



Chief Executive Officer Attachments
ORDINARY MEETING OF COUNCIL
Wednesday 21 November 2018

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.1	BBRF Astrotourism Towns Application 1. Astrotourism Towns Project Summary	1-3
9.4.2	Appointment of an Acting Chief Executive Officer from 2 December 2018 until 16 December 2018	Nil
9.4.3	Christmas and New Year Office Closure	Nil
9.4.4	Setting of Agenda Forum and Ordinary Council Meeting dates for 2019	Nil
9.4.5	Adoption of Local Emergency Management Arrangements 1. Shire of Chittering Local Emergency Management Arrangements	4-85



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ASTROTOURISM
WESTERN AUSTRALIA

ASTROTOURISM TOWNS PROJECT SUMMARY

The following is a brief summary of the Astrotourism Towns concept. It outlines the long-term vision of the project. It highlights why WA has a natural advantage for astronomy and stargazing, what an Astrotourism Town is, and how a Shire/town can participate.

VISION

Western Australia's Wheatbelt and Mid West regions protect their pristine dark night skies and become an International icon for world-class stargazing. The asset will attract tourists, visitors, astrophotographers and amateur astronomers from around Australia and the globe and will experience amazing stargazing opportunities only found in regional and remote parts of our great State.

MISSION

To create a stargazing trail through Wheatbelt and Mid West communities.

To facilitate the protection of dark night skies.

To design and implement Australia's first digital map of Astrotourism Towns that will enable stargazing promotion and easy access.

WHY ASTRONOMY AND STARGAZING?

The Wheatbelt and the Mid West have many advantages and unique Astrotourism selling points:

- Dark night skies are a natural asset in regional WA. The real strength is that it is there just waiting to be seen. It doesn't require any maintenance or development and can be seen simply with the naked-eye or with binoculars, telescopes. Moreover, it creates an additional opportunity to develop advanced astrophotography opportunities.
- WA is located in the Southern Hemisphere where the best parts of the Milky Way can be seen. Only we can see the Magellanic Clouds, the Southern Cross, the Jewel Box and more.
- Perth is the most isolated capital city in the world. You don't have to travel far from Perth city lights to find pristine dark night skies for the best stargazing on the planet.

- The Wheatbelt and Mid West regions are far enough away from Perth's bright city lights that our dark night skies are protected, yet close enough to be easily accessed by visitors;
- Our Wheatbelt and Mid West towns have low light pollution and offer safe and easy-to-access places for stargazing;
- We have endless cloudless skies and clear weather giving us an edge over southern regions in WA. Perth has the highest daily average number of bright sunshine hours in Australia.¹; and
- We're home to the following International space science projects:
 - The \$1.3B Square Kilometre Array radio telescope in the Mid West will look back 13 billion years to discover how stars and black holes formed;
 - The Australian International Gravitational Observatory was fundamental in the ground-breaking first ever measurement of gravitational waves thus substantiating Einstein's theories;
 - The European Space Agency has a strategic Deep Space Antenna located south of New Norcia;
 - The WA Space Centre near Mingenew is a base for China, Japan and the USA used for space tracking and communications; and
 - World renowned Japanese astrophotographer, Akira Fuji, has an observatory in the Wheatbelt.

Natural assets, international science projects, world scientists, leading universities and space industry leaders are clustered here in Western Australia.

If you want to work in astronomy, study it, research it, build a business in it or simply experience it, WA is the place to be. And the Wheatbelt and Mid West Regions are the jewel in the crown.

WHAT IS AN ASTROTOURISM TOWN?

It's a place where visitors know they can access pristine night skies for naked-eye stargazing, astrophotography or viewing through telescopes. It has an observing site where visitors can participate in astronomical activities with the confidence they will have a great experience. It also has an astrophotography hot spot where visitors can take images of the pristine night sky above special landscape.

The Astrotourism Towns are networked on a digital map that promotes them as stargazing destinations and includes links to visitor services, accommodation and other information. It promotes:

- the location as an Astrotourism Town;
- the night sky with links for visitors to find out what they can see while they are there;
- Aboriginal astronomy with links to information on dreamtimes stories such as the Emu in the Sky constellation;
- why the Wheatbelt is a great place to stargaze;

¹ <http://www.bom.gov.au/watl/sunshine/>

- why stargazing is a great activity to stay mentally healthy;
- who the project partners are;
- how the town and project partners are helping to reduce light pollution and why this is important

HOW TO BECOME AN ASTROTOURISM TOWN

It will be easy to become an Astrotourism Town and Stargazers Club WA will be there every step of the way for coordination and promotion. The two criteria to become an Astrotourism Town are:

1. Select two sites appropriate for visitors to use for stargazing, telescopes and/or astrophotography. These sites could be co-located with an existing facility or feature of the Shire.
2. Willingness to work with me to adopt astronomy friendly lighting policies to protect the dark night sky for stargazing and astronomical related activities.

WHO IS CAROL REDFORD?

I'm a long-time advocate that Western Australia will become the world's go-to place for astronomy. I'm an astronomy science communicator and my professional roles include:

- Owned and operated Gingin Observatory (now called GDC Observatory) from 2007 to 2012, increasing annual visitation numbers from 1,000 to 5,500.
- Founded Stargazers Club WA in 2013, a dedicated organisation that introduces astronomy to beginners. The Club is a community partner with Act-Belong-Commit, WA's mental health promotional campaign.
- Chair of Astronomy WA, the State's lead organisation that networks organisations such as Scitech, the International Centre for Radio Astronomy, University of WA, Curtin University, CSIRO, observatories and clubs across WA.
- Finalist in the 2018 AgriFutures Rural Women's Award

I live on a farm north of Gingin in the Wheatbelt and have access to an amazing dark sky full of stars every night. This majesty and connection to a bigger Universe is something that everyone should experience more often.

FURTHER INFORMATION

If you have any enquiries or would like to discuss this project further, please do not hesitate to contact me.

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Shire of Chittering

Local Emergency Management Arrangements

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

Chair
Chittering Local Emergency Management Committee

Date

Endorsed by:

Council Resolution
Shire of Chittering

Date

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Local Emergency Management Arrangements

Distribution

Distribution List	
Organisation	Number of copies
WA Police – Gingin	2
District Emergency Services Officer Dept of Communities	1
DFES North East Metro Region	1
St John Ambulance	1
Department of Defence – RAAF	1
DEMC Executive Officer	1
Chittering Chamber of Commerce	1
Swan SES	1

NOTE

To ensure Shire staff has access to appropriate and relevant documents during an event, individual plastic bound copies are available in the SOC Community Emergency Services office.



Local Emergency Management Arrangements

Amendment Record

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		



Glossary of Terms

The following terms apply throughout these arrangements:

AIIMS – the Australasian Interagency Incident Management System is a command structure set up to systematically and logically manages emergency incidents from small to large difficult or multiple incidents. It is designed to expand to ensure effective span of control at all levels.

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

COMBAT AGENCY – an organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire-fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

COMMAND – the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation, policy statements, and cabinet minutes and/or by agreement within an organisation. **COMMAND** relates to organisations and operates vertically within an organisation.

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

CONTROL – the overall direction of emergency management activities in a designated emergency or disaster situation. Authority for control is established in legislation, policy statements, and cabinet minutes or in an emergency management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. **CONTROL** relates to situations and operates horizontally across organisations.

CONTROL CENTRE – a facility where the Controller is located and from which the control and management of emergency operations is conducted. It is usually prefixed by the nature of the emergency, e.g. Fire Control Centre, Cyclone Control Centre, Forward Command Unit, etc.

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

DISASTER – see **EMERGENCY**.



Local Emergency Management Arrangements

DISTRICT EMERGENCY COORDINATOR – is appointed by the State Emergency Coordinator for each emergency management district. The **DISTRICT EMERGENCY COORDINATOR** has responsibility to provide advice and support to the **DISTRICT EMERGENCY MANAGEMENT COMMITTEE** for the district in the development and maintenance of emergency management arrangements for its district and to carry out other emergency management functions in accordance with the directions of the State Emergency Coordinator.

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

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

NOTE

The terms **EMERGENCY** and **DISASTER** are used nationally and internationally to describe events that require special arrangements to manage the situation. **EMERGENCIES** or **DISASTERS** are characterised by the need to deal with the hazard and its impact on the community.

The term **EMERGENCY** is used on the understanding that it also includes any meaning of the word **DISASTER**.

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

EMERGENCY MANAGEMENT CONCEPTS – the **EMERGENCY MANAGEMENT CONCEPTS** for Western Australia are consistent with those of the Commonwealth and in accordance with the *Emergency Management Act 2005*:

- a. **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.
- b. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.
- c. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.



Local Emergency Management Arrangements

- d. **Recovery** activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

EMERGENCY COORDINATION CENTRE – a facility, where the Controller is located and from which coordination of all support to the Controller is managed. There are four types of coordination centres State, Region, Local and Forward Coordination Centres

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

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

HAZARD MANAGEMENT AGENCY – that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all **EMERGENCY MANAGEMENT** activities pertaining to the prevention of, preparedness for, response to and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level **EMERGENCY MANAGEMENT** plans.

INCIDENT – an **EMERGENCY**, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency **EMERGENCY MANAGEMENT** activities at a district or State level.

INCIDENT AREA – the area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by an **INCIDENT**.

