LOCAL RECOVERY PLAN

2023

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This project acknowledges the funding contribution of the Department of Fire and Emergency Services

1. ADMINISTRATION

1.1 Amendment Record

Amendments to the Plan should be recorded. The following table shows an example of an amendment record.

No	Amendment Date	Details of Amendment	Review Date	Initials
1		Shire of Shark Bay		
2	July 2022	Complete review and redevelop	2022	LRW
3	June 2023	Review based on workshop attendance (Nov 2022, Feb 2023). Adoption by Council	June 2023	DW
4				
5				
6				

1.2 Endorsement – Shire of Shark Bay Local Recovery Plan

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

The Shire's Local Emergency Management Committee (LEMC) has endorsed the LRP.

_____ Date: _____

Local Recovery Coordinator

Shark Bay Local recovery Coordinating group

_____ Date: _____

Chairperson

Shark Bay LEMC

_____ Date: _____

Endorsed by Council

President Shire of Shark Bay

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

1.3 Acronyms

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

1.4 Document Availability

Members of the public can view a copy of the LRP on the Shire's website. Physical copies are available for inspection, during office hours, at the Shire's Administration Offices.

1.5 Feedback

Feedback on this Plan is invited and can include:

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

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

Deborah Wilkes
Executive Manager Community Development
Shire of Shark Bay
65 Knight Terrace.
DENHAM WA 66537
admin@sharkbay.wa.gov.au

The LEMC will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Record.

1.6 Distribution

Full Unrestricted Version

Shire of Shark Bay
Chief Executive Officer
Shark Bay Local Emergency Management Committee Chairperson
Recovery Coordinator
Deputy Recovery Coordinator
Local Welfare Liaison Officer
Deputy Local Welfare Liaison Officer
Chief Bush Fire Control Officer
Community Emergency Services Officer
Animal Welfare (Rangers)
Shire of Shark Bay Council Administration Offices – Customer Service
Recreation/Welfare Centre
LEMC/ Primary network partners
Australian Red Cross
DFES – Regional Office of Geraldton and Carnarvon
Department of Communities
Department of Biodiversity, Conservation and Attractions
Department of Water and Environmental Regulation
Department of Education
Horizon Power
Main Roads WA
Marine Rescue Shark Bay
Shark Bay State Emergency Service
Shark Bay Fire & Rescue Service
Shark Bay Silver Chain
Shark Bay Resources
Strandline/Cockburn Mineral Sands
St John Ambulance
Telstra
WA Police – OIC Shark Bay Station
Water Corporation

Restricted Version

Public Access
Shire Office – Front Counter/Reception
Shire of Shark Bay – Public Library
Shire of Shark Bay Website

1.7 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

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

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

Details are held by the Shire's Administration Offices, contact the Executive Manager Community Development at:

Shire of Shark Bay

65 Knight Terrace

DENHAM WA 6537

admin@sharkbay.wa.gov.au

1.7.2 Agreements and Understanding

An informal partnering agreement is in place between the Shire of Shark Bay, Shire of Carnarvon, Shire of Upper Gascoyne, Shire of Murchison and Shire of Northampton to provide mutual aid for recovery during emergencies and post-incident recovery.

These parties are referred to as the "Partnering Local Governments" and have all agreed to assist by providing additional resources for managing recovery during emergencies and post-incident recovery.

2. RECOVERY

2.1 Overview

The Emergency Management Act 2005 (WA) (the Act) defines recovery as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'.

During, and following, an emergency event, the Shire is the closest form of government to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support the Shire.

The Shire recognises disaster recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected.

Disaster recovery is a complex, dynamic and potentially protracted process, rather than just a remedial process.

For this reason, the Shire and its LRG adopt the national principles of disaster recovery while also aligning these to strong recovery values when engaged in recovery activities.

2.2 Authority

This LRP is prepared in accordance with the Act and endorsed by the Shire's LEMC and Shire's Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

2.3 Purpose

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

2.4 The Shire's Recovery Principles

The Shire's LRP and its LRG will be aligned to all aspects of recovery, incorporating the Australian national disaster recovery principles that are considered central to successful recovery, being:

Understanding the **CONTEXT**

The Shire recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

Recognising **COMPLEXITY**

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

Using **COMMUNITY-LED** approaches

The Shire recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

COORDINATING all activities

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

COMMUNICATING effectively

The Shire understands the imperative of effective communication for successful recovery and will ensure the Recovery Communication Plan **(*located at Appendix 3*)** is activated to ensure community and partners are always informed and heard.

Building **CAPACITY**

The Shire appreciates that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.

2.5 The Shire's Recovery Values

The Shire will apply sound disaster recovery **Values** to all activities by:

1.	Considering consequences of actions ensuring **NO HARM** to disaster affected communities
2.	Providing **LEADERSHIP** for the Shire's communities
3.	Recognising the Shire's key role is to foster **COLLABORATION** between partner agencies, community and Council
4.	**EMPOWERING** individuals and groups to effectively carry out recovery activities
5.	**ACTING** as quickly as possible, however, planning for the **LONG-TERM** (see Value 1)
6.	**TRANSITION** to normal services will be part of the Recovery Long-Term Strategy
7.	**CAPTURING** lessons learnt for providing capacity building and resilience

2.6 Threats

As the Shire is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Description	Time	Impacts
Bush Fire	October-April	Rural areas, residential areas subject to ember attack
Severe Storm	May-Sept	Shire wide, residential and environment
Cyclone	Dec-May	Shire wide, coastal flooding and environment
Public Health Emergency	All year	Extensive economic and social risk

2.7 Scope

This LRP is limited to the boundaries of the Shire of Shark Bay. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

