

# Local Emergency Management Arrangements



## ENDORSEMENT - Local Emergency Management Arrangements

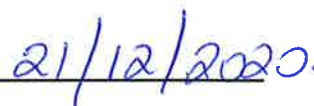
Shire of Serpentine Jarrahdale Local Emergency Management Arrangements developed and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#)

Endorsed by Shire of Serpentine Jarrahdale Local Emergency Management Committee (LEMC) on 3 November 2020 and by adopted by Council 14 December 2020.




Chair, Local Emergency Management Committee

Shire President, Shire of Serpentine Jarrahdale

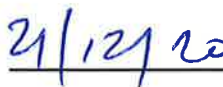


Date



Paul Martin

Chief Executive Officer



Date

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# ADMINISTRATION

## Distribution

### Full Unrestricted Version

#### Shire Serpentine Jarrahdale (Shire)

LEMC Chairperson / Shire President

Chief Executive Officer

Deputy CEO / Director Community and Organisational Development (*can disseminate further to Shire staff*)

Community Emergency Services Manager / Chief Bush Fire Control Officer

Director Infrastructure Services (*can disseminate further to Shire staff*)

Director Corporate Services (*can disseminate further to Shire staff*)

Director Development Services (*can disseminate further to Shire staff*)

Coordinator Emergency Services

LEMC/ Primary network partners

OIC Mundijong Police – Local Emergency Coordinator

DC – Senior District Emergency Service Officer – East Metro

DBCA – Perth Hills – District Fire Coordinator

DBCA – Swan Coastal – District Fire Coordinator

DFES – Bush Fire Service – District Officer South East

DFES – State Emergency Service – District Officer South East

DFES – District Emergency Management Advisor

State Emergency Service – Serpentine Jarrahdale – Local Manager

Western Power – Emergency Response Coordinator

Armadale Kalamunda Group – Coordinator Emergency Management

### Restricted Version – Public Access

#### Public access

Shire Office – Front Counter/Reception

Mundijong Public Library

Shire Website

## Document Availability

Restricted copies of these arrangements are available free of charge and can be found at:

*Hardcopy:* Shire of Serpentine Jarrahdale Administration Centre  
6 Paterson Street, Mundijong – during normal business hours

*Online:* Shire of Serpentine Jarrahdale website [www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)

## Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- what you do and don't like about the arrangements;
- unclear or incorrect expression;
- out of date information or practices;
- errors, omissions or suggested improvements.

Forward feedback copy and relevant section/s with proposed changes marked to:

Executive Officer  
Local Emergency Management Committee  
Shire of Serpentine Jarrahdale  
6 Paterson Street  
Mundijong WA 6123  
or alternatively email to: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Register below:

Number	Date	Amendment summary	Author
1	June 2014	Document created – DRAFT	RW
2	June 2016	LEMC Workshop	GF
3	Nov 2016	Document Review	GF
4	May 2020	Complete Review	LRW
5	3 November 2020	LEMC adoption	KS
6	14 December 2020	Adopted by Council	KS
7	9 March 2021	Minor Amendments – LEMC Minutes 4.7.1/03/21	KS
8	14 September 2021	Minor Amendments – LEMC Minutes 4.7/09/21	KS

9	9 November 2021	Appendix 4 update – LEMC Minutes 4.7.1/11/2021	KS
10	8 December 2022	Appendix 4 update – LEMC Minutes Update to hyperlinks as a result of SEMC document migration to gov.wa.au 4.7/10/2022	KS
11	25 May 2023	Full revision and replacement of Appendix 8 – Emergency Animal Welfare Plan OCM117/05/23	KS

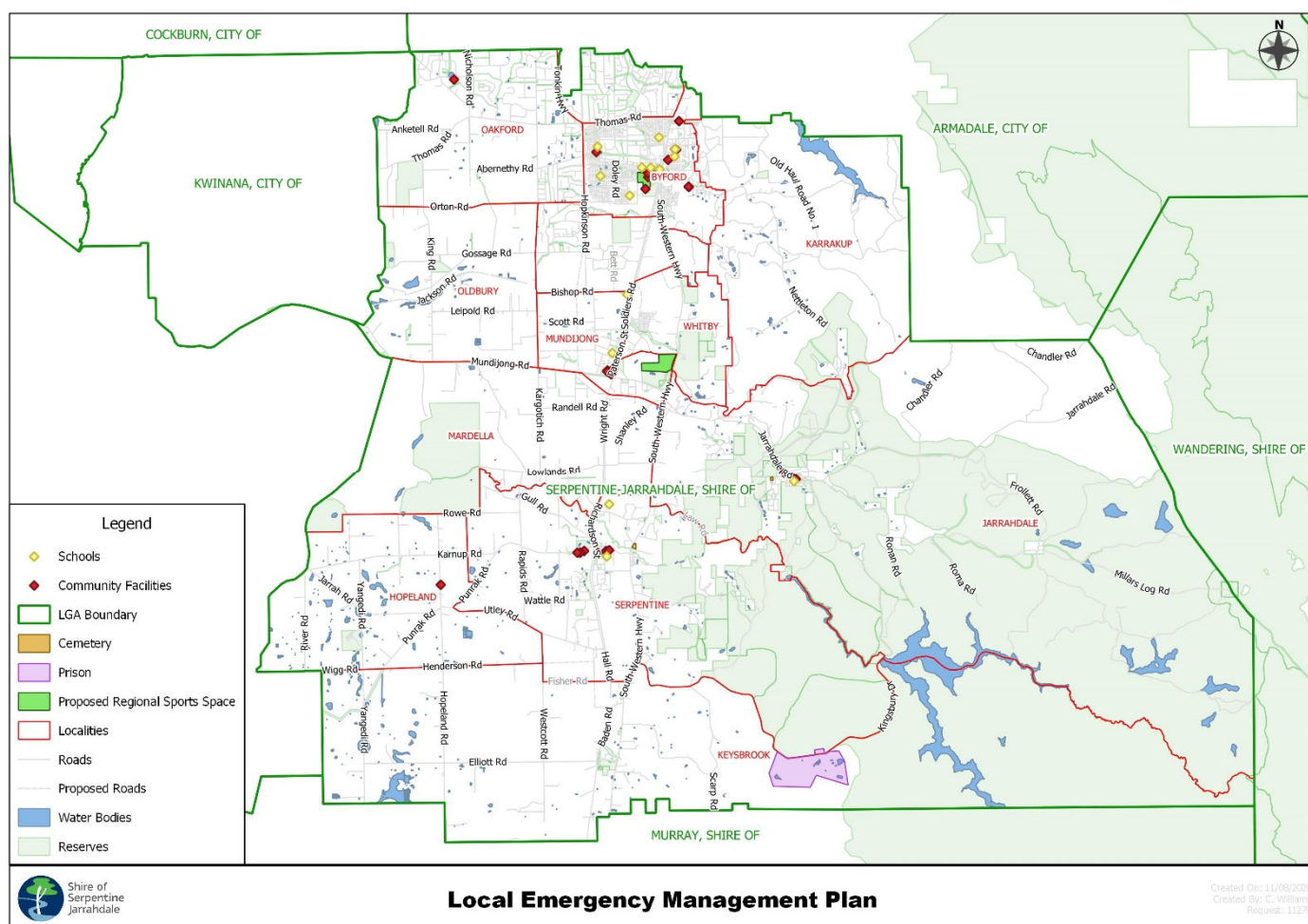
## Glossary of Terms and Acronyms

Refer **Appendix 1**

## SHIRE OF SERPENTINE JARRAHDALE OVERVIEW

### Area covered

The Shire of Serpentine Jarrahdale is a predominantly rural Local Government Area, located on the southern fringe of metropolitan Perth, in the foothills of the Darling Scarp and approximately 45km south of the Perth CBD. Its area of 905 km<sup>2</sup> (90,534ha) makes it Western Australia's second largest metropolitan Council encompassing seventeen localities, with the Shire's seat of government located in the town of Mundijong.



Boundaries are shared with the Shires of Murray and Boddington to the south, Wandering to the east, the City of Armadale to the north and the City of Rockingham and the City of Kwinana to the west.

## Suburbs

Byford	Cardup	Mardella
Mundijong	Whitby	Hopeland
Serpentine	Keysbrook	Karrakup
Jarrahdale	Darling Downs	Oldbury
Oakford		

Refer Maps **Appendix 10**

## Transport

Arterially served by the Albany Highway, South Western Highway, Tonkin Highway and the Perth-Bunbury railway line. Access to Perth Airport is via Tonkin Highway.

## Major Features

Serpentine National Park	Cardup Nature Reserve
Serpentine River	Quarry Farm
Serpentine Falls	Jandakot Regional Park
Gooralong Park	Langford Park (Recreational, Mountain Bike and Equestrian Facilities)
Serpentine Dams	Modong Nature Reserve
Wungong Reservoir	Watkins Road Transfer Station
Jarrahdale Heritage Park	Bibbulman Track
Byford Trotting Complex	Munda Biddi Trail
Mundijong Equine Training Track	Mundlimup Track
Serpentine & Districts Golf Course	Manjedal Scout Camp
Peel Metropolitan Horse and Pony Club	Serpentine Sports Reserve (Serpentine Horse & Pony Club / Foothills Polocrosse Club)
Alcoa's Bauxite Mine	Karnet Prison
Vacant Crown Land (Bush land)	Various State Forests

Refer Maps **Appendix 10**



## Population

The Shire has an estimated population of 34,523 (ABS Est. resident population, 2020) As Perth expands southwards, population in the Shire is expected to grow significantly with an estimation of 63,336 residents by 2036.

# EMERGENCY MANAGEMENT PLANNING

## Aim and purpose

The aim of this plan is to minimise the effects of, ensure a coordinated response to, and provide an effective recovery from an emergency affecting the Shire of Serpentine Jarrahdale (Shire).

The purpose of this plan is to maximise the safety and ensure sound recovery of the Serpentine Jarrahdale communities, preserving lives, livelihoods and the environment in the event of an emergency.

## Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management in the Shire

Describe the provisions for coordination of emergency operations and activities relating to emergency management performed by persons/agencies in paragraph

Description of emergencies likely to occur within the Shire

Describe strategies and priorities for emergency management within the Shire

Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (s.41(2) of the Emergency Management Act (2005)

Promote a consistent multi agency approach with community engagement in relation to emergencies within the Shire

## Scope

It is not the intent of this document to detail procedures for Hazard Management Agencies (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMA's, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

Furthermore, this document:

Applies to the local government district of the Shire

Covers areas where the Shire provides support to HMA's in event of an incident

Details the Shire's capacity to provide resources in support of an emergency, while still maintaining business continuity and the Shire's responsibilities in relation to recovery management

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

## Related Documents and Arrangements

### Local Emergency Management Policies

Local government policies for emergency management refer to any policies which are unique to the Shire of Serpentine Jarrahdale area being, bylaws or operational policies.

### Existing Plans and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans.

Copies of relevant state plans including State Hazard Plans (WESTPLANS) are available on the SEMC website. Reference is made to local plans and documents throughout these arrangements and hard copies can be found in the 'Local Emergency Management Arrangements' file.

State:

- SEMC Arrangements;
- State Hazard Plans (WESTPLAN) and Support Plans;
- State Emergency Welfare Plan

Local:

- The Shire's Local Emergency Management Arrangements;
- The Shire's Risk Register and Treatment Schedule;
- The Shire's Local Recovery Plan;
- The Shire's Emergency Animal Welfare Plan;
- The Shire's Contact and Resource Directory;
- The Shire's Facilities/Asset Directory;
- The Shire's Local Emergency Management Plan for Provision of Welfare Support Armadale District

## Agreements Understandings and Commitments

Parties to the Agreement		Summary of the Agreement
Shire of Serpentine Jarrahdale	Department of Fire and Emergency Services Perth South East	Operational Bushfire Mutual Aid & Support Arrangement - Mutual Aid for bush fire support
Shire of Serpentine Jarrahdale	City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona	Mutual Aid during emergencies and during post-incident recovery which affects one or more of the partnering local governments.
	Department of Community Services	

Shire of Serpentine Jarrahdale	City of Gosnells  City of Armadale	The Local Emergency Management Plan for the Provision of Welfare and Support (2020).
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### After-hours weekends and public holidays contact

Business hours of the Shire Administration and Operations are Monday to Friday 8.30am – 5pm. In order to contact Shire Officers and services after hours or during weekends/public holidays access to relevant emergency phone numbers required and located on the Shire Website:

<https://www.sjshire.wa.gov.au/contact-us.aspx>

### Special Threats/Risks Considerations

Description	Time	Impacts
Bush Fire	October - May	Rural areas, residential areas subject to ember attack
Severe storm	May - Sept	Shire wide. Residential and environment
Flooding	May - Sept	
Public Health Emergency	All year	
Agri Bio-disease risks	All year	Rural economy
Poultry Farm	All year	Extensive economic risk
Karnet Prison	All year	Large prisoner population
Three major dams	All year	Dam burst
Kabatic Winds (Easterlies)	Sept – Apr	
Serpentine Pipehead Dam Treatment Facility	All year	
Airfields	All year	Yangedi Rd, Kargotich Rd, Parry Rd & Fisher Rd
Livestock Export Facility	Sept - May	

### Contacts and Resources Directory

Refer **Appendix 4** for the Shire's Contacts and Resources Directory information (confidential).

The Control Agency is responsible for the determination of resources required for their specific hazards and operations. Resources within the community and Shire of Serpentine Jarrahdale Assets have been identified in the Shire 'Welfare Centres Facilities and Assets Directory (Refer **Appendix 7**) Where possible, Shire resources will be made available upon request.

## Financial Arrangements

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 the payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Section 5.4 and 6.10](#) and [State EM Recovery Procedures](#) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately where an emergency event requiring resourcing by the Shire occurs, to ensure the desired level of support is achieved.

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### Introduction

The Shire has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the [EM Act](#) to oversee, plan and test the local emergency management arrangements.

LEMC is not an operational committee but rather a working group established by the Shire to assist in developing local emergency management arrangements and coordination of its emergency management partners/stakeholders within its district.

### LEMC Role

Performs a vital role in assisting the Shire communities become more prepared for major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMA's develop localised hazard plans

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

### LEMC Procedures

The LEMC shall meet quarterly or as required (minimum of 4 meetings per annum). Each meeting of the LEMC shall consider, but not be restricted to:

Confirmation of local emergency management contact details of key stakeholders

Review any of post-incident reports and post exercise reports generated since last meeting

Progress of emergency risk management process

Progress of treatment strategies arising from emergency risk management process

Progress of development or review of local emergency management arrangements

Other matters determined by the local government

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects, and other matters as necessary.

## Membership

LEMC membership includes the Shire's local government representative's and the Local Emergency Coordinator (OIC Mundijong WAPF). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

Shire LEMC Role	Description of Responsibilities
LEMC Chair	<b>Chair - The Shire President</b>
	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken
	Deputy Chair - Local Emergency Coordinator – OIC, Mundijong Police Station
LEMC Executive Officer	<b>Executive Officer</b>
	Provide secretariat support including:
	Meeting agenda
	Minutes and action lists
	Correspondence
	Committee membership contact register
	Coordinate development and submission of committee documents in accordance with legislative and policy requirements including;
	Annual Report
	Annual Business Plan
	Local Emergency Management Arrangements
	Facilitate the provision of relevant emergency management advice to the Chair and committee as required
	Participate as a member of sub-committees and working groups as required



The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Representatives from the community and community groups will be invited to attend as required.

Complete membership roles and responsibilities are detailed in **Appendix 3**.

This includes Hazard Management Agencies (HMA's), Combat Agencies (CA), and Support Organisations (SO'S). (Refer **Appendix 3**)

## MANAGING RISK

### Emergency Risk Management & Risk Register

The Emergency Risk Assessment can be accessed at **Appendix 2**.

The Shire and its LEMC recognise the critical component of risk management to the EM process. A sound risk management process paves the way for the Shire its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

### Risks discovered

The 6 greatest risks presented were:

- |                                 |
|---------------------------------|
| 1. Fire (Bushland)              |
| 2. Road Transport Emergencies   |
| 3. Storm/Flood                  |
| 4. Plant and Animal Biosecurity |
| 5. Rail/Freight Emergencies     |
| 6. Human Pandemic               |

The controlling Agency is responsible for the above risks and will develop, test, review appropriate emergency planning for their designated hazard.

It is recognised that responsible agencies may require Shire resources and assistance in emergency management. Requests for assistance /support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.

# RESPONSE & COORDINATION EMERGENCY OPERATIONS

## Incident Support Group (ISG)

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by the different agencies who may be involved in the incident

ISG is convened by the Controlling Agency (CA) appointed Incident Controller (IC) to assist in overall coordination of services and information during a major incident. Coordination achieved through clear identification of priorities by agencies sharing information and resource

HMA's and combat agencies may require Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if and when formed.

## Triggers for ISG

Defined in the *State Emergency Management Policy* statement 5.2.2 and [State Emergency Management Plan section 5.1](#) being:

When an incident has the potential to escalate to an emergency Level 2 or Level 3 incident

On the establishment of an ISG or OASG

The incident is a significant threat to the community

An emergency situation or state of emergency has been declared.

## ISG Membership

Made up of agencies' representatives that provide support to the CA. Emergency Management Agencies may be called on to provide liaison officers on ISG. The Shire Local Recovery Coordinator should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and handover to recovery.

Representation on ISG may change regularly depending upon the nature of the incident, agencies involved, and consequences caused by emergency. Agencies supplying staff for ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks within their organisation/agency.

## ISG Meeting location and frequency

**Frequency** of meetings is determined by IC depending on nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources

**Location** of meetings is the responsibility of IC. Given the IC's part in the ISG, the meetings are generally convened in close proximity to, or within the Incident Control Centre (ICC).

## MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Communities require adequate, timely information and instructions in order to be aware of the emergency to take appropriate actions to safeguard life and property.

The provision of this information is the responsibility of the CA.

State Support Plan – “Public Information” provides that the HMA is responsible ‘for the provision and management of public information during emergencies’.

Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

HMA is to manage all media releases

All media releases and public information alerts for the incident are to be authorised by the Incident Controller/Manager after consultation with the Emergency Coordinator and other Combat Agencies

All media releases are to reflect Multi-Agency Incident Management and detail all agencies’ involvement

Must relate to the incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

All media releases are to carry the agencies’ identification

Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release

All Media releases issued by any agency at State level will reflect multi-agency involvement

### Shire of Serpentine Jarrahdale Media Release

Any information for release to media or public must be forwarded through the Shire Communications Manager (Shire Media and Public Information Officer) and approved by the Chief Executive Officer and Shire President. Statements to the press on behalf of the Shire shall be made by Shire President or the CEO only.

### Public Warning Systems

#### Local Systems

The Shire presently utilises local ABC radio station, Shire website, Shire Facebook page and relevant HMA media outlets. Where lives and property are directly threatened as a result of an emergency, information may be disseminated via Emergency Alert and/or utilising the State Emergency Warning Signal (SEWS).

## Local Alarms

Millbrook residents – use of emergency fire siren

Bodhinyana Monastery (Kingsbury Drive) – use of emergency fire siren

## Standard Emergency Warning Signal

SEWS is a distinctive sound broadcast used immediately before an urgent safety message over radio or television. SEWS should only be used when critical, urgent information is required to be delivered to the public via a radio or television broadcast.

## DFES Public Information Line

DFES recorded information line	1300 657 209
Emergency WA website	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
DFES website	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
SES assistance	132 500

## ABC Radio

Local ABC Radio – Call sign 6WF, frequency 720AM Perth.

## Emergency Alert System

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area.

***It does not replace current public information tools or the need for community to remain vigilant and look after their own safety.***

An additional tool used to alert people in a specific location where there is immediate danger. All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of a HMA in emergency situations. (Refer to DFES Standard Operating Procedure 70 for activation).

## ACTIONS

- Public information and media management is critical in times of emergency
- HMA/CA IC responsible for information and media releases in response phase of incident
- The Shire media release coordinated by the Shire's Communications Manager and approved by CEO
- Public statements to media only by the Shire's CEO or Shire President
- Public warning systems shall be utilised when necessary under HMA/CA IC authority

# EVACUATION

## Evacuation Management

### Decision

Decision to evacuate will be made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

### Timeliness

Alternatives such as, **shelter in place** or, “**prepare, stay and defend**”, should be considered. Decision to evacuate or recommend evacuation should be made as early as is practical as late evacuation may compound the risk by potentially exposing communities to greater levels of risk.

### Combat Agency for Evacuation

Evacuation will occur in a planned and safe manner, coordinated by WAPF. Determining the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary

### Evacuation Centres

WAPF will be requested to effect and control evacuations of persons to a location predetermined by the HMA. The HMA will liaise with the Shire or appropriate Local Government and Department of Communities (DC) to ensure appropriate arrangements for welfare support for evacuees are in place.

It is the Shire’s responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres and applicable support functions. See **Appendix 7**

### Vulnerable Groups

Agencies responsible for the overall support of vulnerable and special needs groups should make every effort to make emergency plans to effectively assist those groups. DC prioritises its response in line with its operational capacity so relies on agencies responsible to ensure suitable planning, and response capabilities are supporting those special needs clients.

### Evacuation Routes and Maps

Owing to the variation complexity within different emergencies strategic evacuation routes will be determined by the IC HMA/CA and WAPF at the time. Particularly in regard to timeliness of the evacuation. Extensive mapping information can be sourced from the Shire website, Google Maps and Agencies such as Department of Biodiversity Conservation and Attractions.



## Return

Responsibility for decisions relating to return of evacuated residents' rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including DC and the Department of Health.

Evacuations will be carried out in the Shire as per [Western Australian Community Evacuation in Emergencies Guideline](#) Refer to **Appendix 5**

## ACTION

- Decision to evacuate made by HMA/CA IC
- LEMC and the Shire assist by pre-planning for evacuation
- Consider all alternatives
- Decision to evacuate made as soon as possible
- Vulnerable and special needs groups need to be considered
- Routes and maps to be sourced via internet or partner agencies
- Ensure Welfare Centre protocols and procedures are enacted.

## WELFARE

The Department of Community Services (DC) has the role of managing welfare, described as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, and personal requisites and emergency catering.

The Local Welfare Emergency Management Plan has been developed for the Shire by DC and can be referred at **Appendix 5**

### Department of Communities - Local Welfare Coordinator

Appointed Local District DC Officer, refer **Appendix 3** – Roles and Responsibilities - Welfare.

### Shire of Serpentine Jarrahdale Local Welfare Liaison Officer

The Shire's Manager Community Activation is the designated local Welfare Liaison Officer. Refer **Appendix 3** Roles and Responsibilities – Welfare.

### Register Find Reunite

DC is responsible recording displaced persons on the National Register allowing friend and relatives to locate each other. DC has reciprocal arrangements with Australian Red Cross (ARC) to undertake this process.

### Welfare Centres

The Shire in conjunction with DC has identified suitable facilities within the Shire. These centres have been assessed providing extensive information within the Welfare Centres Register available for activation as required by the HMA IC. See **Appendix 7**.

### Animals (including assistance animals)

The Shire Rangers work in close consultation with other stakeholders on animal welfare matters arising from evacuation emergency and welfare centres and shall agree on the distribution of duties, depending on resources available in each instance. Refer **Appendix 8 Emergency Animal Welfare Plan & Welfare Centres**.

## ACTION

- DC responsible for managing welfare
- DC develops and maintains and enacts the Shire's Local Emergency Management Welfare Plan
- The Shire's Manager Community Activation is Local Welfare Liaison Officer
- Register Unite Find responsibility actioned by DC. ARC undertakes process
- Identified Welfare Centres refer Welfare Centre Directory

## RECOVERY

The Shire's Local Recovery Plan is a critically important plan that guides and establishes sound recovery management, concepts, principles and values for Shire staff, elected members, partnering agencies, and importantly the community following significant impact from any emergency.

A complete and comprehensive Local Recovery Plan can be viewed at ***Appendix 12***

In accordance with EM Act (section 41(4)), the appointed Local Recovery Coordinator for the Shire is the Deputy CEO/Director Community and Organisational Development.

# EXERCISING REVIEW AND REPORTING

## Exercising

The aim of conducting an exercise is:

Test effectiveness of local arrangements

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate community about local arrangements and programs

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them

## Frequency

In accordance with State EM Policy, Plans, Procedures outlines arrangements for exercising. It is a requirement that for LEMC to conduct at least one exercise annually.

## Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the East District Emergency Management Committee as part of LEMC's annual report.

## Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). Reviewed and amended will be:

Contact lists are reviewed and updated quarterly (Refer **Appendix 4**)

A review is conducted after training that exercises the arrangements

An entire review will be undertaken every five (5) years, as risks may vary due to climate, environment and population changes

Circumstances may require more frequent reviews

## Reporting

Annual reporting on the Shire's LEMC is to be completed and submitted to the District Emergency Management Committee within two weeks of the end of the financial year for which the annual report is prepared. The Shire's LEMC will submit a signed hard copy, on template provided by SEMC, of the annual report to the Executive Officer of the East District Emergency Management Committee.

## APPENDIXES

Appendix Number	Appendix Title
1	Glossary of Terms and Acronyms
2	Emergency Risk Assessment & Risk Register
3	Roles and Responsibilities
4	Emergency Contact & Resource Directory
5	WA Community Evacuation Emergencies Guidelines (web link)
6	Special Needs Groups
7	Shire Emergency Welfare Centres Facilities and Resources Directory
8A / 8B	Emergency Animal Welfare Plan and Animal Welfare Resource Directory
9	State Emergency Welfare Plan (web link)
10	Shire Specialty Maps: <ul style="list-style-type: none"> <li>➤ Shire Suburbs and localities Map</li> <li>➤ Shire Major Features locations Map</li> <li>➤ Shire Special Needs Groups locations Map</li> </ul>
11	District Councils MOU and Shire Council Policies for emergency management
12	Local Recovery Plan



## APPENDIXES

Appendix Number	Appendix Title
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2	Emergency Risk Assessment & Risk Register
3	Roles and Responsibilities
4	Emergency Contact & Resource Directory
5	WA Community Evacuation Emergencies Guidelines (web link)
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# Appendices

## **Local Emergency Management Arrangements**





## Appendix Contents

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## Appendix 1 – Glossary of Terms and Acronyms

### Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary.

