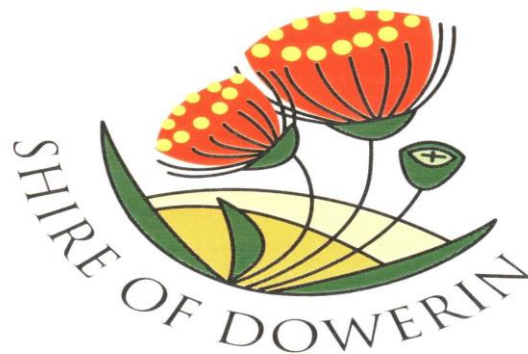


SHIRE OF DOWERIN

Western
Australia



Local Emergency Management Arrangements

Version February 2017

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SHIRE OF DOWERIN

EMERGENCY MANAGEMENT ARRANGEMENTS

APPROVALS

These arrangements have been produced and issued under the authority of the Dowerin Local Emergency Management Committee (LEMC) and have been approved by the Wheatbelt District Emergency Management Committee (DEMC).

.....
Chairperson
Dowerin LEMC

.....
Date

.....
Endorsed by Council

.....
Date

Distribution List.

1. Shire President – Shire of Dowerin
2. Chief Executive Officer – Shire of Dowerin
3. OIC – Dowerin Police Station
4. Shire Councillors
5. Dowerin LEMC members
6. Dowerin Chief Bushfire Control Officer
7. DFES District Office, Northam
8. Dowerin St John Ambulance Service
9. Chairperson DEMC
10. Department of Environment and Conservation
11. Department of Child Protection
12. Secretary SEMC (electronic copy) (secretarysemc@semc.wa.gov.au)
13. Shire of Dowerin website

AMENDMENT RECORD

Proposals for the amendment or addition to these arrangements should be forwarded to the Chair of the Dowerin LEMC

DETAILS OF AMENDMENT	AMENDED BY	NO.	DATE	APPROVED
First Writing		1	2004	
New format	Greg Cook	2	23 March 2010	
Revised using state model to comply with WA EM framework	Yvette Grigg and LEMC	3.	July 2014	

Glossary

Terminology used throughout this document is outlined below. In the event that the meaning is not presented, terminology shall have the meaning as described in section 3 of the Emergency Management Act 2005 (the Act).

Emergency Risk Management (ERM) – is a systematic process that produces a range of measures that, on implementation, contribute to the safety and wellbeing of communities and the environment. This process considers the likely effect of hazardous events and the measures by which they can be minimised.

Hazard A situation or condition with potential for loss or harm to the community or the environment.

Risk A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

District Emergency Management Committee (DEMC) – a DEMC is established for each emergency management district. The committees are chaired by Police District Officers, as District Emergency Coordinator, (except for the Metropolitan Emergency Management Executive Group (MEMEG), which is chaired by the Assistant Commissioner Metropolitan), with a DFES Regional Director as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by DFES Chief Executive Officer.

Hazard Management Agency (HMA) – is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken [see s. 4 of the Act]. Such organisations are either designated by legislation or detailed in state emergency management plans.

Local Emergency Coordinator – the Officer in Charge of each Police subdistrict is appointed by the State Emergency Coordinator (the Commissioner of Police) for the local government district in which they are situated [s. 37(1) of the Act]. The Local Emergency Coordinator provides advice and supports to its LEMC in the development and maintenance of local emergency management arrangements, assists HMAs in the provision of a coordinated response during an emergence in the district, and carries out other emergency management arrangements directed by the State Emergency Coordinator [s. 37(2) of the Act].

Local Emergency Management Committee (LEMC) – the local government is to establish one or more LEMCs for the local government district, based on local government boundaries. The committee is chaired by a nominee of the local government, and the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, is a member. The LEMC is established by the local

government to ensure that local emergency management arrangements are written and placed into effect for its district [s. 38 of the Act].

Local Emergency Management Arrangements – written by the local government, local emergency management arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to emergency management (Prevention/Mitigation, Preparedness, Response and Recovery) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.

Prevention, Preparedness, Response and Recovery (PPRR) – makes up a legitimate and valid system of emergency management (ref s. 3 of the Act). Each element represents a dynamic set of actions flowing into the next. Communities are encouraged to take greater responsibility for their own safety, to be more self-reliant and better prepared for the eventualities of emergencies. Activities of each of these elements together provide a method for local communities to minimise the impact of emergencies.

Prevention - activities to eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of injury or damage likely to be incurred.

Preparedness – activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, training and public education. These activities support the local community in their preparations for a safer environment.

Response – activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community.

Recovery – activities designed to support emergency affected local communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

Situation Reports (Sitreps) – are formal written communications to participating organisations to ensure they are regularly informed during an emergency. Controversial issues should be advised to the next higher level as soon as possible rather than waiting for inclusion in the next routine sitrep.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DCP	Department for Child protection
DEC	Department of Environment and Conservation
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Fire and Emergency Services Authority of WA
FRS	Fire and Rescue Service
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
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

PART 1: Management

Authority

These arrangements have been prepared by the Shire of Dowerin Local Emergency Management Committee and they have been tabled for information and comment with the Wheatbelt District Emergency Management Committee and endorsed by Shire Council of the Shire of Dowerin.

Area Covered

Geographic Characteristics

Dowerin is situated 156 kilometres north east of Perth on the Northam-Wyalkatchem-Merredin railway loop line.

Land use is predominantly broad acre agriculture. The dominant business activities are grain growing and sheep production for meat and wool. However, there is a current trend toward more intensive agricultural pursuits, including viticulture, aquaculture, vegetable production, olive production and tree farming.

The Shire of Dowerin has an area of some 1,863 square kilometres and has within its boundaries several smaller localities, such as Ejanding, Minnivale and Manmanning.

In the southern regions of Dowerin is a relatively large area of sand plain country, under which is a reservoir of fresh water, the extent not fully known. A number of growers have already tapped into this water source and are growing crops under irrigation.