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

2.8 Geographic Location

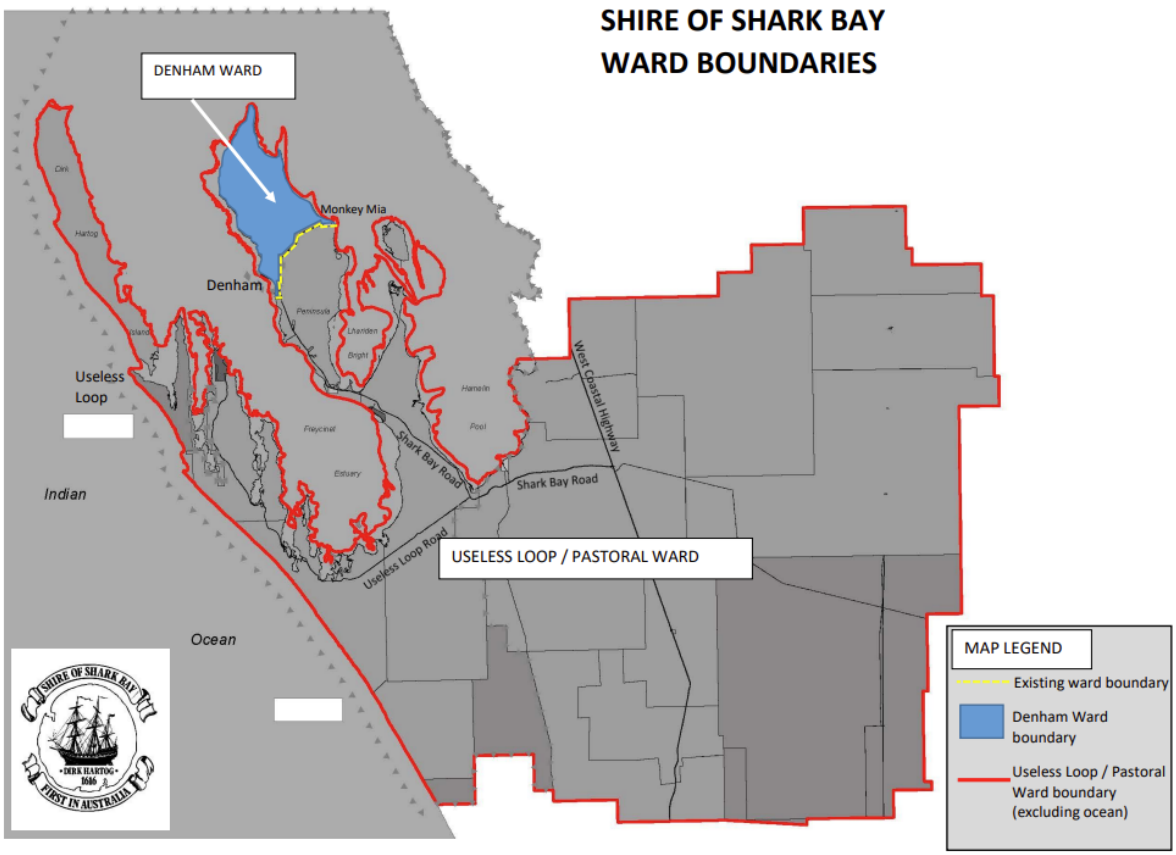


Figure 1: Map of Shire of Shark Bay

3. ACTIVATION AND ACTIONS

3.1 Activation of Recovery

The Shire's CEO will activate the LRP on advice of event impacts from the HMA/CA and Local Recovery Coordinator (LRC).

Assistance required for recovery will be assessed by:

- The Incident Support Group (ISG)
- Consultation between Hazard Management Agency (HMA)/ Controlling Agency (CA), Incident Controller (IC) and
- Local Emergency Coordinator (LEC), and
- The Shire of Shark Bay's Chief Executive Officer (CEO) & LRC.

The Local Recovery Group (LRG) Chairman, together with the LRC, is responsible for implementing the recovery processes of the Local Recovery Plan (LRP), once it is activated.

3.1.1 Emergency Management Phases

The Australian approach to managing emergencies recognises four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other but can overlap and run concurrently.

As illustrated in Figure 1, recovery starts at response and is the process of adjusting to the new normal after an emergency incident.

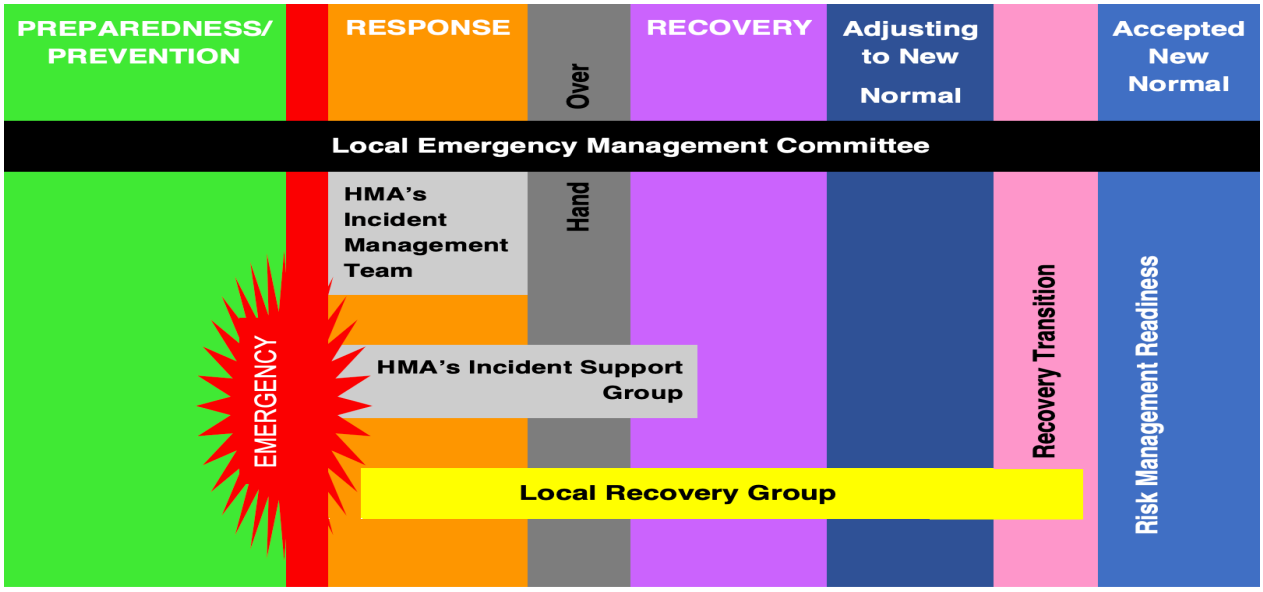


Figure 1: Groups, teams and committees through Preparedness, Response and recovery

ACTION

- LRC consults and advises Shire's CEO of recovery activation.
- Assessment of assistance determined.
- Local Recovery Plan is activated.

3.2 Response to Recovery Event Responsibilities

Initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery.

Regardless of response engagement, as soon as possible assemble the LRG so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

The LRG will:

Align response and transitional recovery priorities

- Connect with key agencies and community
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible, and
- Include the LRC in ISG meetings from onset

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

An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire's CEO. The CEO has discretion regarding accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA.

