

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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SHIRE OF GINGIN

APPROVED BY LEMC MEETING: 12 FEBRUARY 2020  
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# AUTHORITY

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These arrangements have been produced and issues in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) (“the Act”, endorsed by the Shire of Gingin Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC). These arrangements have been developed by personnel with the Shire of Gingin and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and Development of Communities Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:



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**Wayne Fewster**  
Chairperson, Gingin LEMC  
Shire President, Shire of Gingin

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Date 17 March 2020



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**Aaron Cook**  
Chief Executive Officer, Shire of Gingin  
Resolution Number: 17032020-11.2.5

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Date 17 March 2020

Document Review

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Date

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# AMENDMENT HISTORY

Version	Date	Amendment Details	By
V1.	11/03/2012	Previous LEMA reviewed and amended to reflect changes to LEMA (Chittering separation)	LEMC
	10/09/2014	LEMA reviewed by LEMC	Shire of Gingin / LEMC
	16/09/2014	LEMA adopted by Council at General Meeting	Shire of Gingin
V2.	10/12/2014	LEMA Reviewed by LEMC and recommendations to council to review Terms of Reference	LEMC
V2.1	16/12/2014	Terms of Reference updated by Council	Shire of Gingin
V2.2	20/01/2015	Updated LEMA presented to Council for review	Shire of Gingin
	28/06/2017	LEMA reviewed	LEMC
	18/07/2017	Reviewed LEMA adopted by Council at General Meeting	Shire of Gingin
V2.3	09/01/2019	Added new Community Paramedic and Superintendent Andy Hinton North Coastal Region DFES. Deleted Brad Slater. From LEMC Meeting 05/12/2018)	Shire of Gingin
V2.4	09/01/2019	Up-dated new Chief Executive Officer details and corrected Coordinator Community Development & Services phone number	Shire of Gingin
V2.5	13/02/2019	Added Tim McGrade District Officer Stirling DFES	Shire of Gingin
V2.6	13/11/2019	Add Councillor Wayne Fewster (Shire President)	Shire of Gingin
V3.	March 2020	LEMA updated	
V3.	November 2020	Updated Distribution List to include all members of the LEMC and Shire Executive Managers	Shire of Gingin
V3.1	February 2021	Updated Section Five – Evacuation, with pre-emergency planning data; added pre-emergency planning mapping; updated Risk Register information	Shire of Gingin
V3.2	August 2022	Updated Pre-emergency planning information;	
V3.3	Sept 2022	Review and update Local Recovery Plan	Shire of Gingin

Only changes to the intent of the document, any key changes and enhancements are to be included in the Amendment History, these and any major changes will need to be endorsed by the LEMC and Council.

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

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

The Executive Officer  
Local Emergency Management Committee  
Shire of Gingin

In-Person Gingin: 7 Brockman St Gingin WA 6503  
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The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

# DISTRIBUTION LIST

Organisation	Copies	
	Restricted	Public
Shire of Gingin (Gingin Office, Lancelin Office, Councillors) (Chief Executive Officer, Community Emergency Services Manager, Shire President, Recovery Coordinator, Recovery Administrator and Executive Managers)	8	10
Gingin Police Station	1	
Lancelin Police Station	1	
Shire of Gingin Public Libraries (Gingin and Lancelin)		2
State Emergency Management Committee (Secretariat) <i>electronic copy</i>	1	
DEMP	1	
Northam District Police Office (Wheatbelt District Office)	1	
Department of Fire and Emergency Services Joondalup (DO North Coastal, Fire and SES)	3	
Bush Fire Service Gingin (1 CBFCO, 4 x Deputy CBFCO)	5	
Bush Fire Service Chittering (CBFCO Chittering)		1
Bush Fire Service Dandaragan		1
Bush Fire Service Victoria Plains		1
Bush Fire Service Wanneroo		1
WA Fire and Rescue Service Gingin	1	
WA Fire and Rescue Service Lancelin	1	
St John Ambulance WA, Chittering/Gingin Sub Centre	1	
St John Ambulance WA, Lancelin and Coastal Districts Sub Centre	1	
St John Ambulance WA		1
Department of Communities (Wheatbelt)	1	
City of Wanneroo		1
Shire of Chittering		1
Shire of Dandaragan		1
Shire of Victoria Plains		1
Gingin Medical Centre		1
Lancelin Medical Centre		1
Lancelin Volunteer Marine Rescue Group		1
Local Australian Red Cross	1	
Department of Agriculture and Food		1
Department of Health – WA Country Health Service		1

Lancelin Volunteer Marine Rescue Group Inc.		1
Image Resources		1
Main Roads WA		1
Royal Australian Air Force Base Pearce		1
Silver Chain		1
State Emergency Management Committee		1
Tronox		1
Western Power		1
Department of Education – Principal, Gingin District High School		1
Department of Education – Principal, Lancelin Primary School		1
Department of Education (Head Office)		1

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A print copy of this document (public version) will be made available to the public at the Shire of Gingin administration building at 7 Brockman St Gingin WA.

An electronic copy of this document (restricted version) is available to all Local Emergency Management Committee members.



## SECTION ONE

# INTRODUCTION

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# GLOSSARY OF TERMS

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For additional information regarding the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

The following terms apply throughout these arrangements:

	Term	Definition
A	<b>AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)</b>	A nationally adopted structure to formalise a coordinated approach to emergency incident management. It is set up to systematically and logically manage emergency management incidents from small to large and all difficult or multiple incidents. It is designed to be able to expand in order to ensure an effective span of control at all levels.
	<b>AIIMS STRUCTURE</b>	The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).
B	<b>BUSH FIRE BRIGADE</b>	Established by a local government under the <i>Bush Fires Act 1954</i> .
C	<b>COMBAT</b>	To take steps to eliminate or reduce the effects of a hazard on the community.
	<b>COMPACT AGENCY</b>	Prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions 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.
	<b>COMPREHENSIVE APPROACH</b>	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 phrases (Synonyms: disaster cycle, disaster phases and PPRR).
	<b>COMMAND</b>	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. (See also CONTROL and COORDINATION)

	<b>COMMUNITY EMERGENCY RISK MANAGEMENT</b>	This is a systematic process that produces a range of measures that contribute to the well-being of communities and the environments. (See also RISK MANAGEMENT).
	<b>CONTROL</b>	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. (See also COMMAND and COORDINATION).
	<b>CONTROLLING AGENCY</b>	An agency nominated to control the response activities to a specified type of emergency.
	<b>COORDINATION</b>	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).
<b>D</b>	<b>DISASTER</b>	See EMERGENCY
	<b>DISTRICT</b>	Means the municipality of the Shire of Gingin. This is the local government district <u>not</u> the emergency management district.
	<b>DISTRICT EMERGENCY MANAGEMENT COMMITTEE</b>	A committee established under Section 31(1) of the Emergency Management Act 2005
	<b>DEPARTMENT OF COMMUNITIES (DC)</b>	Western Australian (State Government) Department of Communities, Child Protection and Family Support
	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)</b>	Western Australian (State Government) Department of Fire and Emergency Services
<b>E</b>	<b>EMERGENCY</b>	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
	<b>EMERGENCY MANAGEMENT</b>	The Management of the adverse effects of an emergency including: (a) Prevention - the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

		<p>(b) Preparedness - preparation for response to an emergency</p> <p>(c) Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery process.</p> <p>(d) Recover - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.</p>
	<b>EMERGENCY MANAGEMENT AGENCY</b>	A Hazard Management Agency (HMA), a Combat Agency or Support Organisation.
	<b>EMERGENCY RISK MANAGEMENT</b>	A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.
	<b>EVACUATION</b>	A risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The Hazard Management Agency will make decisions on evacuation during an emergency.
	<b>EVACUATION / WELFARE CENTRE</b>	A location where temporary accommodation is actual available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.
<b>H</b>	<b>HAZARD</b>	<p>An event, situation or coordination 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 destruct of: or damage property or any part of the environment and is defined in the <i>Emergency Management Act 2005</i> or prescribed in the <i>Emergency Management Regulations 2006</i>.</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. A cyclone, earthquake, flood, storm, tsunami or other natural event;</li> <li>2. A fire;</li> <li>3. A road, rail or air crash;</li> <li>4. A plague or an epidemic;</li> <li>5. A terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the <i>Criminal Code Act 1995</i> of the Commonwealth; or</li> <li>6. Any other event, situation or condition that is capable of causing or resulting in: <ol style="list-style-type: none"> <li>a. Loss of life, prejudice to the safety or harm to the health of persons or animals; or</li> <li>b. Destruction of or damage to property or any part of the environment that is prescribed by the <i>Emergency Management Regulations 2006</i></li> </ol> </li> </ol>



	<b>HAZARD MANAGEMENT AGENCY (HMA)</b>	A public authority or other person, prescribed by <i>Emergency Management Regulations 2006</i> regulations to be a hazard management agency for emergency management or an aspect of emergency management, of a hazard for a part of the whole of the State.
I	<b>INCIDENT</b>	The occurrence or the imminent occurrence of a hazard.
	<b>INCIDENT AREA (IA)</b>	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.
	<b>INCIDENT CONTROLLER</b>	The person appointed by the Hazard Management Agency or Controlling Agency for the overall management of an incident within a designated incident area.
	<b>INCIDENT MANAGER</b>	See INCIDENT CONTROLLER
	<b>INCIDENT MANAGEMENT TEAM (IMT)</b>	A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident
	<b>INCIDENT SUPPORT CENTRE</b>	A facility established to coordinate and organise emergency provision of services.
	<b>INCIDENT SUPPORT GROUP (ISG)</b>	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.
L	<b>LIFELINES</b>	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.
	<b>LOCAL EMERGENCY COORDINATOR (LEC)</b>	The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Management Coordinator.
	<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)</b>	A committee established under Section 38 of the <i>Emergency Management Act 2005</i> . LEMC is established by the local government and consists of a chairperson and other members appointed by the local government, with the Shire President as the chairperson of the committee and the LEC

		as the deputy chairperson. Functions of the LEMC are to advise and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
	<b>LOCAL GOVERNMENT AUTHORITY (LGA)</b>	Local Government meaning the Shire of Gingin unless otherwise specified.
	<b>LOCAL RECOVERY COORDINATION GROUP (LRCG)</b>	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
<b>M</b>	<b>MUNICIPALITY</b>	Means the district of the Shire of Gingin unless otherwise specified.
<b>O</b>	<b>OPERATIONS</b>	The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. (See also EMERGENCY OPERATION).
	<b>OPERATIONAL AREA (OA)</b>	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.
<b>P</b>	<b>PREPAREDNESS</b>	Preparation for a response to an emergency. In other words, the arrangements to ensure that, should an emergency occur, all those resources and services which are needed to copy 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.
	<b>PREVENTION</b>	The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency. This includes 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).
	<b>PUBLIC AUTHORITY</b>	An agency as defined in the <i>Public Sector Management Act 1994</i> ;

		<ul style="list-style-type: none"> <li>• a body, corporate or unincorporated, that is established or continued for a public purpose by the State, regardless of the way it is established;</li> <li>• a local government or regional local government;</li> <li>• the Police Force of Western Australia;</li> <li>• a member or officer of a body referred to in one of the above; or</li> <li>• a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.</li> </ul>
<b>R</b>	<b>RECOVERY</b>	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment, the community, psychological and economic well-being.
	<b>RESPONSE</b>	The combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.
	<b>RISK</b>	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.</p> <ul style="list-style-type: none"> <li>• The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.</li> <li>• 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.</li> <li>• 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.</li> </ul>
	<b>RISK MANAGEMENT</b>	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.
	<b>RISK REGISTER</b>	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
	<b>RISK STATEMENT</b>	A statement identifying the hazard, element at risk and source of risk.
	<b>S</b>	<b>SITUATION REPORTS (SITREPS)</b>

		become known.
	<b>STANDARD OPERATING PROCEDURE</b>	A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.
	<b>STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC)</b>	A committee established under section 13(1) of the <i>Emergency Management Act 2005</i> . S.13(2) stipulates membership of the SEMC which consists of the Commissioner of Police as State Emergency Coordinator and Chair, and the Commissioner of DFES as Deputy Chair. The Executive Director, DFES Strategic Policy and Executive Services Portfolio, is the SEMC Executive Officer. Other members include a local government representative and other representatives as appointed by the Minister.
	<b>STATE EMERGENCY MANAGEMENT PLAN (SEMP)</b>	A plan prepared under section 18 of the EM Act. <i>Emergency Management Act 2005</i>
	<b>STATE EMERGENCY MANAGEMENT POLICY</b>	The Policy prepared under section 17 of the <i>Emergency Management Act 2005</i>
	<b>SUPPORT ORGANISATION</b>	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.
<b>T</b>	<b>TELECOMMUNICATIONS</b>	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, email and radio.
	<b>TREATMENT OPTIONS</b>	A range of options identified through the emergency risk management process to select appropriate strategies which minimise potential harm to the community.
<b>U</b>	<b>URBAN FIRES</b>	Property fires occurring within gazetted fire districts for which DFES Fire and Rescue Services is responsible under the <i>Fire Brigades Act 1942</i> .
<b>V</b>	<b>VULNERABILITY</b>	The characteristics and circumstances of a community, system or asset that made it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.
<b>W</b>	<b>WELFARE</b>	The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the

		maintenance of health, well-being, and prosperity of such persons with all available community resources until their rehabilitation is achieved.
	<b>WELFARE CENTRE</b>	Refer EVACUATION / WELFARE CENTRE
	<b>WESTPLAN</b>	State Hazard Plans as approved by the State Emergency Management Committee.

# ACRONYMS

Acronym	Term
<b>ARC</b>	Australian Red Cross
<b>BFB</b>	Bush Fire Brigade
<b>BFS</b>	Bush Fire Service
<b>CA</b>	Controlling Agency
<b>CALD</b>	Culturally and Linguistically Diverse
<b>CEO</b>	Chief Executive Officer
<b>CESM</b>	Community Emergency Services Manager
<b>CO</b>	Communications Officer
<b>DA</b>	District Advisor
<b>DC</b>	Department of Communities
<b>DEMC</b>	District Emergency Management Committee
<b>DEMP</b>	District Emergency Management Plan
<b>DFES</b>	Department of Fire and Emergency Services
<b>DPIRD</b>	Department of Primary Industries and Regional Development
<b>DPAW</b>	Refer PaW
<b>FRS</b>	Fire and Rescue Service
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>EM ACT</b>	Emergency Management Act 2005
<b>EMLRC</b>	Executive Manager Local Recovery Coordination
<b>EMP</b>	Emergency Management Projects
<b>HMA</b>	Hazard Management Agency
<b>IC</b>	Incident Controller
<b>IMT</b>	Incident Management Team
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements

<b>LEMG</b>	Local Emergency Management Group
<b>LEMC</b>	Local Emergency Management Committee
<b>LEO</b>	LEMC Executive Officer
<b>LG</b>	Local Government
<b>LMDRF</b>	Lord Mayor's Distress and Relief Fund
<b>LRA</b>	Local Recovery Administrator
<b>LRC</b>	Local Recovery Coordinator
<b>LGLO</b>	Local Government Liaison Officer
<b>LRCG</b>	Local Recovery Coordination Group
<b>LVC</b>	Local Volunteer Coordinator
<b>MOU</b>	Memorandum of Understanding
<b>NGO</b>	Non-Governmental organisation
<b>PAW</b>	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
<b>RCC</b>	Recovery Coordination Centre
<b>SCRWG</b>	Shire Council Recovery Working Group
<b>SEAWP</b>	State Emergency Animal Welfare Plan
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	State Emergency Warning Signal
<b>SHC</b>	State Health Coordinator
<b>SHP</b>	State Hazard Plans
<b>SJA</b>	St John Ambulance WA
<b>SoG</b>	The Shire of Gingin as described in the 'Local Emergency Management Arrangements, Section One Introduction > Plan Overview > 'Geographical Areas Covered'
<b>SRC</b>	State Recovery Coordinator
<b>SRCG</b>	State Recovery Coordinating Group
<b>VFRS</b>	Volunteer Fire and Rescue Service
<b>VMR</b>	Volunteer Marine Rescue
<b>WA HEALTH</b>	Department of Health
<b>WALGA</b>	West Australian Local Government Association
<b>WAPOL</b>	WA Police Force

# DISCLAIMER

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The Shire of Gingin makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Gingin hereby claims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purposes, title and non-infringement. In no event shall the Shire of Gingin be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

# PLAN OVERVIEW

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## AIM

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

## PURPOSE

To set out:

- The Shire of Gingin policies for emergency management;
- The roles and responsibilities for public authorities and other persons involved in emergency management;
- Provisions about the coordination of the emergency management operations performed by the public authorities and other persons;
- Description of emergencies likely to occur with the Shire of Gingin;
- Strategies and priorities for emergency management in the district;
- Other matters about emergency management in the Shire of Gingin that the Shire of Gingin consider appropriate;
- Other matters about emergency management in the Shire of Gingin district prescribed by the *Emergency Management Regulations 2006*; and
- Other matters about emergency management in the district that the Shire of Gingin considers appropriate. [s. 41(2) of the *Emergency Management Act 2005*].

## 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.

- This document applies to the local government district of the Shire of Gingin.
- This document covers areas where the Shire of Gingin provides support to HMA's in the event of an incident.
- This document details the Shire of Gingin's capacity to provide resources in support of an emergency while still maintaining business continuity; and the Shire of Gingin 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.



# GEOGRAPHICAL AREA COVERED

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The Shire of Gingin is located in the northwest of the Wheatbelt region. The Shire of Gingin is situated approximately 84 kilometres north of Perth via the Brand Highway. It is bordered to the south by the City of Wanneroo, to the east by the Shire of Chittering, to the north-east by the Shire of Victoria Plains, to the north by the Shire of Dandaragan and to the west by the Indian Ocean.

## The Shire of Gingin statistics (Census 2016 – ABS) include:

Area:	3,325 km <sup>2</sup>
Population (permanent):	5,458
Approx. number of dwellings:	3,649
Sealed Roads:	458 km
Unsealed Roads:	427 km
Highways:	124 km

Within the Shire there are a number of Rural Living Zones where population density is higher than the surrounding rural area. There are substantial areas of bushland including national parks and forest reserves, as well as extensive agricultural, rural and semi-rural areas mainly to the north and northeast. Coastal areas (west) and the north of the Shire are largely urban/recreational and significant farming and market gardens.

## Zoned Land Use:

· Rural:	1,972 km <sup>2</sup>
· Regional Reservations:	1,150 km <sup>2</sup>
· Industrial:	16 km <sup>2</sup>
· Urban (residential):	187 km <sup>2</sup>

Because of the Shire's proximity to the metropolitan area, it can expect to experience a rapid growth in population and horticultural activity. In addition, the coastal towns traditionally experience population increases during holiday periods.

There is a wide range of landforms within the Shire of Gingin, ranging from flat wetlands in the Beermullah area to hilly areas around Mooliabeenee. Swamps and wetlands occur within the Shire of Gingin including Bambun Lake, Beermullah Lake, Blue Lake, Gingin Brook, Karakin Lakes, Moore River and tributaries, Quin Brook and Yeal Swamplands. The majority of the area involved would consist of either open farming land, or PaW reserves where native bush exists and which have in the past proven to be a problem where fires are concerned due to environmental factors, density, types of fuel, etc.

With reference to accessibility there are two major transport arteries being Brand Highway and Indian Ocean Drive. Primary Roads include Gingin Brook Road, Cowalla Road,

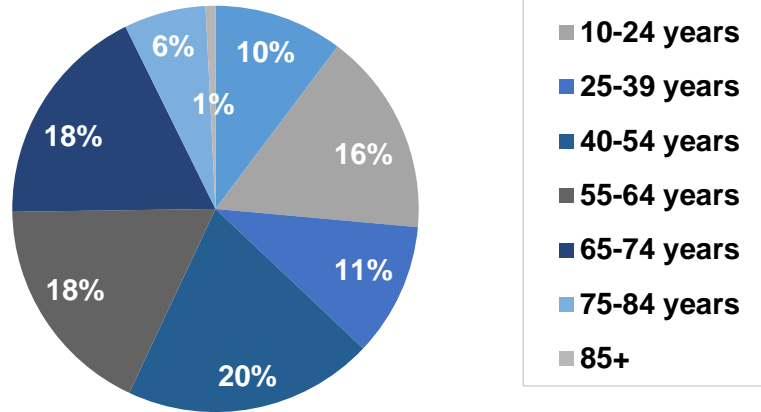
Wannamal Road West, Mooliabeenee Road, Cullalla Road, Beermullah Road West, Orange Springs Road, Mogumber Road West and Boonanarring Road.

This plan covers the district of the Shire of Gingin depicted by the boundaries in the following map. The Shire is divided into three subregions inclusive of Lower Coastal, Upper Coastal and Gingin Rural.



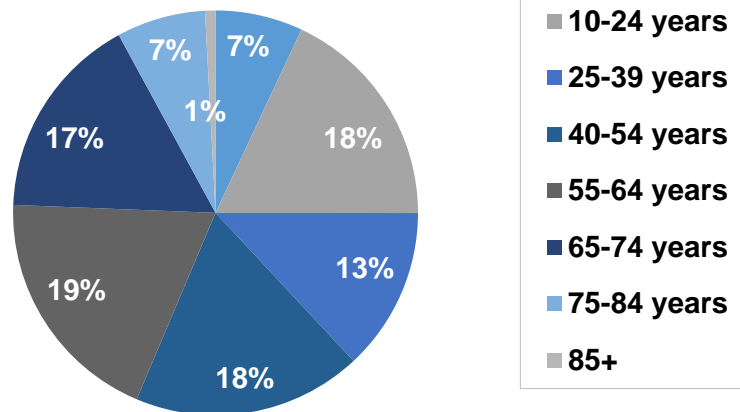
Lower Coastal\* (represents 32.529% of the Shire's population according to the 2016 Census - ABS) which includes the coastal town sites of Guilderton and Seabird and the localities of Breton Bay, Caraban, Gabbadah (Redfield Park and Sovereign Hill), Wilbinga and Woodridge.

### Lower Coastal Age Break-Down



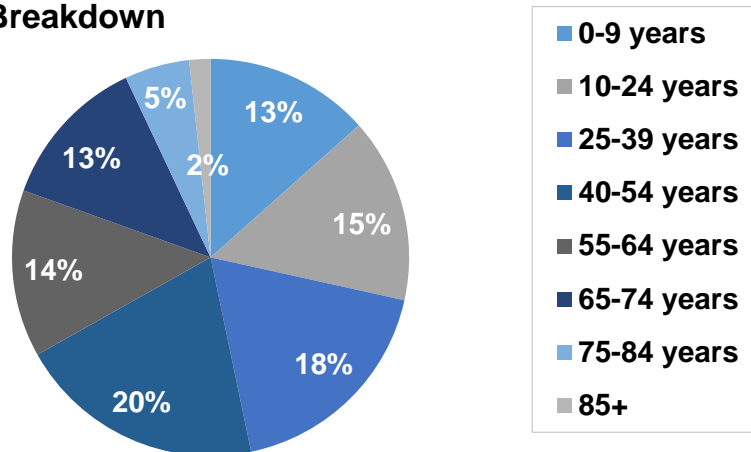
Upper Coastal\* (28.857% of Shire population) includes the coastal town sites of Lancelin and Ledge Point in addition to the localities of Karakin, (Seaview Park) and Nilgen (Ocean Farm).

### Upper Coastal Age-Breakdown



Gingin-Rural (38.614% of Shire population) includes the Gingin town site and localities of Bambun, Beermullah, Boonanarring, Breera, Coonabidgee, Cowalla, Cullalla, Ginginup, Granville, Lennard Brook, Mindarra, Moondah, Moore River National Park, Muckenburra, Neergabby, Orange Springs, Red Gully, Wanerie and Yeal.

## Rural Gingin Age-Breakdown



## REMOTE AREAS

Of the 3,325 km<sup>2</sup> of area covered by the Shire of Gingin, the majority of the population and development exists in the coastal and south-eastern areas of the Shire. There are areas that lie to the north and northeast, which in relation to emergency management may be described as being remote.

These areas have limited capabilities regarding emergency management. Without the readily accessible resources that accompany urbanisation, difficulty may be experienced in managing the risks faced by a community. For example, a community may have to rely on local volunteer emergency services during the early stages of a major emergency event before additional support can be deployed on location.

Remote areas within the Shire of Gingin were identified as being vulnerable in relation to hazards faced by the community during the Community Emergency Risk Management process in 2012. The ongoing development and review of these arrangements will include additional measures to mitigate risks faced by remote areas.

## SEVERE WEATHER CONDITIONS

During periods where severe wind or flash flooding is impacting the community, the Shire of Gingin's resources may be depleted due to additional deployment requirements. This would include resources such as available staff, vehicles and equipment. This circumstance is most likely to occur during the winter, however severe thunderstorms and the effect of cyclonic weather conditions from the northwest of the state are not uncommon during the summer months.

# EXERCISING, REVIEWING AND REPORTING

## EXERCISING

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for several reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

Exercising the LEMA will allow the LEMC to:

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

### Frequency of Exercises

The SEMC Policy No. 2.5 (Emergency Management in Local Government) and Policy No. 4.8 (Exercise Management) requires the LEMC to exercise their arrangements on an annual basis.

### Types of Exercises

Examples of Exercise Types	
<b>DESKTOP/DISCUSSION EXERCISES</b>	Includes orientation exercises, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players.
<b>FUNCTIONAL EXERCISES</b>	Closely related to discussion exercises, but normally take place in an operational environment and require participants to perform the functions of their roles. They are commonly known as tabletop exercises
<b>FIELD EXERCISES</b>	Involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

<b>PHONE TREE RECALL EXERCISES</b>	Testing contact numbers outside of business hours
<b>ACTIVATION OF FACILITIES (FOR EM)</b>	Testing the contacts and procedures associated with opening and closing evacuation centres or any facilities that might be operating during an emergency
<b>RESOURCE ACCESSIBILITY &amp; ACTIVATION</b>	Locating and activating resources on the Emergency Resources Register

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

### Reporting Exercises

As per *State Emergency Management Policy Section 4.11.3*, Local governments must submit post-exercise reports to DEMCs, as soon as practicable after the exercise.

### REVIEWING

The LEMA shall be reviewed and amended in accordance with SEMP 2.5 – Emergency Management in Local Government Districts and replaced whenever the local government considers it appropriate (Section 42 of the *Emergency Management Act 2005*). According to SEMP 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery coordination;
- Every five years; and
- Whenever the local government considers it appropriate.

### Resources Register

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

### REPORTING

The annual LEMC report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the Preparedness Capability Survey as directed each year by SEMC.

# LOCAL ROLES AND RESPONSIBILITIES

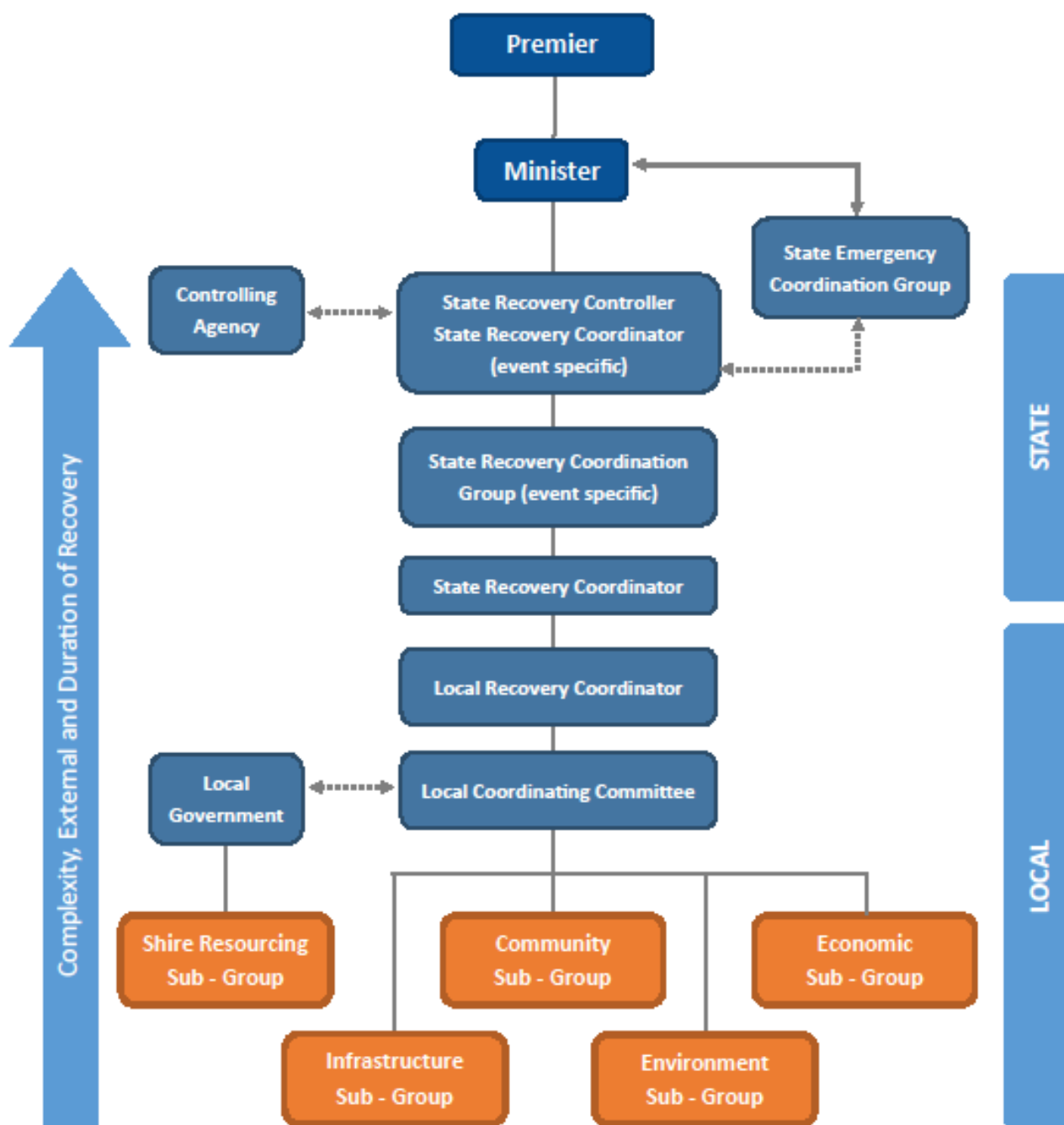
Local Roles	Description of Responsibilities
<b>LOCAL GOVERNMENT</b>	<p>The responsibilities of the Shire of Gingin are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>It is a function of a local government-</p> <ol style="list-style-type: none"> <li>1) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and</li> <li>2) to manage recovery following an emergency affecting the community in its district; and</li> <li>3) to perform other functions given to the local government under this Act</li> </ol> <p>These functions include (but are not limited to) administrating the LEMC in accordance with SEMP 2.5, completing an annual report and annual business plan in accordance with SEMP 2.6 and establishing and maintaining the local emergency management arrangements which includes a local recovery plan.</p>
<b>LOCAL EMERGENCY COORDINATOR</b>	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>The Local Emergency Coordinator for a local government district has the following functions -</p> <ol style="list-style-type: none"> <li>1) to provide and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</li> <li>2) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and</li> <li>3) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.</li> </ol>
<b>LOCAL RECOVERY ADMINISTRATOR</b>	<p>To undertake the administration, reporting and support the Local Recover Coordinator as required 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 assist in the recovery phase of the incident.</p>
<b>LOCAL RECOVERY COORDINATOR</b>	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government with support from the Local Recovery Administrator. In conjunction with the local recovery committee to implement a post incident recovery</p>

	action plan and manage the recovery phase of the incident.
<b>LOCAL GOVERNMENT WELFARE LIAISON</b>	During an evacuation assist Department of Communities by providing advice information and resources.
<b>LOCAL GOVERNMENT LIAISON OFFICER (TO ISG/IMT)</b>	During a major emergency the liaison officer is to attend ISG meetings to represent the local government, provide local government knowledge, input and provide details contained in the LEMA
<b>LOCAL GOVERNMENT - INCIDENT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken. Implementing procedures that assist the community and emergency services deal with incidents</li> <li>• Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role.</li> <li>• Keep appropriate records of incident that have occurred to</li> <li>• Ensure continual improvement of the Shires' emergency response capability</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities</li> </ul>



## Recovery Coordination Structure

The following diagram shows the Recovery Coordination Structure that states roles through the key-function areas and sub-groups.



# LEMC ROLES AND RESPONSIBILITIES

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The Shire of Gingin has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

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

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 membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of the LEMC are [s.39 of the *Emergency Management Act 2005*]:

- To advise and assist the local government in establishing local emergency management arrangements for the district;
- To liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Arrangements (LEMA); and
- To carry out other emergency management activities as directed by OEM or prescribed by regulations.

Various State Emergency Management Plans, State Hazard Plans and State Emergency Management Policies (SEMP) place responsibilities on LEMCs. These functions relate to areas not covered in other areas of the LEMA.

LEMC Roles	Description of Responsibilities
<b>LEMC CHAIR</b>	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.
<b>LEMC EXECUTIVE OFFICER</b>	Provide executive support to the LEMC by: Provide secretariat support including: <ul style="list-style-type: none"><li>• Meeting agenda;</li><li>• Minutes and action lists;</li></ul>

	<ul style="list-style-type: none"> <li>• Correspondence;</li> <li>• Maintain committee membership contact register</li> </ul> <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Annual Business Plan</li> <li>• Maintain Local Emergency Management Arrangements</li> </ul> <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> <li>• Participate as a member of subcommittees and working groups as required</li> </ul>
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## LEMC MEMBERSHIP

### **Voting Members**

Organisation	Officer
Department for Communities – Emergency Services Unit	District Emergency Services Officer Wheatbelt
Department of Fire and Emergency Services (DFES)	District Officer North Coastal Bushfire
Shire of Gingin	Shire President (Chairperson)
	Community Emergency Services Manager/Chief Bush Fire Control Officer (Executive Officer)
	Local Recovery Coordinator or Deputy LRC
	Local Recovery Administrator or Deputy LRA
Red Cross, Gingin Branch	Committee Member (designated volunteer)
St John Ambulance WA, Chittering/Gingin Sub-Centre	Ambulance Officer (designated volunteer)
St John Ambulance WA, Lancelin and Coastal Districts Sub-Centre	Ambulance Officer (designated volunteer)
WA Police, Gingin Police District (GPD)	OIC Gingin (GPD Local Emergency Coordinator)
WA Police, Lancelin Police District (LPD)	OIC Lancelin (LPD Local Emergency Coordinator)

## Non-Voting Members

Organisation	Officer/Representative (where provided)
Department of Agriculture and Food	
Department of Education <ul style="list-style-type: none"> <li>• Gingin District High School</li> <li>• Lancelin Primary School</li> </ul>	Principal/Deputy Principal or another delegated representative
Department of Health – WA Country Health Service	
Golden Egg Farms	
Lancelin Volunteer Marine Rescue Group Inc.	
Image Resources	
Main Roads WA	
Royal Australian Air Force Base Pearce	
Silver Chain	
State Emergency Management Committee	
Tronox	
WA Police	Inspector Wheatbelt District
Western Power	
Department of Biodiversity, Conservation and Attractions	
Shire of Gingin	Principal Environmental Health Officer
Department of Water and Environmental Regulation	

For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading [LEMC MEMBERSHIP AND CONTACTS](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

## [LEMC MEETINGS, PROCEDURES & REPORTING](#)

### Meeting Schedule

The Shire of Gingin LEMC meet on a quarterly basis within the financial year (1 July to 30 June), with additional meetings scheduled as required (as per *State Emergency Management Policy 2.5*).

### LEMC Constitution & Procedures [s38(4) Emergency Management Act 2005]

Each meeting of the LEMC should consider, but not be restricted to, the Annual Action Plan, as appropriate:

# ANNUAL ACTION PLAN

FINANCIAL YEAR QUARTER	Actions	LEMC MEETINGS
<u>FIRST QUARTER</u> (July / Aug / Sept)	Community Engagement <ul style="list-style-type: none"> <li>Evacuation plans?</li> <li>Fire safety?</li> <li>Storm safety?</li> <li>Communications/public information in disasters</li> </ul>	<u>LEMC Meeting to be held.</u> <ul style="list-style-type: none"> <li>Standing items</li> <li>Adopt Business plan</li> </ul>
<u>SECOND QUARTER</u> (Oct / Nov / Dec)	LEMA and recovery plan circulated to EM staff within LG. Preparedness messages to community. (Newsletter?)	<u>LEMC Meeting to be held</u> <ul style="list-style-type: none"> <li>Standing items</li> </ul>
<u>THIRD QUARTER</u> (Jan / Feb/ March)	Develop Exercise Schedule <ul style="list-style-type: none"> <li>Approvals &amp; funding</li> </ul> Begin development of engagement tools. Identify projects for funding.	<u>LEMC Meeting to be held</u> <ul style="list-style-type: none"> <li>Standing items</li> <li>Endorse Exercise Schedule</li> </ul>
<u>FOURTH QUARTER</u> (April / May / June)	Apply for funding.  <u>by mid-June</u> <b>Capability survey</b> and annual report completed.  <u>By end June</u> Assess Capability gaps and develop <b>business plan</b> for next financial year.	<u>LEMC Meeting to be held</u> <ul style="list-style-type: none"> <li>Standing items</li> </ul>

## NEXT FIVE-YEAR REVIEW

Month	LEMA Review	Responsibility
July	2024/25	LRA/LRC
July	2029/30	LRA/LRC

## Reporting [s40(1) Emergency Management Act 2005]

After the end of each financial year each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year.

## Terms of Reference

Other Agency Plans, Arrangements and Guidelines:

Document	Owner	Location	Date of Plan
Air Crash Plan	WAPol	Gingin Police Station Lancelin Police Station	Current
Local Welfare Management Plan - Provision of Welfare Support – Moora District	DC	Moora District DC <a href="http://www.dcp.wa.gov.au">www.dcp.wa.gov.au</a>	2019
Hazardous Materials Plan	WAPol	Gingin Police Station Lancelin Police Station	
Gingin District High School Evacuation Plan	DoE	Gingin District High School	2020-2021 (current)
Lancelin Primary School Evacuation Plan	DoE	Lancelin Primary School	2020-2021 (current)
State Emergency Management Plan	SEMC	<a href="http://www.semc.wa.gov.au">www.semc.wa.gov.au</a>	Oct 2019
State Emergency Welfare Plan	SEMC	<a href="http://www.semc.wa.gov.au">www.semc.wa.gov.au</a>	May 2016
State Hazard Plans (WestPlans)	SEMC	<a href="http://www.semc.wa.gov.au/emergency-management/plans/state-hazard-plans">www.semc.wa.gov.au/emergency-management/plans/state-hazard-plans</a>	
Search and Rescue Plan (SaR) Land and Marine	WAPol	Lancelin Police Station Lancelin Sea Search and Rescue	
Transport Accident Plan	WAPol	Gingin Police Station Lancelin Police Station	

## Business Plan

As per the Shire of Gingin's Business Continuity Plan.

# 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
<b>CONTROLLING AGENCY</b>	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>• Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness</li> <li>• Control all aspects of the response to an incident</li> <li>• During Recovery the Controlling Agency will ensure effective transition to recovery</li> </ul>
<b>HAZARD MANAGEMENT AGENCY</b>	<p>A HMA 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</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects</li> <li>• Appointment of Hazard Management Officers</li> <li>• Declare/Revoke Emergency Situation</li> <li>• Coordinate the development of the Westplan for that hazard</li> <li>• Ensure effective transition to recovery by Local Government</li> </ul>
<b>COMBAT AGENCY</b>	<p>A combat agency as prescribed under Subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of that agency's 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.</p>
<b>SUPPORT ORGANISATION</b>	<p>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.</p>

# AGREEMENTS

## (INCLUSIVE OF UNDERSTANDINGS AND COMMITMENTS)

Arrangement	Name	Description	Special Considerations
Emergency Accommodation	DC	The provision of temporary shelter for persons rendered homeless by an emergency	
Emergency Catering	DC	The establishment of an emergency catering service for those rendered homeless, evacuees, casualties and welfare workers	Salvation Army CWA
Financial Assistance	DC	The provision of financial assistance to those affected by emergencies who are eligible and in need	Australian Red Cross
Registration and Reunifications	DC	The implementation of the National Registration and Inquiry System (NRIS) that provides for individuals to be traced, families reunited, and enquiries answered	Australian Red Cross
Northern Regional Alliance	Shires of Dandaragan and Chittering		
Tronox			

*For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading [AGREEMENTS](#) and [RESOURCES](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).*



# RELATED DOCUMENTS AND ARRANGEMENTS

## LOCAL EMERGENCY MANAGEMENT POLICIES

As per *Section 41(2)(a)* of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". The Shire of Gingin has the following emergency management policies in place:

### Local Government Policies

The below policies are defined in the Policy Manual, accessible via the Shire's website.