The town lies in the central Wheatbelt, and enjoys a temperate climate with winter rainfall and hot, dry summers. The average rainfall in Dowerin is 363.4mm (1904-2004) and occurs mainly from May to October. Mean and median rainfall for Dowerin is listed on the following page:

- **Distance From Perth:** 156 km
- **Shire Area:** 1867.0 sq km
- **Length of Sealed Roads:** 196.0 km
- **Length of Unsealed Roads:** 773.4 km
- **Population:** 861
- **Number of Electors:** 570
- **Number of Dwellings:** 408
- **Total Rates Levied:** \$555000
- **Total Revenue:** \$2672000
- **Major Industries:** Agriculture

Purpose

“The purpose of these emergency management arrangements is to set out:

- a) the Shire of Dowerin policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the Dowerin district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the Dowerin district;
- e) strategies and priorities for emergency management in the Dowerin district;
- f) other matters about emergency management in the Dowerin district prescribed by the regulations; and
- g) other matters about emergency management in the Dowerin district the Shire of Dowerin considers appropriate”. (s. 41(2) of the Act).

Scope

- a) This document applies to all areas encompassed within the established boundaries of the local government known as the Shire of Dowerin.
- b) These arrangements cover areas when the Shire of Dowerin provides support to HMAs and other agencies in the event of an emergency event.
- c) This document comprises details on the capacity of the Shire of Dowerin in relation to the provision of resources to support the effective management of emergencies.
- d) The Shire of Dowerin’s responsibilities in recovery operations and the restoration and reconstruction of services and facilities within the community are detailed in this document.
- e) These arrangements serve as a guide to emergency management at the local level.

An emergency situation may graduate and require to be managed at a regional or state level.

Existing Plans and Arrangements

Plan	Owner	Location	Currency
Bush Fire management plan	Shire of Dowerin	SOD Administration	2009
Risk Management Plan	Shire of Dowerin	SOD Administration	2010
Dowerin Field Days	Dowerin Field Day committee	Attachment XX of this set of arrangements	2012
Land Search and Rescue	WA Police	Dowerin Police Station	2012
Air Crash	WA Police	Dowerin Police	2012

		Station	
Road Traffic Crash	WA Police	Dowerin Police Station	2012
School EM Plan	Dowerin DHS	Dowerin DHS Administration	2012

Agreements, Understandings and Commitments

Mutual Aid Agreements, such as sharing of resources, Evacuation Centres etc, will be discussed with the following local Shires:

- Shire of Goomalling
- Shire of Wyalkatchem
- Shire of Cunderdin
- Shire of Koorda
- Shire of Wongan Ballidu

Any agreements put in place in the future will have copies included as an appendix.

Special Considerations

Seasonal activities like harvest periods impact on the availability of volunteer resources and should be noted when planning activities to test this Recovery plan.

August each year there is a large number of visitors to the district for the Dowerin Field Days, and again this needs to be taken into account when testing the recovery plan.

Resources

A resources list for the Shire of Dowerin equipment is appendix 3. Additional resources available within the Shire are reviewed and up-dated in September of each year as a minimum.

Financial Arrangements

Funding for training and administrative functions is budgeted by the Shire of Dowerin. Exceptional circumstances or natural disasters have not been provided for and financial assistance will be sought from relevant State or Federal government sources.

Roles and Responsibilities

Section 41 (2) (b) of the Act requires that the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district be set out. The descriptions and responsibilities for the Local Emergency Coordinator, the LEMC and the LEMC Chairman are set out in Act. They are as follows:

Local Emergency Coordinator

The Local Emergency Coordinator is appointed by the State Emergency Coordinator (Commissioner of Police) and is based on local government districts [s. 37 of the Act]. The Officer in Charge of each WAPOL subdistrict has been appointed as a Local Emergency Coordinator in the local government district which contains the WAPOL

subdistrict. There may be more than one Local Emergency Coordinator in each local government district.

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a) to provide advice and support to the LEMC 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; and
- c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

The Local Emergency Coordinator is the Officer in Charge (OIC) of Dowerin Police Station.

LEMC Chairman

The Shire President has been nominated as the Chairman for the Local Emergency Management Committee. [s. 38(3) of the Act].

LEMC Executive Officer

Provide executive support to the LEMC by:

- a) Ensuring the provision of secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Maintain committee membership contact register;
- b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:
 - Annual Report;
 - Annual Business Plan;
 - Maintenance of Local Emergency Management Arrangement;
- c) Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- d) Participate as a member of sub committees and working groups as required;

Local Emergency Management Committee

The Shire of Dowerin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* 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 local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). 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.

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Other Functions of the LEMC

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The below identified functions relate to areas not covered in other areas of these arrangements.

- a) The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - Freight subsidy Plan)
- b) The LEMC may provide advice and assistance to the SES and DFES to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – Cyclone, Flood and Tsunami)

Public authorities and others

The Public authorities personnel not normally represented in Dowerin will be sourced from Northam, Goomalling or as required.

Emergency Coordination Centre (ECC) Management

An emergency coordination centre is located next at the Shire of Dowerin, Administration Centre where facilities have been put in place by the Shire for emergency communication and limited emergency power.

In certain circumstances a Forward Control Point (FCP) may be establish to provide onsite command and control. Operational and Standing Operating Procedures (SOPs) lay down prescribed routine actions to be followed by staff during operations. They cover such procedures as indicated in Table 1.

Emergency Operational and Standing Operating Procedures

Table 1:

Activating ECC	ECC Procedures	ECC Stand-down
Opening ECC	Message Flow	Filing messages/records
Call out staff	Information display	Cleaning display boards/maps
Opening communication systems	Information processing	Stand-down staff
Preparing Display boards and maps	Resource Deployment	Closing communications systems
Preparing staff roster	Preparing Situation Reports (Sitreps)	Close down ECC
Password for computers and photocopiers etc	Preparing media bulletins	Initial and Follow-up debrief
	Decision Making	Initiate and follow-up debrief
	Information briefings	

PART 2: Planning and Mitigation

Local Emergency Management Committee

The Dowerin LEMC committee includes the following

- Chair (Shire President)
- Deputy Chair (OIC local Police station)
- Local Recovery Coordinator
- Emergency Management Agencies
- Welfare Support Agencies
- State Government Agencies
- Local Industry representatives
- Local Indigenous or CALD representatives
- Special Needs Group representatives
- Administrative support (provided by the Shire of Dowerin)

A list of LEMC members can found at appendix 2.

