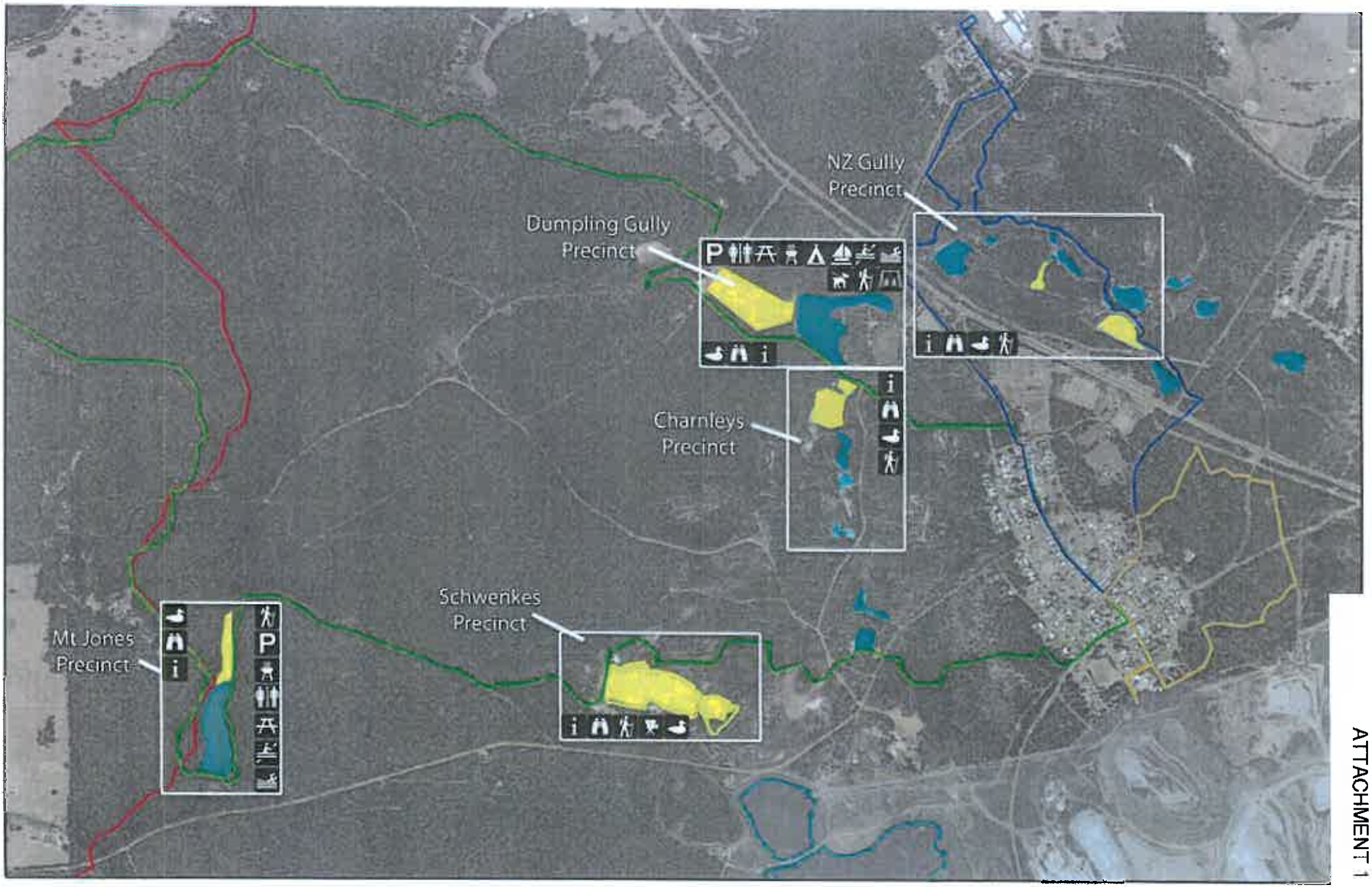


Greenbushes Concept Plan Precinct Map

Blackwood Basin Group

Legend

- Greenbushes Loop
- New Zealand Gully
- Mine Heritage walk
- Project area wetland
- Waterbird wetland
- Camping
- Toilets
- Picnic table
- Sailing
- Canoeing
- Dog beach
- Information
- Motion sensor camera
- Bird watching/hide
- Waterbirds
- BBQ
- Parking

ATTACHMENT 1

Extract from Concept Plan Report for the Greenbushes Waterbird Project Site

6 Lifestyle proposals within the project site

6.1 Lifestyle proposal: Goal 1

Lifestyle Goal 1: Opportunities to engage local residents and visitors in nature-based experiences will be provided.

What the community told us:

The Greenbushes community have an inherent appreciation of the excellent recreational opportunities offered by the area where they live. They acknowledge the existing network of well-maintained trails, contributions made to community facilities by Talison Lithium and the rich mining heritage of the town.

A number of lifestyle-based proposals were nominated and voted on during the first community workshop and subsequent online survey.

Proposals have been categorised based on short term and long term implementation. Only short term proposals are detailed on the Concept Plan Map as these are considered to be less complex and could be funded through either existing BBG funding streams or by appropriate external funding sources. The long term proposals are expected to require extensive consultation with relevant agencies and considerable amounts of funding to implement.

All of the lifestyle proposals are outlined in **Table 6.1** and **Table 6.2** along with implementation recommendations, considerations/limitations and proposed implementation timeframes. Additional information captured during the community workshops or stakeholder consultations is provided below.

6.1.1 Multi use walk trails

A long distance (15km), dedicated multi use trail was nominated at the first community workshop and received the most votes as a lifestyle proposal. However, discussion in the second community workshop confirmed that the use of existing gravel roads would meet community needs as long as adequate location signage was installed. 'Community needs' were defined as a trail that is wide enough for at least two people to walk side by side and with a surface suitable for bikes and off road/3-wheel prams.

During stakeholder consultations, the Shire of Bridgetown-Greenbushes discussed whether the multiuse trail could be investigated as a potential marathon circuit. A half marathon constitutes 21.1km and a full marathon is 42.2km. The extensive road network within the project site would allow for at least a half marathon circuit to be determined, with laps of certain sections to make up the required distance.

6.1.1.1 Long multi use trail (7.5 km)

Drawing on input from the community workshops, a long multi use trail is proposed within the project site which utilises existing gravel roads. The circuit proposed is 7.5 km long and the location is indicated in Map 7, section 10. It is recommended that signage is installed at sites indicated with "information" symbols on Map 7 (section 10.7) to assist users with navigation at track intersections. The proposed circuit takes in features of the site including Dumpling Gully 1 and 2 and extensive Jarrah-Marri bushland existing in the centre of the project site. Trail users will also have the option to extend their walk and visit the northern end of Mt Jones via the proposed "Dumpling Gully Short Cut" trail which will also be multi use. The option to extend the walk up to 15km is available to users who can select various routes that will be detailed on proposed maps to be provided at major track intersections.

6.1.1.2 Short multi-use trail (4.5 km)

A short multi use trail is also proposed (refer Map 7 section 10.7). It is anticipated that this trail will be used by families with young children as well as individuals who are only able to cover shorter distances. This trail may also appeal to visitors who are on a short timeframe but who would like to have the opportunity for a short nature walk. This walk trail takes in Greenbushes Pool and the Charnleys wetland chain before returning to either the (proposed) Dumpling Gully recreation precinct or the town centre. It is proposed that interpretive signage will be installed at viewing nodes at each of the wetlands providing walkers with the opportunity to learn about each of the wetlands as they pass by.

6.1.1.3 Dumpling Gully Shortcut (2.5 km)

This proposed multi use trail will utilise existing tracks that traverse the site from Mt Jones to Dumpling Gully 2. The trail intersections will be sign posted to assist with user navigation.

6.1.1.4 Mt Jones Loop (3.3 km)

A short section of trail is proposed to provide a link between two existing sections of the Greenbushes loop that will allow users to circumnavigate Mt Jones. The new section proposed for construction is 865m in length. This trail will not be multi use as minimal disturbance of vegetation will be required to construct a narrow walkers trail north of Mt Jones dam. This trail will provide walkers with a relatively short but scenic trail that has elevated areas with views over Mt Jones. Walkers will also be exposed to a range of wildflowers in the bushland within this precinct in spring.

6.1.2 Proposed recreation precincts

The desire from the community to be able to utilise the project site for swimming, canoeing and picnic/BBQs was evident from the workshops. While excellent facilities are provided currently at Greenbushes Pool, additional areas for recreation were proposed by community members. It was stated that Greenbushes pool can become crowded in summer and this can be exacerbated by the multi-use nature of the site (i.e. dogs, canoes, swimming in one small area).

In response, two lifestyle/recreation precincts were proposed and supported at the second community workshop. Consultation with relevant stakeholders was undertaken to ensure support for proposed locations were suitable. These two recreation precincts are discussed below.

6.1.2.1 Dumpling Gully recreation precinct

Dumpling Gully dams 1 and 2 are declared water supply dams for the towns of Greenbushes and Balingup. Preparations are underway to provide an alternative water supply for the town/s that will be supplied from Millstream dam and the Yarragadee bore at Nannup. The use of the Dumpling Gully dams for water supply is expected to cease at the end of 2015.

During consultation for this Plan, Water Corporation expressed interest to return these waterways to the community, with management ideally handed over to the Shire. This would allow the use of these aquatic assets, which have excellent water quality, for a number of recreational pursuits. This is a timely proposition for this Plan, as this area could provide the community with a recreation precinct that meets their desire for additional swimming areas, canoeing, sailing, picnic and a nature play area in close proximity to the town centre.

There are two main options for the Shire to assume the management of the Dumpling Gully precinct; firstly, the area could be excised from the surrounding State Forest and deeded to the Shire, most likely in exchange for another area of remnant native vegetation under the Shire's ownership being handed back to the State, or secondly; the Shire could enter into a lease agreement with the relevant State government agency. Any such lease agreement would include terms and conditions relating to the management and use of the area.

The use of Dumpling Gully 2 (DG2) for aquatic recreation purposes is deemed to be a logical choice for the following reasons:

- water quality is excellent
- the dam is located in close proximity to the town centre and highway
- the dam is located close to existing cricket pavilion that has the potential to be used for camping
- a recreation vehicle (RV) area (not formalised) is located close by
- there are existing ablutions that could be upgraded for proposed camping/day area
- the dam is large enough to allow for a range of water-based activities e.g. canoeing, small sail boats, swimming
- there is adequate space east of the dam for parking and day use/picnic area
- space for a nature playground could be accommodated within the precinct

6.1.2.2 Mt Jones recreation precinct

Mt Jones dam is currently used by the Water Corporation to supplement the Greenbushes town water supply. Prior to this use being formalised in 2008, Mt Jones was a popular

swimming area. It is anticipated that Mount Jones will cease to be used for water supply at the end of 2015. It is likely that management of Mount Jones will then be returned to DPaW.

Upon cessation of Mount Jones being used for water supply, the community hopes to be able to again utilise this waterway for recreational use. At the second community workshop, proposals for this precinct included opportunities for swimming, canoeing and BBQs. The construction of a new section of walk trail that would connect with the Greenbushes loop to create a 'Mt Jones loop' was also proposed. Currently, the Greenbushes loop does not connect the entire way around the dam. A suspension bridge was also suggested that would allow visitors to view the good riparian habitat (and potential rehabilitation area) in the north (upstream) as well as the recreational area near the dam wall.

Overall there was a general desire from the community for 'low-key facilities' at Mt Jones to provide an area of recreation for the local residents as opposed to the proposed key visitor recreation precinct at Dumpling Gully. The option for the area to have basic management rather than being 'un-managed' by DPaW in the future was, however, not favourable within DPaW's current capacity. The community did agree that once handed back to DPaW, people will use the area and if not managed at a basic level, it may become degraded by litter, fire and disturbance to banks and vegetation.

6.1.5 Considerations & constraints identified for recreation precincts and proposals

While there are many benefits in utilising Dumpling Gully 2 as recreation precinct, a number of considerations have been identified that will need to be resolved. These include careful planning to minimise the clearing of vegetation required for amenities, parking and other infrastructure. Minimising the impact on existing waterbird and other fauna habitat contained within or nearby Dumping Gully 2 is also critical. This is particularly important for clearing of any native vegetation near Dumpling Gully 2 as well as impacts on retained vegetation from visitor use.

Other issues that have been identified for further consideration at this site are:

- Establishing support of the land manager/s and other relevant stakeholders;
- Identifying a suitable location that has adequate space for parking and proposed infrastructure;
- Sourcing funding for capital and maintenance costs;
- Determination of responsibility and agreement on long term maintenance.

Table 6.1: Short term lifestyle proposals for the project site

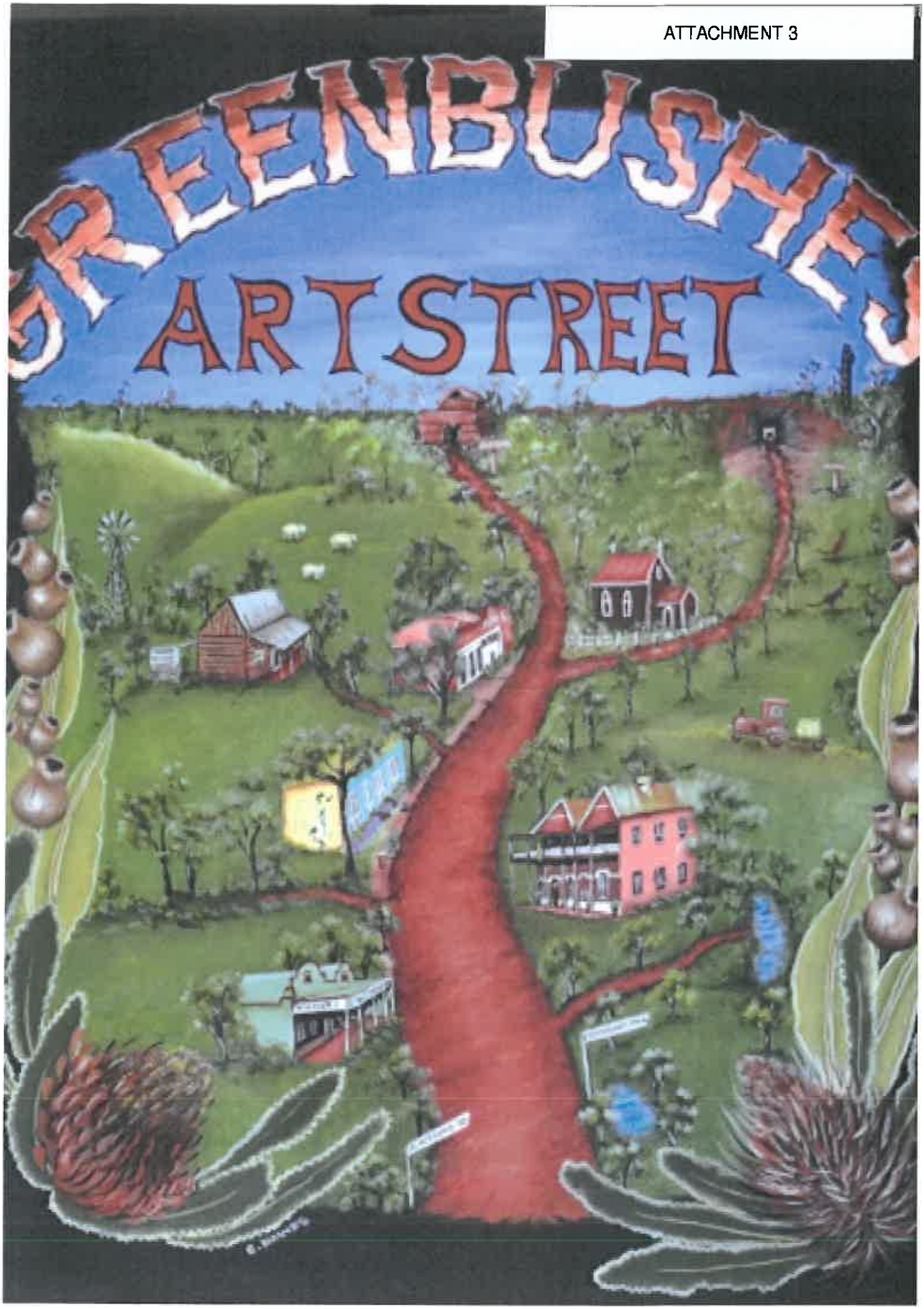
Proposal	Community desire	Recommendations	Considerations/limitations	Proposed project timeframe
Multi use walk trail/s	H	• Use existing road network • Install location signage ("you are here") at intersections detailing track type, "shortcuts" and distance back to town • More frequent distance & time markers could also be installed • Investigate suitability for marathons • Create a "Mt Jones Loop" walk trail	• Gates to restrict access to authorised vehicles only were not considered necessary (quiet roads, too many tracks, likely to be vandalised) • location signage may be available through current BBG funding	1-2 years
Nature playground & obstacle course	H	• Locate near proposed swimming area at Dumpling Gully 2 for centralised visitor amenities • Community envision use of natural materials for construction and may include flying fox, climbing frame, and obstacle course.	• Maintenance responsibilities flagged as issue by Shire and will need to be included in a long term maintenance plan/agreement	3-5 years
Canoeing	M	• Provide vehicle access & canoe/sail boat launching areas at Dumpling Gully 2 and Mt Jones • Provision for parking area	• Some clearing of vegetation may be required	2-3 years
School camp/outward bound	M	• Use existing facilities at Bridgetown; design project site amenities/features with day field trips in mind i.e. educational opportunities		N/A

