



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2016

LEMC Endorsement Date: 15 November 2016

Shire of Bridgetown-Greenbushes Adoption Date: 15 December 2016

INDEX

	Page No.
Local Emergency Management Arrangements	4
Distribution List	5
Amendment Record	6
Glossary of Terms	7
General Acronyms Used in these Arrangements	8
Part 1 – Introduction	9
Authority.....	9
Date.....	9
Area Covered.....	9
Profile.....	9
Aim.....	10
Purpose.....	10
Scope.....	10
Related Documents and Arrangements	11
Emergency Management Policies.....	11
Existing Plans & Arrangements.....	11
Agreements, Understandings & Commitments	11
Special Considerations	12
Part 2 – Planning	13
Resources.....	13
Roles & Responsibilities.....	13
LEMC Roles & Responsibilities.....	14
Agency Roles & Responsibilities.....	15
Managing Risk – Risk Register & Treatment Schedule.....	16
Emergency Management Structure and Response Levels	16
Emergency Actions	17
Local Emergency Operations Centres	17
Local Government Communication Process	17
Financial Arrangements	17
Evacuation & Welfare.....	17
Community Evacuation Organisations & Responsibilities	19
Evacuation Centres.....	20
Welfare Support	20
Part 3 – Recovery	21
Recovery Plan.....	21
Purpose.....	21
Objectives.....	21
Scope.....	21
Related Documents.....	21
Agreements, Understandings and Commitments.....	22
Resources.....	22

Financial Arrangements	22
Financial Preparation	23
Managing Donations	24
Roles and Responsibilities	24
Local Recovery Coordinator.....	24
Local Recovery Committee	25
Controlling Agency / Hazard Management Agency.....	26
Determination of level of State Involvement.....	27
State Recovery Coordinator.....	27
Assessment and Operational Recovery Planning	27
Part 4 – Testing, Exercising and Reviewing	28
Testing and Exercising.....	28
Schedule of Exercises.....	28
Review of this Plan.....	28

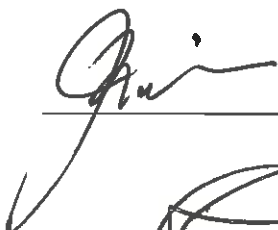
APPENDICES

Appendix 1	LEMC Members
Appendix 2	Risk Register & Treatment Schedule
Appendix 3	Community Evacuation Plan
Appendix 4	Vulnerable Groups
Appendix 5	Recovery Plan
Appendix 6	Recovery Resources

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements (LEMA) has been prepared by the Shire of Bridgetown-Greenbushes Local Emergency Management Committee to address the Shire's legislative responsibility under section 41 of the *Emergency Management Act 2005*. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).


Cr John Nicholas, JP
Shire President
LEMC Chairperson



Date

15.12.2016

Tim Clynch
CEO



Date

15-12-2016

DISTRIBUTION LIST

Local Emergency Management Committee

Shire President / LEMC Chairperson
Shire of Bridgetown-Greenbushes – Councillor representatives
Shire of Bridgetown-Greenbushes Recovery Coordinator
Shire of Bridgetown-Greenbushes Deputy Recovery Coordinator
LEMC Executive Officer
WA Police - Bridgetown Police Station
St John Ambulance Australia – Bridgetown Sub Centre
DFES Lower South West
Volunteer Fire and Rescue Service – Bridgetown
State Emergency Service – Bridgetown Unit
Chief Fire Control Officer – Shire of Bridgetown-Greenbushes
Department of Parks & Wildlife – Blackwood District
Department of Parks & Wildlife–Warren District
Department of Health - Bridgetown Hospital
Australian Red Cross – Bridgetown Branch
Department of Child Protection & Family Services
Water Corporation – Manjimup Office
Education Department – Warren Blackwood Office
Western Power – Bridgetown Office
Talisson Lithium Pty Ltd

Other

Chief Executive Officer – Shire of Bridgetown – Greenbushes
Community Emergency Services Manager – Shire of Bridgetown–Greenbushes
Executive Manger Community Services – Shire of Bridgetown-Greenbushes
Executive Manager Works and Services – Shire of Bridgetown-Greenbushes
Executive Manager Corporate Services – Shire of Bridgetown-Greenbushes
Senior Ranger – Shire of Bridgetown-Greenbushes
Bridgetown Library
DFES – Emergency Management WA
South West District Emergency Management Committee

GLOSSARY OF TERMS

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

Community emergency risk management: See risk management.

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

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the *Emergency Management Act 2005*.