Meeting Schedule

As per State EM Policy 2.5, the Dowerin LEMC usually meets on the second Thursday of February, May, August and November each year. Every effort will be made to ensure this meeting schedule is maintained, however some variances in dates may be unavoidable from time to time.

LEMC Constitution & Procedures (s38(4) EM Act)

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

a. Every meeting:

- i. Confirmation of local emergency management arrangements contact details and key holders;
- ii. Review of any post-incident reports and post exercise reports generated since last meeting;
- iii. Progress of emergency risk management process;

- iv. Progress of treatment strategies arising from emergency risk management process;
- v. Progress of development or review of local emergency management arrangements; and
- vi. Other matters determined by the local government.

b. First quarter:

- i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- ii. Begin developing annual business plan.

c. Second quarter:

- i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- ii. Finalisation and approval of annual business plan.

d. Third quarter:

- i. Identify emergency management projects for possible grant funding.

e. Fourth quarter:

- i. National and State funding nominations.

Additional Procedures

The LEMC shall determine other procedures as it considers necessary. (SEMP 2.5). If any additional procedures apply, describe them here. For example the relationship to relevant Council Policy for managing committees.

Annual Reporting

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

The LEMC annual report is to contain, for the reporting period:

- a. a description of the area covered by the LEMC,
- b. a description of activities undertaken by it, including;
 - i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),

- v. the level of development of the local recovery plan for the area covered by the LEMC,
 - vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the LEMC Annual Business Plan.
- c. the text of any direction given to it by:
- i. the local government that established it.
- d. the major objectives of the annual business plan of the LEMC for the next financial year

The Annual Business Plan

State Emergency Management Policy 2.5 'Annual Reporting' provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. (SEMP 2.6 s25 (b)(vii) & s25(d)). From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

A copy of the Annual Business Plan is available on request from the Executive Officer.

Emergency Risk Management (ERM)

The Emergency Risk Management process was conducted in 2010 by Local Government Insurance Services. The ERM process was conducted under the State EM framework and is based on the standard for risk assessment – ISO 31000

The risk register and risk treatment action plan are tabled below;

Identifying and Analysing Risks

Name of Organisation SHIRE OF DOWERIN
 Function Activity Initial ERM

Date of Review 27 April 2010
 Compiled by Greg Cook
 Reviewed by Dacre Alcock

RISK REFERENCE	THE RISK <i>WHAT CAN HAPPEN?</i>	SOURCE <i>HOW CAN THIS HAPPEN</i>	IMPACT <i>FROM EVENT HAPPENING</i>	CURRENT CONTROL STRATEGIES <i>AND THEIR EFFECTIVENESS</i> (A) –Adequate (M) – Moderate (I) – Indadequate	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
					LIKELIHOOD	CONSEQUENCE	CURRENT RISK LEVEL	
1	<i>EARTHQUAKE</i>	<i>SEISMIC ACTIVITY</i>	<i>PROPERTY DAMAGE</i>	<i>M</i>	<i>5</i>	<i>4</i>	<i>E</i>	<i>A</i>
2	<i>BUSHFIRE</i>	<i>HARVEST/LIGHTNING</i>	<i>PROPERTY DAMAGE</i>	<i>M</i>	<i>5</i>	<i>3</i>	<i>H</i>	<i>A</i>
3	<i>DROUGHT</i>	<i>NO SEASONAL RAIN</i>	<i>LONG TERM LOSS</i>	<i>M</i>	<i>4</i>	<i>4</i>	<i>H</i>	<i>A</i>
4	<i>ROAD TRAFFIC ACCIDENTS</i>	<i>ACCIDENT</i>	<i>PERSONAL & COMMUNITY INJURY</i>	<i>M</i>	<i>4</i>	<i>3</i>	<i>H</i>	<i>A</i>
5	<i>STORM</i>	<i>NATURAL EVENT</i>	<i>PROPERTY DAMAGE</i>	<i>M</i>	<i>5</i>	<i>2</i>	<i>H</i>	<i>A</i>
6	<i>ANIMAL & PLANT DISEASE</i>	<i>NATURE + POLLUTANTS</i>	<i>FINANCIAL & HUMAN</i>	<i>A</i>	<i>3</i>	<i>3</i>	<i>H</i>	<i>A</i>
7	<i>HUMAN DISEASE</i>	<i>NATURAL EVENT</i>	<i>PERSONAL LOSS</i>	<i>M</i>	<i>3</i>	<i>2</i>	<i>M</i>	<i>A</i>
8	<i>HEAT WAVE</i>	<i>NATURAL EVENT</i>	<i>COMMUNITY IMPACT</i>	<i>A</i>	<i>3</i>	<i>3</i>	<i>M</i>	<i>A</i>
9	<i>STRUCTURAL FIRE</i>	<i>ARSON OR ACCIDENT</i>	<i>PERSONAL & COMMUNITY IMPACT</i>	<i>A</i>	<i>3</i>	<i>3</i>	<i>M</i>	<i>A</i>
10	<i>FUEL SUPPLY EMERGENCY</i>	<i>INDUSTRIAL EVENT</i>	<i>COMMUNITY ISSUE</i>	<i>A</i>	<i>2</i>	<i>2</i>	<i>M</i>	<i>A</i>
11	<i>FLOOD</i>	<i>NATURAL EVENT</i>	<i>PROPERTY DAMAGE</i>	<i>M</i>	<i>1</i>	<i>4</i>	<i>M</i>	<i>A</i>
12	<i>CYCLONE</i>	<i>NATURAL EVENT</i>	<i>PROPERTY DAMAGE</i>	<i>M</i>	<i>1</i>	<i>4</i>	<i>M</i>	<i>A</i>