INCIDENT CONTROLLER (INCIDENT MANAGER) – the person responsible for the overall management of a major **EMERGENCY** or **DISASTER**. In all instances the senior officer of the **HAZARD MANAGEMENT AGENCY** will perform this function.

INCIDENT MANAGEMENT GROUP (IMG) – the group that may be convened by an Incident Manager in consultation with the relevant **LOCAL EMERGENCY COORDINATOR** to assist in the overall management of an Incident. The **IMG** includes representation from key agencies involved in the response.

INCIDENT MANAGEMENT TEAM – the group of incident management personnel comprised of the **INCIDENT CONTROLLER** and the personnel appointed to be responsible for the functions of Planning, Operations and Logistics.

LIFELINES – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.



Local Emergency Management Arrangements

LOCAL EMERGENCY COORDINATOR – is appointed for a Local Government district by the State Emergency Coordinator. The **LOCAL EMERGENCY COORDINATOR** is responsible for providing advice and support to the **LOCAL EMERGENCY MANAGEMENT COMMITTEE** for the district in the development and maintenance of emergency management arrangements and are also responsible for assisting **HAZARD MANAGEMENT AGENCIES** in the provision of a coordinated response during an **EMERGENCY** in the district and carrying out other **EMERGENCY MANAGEMENT** activities in accordance with the directions of the State Emergency Coordinator.

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE – is established by the Local Government consists of a Chairperson and other members appointed by the relevant Local Government with the Shire President or Deputy Shire President as the Chairperson of the Committee. Functions of the **LOCAL EMERGENCY MANAGEMENT COMMITTEE** to advise and assist the Local Government in ensuring that **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS** are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the **OFFICE OF EMERGENCY MANAGEMENT** or prescribed by the regulations.

OPERATION – an **INCIDENT** or multiple **INCIDENTS** which impact, or are likely to impact, beyond a localised community or geographical area.

OPERATIONS AREA – that area, defined by the **OPERATIONS AREA MANAGER**, incorporating the entire community or geographical area impacted by, or likely to be impacted by, an **OPERATION** and incorporating a single or multiple **INCIDENT AREAS**.

OPERATIONS AREA MANAGEMENT GROUP (OAMG) – the group that may be convened by an **OPERATIONS AREA MANAGER**, in consultation with the relevant **DISTRICT EMERGENCY COORDINATOR(S)**, to assist in the overall management of an **OPERATION**. The **OAMG** includes representation from key agencies involved in the response.

OPERATIONS AREA MANAGER – the person designated by the relevant **HAZARD MANAGEMENT AGENCY**, responsible for the overall management of an **OPERATION** and provision of strategic direction to agencies and **INCIDENT MANAGER(S)** in accordance with the needs of the situation.

RISK – a concept used to describe the likelihood of harmful consequences, arising from the interaction of **HAZARDS**, communities and the environment.

Local Emergency Management Arrangements

RISK MANAGEMENT – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk; refer to *AS/NZS Standard ISO 31000 (Risk Management)*.

STATE EMERGENCY COORDINATION GROUP (SECG) – a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the **HAZARD MANAGEMENT AGENCY**, to assist in the provision of a coordinated multi-agency response to and recovery from the **EMERGENCY**. The **SECG** includes representation, at State level, from key agencies involved in the response and recovery for the **EMERGENCY**.

STATE EMERGENCY MANAGEMENT PLAN – means a plan prepared under section 18 of the *Emergency Management Act 2005*.

STATE EMERGENCY MANAGEMENT POLICY – means a policy prepared under section 17 of the *Emergency Management Act 2005*.

SUPPORT ORGANISATION – that organisation whose response in an emergency is either to restore essential lifeline services (e.g., Western Power, Water Corporation of W.A, Main Road W.A. etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.



General Acronyms used in these Arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Services
SEWS	State Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

Community Consultation

These arrangements have been prepared and endorsed by the LEMC and approved by the SOC Council. They have been tabled for the information and comment with the East Metropolitan DEMC.

Document Availability

Copies of these Arrangements are available in the Bindoon Library (6177 Great Northern Highway, Bindoon) free of charge during office hours and are available to view/download from the Shire's website (<http://www.chittering.wa.gov.au/emergency-services/default.aspx>) .

Area covered

The SOC is a land locked Shire situated on the Darling Scarp, with the Shire centre of Bindoon being 80 kilometres from Perth (refer **ANNEX C**). It is bounded on the west by the Shire of Gingin, on the north by the Shire of Victoria Plains, on the east by the Shire of Toodyay and on the south by the City of Swan. A small south-westerly section of the Shire abuts the City of Wanneroo.

The Shire is close to the Metropolitan area and is experiencing rapid growth of special rural areas. These special rural areas are being utilised for a variety of reasons ranging from retirement to affordable land and housing areas for young families. Current statistics put the population for the Shire at 5,472 people.

The Shire has five main population density areas. (1) Muchea – a gazetted township in the south of the Shire; (2) Upper Chittering – mostly small hobby farms; (3) Lower Chittering – mostly small farms; (4) Bindoon – incorporating the Chittering Heights subdivision including the gazetted town site of Bindoon and the special rural areas of the Chittering Country Club and Bindoon Heights; (5) Wannamal – a broad acre farming area with a gazetted town site.

The rest of the population is generally spread on farms and small areas of closer settlement adjacent to the main roads that bisect the Shire. The Shire encompasses an area of 1,220 square kilometres and has 302kms of sealed road and 151kms of unsealed road.

There is a wide range of landforms in the Chittering Shire, ranging from the flat wetlands of the Muchea area to the steep heights of Lower Chittering. Muchea is situated on relatively flat, sandy soil that is inundated during winter with lush growth, and during summer, sustained by a high water table.

Lower Chittering is well known for its scenic beauty, has very high steep slopes dropping to spectacular rivers. Bindoon is also hilly, but the hills are not as steep as those found in Lower Chittering. Wannamal has undulating hilly sections to open farming land.



Local Emergency Management Arrangements

Aim

The aim of the Shire of Chittering Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire of Chittering.

Purpose

The purpose of these Arrangements is to set out:

- a. The local government's policies for emergency management;
- b. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the person's mentioned in 'b' above;
- d. A description of emergencies that are likely to occur in the local government district;
- e. Strategies and priorities for emergency management in the local government district;
- f. Other matters about emergency management in the local government district prescribed by the regulations; and
- g. Other matters about emergency management in the local government district the local government considers appropriate [s.41.2(2) of the *Emergency Management Act 2005* (EM Act)].

Scope

These Arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government district of the Shire of Chittering;
- This document covers areas where the Shire of Chittering provides support to HMAs in the event of an incident;
- This document details the Shire of Chittering's capacity to provide resources in support of an emergency, while maintaining business continuity, and the Shire of Chittering's responsibilities in relation to recovery management.

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



RELATED DOCUMENTS AND ARRANGEMENTS

Emergency Management Policies

The Shire of Chittering does not have Local Emergency Management Policies unique to the local government area.

State Emergency Management Plans

The State Emergency Management Committee (SEMC) has responsibility to arrange the preparation of state level plans that cover specific hazard support issues.

State Emergency management Plans include but are not limited to the following:

Hazards

- | | |
|------------------------------|------------------|
| • Animal & Plant Biosecurity | • Air Crash |
| • Bushfire | • Collapse |
| • Cyclone | • Dam break |
| • Earthquake | • Flood |
| • Hazmat | • Rail Crash PTA |
| • Heatwave | • Human Epidemic |
| • Storm | • Tsunami |

State Emergency Management Plans can be viewed via the SEMC website – www.semc.wa.gov.au

Local Emergency Management Arrangements

Existing plans and arrangements

To enable integrated and coordinated delivery of emergency management within the SOC, these arrangements are consistent with State Emergency Management policies and State Emergency Management Plans.

Local Plans

TABLE 1: Local Plans

Document	Owner	Location	Date
Local Emergency Management Plan for the Provision of Welfare Support – Midland Region	Department for Child Protection and Family Support	25 Adelaide Terrace Fremantle	November 2017
Emergency Management Plan	Bindoon Primary School	19 Learners Way Bindoon	2017
Bushfire Plan	Bindoon Primary School	19 Learners Way Bindoon	February 2018
Emergency and Critical Incident Management Plan	Edmund Rice College	3398 Bindoon-Dewars Pool Rd, Bindoon	June 2013
Critical and Emergency Incidents Policy	Immaculate Heart College	Santa Gertrudis Drive Lower Chittering	May 2017
Bushfire Policy – Evacuation Procedure	Immaculate Heart College	Santa Gertrudis Drive Lower Chittering	August 2016

Agreements, Understandings and Commitments

Nil

Special considerations

With the diversity of the SOC, there are several considerations that will have an impact on the implementation of these emergency management arrangements in the times of emergency:

TABLE 3: Special Considerations

Description	Time of Year	Impact/No. of People
Bushfire Season	November to April	
Storm Season	August to September	
Bindoon Dirt Drags	April	1,500
Wear Ya Wellies	May	4,000
A Taste of Chittering	August	10,000
Targa West	August	2,500
Chittering Flower Festival	September	3,000
Bindoon Show and Rodeo	October	8,000

Local Emergency Management Arrangements

Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Chittering has conducted a broad analysis of resources available within the Shire of Chittering and collated these in the Shire of Chittering Emergency Resources Register (**ANNEX B**) located in the Emergency Contacts Directory and the Plant and Equipment Register. Both documents shall be reviewed and updated quarterly.