Policy Name	Objective
1.24 Risk Management Policy	The Shire of Gingin's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.
4.2 Bushfire Control Policy	<ul style="list-style-type: none"> <li>To ensure that Gingin and neighbouring Bush Fire Brigades are adequately resourced to achieve timely, quality and effective emergency services and minimise the impact of emergencies on the community.</li> <li>To ensure that brigade members are adequately protected while conducting firefighting activities.</li> </ul>
4.3 Contribution to Legal Fees – Volunteer Fire Fighters	To define the Shire's conditions to assist Volunteer fire fighters with legal representation if and as required during the conduct of any Police investigation into matters arising from firefighting within the Shire of Gingin.
Gifts/Donations in Emergency Recovery Policy	Lord Mayor's Distress and Relief Appeal; registered charities. Vouchers or cash – NO goods received.

### Local Government Plans, Documents & Regulations, Policies

Document Name	Objective	Access
Community Risk Register & Management Plan	To be added as completed for each identified risk. Management Plan for each town, residential estate.	LEMC members, Emergency Management Professionals & Shire Officers
Bushfire Risk Management Plan	Provides information about location treatments and option to support the mitigation of fire risks. Completed and implemented.	LEMC members, Emergency Management Professionals & Shire Officers
Firebreak Order	A mandatory (regulatory) measure to control and/or prevent the spread of bushfires within the Shire of	Public

	Gingin, all owners and occupiers of land within the Shire's district are required to clear firebreaks and maintain those firebreaks during a specific period which occurs from November to May annually. Updated annually.	
Harvest, Hot Works/Vehicles Movements Bans	A mandatory (regulatory) ban on harvesting and the movement of vehicles in paddocks (except for the watering of stock) may be imposed when the predicted weather conditions - as classified by the Bureau of Meteorology - are rated 'Very High', 'Severe', 'Extreme' or 'Catastrophic'. Monitored daily.	Public
Fire Hazard Reduction / Fuel Loading Assessment	To establish and maintain a Bush Fire organisation in accordance with Part IV of the Bush Fires Act 1954 in order to provide adequate fire protection of those areas of the municipality within the Bush Fire District and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment. New strategy for enforcement being developed.	Public
District Operations Advisory Committee (DOAC)	To ensure that the Shire of Gingin and its Brigades are well represented at a regional level. Restructured to two combined meetings per year.	DOAC and Emergency Management Professionals

### Other Local Plans, Arrangements and Guidelines

Document	Owner	Location	Date of Plan
Bushfire Risk Management Plan	SoG		
Gingin Welfare Management Plan	DC		
Evacuation Plans Shire facilities (Gingin) Shire facilities (Coastal)	SoG	Gingin Police Station Lancelin Police Station	Mar '20 Aug '20
Gingin District High School Evacuation Plan	DoE	Gingin District High School	20-21
Lancelin Primary School Evacuation Plan	DoE	Lancelin Primary School	20-21
SEMC – All state plans		website	



## SECTION TWO

# COORDINATION OF EMERGENCIES

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# AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

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In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities and processes. In Australia, AIIMS is the nationally recognized system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS :

Key Principles	Description
<b>UNITY OF COMMAND</b>	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
<b>SPAN OF CONTROL</b>	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
<b>FUNCTIONAL MANAGEMENT</b>	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
<b>MANAGEMENT BY OBJECTIVES</b>	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
<b>FLEXIBILITY</b>	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIMS:

<b>Functions</b>	<b>Description</b>
<b>CONTROL</b>	Management of all activities required to resolve the incident.
<b>PLANNING</b>	Development of objectives, strategies and plans for the resolution of the incident.
<b>INTELLIGENCE</b>	Collecting and analysing information or data which is distributed as intelligence to support decision making and planning.
<b>PUBLIC INFORMATION</b>	Provisions of warnings, information and advice to the public, liaison with the media and community.
<b>OPERATIONS</b>	Tasking and application of resources.
<b>INVESTIGATIONS</b>	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
<b>LOGISTICS</b>	Acquisition and provision of human and physical, resources, facilities, services and materials
<b>FINANCE</b>	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

# INCIDENT MANAGEMENT TEAM AND MULTI-AGENCY SUPPORT

## INCIDENT MANAGEMENT TEAM

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

## INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the HMA or the LEC 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 an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement or a stakeholder in the incident and who provide support to the Controlling Agency.

### **Triggers for an ISG**

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
<b>LEVEL ONE</b>	Usually resolved through local or initial response resources.	Provide support to resolve the incident at the local level
<b>LEVEL TWO</b>	Require deployment of resources beyond initial responses, functional sections established due to complexity.	Provide support to resolve the incident at a local level, provide a Local Government Liaison officer to the ISG. Make facilities available to the HMA as evacuation centres.
<b>LEVEL THREE</b>	Complexity may require divisions for effective management to be established, usually involves delegation of all functions.	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and/or OASG. Make facilities available to the HMA as evacuation centres.

### **Membership of an ISG**

It is recommended that the Local Recovery Coordinator and/ or the Local Recovery Administrator are members of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The ISG is made up of agencies/representatives that provide support to the Controlling Agency. Representatives of emergency management agencies may be called on to be liaison officers on the ISG.

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

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 depend of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

### **Location of ISG Meetings**

The intent of ISG meetings during an emergency and provides a focal point for a coordinated approach.

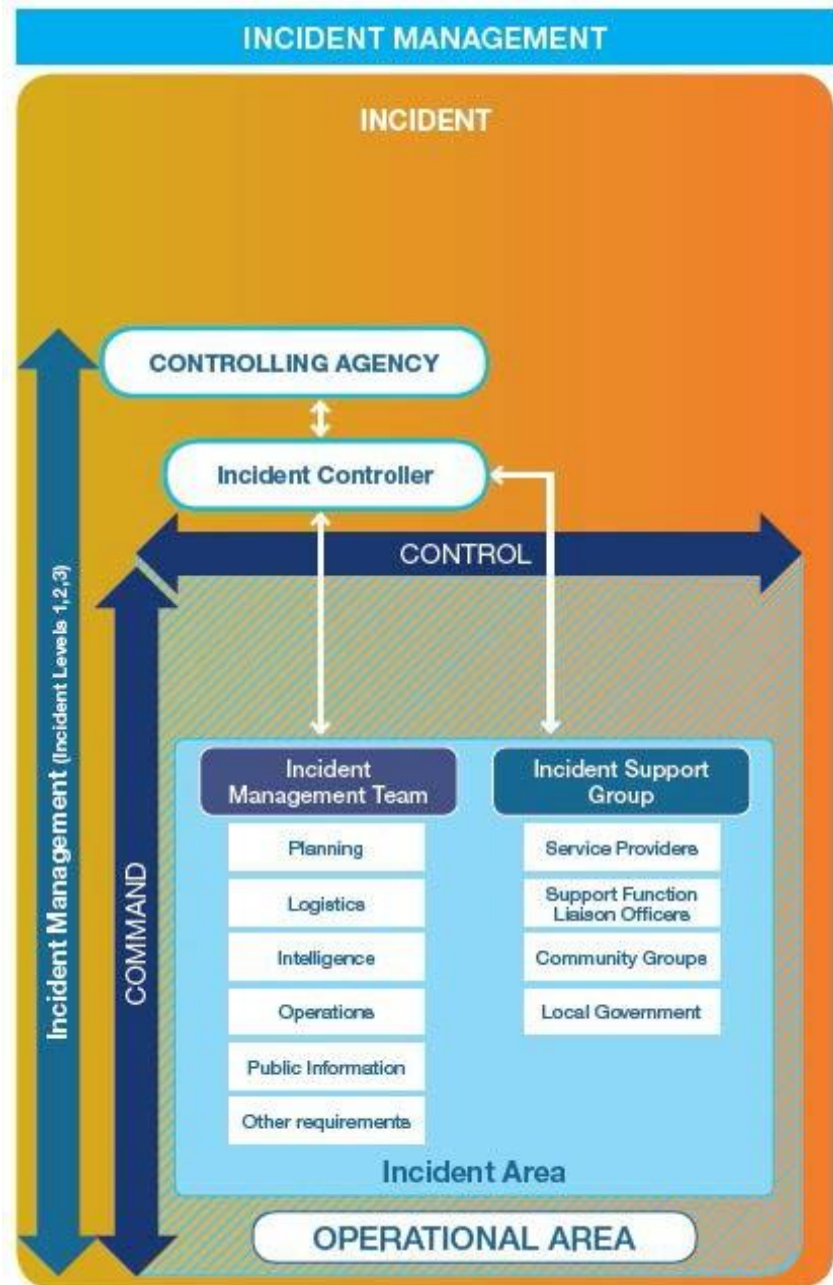
Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held .at the same location as meetings of the incident management team.

The following table identifies suitable locations (Incident Control Centres) within the District for ISG meetings.

<b>Location</b>	<b>Address</b>
Shire of Gingin Administration Centre (or other Shire buildings)	7 Brockman Street Gingin WA 6503
Lancelin Shire Office	255 Vins Way Lancelin WA 6044
Gingin Police Station	4 Constable Street Gingin WA 6503
Lancelin Police Station	Cnr Wells and Atkinson Way Lancelin WA 6044
Guilderton Shire Hall Office	Guilderton Hall, Wedge Street Guilderton 6041

*For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading **INCIDENT CONTROL CENTRES**. (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).*

**Figure 1:**  
Diagram illustrating Incident Management



## FINANCIAL ARRANGEMENTS

The Shire of Gingin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

### Authority to Incur Expense by Shire of Gingin

The Executive Officer, if not CEO, is to obtain approval from the Chief Executive Officer on any expenses incurred by the Shire in respect to an emergency.





## SECTION THREE

# RISK

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# RISK MANAGEMENT

Risk Management is a vital part of the emergency management process. It is vital to understand the hazards and risks likely to impact the Shire of Gingin.

The Shire’s LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

## Special Considerations

There are various variables and considerations that must be considered within risk planning and management. Several of these are listed as follows:

Special Considerations	Example inclusions
Tourist influx periods and locations	The Shire of Gingin experiences a significant influx of visitors and tourists to the region, in particular the coastal communities in the summer/warmer months of the year, long weekends and school holidays. These range from day-visitors through to those staying in short-term accommodation or holiday homes.
Seasonal hazards	The Shire of Gingin has a high fire risk rating. This is particularly heightened during the summer and warmer months and the risk is across all three sub-regions, noting that some have limited road access too.
Vulnerable People/Special Needs Groups	While this can be inclusive of diverse demographic representation, these may include (but not limited to) people who reside in remote areas of the Shire, the elderly, those with health issues (including mental health), their carers, migrants, young people and people experiencing socio-economic disadvantage.
Seasonal Events	The school holiday periods and long weekends can result in an increase in populations, especially in the coastal towns. These holiday makers may not know or understand the various attributes and facilities in the area should an emergency situation occur and require subsequent response. This includes campers in illegal or unrecognised camping areas. Furthermore, these above-mentioned periods and festive periods (such as New Year and Christmas) do mean that local residents may also travel elsewhere for a period of time, including the local emergency service volunteers. Hence local emergency service support may be constrained and require services from outside the incident area.
Major Community Events	There are various community events that create a draw card to residents and visitors to the region. Two of the larger events is the Lancelin Ocean Classic, held on the second weekend of January and British Car Day, Gingin held on the third Sunday in May.

### Critical (Built) Infrastructure

The following assets/infrastructure are located within the Shire of Gingin have been classified as critical infrastructure:

Name	Owner	Address
<b>Road Networks – Major and Minor</b>	Shire of Gingin Main Roads WA Mid-West Gascoyne	7 Brockman Street, GINGIN WA 6503 Eastward Rd, GERALDTON WA 6531
<b>Communications</b>	Telstra / NBN	
<b>Water pipelines</b>	Water Corporation	
<b>Pump Stations</b>	Water Corporation	
<b>Sewerages</b>	Water Corporation	
<b>Power transfer stations</b>	Western Power	

# RISK REGISTER

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The Shire's LEMC has undertaken/will be undertaking extensive risk assessment work as part of the State Risk project - local level.

A summary of the risk register has been included as below.

The Shire of Gingin's LEMC has undertaken extensive risk assessment work to better understand our focal capability and capacity.

In the course of this work, seven hazards were identified as the most likely to occur in the Shire of Gingin and credible, worst-case scenarios were developed for all of them. These hazards included earthquake, fire, storm, flood, electricity outage and animal biosecurity. The LEMC then workshopped the scenarios against multiple impact statements and developed a risk register which assigned each impact statement scenario a risk level, rating from Extreme to Very Low. The findings of the project are summarised below.

Over the aforementioned hazards, 251 risk statements were assessed in total. The breakdown of their risk levels is illustrated in the table below.

Risk Level	Number of statements assigned	% of statements Assigned
<b>EXTREME</b>	0	0
<b>HIGH</b>	115	45.817%
<b>MEDIUM</b>	70	27.888%
<b>LOW</b>	53	21.116%
<b>VERY LOW</b>	13	5.179%

Six out of twenty-seven hazards have had risk management assessment as below. The Shire of Gingin will also aim to review the remaining twenty-one hazards and update this document accordingly.

## HAZARDS - SCENARIO AND FINDINGS

Fire, Electrical Outage, Storm, Earthquake, Animal Biosecurity and Flood.

A case study scenario based on a worst-case emergency disaster was used to assess the above hazards, noting that these were often integrated and had extensive impacts. The Case Study was assessed collectively by representatives from the LEMC and various stakeholders such as Utility, Infrastructure, Environmental and Welfare service providers. The Results from this assessment are as follows:

### **Earthquake**

Forty impact statements were assessed for the Electrical Outage scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

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(For example, 32.5% of the risk statements were assigned a "High" level of risk. The numbers in the boxes show the number of risk assessments from each area that were assigned the corresponding risk category. For example, there was one "Economy" category risk statement that was assigned a "Very Low" level of risk. The bottom row shows what percentage of the risk statements were sorted into each risk category.)

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
<b>ECONOMY</b>		8 (20%)		2 (5%)	1 (2.5%)
<b>PEOPLE</b>		2 (5%)	2 (5%)		1 (2.5%)
<b>PUBLIC ADMIN</b>		3 (7.5%)	4 (10%)	3 (7.475%)	2 (5%)
<b>SOCIAL SETTING</b>			6 (15%)	3 (7.475%)	2 (5%)
<b>ENVIRONMENT</b>				1 (2.5%)	
<b>TOTALS</b>		<b>13 (32.5%)</b>	<b>12 (30%)</b>	<b>9 (22.5%)</b>	<b>6 (15%)</b>

### Fire

Forty impact statements were assessed for the Fire scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
<b>ECONOMY</b>		11(28.205%)	2 (5.128%)		
<b>PEOPLE</b>		3 (7.692%)		1 (2.564%)	
<b>PUBLIC ADMIN</b>		7 (17.948%)		1 (2.564%)	
<b>SOCIAL SETTING</b>		5 (12.820%)	4 (10.256%)	1 (2.564%)	1 (2.564%)
<b>ENVIRONMENT</b>			2 (5.128%)	1 (2.564%)	1 (2.564%)
<b>TOTALS</b>		<b>26 (66.665%)</b>	<b>8 (20.512%)</b>	<b>4 (10.256%)</b>	<b>2 (5.128%)</b>

### Flood

Thirty-nine impact statements were assessed for the Storm scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
<b>ECONOMY</b>		7 (17.949%)	4 (10.256%)		
<b>PEOPLE</b>			1 (2.564%)		1 (2.564%)
<b>PUBLIC ADMIN</b>		1 (2.564%)	4 (10.256%)	4 (10.256%)	
<b>SOCIAL SETTING</b>		1 (2.564%)	2 (5.128%)	8 (20.513%)	
<b>ENVIRONMENT</b>			1 (2.564%)	4 (10.256%)	1 (2.564%)
<b>TOTALS</b>		<b>9 (23.077%)</b>	<b>12 (30.769%)</b>	<b>16 (41.026%)</b>	<b>2 (5.128%)</b>

## Storm

Thirty-eight impact statements were assessed for the Storm scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
<b>ECONOMY</b>		10 (26.316%)	2 (5.263%)		
<b>PEOPLE</b>		4 (10.526%)			
<b>PUBLIC ADMIN</b>		6 (15.789%)	1 (2.631%)		
<b>SOCIAL SETTING</b>			4 (10.526%)	4 (10.526%)	1 (2.631%)
<b>ENVIRONMENT</b>		2 (5.263%)	1 (2.631%)	3 (7.895%)	
<b>TOTALS</b>		<b>22 (57.896%)</b>	<b>8 (21.052%)</b>	<b>7 (18.421%)</b>	<b>1 (2.631%)</b>

## Electrical Outage

Thirty-seven impact statements were assessed for the Electrical Outage scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
<b>ECONOMY</b>		8 (21.622%)	5 (13.514%)		
<b>PEOPLE</b>		2 (5.405%)			1 (2.703%)
<b>PUBLIC ADMIN</b>		5 (13.514%)	4 (10.810%)	2 (5.405%)	
<b>SOCIAL SETTING</b>			3 (8.108%)	6 (16.216%)	
<b>ENVIRONMENT</b>			1 (2.703%)		
<b>TOTALS</b>		<b>15 (40.541%)</b>	<b>13 (35.135%)</b>	<b>8 (21.621%)</b>	<b>1 (2.703%)</b>

## Animal Biosecurity

Twenty-Six impact statements were assessed for the Animal Biosecurity scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
<b>ECONOMY</b>		9 (34.615%)			
<b>PEOPLE</b>				2 (7.692%)	
<b>PUBLIC ADMIN</b>		4 (15.385%)	1 (3.846%)		
<b>SOCIAL SETTING</b>		7 (26.923%)			
<b>ENVIRONMENT</b>				3 (11.538%)	
<b>TOTALS</b>		<b>20 (76.924%)</b>	<b>1 (3.846%)</b>	<b>5 (19.23%)</b>	

## Human Epidemic

Thirty-One impact statements were assessed for the Human Epidemic scenario, across the areas of Economy, People, Public Administration and Social Setting. The table below illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
<b>ECONOMY</b>		1 (3.23%)	6 (19.36%)	1 (3.23%)	1 (3.23%)
<b>PEOPLE</b>		3 (9.67%)	1 (3.23%)		
<b>PUBLIC ADMIN</b>		3 (9.67%)	3 (9.67%)	1 (3.23%)	
<b>SOCIAL SETTING</b>		3 (9.67%)	6 (19.36%)	2 (6.45%)	
<b>ENVIRONMENT</b>					
<b>TOTALS</b>		<b>10 (32.24%)</b>	<b>16 (51.62%)</b>	<b>4 (12.91%)</b>	<b>1 (3.23%)</b>

## EMERGENCIES LIKELY TO OCCUR / HAZARDS REGISTER

The following hazards were identified as the most likely to occur in the Shire of Gingin. Below is a register of the identified hazards:

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local Plan
Earthquake	DFES	DFES	SES	Local Government	Earthquake 2016	SOPs
Fire	DFES, Local Government, DBCA	DFES	Bushfire Brigades & VFRS	Local Government	Fire (2016)	Bushfire Risk Management Plan
Storm	DFES	DFES	SES	Local Government	Storm (2016)	SOPs
Electricity Supply Disruption	Coordinator of Energy (Public Utilities Office)	Coordinator of Energy (Public Utilities Office)	Western Power / Synergy	Local Government	Energy Supply Disruption (2019)	Generator/s & Shire contractors
Animal Biosecurity	DPIRD	DPIRD	DPIRD	Veterinarians Local Government	Animal & Plant Biosecurity (2018)	
Road crash	WA Police Force	WA Police Force	VFRS	St John	Crash Emergency (2019)	Police Local Plan
Human Epidemic	Department of Health	Department of Health	Shire of Gingin	Local Government	State Hazard Plan for Human Biosecurity	





## SECTION FOUR

# COMMUNITY ENGAGEMENT

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# COMMUNITY ENGAGEMENT

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With the review and update of the State Emergency Management Local Recovery Guidelines in 2019, additional responsibilities were delegated to the Local Government's Local Recovery Coordinator (Aide Memorie) as follows:

- coordination and promotion of community awareness of the recovery arrangements; and
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

The Shire's Local Recovery Coordination team, in particular the Local Recovery Coordinator will be responsible for undertaking these duties with support from the Local Recovery Administrator and Community Emergency Services Manager.

## COMMUNITY MOBILISATION IN RECOVERY

Community involvement in the recovery process is vital for an effective and efficient recovery to take place. The recovery of an affected community is dependent on local knowledge of resources, infra-structure, environment, local businesses, and community demographics. Hence, the Shire of Gingin encourages our community to involve themselves in the recovery process and invites community members to communicate their ideas on available resources and recovery ideas to the Shire of Gingin through the LRCG (or directly to the LRC) both prior and during a recovery process.

It is also acknowledged that volunteers can play a large part in the successful recovery of a community. The requirement for the use of volunteers will be considered during the recovery process by the LRCG and communicated to the community as appropriate to the situation.

The Shire of Gingin has a standard volunteer induction process that would need to be followed to ensure the volunteers work in a safe manner.

## INFORMING THE COMMUNITY

The communities of Gingin were consulted in the compilation of these arrangements via 'Your Say' page on the Shire of Gingin's website, in the local paper/newsletter and through utilisation of the Shire's Facebook page.



## SECTION FIVE

# EVACUATION

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# EVACUATION

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There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Gingin and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Gingin and the Department of Communities.

## TYPES OF EVACUATION

Type	Description
<b>SELF-EVACUATION</b>	Is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.
<b>CONTROLLED EVACUATION</b>	Is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).
<b>RECOMMENDED EVACUATION</b>	A type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property but it is not believed to be imminent or significant.
<b>DIRECTED EVACUATION</b>	Is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

## THE FIVE STAGES OF EVACUATION



Stage	In Brief	Description
<b>1. DECISIONS</b>	Assess the situation to determine the next steps/actions	Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.
<b>2. WARNING</b>	Telling people of the need to go	Part of the LEMC's planning process is to identify available communications methods for public information.
<b>3. WITHDRAWAL</b>	Self-evacuation, recommended evacuation or directed evacuation?	Controlling Agency, should as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security/and/or traffic management contractors.
<b>4. SHELTER</b>	Where can people go and providing support	Where a controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.
<b>5. RETURN</b>	Allowing people back and supporting their return	In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local Level.

### Evacuation Management

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

It is most important to factor in the following whenever evacuation is being considered.

- DCP must be consulted during the planning stages as they have the responsibility under State Arrangements to maintain the welfare of evacuees under WESTPLAN

Welfare.

- State Emergency Management Committee's 'Western Australia Community Evacuation in Emergencies Guideline' should be consulted when planning evacuation.

A HMA or authorised person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be rolled-out in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

# SHIRE OF GINGIN EMERGENCY EVACUATION GUIDE

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**Shire Office:** (08) 9575 5100

**Area Covered:** Gingin-Rural; Lower Coastal and Upper Coastal Sub-regions within the Shire of Gingin boundary

## KEY ROADS

### Lower Coastal

Access	Road
North and South – Key Road	Indian Ocean Drive
East – Key Road	Gingin Brook Road, Neergabby
Guilderton (Town)	Guilderton Road, Guilderton
Redfield Park (Estate)	Tuart Rise, Gabbadah
Seabird (Town)	McCormick St, Seabird Drive, Seabird
Sovereign Hill (Estate)	Sovereign Hill Drive, Sovereign Hill
Woodridge (Estate)	King Drive, Woodridge

### Upper Coastal

Access	Road
North and South – Key Road	Indian Ocean Drive
Lancelin (Town)	Lancelin Road, Lancelin
Ledge Point (Town)	Ledge Point Road, Ledge Point
Ocean Farm (Estate)	Ocean Place, Nilgen Nilgen Road, Ocean Farm Sappers Road, Ocean Farm
Seaview Park (Estate)	K.W. Road, Karakin
	Seaview Park Drive, Karakin

## Gingin Rural

Access	Road
North and South – Key Road	Brand Highway
West – Key Road	Gingin Brook Road, Neergabby
Gingin (Town)	Weld St/Dewar Road, Gingin
	Cockram Road, Gingin
	Honeycomb Rd/Mooliabeenee Road, Gingin
Primary Roads (other)	Beermullah Road West
	Boonanarring Road
	Cowalla Road
	Cullalla Road
	Mogumber Road West
	Orange Springs Road
	Wannamal Road West

## KEY CONTACTS

Name
Department of Primary Industries and Regional Development
Department of Communities (Crisis and Emergency)
Department of Health
Department of Mines, Industry Regulation and Safety
Department of Transport
Department of Education
DFES
Parks and Wildlife
Public Transport Authority
Shire of Chittering
Shire of Dandaragan
Shire of Gingin
Shire of Moora
City of Wanneroo
WA Police (WAPOL)
Water Corporation

\*Please refer to Section 10. CONTACTS & RESOURCES REGISTER for the [GOVERNMENT ORGANISATIONS AND AGENCIES](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).



## HMA/CONTROLLING AGENCY CHECKLIST

- Alert Local Police
- Alert DFES or WAPOL to activate State Alert Phone System
- Advise media officer to employ information management tools - ABC radio, TV, etc.
- Alert Department of Communities
- Employ support agencies and volunteers for evacuation planning
- Advise Special Needs Groups/Vulnerable People\*

\*Please refer to Section 10. CONTACTS & RESOURCES REGISTER for the [VULNERABLE PEOPLE CONTACT GROUPS](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

## EVACUATION / WELFARE CENTRES

Due to the size of the Shire of Gingin evacuation/welfare centres (when activated) are located in each of main town for each of the Shire's sub-regions as follows:

- Lower Coastal – Guilderton
  1. [Guilderton Hall and Country Club](#)
- Upper Coastal – Lancelin
  1. [Lancelin Sporting Complex](#) (primary)
  2. [Lancelin Hall](#) (secondary)
- Gingin Rural – Gingin
  1. [Granville Civic Centre](#), Gingin (primary)
  2. [Gingin Recreation Complex](#) (secondary)

Click on the above facility for google map link. Please refer to Section Six 'Welfare' for further information regarding Evacuation/Welfare Centres

### **Evacuation to Other Local Governments**

The Shire is a member of the Northern Regional Alliance which includes the Shires of Moora, Chittering and Dandaragan and has established a relationship whereby request of facilities for evacuation/welfare centres could be considered if required. The Shire also has a reciprocal agreement with the City of Wanneroo to provide evacuation centres as required.

### **Evacuation Planning for Care and Education Services**

Schools, hospitals, nursing homes, childcare facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

Currently there are two well-aged accommodation facilities (Gingin and Lancelin), two schools (Gingin and Lancelin) and two day-care centres (Gingin and Lancelin) within the Shire of Gingin.

## **Vulnerable People/Special Needs Groups**

A list of contacts to coordinate the contacting of vulnerable people within the Shire is available in Section 10. CONTACTS & RESOURCES REGISTER under [VULNERABLE PEOPLE CONTACT GROUPS](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals). The corresponding group/business is responsible for maintaining and updating the individual list for vulnerable people that they are responsible for.

## **Linguistically Diverse**

The Shire of Gingin comprises a multi-cultural population with a large variety of languages being spoken in the home, including those from Asia, Europe and the Middle East. During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service 13 14 50 (24 hours) may be utilised to provide or receive information.

## **EVACUATION OF ANIMALS**

Assistance animals are welcome at all evacuation/welfare centres. Animals are welcome at evacuation centre locations (car parks, outside, etc), but are not allowed to enter the buildings.

## **Duty of Care**

Duty of care is based on the internationally recognised '5 freedoms' of animal welfare. If you have a duty of care for an animal, you are legally obliged by the *Animal Care and Protection Act 2001* to provide 'appropriate care' for it by providing for its needs in a reasonable way. This includes:

- providing food and water
- providing accommodation or living conditions
- understanding your animal's normal behavioural patterns
- treating disease and injury
- handling the animal appropriately.

Appropriate care takes into consideration the animal's species, environment, and circumstances, such as its age and where it lives, and what steps a reasonable person would take in the circumstances.

## **Companion Animals and Evacuation**

Just as there needs to be preparation for individuals, families, and property in times of emergencies and natural disasters there also needs to be preparation for animals. After human safety, the welfare of animals should be the most important consideration in the event of a natural disaster.

Owners and carers of animals have a duty of care to provide appropriate food, water, shelter and treatment for injury or disease for their animals. Having a duty of care for any animal means a legal obligation to care for it by providing for its needs in a reasonable way. A pet owner or carer needs to be prepared for any emergency or natural disaster, being prepared allows for informed decisions to protect pets during emergencies or natural disasters.

Things to consider:

If the dog is a Declared Dangerous Dog or Restricted Breed, a cage is essential to ensure the safety of all animals at the evacuation centre.

Consideration	Emergency Kit
Containment	Leads, Collars, Cages. Pet play pens are great as they are usually able to be fully enclosed.
Identification	Name tags on collars, and up to date microchip information, include recent photos of your pet to assist with identification
Food	Tin food, dry food, bowls (water and food). We must be weary of ants so please do not place food on the ground.
Water	At least 5 litres of water should be the minimum to get you through the first few hours until you get settled. There will be a water source at the evacuation centre.
Medication	If your pet requires medication, please remember to pack it in sealed containers with all relevant information attached, including the vet's name and contact number. Medication that needs to be kept cool should be stored in a small esky with ice packs. You may be at the evacuation centre for a few days or a week, please take all necessary medication at time of evacuation as you may not be allowed back on to the your property for some time.
Shelter	Large umbrellas that can be secured to the ground or a portable camping gazebo/marquee is a great shelter option. A light weight sheet is an option for placing over enclosures or play pens (See Containment).
Cleaning	You will need plastic bags, poo scooper, kitty litter and tray for cats, dog poo bags, hand sanitiser, brushes (grooming animals can help when they are stressed). Please pick up all poo and hair in your area and dispose of correctly, please do not flush it down toilets in evacuation centre.
Other considerations	<p>Consider the traffic light approach to lead colours. RED means your pet is unapproachable, unfriendly to other animals or people; ORANGE means your pet may be approached with the permission of the owner, or proceed cautiously as you are unaware how your pet will react to other animals or people; GREEN means your pet is friendly and you have not had any previous incidents with aggressions, etc towards other or people. You may not be aware how your animal will react in a stressful situation. Always err on the side of caution before allowing others to approach your animal. If your animal bites another animal or person it is your responsibility.</p> <p>Do not allow your animals to mingle with other evacuees or their animals. This will prevent injuries due to fights or bites and disease control. Try keeping to your area and don't walk your pet around "meeting and greeting" as this can cause other animals stress. Evacuation centres are not the time to teach your pets new things, especially learning to socialise with other pets.</p> <p>When setting up, keep your area a few meters away from other "staked out areas".</p>

	Do not allow your animal/s out from your vehicle until you are ready and set up. Have someone stay with your vehicle until you are ready. It is important you do not leave your animal/s in a hot vehicle.
	Do not leave your pet unattended or ask the people next to you to look after your pet. Your animal is your responsibility.
	Be mindful where you set yourself up. Do not set up next to someone with cats if your dog reacts aggressively towards them.
	Keep animal food away from the edges of your area and feed in the centre of your space. This will minimise other animals stealing food and the attraction of ants.
	Do not feed someone else's animal/s.
	Keep water fresh and regularly topped up.
	Take the time to groom, pat or sit on the ground with your animal/s. This will help their stress levels as they will not understand what all the fuss is about.
	Follow the directions of Emergency Services or Marshalls at the evacuation centre.

## All Animals and Evacuation

As per the State Support Plan for Animal Welfare in Emergencies, in an emergency, when the capability of the owner or carer and any local arrangements are no longer sufficient or effective then:

- DPIRD is responsible for coordinating the provision of animal welfare services to support the owner or carer or local arrangements for the animal categories of livestock, horses and companion animals.
- The Department of Biodiversity Conservations and Attractions (DBCA) is responsible for coordinating the provision of animal welfare services to animals in Perth Zoo and advising the owner or carer of wildlife and wildlife parks. Prior to being taken into care or under control or supervision, there is no owner or carer for wildlife.

Planning can ensure good decision-making instead of risky behaviours such as refusal to evacuate, attempts at re-entry into unsafe areas, or unsafe rescue attempts.

Improve your animals' safety and survival in case of emergency by planning and preparing:

- an emergency plan
- an emergency kit
- removal of hazards around your property
- evacuation and relocation (safer areas)
- animal identification.

For a list of evacuation locations for pets, please refer to Section 10. CONTACTS & RESOURCES REGISTER for the [ANIMAL WELFARE](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

The DPIRD Animal Welfare Emergency Coordination Plan (AWECP) outlines operational activities, services, policies and guidelines for coordinating animal welfare as part of an emergency response to support a Controlling Agency or HMA in line with the SEAWP arrangements.

## [MAPS](#)

Evacuation Centres listed above are hyperlinked to Google Maps for location reference. Other relevant information is located at the Shire Administration Centre.

# SHIRE OF GINGIN

## PRE-EMERGENCY EVACUATION

### PLANNING DATA

<i>Human Settlement or Locality</i>	<i>Location Name</i>	<i>Estimated Population*</i>	<i>Map Reference</i>
Locality	Bambun	60	
Locality	Beermullah	109	
Locality	Boonanarring	32	
Locality	Breera	29	
Locality	Breton Bay	NIP	
Locality	Caraban	25	
Locality	Coonabidgee	126	
Locality	Cowalla	54	
Locality	Cullalla	12	
<b>Human Settlement</b>	<b>Gabbadah - Redfield Park - Sovereign Hill</b>	<b>764</b>	<b>1 2</b>
<b>Human Settlement</b>	<b>Gingin</b>	<b>902</b>	<b>3</b>
Locality	Ginginup	33	
Locality	Granville	38	
<b>Human Settlement</b>	<b>Guilderton</b>	<b>158</b>	<b>4</b>
<b>Human Settlement</b>	<b>Karakin - Seaview Park</b>	<b>239</b>	<b>5</b>
<b>Human Settlement</b>	<b>Lancelin</b>	<b>786</b>	<b>6</b>
<b>Human Settlement</b>	<b>Ledge Point</b>	<b>231</b>	<b>7</b>
Locality	Lennard Brook	209	
Locality	Mindarra	33	
Locality	Moondah	34	
Locality	Muckenburra	219	
Locality	Neergabby	268	
<b>Human Settlement</b>	<b>Nilgen - Ocean Farm</b>	<b>248</b>	<b>8</b>
Locality	Orange Springs	30	
Locality	Red Gully	32	
<b>Human Settlement</b>	<b>Seabird</b>	<b>107</b>	<b>9</b>
Locality	Wanerie	137	
Locality	Wilbinga	8	
<b>Human Settlement</b>	<b>Woodridge</b>	<b>639</b>	<b>10</b>
Locality	Yeal	NIP	

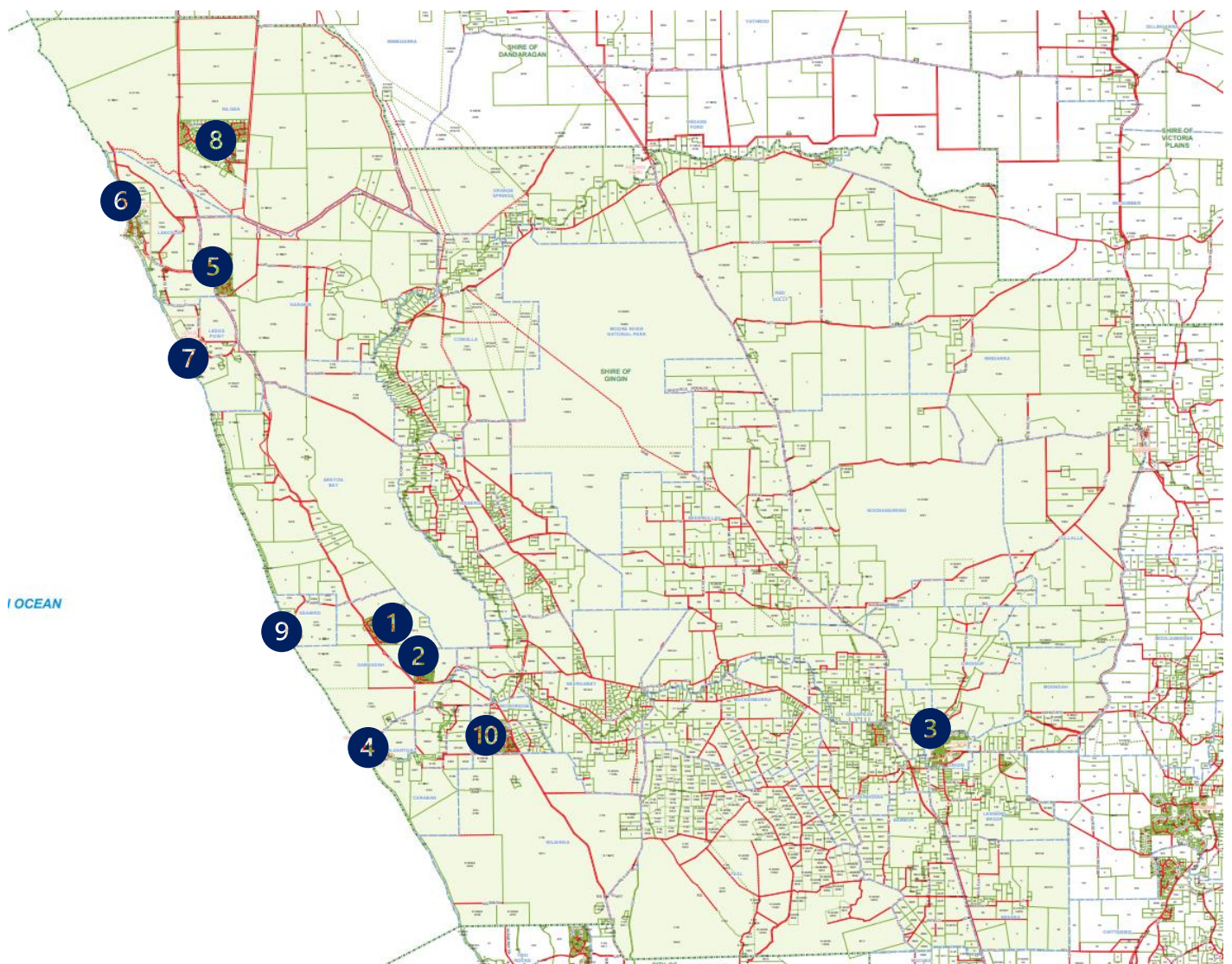
\* Data courtesy 2021 Census, Australian Bureau of Statistics and settlements are listed alphabetically.

NIP = No information provided in 2021 Census.

To ensure consistency with location and locality names across all agencies the location names referred to in the *Swan Emergency Services Directory 2018* have been used.