13	NUCLEAR WARSHIPS	ACCIDENT & ATTACK	LONG TERM LOSS	M	1	4	H	A
14	LAND SEARCH	ACCIDENTAL EVENT	PERSONAL LOSS	A	1	2	L	A
15	CHEM, BIO, RAD	ACCIDENT	COMMUNITY DISRUPTS	M	1	1	L	A
16	SEA SEARCH	ACCIDENT	HUMAN LOSS	A	1	1	L	A
17	MARINE TRANSPORT	ACCIDENT	FINACIAL &PERSONAL LOSS	M	1	1	L	A
18	LANDSLIDE	ACCIDENT	PERSONAL LOSS	A	1	1	L	A
19	DAM BREAK	ACCIDENT/ SEISMIC	COMMUNITY IMPACT	A	1	1	L	A
20	TSUNAMI	NATURAL EVENT	COMMUNITY ISSUE	A	1	1	L	A
21	SPACE RE-ENTRY	ACCIDENT	COMMUNITY ISSUE	A	1	1	L	A

Risk Treatment Schedule and Action Plan

RISK REFERENCE	POTENTIAL TREATMENT OPTIONS	COSTS & BENEFITS	IS THE TREATMENT TO BE IMPLEMENTED (Y/N)	TARGET RISK LEVEL			RESPONSIBLE PERSON	TIMETABLE For implementation	MONITORING strategies to measure effectiveness of Risk Treatments
				LIKELIHOOD	CONSEQUENCE	TARGET LEVEL			
1	HMA Plan	NA	Y	2/3/1			DFES	NA	NA
2	Shire Plan	NA	Y	1/3/1			CBFCO	NA	NA
3	Shire Plan	NA	N	1/3/1			Shire CEO	NA	NA
4	HMA Plan	NA	Y	1/4/1			Police	NA	NA
5	HMA Plan	NA	Y	1/3/1			Police	NA	NA
6	HMA Plan	NA	Y	3/4/1			Police	NA	NA

RISK REFERENCE	POTENTIAL TREATMENT OPTIONS	COSTS & BENEFITS	IS THE TREATMENT TO BE IMPLEMENTED (Y/N)	TARGET RISK LEVEL			RESPONSIBLE PERSON	TIMETABLE For implementation	MONITORING strategies to measure effectiveness of Risk Treatments
				LIKELIHOOD	CONSEQUENCE	TARGET LEVEL			
7	HMA Plan	NA	Y	1/3/1			Police	NA	NA
8	Shire Plan	NA	Y	1/3/1			Shire CEO	NA	NA
9	HMA Plan	NA	Y	1/3/1			DFES	NA	NA
10	HMA Plan	NA	Y	1/3/1			DPI	NA	NA
11	HMA Plan	HA	Y	1/3/1			DFES	NA	NA
12	Shire Bushfire Plan	NA	Y	1/3/1			CBFCO	NA	NA
13	Shire Plan	NA	N	1/3/1			Defence	NA	NA
14	HMA Plan	NA	Y	1/4/1			Police	NA	NA
15	HMA Plan	NA	Y	1/3/1			DFES	NA	NA
16	HMA Plan	NA	Y	3/4/1			Police	NA	NA
17	HMA Plan	NA	Y	1/3/1			DPI	NA	NA
18	HMA Plan	NA	Y	1/3/1			DFES	NA	NA
19	Water Corp Plan	NA	Y	1/3/1			Water Corp	NA	NA
20	HMA Plan	NA	Y	1/3/1			DFES	NA	NA
21	HMA Plan	N/A	Y	1/1/1			Police	N/A	N/A

Note: The Dowerin Field Days held at the Dowerin sportsground facilities in August of each year, has a separate risk assessment which is approved by the Local Emergency Coordinator annually.

PART 3: Response

Risks – Emergencies likely to occur

The ERM process, as discussed earlier, forms the foundation of Dowerin's community's local emergency management arrangements, as it identifies risks in the local community.

Dowerin community's ability to cope with the impact of emergencies will depend largely on the relevant HMA's plans.

A quick way to identify the appropriate HMAs and relevant Westplans and Local Plans for specific hazards is presented in Table 3.1. The table will be added to over time as relevant plans become available.

Table 3.1

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Earthquake	DFES	DFES	SES	Local Govt, SJA	Earthquake (2011)	
Bushfire	LG	DFES	Bush Fire Brigades	Local Govt, SJA	Bushfire (2012)	2012
Storm	DFES	DFES	SES, BFBs	Local Govt. SJA	Storm (2011)	
Road Traffic Accident	WA Police	WA Police	WA Police	SJA, Local Govt	Road Crash (2012)	

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

It is recognised that the HMA's and Combat agencies may require Dowerin resources and assistance in emergency management. The Shire of Dowerin 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 HMA or the Local Emergency Coordinator in consultation with the HMA 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.

Role

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 Emergency Management Policy 4.1 'Operational Management'. These are;

- a) where an incident is designated as "Level 2" or higher;
- b) multiple agencies need to be coordinated.

Membership 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. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into 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.

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 HMA.** This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

Public Warning Systems

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

Local Systems

The following local systems are in place;

- SMS is used to quickly disseminate EM information
- Community notice boards and the local paper are used to disseminate EM information
- Public Information Phone number is used to disseminate information particularly after hours information.
- Website is used for EM information.

Evacuation

'A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.' (SEMP 4.7)

Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals, caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committees are to identify and advise of refuge sites and welfare centres suitable to the hazard. These sites should be documented in the Local Emergency Management Arrangements.

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department for Child Protection must be consulted during the planning stages. This is because DCP have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

Special Needs Groups

This section outlines 'at risk' groups within your community. It is vital that a Controlling Agency planning evacuation will be able to identify locations that require special attention or resources.

Each section of the section of the community mentioned above should have their own evacuation arrangements.

