SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Local Recovery Plan 2024





1971 Irwin River Flood

Disclaimer

Every effort has been made to ensure that information and guidance contained in this framework is appropriate for consideration and implementation by Local Governments. The information and guidance contained herein is provided in good faith and based on sources believed to be reliable and accurate at the time of the preparation and publication of this document.

The Authors and their respective officers, employees and agents do not accept legal liability or responsibility for the content of the framework; nor do the Authors accept responsibility for any consequential loss or damage arising from its application, use and reliance. A change in circumstances occurring after the initial preparation and production of this framework by the Authors and its respective officers, employees and agents may impact upon the accuracy and relevance of this framework and the information contained therein. The Local Recovery Plan and any recommendations, advice or information contained herein does not constitute legal advice, please seek advice prior to acting on the information and guidance detailed in this document. Furthermore prior to taking any action the Local Governments' Local Recovery Coordinating Group is required to consider whether the plan, actions, advice and information is appropriate, based on their circumstance(s) and within the legal framework.

Background

This Local Recovery Plan has been prepared in conjunction with the SEMC's Local Recovery Guidelines. This Local Recovery Plan is a sub-plan of the Shire of Irwin LEMC Local Emergency Management Arrangements and as such needs to be read in conjunction with those Arrangements.

Ownership, Approval and Control

These arrangements have been produced and issued under the authority of section 41(4) of the Emergency Management Act 2005, endorsed by the Shire of Irwin Local Emergency Management Committee (LEMC), and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

	Name	Title	Signature	Date
Owner	CEO Irwin Shire	Local Recovery Coordinator		
Approved by	S. Ivers	Chief Executive Officer		
Document controller and review authority	S. Stubbs	Community Emergency Services Manager		

Record of Amendment

Proposals for the amendment or addition to this document should be forwarded to the Chair of the Shire of Irwin Local Emergency Management Committee, Shire of Irwin, PMB 21, Dongara WA 6525 or alternatively you may email to: reception@irwin.wa.gov.au

Amendment		Details of Amendment	Amended by	Date
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2	**May 2017**	**Review & Update**	**K. Pollitt**	
3	**June 2017**	**Review**	**J.Tyson - OEM**	
4	**June 2020**	**Review & Update**	**CESM**	
5	**2024**	**Original (5 Year Review)**	**CESM**	

Distribution List

Organisation	Number of copies
LEMC Committee	1
WA Police, Dongara	1
Department of Communities, Geraldton	1
Western Australia Country Health Services	1
DFES Regional Office, Geraldton	1
Shire of Irwin Administration Office	1
State Emergency Management Committee	1
District Emergency management Committee	1

The distribution list is included to enable amendments to be distributed at later dates.

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General acronyms

ACRONYM	TERM IN FULL
AWARE	All West Australians Reducing Emergencies
CA	Controlling Agency
DoC	Department of Communities (formerly Child Protection and Family Support)
DFES	Department of Fire and Emergency Services
DEMC	District Emergency Management Committee
DRFA-WA	Disaster Recovery Funding Arrangements – Western Australia (formerly WANDRRA)
EM Act	Emergency Management Act 2005
EM	Emergency Management
EMA	Emergency Management Australia
HMA	Hazard Management Agency
ISG	Incident Support Group
LMDRF	Lord Mayor's Distress Relief Fund
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OIC	Officer In charge
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SRC	State Recovery Coordinator
SRS	State Recovery Subcommittee
WAPOL	Western Australia Police

PART ONE: INTRODUCTION

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

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

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

- **Emergency Management Act 2005**
- **State Emergency Management Plan 2023**
- **State Emergency Management Policy 2023**
- **State Emergency Management Procedures 2022**
- **Shire of Irwin Local Emergency Management Arrangements 2024**

1.1 AUTHORITY

This Local Recovery Plan has been prepared in accordance with the requirements of Section 41(4) of the Emergency Management Act 2005 as a sub plan to the Shire of Irwin Local Emergency Management Arrangements and endorsed by the LEMC. The plan has been consulted with Council members and stakeholders, and has been tabled for information and comment at the Midwest Gascoyne District Emergency Management Committee.

1.2 PURPOSE

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

1.3 OBJECTIVES

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Irwin,
- 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 management,
- Provide a framework for recovery operations,

- Ensure effective and coordinated management of recovery operations within the Shire of Irwin,
- Ensure the plan complies with State emergency management arrangements,
- Identify the roles and responsibilities of HMAs, emergency services, support organisations and Shire of Irwin staff whilst promoting effective liaison between all organisations, and
- Ensure community engagement throughout recovery management.

1.4 SCOPE

The scope of the Plan is limited to and includes:

- The geographical boundaries of the Shire of Irwin,
- Local Emergency Management Arrangements,
- Existing legislation, plans and Local Laws,
- Statutory or agreed responsibilities,
- Relevant Shire of Irwin supporting documents and plans, and
- Involvement of the affected community in recovery management.

PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents and arrangements are related to this Plan:

2.1 EXISTING PLANS AND ARRANGEMENTS

Document	Owner	Date	Location
Shire of Irwin Local Emergency Management Arrangements	Shire of Irwin	2024	Shire of Irwin Administration
Emergency Relief and Support - State Support Plan	Department of Communities	2023	www.communities.wa.gov.au
Bush Fire Response Plan	Shire of Irwin	2018	Shire of Irwin Administration

2.2 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

The following agreements (Memorandum of Understanding) are in place between Shire of Irwin and other local governments, organisation or industries in relation to the provision of additional resources in recovery management.

Parties to these agreements	Name of Agreement	Summary of Agreement
Shires of Chapman Valley, Coorow, Carnamah, Greenough, Irwin, Mingenew, Mullewa, Northampton, City of Greater Geraldton	Local Emergency Relief and Support Plan	Plan can be activated for hazards defined under the WA State Hazard Plan.

2.3 SPECIAL CONSIDERATIONS

Subject to the immediacy and geographical impact of a disaster, the following entities may require extraordinary consideration in the planning of recovery activities:

- Dongara District High School – Department of Education, and
- Dongara Medical Centre – Department of Health.

PART THREE: RESOURCES

The Local Recovery Coordinator (LRC) is responsible for the determination of resources required for recovery activities, based on the Comprehensive Impact Assessment. This determination is made in consultation with the Local Recovery Coordinating Group (LRCG) and support organisations, during the initial stages of the recovery process. Shire of Irwin resources and community resources are noted in the 'Resource and Contact Register' which is a support document to the Local Emergency Management Arrangements. If the LRCG is convened, the LRC will continue to assess requirements for the restoration of services and facilities including determination of the resources required for the recovery process. The LRCG will source and coordinate external and internal resources, including the provision of Shire staff.

