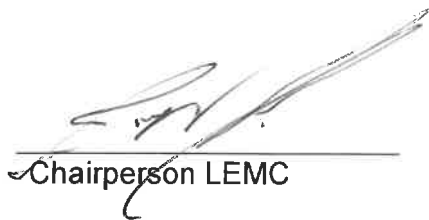




Local Recovery Plan 2024

This document is a Sub-plan to the Cue Local Emergency Management Arrangements.

This Recovery Plan has been produced and issued under the authority of the Emergency Management Act 2005, endorsed by the Cue Local Emergency Management Committee (LEMC) and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).


Chairperson LEMC


Date

08052024
Endorsed by Council – Motion #

21 May 2024
Date

Record of Amendment

Proposals for the amendment or addition to this document should be forwarded to the Chair of the Cue Local Emergency Management Committee, Shire of Cue, PO Box 84, Cue WA 6640 or alternatively you may email to: ea@cue.wa.gov.au

No	Amendment Date	Details of Amendment	Review Date	Initials
1	2015	Creation of Document	2015	NM
2	2015	Review of Document	2015	NM
3	July 2017	Complete review of document to meet legislative requirements	2017	RT
4	8 Aug 2017	Review of Plan by LEMC	2017	LEMC
5	7 Feb 2024	Review of Document	2024	JD
6				

Distribution List

This Local Emergency Recovery Plan forms part of the Shire of Cue Local Emergency Management Arrangements (LEMA). This plan will be distributed to relevant stakeholders in conjunction with the LEMA. There will be a public copy available on the Shire web site or a copy made available from the Shire administration.

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2. Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

District: means an area of the State that is declared to be a district under Section 2.1 Local Government Act 1995.

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the Emergency Management Act 2005

Municipality: Means the district of the local government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

Risk statement: A statement identifying the hazard, element at risk and source of risk.

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

Vulnerability: The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

For further Acronyms refer to the **State EM Glossary**.

3. General Acronyms used in these Arrangements.

BFB	Bush Fire Brigade
BFS	Bush Fire Service
BoM	Bureau of Meteorology
DC	Department of Communities
DBCA	Department of Biodiversity Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire & Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
OEM	Office of Emergency Management
SRC	State Recovery Coordinator
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australia Police

1. PART ONE: INTRODUCTION

Disaster recovery is the coordinated process of returning an affected community to a normal level of functioning after a disaster. Recovery is part of emergency management, which also includes the components of Prevention, Preparedness and Response. Planning for recovery is integral to emergency preparation.

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing” (*Emergency Management Act 2005*)

This Local Recovery Plan is to be read in conjunction with:

- **Emergency Management Act 2005**
- **Emergency Management Regulations 2006**
- **State Hazard Plans**
- **Cue Local Emergency Management Arrangements**

1.1 Authority

This Plan has been prepared in accordance with the requirements of Section 41(4) of the EM Act 2005 and forms part of the Local Emergency Management Arrangements for Shire of Cue. The plan has been endorsed by the Cue Local Emergency Management Committee and been tabled for information and comment by the Midwest-Gascoyne District Emergency Management Committee. This plan has been approved by the Shire of Cue.

1.2 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery operations at a local level and to facilitate the affected community undertaking its own recovery.

1.3 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Cue,
- Establish a basis for the coordination of recovery activities at the local level,
- Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies, which may become involved in recovery management,
- Provide a framework for recovery operations,
- Ensure effective, coordinated management of recovery operations within Shire of Cue,

- Ensure the plan complies with State emergency management arrangements,
- Identify the roles and responsibilities of HMAs, emergency services, support organisations and Shire of Cue whilst promoting effective liaison between all organisations,
- Ensure community engagement throughout recovery management.

1.4 Scope

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

2. PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

To enable integrated and coordinated delivery of emergency management within Shire of Cue, this Plan is consistent with State Emergency Management policies and State Emergency Management Plans. The following documents are related to this Plan:

2.1 Related documents

Document	Owner	Date
Local Emergency Management Arrangements;	Shire of Cue	2024
Emergency Relief and Support Plan	Dept. Communities	
Bush Fire Response Plan	Shire of Cue	
Aerodrome Emergency Plan	Shire of Cue	

2.2 Agreements, Understandings and Commitments

Currently the Shire of Cue has no agreements in place.

Parties to these agreements	Name of Agreement	Summary of Agreement

3. PART THREE: RESOURCES

The Local Recovery Coordinator is responsible for the determination of resources required for recovery activities, in consultation with the HMA. This determination is made in consultation with the Local Recovery Coordinating Group and support

organisations, during the initial stages of the recovery process. Shire of Cue resources and community resources are noted in the 'Resource and Contact Register' contained within the Local Emergency Management Arrangements. If the LRCG is convened, the LRC will continue to assess requirements for the restoration of services and facilities including determination of the resources required for the recovery process. The LRCG will source and coordinate external and internal resources, including the provision of the Shire of Cue staff.

3.1 Local Government Staff

Once the LRCG has been activated, all staffing matters will be coordinated by the LRC including the rostering of staff, attendance monitoring (time sheets), OH&S etc., in accordance with the Shire of Cue Operational Policies.

3.2 Local Volunteer Coordination

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the LRCG. Spontaneous volunteers are a valuable, flexible resource that could be used to support existing volunteers and personnel to take up more active responsibilities in aiding with recovery operations. Local volunteers usually have more familiarity with the local community, local area, and understanding of available resources. Forms for the management of volunteers following a disaster are available at Appendix 6.2

Visit the Volunteering WA website <https://volunteeringwa.org.au/> for more information

3.3 Local Recovery Coordination Centre

It may be necessary to establish a Recovery Coordination Centre if extensive recovery activities are likely to be carried out. The purpose of the Centre is to coordinate the recovery process undertaken by various agencies in terms of resources, information, and tasks.

The Local Recovery Coordination Centre will be located at the Emergency Services Centre, if this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and publicise the location and contact numbers after relocation.

Centre Name	Address	Resources	Contacts
Emergency Services Centre, Shire of Cue	73 Austin Street CUE WA 6640	Refer to Shire of Cue Resource Register	Administration Phone: 9963 8600 Fax: 9963 1085 Email: shire@cue.wa.gov.au

3.4 Recovery Information Centre / One-Stop-Shop

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

A recovery centre is also designed to centralise the delivery of Local, State and Commonwealth government and non-government services to people affected by a disaster. The Recovery Information Centre may or may not be collocated with the Local Recovery Coordination Centre, depending on the size and complexity of the disaster.

Centre Name	Address	Available Resources	Contacts
Administration Office, Cue	73 Austin Street CUE WA 6640	Refer To Shire of Cue Resource Register	Administration Phone: 9963 8600 Fax: 9963 1085 Email: shire@cue.wa.gov.au

3.5 Financial Arrangements

The Shire will utilise the following regarding financial arrangements for recovery where required:

- Establishing a cash reserve for Community Recovery, where it is considered appropriate for the level of risk to the community,
- Use of s6.8(1) and s6.11(2) of the Local Government Act 1995 with respect to expenditure of funds not included in the annual budget,
- Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides exemption for council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves, and

- Use of s6.20(2) of Local Government Act 1995 enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of council.

The following arrangements have been made to fund recovery activities if necessary:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA),
- Lord Mayor's Distress Relief Fund (LMDRF),
- Centrelink, and
- Department of Communities and Family Support.

(Refer to State Emergency Management Preparedness Procedure for more information)

3.6 Financial Management:

Financial management is a key aspect in providing support to a recovery plan, the Shire will develop a strategy to ensure successful implementation of recovery programs ensuring adequate and timely expenditure of funds. Financial Management Arrangements will include:

- Identification of funding streams (local, state, and federal level),
- Prioritisation of requirements for funding,
- Management of funds over time in a transparent manner (receipts of grants, funds, donations, payouts),
- Liaison and cooperation with other agencies in both the private and public sector, and
- All funds regardless of their source remain subject to the Local Government Act 1995, Part 6 – Financial Management. Subsequently, consideration should be given to utilising appropriately trained/experienced finance staff during recovery, to ensure adherence to the aforementioned Act, and appropriate record keeping throughout.

3.7 Donations of Cash

State Emergency Management Policy 6.9 outlines the policy for initiating and managing appeals and donation. The LRCG may encourage the use of Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary, may open a separate account specifically for cash donations.

