Shire of
Northampton
Simply Remarkable

Shire of Northampton
Local Recovery Plan
2022

This is a sub-plan of the Shire of Northampton LEMC Local Emergency Management Arrangements and as such needs to be read in conjunction with these Arrangements. This Recovery Plan has been produced and issued under the authority of the *Emergency Management Act 2005*, endorsed by the Shire of Northampton Local Emergency Management Committee (LEMC) and has been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

Amendment Record and Distribution Matrix

Refer to the Shire of Northampton LEMC Local Emergency Management Arrangements.

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1   Introduction

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

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

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

- *Emergency Management Act 2005*
- State Emergency Management Plan 2019
- State Emergency Management Procedures 2019
- Batavia Local Emergency Management Arrangements

1.1   Authority

This Plan has been prepared in accordance with the requirements of s.41(4) of the *Emergency Management Act 2005* and forms part of the Local Emergency Management Arrangements (LEMA) for the Shire of Northampton. The LEMA has been endorsed by the Shire of Northampton LEMC and has been tabled with the Midwest-Gascoyne District Emergency Management Committee.

1.2   Purpose

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

1.3   Objective

The objectives of the plan is to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the LEMC.
- Establish a basis for the coordination of recovery activities at the local level.
- Provide a framework for recovery operations.
- Ensure effective, coordinated management of recovery operations within the Batavia LGs
- Ensure the plan complies with State emergency management arrangements.
- Identify the roles and responsibilities of Hazard Management Agencies (HMAs), emergency services, support organisations and the Shire of Northampton whilst promoting effective liaison between all organisations.
- Ensure community engagement throughout recovery management.

1.4   Scope

The scope of the Recovery Plan is within the boundaries of the Shire of Northampton and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

2   Related Documents And Arrangements

This plan is consistent with State Emergency Management policies and State Emergency Management Plans, to enable integrated and coordinated delivery of emergency management within the Shire of Northampton. he following documents are related to this plan:

- Shire of Northampton Local Emergency Management Arrangements.

3   Resources

The LRC is responsible for the determination of resources required for recovery activities, in consultation with the HMA. This determination is made in consultation with the Local Recovery Coordinating Committee (LRCC) and support organisations, during the initial stages of the recovery process. The Shire of Northampton resources and community resources are noted in the 'Resource and Contact Register' contained within the Local Emergency Management Arrangements. If the LRCC is convened, the LRC will continue to assess requirements for the restoration of services and facilities including the determination of the resources required for the recovery process. The LRCC will source and coordinate external and internal resources, including the provision of staff.

3.1   Local Government Staff

Once the LRCC has been activated, all staffing matters will be coordinated by the LRCC including the rostering of staff, attendance monitoring timesheets, OH&S etc., in accordance with Shire of Northampton Operational requirements and Policies.

3.2   Local Volunteer Coordination

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

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

3.3   Local Recovery Coordination Centre

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

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

Centre Name	Address	Contacts
Main Administration Office	199 Hampton Rd, Northampton WA 6535	Phone: 08 9934 1202 council@nothampton.wa.gov.au
Allen Centre	Grey Street, Kalbarri WA 6536	Phone: 08 9937 1097 council@northampton.wa.gov.au

3.4   Recovery Information Centre /One-Stop-Shop

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

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

Centre Name	Address	Contacts
Main Administration Office	199 Hampton Road, Northampton WA 6535	Phone: 08 9934 1202 council@nothampton.wa.gov.au
Allen Centre	Grey Street, Kalbarri WA 6536	Phone: 08 9937 1097 council@nothampton.wa.gov.au

3.5   Financial Arrangements

The Local Government Authorities will utilise the following regarding financial arrangements for recovery where required:

- Where appropriate the individual Local Government may establish a cash reserve for Community Recovery, for a determined level of risk to the community,
- Use of s.6.8(1) and s.6.11(2) of the *Local Government Act 1995* with respect to expenditure of funds not included in the annual budget,
- Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides exemption for Council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves,
- Use of s.6.20(2) of *Local Government Act 1995* enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of Council.

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

- Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA),
- Lord Mayor's Distress Relief Fund (LMDRF),
- Centrelink,
- Department of Communities.

3.6   Financial Management

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

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

3.7   Donations of Cash

State Emergency Management Recovery Procedure 1 outlines the policy for initiating and managing appeals and donations. The LRCC may encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary, may open a separate account specifically for cash donations.