Annex A: Emergency Contacts and Resource Directory

3.1 LOCAL GOVERNMENT STAFF

Once the LRCG has been activated, all staffing matters will be coordinated by the LRC including the rostering of staff, attendance monitoring (time sheets), OH&S etc., in accordance with the Shire of Irwin Recovery Management Policy.

3.2 LOCAL VOLUNTEER COORDINATION

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

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

Annex B: Volunteer Registration

3.3 LOCAL RECOVERY COORDINATION CENTRE

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

Identification of a designated location for a Recovery Coordination Centre is a pre-requisite of recovery management. Each Local Government will provide administrative support for their Recovery Coordination Centre.

The Local Recovery Coordination Centre will be located at the Shire of Irwin Council Chambers, if this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and publicise the location and contact numbers after it has been relocated.

Centre Name	Address	Contacts
Shire of Irwin Council Chambers	Waldeck Street, Dongara	Administration Phone: 08 9927 0000 Fax: 08 9927 1453 reception@irwin.wa.gov.au

3.4 RECOVERY INFORMATION CENTRE / ONE-STOP- SHOP

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

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

Centre Name	Address	Contacts
Community Resource Centre	11 Moreton Terrace DONGARA WA 6525	Phone: 08 9927 2111 Fax: 08 9927 1972 crcdongara@bigpond.com
Shire of Irwin Recreation Centre	Ridley St Port Denison	Administration Phone: 08 9927 0000 Fax: 08 9927 1453 reception@irwin.wa.gov.au

3.5 FINANCIAL ARRANGEMENTS

The Shire of Irwin will utilise the following with regard to financial arrangements for recovery where required:

- Use of s6.8(1) and s6.11(2) of the Local Government Act 1995 with respect to expenditure of funds not included in the annual budget,
- Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides exemption for council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves, and
- Use of s6.20(2) of Local Government Act 1995 enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of council.

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

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

(Refer to State Emergency Management Recovery Procedures for more information)

3.6 FINANCIAL MANAGEMENT

Financial management is a key aspect in providing support to a recovery plan and there should be a strategy to ensure successful implementation of recovery programs ensuring adequate and timely expenditure of funds.

Financial Management Arrangements needs to include the following:

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

3.7 DONATIONS OF CASH

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

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

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

3.8 DONATIONS OF SERVICE AND LABOUR

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

3.9 DONATIONS OF GOODS

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

3.10 NON-GOVERNMENT ORGANISATIONS (NGOS)

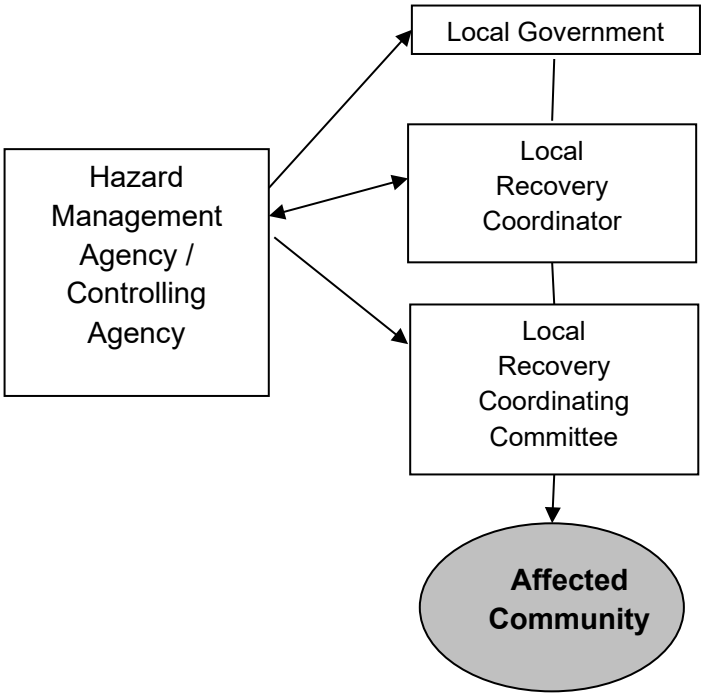
In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the LRCG to avoid duplication of effort and confusion.

PART FOUR: ROLES AND RESPONSIBILITIES

4.1 RECOVERY STRUCTURE

The structure of Local Recovery Coordinating Group should be considered dynamic, as the composition and roles within the group will change depending upon the disaster being recovered from. During the response phase of the incident, the following structure is typically adopted, until the incident transitions from Response to Recovery.

Initial Recovery Management Structure *(during response phase)*

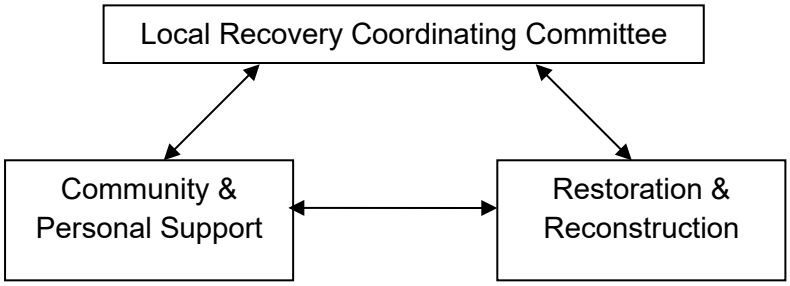


This structure sees the coordination and communication between the Hazard Management Agency (HMA) / Controlling Agency (CA), and the local government authority, including the Local Recovery Coordinator being included in the HMA / CA Incident Support Group briefings and meetings.