Local Government: Means the Shire of Bridgetown–Greenbushes as described in the Government Gazette, issue No. 31 dated 26 March 1970.

Municipality: Means the district of the local government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also comprehensive approach in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

Risk statement: A statement identifying the hazard, element at risk and source of risk.

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

Vulnerability: The degree of susceptibility and resilience of the community and environment to hazards.
*The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
DPaW	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

PART 1 - INTRODUCTION

Authority

These Arrangements have been prepared in accordance with requirements of the *Emergency Management Act 2005*.

This document has been endorsed by the Bridgetown-Greenbushes Local Emergency Management Committee (LEMC), the Bridgetown-Greenbushes Shire Council, and has been tabled with the South West District Emergency Management Committee (DEMC).

A copy of the LEMA is kept at the Shire of Bridgetown-Greenbushes Administration Office, located at 1 Steere Street, Bridgetown. A copy of the LEMA is also available for inspection by members of the public during business hours at the Shire Library, located at 75 Steere Street, Bridgetown.

Date

These Arrangements were endorsed by the LEMC on the 15 November 2016 and ratified by the Bridgetown- Greenbushes Shire Council on 15 December 2016.

Area Covered

The Shire of Bridgetown-Greenbushes LEMA has been prepared for the area gazetted as the Shire of Bridgetown-Greenbushes Local Government municipality (gazetted on 26 March 1970, Government Gazette edition No. 31) and includes the towns and localities of:

- Bridgetown
- Catterick
- Glennlynn
- Greenbushes
- Hester
- Hester Brook
- Kangaroo Gully
- Kingston
- Maranup
- North Greenbushes
- Sunnyside
- Wandilup
- Winnejup
- Yornup

Profile

The Shire of Bridgetown-Greenbushes is situated in the south west of Western Australia, approximately 270 kms from Perth and encompasses an area of 1,691km². Bridgetown, the main commercial centre of the Shire has the Blackwood River flowing through its southern entry.

The Shire is bordered by:

- Shire of Donnybrook-Balingup to the north
- Shire of Boyup Brook to the east
- Shire of Manjimup to the south
- Shire of Nannup to the west

The Blackwood River and its associated valley is also a significant landscape feature which traverses the width of the Shire. The other river within the Shire is the Donnelly and portions of the south-east portion of the Shire are within the Warren River catchment.

Approximately 45% of the land area of the Shire is under the control of the Crown and is classified into a variety of reserves, being State Forest, Conservation Area, vacant crown land, vested reserves and unvested reserve land. The remaining land is freehold land which includes urban areas, rural residential, general pastoral farming land, hardwood and softwood plantations and tourist uses.

Aim

The aim of the LEMA is to provide a living document that records the management of identified risks and details of planning, prevention, preparation, response and recovery activities of the LEMC, the Shire, HMA's, and other agencies.

Purpose

The purpose of the LEMA is:

- To set out the emergency management roles and responsibilities of the LEMC, the Shire and other agencies;
- To provide an up-to-date description of the systems of emergency management in the Bridgetown-Greenbushes district;
- To record all emergency management plans and procedures in the district;
- Ensure that the Shire of Bridgetown-Greenbushes complies with the State emergency management arrangements and the Emergency Management Act 2005
- Provide a register of identified risks found within the Shire.

Scope

The scope of these Emergency Management Arrangements is described by:

- The boundaries of the Shire;
- Existing legislation, local laws, policies and Emergency Management Arrangements
- Statutory or agreed responsibilities
- The authority of the LEMC and its member agencies; and
- The resources available to the Shire, the LEMC and its member agencies.

Related Documents and Arrangements

Emergency Management Policies

The Shire of Bridgetown-Greenbushes does not have any policies relating in general to emergency management. The Shire does however, have policies relating to bush fire brigades and these are:

- Policy O.7 Provision of Refreshments to Fire Fighters
- Policy.O.10 Bush Fire Brigade Personal Protective Equipment
- Policy O.13 Use of Chainsaws by Bush Fire Brigades

Existing Plans & Arrangements

The following documents are kept at the Shire's Administration office:

- Local Recovery Plan
- Community Evacuation Plan
- Risk Register and Treatment Schedule
- Contacts & Resources Register
- Local Emergency Management Plan for the Provision of Welfare Support – known as the “Local Welfare Plan” produced by the Department for Child Protection and Family Support
- Bushfire Management Plans
- School Evacuation Plans
- Geegelup Village (Aged) Hostel Evacuation Plan

Agreements, Understandings & Commitments

Agreement	Summary of Agreement (including Parties)
South West Emergency Management Alliance (consisting of the Cities of Bunbury and Busselton and the Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup)	Memorandum of Understanding of Member Councils of the South West Zone of the Western Australian Local Government Association for the provision of mutual aid during emergencies and post incident recovery
Local Resources Register	Agreement between the Shire/LEMC and other agencies for the use of plant & equipment during times of emergency
Regional Resources Register	Reciprocal agreement between the Shires of Bridgetown-Greenbushes, Donnybrook-Balingup, Manjimup and Boyup Brook for the use of plant & equipment during times of emergency

Special Considerations

The Shire of Bridgetown-Greenbushes is host to a number of annual social and sporting events each year.