They include information pertaining to:

- (a) HMA, combat and support agencies;
- (b) Specialised services;
- (c) Local Government staff and volunteers;
- (d) Emergency Evacuation Centres'
- (e) SOC facilities (building etc);
- (f) Operational plant machinery;
- (g) Transport vehicles; and
- (h) Various plant equipment.

Roles and responsibilities

Section 41 (2) (b) of the *Emergency Management Act 2005* states that local emergency management arrangements must set out the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district. Descriptions of these roles and responsibilities are as follows:

TABLE 4: Local Roles and Responsibilities

Local Role	Description of responsibilities
Local Government	<p>The responsibilities of the Shire of Chittering are defined in Section 36 of the EM Act:</p> <p>36. Functions of local government</p> <p><i>It is a function of a local government—</i></p> <ul style="list-style-type: none"> (a) <i>subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and</i> (b) <i>to manage recovery following an emergency affecting the community in its district; and</i> (c) <i>to perform other functions given to the local government under this Act.</i>
Local Emergency Coordinator	<p>The responsibilities of the Local Emergency Coordinator are defined in Section 37 of the EM Act:</p> <p>37. Local emergency coordinators</p> <ul style="list-style-type: none"> (1) <i>The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.</i>

Local Emergency Management Arrangements

Local Role	Description of responsibilities
	<p>(2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.</p> <p>(3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government.</p> <p>(4) The local emergency coordinator for a local government district has the following functions—</p> <ul style="list-style-type: none"> (a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district; (b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; (c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local Government – incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building

Local Emergency Management Arrangements

Local Role	Description of responsibilities
	owned and operated by local government, provide a liaison officer to support the Department of Communities.



Local Emergency Management Arrangements

LEMC Roles and Responsibilities

The Shire of Chittering has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

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

The LEMC is not an operational committee but rather the organisation established by the Shire of Chittering to assist in the development of local emergency management arrangements for its district.

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

- Developing, enhancing and testing preparedness planning from a 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.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

TABLE 5: LEMC Roles and Responsibilities

Local Role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> ○ Meeting agenda; ○ Minutes and action lists; ○ Correspondence; ○ Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy

Local Emergency Management Arrangements

	<p>requirements including;</p> <ul style="list-style-type: none"> ○ Annual Report; ○ Annual Business Plan; ○ Local Emergency Management Arrangements; ● Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and ● Participate as a member of sub-committees and working groups as required;
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Agency Roles and Responsibilities

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

TABLE 6: Agency Roles and Responsibilities

Agency Role	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> ● undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. ● control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the <i>Emergency Management Regulations 2006</i>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> ● Undertake responsibilities where prescribed for these aspects [EM Regulations] ● Appoint Hazard Management Officers [s55 Act] ● Declare / revoke emergency situation [s 50 & 53 Act] ● Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] ● Ensure effective transition to recovery by local government
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions</p>

Local Emergency Management Arrangements

Agency Role	Description of responsibilities
	under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)



Local Emergency Management Arrangements

MANAGING RISK

Description of emergencies likely to occur

The following table describes emergencies that are likely to occur within the Shire of Chittering. These have been derived from the local emergency risk management process.

TABLE 7: Description of emergencies likely to occur in our area

HAZARD	HMA	LOCAL AGENCY	STATE HAZARD PLAN	LOCAL PLAN
Bushfire	DFES	SOC	Fire Interim (May 2018)	Response Plan Avon Valley Response Plan.
	DFES	SOC	Fire Interim (May 2018)	
	DFES	Perth Hills/Swan Coastal District	Fire Interim (May 2018)	
Severe Storm	DFES	Swan SES	Storm (May 2016)	
Structure Fire	DFES	(i) Gingin VFRS (ii) Bullsbrook VFES (iii) Ellenbrook CFRS	Fire Interim (May 2018)	
Road Transport Emergency	WAPOL	Gingin Police		
Heat Wave	DOH	DOH	Heatwave (May 2018)	
Air Transport Emergency	WAPOL	Gingin Police	Crash Emergency (Aug 2018)	
Hazardous Materials	DFES	(i) Gingin VFRS (ii) Ellenbrook CFRS	Hazardous Materials Emergencies (Aug 2018)	Standard DFES SOP's

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

COORDINATION OF EMERGENCY OPERATIONS

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

Incident Support Group (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

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

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM Plan Section 5.1. These are:

- (a) Where an incident is designated as Level 2 or higher;
- (b) Multiple agencies need to be coordinated.

Member of an ISG

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

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

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

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



Local Emergency Management Arrangements

Frequency of meetings

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

Location of ISG meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District:

TABLE 9: Suitable locations for ISG meetings

Location one		
Address: Council Chambers, 6177 Great Northern Highway, Bindoon		
Description	Name	Phone
1 st Contact	Natasha Mossman	9576 4606
2 nd Contact	Nadine Hayes	9576 4633

Location two		
Address: WAMIA, Lot 5 Muchea East Road, Muchea		
Description	Name	Phone
1 st Contact (After Hours)	Peter Gorman	0438 122 518
2 nd Contact (Acting Executive Officer)	Greg Lott	9571 0013

MEDIA MANAGEMENT AND PUBLIC INFORMATION

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

Public Warning Systems

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

Local Systems

The following table provides the necessary information on the Shire of Chittering's local systems:

TABLE 10: Local systems

Description	Contact Person	Contact Number	Further information
Information telephone line	Shire of Chittering Administration	9576 4600	
Public notice board – Administration	Shire of Chittering Administration	9576 4600	Nadine Hayes holds keys.
ABC Radio – Midwest and Wheatbelt 245 Marine Terrace Geraldton	Barry Nicholls	9923 4111	
Northern Valleys News	Tamieka Preston	0419 902 904	tamieka@nvnews.com.au

Other methods of providing necessary information are:

- Shire of Chittering Facebook page (<https://www.facebook.com/ShireofChittering/>)
- Shire of Chittering website (<http://www.chittering.wa.gov.au/>)
- Public and community meetings
- Pamphlets, flyers, brochures, newsletters
- Word of mouth, door knocking, face-to-face
- Text messaging
- Radio and television

FUNDING ARRANGEMENTS

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Chittering 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 should an emergency event require resourcing by the Shire of Chittering to ensure the desired level of support is achieved.



EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre-emergency evacuation planning. A comprehensive evacuation plan is considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC have endorsed the Western Australian Community Evacuation in Emergencies Guideline which has a section on pre-emergency planning for local governments and LEMCs and dot point items for consideration.

Special needs groups

The following table lists the special needs group in the Shire of Chittering.

TABLE 11: Special needs groups

Name	Description	Address	Contact	Avg No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Bindoon Primary School	Primary School	19 Learners Way, Bindoon	9576 1097	140	Yes School Yes
Edmund Rice College	Secondary College	3398 Bindoon-Dewars Pool Road, Bindoon	9576 5500	160	Yes College Yes
Immaculate Heart College	Primary School	34 Santa Gertrudis Drive, Lower Chittering	9571 8135	100	Yes School Yes

ROUTES AND MAPS

This section provides a map of the locality and identifies any issues and local land marks.

Bindoon townsite map

Muchea townsite map

Wannamal townsite map

Lower Chittering map

Local Emergency Management Arrangements

WELFARE

As per Section 5.5.4 of the State Emergency Management Plan, the Department of Communities is responsible for the EM activity of providing welfare services (r. 32 EM Regulations). The Department of Communities has the primary responsibility for coordinating the provision of welfare support and resources during emergencies including: • emergency accommodation; • emergency catering; • emergency clothing and personal requisites; • personal services; • registration and reunification; and • financial assistance. Each functional area is managed by the Department of Communities with the assistance of a range of government organisations and NGOs that have agreed to undertake responsibilities. Agreed organisational roles and responsibilities for each functional area are documented in the relevant Department of Communities emergency operational plan

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;
- Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- Establish and maintain the Local Welfare Emergency Coordinator Centre;
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required.

TABLE 12: Local Welfare Coordinator

Organisation	Contact Person	Phone numbers	Email address
Shire of Chittering	Alan Sheridan (CEO)	0427 576 127	ceo@chittering.wa.gov.au

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare responses during emergencies and liaise with the Local Welfare Coordinator.

If the evacuation process is of such a nature that it can be dealt with solely by the Local Welfare Liaison Officer, all duties performed by the Local Government Officer shall be

Local Emergency Management Arrangements

performed by the Local Welfare Liaison Officer. If the Local Welfare Liaison Officer believes the evacuation process requires the attendance of the Local Government Officer, the Local Government officer will be appointed to perform the duties of the Local Government Officer.

TABLE 13: Local Welfare Liaison Officer

Organisation	Contact Person	Phone numbers	Email address
Shire of Chittering	Tresa White	9576 4607	hr@chittering.wa.gov.au
Shire of Chittering	Lynette Prendergast	9576 4635	developmentcso2@chittering.wa.gov.au
Shire of Chittering	Nadine Hayes	9576 4633	fosupport@chittering.wa.gov.au
Shire of Chittering	Annie Hudson	9576 4610	library@chittering.wa.gov.au
Shire of Chittering	Lisa Kay	9576 4601	cdc@chittering.wa.gov.au
Shire of Chittering	Veronica Robinson (Mucnea only)	9576 4628	rates@chittering.wa.gov.au

Register.Find.Reunite

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

Animals

The Department of Communities is primarily responsible for coordinating the provision of emergency welfare response services to people affected by emergency incidents. A part of that role CPFS will provide staff and operate Evacuation/Welfare centres if required.