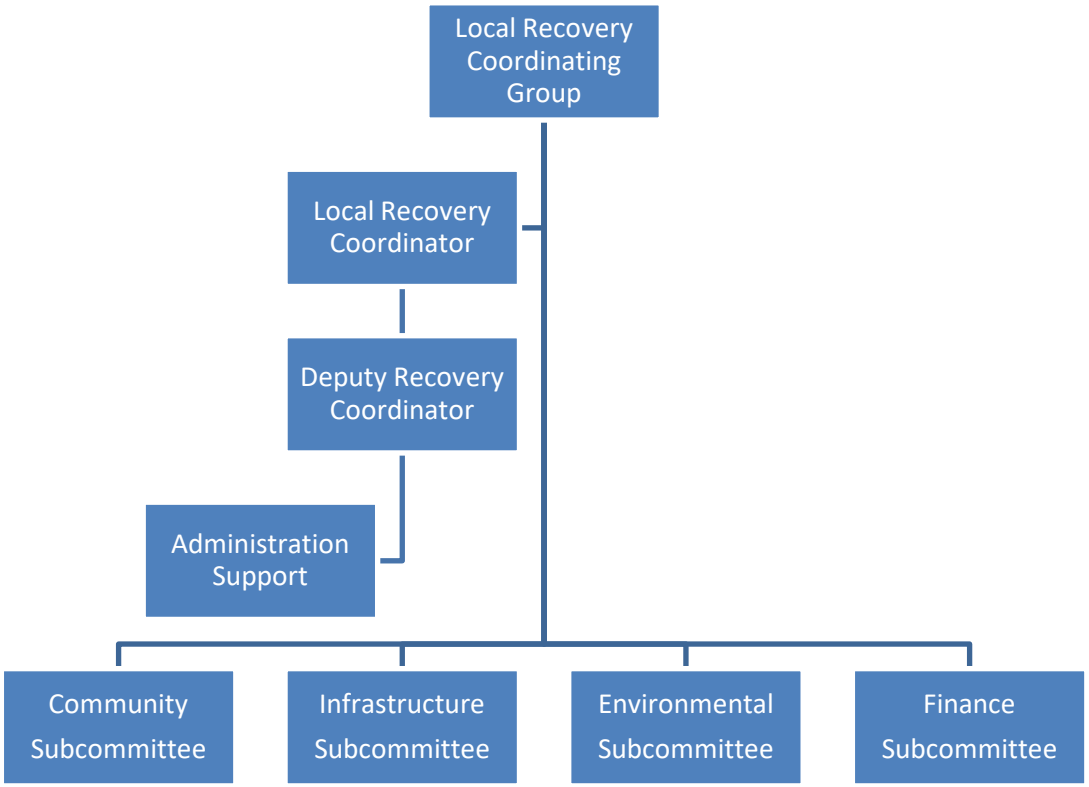
During the Recovery phase, this structure will change dependent upon the disaster, which will largely dictate required recovery actions i.e. a significant infrastructure sub-committee and associated functions may not be required for a bushfire that only affects pastoral land owners or nature reserve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

Recovery Committee Structures

(following handover from CA/HMA to Local Government)



The above diagram illustrates a basic Recovery Committee structure, which can be utilised dependent upon complexity and impact of the disaster. Within this toolkit, the below structure is applied, for which position descriptions for roles, and guidance for individual subcommittee functions is also available within the toolkit. These structures can be scaled up or back as the situation dictates.



4.2 LOCAL RECOVERY COORDINATOR

The Chief Executive Officer has been appointed as the Local Recovery Coordinator (LRC) in accordance with the Emergency Management Act 2005, S 41. (4). The Deputy Chief Executive Officer will act in the role when the primary appointee is unavailable when an emergency occurs.

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

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

Position Descriptions of the Local Recovery Coordinator, Deputy Local Recovery Coordinator and Local Recovery Coordinating Group are available at Annex D.

Annex C: Recovery Position Descriptions

4.3 THE LOCAL RECOVERY COORDINATING GROUP (LRCG)

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery processes within the community.

The LRCG comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected.

The typical composition of the group is as follows:

Executive	Core Members	Co-opted Members
Chairperson (Shire President, Shire of Irwin) Local Recovery Coordinator Secretary (normally provided by Local Government) Local Emergency Coordinator (OIC, WA Police)	Local Government Officers Hazard Management Agency Department of Health and or Environmental Health Officer Department of Communities Western Australia Police Service	Department of Primary Industries and Regional Development Department of Biodiversity, Conservation and Attractions Utilities (power, water, gas, etc.) Main Roads WA

	Community Representative/s, and if established Chairpersons of sub-committees	Department of Water and Environmental Regulation Education representative Community Groups Chamber of Commerce St John Ambulance Insurance Council representative Others as required.

The role of the LRCG is to coordinate and support local management of the recovery process within the community. Checklists for both the Local Recovery Coordinator and the Local Recovery Coordinating Group are available at Annex D. These checklists detail tasking for each entity.

Annex D: Local Recovery Coordinating Group – Organisational Responsibilities

Annex E: Local Recovery Coordinator & Local Recovery Coordinating Group - Action Checklists

4.4 LOCAL RECOVERY COORDINATING GROUP SUBCOMMITTEES (WHERE REQUIRED)

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

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

Annex F: Local Recovery Coordinating Group Sub-committee Roles

PART FIVE: COMMENCEMENT OF RECOVERY

5.1 TRANSITION FROM RESPONSE TO RECOVERY

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

To ensure that appropriate recovery activities are initiated as soon as possible after impact of the event, the Controlling Agency / Hazard Management Agency (HMA) is to ensure the LRC is notified of the event. The LRC is to liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate.

The Incident Controller is to complete and sign the Impact Statement to confirm the accuracy of the information and handover the responsibility to local government. The LRC will take over the responsibility for recovery and advise the LRCG to activate the recovery plan and related arrangements.

Annex G: Impact Statement template & guide

5.2 ACTIVATION

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

5.3 OPERATIONAL RECOVERY PLANNING

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

The following sources and agencies are involved in undertaking impact assessment encompassing the functional areas of recovery (i.e. social, infrastructure, economic and environmental disruption /or damage)

- Hazard Management Agencies
- Partner agencies – to identify persons in need of immediate assistance;
- Local government surveyors, engineers, environmental health officers, waste/sanitation, and finance staff.
- Insurance assessors.

Annex H: Operational Recovery Plan

5.4 EMERGENCY RELIEF AND SUPPORT & HEALTH SERVICES

Emergency Relief and Support is the responsibility of the Department of Communities.

The LRCG will work closely with the local office for the Department of Communities in accordance with following plans:

- State Health Emergency Response Plan
- State Emergency and Relief Plan

5.5 COMMUNICATION

It is the responsibility of the LRCG to develop an effective communication plan for recovery. Throughout the recovery process, local government is to maintain an on-going dialogue and share information with all other stakeholders and partners in the recovery process. The Shire of Irwin has a well-defined communication strategy which recognises the different means of communication with the stakeholders.

(Refer to Australian Red Cross – Design Tips for Communicating in Recovery)

The following communication methods are used at the Shire of Irwin:

• **Circulars** • **Community Meetings** • **Local Newspapers** • **ABC Local Radio** • **Social Media**	• **Email newsletters and text messaging** • **Posters or pamphlets** • **Email** • **Shire of Irwin website and Intranet**

Annex I: Recovery Actions Database

5.6 COMMUNICATION PLAN

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

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

Annex J: Communication Tools

5.7 REVIEW OF THE PLAN

Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan is to be reviewed in accordance with State Emergency Management Policy 2.5, and amended and replaced whenever the local government considers it appropriate (Emergency Management Act, 2005 section 42).

According to State Emergency Management Preparedness Procedure, Local Emergency Management Arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

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

5.8 EXERCISE

Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including the Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to Emergency Management Act, 2005 section 39 and State Emergency Management Preparedness Procedure for further information on conducting of exercises.

Exercising the arrangements during the planning process will allow the LRC & LRCG to:

- test the functionality and effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
- help educate the community about local arrangements and programs thus providing them with confidence in their local government and emergency management agencies;
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating and validating.

5.9 EVALUATION OF RECOVERY

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

The evaluation can involve:

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

GLOSSARY OF TERMS

Please see Glossary within the Local Emergency Management Arrangements.