Visit www.appealswa.org.au for further information and application forms.

The commencement of an appeal fund does not override the statutory obligations, on the part of government agencies, to provide emergency relief and support, and reconstruction assistance to those affected by emergencies.

3.8 Donations of Service and Labour

Any donations of service or labour to assist with the recovery from a disaster, should be administered by the affected Local Government or if established, the LRCG. Where the State Government level recovery coordination arrangements are activated under State Emergency Management Plan 6. Recovery - the Recovery Services Subcommittee may arrange the administration of donations of services and labour.

3.9 Donations of Goods

The donations of goods to assist victims to recover from a disaster may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned. Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCG.

3.10 Non-Government Organisations (NGOs)

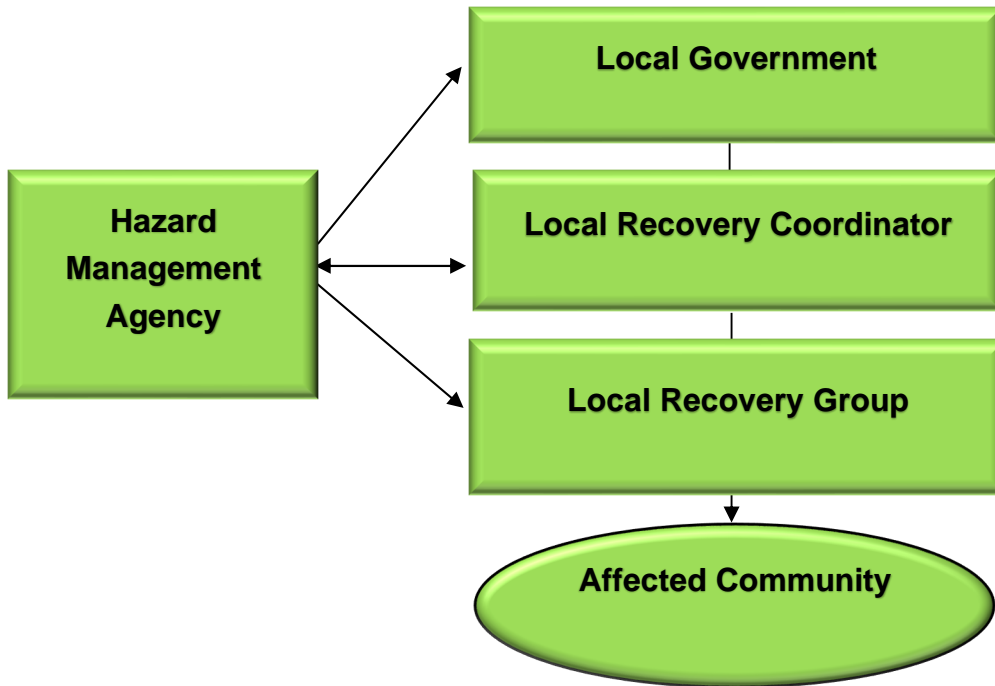
NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the LRCG to avoid duplication of effort and confusion.

4. PART FOUR: ROLES AND RESPONSIBILITIES

4.1 Recovery Structure

During the response phase of an incident, the following structure will be adopted by default, until the incident transitions from Response to Recovery, however the structure of Local Recovery Coordinating Group is considered dynamic, and the composition and roles within the group will change depending upon the disaster being recovered from.

Initial Recovery Management Structure *(during response phase)*

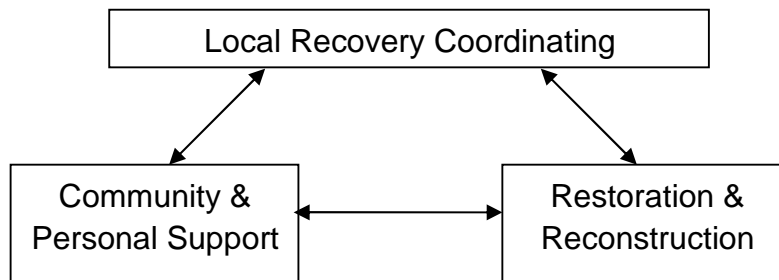


This structure sees the coordination and communication between the Hazard Management Agency (HMA) / Controlling Agency (CA), and the local government authority, including the Local Recovery Coordinator being included in the HMA / CA Incident Support Group briefings and meetings.

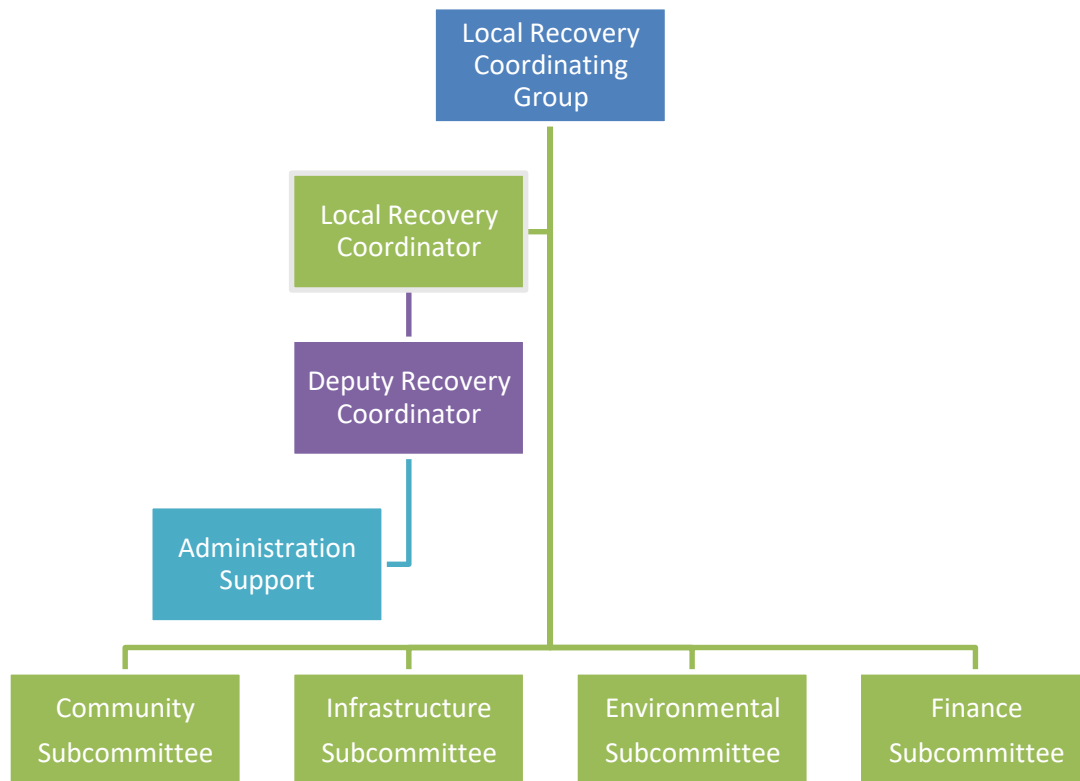
During the Recovery phase, this structure will change dependent upon the disaster, which will largely dictate required recovery actions i.e. a significant infrastructure sub-committee and associated functions may not be required for a bushfire that only affects pastoral land owners or nature reserve land.

Recovery Committee Structures

(following handover from CA/HMA to Local Government)



The above diagram illustrates a basic Recovery Committee structure, which the Shire may adopt dependent upon complexity and impact of the disaster. For more complex disasters, the below structure will be applied. Position descriptions for roles, and guidance for subcommittee functions is included at Appendix 6.6. These structures can be scaled up or back as the situation dictates.



4.2 Local Recovery Coordinator (LRC)

The Coordinator, Emergency Management has been appointed as the Local Recovery Coordinator (LRC) in accordance with the Emergency Management Act 2005, S 41. (4). The Senior Fire Officer will act in the role when the primary appointee is unavailable when an emergency occurs.

The LRC is responsible for coordinating the recovery in conjunction with the LRCG and adhering to the plans, strategies and policies determined by the LRCG.

The LRC is also responsible for preparation, maintenance, testing and implementation of recovery management arrangements in accordance with Emergency Management Act 2005 and in consultation with local government.

A position description of the Local Recovery Coordinator role, Deputy Local Recovery Coordinator and Local Recovery Coordinating Group are available at Appendix 6.4.