This information is captured at **appendix 4**.

Hazard Specific Refuge Sites

A refuge site may be identified in advance for specific hazards (such as fire which are fast moving) in areas the community identifies as high risk. This may be due to single access etc. An excellent example is the situation in Prevally where community members evacuated to the beach. This is a known easily recognised refuge area which could be included in the LEMA

In many cases refuge sites will depend on time, place and circumstances of the emergency and will not be able to be documented in LEMA.

Routes & Maps

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

Consider naming or highlighting any all-weather roads or roads subject to impact by a hazard and specific areas such as RFDS strips marked out on roads.

Welfare

The Department for Child Protection (DCP) has the role of managing welfare. DCP may have developed a local Welfare Emergency Management Plan for your Local Government area.

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DCP District Director to

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

(g) Represent the department on the Incident Management Group when required

See contacts list at [appendix 1](#).

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government will appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCP to arrive.

See contacts list at [appendix 1](#).

State & National Registration & Enquiry

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

Animals (including assistance animals)

During an evacuation the Shire of Dowerin will staff the Pound for homeless animals.

Welfare Centres

See [appendix 5](#) for a list of Welfare Centres and facilities available within each.

Section 4: Recovery

Shire of Dowerin Recovery Plan

Plan Structure

The structure of the Shire of Dowerin Recovery Plan has been written to meet the Legislative and moral responsibility of the Shire, The LEMC and to best represent the community members.

Part 1: Management

Authority

This Recovery Plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] as part of the Dowerin Local Emergency Management Arrangements and endorsed by the Shire of Dowerin Local Emergency Management Committee. The Plan was endorsed by councillors of the Shire of Dowerin meeting and has been tabled for information and comment by the District Emergency Management Committee.

Area Covered

The Recovery Plan covers the whole of the geographical area of the Shire of Dowerin including the town sites of Dowerin, Minnivale, Ejanding and Manmanning.

Aim

The aim of this document is to detail the community's recovery management arrangements that may be implemented following an emergency to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

Objectives

The objectives of the plan are to:

- establish the organisation and procedures for the management of recovery from emergencies in the Shire of Dowerin
- identify the roles and responsibilities of participating organisations/agencies
- establish a basis for the coordination of recovery for the community.

Scope

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

Agreements, Understandings and Commitments

Mutual Aid Agreements, such as sharing of resources, Evacuation Centres etc, will be discussed with the following local Shires:

- Shire of Goomalling
- Shire of Wyalkatchem
- Shire of Cunderdin
- Shire of Koorda
- Shire of Wongan Ballidu

Any agreements put in place will have copies included as an appendix.

Special Considerations

Seasonal activities like harvest periods impact on the availability of volunteer resources and should be noted when planning activities to test this Recovery plan.

In August each year there is a large number of visitors to the District for the Dowerin Field Days, and again this needs to be taken into account when testing the recovery plan.

Resources

The Local Recovery Coordinator is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. Local Government resources are identified in a "Local Government Asset Register". These are included as an appendix to the Dowerin Local Emergency Management Arrangements.

The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

Financial Arrangements

Funding for training and administrative functions is budgeted by the Shire of Dowerin. Exceptional circumstances or natural disasters have not been provided for and financial assistance will be sought from relevant State or Federal government sources.

Local Recovery Coordinator

Ms Andrea Selvey is appointed as the Local Recovery Coordinator in accordance with the requirements of the Emergency Management Act 2005, section 41(4).

Responsibilities

- Work with the Local Government to prepare, maintain and test the Local Recovery Plan.
- Assess the community recovery requirements for each event, in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, for:
- Liaise with the Shire of Dowerin on the requirement to activate the Plan and convene the LRCC; and initial advice to the LRCC if convened.
- Undertake the functions of the Executive Officer to the Local Recovery Coordinating Committee
- Assess for the LRC 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 Hazard Management Agency.
- 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 Local Recovery Coordinating Committee.
- Liaise with the Chair, SRCC 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.

Local Recovery Coordinating Committee (LRC)

Role

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State emergency management policy and the Local Recovery Plan.

Responsibilities

The LRCC is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees (e.g. Local Recovery Coordinator, Media Liaison Officer, sub-group chairpersons etc.)

- Establishing sub-committees as required
- 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 local government 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 progress of recovery.
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- 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

LRC Sub-committees (where required)
Reconstruction/Restoration Group (Dowerin)

Responsibilities

- Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Assess the restoration process and the reconstruction policies and programmes and facilitate the reconstruction plans where required.
- Report regularly the progress of the restoration and reconstruction process to the LRC Executive Group.
- Make recommendations to the LRC Executive Group for financial and other assistance as required

Community and Personal Support Sub-committee (Dowerin)

Responsibilities

- Assess the requirement for personal support services in the short, medium and long term.
- Facilitate resources (both human and financial) as required to complement /assist existing local services.
- Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved.
- Make recommendations to the LRCC for additional personal services as required.

Part 2: Local Recovery Arrangements

Introduction

This part of the arrangements details issues that apply where an event is assessed as being of sufficient magnitude to require the Local Recovery Coordinating Committee to be involved in the recovery process.

As required by the Emergency Management Act 2005 and consistent with the community recovery concepts, local government is responsible for managing recovery within its local government district. The Shire of Dowerin will be responsible for management of the recovery process within the local government district.

Where the level of recovery is beyond the capacity of the local Community, State Level Support shall be requested as outlined in state recovery arrangements (Westplan Recovery).

Organisation

The Local Recovery Coordinating Committee (LRCC) will be chaired by the Dowerin Shire President 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.

Executive:

- Chairperson shall be the Shire of Dowerin President
- Local Recovery Coordinator –Ms Andrea Selvey
- Secretary shall be provided by the Shire of Dowerin.