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

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

3.8   Donations of Service and Labour

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

3.9   Donations of Goods

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

3.10 Non-Government Organisations (NGOs)

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

4   Roles and Responsibilities

4.1   Recovery Structure

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

Initial Recovery Management Structure *(during response phase)*
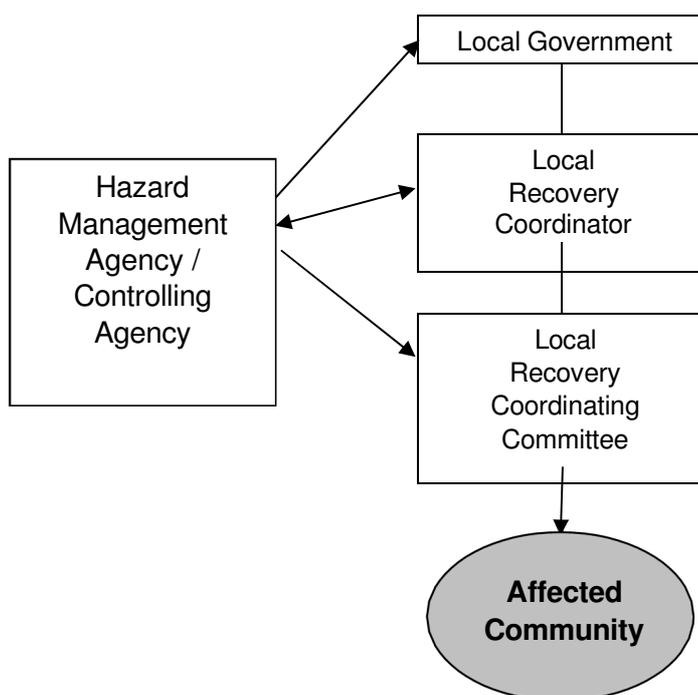
This structure sees the coordination and communication between the HMA / Controlling Agency (CA), and the Local Government authority, including the LRC being included in the HMA / CA Incident Support Group briefings and meetings.

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

Recovery Committee Structures

(following handover from CA/HMA to Local Government)
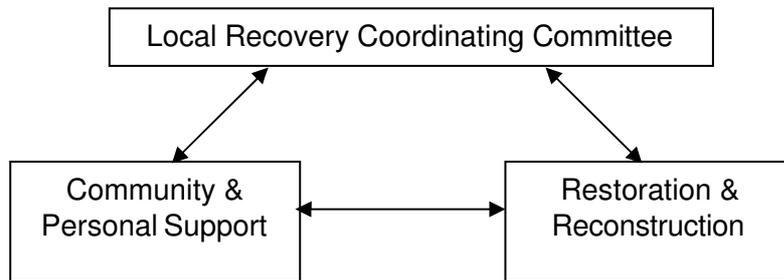
The above diagram illustrates a basic Recovery Committee structure, which the relevant Local Government authorities may adopt dependent upon the complexity and impact of the disaster. For
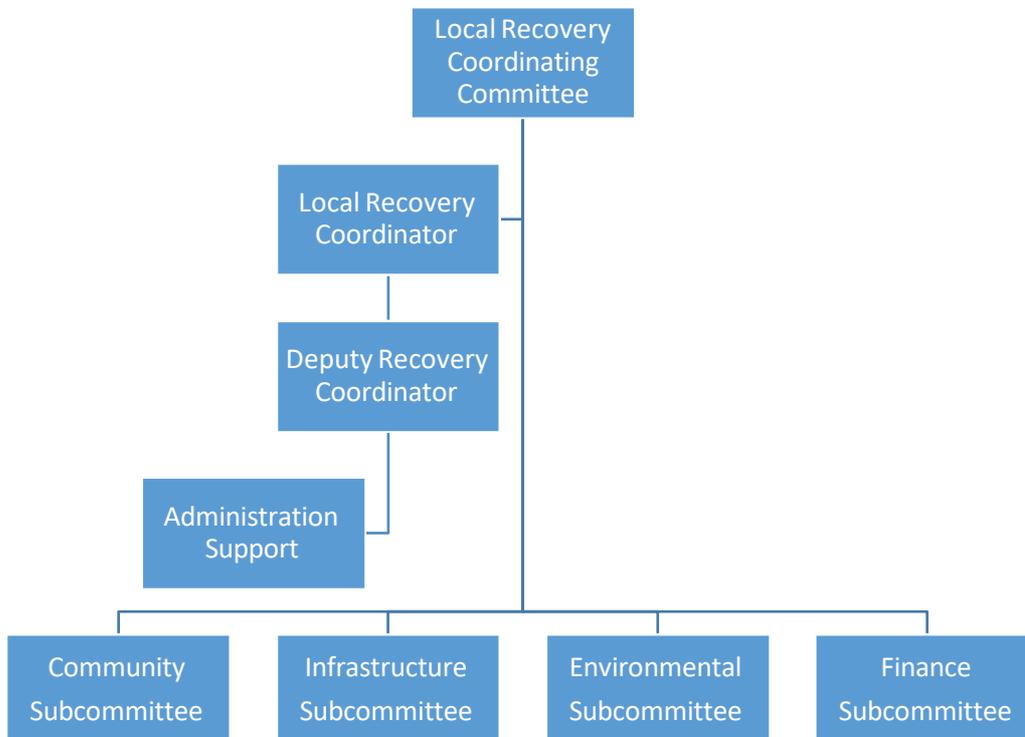
more complex disasters, the below structure will be applied. Position descriptions for roles and guidance for subcommittee functions is included in Appendix 6.4. These structures can be scaled up or back as the situation dictates.

4.2   Local Recovery Coordinator (LRC)

For the Shire of Northampton the Chief Executive Officer has been appointed as the LRC in accordance with the *Emergency Management Act 2005*, s 41. (4).

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

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

A position descriptions of the LRC role, Deputy Local Recovery Coordinator and LRCC are available in Appendix 6.4.

4.3 The Local Recovery Coordinating Committee (LRCC)

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

Executive	Core Members	Co-opted Members
Chairperson (LGA President, Deputy President or Councillor)	Local Government Officers,	Department of Primary Industry and Regional Development
Local Recovery Coordinator (LRC)	Hazard Management Agency(s)	Department of Biodiversity, Conservation and Attractions
Secretary (TBA)	Department of Health and or Environmental Health Officer	
Local Emergency Coordinator (OIC Police)	Department of Communities	Utilities (power, water, gas, etc.)
	Australian Red Cross	Main Roads WA
	WA Police Force	Education representative
	Community Representative/s, and if established Chairpersons of sub-committees	Community Groups
		Chamber of Commerce
		Insurance Council Rep
		Others as required.

