LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

SHIRE OF GINGIN

APPROVED BY LEMC MEETING:
DATE OF LEMC REVIEW APPROVAL:
DATE OF LEMC ENDORSEMENT:
DATE OF LG ENDORSEMENT:

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AUTHORITY

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:

<<signature

_____   _____

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

<<signature

_____   _____

Aaron Cook   Date
Chief Executive Officer, Shire of Gingin
Resolution Number: *XXXXXXXX*

Document Review   _____
      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.	Feb 2020		

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
In-Person Lancelin: 255 Vins Way Lancelin WA 6044
Post: PO Box 510 Gingin WA 6503
Email: mail@gingin.wa.gov.au

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	
	Hard Copy	**Electronic**
Shire of Gingin (Gingin Office, Lancelin Office, All Councillors, Chief Executive Officer, Manager Emergency Services, Recovery Coordinator, Recovery Administrator and designated Deputies)	14	
Gingin Police Station	1	
Lancelin Police Station	1	
Shire of Gingin Public Libraries (Gingin and Lancelin)	2	
State Emergency Management Committee (Secretariat)		1
DEMP	1	
Northam District Police Office	1	
Department of Fire and Emergency Services Joondalup (Fire and SES)	2	
Bush Fire Service Gingin (1 CBFCO, 5 x Deputy CBFCO)	6	
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 Chittering/Gingin Sub Centre	1	
St John Ambulance Lancelin and Coastal Districts Sub Centre	1	
St John Ambulance Service W.A. (Inc)	1	
Department of Communities	1	
City of Wanneroo	1	
Joondalup Health Campus	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	

A copy of this document (public version) is available on the Shire of Gingin website www.gingin.wa.gov.au.

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.

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SECTION ONE

INTRODUCTION

GLOSSARY OF TERMS

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

The following terms apply throughout these arrangements:

Term		Definition
A	**AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)**	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.
	AIIMS STRUCTURE	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	**BUSH FIRE BRIGADE**	Established by a local government under the *Bush Fires Act 1954.*
C	**COMBAT**	To take steps to eliminate or reduce the effects of a hazard on the community.
	COMPACT AGENCY	Prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's 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.
	COMPREHENSIVE APPROACH	The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases (Synonyms: disaster cycle, disaster phases and PPRR).
	COMMAND	The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also CONTROL and COORDINATION)

	COMMUNITY EMERGENCY RISK MANAGEMENT	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).
	CONTROL	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also COMMAND and COORDINATION).
	CONTROLLING AGENCY	An agency nominated to control the response activities to a specified type of emergency.
	COORDINATION	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also CONTROL and COMMAND).
D	**DISASTER**	See EMERGENCY
	DISTRICT	Means the municipality of the Shire of Gingin. This is the local government district <u>not</u> the emergency management district.
	DISTRICT EMERGENCY MANAGEMENT COMMITTEE	A committee established under Section 31(1) of the Emergency Management Act 2005
	DEPARTMENT OF COMMUNITIES (DC)	Western Australian (State Government) Department of Communities, Child Protection and Family Support
	DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES)	Western Australian (State Government) Department of Fire and Emergency Services
E	**EMERGENCY**	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
	EMERGENCY MANAGEMENT	The Management of the adverse effects of an emergency including: (a) Prevention - the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of

		an emergency.
		(b) Preparedness - preparation for response to an emergency
		(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.
		(d) Recover - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.
	EMERGENCY MANAGEMENT AGENCY	A Hazard Management Agency (HMA), a Combat Agency or Support Organisation.
	EMERGENCY RISK MANAGEMENT	A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.
	EVACUATION	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.
	EVACUATION / WELFARE CENTRE	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.
H	**HAZARD**	An event, situation or coordination that is capable if 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 *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.
		For example:
		1. A cyclone, earthquake, flood, storm, tsunami or other natural event;
		2. A fire;
		3. A road, rail or air crash;
		4. A plague or an epidemic;
		5. A terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code Act 1995* of the Commonwealth; or
		6. Any other event, situation or condition that is capable of causing or resulting in:
		a. Loss of life, prejudice to the safety or harm to the health of persons or animals; or
		b. Destruction of or damage to property or any part of

		the environment that is prescribed by the *Emergency Management Regulations 2006*
	HAZARD MANAGEMENT AGENCY (HMA)	A public authority or other person, prescribed by *Emergency Management Regulations 2006* 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	**INCIDENT**	The occurrence or the imminent occurrence of a hazard.
	INCIDENT AREA (IA)	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.
	INCIDENT CONTROLLER	The person appointed by the Hazard Management Agency or Controlling Agency for the overall management of an incident within a designated incident area.
	INCIDENT MANAGER	See INCIDENT CONTROLLER
	INCIDENT MANAGEMENT TEAM (IMT)	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
	INCIDENT SUPPORT CENTRE	A facility established to coordinate and organise emergency provision of services.
	INCIDENT SUPPORT GROUP (ISG)	A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.
L	**LIFELINES**	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.
	LOCAL EMERGENCY COORDINATOR (LEC)	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.
	LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	A committee established under Section 38 of the *Emergency Management Act 2005.* 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.
	LOCAL GOVERNMENT AUTHORITY (LGA)	Local Government meaning the Shire of Gingin unless otherwise specified.
P	**LOCAL RECOVERY COORDINATION GROUP (LRCG)**	The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time
M	**MUNICIPALITY**	Means the district of the Shire of Gingin unless otherwise specified.
O	**OPERATIONS**	The direction, supervision and implementation of tactics in accordance with the Incident Action Plan**.** (See also EMERGENCY OPERATION).
	OPERATIONAL AREA (OA)	The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.
P	**PREPAREDNESS**	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.
	PREVENTION	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).
	PUBLIC AUTHORITY	An agency as defined in the Public Sector Management Act 1994; • a body, corporate or unincorporated, that is established or continued for a public purpose by the State, regardless of the way it is established; • a local government or regional local government; • the Police Force of Western Australia; • a member or officer of a body referred to in one of the above; or • a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.
R	RECOVERY	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment, the community, psychological and economic well-being.
	RESPONSE	The combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.
	RISK	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. • The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood. • A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period. • Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.
	RISK MANAGEMENT	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.
	RISK REGISTER	A register of the risks within the local government, identified

		through the Community Emergency Risk Management process.
	RISK STATEMENT	A statement identifying the hazard, element at risk and source of risk.
S	**SITUATION REPORTS (SITREPS)**	A brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.
	STANDARD OPERATING PROCEDURE	A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.
	STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC)	A committee established under section 13(1) of the *Emergency Management Act 2005*. 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.
	STATE EMERGENCY MANAGEMENT PLAN (SEMP)	A plan prepared under section 18 of the EM Act. *Emergency Management Act 2005*
	STATE EMERGENCY MANAGEMENT POLICY	The Policy prepared under section 17 of the *Emergency Management Act 2005*
	SUPPORT ORGANISATION	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.
T	**TELECOMMUNICATIONS**	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, email and radio.
	TREATMENT OPTIONS	A range of options identified through the emergency risk management process to select appropriate strategies which minimise potential harm to the community.
U	**URBAN FIRES**	Property fires occurring within gazetted fire districts for which DFES Fire and Rescue Services is responsible under the *Fire Brigades Act 1942*.
V	**VULNERABILITY**	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.
W	**WELFARE**	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.
	WELFARE CENTRE	Refer EVACUATION / WELFARE CENTRE
	WESTPLAN	State Hazard Plans as approved by the State Emergency Management Committee.