Proposal	Community desire	Recommendations	Considerations/limitations	Proposed project timeframe
Swimming area	M	• Maintain current policy of dog areas/dogs on leads at GB Pool, Dumpling Gully & Mt Jones. • Shire monitor water quality for pathogen risk to swimmers • Signage required for "waterbird protection area - dogs on lead, no access) near sedge bed below dam wall at DG2	• habitat/waterbird protection signage may be available through current BBG funding	2-3 years
Picnic area	M	• BBQs and picnic shelters to be installed at Dumpling Gully 2 & Mt Jones • BBQ areas only in cleared areas	• Mt Jones may become degraded without basic management if used for recreation • Some clearing of vegetation may be required	3-5 years

Table 6.2 Long term lifestyle proposals for the project site

Proposal	Community desire	Recommendations	Considerations/limitations	Proposed project timeframe
Short stay camping facilities/ hikers hut	M	• Shire to explore cricket pavilion as potential campers hut & campground near Dumpling Gully 2 • Formalise facilities for RVs at DG2 • Local operators encouraged to explore opportunities for commercial enterprise (Bib pick up/drop off, meal/supply deliveries/hut to hut gear delivery service)	• Free camping query was raised and merits/disadvantages need to be determined by Shire	5 - 7 years
Treetop walk	M	• Design to make most of an elevated landscape feature (a bridge at Mt Jones suggested)	• This could be included in scope of BBG funding if coupled with waterway & waterbird habitat rehabilitation and signage	5-10 years
Fishing	L	• Explore semi-commercial opportunity (e.g. Big Brook Pemberton) • Consider fishing at Dumpling Gully 2	• needs designated area for safety from other recreational users • suitability regarding birds needs consideration	5-10 years
BMX track	General support	• Shire to lead action for new BMX track sited in town centre		N/A - Not within project site
Relocation of trail bike track	General support	*Information only: Nick Maxfield outlined proposal to establish a new trail bike facility outside of project site; he is currently in negotiation with government and other stakeholders to secure support and funding*	• this proposal is conducive with passive recreational use in area	unknown

ATTACHMENT 3



Drg No.	Reference Drawings

PRELIMINARY
NOT FOR CONSTRUCTION

No.	Date	Revision	Drwn.	Chkd.
A	27.10.16	ISSUED FOR REVIEW	PJS	

TITLE GREENBUSHES TOWNSITE
CARPARK DEVELOPMENT
AREA LAYOUT

Drawing No. GBTS-G-010

Drawn	PJS	Checked	
Scale	1:500	Date	27.10.16

Rev. A

ATTACHMENT 4

ATTACHMENT 5

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2016

LEMC Endorsement Date: 15 November 2016
Shire of Bridgetown-Greenbushes Adoption Date: 15 December 2016

INDEX

Page No.

APPENDICES

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 _____

Tim Clynch
CEO _____ Date _____

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
Talison 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

AMENDMENT RECORD

Amendment		Details of Amendment	Amended By	
No.	Date		Name	Position

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 1,691km^2. 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
- Geegeelup 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	• 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: • Provide secretariat support including: o Meeting agenda; o Minutes and action lists; o Correspondence; o Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; o Annual Report; o Annual Business Plan; o Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management

	advice to the Chair and committee as required; and • Participate as a member of 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	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	A 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]. The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: • 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	A Combat Agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of 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.

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: • 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: • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: • 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: • Personnel • Equipment • Local knowledge and advice

Emergency Situation or State of Emergency)	Where an ISG or OASG is formed: • 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	• 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	• Assist with evacuating the affected community • Assist with traffic management
Shire of Bridgetown-Greenbushes	• 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	• 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 Chid 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.

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

Appendix 1: LEMC Members

Member	Title	Representing
John NICHOLAS	Shire President (Chair)	Shire of Bridgetown-Greenbushes
Phil NATION	Officer-in-Charge (Deputy Chair)	Bridgetown Police
Chris SOUSA	CESM	Shire of Bridgetown-Greenbushes
Alan WILSON	Shire Councillor	Shire of Bridgetown-Greenbushes
Steve HODSON	Shire Councillor	Shire of Bridgetown-Greenbushes
Glen NORRIS	Recovery Coordinator	Shire of Bridgetown-Greenbushes
Brian MOORE	D/Recovery Coordinator	Shire of Bridgetown-Greenbushes
Hugh BROWNE	Chief BFCO	Volunteer Bushfire Brigades
Barry PULFORD		Bridgetown SES
Greg KENNEDY		Talison Lithium
Patricia MARTIN		Red Cross – Bridgetown Branch
Gary WILLCOX	Community Paramedic	St John Ambulance
John JONES	Volunteer Ambulance Officer	St John Ambulance
Neville BLACKBURN	District Emergency Services Officer	CPFS
Steve WARD	Captain	Bridgetown Volunteer Fire & Rescue Service
Anne-Maree MARTINO	Manager	Bridgetown District Hospital
Don BOOTHEY	District Fire Coordinator	DPaW
Phil BRANDRETT	District Officer	DFES – Lower South West
Leon GARDINER	District Officer	DFES – SES – Lower South West
Rachael COUPER	Operations Manager	Water Corporation
Roger FOSTER	Greenbushes Primary School Principal	Warren Blackwood Education Department
Ray DEALL	Field Services Coordinator	Western Power
Vik CHEMA	District Emergency Management Advisor	State Emergency Management Secretariat
Proxy		
Mike SMITH		Bridgetown Police
Damien JAMESON		Talison Lithium
Julie CLEGG	Team Leader	CPFS
Paulette PEARCE	Secretary	Bridgetown Volunteer Fire & Rescue Service
Marie HILL		Bridgetown District Hospital
Ed HATHERLEY	District Fire Coordinator	DPaW
Peter THOMAS		DFES – Lower South West
Richard HUGHES		Water Corporation

Emergency Risk Management Register 2012

DRAFT

The Emergency Management Risk Register has been compiled by the Western Australian Local Government Association (WALGA) Emergency Management Services on behalf of the Shire of Bridgetown-Greenbushes and supported by a grant from the Agencies Working At Reducing Emergencies (AWARE) Fund.

Contents

Introduction

This risk register has been compiled as the key document in the risk management process undertaken by the Shire of Bridgetown-Greenbushes in 2012 in compliance with its obligations under the Emergency Management Act 2005.

The information contained within this document is the result of an analysis workshop conducted at Bridgetown on 24 April 2012 using the combined subject matter knowledge of emergency management agency and supporting agency personnel along with key staff members from Community Safety and Infrastructure within the Shire of Bridgetown-Greenbushes. Risk management guides including the *Western Australian Emergency Risk Management Guide 2005* and the *National Emergency Risk Assessment Guide 2010* were used as reference material during the process.

The Emergency Risk Management Project was conducted under advice and guidance from the Shire of Bridgetown-Greenbushes Local Emergency Management Committee.

About the Risk Register

The risk register is a compilation of the risks identified as likely to impact on the Shire of Bridgetown-Greenbushes as a result of natural and technologically driven events. The risk register is essential as it records identified risks, their severity, and outlines the agencies responsible for mitigation of the risks and the current treatment strategies in place. The risk register forms the basis for the Local Government to identify which risks are tolerable or as low as reasonably practicable and which risks are intolerable and require further actions or mitigation strategies aimed at further reducing the risk.

Managers should view the risk register as a management tool through a review and updating process that identifies, assesses, and manages risks down to acceptable levels. The register provides a framework in which problems that threaten the delivery of the anticipated benefits are captured. Actions are then instigated to reduce the probability and the potential impact of specific risks.

The risk register should be treated as a living document to be reviewed at each meeting of the Local Emergency Management Committee and discussion around mitigation of risks should take place. In addition the risk register should trigger the timely identification of new risks or changes in the level of risks already identified.

Context Statements

The LEMC identified the natural and technological hazards that would be likely to impact upon the Shire of Bridgetown-Greenbushes community. For each of those identified hazards, a context statement was produced that would be used as a guiding document for the analysis of each of those hazards.

The following pages outline the process undertaken from Context, through analysis to a register of risks associated with that particular hazard.

Analysis of Bushfire

Statement of Context for Bushfire Risk

Objective:
Conduct an assessment of the risks to the community from bushfires, the direct impact on the community (people and property), local business, critical infrastructure, natural environment and essential services within the Shire of Bridgetown-Greenbushes. The study will focus on the prevention, preparedness, response and recovery aspects of bushfire risk.

Scope:
The assessment will address the risks to the Shire and the community should an out of control bushfire impact any aspect of the community and to consider possible impacts on the following factors:
People;
Environment;
Economy;
Public Administration;
Social Setting; and
Infrastructure,

Stakeholders:
Local Government managers, elected members, FESA and SES, Volunteer Bushfire brigade members, WA Police, Bureau of Meteorology, the local business community, utilities, Department of Environment and Conservation, DCP, health services and special interest groups in the community.

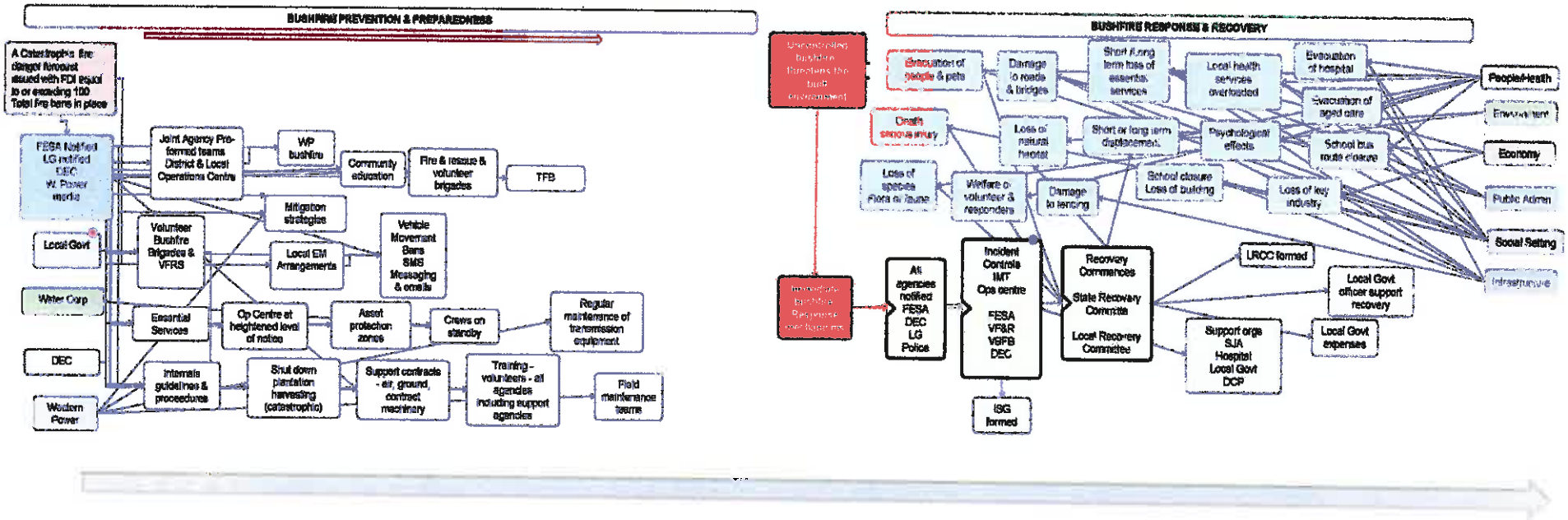
Risk Criteria:
Consequence/likelihood tables, risk matrixes and evaluation matrixes as accepted by the SEMC.

Key Elements:
Natural phenomenon
Arson
Human intervention which includes arson and escaped mitigation measures.
Technological failure (Pole top fires etc.)

Impacts:
Environmental damage
Local Government infrastructure damage
Essential services and critical infrastructure
People through death or injury, loss of property and short and long term displacement
Local government services

Vulnerable communities:
Geegeelup village
Bridgetown Hospital
Greenbushes Primary School
Bridgetown Primary School
St Brigids Primary School
Bridgetown High School
Stinton Gardens aged accommodation
Caravan Park

Justification:
The Shire of Bridgetown-Greenbushes is located in an area surrounded by vast areas of bush and State forest. In addition, there are significant plantation industries which increase the threat and severity of bushfire.



*** The Bow-Tie diagram above depicts the analysis of bushfire and the progress of events from prediction of a bushfire through to recovery after the event has occurred**

Source of Risk: Bushfire		
Responsibility:	**Prevention:**	FESA as the Hazard Management Agency, DEC in the DEC estate, Local Government on their estate
	Preparedness:	FESA as the Hazard Management Agency, DEC in the DEC estate, Local Government on their estate
	Response:	FESA as the HMA, DEC, Local Government
	Recovery:	Local Government within its district assisted by the HMA and other supporting agencies
Consequences:	Should a bushfire occur and impact on the built environment the following consequences may be experienced: Isolated loss of life and serious injury; Provision of welfare short term and long term; Short or long term loss of essential services of electricity, water, sewerage; Displacement of persons for short or longer periods including evacuation of schools and aged care facilities; General community health issues associated with displacement and trauma; Overloading of the local medical system; Financial impacts on the community including personal hardship and lack of personal property insurance; Damage to key infrastructure, roads and bridges; Environmental health issues; Environmental damage including loss of species and fauna; Recovery processes involving people and general community recovery both short and long term.	

Controls

Prevention & Preparedness Strategies:

FESA: HMA for fire and responsible for the maintenance of the Westplan Bushfire, State bushfire policy. Responsible for bushfire prevention and preparedness activities under agreement with Department of Regional Development & Lands for Unmanaged Reserved and Unmanaged Crown Lands. Responsible for public information and education about bushfire safety and prevention (Prepare Act & Survive Program). Provides public information during bushfires (Prepare, Act or Defend). Provides an urban response capability through the local FRS. Responsible for Total Fire Ban declarations. Partners with other agencies in the responsible management of bushfire. Provides for contractual air support.
DEC: Responsible for prevention and preparedness activities on its estate. Responsible agency under Westplan Bushfire. Maintains a professional bushfire service across the State. Maintains its estate in accordance with statutory requirements. Maintains an air support and heavy machinery capacity.
Shire of Bridgetown-Greenbushes: Support and management of Volunteer Bushfire Brigades for the district. Provides Local Government Volunteer Bushfire Brigades with PPE, training and appliances under the ESL Capital Grants Program Maintains a working LEMC. Maintains Local Emergency Management Arrangements, Maintains insurance for volunteers, and brigade equipment. Contributes to public awareness and education programs. The Shire's planning strategies ensure that there is adequate separation between bush and buildings in high risk areas. The Shire undertakes a comprehensive fuel load reduction program, issues and enforces fire break notices.

Response & Recovery Strategies:

FESA, DEC and the Shire of Bridgetown-Greenbushes
Westplan Bushfire and SEMP 4.1 describe the response and escalation mechanisms for bushfire incidents. Local Government VBFBs respond as required to level 1 fires supported by FESA FRS units and DEC where appropriate. Incident Management (IMT) is formed to control the combat resources and an Incident Support Group (ISG) is formed for resourcing and support from other agencies and State. Public information is the responsibility of the HMA and FESA have sufficient mechanisms in place to ensure public safety. The Shire of Bridgetown-Greenbushes is charged under the EM Act 2005 for recovery of the community and has in place Local Emergency Management Arrangements including a recovery plan. The State provides recovery support through the Recovery Services Sub-committee and the WANDRRA program. The Shire provides to the Department of Child Protection the use of Shire owned buildings for welfare centres during emergencies.

Exposure:	Changes to bushfire legislation may add legislated responsibility for bushfire mitigation and management for the Shire of Bridgetown-Greenbushes. The Shire could consider the installation of Fire Danger rating Boards on public roads as an added community information and warning strategy	**Control Effectiveness Assessment (EAI)**	**Adequate**	**Date of Last Review**	**April 2012**

Risk Register Bushfire

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
BF1	There is a risk that a bushfire burning out of control may cause death or serious injury to members of the community	Bushfire	People/Health	4	2	8	Moderate	Adequate		
BF2	There is a risk that a bushfire burning out of control may cause short or long term displacement of persons	Bushfire	People/Health	4	4	16	Moderate	Adequate		
BF3	There is a risk that an out of control bushfire may cause damage to Local Government infrastructure namely bridges and roads	Bushfire	Infrastructure	5	4	20	Moderate	Adequate		
BF4	There is a risk that an out of control bushfire may cause damage to essential services resulting in long term outages	Bushfire	Infrastructure	5	4	20	Moderate	Adequate		
BF5	There is a risk that an out of control bushfire may result in the loss of endangered flora and fauna	Bushfire	Environment	3	3	9	Moderate	Adequate		

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
BF6	There is a risk that an out of control bushfire may remove vegetation leaving susceptible areas open to erosion	Bushfire	Environment	5	3	15	Moderate	Adequate		
BF7	There is a risk that an out of control bushfire may impact on the Shire's ability to provide essential services to the community	Bushfire	Public Admin	3	2	6	Moderate	Adequate		
BF8	There is a risk that an out of control bushfire may affect the economy of the community	Bushfire	Economy	4	2	8	Moderate	Adequate		
BF9	There is a risk that an out of control bushfire may have a detrimental impact on catchment areas affecting water quality	Bushfire	People/Health	5	3	15	Moderate	Adequate		

Analysis of Significant Storm

Context Statement for Significant Storm Risk

Objective:
Conduct an assessment of the risks to the community from a significant storm event in order to prioritise the community's emergency management efforts through prevention, preparedness, and response and recovery activities. Significant storm events to be considered are 1:50 or 1:100 year events.