Ten human settlements in nine localities have been identified within the Shire of Gingin. See Shire map below:

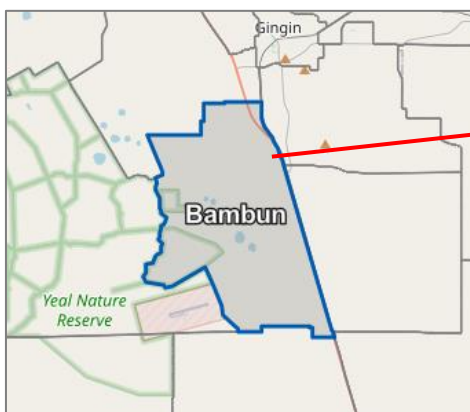
### Shire of Gingin Human Settlements Map



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## BAMBUN

BAMBUN – Census area, 2021



## BAMBUN

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	60
Median Age	53
Families	33
Ave. Children/family	1.8

#### Dwellings\*

Private Dwellings	33
Ave. People/household	2.5
Ave. Vehicles/household	2.8

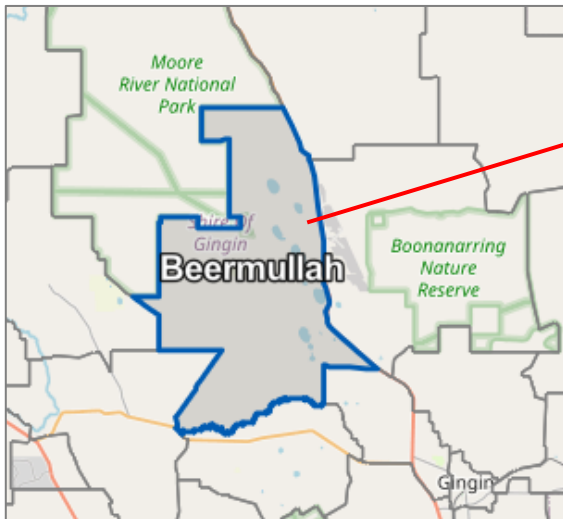
\* Information collected from 2021 Census



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## BEERMULLAH

BEERMULLAH – Census area, 2021



## BEERMULLAH

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	109
Median Age	46
Families	26
Ave. Children/family	2

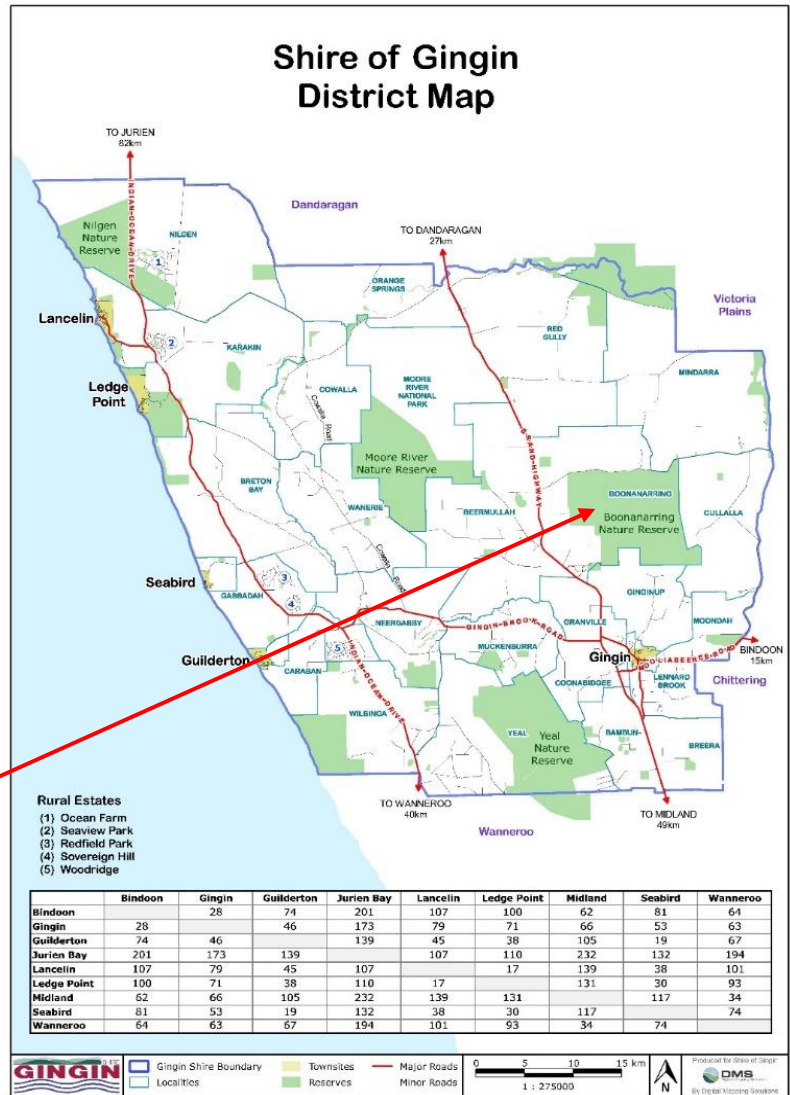
#### Dwellings\*

Private Dwellings	44
Ave. People/household	2.8
Ave. Vehicles/household	3.3

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## BOONANARRING



BOONANARRING – Census area, 2021



## BOONANARRING

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	32
Median Age	45
Families	4
Ave. Children/family	2

#### Dwellings\*

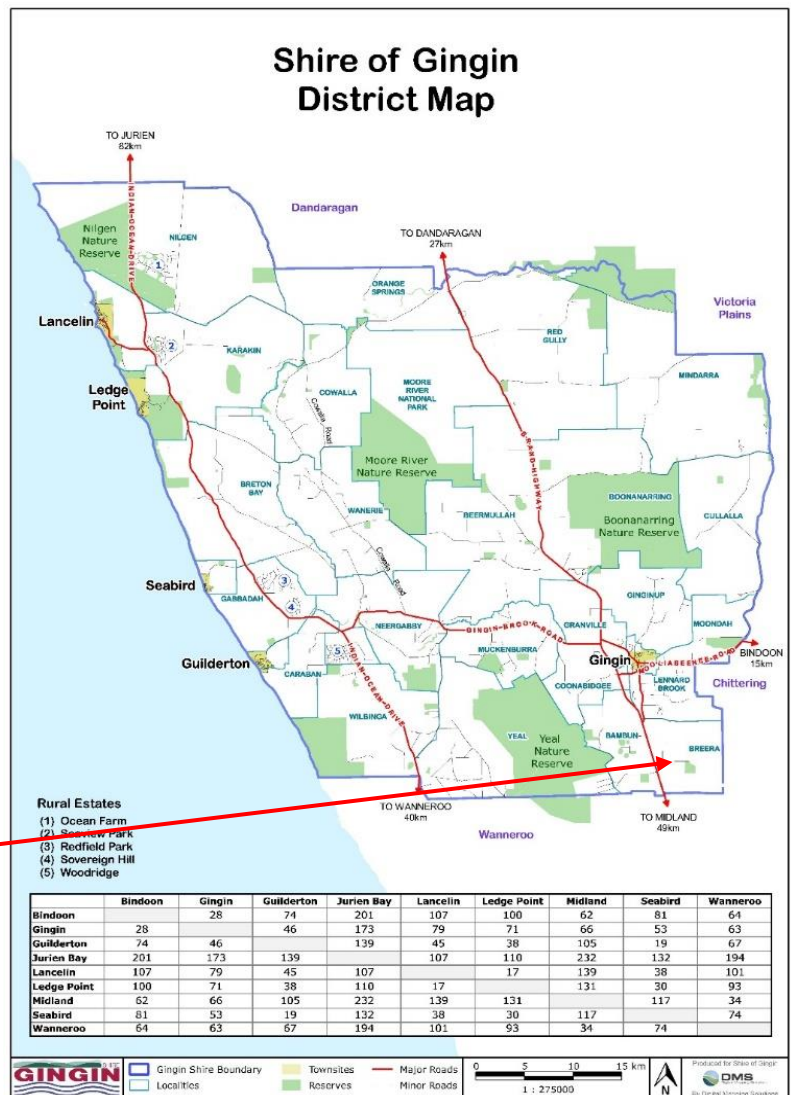
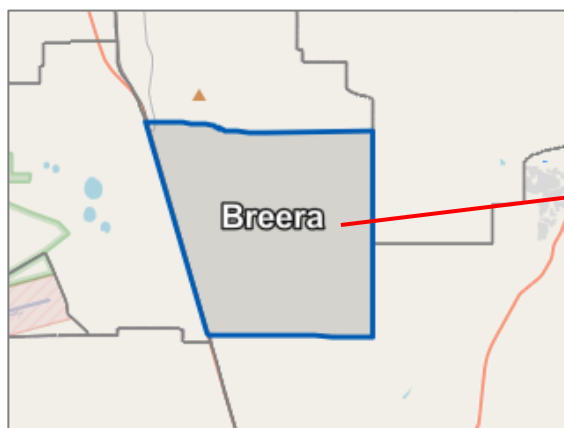
Private Dwellings	20
Ave. People/household	2.3
Ave. Vehicles/household	2

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## BREERA

BREERA- Census area, 2021



## BREERA

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	29
Median Age	42
Families	7
Ave. Children/family	1.7

#### Dwellings\*

Private Dwellings	16
Ave. People/household	2
Ave. Vehicles/household	3.4

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## BRETON BAY



BRETON BAY – Census area, 2021



## BRETON BAY

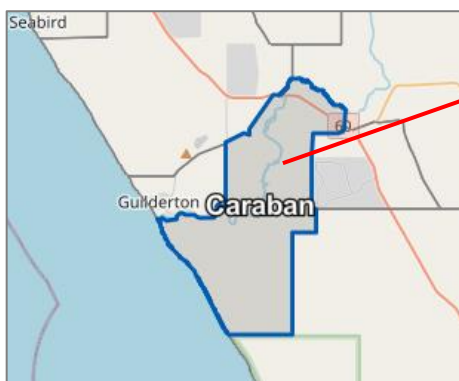
### Shire of Gingin Pre-Emergency Evacuation Planning Data

No information can be provided because the area selected had no people or a very low population in the 2021 Census.

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## CARABAN

CARABAN – Census area, 2021



## CARABAN

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	25
Median Age	57
Families	4
Ave. Children/family	2

#### Dwellings\*

Private Dwellings	20
Ave. People/household	2.4
Ave. Vehicles/household	3.4

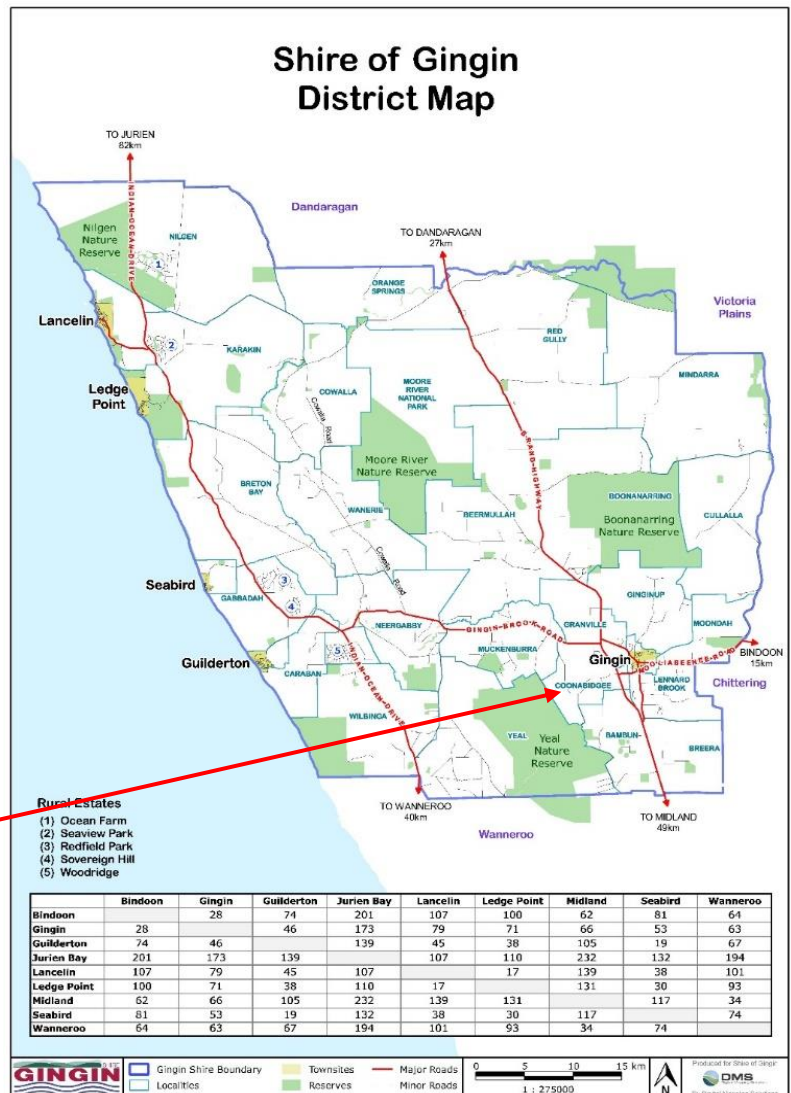
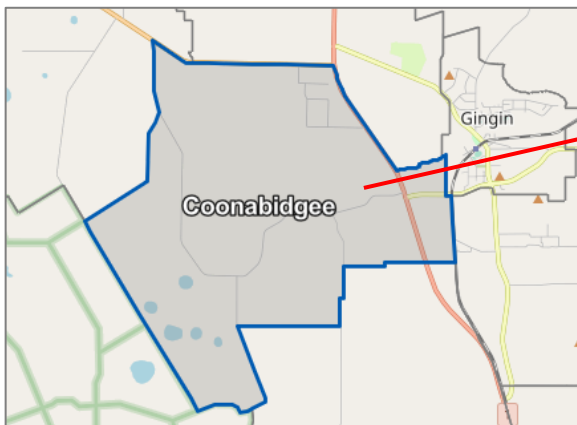
\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## COONABIDGEE

Including  
Gingin Rural Industrial Estate

COONABIDGEE – Census area, 2021



## COONABIDGEE

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

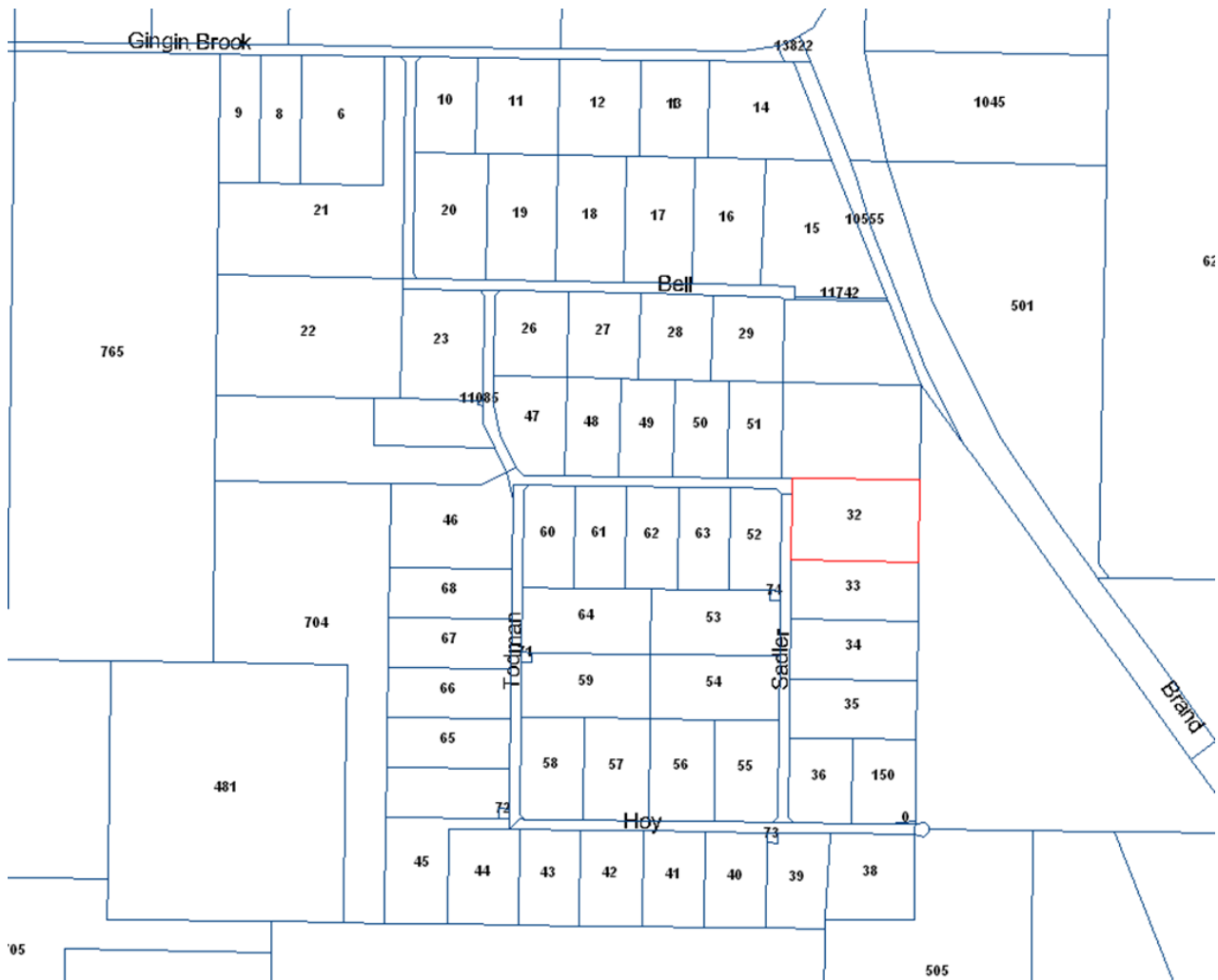
Population	126
Median Age	52
Families	38
Ave. Children/family	2.3

#### Dwellings\*

Private Dwellings	75
Ave. People/household	2.3
Ave. Vehicles/household	3.2

\* Information collected from 2021 Census

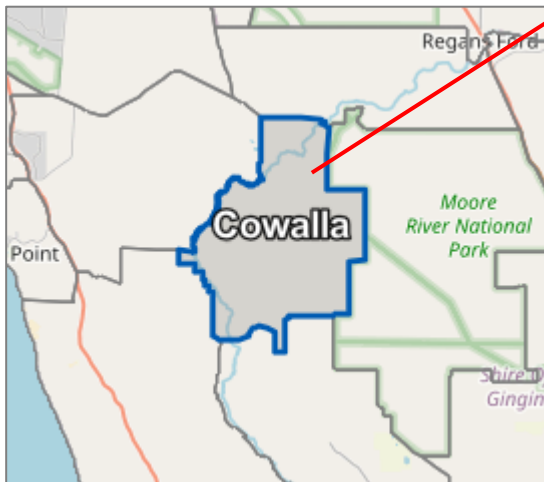
# GINGIN RURAL INDUSTRIAL ESTATE



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## COWALLA

COWALLA – Census area, 2021



## COWALLA

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	54
Median Age	52
Families	16
Ave. Children/family	1.7

#### Dwellings\*

Private Dwellings	35
Ave. People/household	2.1
Ave. Vehicles/household	2.5

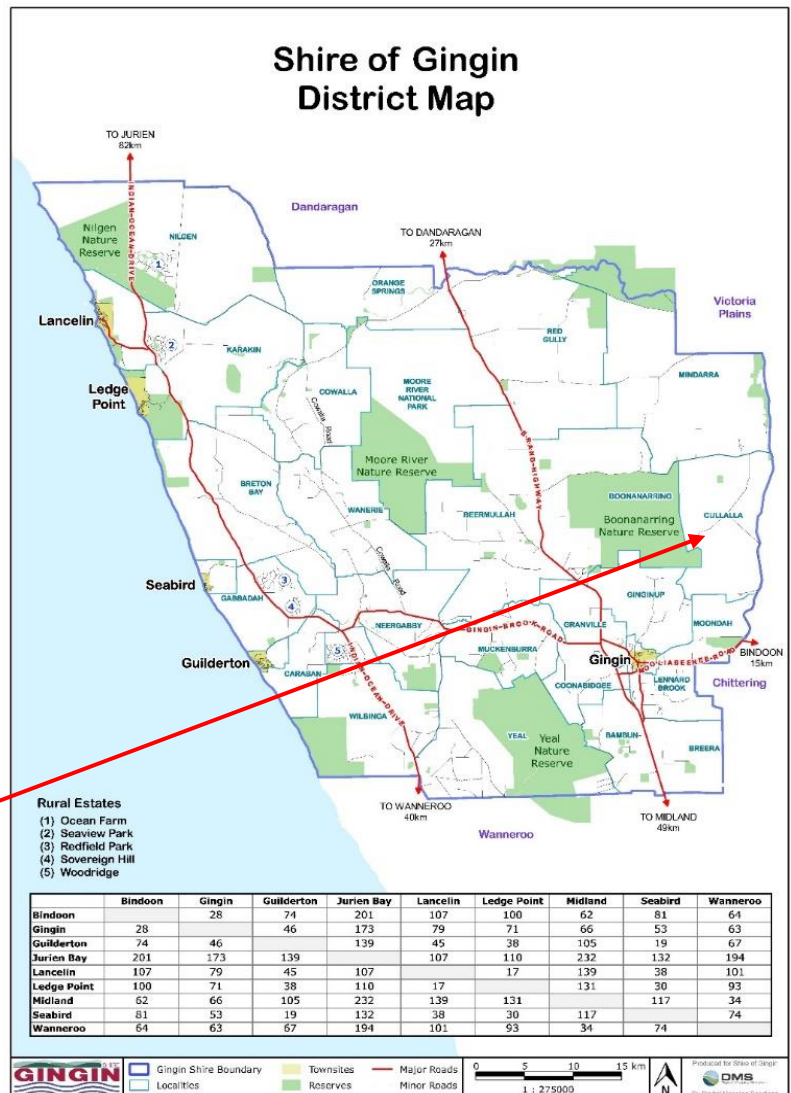
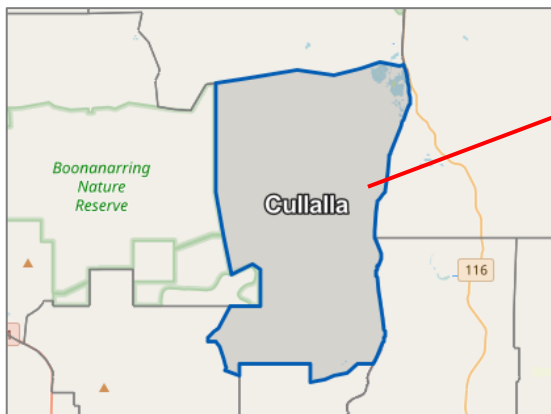
\* Information collected from 2021 Census



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## CULLALLA

CULLALLA – Census area, 2021



## CULLALLA

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	12
Median Age	64
Families	5
Ave. Children/family	1

#### Dwellings\*

Private Dwellings	15
Ave. People/household	1.8
Ave. Vehicles/household	2.1

\* Information collected from 2021 Census

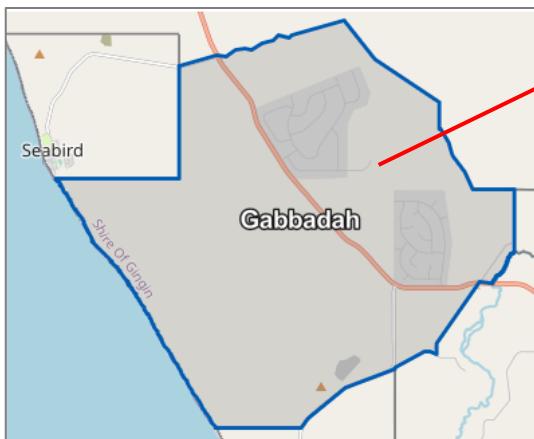
# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## GABBADAH

Including:  
Redfield Park  
Sovereign Hill



GABBADAH – Census area, 2021



# GABBADAH

Shire of Gingin Pre-Emergency Evacuation Planning Data  
Including Estates/Other/etc: **Redfield Park, Sovereign Hill**

## Demographics\*

Population	764	PLUS Estimated Caravan Parks in Peak periods	0
Males	396		
Females	366		
Median Age	52		
Families	224		
Ave. Children/family	1.9		
Under 14 years of age		111	
Over 70 years of age	209		
Has need for assistance	46	(People with profound or severe core activity limitation)	

## Dwellings\*

Private Dwellings	380	(including 92 unoccupied dwellings)
Ave. People/household	2.6	
Ave. Vehicles/household	2.5	

## Non-English Speaking Households\*

None identified

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

## Caravan Parks

N/A

Address

Phone

Max. Patrons

## Evacuation Centres

Predetermined as per Local Welfare Plan

Name	Address	Direction	Kms
Local	N/A		
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	32
Yanchep (Metro)		South	45
Granville Civic Centre	Lot 326 Jones Street, Gingin	East	43.5
Guilderton Community Hall	Wedge St, Guilderton	West	9

## Special Needs Group / Vulnerable

None identified

Address

Adults / Children 

## Major Events

Name	Date	Est. People
None identified		

## Key Contacts

Agency	Name	Phone
Shire		9575 5100
Shire CEO emergency	Aaron Cook	<b>0436 688 417</b>
Shire CESM emergency	Phil Barrett	<b>0408 943 576</b>
Shire LRC emergency	Cher Groves	<b>0429 951 131</b>
Guilderton Bush Fire Brigade		0427 921 453
Lancelin Police		9650 1100

## Transport

Key Roads	Indian Ocean Dr, Tuart Rise, Tamarisk Dr Indian Ocean Dr, Sovereign Hill Dr, Seaflower Way
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	<i>as indicated in the planning mapping</i>
Beach / river access points	N/A
Single point of failure	Tuart Rise/IOD intersection, Tuart Rise/Tamarisk Dr Sovereign Hill Dr/IOD intersection, Sovereign Hill Dr/Seaflower Way intersection
Est. No. of people require transport	None identified
Available transport resources	None identified

## Communications

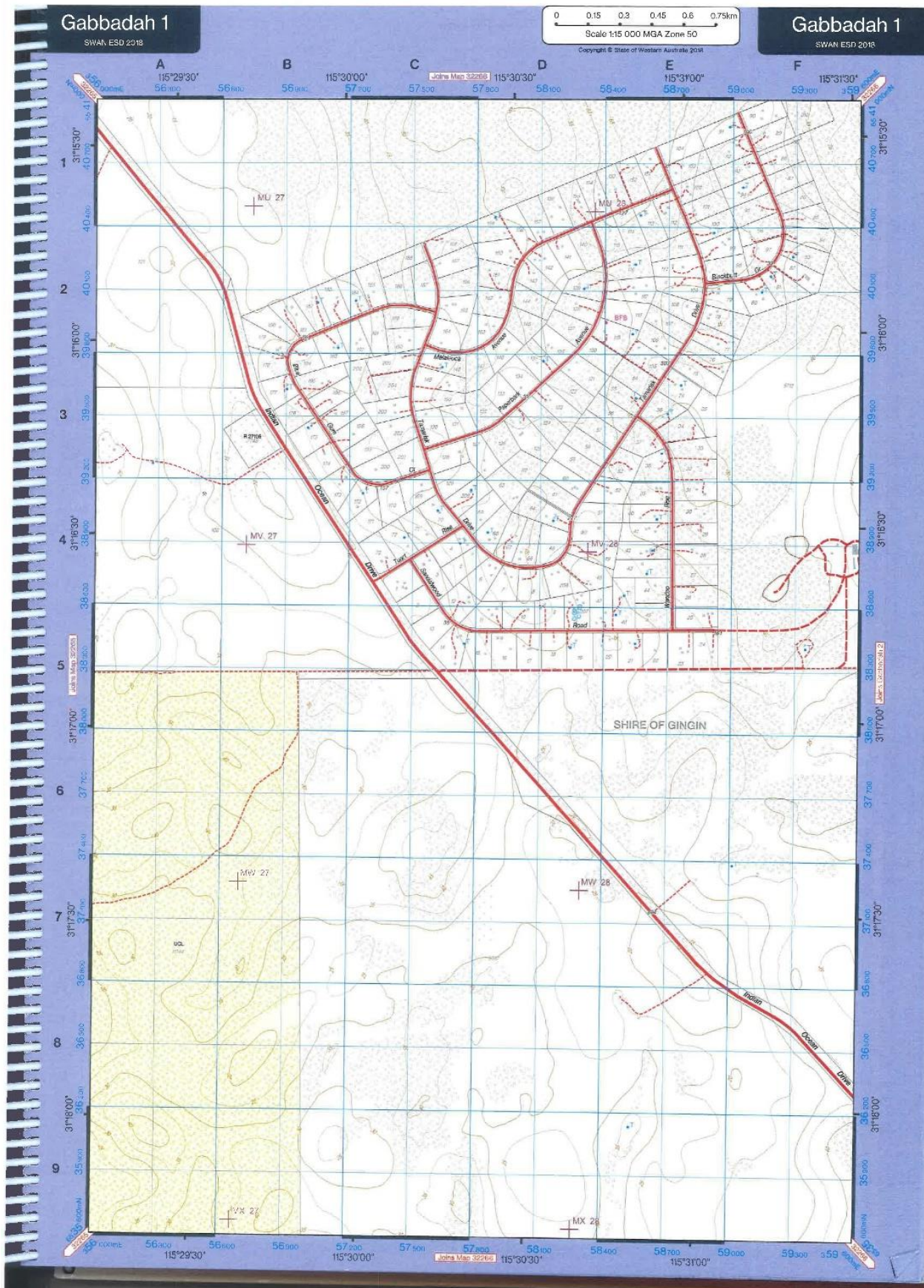
SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin <a href="https://www.facebook.com/ShireOfGingin">https://www.facebook.com/ShireOfGingin</a> DFES <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Website	Shire of Gingin <a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> DFES <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
Refer to local ABC radio for alerts	

## GABBADAH

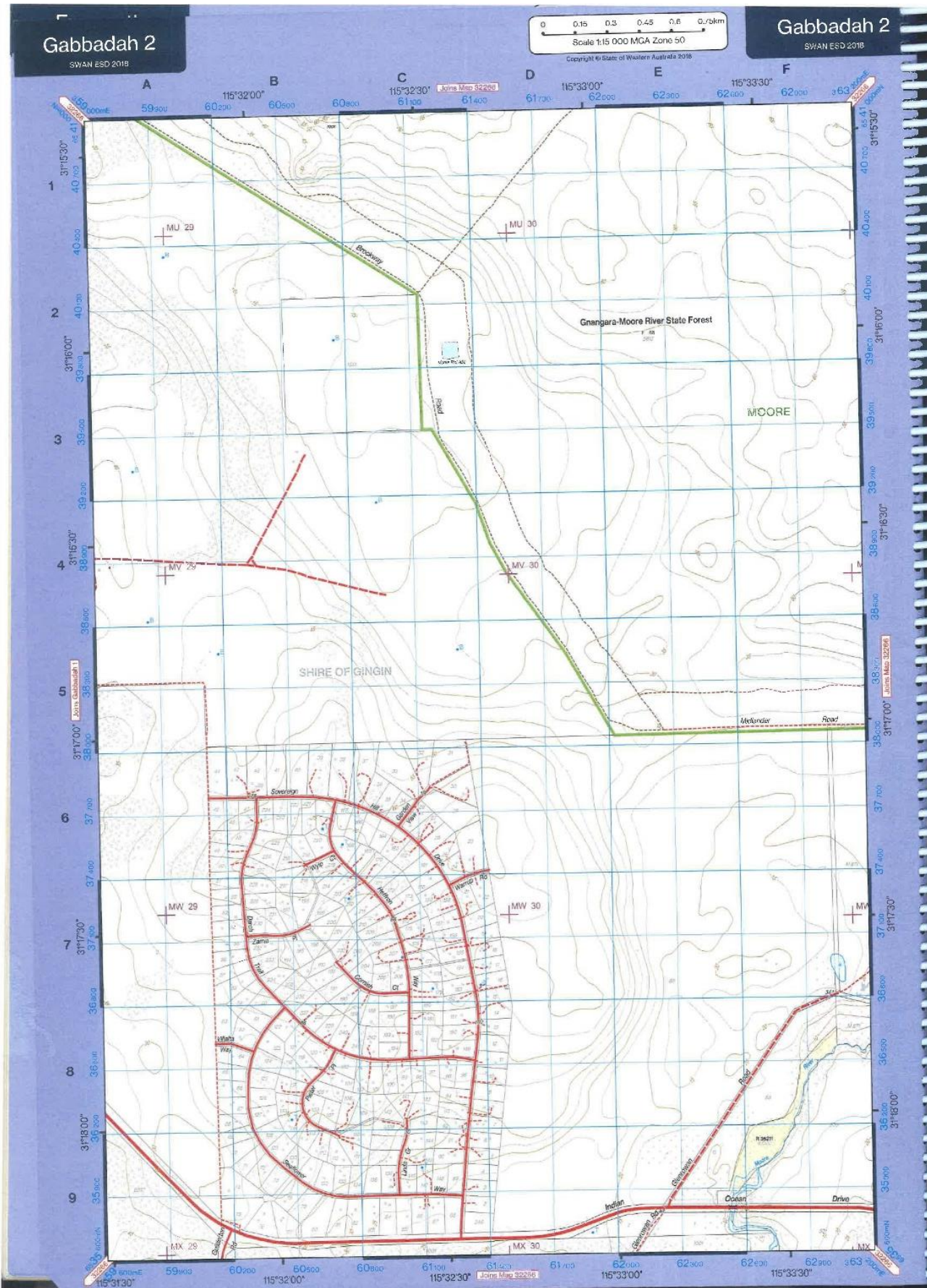
- — — — —  
Redfield Park (1)
- .....  
Sovereign Hill (2)



# GABBADAH – Swan Emergency Services Directory Map (1 of 2)



# GABBADAH – Swan Emergency Services Directory Map (2 of 2)



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## GINGIN

Including  
Honeycomb Estate  
Marchmont Estate

GINGIN – Census area, 2021



# GINGIN

## Shire of Gingin Pre-Emergency Evacuation Planning Data Including Estates/Other/etc: **Marchmont Estate, Honeycomb Estate**

### Demographics\*

Population	902	<b>PLUS Estimated Caravan Parks in Peak periods</b>	<b>334</b>
Males	448		
Females	452		
Median Age	40		
Families	235		
Ave. Children/family	2		
Under 14 years of age	216		
Over 65 years of age	186		
Has need for assistance	43	(People with profound or severe core activity limitation)	

### Dwellings\*

Private Dwellings	400	(including 68 unoccupied dwellings)
Ave. People/household	2.6	
Ave. Vehicles/household	2.1	

### Non-English Speaking Households\*

Mandarin	4
Nationality not specified	4

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

### Caravan Parks

	<i>Address</i>	<i>Phone</i>	<i>Max. Patrons</i>
<b>Gingin Roadhouse and Tourist Park</b>	55 Dewar Road, Gingin	9575 2258	250
Powered Sites	20		
Unpowered Sites	12		
On-Site Caravans/Cabins	6		
Single On-site cabins	11		
Motel Rooms	11		

**Emergency Contact: 0424 307 940 (personal mobile)**

	<i>Address</i>	<i>Phone</i>	<i>Max. Patrons</i>
<b>Moondah Brook Caravan Park</b>	Lot 112 Mooliabeenee Rd, Gingin	9575 2074	6
Powered Sites	2		
Unpowered Sites	0		
On-Site Caravans/Cabins	0		

**Emergency Contact: Brad 0427 794 761**



### Evacuation Centres

*Predetermined as per Local Welfare Plan*

<i>Name</i>	<i>Address</i>	<i>Direction</i>	<i>Kms</i>
Granville Civic Centre	Lot 326 Jones St, Gingin	Local	0
Moora Recreation Centre	75 Roberts St, Moora	North-East	91
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North-West	75
Metro		South	
Bindoon		East	22
Guilderton Hall	Wedge St, Guilderton	West	40

### Special Needs Group / Vulnerable

*Address*

*Adults / Children* 

Aged Accommodation (Shire owned)	4 units, 14 Barlee St, Gingin	4 / 0
Child Care	18 Fraser St, Gingin	6 / 26
Gingin District High School	1 Daw St, Gingin	38 / 273

### Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
British Car Day	3rd Sun in May	5,000

### Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	<b>0436 688 417</b>
Shire CESM emergency	Phil Barrett	<b>0408 943 576</b>
Shire LRC emergency	Cher Groves	<b>0429 951 131</b>
LOCAL Bush Fire Brigade		9575 3021
LOCAL Fire & Rescue		0429 152 129
Gingin Police		9575 5600
School		9575 5300
School emergency	Kevin Brady	0428 727 533
Child Care		9575 3360
Child Care emergency		0431 311 268

### Transport

Key Roads	Dewar Road, Cockram Road, Mooliabeenee Road,
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	Rec centre oval, school oval
Bridges	Weld Street
Single point of failure	Weld Street bridge (choke point)
Est. No. of people require transport	None identified
Available transport resources	<b>Kim Rule, School bus provider</b>
Railroads	Arc Infrastructure

### Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
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Facebook

Shire of Gingin <https://www.facebook.com/ShireOfGingin>

Website

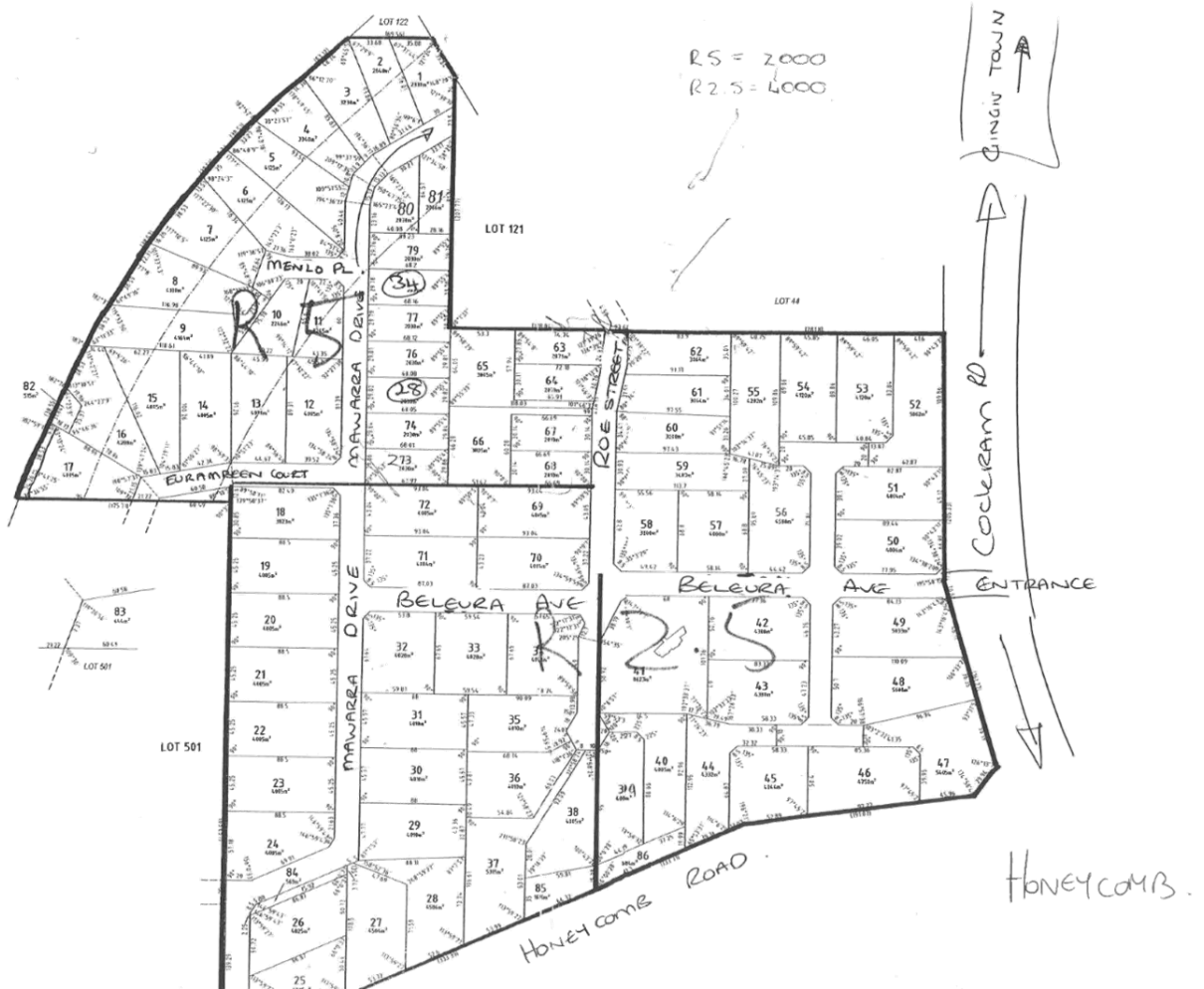
DFES <https://www.facebook.com/dfeswa>

Shire of Gingin [www.gingin.wa.gov.au](http://www.gingin.wa.gov.au)