ACRONYMS

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

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

DISCLAIMER

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PLAN OVERVIEW

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

The Shire of Gingin is located in the north west 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^2
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 north east. 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^2
- Regional Reservations: 1,150 km^2
- Industrial: 16 km^2
- Urban (residential): 187 km^2

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 quite hilly places 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 are 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

Pie chart:
- 0-9 years: 10%
- 10-24 years: 16%
- 25-39 years: 11%
- 40-54 years: 20%
- 55-64 years: 18%
- 65-74 years: 18%
- 75-84 years: 6%
- 85+: 1%

Legend: 0-9 years, 10-24 years, 25-39 years, 40-54 years, 55-64 years, 65-74 years, 75-84 years, 85+
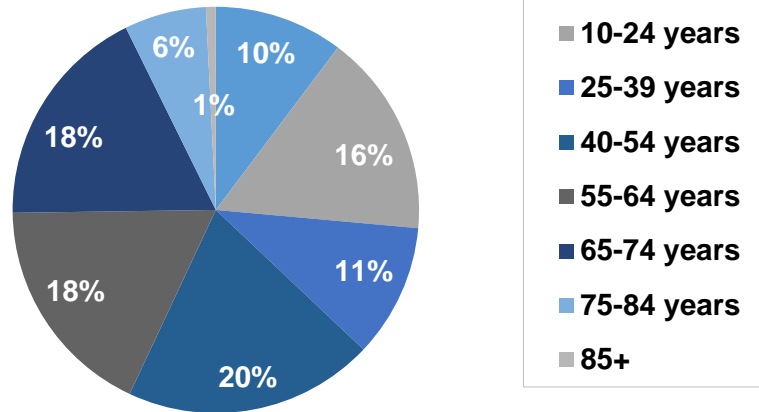
Upper Coastal* (28.857% of Shire population) includes the coastal town sites of Lancelin and Ledge Point in addition to the localities of Karakin, (Seaview Park) and Nilgen (Ocean Farm).

Upper Coastal Age-Breakdown

Pie chart:
- 0-9 years: 7%
- 10-24 years: 18%
- 25-39 years: 13%
- 40-54 years: 18%
- 55-64 years: 19%
- 65-74 years: 17%
- 75-84 years: 7%
- 85+: 1%

Legend: 0-9 years, 10-24 years, 25-39 years, 40-54 years, 55-64 years, 65-74 years, 75-84 years, 85+
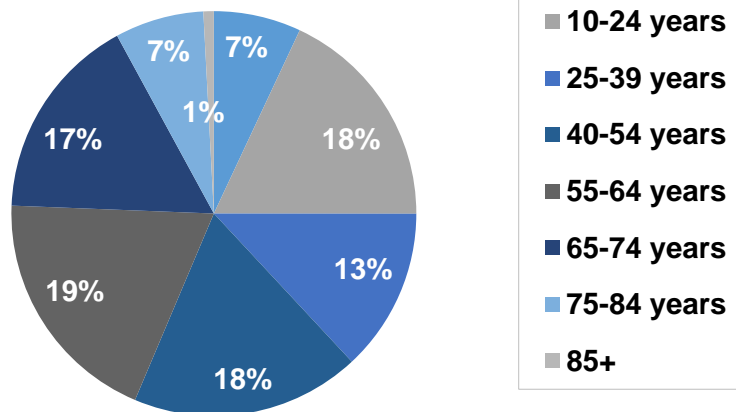
Gingin-Rural (38.614% of Shire population) includes the Gingin town site and localities of Bambun, Beermullah, Boonanarring, Breera, Coonabidgee, Cowalla, Cullalla, Ginginup, Granville, Lennard Brook, Mindarra, Moondah, Moore River National Park, Muckenburra, Neergabby, Orange Springs, Red Gully, Wanerie and Yeal.

Rural Gingin Age-Breakdown

Legend:
- 0-9 years
- 10-24 years
- 25-39 years
- 40-54 years
- 55-64 years
- 65-74 years
- 75-84 years
- 85+

Pie chart values: 13%, 15%, 18%, 20%, 14%, 13%, 5%, 2%
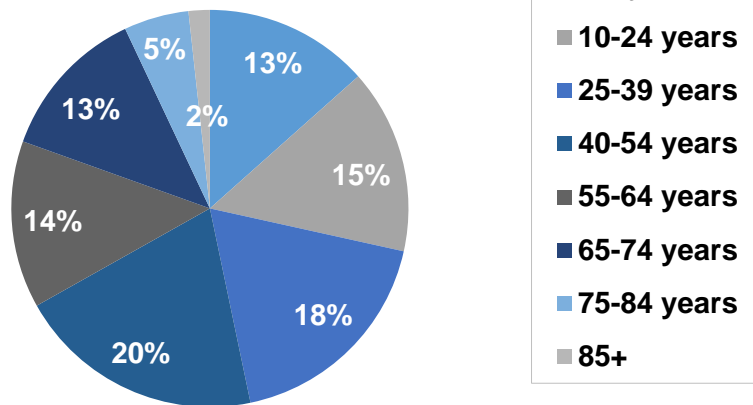
REMOTE AREAS

Of the 3,325 km^2 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 north-west 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, Table Top and Tactical Exercise without Troops.