Also refer to the Australia Institute of Disaster Resilience Glossary
https://knowledge.aidr.org.au/glossary

Local Recovery Plan

Annexures

Annex A: Emergency Contacts & Resource Directory

Please also consult the LEMA Contact List

Local Emergency Coordinator

WA Police Dongara OIC Ph: 9936 3066

Emergency Contacts Directory

HAZARD	AGENCY	TELEPHONE
Fire – DBCA Lands	Parks & Wildlife Service	9688 6000 (Jurien Bay) 0417 182 618 (Duty Officer)
Fire - Rural	DFES	000 1800 317 555 (MWG Duty Officer)
Fire – Urban	DFES	000 1800 317 555 (MWG Duty Officer)
Hazardous Materials Incident	DFES	000 1800 317 555 (MWG Duty Officer)
Energy Supply Disruption	*** Contact Network Provider or DMIRS Building & Energy Accident Reporting	1800 678 198 (DMIRS Building & Energy)
Road Transport Incident	WA Police	000 9936 3066 (Dongara)

Emergency Services Contacts

AGENCY	TELEPHONE	LOCAL OR 2ND CONTACT	ADDRESS
WA Police	000	9936 3066	Waldeck Street Dongara
Fire & Rescue Service	000	1800 317 555 (MWG Duty Officer)	Russ Street Port Denison
Dongara Town Bushfire Brigade	000	1800 317 555 (MWG Duty Officer)	Russ Street Port Denison
Irwin Bushfire Brigade	000	1800 317 555 (MWG Duty Officer)	Morgan Lane Irwin
Ambulance	000		Blenheim Road Port Denison
Marine Rescue	000		Point Leander Drive Port Denison

Shire of Irwin Bush Fire Brigades

Position	Primary Contact
Chief Bush Fire Control Officer	9927 0000
Deputy Chief Bush Fire Control Officer	9927 0000
Community Emergency Services Manager	9927 0000

State Government Agencies & Utilities

Agency	Telephone	Address
Australian Border Force	(08) 9965 7200	Customs House 7 Francis St Geraldton WA 6530
Bureau of Meteorology	(08) 9923 3671	PO Box 2751 Geraldton WA 6531
DBCA	(08) 9688 6000	Bashford St Jurien Bay WA 6516
DFES	(08) 99566000	1 Vulcan Way Wonthella 6531
Dept. Primary Industries and Regional Development	(08) 9956 8535	20 Gregory Street Geraldton WA 6530
Dept. Communities	(08) 9965 9500	45 Cathedral Avenue Geraldton WA 6530
Dept. Justice	(08) 9923 6524	Geraldton Prison Edward Road Narngulu WA 6532
Dept. Education	(08) 9956 1600	45 Cathedral Avenue Geraldton WA 6530
Dept. Planning, Lands and Heritage	(08) 9920 6904 – Land (08) 9920 9606 - Heritage	45 Cathedral Ave Geraldton WA 6530
Dept. Water and Environment Regulation	(08) 9964 7411	94 Sanford Street Geraldton WA 6530
Dept. Social Services	(08) 9921 9925	Forrest St & Chapman Rd Geraldton WA 6530
Insurance Commission of Western Australia	(08) 9264 3333	219-221 St Georges Tce Perth WA 6000
Insurance Council of Australia	1300 728 228	Level 4, 56 Pitt St Sydney NSW 2000
Midwest Ports	(08) 9964 0520	298 Marine Tce Geraldton WA 6530
Main Roads WA	(08) 9956 1201	Eastward Rd Geraldton WA 6531
St John Ambulance	(08) 9938 0930	17 Eaton Pl Wonthella WA 6530
Telstra	(08) 9920 0010	54 Sanford St Geraldton WA 6530

Agency	Telephone	Address
Water Corporation	13 13 75	45 Cathedral Avenue Geraldton WA 6530
Western Power	13 10 87	350 Eighth St Geraldton WA 6530
WALGA	(08) 9213 2000	170 Railway Parade, West Leederville, WA, 6007

Hospitals

Agency	Telephone	Address
Geraldton Hospital	08) 9956 2222	51-85 Shenton St, Geraldton WA 6530
St John of God Hospital	(08) 9965 8888	12 Hermitage St Geraldton WA 6530
Dongara – Port Denison Health Centre (Hospital)	(08) 9927 0200	Blenheim Rd Port Denison WA 6525

Vulnerable Communities

Agency	Telephone	Address
Dongara Medical Centre (Dr's Surgery)	(08) 9927 2907	Point Leander Dr Dongara WA 6525
Dongara – Port Denison Health Centre (Hospital)	(08) 9927 0200	Blenheim Rd Port Denison WA 6525
Port Denison Retirement Village	(08) 9927 0000	225 Ocean Dr Port Denison WA 6525
		119 Point Leander Dr Port Denison WA 6525
Independent Living Units	(08) 9927 0000	2 Henry Rd Port Denison WA 6525

Media Contacts

Agency	Telephone	Address
ABC Midwest	(08) 9923 4111	245/247 Marine Terrace, Geraldton WA 6530
GWN	(08) 9921 4422	282 Foreshore Dr Geraldton WA 6530
WIN	(08) 6216 5216	Shop 1, 359 Oxford St Mt Hawthorn WA 6016
Geraldton Guardian Midwest Times	(08) 9956 1000	72 Chapman Rd Geraldton WA 6530

Shire of Irwin Senior Officer Contact Details

POSITION	NAME
Shire President	Mark Leonard
Chief Executive Officer	Shane Ivers
Community Emergency Services Manager	Shannon Stubbs

Shire of Irwin Plant List

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Dozer – Caterpillar, tracked	D4H	1
Grader - Caterpillar	12M	1
Telehandler – JCB		1
Loader – Caterpillar, Possi-Track	226D	1
Loader – Cat, wheeled	950	1
Roller – Bomag, multi-tyred	BW25RH	1
Roller- Steele CAT	CS64B	1
Truck – Isuzu, tipper	NQRBC 3 Tonne	2
Truck – UD, Prime Mover	GW26	2
Truck – Hino, Prime Mover	SS1EKLG	1
Freightliner- Semi prime mover	Cascadia 126	1
Trailer - Side Tipper		4
Trailer – Drop Deck, low loader		2
Pump Trailers	Custom Made	2
Tri-axle Semi water Tanker		1
Signs Trailer		2
Mobile variable message board		1
Mobile traffic lights		1
Fuel Storage – Shire Depot		1
Fuel Tank on Ute (Capability)		2

Religious Buildings

DENOMINATION	ADDRESS	TELEPHONE
Anglican	Church St Dongara WA 6525	(08) 9927 2107
Catholic	Point Leander Dr Port Denison WA 6525	(08) 9927 1451
Uniting	Church St Dongara WA 6525	(08) 9927 1009