4.3 The Local Recovery Coordinating Group (LRCG)

The role of the LRCG is to coordinate and support local management of the recovery processes within the community. The LRCG comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected.

The composition of the group is as follows:

Executive	<u>Core Members</u>	Co-opted Members
Chairperson (Shire President)	Local Government Officers	Agriculture and Food WA
Local Recovery Coordinator (CEO)	Hazard Management Agency(s)	Environment and Conservation
Secretary (DCEO)	Department of Health and or Environmental Health Officer	Utilities (power, water, gas, etc.)
Local Emergency Coordinator (OIC Police)	Department of Communities & Family Support	Main Roads WA
	Australian Red Cross	Regional Development Commission
	Western Australia Police Service	Education representative
	Community Representative/s, and if established Chairpersons of sub-committees	Community Groups
		Chamber of Commerce
		Insurance Council Rep
		Others as required.

The role of the LRCG is to coordinate and support local management of the recovery process within the community. Checklists for both the Local Recovery Coordinator and the Local Recovery Coordinating Group are available at Appendix 6.5. These checklists detail tasking for each entity.

4.4 Local Recovery Coordinating Group Subcommittees (where required)

Dependent upon the extent of the recovery process required, the following sub-committees may be established to assist the LRCG in the management of the recovery process.

- **Community (Social)**
- **Infrastructure (Built)**
- **Environment (Natural)**
- **Finance (Economic)**

Guidance for LRCG Sub-committees is available at Appendix 6.6.

5. PART FIVE: COMMENCEMENT OF RECOVERY

5.1 Transition from Response to Recovery

The responsibility for coordinating recovery arrangements rests with the affected local government. State level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

To ensure that appropriate recovery activities are initiated as soon as possible after impact of the event, the Controlling Agency / Hazard Management Agency (HMA) is to ensure the LRC is notified of the event. The LRC is to liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate. (Refer to State Emergency Management Policy 6.1 for more information)

The Incident Controller is to complete and sign the Comprehensive Impact Assessment to confirm the accuracy of the information and handover the responsibility to local government. The LRC will take over the responsibility for recovery and advise the LRCG to activate the recovery plan and related arrangements.

5.2 Activation

The decision to activate the Local Recovery Plan will be made by the Chair of LRCG on the advice of the LRC. Once the plan has been agreed to be activated, the LRC & LRCG become responsible for implementation of the plan.

5.3 Operational Recovery Planning

The operational recovery plan provides the strategic direction and details actions required to facilitate a successful recovery. When the LRCG is activated, the group will develop an operational recovery plan to guide its functions during the first meeting. The operational recovery plan includes assessment and recovery requirements, organisational management, operational aspects and administrative arrangements.

The following sources and agencies are involved in undertaking impact assessment encompassing the functional areas of recovery (i.e social , infrastructural , economic and environmental disruption /or damage)

- Hazard Management Agencies

- Partner agencies – to identify persons in need of immediate assistance;
- Local government surveyors, engineers, environmental health officers, waste/sanitation, and finance staff.
- Insurance assessors.

An Operational Recovery Plan template is available at Appendix 6.8.

5.4 Emergency Relief and Support, and Health Services

Emergency relief and support is the responsibility of the Department of Communities. The Dept. Of Communities local emergency relief and support plan details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Relief and Support Plan.

The LRCG will work closely with the local office for Department of Communities in accordance with following plans:

- State Health Emergency Response Plan
- State Emergency Relief and Support Plan

5.5 Communication

It is the responsibility of LRCG to develop an effective communication plan for recovery. Throughout the recovery process, local government is to maintain an on-going dialogue and share information with all other stakeholders and partners in the recovery process. Shire of Cue has a well-defined communication strategy which recognises the different means of communication with the stakeholders. The following communication methods are to be used:

<ul style="list-style-type: none"> • <u>Circulars</u> • <u>Community Meetings</u> • <u>ABC Local Radio</u> 	<ul style="list-style-type: none"> • <u>Posters or pamphlets</u> • <u>Email</u> • <u>Shire of Cue Website</u>
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5.6 Communication Plan

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

Target Group	Communication Methods	Locations where will the information be provided
<ul style="list-style-type: none"> • <u>Affected community</u> • <u>Recovery workers and volunteers</u> • <u>Vulnerable groups</u> • <u>General public</u> 	<ul style="list-style-type: none"> • <u>Community Meetings</u> • <u>ABC Local Radio</u> • <u>Posters or pamphlets</u> • <u>Email</u> • <u>Shire of Cue website</u> 	<ul style="list-style-type: none"> • <u>Community groups</u> • <u>LEMC</u> • <u>Brigades and volunteer groups</u> • <u>Agency networks</u> • <u>Potential public meeting venues</u> • <u>Potential one-stop-shop locations</u>

See Appendix 6.10

5.7 Review of the Plan

Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan is to be reviewed in accordance with State Emergency Management Policy 2.5, and amended and replaced whenever the local government considers it appropriate (Emergency Management Act, 2005 section 42).

According to State Emergency Management Policy No. 2.5, local emergency management arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after an event or incident in which the local recovery plan was implemented;
- 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.

5.8 Exercise

Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to Emergency

Management Act, 2005 section 39 and State Emergency Management Policy No. 4.8 – State Emergency Management Exercises for further information on conduct of exercise.

Exercising the arrangements during the planning process will allow the LRC & LRCG to:

- test the functionality and effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
- help educate the community about local arrangements and programs thus providing them with confidence in their local government and emergency management agencies;
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating and validating.

5.9 Evaluation of Recovery

It is the responsibility of the LRC to Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established. The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made. An evaluation of the effectiveness of the recovery activities in relation to the recovery plan should be conducted within 12 months of the disaster.

The evaluation can involve:

- Community and stakeholder surveys
- Interviews
- Workshops
- Assessment of key project outcomes

6. Appendices

6.1 Contact Details & Resource Register

Translating & Interpreting Service (TIS National)

Telephone Interpreting Service
On-site Interpreting bookings: 1300 655 082 Fax: 1300 654 151
24 Hrs contact: 13 14 50

Aust-Asia Migration & Interpreting Services

Office 59 King St,
Perth WA 6000
Mobile Service 0414 497 199

Deaf Society of Western Australia

Suite 46, 5 Aberdeen Street
East Perth WA 6004
Ph: (08) 9441 2677 Fax: (08) 9441 2616
National Relay Service 13 3677
A/H: Emergency Deaf Interpreting Service 0410 017 540

Air Charter

Shine Aviation
Geraldton Airport
Airport Road
Geraldton 6530
9923 3600 Fax 9923 3793
admin@shineaviation.com.au

Buses

Hertz
279 Place Road
Webborton & Geraldton Airport 6530
9965 2844 Fax 9965 1380
Geraldton@hertzrentals.com.au

Crane Hire

Geraldton Cranes & Haulage
26 Boyd Street
Geraldton 6530
9921 6477 Fax 9921 6677
gtncrane@iinet.net.au

MTF Services
584 Moses Street

Mt Magnet 6638
9963 4275
mtfmick@bigpond.com

Earthmoving

Lacy Bros
641 Robinson Street
Cue 6640
Mobile: 0400 303 324
lacybros@gmail.com

Centrals
222 Goulds Road
Narngulu 6532
9965 6565 Fax 9921 5910
info@centrals.com.au

Electrical Services

Access Electrical Contracting
PO Box 3424
Bluff Point 6530
Mobile: 0447 170 122
admin@accessec.com.au

Wellington Electrical
12 Oleander Crest
Geraldton 6530
Mobile: 0418 939 034
welect@bigpond.net.au

Beresford Electrical Services
9 Bateman Street
Geraldton 6530
9965 3438
enquiries@befm.com.au

Generators

Coates Hire Geraldton
65 Northwest Coastal Highway
Geraldton 6530
9920 4200
geraldton@coates.com.au

Plumbing Services

Leisk Hydraulics Plumbing & Gas

35 Heydon Place

Cue 6640

Mobile: 0416 307 843

admin@leiskhydraulics.com.au

Sun City Plumbing

7 Box Street

PO Box 239

Geraldton WA 6531

9921 1700 Fax 9921 1760

admin@suncityplumbing.com.au

Tree Lopper Services

D.R.I.V.E Mt Magnet

PO Box 248

Mt Magnet

9963 4149 0428 726 211

Top Notch Tree

PO Box 2511

Geraldton

Mobile – Peter: 0427 230 309

Phone/Fax: 9923 2886

Down to Earth Tree Lopping

191 Edward Road

Geraldton

9921 2042 Mobile 0408 404 477

Waste Removal

Mount Magnet Waste Disposal

109 Criddle Street

Mount Magnet 6638

9963 4843

Mark Smith Pty Ltd

92 Hill Street

Meekatharra 6642

Phone: 9980 1391

mark@marksmith.com.au

6.2 Volunteer Information Form

Volunteer Information Form

Volunteer Information Form (VIF)