Testing and Exercising is important for a number of 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	
DESKTOP/DISCUSSION EXERCISES	Includes orientation exercises, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players.
FUNCTIONAL EXERCISES	Closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as table top exercises
FIELD EXERCISES	Involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

PHONE TREE RECALL EXERCISES	Testing contact numbers outside of business hours
ACTIVATION OF FACILITIES (FOR EM)	Testing the contacts and procedures associated with opening and closing evacuation centres or any facilities that might be operating during an emergency
RESOURCE ACCESSIBILITY & ACTIVATION	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 co-ordination;
- 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
LOCAL GOVERNMENT	The responsibilities of the Shire of Gingin are defined in s.36 of the *Emergency Management Act 2005* It is a function of a local government- 1) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and 2) to manage recovery following an emergency affecting the community in its district; and 3) to perform other functions given to the local government under this Act 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.
LOCAL EMERGENCY COORDINATOR	The responsibilities of the LEC are defined in s37(4) of the *Emergency Management Act 2005* The Local Emergency Coordinator for a local government district has the following functions - 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; 2) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and 3) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator
LOCAL RECOVERY ADMINISTRATOR	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.
LOCAL RECOVERY COORDINATOR	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 action plan and manage the recovery phase of the incident.
LOCAL GOVERNMENT WELFARE LIAISON	During an evacuation assist Department of Communities by providing advice information and resources.
LOCAL GOVERNMENT LIAISON OFFICER (TO ISG/IMT)	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
LOCAL GOVERNMENT - INCIDENT MANAGEMENT	• Ensure planning and preparation for emergencies is undertaken. Implementing procedures that assist the community and emergency services deal with incidents • Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. • Keep appropriate records of incident that have occurred to • Ensure continual improvement of the Shires' emergency response capability • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities

Recovery Coordination Structure

The following page provides a Recovery Coordination Structure which includes that states roles through the key-function areas sub-groups.
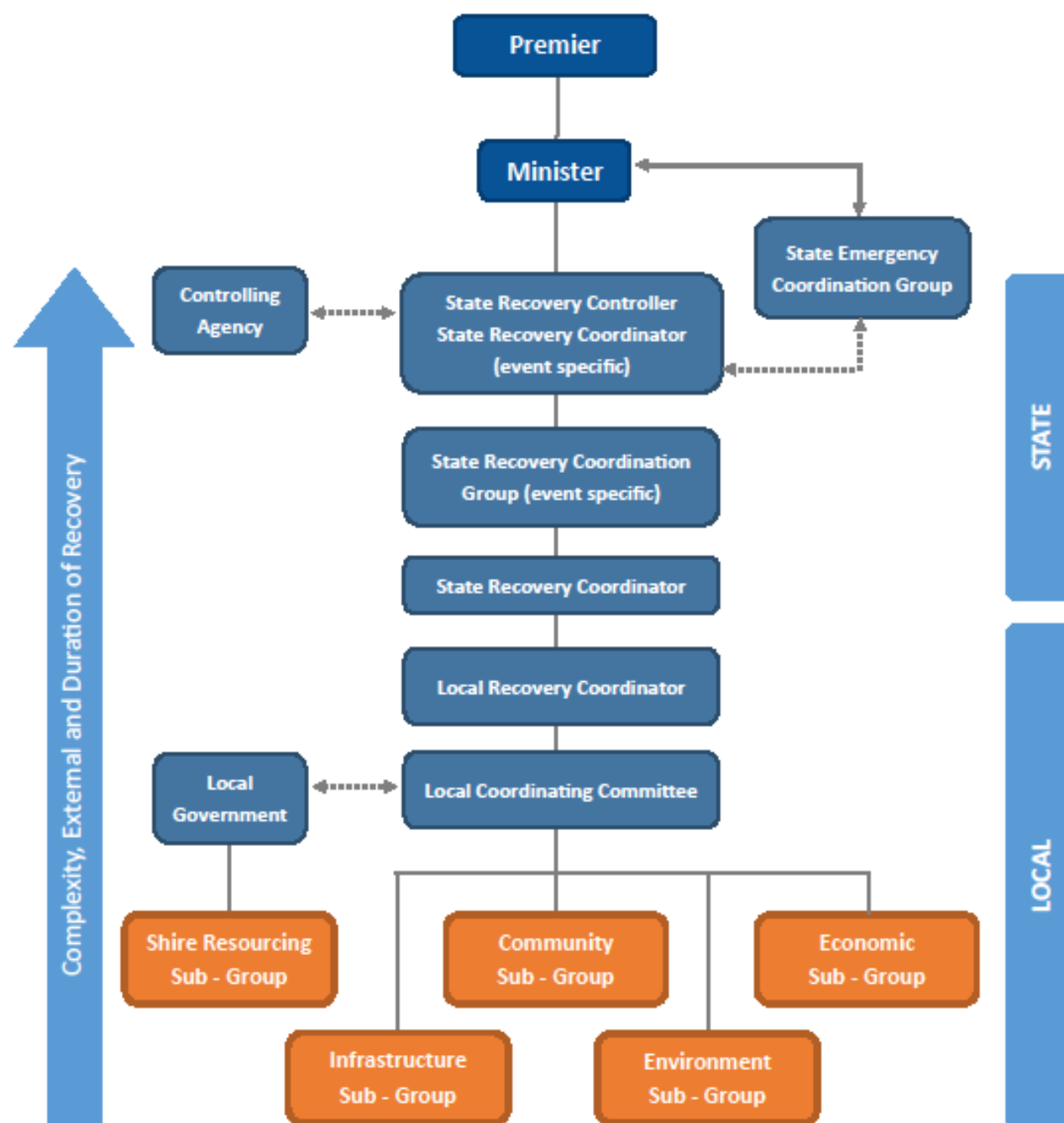
LEMC ROLES AND RESPONSIBILITIES

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
LEMC CHAIR	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC EXECUTIVE OFFICER	Provide executive support to the LEMC by: Provide secretariat support including: • Meeting agenda;

	• Minutes and action lists; • Correspondence; • Maintain committee membership contact register Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: • Annual Report • Annual Business Plan • Maintain Local Emergency Management Arrangements Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of subcommittees and working groups as required

LEMC MEMBERSHIP

Voting Members

Organisation	Officer
Department for Communities – Emergency Services Unit	District Emergency Services Officer Wheatbelt
Department of Fire and Emergency Services	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 Chittering/Gingin Sub-Centre	Ambulance Officer (designated volunteer)
St John Ambulance 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 • Gingin District High School • Lancelin Primary School • Yanchep Primary School • Two Rocks Primary School	Principal/Deputy Principal or another delegated representative
Department of Health – WA Country Health Service	
Empire Oil Company (WA) Limited	
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	

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
FIRST QUARTER (July / Aug / Sept)	Community Engagement • Evacuation plans? • Fire safety? • Storm safety? • Communications/public information in disasters	LEMC Meeting to be held. • Standing items • Adopt Business plan
SECOND QUARTER (Oct / Nov / Dec)	LEMA and recovery plan circulated to EM staff within LG. Preparedness messages to community. (Newsletter?)	LEMC Meeting to be held • Standing items
THIRD QUARTER (Jan / Feb/ March)	Develop Exercise Schedule • Approvals & funding Begin development of engagement tools. Identify projects for funding.	LEMC Meeting to be held • Standing items • Endorse Exercise Schedule
FOURTH QUARTER (April / May / June)	Apply for funding. by mid-June **Capability survey** and annual report completed. By end June Assess Capability gaps and develop **business plan** for next financial year.	LEMC Meeting to be held • Standing items

NEXT FIVE-YEAR REVIEW

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

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 www.dcp.wa.gov.au	2019
Hazardous Materials Plan	WAPol	Gingin Police Station Lancelin Police Station	
Gingin District High School Evacuation Plan	DoE	Gingin District High School	
Lancelin Primary School Evacuation Plan	DoE	Lancelin Primary School	
State Emergency Management Plan	SEMC	www.semc.wa.gov.au	Oct 2019
State Emergency Welfare Plan	SEMC	www.semc.wa.gov.au	May 2016
State Hazard Plans (WestPlans)	SEMC	www.semc.wa.gov.au/emergency-management/plans/state-hazard-plans	
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's Business Plan – to come.