DC is thus required to be aware of the provisions of this plan and support its activation particularly with regard to people that may attend evacuation/welfare centres accompanied by their companion animals or otherwise have specific concerns as to animals that they may have left in the emergency affected area.

Welfare Centres

The following welfare centres have been identified and are listed in **ANNEX B**.

Local Emergency Management Arrangements

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan, the SEMC has endorsed the Local Recovery Plan (refer **ANNEX D**)

Local Recovery Coordinator

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

Core Recovery Group:

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

TABLE 14: Local Recovery Group

Position	Primary	Alternate
Chair	Cr Gordon Houston, President	Cr Peter Osborn, Deputy President
Local Recovery Coordinator	Alan Sheridan, Chief Executive Officer	
Deputy Recovery coordinator	Jim Garrett, Executive Manager Technical Services	
Administrative support	Nadine Hayes, Finance Officer - Support	
Communications officer	Nadine Hayes, Finance Officer - Support	

Co-opted members:

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

Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corp, Main Roads, Western Power
Welfare agencies	DCP, Red Cross, Salvation Army, local welfare services
Financial services	Centre link, Development commissions, Insurance providers, Chamber of

Local Emergency Management Arrangements

	Commerce
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Parks and Wildlife	
WA Police	
St John Ambulance	
Community Groups or representatives.	Rotary Club, Lions Club, CWA
CALD group representatives	
Non-Government Organisations	

Sub Committees.

Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

EXERCISING, REVIEWING AND REPORTING

The aim of exercising

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

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

Exercising the emergency management arrangements will allow the LEMC to:

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

Frequency of exercises

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

Types of exercises

Examples of exercise types include:

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

Reporting of exercises

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

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

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy Section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- Contacts lists are reviewed and updated quarterly (refer to **ANNEX A – EMERGENCY CONTACT INFORMATION “RESTRICTED”**)
- A review is conducted after training that exercises the arrangements
- An entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register

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

ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within two 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 Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

ANNEXURES

**A: Resource Register (RESTRICTED)**

LOCAL RESOURCE REGISTER

This document is NOT for public access, is commercial in confidence and is only to be used by emergency management personnel and for emergency management purposes only.

This register requires updating a minimum of every year to ensure the accuracy of the information contained within.

2018



Shire of Chittering Local Emergency Management Arrangements

Shire of Chittering – Depot

Executive Manager Technical Services Jim Garrett	Ph: (d) 9576 4625 Mob: 0427 760 134	
Resource Type	No. of Items	Resource Location
Personnel		
Communications <ul style="list-style-type: none"> ▪ Base Sets ▪ VHF Sets 	6 1	SOC Admin Tech Services SOC Admin
Passenger Vehicles <ul style="list-style-type: none"> ▪ Cars ▪ Utilities 	See Attached Plant List	
Engineering Plant and Vehicles <ul style="list-style-type: none"> ▪ Road Sweepers ▪ Tip Trucks ▪ Champion Grader ▪ Rollers ▪ Loaders ▪ Backhoes ▪ Tractors ▪ Water Trucks ▪ Crane Truck ▪ Sanitation Truck 	See Attached Plant List	
Power Supply (Generators) <ul style="list-style-type: none"> ▪ 3KVA ▪ 6KVA 		
Other: <ul style="list-style-type: none"> ▪ Hand Tools Various ▪ Compressor ▪ Chains and Ropes ▪ Chain Saws ▪ Pole Saw ▪ Oxy Acetylene ▪ Ladders ▪ Trailers ▪ Water Pumps ▪ Sludge Pumps ▪ Concrete Cutters ▪ Jack Hammer 	0 1 3 7 2 1 2 4 1 1 1 0	Depot





Shire of Chittering Local Emergency Management Arrangements

MOTOR VEHICLES				
Plant	Plate	Department	Vehicle	Person
P0001	0CH	Administration	Holden Caprice Sedan	Alan Sheridan
P0003	00CH	Development Services	Holden Commodore SV6 Sedan	Peter Stuart
P0004	CH0	Technical Services	Ford Ranger	Jim Garrett
P0005	CH1270	Corporate Services	Holden Commodore SV6 Sedan	Rhona Hawkins
P10178	000CH	Administration	Holden Colorado Wagon	David Carroll
P0035	CH354	Technical Services	Holden Colorado Utility	Mel Hook
P0230	CH230	Development Services	Ford Ranger	Mark Smith
P0231	CH003	Development Services	Ford Ranger	Matthew Johns
P310	CH319	Technical Services	Holden Colorado Utility	-
P1262	CH1262	Development Services	Holden Malibu Sedan	Nathan Gough
P1270	CH451	Development Services	Holden Malibu Sedan	Glenn Sargeson
P1278	CH602	Corporate Services	Holden Cruze Hatchback	Pool car
P784	CH784	Technical Services	Ford Ranger	Rick Choules
P5026	CH5026	Technical Services	Ford Ranger Space Cab Utility	Pool car
P0177	CH5464	Corporate Services	Toyota Coaster Bus	Community bus
P1891	CH1891	Chittering Landcare	Holden Colorado Utility	EBICG
P1892	CH10648	Chittering Landcare	Holden Colorado Utility	NRMO – Water
P5007	CH5007	Chittering Landcare	Holden Colorado Utility	Rosanna Hindmarsh





Shire of Chittering Local Emergency Management Arrangements

HEAVY PLANT				
Plant	Plate	Department	Vehicle	Person
P1252	CH1252	Technical Services	Isuzu Tray Top Truck	Robbie Glover
P1254	CH1254	Technical Services	Fuso Tip Truck 14t - Side Tipper	James
P1255	CH1255	Technical Services	Fuso Tip Truck 14t	Ray
P1256	CH1256	Technical Services	Isuzu Tip Truck 14t - Water Truck	Greg
P1257	CH5757	Technical Services	Fuso Truck	Rolf
P1258	CH1258	Technical Services	Fuso Truck	Colin
P1281	CH1260	Technical Services	Skid Steer Loader	Various
P10099	CH10099	Technical Services	Isuzu NQR450 Crew	Ashley
P5987	CH5987	Technical Services	Case MaxiFarm60 Tractor	Mark B
P1261	CH1261	Technical Services	Caterpillar 120H Grader	Graeme
P1263	CH1263	Technical Services	Roller Multipac SP	Ray
P1266	1GAR973	Technical Services	JCB Backhoe	Graeme
P6085	CH6085	Technical Services	Pacific Towed Broom	Various
P1271	CH1271	Technical Services	Toro Mower GM360	Jacob
P1273	N/A	Technical Services	Caterpillar loader 963C (Landfill)	Tom
P1202	CH5940	Technical Services	Komatsu Wheel Loader	Ray
P10555	CH10555	Technical Services	Komatsu Grader	Shane
P305	N/A	Technical Services	Milltec Press (Landfill)	Tom / Richard
P306	N/A	Technical Services	Genset Isuzu (Landfill)	-
P1282	N/A	Technical Services	Panther Attachment	Various
P1285	1TPU116	Technical Services	Plant Trailer - CoastMac	-





Shire of Chittering Local Emergency Management Arrangements

LIGHT PLANT				
Plant	Plate	Department	Vehicle	Person
P3752	CH3752	Technical Services	Bandit Chipper	-
P6434	CH6434	Technical Services	Transportable Radar Trailer (SAM)	-
P3955	CH3955	Technical Services	Maxi plant trailer mowing trailer 2	-
P0042	N/A	Technical Services	Mulcher FM120 No 2	-
P6333	CH6333	Technical Services	Trailer 1 GP126 for 80kva genset	-
P1277	CH6494	Technical Services	Small Mower Trailer	-
P1279	CH6515	Technical Services	Trailer Mounted Pressure Cleaner (graffiti)	-
P1280	N/A	Technical Services	Bomag Compactor	-
P6535	CH6535	Corporate Services	Trailer (luggage)	-
P1283	CH6792	Technical Services	Trailer (building Maintenance)	Rick Choules
P6084	CH6084	Technical Services	Trailer (8x5 boxtop)	Rick Choules
P1284	N/A	Technical Services	Rota Slasher	-
P1286	N/A	Technical Services	Agrison 80kva genset	-
P1287	1TEL299	Corporate Services	Trailer (events)	-
P1289	1TQR856	Development Services	Trailer (boxtop)	Rangers
P1291	N/A	Technical Services	Agrison 25kva genset	-
P9999	N/A	Technical Services	Sundry plant	-
1090420	CH3775	Technical Services	Modern caravan	Rural Watch – Depot





Shire of Chittering Local Emergency Management Arrangements

Shire of Chittering Ranger Services

Ranger Services Matthew Johns Mark Smith	Ph: 9576 4600 Ranger after hours: 0427 699 701 Ranger: 0427 699 700 Ranger: 0419 030 839	
Resource Type	No. Personnel	Resource Location
Personnel:	2	Administration (office hours) Private residents (after hours)
Communications: <ul style="list-style-type: none"> VHF Sets Mounted (office) VHF and UHF sets vehicle mounted Mobile Phones Vehicle computers 	0 2 2 2	N/A Vehicle Person Person
Vehicles	2	Administration (office hours) Private residents (after hours)