TERM	MEANING
<b>AIIMS</b>	Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large, difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels.
<b>COMBAT</b>	To take steps to eliminate or reduce the effects of a hazard on the community.
<b>COMBAT AGENCY</b>	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.
<b>COMMUNITY EMERGENCY RISK MANAGEMENT</b>	A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT).
<b>COMMAND</b>	The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also – CONTROL and COORDINATION).
<b>CONTROL</b>	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
<b>CONTROLLING AGENCY (CA)</b>	The agency nominated to control the response activities to a specified type of emergency.
<b>COORDINATION</b>	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW 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.
<b>DISASTER</b>	see EMERGENCY
<b>DISTRICT</b>	Means an area of the State that is declared to be a district under Section 2.1 of the <i>Local Government Act 1995</i> .
<b>DISTRICT EMERGENCY COORDINATOR (DEC)</b>	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and functions of respective District Emergency Management Committee are performed, and assisting Hazard Management Agency in provision of a coordinated multi-agency response during <i>Incidents</i> and <i>Operations</i> . At State level - Commissioner of Police. District level - District Police Officer.
<b>DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)</b>	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by the Fire & Emergency Services Commissioner.
<b>EMERGENCY</b>	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization to manage or which requires the coordination of a number of significant emergency management activities. The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".
<b>EMERGENCY MANAGEMENT</b>	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
<b>“FUNCTION” SUPPORT COORDINATOR</b>	That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan.
<b>HAZARD</b>	A situation or condition with potential for loss or harm to the community or the environment.
<b>HAZARD MANAGEMENT AGENCY (HMA)</b>	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
<b>INCIDENT</b>	an <i>Emergency</i> , which impacts upon a <u>localised</u> community or geographical area but not requiring the co-ordination and

	significant multi-agency emergency management activities at a district or state level.
<b>INCIDENT AREA</b>	The area, defined by the <i>Incident Manager</i> , incorporating the <u>localised</u> community or geographical area impacted by an <i>Incident</i> .
<b>INCIDENT CONTROLLER (IC)</b>	The person designated by the relevant <i>Hazard Management Agency</i> , responsible for the overall management and <i>control</i> of an <i>incident</i> and the tasking of agencies in accordance with the needs of the situation.
<b>INCIDENT MANAGEMENT TEAM (IMT)</b>	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic.
<b>INCIDENT SUPPORT GROUP (ISG)</b>	The group that may be convened by an <i>Incident Manager</i> in consultation with the relevant <i>Local Emergency Coordinator</i> to assist in the overall management of an <i>Incident</i> . The ISG includes representation from key agencies involved in the response.
<b>LIFELINES</b>	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.
<b>LOCAL EMERGENCY COORDINATOR (LEC)</b>	Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during <i>Incidents</i> and <i>Operations</i> . At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub-district.
<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)</b>	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government and the Office of Emergency Management.
<b>MUNICIPALITY</b>	Means the district of the local government.
<b>OPERATION</b>	An <i>Incident</i> or multiple <i>Incidents</i> which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area.
<b>OPERATIONS AREA</b>	That area, defined by the <i>Operations Area Manager</i> , incorporating the entire community or geographical area impacted or likely to be impacted, by an <i>Operation</i> and incorporating a single or multiple <i>Incident Areas</i> .
<b>OPERATIONS AREA MANAGER</b>	That person designated by the <i>Hazard Management Agency</i> , responsible for the overall management of an



	Operation and provision of strategic direction to agencies and <i>Incident Manager(s)</i> in accordance with the needs of the situation.
<b>OPERATIONS AREA SUPPORT GROUP (OASG)</b>	The group that may be convened by an <i>Operations Area Manager</i> , in consultation with the relevant <i>District Emergency Coordinator(s)</i> , to <u>assist</u> in the overall management of an <i>Operation</i> . The OASG includes representation from key agencies involved in the response.
<b>PREVENTION</b>	Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management.
<b>PREPAREDNESS</b>	Arrangements to ensure that, should an emergency occur, all those resources and services which are need to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects. More common vernacular – READINESS.
<b>RESPONSE</b>	Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support.
<b>RECOVERY</b>	The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing.
<b>RISK</b>	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.
<b>RISK MANAGEMENT</b>	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:1999 (Risk Management).
<b>RISK REGISTER</b>	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
<b>RISK STATEMENT</b>	A statement identifying the hazard, element at risk and source of risk.
<b>STATE EMERGENCY COORDINATION GROUP (SECG)</b>	A group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to <u>assist</u> in the provision of a coordinated multi-agency response to and recovery from the emergency. It is the operational arm of the State Emergency Management Committee and includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

<b>STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC)</b>	Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services Authority as deputy Chair. The Executive Director, DFES Emergency Management Services, is the SEMC Executive Officer. The SEMC is comprised of an executive and four functional groups whose membership includes those organisations essential to the State's emergency management arrangements. The chair of each of the functional groups is also a member of the SEMC Executive group.
<b>SUPPORT ORGANISATION</b>	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc
<b>TELECOMMUNICATIONS</b>	the transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
<b>TREATMENT OPTIONS</b>	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimise the potential harm to the community.
<b>VULNERABILITY</b>	The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

## Acronyms

ACRONYM	MEANING
<b>ABS</b>	Australian Bureau of Statistics
<b>AIIMS</b>	Australasian Interagency Incident Management System
<b>BFS</b>	Bush Fire Service
<b>BRMS</b>	Bushfire Risk Management Statement
<b>CEO</b>	Chief Executive Officer
<b>COMCEN</b>	DFES Communications Centre
<b>DBCA</b>	Department of Biodiversity Conservation and Attractions
<b>DC</b>	Department of Community Services
<b>DPRIRD</b>	Department of Primary Industries and Regional Development

<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>DoH</b>	Department of Housing
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>FRS</b>	Fire and Rescue Service
<b>HAZMAT</b>	Hazardous Materials
<b>HMA</b>	Hazard Management Agency
<b>IC</b>	Incident Controller
<b>IMT</b>	Incident Management Team
<b>ISG</b>	Incident Support Group
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LGA</b>	Local Government Authority
<b>LRC</b>	Local Recovery Coordinator
<b>LRG</b>	Local Recovery Group
<b>OASG</b>	Operations Area Support Group
<b>OIC</b>	Officer in Charge
<b>PTA</b>	Public Transport Authority
<b>RSPCA</b>	Royal Society for the Protection of Cruelty against Animals
<b>SEC</b>	State Emergency Coordinator
<b>SECG</b>	State Emergency Coordination Group
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SHIRE</b>	Shire of Serpentine Jarrahdale
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SITREPS</b>	Situation Reports
<b>SOP</b>	Standard Operating Procedures
<b>VBFS</b>	Volunteer Bush Fire Service
<b>VFRS</b>	Volunteer Fire and Rescue Service

<b>WAPF</b>	Western Australian Police Force
<b>WESTPLAN</b>	Western Australian Emergency Management Plan

## **Appendix 2 – Emergency Risk Assessment & Risk Register**

State Risk Project being currently being undertaken.

## Appendix 3 - Roles and Responsibilities

### Local Government



Local role	Description of responsibilities
Local Government	The responsibilities of the Shire are defined in Section 36 of <a href="#">EM Act</a> :
	➤ Ensure that effective local emergency management arrangements are prepared and maintained for its district
	➤ Manage recovery following an emergency affecting the community in its district
	➤ Perform other functions given to local government under the Act
	➤ The Shire also accepts responsibility for management of its resources
	➤ The responsibility for coordination of community support to counter effects of an emergency during both response to and recovery from emergencies
Local Emergency Coordinator	The responsibilities of LEC are defined in Section 36 of <a href="#">the EM Act</a> For the Shire, the position of Local Emergency Coordinator is held by the WA Police, South East Metropolitan District – Mundijong Station Officer in Charge and has the following functions:
	➤ to provide advice and support to the Local Emergency Management Committee for the district in development and maintenance of emergency management arrangements for the district
	➤ to assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district
	➤ to carry out other emergency management activities in accordance with directions of State Emergency Coordinator
Local Recovery Coordinator	To ensure development and maintenance of effective recovery management arrangements for local government. In conjunction with the Local Recovery Group to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation where a local government facility is utilised by Department of Communities, provide advice, information and resources regarding the operation of facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent local government, provides local knowledge input and provides details contained in the LEMA.

Local role	Description of responsibilities
Local Government – Incident Management	➤ Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support DC.
	➤ Ensure planning and preparation for emergencies is undertaken
	➤ Implement procedures that assist community and emergency services deal with incidents
	➤ Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role
	➤ Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability
	➤ Liaise with the incident controller (provide liaison officer)
	➤ Participate in ISG and provide local support
Other Local Government Officers	As determined by the Incident, the following Officers are members of the committee:
	➤ Shire's Chief Executive Officer
	➤ Shire's Local Recovery Coordinator
	➤ Shire's Council Representatives
	➤ Shire's Manager Health & Building
	➤ Shire's Coordinator Community Safety
	➤ Shire's Chief Bush Fire Control Officer
	➤ Shire's State Emergency Services Unit Manager

### Roles and responsibilities of Operational Agencies

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency
	<i>Functions:</i>
	➤ Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness
	➤ Control all aspects of the response to an incident
	➤ During Recovery ensures effective transition to Recovery by LG

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Hazard Management Agency	HMA is a public authority or other person, which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed [s. 4(3) of the Act]
	<i>Functions:</i>
	➤ Undertake responsibilities where prescribed for these aspects [EM Regs]
	➤ Appointment of Hazard Management Officers [s. 55 of the Act]
	➤ Declare / Revoke Emergency Situation [s. 50 & 53 of the Act]
	➤ Coordinate the development of the WESTPLAN for that hazard [SEMP 2.2]
	➤ Ensure effective transition to recovery by Local Government
Combat Agency	A Combat Agency 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 EM activity prescribed by the regulations in relation to that agency
Support Agency	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
	<i>Functions:</i>
	➤ Restoring essential services affected by the emergency
	➤ Providing "function" support as part of the tactical plan, e.g. Department of Communities to provide welfare services
	➤ Managing their resources and those given to them in support of their specific function
	➤ Providing progress reports to the designated Incident Manager or Operations Area Manager
	➤ Providing progress reports to the higher levels of their organisation
	➤ Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA
	➤ Attend post incident debriefs
	➤ Contributing a post operations report or post incident analysis



## Welfare

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Department of Communities	➤ Establish, chair and manage the activities of the Local Welfare Emergency Management Coordination Group (LWEMCG), where determined appropriate by the DC District Director
	➤ Prepare, circulate, test and maintain the Local Welfare Plans
	➤ Represent DC and the emergency welfare function on the LEMC and Local Recovery Group
	➤ Establish and maintain the Local Welfare Emergency Coordination Centre
	➤ Ensure personnel and organisations are trained and exercised in their welfare responsibilities
	➤ Coordinate provision of emergency welfare services during response and recovery of emergency
	➤ Represent DC on the Incident Support Group when required
Shire's Local Welfare Liaison Officer	➤ Coordinate welfare response on behalf of the Shire
	➤ Coordinate initial arrangements in lieu of DC Local Welfare Coordinator attendance
	➤ Provide assistance to the Local Welfare Centre/s including
	➤ Maintenance of establishments
	➤ Security of establishments
Australian Red Cross	➤ Undertake process recording displaced persons for National Register
	➤ In partnership with the Shire and DC undertake outreach in affected areas
Shire's Community Safety	➤ Assist with Animal Management in affected areas and at Welfare Centres

## Appendix 4 – Emergency Contacts & Resource Directory

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### Distribution

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This document is NOT for public access, is commercial in confidence and is only to be used by emergency management personnel and for emergency management purposes only.

This register requires updating a minimum of every year to ensure the accuracy of the information contained within.

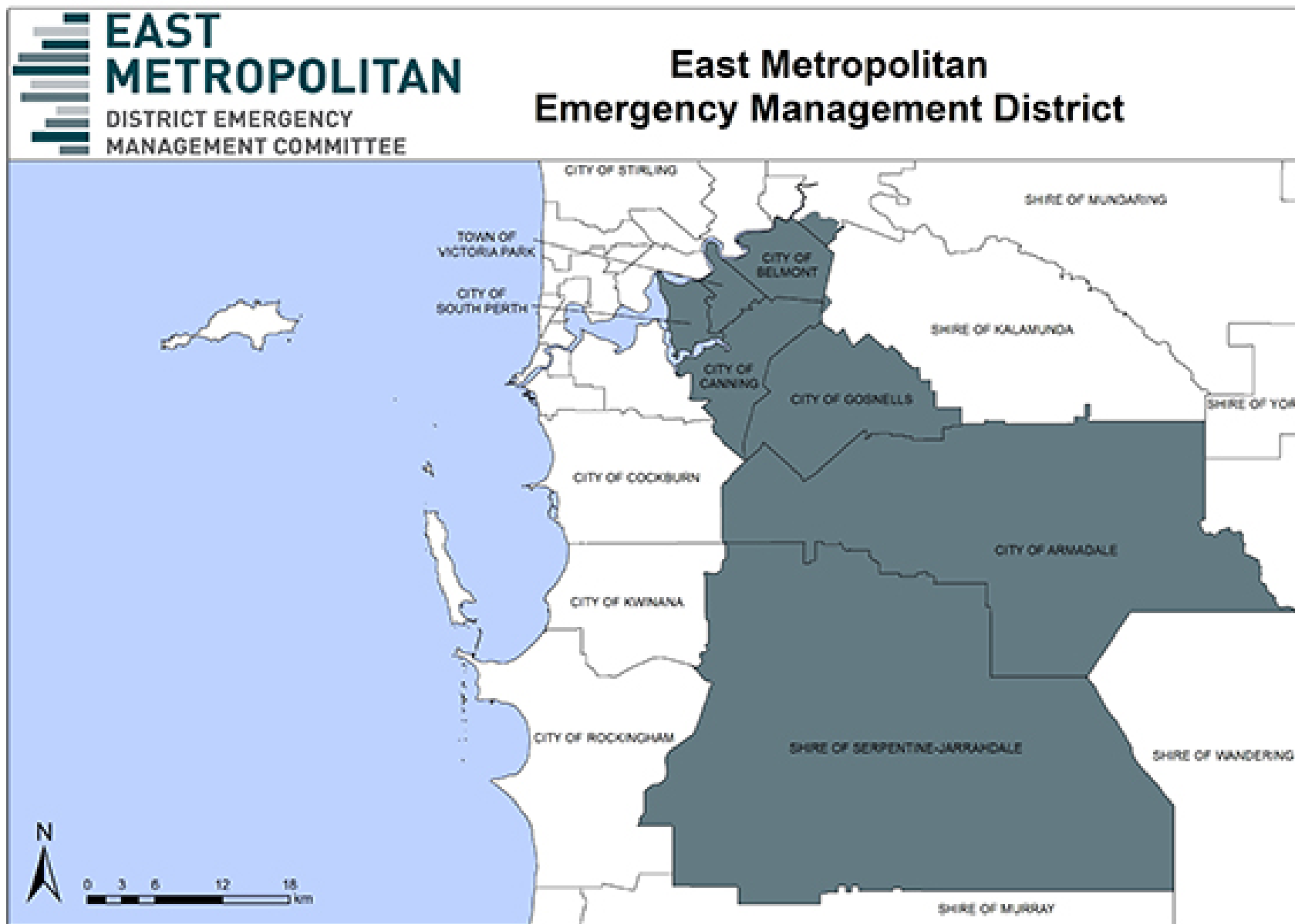
### Introduction

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This directory has been developed to assist emergency services organisations and emergency service personal to contact relevant personal and organisations in a timely manner during an emergency.

This directory is a supporting document to and to be used in conjunction with relevant emergency management documents such as the Shire of Serpentine Jarrahdale Local Emergency Management Arrangements and Local Recovery Plan.

The directory will be updated as contact information is altered and a total review will occur every two years from the date last endorsed by LEMC.



## Appendix 5 – WA Community Evacuation Emergencies Guidelines



<https://www.wa.gov.au/system/files/2022-08/WACommunityEvacuationinEmergenciesGuideline.pdf>

## Appendix 7 – Shire Emergency Welfare Centres Facilities and Resources Directory



### REFER TO SEPARATE PLANS

		SUBURB	FACILITY NAME
1	<b>PRIMARY</b>	BYFORD	SERPENTINE JARRAHDAL COMMUNITY RECREATION CENTRE (E20/9970)
2	<b>PRIMARY</b>	JARRAHDAL	BRUNO GIANATTI HALL (E20/9976)
3	<b>PRIMARY</b>	SERPENTINE	CLEM KENTISH HALL (E20/9984)
4	<b>PRIMARY</b>	BYFORD	BRIGGS PARK SPORTS PAVILION (E20/9986)
5	<b>SECONDARY</b>	MUNDIJONG	MUNDIJONG SPORTS PAVILION (E20/10756)
6	<b>SECONDARY</b>	OAKFORD	OAKFORD COMMUNITY CENTRE (E20/10757)
7	<b>SECONDARY</b>	SERPENTINE	ERIC SENIOR PAVILION (E20/10758)

# **Shire of Serpentine Jarrahdale**

## **Emergency Animal Welfare Plan**

## Appendix 8 – Emergency Animal Welfare Plan

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## Appendix 8 – Emergency Animal Welfare Plan

### 1. Introduction

#### 1a) Authority for the Plan

This Plan has been prepared at the direction of the Local Emergency Management Committee (LEMC) acting under the relevant provisions of the Emergency Management Act 2005.

#### 1b) Associated Documents / Legislation

The Local Emergency Management Arrangements 2020 – is available via Shire records and published on the Shire [website](#) – document **E20/14731**

There is various legislation and plans which relate to specific hazards and threats. The legislation and codes relevant to Animal Welfare and the movement of livestock are as follows, but not limited to:

- Animal Welfare Act 2002
- Local Government Act (Miscellaneous Provisions) Act 1960
- Dog Act 1976
- Cat Act 2011
- Biosecurity and Agriculture Management Act 2007
- [DPAW Standard Operating Procedure – Humane Killing of Animals Under Field Conditions](#)
- Emergency Management Act 2005

#### 1c) Roles and Responsibilities

<b>Owner/Carers</b>	<p>Animal owners or carers are responsible for the welfare of their animals and should consider preparedness for, response to and recovery from an emergency. The Shire and other government agencies have multiple resources available for assisting owners prepare for an emergency. Owners should seek this information and attempt to be as self-sufficient as possible.</p> <p>While this plan identifies the role of government agencies and welfare groups, nothing eliminates the individual's or company's legal obligation to maintain the animal's welfare.</p>
<b>Local Government</b>	<p>The Shire of Serpentine Jarrahdale is to provide a coordinated approach to the management of animal welfare in an emergency and includes:</p> <ul style="list-style-type: none"><li>• Effectively managing animal welfare in an emergency.</li><li>• Containing and impounding wandering and loose animals – for both the animal's safety and the emergency services and road users.</li><li>• Provide options for evacuating animals.</li><li>• Providing recovery efforts.</li></ul>



## Appendix 8 – Emergency Animal Welfare Plan

<b>Animal Welfare Coordinator</b>	The role of Animal Welfare Coordinator will be undertaken by the Shire Coordinator Community Safety.
<b>Animal Welfare Team</b>	<p>The Shire Animal Welfare Team is primarily comprised of the Shire Ranger Services, as part of the Community Safety Team. The team consists of 3 Rangers, a Technical Support Officer and the Coordinator Community Safety (who is active as a Ranger).</p> <p>The Ranger vehicles are 4wd and can contain 2 animals up to a large sheep size. The vehicles are fitted with both mid and high band DFES tuned radios and have either orange or red light bars on the roof. The team has an enclosed trailer available by arrangement with the Waste Services Team for up to 6 small stock animals. (sheep, alpaca, etc)</p> <p>Other agencies and members may be added to the Animal Welfare Team that may include:</p> <ul style="list-style-type: none"> <li>• Shire employees</li> <li>• RSPCA</li> <li>• Department of Agriculture and Food</li> <li>• DBCA</li> <li>• DPIRD</li> <li>• Veterinarians</li> <li>• Local Animal Groups</li> </ul>
<b>Department of Primary Industries and Regional Development (DPRID)</b>	DPIRD has authority for the <a href="#">State Support Plan Animal Welfare in Emergencies</a> and may activate this plan at the request of the Controlling Agency.
<b>Other Authorities and Local Vets</b>	<p>The Shire's Local Emergency Management Arrangements 2020 has specific authorities listed and their roles in an emergency.</p> <p>Detailed in <b>Annexure A – Key Contacts</b> are specific animal welfare and associated authorities contact details.</p>

## 2. Scope and Risk Profile

This plan will apply in any emergency where animal welfare may, will be or is impacted within the municipality of the Shire of Serpentine Jarrahdale.

The Shire of Serpentine Jarrahdale has a varied mix of land usage with Byford and parts of Whitby and parts of Darling Downs being Residential. The surrounding suburbs being a mix of Semi-rural, rural with most of the farming properties being to the south of the Shire.

## Appendix 8 – Emergency Animal Welfare Plan

High Risk areas for consideration are:

Category	Detail	Address	GPS Location
<b>Intensive Farming</b>	Abattoir	49 Butcher Road, DARLING DOWNS	<a href="#">-32.19711756586985, 116.01168927116446</a>
	Poultry	568 South Western Hwy, DARLING DOWNS	<a href="#">-32.1986264722257, 116.01172963779777</a>
	Poultry	322 Hopeland Road, HOPELAND	<a href="#">-32.379476624206234, 115.90674059769904</a>
	Poultry	Lot 701 Henderson Road, HOPELAND	<a href="#">-32.405214776729416, 115.9014404710998</a>
	Abattoir	Lot 504 Yangedi Road, KEYSBROOK	<a href="#">-32.42145502528154, 115.87602102877052</a>
	Livestock Export Yard	848 Mundijong Road, MARDELLA	<a href="#">-32.300790963755006, 115.91629926925114</a>
	Poultry	526 Gossage Road, OLDBURY	<a href="#">-32.25402972986045, 115.91755011342596</a>
	Poultry	119 Punrak Road, SERPENTINE	<a href="#">-32.37409475002539, 115.92756556740653</a>
<b>Catteries and Kennels</b>	Piggery	597 Utley Road, SERPENTINE	<a href="#">-32.38970747325223, 115.92215814618649</a>
	Kennel	324 River Road, HOPELAND	<a href="#">-32.398716119339944, 115.85080855983425</a>
	Cattery	102 Tuart Road, OAKFORD	<a href="#">-32.21279154665093, 115.89041001342495</a>
	Kennel	585 Orton Road, OAKFORD	<a href="#">-32.23637025769686, 115.90887310054558</a>
	Kennel	1751 South Western Hwy, WHITBY	<a href="#">-32.3025375706012, 116.01170830913034</a>

## Appendix 8 – Emergency Animal Welfare Plan

<b>Animal/Wildlife Park</b>	Cohuna Koala Wildlife Park	Lot 103 Nettleton Road, BYFORD	<a href="#">-32.22949812315858,</a> <a href="#">116.01366225732991</a>
<b>Other</b>	Sale Yards	Lot 1 Evelyn Street, MUNDIJONG	<a href="#">-</a> <a href="#">32.292863846987146,</a> <a href="#">115.98998924422206</a>
	Dog Day Care	302 Leipold Road, OLDBURY	<a href="#">-32.26833276566088,</a> <a href="#">115.9451243330205</a>
	Equestrian Grounds	1432 Karnup Road, SERPENTINE	<a href="#">-</a> <a href="#">32.363095097795224,</a> <a href="#">115.9704957404174</a>
	Equestrian Grounds	Peel Metropolitan Horse and Pony Club, 467 King Road, OLDBURY	<a href="#">-</a> <a href="#">32.259638981643086,</a> <a href="#">115.90869933289405</a>
	Equestrian Grounds / Trail Head	Trail Head, Equestrian Events – Jarrahdale Oval, Millars Road, JARRAHDAL	<a href="#">-32.32929609788003,</a> <a href="#">116.06656296925172</a>
	Equestrian Grounds / Trail Head	Darling Downs Equestrian Park – 70 acres, Evening Peal Court, DARLING DOWNS	<a href="#">-</a> <a href="#">32.197386644942945,</a> <a href="#">115.99311972507279</a>

### 3. Cost

No fees or charges shall be imposed for animals cared for as a result of an emergency in relation to evacuation, capture/impound, feeding/supplying water and any evacuation centres, although, this does not include registration and sterilisation fees or fees relating to gaining authority to have livestock as per section 5e)iii.

All expenditure is to be recorded and reported to the Animal Welfare Coordinator. **Annexure B** Animal Emergency Expenditure

### 4. Preparedness

The provision of information to the public regarding animals in emergencies must be easily accessible, easy to interpret, deliberate, planned and sustained.

#### Local Emergency Management Committee and the Shire of Serpentine Jarrahdale

- Conduct public information sessions to educate the Community in regard to the Animal Emergency Welfare Plan
- Arrange training, liaison and agreements with related Organisations, Agencies, Authorities, Key Stakeholders, Service Providers and Contractors
- Provide on-going animals in emergency preparation information to residents

## Appendix 8 – Emergency Animal Welfare Plan

- Establish and utilise printed and electronic media to educate and prepare animal owners and animal facilities for Emergency Incidents

### Animal Owners and Animal Facilities

- Prepare an Emergency Animal Management Plan
- Prepare an Emergency Animal Management Pack
- Establish an “assistance group”
- Carry out risk management and risk reduction activities within the property or premises

## 5. Response

### 5a) General Operations

Members within the Shire Communities Team and Emergency Services are designated as contacts points to be available 24 hours a day 7 days a week to be able to activate this plan, mobilise resources and implement evacuation centres.

First contact can be made through **9526 1111**

### 5b) Activation

This plan will be activated when there is an emergency impacting animal welfare or in the case an emergency is likely to impact animal welfare.

DPIRD should be contacted and advised that the plan has been activated and be provided details of the extent of the emergency and the animal welfare implications.