AGENCY ROLES AND RESPONSIBILITIES

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

Agency Roles	Description of Responsibilities
CONTROLLING AGENCY	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; • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery the Controlling Agency will ensure effective transition to recovery
HAZARD MANAGEMENT AGENCY	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 A HMA's function is to: • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan for that hazard • Ensure effective transition to recovery by Local Government
COMBAT AGENCY	A combat agency as prescribed under Subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of 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.
SUPPORT ORGANISATION	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

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	• 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. • To ensure that brigade members are adequately protected while conducting firefighting activities.
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.	
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 – to come	SoG	Gingin Police Station Lancelin Police Station	
Gingin District High School Evacuation Plan	DoE	Gingin District High School	
Lancelin Primary School Evacuation Plan	DoE	Lancelin Primary School	
SEMC – All state plans		website	

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COORDINATION OF EMERGENCIES

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

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
UNITY OF COMMAND	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.
SPAN OF CONTROL	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.
FUNCTIONAL MANAGEMENT	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).
MANAGEMENT BY OBJECTIVES	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
FLEXIBILITY	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

Functions	Description
CONTROL	Management of all activities required to resolve the incident.
PLANNING	Development of objectives, strategies and plans for the resolution of the incident.
INTELLIGENCE	Collecting and analysing information or data which is distributed as intelligence to support decision making and planning.
PUBLIC INFORMATION	Provisions of warnings, information and advice to the public, liaison with the media and community.
OPERATIONS	Tasking and application of resources.
INVESTIGATIONS	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
LOGISTICS	Acquisition and provision of human and physical, resources, facilities, services and materials
FINANCE	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 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
LEVEL ONE	Usually resolved through local or initial response resources.	Provide support to resolve the incident at the local level
LEVEL TWO	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.
LEVEL THREE	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.

Location	Address
Shire of Gingin Administration Centre (and 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	33 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: A diagram illustrating Incident Management
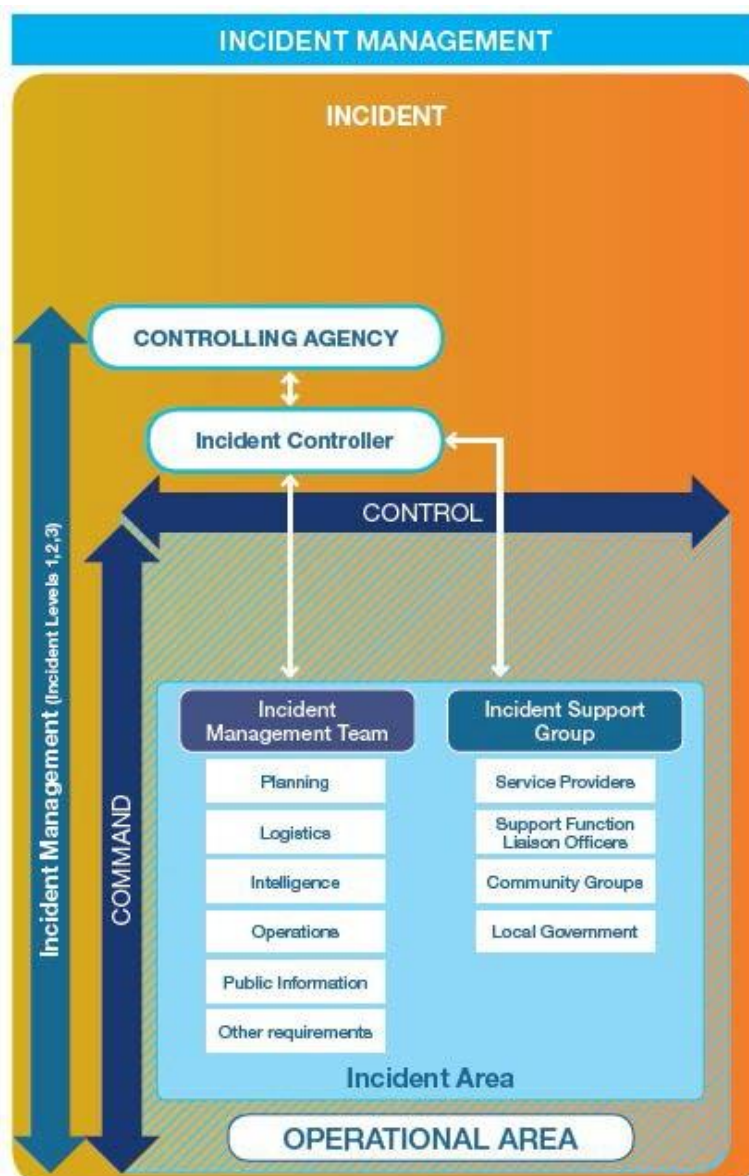
FINANCIAL ARRANGEMENTS

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

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

RISK REGISTER

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, six 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, 220 risk statements were assessed in total. The breakdown of their risk levels is illustrated in the figure below

Risk Level	Number of statements assigned	% of statements Assigned
EXTREME	0	0
HIGH	105	47.728%
MEDIUM	54	24.545%
LOW	49	22.273%
VERY LOW	12	5.454%

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 below figure illustrates the results.

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.

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

Fire

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

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		11(28.205%)	2 (5.128%)		
PEOPLE		3 (7.692%)		1 (2.564%)	
PUBLIC ADMIN		7 (17.948%)		1 (2.564%)	

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
SOCIAL SETTING		5 (12.820%)	4 (10.256%)	1 (2.564%)	1 (2.564%)
ENVIRONMENT			2 (5.128%)	1 (2.564%)	1 (2.564%)
TOTALS		**26 (66.665%)**	**8 (20.512%)**	**4 (10.256%)**	**2 (5.128%)**

Flood

Thirty-nine impact statements were assessed for the Storm scenario, across the areas of Economy, People, Public Administration, Social Setting and Environment. The below figure illustrates the results. The bottom row shows what percentage of the risk statements were sorted into each risk category.

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

Storm

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

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

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 below figure illustrates the results.

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		8 (21.622%)	5 (13.514%)		

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

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 below figure illustrates the results.

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

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.

(Table to follow on page 55)

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	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 Johns	Crash Emergency (2019)	Police local plan

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COMMUNITY ENGAGEMENT

COMMUNITY ENGAGEMENT

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.