V.I.F. Reference Number: VIF _____

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

NAME:

ADDRESS:

PHONE: BH: _____ AH: _____ MOB:

NEXT OF KIN: _____

PHONE: BH: _____ AH: _____ MOB:

AVAILABILITY: Day (0800 – 1630 hrs) Evening (1600 – 0030 Hrs)
Night (2400 – 0830 Hrs)

TYPE OF ASSISTANCE OFFERED

ACCOMMODATION: e.g. supply of

CHILD CARE:

CLERICAL: e.g. word processing, _____
Document collation

DOMESTIC: e.g. cleaning, washing, ironing _____

FOOD: e.g. meals _____

HEALTH: e.g. massage relaxation _____

MANUAL LABOUR: e.g. gardening, lifting _____

PERSONAL SUPPORT: e.g. counselling, interpreter _____

PHOTOGRAPHY: _____

PROFESSIONAL ADVISE e.g. architect, builder _____

TOOLS/EQUIPMENT: e.g. loader, truck _____

TRANSPORT e.g. bus, car _____

OTHER _____

Completed by
(employee): _____

DATE: _____ OFFICER: _____

SIGNATURE: _____

As a volunteer for the Shire of Cue, I acknowledge the above information is true and correct. I undertake to maintain the confidentiality of any information acquired by me in the performance of any task undertaken in the performance of my allotted duties as a volunteer.

TASK ALLOCATED:

V.T.A.F Ref No.:

1) V.T.A.F _____

2) V.T.A.F _____

3) V.T.A.F _____

LOG SHEET:

V.T.A.F Ref No.:

1) VLF _____

2) VLF _____

3) VLF _____

Volunteer Log Form

VOLUNTEER LOG FORM (V.L.F)

V.L.F. REFERENCE NUMBER: VLF _____

Volunteer Name	V.I.F Reference Number	Time In	Time Out	V.T.A.F. Reference Number	Volunteer Signature	Authorised Officer Signature
	VIF			V.T.A.F		
	VIF			V.T.A.F		
	VIF			V.T.A.F		
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	VIF			V.T.A.F		
	VIF			V.T.A.F		

Volunteer Task Allocation Form (VTAF)

V.T.A.F. Reference Number: V.T.A.F. _____

DATE: _____

TASK NAME: _____

TASK COORDINATOR NAME: _____

COORDINATOR CONTACT No.: _____

ALTERNATIVE CONTACT No.: _____

TASK DESCRIPTION:

OTHER COMMENTS:

AUTHORISED BY:

NAME: _____

DATE: _____

Volunteer Attendance Roster

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

Date On	Date Off	Time On	Time Off	Volunteer Name	VIF Number	V.T.A.F Number
		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

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

- Shifts per day: 3 - Occupational Health and Safety
- Shifts per week: 5 days on, 2 days off - Fatigue management
- Length of shift: 8.5 hours - Work life balance
- Hand over period: 30 minutes - Task commitments
- Rotation of roster: Every 2 days- Volunteer relief and support
- Rest period: Minimum 10 hour rest period between shift

6.3 Receipt of Donations

RECEIPT OF DONATIONS

Date Pledged: _____ Date Received: _____

Donor Name: _____

Company / Organisation:

Donor Address: _____

MOB: _____ Email: _____

Item Donated / Description

Total Estimated Value: _____

Received By: _____ Officer Signature: _____

Comments:

Donation Register

Date Received	Donor Name	Donor Address	Donor Contact Details	Item Category	Item Donated / Description	Issues / Distribution	Date Distributed	Quantity	Total Value

6.4 Recovery Position Descriptions



Job Title: Local Recovery Coordinator

Level: Level

Line Manager:

Direct Reports:

Location:

1. Job Purpose

The Local Recovery Coordinator (together with the Local Recovery Coordinating Group where activated) will manage the recovery process on behalf of the local government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. Organisational Context

The position of Local Recovery Coordinator is a mandatory role of all local government authorities in accordance with the Emergency Management Act 2005. The position is part of the Fire and Emergency Services branch within the Infrastructure Services Department.

3. Key Accountabilities

- Ensure the Local Recovery Plan is established, approved and tested
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies
- Provide advice to the Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened

- Ensure the functions of the Executive Officer are undertaken for the LRCG.
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the LRCG.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment,

victimisation and bullying; compliance with the Shire's Code of Conduct and all Shire policies.

- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the Shire's organisation values

5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the Emergency Management Act 2005 and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.

I may be required to perform other duties that are consistent with my classification including temporary activities or projects.

- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Cue and this position description facilitates this development that I will actively invest in.

Employee Name: _____

Employee Signature: _____

Date: _____

Job Title:	Deputy Local Recovery Coordinator
Level:	Level
Line Manager:	Local Recovery Coordinator
Direct Reports:	Administrative staff (during emergencies)
Location:	Coordination Centre

1. Job Purpose

The Deputy Local Recovery Coordinator (together with the Local Recovery Coordinating Committee where activated) will assist in the management of the recovery process on behalf of the local government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2. Organisational Context

The position of Deputy Local Recovery Coordinator is crucial, as the incumbent needs to be prepared and able to perform all Local Recovery Coordinator (LRC) tasks in the Coordinators absence. The Coordinator is a mandatory role of all local government authorities in accordance with the Emergency Management Act 2005. The position is part of the Fire and Emergency Services branch within the Infrastructure Services Department.

3. Key Accountabilities

- Assist the LRC to ensure the Local Recovery Plan is established, approved and tested
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate, often the Deputy position will be utilised in a liaison officer role, implementing the crucial link between the Incident Support Group, and the Local Government Authority.
- In conjunction with the HMA, Local Emergency Coordinator and other responsible agencies, assess the community recovery requirements for each event as required.
- Provide advice to the Mayor/Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened
- Perform the functions of the Executive Officer for the LRCG as required.

- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the LRCG.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire’s Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the Shire’s organisation values

5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the Emergency Management Act 2005 and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Cue and this position description facilitates this development that I will actively invest in.

Employee Name: _____

Employee Signature: _____

Date: _____

Job Title:	Local Recovery Coordinating Group (members and subcommittees)
Level:	Various
Line Manager:	Shire President
Direct Reports:	Dependent upon specific emergency
Location:	Coordination Centre

1. Job Purpose

The Local Recovery Coordinating Group (where activated) will manage the recovery process on behalf of the local government. It is essential that the occupant of a committee or sub-committee role are aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

2 Organisational Context

In accordance with the Emergency Management Act 2005, Local Government Authorities are responsible for effecting recovery in their communities. Local Recovery Coordinating Group (LRCG) and subcommittee position fulfil this responsibility in a comprehensive manner - as a committee or may delegate specific elements of recovery operations to subcommittee.

3, Key Accountabilities

- Review and participate in testing of the Local Recovery Plan
- Receive incident specific information from the Controlling Agency, Incident Support Group and Operations Area Support Group where appropriate, via the Local Recovery Coordinator or his/her Deputy.
- Utilise received information to assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinator.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the State Recovery Coordinating Group, if required.

- In conjunction with the Local Recovery Coordinator, facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Participate in an operational debriefing after cessation of the arrangements.
- Participate in an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- **Values** - create a positive working environment while upholding the Shire's organisation values

5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.

- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the Emergency Management Act 2005 and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing, change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire of Cue and this position description facilitates this development that I will actively invest in.