Shire of Chittering Local Emergency Management Arrangements

Hazard Management Agencies

Bush Fire Service – Chittering

Administration Centre
6177 Great Northern Highway
Bindoon WA 6502

Telephone: (08) 9576 4600

Email: chatter@chittering.wa.gov.au

Resource Type	No of Items	Resource Location
Personnel	238	Chittering Volunteer Fire Service Brigades
4WD Light Tankers	7	
1.4 Medium Tanker	1	
2.4 Heavy Tanker	4	
3.4 Heavy Tanker	3	
ICV	1	
Trailer	1	
Portable Water Pump	5	
FSV	1	

Police – Gingin

4 Constable Street
Gingin WA 6503
OIC Sgt Iain Lind

Phone: (b/h) 9575 5600 / (a/h) 0429 117 780

Fax: 9575 5600

Email: gingin.police.station@police.wa.gov.au

Resource Type	No. of Items	Resource Location
Personal	7	Emergencies 000
Police Sedan	2	131 444
4wd Patrol Vehicles	1	

Department of Fire and Emergency Services

BFS District Manager North East Craig Garrett	Mob: 0417 917 605 Ph: 9479 9276 Fax: 9479 4890
DFES Headquarters ComCen ComCen Public Information Line ComCen Fax	Ph: 9395 9300 Ph: 9395 9209 Ph: 1800 198 140 Ph: 1300 657 209 Fax: 9395 9299





Shire of Chittering Local Emergency Management Arrangements

Department of Biodiversity, Conservation and Attractions (formerly Parks and Wildlife)

Perth Hills District Fire Coordinator Michael Pasotti	Ph: 9290 6100 Fax: 9290 6101 Mob: 0427 386 598	
District Manager Stefan Dehaan	Ph: 9290 6100 Mob: 0407 082 046	
Mundaring Reception	Ph: 9290 6100	
Manager of Fire Management Services Murray Carter	Mob: 0427 380 001 Ph: 9334 0333 Ph: 9334 0333 Fax: 9334 0498	
Resource Type	No. of Items	Resource Location
Man Power	64 Personal	Mundaring, Jarrahdale and Dwellingup
Communications <ul style="list-style-type: none"> Radio Telephone Base Sets VHF Sets Hand Held radios Mobile Phones 	6 All mobile units 12 All mobile units	Mundaring, Jarrahdale and Dwellingup
Vehicles <ul style="list-style-type: none"> 4WD Utilities 4WD Station Wagons 4WD Light Duty Fire Units 4WD Heavy Duty Fire Units 4WD Gang Trucks 4WD Tippers/slip on units Fuel Trucks Volvo Loader 930 Komatsu Loader Cat D6 Dozer John Deer grader Low Loader Prime Mover & Float Cranes 	25 4 18 9 5 3 3 1 2 3 1 1 2	Mundaring, Jarrahdale and Dwellingup
Portable Equipment <ul style="list-style-type: none"> Chainsaws Portable Pumps & Canvas Hose 	14 6	Mundaring, Jarrahdale and Dwellingup
Field Catering Units	3	Mundaring, Jarrahdale and Dwellingup
Field Communications Bus	1	Mundaring
Spotter Aircraft	4	Dwellingup, Jandakot
Spotter Towers	3	Bickley, Walyunga and Solus

LEMC Endorsement Date: <insert date>

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Council Resolution: <insert resolution>





Shire of Chittering Local Emergency Management Arrangements

Swan Coastal District Call Signs as at 2016/2017

Channel DEC 645 HB (11 MB) – Wanneroo

Channel DEC 648 HB (12 MB) – Mandurah / Yalgorup

Channel DEC 619 HB (13 MB) - Yanchep / North of Yanchep

Channel DEC 616 HB (17 MB) - Marine / Regional Parks

CALL SIGNS		CALL SIGNS
Coastal 1		Reg. Parks 1
Coastal 2		Reg. Parks 2
Coastal 3		Reg. Parks 3
Coastal 4		Reg. Parks 4
Coastal 5		Reg. Parks 7
Coastal 6		Reg. Parks 8
Coastal 7		Reg. Parks 9
Coastal 8		Reg. Parks 10
Coastal 9		Reg. Parks 11
Coastal 10		
Coastal 11		
Coastal 12		Mandurah 1
Coastal 13		Mandurah 2
Coastal 14		Yalgorup 1
Coastal 15		Yalgorup 2
Coastal 16		
Coastal 17		Coastal 30
Coastal 18		Coastal 31
Coastal 19		Coastal 32
Coastal 20		Coastal 33
Coastal 21		Coastal 34
		Coastal 29





Shire of Chittering Local Emergency Management Arrangements

CALL SIGNS		CALL SIGNS	Heavy Duties
Yanchep 1		Coastal 30	1QBC 009 WN GT
Yanchep 2		Coastal 32	1QBP 929 WN HD
Yanchep 3		Coastal 33	1QBE 327 WN GT
Yanchep 4		Coastal 34	1QBE 140 WN GT
		Coastal 40	1QBG 820 WN HD
		Coastal 42	1QBC 004 WN HD
		Coastal 43	1QBG 822 WN HD
		Coastal 44	1QBE 147 WN HD
Gnangara 2		Coastal 45	1QBE324 WN Spare HD
Gnangara 4		Coastal 46	1QBC 321 YN GT
Gnangara 6		Coastal 47	1QAJ 387 YN tipper
		Coastal 48	1QAN 759 WN tipper
		Coastal 49	
		Coastal 50	1QBO 570 FEL 380
		Coastal 51	1QBA 981 FEL 320
		Coastal 52	1QBH 198 DOZER
		Coastal 53	P/ MOVER 1QBE 871
		Coastal 54	TILT TRAY 1QAT 377
		Coastal 55	COMMS BUS
		Coastal 90	





Shire of Chittering Local Emergency Management Arrangements

Local Resources

Tronox Contact: Dennis Badcock	32 ERT Members covering 4 shifts 24/7 Mk 4 model Ambulance – fully equipped and road licenced Mitsubishi 4 x 4 Light Tanker – 800 litres water with A class bush fire-fighting foam International Medium Pumper – 1100 litres water with structural protection capabilities and B class (hydrocarbon) foam Mazda ERT truck – 10 BA sets, rope rescue equipment, HAZMAT equipment Lighting tower – when available First aid room Fire water reticulated to hydrants - fast flow and capable of supplying fire water to others Other suitable ancillary equipment to include – <ul style="list-style-type: none"> • Road cones • Bunding tape • Breathing apparatus cylinders (40) • BA cylinder compressor • Mobile crane (10T) – when available • Portable Gas monitors – O₂ – SO₂ – H₂S – CO – NH₃ – LEL 	Ph: 9576 1536 Mob: 0428 947 853
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Schools

Department of Education Public Schools	School Watch Security http://www.education.wa.edu.au/home/detcms/navigation/about-us/programs-and-initiatives/school-watch/	Ph: 1800 177 777 Ph: 131 444 Ph: 9222 1513
Bindoon Primary School 19 Learners Way Bindoon WA 6502	Rooms, Assembly Area, Kitchen facilities, Toilet and shower facilities, school oval, supervision and counselling for children, busses on standby	Ph: 9576 1097 Fax: 9576 1229 Email: bindoon.ps@education.wa.edu.au Contact: Glenn Bewick (Principal)
Edmund Rice College 3398 Dewars Pool Road Bindoon WA 6502	Rooms, Kitchen, Assembly Area, Boarding House	Ph: 9576 5500 Fax: 9576 1146 Email: admin@cacbindoon.wa.edu.au Contact: Maria Barton (Principal)





Shire of Chittering Local Emergency Management Arrangements

Immaculate Heart College 34 Santa Gertrudis Drive Lower Chittering WA 6084	Rooms, Assembly Area, kitchen facilities, toilet facilities	Ph: 9571 8135 Fax: 9571 8297 Email: lucas.hurley@ihc.wa.edu.au Contact: Lucas Hurley (Principal)
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Welfare

ADRA Great Northern Highway Bindoon WA 6502	Emergency Relief Centre, Community Commercial Kitchen, 15KVA generator, clothing	Ph: 9576 1301 Ph: (h) 9576 0085 Mob: 0429 209 264 Fax: Contact: Dawn Blizzard
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Community

Chittering Valley Progress & Sporting Association Lower Chittering Hall 23 Chittering Valley Road Lower Chittering WA 6084	6KVA Generator	Ph: 9571 8584 Mob: 0412 129 719 Contact: Michelle Rossouw
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Bindoon and Districts Agricultural Society Great Northern Highway Bindoon WA 6502	Office room, 3x3m gazebo, 6x3 gazebo, 6 trestle tables, cattle yards at Bindoon oval, 30 plastic chairs, fork lift	Mob: 0457 102 033 Contact: Jenny Johnson
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Shire of Chittering Local Emergency Management Arrangements

WA Meat Industry Authority

WAMIA Lot 5 Muchea East Road Muchea WA 6501	Peter Gorman (After Hours) Mob: 0438 122 518 Greg Lott (Acting CEO) Ph: 9571 0013	
Resource Type	No. of Items	Resource Location
First Aid Equipment		WAMIA Muchea
Hardstand	8HA	
Animal Accommodation	Large Animal 2ha Small animal 0.9ha	
Commercial Kitchen and dining area		
Ablutions	4 male/female toilets Disabled toilets Showers	
Meeting room	2	
Donga	5 rooms	
Truck Wash	8 bays	
Machinery	2 skid steer 1 front end loader 1 tip truck 1 street sweeper 1 ATV 1 articulated loader 1 fire fighter 2 portable generators 1 utility 2 trash pumps with lay flat hose	
Fire Water		
Bulk Diesel	4,000 Litres	



**ANNEX A: Emergency Contact Information (RESTRICTED)**



EMERGENCY CONTACT INFORMATION

This document is NOT for public access, is commercial in confidence and is only to be used by emergency management personnel and for emergency management purposes only.

