

Local Emergency Management Arrangements Model



SHIRE OF NAREMBEEN

Local emergency management arrangements

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



Chair

Gina Deluis

Date



Endorsed by Council

MIN6407/17

Date

April 2017

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Distribution

Distribution list	
Organisation	Number of copies
Shire of Narembeen	7
Narembeen Community Resource Centre	1
Western Australian Police Service	1
Wheatbelt DEMC	1
W.A. Fire and Rescue Service Merredin Station	1
W.A. Fire and Rescue Service Corrigin Station	1
DFES Regional Office	1
St John Ambulance Narembeen Sub Centre	1
Narembeen District Hospital	1
Narembeen District High School	1
Department for Child Protection – Merredin Office	1
Family and Children’s Services Merredin Office	1
Family and Children’s Services Northam District Office	1
Shire of Bruce Rock	1
Shire of Kondinin	1
Shire of Merredin	1
Shire of Yilgarn	1
Department of Agriculture and Food Merredin	1
Department of Environment and Conservation Merredin	1
Department of Environment and Conservation Narrogin	1

Brookfield Rail	1
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Amendment record

Number	Date	Amendment summary	Author
1	July 2011		
2	April 2017	Updated format as supplied by SEMC and content	Rachael Moore
3			
4			
5			
6			
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8			
9			
10			
11			
12			

Glossary of terms

For additional information in regards to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

COMBAT AGENCY: A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

COMMUNITY EMERGENCY RISK MANAGEMENT: See RISK MANAGEMENT.

COMPREHENSIVE APPROACH: The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

CONTROL: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

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

COORDINATION: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND:

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

EMERGENCY: An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT: The management of the adverse effects of an emergency including:

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

EMERGENCY MANAGEMENT AGENCY: A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the Emergency Management Act 2005.

EMERGENCY RISK MANAGEMENT: A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

ESSENTIAL SERVICES: The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

HAZARD:

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- any other event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or

- destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006

HAZARD MANAGEMENT AGENCY (HMA): A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT: An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT SUPPORT GROUP (ISG): A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

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.

OPERATIONAL AREA (OA): The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION: Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also COMPREHENSIVE APPROACH.

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.

RESPONSE: Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and

immediately after an emergency to ensure its effects are minimised. See also COMPREHENSIVE APPROACH.

RECOVERY: The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

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

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

RISK MANAGEMENT: The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER: A register of the risks within the local government, identified through the Community Emergency Risk Management process.

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

SUPPORT ORGANISATION: A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

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).

WELFARE CENTRE: Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

General acronyms used in these Shire arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child protection and Family Support
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
VFRS	Volunteer 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
VFES	Volunteer Fire & Emergency Services
BFB	Bush Fire Brigade

Community consultation

These arrangements have been prepared in accordance with the Emergency Management Act 2005 and endorsed by the Shire Local Emergency Management committee and approved by the Shire.

The Shire's main role is Prevention and Preparedness; this has been developed with consultation at LEMC meetings, and has had individual discussions with members of its Community. Articles will be included regularly in the "Fencepost" (local paper) to raise awareness and elevate understanding of emergency management processes in the community.

Document availability

Copies of these arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire of Narembeen office located at 1 Longhurst Street Narembeen and can be viewed during normal business hours 8.30am to 5.00pm in written or electronic format.
- Shire's Website (www.narembeen.wa.gov.au)
- Narembeen Police station 3 Longhurst Street Narembeen. The document can be viewed during the advertised opening times for business.

Area covered

The Local emergency arrangement covers the district of the Shire of Narembeen including the localities of: South Kumminin, Mount Walker, Woolocutty, Holleton and Wadderin. The shire boundaries cover an area of 3821km², have a general east/west shape and have major arterial routes traversing the shire.

Aim

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

Purpose

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

- a) the Shires policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the Shires 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 local Shire district;
- e) strategies and priorities for emergency management in the local Shire district;
- f) other matters about emergency management in the local Shire district prescribed by the regulations; and
- g) Other matters about emergency management in the local Shire district the local government considers appropriate. (s.41 (2) of the Act).