Employee Name: _____

Employee Signature: _____

Date: _____

6.5 LRC / LRCG Action Checklists

Local Recovery Coordinator – Operational Check List

First 24 hours

Task Description	Status
Liaise with relevant response agencies regarding location, size, type and potential impact of the disaster	
Attend response agencies' Operations Area and Incident Support Group meetings for situational awareness and likely timings for transition to recovery phase	
Contact and alert key staff (incl. LRCG Executive and Subcommittee members), determine <u>initial</u> requirements (e.g. admin support to maintain a record of events and communications with key staff).	
Receive initial impact assessment from HMA / CA, determine likely human effects and alert relevant recovery agencies	
In conjunction with LRCG Executive, determine level of state government involvement, in consultation with State Recovery Coordinator	
Support Dept of Communities and Family Support to determine immediate short-term needs (e.g. accommodation, financial assistance and personal support)	
Determine likely effects on community until relevant recovery agency(s) is operational (i.e. Dept of Communities & Family Support may take 4-6 hours to mobilise and establish emergency relief and support/evacuation centre(s), plus travel time if relevant.	
Determine need to activate LRCG, sub committees and membership. If activated, establish a recovery coordination centre OR if not activated, ensure sufficient resources are retained to record recovery expenditure (incl. logging expenses, receipts, timesheets), staff tasking, plant & machinery usage etc.	
Establish a liaison officer located at HMA/CA emergency operations centre, Establish a recovery information centre to provide affected community with access to all recovery services.	
Identify and manage special needs groups or individuals that may require specific support mechanisms, services or equipment (e.g. mobility impaired, CaLD)	
Activate outreach program(s) to meet immediate needs and determine ongoing needs. Issues should include the need for specialist counselling, material aid, accommodation, financial assistance, social, recreational and domestic facilities.	
Meet with specific agencies involved with recovery operations to determine strategies, and activate inter-agency liaison mechanisms	
Manage offers of assistance, including volunteers, material aid and money	
Maintain ongoing assessment of impact of the event through local government data, geographic data and relevant response agencies situation reports.	

Meet with recovery agencies for full assessment of event impact. Determine best means of involving affected community and actions from specific agencies.	
Arrange media briefing (Mayor / Shire President / CEO) on recovery program	
Organise briefing and debriefing processes for staff, and establish staffing arrangements to ensure recovery is maintained without fatigue	

Local Recovery Coordinator – Operational Check List

First 48 hours

Task Description	Status
Assess reports gathered through outreach programs to assess community needs	
Monitor staffing arrangements – relief / fatigue	
In collaboration with LRCG, develop Operational Recovery Plan – recovery objectives, requirements, governance arrangements, resources and priorities	
Manage offers of assistance, including volunteers, material aid and donated money (delegate to finance sub-committee)	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Manage restoration of essential infrastructure / utilities	
Develop a community information process, including consideration of public meetings and newsletters	
Implement event specific communications plan, arrange media briefing (Mayor / Shire President / CEO) on recovery program, consider establishing call centre with prepared responses for FAQ's	
Maintain ongoing assessment of impact of the event through information / data, geographic data and relevant response agencies.	
Review resources and services on an ongoing basis	
Report to organisational hierarchy on likely costs/ impact of involvement in recovery activities.	
Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and withdrawal of services when appropriate	
Debrief recovery agencies	
Maintain recovery coordination centre operations	

Local Recovery Coordinator – Operational Check List

First 72 hours

Monitor staffing arrangements	
Participate in development of Comprehensive Impact Assessment (led by CA)	
Review resources and services on an ongoing basis	
Establish whether event has been proclaimed an eligible natural disaster under the WANDRRA, if so – what assistance may be available	
Determine longer term recovery measures and strategies	
Maintain recovery centre operations	
Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and withdrawal of services when appropriate	
Debrief recovery agencies and staff, evaluate effectiveness of recovery program	
Recognise agency / staff input	

LOCAL RECOVERY COORDINATION GROUP

ACTION CHECK LIST

Description	Status
In the Transition from Response	
Ensure the appointment of a LRC has occurred.	
Ensure Incident Controller includes the LRC in official responses and briefings	
Ensure the Incident Controller is aware of recovery requirements and tasks prior to the termination of the response phase.	
Ensure that agencies with response and recovery obligations are aware of their continuing role.	
Initiate key recovery arrangements including full LRCG subcommittee briefing during the response phase and ensure formal handover takes place.	
Management Structure – the LRCG shall:	
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 obligation from response agency, provide information to impacted area, general public and the media. See 'Communication tools'.	
Facilitate and advise on State / Federal emergency relief funding and facilitate and advise on private aid and funding.	
Activate and coordinate the Recovery Coordination Centre if required.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement – the LRCG shall:	
Work with existing community organisations.	
Recruit representative(s) of the affected community into the recovery planning	

Establish strategies for uniting the community behind agreed objectives	
Provide a “one-stop-shop’ for advice, information and assistance during the recovery period.	
Establish mechanisms for the sharing of information and reporting local initiative (e.g. regular community meetings & local newsletters). See ‘Communication tools’	
Impact Assessment (Managerial Issues) – The LRCG shall:	
Use intelligence / planning information from the response operation and set up a recovery liaison person in the HMA’s Incident Support Group.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems and status, damage impact and pattern and emergency relief and support issues.	
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 LRCG shall:	
Establish and define the purpose of inspection / assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process.)	
Collect and analyse data.	
Establish a method / process to determine the type of information needed for this recovery operation, defining: How and who will gather the information (single comprehensive survey); How information will be shared; How information will be processed and analysed; How the data will be verified (accuracy, currency and relevance)	

Managing the process to minimise “calling back”	
Select and brief staff	
Maintain confidentiality and privacy of assessment data.	
Data Management – the LRCG shall:	
Define who is responsible for which part for 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 LRCG shall:	
Establish strong relationship with key regional government agency representatives, and appoint them to appropriate LRCG sub- committees, as appropriate.	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals.	
Establish 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 LRCG shall:	
Appoint potential spokes people to deal with the media (usually Mayor).	
Manage public information during the transition from response to recovery when hand-over completed by HMA	
Identify priority information needs	
Develop a media / communications strategy. See ‘Communication tools’	
Coordinate public information through: Spokesperson/s; Identifying and adopting key message priorities; Using a single publicised web site for all press releases	
Develop processes for: Media Liaison and management (all forms e.g. print and electronic) Briefing politicians	

Alternative means of communication e.g. public meetings, mail box flyers advertising; Communicating with community groups. Meeting specialist needs Formatting press releases Developing and maintaining a website Ensuring feedback is sought, integrated and acknowledged.	
Monitor print and broadcast media and counter misinformation.	
Rehabilitation and Assistance – the LRCG shall:	
Establish a mechanism for receiving expert technical advice from welfare groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with business to re-establish and reopen.	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment.	
Facilitate emergency financial assistance in liaison with DCP	
Adjust capital works and maintenance programs	
Implementation of reduction measures – the LRCG shall plan to:	
Take the opportunity while doing the risk analysis, to: Identify essential services and facilities in high risk areas, Consider the restoration options in the event of them becoming dysfunctional	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements	
Financial Management – the LRCG shall plan to:	
Review financial strategies	
Communicate with financial agencies, including insurance providers.	

Keep financial processes transparent	
Reporting – the LRCG shall plan to:	
Provide simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal – the LRCG shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agencies responsible for management.	
Establish arrangements for ongoing public information and communications including avenues for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgment and community closure.	
Conduct a debrief of participants with community input to identify lessons learned and strategies for enhancing community recovery arrangement and processes for future events.	

6.6 Sub Committee Roles

Guidance for Recovery sub functions

Introduction

The Local Recovery Coordinating Committee manages the recovery process on behalf of the local government. Depending upon the size and complexity of the disaster, subcommittees will be established by the committee in order to manage specific responsibilities.

