

LOCAL RECOVERY PLAN

2021

SHIRE OF HALLS CREEK

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Maintained by: CEO - EA

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The Shire of Halls Creek Emergency Management Arrangements have been prepared and endorsed by the Halls Creek Local Emergency Management Committee pursuant to Section 41(1) of the *Emergency Management Act 2005*. A copy has been submitted to the State Emergency Management Committee pursuant to Section 41(5) of the *Emergency Management Act 2005* and a copy has been submitted to the Kimberley District Emergency Management Committee in accordance with State Emergency Management Policy 2.5 *Local Arrangements* and State Emergency Management Preparedness Procedure 3.8 *Local Emergency Management Arrangements*.

CERTIFICATE OF ENDORSEMENT

The Shire of Halls Creek Local Emergency Management Arrangements (LEMA) have been prepared by the Shire of Halls Creek Local Emergency Management Committee (LEMC) in accordance with sections 36 and 41 of the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

The Shire of Halls Creek Local Recovery Plan has been prepared under the authority of the Shire of Halls Creek LEMC in consultation with local hazard management agencies, support organisations, government and non-government organisations and the community.

The Shire of Halls Creek Local Recovery Plan has been submitted to the Shire of Halls Creek LEMC and Council for endorsement. A copy has been forward to the District Emergency Management Committee (DEMC) for endorsement and State Emergency Management Committee for noting.



LEMC Chair: Cr Chris Loessl

16/12/2021

Date



CEO
Shire of Halls Creek

16/12/2021

Date

Endorsed by Council (Resolution number 2021/146)

Date 16/12/2021

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GLOSSARY OF TERMS AND ACRONYMS

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

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](#)

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

Municipality: Means the district of the local government.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BoM	Bureau of Meteorology
CEO	Chief Executive Officer
Communities / DC	Department of Communities
SoHC	Shire of Halls Creek
DOH	Department of Health
DEMC	District Emergency Management Committee
DET	Department of Education and Training
DFES	Department of Fire and Emergency Services
ISG	Incident Support Group
KLRC	Kimberley Language Resource Centre
LEC	Local Emergency Coordinator
LEMC	Local Emergency Management Committee
LGA	Local Government Authority/Area
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
RCC	Recovery Coordination Centre
SEMC	State Emergency Management Committee
SES	State Emergency Service
SOP	Standard Operating Procedures
WACHS	WA Country Health Services
WAP	Western Australian Police

DISTRIBUTION

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Halls Creek through the following email address: hcshire@hcshire.wa.gov.au. Hard copy versions of this document may not be accurate.

Table: 1 Distribution List

Distribution List	
Organisation	Number of Copies
Chairperson LEMC	1
OIC Ranger Services	1
Shire President	1
Chief Executive Officer	1
Executive Officer Kimberley DEMC	1
Manager Halls Creek Airport	1
OIC Volunteer Emergency Services Unit	1
Librarian Shire of Halls Creek	1
Department of Communities	1
Department of Fire and Emergency Services	1
Department of Primary Industries and Regional Development	
Halls Creek Hospital	1
Kimberley Language Resource Centre	1
Yura Yungi	1
Services Australia - Centrelink	1
Horizon Power	1
Water Corporation	1
Main Roads WA	1
Kimberley District Police Office	1
OIC Halls Creek Police (LEC)	1
OIC Balgo Multi-Function Police Facility	1
OIC Warmun Multi-Function Police Facility	1
Balgo Hills	1
Billiluna	1
Frog Hollow	1
Mulan	1
Kundat Djaru (Ringer Soak)	1
Warmun	1
Yiyilli	1

AMENDMENT RECORD

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

Feedback can include:

- What you do or do not like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

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

The Chairperson
Local Emergency Management Committee
Shire of Halls Creek
PO Box 21 Halls Creek WA 6770

Or alternatively you may email to: hcshire@hcshire.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and or approval.

Table 2: Amendment Record

Number	Date	Amendment Summary	Author
1	Nov 2021	Complete review of expired 2015 Plan. Update data to 2016 Census	Executive Officer of LEMC
2			
3			

1. INTRODUCTION

1.1. Authority

The Shire of Halls Creek Local Recovery Plan (SHCLRP) has been prepared in accordance with section 41(4) of the [Emergency Management Act 2005](#) and forms part of the Shire of Halls Creek Local Emergency Arrangements.

1.2 Purpose

The purpose of this plan is to facilitate the recovery of affected individuals, communities and infrastructure as quickly as reasonably possible and to identify roles and responsibilities of participating organisations and agencies.

1.3 Objectives

The objective of this plan is to:

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

1.4 Scope

The scope of this Recovery Plan is limited to the boundaries of the Shire of Halls Creek and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

1.5 Shire Profile

Halls Creek is a busy service town for surrounding pastoralists, Aboriginal communities and travellers exploring northern Western Australia. Situated in the heart of the Kimberley, Halls Creek is the gateway to a range of world-renowned natural attractions, including the World Heritage listed Bungle Ranges of Purnululu National Park.

Halls Creek has a tropical semi-arid climate due to its location between the wetter northern regions of the Kimberley and the arid Great Sandy Desert to the south. There are two distinct seasons. The "wet", usually from December to March when 80% of the annual rain falls, and the "dry", usually from May to October when it is typically dry for very long periods. Two transitional periods are also recognised. One before the onset of

the "wet" called the "build-up" and another before the "dry" called the "change" when rain and cloud become less frequent as the monsoons retreats to more northerly latitudes.