The Shire is to notify the controlling agency or Hazard Management Authority to implement the **State** Support Plan for Animal Welfare in Emergencies where:

- Animal welfare is beyond the capacity and capability of the owners or carers and;
- Any local or district arrangement are no longer sufficient or effective, or;
- No local or district arrangements exist.

### 5c) Situation and Intelligence

The Shire has records kept within content manager system and are accessible by Shire staff as follows:

- **E20/14731** Local Emergency Management Arrangements 2020 – LEMC
- **E18/13266** Contact details for Shire and relevant authorities.
- **E22/8849** Contact details for emergency services including volunteers
- **E20/13230** Evacuation Centre Resource Directory
- **E20/4745** Lease agreement for Mundijong saleyard allowing Shire use in emergency
- **E22/15629** Large animal evacuation locations procedures (Appendix D)

### 5d) Public Information

The Shire presently utilises local ABC radio station, Shire website, Shire Facebook page and relevant DFES media outlets. Where lives and property are directly threatened as a result of an emergency, information may be disseminated via Emergency Alert and/or utilising the State Emergency Warning Signal (SEWS). Details of the emergency will be communicated via the emergency.wa.gov.au webpage or app – controlled by DFES.

## Appendix 8 – Emergency Animal Welfare Plan

### 5e) Response Activities

#### 5e) i. Transportation and Evacuation Route Options

Owing to the variation complexity within different emergencies strategic evacuation routes will be determined by the Incident Controller, Hazard Management Authority and WAPOL at the time. Extensive mapping information can be sourced from the Shire website, Google Maps and Agencies such as Department of Biodiversity Conservation and Attractions.

#### 5e) ii. Temporary Evacuation Centres/Shelters

##### **Community Evacuation Centres** (community and small animals/pets)

The Shire has multiple locations for possible evacuation centres locations as below:

• SJ Recreation Centre	BYFORD	<b>E20/9970*</b>
• Eric Senior Pavilion	SERPENTINE	<b>E20/10758*</b>
• Oakford Community Centre	OAKFORD	<b>E20/10757*</b>
• Mundijong Pavilion	MUNDIJONG	<b>E20/10756*</b>
• Briggs Park Pavilion	BYFORD	<b>E20/9986*</b>
• Clem Kentish Hall	SERPENTINE	<b>E20/9984*</b>
• Bruno Gianatti Hall	JARRAHDAL	<b>E20/9976*</b>

##### **\*Internal process documents**

##### **Animals at welfare centres and assets**

The Shire has the capacity to implement cat and dog crates at the above Community Evacuation Centre locations with:

- 18 Cat carriers
- 21 Large dog Crates
- 14 XL dog crates
- 50 Dog leads
- Owner and animal record tags for animal crates
- Animal enclosure disinfectant
- Disposable water and food bowls
- 15x 9L Buckets (Stock water)
- 4x 20L Water containers, two with taps and hose.

These assets are stored at 10 Paterson Street, Mundijong (old library building). These assets can be deployed by Ranger Services or any Shire employee. (Shire Master Key or MK Key for roller door access)

- Shire Trailer(s) – for asset transport or small stock (Sheep, Alpaca, Etc)

A trailer is available at the Shire Transfer station, Watkins Road, accessible by Ranger Services and Operations through arrangement with the Waste Services Team. (Shire Master Key and PIN code)

##### **Large animal evacuation**

While some of the Community Evacuation Centres above have the capacity to some extent for larger animals, they are not best suited, some other considerations may be:

## Appendix 8 – Emergency Animal Welfare Plan

Facility	Species	Address	Max Capacity
SJ Pound Facility	Any livestock	Watkins Road, Mundijong	30 (contained)
Mundijong Saleyards	Any livestock	Evelyn Street, Mundijong	80 (Contained) 80 (tended)
Jarrahdale Oval	Horse and Stud Cattle	Millars Road, Jarrahdale	100 (Tended)
Serpentine Horse & Pony Club	Horses	Karnup Road, Serpentine	80 secured & 150 tended
Darling Downs 70 Acres	Horses	Evening Peal Ct Darling Downs	10 Secured & 50 Tended
Metropolitan Horse & Pony Club	Horses & Stud Cattle	467 King Road, Oakford	60 tended
<b>Other Considerations</b>			
CoA Pound	Any livestock	Kilburn Lane, Kelmscott	20 (contained)
Baldivis Vet Hospital	Horses & Stud Cattle	Baldivis Road, Baldivis	15 (secured)
Lark Hill Vet	Horses & Stud Cattle	Mandurah Road, Port Kennedy	18 (secured)

### Activating large animal evacuation centres

Considerations for each location are different including but not limited to:

- Vehicle access points
- Water/Food/Feed
- Toilets
- Waste
- Lighting
- Shelter
- Set up and staffing

Shire internal process for activating these large animal evacuation points can be found at **E22/15629 (Appendix D)**

### 5e) iii. Stray and Lost Animals

Stray animals will be impounded and documented as per the relevant legislation, policies and procedures. The following additional information is to be recorded on the impound:

- Animal condition
- Treatment required/given
- Impound location
- Evacuated / Stray

Where an owner is not known or has not been contacted, the animal is to be published on **Annexure C - Animal Rescue Public Display List** and displayed at all evacuation points when practicable.

Unregistered cats and dogs impounded will be required to be registered prior to release. Impounded livestock will only be released to persons with authority to have livestock to a property with a Property Identification Code (PIC)

## Appendix 8 – Emergency Animal Welfare Plan

Animals not claimed will be re-homed or disposed of as per applicable legislation.

Lost animals can be reported to the Shire on 9526 1111 and will be recorded as standard on the lost animal register.

### **5e) iv. Access to Properties**

Property owners, tenants and carers will be permitted access their property as per direction of the controlling authority.

Property owners that cannot access their property and require assistance in regard to the welfare of their animals may contact the Shire Ranger Services or the controlling authority and request they consider evacuation of the animal(s) or provision of water, food or medical assistance to the animal(s).

The Shire or other agencies may, at the direction of the controlling authority, enter the location and assist as required.

### **5e) v. Animal Welfare Assessment, Triage and Treatment**

Animal welfare assessment, triage and treatment are to be completed where required, as soon as practicable and when access is approved by the controlling authority.

Assessment of animals may be done by officers, being Ranger Services, DFES, DPIRD or other, by inspecting properties affected by fire as part of a general welfare check, recon of the area or in response to being alerted to a welfare concern.

The Animal Welfare Coordinator is to triage animals as the information is provided and aid in treatment, evacuation or euthanasia of animals as required and where practicable.

### **5e) vi. Euthanasia and Disposal**

Euthanasia of animals, where the owner is not contactable or known, is to be completed by or as directed by an Animal Welfare Officer or Vet.

Owners of animals may request their animal be euthanised by an Animal Welfare Officer, Vet or Ranger Services.

Impounded animals may be euthanised and disposed of in accordance with applicable laws or as directed by an Animal Welfare Officer.

Animal owners/carers will be responsible for disposal of their animals where the animal is not impounded.

### **5e) vii. Emergency Supplies**

As per 5e)ii, evacuation centres and large animal evacuation centres procedures incorporate providing water, food and feed supplies. **E22/15629 (Appendix D)**

Where supplies are required, they may be delivered by the Ranger Services, or other, where access is provided by the controlling authority.

At all opportunities, donations of physical goods should be discouraged due to significant difficulties to manage. Cash donations are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business. All offers of assistance and donations, including donated goods and services, should be



## Appendix 8 – Emergency Animal Welfare Plan

coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

Monetary donations can be accepted through the Lorde Mayors Distress Relief as described within the Local Emergency Management Arrangements 2020.

### **5f) Decontamination, Biosecurity and Zoonotic Disease**

Decontamination of vehicles, shoes and clothes should be undertaken when visiting and leaving sites that require to do so.

Decontamination of vehicles, pound and animal crates should be done as per standard procedure. Animals known or suspected of disease should be isolated from other animals with relevant precautions taken and published as suspected or known disease at the location housed or impounded.

## **6. Withdrawal and Recovery**

The Animal Welfare team shall be gradually withdrawn as per requirements. The decision to conclude the Animal Welfare in Emergencies Plan and withdraw the resources shall be determined by the Animal Welfare Coordinator in conclusion with the Recovery Coordinator/Committee.

The recovery process will be in accordance with the [Local Recovery Plan](#) (E20/14731)



## **Appendix 8 – Emergency Animal Welfare Plan**

### **Annexure A – Key Contacts (not for public access)**

## Appendix 8 – Emergency Animal Welfare Plan

## Annexure B – Animal Emergency Expenditure

[illegible]

Appendix 8 – Emergency Animal Welfare Plan

Annexure C - Animal Rescue – Public Display List

Date In	Time	ID #	Species	Breed	Description	Rescue Location	Photo

**Annexure D – Large Animal Evacuation Centre Procedure  
(not for public access)**

# Emergency Animal Welfare Plan

## Large Animal Evacuation Centre Procedure

## Appendix 8 – Emergency Animal Welfare Plan

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3. Waste and Toilets.....	16
4. Potential Large Animal Evacuation Centres .....	16
5. Contact Details .....	16

## Appendix 8 – Emergency Animal Welfare Plan

### 1. Introduction

This document is to aid with the set up and supply of resources to the Large Animal Evacuation Centres that may be implemented in an emergency.

The Animal Welfare Coordinator will implement a site as required with consultation from the Controlling Authority.

Staffing of the Large Animal Welfare Centres will be coordinated by the Animal Welfare Coordinator in conjunction with the Community Welfare Coordinator.

### 2. Water and Food

Animal water and food supplies can be obtained from the contact lists on section 5 and delivered by Ranger Services or other, including delivery services.

#### Food Storage

Pet food can be stored at the Community Evacuation centres and supplied to the Large Animal Evacuation Centres as required.

Large animal feed can be stored at the Large Animal Evacuation Centre, if wet weather is expected gazebos are available from The Shire of Serpentine Jarrahdale Office at 6 Paterson Street, Mundijong (4 available)

#### Water Storage

The water suppliers can supply 9000 or 10,000 litre on site storage units.

9 litre buckets will be available as per resource list on Animal Welfare Plan. (10 Paterson Street, Mundijong)

### 3. Waste and Toilets

#### Waste

Waste bins can be supplied by the Shire or contractor depending on availability. Contact details as per section 5.

Removal of waste will be completed by the supplier.

#### Toilets

Toilets can be supplied to site by the contractors listed in section 5. Location may be best considered near the entry points, as lighting will be in place at this location.

### 4. Potential Large Animal Evacuation Centres

### 5. Contact Details

## ANNEXURE 5 – FUNCTION OF PAS

Functions of PAS	Signed
Identify each assisted/rescued animal with an ID number	
Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure animals are fed at least once daily	
Ensure animals are exercised at least once daily	
Secure animals safely in a pen/crate or enclosed location	
Facilitate the rapid reunion between animal and owner	
Who is responsible for PAS security:	
Ensure the animal Rescue Display list is displayed outside PAS for 24 hour access	
Ensure the Animal Rescue Display list is sent to communications officer at Shire of Serpentine Jarrahdale	

## ANNEXURE 6 – FUNCTIONS OF LAS

Functions of PAS	Signed
Are livestock involved: D Yes D No	
Is a LAS required: D Yes D No	
Location of LAS (if required):	
Identify each assisted/rescued animal with an ID number	
Keep records of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure animals are fed at least once daily with quality feed	
Ensure animals are able to exercise	
Secure livestock in safe, temporary location	
Facilitate the rapid reunion between animal and owner	
Number of horses rescued/assisted:	
Number of cattle rescued/assisted:	
Number of sheep rescued/assisted:	
Number of other livestock rescued/assisted:	



## ANNEXURE 7-RESCUED ANIMALS REGISTER

[illegible]

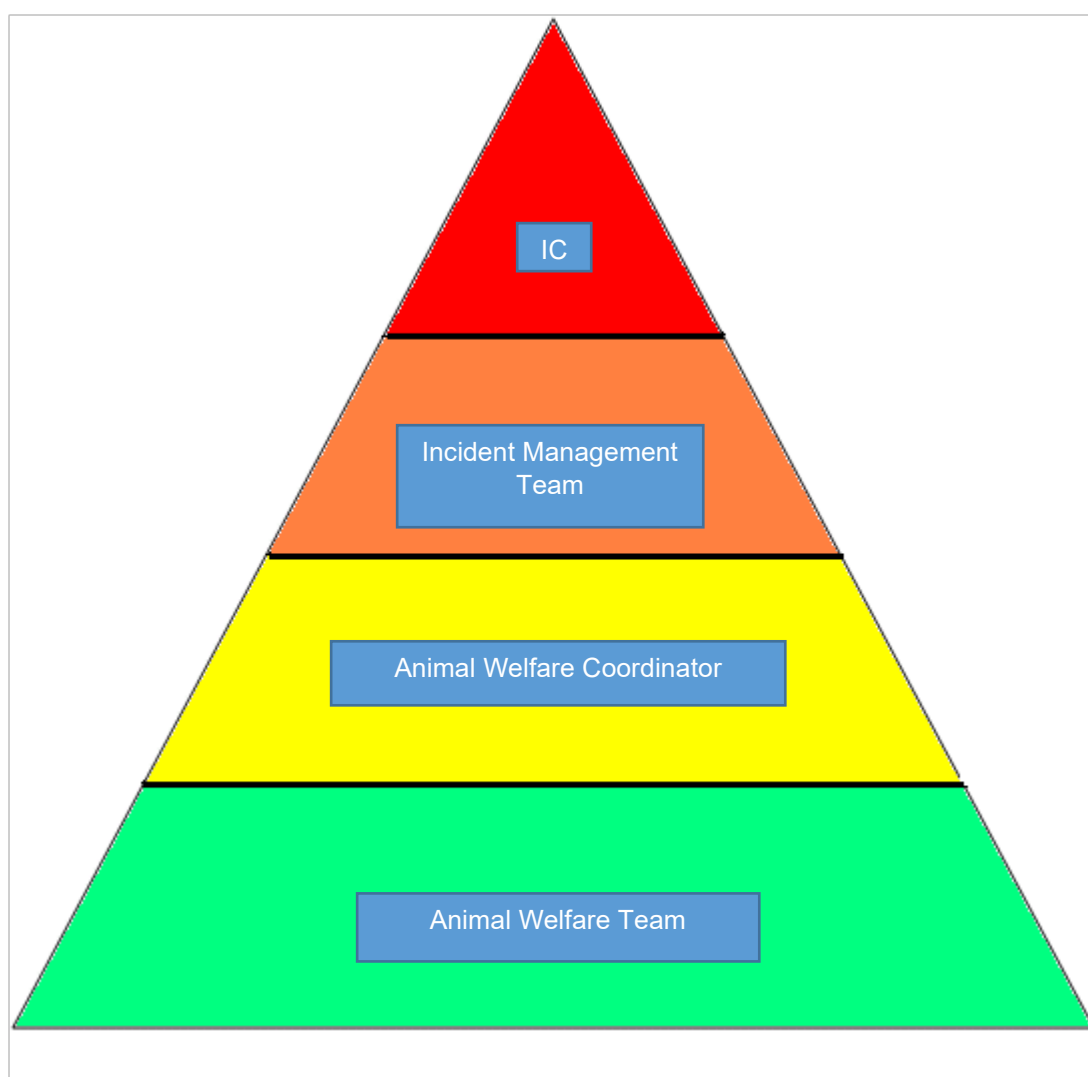
## ANNEXURE 8-ANIMAL RESCUE PUBLIC DISPLAY LIST

[illegible]

## ANNEXURE 9 – ANIMAL EMERGENCY EXPENDITURE

Date	Officer	Good/Service	Paid/Unpaid	Cost

## ANNEXURE 10 – FLOW OF AUTHORITY IN AN ANIMAL EMERGENCY IN THE SHIRE OF SERPENTINE JARRAHDALE

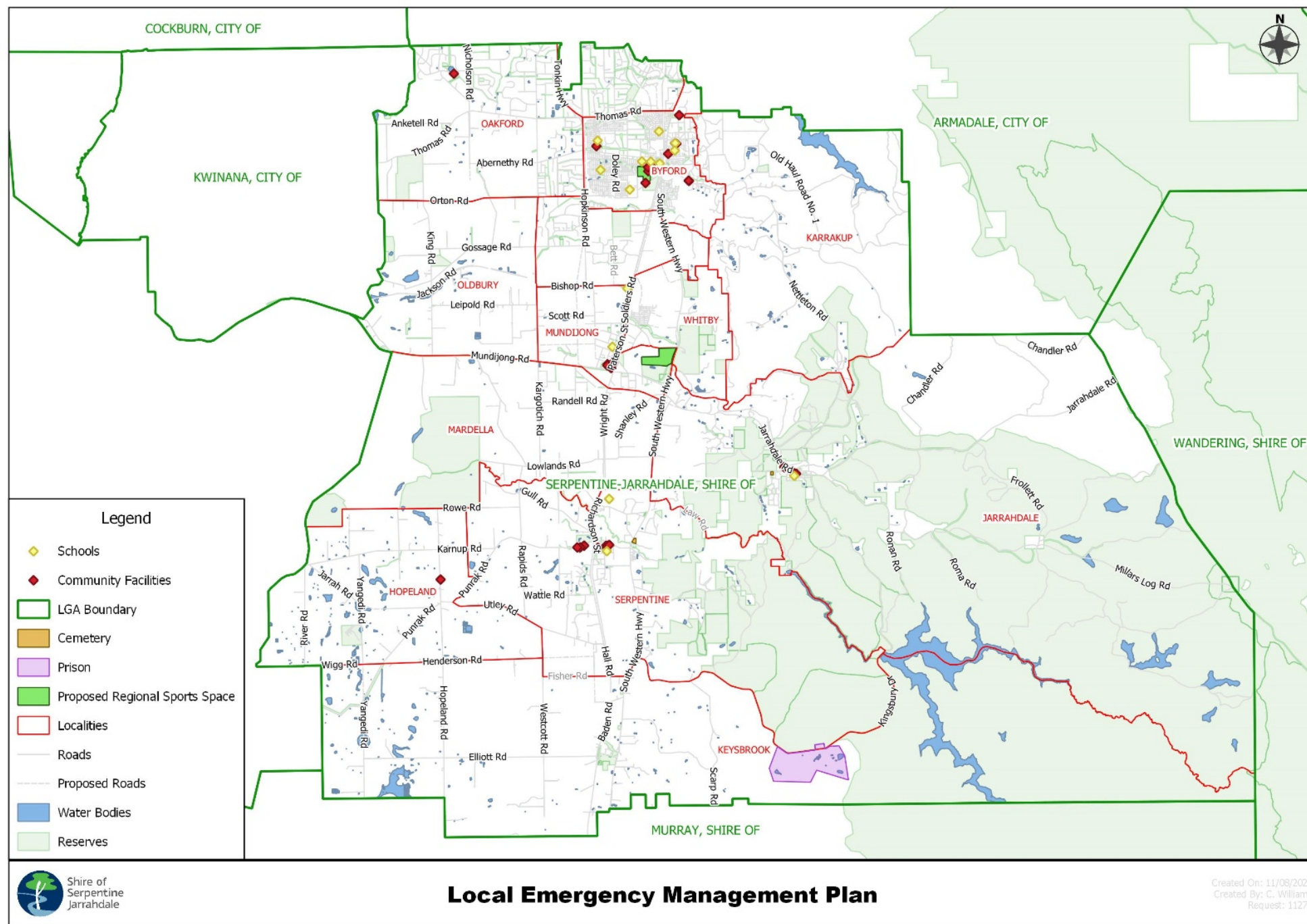


## Appendix 9 – State Emergency Welfare Plan



<https://www.wa.gov.au/system/files/2021-06/State-Support-Plan-Emergency-Welfare.pdf>

## Appendix 10 – Shire Major Features

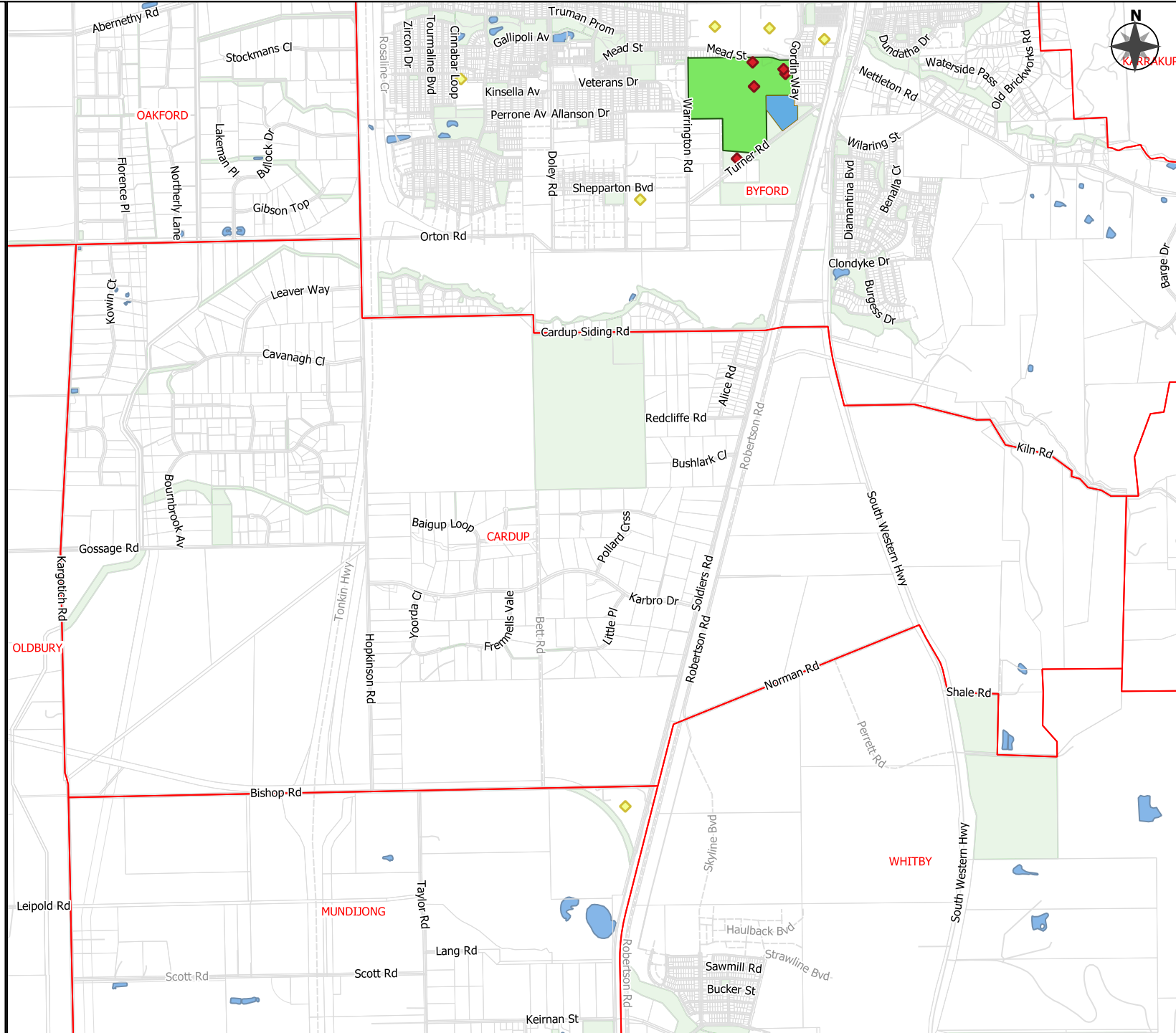


- 
- The map displays the City of Armadale, divided into several suburbs. The suburbs and their corresponding colors are:
- Darlington** (Pink): Located in the northern part of the city, bounded by Tonkin Hwy to the west and South Western Hwy to the east.
  - Byford** (Green): Located in the central part of the city, bounded by Darlington to the north and Cardup to the south.
  - Oakford** (Yellow): Located in the western part of the city, bounded by Tonkin Hwy to the west and Byford to the east.
  - Cardup** (Light Blue): Located in the southern part of the city, bounded by Byford to the north and the southern boundary of the city.
- Major roads shown include Tonkin Hwy, South Western Hwy, and various local streets such as Thomas Rd, Kardin Rd, and Shepparton Rd. A north arrow is located in the top right corner.