To progress these requirements, the above staff will first seek input from other LG's and then plan the approach with community input. This document will be updated to reflect the framework and relevant information as the Community Recovery Awareness Program is developed.

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.

EVACUATION

EVACUATION

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
SELF-EVACUATION	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.
CONTROLLED EVACUATION	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).
RECOMMENDED EVACUATION	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.
DIRECTED EVACUATION	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

| Decision | Warning | Withdrawal | Shelter | Return |

Stage	In Brief	Description
1. DECISIONS	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.
2. WARNING	Telling people of the need to go	Part of the LEMC's planning process is to identify available communications methods for public information.
3. WITHDRAWAL	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.
4. SHELTER	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.
5. RETURN	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 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

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 contact and request of facilities for evacuation/welfare centres could be considered if required.

Evacuation Planning for Care and Education Services
Schools, hospitals, nursing homes, child care 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.

At the time of this document's development there are two aged accommodation facilities, two schools and two day-care centres 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 ad updating the individual list for vulnerable people that they are responsible for.

Linguistically Diverse

During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (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.

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. Refer to Draft Animal Welfare Evacuation Plan provided by WALGA.

MAPS

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

SECTION SIX

WELFARE

WELFARE

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

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.

EVACUATION / WELFARE CENTRES

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 (Communities) 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.

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 Communities 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 Dept of Communities 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 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 2
- Shire's Lancelin Office x 1
- Shire's Meeting Room at Guilderton Hall 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. Communities 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 the 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).

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SECTION SEVEN

LOCAL RECOVERY PLAN

SHIRE OF GINGIN'S LOCAL RECOVERY COORDINATION TEAM

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

LOCAL RECOVERY COORDINATION TEAM – 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)
  - **Jodie Mortadza**
- 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

LOCAL RECOVERY COORDINATION

ROLES

The Shire of Gingin has a Local Recovery Coordination team 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 team is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating 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 LRCG 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 (LRCG) prior to an event occurring;
- Ensure the Local Recovery Plan is established;

Response/Recovery
- Fulfills the LRGC 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 (LRCG) 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.

<u>Response</u>
- 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 (LRCG) including suggested membership that is event specific and provide advice to the LRCG 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 LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Coordinate local recovery arrangements in conjunction with the LRCG, 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, LRCG 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.

<u>Recovery</u>
- Provide a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRCG;
- In consultation with the DA, assess the LRCG 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.

<u>Evaluation</u>

- 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 Coordination Group (LRCG) 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 LRCG;
- 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 LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Assist with LRCG requirements where required and ensure the functions of the Executive Officer are undertaken for the LRCG;
- 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.

RECOVERY MANAGEMENT FUNCTION AREAS

There are four key functional areas being Community, Economic, Environment and Infrastructure which are overseen by a Sub-Group represented by key agencies and stakeholders. There is a fifth functional area being Shire Resourcing, which is Shire specific (for internal staff) and overseen by a Shire Team Recovery Committee of internal staff. Below is a brief overview of the each of the five functional areas and the associated impacts that an emergency may affect. Additional information with relation to the function areas, roles and responsibilities is available in Section 7. Local Recovery Plan.

Community

This refers to the impacts associated with individual and community health and well-being including:

- Community Development
- Family and Personal Support
- Health and Medical
- Temporary Accommodation
- Animal Welfare
- Social Support and Connectivity

Infrastructure

This refers to the infrastructure impacts, which may be less obvious and require analytical assessment to determine the potential immediate to the long term effects including:

- Built Infrastructure
- Communication
- Transport and roads
- Essential Services (e.g. water, energy etc.)

Economic

This refers to impacts to the local economy including continued operations and supporting long-term viability:

- Agriculture
- Retail/Manufacturing Industry
- Employment
- Small business
- Tourism

Environment

This refers to the environmental impacts of a geographical area:
- Ecosystems
- Flora and fauna
- Waste pollution management
- Air and Water
- Public land
- Cultural and heritage sites

Shire Resourcing (includes HR, Finance Management and Communications)

This refers to the impacts to the Shire and resourcing requirements associated with emergency management:
- Human Resources
- Finance
- Data Management
- Customer Enquires
- Staff Support

LOCAL RECOVERY COORDINATION GROUP (LRCG)

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

ROLE

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community. The LRCG 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 Comprehensive Impact Assessment
- Assess recovery requirements, based on the impact assessment/s, within the five environments: community, economic, environment, infrastructure and Shire Resourcing.
- Establish LRCG 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.

STATE RECOVERY COORDINATOR

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

COMMENCEMENT OF RECOVERY

LOCAL RECOVERY COORDINATOR & ADMINISTRATOR

The immediate involvement of the Local Recovery Coordinator & 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.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

LOCAL RECOVERY COORDINATION GROUP

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

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

Position	Primary	Alternate (Relief)
Chair/ Executive Manager Local Recovery Coordination	Chief Executive Officer	Acting Chief Executive Officer
Public Spokesman	Shire President	Deputy Shire President
Local Recovery Coordinator	Community Services and Events Officer	Coordinator Corporate Planning
Local Recovery Administrator	Coordinator Community Development and Services	Personal Assistant - Chief Executive Officer/CESM
Local Government Liaison Officer	Role based – as delegated	Role based – as delegated
Communications Officer	Communications & Marketing Officer	
Finance Officer	Finance Manager	Coordinator Corporate Services

SUB GROUP

Position	Primary	Alternate (Relief)
Community Sub-Group Coordinator		
Economic Sub-Group Coordinator	Shire President/LEMC Chair	LEMC Deputy Chair
Environment Sub-Group Coordinator		
Infrastructure Sub-Group Coordinator		
Shire Resourcing Sub-Group Coordinator		

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
Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corp, Main Roads, Western Power
Welfare agencies	DC, ARC, Salvation Army, local welfare

	services
Financial services	Centrelink, Development commissions, Insurance providers, Chamber of Commerce
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Parks and Wildlife	
WA Police	
St John Ambulance	
Community Groups or representatives	Rotary Club, Lions Club, CWA
CaLD group representatives	
Non-Government Organisations	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	• To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • 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 • 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 • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

Environment Sub-Group Objectives	• To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • 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 • 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.
Infrastructure Sub-Group Objectives	• Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.
Economic Sub-Group Objectives	• 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. • Assist in assessing requirements for the restoration of economic environment and associated industries in conjunction with the responsible agencies where appropriate. • 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.

Shire Resourcing Sub-Group	Staffing
	• Monitor staff well-being and provide the appropriate support as required during recovery situations.
	• Ensure all staff have been provided appropriate information to respond to community within their normal duties (as applicable), during a recovery situation.
	Finance
	• To ensure accounts are appropriately set-up to access during a recovery situation.
	• To apply for funding support through the Disaster Recovery Funding Arrangements Western Australia (DRFA-WA) in accordance to the guidelines and eligibility.
	• 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.
	• The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
	• ensure the principles of equity, fairness, simplicity and transparency apply;
	• ensure the procedures developed are straightforward and not onerous to individuals seeking assistance; and
	• recognise the extent of loss suffered by individuals complement other forms of relief and assistance provided by government and the private sector.
	Data Management
	• To plan for, oversee, problem solve and monitor data management during recovery situations.
	Other
	• To respond to any other identified needs and/or issues as determined in regards to Shire resourcing and responsibility to support a recovery situation .