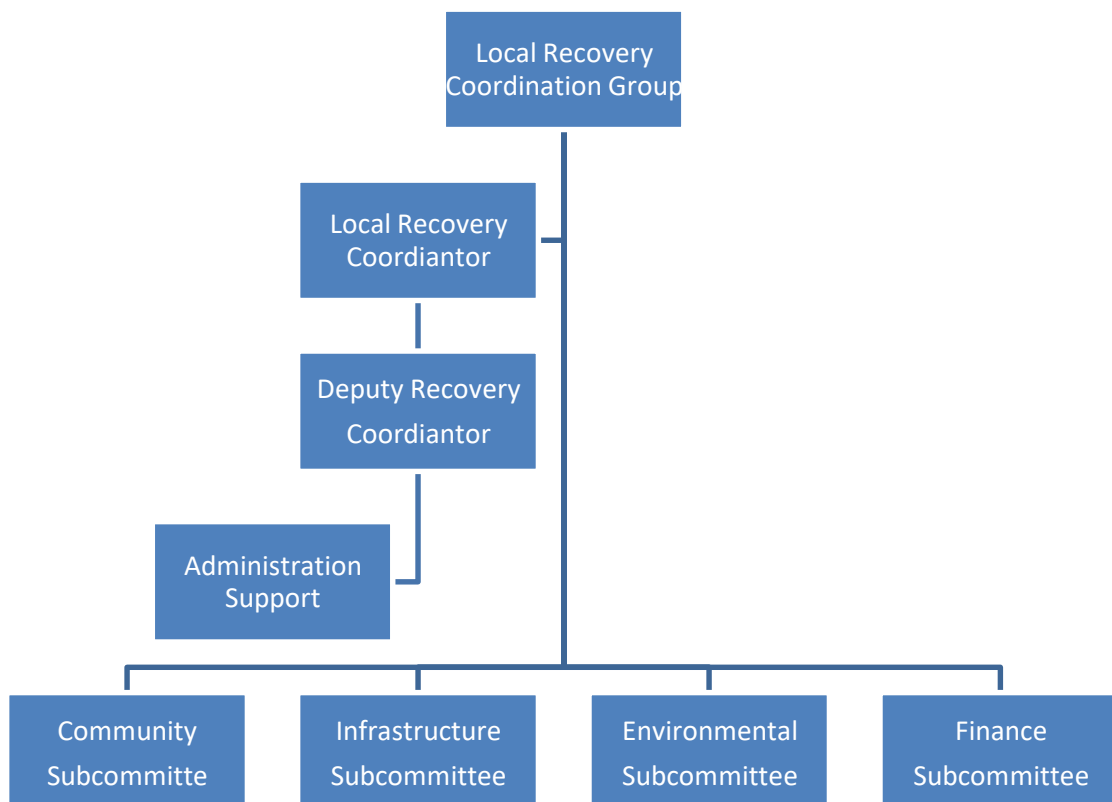
These responsibilities can be broadly grouped into the following functions:

Community – Provision of recovery services to affected communities such as counselling. This affects individuals, families, local groups, clubs and associations.

Infrastructure – Recovery/restoration of public infrastructure and community amenities, where possible supporting reconstruction of private infrastructure.

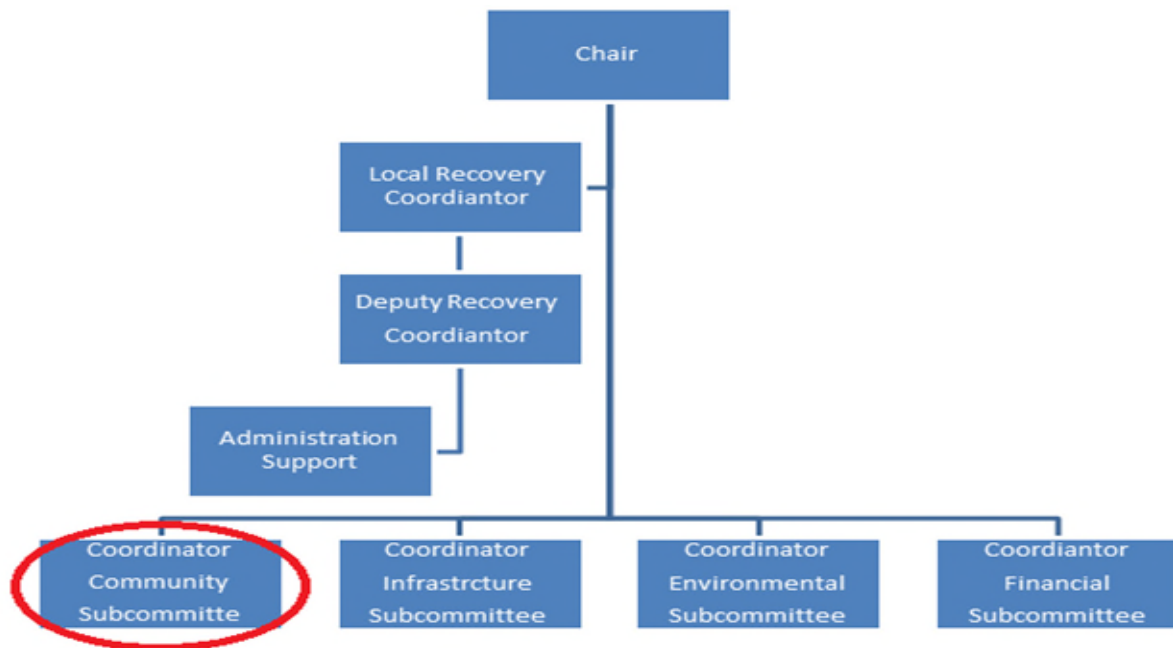
Environment – Provision of environmental health services (core local government role), in response to a disaster, such as environmental monitoring of mosquito breeding following a flood, asbestos fibre release following an earthquake etc.

Finance – Relates to economic and financial recovery of commercial, industrial and government sectors, as well as specific industries such as tourism or agriculture.



Suggested structure for Local Recovery Coordinating Committee and appointed subcommittees

Community Sub-Committee Role



Role: This Sub-Committee is to coordinate planning and implementation of recovery in the areas of safety and well-being, physical and psychosocial health, and social aspects.

Responsibilities:

- Assess the impact of the disaster event on human and social aspects.
- Coordinate information provision, financial, emergency relief and support and personal support.
- Coordinate psychosocial and counselling services.
- Coordinate ongoing medical and health services.
- Coordinate public health advice warnings and direction to combatants and the community.
- Coordinate temporary accommodation.
- Coordinate short term accommodation and repairs to dwellings.
- Provide and coordinate specialist and outreach services.
- Coordinate case management, community development, support and referral to assist affected people, families and groups.
- Work with local government and community leadership groups to enable learning from their emergency experience in order to better prepare for the future adverse events.

Suggested Members:

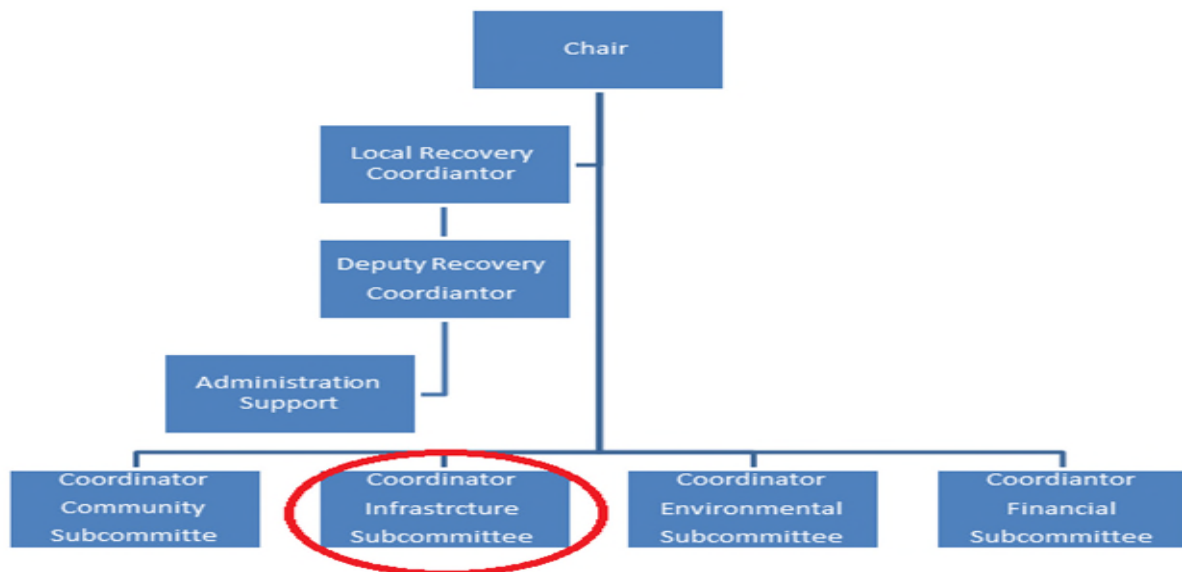
- Community Development Officers
- Department of Communities
- WA Department of Health
- Red Cross

- Local Community organisations

Supporting Organisations:

- Centrelink
- St Vincent de Paul
- Department of Education, Training and Arts
- Salvation Army
- Others as required

Infrastructure Sub-Committee Role



Role: Coordinate planning and implementation of housing, commercial and industrial buildings and structures, physical infrastructure (including power, water, telecommunication, transport) recovery in the district /region.