# Legend

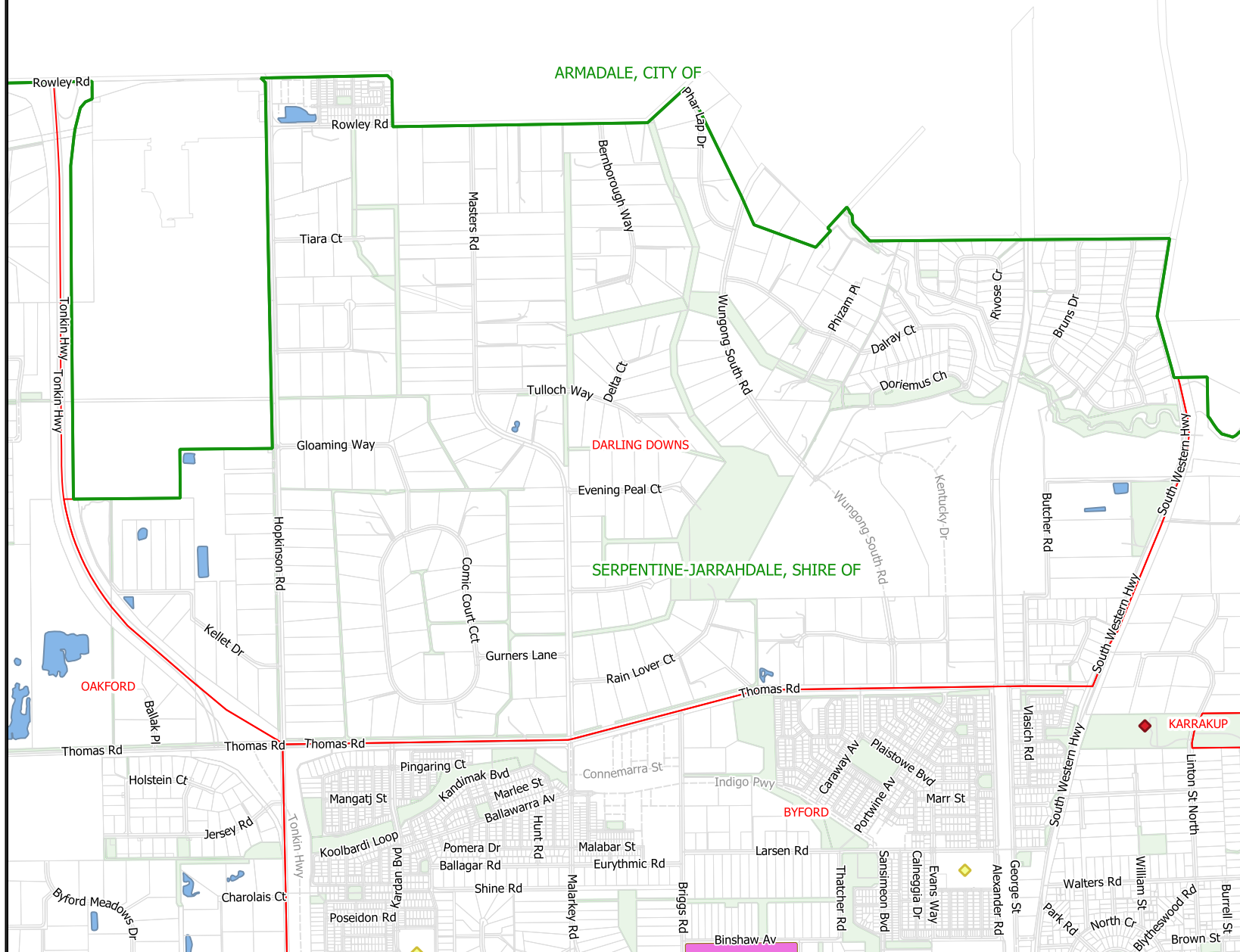
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-  Localities
-  Roads
-  Proposed Roads
-  Cadastre
-  Water Bodies
-  Reserves





# Legend

-  LGA Boundary
-  Localities
-  Roads
-  Proposed Roads
-  Cadastre
-  Water Bodies
-  Reserves

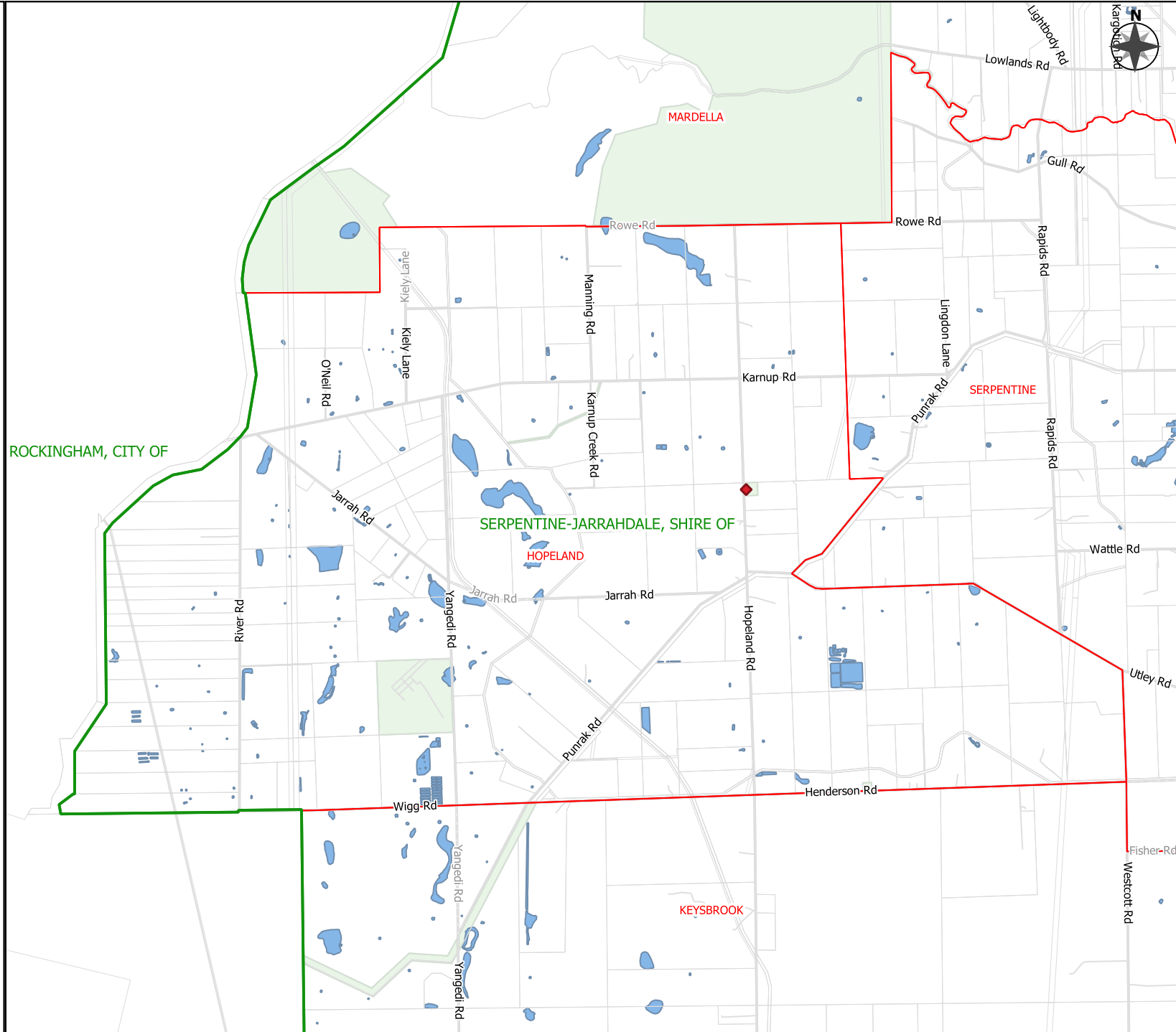


## Local Emergency Management Plan Darling Downs











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Created By: C. Williams  
Request: 13585

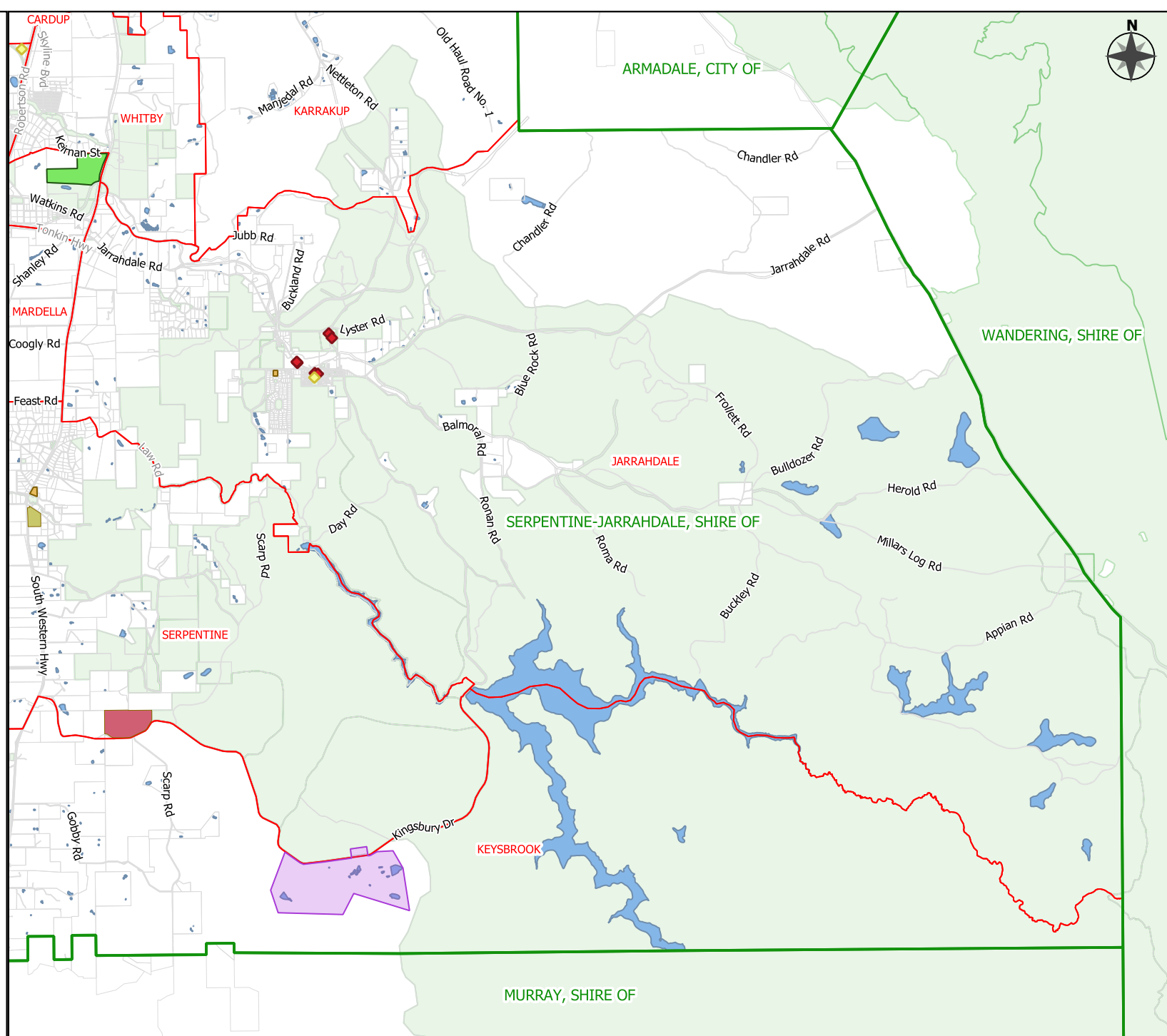
## Legend

- ◆ Community Facilities
- LGA Boundary
- Localities
- Roads
- Proposed Roads
- Cadastre
- Water Bodies
- Reserves



## Legend

-  Schools
-  Community Facilities
-  LGA Boundary
-  Cemetery
-  Localities
-  Roads
-  Proposed Roads
-  Cadastre
-  Water Bodies
-  Reserves

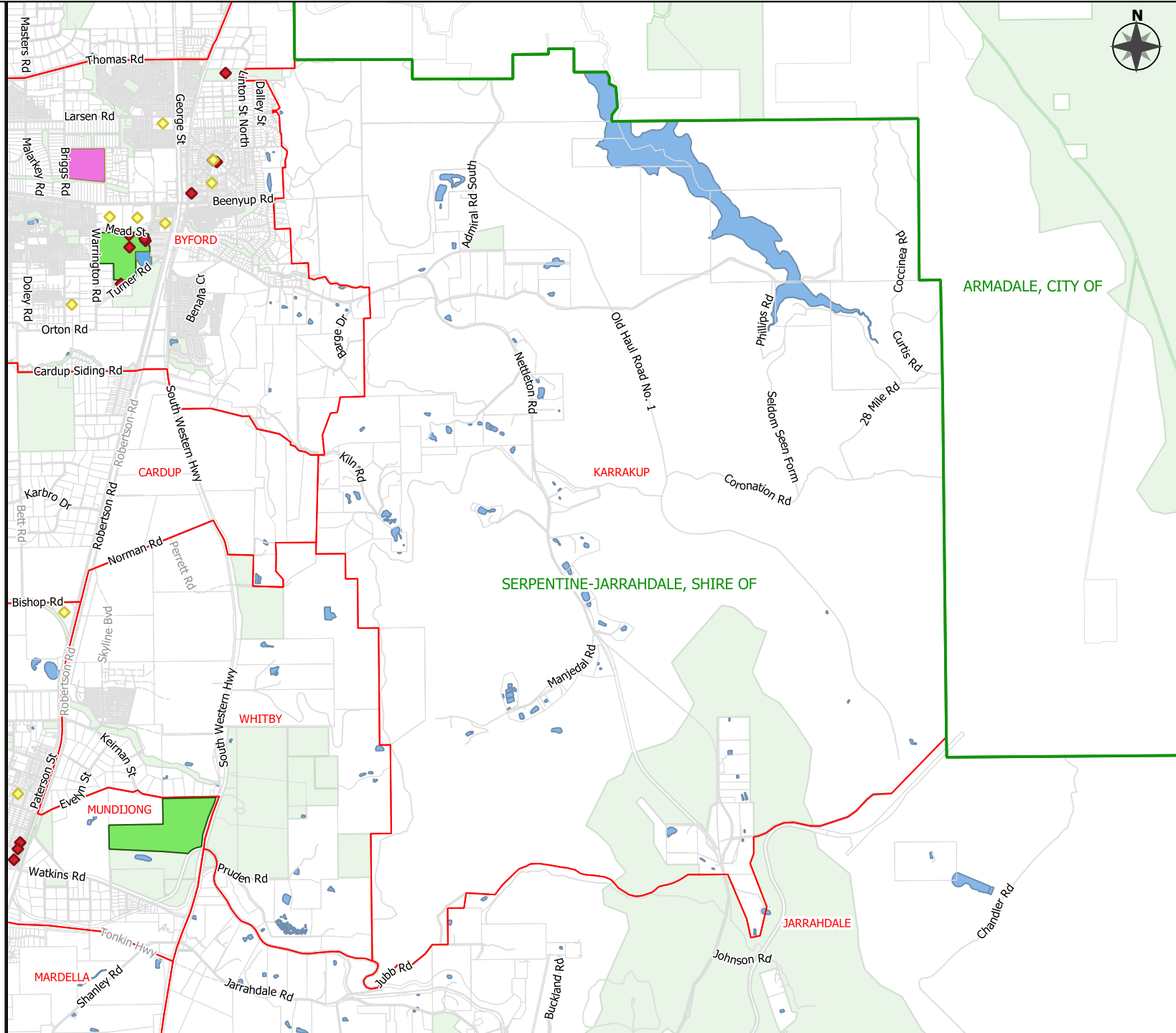


# Local Emergency Management Plan Jarrahdale

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Created By: C. Williams  
Request: 13585

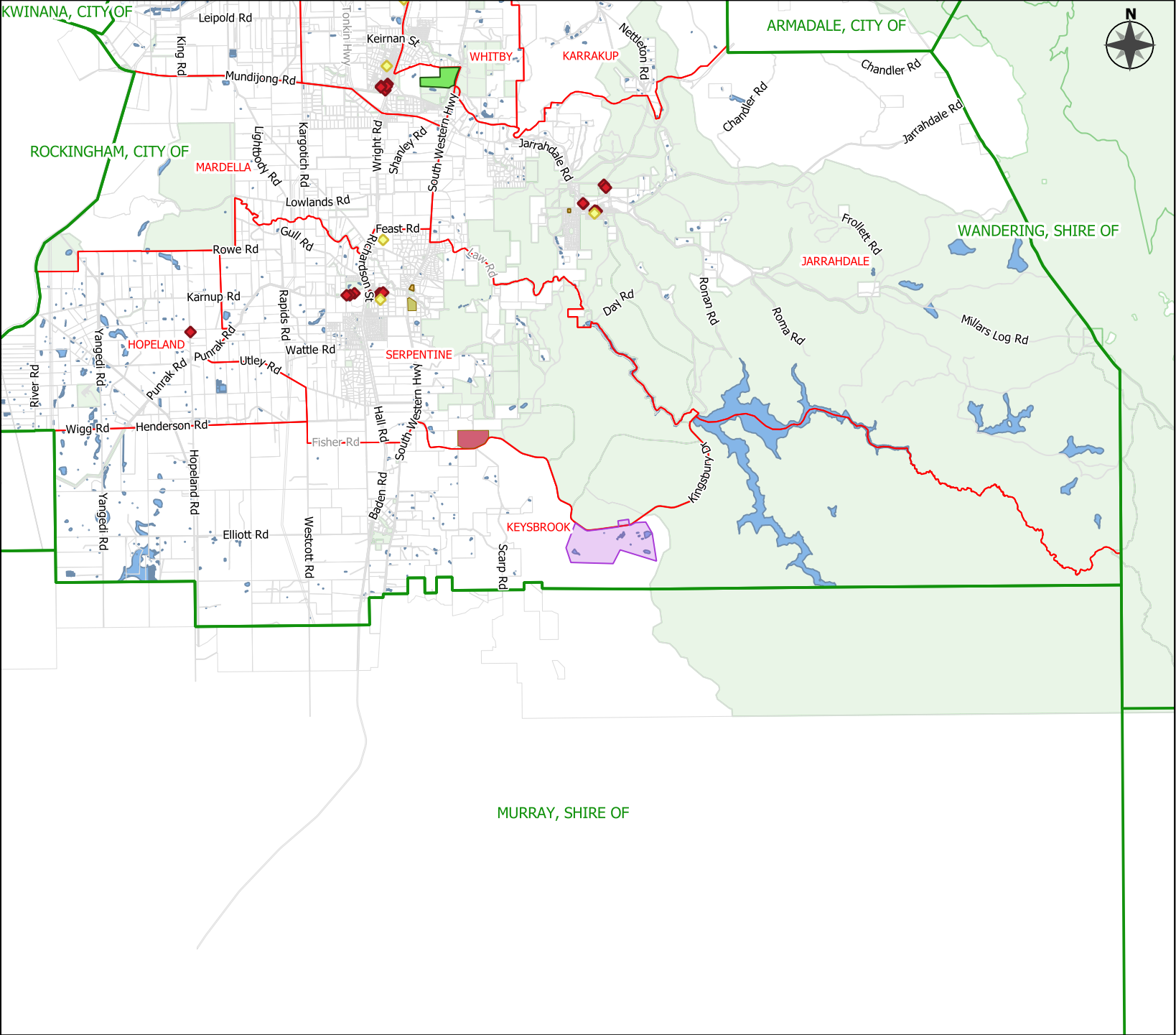
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- Localities
- Roads
- Proposed Roads
- Cadastre
- Water Bodies
- Reserves




# Legend

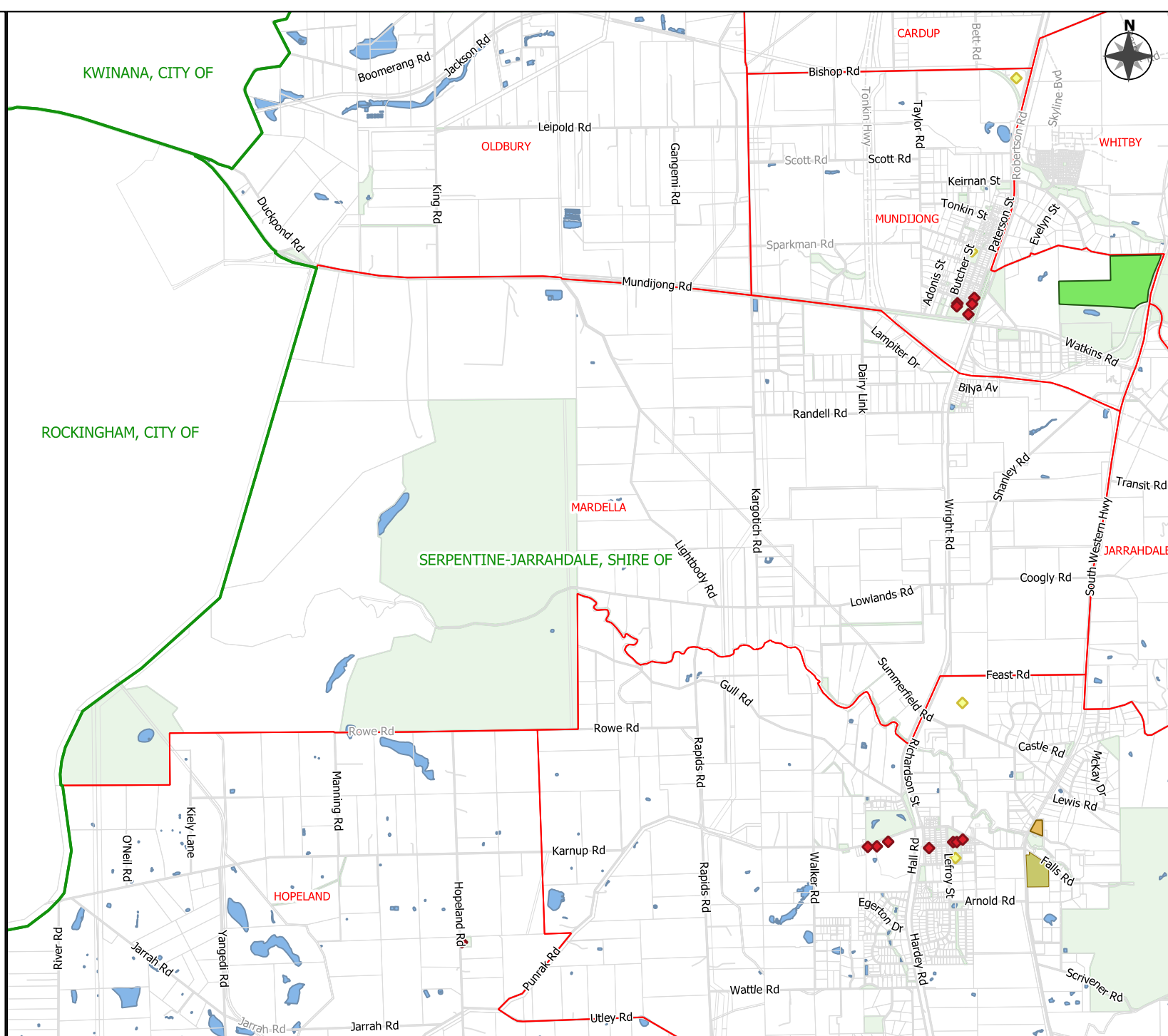
- LGA Boundary
- Prison
- Localities
- Roads
- Proposed Roads
- Cadastre
- Water Bodies
- Reserves















## Legend

-  LGA Boundary
-  Localities
-  Roads
-  Proposed Roads
-  Cadastre
-  Water Bodies
-  Reserves



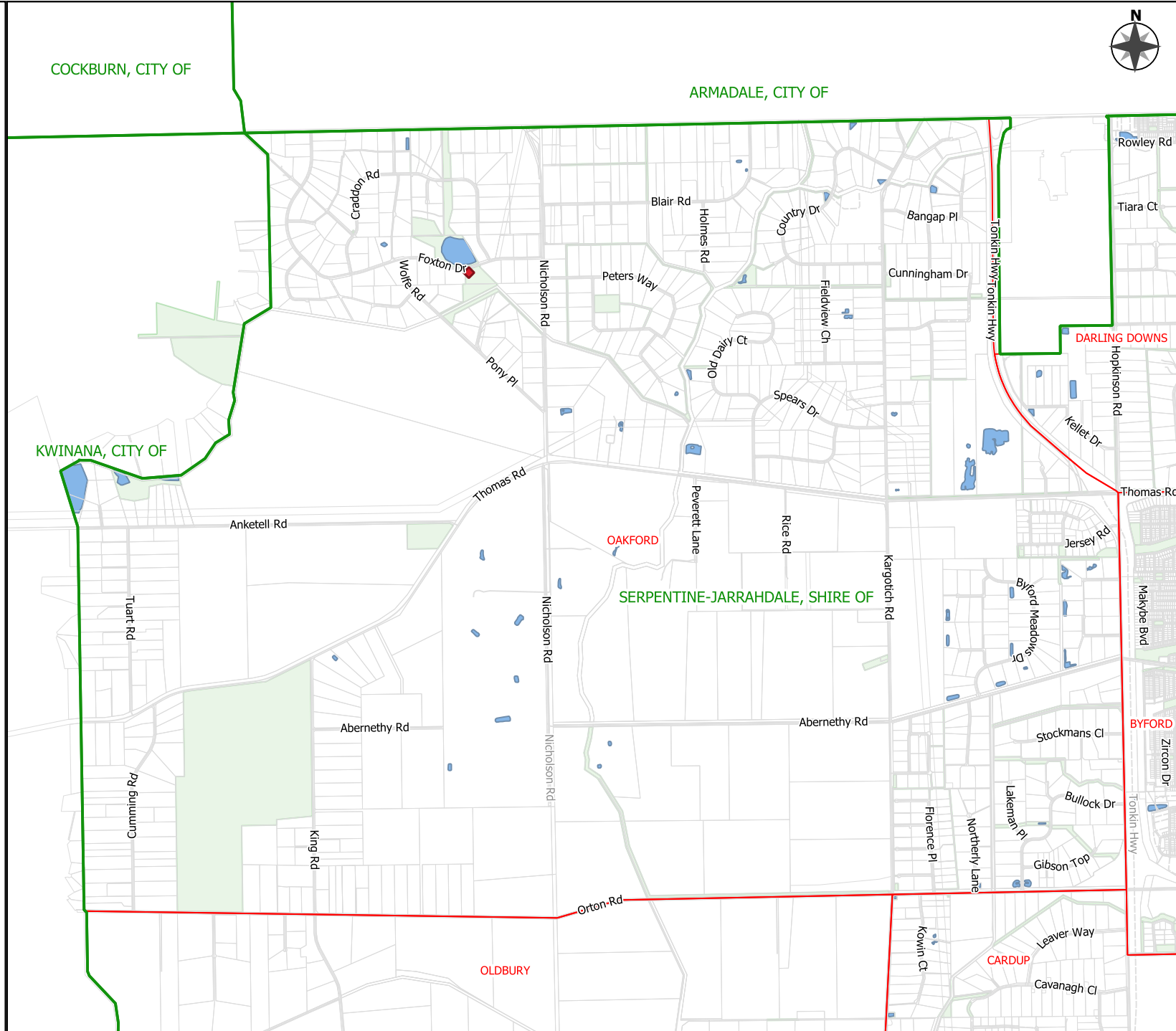
Legend

-  Schools
-  Community Facilities
-  LGA Boundary
-  Proposed Regional Sports Space
-  Localities
-  Roads
-  Proposed Roads
-  Cadastre
-  Water Bodies
-  Reserves









