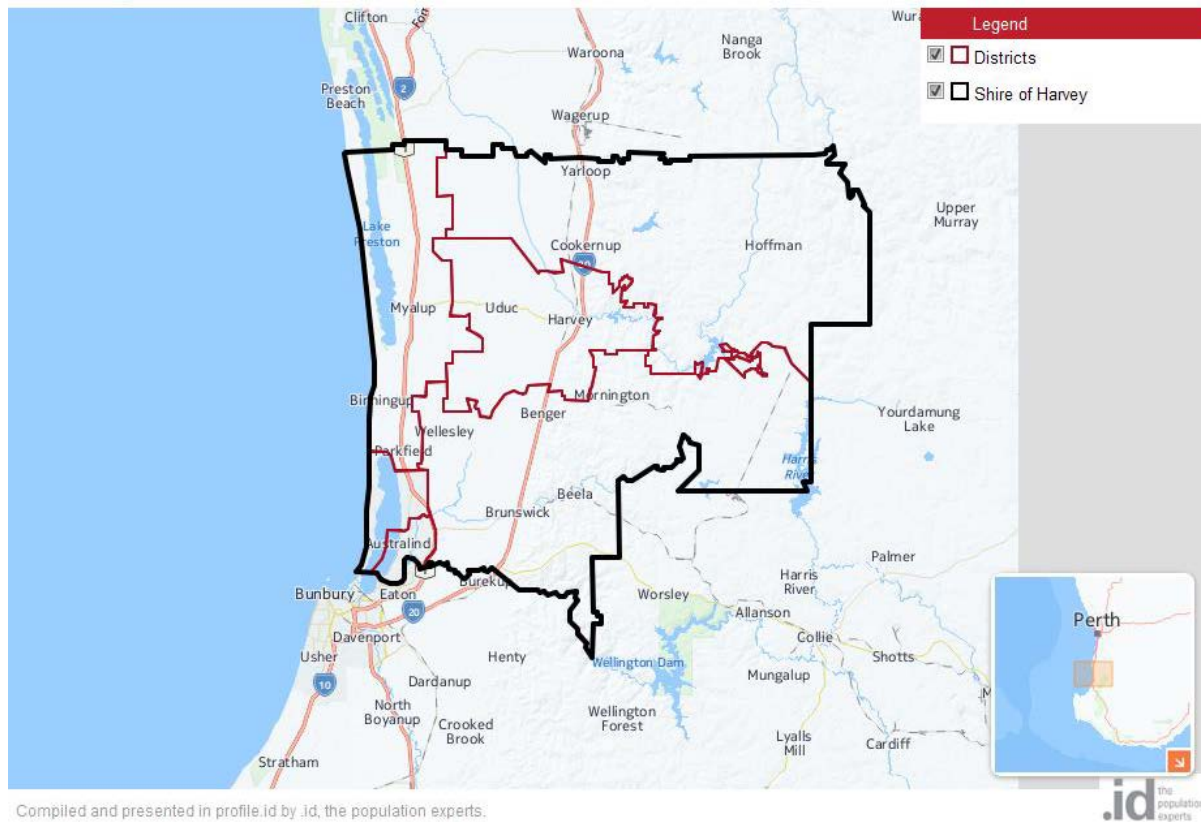


Figure 1: Map of the Shire of Harvey

1.2 Profile

Population

The following table shows the population of the town sites as at 30th June, 2015. These estimates are based on Australian Bureau of Statistics data correlated against an estimate of 2.66 persons per dwelling:

Table1: Shire of Harvey population Source ABS 2015

Location	Population Estimate
Australind	14,680
Leschenault	3,355
Binningup	1,140
Myalup	400
Brunswick	2,312
Harvey	3,750
Harvey Surrounds - Rural	1551
TOTAL	27,288

Future Growth

Based on anticipated population projections and available land the following growth trends may be experienced within the Shire:

Australind (Kingston, Treendale and South Treendale) – over the short to medium term (5 -10 years) it is anticipated that an additional 1,500 lots could be developed ranging in size from 300m² to 800m².

Leschenault – Most of Leschenault between Old Coast Road and the Estuary has been developed with limited opportunity for more lifestyles lots being created.

Harvey Townsite – The current supply of land within the Harvey townsite provides for the development of approximately 1,840 additional lots over the next 10 - 15 years.

Brunswick – The recommendations of Council's draft Local Planning Strategy provide the opportunity for an additional 123 lots, ranging in size from 700m² to 3ha.

Roelands (Roelands townsite to Meadow Landing) – Within the next 5 – 10 years current Structure Plans and recommendations of Council's draft Local Planning Strategy will provide for the development of an additional 366 lots ranging in size from 700m² to 3ha.

Yarloop – The absence of reticulated sewer restricts the expansion of the townsite, and with the impacts of the 2016 Bushfire and potential take up vacant blocks no substantial increases in population are anticipated in the short to medium term.

Binningup – Recent Structure Plans and land zoned for residential purposes provides for the development of around 1,155 new lots in the short to medium term (5-10years).

Myalup – Environmental and physical constraints will limit the opportunity for substantial growth within Myalup. Current land appropriately zoned within the townsite could yield a further 48 lots.

1.3 Aim

The aim of these emergency management arrangements is to document the management of identified risks and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire of Harvey.

1.4 Purpose

The purpose of this plan is to describe the strategies and tools that will enable emergency managers to:-

- Describe the Shire of Harvey's responsibilities and procedures, for the effective management of any emergency that may impact on the communities within the Shire of Harvey;
- In an emergency maintain the requirements of the Shire to still service the normal function of vital community facilities and infrastructure (within reason) of Local Government;
- Description of emergencies that are likely to occur in the local government district.
- Other matters about emergency management in the local government district prescribed by the regulations; and
- Other matters about emergency management in the Shire of Harvey that are considered appropriate (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

1.5 Scope

The scope of the Plan is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term.

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

In the case of the Shire of Harvey, the plans and arrangements perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community. Consequently similar plans may require differentiated levels of prioritisation in the process compared with other assets; this will become evident once the Bushfire Mitigation Program is undertaken.

To ensure the best possible outcomes for the Shire of Harvey, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required and will be more evident after the State Risk Project.

1.6 Existing Plans and Supporting Documents

To enable integrated and coordinated delivery of emergency management support within the Shire of Harvey, this document is consistent with State Emergency Management Plans, Policies (SEMP) and State Emergency Management Procedures. The flow chart in Annex B indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements, other supporting plans and documents that together become the Emergency Management Arrangements for the Shire of Harvey.

1.7 State Plans and Policy

SEMC Policy Statements guiding Local Government, and West Plans and Support Plans, can be viewed on the OEM website www.oem.wa.gov.au

1.8 Local Arrangements

The following documents form the Local Emergency Management Arrangements for the Shire of Harvey:

- Local Emergency Management Arrangements (this document);
- Local Recovery Plan;
- Emergency Contact and Resources Register;
- Risk Register and Treatment Schedule; (under development);
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and family Support);
- Shire policy and plans that support emergency management;
- The following support plans are approved and are to be used and read in conjunction with the main LEMA.

Table 2: Shire Policy and Plans

Plan/Arrangements	Dated	Location/ Contact
Shire of Harvey Policy Manual-Section 10.5 Risk Management	Sept 2015	Shire of Harvey/ Executive Manager Corporate Services
Shire of Harvey Bush Fire Response Plan/Brigade Response Plans	Sept 2015	Shire of Harvey/Administrator Law & Safety Services
South West Pandemic Plan (interim). Custodian Department of Health		Department of Health

1.9 Agreements Understandings and Commitments

South West Emergency Management Alliance (SWEMA)

The Shire of Harvey through its LEMC and in conjunction with 11 other Local Governments in the South West area have formed an alliance for the increased ability for information sharing, resource sharing and forming closer ties in the area of emergency management in an Memorandum of Understanding (MOU). The objectives of this alliance as outlined in the MOU terms of reference are:

- To collate and coordinate complex risk treatment strategies which are beyond the capacity of individual Local Governments or which have a regional impact and elevate to State level for determination and resolution;
- To inform a range of partners of regional emergency management strategies;
- To promote an integrated emergency management capability within the South West Region of Western Australia through networks, shared forums, planning initiatives, processes, information resources and recovery;
- To raise issues and provide collective solutions to emergency management problems;
- To promote and facilitate the integration of comprehensive emergency management planning into whole-of-government agencies strategic, operational and financial planning processes.

Table 3: Agreements with other Local Governments

Parties to the Agreement	Summary of the Agreement
Shire of Harvey City of Bunbury City of Busselton Shire of Dardanup Shire of Capel Shire of Bridgetown-Greenbushes Shire of Collie Shire of Donnybrook-Balingup Shire of Manjimup Shire of Nannup Shire of Augusta-Margaret River Shire of Boyup Brook	<p><i>Memorandum of Understanding Member Councils of the South West Zone Western Australian Local Government Association for the provision of mutual aid during emergencies and post incident recovery.</i></p>

1.10 Finance Arrangements

While recognising the provisions of State Emergency Management Procedure, the Shire of Harvey is committed to expending such necessary funds, within its current budgetary constraints, as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire occurs to ensure the desired level of support is achieved.

Shire finance personnel and contact details are published in the Contacts & Resources Register (Restricted access document) under the Shire of Harvey after hours contacts – Funding for Emergencies.

1.11 Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Emergency Management Act 2005, a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in Part 7 of State Emergency Management Preparedness Procedures.

Local Government Emergency Management Planning

Section 41 of the Emergency Management Act 2005 sets out the responsibilities of local government to prepare Local Emergency Management Arrangements for its district.

1.12 Hazard Management Agency Responsibilities

The role of a HMA is described in Sections 4 and 5 of the Emergency Management Act 2005.

1.13 Controlling Agency Responsibilities

A controlling agency is that agency nominated to control the response activities to a specified type of emergency. Local government will only be the nominated controlling agency for bushfire occurring on private land within the local government district or on land vested in the local government.

1.14 Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under State Emergency Management Policy 5.6 Public Information. Once a formal transition from Response to Recovery has been agreed between the HMA and the Local Government, Local Government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the Local Government Act 1995 Section 2.8 and 5.4 (1)(f).

Refer to the Local Recovery Plan for guidance.

1.15 Local Government Communication Process

The Shire of Harvey will communicate with the local community in the following manner:

- Direct communication via public meetings;
- Posts on the official website;
- Mail outs to ratepayers;
- Periodical newsletters;
- Newspaper advertising;
- Via SMS where that system is available.

All local government instituted public information must be approved by the Chief Executive Officer. Direct communications with the public will only be through the Shire President or a person authorised by the Shire President. Refer to Section 2.8(d) Local Government Act 1995.

1.16 Special Considerations

The Shire of Harvey has several considerations that will have an impact on the implementation of these emergency management arrangements in the times of emergency:

- Bush fire season – November to April;
- Storm season – May to September;
- Brunswick Agricultural Show in October each year;
- Harvey Agricultural Show in April each year.
- Harvey Harvest Festival in March each year.