Scope:
The assessment will address the risks of a significant storm event impacting on the local community and consider possible impacts on the following factors:
People;
Economy;
Social setting;
Public administration; and
Infrastructure,

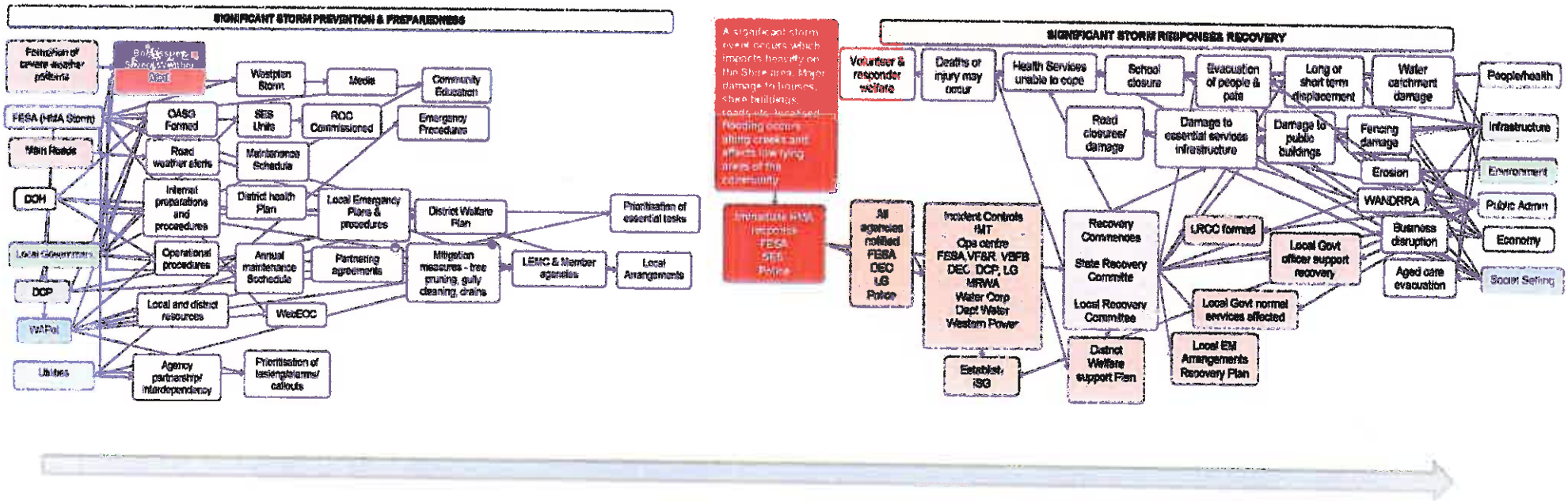
Stakeholders:
Local Government managers, elected members, FESA and SES, health services, Police, Bureau of Meteorology, business community, DCP and utilities.

Risk Criteria:
consequence/likelihood tables, risk matrix and evaluation matrices as accepted by the Local Government in-line with SEMC policy.

Key Elements:
Wind damage
Localised flooding
Land slip risk
Topography
Drainage infrastructure
Roadside vegetation

Impacts:
Environmental damage
Infrastructure damage
Impacts on people- displacement
Local government services

Vulnerable communities:
Geegeelup village
Bridgetown Hospital
Greenbushes Primary School
Bridgetown Primary School
St Brigids Primary School
Bridgetown High School
Stinton Gardens aged accommodation
Caravan Park
Greenbushes community
Justification:
Extreme weather events appear to be on the increase and climate change models suggest that unseasonal weather events impacting on the south west of the State will increase over time. The focus on a 1:50 or 1:100 year event will allow us to consider the appropriateness of our measures.



*** The Bow-Tie diagram above depicts the analysis of significant storm and the progress of events from prediction of a storm through to recovery after the event has occurred**

Source of Risk: Severe Storm		
Responsibility:	**Prevention:**	FESA, Local Government
	Preparedness:	FESA is the designated HMA for storm and Local Government for mitigation strategies
	Response:	SES is the designated Combat Agency for response
	Recovery:	Local Government assigned recovery responsibility under the Emergency management Act 2005
Consequences:	Should a severe storm identified as being a 1:10 year event impact on the local community, the following consequences may be experienced: Isolated loss of life or serious injury; Short or long term displacement of persons; Evacuation of aged care facilities; Volunteer and responder welfare issues; Disruption to businesses; Economic loss to business through community evacuation or damage to infrastructure including drainage systems and local roads; Damage to farm fencing; Road closures through damage; Medical facilities Local may be unable to cope; Public health and welfare issues resulting from septic system and waste water overflow; Minor or moderate environmental damage to sensitive areas and catchments through erosion from run off; Flash flooding of low lying areas of the community; Structural damage to public infrastructure. The amount of green waste and general waste material generated may impact on waste services.	

Controls

Prevention & Preparedness Strategies:

FESA/SES: FESA as the HMA for Storm is responsible for the preparation and exercising of Westplan Storm. FESA provide guiding policy for response to severe storm events and support the SES who are the designated Combat Agency. FESA provide public education through the distribution of the Storm Safe initiative and in partnership with SES units and Local Government, provide storm safety inspections of private dwellings on request. FESA administers the ESL Capital Grants Program ensuring the provision of PPE, essential equipment and vehicles for SES units State wide.

Local Government: The Shire of Bridgetown-Greenbushes hosts a local SES unit and volunteers. The Shire has up-to-date emergency management arrangements and support plans which are exercised and reviewed annually. The Shire hosts the Local Emergency Management Committee with support organisations and utilities attending. The Shire engages in a program of works aimed at reducing the impact on the community of storms e.g. tree pruning and drainage maintenance programs along with public education.

Supporting Organisations:

Local Police and essential service organisation such as Water Corp and Western Power, Department of Child Protection and the Department of Health support the work of the LEMC process and have interagency support plans.

Response & Recovery Strategies:

FESA/SES: Storm response is activated upon early warning being received through weather forecasting systems provided by Bureau of Meteorology (BoM). Generally, FESA call an Operations Area Management Group together in preparation for severe weather events. Where an incident occurs, FESA form Incident Support Groups (ISG) and Incident Management Teams (IMT) at the local level. All response and support agencies are involved at the appropriate level according to SEMP 4.1 Policy and Procedure and the Westplan.

Local Government: Local Government are required under the Emergency Management Act 2005 to provide recovery services to the affected community. These services are provided through the Local Recovery Coordinating Committee structure. The Local Recovery Plan assists in directing the recovery effort supported by other agencies.

Support Agencies: Department of Child Protection assists in the provision of welfare services to the affected community in partnership with the Shire of Bridgetown-Greenbushes. The City provides designated City buildings for use as welfare centres during periods of community displacement. The Sate provides welfare and financial support through the WANDRRA program for declared disaster events and recovery services to assist the Local Government.

Exposure:	**Control Effectiveness Assessment (EAI)**	**Adequate**	**Date of Last Review**	**April 2012**

Risk Register Significant Storm

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
SS1	There is a risk that a significant storm may cause death or serious injury to members of the community	Significant Storm	People/Health	3	3	9	Moderate	Adequate		
SS2	There is a risk that a significant storm may cause the short or long term displacement of people	Significant Storm	People/Health	4	4	16	Moderate	Adequate		
SS3	There is a risk that a significant storm may cause damage to public buildings	Significant Storm	Infrastructure	4	4	16	Moderate	Adequate		
SS4	There is a risk that a significant storm may cause damage to essential services resulting in mid to long term outages	Significant Storm	Infrastructure	5	4	20	Moderate	Adequate		
SS5	There is a risk that a significant storm may cause damage to roads, culverts and drainage systems	Significant Storm	Infrastructure	5	4	20	Moderate	Adequate		
SS6	There is a risk that a significant storm may affect the Shire's ability to provide essential services to the community	Significant Storm	Public Admin	3	3	9	Moderate	Adequate		
SS7	There is a risk that a significant storm may have a detrimental effect on tourism that will affect the local economy	Significant Storm	Economy	3	2	6	Moderate	Adequate		

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
SS8	There is a risk that some local businesses may be unable to continue and will cease operation	Significant Storm	Economy	3	2	6	Moderate	Adequate		
SS9	There is a risk that a significant storm may cause erosion of sensitive areas	Significant Storm	Environment	4	3	12	Moderate	Adequate		
SS10	There is a risk that erosion cause by runoff during a significant storm will affect water catchments	Significant Storm	Environment	3	3	9	Moderate	Adequate		

Analysis of Road Transport Emergency

Context Statement for Road Transport Risk

Objective:
Conduct an assessment of the risks to the Shire of Bridgetown-Greenbushes and the community from a heavy road haulage incident occurring on the South Western Highway and impacting on the greater Bridgetown area. (Hester Hill to Tweed Road)
The study will include the preparation, prevention, response and recovery aspects of emergency events.
Scope:
The assessment will address the risks posed to the community, the Local Government and business of an incident involving heavy haulage vehicles while passing through the greater Bridgetown area. The assessment will focus on the following factors:
People;
Public Administration;
Social Setting;
Environmental damage; and
Infrastructure.

Stakeholders:
Local Government managers, elected members, FESA and SES, WA Police, local business community, Department of Water, DEC, DCP, Health services, Utilities and MRWA.

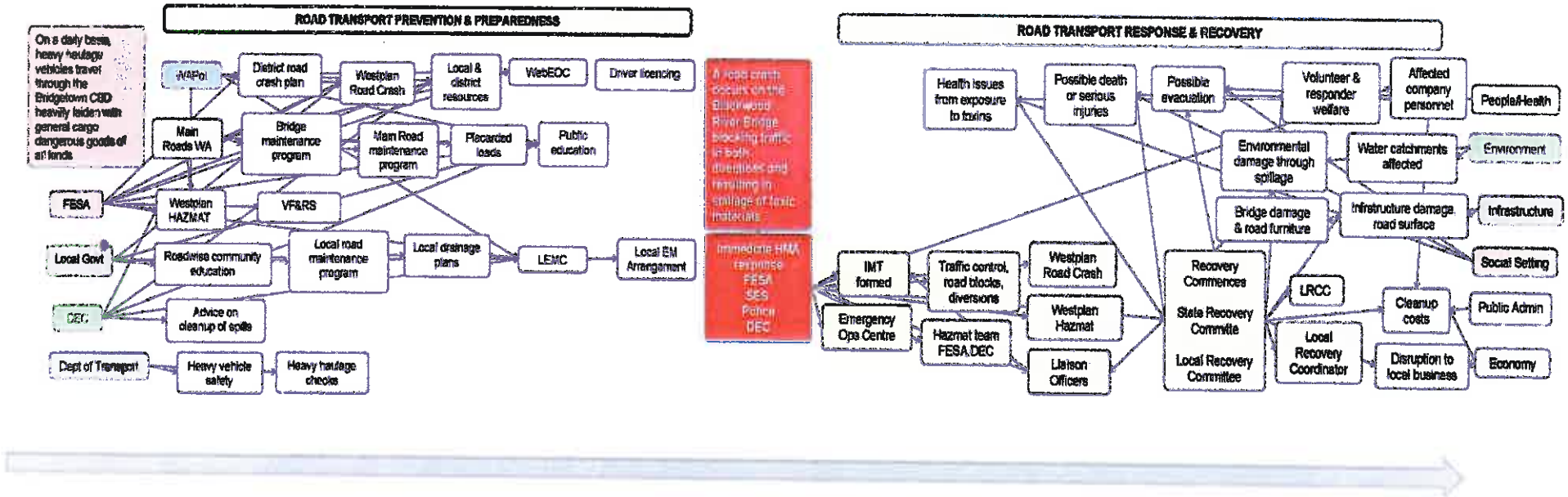
Risk Criteria:
Consequence/likelihood tables, risk matrix and evaluation matrixes as accepted by the Local Government in-line with SEMC policy.

Key Elements: (Source)
Conflict between heavy, light traffic and pedestrians
Road/bridge layout
Dangerous goods haulage

Impacts:
People through death, injury along with health related issues and displacement.
Environmental damage caused by runoff of toxic substances entering waterways.
Infrastructure damage caused by the impact of vehicles.
Loss or reduction in the capacity of Local Government and essential services

Vulnerable communities:
The entire community

Justification:
Every day heavy haulage vehicles travel through the Bridgetown CBD travelling north and south. Most of these vehicles carry dangerous goods and extremely heavy loads and have the capacity through a variety of incidents to have disastrous impacts on the community.



* **The Bow-Tie diagram above depicts the analysis of a road transport emergency and the progress of events from prevention through to recovery after the event has occurred**

Source of Risk: Road Transport Emergency		
Responsibility:	**Prevention:**	Commissioner of Police is the designated Hazard Management Authority for road crash, while FESA Fire and Rescue Service is the designated HMA and response Agency for hazardous materials incidents. Main Roads WA for traffic management planning; Department for Consumer and Employment Protection (DoCEP) for dangerous goods HAZMAT advice.
	Preparedness:	All above agencies
	Response:	WAPOL for road crash response and FESA F&RS for response to hazardous materials (HAZMAT) incidents
	Recovery:	Local Government supported by State agencies and support agencies
Consequences:	Should a road transport emergency involving either an impact with buildings within the CBD or incidents involving significant chemical spills impact on the local community, the following consequence are likely to be realised: Death or serious injury resulting from crashes or short or long term public health issues relating from chemical spills as a result of road transport crashes; Short or long term displacement of persons; Risk to the community from ignition of flammable liquids in large quantities; Disruption to local business; Environmental damage caused by chemical contamination; clean-up effort and costs associated with resurrection of the affected environment; Seepage of chemicals into sensitive water catchments and ground water sources and river; Damage to road infrastructure including drains and bridges; Long or short term disruption to traffic.	

Controls

Prevention & Preparedness Strategies:

WAPol: In association with, Road Safety Council, Department for Planning and Infrastructure, Main Roads Western Australia, Local Governments, Royal Automobile Club and community groups are organisations working in partnership to improve road safety. The Office of Road Safety is developing a new Road Safety Strategy for 2008 – 2020 and includes the "Towards Zero" initiative - a long-term vision addressing the four cornerstones of road safety: Safe Road Use, Safe Roads and Roadsides, Safe Speeds and Safe Vehicles. Annual exercises to test agency response and capability. The Office of Road Safety plays a large part in advertising and community awareness through the RoadWise program and others.

Response & Recovery Strategies

WAPol: Control and coordination of a road crash emergency operation rests with WAPol. FESA through the Volunteer F&RS provide a HAZMAT response and vehicle rescue. Response activities diminish the effects of the incident by providing assistance to casualties, reducing damage, reducing the chance of secondary crashes, minimising delays to other road users, assisting recovery and gathering initial information for investigators. Actions at State level are controlled by the State Road Crash Operations Manager from the State Road Crash Coordination Centre and provide direction in order to combat a State level road crash emergency.
Local Government: Local Government are the designated local recovery agency for the affected community supported by State agencies. The Shire of Bridgetown-Greenbushes has Local Emergency Management Arrangements including a Local Recovery Plan.

Exposure:	The CBD area is exposed as vehicles travel directly through the CBD and could come into direct conflict with people or the built environment.	**Control Effectiveness Assessment (EAI)**	**Adequate**	**Date of Last Review**	**April 2012**

Risk Register Road Transport Emergency

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
RTE1	There is a risk that a road transport emergency will result in the death or serious injury to members of the community	Road Transport Emergency	People/Health	4	3	12	Moderate	Adequate		
RTE2	There is a risk that an incident involving heavy haulage vehicles will cause damage to infrastructure	Road Transport Emergency	Infrastructure	4	3	12	Moderate	Adequate		
RTE3	There is a risk that an incident involving heavy haulage vehicles will result in the release of foreign materials into the natural environment	Road Transport Emergency	Environment	3	4	12	Moderate	Adequate		
RTE4	There is a risk that a spill from a heavy haulage incident will cause damage to the environment	Road Transport Emergency	Environment	5	4	20	Moderate	Adequate		
RTE5	There is a risk that a spill from a heavy haulage incident will result in costs for the Local Government	Road Transport Emergency	Infrastructure	4	2	8	Moderate	Adequate		
RTE6	There is a risk that an incident involving heavy haulage vehicles will cause damage to the economy	Road Transport Emergency	Economy	4	2	8	Moderate	Adequate		
RTE7	There is a risk that an incident involving heavy haulage vehicles will cause disruption to the social setting of the community	Road Transport Emergency	Social	3	3	9	Moderate	Adequate		
RTE8	There is a risk that an incident involving a heavy haulage incident spill will cause damage to water catchments	Road Transport Emergency	Environment	4	3	12	Moderate	Adequate		

Analysis of Riverine Flood

Context Statement for Riverine Flood

Objective:
Conduct an assessment of the risks to the community from flooding in the Blackwood River and its tributaries, the impact on the residents of the Shire of Bridgetown-Greenbushes, local business and essential services within the Shire of Bridgetown-Greenbushes. The study will focus on the prevention, preparedness, response and recovery aspects of riverine flooding.