DFES [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)

Refer to local ABC radio for alerts

## HONEYCOMB ESTATE

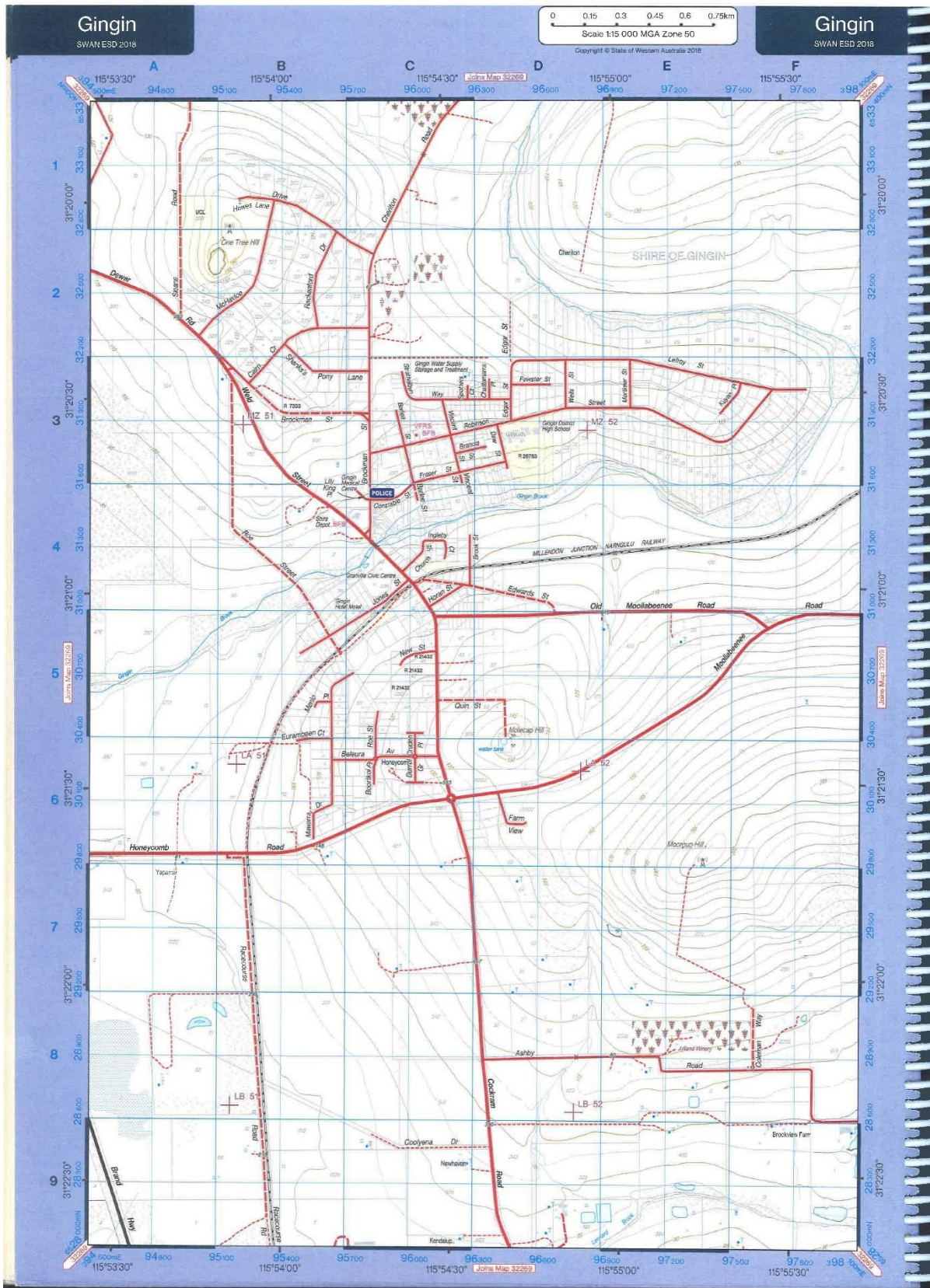


MARCHMONT ESTATE



29 Residential (R2-S)  
 45 Rural/Res (1ha)

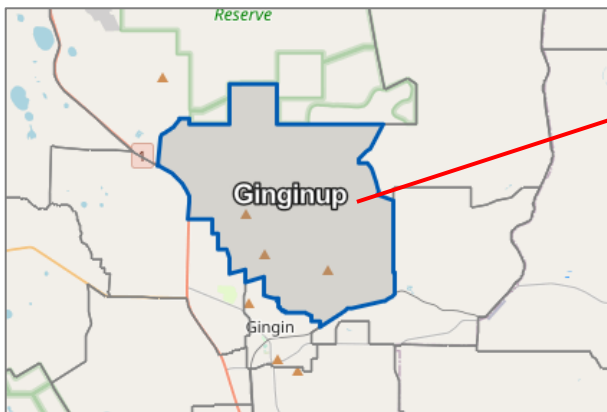
# GINGIN – Swan Emergency Services Directory Map



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## GINGINUP

GINGINUP – Census area, 2021



## GINGINUP

Including Cheriton Country Heights

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

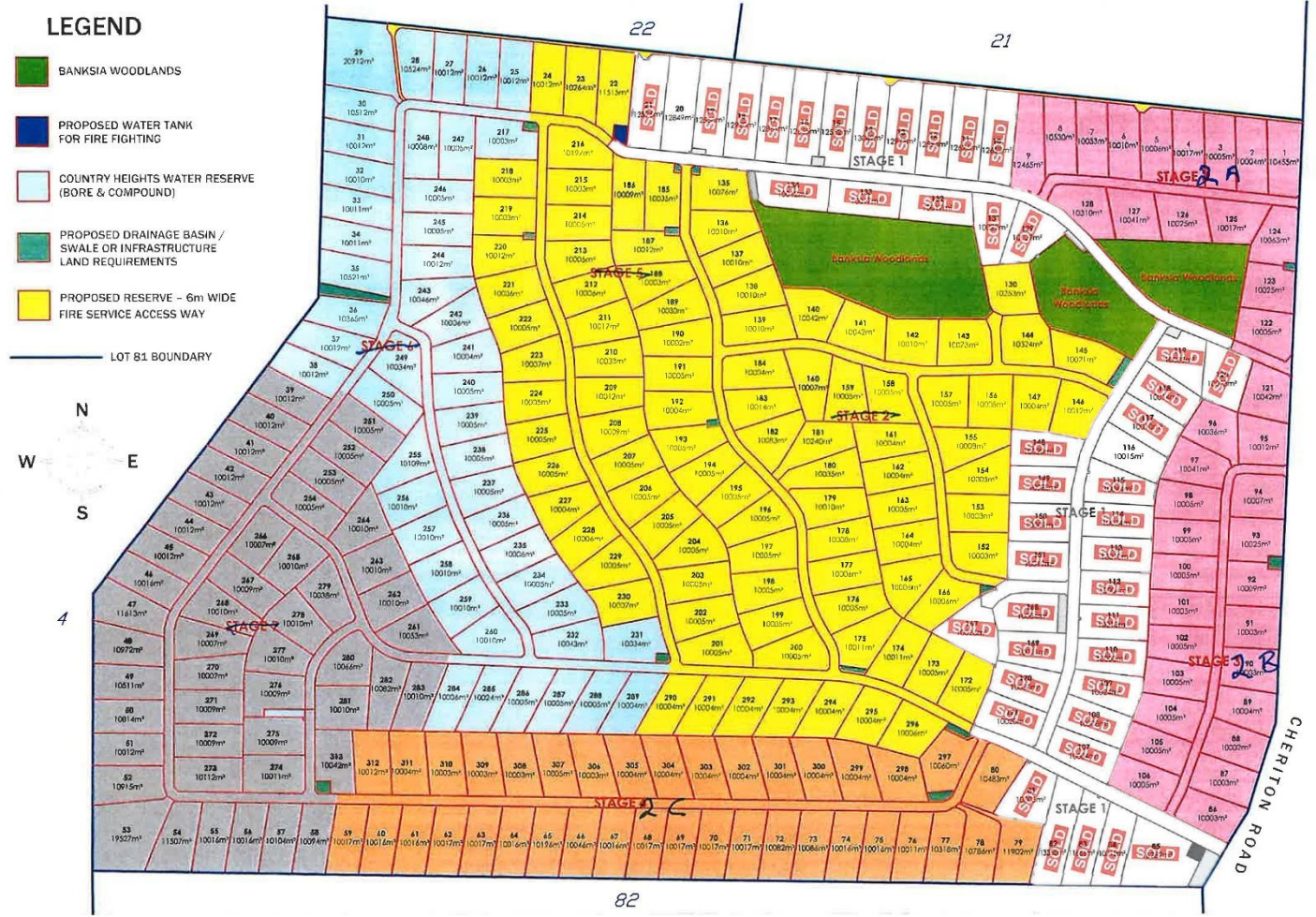
Population	33
Median Age	41
Families	6
Ave. Children/family	2

#### Dwellings\*

Private Dwellings	16
Ave. People/household	2.0
Ave. Vehicles/household	2.7

\* Information collected from 2021 Census

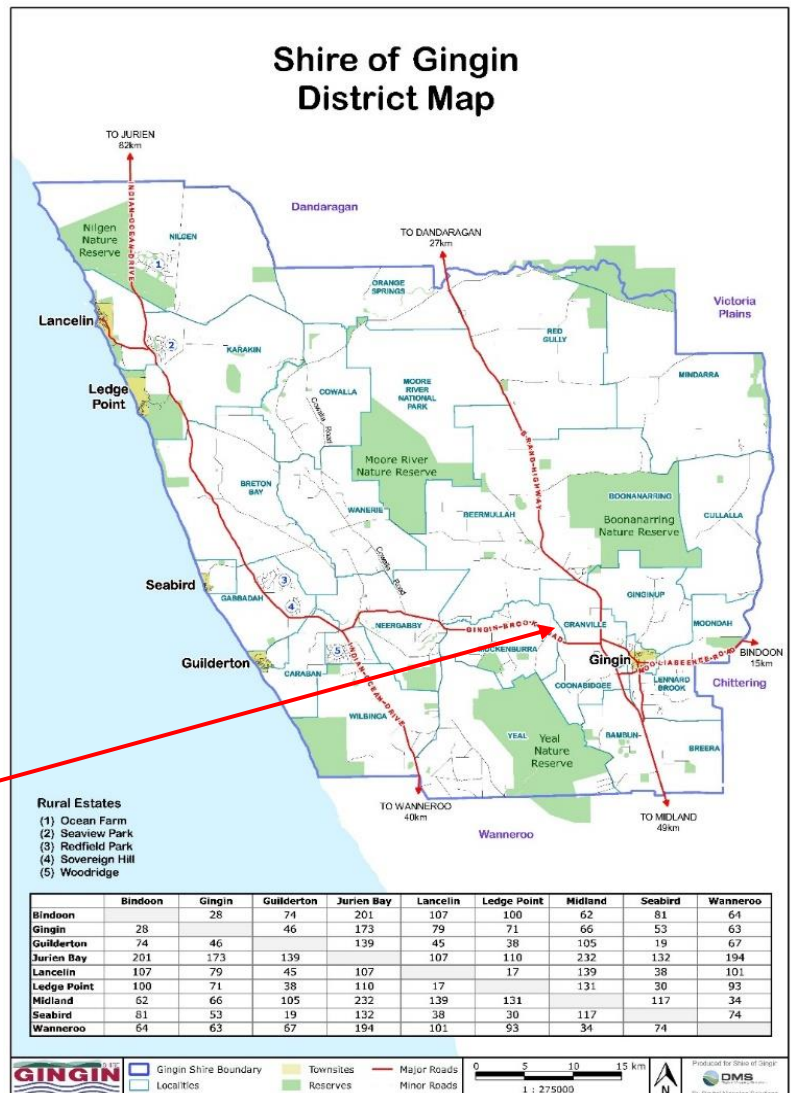
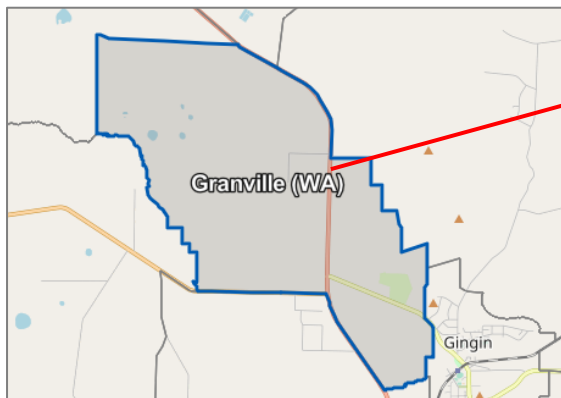
CHERITON – only white (stage 1) and pink (stage 2) areas have been released for sale



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## GRANVILLE

GRANVILLE – Census area, 2021



## GRANVILLE

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	38
Median Age	37
Families	3
Ave. Children/family	3

#### Dwellings\*

Private Dwellings	23
Ave. People/household	2.4
Ave. Vehicles/household	2.8

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## GUILDERTON



GUILDERTON – Census area, 2021





# GUILDERTON

## Shire of Gingin Pre-Emergency Evacuation Planning Data

### Demographics\*

Population	158	PLUS Estimated Caravan Parks in Peak periods	784
Males	82		
Females	76		
Median Age	62		
Families	38		
Ave. Children/family	2.2		
Under 14 years of age	22		
Over 70 years of age	59		
Has need for assistance	6	(People with a profound or severe core activity limitation)	

### Dwellings\*

Private Dwellings	434	
Ave. People/household		2
Ave. Vehicles/household	2	

### Non-English Speaking Households\*

None identified

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

### Peak Seasons – Overnight Population / 6 persons per property (not including Caravan Parks)

Summer School Holidays,	2,604
March Long Weekend, Easter Period	

### Caravan Parks

	Address	Phone	Max. Patrons
<b>Guilderton Holiday Park</b>	Edwards St, Guilderton	9577 1021	784
Powered Sites	103		
Unpowered Sites	11		
On-Site Caravans/Cabins	10		

**Emergency Contact: Jamey 0437 814 414**

### Evacuation Centres

*Predetermined as per Local Welfare Plan*

Name	Address	Direction	Kms
Guilderton Community Hall	Wedge St, Guilderton	Local	0
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	41
Yanchep (Metro)		South	46.5
Granville Civic Centre	Lot 326 Jones St, Gingin	East	45
N/A		West	

### Special Needs Group / Vulnerable

Address

Adults / Children



None identified

### Major Events

Name

Date

Est. People

None identified

### Key Contacts

Agency

Name

Phone

Shire

9575 5100

Shire CEO emergency

Aaron Cook

**0436 688 417**

Shire CESM emergency

Phil Barrett

**0408 943 576**

Shire LRC emergency

Cher Groves

**0429 951 131**

LOCAL Bush Fire Brigade

0427 921 453

Lancelin Police

9650 1100

### Transport

Key Roads

Mortimer Rd, Guilderton Rd, Moore River Dr, IOD

Air Strip / location suitable

*as indicated in the planning mapping*

Helipad / location suitable

*as indicated in the planning mapping*

Bridges

*as indicated in the planning mapping*

Beach / river access points

*as indicated in the planning mapping*

Single point of failure

Mortimer Rd/Guilderton Rd Intersection, Moore River Dr/Guilderton Rd Intersection

Est. number of people require transport

None identified

Available transport resources

None identified

### Communications

SMS Alerts - subscription list

Harvest/Hot Works/Vehicle Movement Ban

Facebook

Shire of Gingin <https://www.facebook.com/ShireOfGingin>

**DFES** <https://www.facebook.com/dfeswa>

Website

Shire of Gingin [www.gingin.wa.gov.au](http://www.gingin.wa.gov.au)

**DFES** [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)

Refer to local ABC radio for alerts

# GUILDERTON – Swan Emergency Services Directory Map



# Shire of Gingin

## Pre-Emergency Evacuation Plan

### July 2022

## KARAKIN

Including:  
Seaview Park Estate

KARAKIN – Census area, 2021



# KARAKIN

## Shire of Gingin Pre-Emergency Evacuation Planning Data Including Estates/Other/etc: Seaview Park Estate

### Demographics\*

Population	239	PLUS Estimated Caravan Parks in Peak periods	0
Males	129		
Females	110		
Median Age	60		
Families	72		
Ave. Children/family	1.8		
Under 14 years of age	29		
Over 70 years of age	61		
Has need for assistance	11	(People with profound or severe core activity limitation)	

### Dwellings\*

Private Dwellings	158
Ave. People/household	2.1
Ave. Vehicles/household	2.2

### Non-English Speaking Households\*

None identified

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

### Caravan Parks

	Address	Phone	Max. Patrons
--	---------	-------	--------------

N/A

### Evacuation Centres

Predetermined as per Local Welfare Plan

Name	Address	Direction	Kms
Local	N/A		
Cervantes		North	81
Granville Civic Centre	Lot 326 Jones Street, Gingin	South	71
Dandaragan		East	75
Lancelin Sporting Complex	Lancelin Rd, Lancelin	West	5.5

### Special Needs Group / Vulnerable

None identified

Address

Adults / Children 

### Major Events

Name	Date	Est. People
None identified		

## Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	<b>0436 688 417</b>
Shire CESM emergency	Phil Barrett	<b>0408 943 576</b>
Shire LRC emergency	Cher Groves	<b>0429 951 131</b>
Lancelin Bush Fire Brigade		0438 943 156
Nilgen Bush Fire Brigade		0427 998 681
Lancelin Police		9650 1100

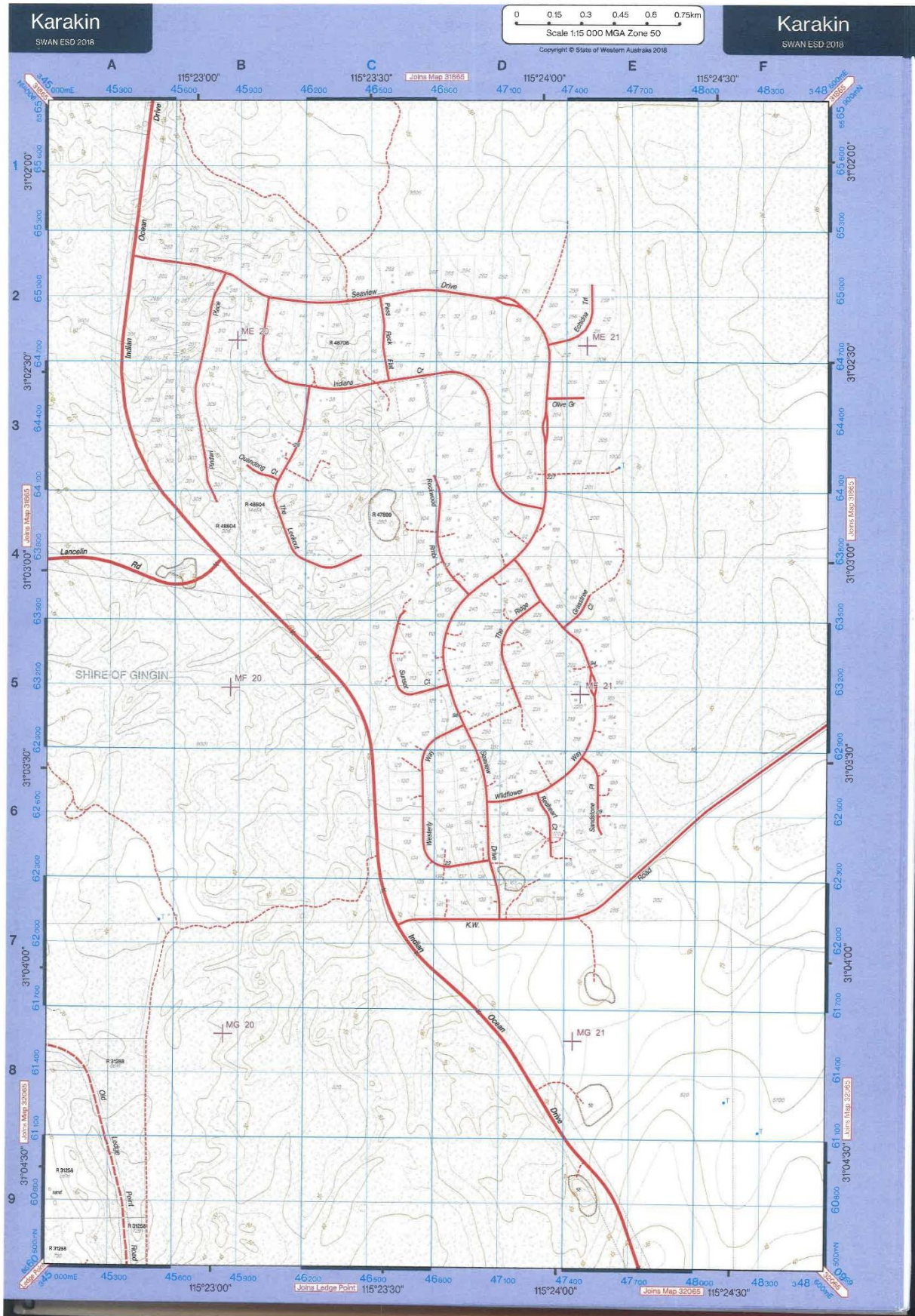
## Transport

Key Roads	KW Road, Seaview Drive, Indian Ocean Drive
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	N/A
Beach / river access points	N/A
Single point of failure	Seaview Dr/KW Rd intersection; Seaview Dr/IOD intersection
Est. number of people require transport	None identified
Available transport resources	None identified

## Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin <a href="https://www.facebook.com/ShireOfGingin">https://www.facebook.com/ShireOfGingin</a> <b>DFES</b> <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Website	Shire of Gingin <a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> <b>DFES</b> <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
Refer to local ABC radio for alerts	

# KARAKIN – Swan Emergency Services Directory Map



# Shire of Gingin

## Pre-Emergency Evacuation Plan

### July 2022

## LANCELIN

Including  
Lancelin South

LANCELIN - Census area, 2021





# LANCELIN

Shire of Gingin Pre-Emergency Evacuation Planning Data  
Including Estates/Other/etc: **Lancelin South**

## Demographics\*

Population	786	PLUS Estimated Caravan Parks in Peak periods	<b>1,448</b>
Males	401		
Females	390		
Median Age	52		
Families	164		
Ave. Children/family	1.7		
Under 14 years of age	85		
Over 70 years of age	163		
Has need for assistance	28	(People with profound or severe core activity limitation)	

## Dwellings\*

Private Dwellings	950
Ave. People/household	2
Ave. Vehicles/household	1.9

## Non-English Speaking Households\*

None identified

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

## Peak Seasons – Overnight Population / 6 persons per property (not including Caravan Parks)

Summer School Holidays,	5,700
March Long Weekend, Easter Period	

## Caravan Parks

	Address	Phone	Max. Patrons
<b>Experience Holiday Parks Lancelin</b>	4 Hopkins St, Lancelin	9655 1046	1,014
Powered Sites/ Unpowered Sites	127		
On-Site Caravans/Cabins	42		

**Emergency Contact: 0416 500 552 Chris Sialtsis (Owner/Manager)**  
**0456 984 675 Joe Donohoe (Groundsman)**

	Address	Phone	Max. Patrons
<b>North End Caravan Park</b>	28 Bootoo St, Lancelin	9655 1115	434
Powered Sites	54		
Unpowered Sites	17		
On-Site Caravans/Cabins	2		


**Emergency Contact: not provided**

### Evacuation Centres

*Predetermined as per Local Welfare Plan*

<i>Name</i>	<i>Address</i>	<i>Direction</i>	<i>Kms</i>
Lancelin Sporting Complex	Lancelin Rd, Lancelin	Local	0
Cervantes		North	82
Guilderton Community Hall	Wedge St, Guilderton	South	41
Dandaragan		East	75
N/A		West	

### Special Needs Group / Vulnerable

	<i>Address</i>	<i>Adults / Children</i>	
Aged Accommodation (Shire premises)	11 units, 2 Atkinson Way, Lancelin	15 / 0	N
Wangaree Community Centre (DADAA)	cnr Walker Ave & Gingin Rd	20 / 0	Y
Lancelin Primary School	53 Gingin Rd, Lancelin	17 / 88	Y

### Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
Colour Blast	March Long w/e	700

### Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	<b>0436 688 417</b>
Shire CESM emergency	Phil Barrett	<b>0408 943 576</b>
Shire LRC emergency	Cher Groves	<b>0429 951 131</b>
LOCAL Bush Fire Brigade		0438 943 156
Lancelin Police		9650 1100
School	Jemma Temby	9628 6000
School emergency		0423 465 770
Wangaree Comm. Centre	Julie Grieve	9655 2808
Wangaree Comm. Centre emergency		0400 108 194

### Transport

Key Roads	Walker Ave/Lancelin Rd, Indian Ocean Dr
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	School oval
Bridges	<i>as indicated in the planning mapping</i>
Beach / river access points	<i>as indicated in the planning mapping</i>
Single point of failure	Walker Ave/Lancelin Rd, Indian Ocean Dr intersection
Est. number of people require transport	None identified
Available transport resources	None identified

### Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
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Facebook

Shire of Gingin <https://www.facebook.com/ShireOfGingin>

DFES <https://www.facebook.com/dfeswa>

Website

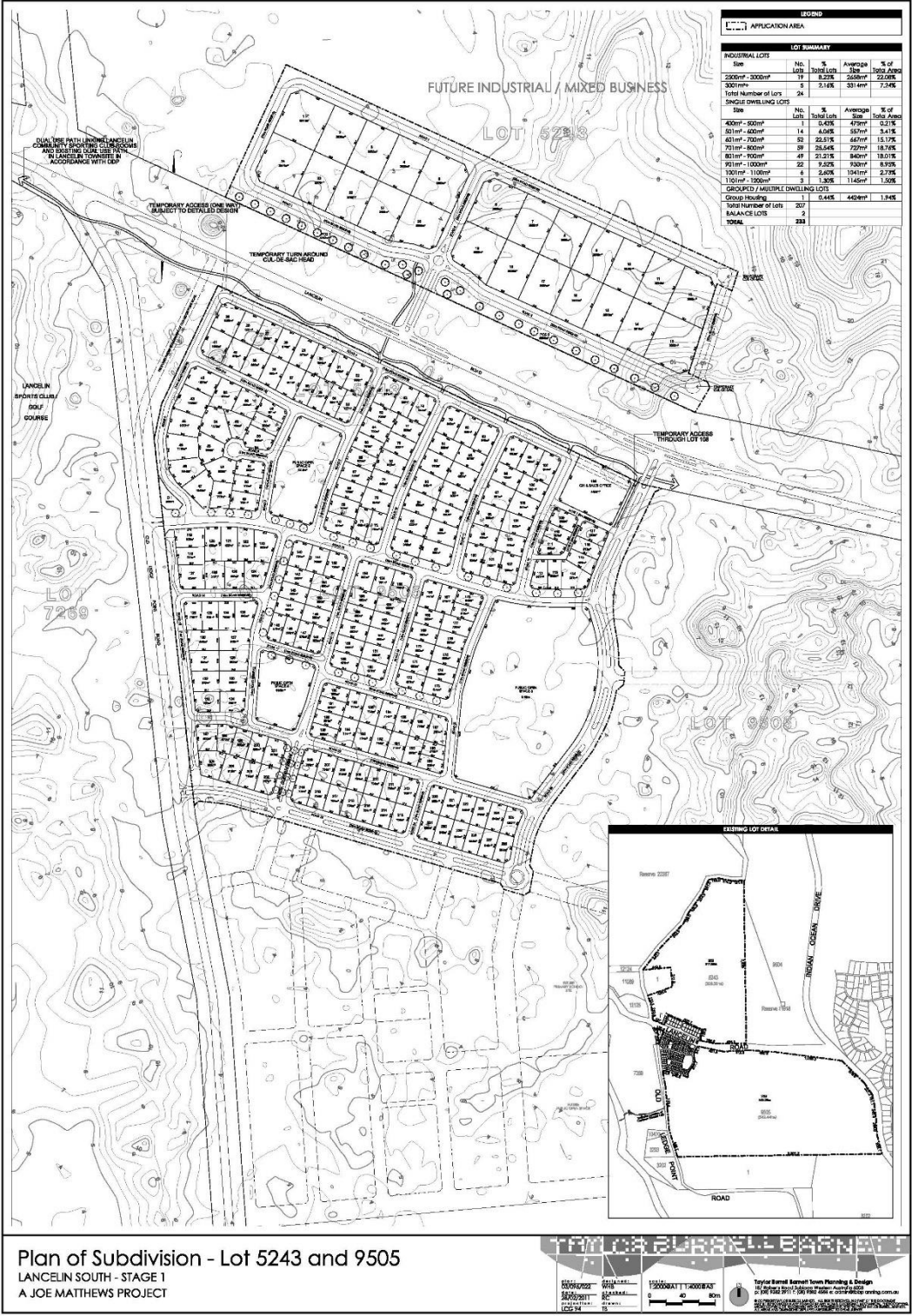
Shire of Gingin [www.gingin.wa.gov.au](http://www.gingin.wa.gov.au)

DFES [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)

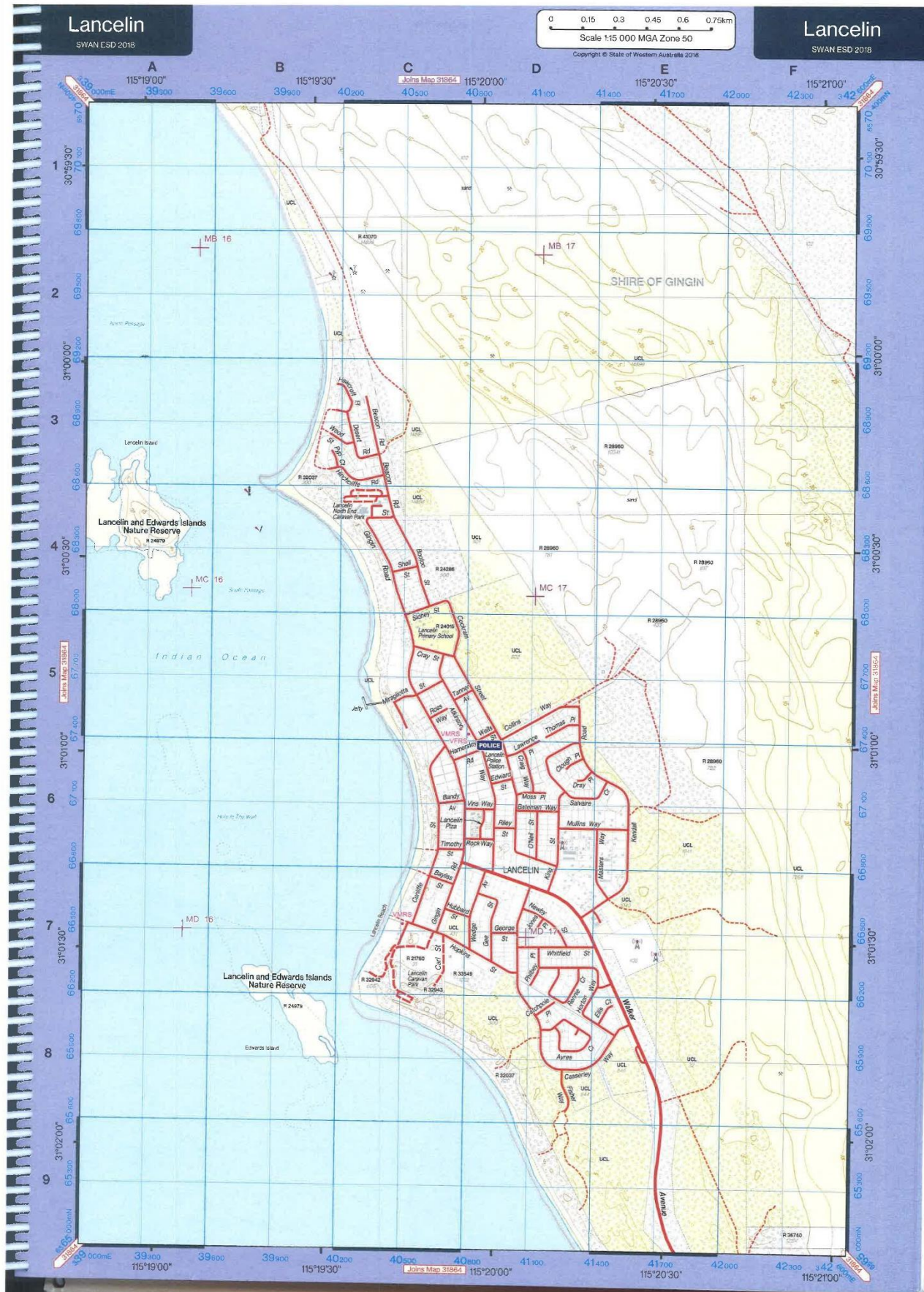
Refer to local ABC radio for alerts

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LANCELIN SOUTH – *only a portion of this subdivision is constructed as at February 2021*



# LANCELIN – Swan Emergency Services Directory Map



# Shire of Gingin

## Pre-Emergency Evacuation Plan

### July 2022

## LEDGE POINT

LEDGE POINT – Census area, 2021



# LEDGE POINT

## Shire of Gingin Pre-Emergency Evacuation Planning Data

### Demographics\*

Population	231	PLUS Estimated Caravan Parks in Peak periods	1,000
Males	124		
Females	108		
Median Age	60		
Families	67		
Ave. Children/family	1.3		
Under 14 years of age	10		
Over 70 years of age	60		
Has need for assistance	12	(People with profound or severe core activity limitation)	

### Dwellings\*

Private Dwellings	473
Ave. People/household	1.7
Ave. Vehicles/household	2

### Non-English Speaking Households\*

None identified

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

### Peak Seasons – Overnight Population / 6 persons per property (not including Caravan Parks)

Summer School Holidays,	2,838
March Long Weekend, Easter Period	

### Caravan Parks

	Address	Phone	Max. Patrons
<b>Ledge Point Holiday Park Big 4</b>	Lot 742 Ledge Point Rd	9655 2870	1,000
Powered Sites/ Unpowered Sites	134		
On-Site Caravans/Cabins	44		

**Emergency Contact: Park Mobile: 0448 960 288**  
**Wayne: 0401 366 600**

### Evacuation Centres

*Predetermined as per Local Welfare Plan*

Name	Address	Direction	Kms
Local			
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	12.5
Guilderton Community Hall	Wedge St, Guilderton	South	37
Dandaragan		East	82
N/A		West	

### Special Needs Group / Vulnerable

None identified

Address

Adults / Children 

### Major Events

Name	Date	Est. People
Sandcastle Competition	Australia Day	350

## Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	<b>0436 688 417</b>
Shire CESM emergency	Phil Barrett	<b>0408 943 576</b>
Shire LRC emergency	Cher Groves	<b>0429 951 131</b>
LOCAL Bush Fire Brigade		0410 540 190
Lancelin Police		9650 1100

## Transport

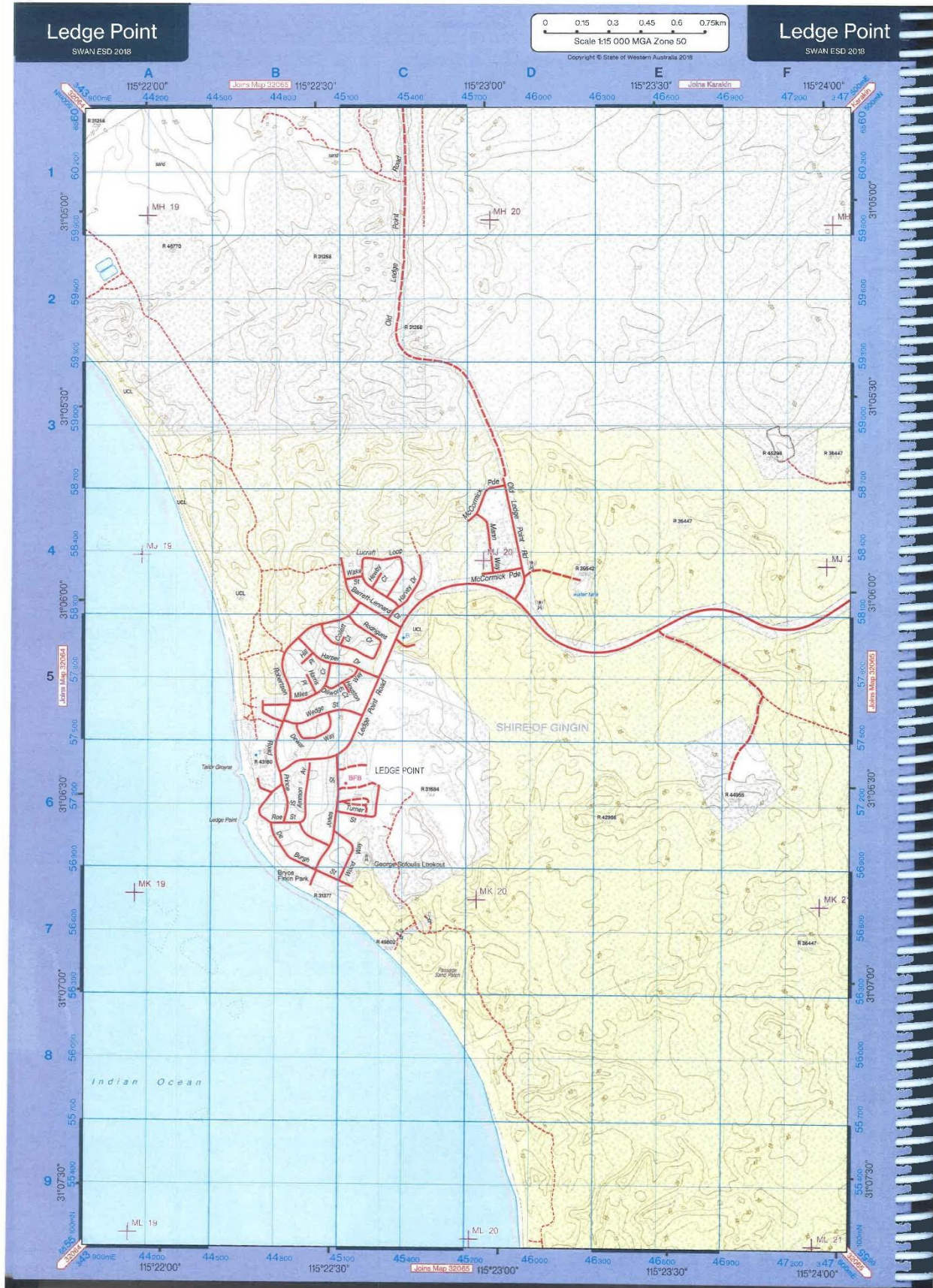
Key Roads	Ledge Point Dr, Indian Ocean Dr
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	Ledge Point Oval
Bridges	<i>as indicated in the planning mapping</i>
Beach / river access points	<i>as indicated in the planning mapping</i>
Single point of failure	LP Rd/IOD intersection
Est. number of people requiring transport	None identified
Available transport resources	None identified

## Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin <a href="https://www.facebook.com/ShireOfGingin">https://www.facebook.com/ShireOfGingin</a> DFES <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Website	Shire of Gingin <a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> DFES <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
Refer to local ABC radio for alerts	