1.17 High Risk Sites

The following sites within the district of the local government have been identified as having inherent risks to responders:

Table 4: High Risk Sites

Organisation	Location	Description of Risk	Response Agency	Site Contacts
Cristal Global	Marriott Road southern side – Kemerton Industrial Park	Major Chlorine user in the manufacture of titanium dioxide	DFES Bunbury	Paul Johnson 9725 1974
Cristal Global	Old Coast Road Australind	Major Chlorine user in the manufacture of titanium dioxide	DFES Bunbury	Paul Johnson 9725 1974
Harvey Beef	Seventh Street Harvey	Ammonia leak Chlorine leak Fire releasing toxic fumes from burning plastics used for insulation	DFES & local FRS crews	Carl Fleeman 0407 471 694
Harvey Fresh	Third Street Harvey	Fire and toxic fumes from burning polystyrene used for insulation.	DFES & local FRS crews	Tony Wickham 0407 575 812
Fonterra Brands	South Western Highway Brunswick	Fire & toxic fumes from burning styrene Ammonia leak (refrigerant)	DFES & local FRS crews	Glen Cooper 9726 8777

SHIRE OF HARVEY LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
AND LOCAL RECOVERY PLAN, 2017

Organisation	Location	Description of Risk	Response Agency	Site Contacts
Water Corporation Desalination Plant	Taranto Road Myalup	Chlorine leak	DFES & local FRS crews	Rob Ball 0408 906 909
Water Corporation	Water Treatment Plant on Harvey Quindanning Rd	Chlorine leak	DFES & local FRS crews	13 13 75
JLV	Harvey Light Industrial area		DFES & local FRS crews	9782 4500

PART 2 – PLANNING

2.1 Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district. At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of Emergency Management arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of Emergency Management arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

The Local Emergency Coordinator for the local government district is the Officer in Charge - Harvey Police Station. Should any incident be in another Police District (Australind or Yarloop) the Officer in Charge of those stations becomes the Local Emergency Controller.

2.2 Local Emergency Management Committee (LEMC)

The Shire of Harvey has established a LEMC to plan, administer and test this plan, other plans and documents that make up the Local Emergency Management Arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to Annexure H.

2.3 LEMC Functions and Responsibilities

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of Local Emergency Management Arrangements for its district.

The LEMC plays a vital role in assisting our communities to become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans.
- Providing a multi-agency forum to analyse and treat local risk.
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement. Annexure I.

2.4 LEMC Executive

Chair	Shire President
Deputy Chair	Officer in Charge (OIC) Harvey Police
Executive Officer	Community Emergency Services Coordinator

2.5 Risk Register & Treatment Schedule

The LEMC has oversight of the Local Risk Register and Treatment Schedule. Risk from natural and technological hazards identified by the State Emergency Management Committee (SEMC) is considered at each meeting of the LEMC which ensures an ongoing program of identification, analysis and treatment of risks, the planning and maintenance of mitigation activities is monitored. The Risk Register and Treatment Schedule are regularly reported to the District Emergency Management (DEMC). Hazards impacting on the local government district are listed at Annexure F.

PART 3 – RESPONSE

3.1 Emergency Management Structure and Response Levels

The Shire of Harvey Emergency Management Plan is consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs the HMA will make an assessment of the severity or likely impact of the event and make an informed decision of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Table 5: Definition of Response Levels

Event Level	Local Response
<p>Level 1</p> <p>(No significant issues, single agency response, minimal community impact)</p>	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice.
<p>Level 2</p> <p>(Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency situation)</p>	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice. <p>Where an ISG is formed:</p> <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer • Make available to the HMA local facilities designated in this plan such as evacuation centres.
<p>Level 3</p> <p>(Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)</p>	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice. <p>Where an ISG or OASG is formed:</p> <ul style="list-style-type: none"> • Provide Local Government Liaison Officers • Make available to the HMA local facilities designated in this plan such as evacuation centres.

3.2 Emergency Actions

The Shire of Harvey will receive warnings in the form of weather alerts and relevant information from the Hazard Management Agency regarding emergency events occurring in or likely to impact the district. The local government officers responsible for emergency management will ensure that the Shire of Harvey reacts to emergencies in a timely and purposeful way in line with State Emergency Management plans, policy and procedure.

To ensure a timely response to any of the hazards identified in Annexure F, Shire of Harvey contact details for HMA, Combat and Supporting Agency are listed within the Contacts and Resources Register (Non-public document).

HMA's, Controlling and Support Agencies may require resources held by the Shire of Harvey and assistance to manage the emergency. The Shire is committed to providing assistance/support if the required resources are available.

3.3 Local Government Involvement in Response

The Shire of Harvey ensures that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the Shire of Harvey will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings. The LGLO designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

3.4 Shire of Harvey Incident Management

The successful resolution of any incident whether internal or external affecting the Shire of Harvey is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Shire must take responsibility for ensuring the Shire's response to an emergency event is coordinated and informed.

3.5 Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;
- Implementing procedures that assist the community and emergency services to deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the Shire's systems and resources;
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

3.6 Finance

State Emergency Management Policy Section 5.12, State Emergency Management Plan Section 5.4 and 6.10 and State Emergency Management Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Harvey is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately after emergency event requiring resourcing by the Shire of Harvey occurs to ensure the desired level of support is achieved.

3.7 Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident. The Incident Support Group’s main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in State Emergency Management Plan P31.

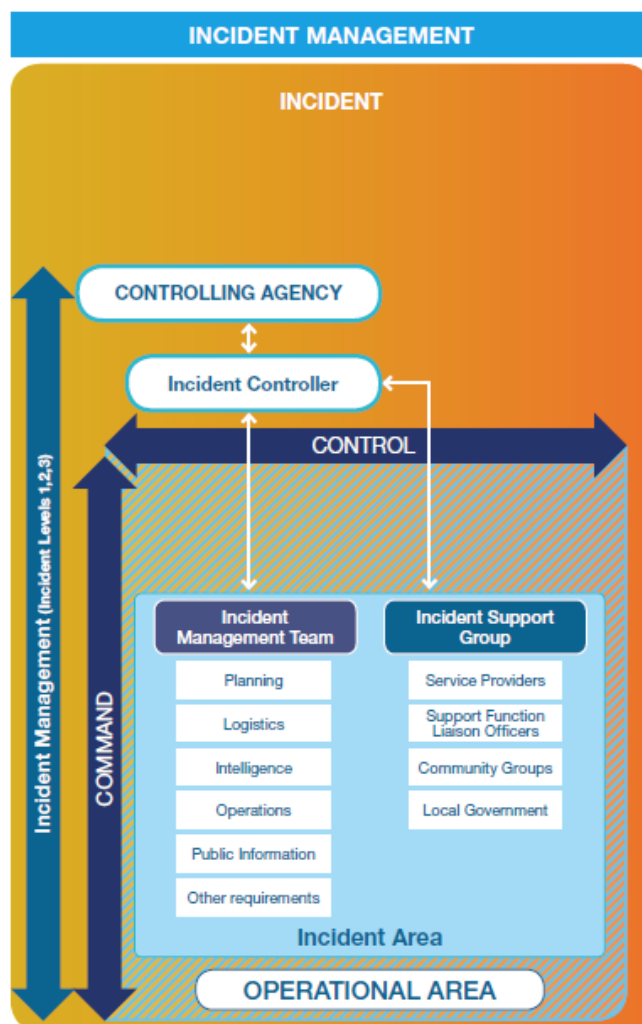


Figure 2: Establishment of an ISG

The Shire of Harvey Liaison Officer will attend all meetings of the ISG as ‘liaison officer’ and represent the local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in Annexure C.

3.8 Local Emergency Operations Centres (EOC)

All Emergency Operations Centres will be designated by the HMA. Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

- Shire of Harvey Depot, Weir Road, Harvey;
- Harvey State Emergency Services Building, Harper Street, Harvey;
- Harvey Recreation and Cultural Centre, Tom Latch Drive, Harvey.

Primary Emergency Operations Centre (Response)

Table 6: Shire Contacts for Operations Centre

Contact	Name	Phone	After Hours
1st Contact	Shane Collie	9729 0301	0417 956 776
2nd Contact	Tony Francis	9729 0350	0419 924 341

3.9 Community Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the district of the local government. Refer to State Emergency Management Policy 5.7.8 and 5.7.9.

Evacuation can be either:

Controlled - The decision to undertake a controlled evacuation must be made by the controlling agency or an authorised officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency’s risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with The State Emergency Management Plan 5.3.2 Community Evacuation.

Reference can also be made to the Western Australia Community Evacuation in Emergencies Guide.

3.10 Evacuation Management

The decision to evacuate during an emergency rests with the Incident Controller appointed by the HMA/Controlling Agency. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support to support an informed decision on evacuation and its management. A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

3.11 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

3.12 Public Warning Systems

The Hazard Management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

Standard Emergency Warning Signal (SEWS): - This is an electronic signal transmitted via radio immediately preceding an “Emergency Warning Message”.

Emergency Alert: - A telephone based warning system which can capture all telephones within a specific geographic area.

Emergency Warning Messages: - Verbal messages transmitted by the electronic media.

Local Systems: - The Shire of Harvey has;

- a basic SMS, but is limited by those already subscribed to the service;
- Community notice boards;
- Public Information Phone Lines;
- Shire of Harvey Website and HMA/Controlling Agency websites.

3.13 Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, culturally and linguistically diverse people and tourists. In addition town based organisations catering for the most vulnerable in the community must come under consideration. For a comprehensive list of these communities refer to Annexure G.

3.14 Community Evacuation Organisations and Responsibilities

Table 7: Agency/ Organisation responsibilities

Agency / Task	Responsible Person /Position /Agency
HMA/Controlling Agency	<ul style="list-style-type: none"> • Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
Shire of Harvey	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Shire of Harvey, provide a liaison officer to support the CPFS
Department for Child Protection & Family Support and Shire of Harvey	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare support services for evacuees
Property security	<ul style="list-style-type: none"> • WA Police
Traffic management	<ul style="list-style-type: none"> • WA Police initially • Traffic contractors as appointed by MRWA or the Shire of Harvey
Welfare	<ul style="list-style-type: none"> • Department of Child Protection and family Support (CPFS), and Shire of Harvey

3.15 Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The following table details the welfare centres owned by the Shire of Harvey available and deemed suitable for the purpose. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The CPFS will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an evacuation centre when requested to do so by the IC and/or CPFS.

Table 8: Evacuation centre contact details

Building Name	Site Address	Max Capacity	Capacity Sleeping	Contact details
Leschenault Leisure Centre	Lot 42 Leisure Drive Australind	600	200	0419 837 108 or 0429 680 209
Harvey Recreation & Cultural Centre	Young Street Harvey	1,141	400	0417 291 996 or 0408 291 690
Brunswick Hall	Ommaney Road Brunswick	348	150	0417 956 776

The above local government owned buildings have been identified by the Shire of Harvey as a suitably constructed and equipped evacuation centres for use in emergencies meeting the requirements for sheltering of persons for 24 hours or longer periods as required. The Leschenault Leisure Centre has the capacity for the connection of a generator to adequately supply power to the Centre. Connection points for the Harvey Recreation and Cultural Centre and the Brunswick Hall are in the process of being secured.