Scope:
The assessment will address the risks to the Shire and the community should localised and/or upstream rainfall cause riverine flooding and to consider possible impacts on the following factors:
People;
Environment;
Economy;
Public Administration;
Social Setting; and
Infrastructure,

Stakeholders:
Local Government managers, elected members, FESA and SES, Volunteer Bushfire brigade members, DCP, Health Dept, WA Police, Bureau of Meteorology, the local business community, Water Authority, Department of Environment and Conservation and special interest groups in the community.

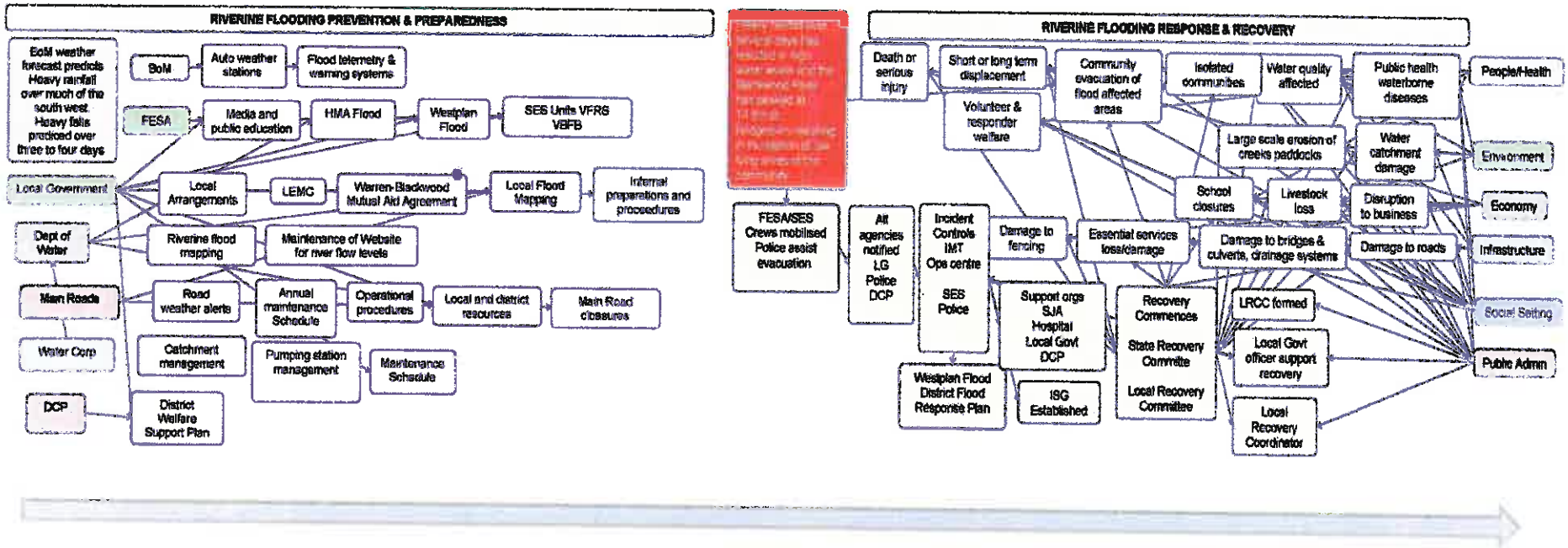
Risk Criteria:
Consequence/likelihood tables, risk matrixes and evaluation matrixes as accepted by the Local Government in-line SEMC Policy.

Key Elements:
Creek flooding
Road damage

Impacts:
Environmental damage
Local Government infrastructure damage
Essential services
People through death or injury, loss of homes and short and long term displacement
Local government services

Vulnerable communities:
Geegeelup village
Bridgetown Hospital
Greenbushes Primary School
Bridgetown Primary School
St Brigids Primary School
Bridgetown High School
Stinton Gardens aged accommodation
Caravan Park
Bridgetown CBD

Justification:
Flooding in major south west river systems is usually caused by significant rainfall up stream and the flow-on effects as runoff causes significant rises in the river level.
The Shire of Bridgetown-Greenbushes has a history of riverine flooding events, the last event occurring in 1988. The Blackwood River is a significant body of water during flood events.



*** The Bow-Tie diagram above depicts the analysis of a riverine flood emergency and the progress of events from prevention through to recovery after the event has occurred**

Source of Risk: Riverine Flood		
Responsibility:	**Prevention:**	Local Government, FESA (limited responsibility), Dept of Water (floodplain management)
	Preparedness:	Local Government (mitigation strategies), FESA, BoM (telemetry early warning)
	Response:	FESA (HMA for flood), SES (Combat agency)
	Recovery:	Local Government assisted by FESA and support organisations
Consequences:	Riverine flood events are rare in WA, are small and pose little threat to the community. Should a riverine flood impact the Shire of Bridgetown-Greenbushes the following consequences may impact on the local community: Death or serious injury; Evacuation of sections of the community for short or extended periods; Community isolation; public health affected by water borne diseases; Erosion of creeks and paddocks; Damage of the water catchment and dams; Damage to the local road network; Damage to fencing; Livestock loss; disruption to essential services; Economic loss through loss of tourism and business closure.	

Controls

Prevention & Preparedness Strategies:

Local Government: Employment of engineering solutions to divert water flow from built up areas, Flood mapping and ensuring buildings are erected above flood height datum for a 1:100 year flood. Provision of community education, developing community resilience, identification of suitable buildings for emergency evacuation/welfare centres, supporting a viable LEMC and maintaining local emergency management arrangements and support plans.
FESA: Flood awareness and education of the community, supporting the establishment, training and equipping the local SES unit. Maintain the Westplan Flood and supporting plans.
Dept of Water: Flood plain and riverine mapping, monitoring of early warning systems.

Response & Recovery Strategies:

FESA: FESA as the HMA for flood provide response to the stages of flooding through the SES and a graduated response mechanism supported by other agencies.
Local Government: As the nominated agency responsible for recovering the community, the Local Government are charged with providing a recovery plan as part of the local arrangements, appointing a Local recovery Coordinator and recovery committees system.

Exposure:		**Control Effectiveness Assessment (EAI)**	**Adequate**	**Date of Last Review**	**April 2012**

Risk Register Riverine Flood

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
RF1	There is a risk that a riverine flood will cause death or serious injury	Riverine Flood	People/Health	3	3	9	Moderate	Adequate		
RF2	There is a risk that a riverine flood will cause medium or long term displacement	Riverine Flood	People/Health	5	4	20	Moderate	Adequate		
RF3	There is a risk that a riverine flood will cause damage to the environment through erosion	Riverine Flood	Environment	5	4	20	Moderate	Adequate		
RF4	There is a risk that a riverine flood will cause damage to essential services infrastructure	Riverine Flood	Infrastructure	5	4	20	Moderate	Adequate		
RF5	There is a risk that a riverine flood will result in long term loss of essential services	Riverine Flood	Infrastructure	5	4	20	Moderate	Adequate		
RF6	There is a risk that a riverine flood will damage public infrastructure	Riverine Flood	Infrastructure	5	4	20	Moderate	Adequate		
RF7	There is a risk that a riverine flood will affect the local economy	Riverine Flood	Economy	4	3	12	Moderate	Adequate		
RF8	There is a risk that a riverine flood will affect the Local Government ability to deliver essential services	Riverine Flood	Public Admin	4	3	12	Moderate	Adequate		

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
RF9	There is a risk that a riverine flood will affect public health through waterborne disease	Riverine Flood	Health	5	4	20	Moderate	Adequate		
RF10	There is a risk that a riverine flood will affect the social setting of the community	Riverine Flood	Social	5	3	15	Moderate	Adequate		
RF11	There is a risk that a riverine flood will restrict the availability of potable water for the community	Riverine Flood	Health	2	5	10	Moderate	Adequate		

Analysis of Human Epidemic

Context Statement for Human Epidemic

Objective:
Conduct an assessment of the risks to the Shire of Bridgetown-Greenbushes and the community should a human epidemic occur. The study will focus on the prevention, preparedness, and response and recovery aspects of human pandemic.

Scope:
The assessment will address the risks to the Shire of Bridgetown-Greenbushes, service providers and the ability to deliver essential services to the community during a prolonged human pandemic event. The study will assess the likely impacts on:

People;
Economy;
Public Administration
Social setting

Stakeholders:
Local Government officers, elected members, Department of Health, Department for Child Protection, Education Department, WA Police, Red Cross, Chamber of Commerce.

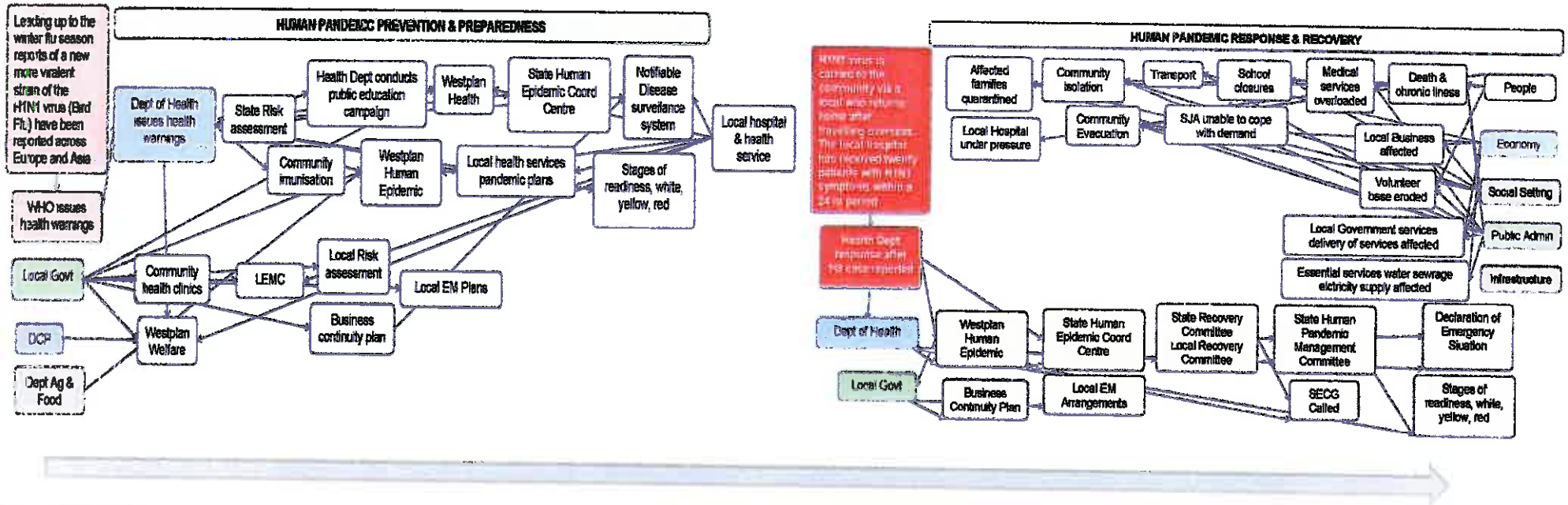
Risk Criteria:
Consequence/likelihood tables, risk matrix and evaluation matrices as accepted by SEMC.

Key Elements:
The local public health system
Impacts on the community's social setting
Local Government service delivery mechanisms
Emergency services
Education

Impacts:
Public health
Essential services/emergency services
Local government services
Transport

Vulnerable communities:
Geegeelup village
Bridgetown Hospital
Greenbushes Primary School
Bridgetown Primary School
St Brigids Primary School
Bridgetown High School
Stinton Gardens aged accommodation
Caravan Park

Justification: Throughout history, Human pandemics have caused the deaths or hospitalisation of millions of people world-wide. Australia has a history of human epidemic in the past one hundred years and recently with the outbreak of the H1N1 virus (bird flu). These types of outbreaks are predicted by the World Health Organisation (WHO) to be on the increase particularly with the capacity for people to travel between world centres with ease and as viruses mutate allowing cross contamination between animals and humans. Human epidemics have the capacity to cripple large cities where dependent upon the WHO level assigned, whole sections of community support mechanisms such as public transport and schools are mandatorily shut down. The Shire of Bridgetown-Greenbushes and other essential service providers may be affected by a high percentage of staff being either unwell or absent assisting family members which will have a detrimental effect of their ability to service the community.



*** The Bow-Tie diagram above depicts the analysis of a human epidemic emergency and the progress of events from prevention through to recovery after the event has occurred**

Source of Risk: Human Epidemic		
Responsibility:	**Prevention:**	Department of Health – State Human Epidemic Controller for development and instigation of prevention strategies supported by Local Government and the Environmental Health Directorate
	Preparedness:	Department of Health Communicable Diseases Directorate and Environmental Control Directorate and the Department of Health's Disaster Management and Preparedness Unit.
	Response:	Department of Health - State Human Epidemic Controller, Local Government, Department of Agriculture and Food WA, St John Ambulance, WA Police.
	Recovery:	Local Government at the local level, State Government support State and local recovery efforts.
Consequences:	Should a severe human epidemic/ pandemic affect the community, the following consequences may be felt at the local level: Deaths ranging from isolated cases to mass deaths or serious health issues; Overloading of the local health system; Community evacuation or quarantine; School and child care closures; Food shortages; Essential services disruption; Reduction of Local Government and State government essential services; Reduced volunteer and staff numbers.	

Controls

Prevention & Preparedness Strategies:

Department of Health – State Human Epidemic Controller is the HMA for human epidemic and is supported by Local Government and the Environmental health Directorate. Currently in place are environmental programs to restrict and limit communicable disease spread; Immunisation programs for the identified major threat communicable and notifiable diseases; Vector programs to reduce the spread of diseases; The notifiable disease surveillance system; Health Promotion and education activities.; Collaboration with national and international health organisations; Outbreak management involving rapid organisation of scientific investigation and application of disease control methods; State Plan preparation, Isolation and evacuation plans, WA border and assistance agreements.
Local Government: Provision of local community health services, clinics and immunisation programs. Business continuity plan for essential LG services, Local Emergency Management Arrangements.

Response & Recovery Strategies:

Department of Health: supported by Local Government, Department of Agriculture & Food WA, WA Police and St John Ambulance. Actions on increased levels of notifiable diseases; 4 levels of response activation in line with Westplan and other legislation; Multi agency activation in line with Westplan Human Epidemic and SEMP 4.1; Activation of support plans, Westplan Health, Westplan Welfare, Westplan Registry & Inquiry; Financial support arrangements.
Local Government: Local community recovery through Local Recovery Plan and mechanisms supported by State government agencies. Reestablishment of normal health services, public services and business recovery.

Exposure:	A comprehensive business continuity plan	**Control Effectiveness Assessment (EAI)**	**Adequate**	**Date of Last Review**	**April 2012**

Risk Register Human Epidemic/Pandemic

Risk Identification				Risk Analysis				Risk Evaluation		
Risk No.	Risk Statement	Source	Impact category	Likelihood	Consequence	Risk level	Confidence level	Control Effectiveness	Risk Acceptance	Management Responsibility
HE1	There is a risk that a human pandemic will cause death in the community	Human Epidemic	People/Health	5	5	25	Low	Adequate		
HE2	There is a risk that a human pandemic will affect the social setting of the community	Human Epidemic	Social Setting	5	4	20	Low	Adequate		
HE3	There is a risk that a human pandemic will affect the local economy	Human Epidemic	Economy	5	4	20	Low	Adequate		
HE4	There is a risk that a human pandemic will affect the ability of the Local Government to service the community	Human Epidemic	Public Admin	5	3	15	Low	Adequate		
HE5	There is a risk that the availability of emergency services to respond will be diminished	Human Epidemic	Public Admin	5	4	20	Low	Adequate		
HE6	There is a risk of public disorder should the community be placed in isolation	Human Epidemic	Public Admin	4	3	12	Low	Adequate		

Appendix 3

Shire of
Bridgetown-Greenbushes
.... simply beautiful

Shire of Bridgetown-Greenbushes

Local Emergency Management Advisory Committee (LEMAC)

COMMUNITY EVACUATION PLAN 2006

Endorsed By Council on 31st August 2006

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1. PRELIMINARIES & MANAGEMENT

1.1 Authority

The Local Emergency Management Advisory Committee (LEMC) was formed by the Bridgetown-Greenbushes Shire Council as an advisory committee.

This document was developed by a Working Group formed by the LEMC, at its meeting on 10th October 2005. It was formally adopted and authorised by the LEMC at its meetings of 2nd May and 17th July 2006 and ratified by Council at its meeting of 31st August 2006. It is consequently noted in the Bridgetown-Greenbushes – Emergency Management Arrangements.