1.6 Demographics

Table 3: Demographics

Local Government District Area	143,025 km
Length of Sealed Roads	391 km
Length of Unsealed Roads	1,449 km
Population	3,269*
Number of Dwellings	1,395*

*2016 Census

1.7 Aboriginal Community Statistics

Table 4: Aboriginal Community Statistics

Community	Population	Languages spoken
Balgo Hills	359*	Kukatja, Ngardi, Northern Territory languages
Billiluna	150*	Kukatia, Eastern Walmaiarri, Jaru, Ngardi
Mulan	110*	Kukatia, Eastern Walmaiarri Jaru Naardi
Froq Hollow	113*	Kija
Ringer Soak	179*	Jaru, Kukatja, Ngardi, Northern Territory languages
Warmun	366*	Kija/Gija
Yiyili	190*	Gooniyandi

*2016 Census

**Estimated Yiyili Layout Plan 2 Western Australian Planning Commission & Department of Planning May 2020

1.8 Special Considerations

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

- Bush Fire (Dry Season) - May to October;
- Cyclone (Wet Season) - December to April when many roads are closed due to flooding.

Western Australia is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from both natural and technological events.

Effective emergency management arrangements enhance the community's resilience against, and preparedness for, emergencies through strategies that apply prevention/mitigation, preparedness, and response and recovery activities.

LGAs are the closest level of government to their communities and have access to specialised knowledge about environment and demographic features of their communities. LGAs also have specific responsibilities for pursuing emergency risk management as a corporate objective and as part of conducting good business. Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

2. RELATED DOCUMENTS AND ARRANGEMENTS

This Recovery Plan forms part of the Shire of Halls Creek Local Emergency Management Arrangements which has been created in accordance with the recommendations of the *State Emergency Management Local Recovery Guidelines 2021*.

2.1 Local Emergency Management Policies

The Shire of Halls Creek emergency management policies are limited to:

- A19 COVID 19 Financial Hardship Policy
- G9 Bushfire Prohibited/Restricted Burning

These policies are contained in the Shire of Halls Creek Policy Manual, Updated June 2021, available to the public from the Shire of Halls Creek website www.halls creek.wa.gov.au and held in the Shire of Halls Creek digital records management system.

The Shire of Halls Creek also has Administrative Procedures and Operational Guidelines (APOG) Manual (updated June 2021) to assist staff and Council to administer the Shire of Halls Creek. This is an internal document and includes the following procedures relating to emergency management:

- RS1 Bushfire Administration
- RS2 Bushfire Control – Firebreaks & Property Clean-up
- RS3 Bushfire Control – Sustenance

2.2 Existing Plans & Arrangements

Existing emergency plans and arrangements are:

Document	Owner	Location	Date
Shire of Halls Creek Local Emergency Arrangements	SOHC	7 Thomas Street, Halls Creek	
Shire of Halls Creek Local Recovery Plan	SOHC	7 Thomas Street, Halls Creek	
Shire of Halls Creek Emergency Contact Register	SOHC	7 Thomas Street, Halls Creek	
Shire of Halls Creek Resources Register	SOHC	7 Thomas Street, Halls Creek	
Halls Creek Aerodrome Emergency Plan	SOHC and Aerodrome Management Services Pty Ltd	7 Thomas Street, Halls Creek & Halls Creek Aerodrome, Stan Tremlett Drive, Halls Creek.	2014
Local Emergency Welfare Plan	Department of Communities	71 Thomas Street, Halls Creek	October 2021

2.3 Agreements, Understandings and Commitments

1. Mutual Aid Agreements, such as sharing of resources during times of emergency has been discussed and agree between the Councils of the Shire of Broome, Derby-West Kimberley, Halls Creek, Wyndham- East Kimberley. These Councils form the Western Australian Local Government Association (WALGA) Kimberley Zone of Councils. (MoU in draft)
2. The Kimberley Zone Councils has delegated the administration of the VESU to DFES through a memorandum of understanding. A Bush Fire Advisory Group facilitated by the SOHC meets regularly to advise DFES.
3. Agreement with the Department of Communities for the use of Shire facilities as emergency welfare centres.

3. RECOVERY PRINCIPLES

Recovery forms the fourth element of the PPRR approach to emergency management which is applied in Western Australia. A community's ability to cope with the impact of emergencies depends mainly on whether it, along with the Hazard Management Agencies (HMAs), has prepared plans, arrangements and programs for each of the four components.

Western Australia's recovery activities are underpinned by the National Principles for Disaster Recovery:

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

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

Use community-led approaches: Successful recovery is community-centered, responsive and flexible, engaging with community and supporting them to move forward.

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

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

Recognise and build capacity: Successful recovery recognises, supports and builds on individual, community and organisational capacity and resilience.

Community-led Recovery

Disaster-affected people, households and communities understand their needs better than any of the professional, government, non-government or corporate supporters. They have the right to make their own choices about their own recovery. It is well recognised that the processes used by government and other key recovery agencies to interact with, and support communities are critical and can impact either positively or negatively on the capacity of individuals and groups to manage their own recovery process.

Recovery should:

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

3.1 Objectives of Recovery

The objectives of recovery activities, as outlined in [State EM Plan](#) section 6 are to: assist recovery at the social, built, economic and natural environments;

- ensure that recovery activities are community-led;
- ensure that available government and non-government support to
- affected communities is targeted;
- assist communities to rebuild in a way that enhances social, built,
- economic and natural environment values where possible;

- improve resilience of the relevant communities; and
- ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes.

3.2 Understanding the effects of Disasters and Emergencies

Emergencies and disasters have impacts on the social, built, economic and natural environments of a community. It is important that each of these effects is understood and addressed in the local recovery planning.

Social environment

The social environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing. Emergencies and disasters can cause major societal and personal upheavals, and reactions within a community may be diverse. Common feelings experienced may include shock, fear, anger, helplessness, sadness, guilt and shame. These feelings will affect individual and community behaviour. Effects may be immediate or long term. Recovery plans should include psychological support strategies.

Built environment

The built environment considers the impact that an event may have on essential physical infrastructure – those constructed assets that underpin the functioning of a community. Damage to infrastructure such as communication systems, transport systems, energy supplies, water and sewerage systems, food distribution, health facilities, education facilities and buildings may cause serious disruption to a community and significantly affect their ability to function normally.

Damage to these services will also significantly impact the delivery of recovery services. Recovery plans should include strategies for working with service providers and re-establishing vital infrastructure.