Animal Shelters, and Veterinary Clinics

NAME	ADDRESS	TELEPHONE
Geraldton Dog Rescue		0400 219 719
Dongara Veterinary Hospital	29 Hunts Road Dongara WA 6525	(08) 9927 1329 0428 966 163 (Emergencies Only)
Chapman Animal Hospital	74 North West Coastal Highway Geraldton WA 6530	(08) 9964 2828 0448 380 008 (Emergencies Only)
Midwest Vet Centre	117 Cathedral Avenue Geraldton WA 6530	(08) 9964 3671 0407 471 933 (Emergencies Only)

Hire Equipment

NAME	ADDRESS	TELEPHONE
Dongara Drilling & Electrical	Lot 30228 Brand Hwy Dongara WA 6525	(08) 9927 1215
Kennards Hire	Geraldton WA 6530	
Coates Hire	Lot 65 North West Coastal Hwy Geraldton WA 6530	(08) 9921 9050

Bus Hire, and Taxi Services

NAME	ADDRESS	TELEPHONE
Hertz	279 Place Rd Webberton WA 6530	(08) 9965 2844
Buswest		(08) 9923 2225
Dongara Taxi Service		(08) 9927 1555

Earthmoving & Machinery Hire

NAME	ADDRESS	TELEPHONE
Geraldton Cranes & Haulage	26 Boyd St Geraldton WA 6530	(08) 9921 6477
Boom Logistics	82 Flores Rd Geraldton WA 6530	(08) 9921 1177
Dongara Midwest Cranes	Bailey St Dongara WA 6525	(08) 9927 1096 0418 939 516 – Peter Dawson
Centrals Earthmoving	222 Goulds Rd Narngulu WA 6532	(08) 9965 6565 0459 301 851 – Miles Obst
Red Dust Holdings	62 Edward Rd Geraldton WA 6530	(08) 9965 4891
Lenane Holdings		(08) 9923 3900
Mid Coast Civil		(08) 9927 1001 0408 931 561 – Peter Vermeer

Waste Removal

NAME	ADDRESS	TELEPHONE
Dongara Midwest Waste	212 St Dominics Rd Dongara WA 6525	0409 568 869
Veolia Environmental Services	15 Landfill Lane Geraldton WA 6530	(08) 9938 9900
Freemans Liquid Waste Removals		0419 915 109
ToxFree Waste Services		(08) 9938 1196

Welfare (Meals, and Accommodation)

NAME	ADDRESS	TELEPHONE
IGA Supermarket	Moreton Tce Dongara WA 6525	(08) 9927 1021
Foodworks	Point Leander Dr Port Denison WA 6525	(08) 9927 1226
BP Roadhouse	Brand Hwy Dongara WA 6525	(08) 9927 1077
Dunnings	Brand Hwy Dongara WA 6525	(08) 9927 1014
Dongara Bakery	Waldeck St Dongara WA 6525	(08) 9927 1057
Seaspray Café	Church St Dongara WA 6525	0405 400 496 - Chrissie
Dongara Pizza Bar	Moreton Tce Dongara WA 6525	(08) 9927 1389
Dongara Hotel Motel	Moreton Tce Dongara WA 6525	(08) 9927 1023

Annex B: Volunteer Registration

Volunteer Information Form (VIF)

V.I.F. Reference Number: VIF _____

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

NAME: _____

ADDRESS: _____

PHONE: BH: _____ AH: _____ MOB: _____

NEXT OF KIN: _____

PHONE: BH: _____ AH: _____ MOB: _____

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

TYPE OF ASSISTANCE OFFERED

ACCOMMODATION: e.g., supply of _____

CHILD CARE: _____

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

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

FOOD: e.g. meals, catering _____

HEALTH: e.g. massage relaxation _____

MANUAL LABOUR: e.g. gardening, lifting_____

PERSONAL SUPPORT: e.g. counselling, interpreter _____

PHOTOGRAPHY: _____

PROFESSIONAL ADVISE e.g. architect, builder _____

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

TRANSPORT e.g. bus, car _____

OTHER _____

Completed by (employee): _____

DATE: _____ OFFICER: _____ SIGNATURE: _____

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

TASK ALLOCATED:

V.T.A.F Ref No.:

1) V.T.A.F _____

2) V.T.A.F _____

3) V.T.A.F_____

LOG SHEET:

V.T.A.F Ref No.:

1) VLF _____

2) VLF _____

3) VLF _____

Volunteer Log Form (VLF)

V.L.F. REFERENCE NUMBER: VLF _____

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

Volunteer Task Allocation Form (VTAF)

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

DATE: _____

TASK NAME: _____

TASK COORDINATOR NAME: _____

COORDINATOR CONTACT No.: _____

ALTERNATIVE CONTACT No.: _____

TASK DESCRIPTION:

_____
_____
_____
_____
_____
_____
_____
_____

OTHER COMMENTS:

_____
_____
_____
_____
_____
_____

AUTHORISED BY:

NAME: _____

DATE: _____

Volunteer Attendance Roster

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

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

		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

		0800 hrs	1630 hrs			
		1600 hrs	0030 hrs			
		0030 hrs	0800 hrs			

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

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

Receipt of Donations

Date Pledged: _____ Date Received: _____

Donor Name: _____

Company / Organisation: _____

Donor Address: _____

_____

MOB: _____ Email: _____

Item Donated / Description

_____

_____

_____

Total Estimated Value: _____

Received By: _____ Officer Signature: _____

Comments:

_____

_____

_____

Donation Register

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

$250.00

Annex C: Recovery Position Descriptions

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

1. JOB PURPOSE

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

2. ORGANISATIONAL CONTEXT

The position of Local Recovery Coordinator is a mandatory role of all local government authorities in accordance with the Emergency Management Act 2005. The position is part of the Fire and Emergency Services branch within the Infrastructure Services Department.

3. KEY ACCOUNTABILITIES

- Ensure the Local Recovery Plan is established, approved and tested.
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate.
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,
- Provide advice to the Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened.
- Ensure the functions of the Executive Officer are undertaken for the LRCG.
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the LRCG.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.
- Ensure the recovery activities are consistent with the principles of community engagement.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

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

4. CORPORATE ACCOUNTABILITIES

- Human Resource Management & Leadership – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- OH&S – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- Ethical Behaviour – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliance with the Shire's Code of Conduct and all Shire policies.
- Records Management - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is always maintained.
- Budgets – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- Values - create a positive working environment while upholding the Shire's organisation values.