1.2 Risk Assessment Process

The Evacuation Plan was developed as an extension of the Emergency Risk Management process conducted in the Bridgetown-Greenbushes district under the auspices of the AWARE program in 2005-06. The AWARE project was funded by DFES and conducted by the Shire of Bridgetown-Greenbushes in partnership with the LEMC.

This process followed the model endorsed by Emergency Management Australia in its publication called the Emergency Risk Management Applications Guide. A number of major risks were identified by the community at large in respect to the district:

1. Fire
2. Storm/flood
3. Heavy haulage road accident
4. Human epidemic.

Risk statements were prepared in respect to each of the major risks, which described them both in local terms and in some detail. While it was concluded that an evacuation would most likely occur as result of a fire the Working Group recognised that floods, storms and heavy haulage road accidents (particularly where toxic substances are involved), may require an evacuation of houses or buildings.

1.3 Scope & Application

In the context of emergency management, 'Evacuation' is recognised as a means of mitigating the effects of an emergency, by the movement of people to a safer location and their eventual return. The EMA Evacuation Planning Manual says that to be effective, the process must be correctly planned and executed.

The scope and aim of this document are:

- To apply in respect to <u>any</u> emergency that requires an evacuation within the Bridgetown-Greenbushes district; and
- To provide guidance to the Bridgetown-Greenbushes LEMC and those local agencies that may be involved in an evacuation.

1.4 Amendment & Distribution of this Document

The Master Copy of this document will be held by the Shire on behalf of the LEMC. However, copies will be distributed to the agencies noted at Appendix 3.

No other copies are to be made of this document.

This document is produced in loose leaf form in order that any amendments can be distributed without the need to reproduce the whole document.

When any amendment is resolved by the LEMC, it will be submitted to Council to be ratified at the first following opportunity. When ratified by Council, the Shire will ensure that:

- The amendment is recorded in the Schedule of Amendments of this document; and
- Copies of such amendment are distributed to those on the Distribution List at Appendix 3, without delay.

Each agency or individual provided with a copy of this document is obliged to keep it up-to-date and available to others in the agency.

1.5 Acknowledgements

This document was produced by a Working Group formed by the Bridgetown-Greenbushes LEMC and a 'Think Tank' Group. The Groups were comprised of representatives from the following agencies:

Shire of Bridgetown-Greenbushes
South West Area Health Service
St. John Ambulance
DFES
Red Cross
Bridgetown High School
SES
Police
CPFS
Fire & Rescue Services
Bridgetown Primary School

2. GLOSSARY OF TERMS & ABBREVIATIONS

Council	- The Bridgetown-Greenbushes Shire Council
CPFS	- Department of Child Protection and Family Services
DMR	- Department of Main Roads (Western Australia)
EMA	- Emergency Management Australia
DFES	- Fire and Emergency Services Authority
HMA	- Hazard Management Agency
LEMC	- Local Emergency Management Advisory Committee
Local Welfare Coordinator	- The nominated representative of the Director General, Department for Community Development with the responsibility to coordinate the welfare response during emergencies at the local level.
SES	- State Emergency Services (under DFES)
Shire	- Shire of Bridgetown-Greenbushes

3. EVACUATION PLAN OVERVIEW

The development of this Evacuation Plan has largely been modelled on the EMA Evacuation Planning Manual, Volume 2. However, the Think Tank Group, which was formed by the Working Group to create a draft plan, deviated from the Manual by re-arranging the major elements of the Plan into three phases;

- Pre-emergency (Preparedness)
- During emergency (Response)
- Post-emergency (Recovery).

These phases are meant to compliment the recognised stages of emergency management, (except for "Prevention", for which there is no complimentary phase in the evacuation process). Arranging the Plan in this way provides a clear relationship to other emergency management activities that will occur at the same time and provides a sense of timing and sequence.

4. PRE-EMERGENCY (Preparedness)

4.1 Chain of Command

The chain of command is outlined in State Emergency Management Committee (SEMC) Policy Statement No 7 – Western Australian Emergency Management Arrangements, which stipulates the following HMA's responsibilities:

- Fire (DPAW managed land) - DFES (gazetted fire districts), DPAW
- Fire (Rural & Urban) - DFES (gazetted fire districts), Shire
- Storm and Flood - DFES (SES)
- Road Transport Emergency - Police
- Hazardous Materials (Road) - DFES

The Emergency Management Act 2005 stipulates that in relation to the above threats, the Incident Controller (most likely to be the DFES Officer in Charge at the emergency site) has the authority to order an evacuation and in the absence of that person, the highest ranked Police Officer at the site has that authority.

4.2 Warning System

- The primary warning system will be the State Emergency Warning System (SEWS) outlined in State Emergency Management Committee (SEMC) Policy Statement No 2 – Standard Emergency Warning System (SEWS – attached to this document). A sound recording of the SEWS warning signals is recorded on a CD is also attached to this document.
- Where necessary, door-knocks will be conducted by Police or DFES officers or others assigned to do so by the Incident Controller.
- A warning message is to be prepared by the responsible HMA, in conjunction with the Police and any available specialist advice (e.g. Media Relations). The message should be framed in clear and simple language, free of jargon and abbreviations. A message content guideline is appended at Appendix 1.

4.3 Communications

- The responsible HMA (Incident Controller) is responsible for the coordination and distribution of information.
- Incoming inquiries in the first 12-24 hours regarding displaced persons will be handled through the National Registration & Information System (NRIS). Red Cross is delegated by CPFS for this function at regional and State levels and is responsible for same in the context of this plan.
- An information Call Centre may be initiated by the Incident Controller or the LEMC. Venue options for a Call Centre are
  - Bridgetown Hospital
  - Shire office
  - Primary School
  - High School
  - Talison Lithium Administration office (Greenbushes)
- Outgoing information can be distributed through:
  - DFES Duty Officer (incl. DFES website)
  - ABC Radio and TV
  - Commercial radio and TV
  - Notice boards (pre-determined)
- Contact details for all of the above are attached at Appendix 2.

4.4 Resources

Some of the communications, personnel and transportation resources required for evacuation will already be available to the HMA responsible for combating the emergency. Other resources may be procured from local support agencies or from organisations that have pre-volunteered equipment for emergency purposes.

Information regarding contact details and equipment available can be found in the LEMC Resources Register, which is attached to the Shire of Bridgetown-Greenbushes Emergency Management Arrangements.

4.5 People Requiring Assistance

Patients at the Bridgetown Hospital and residents of the Geegelup Aged Care facility have been identified as people who may need assistance when these premises need to be evacuated. Each organisation already has its own evacuation plan and sufficient resources at its disposal to manage an evacuation. LEMC will check with each of these premises annually to ensure that their plans are current. They are encouraged to include in their respective protocols, that if for any unforseen circumstances they require assistance to evacuate during an emergency, that they will contact the Incident Controller as early as possible.

4.6 Community Awareness

While it is not necessary for community members to be familiar with all the workings of the Evacuation Plan, it is essential that the community as a whole is aware that it exists and is familiar with particular elements (e.g. the warning system). Responsibility for community education lies with the Shire and the LEMC. It is recommended that the LEMC should oversee an initial program of community education, which should be followed-up with annual refreshers prior to each fire season. In addition, the community should be informed that a copy of the Plan is held at a particular venue (e.g. the Shire office) where it can be viewed by any community member.

When preparing public information about evacuation, reference should be made to the DFES information package called "Stay or Go", which is aimed at advising householders about either defending their properties in the case of a fire or evacuating early.

Another publication that should be brought to householders' attention relates to managing animals including pets in an emergency. It is called "Managing Animals in Disasters" and is produced by EMA.

Some suggested media that could be utilised for the initial education program or annual follow-ups are:

- Community newspapers
- The Shire's "Insight" periodical
- School newsletters
- Balingup-Greenbushes newsletter
- As an addition to firebreak notices
- The Shire website.
- Hospital Auxiliary notice board
- New landowner information package (Shire), as suggested at the Treatment Options Workshop

4.7 Annual Review and Exercising of the Plan

Annual review of all emergency management arrangements is standard and expected practice to ensure as far as possible that they remain relevant and effective. This Evacuation Plan is no exception and must be reviewed annually by the LEMC to ensure that:

- It is still entirely relevant
- It still represents the best and most practical evacuation arrangements
- Contact details are current
- Any relevant additions or improvements are incorporated

Any amendments must be:

- Endorsed by the LEMC
- Notified to all agencies that are party to the Plan

- Incorporated into all distributed copies of the plan
- Noted in the Schedule of Amendments in this Plan.

5. DURING EMERGENCY (Response)

5.1 Command Post

- The criteria for selecting a Command Post are:
  - a place to run operations that will not be part of the operations
  - has varied and adequate telecommunications options
  - has an alternative power supply
- Venue options in Bridgetown are:
  - Shire office (first)
  - Hospital (second)
  - Police station (Third)
  - Silver Chain office
- Venue options in Greenbushes are:
  - Talison Lithium administration offices
  - Primary School
  - Old Shire office

5.2 Chain of Command

The chain of command is outlined in State Emergency Management Committee (SEMC) Policy Statement No 7 – Western Australian Emergency Management Arrangements, which stipulates the following HMA's responsibilities:

- Fire (DPAW managed land) - DFES (gazetted fire districts), DPAW
- Fire (Rural & Urban) - DFES (gazetted fire districts), Shire
- Storm/Flood - DFES (SES)
- Road Transport Emergency - Police
- Hazardous Materials (Road) - DFES

5.3 Decision to Evacuate

The authority to order an evacuation is stipulated in the Western Australian Emergency Management Act 2005, which authorises:

- The Hazard Management Officer; or
- An Authorised Officer; or
- The highest ranking Police officer at the emergency site.

5.4 The Evacuation (Withdrawal) Process

- **Self Evacuees** - It is recognised that most people will manage their own evacuation to either the nominated assembly point or to another safe place with friends or relatives. All such evacuees should be encouraged, even directed to register at the Evacuation Centre or by phone or other reliable means, so that rescue workers know of their whereabouts.
  This message must be emphasised in pre-emergency community educational material and in the warnings to evacuate, together with information about contact points.
- **People who stay** - People who stay to defend their property in case of fire, must likewise be encouraged or directed to notify the Evacuation Centre by phone or other reliable means, of their intention to remain at their property.
- **Information collected by officers** - Any information collected by DFES/SES, Police, Shire or other emergency workers about the whereabouts of evacuees is to be recorded and conveyed to the Evacuation Centre as soon as practicable.
- **Evacuation assistance required** - There are three (3) groups that may require evacuation assistance:
  - Bridgetown Hospital - has its own evacuation arrangements
  - Geegelup Aged Care Facility - has its own evacuation arrangements

- Those identified by door-knock - have no existing protocol

The Bridgetown Hospital and Geegelup Aged Care Facility should be able to cope with their own evacuations but if they do require assistance, they will contact the Incident Controller as early as possible.

The Incident Controller will endeavour to respond to those who request assistance during an emergency and those identified through door-knocks or other means.

- **Early Briefing** – In the event of an evacuation it will be necessary for the Incident Controller to provide an early briefing to all or some of the following:
  - Police
  - DFES/SES
  - CPFS
  - Shire
  - Schools
  - Bridgetown Hospital
  - Geegelup Aged Care Facility
- **Evacuation Route** – Responsibility for the control and maintenance of major roads lies with the MRWA and the Shire for other public roads. Where it is necessary or desirable to close roads or enforce detours, the Police will liaise with either or both MRWA and the Shire.

  DFES officers have the authority to stop and re-direct traffic in the event of a fire.

5.5. The Evacuation Centre

- CPFS (Local Welfare Coordinator) is responsible for management of the Evacuation Centre during an emergency. It will make pre-arrangements with the owners of potential venues and when called upon by the Police or the Incident Controller (HMA), it will liaise with the Shire Recovery Officer before it opens the Evacuation Centre and commences operations (see Community Recovery Plan).
- CPFS operates under its Local Welfare Emergency Management Support Plan for Bridgetown-Greenbushes and will establish the Evacuation Centre to provide:
  - Registration [NRIS] (Red Cross)
  - Catering (Catholic Church & CWA)
  - Clothing/Personal requirements (Anglican Church)
  - Accommodation (CPFS)
  - Personal Services (CPFS & co-opted agencies)
  - Financial Assistance (CPFS/Centrelink)
- The following venues have been identified as potential Evacuation Centres in Bridgetown and Greenbushes:
  - Civic Centre (Bridgetown)
  - Leisure Centre (Bridgetown)
  - Primary School (Bridgetown)
  - High School (Bridgetown)
  - Sports Ground (Bridgetown)
  - Showground (Bridgetown)
  - Town Hall (Greenbushes)

    (Note: These venues will be audited by CPFS to establish suitability)
- An Evacuation Centre will be equipped to operate as a one-stop-shop and in particular will:
  - Provide shelter, food and water to affected people
  - Provide counselling
  - Provide updated information
  - Answer inquiries
  - Register offers of assistance

- The Shire will manage refuse disposal for the Evacuation Centre throughout the period of its operations.
- Prior to stand-down, CPFS will conduct a staff debriefing and subsequently a LEMC debriefing.
- The Shire will attempt to provide temporary facilities for pets while affected people are resident at the Evacuation Centre. Such facilities will as far as practicable be located at the Bridgetown Showground or the Bridgetown Agricultural Society.

5.6 Community Security

The following agencies may contribute to the security of buildings while residents are absent during an evacuation and the general security of the emergency area:

- Police - primary responsibility, direct enforcement
- DFES/SES - indirect security through presence in the emergency area
- Contractors - in some instances there may be opportunity to contract out security to commercial security operators. The Incident Controller will liaise with the Police regarding the provision of security services during an emergency.

6. POST-EMERGENCY (Recovery)

During this phase, the Community Recovery Plan, for which the Shire is the lead agency, will be initiated and so there will be overlap between this Evacuation Plan and the Recovery Plan. The Incident Controller (HMA) will keep the Shire (Recovery Coordinator) informed in the period leading up to handover and provide a briefing at the time of handover.

6.1 Communications

The Incident Controller (HMA) will continue to be responsible for the distribution of information but will in particular, liaise with the CPFS and the Shire. The Shire and other agencies may initiate recovery activities before the response operations have concluded. However, when the HMA determines that the response phase is over, it will hand-over to the Shire, which will assume responsibility for distribution of information until the operations of the various support agencies are normalised.

If a Call Centre has been established, the Incident Controller (or LEMC) will decide when it is to stand-down.

6.2 Resources

While each government agency will provide the financial resources necessary to accomplish its own responsibilities, there are substantial physical resources that have been offered by various agencies to combat and assist in immediate recovery activities during an emergency. These are recorded in the Resources Register, which is attached to the Bridgetown-Greenbushes Emergency Management Arrangements.

6.3 Community Security

See section 5.6 of this document. Police will continue to be the main agency concerned but may receive assistance from other agencies as indicated. When the response phase has concluded, the Recovery Coordinator will liaise with the Police regarding security needs.

6.4 Return Phase

This signals the first major step towards normalisation after the initial response to the emergency and is intended to facilitate the smooth return of affected persons to their homes or where damage precludes a return, to longer term temporary accommodation. There are a number of activities that either precede a return to homes or that occur in parallel:

- **Hazard assessment –** by the responsible HMA to ensure that conditions are safe for a return.
- **House/building assessment–** by the building and environmental health officers of the Shire to ensure that the structures are safe and that water supply and sewerage systems are safe.
- **Resumption of utilities –** power, water and telecommunications, where appropriate.

6.5 Personal, Family and Financial Support Services

As affected persons return home there is an on-going need for them to access the above services. These will continue to be provided by the CPFS.

6.6 Temporary Accommodation

In some cases, displaced persons will be temporarily accommodated by friends or relatives. However, there may be a number of displaced persons that are not accommodated in this way and who cannot return home when the hazard has abated because their homes have been severely damaged. In these cases, the CPFS/Department of Housing & Works will organise short or medium term accommodation.

6.7 Review & Exercising of the Plan (see section 4.7)

Annual review of all emergency management arrangements is standard and expected practice to ensure as far as possible that they remain relevant and effective. This Evacuation Plan is no exception and must be reviewed annually by the LEMC to ensure that:

- It is still entirely relevant
- It still represents the best and most practical evacuation arrangements
- Contact details are current
- Any relevant additions or improvements are incorporated

Additionally, the Plan should be exercised from time to time to ensure that it works and that concerned agencies understand their roles. The LEMC will arrange and oversee appropriate exercises for this Plan, record outcomes and initiate relevant amendments. All exercise and amendments will be recorded in the Schedule of Amendments & Exercises attached to this document.