For other welfare centres refer to the CPFS Local Emergency Management Plan for the Provision of Welfare Support.

Note: CPFS is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms which can be located at <https://register.redcross.org.au>

3.16 Welfare Support

Welfare provisions are outlined in the State Emergency Management Plan 5.5.4 Welfare.

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

3.17 Provision of Welfare Support

The following State plans and supporting plans apply;

- Westplan Welfare;
- Westplan Registration and Reunification.

3.18 Department for Child Protection and Family Support

Local Welfare Coordinator (CPFS):

CPFS shall appoint a Local Welfare Coordinator who will liaise with the Local Welfare Liaison Officer, if one has been appointed, and coordinate the provision of resources detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

The Shire of Harvey will provide an officer to be Liaison/support between CPFS and the Shire where a welfare centre has been established within the local government district. The duties to be performed by the Local Government Welfare Officer are described in Annexure D.

PART 4 – RECOVERY

4.1 Introduction

Recovery is a complex operation which requires the full attention of the local government. It is not the purpose of this document to fully explain those activities as they are dealt with in more detail in the Local Recovery Plan. This section identifies the key roles and responsibilities of those assigned a recovery role and outlines activities to be undertaken to ensure recovery processes are commenced in a timely way.

4.2 State Plans and Policy for Recovery

The State Emergency Management Plan in conjunction with the following supporting plans and guides:

Table 9: State Plan details and links

Document Title	Document Owner
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)	Department of the Premier and Cabinet
Lord Mayor's Distress Relief Fund (City of Perth)	Lord Mayor's Distress Relief Fund Board

4.3 Activation of Recovery

Recovery is considered at every meeting of the ISG formed for a specific emergency event. The nominated Local Recovery Coordinator (LRC) will liaise directly with the Incident Controller on aspects affecting recovery and the compilation of the Comprehensive Impact Assessment supported by nominated officers of the local government.

The Comprehensive Impact Assessment process and documentation is outlined in State Emergency Management Procedure 4.

The LRC is responsible for implementing the recovery processes including the activation of the Local Recovery Coordination Group (LRCG).

4.4 Level of State Involvement

In conjunction with the State Recovery Coordinator is to consider the level of State involvement required, based on a number of factors pertaining to the impact level of the emergency:-

- The capacity of the Shire of Harvey to manage the recovery;
- The number of local governments affected.

The complexity and duration of the recovery are likely to determine whether State support is provided through the State Recovery Coordinator and whether the State Recovery Coordination Group is established. If extraordinary arrangements are required for a specific emergency, The State Recovery Coordinator may recommend to the Premier the need for the appointment of a State Recovery Controller. For further information refer to Section 6.4 of the State Emergency Management Plan.

4.5 Local Recovery Coordinator

The Shire of Harvey 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 Emergency Management Act, Section 41(4). By appointing and training more than one person to undertake the role of the LRC's. Coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

Table 10: Local Recovery Coordinator Group

LRCG Position	Primary	Alternate
Local Recovery Coordinator Group Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Executive Manager Corporate Services	Administrator Law & Safety Services
Support Officer	Shire staff appointment	Shire staff appointment

For explanation of the roles and responsibilities of the:

- Local Recovery Coordinator – Refer to Annexure E.

4.6 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.

During the response phase, many of the agencies with recovery roles may be heavily committed, the inclusion of the LRC at ISG meetings 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 LRCG 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.

During the process of cessation of response and the full implementation of recovery activities, 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;
- The LRC to ensure that the HMA delivers to the Shire of Harvey the Post Impact Assessment Tool;
- LRCG shall initiate key recovery arrangements including full LRCG sub-committee briefing during the response phase and ensure formalisation of handover takes place.

4.7 Further information

For further information on recovery activities and guidance, refer to the ***Local Recovery Plan***.

PART 5 – TESTING, EXERCISING & REVIEW

5.1 Testing and Exercising

The State Emergency Management Plan 4.7 states that preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMA's plans and arrangements at the local level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional;
- Discussion (seminars, workshops, desktops);
- Functional (drills or game style);
- Field or Full Deployment (large scale).

The State Emergency Management Policy 4.8 deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements 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; and
- Improving the arrangements in accordance with the results of exercise debriefings. It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

5.2 Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum. Where possible the community should be encouraged to participate in or observe the exercise.

5.3 Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

5.4 Review of this Plan

The Local Emergency Management Arrangements will be reviewed in accordance with Part 8 of the State Emergency Management Procedure.

It is the Shire of Harvey's responsibility to ensure that its Local Emergency Management Arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (State Emergency Management Policy Section 4.8).

The Shire must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years;
- whenever the local government considers it appropriate; and
- a review is conducted after training that exercises the arrangements.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.

5.5 Annual Reporting

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

The information provided by the LEMC Annual Report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

ANNEXURE A: Glossary of Terms and Acronyms

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

DISTRICT EMERGENCY MANAGEMENT COMMITTEE - A District Emergency Management Committee established under Section 31(1) of the Emergency Management Act 2005.

EMERGENCY - The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including:

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

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

HAZARD - An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY - A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard. The term 'HMA' is used in the context of identifying the agency responsible for specific actions as detailed within the EM Act.

INCIDENT - The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER - The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology however the function remains the same).

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE - A Local Emergency Management Committee established under Section 38 of the Emergency Management Act 2005.

RECOVERY - The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

RISK - A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment:-

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period;
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period;
- Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK MANAGEMENT - Coordinated activities of an organisation or a government to direct and control risk.

ACRONYMS USED IN THESE ARRANGEMENTS

CEO:	Chief Executive Officer
CPFS:	Department for Child Protection and Family Support
DEMC:	District Emergency Management Committee
DFES:	Department of Fire and Emergency Services
LEC:	Local Emergency Coordinator
IC:	Incident Controller
IMT:	Incident Management Team
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator

LRCG: Local Recovery Coordination Group
OASG: Operations Area Support Group
OEM: Office of Emergency Management
OIC: Officer in Charge
SEMC: State Emergency Management Committee
SRC: State Recovery Controller
WAP: Western Australia Police

ANNEXURE B: State and Local Emergency Management Arrangements

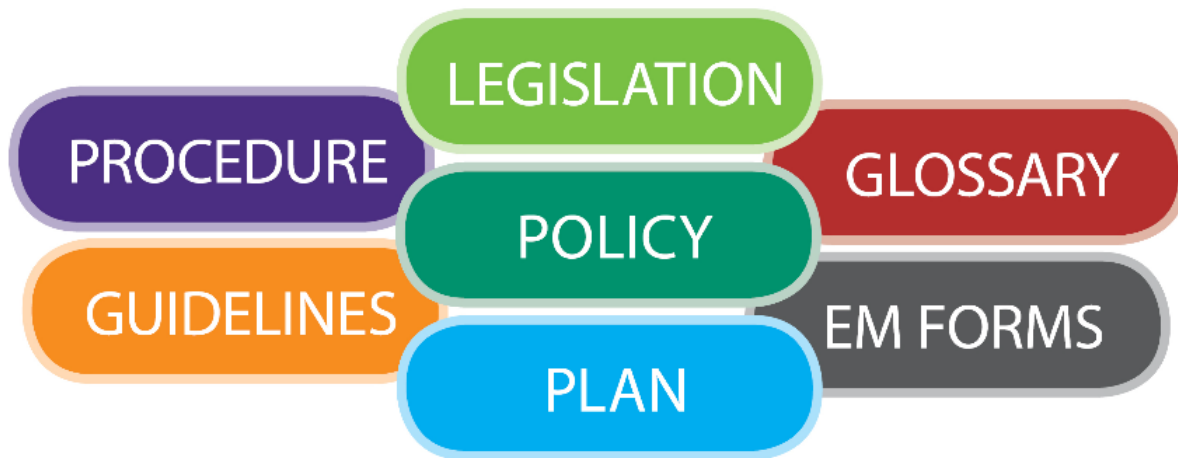


Figure 3: State Arrangements

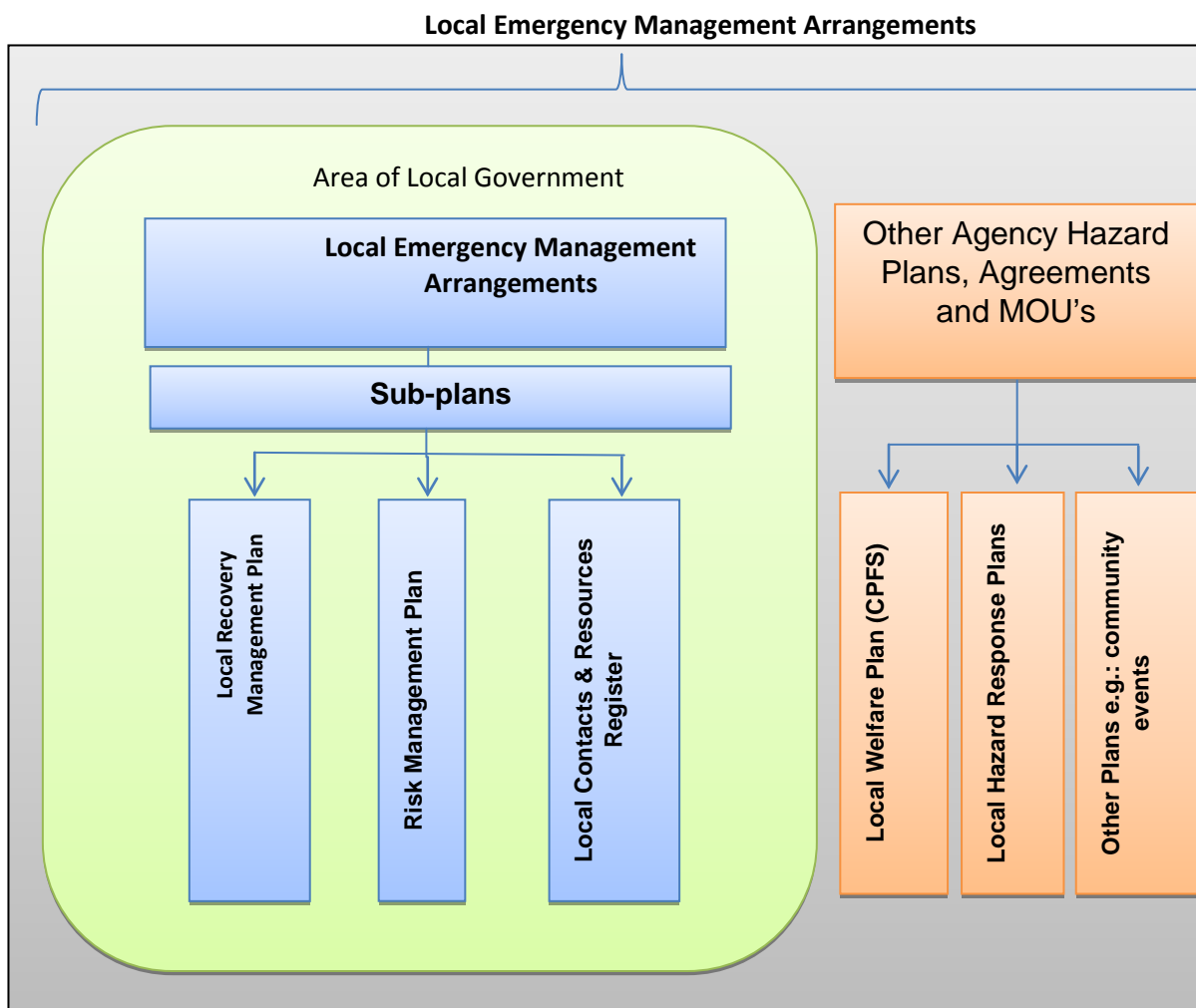


Figure 4: Local Emergency Management Arrangements

ANNEXURE C: Local Government Liaison Officer (LGLO)

Role and Responsibilities

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

Role

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

Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

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

Reporting to the ISG (LGLO)

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

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues.