# LEDGE POINT – Swan Emergency Services Directory Map

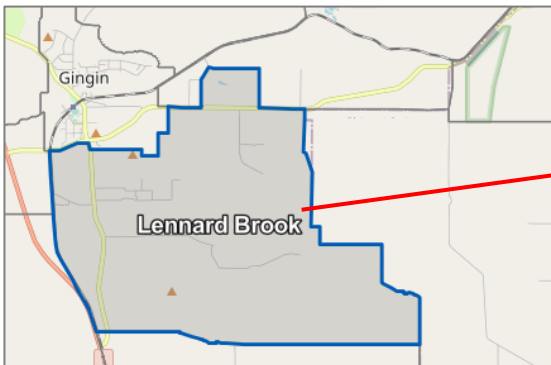


# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## LENNARD BROOK

Including  
Moondah Ridge

LENNARD BROOK – Census area, 2021



## LENNARD BROOK

Shire of Gingin Pre-Emergency Evacuation Planning Data

### Demographics\*

Population	209
Median Age	45
Families	52
Ave. Children/family	2

### Dwellings\*

Private Dwellings	87
Ave. People/household	2.6
Ave. Vehicles/household	2.6

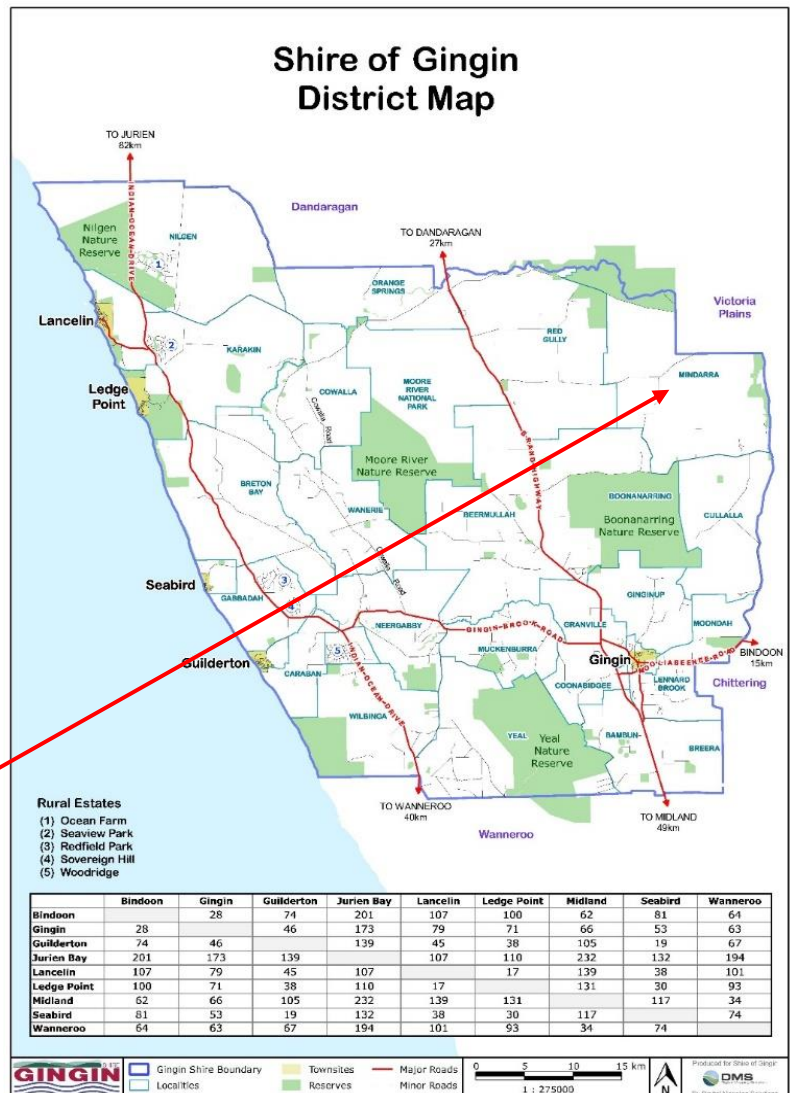
\* Information collected from 2021 Census



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## MINDARRA

MINDARRA – Census area, 2021



## MINDARRA

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	33
Median Age	53
Families	9
Ave. Children/family	2.3

#### Dwellings\*

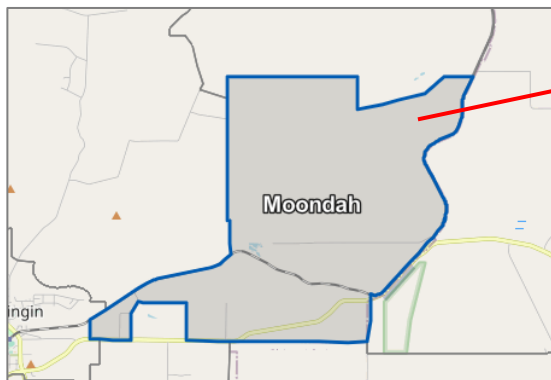
Private Dwellings	19
Ave. People/household	2.1
Ave. Vehicles/household	2.6

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## MOONDAH

MOONDAH – Census area, 2021



## MOONDAH

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

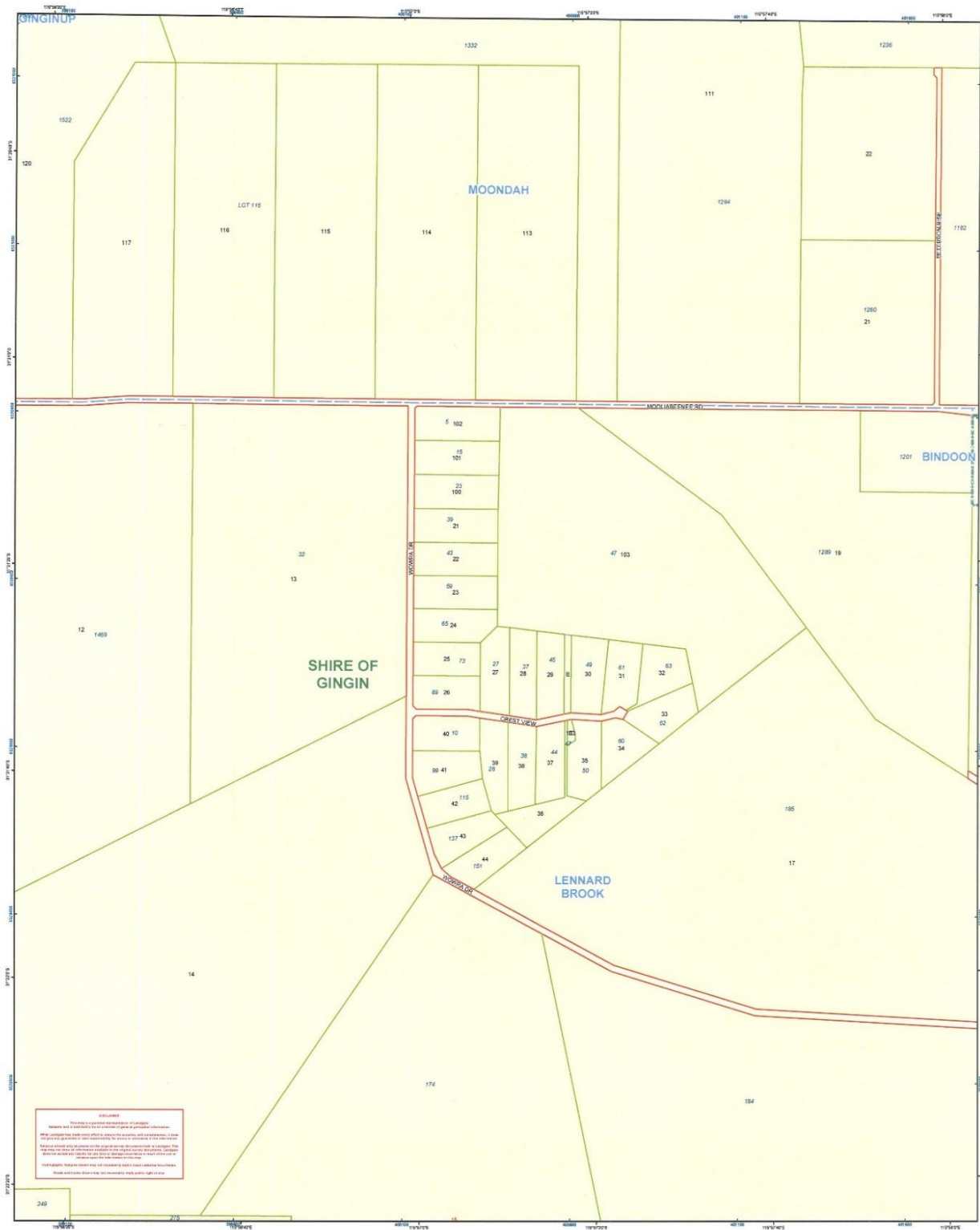
Population	34
Median Age	55
Families	3
Ave. Children/family	2.5

#### Dwellings\*

Private Dwellings	17
Ave. People/household	2.3
Ave. Vehicles/household	2.4

\* Information collected from 2021 Census

# MOONDAH RIDGE



**DISCLAIMER**  
 This map is a general representation of land parcels and is not intended to be used as a legal document. It is based on the best available information and is subject to change without notice. The Shire of Gingin is not responsible for any errors or omissions in this map. For more information, please contact the Shire of Gingin at 9432 1000 or www.gingin.wa.gov.au.

**MAP USER INFORMATION**  
**PRODUCTION**  
 Universal Transverse Mercator  
**DIMENSION DATUM**  
 Australian Geodetic Datum - Geoid Height of Australia 1984 (GDA84) Geoid - Mean Sea Level - 1984 (MGA84) Datum  
**GEODETIC CONTROL**  
 Geoid: using Mean Sea Level - 1984 (MGA84) Datum  
**HORIZONTAL ACCURACY**  
 ± 1.0 metres at 95% confidence for unobstructed areas that have not been recently updated  
 ± 1.0 metres at 95% confidence for unobstructed areas that have been recently updated  
 ± 1.0 metres at 95% confidence for unobstructed areas that have been recently updated  
**COMPLETION**  
 Data as at 31/03/2017  
**SPATIAL VALUES**  
 Latitude and longitude are shown in metres, minutes and seconds  
**DATA SOURCES**  
 The Shire of Gingin (SINGIN) coordinates are shown in metres  
 Data provided by the Department of Planning, Lands and Heritage (DPLH)  
 Data provided by the Department of Planning, Lands and Heritage (DPLH)  
 Data provided by the Department of Planning, Lands and Heritage (DPLH)  
 Data provided by the Department of Planning, Lands and Heritage (DPLH)

**CADASTRAL BOUNDARIES**  
 Surveyed Boundary  
 Unsurveyed Boundary  
 Grouped Lot Boundary  
 Road Frontage  
 Surveyed Road Frontage  
 Surveyed Water Mark  
 Unsurveyed Water Mark  
**ADMINISTRATION BOUNDARIES**  
 Locality  
 Townships  
 Local Government  
 Authority (LGA)

**TENURE**  
 Lot on Survey  
 Crown Allotment  
 Crown Reserve  
 Unallocated Crown Land  
 Lease  
 Marine Park  
 Closed Road  
 State Forest  
 Timber Reserve  
 Road  
**ADDRESS INFORMATION**  
 House Number

Produced by Geomatics Technical Services, Landgate  
 Tel: (08) 9373 0724 Fax: (08) 9273 7052  
 Email: geodata@landgate.wa.gov.au  
 www.landgate.wa.gov.au

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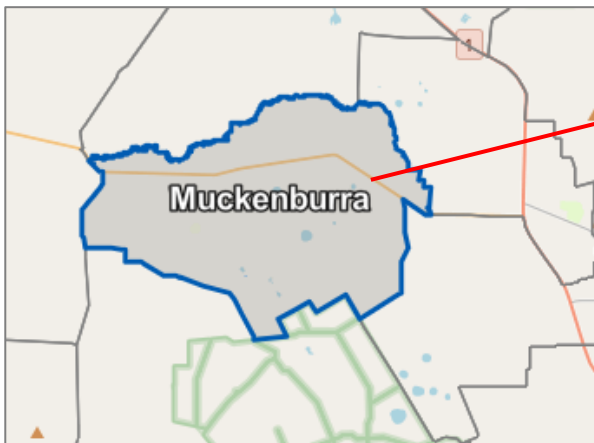
**Moondah Ridge**

Map produced: 11/06/2017  
 Our Ref: Job\_1294 | 16-17

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## MUCKENBURRA

MUCKENBURRA – Census area, 2021



## MUCKENBURRA

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	219
Median Age	37
Families	43
Ave. Children/family	2.1

#### Dwellings\*

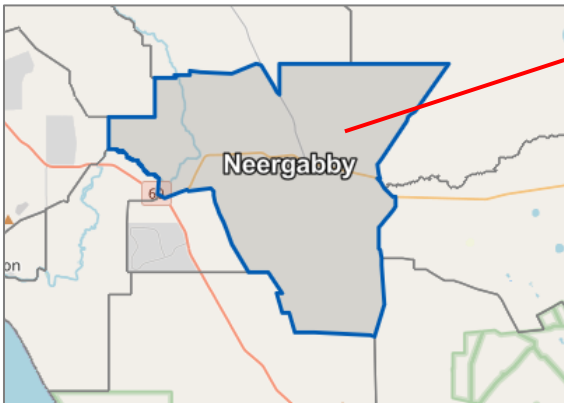
Private Dwellings	82
Ave. People/household	3
Ave. Vehicles/household	2.6

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## NEERGABBY

NEERGABBY- Census area, 2021



## NEERGABBY

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	268
Median Age	41
Families	60
Ave. Children/family	1.8

#### Dwellings\*

Private Dwellings	129
Ave. People/household	2.7
Ave. Vehicles/household	2.8

\* Information collected from 2021 Census



# Shire of Gingin

## Pre-Emergency Evacuation Plan

### July 2022

## NILGEN

Including:  
Ocean Farm Estate

NILGEN – Census area, 2021



# NILGEN

## Shire of Gingin Pre-Emergency Evacuation Planning Data Including Estates/Other/etc: **Ocean Farm**

### Demographics\*

Population	248	PLUS Estimated Caravan Parks in Peak periods	0
Males	134		
Females	117		
Median Age	52		
Families	70		
Ave. Children/family	1.8		
14 years of age and under	24		
Over 65 years of age	69		
Has need for assistance	15	(People with profound or severe core activity limitation)	

### Dwellings\*

Private Dwellings	156	(including 53 unoccupied dwellings)
Ave. People/household	2.3	
Ave. Vehicles/household	2.7	

### Non-English Speaking Households\*

None identified

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

### Caravan Parks

N/A

Address

Phone

Max. Patrons

### Evacuation Centres

Predetermined as per Local Welfare Plan

Name	Address	Direction	Kms
Local	N/A		
Cervantes		North	70
Guilderton Community Hall	Wedge St, Guilderton	South	47.5
Dandaragan		East	63
Lancelin Sporting Complex	Lancelin Rd, Lancelin	West	12

### Special Needs Group / Vulnerable

None identified

Address

Adults / Children 

### Major Events

Name	Date	Est. People
None identified		

## Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	<b>0436 688 417</b>
Shire CESM emergency	Phil Barrett	<b>0408 943 576</b>
Shire LRC emergency	Cher Groves	<b>0429 951 131</b>
Ocean Farm Bush Fire Brigade		0415 314 835
Nilgen Bush Fire Brigade		0427 998 681
Lancelin Police		9650 1100

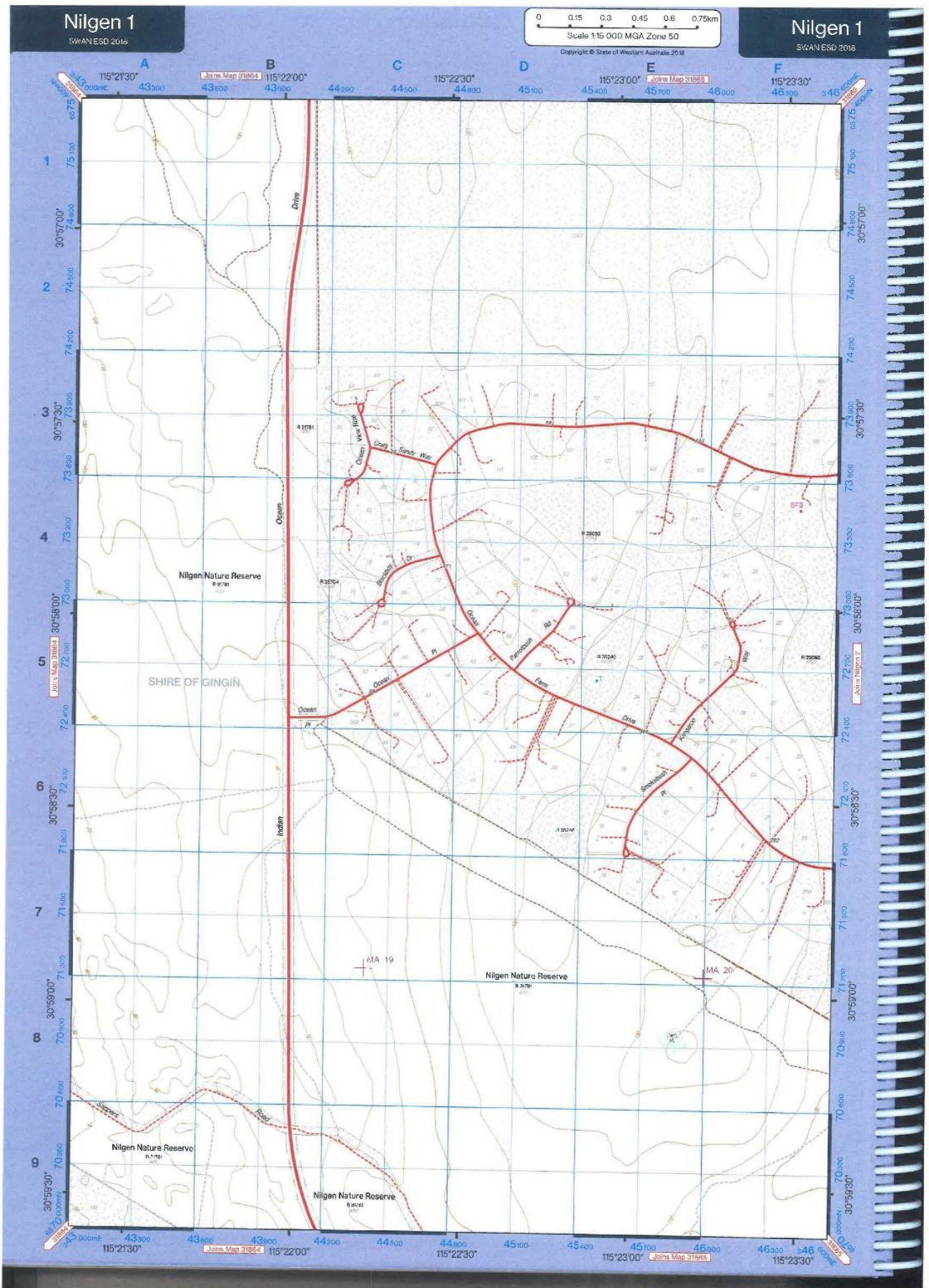
## Transport

Key Roads	Ocean PI, Indian Ocean Dr, Ocean Farm Dr
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	N/A
Beach / river access points	N/A
Single point of failure	Ocean Place/IOD intersection
Est. No. of people require transport	None identified
Available transport resources	None identified

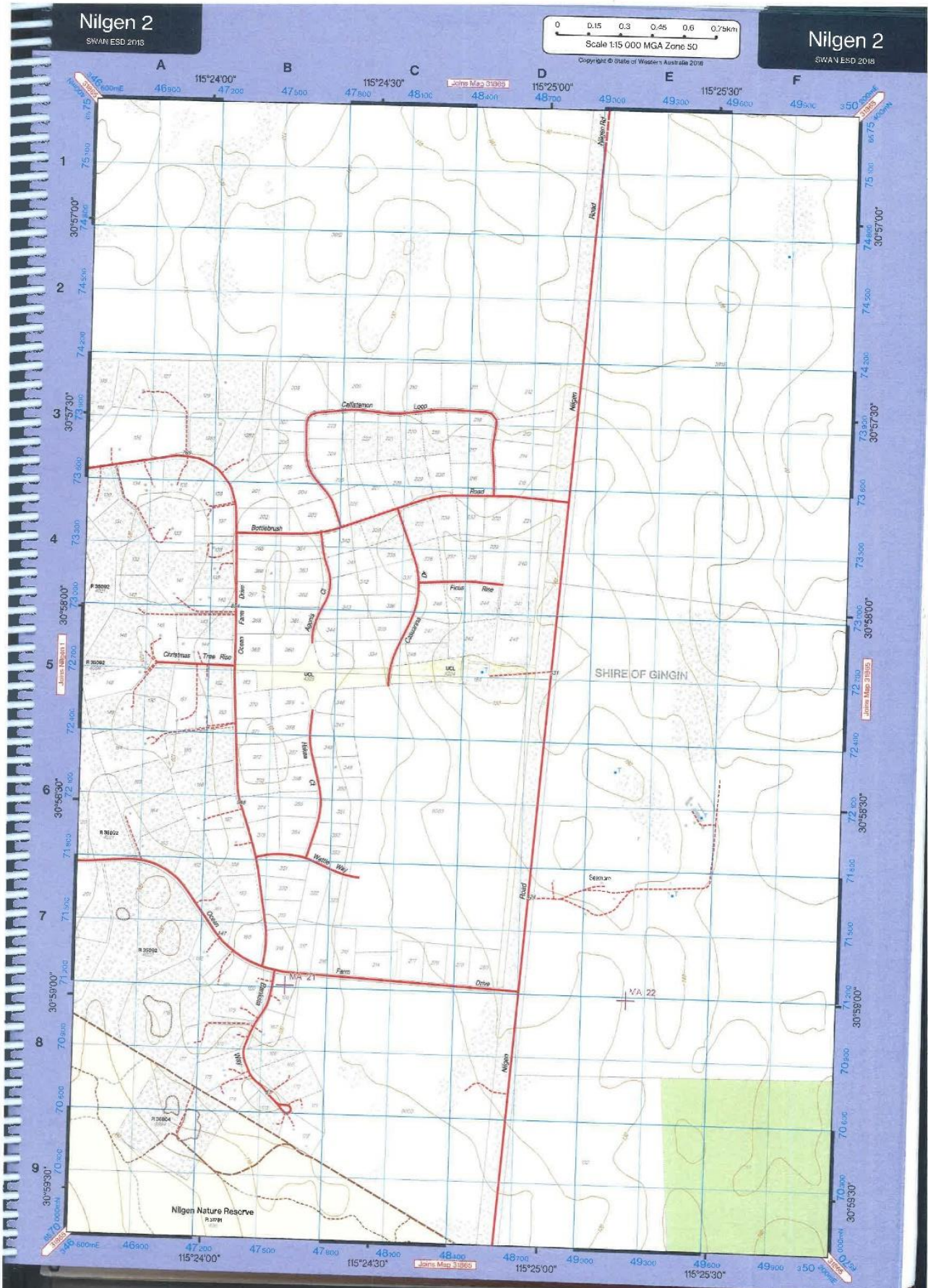
## Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin <a href="https://www.facebook.com/ShireOfGingin">https://www.facebook.com/ShireOfGingin</a> <b>DFES</b> <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Website	Shire of Gingin <a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> <b>DFES</b> <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
Refer to local ABC radio for alerts	

# NILGEN – Swan Emergency Services Directory Map (1 of 2)

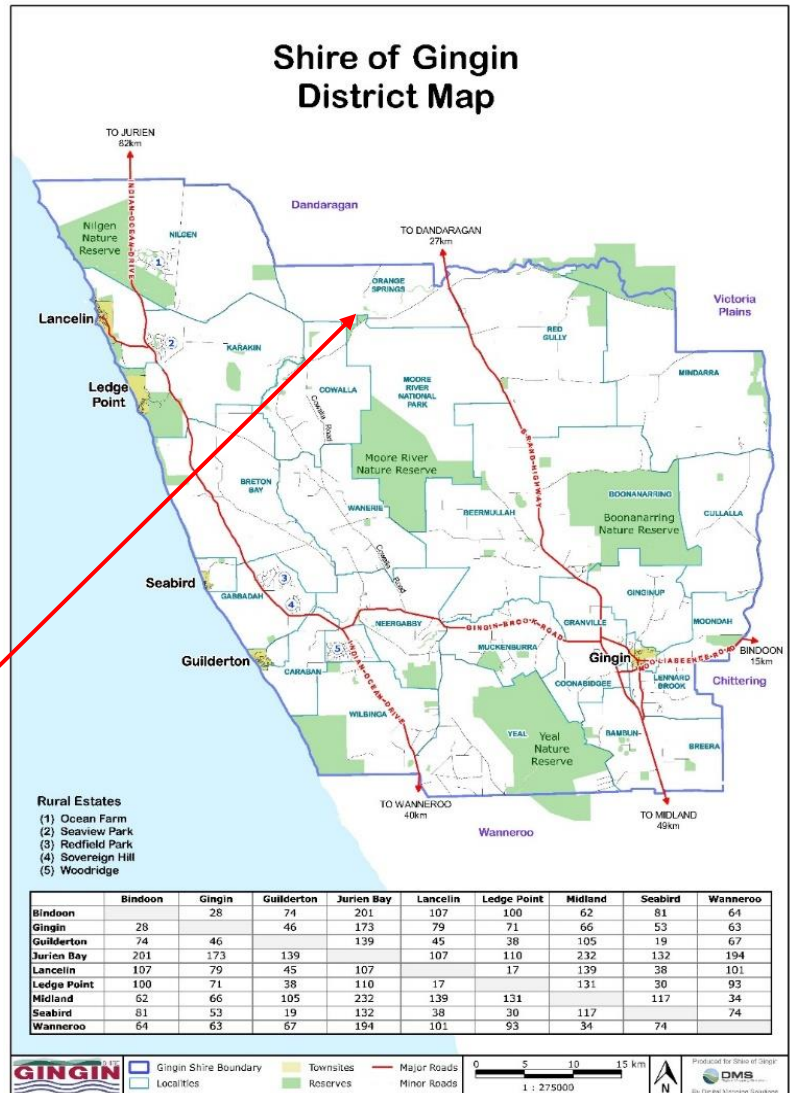


# NILGEN – Swan Emergency Services Directory Map (2 of 2)

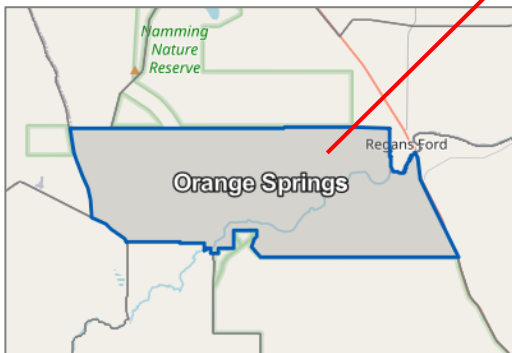


# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## ORANGE SPRINGS



ORANGE SPRINGS – Census area, 2021



## ORANGE SPRINGS

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	30
Median Age	31
Families	3
Ave. Children/family	2

#### Dwellings\*

Private Dwellings	14
Ave. People/household	1.8
Ave. Vehicles/household	2.3

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## RED GULLY



RED GULLY – Census area, 2021



## RED GULLY

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	32
Median Age	47
Families	10
Ave. Children/family	1.5

#### Dwellings\*

Private Dwellings	26
Ave. People/household	2.3
Ave. Vehicles/household	3.1

\* Information collected from 2021 Census

# Shire of Gingin

## Pre-Emergency Evacuation Plan

### July 2022

## SEABIRD

SEABIRD – Census area, 2021





# SEABIRD

## Shire of Gingin Pre-Emergency Evacuation Planning Data

### Demographics\*

Population	107	PLUS Estimated Caravan Parks in Peak periods	1,296
Males	68		
Females	45		
Median Age	64		
Families	22		
Ave. Children/family	1.9		
Under 14 years of age	14		
Over 70 years of age	35		
Has need for assistance	9	(People with profound or severe core activity limitation)	

### Dwellings\*

Private Dwellings	115
Ave. People/household	1.8
Ave. Vehicles/household	1.8

### Non-English Speaking Households\*

No Information Provided

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

### Caravan Parks

	Address	Phone	Max. Patrons
<b>Seabird Caravan Park (Strata)</b>	Lot 1 Williams Way, Seabird	9382 7700	1,080
Powered Sites	0		
Unpowered Sites	0		
On-Site Caravans/Cabins	180		
<b>Emergency Contact: 0419 903 980 / 0419 939 629</b>			

	Address	Phone	Max. Patrons
<b>Seabird Tavern and Caravan Park</b>	44 McCormick St, Seabird	9577 1010	216
Powered Sites	36		
Unpowered Sites	0		
On-Site Caravans/Cabins	0		
<b>Emergency Contact: Not Provided</b>			

### Evacuation Centres

<i>Predetermined as per Local Welfare Plan</i>			
Name	Address	Direction	Kms
Local	N/A		
Lancelin Sporting Complex	Lancelin Rd, Lancelin	North	31
Guilderton Community Hall	Wedge St, Guilderton	South	19
Granville Civic Centre	Lot 326 Jones St, Gingin	East	53
N/A		West	

### Special Needs Group / Vulnerable

No groups identified

Adults / Children 

## Major Events

<i>Name</i>	<i>Date</i>	<i>Est. People</i>
None identified		

## Key Contacts

<i>Agency</i>	<i>Name</i>	<i>Phone</i>
Shire		9575 5100
Shire CEO emergency	Aaron Cook	<b>0436 688 417</b>
Shire CESM emergency	Phil Barrett	<b>0408 943 576</b>
Shire LRC emergency	Cher Groves	<b>0429 951 131</b>
LOCAL Bush Fire Brigade		0409 700 751
Lancelin Police		9650 1100

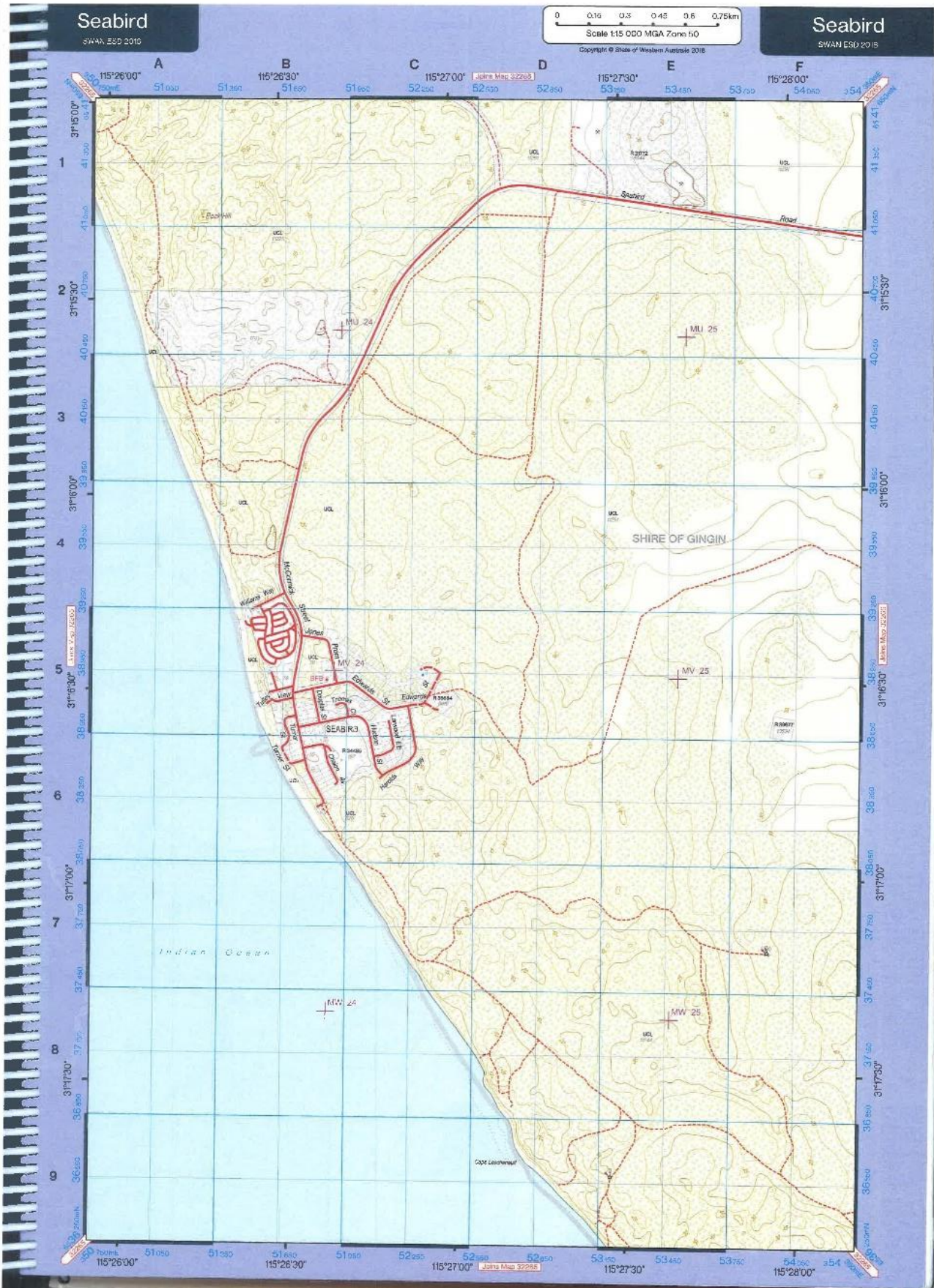
## Transport

Key Roads	McCormick St/Seabird Rd, Indian Ocean Dr
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	None
Beach / river access points	<i>as indicated in the planning mapping</i>
Single point of failure	Seabird Rd/IOD intersection
Est. number of people require transport	None identified
Available transport resources	None identified

## Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin <a href="https://www.facebook.com/ShireOfGingin">https://www.facebook.com/ShireOfGingin</a> DFES <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Website	Shire of Gingin <a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> DFES <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
Refer to local ABC radio for alerts	

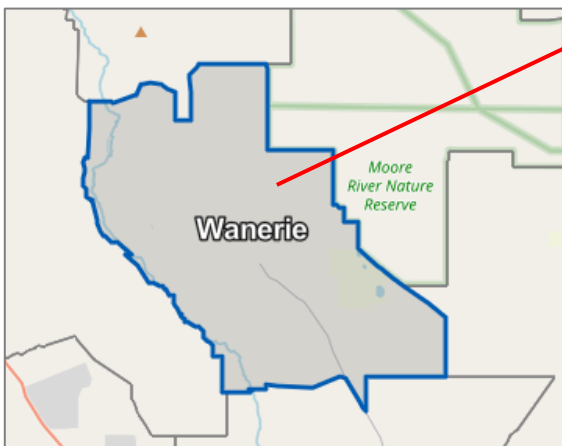
# SEABIRD – Swan Emergency Services Directory Map



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## WANERIE

WANERIE – Census area, 2021



## WANERIE

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	137
Median Age	58
Families	43
Ave. Children/family	1.9

#### Dwellings\*

Private Dwellings	84
Ave. People/household	2.3
Ave. Vehicles/household	2.4

\* Information collected from 2021 Census

# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## WILBINGA

WILBINGA – Census area, 2021



## WILBINGA

### Shire of Gingin Pre-Emergency Evacuation Planning Data

#### Demographics\*

Population	8
Median Age	53
Families	0
Ave. Children/family	N/A

#### Dwellings\*

Private Dwellings	6
Ave. People/household	2
Ave. Vehicles/household	1.3

\* Information collected from 2021 Census

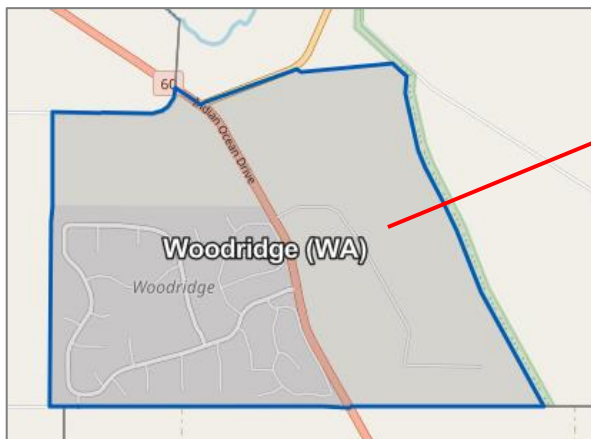
# Shire of Gingin

## Pre-Emergency Evacuation Plan

### July 2022

## WOODRIDGE

WOODRIDGE – Census area, 2021



# WOODRIDGE

## Shire of Gingin Pre-Emergency Evacuation Planning Data

### Demographics\*

Population	639	PLUS Estimated Caravan Parks in Peak periods	0
Males	317		
Females	323		
Median Age	48		
Families	178		
Ave. Children/family	1.9		
Under 14 years of age	108		
Over 70 years of age	110		
Has need for assistance	9	(People with profound or severe core activity limitation)	

### Dwellings\*

Private Dwellings	281
Ave. People/household	2.7
Ave. Vehicles/household	2.5

### Non-English Speaking Households\*

None identified

\* Information collected from 2021 Census (Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals)

### Caravan Parks

N/A

Address

Phone

Max. Patrons

### Evacuation Centres

Predetermined as per Local Welfare Plan

Name	Address	Direction	Kms
Local	N/A		
Guilderton Community Hall	Wedge St, Guilderton	North	14
Yanchep (Metro)		South	33
Granville Civic Centre	Lot 326 Jones Street, Gingin	East	36.5
N/A		West	

### Special Needs Group / Vulnerable

None identified

Address

Adults / Children 

### Major Events

Name	Date	Est. People
None identified		

### Key Contacts

Agency	Name	Phone
Shire		9575 5100
Shire CEO emergency	Aaron Cook	0436 688 417
Shire CESM emergency	Phil Barrett	0408 943 576
Shire LRC emergency	Cher Groves	0429 951 131
Gingin West Bush Fire Brigade		0427 141 078

Lancelin Police

9650 1100

### Transport

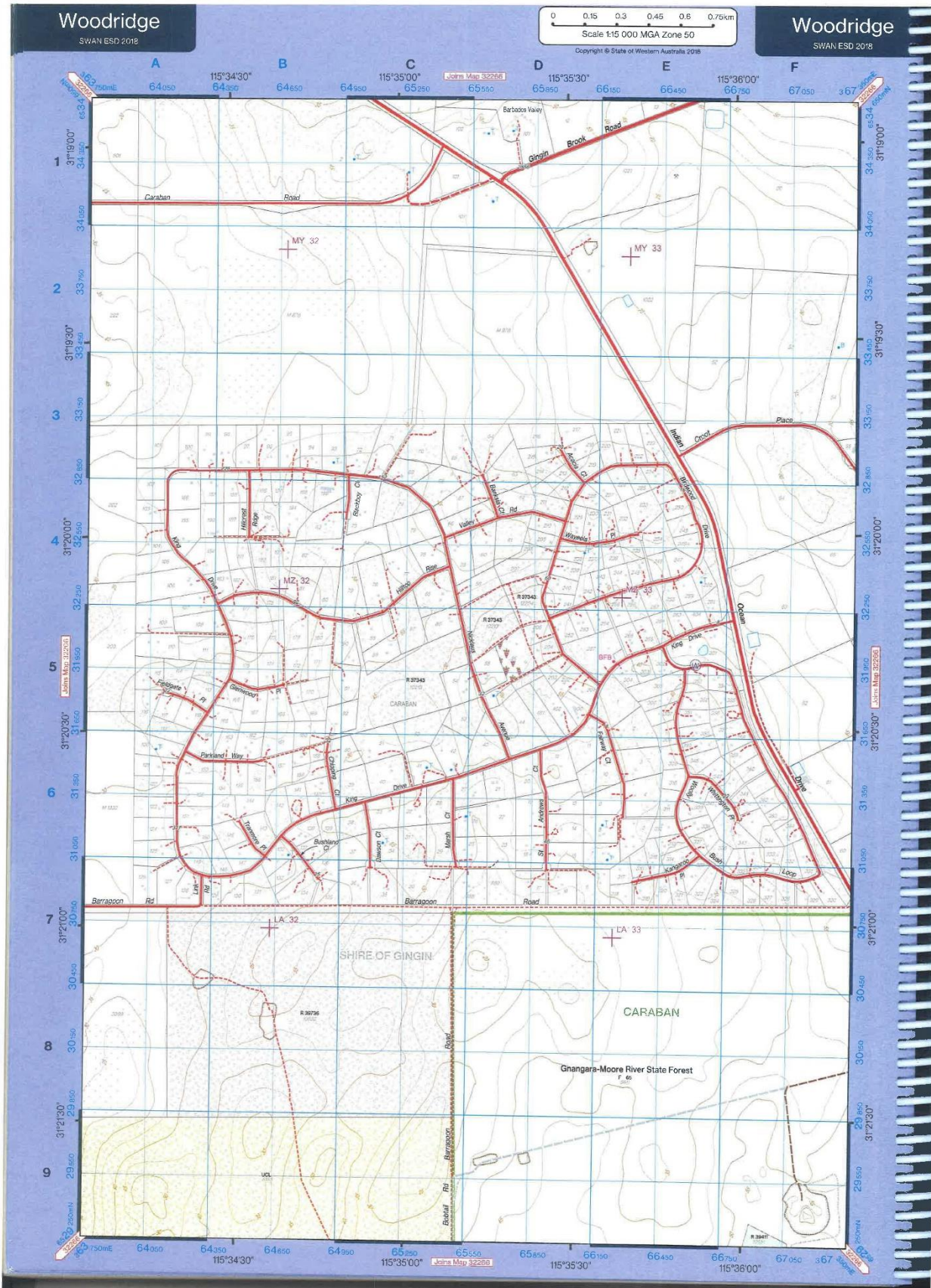
Key Roads	Indian Ocean Drive
Air Strip / location suitable	<i>as indicated in the planning mapping</i>
Helipad / location suitable	<i>as indicated in the planning mapping</i>
Bridges	None
Beach / river access points	<i>as indicated in the planning mapping</i>
Single point of failure	IOD/King Street intersection
Est. number of people require transport	None identified
Available transport resources	None identified

### Communications

SMS Alerts - subscription list	Harvest/Hot Works/Vehicle Movement Ban
Facebook	Shire of Gingin <a href="https://www.facebook.com/ShireOfGingin">https://www.facebook.com/ShireOfGingin</a> DFES <a href="https://www.facebook.com/dfeswa">https://www.facebook.com/dfeswa</a>
Website	Shire of Gingin <a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> DFES <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
Refer to local ABC radio for alerts	



# WOODRIDGE – Swan Emergency Services Directory Map



# Shire of Gingin Pre-Emergency Evacuation Plan July 2022

## YEAL

YEAL – Census area, 2021



## YEAL

### Shire of Gingin Pre-Emergency Evacuation Planning Data

No information can be provided because the area selected had no people or a very low population in the 2021 Census.