The role of the LRCC is to coordinate and support local management of the recovery process within the community. Checklists for both the LRC and the LRCC are available at Appendix 6.5. These checklists detail tasking for each entity.

4.4 Local Recovery Coordinating Committee Subcommittees (where required)

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

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

Guidance for LRCC Sub-committees is available in Appendix 6.6.

5 Commencement of Recovery

5.1 Transition from Response to Recovery

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

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

The Incident Controller is to complete and sign the Comprehensive Impact Assessment to confirm the accuracy of the information and hand over the responsibility to Local Government. The LRC will take over the responsibility for recovery and advise the LRCC to activate the recovery plan and related arrangements.

5.2 Activation

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

5.3 Operational Recovery Planning

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

The following sources and agencies are involved in undertaking an impact assessment, encompassing the functional areas of recovery (i.e. social, built, economic and natural);

- Hazard Management Agencies.
- Welfare agencies – to identify persons in need of immediate assistance.

- Local Government Surveyors, Engineers, Environmental Health Officers, Waste/Sanitation and Finance Officers.
- Insurance Assessors.

An Operational Recovery Plan template is available in Appendix 6.8.

5.4 Welfare and Health Services

Welfare is the responsibility of the Department of Communities. The Department of Communities local welfare, health and wellbeing plan details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Plan.

The LRCC will work closely with the local office of Department of Communities in accordance with following plans:
- State Health Emergency Response Plan
- State Emergency Welfare Plan

5.5 Communication

It is the responsibility of LRCC to develop an effective communication plan for recovery. Throughout the recovery process, Local Government is to maintain an ongoing dialogue and share information with all other stakeholders and partners in the recovery process. The relevant Local Government authorities are responsible for developing a well-defined communication strategy that recognises the different means of communication with the stakeholders. The following communication methods can be used:

- Circulars
- Community Meetings
- Local Newspapers
- ABC Local Radio
- Email newsletters and text messaging
- Posters or pamphlets
- LGA social media and website

5.6 Communication Plan

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

Target Group	Communication Methods	Locations where the information will be provided
- Affected community - Recovery workers and volunteers - Vulnerable groups - General public	- Community Meetings - Local Newspapers - ABC Local Radio - Posters or pamphlets - Email - LGA social media and website	- Community groups - Batavia LEMC - Brigades and volunteer groups - Agency networks - Potential public meeting venues - Potential one-stop-shop locations

5.7   Review of the Plan
Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan is to be reviewed in accordance with State Emergency Management Policy 2.5, and amended and/or replaced whenever the Local Government considers it appropriate (*Emergency Management Act, 2005 s.42*).

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

- contact lists are reviewed and updated quarterly;
- a review is conducted after an event or incident in which the Local Recovery Plan was implemented;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

5.8   Exercise
Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including the Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to *Emergency Management Act 2005* s.39 and State Emergency Management Policy No. 3.1 – State Emergency Management Exercises for further information on conduct of exercise.

Exercising the arrangements during the planning process will allow the LRC and LRCC to:

- test the functionality and effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
- help educate the community about local arrangements and programs thus providing them with confidence in their Local Government and emergency management agencies;
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks and to assess effectiveness of coordination between them. The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating and validating.

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

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

6 Appendixes

6.1 Resource Register

Refer to Appendix 6.1 Resource Register in the Shire of Northampton LEMC Local Emergency Management Arrangements.

6.2 Volunteer Registration

Volunteer Information Form (VIF
V.I.F. Reference Number: VIF _____

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

NAME: _____

ADDRESS: _____

PHONE: BH: _____AH: _____MOB: _____

NEXT OF KIN: _____

PHONE: BH: _____AH: _____MOB: _____

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

TYPE OF ASSISTANCE OFFERED

ACCOMMODATION: e.g. supply of _____

CHILD CARE: _____

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

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

FOOD: e.g. meals, catering _____

HEALTH: e.g. massage relaxation _____

MANUAL LABOUR: e.g. gardening, lifting_____

PERSONAL SUPPORT: e.g. counselling, interpreter _____

PHOTOGRAPHY: _____

PROFESSIONAL ADVISE e.g. architect, builder _____

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

TRANSPORT e.g. bus, car _____

OTHER _____

Completed by (employee):_____

DATE: _____OFFICER: _____SIGNATURE:_____

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

Date: _____ Signature: _____

TASK ALLOCATED:

V.T.A.F Ref No.:

1) V.T.A.F _____

2) V.T.A.F _____

3) V.T.A.F_____

LOG SHEET:

V.T.A.F Ref No.:

1) VLF _____

2) VLF _____

3) VLF _____

Volunteer Log Form (V.L.F)

V.L.F. REFERENCE NUMBER: VLF _____

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

Volunteer Task Allocation Form (VTAF)

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

DATE: _____

TASK NAME: _____

TASK COORDINATOR NAME: _____

COORDINATOR CONTACT No.: _____

ALTERNATIVE CONTACT No.: _____

TASK DESCRIPTION:

_____
_____
_____
_____
_____
_____
_____
_____

OTHER COMMENTS:

_____
_____
_____
_____
_____

AUTHORISED BY:

NAME: _____

DATE: _____

Volunteer Attendance Roster

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

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

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

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

6.3 Donation Forms

RECIEPT OF DONATIONS

Date Pledged: _____ Date Received: _____

Donor Name: _____

Company / Organisation: _____

Donor Address: _____

_____

MOB: _____ Email: _____

Item Donated / Description

_____

_____

_____

Total Estimated Value: _____

Received By: _____ Officer Signature: _____

Comments:

_____

_____

_____

Donation   Register

Date Received	Donor Name	Donor Address	Donor Contact Details	Item Category	Item Donated / Description	Issues / Distribution	Date Distributed	Quantity	Total Value
2/01/2016	Joe Bloggs	1 Smith St, Geraldton	0456 123 789	Materials	Colourbond Sheeting		5/01/2011	5	$ 250.00

$250.00

6.4   Recovery Position Descriptions

Job Title:	**Local Recovery Coordinator**
Direct Reports:	Deputy Local Recovery Coordinator
Location:	Coordination Centre

1.   Job Purpose

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

2.   Organisational Context

The position of Local Recovery Coordinator is a mandatory role of all Local Government authorities in accordance with the *Emergency Management Act 2005*.

3.   Key Accountabilities

- Ensure the Local Recovery Plan is established, approved and tested

- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate

- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,

- Provide advice to the Mayor/Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCC) and provide advice to the LRCC if convened

- Ensure the functions of the Executive Officer are undertaken for the LRCC.

- Assess for the LRCC 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 LRCC.

- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.

- Liaise with the District Emergency Management Advisor on issues where State level support is required or where there are problems with services from government agencies locally.

- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery

- Ensure the recovery activities are consistent with the principles of community engagement

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

4.   Corporate Accountabilities

- Human Resource Management and Leadership – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.

- WHS – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.

- Ethical Behaviour – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City's Code of Conduct and all City policies.

- Records Management - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

- Budgets – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.

- Values - create a positive working environment while upholding the City's organisation values

5.   Person Specification

Qualifications and Experience

- Current C Class Drivers Licence

- Current National Police Clearance Certificate

- Formal qualifications/experience in Emergency Management (desirable)

- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.

- Experience working with diverse groups in the community.

- Sound understanding of the *Emergency Management Act 2005* and Emergency Management Regulations 2006.

- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.

- Knowledge of the principles of emergency risk management and emergency management.

- The ability to communicate effectively with internal and external stakeholders.

Certification

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

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
  I may be required to perform other duties that are consistent with my classification including temporary activities or projects.

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

Employee Name:

Employee Signature:

Date:

Job Title: **Deputy Local Recovery Coordinator**

Direct Reports: Administrative staff (during emergencies)

Location: Coordination Centre

1.   Job Purpose

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

2.   Organisational Context

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

3.   Key Accountabilities

- Assist the LRC to ensure the Local Recovery Plan is established, approved and tested
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate, often the Deputy position will be utilised in a Liaison Officer role, implementing the crucial link between the Incident Support Group, and the Local Government Authority.
- In conjunction with the HMA, Local Emergency Coordinator and other responsible agencies, assess the community recovery requirements for each event as required.
- Provide advice to the Mayor/Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCC) and provide advice to the LRCC if convened
- Perform the functions of the Executive Officer for the LRCC as required.
- Assess for the LRCC 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 LRCC.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- Monitor the progress of recovery and provide periodic reports to the LRCC and State Recovery Coordinating Group, if established.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

4. Corporate Accountabilities

- **Human Resource Management and Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.

- **WHS** – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.

- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City's Code of Conduct and all City policies.

- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.

- **Values** - create a positive working environment while upholding the City's organisation values

5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence

- Current National Police Clearance Certificate

- Formal qualifications/experience in Emergency Management (desirable)

- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.

- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and Emergency Management Regulations 2006.

- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.

- Knowledge of the principles of emergency risk management and emergency management.

- The ability to communicate effectively with internal and external stakeholders.

Certification

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

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
  I may be required to perform other duties that are consistent with my classification including temporary activities or projects.

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

Employee Name:

Employee Signature:

Date:

Job Title: **Local Recovery Coordinating Committee**
                          (Members and subcommittees)

Direct Reports: Dependent upon specific emergency

Location: Coordination Centre

1.   Job Purpose

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

2.   Organisational Context

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

3.   Key Accountabilities

•   Review and participate in testing of the Local Recovery Plan

•   Receive incident specific information from the Controlling Agency, Incident Support Group and Operations Area Support Group where appropriate, via the Local Recovery Coordinator or his/her Deputy.

•   Utilise received information to assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,

•   Determine the resources required for the recovery process in consultation with the Local Recovery Coordinator.

•   Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.

•   Monitor the progress of recovery and provide periodic reports to the State Recovery Coordinating Group, if required.

•   In conjunction with the Local Recovery Coordinator, facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery

•   Ensure the recovery activities are consistent with the principles of community engagement

•   Participate in an operational debriefing after cessation of the arrangements.

- Participate in an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

4. Corporate Accountabilities

- **Human Resource Management and Leadership** – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.

- **WHS** – Ensure duty of care compliant with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.

- **Ethical Behaviour** – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City's Code of Conduct and all City policies.

- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

- **Budgets** – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.

- **Values** - create a positive working environment while upholding the City's organisation values

5. Person Specification

Qualifications and Experience

- Current C Class Drivers Licence

- Current National Police Clearance Certificate

- Formal qualifications/experience in Emergency Management (desirable)

- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.

- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the *Emergency Management Act 2005* and Emergency Management Regulations 2006.

- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.

- Knowledge of the principles of emergency risk management and emergency management.

- The ability to communicate effectively with internal and external stakeholders.

Certification

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

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.

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

Employee Name:

Employee Signature:

Date:

Local Recovery Coordinator – Operational Check List

First 24 hours

Task Description	Status
Liaise with relevant response agencies regarding location, size, type and potential impact of the disaster	
Attend response agencies' Operations Area and Incident Support Group meetings for situational awareness and likely timings for transition to recovery phase	
Contact and alert key staff (incl. LRCC Executive and Subcommittee members), determine initial requirements (e.g. admin support to maintain a record of events and communications with key staff).	
Receive initial impact assessment from HMA / CA, determine likely human effects and alert relevant recovery agencies	
In conjunction with LRCC Executive, determine level of state government involvement, in consultation with District EM Advisor	
Support Dept. of Communities to determine immediate short-term needs (e.g. accommodation, financial assistance and personal support)	
Determine likely effects on community until relevant recovery agency(s) is operational (i.e. Dept. of Child Protection and Family Support may take 4-6 hours to mobilise and establish welfare/evacuation centre(s), plus travel time if relevant.	
Determine need to activate LRCC, sub committees and membership. If activated, establish a recovery coordination centre OR if not activated, ensure sufficient resources are retained to record recovery expenditure (incl. logging expenses, receipts, timesheets), staff tasking, plant and machinery usage etc.	
Establish a Liaison Officer located at HMA/CA emergency operations centre, Establish a recovery information centre to provide affected community with access to all recovery services.	
Identify and manage special needs groups or individuals that may require specific support mechanisms, services or equipment (e.g. mobility impaired, CaLD)	
Activate outreach program(s) to meet immediate needs and determine ongoing needs. Issues should include the need for specialist counselling, material aid, accommodation, financial assistance, social, recreational and domestic facilities.	
Meet with specific agencies involved with recovery operations to determine strategies, and activate inter-agency liaison mechanisms	
Manage offers of assistance, including volunteers, material aid and money	
Maintain ongoing assessment of impact of the event through Local Government data, geographic data and relevant response agencies situation reports.	
Meet with recovery agencies for full assessment of event impact. Determine best means of involving affected community and actions from specific agencies.	
Arrange media briefing (Mayor / Shire President / CEO) on recovery program	
Organise briefing and debriefing processes for staff, and establish staffing arrangements to ensure recovery is maintained without fatigue	

Local Recovery Coordinator – Operational Check List
First 48 hours

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

Local Recovery Coordinator – Operational Check List

First 72 hours

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

LOCAL RECOVERY COORDINATION GROUP
ACTION CHECK LIST

Description	Status
In the Transition from Response	
Ensure the appointment of a LRC has occurred.	
Ensure Incident Controller includes the LRC in official meetings and briefings	
Ensure the Incident Controller is aware of recovery requirements and tasks prior to the termination of the response phase.	
Ensure that agencies with response and recovery obligations are aware of their continuing role.	
Initiate key recovery arrangements including full LRCC committee briefing during the response phase and ensure formal handover takes place.	
Management Structure – the LRCC shall:	
Set up an office with administrative support	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions as required.	
Ensure and facilitate the completion of the impact assessment	
Assume public information obligation from response agency, provide information to impacted area, general public and the media. See 'Communication tools'.	
Facilitate and advise on State / Federal emergency relief funding and facilitate and advise on private aid and funding.	
Activate and coordinate the Recovery Coordination Centre if required.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement – the LRCC shall:	
Work with existing community organisations.	
Recruit representative(s) of the affected community into the recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide a "one-stop-shop" for advice, information and assistance during the recovery period.	

Establish mechanisms for the sharing of information and reporting local initiative (e.g. regular community meetings and local newsletters). See 'Communication tools'	
Impact Assessment (Managerial Issues) – The LRCC shall:	
Use intelligence / planning information from the response operation and set up a recovery liaison person in the HMA's Incident Support Group.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems and status, damage impact and pattern and welfare issues.	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties.	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments (technical focus) – the LRCC shall:	
Establish and define the purpose of inspection / assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process.)	
Collect and analyse data.	
Establish a method / process to determine the type of information needed for this recovery operation, defining: How and who will gather the information (single comprehensive survey); How information will be shared; How information will be processed and analysed; How the data will be verified (accuracy, currency and relevance)	
Managing the process to minimise "calling back"	
Select and brief staff	
Maintain confidentiality and privacy of assessment data.	
Data Management – the LRCC shall:	

Define who is responsible for which part for the data management task and ensure proper process of relevant data transfer.	
Create templates for impact assessment and for tracking assistance provided	
State Government Involvement – the LRCC shall:	
Establish strong relationship with key regional government agency representatives, and appoint them to appropriate LRCC sub- committees, as appropriate.	
Gain familiarity with the recovery claim process, and Relief Fund applications.	
Establish system for recording all expenditure during recovery, in-line with the requirements of the recovery plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public information – the LRCC shall:	
Appoint potential spokes people to deal with the media (usually Mayor/Shire President).	
Manage public information during the transition from response to recovery when hand–over completed by HMA	
Identify priority information needs	
Develop a media / communications strategy. See 'Communication tools'	
Coordinate public information through: Spokesperson/s; Identifying and adopting key message priorities; Using a single publicised web site for all press releases	
Develop processes for: Media Liaison and management (all forms e.g. print and electronic) Briefing politicians Alternative means of communication e.g. public meetings, mail box flyers advertising; Communicating with community groups. Meeting specialist needs Formatting press releases Developing and maintaining a website Ensuring feedback is sought, integrated and acknowledged.	
Monitor print and broadcast media and counter misinformation.	
Rehabilitation and Assistance – the LRCC shall:	