This register requires updating a minimum of every year to ensure the accuracy of the information contained within.

2018

LOCAL RECOVERY PLAN

2018



Disclaimer

This Plan has been produced by the Shire of Chittering in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Chittering expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Acknowledgement

The quality of the information in this Plan is directly attributable to the voluntary input of a wide range of industry experts from a variety of organisations involved in recovery planning, management and service delivery. These include representatives from:

- Non-government organisations;
- Local governments;
- State/territory government agencies;
- Australian government agencies;
- Shire of Chittering Staff.



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Glossary of Terms and Acronyms

The following terms apply throughout these arrangements:

DISASTER - see 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.

NOTE: The terms "emergency" and "disaster" are used nationally and internationally to describe events that require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".

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

HAZARD MANAGEMENT AGENCY (HMA) - that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

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

LIFELINES – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

LOCAL EMERGENCY COORDINATOR (LEC) – is appointed for a local government district by the State Emergency Coordinator. The Local Emergency Coordinator is responsible for providing advice and support to the Local Emergency Management Committee for the district in the development and maintenance of emergency management arrangements and are also responsible for assisting Hazard Management Agencies in the provision of a coordinated response during an emergency in the district and carrying out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – is established by the LG and consists of a Chairperson and other members appointed by the relevant LG with the Shire President as the Chairperson of the committee and the LEC as the Deputy Chairperson. Functions of the LEMC are to advise and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.



PUBLIC AUTHORITY – means:

- (a) an agency as defined in the *Public Sector Management Act 1994*;
- (b) a body, corporate or unincorporated, that is established or continued for a public purpose by the State, regardless of the way it is established;
- (c) a local government or regional local government;
- (d) the Police Force of Western Australia;
- (e) a member or officer of a body referred to in paragraph (a), (b), (c) or (d); or
- (f) a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

PLAN – refers to this Local Recovery Plan for the SOC as endorsed by the LEMC.

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) – the committee as established under section 13 of the EM Act.

STATE EMERGENCY MANAGEMENT PLAN (SEMP) – means a plan prepared under section 18 of the EM Act.

STATE EMERGENCY MANAGEMENT POLICY – means a policy prepared under section 17 of the EM Act.

SUPPORT ORGANISATION - an organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

ACRONYMS USED IN THIS PLAN

EM ACT:	Emergency Management Act 2005
DC:	Department of Communities
WB DEMC:	The Wheatbelt District Emergency Management Committee
EMA:	Emergency Management Arrangements
DFES:	Department of Fire and Emergency Services
IC:	Incident Controller
ISG:	Incident Support Group
LEC:	Local Emergency Coordinator
LEMC:	The Shire of Chittering Local Emergency Management Committee
LGA:	Local Government Authority
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordinating Committee
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMP:	State emergency Management policy
SES:	State Emergency Service
SOC:	The Shire of Chittering as described in the 'Local Emergency Management Arrangements, Part 1 – Area Covered'



Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List have to each of the documents found below.

	Level 1 Access		Level 2 Access	
	Maps	Version	Maps	Version
SOC Local Emergency Management Arrangements	A3	FV	A4a	RV
SOC Risk Register and Treatment Schedule		FV		FV
SOC Emergency Welfare Centres Register		FV		RV
SOC Local Recovery Plan		FV		FV
SOC Built and Natural Environment Sub-plan	A4	FV	NP	FV
SOC Financial Sub-plan		FV		FV
SOC Health and Wellbeing Sub-plan		FV		RV
SOC Emergency Contact Directory		FV		NP
SOC Resource and Asset Register		FV		NP

A3: A3 Maps (full colour, 120gsm gloss, single sided print);

A4: A4 Maps (full colour, 80gsm double sided print);

A4a: A4 Maps (black and white, 80gsm double sided print);

FV: Full Version;

RV: Restricted Version (removal of private contact information);

NP: Not for public access;



Amendment Record

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

Feedback can include:

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

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

Chairperson
Local Emergency Management Committee
Shire of Chittering
PO Box 70,
BINDOON WA 6502

or alternatively email to:

chatter@Chittering.wa.gov.au

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

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

AMENDMENT		DETAILS OF AMENDMENT	AMENDMENT BY
NUMBER	DATE		NAME
1	13/3/2015	Page 14 Local Recover Coordinator/ Deputies SOC Executive Manager Corporate Services SOC Executive Manager Development Services	Kim Perry
2	25/10/2018	Page 5 Acronyms Updated	Nadine Hayes
3	25/10/2018	Page 11 & 12 Finance Arrangements Removed	Nadine Hayes
4	25/10/2018	Annexes H, I, J, K, L (SOC Staff) Removed	Nadine Hayes
5	25/10/2018	Pages 12 & 13 LRCC Core and Co-opted Members Updated	Nadine Hayes



Background

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

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

LGA's are the closest level of government to their communities and have access to specialised knowledge about environment and demographic features of their communities. LGA's also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business.





PART 1 – Introduction

Authority

This Plan has been prepared in accordance with the requirements of Section 41(4) of the EM Act as a support plan to the SOC '**Local Emergency Management Arrangements**' and endorsed by the LEMC. The Plan has been approved by the SOC Council and has been tabled for information and comment by the Wheatbelt DEMC.

Date

This Plan was endorsed by the SOC LEMC on 23 May 2013.

Aim

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

Objectives

The objectives of the Plan are to:

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

Scope

The scope of the Plan is limited to and includes:

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



PART 2 - Planning

Related Documents, Agreements and Understandings, Special Considerations

Related Documents

To enable integrated and coordinated delivery of emergency management within the Shire of Chittering, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans.

Agreements and Understandings

A partnering agreement has been made between the Shires of Chittering and Gingin in which both parties agreed to assist through the provision of additional resources in recovery management following emergencies.

Special Considerations

After Hours, Weekends and Public Holidays – It should be noted that the business hours of the Shire of Chittering, are from Monday to Friday 08:30 to 17:00 hours. These numbers are located and clearly outlined in the Shire of Chittering Local Emergency Activation Flowchart.

Linguistically Diverse – The Shire of Chittering comprises a multi-cultural population with large variety of languages being spoken in the home, including those from Asia, Europe and the Middle East. During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (24 hours) may be utilised to provide or receive information.

Severe Weather Conditions – During periods where severe wind or flash flooding is impacting the community, the Shire of Chittering's resources may be depleted due to additional deployment requirements. This would include resources such as manpower, vehicles and equipment. This circumstance is most likely to occur during the winter; however severe thunderstorms and the effect of cyclonic weather conditions from the north-west of the state are not uncommon during the summer months.

Remote Areas of the 1220 square kilometres of area covered by the Shire of Chittering, the majority of the population and development exists in the southern half. There are areas that lie to the north and northeast, which in relation to emergency management may be described as being remote. Understandably, these areas have limited capabilities regarding emergency management. Without the readily accessible resources that accompany urbanisation, difficulty may be experienced in managing the risks faced by a community. For example, a community may have to rely on local volunteer emergency services during the early stages of a major emergency event before additional support can be deployed on location. Remote areas within the SOC were identified as being vulnerable in relation to hazards faced by the community during the undertaking of the Emergency Risk Management Process. The ongoing development and review of these arrangements will include additional measures to mitigate risks faced by remote areas.

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

- Bush fire season – November to April
- Storm season – May to October



- Due to the close vicinity of the SOC to Perth and other large communities, events like a Tsunami for example could have an effect on the community with an inundation of evacuees into the area.
- Restricted access to some areas due to the terrain of the area. Access and egress requirements need consideration.

Resources

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

The SOC '**Resource Register**' contains the following information:

- Organisation holding the resource
- Contact name
- Contact details (Business/after hours)
- Resource type
- Quantity held

The LRC is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

If the LRCC is convened, the LRC will continue to assess for the LRCC requirements for the restoration of services and facilities including determination of the resources required for the recovery process. The LRCC will source and coordinate external and internal resources, including the provision of SOC staff.



Local Recovery Coordinating Committee (LRCC)

Executive

- Chairperson (if not the SOC President or the SOC CEO, then preferably a SOC Councillor);
- Local Recovery Coordinator (should be different to Chairperson);
- Secretary (normally provided by LGA);
- Local Emergency Coordinator (OIC Gingin Police).

Core Membership

- Chair – Cr Gordon Houston, Shire President
- Deputy Chair – Cr Peter Osborn , Deputy Shire President
- Local Recovery Coordinator – Alan Sheridan, Chief Executive Officer
- Deputy Recovery Coordinator – Jim Garrett, Executive Manager Technical Services
- Administrative Support – Nadine Hayes, Finance Support Officer
- Communications Officer – Nadine Hayes, Finance Support
- Controlling Agency
- Hazard Management Agency;
- Western Australian Police Service;
- Community Representative/s; and if established
- Chairpersons of Sub-committees.

Co-opted Members *(Recommended)*

- Lifelines (power, water, gas, etc);
- Main Roads;
- Regional Development Commission;
- Education/school representative;
- Community Groups;
- Chamber of Commerce;
- St John Ambulance;
- Insurance representative;
- Other persons/organisations as identified.

Role

To coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Plans, SEMP's and local plans and arrangements.