Scope

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

Furthermore:

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

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

Existing plans & arrangements
Local Plans

Table 1: Local plans

Document	Owner	Location	Date
Local Hazard Plan – Road Crash	WAPOL	Narembeen police station	30/06/2016
Local Hazard Plan – Air Crash	WAPOL	Narembeen police station	30/06/2016
Local Hazard Plan – Land Search	WAPOL	Narembeen police station	30/06/2016
Local Hazard Plan – TERRORIST ACT	WAPOL	Narembeen police station	30/06/2016
Narembeen airstrip emergency light plan	Narembeen Hospital	Narembeen Hospital	Reviewed Annually
Emergency cards action plan	Narembeen Hospital	Narembeen Hospital	Reviewed Annually
Narembeen Hospital emergency evacuation plan	Narembeen Hospital	Narembeen Hospital	Reviewed Annually
Emergency and Critical Incident Plan for Narembeen DHS	Narembeen School	Narembeen DHS	2016
Bush fire management plan	Shire of Narembeen	Shire of Narembeen	2007
Local emergency management plan for the provision of welfare support Merredin district	Department of child protection & family support	Department of child protection & family support (SPFS SharePoint)	December 2015
Narembeen Sub Centre Sub Plan & Checklist	St Johns	Narembeen St Johns	06/02/2017
Bushfire Management Plan	Shire of Narembeen	Shire of Narembeen	Reviewed Annually

Special considerations

[Appendix 6: Special considerations](#)

Agreements, understandings & commitments

Table 2: Agreements, understandings and commitments

Parties to agreement		Summary of agreement	Special considerations
Shire of Narembeen	P&W, Narembeen IGA, Narembeen Roadhouse, MAKIT Hardware	MOU for cooperative multi agency management and operations	
Shire of Narembeen	Community	A reciprocal understanding with neighbouring Shires that we will assist each other in the event of a major emergency	
Shire of Narembeen	Narembeen Recreation Centre	An agreement that in the case of an emergency the facility will be available as an evacuation point	

Resources and contacts

Organisation contact	Resource	Address	Phone	Mobile	Email	Fax
Shire of Narembeen Chris Jackson Arthur Cousins Rachael Moore Bonnie Cole Klint Stone	Graders Trucks Side tipping Trailers Loaders Water tankers Community bus	1 Longhurst street	9064 7308	0428 647 312 0417 820 804 0429 647 330 0477 194 030 0438 066 014 0417 985 810	ceo@narembeen.wa.gov.au worksmgr@narembeen.wa.gov.a u fo1@narembeen.wa.gov.au sfo@narembeen.wa.gov.au buildings@narembeen.wa.gov.au	9064 7037
Chris Jackson	Local Welfare Liaison Officer	1 Longhurst Street	9604 7308	0428 647 312		
Recreation centre Kellie Mortimore Greg Vaughan	Welfare centre	Currall Street Narembeen	9064 8373	0437 804924	narembeenclubinc@narembeenclub.org.au	
Kennedys bobcat and concreting Craig Kennedy	Skid steer Mini Traxcavator			0429 647 137		
CJB Carpentry Chris Batty	Skid steer			0427 745 301		
Narembeen Pharmacy	General health supplies		9064 7373			
Narembeen Airstrip Arthur Cousins	Narembeen Airstrip			0429 647 330		

Organisation contact	Resource	Address	Phone	Mobile	Email	Fax
Cr Gina Deluis Narembeen LEMC chair			90617013	0429617013	ginadeluis@bigpond.com	
Wendy Hooper Narembeen District Hospital		Ada street Narembeen	9064 6222		Wendy.Hooper@health.wa.gov.au	9064 6221
Narembeen District High School Chris Arnold Russell Arnold		Ada street Narembeen	9064 7286		christine.arnold@education.wa.edu.au russell.arnold@education.wa.edu.au	
Narembeen Police Kevin Collard Richard Conkling		Longhurst street Narembeen	9064 7350		kevin.collard@police.wa.gov.au Richie.CONKLING@police.wa.gov.au	
St Johns Ambulance Debbie Hall Ian Mortimore		Longhurst street	9064 7387	0457 758 882	Debhall55@gmail.com iandkmortimore@bigpond.com	
Fire Brigade Murray Dixon Andy Hardham			9064 7367		mvdixon@bigpond.com	
Church of Christ Bhimrao Thavare	Pastoral	8 Ada street	9064 7210		btcares@gmail.com	