Establish a mechanism for receiving expert technical advice from welfare groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with business to re-establish and reopen.	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment.	
Facilitate emergency financial assistance in liaison with DoC	
Adjust capital works and maintenance programs	
Implementation of reduction measures – the LRCC shall plan to:	
Take the opportunity while doing the risk analysis, to: Identify essential services and facilities in high risk areas, Consider the restoration options in the event of them becoming dysfunctional	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements	
Financial Management – the LRCC shall plan to:	
Review financial strategies	
Communicate with financial agencies, including insurance providers.	
Keep financial processes transparent	
Reporting – the LRCC shall plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal – the LRCC shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agencies responsible for management.	

Establish arrangements for ongoing public information and communications including avenues for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgment and community closure.	
Debrief with participants to obtain community input to identify lessons learned and strategies for enhancing community recovery arrangements and processes for future events.	

6.6   Sub Committee Roles

Guidance for Recovery Sub-Functions

Introduction

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

These responsibilities can be broadly grouped into the following functions:

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

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

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

Finance – Relates to the economic and financial recovery of commercial, industrial and government sectors, as well as specific industries such as tourism or agriculture.
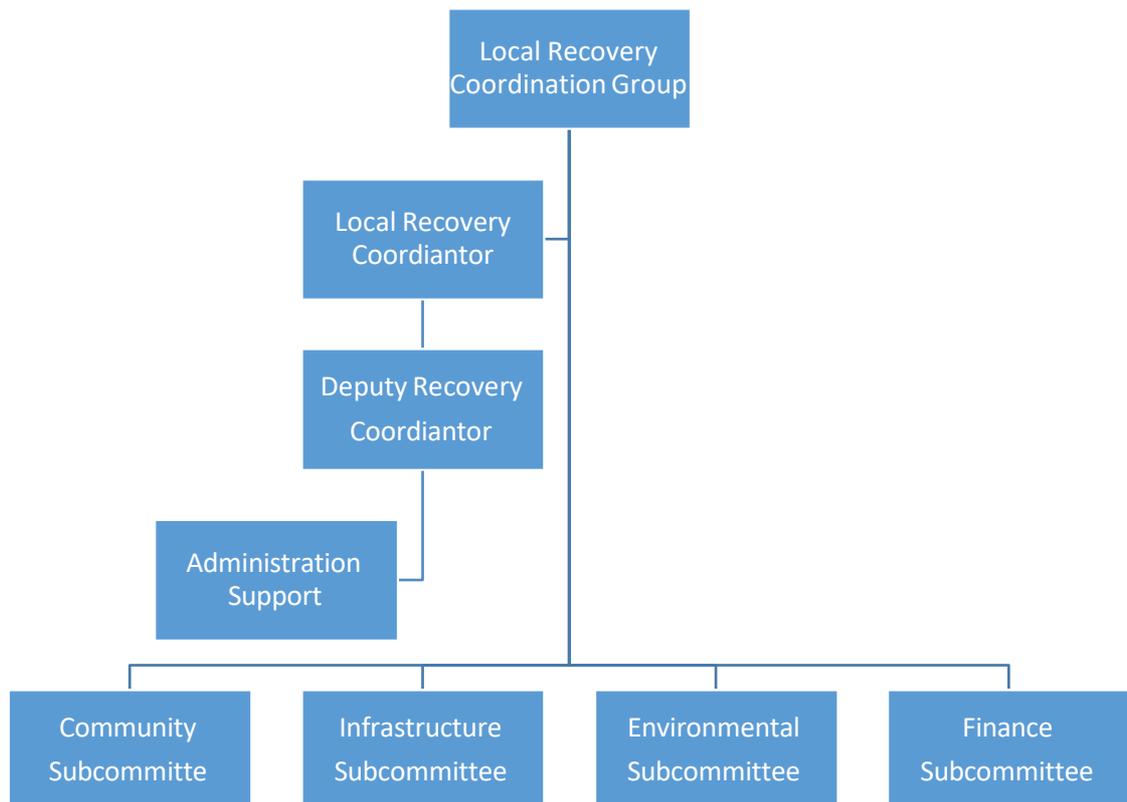
Suggested structure for Local Recovery Coordinating Committee
and appointed subcommittees