Acceptance of this Impact statement and its responsibilities should not occur unless the CEO and the LRC and Group are fully aware as to the extent of the affect that the incident has had on the community as a whole and the Local Government Authority itself is willing to take on that responsibility.

ACTION

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaise with Incident Controller.
- LRG convened and briefed on incident ensuring coordinated recovery recommendations.
- CEO to sign off response to recovery handover with HMA/CA on completion of Impact Statement providing an acceptable and agreeable standard.
- CEO to sign off response to recovery handover with HMA/CA Impact Statement completed.

3.3 Impact Statement and Needs Assessment

3.3.1 Impact Statement

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure.

The IS will be completed as recommended in the State Emergency Management Procedure.

3.3.2 Outreach Needs Assessment

An Outreach Needs Assessment should be completed as early as possible to the affected area. The requirements of the impacted community will change over time and therefore it is necessary to determine the **NEEDS** of the community periodically.

NEEDS can broadly be defined as:

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

Outreach involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services.

A method that has been proven successful is trained volunteers from Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

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

Conducting an Outreach Needs Assessment establishes contact ASAP with the affected community and is an effective way to capture data to assist the LRG in prioritising the allocation of resources. It also provides the opportunity to share critical information directly to the affected community.

A form for Outreach Needs Assessment can be found in **Appendix 3** within the Recovery Communication Plan listed as **Part 3.**

3.3.3 Sources of Information – Impact and Needs Assessment

The IS and Needs Assessment (NA) process must be undertaken as soon as possible after the emergency event. Sources that may assist in the collection of this data may include:

- HMA/CA
- Welfare agencies – identifying persons in need of immediate assistance
- Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers
- Insurance assessors
- Business associations (Shark Bay Business and Tourism Association)
- Recovery Outreach Needs Assessment form (Recovery Comms. Plan **Appendix 3**),
- Australian Red Cross (ARC) have systems to register individuals presenting at Welfare Centre's and resources to assist in outreach activities and will be activated by HMA/CA.

ACTION

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

3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP). The ORP shall provide a full description and extent of damage, both physical and human, and detail plans for restoration and reconstruction of the affected community including community activities and community development activities.

A template of a ORP is offered in **Appendix 6**.

ACTION

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

3.5 Long-Term Recovery Strategy

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

The Long-Term Recovery Strategy process will need to be considered and developed to achieve holistic, enduring recovery for individuals, families, and communities, taking into consideration the economic environment, infrastructure and natural environment affects an emergency has had and to build resilience for future emergencies.

The Shire, where appropriate, will develop a collaborative, comprehensive recovery strategy with the community and for the community. This will also incorporate how community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing and changes in its needs.

ACTION

- Shire to develop a collaborative, comprehensive and inclusive long-term community recovery strategy which may include any changes in community needs and further outreach activities.
- Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support recovery process in the medium and long term.

3.6 Managed Withdrawal

The Shire and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development, while working towards maintaining the community's health and wellbeing.

ACTION

- Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to community to continue.

4. OPERATIONAL RECOVERY MANAGEMENT

4.1 Management Structure

Full details of the Management Structures and Sub-Committee functions can be viewed in **Appendix 1.**

4.2 Local Recovery Group (LRG)

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

4.2.2 Membership

Chairperson	Shire President or CEO
Local Recovery Coordinator	LG Representative, as appointed by the CEO
Executive Officer	Shire CEO or nominated Senior Officer
Local Government	Shire Local Emergency Management Committee – members are required
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended: ➢ HMA/CA (initially) ➢ Dept. of Fire and Emergency Services (initially) ➢ WA Police (initially) ➢ Dept. Biodiversity Conservation & Attractions ➢ Department of Communities ➢ Lifelines ➢ Main Roads WA ➢ St John Ambulance Service (initially) ➢ Dept. of Health ➢ Dept. of Food and Agriculture WA ➢ Insurance Council of Australia
Non-Government Organisations	Australian Red Cross, local service clubs, aged care provider, schools, etc. and others as required
Key Identified Community Members	To be identified depending on event and location

4.2.3 Functions

Appoints key positions within the LRG
Establishes sub-committees as required
Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies
Develops an Operational Recovery Plan to coordinate a recovery process that considers:
Long-term planning and goals for the Shire
Assessing recovery needs and determining recovery functions still required
Developing a timetable, identifying responsibilities for completing major functions
Considering needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
Allowing full community participation and access
Allowing monitoring and reporting of the recovery process
Facilitates provision of services, exchange of public information and acquisition of resources
Negotiates effective use of available resources and support from State and Commonwealth
Monitors progress of recovery, receives periodic reports from recovery agencies
Ensures a coordinated multi-agency approach to community recovery
Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

4.3 Community Involvement – Cultural and Diversity Inclusiveness

Diversity is an integral part of the Shire's history, culture and identity. Inclusion is the way the Shire treats and perceives all differences.

During the Shire's recovery activities, it will endeavour to create an inclusive culture, within the affected communities, by striving to involve all cultures and diversity within the recovery priorities, strategies and decision-making.

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

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

4.4 Local Recovery Group Sub Committees

Depending on the size of an emergency event, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to the LRG. A full list of functions of various sub-committees can be viewed in **Appendix 4.**

4.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to the Shire. The structure of the State Recovery Coordination is shown below.