The following events may affect the implementation of this plan in the event of an emergency:

- Blackwood Marathon Last weekend in October annually
- Blues Festival Second weekend in November annually

PART 2 - PLANNING

Resources

A district and regional resource register has been developed in partnership with local contractors and adjoining Shires.

Roles & Responsibilities

Local Government Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Bridgetown-Greenbushes are defined in Section 36 of the Emergency Management Act 2005.
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 36 of the Emergency Management Act 2005.
Local Recovery Coordinator	To ensure the development maintenance of effective recovery management arrangements for the Shire of Bridgetown-Greenbushes. In conjunction with the local recovery committee to implement a posit incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by the Department of Child Protection & Family Services provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer to the ISG/IMT	During a major emergency the liaison officer attends ISG meetings to represent the Shire of Bridgetown-Greenbushes, provides local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.

LEMC Roles & Responsibilities

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

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

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

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership includes at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities have nominated their representatives to be members of the LEMC. A list of the current LEMC members is included in Appendix 1.

The term of appointment of LEMC members shall be determined by the Shire of Bridgetown-Greenbushes in consultation with the parent organisation of the members.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> ○ Meeting agenda; ○ Minutes and action lists; ○ Correspondence; ○ Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> ○ Annual Report; ○ Annual Business Plan; ○ Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management

	<p>advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required.
--	---

Agency Roles & Responsibilities

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

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4].</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government.
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>

Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
----------------------	---

Managing Risk – Risk Register & Treatment Schedule

The Shire of Bridgetown-Greenbushes and the LEMC conducted a risk assessment process throughout the district in early 2005, based on the Australian New Zealand Standard for Risk Management 4360:2004. That study and the resultant Risk Management Register is included as Appendix 2.

Emergency Management Structure and Response Levels

The Shire of Bridgetown-Greenbushes Emergency Management Plan is consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (bushfire, storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency, where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice

Emergency Situation or State of Emergency)	Where an ISG or OASG is formed: <ul style="list-style-type: none"> • Provide Local Government Liaison Officers. • Make available to the HMA local facilities designated in this plan as evacuation centres.
--	---

Emergency Actions

Emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

Local Emergency Operations Centres

The local Emergency Operations Centre (EOC) for an emergency will be designated by the HMA "Incident Manager".

Local Government Communication Process

The Shire of Bridgetown-Greenbushes currently has no 'local public warning information system', instead relies on any State based warning system. During an emergency however, the Shire will communicate with the community in the following manner:

- Public meetings
- Posts on the Shire website
- Social media (Shire Facebook page)
- Newsletters or other mail-outs during long term events

All Shire publications must be approved by the Chief Executive Officer. Direct communication with the public will be through the Shire President or a person authorised by the Shire President as per Section 2.8(d) of the Local Government Act 1995.

Financial Arrangements

While recognising the provisions of the State Emergency Management Procedure, the Shire of Bridgetown-Greenbushes supports the operational costs of the LEMC, including the provision of a staff member to support LEMC activities. In the event of an emergency, the Shire of Bridgetown-Greenbushes may make submissions to the Department of Treasury or Department of Premier & Cabinet for additional funds to support response, relief and recovery activities.

Evacuation & Welfare

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area within the Shire.

Evacuation is the *“directed, forced movement of (non emergency services) people by an emergency service”*.

Relocation, is the *“self initiated or voluntary movement of people to a place of safe-refuge”*.

Legislation

Under section 14B of the Bush Fires Act and section 67 of the Emergency Management Act, an authorised person or hazard management officer may direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area.

Management

Decisions relating to evacuation during an emergency rest with the Incident Manager/Controller appointed by the Hazard Management Agency (HMA).

A decision on the need for evacuation will be given by the HMA. Evacuation will occur in a planned and safe manner, co-ordinated by the Police.