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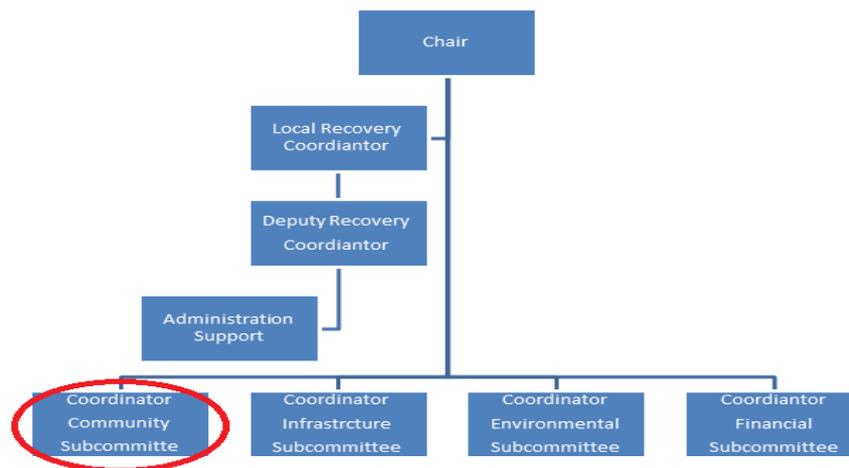
Role: This Sub-Committee is to coordinate the planning and implementation of recovery in the areas of safety and well-being, physical and psychosocial health, and social aspects.

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

Suggested Members:
- Community Development Officers
- Department of Communities
- WA Department of Health
- Red Cross
- Local Community organisations

Supporting Organisations:
- Centrelink
- Department of Education
- Salvation Army
- Others as required

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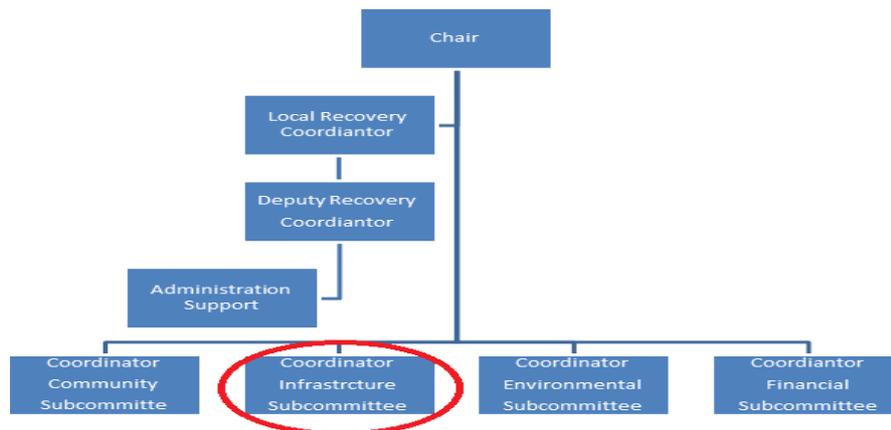
Role: Coordinate planning and implementation of housing, commercial and industrial buildings and structures, and physical infrastructure (including power, water, telecommunication, and transport) recovery in the district /region.

Responsibilities:

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

Suggested members:

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

- Department of Communities (Housing Services)
- Department of Planning, Lands and Heritage
- Department of Transport
- Main Roads - WA

Supporting Organisations:

- Utility owners /operators (Telstra, Optus, Western Power, Water Corporation)
- Department of Mines , Industrial relations and safety
- Insurance Council Australia
- Others as required

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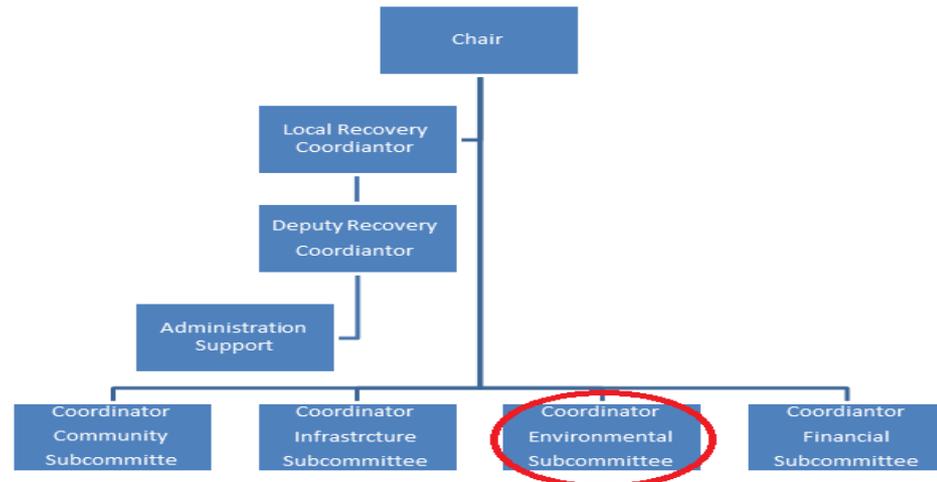
Role: This sub-committee is to coordinate recovery of the natural environment

Responsibilities:

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

Suggested Members:

- Environmental Health Officer
- Department of Water and Environmental Regulation.
- Environmental Protection Agency
- Department of Primary Industries and Regional Development

Supporting Organisations:

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

Finance Sub-Committee Role
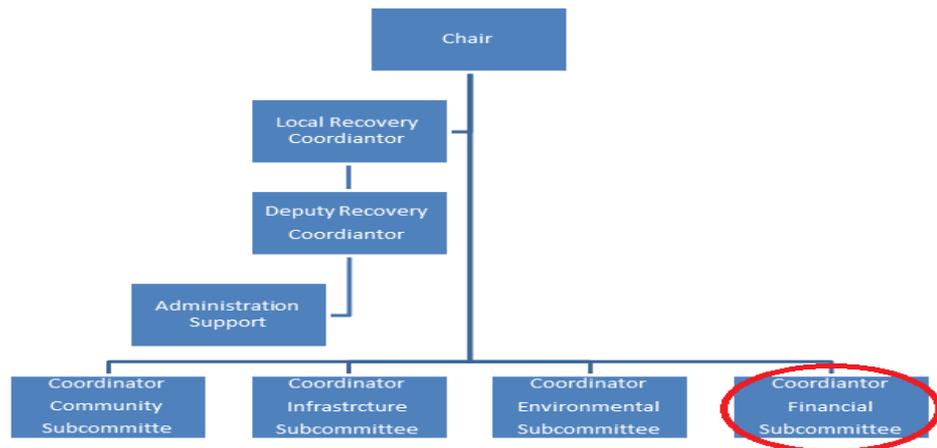
Role: Coordinate planning and implementation of economic and financial recovery in the <Local Government Authority> area**.**

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

Suggested Members:
- Finance / Rates Officers
- Department of Primary Industries and regional Development
- Insurance Council of Australia
- Department of Local Government, Local Government Association

Supporting organisation:
- Insurance Companies

6.7 Comprehensive Impact Assessment

The Comprehensive Impact Assessment is a separate file owing to its size, available in the toolkit.

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

6.8   Operational Recovery Plan

OPERATIONAL RECOVERY PLAN

LEMC Local Recovery Coordinating Committee 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 (DRFA-WA), insurance, public appeals and donations
- Public information dissemination.

Section 5

Administrative Arrangements

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

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group

Date:

6.9   Recovery Actions Database

Recovery Actions Database

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

6.10 Communication Tools

Disaster Name					
Location					
Date of Disaster					
COLLATERAL	Description- what's required	Distribution Point	Responsible Person	Due Date	Status
Flyer					
Newsletter					
Brochure					
PAID MEDIUMS					
Newspaper					
Guardian					
Midwest Times					
TaGG					
Radio					
Spirit					
Red FM					
Radio Mama					
ABC					
PUBLICITY					
Media Release					
Radio Interview					
Mayors Radio Spot- f/n					
Email Distribution					

SOCIAL MEDIA					
CGG Facebook					
Twitter					Twitter
Everything Geraldton					
You Tube					You Tube
WEB					
CGG Website - Banner - Latest News - Temporary Web page - Events Calendar					
3rd Party Websites					
VENUES					
Visitor Centre					
Library					
Airport					
OTHER					

COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

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

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

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

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

ENDS:

Notes to media:

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

COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

[Insert Date Here]

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

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

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

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

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

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Important numbers to remember:
- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

ENDS:

Notes to media:
For all media enquiries, please contact the [INSERT MEDIA/COMMS CONCTACT].

Social Media Templates

Facebook
<u>Facebook Post #1</u> The [INSERT NAME OF COUNCIL OR SHIRE] wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATION]. Residents in the area are advised to [RELEVENT ADVICE]. You can find regular updates [ON WEBSITE, VIE TELEPHONE, SOCIAL MEDIA]. If you require further information please contact [INSERT CONTACT DETAILS].
<u>Facebook Post #2</u> Residents in the [STATE THE LOCATION] area are reminded to do the following during the current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning: • [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]
<u>Facebook Post #3</u> Important numbers for you to remember: • [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

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

6.11 Organisational Responsibilities

ORGANISATIONAL RESPONSIBILITIES

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

ORGANISATION	CONTACT NUMBER
Shire of Northampton	9934 1202
Department of Communities	1800 176 888
Main Roads WA	0429 087 838
Department of Primary Industry and Regional Development	08 9220 7555
Department of Biodiversity, Conservation and Attractions	08 9219 9000
WA Police	9923 4555
Department of Transport	08 6551 6000
Western Power	0429 118 078
Water Corporation	13 13 85
Alinta Gas	13 37 02
Health Department	02 9289 1555
Education Department	9956 1600
Lord Mayor's Distress Relief Fund	1300 998 227

Local Government	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, Provide administrative support to the LRCC, as required. Provide other representatives to the LRCC or subcommittees, as appropriate (e.g. Building Surveyor, Environmental Health Officer, and Community Services). Ensure the restoration/reconstruction of services/facilities normally provided by the Local Government.
Department of Communities	Provide a representative to the LRCC. Coordinate welfare services, including emergency accommodation, catering, clothing, personal effects, personal services, registration and reunification, financial assistance. Provision of Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, incl. counselling, emergency assistance and temporary accommodation
Department of Primary Industries and Regional Development	Provide a representative to the LRCC. Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package.
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 Local Government, assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route. Assist Local Government with reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program or the DRFA-WA.

Essential Services(Including Power , Telecommunication , Water and Gas – Western Power/Horizon Power , Telstra, Water Corporation , Alinta Gas)	Provide a representative to the LRCC (co-opted as required). Assess and report on damage to essential services and progress of restoration of services. Facilitate restoration of priority services as requested by the LRCC.
Regional Development Commission/Business Enterprise Centre (If available) Small Business Development Corporation	Provide a representative to the LRCC (co-opted as required). Assist with the assessment of the impact of the emergency on small business. Provide advice and facilitate access to business support services/funding support, e.g. DRFA-WA small business support
Department of Education (or Local 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 Local Health Officer)	Provide a representative to the LRCC. Advise on health, environmental health and medical issues arising from the emergency. Coordinate the local health components of the recovery process.
Department of Water and Environmental Regulation	Provide advice on environmental protection, clean up and waste management
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.