## SECTION SIX

# WELFARE

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# WELFARE

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## LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

The Department of Communities has the role of managing welfare. The Shire of Gingin falls under the Moora District of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of Welfare support services during emergencies. The plan is available from the Shire of Gingin and the Department of Communities. The plan contains private details of key personnel and is not for public distribution.

## LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator is appointed by the DC 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 LEMC and LRCG;
- d. Establish and maintain the Local Welfare Incident Support Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities; and
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency.

For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading [LOCAL WELFARE COORDINATOR](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).

## LOCAL WELFARE LIAISON OFFICER

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. The role will provide assistance to the Local Welfare Coordinator, 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 DC to arrive. The Shire of Gingin's Local Welfare Liaison Officer/s will be delegated to a suitable Shire Officer when appropriate or required.

## REGISTER, FIND AND UNITE

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows

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friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

The Gingin Red Cross will be the agency to coordinate the registration of evacuated personnel, depending on the numbers being evacuated. If required, the Gingin Red Cross will provide an email address to Shire Officers to email the registrations forms to.

## EVACUATION / WELFARE CENTRES

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for the purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Government to request assistance from the Department of Communities. In the event Department of Communities assume control of one or more evacuation/welfare centres, the Shire of Gingin will have representation at each of the centres to provide support to the Department, including Centres opened in neighbouring communities that are servicing Shire of Gingin residents.

# EVACUATION / WELFARE CENTRES

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Please refer to Section Five 'Evacuation' for location information of the Evacuation/Welfare Centres.

*For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading [EVACUATION / WELFARE CENTRE CONTACTS](#). (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).*

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

## OPENING AND COORDINATION OF EVACUATION / WELFARE CENTRES

The Department of Communities (DC) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

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In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as DC are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the DC should be contacted immediately and advised of the decision to activate the evacuation centre.

### **Shire Activation of Evacuation / Welfare Centre**

Local government staff or LEMC members may be asked to open an Evacuation / Welfare Centre and manage it until Department of Communities staff arrive. An Evacuation / Welfare Centre Activation Kit including a Guide and Checklist has been provided by the Department of Communities to assist with this process.

### **Activation Kits**

Four emergency (Evacuation/Welfare Centre) activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre.

The kits are located at the following venues:

- Shire of Gingin Administration Centre x 3
- Shire's Lancelin Office x 1

A copy of this LEMA and the activation kits in both hard copy and electronic copy (USB) are also in the activation kits.

The LG staff or LEMC members will provide a handover to Department of Communities staff on their arrival at the Evacuation / Welfare Centre. DC may require assistance with coordinating of tasks, such as provision of foods etc.

Note: In the past there was an issue with community groups/organisations opening “un-approved” evacuation centres, this will need to be addressed in the community preparedness plans.

*For contact details, please refer to Section 10. CONTACTS & RESOURCES REGISTER under the heading **CATERING AND MEALS**. (Note: the 'Contacts and Resource Register' is only available to LEMC members and Emergency Management professionals).*



## SECTION SEVEN

# LOCAL RECOVERY PLAN

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# LOCAL RECOVERY MANAGEMENT

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## THE NATIONAL PRINCIPLES FOR DISASTER RECOVERY

The National Principles for Disaster Recovery (AIDR Community Recovery Handbook 2, 2018) are guidelines of good practice and should underpin planning and operations within local emergency management frameworks.

Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication.
- acknowledging and building capacity.

### Understanding the context

Successful recovery is based on an understanding community context, with each community having its own history, values and dynamics.

Recovery should:

- Acknowledge existing strengths and capacity, including past experiences;
- Appreciate the risks and stressors faced by the community;
- Be respectful of and sensitive to the culture and diversity of the community;
- Support those who may be facing vulnerability;
- Recognise the importance of the environment to people and to their recovery;
- Be acknowledged as requiring a long term sustained effort as needed by the community; and
- Acknowledge that the impact upon the community may extend beyond the geographical boundaries where the disaster occurred.

### Recognising complexity

Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

Recovery should recognise that:

- Disasters lead to a range of effects and impacts that require a variety of approaches; they can also leave long-term legacies;
  - Information on impacts is limited at first and changes over time;
  - Affected individuals and the community have diverse needs, wants and expectations, which can evolve rapidly;
-



- Responsive and flexible action is crucial to address immediate needs;
- Existing community knowledge and values may challenge the assumptions of those outside of the community;
- Conflicting knowledge, values and priorities among individuals, the community and organisations may create tensions;
- Emergencies create stressful environments where grief or blame may also affect those involved; and
- Over time, appropriate support for individuals and communities, from within and outside, can cultivate hope and individual and collective growth.

#### Using community-led approaches

Successful recovery is community- centred, responsive and flexible, engaging with community and supporting them to move forward.

Recovery should:

- Assist and enable individuals, families and the community to actively participate in their own recovery;
- Recognise that individuals and the community may need different levels of support at various times;
- Be guided by the community's priorities;
- Channel effort through pre-identified and existing community assets, including local knowledge, existing community strengths and resilience;
- Build collaborative partnerships between the community and those involved in the recovery process;
- Recognise that new community leaders often emerge during and after a disaster, who may not hold formal positions of authority; and
- Recognise that different communities may choose different paths to recovery.

#### Co-ordinate all approaches

Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.

Recovery should:

- Have clearly articulated and shared goals based on desired outcomes;
- Be flexible, taking into account changes in community needs or stakeholder expectations;
- Be guided by those with experience and expertise, using skilled, authentic and capable community leadership;
- Be at the pace desired by the community, and seek to collaborate and reconcile different interests and time frames;
- Reflect well-developed community planning and information gathering before, during and after a disaster;
- Have clear decision-making and reporting structures and sound governance, which are transparent and accessible to the community;
- Demonstrate an understanding of the roles, responsibilities and authority of

organisations involved and coordinate across agencies to ensure minimal service provision disruption;

- Be part of an emergency management approach that integrates with response operations and contributes to future prevention and preparedness; and
- Be inclusive, availing of and building upon relationships created before, during and after the emergency.

### Employ effective communication

Successful recovery is built on effective communication between the affected community and other partners.

Recovery should:

- Recognise that communication should be two-way, and that input and feedback should be encouraged;
- Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and networks;
- Establish mechanisms for coordinated and consistent communications between all service providers, organisations and individuals and the community;
- Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent; and
- Identify trusted sources of information and repeat key recovery messages to enable greater community confidence and receptivity.

### Recognise and build capacity

Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience

Recovery should:

- Assess capability and capacity requirements before, during and after a disaster;
- Support the development of self-reliance, preparation and disaster mitigation;
- Quickly identify and mobilise community skills, strengths and resources;
- Develop networks and partnerships to strengthen capacity, capability and resilience;
- Provide opportunities to share, transfer and develop knowledge, skills and training;
- Recognise that resources can be provided by a range of partners and from community networks;
- Acknowledge that existing resources may be stretched, and that additional resources may be sought;
- Understand that additional resources may only be available for a limited period, and that sustainability may need to be addressed;
- Understand when and how to step back, while continuing to support individuals and the community as a whole to be more self-sufficient when they are ready; and
- Be evaluated to provide learning for future and improved resilience.

The [National Principles for Disaster Recovery](#) are available at this link.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

This Plan aligns with the National Principles for Community Recovery.

## RECOVERY MANAGEMENT OBJECTIVES

Outlined in the *State EM Plan Section 6* the objectives of recovery are:

- To assist recovery at a personal, community, economic and environmental level
- To ensure that recovery activities are community-led
- To ensure that available government and non-government support to affected communities is targeted
- To assist communities to rebuild in a way that enhances social, economic, and environmental values where possible
- To improve resilience of the relevant communities
- To ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes

## RECOVERY VALUES

- **Do no harm** when considering consequences of actions to disaster affected communities
- Provide **leadership** for the Shire of Gingin communities
- Foster **collaboration** between partner agencies, community, and Council
- **Empower** individuals and groups to effectively carry out recovery activities
- **Act quickly**, and plan for long term recovery, **transition** to normal services and the exit
- **Capture lessons learnt** for providing capacity building and resilience

## RECOVERY SCOPE

This LRP is a model to managing recovery at a local level.

This LRP is limited to the Shire of Gingin boundaries, it details a recovery plan for the community and does not cover how third-party organisations will conduct their recovery activities within their core business areas.

## ACTIVATION

The decision to activate the Local Recovery Plan will be made by the CEO on the advice of the Local Recovery Coordinator. Activation should occur while response activities are still in progress.

An assessment of the assistance needed for recovery should be made in consultation with:

- the HMA/Controlling Agency and the Incident Controller
- the Incident Support Group
- the LRG; and
- Shire of Gingin.

Once the plan has been authorised for activation, the LRG and LRC are responsible for implementing recovery.

## LOCAL RECOVERY COORDINATOR & ADMINISTRATOR

The immediate involvement of the Local Recovery Coordinator and Administrator (LRC/LRA) 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/LRA may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC and LRA shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.
- Set up an Incident Support Centre.

## 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 Incident Support Group 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 Impact Statement, 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. The impact assessment is to:
  - identify and quantify all impacts relating to all recovery environments;
  - identify any risks arising from the emergency;
  - include a risk assessment, identify risk treatments undertaken and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
  - inform and support the objectives of the Recovery Plan, provide risk management advice to the affected community (in consultation with the HMA).
- Provide risk management advice to the affected community.
- Complete the Impact Statement document.

## IMPACT STATEMENT

An Impact Statement is used to collect information about all known and emerging impacts from emergency incidents and is compiled to assist the impacted Local Government/s in management of the incident response and recovery. The Impact Statement provides an overview for Local Government including:

- known and emerging impacts;
- management actions currently in place;
- responsible agencies;
- future management actions required; and
- changes to responsibility for impact management.

Transfer of control of an incident to Local Government also requires the receiving Local Government to have a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated recovery. This is achieved through the Impact Statement, which is vital to assist Local Governments and Local Recovery Group to better understand impacts and inform their recovery activities. It also assists the State Recovery Coordinator and Local Governments to identify gaps in capacity to manage and activate necessary State support.

Impact information will continue to emerge throughout the response and recovery phases of an incident. The Impact Statement provides a point-in-time reference and its limitations in this regard must be noted. The Impact Statement will be used to inform the development and ongoing review of an Operational Recovery Plan. More detailed Community Needs Assessments may be required to better understand impacts and plan recovery activities.

Transfer of management from response to recovery handover to SoG shall be formalised in line with HMA/CA responsibilities and procedures.

The acceptance of this handover is to occur at the discretion of the SoG CEO on advisement from LRC and LRG, in consultation with HMA/CA. Acceptance of this Impact Statement and its responsibilities should not occur unless the CEO and the Local Recovery Coordinator and Group are satisfied with its content and allocation of responsibilities.

## COMMUNITY NEEDS ASSESSMENT

A Community Needs Assessment should be completed as earliest as possible to the affected area. The requirements of the impacted community will change over time and therefore it is necessary to determine the needs of the community periodically.

Community needs can broadly be defined as:

### **Physical**

Food, water, shelter, clean breathable air

### **Psychological**

Psychological first aid/support, bonding

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## Societal

Community infrastructure, power, drainage, shops, telephone, schools, industry, transport

The Needs Assessment involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Trained volunteers from Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

- What has been affected?
- Do they want to be contacted for further information?
- What information is needed?
- What are their best contact details?
- What assistance is required?
- Information on assistance for neighbours

Conducting a Needs Assessment establishes contact ASAP with the affected community and is an effective way to capture data to assist the LRG in prioritising the allocation of resources. It also provides the opportunity to share critical information directly to the affected community.

The Impact Statement and Needs Assessment process must be undertaken as soon as possible after the emergency event. Sources that may assist in the collection of this data may include:

- HMA/CA
- Welfare agencies – identifying persons in need of immediate assistance
- SoG Building Surveyor, Engineer and Environmental Health Officer and Rangers
- Insurance assessors
- Business associations (Westralia industry, Chamber of Commerce)
- Recovery Community Needs Assessment form; and
- Australian Red Cross (ARC) have systems to register individuals presenting at Welfare Centre's and resources to assist in outreach activities and will be activated by HMA/CA.

## INCLUSIVENESS

During the Shire's recovery activities, it will endeavour to create an inclusive culture, within the affected communities, by striving to involve all cultures and diversity within the recovery priorities, strategies and decision-making.

Key stakeholders and representatives will be sought from the community while acknowledging the significance of cultural and diversity makeup. These representatives will be considered for inclusion on relevant LRG sub-committees, depending on the nature and impact of the emergency.

When threatened or affected by an emergency, everyone within that community is encouraged to be actively involved in their own and collaborative recovery. It is the role of formal recovery agencies to provide structured support, communications and coordination to assist the community's efforts.

## TRANSITIONING FROM RESPONSE

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

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of an event the HMA Incident Controller is to ensure that the Recovery Coordinator is notified of the event and is included as a member of the ISG.

During the response many of the agencies with significant recovery roles are heavily committed, consequently the Recovery Coordinator needs to be involved in key response conferences and briefings as the most efficient way to:

- Align response and recovery priorities;
- Connect with key agencies;
- Understand the key impact and tasks; and
- Identify recovery requirements and priorities as early as possible.

The full LRG may be called together in the response stage to allow for smooth transition from response to recovery.

## LONG TERM RECOVERY

Recovery must evolve, change, and assist the affected community towards management of its own recovery. This transition from recovery to ongoing community activities and services, requires a comprehensive strategy (Long Term Recovery Strategy) that gradually integrates the recovery services into mainstream services, which existed prior to the emergency or have emerged since and require minimal support to continue.

The Long-Term Recovery Strategy process will need to be considered and developed to achieve holistic, enduring recovery for individuals, families, and communities, taking into consideration the economic environment, infrastructure and natural environment affects an emergency has had and to build resilience for future emergencies.

The SoG, where appropriate, will develop a collaborative, comprehensive recovery strategy with the community and for the community. This will also incorporate how community's needs have changed over time. A further community needs outreach program may be instigated to check on the community's wellbeing and changes in its needs

## TRANSITIONING TO MAINSTREAM SERVICES

The planning process for the transition from a full-scale recovery operation back to the usual level of government involvement in a community needs to commence very early in the recovery journey. This allows roles and functions to return to normal as quickly as possible without leaving the community feeling abandoned or creating expectations of ongoing government services that cannot be maintained. Systems and processes

implemented to facilitate recovery require flexibility to adapt to evolving circumstances and should be implemented in a way that helps affected communities to build capacity to manage their own longer-term recovery, rather than creating dependencies on new and temporary arrangements.

Clear terms of reference enable committees and other governance bodies to determine whether they have fulfilled their designated function and are able to disband. Recovery activities which are implemented as programs or projects will have defined budgets, deliverables and timeframes which clarify expectations for the community.

Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

### DEBRIEFING/POST OPERATIONS REPORT

The LRC will arrange for the debriefing of all participants and organisations as soon as possible after standing down and the preparation and tabling of a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report will also be forwarded to the HMA, the Chairman of the SEMC Recovery Services sub-committee and the DEMC.

### PRIORITIES FOR RECOVERY

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery. Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Gingin aligns its priorities for recovery to the National Principles for Disaster Recovery.

### FINANCIAL ARRANGEMENTS

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rest with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

Through the Disaster Recovery Funding Arrangements – WA (DFRA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of Gingin will make claims for recovery activities where they are deemed eligible under DFRA-WA.

More information regarding DRFA-WA is available from the State Emergency Management



Committee web page - link –

<https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx>

DFES, as the State Administrator, may activate DRFA-WA 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).

## INSURANCE

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. SoG assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

SoG assets are insured through policies with the Local Government Insurance Scheme (LGIS).

## FINANCIAL PREPARATION

The Shire of Gingin 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 Disaster Recovery Funding Arrangements-WA (DRFA-WA), 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 DRFA-WA, or Main

Roads WA.

## FINANCIAL RECORDS

Recording invoices, and the like, of costs associated to an emergency event are to be assigned to specific emergency cost centres by SoG.

This ensures accurate records that are associated with the recovery process are easily identifiable and accessible at any time.

## FINANCIAL ASSISTANCE IN RECOVERY

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Asset owners need to understand the level of risk and have appropriate mitigation strategies in place. However, Government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Assistance is not compensation based nor intended to replace or act as a disincentive for self-help, insurance or other mitigation strategies.

Where 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 financial assistance measures outside existing policies must be submitted to the Premier for consideration.

### **Disaster Recovery Funding Arrangements Western Australia (DRFA-WA):**

Through DRFA-WA, the State government provides a range of relief measures to assist communities recover from eligible natural disaster events and terrorist acts.

To be eligible, the event must be a natural disaster (such as bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado and tsunami) or terrorist act for which:

- A coordinated multi-agency response is required;
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure); and
- It must be a terrorist event or one of ten specific natural disasters.

Once it has been determined that the emergency is a large-scale costly event, the SoG shall immediately contact Department of Fire and Emergency Services, who is the State's administrator of the DRFA-WA.

### **Centrelink:**

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, it can often provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink is represented on the State Emergency Welfare Committee and, where possible, should be invited to join the Local Recovery Coordination Group.

### **Public Appeals – Lord Mayor’s Distress Relief Fund:**

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions.

All donations of cash resulting from a public appeal should be directed to the Lord Mayor’s Distress Relief Fund, in accordance with *State EM Recovery Procedure 1*.

Calls for public donations to assist with any emergency recognised by any government or statutory body within Western Australia or Australia in general should be initiated by the Board of the Lord Mayor’s Distress Relief Fund. Such calls may be either on the initiative of the board itself or by the board in consultation with any government or statutory body.

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

### **Non-Government Organisations:**

In some circumstances, 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 Local Recovery Coordination Group to avoid duplication of effort and confusion.

At the State Government level, this coordination will be undertaken through the State Recovery Coordinator or the SRCG, if established.

## **MANAGING DONATIONS**

The best way to help individuals and communities affected by a disaster is to donate money. This allows people to buy exactly what they need. 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 Emergency Management Recovery Procedure - Management of Public Fundraising and Donations*.

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort.

Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by 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.

It may be pertinent to ask the community to hold garage sales to sell items they wish to

donate and donate the proceeds instead.

## RECOVERY TIMELINE

The recovery timeline: short, medium and long-term.

### **Short-term recovery (where we've been)**

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (i.e. how big), the human impacts (i.e. who is affected and are there casualties), the property and infrastructure impacts (i.e. what is damaged or destroyed), and the environmental impacts (i.e. are there threats to health and sanitation).

### **Medium-term recovery (where we are now)**

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

### **Long-term recovery (where we're heading)**

Recovery can continue for a very long time after an event, often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why a Long-Term Recovery Strategy is essential.

One of the key aims of long-term recovery should be to help the community become more resilient and more independent of agency support. Therefore community-driven recovery is important – it enables us to begin as we mean to continue; with community leading the way and with agencies in the supporting role.

# STATE RECOVERY COORDINATOR

The State Recovery Coordinator supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee. The State Recovery Coordinator supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the State Recovery Controller. The Controller will usually be appointed when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on several factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to **Appendix G** of the State EM Plan (as below). 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 G: ESCALATION FACTORS FOR RECOVERY

State involvement in recovery is to be determined through consideration of the capacity of the local governments involved to manage the recovery; the number of local governments affected; and the complexity and duration of the recovery (State EM Plan section 6.6).

Escalation from State Recovery Coordinator to State Recovery Controller involvement should consider the following factors:

State Recovery Coordinator		State Recovery Controller	
Support provided by State Recovery Coordinator may be appropriate where:		Support provided by State Recovery Controller may be appropriate where:	
<b>People</b>	<ul style="list-style-type: none"> <li>Some serious or critical injuries or deaths</li> </ul>	<b>People</b>	<ul style="list-style-type: none"> <li>Significant number of serious or critical injuries or some deaths</li> </ul>
<b>Economy</b>	<ul style="list-style-type: none"> <li>Some impact on State's economy &amp; tourism</li> </ul>	<b>Economy</b>	<ul style="list-style-type: none"> <li>Significant impact on the State's economy &amp; tourism</li> <li>Serious risk to the State's reputation, economy or industry</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>Long-term environmental hazard (e.g. asbestos)</li> <li>Destruction of critical environmental assets</li> </ul>	<b>Environment</b>	<ul style="list-style-type: none"> <li>Major public health issues</li> <li>Significant long-term environmental hazard (e.g. asbestos)</li> <li>Significant destruction of critical environmental assets</li> </ul>
<b>Public Administration &amp; Government</b>	<ul style="list-style-type: none"> <li>LG does not have capacity to manage recovery without State support; surrounding LGs do not have capacity to support affected LG; more than one LG is affected</li> <li>State/Commonwealth government financial support required</li> <li>Significant financial support required through DRFAWA</li> <li>Considerable State/Commonwealth Govt. Ministerial involvement</li> </ul>	<b>Public Administration &amp; Government</b>	<ul style="list-style-type: none"> <li>Complex long-term recovery management is required</li> <li>More than one LG is affected &amp; a regional approach to supporting LGs is required</li> <li>Significant financial support required through State/Commonwealth governments</li> </ul>
<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>Community, essential services or transport infrastructure affected in the short term (e.g. hospitals, schools, power, gas, water, phones, road, rail, airport)</li> </ul>	<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>Significant community, essential services or transport infrastructure affected in the mid to long term (e.g. hospitals, schools, banks, shops, power, gas, water, phones, road, rail and airport)</li> <li>There is damage or loss to the State's critical infrastructure</li> </ul>
<b>Social Setting</b>	<ul style="list-style-type: none"> <li>Short-term loss of community access to basic requirements such as shelter, food, clothes, money &amp; fuel</li> <li>Short-term disruption of essential LG or State government services to the community</li> <li>Community evacuation has occurred &amp; repatriation is prolonged</li> <li>Large numbers of affected community who are psychologically impacted, beyond the capacity of the local response agencies</li> </ul>	<b>Social Setting</b>	<ul style="list-style-type: none"> <li>Mid to long term loss of community access to basic requirements such as shelter, food, clothes, money &amp; fuel</li> <li>Mid to long term disruption of essential LG or State government services to the community</li> <li>Mass community evacuation has occurred &amp; repatriation is prolonged</li> <li>Significant numbers of affected community who are psychologically impacted</li> </ul>
<b>Cessation of State Recovery Arrangements:</b> The State Recovery Coordinator is responsible for determining when State-level recovery coordination arrangements cease, in consultation with the affected LG & Local Recovery Coordination Group		<b>Cessation of State Recovery Arrangements:</b> When a State Recovery Controller is appointed, cessation will be informed by the completion of the recovery objectives and determined by the Premier or the Minister	

# LOCAL RECOVERY COORDINATION GROUP

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Following is the list of the Shire's Local Recovery Coordination Group's key positions and along with various support positions whose roles undertakes specific duties for recovery, if and as required.

## LOCAL RECOVERY COORDINATION GROUP – KEY POSITIONS

### **Management & Accountability**

- Executive Manager Local Recovery Coordination (EMLRC)
  - **Aaron Cook**
- Deputy EMLRC – delegated role, if required

### **Coordination & Operations**

- Local Recovery Coordinator (LRC)
  - **Cher Groves**
- Deputy LRC

### **Administration & Reporting**

- Local Recovery Administrator (LRA)
  - **Les Crichton**
- Deputy LRA

## SUPPORT RECOVERY ROLES

- Communications Officer
- Local Government Liaison Officer
- Community Sub-Group Coordinator
- Economic Sub-Group Coordinator
- Environment Sub-Group Coordinator
- Infrastructure Sub-Group Coordinator
- Shire Resourcing Sub-Group Coordinator

## ROLES

The Shire of Gingin has a Local Recovery Coordination Group which consists of three key positions with different roles and responsibilities and a Deputy to undertake the roles duties during shifts, leave and absences. The personnel who have been selected for each position is not as a result of their Shire Position Description but rather for their capacity and suitability to the recovery role.

The Deputy provides support to the key positions/personnel which includes filling shifts and providing relief when required and undertaking the key role when personnel are on leave, not available or in circumstances when they are not able to assist. Ongoing recovery training and development is required across all positions.

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

### **Executive Manager Local Recovery Coordination (EMLRC)**

This is an executive position that is assigned to the Shire's Chief Executive Officer or a delegated Executive Manager. The EMLRC oversees recovery at a strategic level and is also the accountable for the Shire's recovery coordination, training of personnel and other functions, listed further below.

### **Local Recovery Coordinator (LRC)**

The LRC plays a lead role in recovery and is responsible for coordinating the recovery efforts, recovery activation and operations, liaison with various stakeholders and recovery assessments. In addition, this position is the central point of contact along with coordinating and monitoring the recovery activities on the ground.

The LRC is also responsible in preparing for recovery including scenario and regional risk planning, attending LEMC meetings, community recovery preparedness, training and building internal capacity with the recovery function area facilitators.

The LRC works closely with the Local Recovery Administrator in both the preparedness, planning and coordination of recovery.

### **Local Recovery Administrator (LRA)**

This position undertakes the administration requirements for recovery including preparing reporting and documentation, internal and agency communications, assists with recovery liaison and facilitation, coordinates meetings and assists with LRG requirements where required.

The LRA, in consultation with the LRC, is also responsible in preparing for recovery including overseeing the Recovery Plan review and updates, attending LEMC meetings, building internal capacity with the recovery function area facilitators and assists the LRC with community preparedness activities. The LRA works closely with the LRC in both the preparedness and coordination of Recovery.

## **FUNCTIONS**

The below functions include that listed in the '*Local Recovery Coordination Aid Memoire*' as provided by the State Emergency Management Committee.

## **Executive Manager Local Recovery Coordination (EMLRC)**

### Preparedness

- Consideration of potential membership of the Local Recovery Coordination Group (LRG) prior to an event occurring;
- Ensure the Local Recovery Plan is established;

### Response/Recovery

- Fulfils the LRG Chair position;
- Ensuring a proactive approach to local recovery that contributes to preparedness, response, recovery and stakeholder (internal and external) engagement;
- For purposes of Shire accountability, overseeing staff recovery coordination; and
- Ensure applicable shire staff have the appropriate capacity, supports and resources required to undertake recovery duties adequately.

### Evaluation

- Support the conduction of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Contribute to the evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency; and
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.

## **Local Recovery Coordinator**

### Preparedness

- Consideration of potential membership of the Local Recovery Coordination Group (LRG) prior to an event occurring;
- Coordination and promotion of community awareness of the recovery arrangements; and
- Community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

### Response

- Liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings;
- Provide advice to the Shire President and Chief Executive Officer/Executive Manager Local Recovery on the requirement to convene the Local Recovery Coordination Group (LRG) including suggested membership that is event specific and provide advice to the LRG if convened;
- Ensure receipt of Initial Impact Assessment from CA;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Determine the resources required for the recovery process in consultation with the LRG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRG;



- Coordinate local recovery arrangements in conjunction with the LRG, CA, Local Emergency Coordinator and other responsible agencies, if applicable;
- Meet with agencies involved with recovery operations to determine actions;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Determine the level of State involvement in the recovery effort, in conjunction with the local government, LRG and State Recovery Coordinator (SRC); and
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally.

#### Recovery

- Provide a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRG;
- In consultation with the DA, assess the LRG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies;
- Monitor the progress of recovery and advise the RA of updates;
- In conjunction with the local government, ensure that any State-level recovery coordination operates only to ensure that the affected community has equitable and appropriate access to available resources;
- Provide assistance to the Local Welfare Coordinator, e.g. assistance with 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 DC to arrive;
- Ensure the recovery activities are consistent with the principles of community engagement; and
- Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.

#### Evaluation

- Support the conduction of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Contribute to the evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency; and
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.

### **Local Recovery Administrator**

#### Preparedness

- Preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government;
- Consideration of potential membership of the Local Recovery Group (LRG) prior to an event occurring;
- Assist with coordination and promotion of community awareness of the recovery arrangements;

- Assist with community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience; and
- Ensure the Local Recovery Plan is practical and easily accessible by community/public.

#### Response

- Receive and distribute Initial Impact Assessment from CA (as applicable); and
- Undertake administration, reporting and meeting coordination and assist LRC with liaison, agency communications and facilitation, etc.
- Set-up and oversee Incident Support Centre

#### Recovery

- Collectively work with LRC in providing a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRG;
- Undertake administration, reporting, meeting coordination and assist LRC with liaison, agency communications and facilitation, etc.;
- Provide assistance to the LRC and Local Welfare Coordinator, e.g. assistance with 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 DC to arrive
- Provide periodic reports to the LRG and the State Recovery Coordinating Group (SRCG) if established;
- Assist with LRG requirements where required and ensure the functions of the Executive Officer are undertaken for the LRG;
- Ensure the recovery activities are consistent with the principles of community engagement; and
- Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.

#### Evaluation

- 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 Local Recovery Plan, which should be reviewed within 12 months of the emergency; and
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.

# LOCAL RECOVERY GROUP

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

## ROLE

The role of the Local Recovery Group (LRG) is to coordinate and support local management of the recovery process within the community. The LRG is the strategic decision-making body for recovery.

- Coordinate completion of the Impact Statement, 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).

The below functions include that listed in the 'Local Recovery Coordination Aid Memoire' as provided by the State Emergency Management Committee.

## FUNCTIONS

- Assess impact of event and coordinate activities to rebuild, restore and rehabilitate the community, economic, environment, infrastructure and psychosocial wellbeing of the affected community.
- Coordinate with CA on completion of the Impact Assessment.
- Assess recovery requirements, based on the impact assessment/s, within the five environments: community, economic, environment, infrastructure and Shire Resourcing.
- Establish LRG subcommittees, across the five environments: community, economic, environment, infrastructure and Shire resourcing, as required. Each subcommittee will be overseen by a Coordinator who is a pre-elected Shire Officer.
- Assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- Negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- Ensure inclusion and recovery issues of special needs people/groups are addressed
- If the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- If the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City

of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process commences through the local government

- Manage offers of assistance, including volunteers, services and donated money
- For extensive reconstruction work, develop an event specific Operational Recovery Plan that includes: timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- Monitor the progress of recovery and receive periodic reports from recovery agencies.

## LOCAL RECOVERY GROUP

Where required, the LRC shall form a Local Recovery 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 (Relief)
<b>Chair/ Executive Manager Local Recovery Coordination</b>	Chief Executive Officer	Acting Chief Executive Officer
<b>Public Spokesman</b>	Shire President	Deputy Shire President
<b>Local Recovery Coordinator</b>	Recovery and Leasing Officer	Coordinator Corporate Planning
<b>Local Recovery Administrator</b>	Executive Manager Corporate and Community Services	Personal Assistant to Chief Executive Officer/CESM
<b>Local Government Liaison Officer</b>	CESM, Role based – as delegated	Role based – as delegated
<b>Communications Officer</b>	Communications & Marketing Officer	
<b>Finance Officer</b>	Finance Manager	Coordinator Corporate Services

### **Sub-Groups**

Position	Primary	Alternate (Relief)
<b>Community Sub-Group Coordinator</b>		

<b>Economic Sub-Group Coordinator</b>	Shire President/LEMC Chair	LEMC Deputy Chair
<b>Environment Sub-Group Coordinator</b>		
<b>Infrastructure Sub-Group Coordinator</b>		
<b>Shire Resourcing Sub-Group Coordinator</b>		

### 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.)

Area	Organisation
<b>Hazard Management Agency or controlling Agency</b>	DFES, Police
<b>Essential services</b>	Telstra, Water Corp, Main Roads, Western Power
<b>Welfare agencies</b>	DC, ARC, Salvation Army, local welfare services
<b>Financial services</b>	Centrelink, Development commissions, Insurance providers, Chamber of Commerce
<b>Dept of Health</b>	
<b>Dept of Education</b>	
<b>Dept of Transport</b>	
<b>Dept of Food and Agriculture</b>	
<b>Dept of Parks and Wildlife</b>	
<b>WA Police</b>	
<b>St John Ambulance WA</b>	
<b>Community Groups or representatives</b>	Rotary Club, Lions Club, CWA
<b>CaLD group representatives</b>	
<b>Non-Government Organisations</b>	Community Resource Centres

### Function Sub-Groups

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

Core priority areas that may require the formation of a sub-group to undertake specific objectives. The below table provides an overview of the sub-groups if required.

Sub-Group	Objectives
Community Sub-Group Objectives	<ul style="list-style-type: none"> <li>• To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event</li> <li>• To facilitate understanding on the needs of the impacted community in relation to community wellbeing</li> <li>• To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing</li> <li>• To assess and recommend medium- and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing</li> <li>• To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.</li> </ul>
Environment Sub-Group Objectives	<ul style="list-style-type: none"> <li>• To provide advice and guidance to assist in the restoration of the natural environment post the event</li> <li>• To facilitate understanding of the needs of the impacted community in relation to environmental restoration</li> <li>• To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife</li> <li>• To assess and recommend medium- and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.</li> </ul>
Infrastructure Sub-Group Objectives	<ul style="list-style-type: none"> <li>• Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate</li> <li>• To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency</li> <li>• To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.</li> </ul>

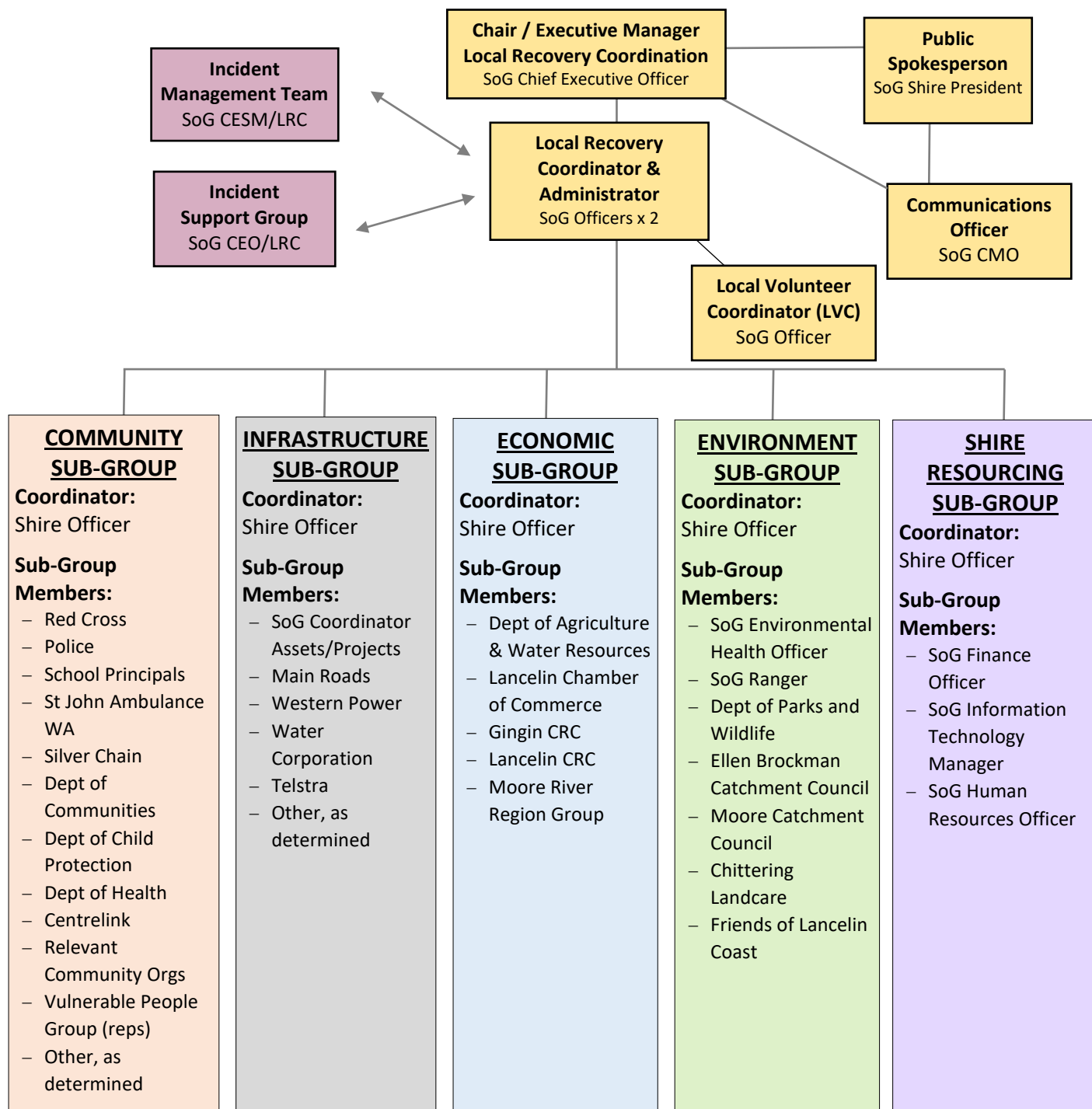
<p>Economic Sub-Group Objectives</p>	<ul style="list-style-type: none"> <li>• To provide advice and assist in the coordination of the restoration of the economic environment and associated industries impacted, damaged or destroyed during the emergency.</li> <li>• Assist in assessing requirements for the restoration of economic environment and associated industries in conjunction with the responsible agencies where appropriate.</li> <li>• To assess and recommend priority economic and associated industry projects that support and/or to assist with the recovery process in the immediate and short, medium and long term.</li> </ul>
<p>Shire Resourcing Sub- Group</p>	<p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Monitor staff well-being and provide the appropriate support as required during recovery situations.</li> <li>• Ensure all staff have been provided appropriate information to respond to community within their normal duties (as applicable), during a recovery situation.</li> </ul> <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• To ensure accounts are appropriately set-up to access during a recovery situation.</li> <li>• To apply for funding support through the Disaster Recovery Funding Arrangements Western Australia (DRFA-WA) in accordance to the guidelines and eligibility.</li> <li>• To make recommendations to the Lord Mayor’s Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</li> <li>• The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> <li>• ensure the principles of equity, fairness, simplicity and transparency apply;</li> <li>• ensure the procedures developed are straightforward and not onerous to individuals seeking assistance; and</li> <li>• recognise the extent of loss suffered by individuals complement other forms of relief and assistance provided by government and the private sector.</li> </ul> </li> </ul> <p><u>Data Management</u></p> <ul style="list-style-type: none"> <li>• To plan for, oversee, problem solve and monitor data management during recovery situations.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• To respond to any other identified needs and/or issues as determined in regards to Shire resourcing and responsibility to support a recovery situation.</li> </ul>

Each Group is overseen by a Sub-Group Coordinator who is a Shire Officer that has been preselected for the particular role. Please refer to **Local Recovery Plan** Appendix for each of the five **Sub-Group Coordinator's Duty Card**.