Responsibilities of the IC

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

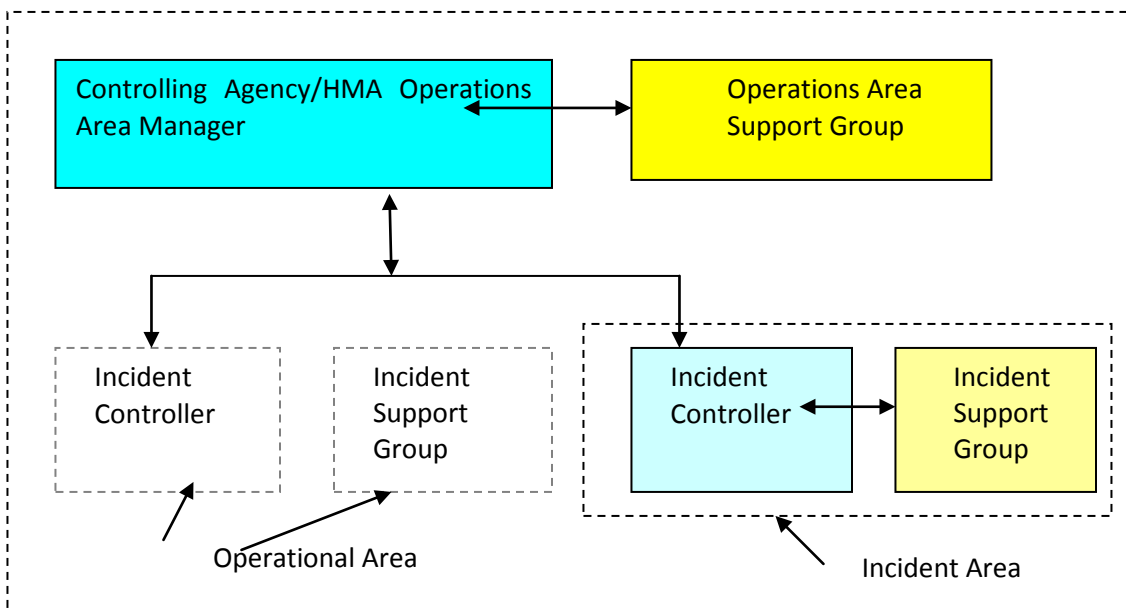


Figure 5: Multi agency support structure

ANNEXURE D: Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

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

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

Duties of the LGWLO

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

ANNEXURE E: Roles and Function of the Local Recovery Coordinator

Role

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

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordinating Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

For a full description of local government recovery activities refer to the Shire of Harvey Local Recovery Plan.

ANNEXURE F: Hazards Identified

Table 11: Identified hazards and relevant plans

Hazard	HMA	State Plans	Local Plan
Earthquake	DFES	State EM Plan -Earthquake	District response plan
Fire	DFES	State EM Plan - Fire	Shire of Harvey Bushfire Response Plan Volunteer Fire and Rescue Service Response Plan
Flood	DFES	State Emergency Management Plan – Flood	District response plan
HAZMAT	DFES	State EM Plan HAZMAT	District response plan
Storm	DFES	State EM Plan - Storm	District response plan
Human Epidemic	Department of Health	State EM Plan - Human Epidemic	Local medical activation and support plans
Road Crash	WAP	State EM Plan – Road Crash	Local response plans
Land Search	WAP	State EM Plan - LANSAR	Local response plans
Rail Transport Emergencies	Brookfield Rail	State EM Plan – Rail Crash (Brookfield Rail)	Local response plans

The above table identifies the impact and likelihood level of hazards identified through the risk management process.

The placement of hazards on the matrix is based on an average assessment of consequence and likelihood across all risk statements. It is provided as an indicator only and must not be relied upon in isolation to make assessments of the risks to the community posed by the listed hazards. All hazard assessments are based on worst case scenario.

ANNEXURE G: Vulnerable Groups

Public and Private Schools & Colleges

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in Place
Australind Primary School	Barnes Ave Australind	9797 1477	242	Yes Bushfire Plan
Australind Senior High School	Break O' Day Drive, Australind	9797 4400	1269	Yes
Brunswick Junction Primary School	6 Vincent Street, Brunswick	9726 1142	63	Yes Fire Evacuation Plan
Bunbury Catholic College Mercy Campus	Leisure Drive, Australind	9720 3300		Yes
Clifton Park Primary School	Lucy Victoria Avenue, Clifton Park	9725 2400	176	Yes
Harvey Agricultural College	Mornington Road, Wokalup	9782 2100		Yes Bushfire Plan
Harvey Senior High School	51 South Western Highway, Harvey	9729 1303	213	Yes Bushfire Plan
Harvey Primary School	Gibbs Street, Harvey	9729 1212	370	Yes
Hope Christian College	Government Road, Roelands	9726 3613	289	Yes
Kingston Primary School	Macquarie Drive, Kingston	9797 0451	798	Yes
Leschenault Catholic Primary School	Mardoo Avenue, Australind	9797 1999	499	Yes Bushfire Plan
Parkfield Primary School	Chapple Drive, Australind	9725 8135	595	Yes Bushfire Plan
St. Anne's School	Young Street, Harvey	9729 1287	163	Yes
St. Michael's Catholic Primary School	11-13 Sommers Road, Brunswick Junction	9726 1317	73	Yes
Treendale Primary School	Opal Drive, Australind	9796 0200	416	Yes
Yarloop Primary School	School Road, Yarloop	9733 5076	37	Yes Bushfire Plan

Aged Care Facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in Place
Hocart Aged Care	3 Knowles Street, Harvey	9729 0499	40 places	Yes
Brunswick River Cottages	Clifton Road, Brunswick	9726 1073 Les Robinson. lerob8@bigpond.com	Twelve (12) residents total Unit 1 -2, Unit 2 - 1, Unit 3 - 2, Unit 4 - 1, Unit 5 - 2, Unit 6 - 2, Unit 7 - 1, Unit 8 - 1	Yes
Australind Rise Retirement Village	Christina Street, Australind	9762 4101	TBA	Yes
Amana Living Retirement Village	24 Aquila Drive, Australind	9797 2498 0418 911 085 Anna Aviet Service Coordinator AAviet@amanaliving.com.au	68 Residents	Yes

Caravan & Tourist Facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in Place
Australind Tourist Park	Old Coast Road, Australind	9725 1206	Varies	Bushfire Plan
Binningup Beach Caravan Park	Portland Drive, Binningup	9720 1057	Varies	Bushfire Plan
Binningup Christian Youth Camp	Valentine Road, Binningup	9720 1131	Varies	Bushfire Plan
Brunswick Junction Caravan Park	South Western Highway, Brunswick	9726 1544	Varies	Bushfire Plan
Harvey Rainbow Caravan Park	Kennedy Street, Harvey	9729 2239	Varies	Yes
Lake Brockman Tourist Park	Logue Brook Dam Road, Cookernup	9733 5402	Varies	Bushfire Plan
Leschenault Inlet Caravan Park	Lot 52 Cathedral Avenue, Australind	9797 1095	Varies	Bushfire Plan
Mornington PCYC	119 Martin Road, Wokalup	9729 1180	Varies	Bushfire Plan
Myalup Beach Caravan Park	Myalup Beach Road, Myalup	9720 1113	Varies	Bushfire Plan

Hospital

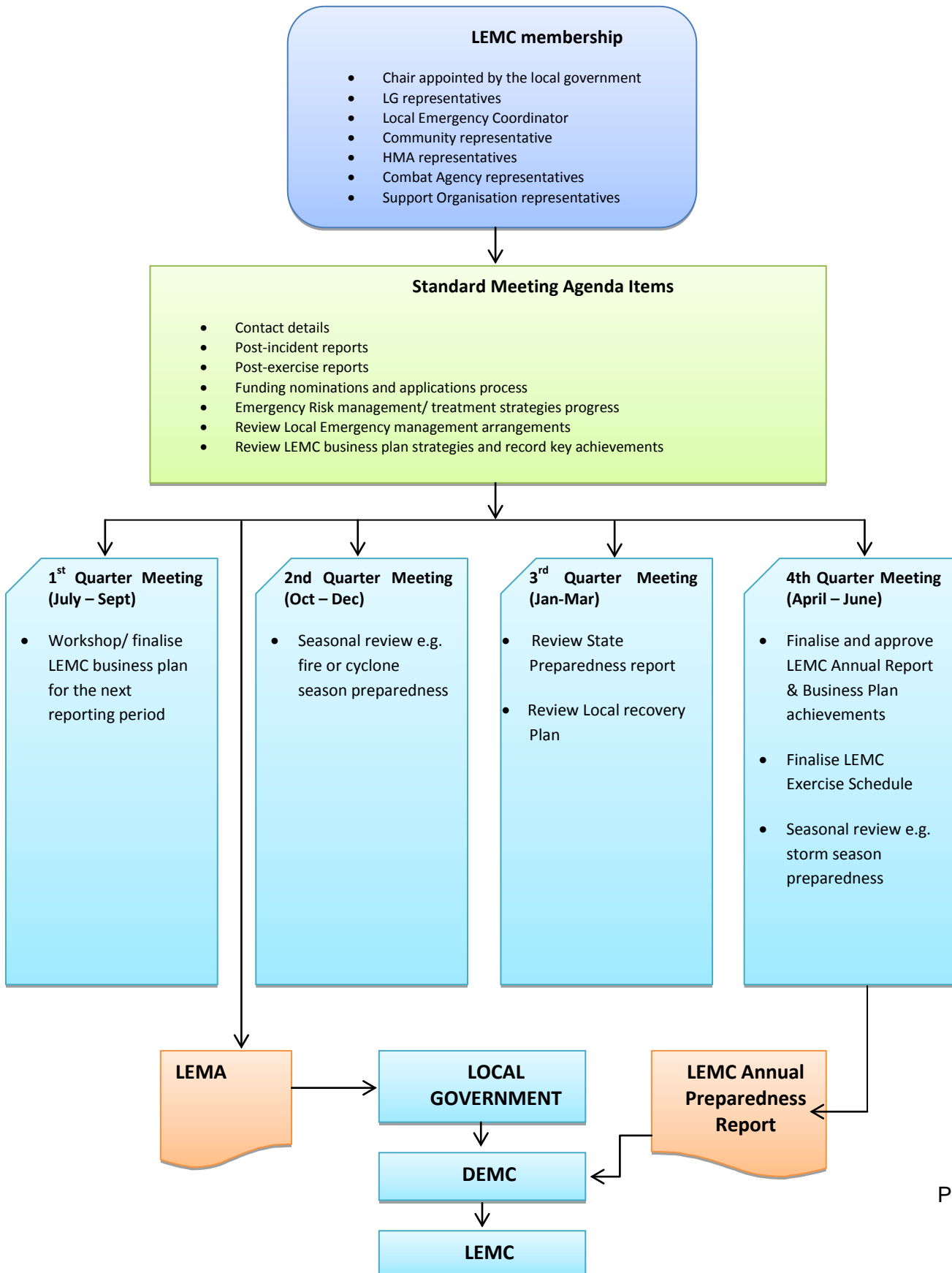
Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in Place
Harvey District Hospital	45 Hayward Street Harvey	9782 2222	Varies	Yes