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.**

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

LOCAL RECOVERY COODINATION GROUP

Chair /Executive Manager
Local Recovery Coordination
SoG Chief Executive Officer

Public Spokesperson
SoG Shire President

Incident Management Team
SoG CESM/LRC

Incident Support Group
SoG CEO

Local Recovery Coordinator & Administrator
SoG Officers x 2

Communications Officer
SoG CMO

COMMUNITY SUB-GROUP
Coordinator: Shire Officer
Sub-Group Members:
- Red Cross
- Police
- School Principals
- St John Ambulance
- Silver Chain
- Dept of Communities
- Dept of Child Protection
- Dept of Health
- Centrelink
- Relevant Community Orgs
- Vulnerable People Group Contact (reps)
- Other, as determined

INFRASTRUCTURE SUB-GROUP
Coordinator: Shire Officer
Sub-Group Members:
- SoG Coordinator Assets/Projects
- Main Roads
- Western Power
- Water Corporation
- Telstra
- Other, as determined

ECONOMIC SUB-GROUP
Coordinator: Shire Officer
Sub-Group Members:
- Dept of Agriculture & Water Resources
- Lancelin Chamber of Commerce
- Gingin CRC
- Lancelin CRC
- Moore River Region Group

ENVIRONMENT SUB-GROUP
Coordinator: Shire Officer
Sub-Group Members:
- SoG Environmental Health Officer
- SoG Ranger
- Dept of Parks and Wildlife
- Ellen Brockman Catchment Council
- Moore Catchment Council
- Chittering Landcare
- Friends of Lancelin Coast

SHIRE RESOURCING SUB-GROUP
Coordinator: Shire Officer
Sub-Group Members:
- SoG Finance Officer
- SoG Information Technology Manager
- SoG Human Resources Officer

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.

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

Understand the **CONTEXT**	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise **COMPLEXITY**	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use **COMMUNITY-LED** approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.

FINANCIAL ARRANGEMENTS

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

Through the 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.

More information regarding DRFA 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).

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 and 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, or Main Roads WA.

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.

SPONTANEOUS VOLUNTEERS

Registration, coordination and management of spontaneous volunteers will be overseen by a support agency and/or organisation where possible. If not an option a designated Shire

Officer will undertake duties using the Spontaneous Volunteer Management Resource Kit as the Guide. A register with contact details listing all spontaneous volunteers is mandatory as both a record and to follow up as required.

MANAGING DONATIONS

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State Emergency Management Recovery Procedure - Management of Public Fundraising and Donations.

NOTE: 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.

COMMUNITY REACTIONS

It is important to understand the common reactions that individuals and the affected community as a whole, move through, 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.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage.
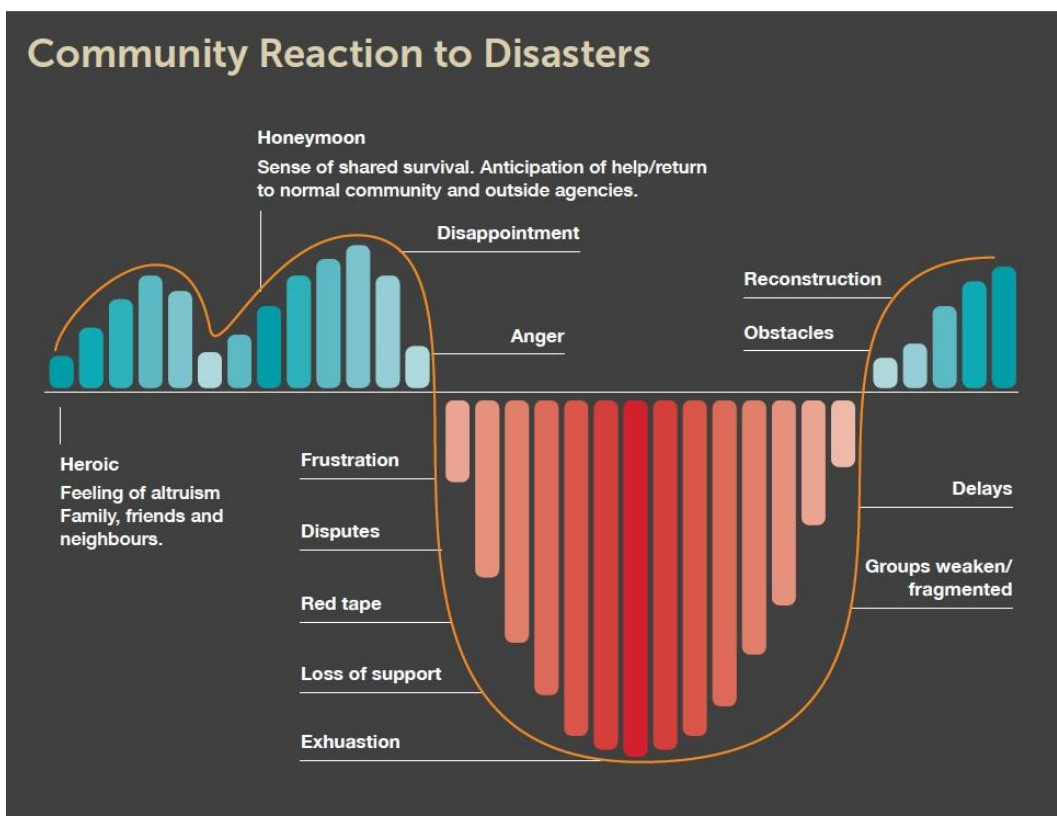
It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

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 of the community context. Recovery should:
- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;
- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected

Recognising complexity

Successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

Using community-led approaches

Successful recovery is responsive and flexible, engaging communities and empowering them to move forward.

Ensuring co-ordination of all activities

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

Recovery should:

Employing effective communication

Successful recovery is built on effective communication with affected communities and other stakeholders.

<u>Acknowledging and building capacity</u>

Successful recovery recognizes, supports and builds on community, individual and organizational capacity.

The complete National Principles for Disaster Recovery are available at this link.

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 meant as a prompt to initiate discussion and planning.

Activities:
- One Stop Shop
- 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:

<u>Community Involvement Strategies</u>
- 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

<u>Recovery Information Strategies</u>
- 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
    - Out Reach Programs
    - 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

CHAIR - DUTY CARD

Duty Card 1. – Chair
The Chair leads the LRCG, 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 LRCG
- Remain familiar with responsibilities within the LRCG
- 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 LRCG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRCG in consultation with the HMA
- Provide briefing to the LRCG following HMA briefing
- Keep updated on the status of the event/situation.