While capturing impacts to the built environment, it is also recommended to assess the amount and types of waste likely to be generated as a result of the emergency and recovery efforts. Capturing the amount of waste likely to be produced will assist in the development of an emergency waste management plan and allow for waste management to be provided in a coordinated manner.

Economic environment

The economic environment considers the impact that an event may have on the economic position of the area and sometimes the broader region affected by an event. The direct economic effects of emergencies and disasters are physical damage to infrastructure, and stock and loss of income through reduced trading.

Natural environment

The natural environment considers the impact that an event may have on a healthy and functioning environment, which underpins the economy and society.

Components of the natural environment include air and water quality; land degradation and contamination; plant and animal damage/loss; and national parks, and cultural and heritage sites.

3.3 Resources

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

Shire of Halls Creek resources are identified in the Resource Register included at Appendix 1. The SOHC's Director for Assets is the contact person for resources (refer LEMA Appendix 7 Emergency Contacts Register for details).

A Recovery Coordination Centre (RCC) is required to be established if extensive recovery activities are to be undertaken within the community. The purpose of the RCC is to bring together all agencies involved in the recovery process to ensure effective management of recovery from emergencies. The LRCC is responsible for the activation of the RCC.

The following table identifies suitable Local Recovery Coordination Centre in the local government area:

Centre Name	Address	Capacity	Contacts
Shire of Halls Creek Administration Centre	7 Thomas Street, Halls Creek	10 – 20	SOHC Chief Executive Officer (08)9168 6007 0439 622 281

If this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible. Refer to the LEMA for other alternative emergency operation centres.

3.4 Finance Arrangements

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

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

3.3.1 Disaster Recovery Funding Arrangements - Western Australia (DRFAWA)

The Western Australian State Government provides a range of relief measures to assist communities to recover from an eligible event including, bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado, or tsunami or declared terrorist incident. DFES, as the State Administrator, may activate DRFAWA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

If you have any queries regarding DRFAWA please contact the administrators at: drfawa@dfes.wa.gov.au. Further details are available at: www.dfes.wa.gov.au/recovery.

3.3.2 Services Australia – Centrelink

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, Centrelink may provide financial assistance to any person whose livelihood has been affected by the emergency. The Australian Government Disaster Recovery Payment is a government declared payment which may be available to assist people who have been adversely affected by natural disasters in various local government areas.

Centrelink is represented on the State Emergency Welfare Committee and where possible should be invited to join Local Recovery Coordination Groups.

Public Appeals – Lord Mayor’s Distress Relief Fund (LMDRF)

[State EM Plan](#) section 6.10 and [State EM Recovery Procedure](#) 1 outline the arrangements for initiating and managing appeals and donations; including that all donations of cash resulting from a public appeal should be directed to the LMDRF.

Calls for public donations to assist with any emergency recognised by any government or statutory body within Western Australia or Australia in general should be initiated by the Board of the LMDRF. Such calls may be either on the initiative of the Board itself or by the Board in consultation with any Government or statutory body.

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

Non-Government Organisations (NGOs)

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

Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group.

4. ROLES & RESPONSIBILITIES

The role and responsibilities of those involved in recovery are outlined below.

4.1 Local Recovery Coordinator

The Director Health and Regulatory Services has been appointed as the Local Recovery Coordinator in accordance with Emergency Management Act Section 41(4). The alternate is the Director Assets and Infrastructure.

The LRC is responsible for the development and implementation of recovery arrangements for the local government.

The functions of the LRC are set in Appendix 2. Appendix 3 of this Plan provides a LRC Action Checklist.

4.2 Local Recovery Coordination Group

The Local Recovery Coordination Group (LRCG) comprises a core membership of:

- Shire of Halls Creek Executive Management team;
- Hazard Management Agency representatives;
- Department of Health and or Environmental Health Officer;
- Department for Child Protection and Family Support;
- Western Australia Police Service;
- Community Representative/s; and if established Chairpersons of sub-committees;
- Language Resource Centre representative; and
- Aboriginal community representative (ICC or other organisation).

The role of the Local Recovery Coordination Group is to coordinate and support local management of the recovery processes within the community.

The role and functions for the LRCG can be found at Appendix 4. Appendix 5 of this Plan provides a LRCG Action Checklist.

The LRCG will be chaired by the Shire President with the following roles applying:

Centre Name	Primary	Secondary
LRCG Chair	Shire Deputy President	Shire Councillor
LRC	Director Health & Regulatory Services	Director Infrastructure
Support Office	Shire appointee	Shire appointee

4.3 Local Recovery Coordination Group Subcommittees

It may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator and Coordination Group by addressing specific components of the recovery process.

Consideration will be given to establishing the following subcommittees, dependent on the nature and extent of the recovery:

1. Community (Social);
2. Infrastructure (Built);
3. Environment (Natural); and
4. Finance (Economic).

Organisational recovery responsibilities are contained in Appendix 6.

4.4 Activation

The decision to activate the Recovery Plan will be made by the Shire President after consultation with the LRC and Chief Executive Officer. The decision to activate the Recovery Plan must take into account a Post Impact Assessment (PIA) of the emergency and an assessment of the assistance required for recovery made by either the Incident Management Team or through consultation with the Hazard Management Agency, the Incident Controller and the Local Emergency Coordinator.

Once the Plan has been authorized for activation, the LRC is responsible for implementing the recovery processes including the activation of the LRCG.

Refer to Appendix 7 for the Emergency Contacts Register

4.5 Impact Assessments and Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Hazard Management Agency;

- Welfare agencies - to identify persons in need of immediate assistance;
- Local government building inspectors and engineers;
- Insurance assessors;
- Business associations, e.g., local chamber of commerce

5. LOCAL RECOVERY ARRANGEMENTS

This part of the arrangements details issues that apply where an event is assessed as being of sufficient magnitude to require the LRCG to be convened to commence the recovery process. For information on the activation and escalation of the recovery process, refer to the Community Driven Needs Assessment Process at Appendix 8.