Organisation contact	Resource	Address	Phone	Mobile	Email	Fax
Anglican Church John Hall Lorraine Lethlean	Pastoral	Thomas street	9064 7276			
Seventh Day Adventist Rhonda Ashmore Diane Major	Pastoral	105 Church RD Mt Walker	9045 3056 9061 7034	0417 907 119	ashmore7@bigpond.com	
CBH Narembeen Merredin			9064 7000 9041 1522			
AIM Liam Hickey			9064 7214			
Go Narembeen Robert Miolini Carol Currie			9061 6030 9064 7346		Maxine.miolini@bigpond.com curries@wn.com.au	
Mt Walker Sports club Karen Bormolini		Mt Walker Road	9061 7039		ekbormolini@bormolini.com	
Ranger Matthew Sharpe	Animal welfare			0459 678 154	wacontractrangerservices@hotmail.com	
Fencepost Gina DeLuis	Communication		9064 7394	0429 617 013	fencepost@westnet.com.au	9064 7185
SEMC Yvette Grigg			9690 2313	0488 907 187	Yvette.Grigg@semc.wa.gov.au	
DFES Murray McBride			9690 2300	0427 002 698	Murray.Mcbride@dfes.wa.gov.au	

Organisation contact	Resource	Address	Phone	Mobile	Email	Fax
Department for Child protection and family support Merredin office Team leader	Welfare	113 Great Eastern Hwy , Merredin , WA , 6415	Business hours 9041 6900 After hours crisis care 1800199008		Joanne.spadaccini@cpfs.wa.gov.au	
Sheree Thomas	Communication		9064 7308		ced@narembeen.wa.gov.au	
Dept of Parks and Wildlife Mark Moore			9041 6000	0417 412 488		
Narembeen Hardware Andrew Hardham	General Hardware Supplies - MAKIT		9064 7302	0429 647 173		9064 7058
ADRA (Adventist Development and Relief Agency) Diane Major	Welfare		02 9489 5488		Dimmajor200@gmail.com	

Roles & Responsibilities

Table 3: Local roles and responsibilities

Local role	Description of responsibilities
Shire of Narembeen	The responsibilities of the Shire are defined in s.36 of The Act .
Local emergency coordinator Local Police (Officer in charge)	<p>The responsibilities of the LEC are defined in s.36 of The Act The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:</p> <ol style="list-style-type: none"> 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 <p>to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator</p>
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implementing procedures that assist the community and emergency services deal with incidents • Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are

Local role	Description of responsibilities
	<p>properly trained in their role</p> <ul style="list-style-type: none"> • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.

LEMC roles and responsibilities

The *Shire* 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 Shire to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our community to prevent major emergencies and to be more prepared should they eventuate; by

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

The LEMC membership must include at least one Shire representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be determined by the Shire in consultation with the parent organisation of the members.

Agency roles	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> ○ Meeting agenda; ○ Minutes and action lists; ○ Correspondence; ○ Maintain committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> ○ Annual Report; ○ Annual Business Plan; ○ Maintain Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

Agency roles and responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • Control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appointment of Hazard Management Officers [s55 Act] • Declare / Revoke Emergency Situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [SEMP 2.2] • Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's</p>

Agency roles	Description of responsibilities
	functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (EMWA Glossary Version:2011)

Part Two - Managing Risk

Emergency Risk Management

The Shire has committed to participate in the State risk project being rolled out at the local level in 2017. A full risk report will be included in the LEMA after completion of this project.