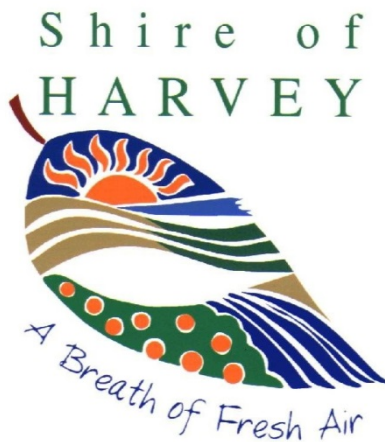
ANNEXURE H: LEMC Members

Agency	Position
Shire of Harvey	
	Shire President (Chair)
	Chief Executive Officer
	Executive Manager Corporate Services
	Executive Manager Technical Services
	Manager Ranger & Community Services
	Principal Environmental Health Officer
	Community Emergency Management Coordinator
Shire of Harvey Bushfire Brigades	
	Chief Bush Fire Control Officer
WA Police	
	Officer In Charge Harvey Police Station.
	Officer in Charge Australind Police Station.
	Officer in Charge Yarloop Police Station.
DFES Fire & Rescue	
	DFES District Officer
	Captain Harvey Fire and Rescue Service
	Captain Brunswick Fire and Rescue Service
	Captain Eaton Australind Fire and Rescue Service
Department for Child Protection & Family Support	
	District Representative
Surf Lifesaving & Volunteer Marine & Rescue	
	Binningup Surf Life Saving
	Bunbury Volunteer Sea Rescue Group

Medical Services	
	Regional Director WACHS – SW
	A/Inland Operations Manager – WACHS –SW
	A/Inland District Manager Wellington Manager of Harvey, Collie and Donnybrook Hospitals
	Communicable Disease Officer – WACHS- SW
	Harvey St John Ambulance
	Australind St John Ambulance
	Brunswick St John Ambulance
Public Utilities & Infrastructure Agencies	
Harvey Water	District Representative
Water Corporation	District Representative
Main Roads WA	District Representative
Department of Parks & Wildlife	District Representative
Australian Railroad Group	District Representative
TRANSWA	District Representative
Synergy	District Representative
Alinta Gas	Local Representative
State Emergency Service	
	Harvey SES
	Australind SES
Office of Emergency Management	
	District Advisor (South West DEMC)

ANNEXURE I – Suggested LEMC Meeting and Business Cycle





Shire of Harvey

Local Recovery Plan

2017

LEMC endorsement date: 13th March, 2017.
Full review required: 2022
Maintained by: Executive Officer
to LEMC

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Version Control

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Document Status	Final Version 0.01
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Date Finalised	13 th March, 2017.
Date of Review	February 2022
Authors	J.Lane (WALGA) Emergency Management Services
Project Manager	Michael Carter

Disclaimer

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Authority

The Shire of Harvey Local Emergency Management Arrangements (LEMA) has been prepared by the Shire of Harvey Local Emergency Management Committee (LEMC) to address the Shire's Legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005. The This Recovery Plan forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements.

The documents are support plans and together with this plan will be known as the Shire of Harvey Local Emergency Management Arrangements:

- Local Emergency Management Arrangements;
- Local Recovery Plan (this document);
- Emergency Contact and Resources Register;
- Risk Register and Treatment Schedule; (under development)
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and Family Support);
- Shire policy and plans that support emergency management.

This plan was presented to community representatives on the LEMC and comment incorporated in the final. Copies of the Arrangements are available at Harvey Shire Administration offices:

102 Uduc Road, Harvey
7 Mulgara Street, Australind or on the website
www.harvey.wa.gov.au

The support plans are approved and are to be used and read in conjunction with the main LEMA in accordance with State Emergency Management Policy Plan 2.1 and State Emergency Management Procedure 7. This document has been endorsed and noted by the following entities:

Shire of Harvey Local Emergency Committee	Endorsement
Shire of Harvey Council	Resolution Number
South West District Emergency Management Committee	Noting
Office of Emergency Management	Noting

Shire of Harvey Local Emergency Management Committee

_____ **Date:** 13th March, 2017..

Chairperson

Shire of Harvey Council

_____ **Date:** 13th March, 2017.

Shire President

SHIRE OF HARVEY LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
AND LOCAL RECOVERY PLAN, 2017

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application the Shire of Harvey through the following email address: shire@harvey.wa.gov.au

Copies provided to	No. of copies
Shire of Harvey	
LEMC Chair	1
LEMC Executive Officer	1
CEO	1
Chief Bushfire Control Officer	1
Community Emergency Services Coordinator	
LEMC Membership & Other Key Agencies/Organisations	
Department of Fire and Emergency Services (DFES)	1
Department of Parks and Wildlife (DPAW)	1
Department for Child Protection and Family Support (CPFS)	1
Water Corporation	1
Western Power	1
Brookfield Rail	1
Main Roads WA	1
Telstra	1
St John Ambulance	1
Office of Emergency Management	1
State Emergency Service (SES)	1
Harvey Health Services	1
Harvey Beef	1
Cristal Global	1
Other committees	
South West DEMC	1
State Emergency Management Committee	1

Amendment Record

Suggestions and comments from the community and stakeholders can help improve this document.

Feedback can include:

- What you do or do not like about the document;
- 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 to:

Chairperson
Local Emergency Management Committee
102 Uduc Road
Harvey WA 6220

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.

Amendment		Details of Amendment	Amended By	Document Version
Number	Date		Name	

PART 1 – INTRODUCTION

1.1 Purpose

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

1.2 Endorsement Date

This plan was endorsed by the Shire of Harvey LEMC on: [Click here to enter a date.](#)

1.3 Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Harvey;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- Provide a framework for recovery operations for the Shire of Harvey:-
 - to assist recovery at a personal, community, economic and environmental level;
 - to ensure that recovery activities are community-led;
 - to ensure that available government and non-government support to affected communities is targeted;
 - to assist communities to rebuild in a way that enhances social, economic and environmental values where possible;
 - to improve resilience of the relevant communities; and
 - to ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes.

1.4 Scope

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

1.5 Related Documents

The following documents are related to this plan:

- Shire of Harvey Local Emergency Management Arrangements;
- Shire of Harvey Contacts and Resources Register;
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Child Protection and Family Support), known as the CPFS Local Welfare Plan.

1.6 Local Government Responsibility for Recovery

The Shire of Harvey is required by State legislation Section 41 (4) Emergency Management Act 2005 to ensure that a Local Recovery Plan is prepared for its local government district. This plan herein referred to as the Local Recovery Plan is a sub-plan of the Local Emergency Management Arrangements.

1.7 Agreements Understanding and Commitments

The following agreements (Memorandum of Understanding) are currently in place:

Parties to the Agreement	Summary of the Agreement
Shire of Harvey City of Bunbury City of Busselton Shire of Dardanup Shire of Capel Shire of Bridgetown-Greenbushes Shire of Collie Shire of Donnybrook-Balingup Shire of Manjimup Shire of Nannup Shire of Augusta-Margaret River Shire of Boyup Brook	<p style="text-align: center;"><i>Memorandum of Understanding Member Councils of the South West Zone Western Australian Local Government Association for The provision of mutual aid during emergencies and post incident recovery.</i></p>

1.8 State Plans and Policy

The following documents relate to this plan:

Document Title	Document Owner
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	Office of Emergency Management
5.12 State Emergency Policy - Funding for Emergency Response	Office of Emergency Management
6.10 State Emergency Management Plan Financial Assistance	Office of Emergency Management
State EM Recovery Procedure 1 - Management of Public Fundraising and Donations	Office of Emergency Management
State Emergency Management Procedure 2 Emergency Management Funding	Office of Emergency Management
Recovery Procedure 4 - Comprehensive Impact Assessment	Office of Emergency Management
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	Office of Emergency Management
Lord Mayor's Distress Relief Fund (LMDRF)	LMDRF Board

Part 2 Resources

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

The resources available and contact details for recovery have been identified and are included in [Annexure D](#).

2.1 Financial Arrangements

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

The Shire of Harvey has arrangements in place to insure its assets. The Shire of Harvey has in place an Asset Management Strategy and is developing Asset Management Plans in line with the Department of Local Government and Communities Integrated Planning and Reporting Asset Management Guidelines.

2.2 WANDRRA

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. WANDRRA officers are available to support local government engaging in the WANDRRA claims process once an event has been declared eligible for WANDRRA.

More information regarding WANDRRA and downloadable forms and tracking spread sheets are available from the Office of Emergency Management web page - link - <https://www.oem.wa.gov.au/Documents/Forms/AllItems.aspx?RootFolder=%2fDocuments%2fWANDRRA&FolderCTID=0x012000C62D67DE5893FA46A76200CA9632AB73>

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

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

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

2.3 Financial Preparation

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

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

2.4 Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayor's Distress Relief Fund managed by the City of Perth, as detailed in [State Emergency Management Recovery Procedure 1](#) – "Managing of Public Fundraising and Donations".

Organisations wishing to establish public appeals for cash donations should refer to the Shire of Harvey Disaster Relief Donations Policy.

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

(Refer to [Annexure I](#) for suggested media release relating to donation of goods).

Part 3 Roles and Responsibilities

The roles and responsibilities of those involved in recovery management are outlined below:

3.1 Local Recovery Coordinator

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

LRCG Position	Primary	Alternate
LRCG Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Executive Manager Corporate Services	Administrator Law & Safety Services

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The functions of the LRC are explained in [Annexure B](#).

3.2 Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations and community representatives. The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

- The LRCG must be driven by the Operational Recovery Plan. Refer to [Annexure G](#);
- The core functions of the LRCG are listed in [Annexure C](#);
- For suggested composition of the LRCG and subcommittees refer to [Annexure E](#);
- [For suggested LRCG Subcommittee Terms of Reference refer to Annexure J.](#)

3.3 Controlling Agency/Hazard Management Agency

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

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

Determination of Level of State Involvement

3.4 State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of State involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Part 3 of the Local Recovery Guide.