5. PERSON SPECIFICATION

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response, and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the Emergency Management Act 2005 and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

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

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

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

Employee Name: _____

Employee Signature: _____

Date: _____

Job Title:	Deputy Local Recovery Coordinator
Line Manager:	Local Recovery Coordinator
Direct Reports:	Administrative staff (during emergencies)
Location:	Coordination Centre

1. JOB PURPOSE

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

2. ORGANISATIONAL CONTEXT

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

3. KEY ACCOUNTABILITIES

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

4. CORPORATE ACCOUNTABILITIES

- Human Resource Management & Leadership – Participates in required performance management processes; participate in learning and development activities including induction, recruitment, and succession planning.
- OH&S – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- Ethical Behaviour – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliance with the Shire's Code of Conduct and all Shire policies.
- Records Management - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is always maintained.
- Budgets – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- Values - create a positive working environment while upholding the Shire's organisation values.

5. PERSON SPECIFICATION

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the Emergency Management Act 2005 and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

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

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

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

Employee Name: _____

Employee Signature: _____

Date: _____

Job Title:	Local Recovery Coordinating Group (Members and subcommittees)
Level:	Various
Direct Reports:	Dependent upon specific emergency
Location:	Coordination Centre

1. JOB PURPOSE

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

2. ORGANISATIONAL CONTEXT

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

3. KEY ACCOUNTABILITIES

- Review and participate in testing of the Local Recovery Plan
- Receive incident specific information from the Controlling Agency, Incident Support Group and Operations Area Support Group where appropriate, via the Local Recovery Coordinator or his/her Deputy.
- Utilise received information to assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies,
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinator.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the State Recovery Coordinating Group, if required.
- In conjunction with the Local Recovery Coordinator, facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.
- Ensure the recovery activities are consistent with the principles of community engagement.
- Participate in an operational debriefing after cessation of the arrangements.
- Participate in an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

4. CORPORATE ACCOUNTABILITIES

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

- OH&S – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- Ethical Behaviour – Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliance with the Shire's Code of Conduct and all Shire policies.
- Records Management - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is always maintained.
- Budgets – Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately.
- Values - create a positive working environment while upholding the Shire's organisation values.

5. PERSON SPECIFICATION

Qualifications and Experience

- Current C Class Drivers Licence
- Current National Police Clearance Certificate
- Formal qualifications/experience in Emergency Management (desirable)
- Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management.
- Experience working with diverse groups in the community.

Knowledge and Skills

- Sound understanding of the Emergency Management Act 2005 and Emergency Management Regulations 2006.
- Sound understanding of Local Government Emergency Management Responsibilities in Western Australia.
- Knowledge of the principles of emergency risk management and emergency management.
- The ability to communicate effectively with internal and external stakeholders.

Certification

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

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

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

Employee Name: _____

Employee Signature: _____

Date: _____

Annex D: LRCG Organisational Responsibilities

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

Local Government	Ensure that a Local Recovery Plan for its district is prepared, maintained, and tested [EM Act s.41(4)]. Appoint a Local Recovery Coordinator(s) [EM Act s.41(4)]. Chair the LRCG, provide administrative support to the LRCG, as required. Provide other representatives to the LRCG or subcommittees, as appropriate (e.g., Building Surveyor, Environmental Health Officer, Community Services). Ensure the restoration/reconstruction of services/facilities normally provided by the local government.
Department of Communities	Provide a representative to the LRCG. Coordinate emergency relief and support services, including emergency accommodation, catering, clothing, personal effects, personal services, registration and reunification, financial assistance. Provision of Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, incl. counselling, emergency assistance and temporary accommodation
Department of Agriculture and Food WA	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. Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the 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.

	In conjunction with the Local Government, assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route. Assist local government with reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program or the DRFAWA.
Essential Services (Including Power , Telecommunication , Water and Gas – Western Power/Horizon Power , Telstra, Water 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. Facilitate restoration of priority services as requested by the LRCG.
Regional Development Commission/Business Enterprise Centre (If available) Small Business Development Corporation	Provide a representative to the LRCG (co-opted as required). Assist with the assessment of the impact of the emergency on small business. Provide advice and facilitate access to business support services/funding support, e.g., DRFAWA small business support
Department of Education (or Local School Representative)	Provide a representative to the LRCG (co-opted as required). Advice on issues affecting normal operation of schools, e.g., restrictions on student access or damage to school premises.
Local Health Services Provider (Department of Health or Local Health Officer)	Provide a representative to the LRCG. Advise on health, environmental health and medical issues arising from the emergency. Coordinate the local health components of the recovery process.
Department of Environment Regulations	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.

Annex E: LRC/LRCG Action Checklists

Local Recovery Coordinator – Operational Check List

First 24 hours

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

Local Recovery Coordinator – Operational Check List

First 48 hours

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

Local Recovery Coordinator – Operational Check List

First 72 hours

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

LOCAL RECOVERY COORDINATION GROUP

ACTION CHECK LIST

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

Impact Assessment (Managerial Issues) – The LRCG shall:	
Use intelligence / planning information from the response operation and set up a recovery liaison person in the HMA's Incident Support Group.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems and status, damage impact and pattern and welfare issues.	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties.	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain.	
Inspections and Needs Assessments (technical focus) – the LRCG shall:	
Establish and define the purpose of inspection / assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process.)	
Collect and analyse data.	
Establish a method / process to determine the type of information needed for this recovery operation, defining: How and who will gather the information (single comprehensive survey); How information will be shared. How information will be processed and analysed. How the data will be verified (accuracy, currency, and relevance)	
Managing the process to minimise "calling back".	
Select and brief staff	
Maintain confidentiality and privacy of assessment data.	
Data Management – the LRCG shall:	
Define who is responsible for which part for the data management task and ensure proper process of relevant data transfer.	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement – the LRCG shall:	
Establish strong relationship with key regional government agency representatives, and appoint them to appropriate LRCG sub- committees, as appropriate.	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals.	
Establish system for recording all expenditure during recovery, in-line with the requirements of the recovery plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	

Answer requests for information from government agencies.	
Public information – the LRCG shall:	
Appoint potential spokes people to deal with the media (usually Mayor).	
Manage public information during the transition from response to recovery when hand–over completed by HMA	
Identify priority information needs	
Develop a media / communications strategy. See 'Communication tools'	
Coordinate public information through: Spokesperson/s; Identifying and adopting key message priorities; Using a single publicised web site for all press releases	
Develop processes for: Media Liaison and management (all forms e.g. print and electronic) Briefing politicians Alternative means of communication e.g. public meetings, mail box flyers advertising; Communicating with community groups. Meeting specialist needs Formatting press releases Developing and maintaining a website Ensuring feedback is sought, integrated and acknowledged.	
Monitor print and broadcast media and counter misinformation.	
Rehabilitation and Assistance – the LRCG shall:	
Establish a mechanism for receiving expert technical advice from welfare groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with business to re-establish and reopen.	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment.	
Facilitate emergency financial assistance in liaison with DCP	
Adjust capital works and maintenance programs	
Implementation of reduction measures – the LRCG shall plan to:	
Take the opportunity while doing the risk analysis, to: Identify essential services and facilities in high risk areas, Consider the restoration options in the event of them becoming dysfunctional	
Identify options based on research and consultation	

Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements	
Financial Management – the LRCG shall plan to:	
Review financial strategies	
Communicate with financial agencies, including insurance providers.	
Keep financial processes transparent	
Reporting – the LRCG shall plan to:	
Provide simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal – the LRCG shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agencies responsible for management.	
Establish arrangements for ongoing public information and communications including avenues for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgment and community closure.	
Conduct a debrief of participants with community input to identify lessons learned and strategies for enhancing community recovery arrangement and processes for future events.	