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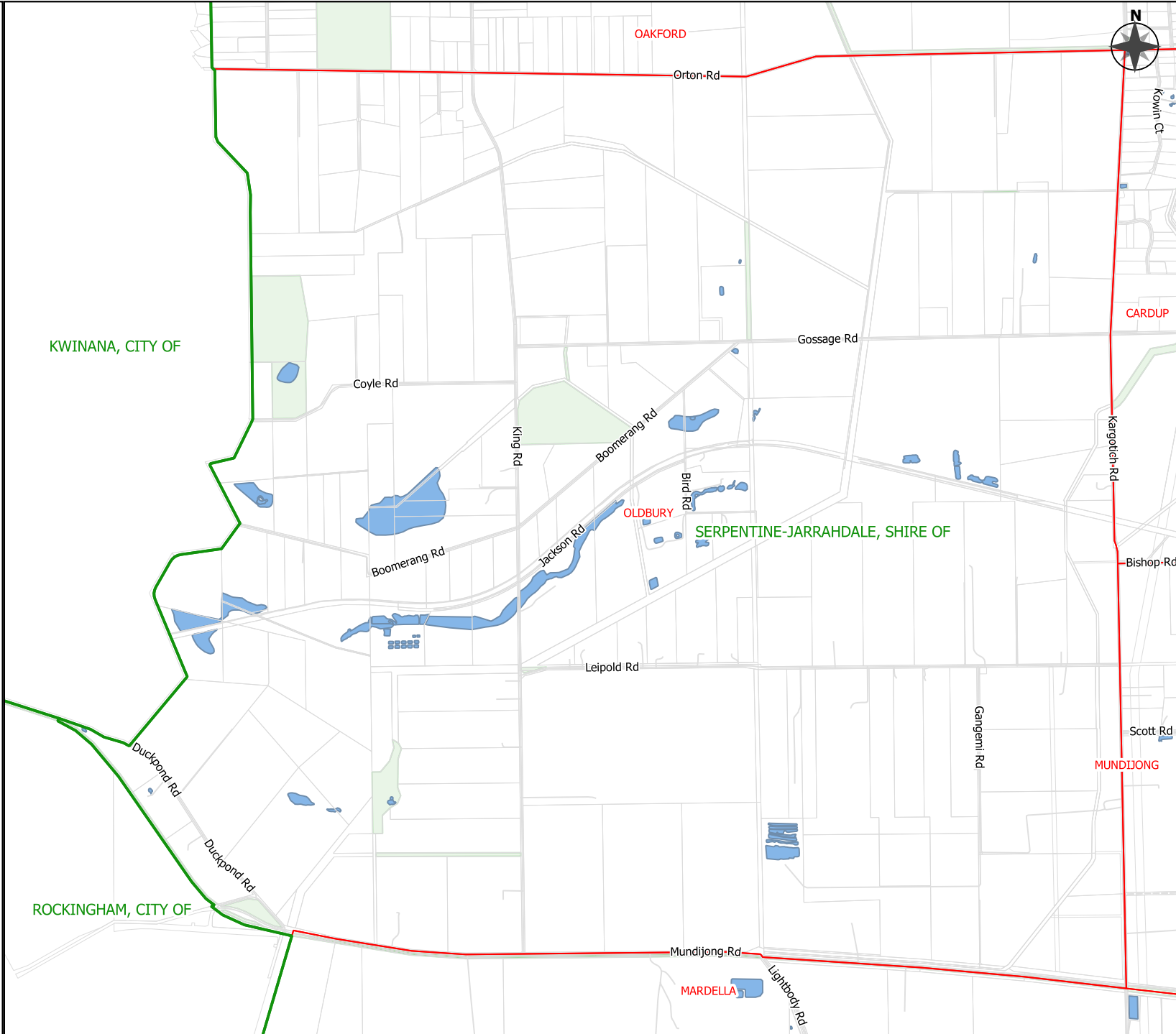
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- LGA Boundary
- Localities
- Roads
- Proposed Roads
- Cadastre
- Water Bodies
- Reserves





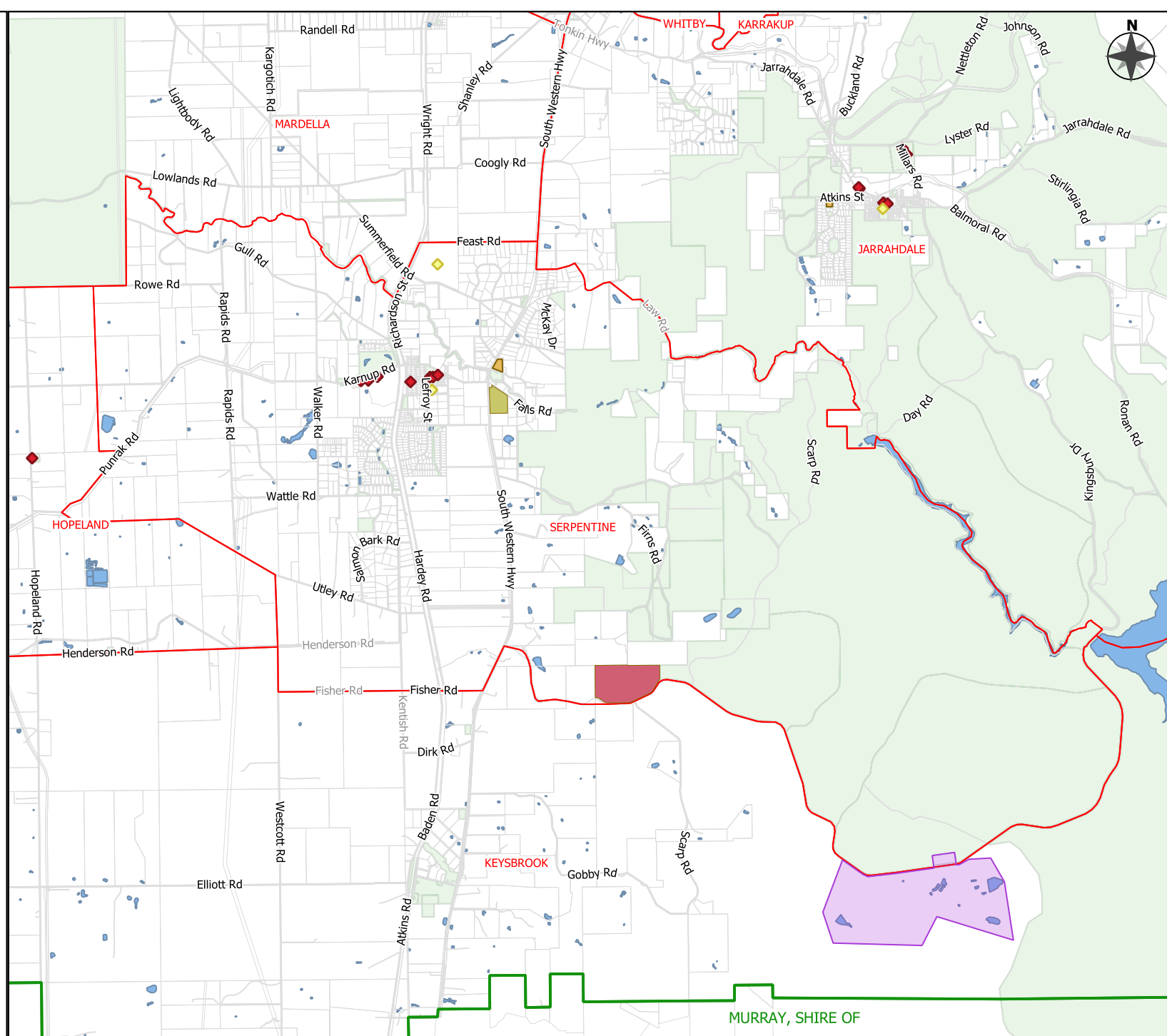
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-  LGA Boundary
-  Localities
-  Roads
-  Proposed Roads
-  Cadastre
-  Water Bodies
-  Reserves



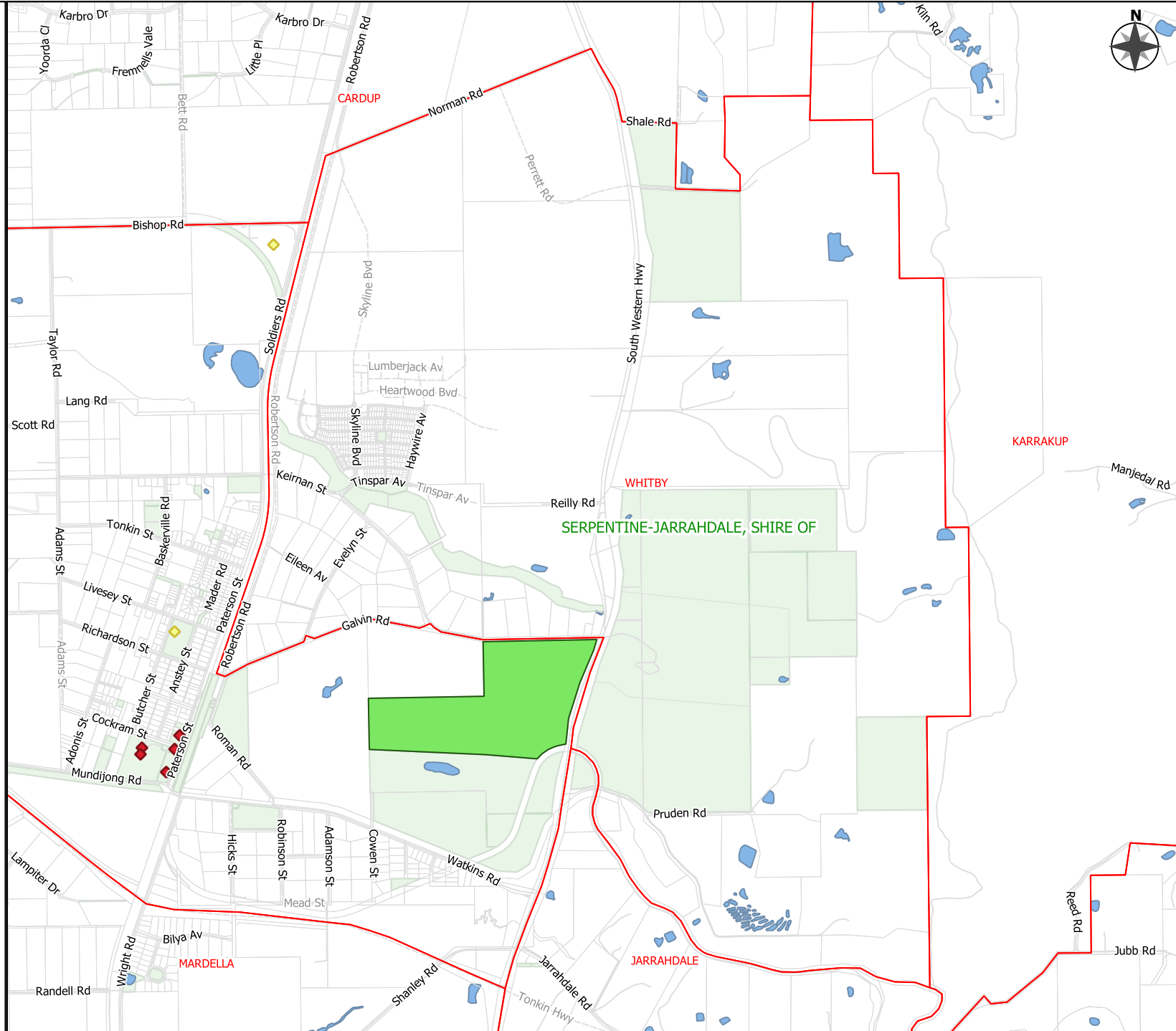
## Legend

- Bodhinyana Monastery
- Serpentine Park Home & Tourist Village
- Schools
- Community Facilities
- LGA Boundary
- Cemetery
- Prison
- Localities
- Roads
- Proposed Roads
- Cadastre
- Water Bodies
- Reserves



Legend

-  LGA Boundary
-  Localities
-  Roads
-  Proposed Roads
-  Cadastre
-  Water Bodies
-  Reserves



## Appendix 11 – District Councils MOU and Shire Council Policies

Parties to the Agreement		Summary of the Agreement	Reference
Shire of Serpentine Jarrahdale	Department of Fire and Emergency Services Perth South East	Operational Bushfire Mutual Aid & Support Arrangement - Mutual Aid for bush fire support	E20/12063
Shire of Serpentine Jarrahdale	City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona	Mutual Aid during emergencies and during post-incident recovery which affects one or more of the partnering local governments.	E20/12264
Shire of Serpentine Jarrahdale	Department of Community Services  City of Gosnells  City of Armadale	The Local Emergency Management Plan for the Provision of Welfare and Support.	IN20/2120 November 2020

# Local Recovery Plan

2020





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# Administration

## Amendment Record

Amendments to the Plan should be recorded. The following table provides an example of an amendments record.

No	Amendment Date	Details of Amendment	Amended	Date
1	June 2014	Document created - DRAFT	RW	2014
2	July 2017	Update document to new format in accordance with OEM Local Recovery Guidelines	RW	2017
3	August 2018	Update document to reflect position changes due to Shire restructure	GF	2018
4	February 2020	Redraft and rewrite Local Recovery Plan following recovery workshops and training	LRW - EM Advisor	
5	August 2020	Draft for LEMC Review	KS	16/09/2020
6	November 2020	Endorsed by LEMC	LEMC	3/11/2020
7				

## Endorsement - Shire of Serpentine Jarrahdale Local Recovery Plan

The Local Recovery Plan (LRP) has been developed in accordance with Section 41(4) of the Emergency Management Act 2005 and forms part of the Emergency Management Plans and Arrangements for the Shire of Serpentine Jarrahdale.

The LRP was endorsed by the Shire of Serpentine Jarrahdale Local Emergency Management Committee (LEMC) on 3 November 2020 and adopted by Council on 14 December 2020.



Date:

21/12/2020

**Chair, Shire of Serpentine Jarrahdale LEMC**

**Shire President, Shire of Serpentine Jarrahdale**



Date:

21/12/20

**Paul Martin**

**Chief Executive Officer**

*Disclaimer: This Plan has been produced by the Shire of Serpentine Jarrahdale in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Serpentine Jarrahdale expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.*

## Acronyms

<b>(The) Act</b>	Emergency Management Act 2005 (WA)
<b>ARC</b>	Australian Red Cross
<b>CA</b>	Controlling Agency
<b>CEO</b>	Chief Executive Officer
<b>SOSJLEMG</b>	Shire of Serpentine Jarrahdale Local Emergency Management Group
<b>DC</b>	Department for Communities
<b>DFES</b>	Department of Fire and Emergency Services
<b>DRFA-WA</b>	Disaster Recovery Funding Arrangements - Western Australia
<b>DEMC</b>	District Emergency Management Committee
<b>ERM</b>	Emergency Risk Management
<b>HMA</b>	Hazard Management Agency
<b>IC</b>	Incident Controller
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMC</b>	Local Emergency Management Committee
<b>LGA</b>	Local Government Authority
<b>LEMA</b>	Local Emergency Management Plan
<b>LRC</b>	Local Recovery Coordinator
<b>LRG</b>	Local Recovery Group
<b>LRP</b>	Local Recovery Plan (this document)
<b>OIC</b>	Officer in Charge
<b>SEMC</b>	State Emergency Management Committee
<b>SEMP</b>	State Emergency Management Policy
<b>SES</b>	State Emergency Services
<b>SHIRE</b>	Shire of Serpentine Jarrahdale

## Document Availability

Copies of the LRP are available for inspection by members of the public on the Shire website. Physical copies are available for inspection during office hours at the Shire Administration Offices.

## Feedback

Feedback on this Plan is invited and can include;

- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to;

- Deputy CEO / Director Community and Organisational Development  
Shire of Serpentine Jarrahdale  
6 Paterson Street,  
Mundijong WA 6123

Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Record.

## Distribution

### Full Unrestricted Version

*Shire of Serpentine Jarrahdale (Shire)*

*LEMC Chairperson / Shire President*

*Chief Executive Officer*

*Community Emergency Services Manager / Chief Bush Fire Control Officer*

*Director Infrastructure Services (can disseminate further to Shire staff)*

*Deputy CEO / Director Community and Organisational Development (can disseminate further to Shire staff)*

*Director Development Services (can disseminate further to Shire staff)*

*Coordinator Emergency Services*

*Director Corporate Services (can disseminate further to Shire staff)*

*LEMC/ Primary network partners*

*OIC Mundijong Police – Local Emergency Coordinator*

*Reverend – Byford Anglican Parish*

*DC – Senior District Emergency Service Officer – East Metro*

*DBCA – Perth Hills – District Fire Coordinator*

*DBCA – Swan Coastal – District Fire Coordinator*

*DFES – Bush Fire Service – District Officer South East*

*DFES – State Emergency Service – District Officer South East*

*DFES – Fire and Rescue Service – District Officer Hills*

*DFES – District Emergency Management Advisor*

*State Emergency Service – Serpentine Jarrahdale – Unit Manager*

*Western Power – Emergency Response Coordinator*

*Armadale Kalamunda Group – Coordinator Emergency Management*

### **Restricted Version**

*Public access*

*Shire Office – Front Counter/Reception*

*Public Library Mundijong*

*Shire Website*

## **Related Documents, Agreements and Understandings, Special Considerations**

### **Related Documents**

The Shire's LRP is consistent with State Emergency Management Policies and State Emergency Management Plans.

The LRP is to be read in conjunction and alignment to the Shire's Local Emergency Management Plan and Arrangements.

Details are held at the Shire Administration Centre by contacting the Coordinator Emergency Services at;

Shire Office: 08 9526 1111

Email: [gfrench@sjshire.wa.gov.au](mailto:gfrench@sjshire.wa.gov.au)

### **Agreements and Understanding**

A partnering agreement for the provision of mutual aid for recovery during emergencies and post incident recovery is in place between the Department of Communities, Shire of Serpentine Jarrahdale, City of Gosnells and City of Armadale (Local Emergency Welfare Plan – Armadale Region). These parties are referred to as the "Partnering Local Governments" in which all agreed to

assist through the provision of additional resources in recovery management during emergencies and post incident recovery.

## **Recovery**

### **Overview**

Recovery is defined in the WA Emergency Management Act 2005 as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'.

The Shire of Serpentine Jarrahdale (Shire) is the closest form of Government to the local community and are best place to lead, manage and coordinate community recovery during and following an emergency event. This responsibility is undertaken in close cooperation with or directly supported by State Government departments, supporting agencies, community members, community groups, and community service organisations.

***The Shire recognises disaster recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.***

***For this reason, the Shire and its Local Recovery Group (LRG) adopts the national principles of disaster recovery while also aligning these to strong recovery values when engaged in recovery activities.***

### **Authority**

This Local Recovery Plan (LRP) is prepared in accordance with the Emergency Management Act 2005 (WA). Endorsed by the Shire's Local Emergency Management Committee (LEMC) and Shire Council. Tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

### **Purpose**

To detail planning, arrangements and processes established to restore, as quickly as possible, the quality of life in an affected community so that they can continue to function as part of the wider community.

## **Our Recovery Principles**

The Shire's Local Recovery Plan (LRP) and its Local Recovery Group (LRG) will consider all aspects of recovery, incorporating the Australian national disaster recovery principles that are considered central to successful recovery, being:

### **Understanding the CONTEXT**

The Shire recognises that successful recovery hinges on an understanding of its diverse and rich community heritage with its Serpentine Jarrahdale Local Government area, having its own history, values and dynamics and will always take this into consideration.

### **Recognising COMPLEXITY**

The Shire will acknowledge the complex and dynamic nature of both emergencies and the diverse nature of its communities.

### **Using COMMUNITY-LED approaches**

The Shire recognises that successful recovery is based around community-centred involvement and as such will be responsive, flexible and engaging with communities supporting them to move forward.

### **COORDINATE all activities**

The Shire will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies, and industry based on continuing assessment impacts and needs.

### **COMMUNICATE effectively**

The Shire understands the imperative of effectual communication for successful recovery and thus will ensure this is activated using the Recovery Communications Plan ensuring community and partners are always informed and heard.

### **Build CAPACITY**

The Shire appreciates successful recovery, recognises, supports, and builds on individual community and organisational capacity and resilience and so will always allow for programs and processes which will enhance resilience and capacity building at every opportunity.

## Our Recovery Values

Shire of Serpentine Jarrahdale will always apply sound disaster recovery **Values** to all activities by:

1.	Always consider consequences of actions ensuring <b>NO HARM</b> to disaster affected communities
2.	Always providing <b>LEADERSHIP</b> for our communities
3.	Recognise our key role is to foster <b>COLLABORATION</b> between partner agencies, community and council
4.	<b>EMPOWERING</b> individuals and groups to effectively carry out recovery activities
5.	Avoid <b>DUPLICATON</b> of services and programs within the community.
6.	<b>ACT</b> as quickly as possible, however planning for the <b>LONG TERM</b> in consideration of <i>Value 1</i>
7.	Consideration for <b>TRANSITION</b> to normal services will be part of Recovery Long Term Strategy
8.	<b>CAPTURING</b> lessons learnt for provision of capacity building and resilience

## Threats

With the diversity of the Shire, there are several considerations that may have an impact on the implementation of the Plan in times of emergency:

<b>Bushfire</b>	August to January
<b>Cyclone</b>	December to April – road closures due to flooding
<b>Flooding</b>	December to April - resultant fall out from cyclonic weather
<b>Pandemic</b>	At any time

## Scope

This LRP is limited to the boundaries of the Shire of Serpentine Jarrahdale (Shire). It details the recovery plan for the community and not in any way detail how individual organisations will conduct recovery activities within their core business areas.

The Plan is a support plan to the Shire's Local Emergency Management Plans and Arrangements. The Plan is a guide to recovery management at a local level.



## Geographic location



Figure 1: Map of Shire of Serpentine Jarrahdale

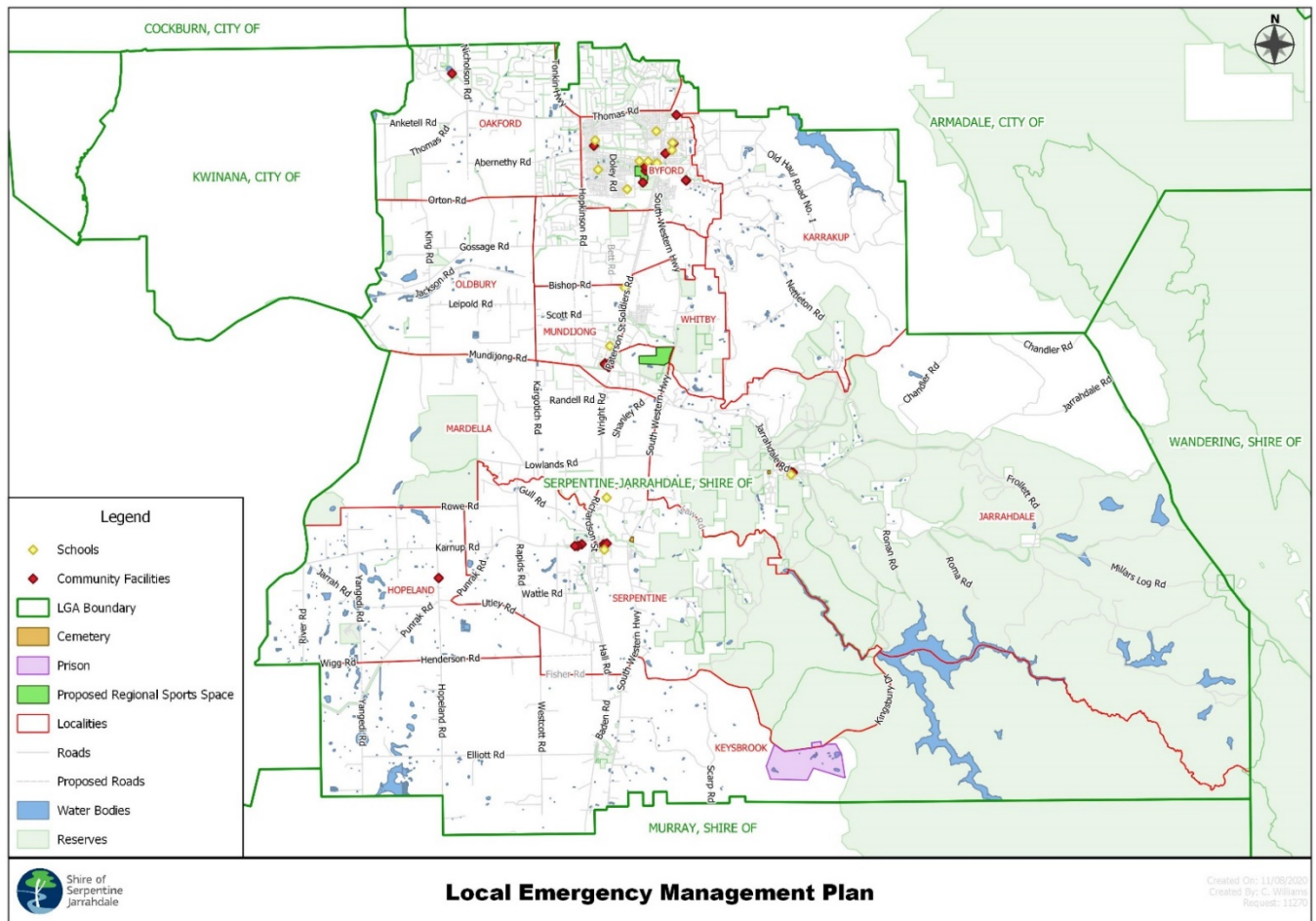


Figure 2: Shire of Serpentine Jarrahdale

# Activation and Actions

## Activation of Recovery

Activation of the Local Recovery Plan (LRP) will be made by the Shire’s CEO on the advice from Local Recovery Coordinator (LRC).