<https://www.oem.wa.gov.au/Documents/Resources/LegislationPolicyPlansProcedureandGuidelines/Guidelines/Local%20Recovery%20Guideline%20092016.pdf>

The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

The State may appoint a State Recovery Controller.

3.5 Assessment and Operational Recovery Planning

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

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

3.6 Comprehensive Impact Assessment

The comprehensive Impact Assessment is to:

- Identify and quantify impacts relating to all recovery environments;
- Identify any risks arising from the emergency;
- Include a risk assessment, identify risk treatments undertaken, and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
- Inform and support the objectives of the Recovery Plan.

3.7 Procedure

This procedure is to be completed prior to the cessation of the response phase, in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator and in accordance with the following procedure:

- The Controlling Agency is responsible for coordinating the comprehensive impact assessment in consultation with the members of the Incident Support Group.
- The complete draft Comprehensive Impact Assessment is to be provided to the affected local governments and the State Recovery Coordinator for final clarification.

Note: Completion of the Comprehensive Impact Assessment is not required in circumstances in which, through the initial impact assessment and consultation with the State Recovery Coordinator, there are no significant impacts requiring recovery activity.

The Comprehensive Impact Assessment template is located at

<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/procedure>

Part 4 – Testing, Exercising and Reviewing

4.1 Testing and Exercising

[The State Emergency Management Plan 4.7 states that](#) preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs' plans and arrangements at the local level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional;
- Discussion (seminars, workshops, desktops);
- Functional (drills or game style);
- Field or Full Deployment (large scale).

The State Emergency Management Policy 4.8 deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements 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; and
- Improving the arrangements in accordance with the results of exercise debriefings.

It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

4.2 Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum. Where possible the community should be encouraged to participate in or observe the exercise.

4.3 Review of this Plan

The Local Recovery Plan will be exercised annually as part of the schedule of exercises. Senior management of the local government should be encouraged to participate in this exercise to ensure that all are fully conversant with this plan.

4.4 LEMA Review

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8).

The local government should ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years; and
- Whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.

ANNEXURE A: Glossary of Terms and Acronyms

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

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 - Emergency Management means the management of the adverse effects of an emergency including:–

5. **Prevention** – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
6. **Preparedness** – preparation for response to an emergency;
7. **Response** – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
8. **Recovery** – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

HAZARD MANAGEMENT AGENCY - (HMA) – entity prescribed given their functions under written law or because of their specialised knowledge, expertise and resources in respect of a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed.

The term 'HMA' is used in the context of identifying the agency responsible for specific actions as detailed within the Emergency Management Act.

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

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

ACRONYMS USED IN THIS PLAN

CEO:	Chief Executive Officer
CPFS:	Department for Child Protection and Family Support
DEMC:	District Emergency Management Committee
ECC	Emergency Coordination Centre
HMA	Hazard Management Agency
IC:	Incident Controller
ISG:	Incident Support Group
LMDRF:	Lord Mayor's Disaster Relief Fund
LGLO:	Local Government Liaison Officer
LRC:	Local Recovery Coordinator
LRCG:	Local Recovery Coordination Group
OASG:	Operations Area Support Group
SEMC:	State Emergency Management Committee
SRC:	State Recovery Coordinator
SRCG:	State Recovery Coordination Group
WANDRRA:	Western Australian Natural Disaster Relief and Recovery Arrangements

ANNEXURE B: Roles and Responsibilities of the Local Recovery Coordinator (LRC)

Role

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

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan within 12 months of the emergency.

ANNEXURE C: Local Recovery Coordinator Checklist

Task Description	Complete
Within 48 hours	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Local Recovery Coordinator to contact and alert key local contacts.	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency.	
Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the local government.	
Local Recovery Coordinator and the local government to participate in the determination of State involvement in conjunction with the State Recovery Coordinator.	
Meet with specific agencies involved with recovery operations to determine actions.	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions.	
Activate a recovery coordination centre if required.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Consider establishing a liaison officer at the Emergency Coordination Centre (ECC) if required.	
Within 1 Week	

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AND LOCAL RECOVERY PLAN, 2017

Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency.	
Identify all special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary.	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities.	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Coordinate restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	
Monitor staffing levels and fatigue management.	

Within 12 months	
Determine longer-term recovery strategies.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services.	
Evaluate effectiveness of recovery within 12 months of the emergency.	
Review Local Recovery Plan within 12 months following the emergency .	
Recognise agency/staff contributions.	

ANNEXURE D: Roles and functions of the Local Recovery Coordination Group (LRCG)

Role

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

Functions

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

ANNEXURE E: Local Recovery Coordination Group Checklist

In the Transition From Response	Complete
IC shall include the LRC in critical response briefings.	
LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency (if declared).	
LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role.	
LRC to confirm whether the event has been proclaimed an eligible natural disaster under WANDRRA and if so what assistance measures are available.	
LRCG shall initiate key recovery arrangements including full LRCG sub-committee briefing during the response phase and ensure that a formalised handover takes place.	
Management Structure, LRC Shall	
Ensure the appointment of a RC prior to any event.	
Set up an office with administrative support.	
Facilitate representative subcommittees to coordinate and action recovery tasks and disseminate decisions, as required.	
Facilitate and ensure completion of the impact assessment.	
Assume public information responsibilities from response agency and provide information to the impacted area, the public and media.	
Facilitate and advise on State/Federal disaster relief funding and private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Welfare Support Subcommittee shall promote community involvement by:	
Working within existing community organisations.	
Recruiting representatives of the affected community into recovery planning.	
Establishing strategies for uniting the community behind agreed objectives.	

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AND LOCAL RECOVERY PLAN, 2017

Providing 'one-stop-shop' for advice, information and assistance during the recovery period.	
Establishing mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment (managerial issues), LRCG shall:	Complete
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 and 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 Assessment (technical focus), LRCG shall:	Complete
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"> ➤ how and who will gather the information (single comprehensive survey); ➤ how information will be shared; ➤ how information will be processed and analysed; ➤ how data will be verified (accuracy, currency and relevance). 	
Managing the process to minimise 'calling back'.	

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Select and brief staff.	
Maintain confidentiality and privacy of assessment data.	
Data Management, LRCG shall:	Complete
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, LRCG shall:	Complete
Establish strong relationships with key regional government agency representatives and appoint them to appropriate AMRRC sub-committees.	
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, LRCG shall:	Complete
Appoint an identified spokesperson to deal with the media.	
Manage public information during the transition from response to recovery when handover completed from HMA.	
Identify potential information needs.	
Develop a comprehensive media/communication strategy.	
Coordinate public information through: <ul style="list-style-type: none"> ➤ joint information centres; ➤ spokesperson(s); ➤ identifying and adopting key message priorities; ➤ using a single publicised website for all press releases. 	

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<p>Develop processes for:</p> <ul style="list-style-type: none"> ➤ 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, LRCG shall:	Complete
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 (CPFS).	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures, LRCG shall plan to:	Complete
<p>Take the opportunity, while doing the hazard analysis to:</p> <ul style="list-style-type: none"> ➤ identify essential services and facilities in high-risk areas; ➤ consider the restoration options in the event of their becoming dysfunctional. 	
Identify options based on research and consultation.	

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Utilise local knowledge.	
Undertake urgent hazard reassessment based on new (event) information.	
Financial Management, LRCG shall plan to:	Complete
Review financial strategies.	
Communicate with financial agencies, including insurance companies.	
Keep financial processes transparent.	
Comply with local and State legislation.	
Reporting, LRCG shall plan to:	Complete
Provide a simple, flexible and succinct reporting system.	
Meet identified reporting requirements and timelines where possible.	
Provide adequate administrative support.	
Managed Withdrawal, LRCG shall plan to:	Complete
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events.	
Stage a public event of acknowledgement and community closure.	

ANNEXURE F: Local Recovery Resources

Department	Management area	Capability
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • Corporate responsibility • Link to Council • Alternate Chair LRCG • Financial oversight
	Shire President	<ul style="list-style-type: none"> • Chair Local Recovery Coordination Group • Address public meetings • Authorise media releases
	Executive Manager Corporate Services	<ul style="list-style-type: none"> • Community information • Management of staff during recovery process • Staff redirection and backfill to support recovery process • Manage any insurance issues that arise out of an event
	Executive Manager Technical Services	<ul style="list-style-type: none"> • Asset information • Engineering advice • Damage reporting Roman II Asset Management • Comprehensive Impact Assessment advice to HMA • GIS support • Parks and reserves management • Equipment allocation for recovery support
	Manager of Planning Services	<ul style="list-style-type: none"> • Coordinate local planning requirements for the return of orderly development, in particular if a townsite is impacted • Provide advice and expertise on the built form and style of redevelopment of any particular area impacted by an event
	Principal Building Surveyor	<ul style="list-style-type: none"> • Provide advice on the structural integrity of public and other buildings impacted by an event • Supervise/manage rebuilds of public infrastructure • Issue appropriate licences, certificates

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		and approvals for buildings being rebuilt
	Finance Manager	<ul style="list-style-type: none"> • Manage the finances of the organisation in respect of the event and recovery • Manage any donations directed to the Lord Mayor's Distress Relief Fund or Shire directly
	Manager Community & Economic Development	<ul style="list-style-type: none"> • Community liaison • Business and industry liaison • Community recovery advice
	Principal Environmental Health Officer	<ul style="list-style-type: none"> • Environmental health management • EHO advice • Environmental & waste management advice

Supporting Organisations

Organisation	Responsible area	Capability
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> • Community recovery support • Recovery advice • Community outreach • Personal support
Department for Child protection & Family Support	District Community Support Officer	<ul style="list-style-type: none"> • Provide a representative to the RC if required and available. • Coordinate emergency welfare services as part of the recovery process (Westplan Recovery). • Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated.
Department of Parks & Wildlife		<ul style="list-style-type: none"> • Wildlife information and support • Environmental advice
Disability Services		<ul style="list-style-type: none"> • Community support resources for persons with disabilities

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Commission		
Local Government Insurance Services (LGIS)	District representative	<ul style="list-style-type: none"> • Insurance and risk management advice
Department of the Premier & Cabinet	WANDRRA Manager	<ul style="list-style-type: none"> • WANDRRA advice and support
	State Recovery Coordinator	<ul style="list-style-type: none"> • State recovery advice • Coordination of State resources
Mental Health Services WA	Local Coordinator	<ul style="list-style-type: none"> • Mental health services for the community • Community help programs
Office of Emergency Management	District Liaison Officer	<ul style="list-style-type: none"> • Recovery support and advice
Water Corporation	Local Manager	<ul style="list-style-type: none"> • Water restoration and service advice
Western Power	Local Manager	<ul style="list-style-type: none"> • Power restoration and service advice

ANNEXURE G: Suggested Composition Local Recovery Coordination Group and Sub-committees

Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of Reps
Shire of Harvey	<ul style="list-style-type: none"> • Chair LRCG • LRC • Chief Executive Officer • Executive Manager Corporate Services • Executive Manager Technical Services • Manager Community & Economic Development • Principal Environmental Health Officer 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
Hazard Management Agency/s	<ul style="list-style-type: none"> • Incident Controller or Regional Manager 	<p style="text-align: center;">2</p>
Department for Child Protection and Family Support	<ul style="list-style-type: none"> • Local Team Leader and/or District Emergency Services Officer 	<p style="text-align: center;">1</p>
Australian Red Cross	<ul style="list-style-type: none"> • State Manager Emergency Services 	<p style="text-align: center;">1</p>
Office of Emergency Management	<ul style="list-style-type: none"> • District Advisor 	<p style="text-align: center;">1</p>
Federal/State Government	<ul style="list-style-type: none"> • State Recovery Coordinator • WANDRRA Officer 	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p>
Community	<ul style="list-style-type: none"> • Affected community representative or elected member 	<p style="text-align: center;">As required</p>

LRCG- Finance Subcommittee (Event specific) Role statement contained in Annexure F

Agency Represented	Title	Number of Reps
Shire of Harvey	• Chair – Finance Manager	1
	• Minute Officer	1
	• Finance/Administration Officer	1
Office of Emergency Management	• WANDRRA Officer	1
Department of Human Service	• Local Centre Link Manager	1

LRCG – Infrastructure Subcommittee (Event specific)

Agency Represented	Title	Number of Reps
Shire of Harvey	• Chair – Executive Manager Technical Services	1
	• Minute Officer	1
	• Manager of Planning Services	1
Office of Emergency Management	• WANDRRA Officer	1
Local Government Insurance Services (LGIS)	• District representative	1
Water Corporation	• District Manager	1
Western Power	• District Manager	1
Main Roads WA	• Regional Manager	1

LRCG- Environment Subcommittee (Event specific)

Agency Represented	Title	Number of Reps
Shire of Harvey	Chair – Principal Environmental Health Officer	1
	Minute Officer	1
	Manager of Planning Services	1
Department of Environment & Regulation (DER)	District Officer	1
Department of Water	Representative	1
Water Corporation	District Officer	1
Industry/Mining	Representative	As required
Community Environmental Groups	Representative	As required

LRCG – Community Subcommittee (Event specific)

Agency Represented	Title	Number of reps
Shire of Harvey	Chair – Manager Community & Economic Development	1
	Minute Officer	1
	Manager of Planning Services	1

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Australian Red Cross	Local or District Officer	2
Office of Emergency Management	District Advisor	1
Child Protection and Family Support	District Representative	1
Affected community	Local representatives as required	As required

ANNEXURE H: Suggested Recovery Subcommittee Roles

Community Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration and strengthening of community well-being post event.
- Facilitate understanding of the needs of the impacted community in relation to community well-being.
- Assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community well-being.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community well-being.
- Ensure the affected community is informed and involved in the recovery process so actions and programs match their needs.

Environment Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration of the natural environment post event.
- Facilitate understanding of the needs of the impacted community in relation to environmental restoration.
- Assess and recommend priority areas, projects and community education to assist the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment.

Infrastructure Subcommittee

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate.
- Provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency.
- Assess and recommend priority infrastructure projects to assist with the recovery process in the immediate short-term and medium long-term.

Finance Subcommittee

Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

- ensure the principles of equity, fairness, simplicity and transparency apply;
- ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- recognise the extent of loss suffered by individuals;
- complement other forms of relief and assistance provided by government and the private sector;
- recognise immediate, short, medium and longer term needs of affected individuals;
- ensure the privacy of individuals is protected at all times;
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Sample of eligibility criteria and levels of financial assistance

(Suggested criteria only)

Owners/Owner occupiers

For owners/owner occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:-

Level One – Shall apply to those instances where the house/house and contents have been totally destroyed.

Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable.

Level Three – shall apply in those instances where there has been other property damage/loss, e.g. shed, shed contents, pergolas, outdoor furniture, etc.

Occupiers

For occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed.

Level Five- shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

ANNEXURE I: Shire of Harvey Operational Recovery Plan Template

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of Recovery Requirements

Details of loss and damage:

Residential:

Commercial:

Industrial:

Transport:

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

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

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

Details of inter-agency relationships and responsibilities:

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

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

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

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

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

Section 5 – Administrative arrangements

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

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

Section 6 – Conclusion

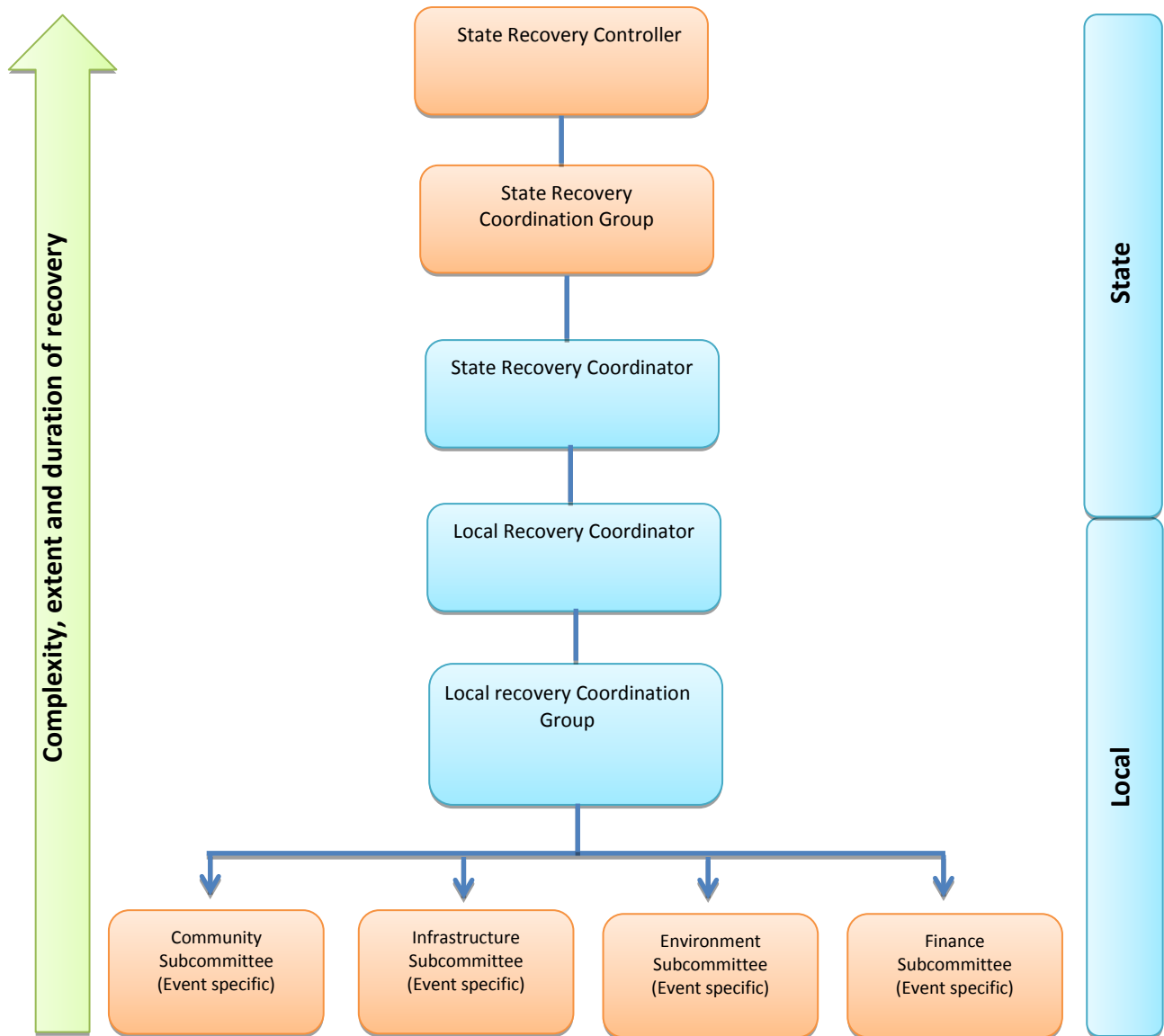
(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordination Group

Dated:

ANNEXURE J: Potential Recovery Governance Structures



ANNEXURE K: (Suggested) MEDIA RELEASE - DONATIONS

DONATIONS IN TIME OF DISASTER

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

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

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

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

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

Thank you for your generous support.

ANNEXURE L: Suggested LRCG Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Background

The Shire of Harvey Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environment Subcommittee

Key functions of these committees is to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee;
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee;
- Receive guidance and perspective from the community.

Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community wellbeing post incident;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long-term priority areas to the Shire of Harvey Local Recovery Coordination Group for consideration to assist in the restoration and strengthening of community wellbeing.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that is not possible then by the Chairperson whose decision will be final;
- The Subcommittee does not have any powers of delegation;
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Harvey will provide this secretarial support;
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Harvey Local Recovery Coordination Group may, from time to time, direct the Community Subcommittee to provide them, reports and other information as specified in the direction.

Probity

The Community Subcommittee acknowledges that the Shire of Harvey is responsible for post action reporting and that the deliberations of this Committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Harvey Local Recovery Co-ordinating Group.

Termination of the Community Subcommittee

Termination of the Subcommittee shall occur at the direction of the Shire of Harvey Local Recovery Coordination Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

ENVIRONMENT SUB COMMITTEE

Terms of Reference

Background

The Shire of Harvey Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environment Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee;
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes;
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Representative

- Link to community. Receive guidance and perspective from the community.

Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long-term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the understanding of the needs of the impacted community in relation to
- environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife;
- To assess and recommend medium and long-term priority areas to the Shire of Harvey Local Recovery Coordination Group for consideration to assist in the restoration of the natural environment in the medium to long term.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The Subcommittee does not have any powers of delegation;
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Harvey will provide this secretarial support;
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Harvey Local Recovery Coordination Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Environment Subcommittee acknowledges that the Shire of Harvey is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Harvey Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the Shire of Harvey Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

FINANCE SUB COMMITTEE

Terms of Reference

Background

The Shire of Harvey Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environment Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee;
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes;
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Finance Subcommittee

The primary objective of the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordination Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the bushfires which occurred on in the Shire of Harvey.

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the bushfire which occurred on the.

The primary role of the Finance Subcommittee will include:

- With regard to the Lord Mayor's Distress Relief Fund (LMDRF), the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.

In developing the eligibility criteria and procedures pertaining to the LMDRF, the Finance Subcommittee will endeavour to:

- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer-term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.

The Finance Subcommittee will need access to funding information provided to individuals by other agencies to assist with the above assessments.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting;

A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The Subcommittee does not have any powers of delegation;
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Harvey will provide this secretarial support;
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Harvey Local Recovery Coordination Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Finance Subcommittee acknowledges that the Shire of Harvey is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Harvey Local Recovery Co-ordination Group.

Termination of the Community Subcommittee

Termination of the Subcommittee shall occur at the direction of the Shire of Harvey Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

INFRASTRUCTURE SUB COMMITTEE

Terms of Reference

Background

The Shire of Harvey Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environment Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee;
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes;
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee;
- Receive guidance and perspective from the community.