Description of emergencies likely to occur

Table 4: Description of emergencies likely to occur in Narembeen

Shire of Narembeen will support in all instances						
Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Road Transport Emergency	WA Police	WA Police	VFRS, WAPOL	St Johns BFB	Road crash 2016	
Bush fire	DFES	DFES	DEC, BFB's, VFRS VFES	Church groups St Johns	Fire 2016	Bush Fire Response Plan 2007
Structural fire	DFES	DFES	VFRS VFES St Johns	BFB's St Johns	Fire 2016	
Severe storm	DFES	DFES	SES VFES CFES St Johns	Western power	Storm 2016	
Flood	DFES	DFES	SES VFES	CPFS St Johns	Flood 2016	
Hazmat emergency	DFES	DFES	VFRS VFES BFB	Hazmat	Hazardous materials emergencies (HAZMAT) 2016	SOPS

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

Part Three - Coordination of emergency operations

It is recognised that the HMAs and combat agencies may require Shire resources and assistance in emergency management. The *Shire* 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.

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](#). 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.

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

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

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

Frequency of Meetings

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

Location of ISG Meetings

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

[Appendix 5: Incident Support Group](#)

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.**

Public warning systems

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

Local Systems

- Desktop SMS (must be in our contacts), what is the extent of this service
- Community notice boards
- Public Information Phone Lines
- [Website](#), [Facebook](#), [Twitter](#)
- Fencepost (Local paper)
- Triple M 1098 AM

Finance arrangements

[State Emergency Management Policy](#) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of policy, the *Shire* is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the *Shire* occurs to ensure the desired level of support is achieved.

Evacuation

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

Consideration also needs to be given to receiving evacuees from other Shire's

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guide](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

Special needs groups

- Narembeen District High School
- Narembeen Numbat's Occasional Child Care Centre
- Narembeen HACC & Koolberrin lodge Hospitals
- Narembeen Hospital
- Narembeen Caravan Park
- Homes for the Aged

[Map of the District and Town](#)



Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS may have developed a local Welfare Emergency Management Plan for your Shire area.

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the CPFS 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

Identify and list the names in the contact lists. (This individual will be appointed by CPFS)

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Shire to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator. The Shire has appointed Chris Jackson as the 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 CPFS to arrive.

Register.Find.Reunite

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

Animals (including assistance animals)

Contact WA contract ranger services for assistance.

Part Five - Recovery

Appendix 8

Part Six - Exercising, reviewing and reporting

The aim of exercising

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

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

Exercising the emergency management arrangements will allow the LEMC to:

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

Frequency of exercises

State Emergency Management Policy requires the LEMC to exercise their arrangements on at least 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 reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

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

Review of local emergency management arrangements

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

- 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 in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register

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

Annual reporting

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

The information provided by the LEMC annual report is collated into the SEMC and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Part Seven - Appendices

Appendix 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Phone line	Latham Road	Telstra exchange	Telstra		No communication
Sewage	Latham Road	Town dam	Narembeen Shire	9064 7308	Health issues
Bridge	Narembeen – Kondinin Road	Causeway	Narembeen Shire	9064 7308	Sealed access In – out of Narembeen

Appendix 2: Special needs groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Narembeen District High School	School	Ada street Narembeen	Mrs C Arnold Principal 9064 7286 0428 647 293	Mr R Arnold 9064 7286 0438 141 587	131 student	Emergency and Critical Incident Plan. It was last revised in February 2016.
Narembeen Numbat's Occasional Child Care Centre	Child care centre	Churchill street Narembeen	90647250	Co-ordinator Maxine Blows	Maximum 12 Children	Plan is reviewed by Co-ordinator in conjunction with the committee
Narembeen HACC & Koolberrin lodge Narembeen Hospital	Aged care Health care	Ada Street Narembeen	Wendy Hooper 9064 62222	Theresa Cousins	Maximum 30	Narembeen Hospital review and maintain
Narembeen caravan park	Tourist accommodation	Currall street Narembeen	Chris Jackson 9064 7689 0428 647 312	Bonnie Cole 0438 066 014	5 Cabins 10 Caravan site	Shire managed

Appendix 3: Risk Register Schedule

If you have used the SEMC Risk Register it is a large spreadsheet. It will not fit as an appendix. Provide a link to the Risk Register and a summary of the risks

Appendix 4: Welfare centre information

	Details		
Establishment/Facility:	Narembeen Recreation Centre		
Physical Address	Currall Street Narembeen		
General Description of the Complex	Recreation Centre		
Site Limitations	Nil		
Telephone No	9064 8373		
Fax No	9064 8378		
Email Address	narembeenclubinc@narembeenclub.org.au		
Name	Position	Work Contact	A/Hrs Contact
Chris Jackson	Narembeen shire CEO	9064 7308	0428 647 312



Appendix 5: Incident Support Group meeting locations

Location one

Address: Shire of Narembeen 1 Longhurst Street Narembeen

Consider listing facilities available.