Core Membership

- Dowerin LEMC
- Hazard Management Agency
- Health Dept/Local Health Office/HAAC
- Dept for Child Protection
- WA Police

Co-opted Members (as required)

- Department of Food & Agriculture
- Department of Environment and Conservation
- Lifelines (power, water, gas, etc)
- Main Roads
- Department of Water
- Wheatbelt Development Commission

- Education/school rep
- Community Groups
- St Johns Ambulance
- WA Farmers Federation
- Pastoralists and Graziers Association
- Insurance rep (if available)
- Dowerin Apex Club

(A diagram of the Local Recovery Organisation can be seen at Annex A)

Organisational Responsibilities

The agreed roles and responsibilities of all agencies/groups that may assist in the recovery process for Dowerin are detailed in **Annex B**. Consultation with support organisations in Dowerin and relevant MOU's are included

Contacts Register

All contacts can be found at **Appendix 1** of the Shire of Dowerin Local EM Arrangements.

Transition from Response

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

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA Incident Manager is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Support Group (ISG).

During the response many of the agencies with recovery roles are heavily committed, therefore the inclusion of the Local Recovery Coordinator 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.

Local Response/Recovery Coordination Interface

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Controller (IC), Local Recovery Coordinator and the Local Emergency Coordinator. However, where an agreement cannot be achieved, preference is to be given to the response requirements.

Activation

The decision to activate this Plan will be made by the Shire President/CEO on the advice of the Local Recovery Coordinator as a result of an assessment of the assistance needed for recovery made by either:

- The Incident Management Group or
 - Through consultation between the Hazard Management Agency (HMA) Incident Manager (IM) and the Local Emergency Co-ordinator; or
 - The Local Government.
- Activation of the Plan is the responsibility of the Chair, LRCC.

Impact Assessment and Operational Recovery Planning

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

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

- Hazard Management Agency;
- Welfare agencies – to identify persons in need of immediate assistance;
- Shire of Dowerin staff; and
- Insurance assessors.

Depending upon the extent of the community relief, recovery assistance, restoration and reconstruction required the LRCC may develop a specific recovery plan setting out the recovery process to be implemented. An outline of an operational recovery plan is provided at **Annex D**.

Welfare and Health Services

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the incident or disaster. 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.

Public Information

Efficient and effective dissemination of information to the affected community and the community at large in respect to recovery measures and contact points is essential. The method of dissemination of information on recovery measures during the recovery phase will depend upon whether or not this has been fully activated.

Following an emergency where the Plan has been activated, the Media Liaison Officer appointed to the LRC will coordinate the dissemination of information on recovery measures/issues.

Agencies or organisations involved in the recovery phase are encouraged to disseminate information on their services to the public in the usual manner. However, it

is expected that media releases will be provided to the LRC for comment prior to dissemination.

Recovery Coordination Centre

The **Local Recovery Coordination Centre will be located at the Shire of Dowerin Town Hall**, located next to the Administration Centre. Where 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.

Information Centre (One Stop Shop)

A Recovery Centre/One Stop Shop will be established, when required, by the Shire of Dowerin to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the Recovery Centre will be disseminated to the community via ABC local Radio 558 kHz or Radio Wheatbelt on 1422 kHz when it is established.

Infrastructure

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewage, electricity, gas and waste disposal, will remain the responsibility of the agencies with existing responsibility for the provision of those services, each of which should have a Business Continuity Plan (BCP) in place.

The LRCC is responsible for recommending priorities and ensuring work is completed.

State Level Assistance

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

Stand Down

The Local Recovery Coordinator will stand down participants (of the LRCC) when they are no longer required.

Debriefing/Post Operations Report

The Local Recovery Coordinator will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and the preparation and tabling of a report to the LEMC for review and update of the Local Recovery 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 relevant DEMC.

Annex A: Transition from Response to Recovery Form

Response to Recovery Hand Over Form
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1: Incident details

Incident Name:	
Incident Number:	
Hazard Management Agency:	
Local Government Affected:	
Final Situation Report Provided:	YES / NO
Maps Attached:	YES / NO
Has the ISG been stood down	YES / NO

- Essential public services are restored to an adequate level
 - If **NO** which ones have not?
 - Is the area safe for the community to return?
 - Have all rescues been completed?
 - Are there any road blocks in place?
 - Displaced people provided with shelter?
YES / NO

2: Impact Assessment

1. Number of **residential** properties **destroyed**?
2. Number of **residential** properties **damaged**?
3. Number of **commercial or industrial** properties **destroyed**?
.....
4. Number of **commercial or industrial** properties **damaged**?
5. Number of **rural, pastoral or primary producer** properties **affected**?
.....

Impact assessment information can be provided via the final HMA situation report

3: Relocation/Evacuation

6. Estimated number of people **Relocated / Evacuated?**

7. Has the public been informed it is safe to return **YES / NO**

4: Confirmation

This is a FULL / PARTIAL handover. If PARTIAL what will the HMA remain responsible for: _____

HANDED OVER BY:
Incident Controller

Name: _____

Agency: _____

Date: _____

Time: _____

Signature: _____

HAND OVER ACCEPTED BY:
Local Government CEO

Name: _____

Local Government: _____

Date: _____

Time: _____

Signature: _____

Annex B: ORGANISATION RESPONSIBILITIES

REFERENCE LIST

The following list details the assigned and/or potential roles and responsibilities of organisation that may be participants in the recovery phase of an emergency affecting your community.

Shire of Dowerin

- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41 (4)].
- Appoint a Local Recovery Coordinator(s) [EM Act s.41 (4)].
- Chair the LRCC [EM Act s.36 (b)].
- Provide secretariat and administrative support to the LRCC, as required.
- Provide other representatives to the LRCC or its sub-committees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, and Works Manager).
- Ensure the restoration/reconstruction of services/facilities normally provided by the Shire of Dowerin.

Department of Child Protection

- Provide a representative to the LRCC.
- Provide emergency welfare services as part of the recovery process (Westplan – Recovery).
- Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (Westplan – Recovery and WANDRA)

Department of Agriculture & Food

- Provide a representative to the LRCC.
- Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRA (Westplan-Recovery and WANDRA)

Main Roads Western Australia

- Provide a representative to the LRCC.
- Assess and report on damage to State/Federal road infrastructure that may impact on the community.
- In conjunction with the Shire of Dowerin, assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route.
- Assist the Shire of Dowerin with the 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 and/or the WANDRA.