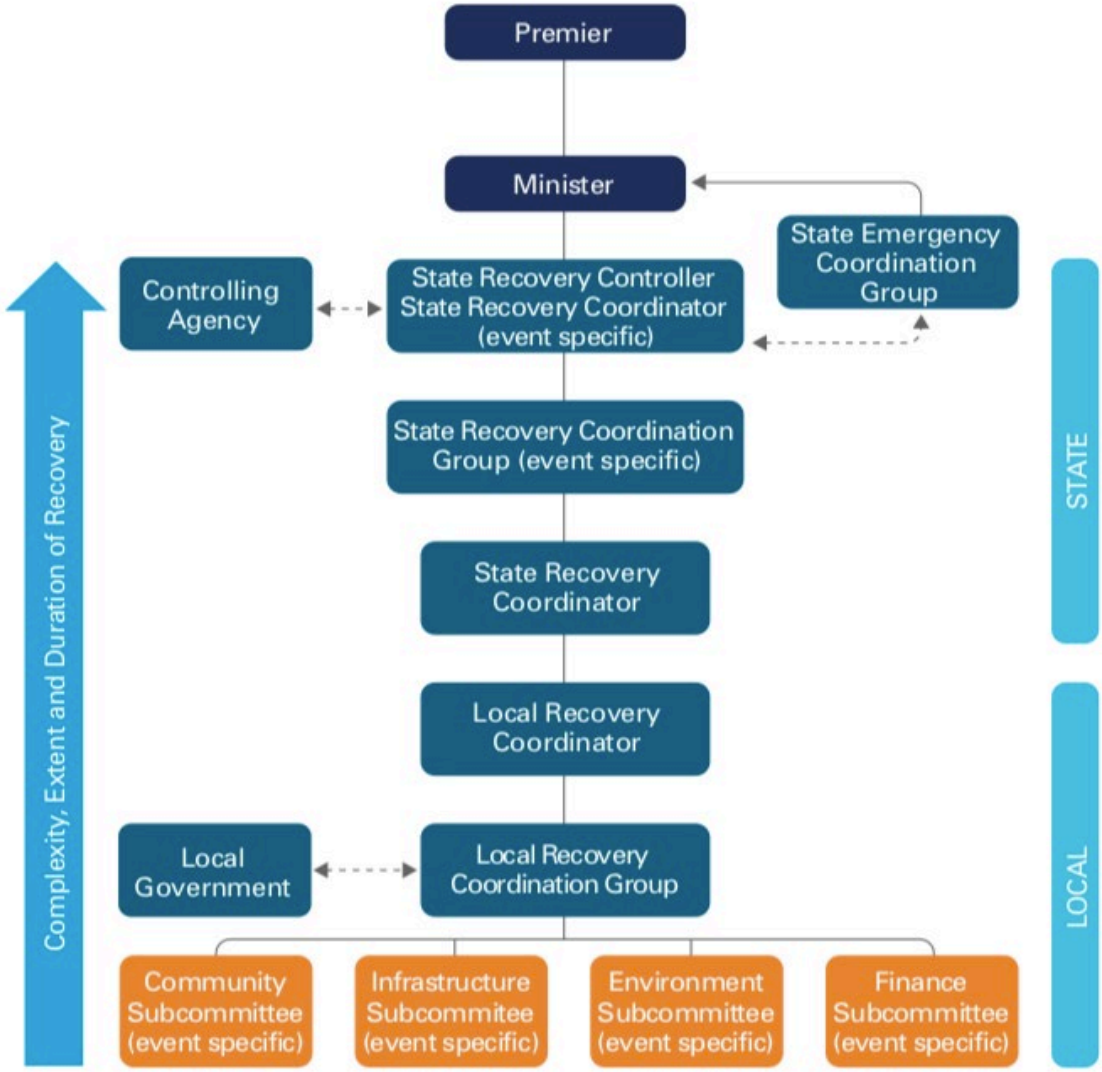


Figure 2: State Government Coordination Structure

4.5.1 State Recovery Coordinator/State Recovery Controller

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

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

4.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a State level operational recovery plan. Its effectiveness must be evaluated after the State-level recovery coordination process has occurred.

ACTION

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

5. FINANCIAL MANAGEMENT

5.1 Financial Management

5.1.1 Insurance

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

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

5.1.2 Financial Records

Records/invoices of costs associated to an emergency event are to be assigned to specific emergency cost centres by Local Government.

To ensure accurate records associated with recovery process, are easily identifiable and accessible at any time.

5.1.3 Internal Finance

In an emergency, the Local Government Act 1995, Section 6.8(c) allows expenditure from municipal funds, not included in the annual budget, to be authorised by the President/President at the time of an emergency.

Within this section 6.8(1) of the same act, tenders do not have to be publicly invited if goods and services are obtained from this expenditure.

Responsibilities for expending Shire funds

Where possible, expenditure of funds should be discussed with the CEO or Executive Manager Finance and Administration. If a senior officer is nominated, personnel within the activation flowchart **(Appendix 4)** must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds expenditure.

ACTION

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

5.2 Financial Assistance

The State Emergency Management Policy (SEMP)

SEMP Policy Section 5.12 outlines the responsibility of the Hazard Management Agency/Control Agency to meet costs associated with an emergency.

Financial Assistance in Recovery

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

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (SEMC EM Plan Section 6.10).

5.2.1 Disaster Recovery Funding Arrangements-Western Australia (DRFAWA)

DRFAWA is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'.

To be eligible, it must be a natural disaster or terrorist act for which:

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

Once it has been determined that the emergency is a large-scale costly event, the Shire shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email:	drfawa@dfes.wa.gov.au
Phone:	9395 9341 or 9395 9973 or 9395 9374
Website:	https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx

5.2.2 Centrelink

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

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

ACTION

- On advice an emergency is an eligible event and significant resources have been expended LRC will direct Shire to contact with DRFAWA Officers for advice and guidance.
- In an eligible major disaster LRC will assist affected individuals connect with Centrelink for assistance payments.
- For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.

6. APPEALS, DONATIONS AND VOLUNTEERS

6.1 Appeals and Donations

6.1.1 Lord Mayor's Distress Relief Fund (LMDRF)

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

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

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

6.1.2 Donations of goods

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the National Guidelines for Managing Donated Goods for best practice management.

6.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened. (State EM Procedures Pg. 176, Management of Public Fundraising and Donations)

6.1.4 Non-Government Organisations (NGO) Assistance

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. Where possible all offers or requests should be coordinated through the LRG to avoid duplication of effort and confusion.

6.1.5 Donations of Service and **Labour**

The Shire or its LRG should coordinate donations of services/labour to assist with recovery.

ACTION

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

6.2 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the Shire and its LRG will determine the process to deal with this situation and if support agencies are required to assist with managing these volunteers.

The likely sources of volunteers are:

- Clubs
- Community groups
- Non-government organisations, and
- Members of the public.

ACTION

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

7. FACILITIES AND RESOURCES

7.1 Hazard Management Agency Response Resources

The Hazard Management Agency (HMA) is responsible for certain resources and should determine which are required to combat the hazards.

7.2 Shire of Shark Bay Contacts, Resources and Assets Registers

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

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

7.3 Australian Red Cross

The Australian Red Cross has over `100 years' experience of dealing with people in crisis. A wide range of helpful resources can be found on the Australian Red Cross website to help communities prepare for, respond to and recover from disasters.

7.4 Recovery Facilities and Staff

7.4.1 Recovery Centre and One-Stop-Shop

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

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

The following locations have been identified as suitable RCs:

Location	Address	Available Resources	Max Cap
Denham Town Hall	Hughes Street (near cnr Durlacher Street), Denham (08) 9948 1218	Equipped kitchen External toilets and coldwater showers	
Shark Bay Community Resource Centre	10 Denham Rd, Denham (08) 9948 1787		
Shark Bay Bowling, Sport & Recreation Club	14 Francis Road, Denham (08) 9948 1353	Equipped kitchen Internal toilets	

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

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

ACTIONS

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

7.4.2 Shire of Shark Bay Staff

Staff considerations

To ensure the continuity of regular business processes, the demands of recovery operations on staff should be considered. ***It may be necessary to employ additional staff*** to ensure the Shire continues to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years after.