Responsibility

The LRCC is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees as required and appointing appropriate chairpersons for those sub-committees;
- Delegate appropriate persons to oversee and maintain SOC staff rosters, time sheets, OH&S, and any other matter related to SOC staff;



- Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing a strategic plan for the coordination of the recovery process for the event that:
 - takes account of the LGAs long term planning and 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 functions;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
 - allows full community participation and access; and
 - allows for the monitoring of the recovery progress.
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Activation and coordination of the RCC if required;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery and receive periodic reports from recovery agencies;
- Ensuring a coordinated multi agency approach to community recovery;
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Refer to **ANNEX B** for the LRCC action check list.

State Support

Annex G of the State EM Plan allows the State Recovery Coordinating Committee, after consultation the Hazard Management Agency, to provide guidance and support and where required, may supply an experienced officer(s) in the establishment and management of the LRCC along similar lines to the State Recovery Coordinating Committee.

LRCC Sub-committees (where required)

Dependent on the extent of the recovery process required, the following Sub-committees may be established to assist the LRCC in the management of the recovery process.

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

A plan for each of the sub-committees has been developed and should be used as a guide for the LRCC or the relevant sub-committees if convened.



Local Recovery Coordinator/Deputies

The following persons have been appointed by the SOC to be the LRCs in accordance with the requirements of the EM Act, Section 41(4):

- SOC Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Development Services

To ensure coverage in the event one or more of the appointees are unavailable when an emergency occurs, the appointment and training of the above named persons will ensure appropriate and adequate coverage.

Responsibilities

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

- Prepare, maintain and test this Plan;
- Assess the community recovery requirements for each event, in liaison with the HMA, LEC and other responsible agencies, for:
 - advice to the Shire President/CEO on the requirement to activate the Plan and convene the LRCC; and
 - initial advice to the LRCC if convened.
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair, State Recovery Coordinating Committee or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

ANNEX C contains a 'Local Recovery Coordinator Operational Checklist' to assist the LRC in their role.



Local Volunteer Coordinator (LVC)

Within the first few days of an emergency occurring, the SOC will receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers and opportunities are not lost.

There are likely to be two sources of volunteers:

- 1) Clubs, community groups and other non-government organisations;
- 2) Members of the general public.

Volunteers affiliated with an organisation will generally be managed by the organisation of membership and are likely to have specific skills to perform assigned roles (e.g. CWA, Lions clubs, etc).

Volunteers from the general public (individuals and private companies) who offer assistance on an ad-hoc basis require careful management and coordination. 'Volunteer Information Forms' (refer to **ANNEX M**) must be completed by SOC staff whenever an offer of assistance is made and they should be forwarded to the LVC for consideration. Consideration should be given to establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, the LRC will request the activation of the LVC.

Registration

For insurance purposes, it is paramount that any volunteer under the direction and control of the SOC must be registered and signs on prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must sign off on the completion of the volunteers shift.

It is the responsibility of the LVC to oversee the registration all volunteers who are under the direction and control of the SOC, regardless of whether they are individuals or belong to a community group or club. This must occur during all recovery activities including emergency welfare centre activities on the 'Volunteer Log Form' form found in **ANNEX N**.

Allocation of Tasks

The LVC is responsible for matching volunteers' skills and resources to required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded against the respective volunteers 'Volunteer Information Form'. When tasked, the volunteer is to be given a copy of the 'Volunteer Task Allocation Form' to ensure they have a clear understanding of the role to be undertaken. Refer to **ANNEX O** for the 'Volunteer Task Allocation Form'.

The LRC or, if convened, the LRCC is responsible for creating the tasks to be allocated. All tasks allocated must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of tasking is avoided.

Rostering

Where applicable, volunteers should be rostered on for periods of no longer than 8.5 hours at one time, followed by a minimum 10 hour rest period. Shifts should overlap by a minimum of 30 minutes to enable briefings and handovers to their relief to occur. Meal breaks should be planned for with the LVC responsible for all volunteer rostering. Refer to **ANNEX P** for the 'Volunteer Roster Form'. All rostering must be authorised by the LRC or, if convened, the LRCC to ensure the duplication of resources is avoided.



Insurance

The SOC has insurance which covers volunteers as follows

"Personal Accident / Travel"

Covering insured persons for accidental injury only whilst engaged in any activity directly or indirectly connected with or on behalf of the Authority including travel to and/or from any such activity unless otherwise limited by the policy.

Insured Persons

Voluntary Workers but excluding Volunteer Fire Fighters whilst engaged in emergency service operations or business."

Information Sensitivity

As some of the activities tasked to volunteers may be of a sensitive nature and it must be reiterated that any information, particularly personal details and issues, are of a confidential nature and therefore is required to be kept confidential at all times.

Identification

All volunteers must be provided with appropriate identification, the minimum standard being a name tag. The name tag must have the volunteer's full name and VIF Reference Number clearly identified.

Other

Regular briefing and debriefing of volunteers must be planned and managed. Access to appropriate counselling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.



PART 3 - Activation

Organisation

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

Where a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

Organisational Responsibilities

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

Transition from Response

Recovery activities may 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 Controlling Agency IC is to ensure that the LRC is notified of the event and is included as a member of the ISG.

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

- the alignment of response and recovery priorities;
- liaison with the key agencies;
- an awareness of the key impacts and tasks; and
- identification of the recovery requirements and priorities as early as possible.

The full LRCC including sub-committees shall be called together as soon as is 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.

Handover from response to recovery shall be formalised by completing the form found in **ANNEX E**.



In the transition from response to recovery, the:

- IC shall include the LRC in critical response briefings;
- LRC will ensure the IC is aware of recovery requirements and tasks prior to the termination of the response phase;
- LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role;
- LRCC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalisation of handover takes place.

Local Response/Recovery Coordination Interface

Commencement of Recovery

Local Recovery Coordinator:

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

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Comprehensive Impact Assessment (CIA) form that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish Local Recovery Committee, and any sub committees as required.



The Controlling Agency:

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

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the ISG or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the CIA, prior to cessation of the response, in accordance with the approved procedure (*State EM Recovery Procedure 4*) and in consultation with the ISG, the affected local government/s and the state recovery coordinator .
- Provide risk management advice to the affected community.

The decision to activate this Plan will be made by the SOC President/CEO on the advice of the LRC as a result of an assessment of the assistance required for recovery made by either:

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

Once the Plan has been authorised for activation, the LRCC Chairperson is responsible for implementing the recovery processes of the Plan.

Local Recovery Coordinator

(grey tab on checklist)

The Controlling Agency

(grey tab on checklist)

Welfare and Health Services

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the emergency. Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years. Refer to the Department of Communities Welfare Plan Midland Region (2017).



Public Information

Provision of public information must be deliberate, planned and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

Media

During emergencies the media have a legitimate interest in obtaining prompt and accurate information. If media access to accurate information is restricted, rumour and speculation may be substituted for fact. Consequently, there is nothing to be gained by attempting to restrict media access. The media are also a vital link between recovery agencies and the public, and provide an effective means of disseminating information. It is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Due to the fact that the recovery process will generally involve a range of different organisations, there is a need for coordination of information to the media to avoid confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

All media releases prepared by the Recovery Sub-committee will be forwarded to the LRCC for release by the Chairperson. If the recovery process is of such a nature that State involvement is involved, reference should be made to WESTPLAN-Public Information to ensure appropriate processes are followed and adhered to. WESTPLAN-Recovery Coordination notes that State arrangements do not set out to restrict local governments from releasing media statements on recovery matters and issues being dealt with at the local level. However it is expected that all relevant media releases will be provided to the SRCC for comment prior to the dissemination.

Visiting VIPs

In addition to the level of media interest, there is also likely to be a number of visits to the affected area and a high level of interest in the recovery process from government and a range of other agencies.

There are a number of issues listed below that need to be considered by the recovery manager involved with, or responsible for hosting, such visits:

- Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment. Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to arrival.
- Briefing of any visitors should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the event, as well as identification of any existing sensitivities.
- Visitors should have a clear understanding of emergency management arrangements and protocols.



- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. In particular, it should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an affected community may reinforce the impact of the event.
- In the case of a disaster affecting more than one geographic area, care should be taken to ensure that communities are treated impartially and visits are arranged accordingly.

Visits by Commonwealth and State Parliamentarians (including Ministers) should be discussed in advance with the LRCC to ensure the visits are the most effective for both the community and the Member of Parliament.

Information Services

The community recovery information services provided to affected people aim to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Information services must be made available to assist and hasten recovery as well as the means of accessing those services.

The information provided should advise:

- the support, psychological, development and resource services available;
- where, when and how to access those services; and
- the psychological reactions commonly experienced by affected people.

The information should be provided at a “One Stop Shop” set up in a location to be determined and be available as soon as possible and provided and repeated through a range of information means.

The means commonly used are:

- leaflets
- posters
- newsletters
- information centres
- recovery centres
- community agencies
- radio
- newspapers
- television
- outreach visitations
- Public meetings.

The accessibility of the information to the people affected by the emergency is a major issue and actions need to ensure it is available to:

- the whole of the affected area
- non-English speaking people
- special needs groups and or individuals
- isolated people and communities
- secondary affected persons.

Public Meetings



Various forms of public meetings provide an important part of the recovery process. Public meetings may be held soon after an emergency has taken place as a means of communicating information to an affected community regarding such things as the extent of the damage caused by the event and the services available through the range of recovery agencies. Representation of the various recovery agencies at a public meeting also gives the affected community an opportunity to identify those agencies providing services and to clarify important issues. Further public meetings may be held throughout the recovery process as the need arises.