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the coordination of the restoration of Local Government and State infrastructure lost or damaged;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Conduct of Meetings

- The quorum for a meeting of the subcommittee will be at least 50% of the number of the membership;
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- If a member of the subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Harvey will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Harvey Local Recovery Coordination Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Subcommittee acknowledges that the Shire of Harvey is responsible for post action reporting and that the deliberations of this Committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Harvey Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the Shire of Harvey Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

Annexure M: Customer Information Sheet

This form is to be utilised by Shire staff to be able to provide current and consistent information when dealing with the public during an emergency situation.

Status of the Incident

For up to date information on this incident please call DFES Emergency Information Line on **13 3337**.

You may also view the website <https://www.emergency.wa.gov.au/> for the most up to date information.

Evacuation/Welfare Centre

Your nearest designated evacuation centre is located at..... and domestic pets can be taken to.....

Volunteering

No immediate volunteers at the evacuation centre are required unless already registered/working with authorised agencies.

If you would like to register as a volunteer please go to the Volunteering WA website <http://emergency.volunteeringwa.org.au/>. Please do not present to the evacuation centre as responsible agencies are coordinating the situation.

Donations

Thank you for your concerns and offer of assistance, no donations of goods are required at the evacuation centre. If you would like to donate goods or services to support the community through this incident please do so via GIVIT <http://www.givit.org.au/disasters>.

Important Contacts

Emergency – Police, Fire & Ambulance	000
Police Assistance (Non-emergency)	131 444
Crime Stoppers	1800 333 000
State Emergency Service	132 500
Hospitals	
Harvey District Hospital	9782 2222
Bunbury Regional Hospital	9722 1000
Bunbury St. John of God Hospital	9722 1600

Doctors / Community Contacts

Wishing Well Clinic Australind Surgery	9797 1592
Australind Medical Centre	9797 1977
Leschenault Medical Centre	9725 8471
Harvey Medical Group	9729 1600
Wellington Medical Centre	9729 1064

Support Groups

Life Line – (Crisis Support & Suicide Prevention)	131 114
Poisons Information Centre	131 126

State Government Departments

Department of Child Protection and Family Support	9722 5000
Centrelink – (help in an emergency contact)	132 850
Department of Agriculture	1800 675 888
Department of Main Roads	138 138
Department of Parks and Wildlife (Wildcare)	9735 1988

Utilities

Telstra	13 29 99
Water Corporation	131 375
Western Power	131 351
Alinta Gas	131 352

Agencies

Surf Life Saving WA	9207 6666
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Shire of Harvey

Shire Office - Harvey (Business Hours)	9729 0300
Shire Office – Australind (Business Hours)	9729 0300
Shire Ranger Services (Business Hours)	9729 0300
Shire Ranger Services (After Hours)	0438 944 259

Annexure N: Recovery Needs Assessment and Support Survey (Example
Template Only)

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

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

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

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

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquiries about the survey, please ring: _____.

In terms of the Privacy Act should you wish to access, change or amend any information you have given, please phone the above telephone number. You can also contact the Recovery Committee situated at:

Interview conducted at: _____

(Location)

(Date)

(Time)

By: _____

Interviewer (print name)

Tear off this page and give it to the person being interviewed.

Also include any other relevant information sheets/brochures

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed

'Hello, I am *(name)*, I am here on behalf of the Shire of Harvey Recovery Committee about the recent *(emergency event)*. I would like to talk with you to see if there is anything we can help you with, or organisations we can refer you to, to assist your recovery.'

1. Read through the cover page with the interviewee and complete it. Tear it off and give it to the person being interviewed. It is their receipt;
2. Provide them with any information sheets/brochures;
3. Start at Section 1 and continue to work through all sections;
4. Texts in grey italic font are prompts for you to note or advise the interviewee on;
5. If the interviewee declines to give information, complete known details and return the survey with cover intact.

NOTE: Some people may take this opportunity to offload any frustrations. Do not take this personally, it is best to list these items and then move on to the next question when possible.

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SECTION ONE: Occupier and Property

1. PRINCIPLE OCCUPIER'S NAME(S)

_____ (Surname) _____ (First Name(s))

1.2 Total number of people normally residing at this property _____ (Number)

1.3 Other people normally resident

Family name: _____ First name(s) _____
 Family name: _____ First name(s) _____
 Family name: _____ First name(s) _____
 Family name: _____ First name(s) _____
(Please provide children's ages)

1.4 Have you registered with DCPFS by filling in the NRIS registration form? *(Please circle one)*

Yes - Go to Question 1.4a

No - Go to Question 1.5

Advise that they may be required to register to access recovery services

1.5 Location of affected property: _____ (Address)

Telephone number of affected property _____

1.5a What is your rates assessment number (if known) _____

1.5b Would you like to be considered for rates relief (if available) . Yes / No
(Please circle one)

1.6 Do you own the property? Yes / No *(please circle one)*

If **No** please provide contact details of the owner – if known

Name: _____

Address: _____

Telephone day/night: _____

1.7 Where are you currently living? *(Please tick one)*

✓

<input checked="" type="checkbox"/>	Living at affected property – go to Section 2
<input type="checkbox"/>	Temporary accommodation until I/we can return to property
<input type="checkbox"/>	Temporary accommodation looking for permanent accommodation
<input type="checkbox"/>	In new permanent accommodation

1.8 Current address and contact details *(if not living at affected property)*

Address: _____

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Telephone day/night: _____

SECTION TWO: Damage to Dwelling/Contents and Insurance

2.1 Was your house damaged? *(Please tick one)*

✓

<input type="checkbox"/>	Yes	Go to Question 2.2
<input type="checkbox"/>	No	Go to Question 2.3
<input type="checkbox"/>	Don't know as have not seen house	Go to Question 2.3
<input type="checkbox"/>	Not damaged but not accessible	Go to Question 2.3

2.2 Please tick the list below to indicate damage that occurred

Nature of Damage		Describe Damage if Relevant
Water supply not working	<input type="checkbox"/>	
Sewerage not working	<input type="checkbox"/>	
Drainage blocked	<input type="checkbox"/>	
Electricity cut	<input type="checkbox"/>	
Gas cut	<input type="checkbox"/>	
Telephone out	<input type="checkbox"/>	
Road access cut or restricted	<input type="checkbox"/>	
Damage to outbuildings on property	<input type="checkbox"/>	
Other (please describe)	<input type="checkbox"/>	

2.2a When was your house damaged? _____
(Date)

2.2b To the best of your knowledge, what caused this damage?

✓

Cause of Damage	
<input type="checkbox"/>	Flood water
<input type="checkbox"/>	Strom
<input type="checkbox"/>	Hazardous materials incident
<input type="checkbox"/>	Earthquake
<input type="checkbox"/>	Fire
<input type="checkbox"/>	Other (please detail)

2.2c Has your house been inspected by the Shire (building inspector)?
Yes / No / Don't know
(Please circle one)

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2.2d Would you like someone to do a check of your house and property to ensure it is safe to move back into?
Yes / No *(Please circle one)*

2.2e What was the outcome? _____

2.2f Is your house insured? *(Please tick one)*

✓

	Yes	Go to Question 2.2g
	No	Go to Question 2.3
	Don't own the house	Go to Question 3
	I decline to answer this question	Go to Question 2.3

2.2g Have you lodged an insurance claim? Yes / No *(Please circle one)*

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

2.2i Has an insurance assessor inspected your property? Yes / No *(Please circle one)*

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

✓

	Yes	Go to Question 2.3a
	No	Go to Section 3
	Don't know as I have not yet seen contents	Go to Section 3

2.3a Are your house contents insured? *(Please tick one)*

✓

	Yes	Go to Question 2.3b
	No	Go to Section 3
	I decline to answer that question	Go to Section 3

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

2.4c Has an insurance claim been lodged? Yes / No *(Please circle one)*

2.4d Has an insurance assessor inspected the damage? Yes / No *(Please circle one)*

SECTION THREE: Alternative Accommodation

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- 3.1** Do you need assistance to find alternative accommodation? *(Please circle one)*
 Yes - Go to Question 3.1a
 No - Go to Section 4

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

✓

	Temporary (less than a week)
	Short-term (1 - 4 weeks)
	Long-term (more than one month) Please estimate number of months ()
	Permanent

3.1b The accommodation needed is to house:

Adults _____(number)
 Children _____(number)

3.1c Do you have any special need for your accommodation i.e. access for wheelchair, aged *(please provide details)*

SECTION FOUR: Health and Welfare

- 4.1** Do you require and clean-up assistance for your house or property? *(Please circle one)*
(only ask if clean up assistance is available)
 Yes - Go to Question 4.1a
 No - Go to Question 4.2
 Don't know - Go to Question 4.2

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

If you have answered Yes, your details will be passed onto the Shire who are coordinating clean-up services where available

Personal

- 4.2** If you have had contents in your home damaged, would you like to be contacted by agencies that are distributing donated goods? *(Please circle one)*
 Yes - Go to Question 4.2a
 No - Go to Question 4.3

4.2a What kind of goods do you need? *Please list* _____

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4.3 Do you have a need for clothing, toiletries or bedding? *(Please circle one)*

Yes - Go to Question 4.3a

No - Go to Question 4.4

4.3a What kind of these items do you need? *Please list:* _____

4.4 Would you like to find out about support or counselling services for you or a family member?
Yes / No *(Please circle one)*

This following question is included to help you access services that may be provided by affiliate services

4.5 Do you have any affiliation to any other groups in the community?
Yes / No *(Please circle one)*

If Yes, please indicate which group: _____

SECTION FIVE: Financial

5.1 Do you require any assistance with income support? *(Please circle one)*

Yes - Go to Question 5.1a

No - Go to Question 5.2

5.1a Are you already a client of Centrelink? *(Please circle one)*

Yes - Please contact Centrelink direct

No - Please contact Centrelink through the 'help line' and they can advise you on assistance available

NOTE: There may be grants available from other sources such as Red Cross and Mayoral Relief Funds. Applications will need to be filled in for these grants. Please advise those being interviewed about any relief funds that have been established and provide them with application forms if possible.

Documents

5.2 Have you lost, or do you not have access to any of the following: *(Please tick all those that apply)*

Please indicate who in your household has lost these documents

Document	Lost	Cannot be Accessed	Who in the Household
Bank books			
Cheque book			
Credits cards			
EFTPOS cards (money cards)			
Community cards			

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Passport			
Birth Certificate			
Marriage Certificate			
Citizenship Certificate			
Insurance papers			
<i>Other: Please detail</i>			

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

Yes / No / Does not apply *(Please circle one)*

5.4 Any other assistance required?

Assistance	Yes	No	Item
Medications?			
Pets/Livestock?			
Perishable Food?			
Other? (please list)			

Administrative Information

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Person conducting the interview

Name _____
(Please Print)

Contact Details: _____

Date: _____

Person being interviewed

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

Name: _____
(Please Print)

Signature: _____

Date: _____