Staffing levels

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

Stress and fatigue

Senior staff are responsible for considering and ***monitoring the effects of fatigue, stress, and pressure on staff*** throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally affected by the disaster. Dependent on the nature and impact of the disaster, the CEO should consider additional support for staff.

The Shire's current Employee Assistance Programs (EAP) should be used as necessary.

Staff communication

It is ***imperative*** that ***all staff be regularly briefed and kept up-to-date*** with all activities and progress of recovery. Every day staff communicate with a broad range of community members so can confidently understand and relate the extensive activities and actions the Shire and its LRG are currently engaged in. Situation Reports should be posted prominently within the workplace.

The Shire will instigate ***a formal debriefing*** arrangement for all staff as they transition from recovery back to their normal duties.

ACTION

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

8. ROLES AND RESPONSIBILITIES

8.1 Local Emergency Management Committee

The Shire's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

To assist the Shire, manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.

8.2 Local Recovery Coordinator

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

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

8.3 Local Recovery Group

The Shire's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

LRG is formed from LEMC members responsible for specific recovery and restoration tasks, Support organisations, Non-Government Organisations and significant community representatives.

8.4 Shire Recovery Roles and Responsibilities

A comprehensive list of all roles and responsibilities for disaster recovery duties of the LRC and identified Shire staff can be viewed at **Appendix 2.**

8.5 External Agencies Recovery Roles and Responsibilities

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

A complete list of agencies and their roles and responsibilities can be viewed in the State Emergency Management Plan at Appendix E.

ACTION

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

9. COMMUNICATIONS

Recovery communication is the practice of ***sending, gathering, managing, evaluating and disseminating information***. In an emergency and during the response phase, the HMA/CA manages communications. The CA officially hands responsibility for communication to the local government leading the recovery complete with the Impact Statement, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

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

9.1 Recovery Communication Plan

A template for the Recovery Communication Plan has been developed to guide recovery communications. It details a vision, mission, risks, and direction for communication to the affected community and is provided to the LRG.

The Recovery Communication Plan can be found at **Appendix 3.**

9.2 Spokesperson/s

During recovery, the Shire's spokesperson will be the Shire's President. The Shire President may delegate authority for specific person/s (eg. CEO) to act as a spokesperson.

ACTION

- The Recovery Communications Plan will be used to provide guidance in public information and communications.
- For further guidance refer Communication in Recovery Guidelines https://semc.wa.gov.au/emergency-management/em-tools/Documents/CommunicatingInRecoveryGuidelines.pdf

10. STAND DOWN

Recovery doesn't have a definite end-date; however, the Shire will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the impact on the Shire and the community.

10.1 Debriefing

The **Manager Human Resources** will instigate a formal debriefing arrangement for all staff through the Employee Assistance Program (EAP) as required, while the Shire transits from recovery back to it normal duties.

10.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. (State EM Policy 6.10 - Review of Recovery Activities)

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by the Shire and its LRG.

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

ACTION

- A formal Post Recovery Analysis will be held for LRG for evaluation and application of lessons learnt. (see Appendix 11b)
- A formal debrief will be held for Shire staff for evaluation and application of lessons learnt.
- Assistance will be made available through EAP for any staff working in the recovery process.
- Formal report compiled by LRC for council and State Recovery Coordinator.

11. APPENDICES

Appendix 1 Local Recovery Group Management Structure

Appendix 2 Recovery Roles and Responsibilities Shire Staff

Appendix 3 Recovery Communication Plan and Template

Appendix 4 Recovery Operational Sequence Guide

Appendix 5 Local Recovery Group Actions Checklist

Appendix 6 Operational Recovery Plan

Appendix 7 Recovery Coordination Centre and One-Stop-Shop Guidelines

Appendix 8 Health and Welfare Guidelines

Appendix 9 Local Recovery Plan Action Items

Appendix 10 Contact Resource Directory

Appendix 11a Extraordinary LEMC Meeting Template

Appendix 11b Post Incident Analysis Template

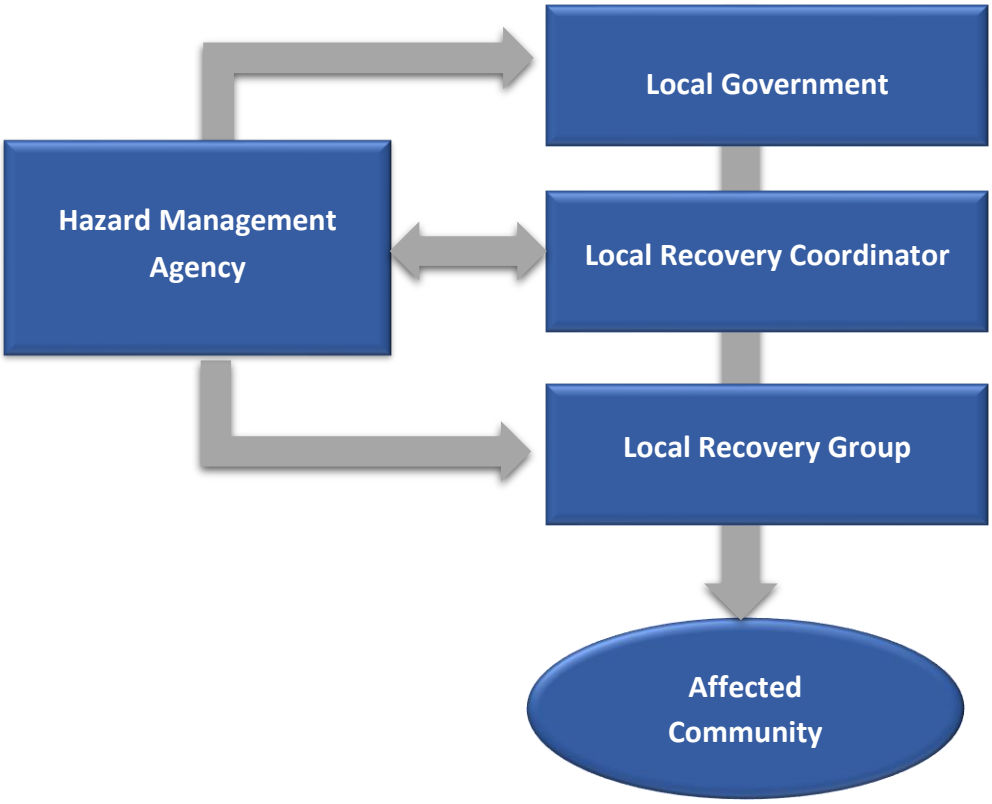
Appendix 11c Local recovery Group Standard Report Template