Assessment of assistance required for recovery will be made by;

- The Incident Support Group (ISG)
- Consultation between HMA/CA, Incident Controller (IC) and Local Emergency Coordinator (LEC)
- The Shire of Serpentine Jarrahdale (Shire President) (LRC)

When authorised for activation, Local Recovery Group (LRG) Chairperson (Shire President) in conjunction with LRC are responsible for implementing the recovery processes of the plan.

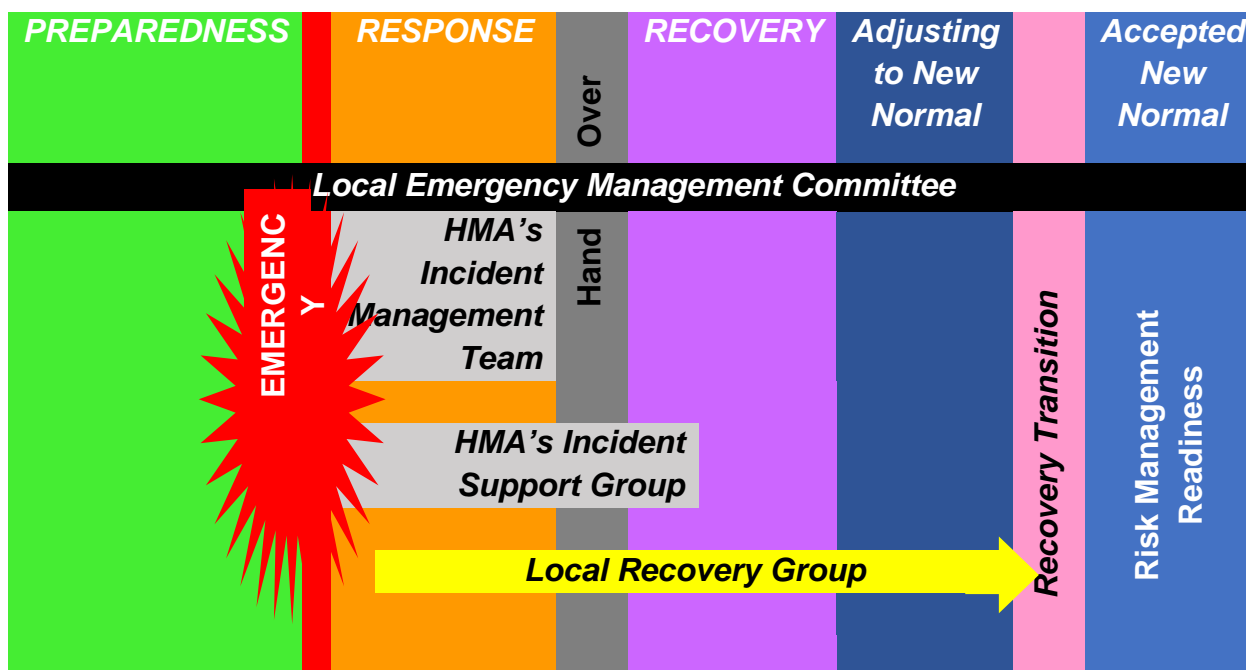


Figure1: Groups, teams and committees through preparedness, response and

## ACTION

- LRC advises Shire CEO of recovery activation
- Assessment of assistance determined
- Local Recovery Plan is implemented

## **Response to Recovery Transition of event responsibilities**

Recovery is initiated while response activities are still in progress where key decisions during the response are likely to directly influence and shape recovery.

The LRG is assembled as soon as possible for briefing of emergency incident, regardless of response engagement, to detail contingencies allowing for smooth transition from response to recovery.

The LRG will;

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible
- LRC must be included in ISG meetings from onset

Transfer of management from response to recovery handover to the Shire shall be formalised in line with HMA/Controlling agencies (CA) responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover, and a responsibility of the HMA/CA in delivering to CEO of the Shire. The acceptance of this handover of responsibility is to occur at the discretion of the Shire's CEO on advisement from LRC and LRG, in consultation with HMA/CA.

## **ACTION**

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaison with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery event management handover with HMA/CA Impact Statement completed.

## Impact Statement and Needs Assessment

### Impact Statement

The event Controlling Agency (CA) will complete an Impact Statement (IS) in consultation with the Incident Support Group (ISG). The IS will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure

The IS will be completed as to recommended [SEMC framework Procedure](#).

### Outreach Needs Assessment

NEEDS can broadly be defined as;

<b>Physical Needs:</b>	Food, water, shelter, clean breathable air
<b>Psychological needs:</b>	Psychological first aid/support, bonding
<b>Societal needs</b>	Community infrastructure, power, drainage, shops telephone, schools, industry, transport

When a community is affected by an emergency, it is essential to determine the NEEDS of that community, which are often extensive. One of the best ways to capture this information is using a technique called 'Outreach' whereby volunteers from the Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to impacted individuals to determine individual needs and impacts as:

What has been affected?	Wish to be contacted for further information?
What information is needed?	Their best contact details?
What assistance is required?	Information on assistance for neighbours

This establishes contact ASAP with affected community for future information sharing and resource allocation priorities. A form for Outreach Needs Assessment can be found in *Appendix 2* within the Recovery Communications Plan **Appendix 3**.

In the event the Department of Communities DOES NOT activate the Australian Red Cross to undertake an Outreach Needs Assessment, this cost is to be met by the local government. Not all recovery management efforts will require an Outreach Needs Assessment.

## Sources of Information – Impact and Needs Assessment

The Impact Statement (IS) and Needs Assessments must be undertaken as soon as possible after impact of event. Sources that may assist in the collection of impact assessment data include:

- HMA/Controlling Agency
- Welfare agencies – identifying persons in need of immediate assistance
- Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers
- Insurance assessors
- Business associations (Peel Chamber of Commerce and Industry, Business SJ)
- Recovery Outreach Needs Assessment form (Recovery Comms. Plan **Appendix 3**)
- Australian Red Cross (ARC) have extensive experience conducting Needs Assessment

## ACTION

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaison with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA Impact Statement when tended.
- Recovery initiated while response still in progress
- LRG Outreach Needs Assessment will be carried out ASAP when safe after event (if required)
- Aust. Red Cross contacted ASAP to establish partnership in recovery activities

## Operational Recovery Plan

Where significant reconstruction and restoration is required, an Operational Recovery Plan (ORP) should be prepared by the LRC/LRG. The ORP shall provide a full description and extent of damage, both physical and human, and detail plans for restoration and reconstruction of affected community including community activities and community development activities. Suggested composition of ORP viewed at template at **Appendix 6**.

## ACTION

- LRG/LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required.

## **Long Term Recovery Strategy**

A Long Term Recovery Strategy is developed to achieve holistic, long-term, enduring recovery for the individuals, families and communities affected by an emergency and build resilience to future emergencies.

The Shire, where appropriate, will develop a collaborative, comprehensive and inclusive long-term community recovery strategy with the community and for the community. This will also incorporate how community needs have changed over time. A further outreach may be instigated checking on wellbeing and changes in needs of community.

### **ACTION**

- Shire to develop a collaborative, comprehensive and inclusive long-term community recovery strategy.
- Ascertain any changes in community needs and any further outreach activities.

## **Managed Withdrawal**

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

The Shire and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development, while maintaining the sense of community health and well-being.

### **ACTION**

- Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.
- Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support recovery process in the medium and long term.
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to community to continue.

# Operational Recovery Management

## Management Structure

Full detailed visual of the Management Structures and Sub-Committee functions can be viewed at **Appendix 1**.

## Local Recovery Group (LRG)

The LRG will coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Policy and Local Recovery Plan. Membership of LRG will expand or contract depending on recovery and community needs and requirements.

## Membership

Chairperson	Shire President or CEO
Local Recovery Coordinator	LG Representative, as appointed by the CEO. Deputy, as appointed by the CEO.
Executive Officer	Shire CEO or nominated Senior Officer
Local Government	Shire Local Emergency Management Committee – members as required
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members dependent on incident type. Recommended: <ul style="list-style-type: none"><li>➤ HMA/Controlling Agency (initially)</li><li>➤ Dept of Fire and Emergency Services (initially)</li><li>➤ WA Police (initially)</li><li>➤ Dept. Biodiversity Conservation &amp; Attractions</li><li>➤ Department of Communities</li><li>➤ Lifelines</li><li>➤ Main Roads WA</li><li>➤ St John Ambulance Service (initially)</li><li>➤ Dept of Health</li><li>➤ Dept of Food and Agriculture WA</li><li>➤ Insurance Council of Australia</li></ul>
Non-Government Organisations	Australian Red Cross, local service clubs, aged care provider, schools etc and others as required
Key Identified Community Members	To be identified depending on event and location



## Functions

Appointment of key positions within the Group

Establishes sub-committees as required

Assess requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance of partnering agencies

Developing an Operational Recovery Plan to coordinate a recovery process that considers:

- The Shire's long-term planning and goals
- assessment of recovery needs determining recovery functions still required
- develops a timetable identifying responsibilities for completing major functions
- considers needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
- allows full community participation and access
- allows monitoring of the recovery process

Facilitates provision of services, public information exchange and resource acquisition

Negotiates effective use of available resources and support of State and Commonwealth

Monitors progress of recovery, receives periodic reports from recovery agencies

Ensures a coordinated multi-agency approach to community recovery

Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness

## Community Involvement – Cultural and Diversity Inclusiveness

At the Shire of Serpentine Jarrahdale, diversity is an integral part of our history, culture and identity. Inclusion is the way we treat and perceive all differences.

In our recovery activities, the Shire will endeavour to create an inclusive culture by striving to involve all culture's and diversity within our impacted communities into recovery priorities, strategies and decision making.

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

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

### Local Recovery Group Sub Committees

Depending on size on emergency event sub-committees may be established to assist LRC by addressing specific component of the recovery process. Each sub-committee will report their activities through their nominated Chair to the LRG. A full list of functions of various Sub-Committees can be viewed in **Appendix 1**

### State Government Involvement

The State Government may provide support and assistance to the Shire in recovery. The State Recovery Coordination Structure are shown below.

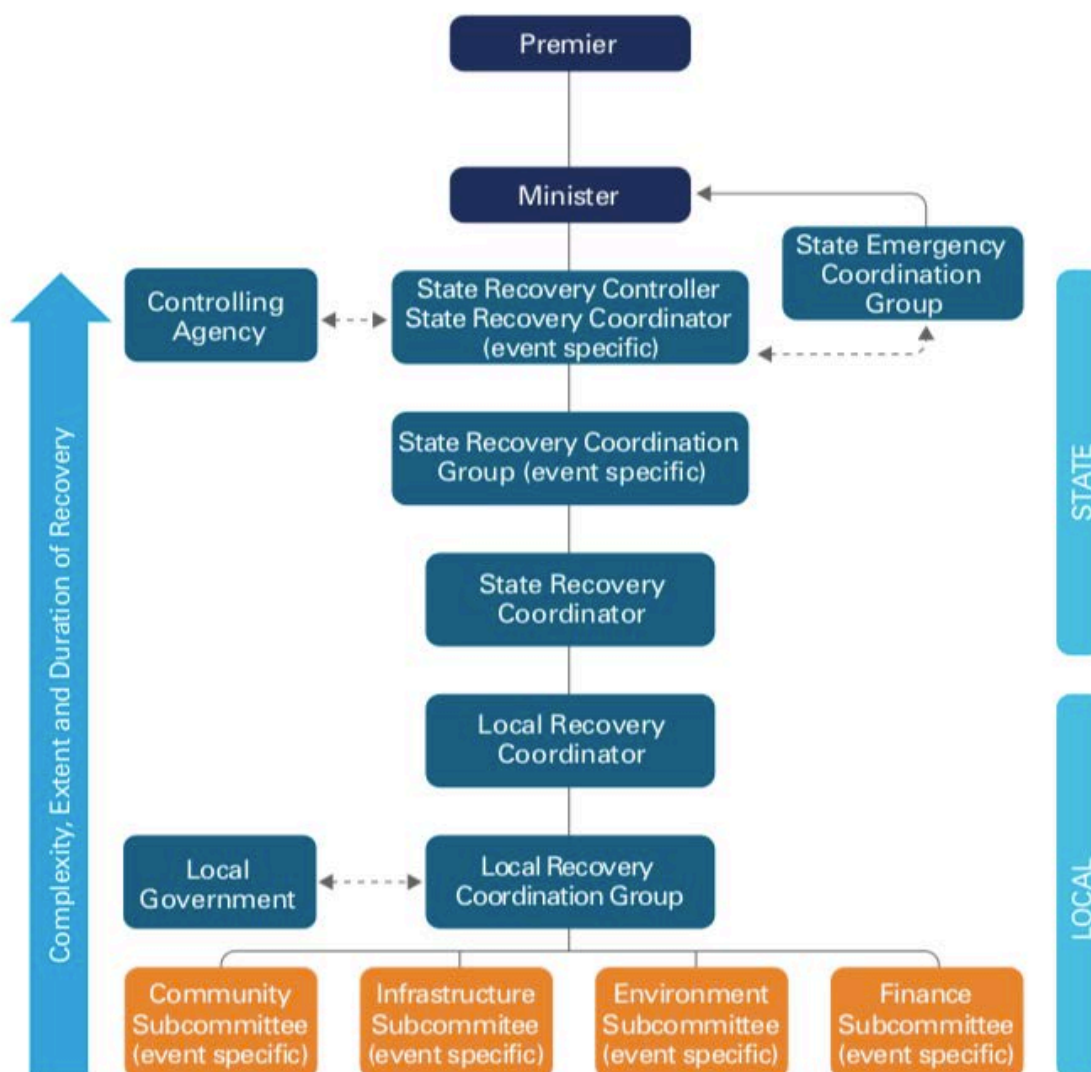


Figure 2: State Government Coordination Structure

### **State Recovery Coordinator/State Recovery Controller**

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

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

### **State Recovery Coordination Group**

SRCG, is responsible for State level recovery coordination in complex or prolonged recovery operations. State level operational recovery plan is developed by the SRCG, an evaluation of its effectiveness must be conducted after the State-level recovery coordination arrangements.

## **ACTION**

- The Shire will establish an LRG management structure relevant to event size and complexity.
- LRG will establish membership from Shire staff, supporting agencies and community members
- LRG will operate within recognised functions and relevant sub-committee structure
- LRG will actively encourage and invite community participation within the LRG
- LRG will actively engage with State Government to maximise recovery resources

# Financial Management

## Shire Financial Management

### Insurance

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

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

### Financial records

Records/invoices of costs associated with an emergency, are assigned to specific emergency cost centres to which all costs associated with recovery are allocated.

### Internal Finance

#### ***Responsibilities expending Shire funds***

Expenditure of funds should be discussed with CEO or nominated senior Officer. If a senior Officer is nominated, personnel within the activation flowchart (Appendix 4) must be notified as soon as possible. The nominated senior Officer must have appropriate authority enabling funds expenditure.

### ACTION

- All invoicing and costs associated with the emergency event to be allocated against emergency cost centre.
- CEO and/or nominated senior officer have authority to expend funds on emergency event.

### Financial Assistance

#### ***The State Emergency Management Policy (SEMP)***

SEMP Policy Section 4.2 outlines the Hazard Management Agency/Control Agency responsibility for meeting costs associated with an emergency.

#### ***Financial Management in Recovery***

Primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances.

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination ([SEMC EM Plan](#)).

## **Disaster Recovery Funding Arrangements-Western Australia (DRFAWA)**

DRFAWA is an arrangement between the State and Commonwealth (DRFA). It provides certain measures to support relief and recovery efforts following an eligible disaster. To be considered an eligible disaster it must be a natural disaster or terrorist act for which;

- A coordinated multi-agency response was required.
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure).
- It must be a terrorist event or one of 10 specific natural disasters.

Upon the realisation of a large-scale costly emergency, the Shire shall immediately contact the WA State administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: [drfawa@dfes.wa.gov.au](mailto:drfawa@dfes.wa.gov.au)

Phone: 9395 9341 or 9395 9973 or 9395 9374

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

## **Centrelink**

When a major disaster has had significant impact on individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested recovery payment to eligible adults (\$1,000) and eligible children (\$400) impacted.

For more information visit <https://www.humanservices.gov.au/individuals/help-emergency>

## **ACTION**

- On advice an emergency is eligible event and significant resources have been expended LRC will direct the Shire to contact with DRFAWA Officers for advice and guidance.
- In an eligible major disaster LRC will assist impacted individuals connect with Centrelink for assistance payments.

# Appeals, Donations and Volunteers

## Appeals and Donations

### Lord Mayor's Distress Relief Fund (LMDRF)

The Shire will advise and direct monetary donations through the LMDRF, which operates under specific guidelines and policy. LMDRF will provide aid for victims of events of a disastrous nature for Western Australians. The Fund will primarily focus on the relief of distress and hardship of individuals

LMDRF works closely with the LRG ensuring local issues are considered before deciding on a disbursement plan. LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed.

For more information see: <http://www.appealswa.org.au>

### Donations of goods

***At all opportunities, donations of physical goods should be discouraged*** due to significant difficulties to manage. Cash donations are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

### Donations of Cash

The LRG will encourage the use of the LMDRF for cash donations. If deemed necessary a separate account will be instituted specifically for cash donations. (Ref SEMP OP 19 - Management of Public Fundraising and Donations)

### Non-Government Organisations (NGO) Assistance

NGO's may offer assistance in way of emergency relief funds, shelter or supplies. Where possible all offers of request should be coordinated through the LRG avoiding duplication of effort and confusion.

### Donations of Service and Labour

Donations of services/labour to assist with recovery should be coordinated by the Shire or LRG.

## ACTION

- On advice of eligibility, following a disaster LRC will direct Shire Officers to contact LMDRF for advice and guidance.
- Spokesperson for the Shire will advise that donations of goods will not be accepted by the Shire.
- All financial donations will be direct through the LMDRF
- Offers of assistance will be directed to LRG

## **Spontaneous Volunteers**

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the Shire and its LRG will determine the process of dealing with spontaneous volunteers and if support agencies are required to assist in the management of these volunteers.

The likely sources of volunteers are:

- Clubs
- Community groups
- Non-government organisations
- Members of the public

## **ACTION**

- LRG will refer to local service clubs and support organisations regarding the management of volunteers

## Facilities and Resources

### Hazard Management Agency response resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility.

### Shire of Serpentine Jarrahdale Contacts, Resources and Assets registers

The Shire has conducted a broad analysis of resources available within the Shire and collated these in the Shire's Emergency Contacts & Resources Directory and the Shire's Welfare Centre Assets Directory found in the Shire's Local Emergency Management Plan, Appendix 4 & 7. Both documents shall be reviewed and updated quarterly. The Shire's Emergency Contacts and Resource Directory contains:

- Contact Names;
- Contact Details (Business/After Hours);
- Resources and Service Providers

## Recovery Facilities and Staff

### Recovery Coordination Centre and One Stop Shop

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

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

The following locations have been identified as suitable RCC's;

Location	Address	Available Resources
Shire of Serpentine Jarrahdale Civic Centre*	Shire of Serpentine Jarrahdale	6 Paterson Street, Mundijong
Other locations considered depending on event circumstances		



Depending on severity of incident, a **One-Stop-Shop (OSS)** may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders

Guidelines for establishing Recovery Coordination Centre and a One-Stop-Shop can be viewed at **Appendix 7**.

## ACTIONS

- LRC/LRG to determine location for RCC and establish as soon as possible.
- OSS to be established immediately following event and located appropriately.

### Shire of Serpentine Jarrahdale Staff

#### ***Staff considerations***

Consideration needs to be given to the demands of recovery operations on staff as well as the continuity of regular business processes. As a consequence, additional staff may be required to ensure that the Shire continue to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years to follow.

#### ***Staffing levels***

In the event of a large-scale emergency staffing needs should be assessed by management as soon as possible to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded for consideration to the LRG. See **Appendix 12**

#### ***Stress and fatigue***

Senior staff have a responsibility to consider and monitor the impact of fatigue, stress and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally impacted by the disaster. Dependent on the nature and impact of the disaster, additional support for staff should be considered by Council and Human Resources Officer.

Current Employee Assistance Programs (EAP) engaged by the Shire be utilised as necessary.

#### ***Staff communication***

It is **imperative** that all staff be regularly briefed and kept up-to-date with all activities and progress of recovery. Shire staff communicate with a broad range of community members on a daily basis so can confidently understand and relate the extensive activities and actions the Shire and its LRG is currently engaged in.

A formal debriefing arrangement will be instigated by the Shire for all staff as they transition from recovery back to their normal duties.

## **ACTION**

- Shire staff to be regularly briefed on current situation and activities within recovery.
- Stress and fatigue of Shire staff to be monitored and assistance where appropriate.
- As soon as possible determine staffing level increase to meet demands (refer 1.7.3.).

## **Roles and Responsibilities**

In order to facilitate the undertaking of its emergency management responsibilities, the Shire has established the Shire Serpentine Jarrahdale Local Emergency Management Committee (LEMC). Where appropriate the LEMC, or members in part, will convene when the scale of an emergency dictates the requirement for the provision of any of the functions the Committee may be responsible to perform.

### **Local Recovery Coordinator**

The Shire's Local Recovery Coordinator (LRC) has been appointed in accordance with the Emergency Management Act 2005, S 41. (4).

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs. See **Appendix 2**

### **Shire Recovery Roles and Responsibilities**

A comprehensive list of all roles and responsibilities of Local Recovery Coordinator and identified Shire staff for disaster recovery duties can be viewed at **Appendix 2**

### **External Agencies Recovery Roles and Responsibilities**

The WA State Government along with Non-Government Organisations will provide a range of services and resources to the recovery effort and should be utilised wherever possible.

A complete list of agencies and their roles and responsibilities can be viewed in the State Emergency Management Plan at [Appendix E](#):

## **ACTION**

- All Shire staff could be engaged in various stages of disaster recovery.
- Specific Shire staff identified in this plan should be familiar with the roles and responsibilities involved with disaster recovery
- External agencies should be engaged and utilised wherever possible.

## Communications

Recovery communications is the practice of sending, gathering, managing and evaluating information. During the response phase, the HMA/CA has the task of managing communications in an emergency. The CA officially hands communication responsibility to the local government leading the recovery complete with the Impact Statement, as the transfer of event management to the recovery is conducted. Coordinating the affected community in recovery, including communications, rests with the local government.

Communities threatened by or experiencing an impact from an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

Communication will consider the nine principles of recovery communications which ensures people are carefully considered during a stressful and disruptive time in their lives. These include:

- Public information, not public relations;
- The right to know;
- Respect people;
- Build on local assets;
- Ask the community how they want to receive information;
- Repeat information;
- Remember the 'unaffected';
- Acknowledge the impact; and
- No spin.

### Recovery Communication Plan

A Recovery Communications Plan template has been developed as guidance to recovery communications, detailing a vision, mission and direction for communication to the affected community and provided to the Local Recovery Group (LRG)

The Recovery Communications Plan can be found at **Appendix 3**

### Spokesperson/s

The spokespersons for the Shire in recovery will be the Shire President and/or the CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.

### ACTION

- The Recovery Communications Plan will be used to provide the template of guidance in public information and communications.

## Stand Down

There is no definite end period to recovery, however, deliberation is required to decide when the Shire will consider normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the impact on the Shire and the community.

## Debriefing

A formal debriefing arrangement will be instigated by the **Manager Human Resources** for all staff through the Employee Assistance Program (EAP) as required as the Shire transits from recovery back to their normal duties.

## Evaluation

The one-year anniversary period for the emergency marks the time when the local government is required under state emergency management guidelines to provide an evaluation report of their activities in recovery.

The Local Recovery Coordinator will provide the State Recovery Coordinator a formal report of reflection about the recovery process on behalf of the Shire and its LRG.