	Name	Phone	Phone
1 st Contact	Chris Jackson	9064 7312	0428 647 312
2 nd Contact	Bonnie Cole	9064 7312	0438 066 014

Location two

Address: Narembeen DHS Ada Street Narembeen

	Name	Phone	Phone
1 st Contact	Chris Arnold	90647286	0428647293
2 nd Contact	Russell Arnold	90647286	0428438587

Appendix 6: Special considerations

Description	Time of Year	Impact / No of People
Post-harvest season	December – February	Reduced number of volunteers available within the community
Weather conditions	January – March	Power outages

Appendix 7: Local public warning systems

Description	Contact Person	Contact Number
Shire SMS System	Shire CEO Chris Jackson	9064 7308
Public Notice Board Churchill Street	Shire CEO Chris Jackson	9064 7308
Social media	Sheree Thomas Ashlyn Savin	9064 7308
Fencepost		9064 7394
Shire noticeboard	Chris Jackson	9064 7308

Appendix 8: Recovery Plan

The Shire of Narembeen

Recovery Plan



Recovery Coordinator: Name: Cr Gina Deluis
Title: Deputy Shire President
Contact: 0429 617 013

Deputy Recovery Coordinator Name: Chris Jackson
Title: Shire of Narembeen Chief Executive
Officer
Contact: 0428 647 312

Endorsed at LEMC: Date
Endorsed at Council: Date and resolution number

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Amendment Record

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	DOCUMENT VERSION
NUMBER	DATE		NAME	
2	April 2017	New version	Rachael Moore	

Part 1. Introduction

Recovery

The Shire of Narembeen Local Recovery Plan has been prepared by the Local Emergency Management committee to reflect the operational capacity of the Shire and to address the Shire's legislative responsibility under Section 36 and Section 41 of the emergency Management Act 2005 and the Emergency Management Regulations 2006. The Recovery Plan forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA)

Authority

The local recovery plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

Objectives

The objectives of this plan are to:

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

Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Narembeen 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.

Part 2. Related documents and arrangements

The Shire of Narembeen is required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator.

Related plans and policy

Developed through the LEMC and reviews will continue [Agreements, understandings and commitments](#)

Local:

The following documents are related to this plan;

- Shire of Narembeen Local Emergency Management Plan
- Shire of Narembeen Resources and Contacts register
- Local Welfare Plan (CPFS)
- Communications Plan (refer to LEMA?)

State:

Document Title	Document Owner
----------------	----------------

State Emergency Management Plan for Recovery Coordination	OEM
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	OEM
State EM Policy 5.12 Funding for Emergency responses	OEM
State EM Policy 5.10 Australian Government Physical Assistance	OEM
State Emergency Management Recovery Procedures 1, 2 and 4 .	OEM
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	OEM
Lord Mayor's Distress Relief Fund	LMDRF Board

Memorandums of Understanding and arrangements;

Parties to the Agreement		Summary of the Agreement	Special considerations
Shire of Narembeen	Narembeen Recreation Centre	Facility to be used as an evacuation point	

Part 3. Transition from Response to Recovery and commencement of recovery

Local Recovery coordinator:

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

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Comprehensive Impact Assessment (CIA) form that will be used when the incident is transferred from response to recovery. Refer link to OEM website: <https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/procedure>
- Identify recovery requirements and priorities as early as possible.
- Establish Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