7. REFERENCES

- Evacuation Planning – Manual 1, Emergency Management Australia 1998
- Emergency Risk Management Applications Guide – Emergency Management Australia 200?
- "Stay or Go" – DFES brochure 2005
- "Managing Animals in a Disaster" – EMA brochure 1999
- Emergency Management Act 2005

8. LIST OF APPENDICES

Appendix 1	Warning Message Guideline
Appendix 2	Communications Contact List
Appendix 3	Distribution List for this Evacuation Plan

9. ATTACHMENTS

- SEMC Policy Statement No 2 – Standard Emergency Warning System (SEWS)
- SEMC Policy Statement No 5 – Evacuation Policy

10. SCHEDULE OF AMENDMENTS & EXERCISES

10.1 Amendments

Date	Sections Amended	Date Confirmed by LEMC	Date Agencies Notified

10.2 Exercises

Date of Exercise	Nature of Exercise	Parts of Plan Exercised	Agencies Involved

Appendix 1 - WARNING MESSAGE GUIDELINE

The warning message should be prepared by the agency responsible for controlling the hazard in conjunction with the Police and available specialist advice. It must be in clear and simple language and avoid ambiguity, jargon and abbreviations. Information should include:

- The issuing authority;
- The date and time of issue;
- An accurate description of the hazard (what has happened and what is likely to happen);
- The area that is likely to be affected immediately by the hazard and any areas that may be affected in the longer term, for example, in the case of flood, areas that will be inundated once levee banks have been breached;
- Advice to those receiving the warning including:
  - evacuating (including anticipated duration of absence, if known) or staying indoors;
  - risk minimisation measures (if staying);
  - what to bring (e.g. medication) or what not to bring (e.g. pets unless advised otherwise);
  - listening to a nominated radio station or watching a nominated TV channel for further advice;
  - securing of premises and personal effects;
  - evacuation routes;
  - assembly areas;
  - assistance available (e.g. transport, medical, relief centres, counselling);
  - referring to "what to do in an emergency" guide;
  - not using the telephone unless absolutely necessary;
  - safeguarding domestic pets and other animals; and
  - translation services available;
- What is being done to control the hazard; and
- The time the next warning will be issued, or advice that no further warnings will be issued.

Appendix 2 – COMMUNICATIONS CONTACTS

Within the context of 'Response' in an emergency, public relations and release of information through the media is the prerogative of the Incident Controller. DFES, SES and Police may use their own centralised public relations systems through their respective protocols. Certainly in the case of DFES and SES, the local Incident Controller will contact the DFES Duty Officer as indicated below. However, there are instances whereby the Incident Controller may need to make direct contact with the media.

NOTE - If direct contact is made with the media, the central DFES (Duty Officer) or Police contact point (as appropriate) will be notified immediately.

DFES Duty Officer		9771 6800
CPFS – Local Welfare Coordinator	Julia Clegg	1800 199 009

Media & Name	Telephone	Fax	Email
ABC Radio/Television Regional Program Manager Bunbury	9792 2710	9792 2799	
GWN Television	9792 2840		news@gwn.com.au
WIN Television	9449 9961		ninenewsperth@nine.com.au
Radio West - Hot FM Hotline	9791 2359 (business hours)		
Network Program Director	9727 5538 (business hours)		

Appendix 3 - DISTRIBUTION LIST FOR EVACUATION PLAN

o Shire of Bridgetown-Greenbushes	Master Copy
o CPFS – Manjimup office	copy
o CPFS – Local Welfare Coordinator	copy
o Police - Bridgetown	copy
o DFES (Regional Officer)	copy
o DEMC	copy
o Fire & Rescue - Bridgetown	copy
o SES - Bridgetown	copy

Appendix 4: Vulnerable Groups

Private and Public Schools & Other Children Services

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in Place
Bridgetown Camp School	90 Roe Street Bridgetown	9761 1691	Up to 72	Yes
Bridgetown Early Learning Centre	Cnr Steere & Roe Streets, Bridgetown	9761 1934	Up to 30	Yes
Bridgetown High School	Steere Street Bridgetown	9761 0100	222	Yes
Bridgetown Primary School	Roe Street Bridgetown	9761 1102	338	Yes
Bridgetown Family Playgroup	Cnr Steere & Roe Streets, Bridgetown	9761 2139	46	Yes
Greenbushes Playgroup	Old Court House Blackwood Road Greenbushes			
Greenbushes Primary School	Blackwood Road Greenbushes	9764 3535	41	Yes
St Brigids Primary School	Roe Street Bridgetown	9761 1635	202	Yes

Medical, Aged & Other Facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in Place
Bridgetown District Hospital	Peninsula Road Bridgetown	9782 1222	44	Yes
Bridgetown Caravan Park	South West Highway Bridgetown	9761 1900	284	No
Geegeelup Village Hostel	Scott Street Bridgetown	9761 1366	22	Yes
Geegeelup Village Independent Living	Nelson/Scott/Allnutt Streets, Bridgetown	9761 1366	88	Yes
Stinton Gardens Independent Living	70 Blackwood Road Greenbushes	9771 7800	10	Unknown

Appendix 5

Shire of
Bridgetown-Greenbushes
.... simply beautiful

LOCAL RECOVERY MANAGEMENT PLAN

May 2012

Adopted by Council on 25 October 2012

Contents

Distribution

Distribution List	
Organisation	**No Copies**

Amendment Record

NO.	DATE	AMENDMENT DETAILS	DOCUMENT PREPARED BY
1	21.1.15	Update Contacts List and Agency Names & Resourcing Template Contacts	Glen Norris
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

PART 1 - INTRODUCTION

Following the impact of a hazard on a community within the Shire of Bridgetown-Greenbushes, there may be a need to assist the community to recover from the effects of the emergency. Recovery is a coordinated process of supporting the affected community in:

a. Reconstruction of the physical infrastructure; and

b. Restoration of emotional, social, economic and physical wellbeing.

The purpose of managing recovery is to assist the community attain a proper level of functioning as soon as possible. Recovery activities commence in conjunction with response activities but will continue for an extended period after response activities have concluded.

AUTHORITY AND PLANNING RESPONSIBILITY

The Local Recovery Arrangements has been prepared in accordance with the Emergency Management Act 2005. They have been endorsed by the Shire of Bridgetown-Greenbushes Local Emergency Management Committee and the Shire of Bridgetown-Greenbushes. They have been tabled for information and comment with the South West District Emergency Management Committee.

Section 36b of the *Emergency Management Act* 2005 states:

"It is a function of a local government – to manage recovery following an emergency affecting the community in its district;"

Section 41 (4) of the *Emergency Management Act* 2005 states:

"Local emergency management arrangements are to include a recovery plan and the nomination of a recovery coordinator".

The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Shire of Bridgetown-Greenbushes.

AIM

The aim of this document is to detail the recovery management arrangements for the Shire of Bridgetown-Greenbushes to assist with the timely and effective coordination of reconstruction and restoration activities to improve the quality of life in an affected community, so that they can continue to function as part of the wider community.

SCOPE

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

These Arrangements are a support plan to the Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements.

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.

RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

The arrangements comply with the recovery principles and concepts detailed in the State Emergency Management Plan 'Recovery Coordination' and the Australian Emergency Management Handbook 'Community Recovery'.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this Plan.

a. The community has a right to be involved in the decision making and management of all aspects of the recovery process;

b. The community has a 'right to know', as information is an essential part of the recovery process;

c. Every person has a right to effective assistance until long-term recovery is achieved;

d. Both the affected person and the community have a responsibility to account for financial and material resources used;

e. The community has a right to know the criteria for the determination of financial support and grants; and

f. The community has a right to expect the maintenance of family cohesion.

RELATED DOCUMENTS

To enable integrated and coordinated delivery of emergency management within the Shire of Bridgetown-Greenbushes, these arrangements are consistent with West Australian Emergency Management Framework.

Reference should also be made to the;

- Department of Child Protection & Family Services Local Welfare Support Plan
- Shire of Bridgetown-Greenbushes Local Emergency Management Arrangements
- Shire of Bridgetown-Greenbushes Community Evacuation Plan

PART 2 – PLANNING

APPOINTMENT

LOCAL RECOVERY COORDINATOR

The appointment of the Local Recovery Coordinator will be undertaken by Council. The appointed Recover Coordinator is Mrs Glen Norris.

DEPUTY LOCAL RECOVERY COORDINATOR

The appointment of the Deputy Local Recovery Coordinator will be undertaken by Council. The appointed Deputy Recover Coordinator is Brian Moore.

RECOVERY COMMITTEE MEMBERS

The membership of the Recovery Committee will be determined by the Recovery Coordinator based on the communities needs following an emergency. Each emergency will be different and may require representation from different organisations.

TRAINING

As a minimum standard the Recovery Coordinator and Deputy Recovery Coordinator should undertake the 'Introduction to Recovery' (Emergency Management WA) and Recovery Management (Australian Emergency Management Institute).

ROLES & RESPONSIBILITIES

SHIRE OF BRIDGETOWN-GREENBUSHES

The Shire of Bridgetown-Greenbushes will undertake the following:

- Nominate a Recovery Coordinator and Deputy Local Recovery Coordinator;
- Be responsible for ensuring a co-ordinated recovery;
- Provide executive, communications and media support to the Recovery Committee;
- Provide human resources and equipment for the Recovery Coordination Centre as required;
- Prepare, maintain and test these arrangements;
- Ensure the training, education and exercising of organisations and their personnel in the recovery management arrangements;
- Provide financial management support to the Recovery Committee;
- Prepare a Business Continuity Plan to accommodate a protracted Recovery process; and
- Coordinate the promotion of community awareness with respect to the recovery arrangements.

LOCAL RECOVERY COORDINATOR / DEPUTY LOCAL RECOVERY COORDINATOR

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.

LOCAL RECOVERY COMMITTEE

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 Coordinating 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.

COMPOSITION OF RECOVERY COMMITTEE

The LRC will be chaired by the Shire of Bridgetown-Greenbushes Shire President, or his/her nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where an LRC is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRC is dynamic and will change with the needs of the community at various stages during the recovery process.

Where an LRC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

- Chairperson (if not the Shire President, then preferably the CEO or another Councillor);
- Local Recovery Coordinator (should be different to Chairperson);
- Secretary (provided by LGA);
- Local Emergency Coordinator (OIC Police).
- Local Government Officers;
- Hazard Management Agency;
- Department of Health and or Local Environmental Health Officer;
- Department for Child Protection;
- Western Australian Police Service;
- Community Representative/s; and if established Chairpersons of Sub-committees;
- Department of Agriculture and Food;
- Department of Environment and Conservation;
- Lifelines (power, water, gas, etc);
- Main Roads;
- Department of Water;

- Regional Development Commission;
- Education/school representative;
- Community Groups;
- Chamber of Commerce;
- St John's Ambulance;
- Department of Human Services;
- Insurance representative;
- Other persons/organisations as identified.

ROLE

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Policy and the Local Recovery Plan.

FUNCTIONS

The functions of the committee include the following:

- Assist the Local Recovery Coordinator to prepare, maintain and test the Local Recovery Plan;
- Following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
  a) meets the immediate needs of the community;
  b) takes account of local government long term planning and goals;
  c) includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
  d) develops a time table for completing the major functions;
  e) considers the needs of youth, aged, the disabled, and non-English speaking people;
  f) allows for the monitoring of the progress of recovery;
  g) allows full community participation and access;
  h) effectively uses the State and Commonwealth agencies;
  i) provides for public access to information on the proposed programs and subsequent decisions and actions; and
  j) allows consultation with all relevant community groups.

RESPONSIBILITIES:

- Appointment of key positions within the committee;
- Establishing subcommittees as required;
- Assessing requirements for recovery activities relating to the physical, psychological and economic and environmental wellbeing of the community with the assistance of HMAs;

- 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;
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

SHIRE OF BRIDGETOWN-GREENBUSHES

a. Chair and manage the activities of the Local Recovery Committee;

b. Provide secretariat and administrative support to the Local Recovery Committee;

c. Provides the Local Recovery Management Centre & facilities;

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

HAZARD MANAGEMENT AGENCY

a. Provide a representative to the Local Recovery Committee;
b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
c. Initiate the recovery process;
d. Participate in the development of the recovery plan; and
e. Advise the Recovery Coordinator when withdrawing from the recovery process.

DEPARTMENT FOR CHILD PROTECTION

a. Provide a representative to the Local Recovery Committee;
b. Provide the welfare components of the recovery process including –
   I. Emergency accommodation
   II. Emergency catering
   III. Emergency clothing and personal requisites
   IV. Personal services (including counselling)
   V. Registration and Inquiry
   VI. Immediate Financial assistance

LIFELINE AGENCIES

a. Provide a representative to the Local Recovery Committee;
b. Undertake repairs and restoration of services;

c. Assist the recovery effort with resources and expertise available from within the service.

MANAGEMENT ARRANGEMENTS

LOCAL RECOVERY CENTRE

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Centre.

The location of the Recovery Centre will be the administration office of the Shire of Bridgetown-Greenbushes, or if not available, an area deemed suitable by the LGA.

The Local Recovery Centre is where the Local Recovery Committee is based during an emergency and recovery phase, and provides a focal point for a coordinated approach to recovery services.

The following communication systems are desirable when setting up an LRC (dependant on the scale of the incident):

- Phone;
- Fax; and
- Computer and Internet capabilities and any other appropriate IT elements.

It is preferred that each LRC will have the following facilities available (dependant on the scale of the incident):

- Meeting Rooms (large and small) for community info sessions, one stop shops, ongoing meetings, etc;
- Ablutions; and
- Kitchen/Food Preparation Area.

PART 3 – COMMENCING RECOVERY

ACTIVATION

The process for the activation of these arrangements is outlined in State Emergency Management Policy 4.4 'State Recovery Coordination' which provides;

- *The Controlling Agency with responsibility for the response to an emergency must initiate recovery activity during the response to that emergency.*
- *The Controlling Agency will then liaise with the emergency affected local government to prepare for a transition from response to recovery and at an agreed point will transfer responsibility for the recovery activity to that local government. The "handover" arrangements should be documented.*
- *Where an emergency is assessed by the Controlling Agency as being of sufficient magnitude to require State level recovery coordination, the HMA with the agreement of the affected local government/s, will discuss the transfer of the coordination responsibility to the State with the Chair, Recovery Services Sub-committee.(RSS)*

TRANSITION FROM RESPONSE

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery.

The LRC should be called together as soon as possible for a briefing of the emergency incident even in the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

The committee will;

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible.
- **Recovery Coordinator must be included in Incident Support Group meetings from the onset.**

Transition from response to recovery shall be formalised by completing of the "Response to Recovery Transition Handover" form included in the Recovery Resource Book.

HANDOVER – RESPONSE TO RECOVERY

The Controlling Agency is responsible for commencing the recovery process. As the response to the incident concludes the recovery phase will be handed to the Shire of Bridgetown-Greenbushes. A copy of the document is included in the Recovery Resource Book. The form will be used by both parties to affect the handover process.

It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Committee, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the Local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

IMPACT ASSESSMENT AND OPERATIONAL RECOVERY PLANNING

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

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

- Controlling Agency;
- Welfare agencies – to identify persons in need of immediate assistance;
- LGA building, planning and health officers and engineers;
- Insurance assessors;
- Business associations, eg. local chamber of commerce;
- Recovery Needs Assessment and Support Survey Form.

Following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where

significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRC.

The operational recovery plan should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community. Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. An Action Recovery Plan Template is included in the Recovery Resource Book.

Recovery Centre

A Recovery Centre should be established if extensive recovery activities are to be undertaken. The purpose of the Recovery Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks

Local Recovery Committee sub-committees

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

The LRC should consider the following areas when recommending priorities and ensuring work is completed:

- Infrastructure
- Economic/Financial
- Personal
- Environment
- Community

When identifying priorities consideration should be given to the risk evaluation criteria developed during the ERM process. (Risk Evaluation – community values)

The most commonly established sub-committees and their responsibilities are detailed below:

Restoration and reconstruction sub-committee:

- Assess requirements for the restoration of services and facilities with the assistance of responsible agencies.
- Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required.

- Report the progress of the restoration and reconstruction process to the Local Recovery Committee.
- Make recommendations to the Local Recovery Committee

COMMUNITY AND PERSONAL SUPPORT SUB-COMMITTEE:

- Assess the requirement for personal support services in the short, medium and long term
- Facilitate resources (financial and human) as required to complement/assist existing local services
- Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved
- Make recommendations to the Local Recovery Committee

CULTURAL AND SPIRITUAL FACTORS

Cultural and spiritual symbols provide an essential dimension to the recovery process. They provide a framework for meaning and evaluation of the emergency experience. These need to be managed as an integral part of recovery activities. The community will present its own symbols and rituals, probably beginning in the immediate aftermath. If these are recognised, supported and coordinated as part of the recovery process, which is owned by the community, they will provide the focus for cultural and spiritual activities.

These activities will assist in the long-term integration of the emergency into the history of the community. Often these activities can be conducted on anniversaries or other significant community occasions.

RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

ACTIVITIES TO BE UNDERTAKEN BY THE COMMITTEE

SHORT TERM ACCOMMODATION

- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs

- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

STRATEGIES

COMMUNITY INVOLVEMENT STRATEGIES

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a cooperative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

RECOVERY INFORMATION STRATEGIES

- Provide regular updates on –
  - current state & extent of the disaster,
  - actual and proposed official response
  - desired community response
  - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door knocks
- Out Reach Programs
- Information sheets
- Community newsletters
- Public meetings

RECOVERY ASSISTANCE STRATEGIES

- Provide for special needs of aged, ethnic, children etc

- Make food, shelter, clothing, health and emergency finance available immediately
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre caters for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

ACCOUNTABILITY STRATEGIES

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

STRATEGIES FOR GRANTS, LOANS AND GIFTS

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

STRATEGIES TO MAINTAIN FAMILY COHESION

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

PUBLIC INFORMATION

Provision of public information must be deliberate, planned and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery.