See **Appendix 11** Post Recovery Analysis, and **Appendix 10** Reporting template

## ACTION

- A formal Post Incidence Analysis will be held for LRG for evaluation and lessons learnt application.
- A formal debrief will be held for Shire staff for evaluation and lessons learnt application
- Assistance will be made available through EAP for any staff working in the recovery process
- Formal report compiled by LRC for council and State Recovery Coordinator

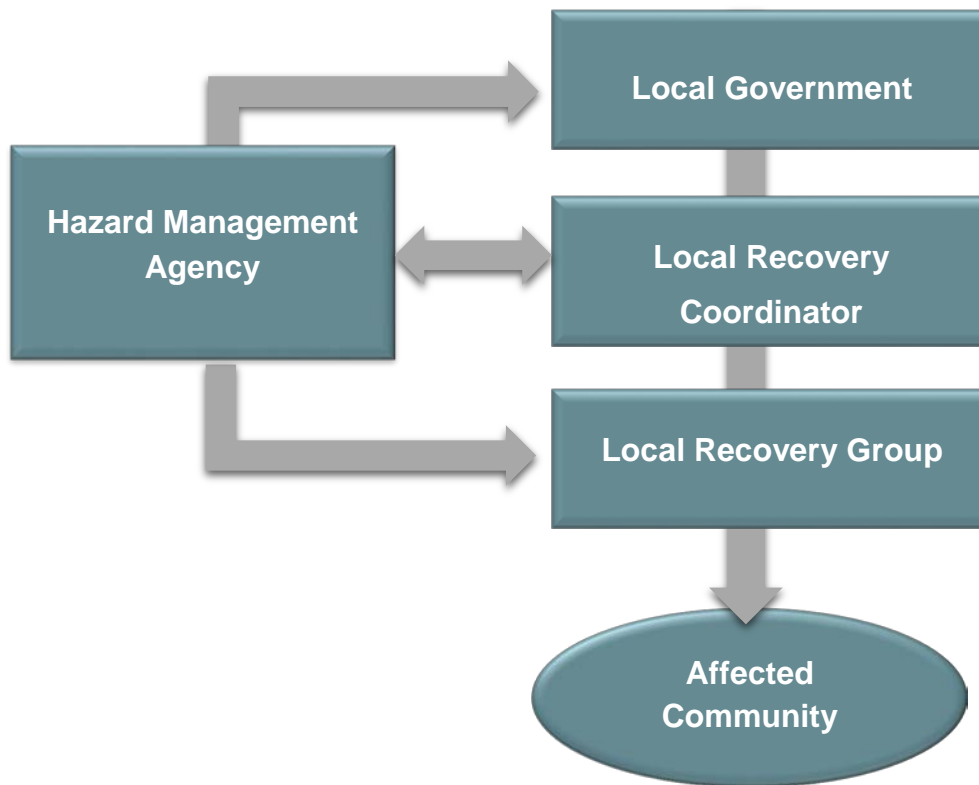
## **Appendices**

<b>Appendix 1</b>	Local Recovery Group Management Structure and Functions
<b>Appendix 2</b>	Recovery Roles and Responsibilities - Shire of Serpentine Jarrahdale Staff
<b>Appendix 3</b>	Recovery Communications Plan
<b>Appendix 4</b>	Recovery Operational Sequence Guide
<b>Appendix 5</b>	Recovery Actions Checklist
<b>Appendix 6</b>	Operational Recovery Plan
<b>Appendix 7</b>	Recovery Coordination Centre/s and One Stop Shop Guidelines
<b>Appendix 8</b>	Recovery Health and Welfare Guidelines
<b>Appendix 9</b>	Local Recovery Plan Action Items
<b>Appendix 10</b>	Local Recovery Group Standard Reporting Update
<b>Appendix 11</b>	Post Incident Analysis – Emergency and Recovery Management
<b>Appendix 12</b>	Recovery Event Planning Template

## Appendix 1 – Local Recovery Group Structure

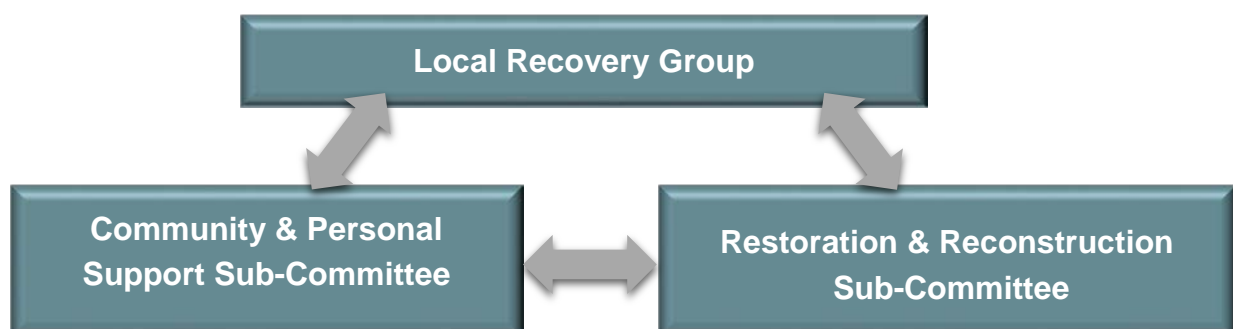
### Local Recovery Group Management Structure and Functions

#### Initial Recovery Management Structure during Response phase

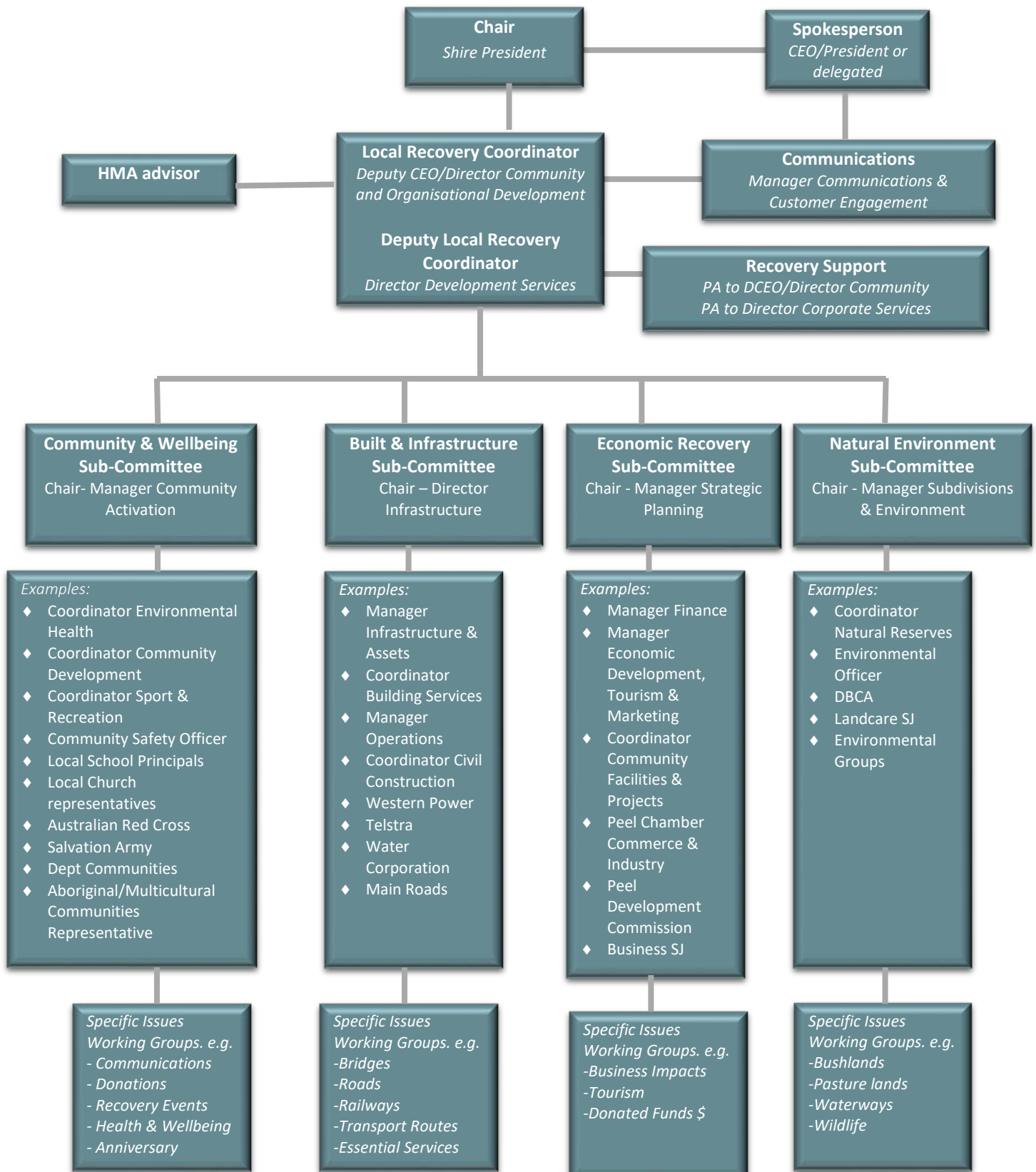


#### Partial Recovery Management Structure - Initial

*(Dependent on community impact and complexity of event)*



## Full Management Structure (Comprehensive/Complex Event)



## Local Recovery Group Sub-Committee Functions

### Social Community Wellbeing Sub-Committee

#### Functions:

Provide advice and guidance assisting in restoration and strengthening of community well-being post event

Facilitate understanding of needs of impacted community in relation to community wellbeing

Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs

Assess and recommend medium and long-term priority areas to the Shire for consideration to assist in restoration and strengthening of community wellbeing

Assesses the requirement for personal support services in the short, medium and long term

Facilitates resources (financial and human) as required to complement/assist existing local services

Monitors progress of local personal service providers and receives regular progress reports from agencies involved

### Built Infrastructure Sub-Committee

#### Functions:

Assesses requirements for restoration of service and facilities with assistance of responsible agencies

Assesses restoration process and reconstruction policies, programmes, and facilitate reconstruction plans where required

Reports progress of restoration and reconstruction process to LRG

Assess and recommend priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term



## Finance Economics Sub-Committee

### Functions:

Provide advice and guidance to assist in restoration and strengthening of the Shire's economy post the event

Make recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship as a result of the event

Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

1. Ensure the principles of equity, fairness, simplicity and transparency apply
2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance
3. Recognise the extent of loss suffered by individuals
4. Complement other forms of relief and assistance provided by government and the private sector
5. Recognise immediate, short, medium and longer term needs of affected individuals
6. Ensure the privacy of individuals is protected at all times

Facilitate disbursement of financial donations from corporate sector to affected individuals, where practical

## Natural Environment Sub-Committee

### Functions:

Provide advice and guidance to assist in restoration of natural environment post event

Facilitate understanding of needs of impacted community in relation to environmental restoration

Assess and recommend priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife

Assess and recommend medium and long-term priority areas to the Shire for consideration to assist in the restoration of the natural environment in the medium to long term

## Appendix 2 - Roles and Responsibilities

### Recovery Roles and Responsibilities Shire of Serpentine Jarrahdale Staff

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#### LOCAL RECOVERY COORDINATOR

**Deputy CEO / Director Community and Organisational Development**

#### DEPUTY LOCAL RECOVERY COORDINATOR

**Director Development Services**

- ✓ Forms part of Incident Support Group (ISG) in provision of a coordinated response during an emergency
- ✓ Facilitate and coordinate all recovery actions as directed by LRG
- ✓ To advise and inform the community in regards to all aspects of recovery as per communication strategy
- ✓ Assess community recovery requirements for each emergency in liaison with HMA to:
- ✓ 1. Provide advice to the CEO on requirement to activate LRP and convene the LRG.
- ✓ 2. Provide advice to the LRG
- ✓ Undertake the functions of the Executive Officer to the LRG
- ✓ Facilitate the acquisition and the appropriate application of materials, staff and financial resources
- ✓ Manage resources required for an emergency disaster with assistance from Recovery Coordination Centre Coordinator
- ✓ Coordinate local recovery activities, in accordance with plans, strategies and policies determined by the LRG
- ✓ Monitor the progress of recovery and provide periodic reports to the LRG
- ✓ Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with local services
- ✓ Ensure that regular reports are made to the State Recovery Coordinating Committee on progress of recovery
- ✓ Arrange for conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down
- ✓ Ensure that all emergency events and related meetings are minuted and all Emergency Coordination Centre records are kept for 7 years for the coronial inquest and legal defence purposes

#### CHAIR

**Local Recovery Group – Shire President**

- ✓ Provide information to the LEMC Chair of issues that need to be addressed from LG perspective

## CHAIR

### Local Emergency Management Committee – Shire President

- ✓ Identify any issues that arise from the LRG and communicate to the relevant LEMC member for consideration and action

## RECOVERY SUPPORT OFFICER

### PA to Deputy CEO / Director Community and Organisational Development

### PA to Director Corporate Services

- ✓ Provide administrative support as required to members of the LRC and LRG

## SERPENTINE JARRAHDALIA LIAISON OFFICER

### Manager Communications and Customer Engagement

- ✓ To liaise with the HMA and the Communication Coordinator
- ✓ To ensure a consistent message is released to the community and internal staff

## RECOVERY COORDINATION CENTRE (RCC) COORDINATOR

### Manager Community Activation

- ✓ Management Arrangements, including the Recovery Plan
- ✓ Appoint a deputy
- ✓ Prepare, maintain and exercise RCC
- ✓ Monitoring and reviewing information relating to centres (e.g. location, facilities,)
- ✓ Building and activating a team to open and manage centre
- ✓ Dissemination of information on location, functions, hours of operation to public in conjunction with the Communication Coordinator
- ✓ Access to and authority to commit Shire resources to the centre
- ✓ Coordinate the presence of relevant external agencies
- ✓ Ensure that all emergency events and related meetings are minuted and all RCC records are kept for 7 years for the coronial inquest and legal defence purposes
- ✓ During non-disaster periods, work in partnership with HMA's and SEMC Secretariat to increase recovery awareness and promote recovery planning with key stakeholders

## RECOVERY COMMUNICATIONS COORDINATOR

### Manager Communications and Customer Engagement

- ✓ Liaise with other relevant Hazard Management Agencies
- ✓ Ensure communication strategy in place to share information internally and externally
- ✓ Writing and distribution media statements in line with LG policy
- ✓ Writes, produces, and distributes promotional material
- ✓ Advises Executive Management Group (EMG) on media issues
- ✓ Assist with preparation of protocols for dealing with the Media

## LOCAL GOVERNMENT SAFETY OFFICER

### Occupational Health and Safety Officer

- ✓ Provide advice on OSH Risk Management during emergencies to all sections of the Shire's LRG.
- ✓ Liaise with relevant external services or agencies in relation to OSH practices

## INFORMATION TECHNOLOGY SUPPORT OFFICER

### Manager Information Communication Technology

- ✓ Ensure continuation of normal services as demand potentially increases from emergency
- ✓ Ensure IT equipment and resources available for Service Units requesting support and equipment

## COMMUNITY SERVICES COORDINATOR

### Manager Community Activation

- ✓ Liaise with Dept of Communities Local Welfare Coordinator
- ✓ Assess requirement for support services in short, medium, long term
- ✓ Facilitate resources (financial and human) as required to complement/assist existing local services
- ✓ Monitor local service providers and receive regular progress reports from agencies involved
- ✓ Ensure maximum community involvement
- ✓ Ensure that immediate and long-term individual and community needs are met
- ✓ Make recommendations to the LRG

## **CHILDREN AND FAMILY SERVICES COORDINATOR**

### **Coordinator Community Development**

- ✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency
- ✓ Provide advice/progress to the LRG on issues affecting Children/Family services

## **ENGINEER OPERATIONS AND LOGISTICS**

### **Director Infrastructure Services / Manager Infrastructure and Assets**

- ✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency
- ✓ Assess requirements for the restoration of services and facilities with the assistance of responsible agencies
- ✓ Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Report the progress of the restoration and reconstruction process to the LRG

## **FIELD COORDINATOR SUPERVISORS**

### **Manager Operations / Coordinators**

- ✓ Assist as requested by Engineering Operations Logistics with operational response.

## **FINANCIAL RECOVERY COORDINATOR**

### **Director Corporate Services / Manager Finance**

- ✓ Acquisition, distribution and accounting of funds
- ✓ Liaise with the LRG to identify financial implications of emergency event
- ✓ Committee established to manage donations, appeals etc
- ✓ Keep records of all costs as a result of the emergency
- ✓ Liaise with DOC to gain access of potential emergency funding
- ✓ After declaration made that activates the DRFAWA fund, liaise with State officers
- ✓ Representative to ensure appropriate recuperation of funds spent

## **SHIRE EMERGENCY RESOURCE OFFICERS**

### **Rangers/Shire staff**

- ✓ Assist Local Recovery Coordinator (LRC) as required.

## **ECONOMIC RECOVERY COORDINATOR**

### **Manager Strategic Planning / Manager Economic Development**

- ✓ Liaise with the FRC (Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure impacting on business operations)
- ✓ Assist businesses in recovery following an incident
- ✓ Liaise with the business community to ensure that immediate/urgent needs are addressed
- ✓ Assist with DRFAWA funding arrangements if required
- ✓ Liaise with insurance companies and provide assistance where required to fast track claims from businesses (for example provide temporary local office space for insurance assessors)

## **WASTE SERVICES OFFICER**

### **Manager Waste & Fleet**

- ✓ Ensure the continuation of waste services as the demand potentially increases as a result of an emergency

## **HEALTH RISK ADVISOR**

### **Manager Health and Building**

- ✓ Ensure the continuation of normal services as the demand potentially increases as a result of an emergency
- ✓ Provide advice/information to the LRG on issues impacting on environmental health as a result of the emergency
- ✓ Post emergency evaluation/assessment of properties affected by the emergency

## **SUPERVISOR BUILDING MAINTENANCE**

### **Manager Health and Building**

- ✓ Post-emergency evaluation of building structures following an emergency
- ✓ Assistance with emergency permits
- ✓ Liaise with Planning Implementation, Engineers and Building Practitioners

## **BUILDING STRUCTURAL OFFICER**

### **Manager Health and Building**

- ✓ Post-emergency evaluation/assessment of building structures following an emergency
- ✓ Provide assistance to residents impacted by a disaster with advice and processing of building plans

## **BUSINESS RISK MANAGEMENT OFFICER**

### **Manager Governance**

- ✓ Development of a business continuity plan to ensure LG Business continues during and after the emergency/recovery process

## **SUPERVISOR PARKS MAINTENANCE**

- ✓ Assist as requested by EOL with an operational response.



## Appendix 3 – Recovery Communications Plan

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## Document Control

### *Shire of Serpentine Jarrahdale Document No:*

<b><i>Issue</i></b>	<b><i>Rev.</i></b>	<b><i>Date</i></b>	<b><i>Author</i></b>	<b><i>Reviewed</i></b>
<i>Draft for comment</i>		<i>Mar 2020</i>	<i>Lewis Winter</i>	<i>2020</i>
<i>LEMC Endorsement</i>		<i>Nov 2020</i>	<i>LEMC</i>	<i>2020</i>

## **Vision**

The Shire of Serpentine Jarrahdale's (the Shire) vision is to empower and support the community so it feels an active partner in its recovery.

To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent bush fires.

## **Mission**

The Shire of Serpentine Jarrahdale's mission is to provide widespread regular high quality information to disaster affected community members and the greater community.

To acknowledge the psychological challenges and complexities of communicating with a community that has been affected by the disaster.

To encourage and promote two-way communication to better understand the community's needs and concerns.

## **Background**

Brief outline of details of emergency event.

## **Communication Objectives**

The objects of communication in recovery are to;

- Provide direction for communication activities.
- Ensure communications are appropriate for the audience.
- Be flexible to incorporate changes as the situation develops.
- Ensure feedback to Shire, stakeholders and community is comprehensive, meaningful and timely.

Communication will consider the nine principles of recovery communications which ensures people are carefully considered during a stressful and disruptive time in their lives. These include:

- Public information, not public relations;
- The right to know;
- Respect people;
- Build on local assets;
- Ask the community how they want to receive information;
- Repeat information;
- Remember the 'unaffected';
- Acknowledge the impact; and
- No spin.

## Key Target Audience

The following have been identified as the primary target audience for communications.

<b>Primary Target Audience</b>	<b>Description</b>	<b>Actions When/Where</b>
<b>Disaster affected community members</b>	<i>Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this data base.</i>	<i>Provide recovery contacts and key information to aid decisions via outreach. Shire website to be kept updated with recovery information.</i>
<b>Displaced persons</b>	<i>Displaced persons need to remain contactable. Use a variety of networks to reach people.</i>	<i>Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.</i>
<b>Community of Serpentine Jarrahdale</b>	<i>Reach those who like to be kept up-to-date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided.</i>	<ul style="list-style-type: none"> <li>▪ Shire Website</li> <li>▪ Recovery Newsletter</li> <li>▪ Local paper</li> <li>▪ Community Radio</li> <li>▪ TV interviews</li> <li>▪ Community Events</li> </ul>
<b>Recovery agency partners</b>	<i>Ensure a coordinated effort and that all messages provided to the community are consistent.</i>	<i>All messages coordinated through Local Recovery Coordinators office.</i>
<b>Rural community</b>	<i>Reach the rural community who may not have visited recovery centres or attended community meetings and may not know help is available.</i>	<i>Outreach conducted at intervals;</i> <ul style="list-style-type: none"> <li>▪ Immediately after impact.</li> <li>▪ 6 monthly follow up.</li> <li>▪ 12 monthly follow up.</li> </ul> <i>Ensure special issue of Recovery News attached to rates notices. Consider phone outreach.</i>
<b>Identified vulnerable community members (families, children, socially isolated,</b>	<i>Communicate with a range of other vulnerable community members through service providers (e.g. CRC, Schools, HACC).</i>	<i>Coordination and support of key stakeholder agencies involved in supporting the well-being of vulnerable community. Ensure information is</i>

<b>elderly, youth, bereaved)</b>		<i>exchanged between different agencies</i>
<b>Affected businesses and their employees</b>	<i>Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.</i>	<i>Liaise with affected businesses. Engage key support agencies that aid business community and ensure communication is encouraged.</i>
<b>Serpentine Jarrahdale Community</b>	<i>Reach those who like to be kept up-to-date on local news and happenings. Reach those who may want to donate cash, supplies/materials or labour.</i>	<i>Official Shire media releases. Website kept updated with latest recovery information. Engage radio and TV to keep the Recovery of community positive and transparent.</i>
<b>State and Federal Government</b>	<i>Keep governments informed of Shire challenges to enlist appropriate assistance.</i>	<i>Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to maintaining common objectives and goals are met and a united front is projected for recovery undertaken.</i>
<b>Shire staff and elected Councillors</b>	<i>Provide information about the challenges to enlist appropriate solutions and provide actions.</i>	<i>Staff newsletter/ Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information regular council agenda item.</i>
<b>Local Recovery Group and Sub-Committees</b>	<i>Provide information to the following committees:</i> <ul style="list-style-type: none"> <li><i>Finance</i></li> <li><i>Social Wellbeing</i></li> <li><i>Infrastructure</i></li> <li><i>Natural Environment</i></li> </ul>	<i>Maintain spreadsheet database of all sub-committee meetings highlighting actions, time schedules, responsibilities and outcomes which are available across four sub-committees</i>

The following have been identified as the secondary target audience for communications.

<b>Secondary Target Audience</b>	<b>Description</b>	<b>Actions When/Where</b>
<b>Media commentators</b>	Provide information to: <ul style="list-style-type: none"> <li>State and regional newspapers.</li> <li>State and regional radio.</li> <li>State and regional television.</li> </ul>	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events
<b>Business community</b>	Keep the business community informed.	Form working groups of affected business community being a hub for information dissemination.
<b>WA Community</b>	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

Messages must be consistent with the overall purpose of the communication and meet the requirements of the Shire, stakeholders and the community.

Key messages to be delivered to both primary and secondary target audiences are:

<b>Message:</b> <i>What do you want your audience to think, feel or do?</i>	<b>Purpose: Does this message meet your communication objective?</b>
✓ <i>All concerns/issues, whether great or small, matter to the Shire and are being addressed.</i>	Objective 4, 3
✓ <i>Current situations and information received will be acted upon.</i>	Objective 2, 4
✓ <i>The whole community is being informed and kept up-to-date.</i>	Objective 4
✓ <i>The community is an active partner in recovery and is consulted on decisions and activities that are organised.</i>	Objective 1, 3
✓ <i>The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.</i>	Objective 1

## Actions

<b>Key Stakeholders</b>	<b>Proposed Consultation/Communication</b>	<b>Medium</b>
<b>Community</b>	<p>Community consultation via a range of mediums to reach appropriate members</p> <p>Using existing community networks and information conduits to engage and inform</p> <p>Recovery Community Meetings</p> <p>Recovery Newsletter</p> <p>Shire website using submittable forms Appendix 1</p>	<p>Face-to-face via Recovery Centre</p> <p>Community Development team</p> <p>As needs basis</p> <p>Weekly first month. Switching to fortnightly/monthly</p> <p>Further Outreach as needed for maintaining contact and getting to persons not available to other forms of communication</p>
<b>Shire Councillors</b>	Implementation updates via Council meetings, email newsletters.	Weekly, via 'FYI' Newsletter
<b>Shire staff internal and operational</b>	Updates regarding actions and ongoing issues.	Messages disseminated through senior staff via weekly meetings. Agency updates via CEO.
<b>Media</b>	Council segment updates in local papers. Regular interviews with local radio stations.	Locally read newspaper in and possible West Australian.

## Risk Management

<b>Risk</b>	<b>Action/Mitigation</b>
<b>Information overload</b>	<ul style="list-style-type: none"> <li>✓ Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery.</li> <li>✓ Ensure all information presented addresses a community need, thus minimising superfluous information.</li> </ul>



<b>Material poorly designed and ineffective in communicating key messages</b>	✓ Design material so it is clear, easy to use and written in appropriate language for the chosen audience.
<b>Material and information too late or too infrequent</b>	✓ Have weekly or fortnightly deadlines.
<b>Other agencies sending mixed messages</b>	✓ Make sure all agencies are aligned and messages are consistent.

<b>Communication Channels</b>	<b>Monitor and Evaluate</b>
<b>Shire Disaster Event Recovery Newsletter</b>	After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication.
<b>Local Newspaper, Community Bulletins, West Australian Newspaper</b>	After publication, register any enquiries or comments regarding the content and assess weekly.
<b>Shire's website and FAQs</b>	Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications.
<b>Radio interviews (spokesperson)</b>	Record interviews for critical analysis.
<b>Staff briefing notes/script</b>	Check regularly to ensure information is up-to-date and updated immediately the situation changes.
<b>Community events and community meetings</b>	Register attendance numbers. Take notes at each event and meeting to gauge interest and relevance of content.
<b>Distribution of news through existing community networks</b>	Monitor social media and other community networks.

### **Communications Plan Review**

The Communications Plan will be reviewed daily/weekly, or as necessary as determined by Local Recovery Group Chairman and/or CEO Shire of Serpentine Jarrahdale.

### **Communications Budget**

To be determined when actions have been confirmed.