Under Section 36(b) of the EM Act LGAs are responsible for managing recovery within their local government district. Therefore, the SoHC will be responsible for management of the recovery process within the local government district.

5.1 Commencement of Recovery

5.1.1. Controlling Agency

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

- liaise with the Local Recovery Coordinator appointed by the local government where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group (ISG) and Operational Area Support Group (OASG). It is recommended that where the Controlling Agency establishes both an ISG and an OASG for an emergency that a local government rationalise its officers' participation in these meetings e.g., the Local Recovery Coordinator may be best situated to attend the ISG meetings with a relevant senior manager of the Chief Executive Officer attending the OASG;
- provide known or emerging impacts to the Local Recovery Coordinator and the State Recovery Coordinator, as soon as possible.
- coordinate completion of the Impact Statement prior to the transfer of responsibility for management of recovery to the affected local government(s), in accordance with [State EM Recovery Procedure 4](#), and in consultation with the ISG, all affected local governments and the State Recovery Coordinator; and

- provide risk management advice to the affected community (in consultation with the HMA).

5.1.2. Local Response/Recovery Coordination Interface

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the HMA's IC, the LRC and the LEC. However, where an agreement cannot be achieved, preference is to be given to the response requirements.

5.1.3. Impact Assessment and Operational Recovery Planning

It is essential that the LRC conduct an assessment of the recovery and restoration requirements as soon as possible after the impact of the event. An Impact Assessment should not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Hazard Management Agency;
- Welfare agencies - to identify persons in need of immediate assistance;
- LGA building inspectors and engineers;
- Insurance assessors;
- Business associations, e.g., local chamber of commerce;
- Recovery Needs Assessment and Support Survey Form.

Following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRCG.

The operational recovery plan should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community.

Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. The suggested composition found at Appendix 9 is a guide to those elements that should be included, although it is not intended to be prescriptive.

5.2. Welfare and Health Services

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the emergency. Recovery activities are directed at

providing 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 documents provide detailed information:

Local Welfare Emergency Management Support Plan;

- State Support Plan – Emergency Welfare (Interim);
- State Health Emergency Response Plan.

5.3. Recovery Information Centre

A Recovery Information Centre/ One-Stop-Shop will be established when required, by the LRCG to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the One-Stop-Shop will be disseminated to the community when it has been established. The centre may include representatives from all the recovery service providers relevant to the event, e.g. government agencies, health and welfare services, small business, tourism industry, and primary producer associations.

The One-Stop-Shop may be established at a welfare centre, in the RCC or in an identified SoHC building (e.g., library or Civic Hall).

NOTE: The availability of interpreters should be a consideration when planning a one-stop-shop in the Halls Creek LGA. Contact should be made in every instance with the Kimberley Language Resource centre.

5.4. Public Information

Public information is an important function within the recovery process and is the role of the Local Government. The SoHC will lead community recovery by keeping the community informed of the recovery effort.

5.5. Communication Policy

In the management of media relations, the LRCG must seek guidance from the HMA and the Shire of Halls Creek CEO.

If an emergency arises, a communication strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the LRCG in collaboration with the President and CEO of the Shire of Halls Creek.

Both internal and external information will be directed by the strategy, which will ensure alignment with the LRCG response objectives and with the SoHC Communication Policy.

A well-managed and coordinated response will ensure the following occurs:

- Stakeholders are arranged in order of priority and addressed accordingly;
- Communication is facilitated only by those authorised to do so;
- Information released is confirmed and accurate; Communication is regular and takes into account sensitivities.

5.5.1. Communication Materials

Communication tools are included at Appendix 10.

5.5.2. Communication Principles

In an emergency, communication with the affected community must adhere to the following principles:

- Timeliness - regularly updating stakeholders on the situation;
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders;
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed; Transparency - remaining honest and open about the situation and the response progress;
- Simplicity - ensuring communication is easily understood and consistent;
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information;
- Accountability - accepting responsibility if appropriate and reasonable.

5.6. State Level Assistance

Determination of State Level Assistance

The level of state involvement in recovery will be determined after consideration of the emergency's recovery needs. This may lead to the engagement of the State Recovery Coordinator, establishment of a State Recovery Coordination Group and/ or the appointment of a State Recovery Controller, as detailed in [State EM Plan](#) sections 6.6 and 6.7. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6. STAND DOWN - RECOGNISING THE END OF RECOVERY

The LRC will stand down the LRCG when they are no longer required. As recovery is sometimes a protracted process, there may be a need to keep the LRCG as an operational committee for several months even years post event. It is important that the committee identifies when recovery is completed as far as is reasonable.

6.1 Debriefing and Post Operations Reports

Briefings and debriefings are an important means of ensuring correct and up-to-date information, along with being a means to check on staff and volunteer welfare.

6.2 Transitioning to Mainstream Services

The planning process for the transition from a full-scale recovery operation, back to the usual level of government involvement in a community, needs to commence very early in the recovery journey. This allows roles and functions to return to normal as quickly as possible without leaving the community feeling abandoned or creating expectations of ongoing government services that cannot be maintained. Systems and processes implemented to facilitate recovery require flexibility to adapt to evolving circumstances and should be implemented in a way that helps affected communities to build capacity to manage their own longer-term recovery, rather than creating dependencies on new and temporary arrangements.

Clear terms of reference enable the Local Recovery Coordination Group, subcommittees and other governance bodies to determine whether they have fulfilled their designated function and are able to disband. Recovery activities which are implemented as programs or projects will have defined budgets, deliverables and timeframes which clarify expectations for the community. Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

6.3 Evaluation of Recovery

The evaluation of recovery activities is essential to maximise lessons learnt and identify where improvements can be made.

The evaluation can involve:

- community and stakeholder surveys;
- interviews;
- workshops; and
- assessment of key project outcomes.

Completing an evaluation of the effectiveness of recovery activities by the Local Recovery Coordinator, in conjunction with the local government, within 12 months of the event is recommended; and a copy provided to the State Recovery Coordinator and the SEMC.