## LOCAL RECOVERY GROUP

### Local Recovery Coordination Group

The following chart demonstrates the chain of command and structure with relation to all delegated Shire Officers involved in Recovery Coordination.





## SPONTANEOUS RESPONDERS

Spontaneous responders are unaffiliated, unafflicted persons who first appear at the scene of an emergency situation or witness it, who are not associated with any recognised disaster response agency.

Registration, coordination and management of spontaneous responders is difficult to oversee, but best efforts will be made to collate required information by the HMA or a support agency and/or organisation where possible.

## LOCAL VOLUNTEER COORDINATOR OF SPONTANEOUS VOLUNTEERS

As the Shire of Gingin is responsible for ensuring compliance with Work Health and Safety (WHS) legislation, the SoG requires all its volunteers and contractors to complete an induction and some basic WHS training.

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, they will appoint and activate a Local Volunteer Coordinator (LVC) who will report directly to the LRC.

Within the first few days of an emergency occurring, the SoG will receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers and opportunities are not lost. There are likely to be two sources of volunteers:

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

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

Volunteers from the general public (individuals and private companies) who offer assistance on an ad-hoc basis require careful management and coordination.

Volunteer Information Forms must be completed by SoG staff whenever an offer of assistance is made, and they should be forwarded to the LVC for consideration.

Consideration should be given to establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

The LVC should assist the LRG to coordinate donations of services/labour to assist with recovery.

The [Spontaneous Volunteer Management Resource Kit](#) is available as a guide.

### **Registration**

It is the responsibility of the LVC to oversee the registration of all volunteers who are under the direction and control of the Shire of Gingin, regardless of whether they are individuals or belong to a community group or club. This must occur during all recovery activities including emergency welfare centre activities. For insurance purposes, it is paramount that any volunteer under the direction and control of the shire of Gingin must be registered and “signs

on” prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must “sign off” on the completion of the volunteers shift.

### **Allocation of Tasks**

The LVC is responsible for matching volunteers’ skills and resources to required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded. The LRC with direction from the LRCC is responsible for creating the tasks to be allocated. All tasks allocated must be authorised by the LRC to ensure the duplication of tasking is avoided.

### **Hours of Duty**

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

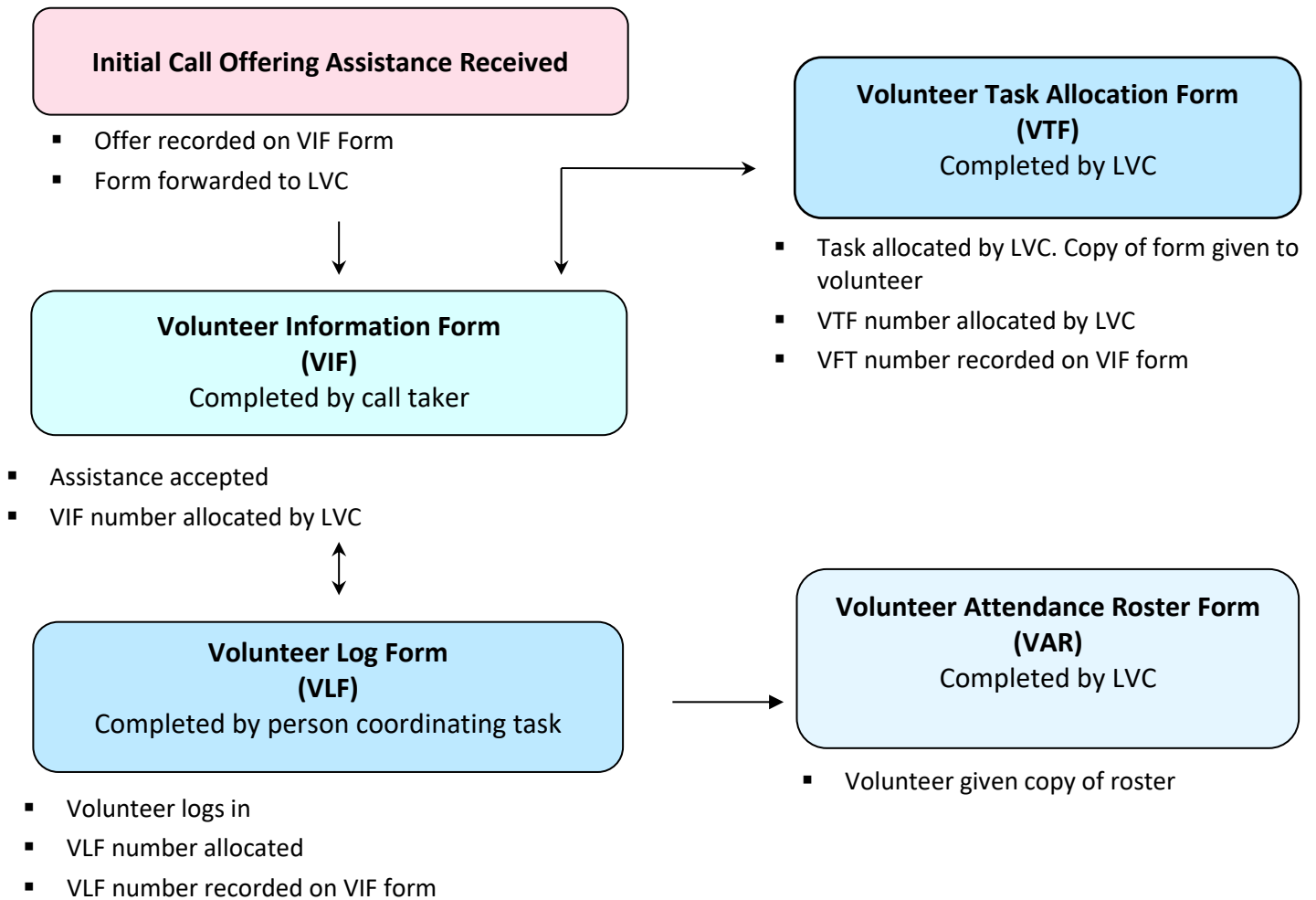
### **Identification**

The LVC shall provide all volunteers with appropriate identification, the minimum standard being a name tag and fluoro vest.

### **Other**

The LVC shall conduct regular briefing and debriefing of volunteers. Access to appropriate counselling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.

## VOLUNTEER TASKING FORM FLOW CHART



## COMMUNITY REACTIONS

It is important to understand the common reactions that individuals and the affected community, as a whole, experience when they are touched by an emergency. Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

Following a disaster, people frequently feel stunned, disoriented, or unable to integrate distressing information. Once these initial reactions subside, people can experience a variety of thoughts and behaviors. Common responses can be:

- Intense or unpredictable feelings. You may be anxious, nervous, overwhelmed, or grief-stricken. You may also feel more irritable or moody than usual.
- Changes to thoughts and behavior patterns. You might have repeated and vivid memories of the event. These memories may occur for no apparent reason and may lead to physical reactions such as rapid heartbeat or sweating. It may be difficult to concentrate or make decisions. Sleep and eating patterns also can be disrupted; some people may overeat and oversleep, while others experience a loss of sleep and loss of appetite.
- Sensitivity to environmental factors. Sirens, loud noises, burning smells, or other environmental sensations may stimulate memories of the disaster creating heightened anxiety. These “triggers” may be accompanied by fears that the stressful event will be repeated.
- Strained interpersonal relationships. Increased conflict, such as more frequent disagreements with family members and coworkers, can occur. You might also become withdrawn, isolated, or disengaged from your usual social activities.
- Stress-related physical symptoms. Headaches, nausea, and chest pain may occur and could require medical attention. Pre-existing medical conditions could be affected by disaster-related stress.

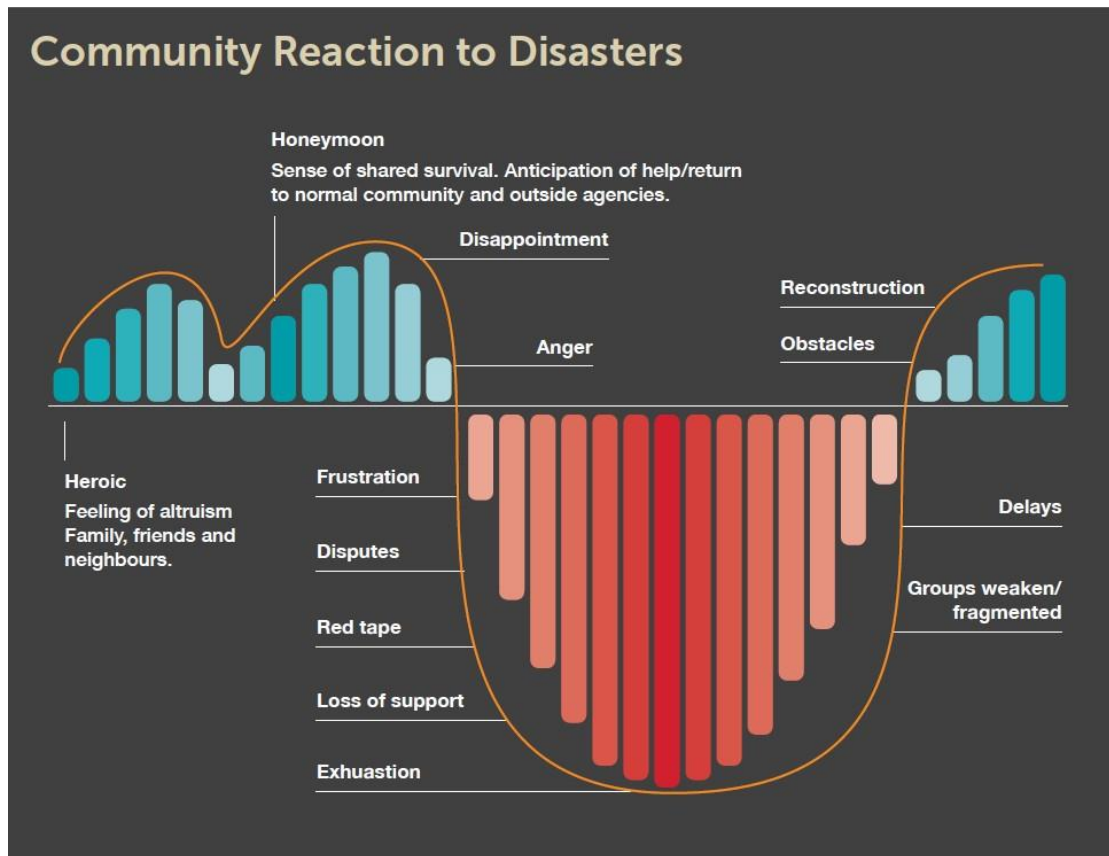
The Community Reaction to Disasters diagram (to follow) illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency.

**1. Heroic Phase:** This phase usually occurs directly after the disaster, when heroic actions are taken to help people recover from and/or survive a disaster. The media may be just arriving on the scene or not yet arrived at this phase.

**2. Honeymoon Phase:** In this phase people draw together to solve problems in an intense showing of community. Media interest is intense during this phase. This phase generally lasts from one week to six months.

**3. Disillusionment/Disappointment Phase:** People begin to get a mentality of “everyone for himself” when delays and other issues common with disaster set in. About this time media interest begins to fade and blame is assigned. This phase could extend from two months to one or more years.

**4. Reconstruction Phase:** People start to pull together again to get things done, delays in the process continue to garner negative feelings and reactions. The media may revisit the disaster at this time (one-year anniversaries, etc.) This process is indicative only and it should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage.



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

## ACTIONS AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but is meant as a prompt to initiate discussion and planning.

### **Activities:**

- One Stop Shop (location to be advised)
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets

- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

## **Strategies:**

### Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

### Recovery Information Strategies

- Provide regular updates on:
  - current state & extent of the disaster,
  - actual and proposed official response
  - desired community response
  - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
  - One Stop Shop
  - Door Knocks
  - Outreach Programs/Needs Assessments
  - Information Sheets and or/ Community Newsletters

### Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

### Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

### Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

### Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

### **Considerations:**

- Restoration of essential services.
- Allocation of limited resources.
- Aid management.
- On-going welfare requirements.
- Health issues.
- Law and order, including security.
- Communications.
- Transport, including the status of all roads and airfields.
- Utilities.
- Business/commercial and rural sector requirements.
- Residential property damage.
- Social concerns, including psychological impacts and stress symptoms.
- Recovery of educational establishments and review of their use during the response phase.

### **Issues:**

- Acceleration of pre-event economic trends – will the community continue to prosper or regress?
- Prioritisation (domestic vs commercial) – population density is likely to capture and determine prioritisation.
- Monitor print and broadcast media and counter misinformation.
- Prolonged welfare assistance.
- Political will to acknowledge liability or to accord special funding.
- The need to clarify with regard to insurance issues.
- Difference of expectations between Local, State and Federal Government.
- Restoration to what level?

- Is it affordable?
- Is it a priority?
- Is it legal?
- Determining who pays.

### **Recovery Centre and One-Stop-Shop**

The purpose of a Recovery Centre (RC) and a One Stop Shop (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be on-going for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

### **Australian Red Cross**

The Australian Red Cross has over 100 years' experience of dealing with people in crisis. A wide range of helpful resources can be found on the Australian Red Cross website (<https://www.redcross.org.au/emergencies/resources/>) to help communities prepare for, respond to and recover from disasters.

## **SOG STAFF**

### **Staff considerations**

To ensure the continuity of regular business processes, the demands of recovery operations on staff should be considered. It may be necessary to employ additional staff to ensure the Shire continues to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years after.

### **Staffing levels**

In the event of a large-scale emergency, the Shire's management should assess staffing needs, as soon as possible, to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded to the LRG for consideration.

### **Stress and fatigue**

Senior staff are responsible for considering and monitoring the effects of fatigue, stress, and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally affected by the disaster. Dependent on the nature and impact of the disaster, Council and Human Resources Officers should consider additional support for staff.

### **Staff communication**

It is imperative that all staff be regularly briefed and kept up to date with all activities and



progress of recovery. Every day staff communicate with a broad range of community members so can confidently understand and relate the extensive activities and actions the Shire and its LRG are currently engaged in. Situation Reports should be posted prominently within the workplace.

The Shire will instigate a formal debriefing arrangement for all staff as they transition from recovery back to their normal duties.

## CHAIR – DUTY CARD

### **Duty Card 1. – Chair**

The Chair leads the LRG, performs the role of committee spokesperson who liaises with the Hazard Management Agency (HMA) and other state level agencies. This position is filled by the Executive Manager Local Recovery Coordination.

#### **Responsibilities Pre-Recovery**

- Attend all training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies
- Maintain regular contact with relevant agencies involved in recovery planning and response.

#### **Alert/Stand-By**

- Receive brief from HMA and document details of the disaster
- Brief LRG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRG in consultation with the HMA
- Provide briefing to the LRG following HMA briefing
- Keep updated on the status of the event/situation.

#### **Activation**

- Hold first meeting of the LRG
- Allocate responsibilities and manage the activities of the LRG during activation phase
- Keep updated on the status of the event/situation (covering community, economic, environment, infrastructure and Shire resourcing implications).
- Ensure the LRG is aware of HMA's arrangements and potentially other government support plans that may be activated during a recovery

#### **Recovery**

- Lead the development of the recovery plan and manage its implementation
- Approve an effective disaster recovery plan (for short-medium term) that is in line with the State Disaster Management Group's strategic policy framework and minimises the effects of the disaster on the Shire of Gingin.
- Ensure effective communication with all relevant stakeholders (i.e. community members, businesses, media, government agencies, not-for-profit agencies, mayors, elected representatives, etc.) with support of the Communications Officer
- Ensure regular Situational Reports (SITREPs) are provided to the HMA and other agencies  
Conduct regular LRG briefings and feedback sessions on the progress of the recovery program.
- Coordinate visits by Ministers and VIPs

#### **During Recovery**

- When appropriate, develop a medium/long-term recovery plan and oversee its implementation. (Plan to cover the community, economic, environmental, infrastructure elements and Shire resourcing as applicable).
- Manages the decision-making process and, where appropriate, have the final decision

#### **Post-Recovery**

- Stand down the LRG
- Identify any group follow-on actions required and allocate responsibilities and deadlines
- Facilitate LRG Post-Crisis Review and record outcomes — oversee the update of procedures/plans if required
- Attend any Post-Crisis Reviews organised by the HMA and brief LRG members
- Provide copy of Post-Crisis Review to other relevant agencies.

## PUBLIC SPOKESPERSON – DUTY CARD

### **Duty Card 2. – Public Spokesperson**

The Public Spokesperson is a Shire Council representative (ideally the Present or Deputy President) who performs the role of public spokesperson and support the Chair with their duties as relevant and required

#### **Responsibilities Pre-Recovery**

- Attend all training activities organised for the LRG
- Ensure all resources are in place in the event of activation of the LRG
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

#### **Alert/Stand-By**

- Proceed to the Incident Support Centre and set up in preparation for activation
- Participate in the initial LRG briefing.

#### **Activation**

- Participate in LRG briefing
- Keep updated on the status of the event/situation (covering community (social), economic, environment, infrastructure and Shire resourcing implications)
- Assist the Chair in all activities in this phase.

#### **Recovery**

- Act as spokesperson for the LRG with the media and in public forums
- Understudy the Chair
- Consult with Committee members (covering community, economic, environment, infrastructure and Shire resourcing) for their input into the recovery plan
- Liaise and work with appropriate members of HMA and agencies as required
- Assist the LRC to gather input from the community in the development of the recovery plan
- Contribute to the development of the recovery plan
- Assist in the implementation of the recovery plan
- Provide administrative support to the LRG — including distribution of Situational Reports
- (SITREPs) to all relevant stakeholders
- Assume the role of Chair in his/her absence (and when their Deputy is not able to step in)
- Provide the Administration Support with copies of the LRG activity log sheets
- Carry out other duties as directed by the Chair
- Conduct regular LRG briefings and feedback sessions on the progress of the recovery program.
- Monitor health, fatigue, morale and stress levels of the LRG and advise the LRG Chair as required

#### **Post-Recovery**

- Complete any follow up action as directed
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the recovery
- program

- Contribute to the LRG Post-Crisis Review
- Collate and file all relevant LRG documentation
- Refurbish LRG resourcing requirements
- Contribute to the Post-Crisis Review report.

## LOCAL RECOVERY COORDINATOR – DUTY CARD

### **Duty Card 3. – Local Recovery Coordinator**

The LRC manages the Local Recovery Group (LRG), related planning for the Shire of Gingin and oversees the recovery process (community, economic, environment, infrastructure and Shire resourcing) and co-ordinates the City's recovery under guidance from the HMA and the Chair.

#### Responsibilities Pre-Recovery

- Attend all training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies
- Maintain the Local Recovery Plan
- Maintain regular contact with relevant agencies involved in recovery planning and response
- Ensure the Local Recovery Plan is tested with the other Emergency Management Arrangement exercises.

#### Alert/Stand-By

- Receive brief from Chair and the HMA and document details of the disaster/incident
- Brief LRG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRG in consultation with the Chair and the HMA
- Mobilise any additional resources or specialist advisors required for the LRG
- Ensure adequate resources are in place for activation of the LRG
- Coordinate the assessment of the community recovery requirements
- Keep updated on the status of the event/situation
- Advise the LRG Chair when to activate the LRG.
- Activate/set up and assist Welfare Evacuation Centre/s as required

#### Activation

- Facilitate first meeting of the LRG
- Allocate responsibilities and manage the activities of the LRG during activation phase
- Ensure all LRG members are briefed and understand their individual and team responsibilities
- Keep updated on the status of the event/situation (covering community, economic, environment, infrastructure and Shire resourcing implications).
- Ensure the LRG and Chair is aware of other HMA's and potentially other government support plans that may be activated during a recovery

#### Recovery

- Involve members of the community in the implementation of the recovery plan
- Provide copy of the recovery plan to Local Recovery Administrator for feedback and review
- Ensure effective communication with all relevant stakeholders (i.e. community members, businesses, media, government agencies, not-for-profit agencies, mayors, elected representatives, etc.) with support of the Local Recovery Administrator and Communications Officer
- Ensure regular Situational Reports (SITREPs) are provided to the Chair, the HMA and other agencies

- Conduct regular LRG briefings and feedback sessions on the progress of the recovery program.
- Ensure management of volunteers is provided
- Ensure coordinated management of donated goods

#### Post-Recovery

- Ensure team members adhere to a rotation policy to ensure adequate rest
- When appropriate, develop a medium/long-term recovery plan and oversee its implementation (Plan to cover the community, economic, environment, infrastructure and Shire resourcing elements).
- Identify any group follow-on actions required and allocate responsibilities and deadlines
- Facilitate LRG Post-Crisis Review and record outcomes — oversee the update of procedures/plans if required
- Attend any Post-Crisis Reviews organised by the Chair, the HMA and brief LRG members
- Provide copy of Post-Crisis Review to other relevant agencies.

## LOCAL RECOVERY ADMINISTRATOR – DUTY CARD

### **Duty Card 4. – Local Recovery Administrator**

The Local Recovery Administrator reports to the LRG Chair and LRC and is responsible local recovery administration, reporting and including overseeing administration requirements. He/she ensures that all resources necessary to support the LRG are provided as well as provide support to the lead role being the Local Recovery Coordinator.

#### **Responsibilities Pre-Recovery**

- Attend all training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies and maintain regular contact where possible
- Maintain the Local Recovery Plan
- Maintain regular contact with relevant agencies involved in recovery planning and response
- Ensure the Local Recovery Plan is tested with the other Emergency Management Arrangement exercises.
- Regularly check and update the stakeholder directories/lists

#### **Alert/Stand-By**

- Support LRC with administration, liaison, facilitation and reporting with local recovery coordination
- Support LRC in activation/set up of Welfare Evacuation Centre/s
- Receive brief from Chair, LRC and the HMA and document details of the disaster
- Brief LRG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRG in consultation with the Chair and the HMA
- Mobilise any additional resources or specialist advisors required for the LRG
- Ensure adequate resources are in place for activation of the LRG
- Coordinate the assessment of the community recovery requirements
- Keep updated on the status of the event/situation
- Advise the LRG Chair when to activate the LRG.

#### **Activation**

- Support LRG with administration, liaison, facilitation and reporting with local recovery coordination
- Ensure all resources necessary to support the LRG are provided, where possible
- Activate communication links with the HMA
- Attend the LRG initial briefing.

#### **Recovery**

- Support LRG with administration, liaison, facilitation and reporting with local recovery coordination
- Ensure all committee actions, decisions and events are accurately recorded and documented, and also recorded in the LRG Activity Log Sheet
- Establish communication, exchange information and coordinate activities with the LRG team representatives (economic, environment, social and infrastructure)
- Assist the Administration Support in maintaining a chronological log of events as appropriate (pay special attention to times of significant activities and events)
- Ensure overall provision of administrative, IT and catering support to the LRG



- Document all personal actions and decisions on a personal log sheet.

#### Post-Recovery

- Support LRG with administration, liaison, facilitation and reporting with local recovery coordination
- Collect and file documentation from all teams within the LRG
- Help to ensure allocated Post-Crisis follow up actions are completed
- Participate in the Post-Crisis Review
- Evaluate the effectiveness of the Recovery Coordination during the recovery and recommend any necessary changes to the room or associated procedures and implement if possible

## COMMUNICATIONS OFFICER – DUTY CARD

### **Duty Card 5. – Communications Officer**

The Communications Officer reports to the LRG Chair and coordinates and manages LRG-related communication to stakeholders on behalf of the Gingin LRG.

#### **Responsibilities Pre-Recovery**

- Attend meetings and training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to the response and recovery to ensure a coordinated recovery process involving all relevant agencies.
- Liaise with HMA representative to assist with dissemination of information.

#### **Alert/Stand-By**

- Attend all LRG briefings
- Advise the LRG on potential community and media requirements
- Ensure resources are in place to manage media enquiries
- Establish links with other agency communication representatives (i.e. WA Police Media Unit, etc.).

#### **Activation**

- Attend LRG briefing
- Begin initial actions from LRG briefing
- Provide ongoing advice to Hazard Managements Agencies (HMA) and LRG in relation to media communications
- Liaise with other agencies to ensure a co-ordinated response to media enquiries
- Provide support to the LRG Chair in relation to media enquiries and response
- Draft initial media materials on behalf of the LRG Chair Ensure all media materials go through the required approval processes.

#### **Recovery**

- Serve as the principal advisor to the LRG Chair regarding interactions with the media and other stakeholders and advise him/her of any pressing media issues, concerns or problems
- Establish a media briefing room
- Prepare all external communication (media fact sheets, media releases, etc.) for approval by the LRG Chair
- Manage the information displayed on the Shire's website or related emergency recovery websites and any promotional material required
- In consultation with the HMA, develop a stakeholder engagement strategy that covers both the response and recovery phases
- Implement this strategy
- Keep informed of communication activities being conducted by other agencies and ensuring the LRC is made aware of the messages being communicated
- Ensure all communication materials released by the LRG follow the required approval processes
- Keep in close contact with the communications representatives from other agencies (i.e. WA Police, Emergency Services,) as well as the relevant Ministerial media advisors
- Provide relevant information to other agencies on the Shire's disaster response, etc.

- Closely monitor media reports about the disaster and the recovery process and provide advice to the LRG on the most appropriate response
- Attend HMA and LRG meetings when required
- Carry out other duties as directed by the Deputy

#### Post-Recovery

- Complete any follow up actions as directed
- Contribute to the Post-Crisis Review.

## LOCAL GOVERNMENT LIAISON OFFICER – DUTY CARD

### **Duty Card 6. – Local Government Liaison Officer**

The LG Liaison Officer reports to the LRG Chair and maintains accurate, up to date incident documents. He/she collects, evaluates and displays information about the incident, response operations, environmental conditions and incident resources.

#### **Responsibilities Pre-Recovery**

- Attend all meeting and training activities organised for the LRG
- Ensure status boards, charts, maps and other tools/aids are readily available
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

#### **Alert/Stand-By**

- Proceed to the Incident Control Centre
- Ensure documentation is in place ready for record keeping.

#### **Activation**

- Start the LRG Activity Log Sheet
- Attend the LRG initial meeting
- Commence the LRG Activity 1 Log Sheet

#### **Recovery**

- Update the status boards
- Maintain a chronological log of events, paying special attention to times of significant activities and events
- Ensure LRG members are present for briefs as required by the Chair and Spokesperson
- Ensure that any LRG member not able to attend a briefing session is updated
- Manage the flow of hard copy information and retain copies for the permanent log
- Manage the flow of hard copy information and retain copies for the permanent log Regularly collate the notes (logs) from other LRG groups (community, economic, environment, infrastructure and Shire-resourcing) into the LRG Activity Log Sheet
- Draft regular Situational Reports (SITREPs) for the approval and release of the Chair
- Alert other LRG members to major changes, issues and outstanding actions
- Take digital photos of status boards before they are updated Proactive' monitor all communication and record pertinent points as they arise.

#### **Post-Recovery**

- Assist with the collection and filing of all documentation from all teams within the LRG
- Ensure allocated Post-Crisis follow up actions are completed
- Participate in the incident Post-Crisis Review
- Contribute to the development of the recovery report
- Assist with refurbishing the Incident Control Centre back to a 'ready' state.

## COMMUNITY SUB-GROUP COORDINATOR – DUTY CARD

### **Duty Card 7. – Community Sub-Group Coordinator**

The Community Coordinator is responsible for the delivery of community recovery services (inclusive of welfare recovery and financial assistance services) to individuals, families, sporting clubs, social groups and communities, including counselling and support recovery services.

#### **Responsibilities Pre-Recovery**

- Attend all meetings and training activities organised for the LRG
- Identify and be aware of any existing social/community issues and/or sensitivities surrounding the Shire, that may arise during a recovery
- Keep abreast of content of the Local Welfare Plan and the Recovery Plan
- Remain familiar with the range of financial services available and the appropriate referral processes
- Remain familiar with the range of financial services available and the appropriate referral processes
- Remain familiar with responsibilities within the LRG
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

#### **Alert/Stand-By**

- Prepare for the initial meeting by:
- Collecting information regarding the community impacts, or likely impacts, associated with the situation at hand
- Establish contact with likely members of the Community Sub-Group and assist the LRC to organise attendance
- Consider what information / documents are relevant to the situation and may *be* beneficial at the initial meeting. Be prepared to provide advice on the One Stop Shop requirements from a welfare and community recovery perspective and space for access to financial assistance information.
- Attend the LRG initial meeting.

#### **Activation**

- Begin initial actions as outlined in the Recovery Plan — delegate duties to sub-committee
- Proceed to the Incident Support Centre for the LRG meeting
- Receive brief and note implications for the welfare recovery of the City
- Start documenting requirements for the welfare recovery of the City
- Update all members of the sub-committee and organise first meeting
- Hold first meeting of the sub-committee and provide overview of LRG's priorities.

#### **Recovery**

- Attend LRG meeting and contribute to the initial recovery plan
- Brief Community Development and Services team on recovery plan priorities — delegate actions
- Liaise with other agencies and support groups involved with the activities of the Shire
- Welfare Support Plan to reduce duplication of effort covering:
  - Communication with the community and other stakeholders
  - Catering
  - Accommodation

- Personal support services
- Counselling services
- Outreach services
- Financial assistance
- Community recovery centres
- Keep the Chair regularly informed of above activities
- Attend all LRG meetings and report back to sub-committee on outcomes
- Ensure all activities completed by the sub-committee are in keeping with the Recovery Plan developed by the LRG
- Establish and implement a longer-term disaster recovery program in keeping with the plan developed by the LRG
- In collaboration with other agencies develop a sustainable exit strategy.

### **Post-Recovery**

- Collect and file all sub-committee documentation
- Ensure allocated Post-Crisis follow up actions are completed
- Advise on welfare/community related issues at the Post-Crisis Review
- Conduct Inter-agency briefings and feedback sessions on the effectiveness of the social recovery program
- Complete any follow up actions as directed

## ECONOMIC SUB-GROUP – DUTY CARD

### **Duty Card 8. – Economic Sub-Group Coordinator**

The Economic Coordinator reports to the LRG Chair and is responsible for focusing on the financial and economic recovery of the Shire. This includes public infrastructure, community facilities, business enterprises (commercial, industrial, retail, service, agricultural, etc.), residents and households.

#### **Responsibilities Pre-Recovery**

- Attend all meetings and training activities organised for the LRG
- Remain familiar with the range of economic services available and the appropriate referral processes
- Remain familiar with responsibilities within the LRG
- Remain familiar with any plans developed by emergency management regarding disaster recovery
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

#### **Alert/Stand-By**

- Prepare for the initial meeting by:
- Collecting information regarding the economic impacts, or likely impacts, associated with the situation at hand
- Establish contact with likely members of the Economic Sub-Group and assist the LRC to organise attendance
- Consider what information / documents are relevant to the situation and may *be* beneficial at the initial meeting. Be prepared to provide advice on the One Stop Shop requirements from an economic recovery perspective
- Attend the LRG initial meeting.

#### **Activation**

- Proceed to the Incident Support Centre for the LRG meeting
- Provide detail on the economic impacts of the situation or what is required to make an assessment
- Interpret information received at the meeting and provide guidance on the implications to the local economy
- Provide advice on the recovery priorities from an economic perspective
- Update others within emergency management and determine resource requirements.

#### **Recovery**

- Continuously monitor the effects of the disaster on the City's economic viability
- Assist the LRG to develop strategies that will minimise the effects of the emergency on individuals and actively support the recovery of business and industry. This strategy should address the following:
  - Communication — to community, local industries and businesses regarding the recovery process and resources available
  - Financial assistance - to be accessed by businesses and individuals to aid economic recovery (government grants, appeal distribution and charitable payments)
  - Industry support - work closely with specific industries (e.g. agriculture, tourism, etc.) that are impacted by the disaster and support them in the recovery process

- Local involvement - establish a reference group which is representative of business, community members, industry and other relevant groups
- Provide opportunities for reference group to assist in decision making and allocation of resources for the economic recovery of the City
- Conduct inter-agency briefings and feedback sessions on the progress of the economic recovery program
- Consult with the Chamber of Commerce & Industry and other industry groups
- Ensure there is effective and ongoing communication to relevant agencies, businesses and individuals in the community regarding the recovery process
- Work closely with specific businesses and community members that are impacted by the disaster and support them in the recovery process and available resources
- Regularly collect information from members of the Economic Group and provide updates to the remainder of the LRG
- Attend LRG briefings and keep in regular contact with the Chair on activities and progress

#### **Post-Recovery**

- Provide copies of any reports related to the economic recovery of the affected area to the LRG
- Advise on economic related issues at the Post-Recovery Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the economic recovery program.



## ENVIRONMENT SUB-GROUP COORDINATOR – DUTY CARD

### **Duty Card 9. – Environment Sub-Group Coordinator**

The Environment Coordinator reports to the LRG Chair and manages all environmental matters for the recovery including the responsibility for the provision of environmental health and the welfare for pets and livestock.

#### **Responsibilities Pre-Recovery**

- Attend all meeting and training activities organised for the LRG
- Identify and be aware of any existing environmental issues and sensitivities surrounding the Shire that may arise during an emergency or similar operation that may arise during a response
- Remain familiar with responsibilities within the LRG
- Remain familiar with any plans developed by the Shire regarding disaster recovery
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.
- Be aware of any environmental groups who may seek to be involved

#### **Alert/Stand-By**

- Proceed to the Incident Support Centre
- Prepare for the initial meetings by the Chair / LRG by:
  - Collecting information regarding the environmental impacts, or likely impacts, associated with the situation at hand
  - Establish contacts with likely members of the Environment Sub-Group and assist the LRC to organise attendance
  - Consider what information / documents are relevant to the situation and may be beneficial at the initial meeting.
- Attend the LRG initial meeting.

#### **Activation**

- Proceed to the Incident Support Centre for the LRG briefing
- Provide detail on the environmental impacts of the situation or what is required to make an assessment
- Interpret information received at the meeting and provide guidance on the implications to the local environment
- Provide advice on the recovery priorities from an environmental perspective
- Update others relevant Shire Offices accordingly

#### **Recovery**

- Coordinate welfare for evacuated pets and livestock
- Coordinating environmental health services
- Continuously monitor the effects of the disaster on the City's environment
- Advise on potential environmental issues and areas of possible escalation
- Determine whether additional environmental personnel or technical specialists (disposal, wildlife, etc.) are needed, and if so, coordinate their activation and supervise their activities
- Involve members of environmental bodies in key decision-making
- Conduct inter-agency briefings and feedback sessions on the progress of the environmental recovery program

- Monitor response and recovery activities to ensure compliance with relevant environmental legislation
- Monitor and assess the environmental consequences of clean-up operations.
- Attend LRG briefings and keep in regular contact with the Chair on activities and progress.

#### **Post-Recovery**

- Provide copies of any reports related to the environmental recovery of the affected area to the LRG
- Advise on environment related issues at the Post-Recovery Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the environmental recovery program.
- Complete any follow up actions as directed.

## INFRASTRUCTURE SUB-GROUP COORDINATOR – DUTY CARD

### **Duty Card 10. – Infrastructure Sub-Group Coordinator**

The Infrastructure Coordinator reports to the LRG Chair and manages all issues relating to the effective recovery of the physical infrastructure in the community including communications systems, transport systems, public utilities (power, water, sewerage and drainage) and buildings affected by an emergency or disaster.

#### **Responsibilities Pre-Recovery**

- Attend meeting and training activities organised for the LRG.
- Remain familiar with the range of repair and re-establishment of infrastructure services available and the appropriate referral processes.
- Remain familiar with responsibilities within the LRG.
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

#### **Alert/Stand-By**

- Prepare for the initial meeting by the Chair by:
  - Collecting information regarding the current or likely impacts on infrastructure associated with the situation at hand
  - Establish contact with likely members of the Infrastructure Group and assist the LRC to organise attendance
  - Consider what information / documentation is relevant to the situation and may be beneficial at the initial meeting.
- Attend the initial LRG meeting.

#### **Activation**

- Proceed to the Incident Support Centre for the LRG meeting
- Provide detail on the impacts on infrastructure from the situation or what is required to make an assessment
- Provide advice on the recovery priorities from an infrastructure perspective

#### **Recovery**

- Survey the damage and determine the extent to which normal operations have been compromised
- Implement the infrastructure elements of the recovery plan (i.e. construct, rebuild and/or re- establish infrastructure and systems)
- Source and mobilise funding, equipment, supplies, personnel and back-up support to enable the subsequent phases of recovery to take place
- Keep the Chair updated on activities relating to infrastructure recovery
- Attend LRG briefings on behalf of the Infrastructure Group and keep in regular contact with the Chair on activities and progress
- Conduct inter-agency briefings and feedback sessions on the progress of the infrastructure recovery program.

#### **Post-Recovery**

- Develop the infrastructure report for approval by the LRG
- Collect and file all documentation relating to infrastructure recovery
- Advise on infrastructure related issues at the Post-Crisis Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the

infrastructure recovery program

- Complete any follow up actions as directed

## SHIRE RESOURCING COORDINATOR SUB-GROUP – DUTY CARD

### **Duty Card 11. – Shire Resourcing Sub-Group Coordinator**

The Shire Resourcing Coordinator reports to the LRG Chair and is responsible for the internal Shire deliverables and requirements specific to local recovery coordination. This includes financials assistance, human resource support and management, information/data management and any other area that has been identified (for inclusion) with respect to the specific to the emergency situation.

#### **Responsibilities Pre-Recovery**

- Attend all meetings and training activities organised for the LRG
- Remain familiar with responsibilities within the LRG
- Remain familiar with any plans developed by emergency services regarding disaster recovery
- Understand each agency's role in relation to the recovery to ensure a coordinated recovery process involving all relevant agencies.

#### **Alert/Stand-By**

- Prepare for the initial meeting by:
  - Collecting information regarding the financial impacts, or likely impacts, associated with the situation at hand
  - Consider staffing and data/information management requirements for activation if required
  - Consider what information / documents are relevant to the situation and may be beneficial at the initial meeting.

#### **Activation**

- Attend the LRG meetings
- Provide detail on the financial and resourcing impacts of the situation or what is required to make an assessment
- Interpret information received at the meeting and provide guidance
- Provide advice on the recovery priorities from a financial and Shire resourcing perspective
- Update others within emergency services and determine resource requirements.