Appendix 11d Situation Report (SITREP) Template

Appendix 1

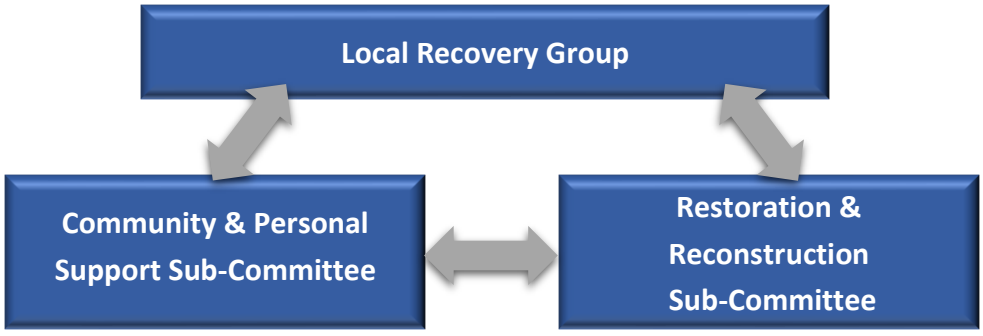
Local (Shark Bay) Recovery Group Management Structure and Functions

1.1 Initial Recovery Management Structure during Response phase

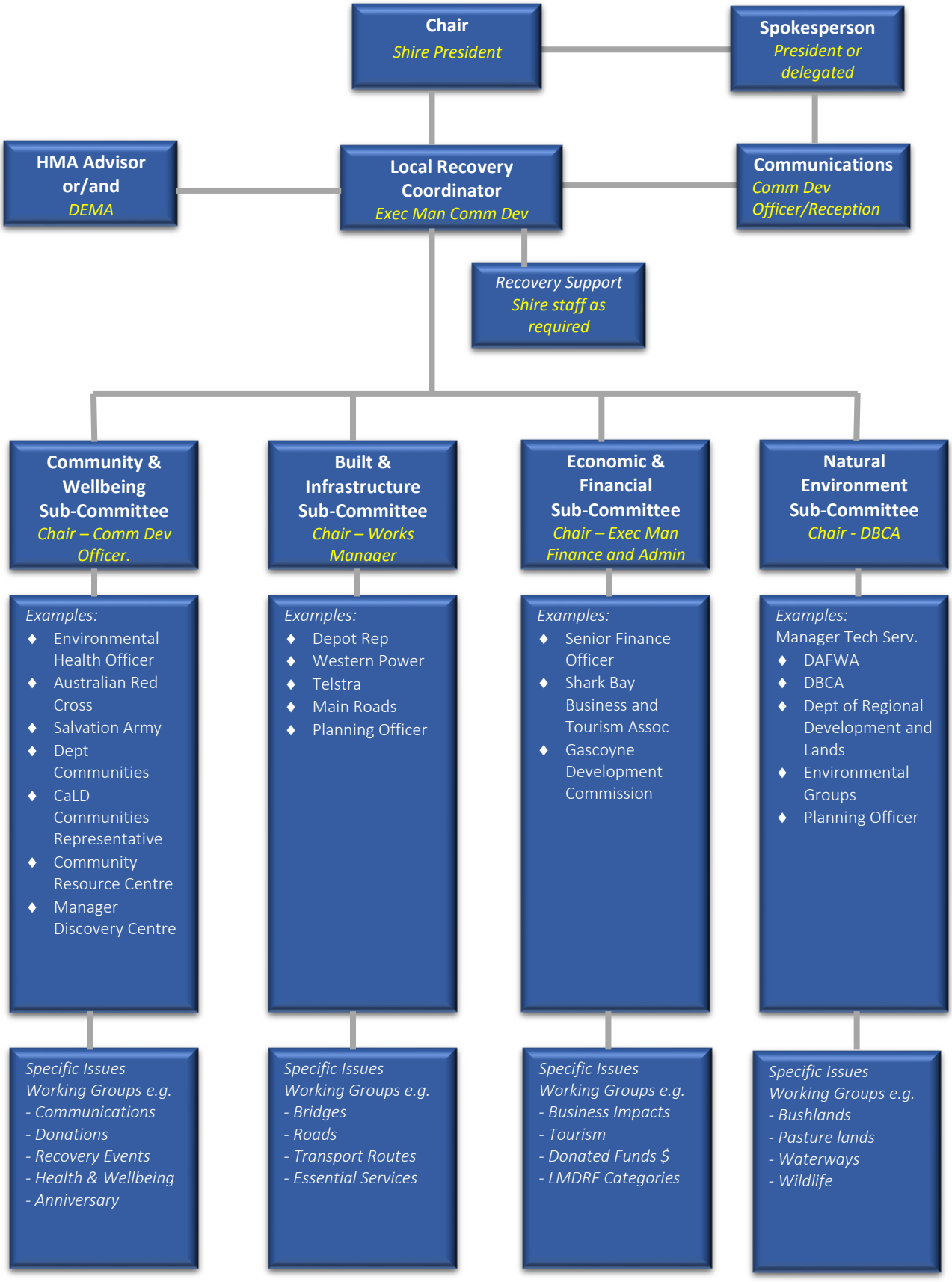


1.2 Partial Recovery Management Structure – Initial

(Depending on community impact and complexity of event)



1.3 Full Management Structure (Comprehensive/Complex Event)



1.4 Local Recovery Group Sub-Committee Functions

Social Community Wellbeing Sub-Committee

Functions:

Provides advice and guidance to assist in restoration and strengthening of community wellbeing post event
Facilitates understanding of needs of affected community in relation to its wellbeing
Ensures the affected community is informed and involved in recovery processes so actions and programs match its needs
Assesses and recommends medium and long-term priority areas to Shire of Shark Bay for consideration to assist with restoration and strengthening of community wellbeing
Assesses the requirement for personal support services in the short, medium and long-term
Facilitates resources (financial and human) as required to complement/assist existing local services
Monitors progress of local personal service providers and receives regular progress reports from agencies involved

Built Infrastructure Sub-Committee

Functions:

Assesses requirements for restoration of services and facilities with assistance from responsible agencies
Assesses restoration process and reconstruction policies, programmes, and facilitates reconstruction plans where required
Reports progress of restoration and reconstruction process to the Shark Bay Recovery Group
Assesses and recommends priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term

Finance Economics Sub-Committee

Functions:

Provides advice and guidance to assist in restoration and strengthening of the Shire's economy after the event
Makes recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship, as a result of the event
Develops eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: 1. Ensure the principles of equity, fairness, simplicity and transparency apply 2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance 3. Recognise the extent of loss suffered by individuals 4. Complement other forms of relief and assistance provided by government and the private sector 5. Recognise immediate, short, medium and longer term needs of affected individuals 6. Ensure the privacy of individuals is protected at all times
Facilitates disbursement of financial donations from corporate sector to affected individuals, where practical

Natural Environment Sub-Committee

Functions:

Provides advice and guidance to assist with restoration of natural environment post event
Facilitates understanding of needs of affected community in relation to environmental restoration
Assesses and recommends priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife
Assesses and recommends medium and long-term priority areas to the Shire of Shark Bay for consideration to assist in the restoration of the natural environment in the medium to long- term

Appendix 2

Recovery Roles and Responsibilities Shire of Shark Bay Staff

LOCAL RECOVERY COORDINATOR

Executive Manager Community Development

- ✓ Forms part of Incident Support Group (ISG) to provide a coordinated response during an emergency
- ✓ Facilitates and coordinates all recovery actions as directed by Local Recovery Group (LRG)
- ✓ Advises and informs the community regarding all aspects of recovery as per communication strategy
- ✓ Assesses community recovery requirements for each emergency in liaison with HMA to:
- ✓ 1. Provide advice to the CEO on requirements to activate Local Recovery Plan (LRP) and convene the LRG
  2. Provide advice to the LRG
- ✓ Undertakes the functions of the Executive Officer to the LRG
- ✓ Facilitates the acquisition and appropriate application of materials, staff and financial resources
- ✓ Manages resources required for an emergency disaster with assistance from Recovery Centre Coordinator
- ✓ Coordinates local recovery activities, in accordance with plans, strategies and policies determined by the LRG
- ✓ Monitors the progress of recovery and provides periodic reports to the LRG
- ✓ Liaises with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services
- ✓ Ensures regular reports are made to the State Recovery Coordination Group on progress of recovery
- ✓ Arranges a debriefing session for all participating agencies and organisations as soon as possible after stand-down including collating data developed throughout recovery for future reporting
- ✓ Ensures all emergency events and related meetings are minuted and all Emergency Coordination Centre and Recovery Centre records are kept for 7 years for the coronial inquest and legal defence purposes

CHAIR

Local Recovery Group – Shire President

- ✓ Provides information to the LEMC Chair on issues that need to be addressed from Shire's and LRG perspective

CHAIR

Local Emergency Management Committee – Shire President

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

RECOVERY SUPPORT OFFICER

Admin Officer/Discovery Centre staff member

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

SHIRE OF SHARK BAY LIAISON OFFICER

Executive Manager Community Development

- ✓ Liaises with the HMA and Communication Coordinator
- ✓ Ensures a consistent message is released to the community and internal staff

RECOVERY CENTRE COORDINATOR (RCC)

Community Development Officer

- ✓ Develops Management Arrangements, including the Local Recovery Plan (LRP)
- ✓ Appoints a deputy
- ✓ Prepares, maintains and exercises Recovery Centre (RC)
- ✓ Monitors and reviews information relating to centres (e.g. location, facilities)
- ✓ Builds and activates a team to open and manage centre
- ✓ Disseminates information on location, functions and hours of operation to public in conjunction with the Communication Coordinator
- ✓ Accesses and authorises the Shire to commit resources to the centre
- ✓ Coordinates the presence of relevant external agencies
- ✓ Ensures all emergency events and related meetings are minuted and all RC records are kept for 7 years for the coronial inquest and legal defence purposes
- ✓ Works in partnership with HMAs and SEMC Secretariat, during non-disaster periods, to increase recovery awareness and promote recovery planning with key stakeholders

RECOVERY COMMUNICATIONS COORDINATOR

Executive Manager Community Development

- ✓ Liaises with other relevant Hazard Management Agencies
- ✓ Ensures communication strategy is in place to share information internally and externally
- ✓ Writes and distributes media statements in line with LG policy
- ✓ Writes, produces and distributes promotional material
- ✓ Advises Executive Team on media issues
- ✓ Assists with preparing protocols for dealing with the media
- ✓ Reviews and implements Recovery Communication Plan in consultation with the LRC and LRG

SHIRE SAFETY OFFICER

Occupational Health and Safety Officer

- ✓ Provides advice to all sections of the LRG on OH&S Risk Management during emergencies
- ✓ Liaises with relevant external services or agencies in relation to OH&S practices

INFORMATION TECHNOLOGY SUPPORT OFFICER

Executive Manager Finance and Administration

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Ensures IT equipment and resources available for Service Units requesting support and equipment

COMMUNITY SERVICES COORDINATOR

Community Development Officer

- ✓ Liaises with Dept. for Communities (DC) Local Welfare Coordinator
- ✓ Assesses requirements for support services in short, medium and long-term
- ✓ Facilitates resources (financial and human) as required to complement/assist existing local services
- ✓ Monitors local service providers and receives regular progress reports from agencies involved
- ✓ Ensures maximum community involvement
- ✓ Ensures immediate and long-term individual and community needs are met
- ✓ Makes recommendations to the LRG

CHILDREN AND FAMILY SERVICES COORDINATOR

Community Development Officer

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/progress to the LRG on issues affecting Children/Family services

ENGINEER OPERATIONS AND LOGISTICS

Works Manager

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Assesses requirements for restoring services and facilities with the assistance of responsible agencies
- ✓ Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Reports the progress of the restoration and reconstruction process to the LRG

FIELD COORDINATOR SUPERVISORS

Depot Supervisors

- ✓ Assists with operational response as requested by Engineering Operations Logistics

FINANCIAL RECOVERY COORDINATOR

Executive Manager Finance and Administration

- ✓ Acquires, distributes and accounts for funds
- ✓ Liaises with the LRG to identify financial implications of emergency event
- ✓ Committees established to manage donations, appeals, etc.
- ✓ Keeps records of all costs as a result of the emergency (cost centre to track $)

- ✓ Liaises with DC to gain access of potential emergency funding
- ✓ Liaises with State Officers after declaration made that activates the DRFAWA fund
- ✓ Acts as representative to ensure appropriate recuperation of funds spent