The Police will be requested to effect and control evacuation of persons to one of the predetermined Evacuation (Welfare) Centres. The HMA must liaise with the appropriate Local Emergency Coordinator, welfare and support agencies/authorities, including the Department for Child Protection & Family Services (CPFS), to ensure the appropriate arrangements for registration and support of evacuees are in place. Each area has a designated staging point to facilitate the efficient evacuation of persons.

The decision allowing people to return to their homes will be given by the HMA. Evacuee return will be accomplished in consultation with the Local Emergency Coordinator, welfare and support agencies including CPFS, and the affected community.

The Shire of Bridgetown-Greenbushes has developed a detailed Community Evacuation Plan applicable to all emergencies in May 2006. The “Community Evacuation Plan 2006” is attached to this document as Appendix 3.

Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, people with disabilities, Aboriginal people, culturally and linguistically diverse people, FIFO workers and tourists. A comprehensive list of community based vulnerable groups appears in Appendix 4.

Community Evacuation Organisations & Responsibilities

Agency / Task	Responsible person / position / agency
HMA/Controlling Agency	<ul style="list-style-type: none"> • Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
Shire of Bridgetown-Greenbushes	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Shire of Bridgetown-Greenbushes, provide a liaison officer to support the CPFS
Department for Child Protection & Family Support and The Shire of Bridgetown-Greenbushes	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare support services for evacuees
Property security	WA Police
Traffic management	WA Police initially Traffic contractors as appointed by MRWA or the Shire of Bridgetown-Greenbushes

Welfare	Department of Child Protection and Family Support (CPFS), and The Shire of Bridgetown-Greenbushes
----------------	---

Evacuation Centres

Buildings deemed suitable for use as evacuation centres have been identified and included in the Shire's "Community Evacuation Plan".

The CPFS will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller. The Local Government Liaison Officer will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or CPFS.

Welfare Support

Welfare provisions are outlined in the State Emergency Management Plan 5.5.4 Welfare. The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

PART 3 - RECOVERY

Recovery Plan

The "Local Recovery Management Plan" was adopted by Council in May 2012 and appears as Appendix 5 in this Plan.

Purpose

The purpose of the Recovery Plan is to describe the arrangements for effectively managing recovery at the local level, including accountability and responsibility.

Objectives

The objectives of the plan are to:

- Prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- Establish a basis for coordination between agencies that may become involved in the recovery effort;
- Provide a framework for recovery operation;
- Provide guidelines for the operation of the recovery management arrangements;
- Ensure the Plan complies with State Emergency Management Arrangements; and
- Identify the roles and responsibilities of HMAs, emergency services, support organisation and the Shire of Bridgetown-Greenbushes whilst promoting effective liaison between all organisations.

Scope

The scope of the Recovery Plan is limited to the boundaries of the Shire of Bridgetown-Greenbushes. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business area.

Related Documents

The following documents are related to this Plan:

- Contacts & Resources Register
- Local Emergency Management Plan for the Provision of Welfare Support (Department for Child Protection and Family Support), known as the CPFS Local Welfare Plan.

Agreements, Understandings and Commitments

Agreement	Summary of Agreement (including Parties)
South West Emergency Management Alliance (consisting of the Cities of Bunbury and Busselton and the Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup)	Memorandum of Understanding of Member Councils of the South West Zone of the Western Australian Local Government Association for the provision of mutual aid during emergencies and post incident recovery
Local Resources Register	Agreement between the Shire/LEMC and other agencies for the use of plant & equipment during times of emergency
Regional Resources Register	Reciprocal agreement between the Shires of Bridgetown-Greenbushes, Donnybrook-Balingup, Manjimup and Boyup Brook for the use of plant & equipment during times of emergency

Resources

The Local Recovery Coordinator for the Shire of Bridgetown-Greenbushes is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Bridgetown-Greenbushes resources are identified in the Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Bridgetown-Greenbushes should an emergency occur.

The resources available and contact details for recovery have been identified and are included in Appendix 6.

Financial Arrangements

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

The Shire of Bridgetown-Greenbushes has arrangements in place to insure its assets. Assets are recorded and managed through the Roman II Asset Management System and the SynergySoft System. The Shire of Bridgetown-Greenbushes has in place an Asset Management Strategy and is developing Asset Management Plans in-line with the Department of Local Government and Communities Integrated Planning and Reporting Asset Management Guidelines.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Bridgetown-Greenbushes will make claims for recovery activities where they are deemed eligible under WANDRRA.

The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA 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).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

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

Financial Preparation

The Shire of Bridgetown-Greenbushes will take the following actions to ensure it is prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Planning to Establish a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the President in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides and exemption for giving local public notice to change the use of money in a reserve where the Mayor or President has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in SEMC Procedure OP-19 – Managing of Public Fundraising and Donations.

NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

Roles and Responsibilities

The roles and responsibilities of those involved in recovery management are outlined as follows:

Local Recovery Coordinator

The Shire of Bridgetown-Greenbushes has appointed a Recovery Coordinator and Deputy Recovery Coordinator to lead the community recovery process in accordance with the requirements of Section 41(4) of the Emergency Management Act.

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

- In liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee;
- Assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;
- Contribute to the resolution of community and political problems which emerge during the recovery process;
- Ensure maximum community involvement in the recovery process;
- Ensure that both the immediate and long-term individual and community needs are met in the recovery process;
- Coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Committee;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services;
- Ensure that regular reports are made to the State Recovery Committee on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

Tasks

Execution of the above responsibilities may result in the following tasks being undertaken:

- Organise and manage the resources, staff and systems necessary for the immediate and long term recovery;
- Advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;
- Liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;
- Provide information to the government, bureaucracy, community and media;
- Mediate where conflicts occur during the relief and recovery process;
- Develop a close and positive working relationship with the key individuals and groups in the affected community; and
- Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

Deputy Recovery Coordinator

The Shire of Bridgetown-Greenbushes has appointed a Deputy Recovery Coordinator.

The main role of the Deputy Recovery Coordinator is to assist the Recovery Coordinator in the recovery process and in the absence of the Recovery Coordinator, the Deputy Recovery Coordinator will assume the role of the Recovery Coordinator.

Local Recovery Committee

When necessary, in the event of an emergency as pronounced by the chair of the LEMC, the Shire will convene a Local Recovery Committee (LRC). Membership of this committee could include representatives from:

- Shire Recovery Coordinator
- Shire Councillors and staff
- Department for Child Protection & Family Services
- Local Churches
- Other relevant agencies or individuals"

The Local Recovery Committee (LRC) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

The Local Recovery Committee is responsible for:

- Maintaining the recovery process in accordance with SEMP 4.4 which includes the National Disaster recovery Principles.

and:

- Appointment of key positions within the committee and any sub-committees;
- Assessing requirements for the restoration of the Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community;
- Establish sub-committees as required;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Developing a recovery plan to coordinate a recovery process that -
 - Takes account of the Shire of Bridgetown-Greenbushes' long term planning and goals;
 - Includes an assessment of the recovery needs and determines which recovery functions are still required;
 - Develops a timetable and identifies responsibilities for completing the major functions;
 - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
 - Allows full community participation and access;
 - Allows monitoring of the recovery process; and
 - Facilitating the provision of services, public information, information exchange and resource acquisition.
- Negotiating the most effective use of available resources including the support of State and Commonwealth Agencies;
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies;
- Ensuring a coordinated multi- agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Controlling Agency / Hazard Management Agency

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

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements, including the Incident Support Group and the Operations Area Support Group;
- Undertake a detailed impact assessment for the emergency and provide that assessment to the Chief Executive Officer of the Shire of Bridgetown-Greenbushes, the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Comprehensive Impact Assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator; and
- Provide risk management advice to the affected community (in consultation with the Shire of Bridgetown-Greenbushes).

Determination of Level of State Involvement

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to State EM Plan 6.0 Recovery. 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.

Assessment and Operational 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. This assessment will be based on the Impact Assessment data provided by the Controlling Agency and other intelligence gathered by the Shire of Bridgetown-Greenbushes.

Depending upon the extent of the restoration and reconstruction required the Local Recovery Coordinator and Local Recovery Coordinating Group must develop an Operational Recovery Management Plan setting out the recovery process to be implemented.

PART 4 - TESTING, EXERCISING AND REVIEWING

Testing and Exercising

The State EM Plan 4.7 - Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs' plans and arrangements at the local-level and may involve a coordinated response and the activation of an Incident Support Group (ISG), either actual or notional:
 - Discussion (Seminars, Workshops, Desktops)
 - Functional (Drills or game style)
 - Field or Full Deployment (large scale)

The State Emergency Management Policy 4.8 deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
 - Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
 - Providing the opportunity to promote the arrangements and educate the community;
 - Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks; and
 - Improving the arrangements in accordance with the results of exercise debriefings.
- It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum. Where possible the community should be encouraged to participate in or observe the exercise.

Review of this Plan

The Local Emergency Management Arrangements will be reviewed in accordance with Part 8 of the State Emergency Management Procedure.

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8).

The local government must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- every five years; and
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.