#### **Recovery**

- Continuously monitor the effects of the disaster on the City's financial viability and any implications to the Shire including resourcing capacity
- Assist the LRG to develop strategies that will minimise the effects of the emergency on individuals and actively support the recovery of business and industry. This strategy should address the following:
  - Financial assistance - to be accessed by businesses and individuals to aid economic recovery (government grants, appeal distribution and charitable payments)
- Management of DRFAWA claims
- Managing distribution of Lord Mayor's Appeal funds
- Ensure there is effective and ongoing communication to relevant stakeholders regarding the recovery process
- Attend LRG briefings and keep in regular contact with the Chair on activities and progress

### Post-Recovery

- Provide copies of any reports related to the financial recovery and Shire resourcing of the affected area to the LRG
- Advise on financial related and/or Shire resourcing issues at the Post-Recovery Review
- Conduct inter-agency briefings and feedback sessions on the effectiveness of the Shire resourcing sub-group involvement in recovery.

## RECOVERY CHECKLIST: SHORT-TERM (IMMEDIATE TO ONE WEEK) FOR LOCAL RECOVERY COORDINATOR/COORDINATION GROUP

Task Description	EMLR	LRC	LRA
<b>Within 12-24 hours</b>			
Contact and alert key local/agency contacts, including Incident Controller and DA.			
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.			
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.			
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)			
Consider what support is required, such as resources to maintain records of events and actions.			
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government’s media arrangements, or seek advice and support from recovery agencies).			
<b>Within 48 hours</b>			
LRC to ensure receipt of the initial impact assessment from the CA.			
LRC and local government to determine the need to convene a LRG and brief members.			
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.			
Meet with agencies involved with recovery operations to determine priority actions.			
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government’s internal communication processes.			
Manage offers of assistance, volunteers and donated money. Liaise with the Shire of Perth’s Lord Mayor’s Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the State Emergency Management Local Recovery Guidelines, Appendix Seven for			

Task Description	EMLR	LRC	LRA
the criteria and procedures.			
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).			
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).			
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).			
<b>Within 1 week</b>			
Participate in consultation for completion of Impact Assessment by the CA.			
Establish LRG subcommittees, if needed, based on the 4 environments: community, environment, economic, infrastructure and Shire resourcing (determine functions and membership. Refer to the State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements.			
Depending on extent of the damage, the LRC and LRG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template.			
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.			
Liaise with DA and recovery agencies to coordinate local management of recovery process.			

*(Please note timeframes are a guide only and the listing is not exhaustive)*



## RECOVERY CHECKLIST: MEDIUM TO LONG-TERM (1 TO 12 MONTHS+) FOR LOCAL RECOVERY COORDINATOR/COORDINATION GROUP

Task Description	EMLR	LRC	LRA
<b>Within 1 to 12 months (or longer-term recovery)</b>			
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.			
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.			
Determine longer-term recovery strategies that include psychosocial support.			
Debrief recovery agencies and staff.			
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.			
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> <li>• lessons identified and implementation of projects/plans/training to address the lessons</li> <li>• developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events.</li> </ul>			
Recovery communication and community engagement – throughout the recovery effort			
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> <li>• the how: community meetings, printed materials, noticeboards, websites, social media, etc.</li> <li>• the who: wide variety of groups, including special needs groups</li> <li>• the what: what has happened, what are the issues, what services/information are available</li> <li>• the where: provide information any place where people spontaneously/normally congregate.</li> </ul>			
Set-up relief, recovery centres/one stop shops, that provide the			

Task Description	EMLR	LRC	LRA
<p>community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information, outreach programs, etc.</p>			
<p>Arrange community initiatives, or accommodate and support community-led initiatives, such as:</p> <ul style="list-style-type: none"> <li>• community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups</li> <li>• community or social events, street/neighbourhood barbeques, memorials, anniversaries</li> <li>• a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media.</li> </ul>			
<p>Plan and implement a Community Engagement Strategy, using the following as a basic guide:</p> <ul style="list-style-type: none"> <li>• establish a target audience: consider demographics, groups and networks</li> <li>• determine matters to be communicated: what information is needed from the community and what information is needed to be provided to the community</li> <li>• methods of communication: consider appropriate methods/mediums for various audiences.</li> </ul>			
<p>Establish, or support, community briefings, meetings and information in the recovery context that provide:</p> <ul style="list-style-type: none"> <li>• clarification of the emergency event (Controlling Agency)</li> <li>• advice on services available (recovery agencies)</li> <li>• input into development of management strategies (local government and recovery agencies) advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities).</li> </ul>			
<p>Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider:</p> <ul style="list-style-type: none"> <li>• the patronage, agenda, process of conducting the</li> </ul>			

Task Description	EMLR	LRC	LRA
<p>meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints</p> <ul style="list-style-type: none"> <li>• have representatives from EM disciplines to give factual information</li> <li>• psychosocial issues appropriate communication strategies for special needs and vulnerable people and groups.</li> </ul>			

## OPERATIONAL RECOVERY PLANNING

Following a major emergency, where substantial recovery planning is required, an operational recovery plan should be prepared by the LRCC. The operational recovery plan should describe the extent of damage and detail arrangements for restoration and reconstruction of the affected community.

Information required in the Operational Recovery Plan:

### **Section 1 – Introduction:**

Background on the nature of the emergency or incident – Compile the type of event and basic outline of sequence of events.

Aim or purpose of the plan – Like all management tools, think about why you are engaged in recovery and what you hope to achieve overall.

Authority for plan – As a LG you are charged with the responsibility of recovery under the *Emergency Management Act 2005*.

### **Section 2 – Assessment of Recovery Requirements:**

Details of loss and damage – Residential, commercial, and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary Impact Statement (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.

Estimates of costs of damage – You may get indications from the IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.

Temporary accommodation requirements – Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.

Additional personnel requirements (general and specialist) – It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.

Human services (personal and psychological support) requirements – On completion of Community/Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term, understanding the impact on community.

Health issues – Medical/Health personnel and Council EHOs will assess any significant issues (water, food spoilage, medical supplies, or medivac).

### **Section 3 – Organisational Aspects:**

Details the composition, structure and reporting lines of the groups, sub-committees and working groups 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 Local Recovery Coordinator.

### **Section 4 – Operational Aspects:**

Details resources available and required – Give list of resources deployed and confer with

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the LRG network for future resources.

Redevelopment Plans (includes mitigation proposals for betterment) – This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.

Reconstruction restoration program and priorities – Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.

Includes programs and strategies of government agencies to restore essential services – Consider betterment when engaged in rebuilding.

Includes the LG program for community services restoration – Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.

Financial arrangements – Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations.

Public information dissemination – From the Communication Plan outline what and how your communication is being staged.

### **Section 5 – Administrative Arrangements:**

Administration of recovery funding – 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.

Information management processes – How is the management and recording process being undertaken.

Reporting rhythm – Who, when and how is the reporting being undertaken.

### **Section 6 – Conclusion**

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

## Operational Recovery Plan – TEMPLATE

Shire of Gingin: Operational Recovery Plan	
<b>Emergency Type</b>	
<b>Emergency Location</b>	
<b>Date emergency occurred</b>	
<b>Section 1 – Introduction</b>	
<b>Incident description</b>	<i>Background on the nature of the emergency or incident</i>
<b>Aim or Purpose of this plan</b>	
<b>Authority</b>	
<b>Section 2 – Assessment of recovery requirements</b>	
<b>Details of loss and damage</b> <i>Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Impact Assessment</i>	<b>Residential</b>  <b>Commercial</b>  <b>Industrial</b>  <b>Transport</b>
<b>Essential Services</b> <i>Include State and local government infrastructure</i>	
<b>Estimates of damage costs</b>	
<b>Temporary accommodation requirements)</b> <i>Includes evacuation / welfare centre</i>	
<b>Additional personnel requirements</b> <i>General and specialist</i>	
<b>Human services</b>	

<i>Personal and psychological support requirements</i>	
<b>Other health issues</b>	
<b>Section 3 – Organisational Aspects</b>	
<b>Groups/Committees and Subcommittees for recovery</b> <i>Details of the composition, structure and reporting lines:</i>	
<i>Details of inter-agency relationships and responsibilities</i>	
<i>Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator</i>	
<b>Section 4 – Operational Aspects</b>	
<b>Resources available</b>	
<b>Resources required</b>	
<b>Redevelopment plans</b> <i>Includes mitigation proposals</i>	
<b>Reconstruction restoration program and priorities</b> <i>Includes</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>estimated timeframes</i></li> <li><input type="checkbox"/> <i>the programs and strategies of government agencies to restore essential services</i></li> <li><input type="checkbox"/> <i>plans for mitigation against future impacts</i></li> <li><input type="checkbox"/> <i>local government program for community services restoration</i></li> </ul>	
<b>Financial arrangements</b> <i>Assistance programs (DFRA-WA), insurance, public appeals and donations</i>	
<b>Public information dissemination</b> <i>Key messages, methods of distribution</i>	
<b>Section 5 – Administrative arrangements</b>	
<b>Administration of recovery funding</b> <i>Include other financial issues</i>	

<p><b>Public appeals policy and administration</b>  <i>Includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel</i></p>	
<p><b>Section 6 – Conclusion</b></p>	
<p><b>Overview and timeframe</b>  <i>Summarises goals, priorities and timetable of the plan</i></p>	
<p><b>Endorsed by (Name)</b></p>	<p>Chair, Local Recovery Coordinating Group</p>
<p><b>Dated:</b></p>	



## VOLUNTEER INFORMATION FORM

Surname: \_\_\_\_\_

Christian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Gender: Male  Female  non-Binary

Ethnicity (to ensure cultural diversity within the affected community is reflected in deployed volunteers):  
\_\_\_\_\_

Languages spoken: \_\_\_\_\_

Age Group: Under 18  18 – 64  Over 65

Drivers' Licence held \_\_\_\_\_

Vehicles available \_\_\_\_\_

Please state the area you wish to volunteer in (what are you prepared to do?):

Evacuation centre  Telephone operator  Manual labour

Filling sandbags  Animal care  Re-planting

Transport / distribution  Tools / equipment  Data entry / clerical

Accommodation (supply)  Child Care  Domestic (cleaning/ironing)

Photography  Professional advice  Health (massage)

Food  Interpreter  Personal support

Other / details \_\_\_\_\_

Do you have any limitations to volunteering due to health or other commitments? Details:  
\_\_\_\_\_  
\_\_\_\_\_

Are you affiliated with any local group or organisation? Yes  No

If so, please provide details: \_\_\_\_\_

Why do you want to volunteer with our organisation:  
\_\_\_\_\_  
\_\_\_\_\_

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What do you hope to gain from your volunteer experience with us:

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Please tell us about any educational background, work or volunteering experience that would be relevant to the volunteer role you are applying for:

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If you have volunteered before, please give details of where you have volunteered, for how long and describe your volunteer role:

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What skills, hobbies, special interests or qualities do you have that may be relevant to a volunteer role?

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When are you available to volunteer?

Days                      Mondays              Tuesdays              Wednesdays              Thursdays              Fridays              Sat/Sun

Times                      \_\_\_\_\_

Please specify the length of commitment you would like to make

Short term              days                            \_\_\_\_\_  
   weeks                            \_\_\_\_\_

Longer term months  \_\_\_\_\_

References: Please provide names and contact details of two (non-relatives) referees:

Name 1: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name 2: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Any other information pertinent to your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am happy to comply with: Shire of Gingin's Code of Conduct Yes  No

Shire of Gingin's relevant Policies Yes  No

I hold a current Working With Children card Yes  Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Task Allocated:** VTF Ref. No.: 1) VTF \_\_\_\_\_ 2) VTF \_\_\_\_\_ 3) VTF \_\_\_\_\_

**Log Sheet:** VLF Ref No.: 1) VLF \_\_\_\_\_ 2) VLF \_\_\_\_\_ 3) VLF \_\_\_\_\_



		0800hrs	1630hrs			
		1600hrs	2430hrs			
		2400hrs	0830hrs			

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		- Employment commitments
Rotation of Roster: Every 2 days		- Employee welfare
Rest Period: <b>Minimum 10-hour rest period</b>		

## VOLUNTEER TASK ALLOCATION FORM

VOLUNTEER TASK ALLOCATION FORM (V.T.F)

V.T.F Reference Number: VTF \_\_\_\_\_

Date: \_\_\_\_\_

Task Name: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_

Coordinator Contact No.: \_\_\_\_\_

Alternative Contact No. \_\_\_\_\_

Task Description:

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Other Comments:

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Task Authorised By:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Community Impact & Needs Assessment Form

Date:

TEAM No:

Hello, my name is \_\_\_\_\_ and I am from LG/volunteer/Australian Red Cross on behalf of the Shire of Gingin. We are here to (engage/speak/check in) with those affected from recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up to date information and assistance in connecting people with appropriate organisations/agencies/people depending on assistance you may require.

## PROPERTY DETAILS

**Property Location (Lot No, Street name, Area):**

**Nearest Cross Road:**

**Property Owner/Occupant Name:**

**How would you like to be contacted?**

**Phone:**

**Email:**

**Post:**

**Your preferred time?**

**Morning** (7am – 12noon)

**Afternoon** (12noon – 5pm)

**Evening** (After 5pm)

## PROPERTY NEEDS

Please provide information on detail for any needs identified

House destroyed/uninhabitable

House damaged

Outbuildings destroyed Total:

Rebuilding assistance

Asbestos/Possible asbestos

Water supply affected

Vehicle destroyed/damaged

Animals lost/Injured

Utility services affected

Fencing destroyed/damaged

Environmental clean-up required

Other (Please provide details) \_\_\_\_\_

## INFORMATION NEEDS

Rubbish collection/Disposal information

Recovery Information/Newsletter

Financial/Grant assistance

Counselling/Wellbeing check

## OTHER ASSISTANCE REQUIRED

Council Services TYPE:

Referral to Agency WHO:

Other (provide details):

## Would you like someone to contact you?

Immediately  Within the week  In the future  (Tick Box)

Actioned  Allocated to:

## Local Recovery Centre (RC) Guidelines and Event Guideline

**Aim:** To assist the affected community in its medium to long-term recovery by providing coordinated agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

**Objectives:** The objectives of a Recovery Centre are to:

- Connect people with each other and with agencies and organisations which can assist them in their recovery
- Identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be

- Promote the importance of wellness and provide practical tools for coping with trauma and grief
- Provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information
- Promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to its experience
- Acknowledge the psychological challenges and complexities faced by the affected community

Location: Ideally, the Recovery Centre will be in a central location to the affected community and to public transport.

Building Features: Specific features to consider in a potential building include:

- Being accessible for disabled persons ✓ Having a reception area and a comfortable place for people to wait
- Having large rooms that will be suitable for office space
- Having an interview room for appointments with individuals and families
- Easily accessible public toilets
- A multipurpose function room that has the capacity for meetings and events
- Having storage such as a shed for storing 'new' donated items
- Large enough kitchen suitable for catering for small events and acting as a staff room
- Adequate parking is readily available

Set-up Considerations: Suggestions to consider for physically setting up a Recovery Centre include:

- Office furniture including desks, chairs, bookshelves, white boards, waiting room couch, meeting room, fold out tables (light easy to move)
- Office equipment including computers, printer, photocopier, phones
- Secure disposal of confidential papers
- Essential services such as power, phone and internet will need to be connected
- Signage for the public and visiting stakeholders so location is easy to find
- Children's corner with colouring in books and pencils and small toys
- Artwork to lighten and brighten the mood

Steps to establish Recovery Centre: Not all local governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered:

- Rental or lease agreement for building
- Building modifications
- Mobile office building (donga)
- Arrange hire, lease or purchase of office equipment
- Second-hand furnishing
- Cleaning and rubbish collection

Record Keeping: *The Emergency Management Act 2005* allows information to be shared between State Agencies and Local Government. It is recommended that the LRC keeps a master database that records:

- The property address
- Is it destroyed or damage
- Owner contacts (including email, mobile number)
- Renter's contacts (if rental or Department of Housing)
- Insured or uninsured
- Received Centrelink immediate payment
- Received assistance from Department of Communities
- Applied for Lord Mayor's Disaster Relief Fund (LMDRF)
- Email collection for Newsletter and other important information
- Received Outreach from Australian Red Cross

Managing the Recovery Centre (RC): The following should be considered when operating the RC:

- All staff at the RC should wear identification such as name badges that show the organisation they work for
- Beware of and monitor health and safety issues, paying particular attention to staff stress and security for the staff and building
- Establish a process for regular operational staff briefing and debriefing

Recovery Events: RC Staff will likely attend a wide range of recovery events that are located at the RC or within the affected area.

Natural community desire will be to have social gatherings for its demographics; for example, farmers will want to gather with other farmers. Recovery activities will need to be flexible so they fit in with the community's recovery as people's circumstances change.

To assist with managing recovery events see to follow Recovery Event Planning Template.

Closing the Recovery Centre (RC): The following should be considered when closing the RC:

- The RC will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years
- Liaise with key stakeholders to establish the appropriate time for the RC to be closed and report to LRG
- Communicate, well in advance, with the community that the centre will be closed and on what date
- Ensure all people who have used the centre are contacted and notified of how they can access services in the future
- Consider a public function to thank all involved or have an official closing ceremony
- Consider an article in the local newspaper about closing the centre, what its purpose was, what it accomplished, services provided to the community
- Synchronise closure of the recovery centre and formal cessation of recovery with community celebration.



## Recovery Event Planning Template

DESCRIPTION:	
GOALS:	
COMMUNITY SUPPORT:	
WHERE HAS CONCEPT/IDEA COME FROM:	
STAKEHOLDERS: Who owns the action?	
OTHER INVOLVEMENT: Who is needed?	
RESOURCES:	
COSTS:	
SPONSORS/FUNDING BODIES:	
HEALTH & WELLBEING RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
SUPPORT REQUIRED:	<input type="checkbox"/> City Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other
ENVIRONMENTAL RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
SUPPORT REQUIRED:	<input type="checkbox"/> City Staff <input type="checkbox"/> Other
CATEGORY:	<input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing
RECOVERY VALUE:	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest

PRIORITY/TIMELINE:	<input type="checkbox"/> High/Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium/Medium Term <input type="checkbox"/> Lower/ Long-Term
DIFFICULTY:	<input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long-Term/Complex
OBJECTIVES:	<input type="checkbox"/> Promote health & wellbeing <input type="checkbox"/> Increase/Enhance understanding of community needs <input type="checkbox"/> Provide information/enhance communication <input type="checkbox"/> Support Community Recovery through long-term programs and projects
EVALUATION:	



## SECTION EIGHT

# COMMUNICATIONS PLAN

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# OVERVIEW

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Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

This section has been created to guide the Shire of Gingin in approaching crisis communication in a way that is structured, well-coordinated and effective.

## **Other Considerations**

When communicating with an affected community special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient and people with culturally and linguistically diverse backgrounds. For a list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the VULNERABLE PEOPLE CONTACT GROUPS within the Contacts and Resources section of this document.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the Incident Support Group to avoid conflicting messages being given to the public.

All Council (local government) media contact should be directed to the Shire President or Chief Executive Officer via the Communications Officer for the Shire of Gingin.

## PURPOSE

### **During the Emergency**

During the crisis the dissemination of information to the public will be coordinated by the HMA. Assistance will be provided by the Shire of Gingin to connect the public and relevant groups/agencies to that information through various means.

### **During the Recovery Period**

After the crisis has passed, the HMA will officially hand the task of managing communications back to the Shire of Gingin who will lead the affected community through the recovery management phase. Coordinating the affected community in recovery (including communications) rests with the local government.

## COMMUNICATION PRINCIPLES

In an emergency communication with the public must adhere to the following principals:

- **Timeliness** – regularly updating the public on the situation;
- **Cooperation** – being responsive and considerate to enquiries, deadlines and any other needs of the public;
- **Sensitivity** – prioritising the community and guarding sensitive information as required;

- **Transparency** – remaining honest and open about the situation and progress;
- **Simplicity** – ensuring communication is easily understood and consistent;
- **Accuracy** – sharing only confirmed facts, never making assumptions or giving false information; and
- **Accountability** – accepting responsibility if appropriate and reasonable.

## COMMUNICATIONS HIERARCHY IN AN EMERGENCY

### **Hazard Management Agency (HMA)**

Their role is to take charge during an emergency which includes handling communications both externally (with the Public) and internally (with the Incident Support Groups and the local government).

### **Incident Support Group (ISG)**

This group is made up of agencies and/or representatives that provide support to the HMA.

### **Local Government (Shire of Gingin)**

In an emergency the Shire's role is to take direction from and liaise with the HMA. The Shire will filter communications from the HMA out through their own networks.

### **Communications Officer (CO)**

Primarily the CO is responsible for filtering communications from the HMA out through the Shire's networks and where necessary, directing the Public to refer to this information. The CO may also liaise with key members of the Shire of Gingin (Shire President and/or CEO predominantly) to sometimes disseminate any additional information to the Public. This information SHALL NEVER contradict the communications disseminated by the HMA.

### **Public**

The latest information regarding the emergency is communicated to the Public via relevant methods, e.g. social media, radio, television, websites, public meetings, email, text messaging, etc. This information is communicated directly by the HMA through its own methods with the Shire of Gingin supporting this by disseminating the same information through its networks to the public.

## COMMUNICATIONS HIERARCHY DURING THE RECOVERY PERIOD

### **Local Government (Shire of Gingin)**

After the crisis has passed the HMA will officially hand the task of managing communications back to the Shire of Gingin who will lead affected community through the recovery management phase.

### **Communications Officer (CO)**

The CO is responsible for filtering communications out through the Shire's networks to the Public. The CO will liaise with key members of the Shire of Gingin (the LRCC and the Shire President and/or CEO predominantly) to disseminate information to the Public.

### **Public**

The latest information regarding the emergency is communicated to the Public via relevant methods, e.g. social media, radio, television, websites, public meetings, email, text messaging, etc. The Shire of Gingin will communicate directly to the public by disseminating relevant and updated information through its networks to capture a wider audience.

## PUBLIC COMMUNICATION

If an emergency arises a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the CO with direction from the President and CEO of the Shire of Gingin and liaison with any other members of the Local Recovery Coordination Committee (LRCC) as required.

*\*Note – the LRCC consists of the Shire President (Chairperson), the Shire CEO, the Chief Bush Fire Control Officer, the Local Recovery Coordinator and the Local Recovery Administrator.*

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination response objectives and with the Shire of Gingin's Communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so;
- Information released is confirmed and accurate; and
- Communication is regular, consistent and takes into account sensitivities.

*\*Refer **Appendix 1 – Communications Strategy Template** at the rear of this plan.*

## COMMUNICATIONS IN STAGES

### **Communicating in the Prevention Stage**

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The Shire of Gingin employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order which is reviewed and distributed to the public annually which requires fire hazards to be reduced as per the latest Firebreak Order.

### **Communicating in the Preparedness Stage**

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, Emergency Management Agencies and relevant LG personnel can educate stakeholders, networks and communities on potential emergency risks, impacts and personal responsibility, therefore promoting community resilience. By doing so an EM Agency can:

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas; and
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

## Communicating in the Response Stage

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community (or part of it) should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion (or order) to community members.

## Communicating in the Recovery Stage

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency. Generally the responsibility of handling the Recovery Stage always falls to the Shire of Gingin.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do.

## COMMUNICATION FORMATS

The predominant methods of communication the Shire will utilise in the event of an emergency response have already been outlined previously. The following is a list of other methods that the Shire of Gingin may utilise including those during the Recovery Period.

Format	Distribution Method
Post	Facebook
Media Release	Facebook, Shire website <i>*Refer <b>Appendix 4 – Media Release</b> for a template</i>
Community Meeting	Notification of meeting via Facebook/public notice boards <i>*Refer <b>Appendix 5 – Community Meetings</b> for a checklist</i>
Articles	Shire newsletter, local newspaper articles (Northern Valley News, Coastal Courier, Moore River News and Gingin Buzz)
Public Notices	Public notice boards in Gingin and Lancelin and any other relevant communities, i.e. those affected directly by the emergency
Media Conference	Television, Radio
Interview	Television, Radio

## EMERGENCY RESPONDERS & COMMUNICATION METHODS

During an emergency a number of agencies (aside from the Shire of Gingin) may act as the HMA. Which agency takes on the coordination of the emergency response is dependent upon the type of emergency, e.g. DFES would coordinate the response effort in the event of a large bush fire, flood, cyclone, earthquake, storm, tsunami or hazmat situation.

### **Local System**

Where an emergency occurs and it is handled by the Shire of Gingin in conjunction with local emergency services, the Shire can utilise the following as part of its repertoire of techniques:

- Status Update – the first information assessment about what is happening. It provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form and are used to inform key talking points for use by the SoG.

*\*Refer **Appendix 2 – Status Update Template** at the rear of this plan.*

- Talking Points - developed from information contained within the Status Updates.

The 'Talking Points' provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings, etc.

*\*Refer **Appendix 3 – Talking Points Template** at the rear of this plan.*

The following methods of communication would be utilised in the event of an emergency effort coordinated by local emergency services and the Shire of Gingin.

<b>Shire Communication Methods</b>	
<b>SMS</b>	(08) 9575 5100 to subscribe during office hours SMS alerts will be dispatched via the 'Harvest/Hot Works/Vehicle Movement Ban' subscription list
<b>Website</b>	<a href="http://www.gingin.wa.gov.au">www.gingin.wa.gov.au</a> 'Latest News' section
<b>Facebook</b>	<a href="http://www.facebook.com/ShireOfGingin">www.facebook.com/ShireOfGingin</a> Initial update followed by regular updates approximately every hour or as required. <i>*Recommended that these updates be shared to relevant community pages on Facebook, e.g.:</i> <ul style="list-style-type: none"> <li>• <i>Gingin Western Australia Community Noticeboard</i></li> <li>• <i>Neergabby Community Discussion Group</i></li> <li>• <i>Woodridge Community Discussion Forum</i></li> <li>• <i>Seaview Park Community Notice Board</i></li> <li>• <i>Sovereign Hill Chatter (Western Australia)</i></li> <li>• <i>Lancelin Community info, buy and sell.</i></li> <li>• <i>Ledge Point Buy and Sell</i></li> <li>• <i>Redfield Park, Sovereign Hill, Gabbadah buy and sell.</i></li> <li>• <i>Guilderton and Surrounds Buy and Sell</i></li> </ul>



<b>Community Notice Boards</b>	<p>General information will be posted to community notice boards, i.e. contact numbers, Evacuation Centre locations, etc.</p> <ul style="list-style-type: none"> <li>• <i>Evacuation Centre(s)</i></li> <li>• <i>Affected community notice boards as relevant and accessible</i></li> </ul>
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### State Systems

During a major emergency, the coordination of the response effort in Western Australia is generally handled DFES as opposed to the Shire of Gingin. The main reason for this is that DFES has far superior access to the resources that would be needed to deal with a major emergency.

<b>DFES Communication Methods</b>	
<b>Website</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a> Latest emergency situation updates and Total Fire Bans</li> <li>• <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> General information, e.g. prescribed burning, warning systems, fire danger ratings, etc.</li> </ul>
<b>Telephone</b>	<ul style="list-style-type: none"> <li>• 13 33 37 (13 DFES – for emergency information only)</li> <li>• 1300 657 209 (Recorded information line)</li> </ul>
<b>Radio</b>	<ul style="list-style-type: none"> <li>• ABC Midwest (Geraldton) 531AM Telephone: (08) 9923 4111 Journalist: 0428 144 429</li> <li>• ABC Perth – 730AM Telephone: (08) 9220 2700 Harvest Bans: <a href="mailto:harvestbans@abc.net.au">harvestbans@abc.net.au</a></li> <li>• Triple M (Northam) 1098AM Telephone: (08) 9622 2777 Email: <a href="mailto:wa@triplem.com.au">wa@triplem.com.au</a></li> </ul>
<b>Standard Emergency Warning Signal (SEWS)</b>	<p>SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.</p> <p>In Western Australia the broadcast of SEWS is authorised by the Department of Fire and Emergency Services or the Regional Director of the Bureau of Meteorology for flood and weather events.</p>

<p><b>Emergency Alert Telephone Warning System</b></p>	<p>Emergency Alert is the national telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are deemed to be under direct and imminent threat.</p> <p>Emergency Alert is not used for every incident DFES responds to. A DFES Incident Controller assesses the level of danger to the community and if lives and homes are under direct and imminent threat, he or she will request an Emergency Alert be issued within that specific geographical area.</p> <p>Community members do not need to register to receive a telephone warning. All landline and mobile telephone numbers (including silent numbers) are automatically registered based on their service address.</p> <p>In an emergency, telecommunications providers send voice messages to landlines and text messages to mobiles that have a registered service address within the affected warning area. Community members should be reminded annually by the Shire of Gingin to contact their telephone provider to ensure their service address details are current.</p> <p>Text messages can also be sent to mobile telephones based on the last known location of the handset. This is designed to reach visitors and travellers in the area under threat.</p> <p>Emergency Alert relies on telecommunications networks to send messages and delivery cannot always be guaranteed. There are a range of reasons why a message may not be received including network coverage issues, the phone being turned off or on silent or if the phone's message inbox is full.</p>
<p><b>Other Methods</b></p>	<ul style="list-style-type: none"> <li>• TV and radio news bulletins, print and online newspapers</li> <li>• A staffed communication information line may be set up</li> <li>• A TV crawler displaying messages at the bottom of the screen may be used</li> </ul>

## SHIRE COMMUNICATION METHODS

Both during the Response and the Recovery periods for an emergency, the SoG will utilise a number of communication methods to ensure that the public is kept informed.

### **External Communication**

If the HMA is not the Shire of Gingin during the Response period of the emergency then the SoG will only be responsible for relaying the communications from the HMA as required out through their networks.

On occasion, key members of the SoG (Shire President and/or CEO predominantly) may choose to disseminate additional information to the public. This information SHALL NEVER contradict the communications disseminated by the HMA.

Methods of communication by the SoG when an emergency response is being coordinated by another agency acting as the HMA (usually DFES) will be undertaken by the Shire's Communications & Marketing Officer.

<b>Shire Communication Methods on behalf of the HMA</b>	
<b>Facebook</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.facebook.com/ShireOfGingin">www.facebook.com/ShireOfGingin</a> Sharing any new updates from DFES (or any other relevant HMA), Main Roads WA, Western Power, etc. to the SoG's Facebook page.</li> <li>• It is recommended that the updates shared on the SoG's Facebook page be further shared to relevant community pages, e.g.:               <ul style="list-style-type: none"> <li>– Gingin Western Australia Community Noticeboard</li> <li>– Neergabby Community Discussion Group</li> <li>– Woodridge Community Discussion Forum</li> <li>– Seaview Park Community Notice Board</li> <li>– Sovereign Hill Chatter (Western Australia)</li> <li>– Lancelin Community info, buy and sell.</li> <li>– Ledge Point Buy and Sell</li> <li>– Redfield Park, Sovereign Hill, Gabbadah buy and sell.</li> <li>– Guilderton and Surrounds Buy and Sell</li> </ul> </li> <li>• Monitoring comments by community members on the aforementioned Facebook pages and providing answers to enquiries or directing community members to refer first and foremost to the communications being put out by the HMA.</li> </ul>
<b>Community Meetings</b>	<p>Attendance of the CO (or ILO) at any community meetings held by the HMA for the purpose of taking notes of the meeting to relay to the community and to make any enquiries of the HMA and any other agencies providing updates at the meeting.</p> <p><i>*Refer <b>Appendix 5 – Community Meetings.</b></i></p>

### Internal Communication

A staff officer (other than the CO) will act as an Internal Liaison Officer (ILO) for the SoG. The ILO will be located together with the CO so that they can share information during the emergency response phase.

The responsibilities of the ILO will predominantly include:

- Liaison with members of the LRCC and key individuals to share information and keep track of SoG staff (including monitoring how many hours an individual has worked in order to monitor fatigue and manage it accordingly). This would include the:
  - CEO
  - Executive Managers
  - Chief Bush Fire Control Officer

- Shire President
- Local Recovery Coordinator and LR Administrator
- Communications & Marketing Officer
- Relevant contact from the ISG working for the HMA
- SoG staff coordinating the Evacuation Centre(s) if any are established
- Any other relevant personnel as necessary
- Supporting the Communications & Marketing Officer in enacting their duties

## MANAGING THE MEDIA

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. Information to be sought from the Incident Controller.

The Communications & Marketing Officer (with assistance as necessary from the Internal Liaison Officer) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings with the LRCC. Information is never to be assumed
- The CO/ILO will draft documents for release to external stakeholders
- The Local Recovery Coordinator (LRC) must confirm all incident-related facts
- The CO/ILO will coordinate final sign-off from the CEO prior to document release

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include the SoG's:

- CEO;
- Shire President; or
- Incident relevant elected representative (generally the Local Response Coordinator).

They must have the updated facts and be both available and prepared to manage media relations.

It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

## RECOVERY COMMUNICATIONS PLAN

Once the Emergency Response Period has passed, the HMA generally hands over to the SoG to coordinate the Emergency Recovery Period. It is still crucial during this period that communications are clear, detailed and provided on a regular basis as the community will need to be kept up to date during the recovery period.

A Recovery Communications Plan details the SoG's strategy on communication and consultation with the affected community in recovery.

*\*Refer **Appendix 6 – A Recovery Communications Plan Template.***

## GENERAL ENQUIRIES

Frontline employees from outside the LRCC must be prepared to receive enquiries from a range of stakeholders. The SoG's Communications & Marketing Officer will ensure that they are provided with a script based on the key messages and a copy of the prepared Q & As and will brief them on the SoG's Communication Policy if necessary.

Other than approved spokespeople, no employee is authorised to make comment to any other agency or member of the public beyond the scope of the script and these documents.

- No employee or spokesperson is to give “off the record” or “in confidence” information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or LRCC Chairperson.

## APPENDIX 1

### Communications Strategy Template

# SHIRE OF GINGIN Communications Strategy

*Response Vision for the affected Community*

This Communications Strategy details the Shire of Gingin's approach on communication and consultation with the affected community during the response period of the emergency.

#### Vision

*Response vision for the affected community.*

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#### Mission

*Mission of the Communications Strategy.*

Why?	
Who?	
What?	
When?	
Where?	
How?	

#### Background

*Brief detailed description of the emergency event (when it started, where, etc.).*

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#### Communication Objectives

*Clear, measurable and achievable objectives. No more than five.*

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### Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and by when?

Target Audience:	
Descriptions:	
Actions:	
Who:	
By When:	

### Key Messages

What are the current key messages and how are they being distributed, to whom?

Message:	
Method:	
Who:	

### Actions

What communications are being undertaken to who (public, emergency agencies, etc.) and how is this being done? Who has responsibility and how often will they be distributed and/or updated?

Who is being informed?:	
Communication:	
Method:	
Who is Responsible:	
Frequency:	

### Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method:	
Monitor and Evaluate:	
Frequency:	

### Communications Budget

How much money has been allocated to be spent on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method:	
Amount Allocated:	
Amount Spend/Date:	

### Communications Plan Review

Who is responsible for monitoring the complete Communications Strategy, what date was it reviewed and what were the major changes that were made?

<b>By Whom:</b>	
<b>Date:</b>	
<b>Major Changes:</b>	



## APPENDIX 2

### Status Update Template

The Status Update is the first information assessment about what is happening, which provides crucial information about the emergency response and recovery efforts. These are maintained on a daily basis in summary form and are used to inform key talking points for use by the Shire of Gingin.

#### Summary

INCIDENT NAME	DATE	PREPARED BY

#### Status Summary

STEPS TAKEN	% DONE	DUE DATE	ASSIGNED TO	NOTES

#### Risk & Issue History

ISSUE	ASSIGNED TO	DATE



## APPENDIX 4

### **Media Release**

Media Releases can provide a vital way of providing instant information that can be picked up the local newspaper or radio station. The designated Shire of Gingin spokesperson must be used in the Media Release.

# **MEDIA RELEASE**

## **CATCHY TITLE IN A SHORT SENTENCE WHICH IS BRIEF, CLEAR AND TO THE POINT**

First and/or second sentences must explain what the emergency response/recovery announcement is. The most important information is at the top of the Media Release.

Short snippets of information should be gathered from your talking points to provide key information that can be easily picked up and used by the media.

The essential information should include the:

Who

What

When

Where

How and the why if appropriate.

Ensure the Shire of Gingin's spokesperson is "regularly quoted" throughout the Media Release.

The Media Release should use the available template for the Shire of Gingin (see the Shire's Intranet).

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### **Media Enquiries**

Shire of Gingin spokesperson's name, position and contact number

Shire of Gingin's media liaison's name, position and contact number

## APPENDIX 5

### Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and to engage in meaningful dialogue.

Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

#### Community Meeting Checklist

##### BEFORE

- Determine the Master of Ceremony (MC) and the Shire of Gingin spokesperson. This may be the same person or different, depending on the Shire of Gingin and the community.
- Ensure key speakers from the Hazard Management Agency (HMA), combat agencies, support organisations and the Shire of Gingin are included, invited, allowed to contribute to the agenda and briefed.
- Invite members of the relevant Community Liaison Unit from the HMA to attend meeting to support the community with their information needs during the response phase.
- Select an easy, central and significant location for the community meeting.
- Prepare a clear agenda using talking points, time frames and input from all agencies.
- Determine a question and answer feedback option for community members during and after the meeting.
- Advise and notify community members of the meeting details including location, time and agenda.
- Organise audio visual requirements, parking, seating, catering, record of attendance and feedback capture.
- Test all audio equipment, electrical outlets and sound system. Consider filming the speakers to be hosted on the Shire of Gingin's website and/or Facebook page if appropriate.
- Brief and prepare the Shire of Gingin spokesperson by practising answers.
- Plan for the presence of media at the meeting.

##### DURING

- MC to communicate agenda to the audience and introduce speakers. Agenda is used as a structure for the meeting but allow for other issues at the end of the meeting to be discussed.
- MC to review previous community meetings including any issues and updates that need to be communicated. MC to advise when the next meeting will be or how often the meetings will occur if there will be a regular schedule.
- Determine the preferred communication methods of community members. Consider using a voting system with dots/stickers/post it notes on the walls to get a clear picture of preferred methods.
- Assign a person who will take notes, action issues and advise the recommended completion or action time to the community. Advise how these will be distributed or communicated after the community meeting.
- Ensure all speakers adhere to the Giuliani method of information communication which includes information to the community that is:
  - What we know;
  - What we don't know;
  - What we are doing; and
  - What we want you to do.
- Allow questions from the community using a roaming microphone.
- MC to thank attendees and advise of availability of refreshments after the conclusion of the meeting.

##### AFTER

- Ensure speakers are available for further discussion or any contact details available or point of reference for further information.
- Ensure the Department of Communities and other support agencies (such as Australian Red Cross) are attending the community meeting to provide psychological well-being to community members if required.
- Provide follow up ways to gather information for any audience members that were unable to ask questions during the meeting.
- Upload recording of the meeting to the Shire of Gingin's website and/or Facebook page or provide a summary of the information presented.

## APPENDIX 6

### A Recovery Communications Plan Template

# SHIRE OF GINGIN RECOVERY COMMUNICATION PLAN

*Recovery Vision for the affected Community*

This Recovery Communication Plan details the Shire of Gingin's strategy on communication and consultation with the affected community in recovery.

#### Vision

Recovery vision for the affected community.

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#### Mission

*Mission of the Recovery Communications Plan*

Why?	
Who?	
What?	
When?	
Where?	
How?	

#### Background

*Brief detailed description of the emergency events.*

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#### Communication Objectives

*Clear, measurable and achievable objectives. No more than five.*

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### Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and by when?

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Who is Responsible:	
Frequency:	

### Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method:	
Monitor and Evaluate:	
Frequency:	

### Communications Budget

How much money has been allocated to be spent on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method:	
Amount Allocated:	
Amount Spend/Date:	

### Communications Plan Review

Who is responsible for monitoring the complete Recovery Communications Plan, what date was it reviewed and what were the major changes that were made?

By Whom:	
Date:	
Major Changes:	

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SECTION NINE

# CONTACTS & RESOURCES REGISTER

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Current as at 10 August 2022

**\*\*\* IMPORTANT: NOT FOR PUBLIC DISTRIBUTION \*\*\***

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SECTION TEN

# PRE-EMERGENCY PLANNING MAPPING DATA

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END DOCUMENT