Activation

- Hold first meeting of the LRCG
- Allocate responsibilities and manage the activities of the LRCG during activation phase
- Keep updated on the status of the event/situation (covering community, economic, environment, infrastructure and Shire resourcing implications).
- Ensure the LRCG 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 LRCG 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 LRCG • Identify any group follow-on actions required and allocate responsibilities and deadlines • Facilitate LRCG 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 LRCG 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 LRCG
- Ensure all resources are in place in the event of activation of the LRCG
- Remain familiar with responsibilities within the LRCG
- 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 LRCG briefing.

Activation

- Participate in LRCG 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 LRCG 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 LRCG — 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 LRCG activity log sheets
- Carry out other duties as directed by the Chair
- Conduct regular LRCG briefings and feedback sessions on the progress of the recovery
- program.
- Monitor health, fatigue, morale and stress levels of the LRCG and advise the LRCG 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 LRCG Post-Crisis Review
- Collate and file all relevant LRCG documentation
- Refurbish LRCG resourcing requirements
- Contribute to the Post-Crisis Review report.

RPA 3. LOCAL RECOVERY COORDINATOR - DUTY CARD

Duty Card 3. – Local Recovery Coordinator

The LRC manages the Local Recovery Coordination Group (LRCG), 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 LRCG
- Remain familiar with responsibilities within the LRCG
- 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 LRCG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRCG in consultation with the Chair and the HMA
- Mobilise any additional resources or specialist advisors required for the LRCG
- Ensure adequate resources are in place for activation of the LRCG
- Coordinate the assessment of the community recovery requirements
- Keep updated on the status of the event/situation
- Advise the LRCG Chair when to activate the LRCG.
- Activate/set up and assist Welfare Evacuation Centre/s as required

Activation

- Facilitate first meeting of the LRCG
- Allocate responsibilities and manage the activities of the LRCG during activation phase
- Ensure all LRCG 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 LRCG 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 LRCG 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 LRCG 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 LRCG 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 LRCG 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 LRCG 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 LRCG
- Remain familiar with responsibilities within the LRCG
- 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 LRCG members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRCG in consultation with the Chair and the HMA
- Mobilise any additional resources or specialist advisors required for the LRCG
- Ensure adequate resources are in place for activation of the LRCG
- Coordinate the assessment of the community recovery requirements
- Keep updated on the status of the event/situation
- Advise the LRCG Chair when to activate the LRCG.

Activation

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

Recovery

- Support LRCG 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 LRCG Activity Log Sheet
- Establish communication, exchange information and coordinate activities with the LRCG 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 LRCG
- Document all personal actions and decisions on a personal log sheet.

Post-Recovery

- Support LRCG with administration, liaison, facilitation and reporting with local recovery coordination

- Collect and file documentation from all teams within the LRCG
- 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 LRCG Chair and coordinates and manages LRCG-related communication to stakeholders on behalf of the Gingin LRCG.

Responsibilities Pre-Recovery

- Attend meetings and training activities organised for the LRCG
- Remain familiar with responsibilities within the LRCG
- 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 LRCG briefings
- Advise the LRCG 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 LRCG briefing
- Begin initial actions from LRCG briefing
- Provide ongoing advice to Hazard Managements Agencies (HMA) and LRCG in relation to media communications
- Liaise with other agencies to ensure a co-ordinated response to media enquiries
- Provide support to the LRCG Chair in relation to media enquiries and response
- Draft initial media materials on behalf of the LRCG Chair Ensure all media materials go through the required approval processes.

Recovery

- Serve as the principal advisor to the LRCG 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 LRCG 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 LRCG 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 LRCG on the most appropriate response
- Attend HMA and LRCG 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 LRCG 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 LRCG
- 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 LRCG Activity Log Sheet
- Attend the LRCG initial meeting
- Commence the LRCG 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 LRCG members are present for briefs as required by the Chair and Spokeperson
- Ensure that any LRCG 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 LRCG groups (community, economic, environment, infrastructure and Shire-resourcing) into the LRCG Activity Log Sheet
- Draft regular Situational Reports (SITREPs) for the approval and release of the Chair
- Alert other LRCG 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 LRCG
- 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 LRCG
- 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 LRCG
- 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 LRCG 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 LRCG 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 LRCG's priorities.

Recovery

- Attend LRCG 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

- o Accommodation
- o Personal support services
- o Counselling services
- o Outreach services
- o Financial assistance
- o Community recovery centres
- Keep the Chair regularly informed of above activities
- Attend all LRCG 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 LRCG
- Establish and implement a longer-term disaster recovery program in keeping with the plan developed by the LRCG
- 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 LRCG 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 LRCG
- Remain familiar with the range of economic services available and the appropriate referral processes
- Remain familiar with responsibilities within the LRCG
- 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 LRCG initial meeting.

Activation

- Proceed to the Incident Support Centre for the LRCG 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 LRCG 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:
    - o Communication — to community, local industries and businesses regarding the recovery process and resources available
    - o 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 LRCG
- Attend LRCG 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 LRCG
- 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.

Duty Card 9. – Environment Sub-Group Coordinator

The Environment Coordinator reports to the LRCG 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 LRCG
- 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 LRCG
- 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 / LRCG 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 LRCG initial meeting.

Activation

- Proceed to the Incident Support Centre for the LRCG 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 LRCG 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 LRCG
- 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 LRCG 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 LRCG.
- 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 LRCG.
- 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 LRCG meeting.

Activation

- Proceed to the Incident Support Centre for the LRCG 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 LRCG 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 LRCG
- 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 LRCG 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 LRCG
- Remain familiar with responsibilities within the LRCG
- 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 LRCG 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 LRCG 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 LRCG 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 LRCG
- 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
Within 12-24 hours			
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).			
Within 48 hours			
LRC to ensure receipt of the initial impact assessment from the CA.			
LRC and local government to determine the need to convene a LRCG 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			

Task Description	EMLR	LRC	LRA
procedures commence through the local government. Refer to the State Emergency Management Local Recovery Guidelines, Appendix Seven for 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 andsocial, 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).			
Within 1 week			
Participate in consultation for completion of Comprehensive Impact Assessment by the CA.			
Establish LRCG 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 LRCG 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
Within 1 to 12 months (or longer-term recovery)			
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: • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events.			
Recovery communication and community engagement – throughout the recovery effort			
Effective recovery communication addresses, at a minimum: • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally			

Task Description	EMLR	LRC	LRA
congregate.			
Set-up relief, recovery centres/one stop shops, that provide the 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.			
Arrange community initiatives, or accommodate and support community-led initiatives, such as: • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media.			
Plan and implement a Community Engagement Strategy, using the following as a basic guide: • establish a target audience: consider demographics, groups and networks • determine matters to be communicated: what information is needed from the community and what information is needed to be provided to the community • methods of communication: consider appropriate methods/mediums for various audiences.			
Establish, or support, community briefings, meetings and information in the recovery context that provide: • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • 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).			
Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour,			

Task Description	EMLR	LRC	LRA
correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider: • the patronage, agenda, process of conducting the meeting, speakers, subject matter, complaint process, strategies to deal with, and follow up, concerns or complaints • have representatives from EM disciplines to give factual information • psychosocial issues appropriate communication strategies for special needs and vulnerable people and groups.			