In the response phase public information primarily informs and reassures. In the recovery phase it is the mechanism by which the affected community and the wider public are encouraged to participate in the process of restoration and rehabilitation.

MEDIA

During emergencies the media have a legitimate interest in obtaining prompt and accurate information. If media access to accurate information is restricted, rumour and speculation may be substituted for fact. Consequently, there is nothing to be gained by attempting to restrict media access. The media are also a vital link between recovery agencies and the public, and provide an effective means of disseminating information. It

is recommended that regular and scheduled media briefings be negotiated to suit the publishing and broadcasting timetables of the media.

Due to the fact that the recovery process will generally involve a range of different organisations, there is a need for coordination of information to the media to avoid confusion or conflict. The most effective means of dealing with this issue is through the nomination of a media liaison officer to represent the overall recovery process.

All media releases prepared by the Recovery Sub-committee will be forwarded to the LRC for release by the Chairperson. If the recovery process is of such a nature that State involvement is involved, reference should be made to WESTPLAN Public Information to ensure appropriate processes are followed and adhered to. WESTPLAN Recovery notes that State arrangements do not set out to restrict local governments from releasing media statements on recovery matters and issues being dealt with at the local level. However, it is it is expected that all relevant media releases will be provided to the SRCC for comment prior to the dissemination.

VISITING VIPS

In addition to the level of media interest, there is also likely to be a number of visits to the affected area and a high level of interest in the recovery process from VIPs from government and a range of other agencies.

There are a number of issues that need to be considered by the recovery manager involved with, or responsible for hosting, such visits.

Effective briefings should be provided. These should include accurate and up-to-date information about estimated losses, assistance programs and financial assistance packages. This will ensure that any information relayed to the affected community or the media is accurate, reducing the risk of falsely raising expectations regarding such things as assistance measures, and reducing the risk of embarrassment. Some pre-visit briefing is also desirable to ensure that the visitor is well informed of the necessary information prior to arrival.

- Briefing of any visitors should also include details about the current state of the community, including the various emotions they may be experiencing as a result of the event, as well as identification of any existing sensitivities.
- Visitors should have a clear understanding of emergency management arrangements and protocols.
- Visitors should also be clearly briefed on the potential impact of their visit and their subsequent role in the recovery process. In particular, it should be emphasised that any information provided must be accurate, as the effects of inaccurate or ill-founded information on an affected community may reinforce the impact of the event.

- In the case of a disaster affecting more than one geographic area, care should be taken to ensure that communities are treated impartially and visits are arranged accordingly.

Visits by Commonwealth and State Parliamentarians (including Ministers) should be discussed in advance with the LRC to ensure the visits are the most effective for both the community and the Member of Parliament.

INFORMATION SERVICES

The community recovery information services provided to affected people aim to lower anxiety levels and to restore a sense of predictability through accurate and credible information. Information services must be made available to assist and hasten recovery as well as the means of accessing those services.

The information provided should advise:

- the support, psychological, development and resource services available;
- where, when and how to access those services; and
- the psychological reactions commonly experienced by affected people.

The information should be provided at a "One Stop Shop" set up in a location to be determined and be available as soon as possible and provided and repeated through a range of information means. The means commonly used are:

- leaflets;
- posters;
- newsletters;
- information centre's;
- recovery centre's;
- community agencies;
- radio;
- newspapers;
- television;
- outreach visitation; and
- Public meetings.

The accessibility of the information to the people affected by the emergency is a major issue and actions need to ensure it is available to:

- the whole of the affected area;

- non-English speaking people;
- special needs groups and or individuals;
- isolated people and communities; and
- Secondary victims.

PUBLIC MEETINGS

Various forms of public meetings provide an important part of the recovery process. Public meetings may be held soon after an emergency has taken place as a means of communicating information to an affected community regarding such things as the extent of the damage caused by the event and the services available through the range of recovery agencies. Representation of the various recovery agencies at a public meeting also gives the affected community an opportunity to identify those agencies providing services and to clarify important issues. Further public meetings may be held throughout the recovery process as the need arises.

Public meetings also provide the opportunity for members of an affected community to meet together and for rumours, which are inevitable in the early part of the recovery process, to be dispelled. However, given the volatility that may be evident immediately following an emergency, it is critical that public meetings be carefully timed and managed by a facilitator skilled in dealing with any problems which may arise.

Public forums may also be organised to provide practical advice and discussion on a range of issues from personal needs to housing and rebuilding issues. The need for such forums is best identified by workers who have a direct understanding of emerging needs within a community.

Community recovery committees also provide an affected community with a mechanism to have an input into the management of the recovery process. These committees provide an important forum, ensuring local participation in the management of the recovery process.

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains

Points to Consider

- Appoint potential spokespeople to deal with the media
- Manage public information during the transition from response to recovery when handover completed from HMA
- Identify priority information needs
- Develop a comprehensive media/communication strategy

- Coordinate public information through:
  - joint information centres
  - spokesperson/s
  - identifying and adopting key message priorities
  - using a single publicised website for all press releases
- Develop processes for:
  - media liaison and management (all forms eg. print, and electronic)
  - briefing politicians
  - alternative means of communication eg. public meetings, mailbox fliers, 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.

ONE STOP SHOP

An effective method of providing the affected community with access to information and assistance is through the establishment of central information point and would include representatives from relevant recovery service providers to provide information and advice for the local community.

A One Stop Shop may be established in an identified Council building, the location and contact details will be disseminated to the community when it is established.

MANAGING SPONTANEOUS VOLUNTEERS

LOCAL VOLUNTEER COORDINATOR (LVC)

Within the first few days of an emergency occurring, the Shire of Bridgetown-Greenbushes may receive numerous offers of voluntary assistance. It is important to harness this enthusiasm so that offers and opportunities are not lost.

There are likely to be two sources of volunteers:

1. Clubs, community groups and other non-government organisations;

2. Members of the general public.

Volunteers affiliated with an organisation will generally be managed by the organisation of membership and are likely to have specific skills to perform assigned roles (eg. CWA, Apex club, etc).

Volunteers from the general public (individuals and private companies) who offer assistance on an ad-hoc basis require careful management and coordination. "Volunteer Information Forms" (refer to the Recovery Resource Book) must be completed by Shire staff whenever an offer of assistance is made and they should be forwarded to the LVC for consideration. Consideration should be given to establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

The LRC will initially be responsible for overseeing volunteer activities and if the event dictates the necessity to do so, the LRC will request the activation of the LVC.

REGISTRATION

It is paramount that any volunteer under the direction and control of the Shire of Bridgetown-Greenbushes must be registered and 'signs-on' prior to participating in any task, with clear instructions disseminated and acknowledged. All volunteers must 'sign-off' on the completion of the volunteers shift.

It is the responsibility of the LVC to oversee the registration of all volunteers regardless of whether they are individuals or belong to a community group or club. This must occur during all recovery activities including emergency welfare centre activities on the "Volunteer Log Form" found in the Recovery Resource Book.

ALLOCATION OF TASKS

The LVC is responsible for matching volunteers' skills and resources to required tasks, bearing in mind the needs of the community and individuals. Tasks assigned must be meaningful with clearly defined roles and must be recorded against the respective volunteers "Volunteer Information Form". When tasked, the volunteer is to be given a copy of the "Volunteer Task Allocation Form" to ensure they have a clear understanding of the role to be undertaken.

The LRC is responsible for creating the tasks to be allocated. All tasks allocated must be authorised by the LRC to ensure the duplication of tasking is avoided.

HOURS OF DUTY

Where applicable, volunteers should be rostered on for periods of no longer than 8.5 hours at one time, followed by a minimum 10 hour rest period. Shifts should overlap by

a minimum of 30 minutes to enable briefings and handovers to their relief to occur. Meal breaks should be planned for with the LVC responsible for all volunteer rostering. Refer to the Recovery Resource Book for the "Volunteer Roster Form". All rostering must be authorised by the LRC to ensure the duplication of resources is avoided.

IDENTIFICATION

The LVC shall provide all volunteers with appropriate identification, the minimum standard being a name tag. The name tag must have the volunteer's full name, date and Volunteer Information Form Reference Number clearly identified.

OTHER

The LVC shall conduct regular briefing and debriefing of volunteers. Access to appropriate counselling must be provided to all workers, as an acknowledgement that high levels of both acute and ongoing stress, and direct exposure to trauma, may be experienced.

PART 4 – FINANCIAL MANAGEMENT

FINANCIAL ARRANGEMENTS DURING AN EMERGENCY SITUATION

It should be recognised that in the event of an emergency there may be a need for the Shire of Bridgetown-Greenbushes to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire will need to act in its capacity as the agency responsible for Recovery without funding allocated within Council's Budget. Under Section 6.8 of the *Local Government Act* 1995, the President may approve emergency expenditure where requested by the Chief Executive Officer:

"A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

(a) *is incurred in a financial year before the adoption of the annual budget by the local government;*
(b) *is authorised in advance by resolution*; or*
(c) *is authorised in advance by the mayor or president in an emergency."*

WESTERN AUSTRALIA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

DECLARATION OF ELIGIBLE NATURAL DISASTERS

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a *"natural disaster"*, in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:

- Must be an ***eligible event***; and
- The anticipated cost to the State of ***eligible measures*** must exceed the ***small disaster criterion***, being the amount of $240,000.

(Further information concerning the terms *'eligible event' and 'eligible measures'* follow.)

ELIGIBLE EVENTS

The WANDRRA **ONLY** apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.'*

ELIGIBLE MEASURES

The WANDRRA comprises a range of *eligible measures* that have been approved by the *State* Government. An *eligible measure* means an act of relief or recovery that is:

- carried out to alleviate damage or distress arising as a direct result of a *natural disaster*; **and**
- of a type described below as a Category A, B, C or D measure.

Category A measure	Is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.
Category B measure	Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster; Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.
Category C measure	Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.
Category D measure	Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

ADMINISTRATION AND MANAGEMENT OF THE WANDRRA

The Fire and Emergency Services Authority is responsible for the overall administration of the WANDRRA.

APPEALS AND DONATIONS

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

LORD MAYORS DISTRESS RELIEF FUND

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western

Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions. Further information is available via their website : http://appealswa.org.au/

Donations of Cash: The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations.

Donations of Service and Labour: Any donations of services or labour to assist with the recovery from an emergency will be administered by the Shire via the Local Recovery Committee in accordance with the 'Managing Spontaneous Volunteers' section of these arrangements.

Donations of Goods: The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

STATE LEVEL ASSISTANCE

State level assistance to community recovery will normally be provided by a range of State government agencies through direct representation on the LRC.

Where an emergency is assessed by the Controlling Agency as being of sufficient magnitude to require State level recovery coordination, the Controlling Agency with the agreement of the affected local government/s, will discuss the transfer of the coordination responsibility to the State with the Chair, RSS.

STAND DOWN

The Local Recovery Coordinator shall progressively stand down participants and programs when they are no longer required

DEBRIEFING/POST OPERATIONS REPORT

The LRC will arrange to debrief all participants and organisations as soon as possible after stand down and prepare a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report shall also be forwarded to the DEMC.

Annex 1 Contacts (Recovery Specific)

RECOVERY SPECIFIC CONTACT LIST			
Glen NORRIS	Recovery Coordinator	9761 1628 0438 611 628	glennorris29@bigpond.com gnorris@bridgetown.wa.gov.au
Brian MOORE	D/Recovery Coordinator	9761 2363 0417 977 736	brian@jobry.com.au
John NICHOLAS	Shire President	9761 2712 0409 619 753	john@bridgetowncrc.net.au
Tim CLYNCH	Shire CEO	9761 1555 0428 611 376	tclynch@bridgetown.wa.gov.au
Chris SOUSA	Shire CESM	9761 0901 0428 611 125	csousa@bridgetown.wa.gov.au
Lindsay CROOKS	Executive Manager Works & Services	9761 1555 0427 611 555	lcrooks@bridgetown.wa.gov.au
Elizabeth DENNISS	Executive Manager Community Services	9761 1261 0428 956 892	edenniss@bridgetown.wa.gov.au
Russell WESTON	Manager Health & Building Assets	9761 1555 0409 115 122	rweston@bridgetown.wa.gov.au
Michael Little	Principal Building Surveyor	9761 1555	mlittle@bridgetown.wa.gov.au
Scott Donaldson	Manager Planning	9761 1555 0429 686 903	sdonaldson@bridgetown.wa.gov.au
Dariel HODGINS	Visitor Centre Manager	9761 1740	dhodgins@bridgetown.wa.gov.au
Emma PICKERING	Recreation Centre Manager	9761 2966	epickering@bridgetown.wa.gov.au
Pat SCALLAN Greg KENNEDY	Talison Lithium	9782 5700 0427 643 508 9782 5726 0427 577 821	gwalia1@iinet.net.au greg.kennedy@talisonlithium.com
Patricia MARTIN	Red Cross	9761 1946 0408 473 856	patriciamartin@bordernet.com.au
Neville BLACKBURN	CPFS	9845 7909 0438 934 827	Neville.Blackburn@cpfs.wa.gov.au
Julia Clegg	CPFS	9771 6000	julia.clegg@cpfs.wa.gov.au
Anne-Maree MARTINO	Bridgetown Hospital	9782 1222 0417 904 828	annemaree.martino@health.wa.gov.au
John TILLMAN Phil BRANDRETT Peter THOMAS	DFES – Lower South West	9771 6800 0427 323 610 0408 015 872 0429 980 010	john.tillman@dfes.wa.gov.au Philip.brandrett@dfes.wa.gov.au peter.thomas@dfes.wa.gov.au

Stephanie GREEN		9771 6808 0429 991 629	stephanie.green@dfes.wa.gov.au
Leon GARDINER	DFES – SES (Lower S/W)	0408 412 608	leon.gardiner@dfes.wa.gov.au
Rachael COUPER	Water Corporation	9771 7042 0408 938 633	rachael.couper@watercorporation.com.au
Roger FOSTER	Education Department	9764 3535 0488 589 018	Greenbushes.PS@education.wa.edu.au
Ray DEALL	Western Power	9782 1018 0427 101 389	ray.deall@westernpower.com.au
Brian HALL	Telstra	0419 981 959	brian.hall@team.telstra.com
Pamela CLEVERLY	Department of Housing	9771 800 0407 774 255	pamela.cleverly@housing.wa.gov.au
Jason DEARLE Ian GUTHERIDGE	Department of Food & Agriculture	0429 085 795 9777 0000 0427 778 039	jason.dearle@agric.wa.gov.au ian.gutheridge@agric.wa.gov.au
Alan ROBERTS Paul CASSIDY	Main Roads WA	9725 5626 0438 949 280 0439 903 864	alan.roberts@mainroads.wa.gov.au paul.cassidy@mainroads.wa.gov.au
Geoff HAY	Dept. Premier & Cabinet	6552 6289	geoff.hay@dpc.wa.gov.au

ADJOINING LOCAL GOVERNMENT AUTHORITIES			
Shire of Boyup Brook	Allan Lamb – CEO Cr Michael Giles – President Jessica Cooper - Ranger	9765 1200 9765 1259 0419 972 073	shire@boyupbrook.wa.gov.au mickaye@westnet.com.au ranger@boyupbrook.wa.gov.au
Shire of Donnybrook-Balingup	Ben Rose - CEO Phil Robins – Senior Ranger Cr Angelo Logiudice – President	0400 786 355 419 935 600 0427 316 236	brose@donnybrook.wa.gov.au probins@donnybrook.wa.gov.au donnybrooknews@westnet.com.au
Shire of Manjimup	Andrew Campbell – CEO Cr Wade DeCampo – President	9771 7711 0427 389 227 0427 094 081	andrew.campbell@manjimup.wa.gov.au wade@decampo.com.au
Shire of Nannup	Peter Clarke – CEO Cr Tony Dean – President	9756 1018 0427 561 018 9756 0680	peter.clarke@nannup.wa.gov.au shirep@nannup.wa.gov.au

MEDIA			
ABC Radio/Television	Tom Coull	9792 2710 0448 796 252 0409 136 028	coull.tom@abc.net.au
Radio West – Hot FM	Hotline Kat Tibbits Daniel Leach	9791 2359 9726 5540 9726 5538	 katrina.tibbits@sca.com.au daniel.leach@sca.com.au
GWN Television	Kristy Sprigg	9792 2840	news@gwn7.com.au
WIN Television	Ryan Rampling Caris Edwards Damien Smith	9449 9961 9449 9795	ninenewsperth@nine.com.au