Responsibilities:

- Work with the insurance sector to ensure adequate and speedy processing of insurance claims.
- Assess damage to housing stock, commercial and industrial buildings and structures, rural structures, and infrastructure facilities.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate repair and rebuilding matters for housing stock, where necessary.
- Develop option for temporary accommodation.
- Ensure coordinated approach to the housing related strategies in partnership with relevant organisations.
- Coordinate disposal of hazardous material, debris etc.
- Coordinate recovery of infrastructure, which is normally undertaken by infrastructure owners and operators (e.g. Telstra, Energex).
- Coordinate restoration of sporting facilities and public playground, where necessary.
- Prioritise repair and reconstruction activities, where appropriate.
- Ensure relevant owners/operators are involved in the decision making process.
- Ensure community consultation and involvement in the decision making process.
- Ensure disaster risk reduction is considered in planning for rebuilding and reconstruction.

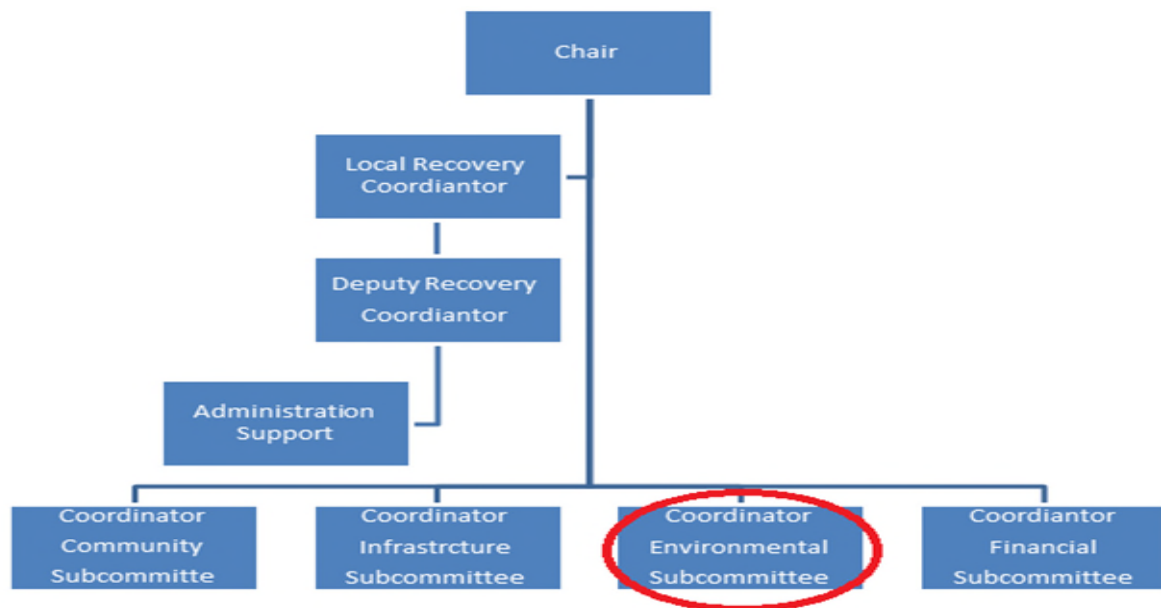
Suggested members:

- Works foreman / Depot supervisor
- Department of Infrastructure and Planning
- Department of Public Works
- Building Service Authority
- Treasury
- Department of Housing
- Transport
- Department of Main Roads

Supporting Organisations:

- Utility owners /operators (Telstra, Optus, Energex, Origin)
- Department of Mines and Energy
- Insurance Council Australia
- Others as required

Environmental Sub-Committee Role



Role: This sub-committee is to coordinate recovery of the natural environment

Responsibilities:

- Coordinate assessment of disaster impact on natural environment e.g. water quality, ecological impact, pollution).
- Provide advice on potential environment issues (e.g. water quality).
- Coordinate rehabilitation of natural environment including parks, waterways and wild life.
- Coordinate preservation of community assets (e.g. reserves and parks).
- Consider mitigation strategies to reduce future impacts on natural environment where appropriate.
- Monitor issues of pollution.
- Coordinate waste management and disposal.
- Ensure there is effective consultation and communication with the community and relevant organisation.
- Ensure environmental bodies and interest groups are involved in the decision making process
- Monitor and assess the environmental consequences of clean-up operations
- Monitor and assess animal welfare issues

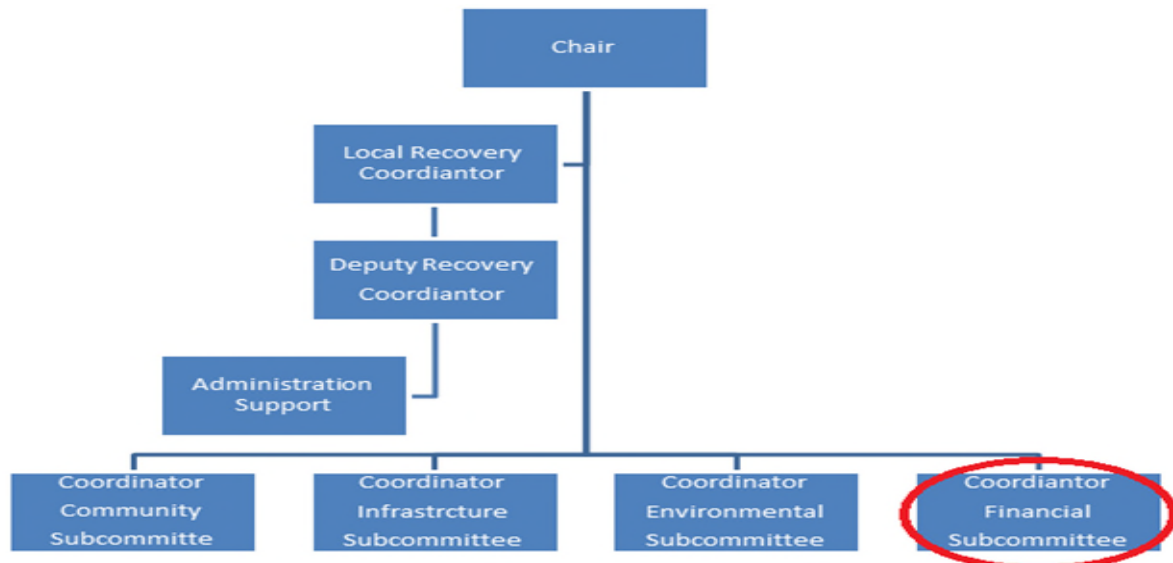
Suggested Members:

- Environmental Health Officer
- Department of Environ and Resource Management
- Environmental Protection Agency
- Department of Primary Industries

Supporting Organisations:

- Environmental Advisors
- Chemical and Hazard Substance Advisors
- Environmental Interest Groups
- Catchment Coordination groups

Finance Sub-Committee Role



Role: Coordinate planning and implementation of economic and financial recovery in the <local government authority> area.

Responsibilities:

- Work with insurance sector to ensure adequate and prompt processing of insurance claims.
- Assess impact on key economic assets (large employers e.g. mining, tourism etc.).
- Assess employment issues and capacity of local business to operate.
- Facilitate business, industry and regional economic recovery and renewal.
- Develop industry and business recovery plans and strategies in conjunction with local government, State government agencies, regional economic development and industry bodies.
- Facilitate financial assistance, access to funds, loans and employer subsidies.
- Monitor the impacts of disaster on the Council's economic viability and develop strategies to minimise the effects on individuals and businesses.
- Facilitate linkages with job providers and employment agencies to source labour.
- Develop a strategy to maximise use of local resources during reconstruction activities.
- Support small to medium enterprises (e.g. referral, business assistance).
- Coordinates support to farmers and rural landlords, where necessary.
- Ensure involvement of local business and industry representatives in decision making.
- Ensure that the recovery plan informs broader planning and decision making activities across government and non-government agencies.