OPERATIONAL RECOVERY PLAN - TEMPLATE

Shire of Gingin: Operational Recovery Plan	
Emergency Type	
Emergency location	
Date emergency occurred	
Section 1 – Introduction	
Incident description	
Purpose of this plan	
Authority	
Section 2 – Assessment of recovery requirements	
Details of loss and damage *(Refer Comprehensive Impact Assessment)*	
Residential	
Commercial	
Industrial	
Transport	
Essential Services *(include State and local government infrastructure)*	
Estimates of damage costs	
Temporary accommodation requirements *(includes evacuation / welfare centres)*	
Additional personnel requirements	
Human services *(personal and psychological support requirements)*	
Other health issues	
Section 3 – Organisational Aspects	
Groups/Committees and Subcommittees for recovery Details of the composition, structure and reporting lines:	
Details of inter-agency	

Shire of Gingin: Operational Recovery Plan	
relationships and responsibilities	
Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator	
Section 4 – Operational Aspects	
Resources available	
Resources required	
Redevelopment plans *(includes mitigation proposals)*	
Reconstruction restoration program and priorities *Includes* ☐ *estimated timeframes* ☐ *the programs and strategies of government agencies to restore essential services* ☐ *plans for mitigation against future impacts* ☐ *local government program for community services restoration*	
Financial arrangements *(Assistance programs (DFRA-WA), insurance, public appeals and donations)*	
Public information dissemination *(Key messages, methods of distribution)*	
Section 5 – Administrative arrangements	
Administration of recovery funding *(Include other financial issues)*	
Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*	
Section 6 – Conclusion	
Overview and timeframe *(Summarises goals, priorities and*	

Shire of Gingin: Operational Recovery Plan	
timetable of the plan).	
Endorsed by (Name)	Chair, Local Recovery Coordinating Group
Dated:	

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COMMUNICATIONS PLAN

OVERVIEW

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 *Refer **Appendix 4 – Media Release** for a template
Community Meeting	Notification of meeting via Facebook/public notice boards *Refer **Appendix 5 – Community Meetings** for a checklist
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.

Shire Communication Methods	
SMS	(08) 9575 5100 to subscribe during office hours SMS alerts will be dispatched via the 'Harvest/Hot Works/Vehicle Movement Ban' subscription list
Website	www.gingin.wa.gov.au 'Latest News' section
Facebook	www.facebook.com/ShireOfGingin Initial update followed by regular updates approximately every hour or as required. *Recommended that these updates be shared to relevant community pages on Facebook, e.g.:* • *Gingin Western Australia Community Noticeboard* • *Neergabby Community Discussion Group* • *Woodridge Community Discussion Forum* • *Seaview Park Community Notice Board* • *Sovereign Hill Chatter (Western Australia)* • *Lancelin Community info, buy and sell.*

	• *Ledge Point Buy and Sell* • *Redfield Park, Sovereign Hill, Gabbadah buy and sell.* • *Guilderton and Surrounds Buy and Sell*
Community Notice Boards	General information will be posted to community notice boards, i.e. contact numbers, Evacuation Centre locations, etc. • *Evacuation Centre(s)* • *Affected community notice boards as relevant and accessible*

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.

DFES Communication Methods	
Website	• www.emergency.wa.gov.au Latest emergency situation updates and Total Fire Bans • www.dfes.wa.gov.au General information, e.g. prescribed burning, warning systems, fire danger ratings, etc.
Telephone	• 13 33 37 (13 DFES – for emergency information only) • 1300 657 209 (Recorded information line)
Radio	• ABC Midwest (Geraldton) 531AM Telephone: (08) 9923 4111 Journalist: 0428 144 429 • ABC Perth – 730AM Telephone: (08) 9220 2700 Harvest Bans: harvestbans@abc.net.au • Triple M (Northam) 1098AM Telephone: (08) 9622 2777 Email: wa@triplem.com.au
Standard Emergency Warning Signal (SEWS)	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. 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.

Emergency Alert Telephone Warning System	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.
	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.
	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.
	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.
	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.
	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.
Other Methods	• TV and radio news bulletins, print and online newspapers • A staffed communication information line may be set up • A TV crawler displaying messages at the bottom of the screen may be used

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.

Shire Communication Methods on behalf of the HMA	
Facebook	• www.facebook.com/ShireOfGingin Sharing any new updates from DFES (or any other relevant HMA), Main Roads WA, Western Power, etc. to the SoG's Facebook page. • It is recommended that the updates shared on the SoG's Facebook page be further shared to relevant community pages, e.g.: – Gingin Western Australia Community Noticeboard – Neergabby Community Discussion Group – Woodridge Community Discussion Forum – Seaview Park Community Notice Board – Sovereign Hill Chatter (Western Australia) – Lancelin Community info, buy and sell. – Ledge Point Buy and Sell – Redfield Park, Sovereign Hill, Gabbadah buy and sell. – Guilderton and Surrounds Buy and Sell • 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.
Community Meetings	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. *Refer **Appendix 5 – Community Meetings.**

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

One 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.

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.

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.).

Communication Objectives
Clear, measurable and achievable objectives. No more than five.

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?

By Whom:	
Date:	
Major Changes:	

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 3
Talking Points Template

The Talking Points are developed from information contained with the Status Update (refer Appendix 2).

The Talking Points provide key messages to be used by the spokesperson and all members of the Shire of Gingin who are in contact with the affected community and general public. The talking points can be used for all communication methods such as the newsletter, community meetings, etc.

Summary

INCIDENT NAME/DATE	VERSION DATE/TIME	VERSION NUMBER

Key Points

TALKING POINTS

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).

Media Enquiries
Shire of Gingin spokesperson's name, position and contact number
Shire of Gingin's media liaison's name, position and contact number

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.

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.

_____

_____

_____

_____

Mission
Mission of the Recovery Communications Plan

Why?	
Who?	
What?	
When?	
Where?	
How?	

Background
Brief detailed description of the emergency events.

_____

_____

_____

_____

Communication Objectives
Clear, measurable and achievable objectives. No more than five.

_____

_____

_____

_____

_____

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 Recovery Communications Plan, what date was it reviewed and what were the major changes that were made?

By Whom:	
Date:	
Major Changes:	

SECTION NINE

CONTACTS & RESOURCES REGISTER

Insert Restricted Access information