This section has been left blank intentionally.

7. TESTING EXERCISING & REVIEWING PLAN

7.1 Testing & Exercising

Testing and exercising are essential to ensure that emergency management arrangements are workable and effective. Testing and exercising are important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation. In addition, State Emergency Management Preparedness Policy 4.8 *Exercising* states that emergency management must be risk and capability based. State Emergency Management Preparedness Procedure 3.19 Exercise Management outlines how capability-based exercising is to be undertaken.

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

Exercising the emergency management arrangements will allow the LEMC to:

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

7.2 Frequency of Exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

7.3 Types of Exercises

Some examples of exercise types includes:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;

- operating procedures of an Emergency Coordinator Centre; or
- locating and activating resources on the Emergency Resources Register.

7.4 Reporting of Exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

7.5 Review of these Arrangements

This Plan will be reviewed every five (5) years, after an exercise, after an emergency where all or any part of this Plan are utilised or where changes are required for other reasons. The LRC is responsible for ensuring the review of this Plan occurs.

8. REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) 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](#)). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes;
- whenever, the local government considers it appropriate.

Appendix 1. Resource Register

Item	Location	No of Items
LIGHT COMMERCIAL 2 & 4WD VEHICLES (LANDCRUISER, PRADO, HILUX)	SOHC Depot & other	Approx 25
KUBOTA M100GX 100HP CAB TRACTOR	SOHC Depot	1
KUBOTA F3690 OUTFRONT MOWER	SOHC Depot	1
CAT D7R TRACK TYPE TRACTOR 2013 (NOT LICENSED)	SOHC Depot	1
CAT 972K WHEEL LOADER 2012 (NOT LICENSED)	SOHC Depot	1
CAT CS76 SMOOTH DRUM VIBE ROLLER	SOHC Depot	4
CAT 120M MOTOR GRADER	SOHC Depot	1
CAT 140M MOTOR GRADER	SOHC Depot	1
CAT 950H WHEEL LOADER 2015	SOHC Depot	1
HINO 2-AXLE SERVICE TRUCK	SOHC Depot	1
KENWTH T608 PRIME MOVER	SOHC Depot	1
KARINGAL 40' 4-MAN ACCOM UNIT W/48' TANDEM DROP DECK TRLR	SOHC Depot	2
33000LTR FUEL POD #2 SITEBASED	SOHC Depot	1
HAULMR 30000LT 3-AXLE WATER TANKER	SOHC Depot	1
4P ACCOMM 40'NO ENSUIRE W/45' 1-AXLE TRAILER	SOHC Depot	1
HAULMR 3/AXLE SIDE TIPPING TRAILERS	SOHC Depot	5
JETWAVE EXPLORERE G2 PETROL HOT WTR IGX390 3600PSI	SOHC Depot	1
4P ACCOMM 40' SHARED ENSUITE W/45' 3-AXLE TRLR	SOHC Depot	1
40' KITCHEN/DINER UNIT (1TLO007)	SOHC Depot	1
40' DINING/ ACTIVITY ROOM UNIT W/40' SKEL TRLR	SOHC Depot	1
20' ABLUTION - LAUNDRY ON 3-AXLE A TRLR	SOHC Depot	1
09/10 HEAVY DUTY PRESSURE WASHER	SOHC Depot	1
KENWT 3-AXLE T610SAR PRIME MOVER	SOHC Depot	2
TRAILER - SIGNS	SOHC Depot	1
HINO 500S 1728 LONG AUTO D/STEER GARBAGE TRUCK	SOHC Depot	1
KUBOTA TRACTOR M4900	SOHC Depot	1
STREET SWEEPER HINO ROSMECH	SOHC Depot	1
HINO RUBBISH TRUCK FG1628	SOHC Depot	1
DIESEL DRIVEN PORTABLE GENERATOR - KUBOTA	SOHC Depot	1
22 KVA GENERATORS	SOHC Depot	4
220 KVA GENERATOR	SOHC Depot	1
8 INCH PUMPS	SOHC Depot	4

SOHC Depot – 10 Bedford Street, Halls Creek

Appendix 2. Local Recovery Coordinator Aide Memoire

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the [Local Recovery Coordination Group](#) (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the [Local Recovery Plan](#) in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify at risk groups within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group (ISG) and Operational Area Support Group meetings;
- Ensure local government actively participates in ISG meetings and provides advice to the HMA and Supporting Organisations relating to the LEMA;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the [Impact Statement](#) prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State

Emergency Management Committee

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g., environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Department of Water and Environmental Regulation;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#); State Recovery Cadre; [Disaster Recovery Funding Arrangements Western Australia](#); Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES); and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth)

Appendix 3. Local Recovery Coordinator Action Checklist

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan .	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify at risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	

Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	

Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

Appendix 4. Local Recovery Coordination Group Aide Memoire

ROLE

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

FUNCTIONS

- Assess the [Impact Statement](#) for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. [Impact Statement](#), Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the [Lord Mayor's Distress Relief Fund](#) if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific [Operational Recovery Plan](#) which allows full community participation and access, as well as:
 - taking account of the local government's long term planning and goals; and
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing [Local Recovery Plan](#) is reviewed and amended after an event in which the [Local Recovery Plan](#) was implemented.

Appendix 5. Local Recovery Coordination Group Action Checklist

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for at risk groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	

Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

Appendix 6. Organisational Responsibilities

Local Government

Ensure that a Local Recovery Plan for its district is prepared, maintained and tested (s.41(4) [EM Act](#));

Appoint a Local Recovery Coordinator(s) (s.41(4) [EM Act](#));

Chair the LRCG;

Provide secretariat and administrative support to the LRCG, as required;

Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, Community Services); and

Ensure the restoration/reconstruction of services/facilities normally provided by the local government.