Suggested Members:

- Finance / Rates officers

- Department of Employment, Economic Development
- Department of Tourism, Regional Development and Industry
- Insurance Council of Australia
- Department of Primary Employment and Industrial Relations
- Department of Local Government, Local Government Association

Supporting organisation:

- Australian Bureau of Statistics
- Insurance Companies

6.6 Comprehensive Impact Assessment

The Comprehensive Impact Assessment is available at
www.dfes.wa.gov.au

6.8 Operational Recovery Plan

OPERATIONAL RECOVERY PLAN

Shire of Cue Local Recovery Coordinating Group

Emergency: (type and location)

Date of Emergency:

Section 1

Introduction

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

Section 2

Assessment of Recovery Requirements

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

Section 3

Organisational Aspects

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

Section 4

Operational Aspects

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

Section 5

Administrative Arrangements

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

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group

Date:

6.9 Recovery Actions Database

Recovery Actions Database

Incident Type and Location:			Page No:	Date:
Time:	From:	To:	Name:	Employee #:

6.10 Communication Tools

<i>Disaster Name</i>					
<i>Location</i>					
<i>Date of Disaster</i>					
COLLATERAL	Description- what's required	Distribution Point	Responsible Person	Due Date	Status
Flyer					
Newsletter					
Brochure					
PAID MEDIUMS					
<i>Newspaper</i>					
Guardian					
Midwest Times					
<i>Radio</i>					
Spirit					
ABC					
PUBLICITY					
Media Release					
Radio Interview					
Email Distribution					
SOCIAL MEDIA					
Shire Facebook					
Twitter					

WEB					
Shire Website					
- Banner					
- Latest News					
- Temporary Web page					
- Events Calendar					
3 rd Party Websites					
VENUES					
Visitor Centre					
Library					
OTHER					



COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

The [INSERT NAME OF COUNCIL / SHIRE] wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE LOCATIONS].

Residents in the area are advised to [RELEVANT ADVICE].

You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].

If you require further information please contact [INSERT CONTACT DETAILS].

ENDS:

Notes to media:

For all media enquiries, please contact the [INSERT MEDIA/COMMS CONTACT]

[EXAMPLE: INSERT SHIRE/SHIRE LOGO HERE]

COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

[Insert Date Here]

The [INSERT NAME OF COUNCIL OR SHIRE] wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATIONS].

Residents in the area are advised that [RELEVANT ADVICE/INFORMATION].

You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].

If you require further information please contact [INSERT CONTACT DETAILS].

Residents in the [STATE THE LOCATION] area are reminded to do the following:

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Important numbers to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

ENDS:

Notes to media:

For all media enquiries, please contact the [INSERT MEDIA/COMMS CONTACT].

Social Media Templates

Facebook

Facebook Post #1

The [INSERT NAME OF COUNCIL OR SHIRE] wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATION].
Residents in the area are advised to [RELEVANT ADVICE].
You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA].
If you require further information please contact [INSERT CONTACT DETAILS].

Facebook Post #2

Residents in the [STATE THE LOCATION] area are reminded to do the following during the current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning:

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Facebook Post #3

Important numbers for you to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

Twitter

There is a current [STATE THE EMERGENCY] in place for #[STATE LOCATION] and surrounding areas. Find more info here: [INSERT SHORTENED LINK].

6.11 Support Agencies

MIDWEST GASCOYNE SUPPORT AGENCIES CONTACT DETAILS

AGENCY	TEL. PHONE	ADDRESS
ABC Midwest	(08) 9923 4111	245/247 Marine Terrace, Geraldton WA 6530
Meekatharra Hospital	(08) 9981 0600	Savage Street, Meekatharra WA 6642
Cue Nursing Post	(08) 9963 0100	Victoria Street Cue WA 6640
Mt Magnet Nursing Post	(08) 9963 3100	Welcome Street Mount Magnet WA 6638
DFES	(08) 99566000	1 Vulcan Way Wonthella 6531
Dept. of Primary Industries and Regional Development – Agriculture and Food Division	(08) 9956 8535	20 Gregory Street Geraldton WA 6530
Geraldton Hospital	08) 9956 2222	51-85 Shenton St, Geraldton WA 6530
Dept. Community Services	(08) 9965 9500	45 Cathedral Avenue Geraldton WA 6530
Dept. Education	(08) 9956 1600	45 Cathedral Avenue Geraldton WA 6530
Dept. Planning, Lands and Heritage	(08) 9960 6999	209 Foreshore Drive Geraldton WA 6530
Dept. Water and Environmental Regulation	(08) 9964 7411	94 Sanford Street Geraldton WA 6530
Dept. Human Services	(08) 9921 9925	Forrest St & Chapman Rd Geraldton WA 6530
RFDS	(08) 9417 6300	3 Eagle Drive Jandakot Airport WA 6164
Horizon Power	(08) 9941 6205	Cnr Iles Rd and Robinson Rd Carnarvon WA
Main Roads WA	(08) 9956 1201	Eastward Rd Geraldton WA 6531
St John Ambulance – Geraldton	(08) 9938 0930	17 Eaton Pl, Wonthella WA 6530
St John Ambulance - Cue	(08) 9963 1771	Cue WA 6640
St John Ambulance Meekatharra	(08) 9980 1467	Meekatharra WA 6642
St John Ambulance – Mt Magnet	(08) 9938 0931	Mt Magnet WA 6638

Telstra	(08) 9920 0010	54 Sanford St Geraldton WA 6530
WALGA	(08) 9213 2000	170 Railway Parade, West Leederville, WA, 6007
Water Corporation	13 13 85	58 Pass Street, Geraldton WA 6530
St John of God Hospital	(08) 9965 8888	12 Hermitage St Geraldton WA 6530

6.12 Organisational Responsibilities

ORGANISATIONAL RESPONSIBILITIES

The following list details the assigned (or potential) roles and responsibilities of organisations that may be participants in the recovery phase of a disaster.

<p>Local Government</p>	<p>Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41(4)].</p> <p>Appoint a Local Recovery Coordinator(s) [EM Act s.41(4)].</p> <p>Chair the LRCG, Provide administrative support to the LRCG, as required.</p> <p>Provide other representatives to the LRCG or subcommittees, as appropriate (e.g. Building Surveyor, Environmental Health Officer, Community Services).</p> <p>Ensure the restoration/reconstruction of services/facilities normally provided by the local government.</p>
<p>Department of Communities Services</p>	<p>Provide a representative to the LRCG.</p> <p>Coordinate emergency relief support services, including emergency accommodation, food, clothing, personal effects, personal support services, registration and reunification, financial assistance.</p> <p>Provision of Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, incl. counselling, emergency assistance and temporary accommodation</p>
<p>Department of Primary Industries and Regional Development</p>	<p>Provide a representative to the LRCG.</p> <p>Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies</p>

<p>Main Roads Western Australia</p>	<p>Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRA</p> <p>Provide a representative to the LRCG.</p> <p>Assess and report on damage to State/Federal road infrastructure that may impact on the community.</p> <p>In conjunction with the Local Government, assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route.</p> <p>Assist local government with reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program or the WANDRRA.</p>
<p>Essential Services (Including Power , Telecommunication , Water and Gas – Horizon Power , Telstra, Water Corporation , Alinta Gas)</p>	<p>Provide a representative to the LRCG (co-opted as required).</p> <p>Assess and report on damage to essential services and progress of restoration of services.</p> <p>Facilitate restoration of priority services as requested by the LRCG.</p>
<p>Regional Development Commission/Business Enterprise Centre (If available) Small Business Development Corporation</p>	<p>Provide a representative to the LRCG (co-opted as required).</p> <p>Assist with the assessment of the impact of the emergency on small business.</p> <p>Provide advice and facilitate access to business support services/funding support, e.g. WANDRA small business support</p>
<p>Department of Education (or Local School Representative)</p>	<p>Provide a representative to the LRCG (co-opted as required).</p>

	<p>Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.</p>
<p>Local Health Services Provider (Department of Health or Local Health Officer)</p>	<p>Provide a representative to the LRCG.</p> <p>Advise on health, environmental health and medical issues arising from the emergency.</p> <p>Coordinate the local health components of the recovery process.</p>
<p>Department of Water and Environmental Regulations</p>	<p>Provide advice on environmental protection, clean up and waste management</p>
<p>Lord Mayor’s Distress Relief Fund</p>	<p>Liaise with the LRCG to assess the requirement for public donations and if required initiate “Calls for Public Donations” in accordance with the State Policy on “Appeals and Donations during Emergencies”.</p> <p>As required set up a local appeals committee in conjunction with the LRCG.</p> <p>Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance.</p>