Lifeline Agencies (including power, water and gas)

- Provide a representative to the LRCC (co-opted as required).
- Assess and report on damage to lifeline services and progress of restoration of services.
- Facilitate restoration of priority services as requested by the LRCC.

Dowerin Chamber of Commerce (in addition or alternative to RDC and BEC)

- Provide a representative to the LRCC (co-opted as required).
- Survey and report on impact to and specific needs of local small business.

Department of Education and Training (or Dowerin school representative)

- Provide a representative to the LRCC (co-opted as required).
- Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

Local Health Services Provider (Department of Health or Goomalling Hospital representative and HACC)

- Provide a representative to the LRCC.
- Advise on health issues arising from the emergency.
- Coordinate the local health components of the recovery process.

Lord Mayor's Distress Relief Fund

- Liaise with the LRCC to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies".
- As required set up a local appeals committee in conjunction with the LRCC.
- Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.

Annex C: Local Recovery Coordinator - Operational Checklist

<p>Task Description</p> <p>Liaise with relevant response agencies regarding location, size, type and potential impact of event.</p> <ul style="list-style-type: none"> • Contact and alert key staff. • Determine likely human effects. • Establish if event proclaimed and 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. 	<p>OK</p>
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Annex D: Operational Recovery Plan - template

Operational Recovery Plan

Emergency: *(type and location)*

.....
Date of Emergency:

Section 1: Introduction

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

Section 2: Assessment of Recovery Requirements

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

Section 3: Organisational Aspects

- *Details the composition, structure and reporting lines of the groups/committees and 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 (NDRA), insurance, public appeals and donations (see also Section 4 below)*

- *Public information dissemination.*

Section 5: Administrative Arrangements

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

Section 6: Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chairperson,
Dowerin Local Recovery Coordinating Committee
Date:

Annex E: Situation Organisation / Action

ALERT

On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities

HMA

- Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements.
- Include Local Recovery Coordinators/Shire of Dowerin in briefings/Incident Management Group.

Shire of Dowerin

- Establish liaison with Local Recovery Coordinator/ Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support.
-
- Advise and liaise with LRCC members.

ACTIVATION

Requirement for Local level coordination of recovery identified/requested

Shire of Dowerin

- When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees.

LRC

- Arrange for conduct of on-site assessment, if appropriate. Maintain links with affected organisations for the identification and coordination of the provision of recovery support.

STAND DOWN

On completion of Local coordinated recovery activities.

Shire of Dowerin/LRC

- Ensure handover of responsibility for ongoing recovery activities to a managing agency.
- Advise LEC and LRC members of stand-down. Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair

SEMC Recovery Services Group

- Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

End of Recovery plan.

PART 6 Testing, Exercising and Reviewing the Arrangements

EXERCISING AND REVIEWING

The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately 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 co-ordination between them.

Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

Types of Exercises

Some examples of exercises 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
- Locating and activating resources on the Emergency Resources Register

Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC by the 1st May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref TP-1 'Annex B').

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Procedure TP-1 'Exercise Management'.(SEMP 3.1 s.23)

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) 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 Shire of Dowerin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.(SEMP 2.5 s20). Note SEMP 2.5 s15-18 inclusive provides a list of recommended members.

Review of Resources Register

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

APPENDIX 1 – Emergency Contacts Directory

DFES District Office

Street 79 Newcastle Street
Address NORTHAM WA 6401
Telephone 08 96902300
Fax 08 96225178

District Office: Police

297 Fitzgerald Street
Post Office Box 93
Northam WA 6401
Tel: 08 9622 4240
Fax: 08 9622 5030

CONTACT	Phone No.	Mobile No.	Fax No.	Details
Ambulance	000			Dowerin
Hazchem Trailer – Northam	9690 2300			DFES Northam
Crane Hire	9631 1272 9631 1006	0429 649 032 0428 311 007	9631 1477 9631 1088	Dowerin Engineering Boekeman Machinery
Forklifts	9631 1485 9631 1272 9631 1006 9631 1101 9631 1105 9631 1923	0429 649 032 0428 311 007 0428 855 125	9631 1477 9631 1006 9631 1201 9631 1147 9631 1919	Dowerin & Districts Farm Shed Dowerin Engineering Boekeman Machinery Elders JK Williams Ian and Rick Rackham
Community Health Services	9690 1600			Northam
Electrician	9629 1062	0419 963 624 0429 943 581 0429 906 518 0427 044 818	9629 1062 9629 1765	Joel Hedland Chris Meakins Graeme Harris Brendon Wilkes
DFES	9690 2300		9622 5178	Northam
Fire – CBFCO - Deputy CBFCO - 2nd Deputy - Shire	9631 1250 9631 1202	0429 311 250 0427311 721 0429 311 202	9631 1356 9631 1193	Phil Pickering Paul Milstead Andrea Selvey
Local Crisis Care Coordinator	9631 1080	0429 145 289		Norma Metcalf
Police	9631 1100 9622 4260		9631 1303	Dowerin OIC Northam
Public Health	9622 4320			Northam
Plumber		0439 827 058 0409 106 332 0435 347 757 0439 803 360	9681 1363	5 Rivers (Steve – Koorda) Blackwell's (Northam) Katchem (Jeff - Wyalkatchem) True Plumbing and Gas (Tom and Brendo)
RAC	13 11 11			Emergency Roadside Assistance
SES	13 25 00 9622 3322	0408 644 009	9622 2999	Belmont Northam
Home & Community Care	9631 1060	0429 910 334	9631 1060	Lisa Begley