Department of Communities

Provide a representative to the LRCG;

Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, food provision, clothing and personal requisites, personal services, registration and reunification, financial assistance ([State EM Plan](#) section 5.5.4 and [State Support Plan - Emergency Welfare \(Interim\)](#)); and

Manage the provision of the Personal Hardship and Distress measures under DRFAWA, including counselling, emergency assistance and temporary accommodation ([State EM Plan](#) section 6.10 and DRFAWA).

Department of Primary Industries and Regional Development

Provide a representative to the LRCG;

Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies; and

Manage the provision of assistance measures to primary producers, particularly in relation to eligible financial services or reimbursements under DRFAWA ([State EM Plan](#) section 6.10 and DRFAWA).

Main Roads Western Australia

Provide a representative to the LRCG;

Assess and report on damage to State/Federal Road infrastructure that may impact on the community;

Issue of advice of roads closure/alternate transport route; and

Provide advice and support to local governments involved in reopening and restoring damaged local roads. Main Roads WA is responsible for processing all local government road infrastructure claims under WANDRRA⁴. Under the DRFAWA, DFES Disaster Recovery Funding Officers will be processing all local government road infrastructure claims directly under the DRFAWA.

Essential Services (Including Power, Telecommunications, Water and Gas Western Power/Horizon Power, Telstra, Corporation, Alinta Gas)

Provide a representative to the LRCG (co-opted as required);

Assess and report on damage to essential services and progress of restoration of services; and

Facilitate restoration of priority services as requested by the LRCG.

Commission/Business Enterprise Centre (if available)/ Small Business Development Corporation

Provide a representative to the LRCG (co-opted as required); and

Assist with the assessment of the impact of the emergency on small business;

Department of Education (Or Local School Representative)

Provide a representative to the LRCG (co-opted as required); and

Advice on issues affecting normal operation of schools, e.g., restrictions on student access or damage to school premises.

Local Health Services Provider (Department of Health or Local Health Officer)

Provide a representative to the LRCG;

Advise on health, environmental health and medical issues arising from the emergency; and

Coordinate the local health components of the recovery process.

Department of Water and Environmental Regulation

Provide advice on environmental protection, clean up and waste management.

Lord Mayor's Distress Relief Fund

Liaise with the LRCG to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies";

As required set up a local appeals committee in conjunction with the LRCG;

Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance

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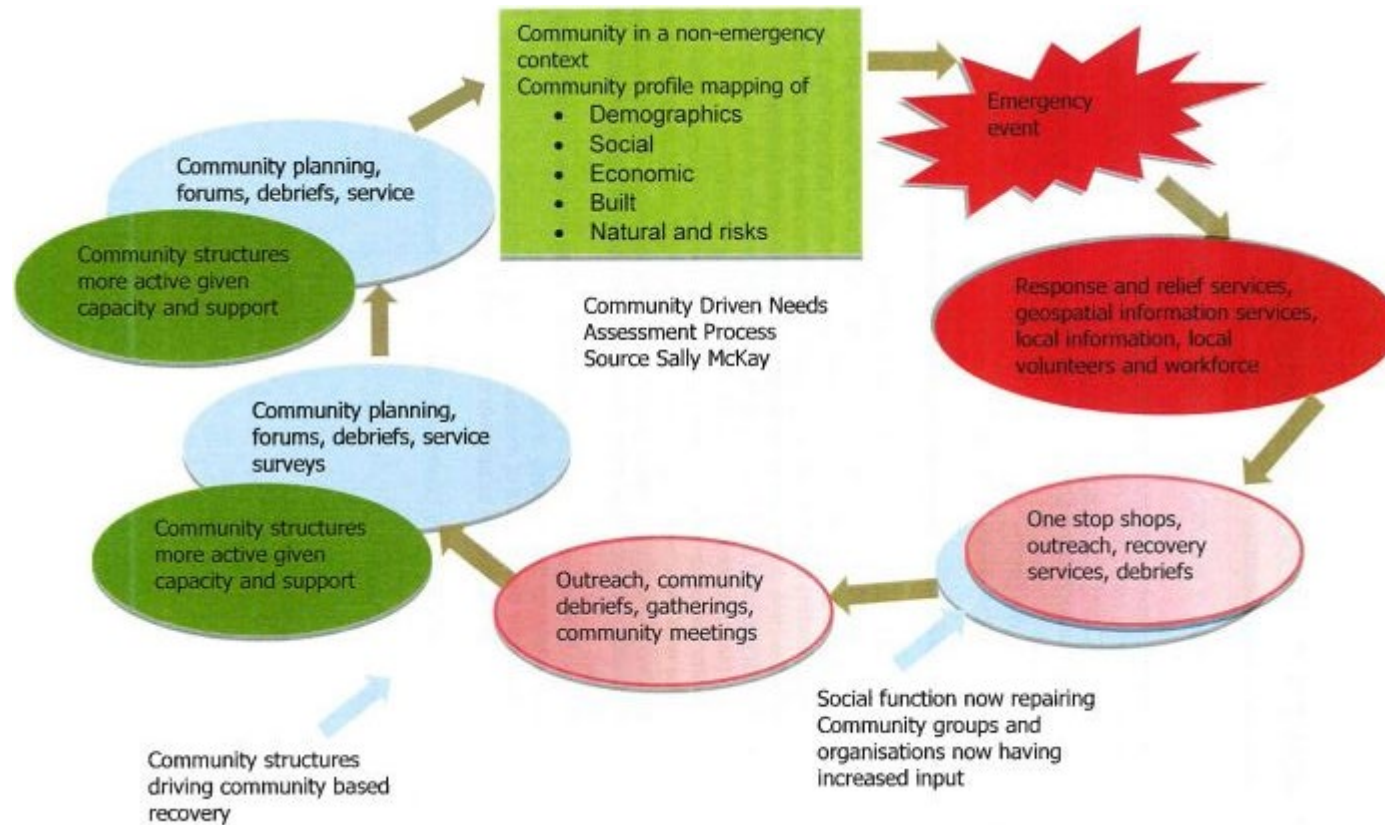
Appendix 7. Emergency Contacts Register