Annex 2 Recovery Plan Resourcing Template

RECOVERY PLAN RESOURCING TEMPLATE

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Short Term Acivities (When the emergency strikes and the 'response' phase is in full swing and the initial 'recovery phase begins.)					
24 - 48 hours					
Assembly/Evacuation					
Venues identified in Evacuation Plan	Shire Camp School Yornup Hall Committee	To ensure readiness when venue is required	B/tn Recreation Centre B/tn Civic Centre B/tn Camp School B/tn Yornup Hall G/bshes Town Hall		
Access to venue	Shire Camp School Principal Yornup Hall Cttee	To ensure evacuation centre is readily accessible		Russell Weston	
Car parking management	Shire (at all venues)	To ensure that vehicle parking and access to all venues is organised during an emergency		Lindsay Crooks	
Evacuation Centre Manager *	CPFS	To pre-appoint a person to manage the evacuation centre	Welfare Management Support Plan - CPFS	Jack Davenport	
Public address system	Shire (+Yornup) Camp School	To ensure that PA system is available at the venue	Existing resources	Elizabeth Denniss Colin Bygraves	
Emergency power	Shire	To ensure an alternative power supply if the retculated power fails	Hire generator	Chris Sousa	Coates Hire Adjoining Shires
Emergency lighting	Shire	To ensure adequate emergency lighting at the venue	Shire		Coates Hire Talison Lithium
Evacuation Centre procedures *	CPFS	To ensure appropriate procedures are in place to establish and manage the Evacuation Centre	Welfare Management Support Plan - CPFS	Jack Davenport	

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Staffing *	CPFS	To provide staff for adminstration, reception (i.e. 3 rosters - 24 hrs)	Wefare Management Support Plan - CPFS	Jack Davenport	Shire Red Cross
Meet and greet	CPFS	To coordinate the meet and greet function at the venue	Wefare Management Support Plan - CPFS	Jack Davenport	
Bedding & incidentals	CPFS	To ensure that adequate bedding is provided for temporary accommodation	Welfare Management Support Plan - CPFS	Jack Davenport	
Registration and Enquiry *	CPFS	Undertake initial registration & enquiry function pre-Red Cross Provide Red Cross with furniture, phone and fax	Welfare Management Support Plan - CPFS	Jack Davenport	Red Cross
Emergency accommodation	CPFS	To assist affected persons with short term accommodation	Welfare Management Support Plan - CPFS	Jack Davenport	DoH
Emergency catering *	CPFS	To coordinate catering at the venue for affected persons	Welfare Management Support Plan - CPFS	Jack Davenport	Catholic Group CWA
Alternative emergency accommodation *	CPFS	To assist evacuees access to options available	Welfare Management Support Plan - CPFS	Jack Davenport	DoH
Crockery & cutlery *	CPFS	To coordinate provision of disposable crockery/cutlery at the evacuation centre	Welfare Management Support Plan - CPFS	Jack Davenport	
Refrigeration *	CPFS	To ensure adequate refrigeration is available at the evacuation centre	Welfare Management Support Plan - CPFS	Jack Davenport	Salvation Army
Bedding/Clothing *	CPFS	To ensure provision of bedding & clothing at the evacuation centre	Welfare Management Support Plan - CPFS	Jack Davenport	

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Medical Care/1st Aid *	CPFS	To coordinate provision of 1st Aid at the evacuation centre	Welfare Management Support Plan - CPFS	Jack Davenport	St John SWAHS
Prescription Drugs *	CPFS	To ensure evacuees have access to medical advice about prescription drugs	Welfare Management Support Plan - CPFS	Jack Davenport	SWAHS Btn Pharmacy
Basic toiletries	CPFS	To coordinate provision of basic toiletries at the evacuation centre	Welfare Management Support Plan - CPFS	Jack Davenport	
Refuse collection	Shire	To provide receptacles, collection and disposal	Receptacles and equipment at depot and staff	Lindsay Crooks	
Public health (water, sanitation, food)	Shire	To monitor conditions at the evacuation centre	EHO's	Russell Weston	
Care for children *	CPFS	To provide care for displaced children or those whose parents are otherwise occupied	Welfare Management Support Plan - CPFS	Jack Davenport	
Care for pets *	Shire	To assist evacuees in caring for their pets	Shire facilities RSPCA facilities	Michael Mills-Borley	Btn Kennels RSPCA
Personal support *	CPFS	To provide personal support services for evacuees	Welfare Management Support Plan - CPFS	Jack Davenport	
Feedback/Debriefing *	CPFS	To provide feedback (debriefing) for evacuation centre staff	Welfare Management Support Plan - CPFS	Jack Davenport	Shire FESA Salvation Army Red Cross Community Groups
Interpreter Services *	CPFS	To engage interpreter services as required	Welfare Management Support Plan - CPFS	Jack Davenport	

Other Activities

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Call Centre/Information Hotline *	HMA or LEMC	To set-up a telephone call centre to provide information to callers	Evacuation Plan	Glen Norris	FESA Police LEMC
Media Liaison	HMA	To provide a single point of information for information distribution and media enquiries	HMA plans Evacuation Plan		DFES
Community Liaison	Shire	Distribution of information from HMA via notice boards, newsletters, etc.	HMA plans	Tim Clynch	
Elected representatives	Shire	To provide appropriate advice and assurances		Cr Pratico	State Politicians
Volunteers	CPFS	To coordinate the roles of any volunteers at the Evac. Centre	Welfare Management Support Plan - CPFS	Jack Davenport	
Donations	CPFS Shire after initial emergency is over	To manage donations of goods and arrange distribution	Welfare Management Support Plan - CPFS	Jack Davenport Glen Norris	Shire
'One Stop Shop'	CPFS	To provide facilities for agents to interact with clients (Separate area to Evacuation Centre)	Welfare Management Support Plan - CPFS	Jack Davenport	Shire
Roads and access	Shire	To clear or repair roads and associated infrastructure		Lindsay Crooks	
Machinery repairs and service	Shire	To repair or service machines used for emergency works		Lindsay Crooks	

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Replenishment of home and farm water supply	Shire	To assist with replenishment of water tanks on properties which rely on them for water		Lindsay Crooks	
Transport equipment and personell	Shire	To provide trucks and drivers to transport items/materials used to work on the emergency		Lindsay Crooks	
Animal management	Shire	To assist in moving or keeping stock or pets safe		Michael Mills-Borley	
Stock feeds	Shire	To assist in obtaining emergency stock food & distribution		Michael Mills-Borley	
Stock transport	Shire	To assist in transporting stock to places for temporary agistment		Michael Mills-Borley	
Replenishment of fire fighting equipment etc.	Shire	To replenish spent equipment & consumables used by volunteer fire fighting units		Chris Sousa	
Building assessment	Shire	To assess damage to buildings		Michael Little	
Assessment of food	Shire	To assess suitability of damaged food	EHO's	Russell Weston	
Disposal of perishable foods, dead animals	Shire	To coordinate and/or assist with the disposal of large ammounts of damaged food or dead animals	EHO's Engineers Refues facility Equipment	Russell Weston Lindsay Crooks	
Essential services	Western Power Water Corporation Telstra	To fast-track the repair and/or reconnection of essential service	Western Power Water Corporation Telstra	Ray Deall Rachael Couper Brian Hall	

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies

Medium Term (When the immediate emergency has probably passed, people have returned home or have been temporarily accommodated and recovery' process takes over from 'response').

Activities, 1-2 weeks

Recovery Centre

Identify venue for 'One Stop Shop' & Community Meetings	Shire	To identify suitable venue options prior to emergency	B/tn Civic Centre B/tn Recreation Cen	Tim Clynch	CPFS Insurance agencies
Managing Recovery Centre	Shire	To appoint a Manager for the Recovery Centre		Elizabeth Denniss	
Staffing	Shire	To provide staff as necessary for reception, admin. and support	Existing Admin. Staff	Tim Clynch	
Support/debriefing for staff	Shire	To provide support and feedback for the Recovery Centre staff		Tim Clynch	CPFS
Catering	Shire	To provide tea/coffee for staff and clients	Council facilities	Sonja Sehm	
Evacuee Inquiries	Shire	To refer inquiries to Red Cross		Sonja Sehm	CPFS
Personal support *	CPFS	To provide personal support services for those in need	Welfare Management Support Plan - CPFS	Jack Davenport	Shire
Accommodation	CPFS	To assist access to alternative accommodation	Welfare Management Support Plan - CPFS	Jack Davenport	DoH

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Clothing & household items	CPFS	To clients to access household items	Welfare Management Support Plan - CPFS	Jack Davenport	
Pet care	Shire	To provide information and advice about pets		Sonja Sehm Elizabeth Denniss	Senior Ranger Ranger
Financial assistance	Shire	To provide fanacial advice at the Recovery Centre	N/A		CPFS CentreLink
Care for children	CPFS	To refer displaced children to CPFS			
Child minding	Shire CPFS	To provide child minding facilities and supervision for children accompanying adults at the Recovery Centre		Sonja Sehm Elizabeth Denniss	Btn Family & Community Centre
Transport assistance	Shire	To provide assitance about transport options	Visitor Centre	Dariel Hodgins	Visitor Centre
Insurance inquiries / One Stop Shop'	Insurance company representative	To provide insurance information at the recovery Centre		Sonja Sehm	Insurance Council Insurance Co's
Funerals	CPFS	To provide information and advice about organisation & fianacial assistance for funerals		Jack Davenport	Refer Shire for funeral directors
Legal enquiries and advocacy	CPFS	To refer enquiries for legal aid or requests for advocacy		Jack Davenport	Legal Aid Society
Community and recreational activities	Shire	To organise community social or recreational events as required by the Recovery Committee	Shire staff and facilities Volunteers	Sonja Sehm Elizabeth Denniss	Community Service Clubs & Groups

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Information distribution	Recovery Committee LEMC	To produce & distribute accurate information about recovery activities To convene community meetings to inform affected people and to obtain community feedback	Shire staff	Glen Norris	Recovery Cen. Mgr CPFS
Interpreter services	Shire	To engage suitable interpreter services as required		Elizabeth Denniss	
Hotline	Recovery Committee	To provide information by way of dedicated telephone (as required)	Shire staff	Glen Norris	Telstra
Media Liaison	Shire President Shire CEO	To provide a point of contact for the media to obtain information	Recovery Committee	Tim Clynch	
Elected representatives (Councillors)	Shire	To provide support & information to the community	Shire staff	Cr Pratico	Tim Clynch
Assistance to complete forms (literacy issues)	Shire	To provide assistance to clients of the Recovery Centre	Shire staff	Sonja Sehm	CPFS
Public appeals and financial donations	Shire	Collection of public donations	Shire staff	Glen Norris	Shire President
Donation of goods and services	Shire	To coordinate receipt/distribution of goods and services	Shire staff	Glen Norris	Charitable organisations
Volunteers	Recovery Committee	Maintain a register of volunteers and coordinate their placement and rosters	Shire staff	Glen Norris	Local Volunteer Coordinator

Other Activities

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Outreach services (home visits)	CPFS Shire	To facilitate/coordinate as required		Jack Davenport Glen Norris	Silver Chain Meals on Wheels
Donations of stock foods	Shire	To assist in coordinating the distribution of donated stock food		Elizabeth Denniss Michael Mills-Borley	F&G Association
Donations of transport	Shire	To assist in coordinating the use of donated transport services		Elizabeth Denniss	
Stock transport	Shire	To assist to coordinate transport of stock for temporary agistment		Elizabeth Denniss Michael Mills-Borley	F&G Association
Roads and access	Shire	To clear and repair roads and associated infrastructure	Shire Works staff and machinery	Lindsay Crooks	MRWA
Replenishment of home and farm water supply	Shire	To assist in the replenishment of home water supplies on non-reticulated properties	Shire Works staff and equipment	Lindsay Crooks	Water Corporation
Replenishment of fire fighting equipment and consumables	Shire	To replenish spent equipment & consumables used by volunteer fire fighting units		Chris Sousa	DFES
Building assessment and advice	Shire	To assess damage to buildings and provide advice	Shire building officer	Michael Little	DHW
Environmental health assessments & advice	Shire	To assess environmental health issues (food/water safety, pest control etc.) & provide advice	Shire EHO's	Russell Weston	DoH
Disposal of animals & perishable food	Shire	To coordinate and/or assist with the disposal of large amounts of dead animals or damaged food	Shire EHO's Rubbish Tip	Russell Weston	DoE

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Essential services	Western Power Water Corporation Telstra	To fast-track the repair and/or reconnection of essential service		Glen Norris	Western Power Water Corporation Telstra

Long Term Acivities (When immediate recovery needs are met or largely met and long term issues are addressed)
Beyond 1- 2 weeks

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Recovery Centre venue as required	Shire	To provide venue to facilitate on-going access to information, support, referral and facilities while required	B/town Civic Centre B/town Rec Centre	Glen Norris	CPFS
Recovery Centre Manager	Shire	To provide on-going management for Reccovery Centre as required		Glen Norris Sonja Sehm	
Support/Debriefing	Shire	To provide feedback and on-going support for Recovery Centre staff		Glen Norris	CPFS
Personal Support Services on-going	Shire	To provide support and refer issues to CPFS		Glen Norris	CPFS
Referral to other services	Shire	To provide information and refer clients to other relevant agencies		Glen Norris	DCP
Recovery Committee	Shire	To provide on-going support to Recovery Centre as required		Glen Norris Recovery Committee	LEMC
Information distribution	Shire	To provide up-to-date information to Recovery Centre and public through newsletters, public forums, post incident analysis etc.	Shire venues	Glen Norris	CPFS DFES/SES
Interpreter Services	Shire	To engage interpreters as required		Elizabeth Denniss	CPFS

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Media Liaison	Shire President Shire CEO	To provide a point of contact for the media to obtain information	Recovery Committee	Recovery Coordinator	
Role of elected represenatives	Councillors	To provide information & support	Councillors	Cr Pratico	
Public appeals and financial donations	Shire	Collection of public donations	Shire staff	Glen Norris	Shire President
Restoration of private buildings/infrastructure (planning & building)	Shire	To provide specialist advice for obtaining planning or building approvals	Shire staff	Scott Donaldson Michael Little	Recovery Com
Restoration of public buildings/infrastructure	Shire	To facilitate community input on decisions about infrastructure modification or replacement	Shire staff	Glen Norris	Recovery Com
Restoration of roads	Shire	To facilitate restoration of roads and infrastructure	Shire staff	Lindsay Crooks	MRWA
Essential services	Western Power Water Corporation Telstra	To fast-track the repair and/or reconnection of essential service		Glen Norris	Western Power Water Corporation Telstra
Acknowledgement of volunteer workers	Shire	To recognise and publicly thank volunteer workers		Glen Norris	Recovery Com DCP DFES/SES
Community re-growth through public activities programs, fund-raising,	Shire	To facilitate & support appropriate activities and programs	Shire staff	Glen Norris Recovery Committee	Community service organisations
Distribution of donated funds/goods	Shire	To facilitate the distribution of donated funds and goods	Recovery Committee Shire	Glen Norris	Recovery Comm. Shire

Action/Service Reqd.	Primary Provider	Role of Provider/s	Agency Resources	Responsible Officer/s	Support Agencies
Memorials	Shire	To facilitate & support appropriate memorial projects through the Recovery Committee	Recovery Committee	Glen Norris	Community service organisations
Anniversaries	Shire	To facilitate & support appropriate anniversary activities through the recovery Committee	Recovery Committee organisations	Glen Norris	Community service organisations
Evaluation of the recovery process	Shire	To conduct regular evaluation during and at end of the recovery process and implement relevant changes to the Recovery Plan	Recovery Committee	Glen Norris	DFES/SES CPFS other agencies volunteers

Appendix 6: Local Recovery Resources

Department	Management Area	Capability
Executive	Chief Executive Officer	• Corporate responsibility • Link to Council • Alternate Chair LRCG
	Executive Managers	• Management of staff during recovery process • Staff redirection and backfill to support recovery process
	Shire President	• Chair Local Recovery Coordination Group • Address public meetings • Authorise media releases
	Executive Manager Works & Services	• Asset information • Engineering advice • Damage reporting Roman II Asset Management • GIS support • Parks and reserves management • Equipment allocation for recovery support • Environmental & waste management advice • EHO liaison
	Executive Manager Community Services	• Community information • Welfare liaison & support • Ranger services liaison
	Executive Manager Corporate Services	• Management of financial assistance grants (Lord Mayor's Distress relief Fund) • Recovery cost centre creation • IT Support for recovery committees • IT support in welfare centres • Call Centre management • Recovery cost management • Management of public donations • Asset information

Supporting organisations

Organisation	Responsible Area	• Capability	Contact Details
Australian Red Cross	State Manager Emergency Services	• Community recovery support • Recovery advice • Community outreach • Personal support	
Department for Child protection & Family Support	District Community Support Officer	• Provide a representative to the RC if required and available. • Coordinate emergency welfare services as part of the recovery process (Westplan Recovery). • Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated.	
Department of Parks & Wildlife		• Wildlife information and support • Environmental advice	
Disability Services Commission		• Community support resources for persons with disabilities	
Local Government Insurance Services (LGIS)	District representative	• Insurance and risk management advice	
Department of the Premier & Cabinet	WANDRRA Manager	• WANDRRA advice and support	
	State Recovery Coordinator	• State recovery advice • Coordination of State resources	

Mental Health Services WA	Local Coordinator	• Mental health services for the community • Community help programs	
State Emergency Management Committee Secretariat	Community Emergency Management Officer	• Recovery support and advice	
Water Corporation	Local Manager	• Water restoration and service advice	
Western Power	Local Manager	• Power restoration and service advice	