Water Corp	13 13 75 9622 4888 9681 1322		9622 4866	Northam Wyalkatchem
Western Power	13 13 51			
Westnet Rail – Train Control	9622 4627			Northam
Doctor - Wyalkatchem	9681 1140			
Doctor - Goomalling	9629 1166			
Hospital - Wyalkatchem	9681 1222		9681 1001	
Hospital - Goomalling	9629 0100			
Hospital – Wongan Hills	9671 1122			
Hospital – Cunderdin	9635 1100			
Buses – Dowerin Shire Pickering x 2 Emma Hardy	9631 1202	0429 311 250 0408 850 282	96311 193	Seats 21 Seats 25 x 2 buses Seats 25
Dowerin District High School	9631 1010	0429 825 061	9631 1180	Barb Garner
Salvation Army	9622 1228			Northam

APPENDIX 2 – LEMC Members Contacts Directory

Name	Title	Organisation	Phone Numbers	Email
Darrel Hudson	Shire President LEMC Chair	Shire of Dowerin	9631 1063 0428 311 063	yleena@bigpond.com
Andrea Selvey	Shire CEO LEMC Exec officer	Shire of Dowerin	9631 1202 0429 311 202	ceo@dowerin.wa.gov.au
Ross Bartley	OIC Police Station Local Emergency	WA Police	9631 1100	ross.bartley@police.wa.gov.au

	Coordinator			
Phil Pickering	CBFCO	Chief Bush Fire Control Officer & Dowerin Ambulance Services	0429 311 250	p-pickering@bigpond.com
Lisa Begley	Coordinator	Dowerin Home and Community Care	9631 1060	hacc@dowerin.wa.gov.au
Norma Metcalf	Coordinator	Local Crisis Care	963101080 0429 145 289	linden@wn.com.au
Suzanne Blay	Events Coordinator	Dowerin Events Management	9631 1021 0455 996 085	info@dowerinfielddays.com.au
Denise Sutherland	Chairperson	St John Ambulance	0427 313 032	denise.sutherland@bigpond.com
Barb Garner	Principal	Dowerin DHS	96311030	Barbara.Garner@education.wa.edu.au
Yvette Griggs	SEMC Secretariat		9690 2313	yvette.grigg@semc.wa.gov.au
Daniel Hendriksen	Area Officer	DFES - Northam	0427 02 703 96902300	Daniel.HENDRIKSEN@dfes.wa.gov.au
Jo Spadaccini	DESO - District Emergency Services Officer	Department of Communities	0429 102 614	Joanne.spadaccini@communities.wa.gov.au
Lynley Arnott	CRC Coordinator	Dowerin Community Resource Centre	9631 1662	dowerin@crc.net.au
Duncan Jones	Community Paramedic	St John Ambulance	0438 059 257	Duncan.jones@stjohnambulance.com.au

APPENDIX 3 –RESOURCES SCHEDULE

Shire of Dowerin

Depot

Manager of Works
CEO

Mobile

0429311160
0429311202

Item Description

Number of Items

Grader	2
F.E.L.	1
Tip Truck	2
Tray Top Truck	2
Roller	1
Tractor	1
Sedan	4
Bus (Community)	1
Generator	2
Sid Steer, Bob Cat	1

APPENDIX 4 –Special Needs Groups

Name	Description	Address	Contact 1	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Dowerin District High School	District High School	Memorial Avenue	Barb Garner 9631 1030	130 student 13 staff	Yes DDHS Yes
Dowerin HACC	Home and Community Care	East Street	Lisa Begley 9631 1060	4 Staff and clients	Yes SOD Yes

APPENDIX 5 – DOWERIN EVACUATION AND RELOCATION CENTRES

Establishment/Facility: **Dowerin Recreation Centre/Sports Pavilion**

1. Address: East St, Dowerin

2. Address: Memorial Ave, Dowerin

Phone: 0896311202

Name: Position Manager CEO

Work contact 0896311202

A/hrs contact 0429311202

Available facilities	Facility Y/N	Number
Cooking facilities	Y	
<ul style="list-style-type: none"> • Number of Stoves • Refrigerators • BBQ • Cool rooms 		1
Showering facilities		
• Number of showers/blocks		3
• Number of toilets/ blocks (blocks/toilets)		3
Number of large fully enclosed undercover areas		
Number of rooms	4	
Parking Areas	Y	
Bitumen	Y	
Oval	N	
Other Facilities		
Mobile Phone coverage	Y	
Wheelchair Access	Y	
Pet Friendly area	Y	

Establishment/Facility: **Dowerin Town Hall**

Address: Cottrell St, Dowerin

Phone: 0896311202

Name: Andrea Selvey

Position Staff: CEO

Work contact 08 9631 1020

A/hrs contact 0429 311 202

Available facilities	Facility Y/N	Number
Cooking facilities	Y	
• Number of Stoves		3
• Refrigerators		2
• BBQ		
• Cool rooms		
Showering facilities	Y	
• Number of showers		2
• Number of toilets/ blocks (blocks/toilets)		4
Number of large fully enclosed undercover areas		3
Number of rooms		6
Parking Areas	Y	
Bitumen	Y	
Oval	Y	
Other Facilities		
Mobile Phone coverage	Y	
Wheelchair Access	Y	
Pet Friendly area	Y	

Establishment/Facility: **Dowerin Community Club and Change Rooms**

Address: East St, Dowerin

Name: Minnie McLeod

Work contact: 0435 400 358

Available facilities	Facility Y/N	Number
Cooking facilities	Y	
• Number of Ovens		2
• Refrigerators		2
• BBQ		1
• Cool rooms		1
Showering facilities	Y	
• Number of showers/blocks		3
• Number of toilets/ blocks (blocks/toilets)		3
Number of large fully enclosed undercover areas	2	
Number of rooms		
Parking Areas	Y	
Bitumen	Y	
Oval	Y	
Other Facilities		
Mobile Phone coverage	Y	
Wheelchair Access	Y	
Pet Friendly area	Y	

Notes:

1. Dowerin School and Golf Club are additional evacuation facilities that may be utilised to supplement the Shire facilities if required.
2. Dowerin has a limited number of bedding supplies that would be required for any overnight accommodation needs, and these would require transport arrangements from regional centres.