AGENCY	TITLE	CONTACT PERSON	DIRECT	MOBILE	EMAIL
COMMITTEE MEMBERS					
SoHC Councillors (Chair)	Deputy President	Cr Chris Loessl		0417 187 636	chrisloessl@gmail.com
SoHC Councillors	Councillor	Cr Trish McKay		0418 877 831	Patricia.mckay@education.wa.gov.au
SoHC Staff	Chief Executive Officer	Noel Mason		0439 622 291	ceo@hcshire.wa.gov.au
SoHC Staff	Director Corporate Services	Lloyd Barton		0438 419 477	dcs@hcshire.wa.gov.au
SoHC Staff	Director Assets	Jackie Parker		0420 903 079	da@hcshire.wa.gov.au
SoHC Staff	Director Health & Regulatory Services (or proxy)	Musa Mono		0409 427 866	dhrs@hcshire.wa.gov.au
SoHC Staff	Project Manager	Alex le Bron		0499 337 557	pm@hcshire.wa.gov.au
SoHC After Hours Emergency Contact	Spinifex Contracting	Spinifex Contracting		0456 689 820	
Halls Creek Police Officer in Charge (or Proxy)	OIC Snr Sgt Natalie Jackson	Natalie Jackson	9168 9777	0436 947 732	Natalie.jackson@police.wa.gov.au
Dpt. Fire & Emergency Services	District Officer - Country Operations	John Saffrey	9168 3000	0417 960 252	John.saffrey@dfes.wa.gov.au
Volunteer Fire & Emergency Services	District Officer Kimberley Remote Aboriginal Communities	Lee Vallance	9168 1370	0457 499 222	Lee.Vallance@dfes.wa.gov.au
Dept of Communities Housing	Area Manager	Audrey Terbio	9168 9352	0429 352 649	audrey.terbio@communities.wa.gov.au
	Housing & property services Officer	Josephine Hart	9168 9330		Josephine.hart@communities.wa.gov.au

Halls Creek Hospital	Acting Director of Nursing/Health Service Manager		9168 9222		HCH.DON@health.wa.gov.au
Department of Communities	Team Leader Halls Creek	Audrey Terbio		0427 386 263	Audrey.TERBIO@communities.wa.gov.au
Dept of Health–Mental Health			9166 4622	0408 678 309	
ADDITIONAL AGENCIES AND REPRESENTATIVES					
Department of Communities	District Director	Rochelle Binks	9168 0333	0428 053 731	rochelle.binks@cpfs.wa.gov.au
	Assistant Director	Justine DeCandia	9168 6180	0427 193 026	justine.decandia@cpfs.wa.gov.au
	Emergency Response	Megan Spence		0427 196 037	Megan.spence@cpfs.wa.gov.au
	Regional Recovery Officer	Alan Ingram	(08) 9158 3635	0417 587 339	Alan.Ingram@communities.wa.gov.au
Dpt. Fire & Emergency Services	Kimberley Superintendent (Broome)	Grant Pipe	9158 3200	0488 909 139	Grant.pipe@dfes.wa.gov.au
	District Officer – Fire	Wayne Cooke	9168 1370	0404 151 252	Wayne.cooke@dfes.wa.gov.au
	DEMA	Helen Kent	9158 3200	0409 415 256	helen.kent@dfes.wa.gov.au
Halls Creek Hospital	EK Operations Manager	Keda Bond Cc: Linda Hannig		0408 944 305 9166 4605	keda.bond@health.wa.gov.au linda.hannig@health.wa.gov.au
Police	A/OIC	Snr Sgt Natalie Jackson	9168 9777	0436 947 732	Natalie.jackson@police.wa.gov.au
	Warmun Police	Jesse Bill	9167 8437	0439 020 369 or 0429 929 977	Jesse.bill@police.wa.gov.au
	Balgo Police		9115 8130		balgo.policestation@police.wa.gov.au
	Regional Inspector	Gary Lewis		0434 328 417	Gary.lewis@police.wa.gov.au
Main Roads Kimberley Region Central and Northern Regions	Acting Operations Manager	Neville Walters		0429 103 723	neville.walters@mainroads.wa.gov.au
Horizon Power	Retail &Community Manager	Tara Stigwood	9166 4713	0431 113 026	tara.stigwood@horizonpower.com.au

	Health & Safety Advisor - Kimberley	Gary Chard	9192 9907	0400 997 173	Garry.Chard@horizonpower.com.au
Halls Creek Mining (Pantoro)	HSET & ER Coordinator	Andrew Bowler		0411 015 152	andrew.bowler@pantoro.com.au
Northern Minerals Mine	Chief Operating Officer	Robin Jones	9481 2344	0432 685 958	rjones@northernminerals.com.au
Northern Minerals Mine		Eben van Rooyen			evanrooyen@northernminerals.com.au
Northern Minerals Mine		Paul McCormick			pmccormick@northernminerals.com.au
Nicholson Mine	Managing Director	Paul Cmrlec		0428 946 533	paul.cmrlec@pantoro.com.au
	Operations Director	Scott Huffadine		0437 604 775	scott.huffadine@pantoro.com.au
	Registered Manager	Tom de Vries		0408 453 256	tom.devries@pantoro.com.au
Kimberley Aboriginal Medical Service - Balgo/Mulan/Billiluna	Manager	Steve Isbister			balgomanager@kamsc.org.au
Wirrimanu Aboriginal Corporation	Chief Executive Officer	Warren Bretag		0427 877 786	CEO@wirrimanu.org.au
Halls Creek High School	Principal	Carrie McCormack		0427 772 804	carrie.mccormack@education.wa.edu
Yura Yungi	CEO	Brenda Garstone	9168 6266	0427 081 330	ceo@yyms.org.au
Wunan	Manager	Elizabeth Cox	9168 5122	0418 753 212	Elizabeth.cox@wunan.org.au
	CEO	Prue Jenkins			ceo@wunan.org.au
Airport	Manager	Aaron Thomas		0437 170 368	hairport@amsaustralia.com
Warmun					warmunceo@warmun.org.au
DBCA Parkes & Wildlife		Natalie Lees	9168 4216		Natalie.lees@dbca.wa.gov.au
Vision Power				0400 059 0900	
Rescue Coord Centre	Aust Search & Rescue		1800 815 257		
RFDS	Perth		1800 625 800		
	Derby		9191 0200		
SES Assistance			132 500		
Burralluba Yura Ngurra Hostel	Co-ordinator	Craig Walker	(08) 9168 6783	0400 081 225	
		Kelly McIntyre			Kelly.Mcintyre@communities.wa.gov.au
Indigenous Service Officer - Centrelink		Lexie Trancollino		0407 028 689	lexie.trancollino@servicesaustralia.gov.au
Halls Creek Remote Service Centre - Centrelink	Service Centre Manager	Tianee Stanley	(08) 93 920 046	0400 084 556	tianee.stanley@servicesaustralia.gov.au
Department of Justice	Acting Team Leader	Ashlee MacQuarrie	9158 3800		ashlee.macquarrie@justice.wa.gov.au