Annex F: LRCG Sub Committee Roles

Guidance for Recovery sub functions

Introduction

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

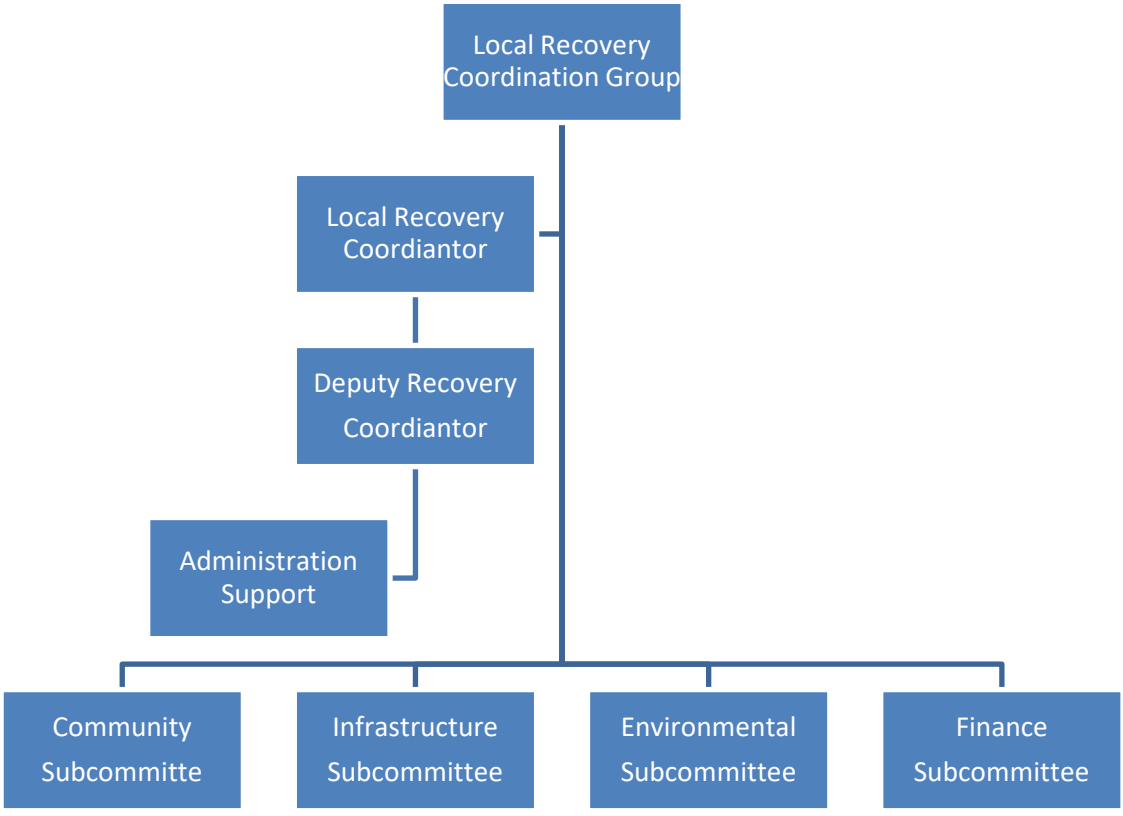
These responsibilities can be broadly grouped into the following functions:

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

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

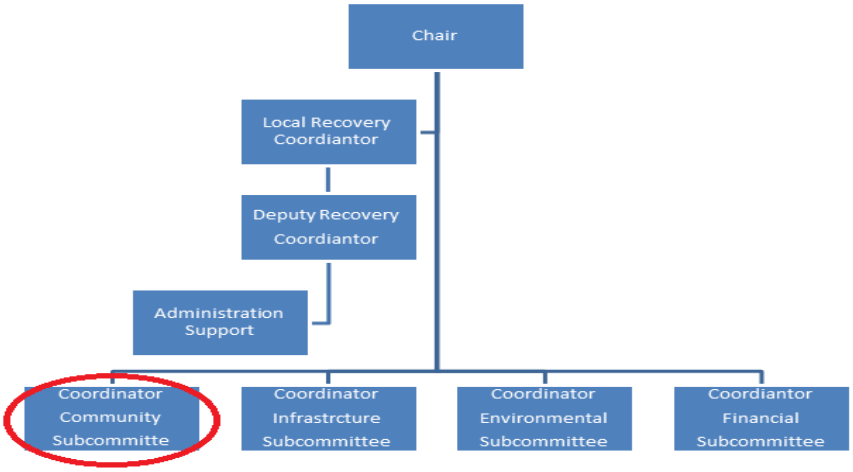
Environment – Provision of environmental health services (core local government role), in response to a disaster, such as environmental monitoring of mosquito breeding following a flood, asbestos fibre release following an earthquake etc.

Finance – Relates to economic and financial recovery of commercial, industrial and government sectors, as well as specific industries such as tourism or agriculture.



Suggested structure for Local Recovery Coordinating Committee and appointed subcommittees

Community Sub-Committee Role



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

Responsibilities:

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

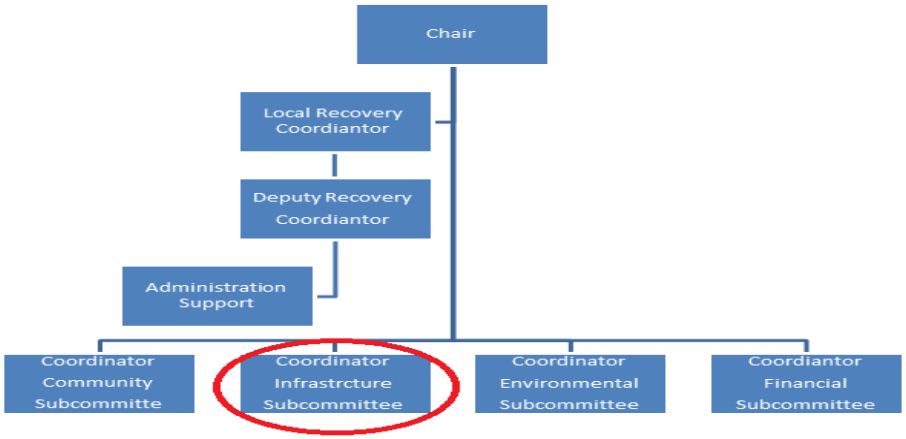
Suggested Members:

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

Supporting Organisations:

- Centrelink
- St Vincent de Paul
- Department of Education, Training and Arts
- Salvation Army
- Others as required

Infrastructure Sub-Committee Role



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

Responsibilities:

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

Suggested members:

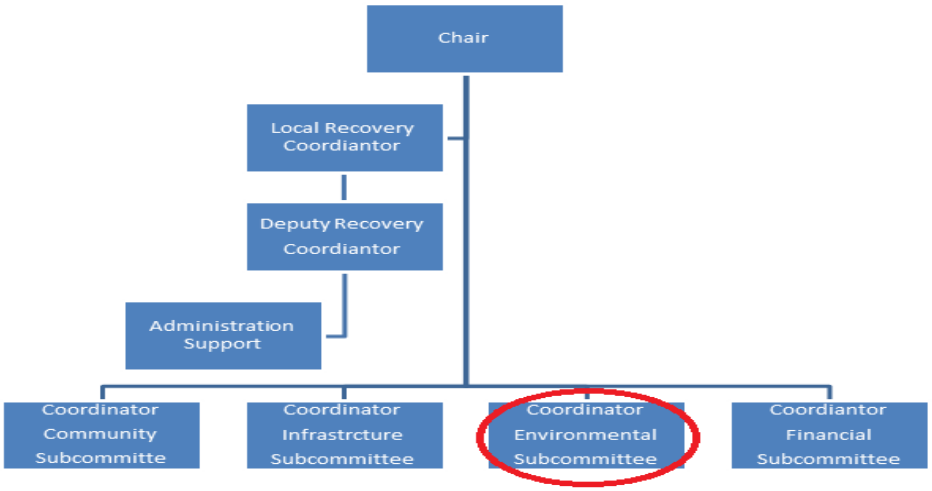
- Works foreman / Depot supervisor
- Department of Infrastructure and Planning
- Department of Public Works
- Building Service Authority
- Treasury
- Department of Housing

- Transport
- Department of Main Roads

Supporting Organisations:

- Utility owners /operators (Telstra, Optus, Energex, Origin)
- Department of Mines and Energy
- Insurance Council Australia
- Others as required

Environmental Sub-Committee Role



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

Responsibilities:

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

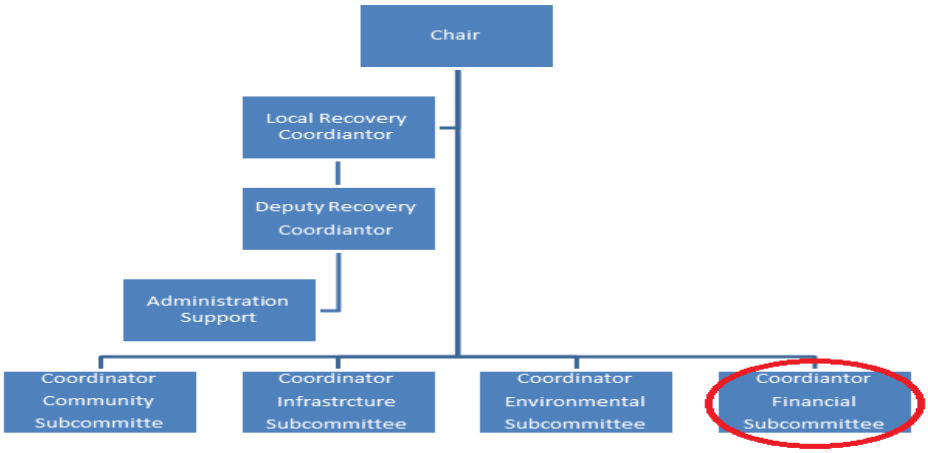
Suggested Members:

- Environmental Health Officer
- Department of Environ and Resource Management
- Environmental Protection Agency
- Department of Primary Industries

Supporting Organisations:

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

Finance Sub-Committee Role



Role: Coordinate planning and implementation of economic and financial recovery in the <local government authority> area**.**

Responsibilities:

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

Suggested Members:

- Finance / Rates officers
- Department of Employment, Economic Development
- Department of Tourism, Regional Development and Industry
- Insurance Council of Australia
- Department of Primary Employment and Industrial Relations
- Department of Local Government, Local Government Association

Supporting organisation:

- Australian Bureau of Statistics
- Insurance Companies

Annex G: Impact Statement

The Impact Statement is a separate file owing to its size,
available at
https://www.wa.gov.au/system/files/2022-08/Impact%20Statement%20Template%20.docx

Annex H: Operational Recovery Plan

OPERATIONAL RECOVERY PLAN

Shire of Irwin Local Recovery Coordinating Group

Emergency: (type and location)

Date of Emergency:

Section 1

Introduction

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

Section 2

Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4

Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations
- Public information dissemination.

Section 5

Administrative Arrangements

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

Section 6

Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group

Date:

Annex I: Recovery Actions Database

Recovery Actions Database

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

Annex J: Communication Tools

Disaster Name					
Location					
Date of Disaster					
COLLATERAL	Description- what's required	Distribution Point	Responsible Person	Due Date	Status
Flyer					
Newsletter					
Brochure					
PAID MEDIUMS					
Newspaper					
Guardian					
Midwest Times					
Local Rag					
Shire Txt Message System					
Radio					
Spirit					
Red FM					
ABC					
PUBLICITY					
Media Release					
Radio Interview					
Email Distribution					

SOCIAL MEDIA					
bataFacebook					
WEB					
Shire of Irwin Website - Banner - Latest News - Temporary Web page - Events Calendar					
3rd Party Websites					
VENUES					
Visitor Centre/Library					
Community Resource Centres					
OTHER					

COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

The Shire of Irwin wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE LOCATIONS].

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

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

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

ENDS:

Notes to media:

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

DRAFT

COMMUNITY SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE

[Insert Title Here]

[Insert Date Here]

The Shire of Irwin wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATIONS].

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

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

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

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

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Important numbers to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

ENDS:

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

DRAFT

Social Media Templates

Facebook

Facebook Post #1

The Shire of Irwin wishes to advise that there is a current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning in place for [STATE THE LOCATION].
Residents in the area are advised to [RELEVENT ADVICE].
You can find regular updates [ON WEBSITE, VIA TELEPHONE, SOCIAL MEDIA].
If you require further information, please contact [INSERT CONTACT DETAILS].

Facebook Post #2

Residents in the [STATE THE LOCATION] area are reminded to do the following during the current [STATE THE EMERGENCY EG FLOOD, FIRE, CYCLONE] warning:

- [STATE EMERGENCY PRECAUTIONS IN DOT POINTS]

Facebook Post #3

Important numbers for you to remember:

- [STATE EMERGENCY SERVICES DETAILS: SES, BOM, DFES ETC]

DRAFT