## **Appendixes**

### **Appendix 1**

1. Ask a Question
2. Make a Statement

### **Appendix 2**


Outreach Needs Assessment and Initial Contact Form

### **Appendix 3**


Recovery Community Meetings Guidelines

## APPENDIX 1

Listening: 1. Ask A Question 2. Make A Statement

	
<b>Disaster Event RECOVERY ASK A QUESTION</b>	
<i>If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.</i>	
Your name:	Your contact details:

PRINTED ON GREEN PAPER

	
<b>Disaster Event RECOVERY ASK A QUESTION</b>	
<i>If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.</i>	
Your name:	Your contact details:



Shire of  
Serpentine  
Jarrahdale

## Disaster Event RECOVERY MAKE A STATEMENT

*Please feel free to provide us with feedback, or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.*

Your name:

Your contact details if response required:

PRINTED ON YELLOW PAPER



Shire of  
Serpentine  
Jarrahdale

## Disaster Event RECOVERY MAKE A STATEMENT

*Please feel free to provide us with feedback, or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.*

Your name:

Your contact details if response required:

## APPENDIX 2

### Outreach Needs Assessment and Initial Contact Form

Date: \_\_\_\_\_ TEAM No: \_\_\_\_\_

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

PROPERTY DETAILS			
<b>Property Location (Lot No, Street name, Area):</b>			
		<b>Nearest Cross Road:</b>	
<b>Property Owner/ Occupant Name:</b>			
<b>How would you like to be contacted?</b>		<b>Your preferred time?</b>	
<input type="checkbox"/>	<b>Phone:</b>	<input type="checkbox"/>	<b>Morning</b> (7am – 12noon)
<input type="checkbox"/>	<b>Email:</b>	<input type="checkbox"/>	<b>Afternoon</b> (12noon – 5pm)
<input type="checkbox"/>	<b>Post:</b>	<input type="checkbox"/>	<b>Evening</b> (After 5pm)
PROPERTY NEEDS identified		Please provide information on detail for any needs	
<input type="checkbox"/>	House Destroyed/ Uninhabitable		
<input type="checkbox"/>	House Damaged		
<input type="checkbox"/>	Outbuildings destroyed Total: _____		
<input type="checkbox"/>	Rebuilding Assistance		
<input type="checkbox"/>	Asbestos/ Possible asbestos		
<input type="checkbox"/>	Water supply affected		
<input type="checkbox"/>	Vehicle destroyed/ Damaged		
<input type="checkbox"/>	Animals lost/ Injured		
<input type="checkbox"/>	Utility services affected		
<input type="checkbox"/>	Fencing destroyed/ Damaged		
<input type="checkbox"/>	Environmental clean-up required		
<input type="checkbox"/>	Other (Please provide details) _____		
INFORMATION NEEDS		OTHER ASSISTANCE REQUIRED	
<input type="checkbox"/>	Rubbish collection/ Disposal Information	<input type="checkbox"/>	Council Services TYPE: _____.
<input type="checkbox"/>	Recovery Information/ Newsletter	<input type="checkbox"/>	Referral to Agency WHO: _____
<input type="checkbox"/>	Financial/ Grant assistance	<input type="checkbox"/>	Other (provide details): _____
<input type="checkbox"/>	Counselling/ Wellbeing Check		
Would you like someone to contact you?			
<input type="checkbox"/>	Immediately	<input type="checkbox"/>	Within the week
		<input type="checkbox"/>	In the future (Box)

## APPENDIX 3

### *Recovery Community Meeting Guidelines*

# ***Recovery Community Meeting***

We promise to listen to you and do our best to answer your questions honestly and tell you exactly what we know. There will be many questions that we have not got answers to yet. Please accept this is our reality and we are doing everything we can to get these questions answered by the responsible agencies.

## ***Unity at Community Meetings – Together we stand***

- ✓ Let's keep the right thing at the centre: let's do the very best we can for our recovery as a community
- ✓ Together we are better and stronger: let's keep the spirit of community strong (and your local government workers are part of that community)
- ✓ Treat each other with dignity and respect: everyone's concerns matter and are equally important
- ✓ Keep it as civil as you possibly can: abusive language is not acceptable and is not helpful
- ✓ Listen respectfully to each other and try to understand the other's point of view
- ✓ Only one person to speak at a time...we can only hear one person at a time
- ✓ Say what you need, and what you need to know
- ✓ Constructive suggestions are welcomed...everyone can be part of the problem-solving process
- ✓ It is OK to leave the room at any point. We have counselors here who can help you if you feel overwhelmed

## Appendix 4 Recovery Operational Sequence Guide / Checklist

Situation	Organisation / Action
<p style="text-align: center;"><b>ALERT</b> (Transition)</p> <p>Advice of an emergency with potential to require local coordination of recovery activities</p>	<p><b>HMA/CONTROLLING AGENCY</b></p> <p>Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements.</p> <p>Include Local Recovery Coordinators/local governments in briefings/Incident Support Group</p>
	<p><b>LOCAL GOVERNMENT</b></p> <p>Establish liaison with Local Recovery Coordinator (LRC)/ Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support</p> <p>Advise and liaise with LRG members</p>
<p style="text-align: center;"><b>ACTIVATION</b></p> <p>Requirement for local level coordination of recovery identified/requested</p>	<p><b>LOCAL GOVERNMENT</b></p> <p>When requested by or on the advice of the HMA or IMG, convene LRG and where required, establish a management structure</p>
	<p><b>LRC</b></p> <p>Arrange for conduct of on-site assessment, if appropriate</p> <p>Maintain links with affected organisations for the identification and coordination of the provision of recovery support</p>
<p style="text-align: center;"><b>STAND DOWN</b></p> <p>On completion of local recovery activities.</p>	<p><b>LOCAL GOVERNMENT/LRC</b></p> <p>Ensure handover of responsibility for ongoing recovery activities to a managing agency.</p> <p>Advise LEC and LRG members of stand-down</p> <p>Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group</p> <p>Manage the implementation of post operations report recommendations and revision of Local Recovery Plan as required</p>



## Appendix 5 – Alternative Local Recovery Group Action Sheet

### CHECKLIST - Recovery actions for Local Recovery Group and Local Recovery Coordinator

Transition from Response	✓	IC shall include the LRC in critical response briefings	
	✓	LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency	
	✓	LRG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	✓	LRG to confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangement's Western Australia (DRFAWA) and if so what assistance measures are available	
	✓	LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	✓	Ensure Impact Statement is completed by HMA and available for handover	
Management Structure	✓	Ensure of the appointment of a Deputy LRC has occurred	
	✓	If required advise Local Recovery Centre Coordinator to activate the Local Recovery Centre	
	✓	Facilitate representative sub-committee to coordinate and action recovery tasks and disseminate decision as required	
	✓	Ensure and facilitate the completion of the Needs and Impact assessment	
	✓	Assume public information responsibilities from response agency and provide information to the Shire Manager Communications and Customer Engagement to disseminate to the community	
	✓	Facilitate/advise on State/Federal Disaster Relief Funding, (DRFAWA, Centrelink) and facilitate/advise on private aid and funding	
	✓	Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	✓	Provide adequate administration support to all recovery functions	
	✓	Provide a succinct reporting system to Shire, State RC, LRG, community	
	✓	Work with and include and recruit representatives of the affected community into recovery planning	
	✓	Establish strategies for uniting the community behind agreed objectives (events, meetings)	

	✓ Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	✓ Enact Recovery Communications Plan for sharing information and enabling listening	
<b>Impact and Needs Assessment</b>	✓ Use intelligence/planning information from the response operation, ensuring LRC is liaising with HMA through response	
	✓ Confirm the total area of impact for determination of survey focus	
	✓ Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, and welfare issues	
	✓ Link with parallel data-gathering work	
	✓ Identify and close information gaps (establish the “big picture”).	
	✓ Assess the financial and insurance requirements of affected parties	
	✓ Gather evidence to support requests for government assistance	
	✓ Ensure all relevant information is strictly confidential to avoid use for commercial gain	
<b>Inspections and Needs Assessments – Technical</b>	✓ Establish and define the purpose of inspection/assessment and expected outcomes	
	✓ Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
	✓ Collect, interpret and analyse data	
	✓ Establish a method/process to determine the type of information needed for this recovery operation:	
	✓ How and who will gather the information (single survey)	
	✓ How information will be shared	
	✓ How information will be processed and analysed	
	✓ How the data will be verified (accuracy, currency and relevance)	
	✓ Manage the process to minimise calling back	
	✓ Coordinate select and brief staff	
	✓ Maintain confidentiality and privacy of assessment data	
	✓ Allocate responsibility for data management task ensuring proper process of relevant data transfer	

<b>Data Management</b>	✓ Use templates/spreadsheets for impact assessment and for tracking assistance provided	
<b>State Government Involvement</b>	✓ Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRG Sub-Committees and RCC, as appropriate	
	✓ Instigate Liaison with DRFAWA Officers for the recovery claim process	
	✓ Attend ASAP to requests for information from government agencies	
<b>Public Information</b>	✓ Ensure spokesperson available (CEO, President, delegated) to speak with the media	
	✓ Manage public information in accordance with Recovery Communications Plan	
	✓ Identify priority information needs	
	✓ Monitor social media, and media and counter misinformation	
<b>Rehabilitation and Assistance</b>	✓ Establish a mechanism for receiving expert technical advice from lifeline groups	
	✓ Monitor and assist rehabilitation of critical infrastructure	
	✓ Prioritise recovery assistance in line with community needs	
	✓ Prioritise public health to restore health services and infrastructure	
	✓ Assist and liaise with businesses to re-establish and reopen	
	✓ Restore community and cultural infrastructure (including education facilities)	
	✓ Restore basic community amenities for meetings and entertainment	
	✓ Facilitate emergency financial assistance through the Department for Communities	
	✓ Be aware of need to adjust capital works and maintenance programs	
<b>Implementation of Risk Management measures</b>	✓ While doing the hazard analysis:	
	✓ Identify essential services and facilities in high-risk areas	
	✓ Consider the restoration betterment options for essential services	
	✓ Identify betterment options based on research and consultation	
	✓ Undertake urgent hazard reassessment based on new (event) information and relate to SoSJ Emergency Risk Management Plan	

<b>Financial Management</b>	✓ Review financial strategies including use of Budget line item for tracking all recovery expenses	
	✓ Communicate with financial agencies, including insurance companies	
	✓ Keep financial processes transparent, appeal monies etc,	
	✓ Liaise with LMDRF of process and protocols for appeals system management	
	✓ Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets contractors) for DRFAWA claims	
<b>Reporting</b>	✓ Provide a succinct reporting system to Shire, State RC, LRG, community	
	✓ Provide adequate administration support to all recovery functions	
<b>Recovery Long Term Strategy (including Managed Withdrawal)</b>	✓ Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	✓ Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	✓ Ensure ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
	✓ Stage a public event of acknowledgement and community closure	
<b>Recovery Post Analysis Report (Lessons Learnt)</b>	✓ Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards a Recovery Lessons Learnt Report	
	✓ Conduct a debrief and Post Recovery Analysis with Shire staff and elected members towards a Recovery Lessons Learnt Report	

## Appendix 6 Operational Recovery Plan Template

### Operational Recovery Plan

**Emergency Event:** *(Type and location)*

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**Date of Emergency:** \_\_\_\_\_

#### Section 1

##### Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the Emergency Management Act 2005

#### Section 2

##### Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure. Your primary Comprehensive Impact Assessment (CIA) from HMA will give you an initial overview. This can be added to in subsequent reports made.
Estimates of costs of damage	You may get indications from CIA. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.

Temporary accommodation requirements	Includes details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads
Human services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term understanding the impact on community
Health issues	Medical/Health personal and council EHO's will assess any significant issues (water, food spoilage, medical supplies or medivac).

### Section 3

#### Organisational Aspects:

Details the composition, structure and reporting lines of the groups, sub-committees and Working Groups set up to manage the recovery process

Details the inter-agency relationships and responsibilities

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

### Section 4

#### Operational Aspects:

Details resources available and required

Give list of resources deployed and confer with the LRG network for future resources.

Redevelopment Plans (includes mitigation proposals for betterment)

This could be inappropriate in the early stages however should be part of the Long Term Recovery Strategy in future reporting. .

Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding
Includes the local government program for community services restoration	Local events, meetings, coffee get togethers, recreation, breakfast BBQ's etc.
Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations
Public information dissemination	From the Communications Plan outline what and how your communication is being staged.

#### Administrative Arrangements:

Administration of recovery funding	General financial issues
Public appeals policy and administration	Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)

## Section 5

#### Conclusion:

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

**Signed by:** \_\_\_\_\_  
*Chairperson Local Recovery Group or Local Recovery Coordinator*

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



## Appendix 7 Recovery Coordination Centre(s) and One Stop Shop Guidelines

### Aim

To assist the impacted community in their medium to long term recovery by providing coordinated collocation of agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

### Objectives

The objectives of a Recovery Centre are to;

- ✓ To connect people with each other and with agencies and organisations which can assist people in their recovery
- ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs
- ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief
- ✓ To provide regular, high-quality information on the recovery milestones and other important information related to the recovery
- ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience
- ✓ To acknowledge the psychological challenges and complexities faced by the impacted community

### Location:

Ideally the Recovery Centre will be in a central location to the impacted community and to public transport.

### Building Features:

Specific features to consider in a potential building include;

- ✓ The building needs to be accessible for disabled persons
- ✓ A reception area and a comfortable place for people to wait
- ✓ Large rooms that will be suitable for office space
- ✓ An interview room for appointments with individuals and families
- ✓ Public toilets

- ✓ A multipurpose function room that has the capacity for meetings and events
- ✓ Storage such as a shed for storing 'new' donated items
- ✓ Kitchen suitable for catering for small events and acting as a staff room
- ✓ Ensure adequate parking is available

### Set-up Considerations

Suggestions to consider for physically setting up a Local Recovery Centre include;

- ✓ Office furniture including desks, chairs, book shelves, white boards, waiting room couch, meeting room fold out tables (light easy to move)
- ✓ Office equipment including computers, printer, photocopier, phones
- ✓ Secure disposal of confidential papers
- ✓ Essential Services such as power, phone and internet will need to be connected
- ✓ Signage for the public and visiting stakeholders to locate with ease
- ✓ Children's corner with colouring in books and pencils and small toys
- ✓ Artwork to lighten and brighten the mood

### Steps to establish Recovery Coordination Centre:

Not all local governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered;

- ✓ Rental of lease agreement for building
- ✓ Building modifications
- ✓ Mobile office building (donga)
- ✓ Arrange hire, lease or purchase of office equipment
- ✓ Second-hand furnishing
- ✓ Cleaning and rubbish collection

## Record Keeping:

The Emergency Management Act 2005 allows information to be shared between State Agencies and Local Government.

It is recommended that LRC keeps a master database based that records;

- ✓ the property address
- ✓ is it destroyed or damage
- ✓ owner contacts (including email, mobile number)
- ✓ renters contacts (if rental or Dept of Housing)
- ✓ Insured or uninsured
- ✓ Received Centrelink Immediate Payment
- ✓ Received assistance from Department of Communities
- ✓ Applied for LMDRF
- ✓ Email collection for Newsletter and other important information
- ✓ Received Outreach from Australian Red Cross

## Management of Recovery Coordination Centre:

The following should be considered in the running of RCC;

- ✓ All staff at the RCC should be wearing identification such as name badges that show the organisation they working for
- ✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building
- ✓ Establish a process for regular operational staff briefing and debriefing

## Recovery Events:

RCC Staff will likely attend a wide range of recovery events that are located at the RCC or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See Recovery short, medium and long term.

To assist in the management of recovery events see the attached 'Local Government Recovery Event Planning Template'.

### Closing of the Recovery Coordination Centre:

The following should be considered in the running of RCC;

- ✓ The RCC will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years
- ✓ Liaise with key stakeholders to establish the appropriate time for the RCC to be closed and report to LRG
- ✓ Communicate well in advance with the community that the centre will be closed and on what date
- ✓ Ensure all people who have used the centre are contacted and notified of how they can access services in the future
- ✓ Consider a public function to thank all involved or have an official closing ceremony
- ✓ Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community

## **Attachment 1**

### **The recovery timeline: short, medium and long term**

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

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

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

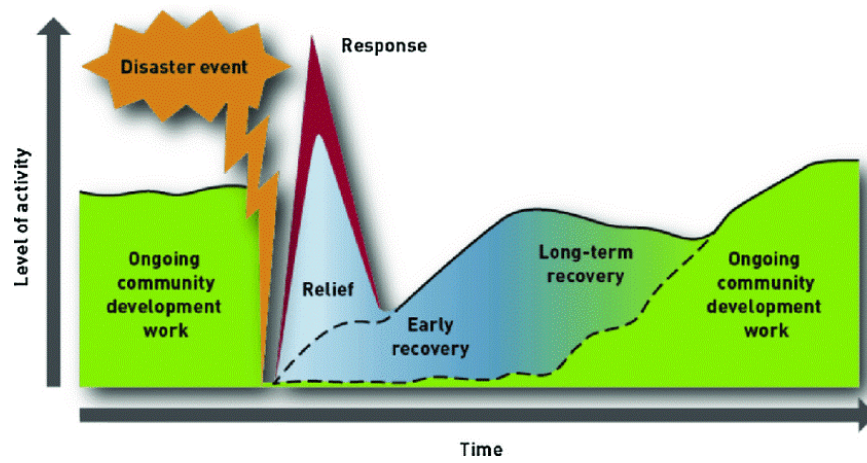
#### **Medium-term recovery (where we are now)**

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

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

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long term recovery strategy with you.

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



## Attachment 2

# Local Government Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

<b>COMMUNITY SUPPORT :</b>	
<b>WHERE HAS CONCEPT / IDEA COME FROM:</b>	
<b>STAKEHOLDERS: Who owns the action?</b>	
<b>OTHER INVOLVEMENT: Who is needed?</b>	
<b>RESOURCES:</b>	
<b>COSTS:</b>	
<b>SPONSORS / FUNDING BODIES:</b>	

<b>HEALTH &amp; WELLBEING RISK:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low	<b>SUPPORT REQUIRED:</b>	<input type="checkbox"/> Shire Staff	<input type="checkbox"/> Wellbeing	<input type="checkbox"/> Other: _____
<b>ENVIRONMENTAL RISK:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low	<b>SUPPORT REQUIRED:</b>	<input type="checkbox"/> Shire Staff	<input type="checkbox"/> Other: _____	

<b>CATEGORY:</b>	<input type="checkbox"/> Needs Assessment	<input type="checkbox"/> Communication	<input type="checkbox"/> Event	<input type="checkbox"/> Donations	<input type="checkbox"/> Wellbeing
<b>RECOVERY VALUE:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Low	<input type="checkbox"/> Community Interest	
<b>PRIORITY / TIMELINE:</b>	<input type="checkbox"/> High / Urgent	<input type="checkbox"/> Important	<input type="checkbox"/> Medium / Medium Term	<input type="checkbox"/> Lower / Long Term	
<b>DIFFICULTY :</b>	<input type="checkbox"/> Straightforward	<input type="checkbox"/> Effort Required	<input type="checkbox"/> Long Term / Complex		
<b>OBJECTIVES:</b>	<input type="checkbox"/> Promote health & wellbeing <input type="checkbox"/> Increase / Enhance understanding of community needs <input type="checkbox"/> Provide information / enhance communication <input type="checkbox"/> Support Community Recovery through long term programs and projects				

<b>EVALUATION:</b>



## Appendix 8 Welfare and Health Services

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the emergency. Whereas, recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following related support plans provide detailed information at :

<https://www.semc.wa.gov.au/emergency-management/plans/state-support-plans>

The Shire of Serpentine Jarrahdale **Local Welfare Emergency Management Support Plan** provides local contingencies for Health and Welfare.

### Principles:

The recovery of health and wellbeing after emergencies principles are:

Response and recovery actions actively support individuals, families and businesses

Health and Wellbeing sub-committee (HaW) involve community to participate in community recovery decision-making

The overall NEEDS assessment of individuals and families are evaluated as early as possible

Personal support strategies are integral to overall recovery management process

Measures are taken to mitigate the impacts of future emergencies on community

Recovery programs be coordinated to support and enhance community

### Strategies:

Strategies to implement the principles of Health and Wellbeing (HaW) recovery following an emergency are shown in **conceptual**, **management** and **service delivery** classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.

## Conceptual:

Encourage emergency service agencies to implement procedures supporting personal support services (e.g, identify potential welfare needs)

Support and promote individuals, families and businesses of the affected community

Support and promote community improvements

Purchase replacement goods and services locally via local businesses and trades people wherever practical

Maintain the integrity of local community groups and experts and their capabilities

Build on existing organisations and networks through activation of available systems within the community

Encourage support of local community groups and experts

Encourage agencies to employ local residents

Source government grants, appeal distribution and charitable payments to assist in supporting needs of individuals and families during the recovery process

Avoid duplication of services and identify gaps

## Management:

Identify all aspects of Health and Wellbeing (HaW) that may be required

Establish liaison between HaW groups, community and government agencies in the community

Establish HaW Sub-Committee representative of Health and Wellbeing groups, the community and government agencies

Provide community with information about recovery process and resources available through the HaW Sub-Committee via Communications Plan processes

Ensure community participation in the HaW Sub-Committee

Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process

Identify gaps in HaW services for consideration in risk management processes

Develop risk management assessments aimed at minimising future Health and Wellbeing requirements

## Service Delivery:

Ensure service delivery personnel have an awareness of the range of services available and appropriate referral processes

Ensure service delivery personnel are aware of the local welfare circumstances pre and post-emergency

Ensure service delivery personnel have good interpersonal skills and understanding of the local community

Provide HaW services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means

Ensure availability and accessibility to HaW and recovery information and services

## Appendix 9 Local Recovery Plan - Action Items

### Activation of recovery

- LRC advises Shire CEO of recovery activation.
- Assessment of assistance determined.
- LRP is implemented.

### Response to recovery transition of event responsibilities

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaison with Incident Controller.
- LRG gathered and briefed ensuring coordinated transition.
- CEO to sign off response to recovery handover with HMA/CA with Impact Statement tended.

### Impact Statement and Needs Assessment

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaison with Incident Controller.
- LRG gathered and briefed ensuring coordinated transition.
- CEO to sign off response to recovery handover with HMA/CA with Impact Statement tended.
- Recovery initiated while response still in progress.
- LRG Outreach Needs Assessment will be carried out ASAP when safe after event (if required).
- Aust. Red Cross contacted ASAP to establish partnership in recovery activities.

### Operational Recovery Plan

- LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required.

### Strategic Long Term Recovery Plan

- Shire to develop a collaborative, comprehensive and inclusive long-term community recovery strategy for the community.

### Managed Withdrawal

- The Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.

- Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long term.
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue.

### **Establishing LRG Management Structure**

- Shire will establish a LRG management structure relevant to event size and complexity.
- LRG will establish membership from Shire staff, supporting agencies and community members.
- LRG will operate within recognised functions and relevant sub-committee structure.
- LRG will actively encourage and invite community participation within the LRG.
- LRG will actively engage with State Government to maximise recovery resources.

### **Financial Management**

- All invoicing and costs associated with the emergency event to be allocated against Shire emergency event cost centre.
- On advice emergency is an eligible event and significant resources have been expended LRC will direct Shire to contact with DRFAWA Officers for advice and guidance.
- CEO and/or nominated senior officer have authority to expend funds on emergency event.
- In an eligible major disaster LRC will assist impacted individuals connect with Centrelink for assistance payments.

### **Appeals and Donations**

- On advice of eligibility following a disaster LRC will direct Shire Officers to LMDRF for advice and guidance.
- Spokesperson for Shire will advise that donations of goods will not be accepted by Shire.
- All financial donations will be direct through the LMDRF.
- Offers of assistance will be directed to LRG.

### **Spontaneous volunteers**

- LRG will refer to the Shire local service clubs and support agencies regarding the management of volunteers.

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

- LRC/LRG to determine location for Recovery Centre and establish as soon as possible.
- One Stop Shop to be established immediately following event and located appropriately.

#### **STAFF - Shire of Serpentine Jarrahdale (Shire)**

- Shire staff to be regularly briefed on current situation and activities within recovery.
- Stress and fatigue of Shire staff to be monitored and assistance where appropriate.
- As soon as possible determine staffing level increase to meet demands (refer 1.7.3).

#### **Shire of Serpentine Jarrahdale Staff - Roles and Responsibilities Recovery**

- All Shire staff could be engaged in various stages of disaster recovery.
- Specific Shire staff identified in this plan should be very familiar with the roles and responsibilities involved with disaster recovery.
- External agencies are to be engaged and utilised wherever possible.

#### **Disaster Event Recovery Communication Plan**

- The Recovery Communications Plan will provide the template of guidance in public information and communications.

#### **Debriefing and Evaluation**

- A formal Post Incident Analysis will be held for LRG for evaluation and lessons learnt application.
- A formal debrief will be held for Shire staff for evaluation and lessons learnt application.
- Assistance will be made available through EAP for any staff working in the recovery process.
- Formal report compiled by LRC for council and State Recovery Coordinator.

## Appendix 10 Local Recovery Group Standard Reporting

### LOCAL RECOVERY GROUP RECOVERY REPORT –

*<Insert Emergency Situation Here>*

**Shire of Serpentine Jarrahdale** Local Recovery Group

Report No: .....

To: Chairman, SRG/State Recovery Coordinator

#### **Situation Update:**

Should include: full damage report (once only) and estimated amount in \$'s, work in progress including estimated completion dates, details of difficulties or problems being experienced.

#### **Proposed Activities:**

Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

#### **Special Assistance:**

#### **Requirements:**

Includes support from other agencies, LRG intervention with priorities.

#### **Financial Issues:**

May include support from LRG for additional funding from Treasury.

#### **Recommendations:**

**Name & Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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



## Appendix 11 Post Incident Analysis – Emergency and Recovery Management

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade?		
<b>Inter-agency liaison</b> Any issues working/liaising with other organisations?		
<b>Emergency Management - Recovery Support Arrangements</b> Are relevant Agency/Organisation arrangements established/current?		

## Appendix 12 - Local Government Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

<b>COMMUNITY SUPPORT :</b>	
<b>WHERE HAS CONCEPT / IDEA COME FROM:</b>	
<b>STAKEHOLDERS: Who owns the action?</b>	
<b>OTHER INVOLVEMENT: Who is needed?</b>	
<b>RESOURCES:</b>	
<b>COSTS:</b>	
<b>SPONSORS / FUNDING BODIES:</b>	

<b>HEALTH &amp; WELLBEING RISK:</b> <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<b>SUPPORT REQUIRED:</b> <input type="checkbox"/> Shire Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other: _____
<b>ENVIRONMENTAL RISK:</b> <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<b>SUPPORT REQUIRED:</b> <input type="checkbox"/> Shire Staff <input type="checkbox"/> Other: _____

<b>CATEGORY:</b>	<input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing
<b>RECOVERY VALUE:</b>	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest
<b>PRIORITY / TIMELINE:</b>	<input type="checkbox"/> High / Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium / Medium Term <input type="checkbox"/> Lower / Long Term
<b>DIFFICULTY :</b>	<input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long Term / Complex
<b>OBJECTIVES:</b>	<input type="checkbox"/> Promote health & wellbeing <input type="checkbox"/> Increase / Enhance understanding of community needs <input type="checkbox"/> Provide information / enhance communication <input type="checkbox"/> Support Community Recovery through long term programs and projects
<b>EVALUATION:</b>	