Appendix 8. Community driven needs assessment process



Appendix 9. Operational Recovery Plan – Template

The following template should be used as a **guide only** (some headings and suggested inclusions may be more relevant to your community and your area) to assist local governments to prepare their own area specific Operational Recovery Plan.

OPERATIONAL RECOVERY PLAN

(Name of community) Local Recovery Coordination Group

Operational Recovery Plan Emergency: (type and location) **Date of Emergency:**

Section 1 Introduction

- Background on the nature of the emergency or incident;
- Aim or purpose of the plan; and
- Authority for plan.

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Impact Statement
- Estimates of costs of damage;
- Temporary accommodation requirements (includes details of evacuation centres);
- Additional personnel requirements (general and specialist);
- Human services (personal and psychological support) requirements; and
- Other health issues (e.g., fatigue management).

Section 3 Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process;
- Details the inter-agency relationships and responsibilities; and
- 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;
- Redevelopment Plans (includes mitigation proposals);
- Reconstruction restoration programme and priorities, (including estimated timeframes);
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies;
- Includes the local government program for community services restoration'

- Financial arrangements (assistance programs such as the [Disaster Recovery Funding Arrangements Western Australia](#), insurance, [Lord Mayor's Distress Relief Fund](#), public appeals and donations); and
- Public information dissemination.

Section 5 Administrative Arrangements

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

Section 6 Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordination Group

Date:

Appendix 10. Communication Tools

1. Key Messages

The following are samples only of key messages that may be considered for use:

Key message 1:

Our primary concern continues to be the wellbeing of the people in our community. On behalf of the Shire of Halls Creek to all affected by the incident. Shire of Halls Creek, together with <insert relevant organisations> are doing everything possible to care for the families/employees/communities impacted.

Consider the following information:

- Financial support provided
- Counselling support provided
- The Shire of Halls Creek immediate priority will continue to be to support affected employees/families/communities
- Family visits, community debriefs and other actions taken.
- Next stages - what is known.

Key message 2:

Shire of Halls Creek is cooperating in investigations of <insert relevant> to avoid reoccurrence of the incident. There will be a full investigation into the incident and we will provide whatever assistance we can to investigators.

- The review will be headed by <insert name and organisation>
- Our review will focus on operational and emergency response issues
- The results are expected to be released <insert timeframe>
- Our priority is to avoid reoccurrence of the incident and reduction of impacts on <insert relevant stakeholders>
- Timeframe for specific information to be confirmed and released
- Describe next steps - positives for the local government's future.

2. Developing Key Messages

Key Message 1:

Our primary concern continues to be the wellbeing of the people in our community

- Express sympathy on behalf of the Shire of Halls Creek to all affected by the incident;
- The Shire of Halls Creek together with (insert relevant organisations) are doing everything possible to care for the families/employees/community;
- Financial support provided; Counselling support provided; The Shire's immediate priority will continue to be to support the affected employees/families/communities;
- Family visits, community debriefs and other actions taken;
- Next stages, what is known.

Key Message 2:

All efforts are being focused on containing and controlling the incident, reducing further impacts.

- Evacuation process, if undertaken;
- Secured areas/road closures;
- Assessment of damage to area/infrastructure;
- Actions being taken to manage the incident;
- Investigations being undertaken or planned;
- Businesses closed/ re-opening;
- Known facts of the incident and its effects.

Key Message 3:

The Shire of Halls Creek is cooperating in investigations of (insert relevant) to avoid reoccurrence of the incident.

- There will be a full investigation into the incident and we will provide whatever assistance we can to investigators;
- The review will be headed by (insert name and organisation); Our review will focus on operational and emergency response issues;
- The results are expected to be released (insert timeframe);
- Our priority is to avoid reoccurrence of the incident and reduction of impacts on (insert relevant stakeholders);
- Timeframe for specific information to be confirmed and released;
- Describe next steps – positives for Shire's future.

3. Writing a Media Release

Media Release (1 page) Attn: <insert name of media contact>

Time: <insert time>

Date: <insert date>

Headline:

Structuring a media release:

- What do you want to say? Try and summarise it in one short statement before you start to expand or develop your ideas;
- Ask yourself what is the most important information for the intended audience and prioritise this;
- Write only about the confirmed facts;
- Write short sentences. Ideally don't have more than two sentences to a paragraph;
- Provide as much Contact information as possible, at the end of the release;
- Ensure that you answer the Five Golden Rules: (who, what, where, when, why?);
- Use the 'pyramid' approach to writing your release:

Style and language:

- Make sure the first sentence release is effective, as this is most important;
- Avoid excessive use of adjectives, keep language simple;
- Include a quote from a person, identifying the person by name and title and putting the comments in quotation marks;
- Finally, ensure that the release undergoes a proof and edit and that sign off authority is obtained.

Appendix 11. Potential Recovery Governance Structure