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

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

Local Recovery Coordinating Group

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

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

Position	Primary	Alternate
Chair	<i>LRC (Gina DeLuis)</i>	<i>Cr Amy Hardham</i>
Local Recovery coordinator	Gina DeLuis	Deputy Recovery Coordinator (CEO)
Deputy Recovery coordinator	CEO (Chris Jackson)	EMCS (Bonnie Cole)
Administrative support	Rachael Moore	
Communications officer	<i>CEO (Chris Jackson)</i>	

Co-opted members:

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

Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corp, Main Roads, Western Power, Kleenheat
Welfare agencies	DCP, Red Cross, Local Welfare Services

Financial services	Centre link, Development commissions, Insurance providers, WBN, Shire of Narembeen
Dept of Health	Narembeen Hospital
Dept of Education	Narembeen DHS, Numbats
Transport	School bus, Varley Transport
Dept of Food and Agriculture	
Dept of Parks and Wildlife	Merredin Office
WA Police	
St John Ambulance	
Community Groups or representatives.	Lions Club, Autumn Club, Seventh Day Adventist, Church of Christ, Go Narembeen
CALD group representatives	
Non-Government Organisations	

Priorities for Recovery

As part of the ERM process the community determined the following priorities for Recovery in order from most important:

1. Hospitals/Aged care
2. Schools / Childcare
3. Utilities
4. Communication Systems
5. Road / Rail systems
6. Evacuation centre
7. Livestock
8. Drainage

Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Assessment data provided by the Controlling Agency. Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to **Appendix 2**

Part 4. Resources

Recovery Resources

The Local Recovery Coordinator for the Shire of Narembeen is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Narembeen

resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Narembeen should an emergency occur.

The resources available and contact details for recovery have been identified and are included in [Resources and contacts](#)

The following table identifies suitable Local Recovery Coordination Centres in the local government area.

Centre Name	Address	Capacity and available resources	Contacts.
Community Resource Centre	19 Churchill Street Narembeen	Phone, internet, whiteboard, kitchen, toilets, meeting room	Narembeen Shire CEO (Chris Jackson)

Financial arrangements

- The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.
 - Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Narembeen will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Office of Emergency Management web page - link - <https://www.oem.wa.gov.au/>
- The Office of Emergency Management, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).
- Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.
- Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

Financial Preparation

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

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

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure 1 – Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

Part 5. Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government.

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

Role

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

Functions

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

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

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

Functions

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

Reference should be made to the State EM Local Recovery Guidelines and the Australian Emergency Management Handbook 2 "Community Recovery" for details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

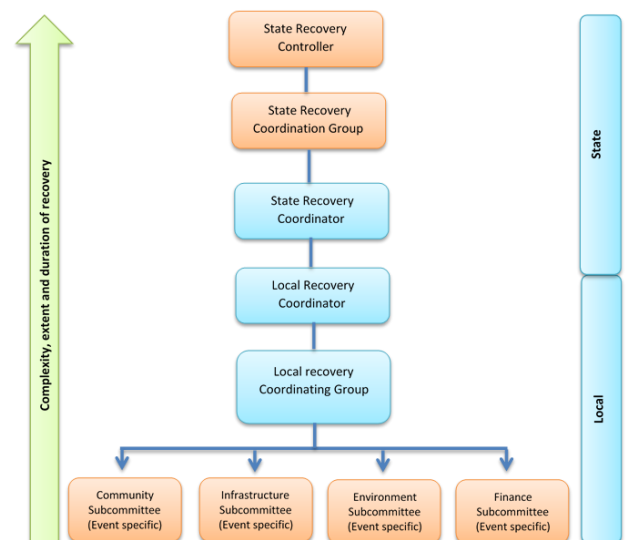
Controlling Agency Hazard Management Agency

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

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

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix D of Westplan –Recovery Coordination. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.



Appendix 1: Operational Recovery Plan template

Shire of Narembreen

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

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

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

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

Other health issues:

Section 3 – Organisational Aspects

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

Details of inter-agency relationships and responsibilities:

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

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

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

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

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

Section 5 – Administrative arrangements

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

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

Section 6 – Conclusion

Summary of goals

Priority and timetable of the plan

<i>Priority</i>	<i>Date</i>

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

Appendix 2: Example of Media Release – donations

Donations in Times of Disaster

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

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

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

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

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

**President
Shire of Narembeen**