Public meetings also provide the opportunity for members of an affected community to meet together and for rumours, which are inevitable in the early part of the recovery process, to be dispelled. However, given the volatility that may be evident immediately following an emergency, it is critical that public meetings be carefully timed and managed by a facilitator skilled in dealing with any problems which may arise.

Public forums may also be organised to provide practical advice and discussion on a range of issues from personal needs to housing and rebuilding issues. The need for such forums is best identified by workers who have a direct understanding of emerging needs within a community.

Community recovery committees also provide an affected community with a mechanism to have an input into the management of the recovery process. These committees provide an important forum, ensuring local participation in the management of the recovery process.

Cultural and Spiritual Factors

Cultural and spiritual symbols provide an essential dimension to the recovery process. They provide a framework for meaning and evaluation of the emergency experience. These need to be managed as an integral part of recovery activities. The community will present its own symbols and rituals, probably beginning in the immediate aftermath. If these are recognised, supported and coordinated as part of the recovery process, which is owned by the community, they will provide the focus for cultural and spiritual activities.

These activities will assist in the long-term integration of the emergency into the history of the community. Often these activities can be conducted on anniversaries or other significant community occasions.

Public Information Continuity

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains.

Points to Consider

The main points to consider when managing the provision of public information to aid recovery are listed below:

- appoint potential spokespeople to deal with the media
- manage public information during the transition from response to recovery when handover completed by the Controlling Agency
- identify priority information needs
- develop a comprehensive media/communication strategy
- coordinate public information through:
 - joint information centres



- spokesperson/s
- identifying and adopting key message priorities
- using a single publicised website for all press releases
- develop processes for:
 - media liaison and management (all forms e.g. print and electronic)
 - briefing politicians
 - alternative means of communication e.g. public meetings, mailbox 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

Recovery Coordination Centre

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

The local Recovery Coordination Centre will be located at the Shire Administration Centre, 6177 Great Northern Highway Bindoon (Tel: 9576 4600 Fax: 9576 1250). If this location is unavailable or deemed unsuitable, the LRC will designate an alternate location as soon as possible and publicise it after it is established.

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

Recovery Information Centre/One Stop Shop

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

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

The One Stop Shop may be established at a welfare centre, in the Recovery Coordination Centre or in identified SOC buildings (e.g. libraries).



Key Recovery Areas

The LRCC should consider the following areas when recommending priorities and ensuring work is completed.

- Infrastructure
- Economic/Financial
- Personal
- Environment
- Community

When identifying priorities consideration should be given to the risk evaluation criteria developed during the Emergency Risk Management (ERM) process.

State Level Assistance

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

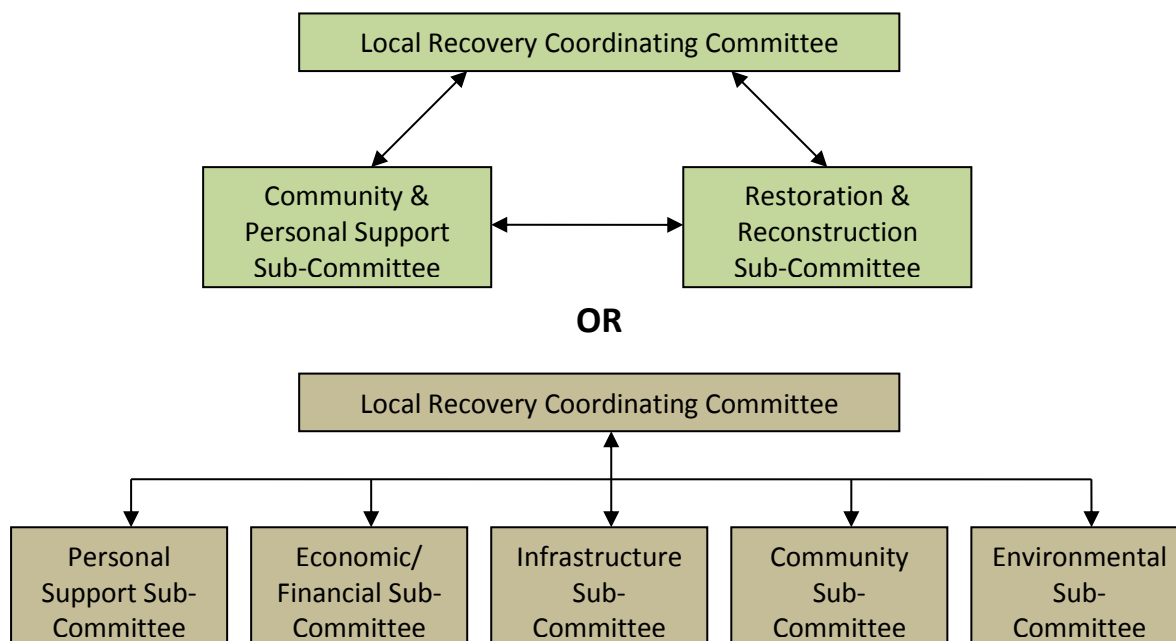
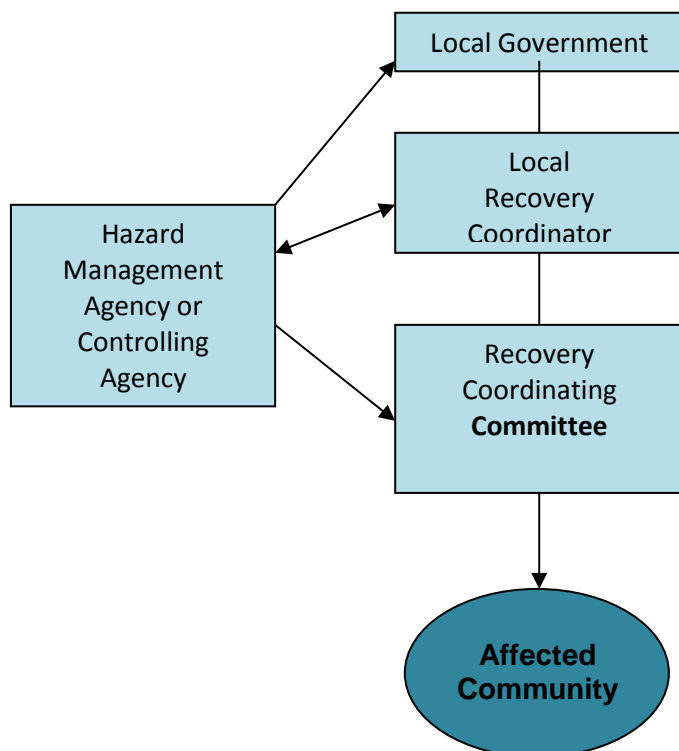
Where the level of recovery is beyond the capacity of the local community, State level support shall be requested as outlined in State recovery arrangements.

Stand Down

The LRC will stand down the LRCC when they are no longer required.

Debriefing/Post Operations Report

The LRC will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and will prepare and table a report to the LEMC for review and update of this Plan. A copy of the report will also be forwarded to the HMA and the Chairman of the SEMC Recovery Services Sub-committee and the EM DEMC.





ANNEX A: Local Recovery Coordination Committee Action Check List

Local Recovery Coordination Committee Action Check List

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



Inspections and Needs Assessments (technical focus) – the LRCC shall:	
Establish and define the purpose of inspection/assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process).	
Collect and analyze 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 the data will be verified (accuracy, currency and relevance). 	
Managing the process to minimise “calling back”.	
Select and brief staff.	
Maintain confidentiality and privacy of assessment data.	
Data Management – the LRCC shall:	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement – the LRCC shall:	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRCC Sub-committees, as appropriate.	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information – the LRCC shall:	
Appoint potential spokespeople to deal with the media.	
Manage public information during the transition from response to recovery when handover completed from Controlling Agency.	
Identify priority 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. 	
Develop processes for: <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. 	



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Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance – the LRCC shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with 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 in liaison with the CPFS.	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures – the LRCC shall plan to:	
Take the opportunity, while doing the risk analysis, to: <ul style="list-style-type: none"> – identify essential services and facilities in high-risk areas. – consider the restoration options in the event of them becoming dysfunctional. 	
Identify options based on research and consultation.	
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements.	
Financial Management – the LRCC shall:	
Review financial strategies.	
Communicate with financial agencies, including insurance companies.	
Keep financial processes transparent.	
Reporting – the LRCC shall plan to:	
Provide a simple, flexible and succinct reporting system.	
Provide adequate administrative support.	
Managed Withdrawal – the LRCC shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agency responsible for management.	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events.	



ANNEX B: Local Recovery Coordinator - Operational Check List

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



ANNEX C: Operational Recovery Plan

Shire of Chittering Local Recovery Coordination Committee

Operational Recovery Plan

Section 1 Introduction

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

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of emergency welfare centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychiatric support) requirements
- Other health issues

Section 3 Organisational Aspects

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

Section 4 Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (WANDRRA), insurance, public appeals and donations (see also Section 5 below)
- Public information dissemination

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for distribution of funds)
- Office and living accommodation, furniture and equipment details for additional temporary personnel

**Section 6 Conclusion**

- Summarises goals, priorities and timetable of plan

Signed by: Chairman, Local Recovery Coordination Committee**Date:**