MUNICIPAL EMERGENCY RESOURCE OFFICERS

Ranger

- ✓ Assists Local Recovery Coordinator (LRC) as required
- ✓ Assists with animal welfare

ECONOMIC RECOVERY COORDINATOR

Senior Finance Officer

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

WASTE SERVICES OFFICER

Works Manager

- ✓ Ensures waste services continue as the demand potentially increases from an emergency

HEALTH RISK ADVISOR

Environmental Health Officer (contract)

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/information to the LRG on issues affecting environmental health resulting from the emergency
- ✓ Evaluates/assesses properties affected by the emergency post event
- ✓ Liaises with Dept. of Health as required on behalf of the Shire

SUPERVISOR BUILDING MAINTENANCE

Manager Building Services

- ✓ Evaluates building structures following an emergency
- ✓ Assists with emergency permits
- ✓ Liaises with planning implementation, engineers and building practitioners

BUILDING STRUCTURAL OFFICER

Manager Building Services (contract)

- ✓ Evaluates/assesses building structures following an emergency
- ✓ Provides assistance to residents affected by a disaster with advice and processing of building plans

BUSINESS RISK MANAGEMENT OFFICER

- ✓ Develops a business continuity plan to ensure LG Business continues during and after the emergency/recovery process
- ✓ Advises on Risk Analysis of Recovery Plan and actions

SUPERVISOR PARKS MAINTENANCE

- ✓ Assists with an operational response as requested by LRG and Engineer Operations and Logistics

Recovery Communication Plan

(Insert disaster/emergency event name)

(Date)

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Draft for comment		Jan. 2023	LRW	2023
2nd Draft for comment		Feb 2023	LRW	2023
Final draft		June 2023	DW	2023

1. Vision

The Shire of Shark Bay's (the Shire) vision during an emergency and subsequent recovery is to empower and support the community so it feels an active partner in its recovery.

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

2. Mission

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

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

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

3. Background

Brief outline of details of emergency event.

4. Communication Objectives

The objectives of communication during recovery are to:

1. Provide direction for communication activities.
2. Ensure communications are appropriate for the audience (To and From).
3. Be flexible to incorporate changes as the situation develops.
4. Ensure feedback to the Shire, stakeholders and community is comprehensive, meaningful and timely.
5. Identify the appropriate delegations, information release authority arrangements and protocols.

5. Communication - Outlying Communities

Communications with outlying communities will be undertaken (insert/check relevant data at time of incident)

Community	Contact name.	Contact No.	Email address
Monkey Mia	Martin Grendside		
Ocean Park	Ed Fenny	9948 1765	
Useless Loop			
Strandline/Coburn Mineral Sands	James White Emergency Medical Service	0400 799 756 0499 193 166 Sat Phone	James.white@strandline.com.au admin@strandline.com.au MESO@strandline.com.au

	Officer	+61 147 152 387	
Dirk Hartog Island	Kieran Wardle	9948 1211 0407 383 449	escape@dirkhartogisland.com kieran@dirkhartogisland.com
Steep Point Rangers		9948 3993	
Park Hosts? (DBCA)	DBCA	9948 2226	
Billabong Roadhouse		9942 5919	
Overlander Roadhouse		9942 5916	
Carbla Station	Sam Fenny	9942 5915 0413 147 405	carbla@live.com.au
Carrarang Station	Tony Millar and Lorraine Russell	9948 3997	
Gilroyd Station	Mungullah Aboriginal Corporation	0439 242 195	leisha@abcau.com.au
Coburn Station	Geoff and Daphne Brockman	9942 5913	
Hamelin Caravan Park	Patricia Cox	9942 5905	Patriciacox27@westnet.com.au
Hamelin Station Stay (Bush Heritage)	Dean Mowat	9942 5915 0409 294 422	Dean.mowat@bushheritage.org.au
Meadow Station	Darren Wykes	0484 053 176	eleuradowns@outlook.com
Nanga Resort	Keith	9948 3992	enquiry@nangabayresort.com.au
Nerren Nerren Station	Darren Wykes	9962 9592 0484 053 176	eleuradowns@outlook.com
Taliska Station	Adrian Bennett	9942 5902 0428 723 036	
Tamala Station	Theresa	9948 3994	tamalastation@westnet.com.au
Woodleigh Station	Sam Fenny	9942 5915 0413 147 405	carbla@live.com.au
Yalardy Station	Sam Fenny	9942 5904 0413 147 405	

6. Key Target Audience

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

Primary Target Audience	Description	Actions When/Where
Disaster affected community members	Reach those who have been directly affected and may be seeking assistance. Consider	Provide recovery contacts and key information to aid decisions via outreach.

Primary Target Audience	Description	Actions When/Where
	outreach and using this data base.	Shire's website to be kept updated with recovery information.
Displaced persons	Displaced persons need to remain contactable. Use a variety of networks to reach people.	Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.
Community Shire of Shark Bay	Reach those who like to be kept up-to-date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided.	· Shire's Website · Recovery Newsletter · Inscription Post (monthly) · Social Media · TV interviews · Community Events · Group gatekeeper networks
Recovery agency partners	Ensure a coordinated effort and that all messages provided to the community are consistent.	All messages coordinated through Local Recovery Coordinator's office.
Pastoral and outlying community	Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available.	Outreach conducted at interval: · Immediately after impact · 6 monthly follow up · 12 monthly follow up. Ensure special issue of Recovery News attached to rates notices. Consider phone outreach.
Identified vulnerable community members (families, children, socially isolated, elderly, youth, bereaved)	Communicate with a range of other vulnerable community members through service providers (e.g. Schools, HACC).	Coordination and support of key stakeholder agencies involved in supporting the wellbeing of vulnerable community. Ensure information is exchanged between different agencies.
Affected businesses and their employees	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.	Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged.
State and Federal Government	Keep governments informed of Shire's challenges to enlist appropriate assistance.	Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to ensure common objectives and goals are met and a united front is projected for recovery.
Shire's staff and elected Councillors	Provide information about the challenges to enlist appropriate solutions and provide actions.	Staff newsletter/Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information is a regular Council agenda item.

Primary Target Audience	Description	Actions When/Where
Local Recovery Group and Sub-Committees	Provide information to the following committees: • Finance • Social Wellbeing • Infrastructure • Natural Environment	Maintain spreadsheet database of all sub-committee meetings highlighting actions, time schedules, responsibilities and outcomes which are available across four sub-committees

The following audiences have been identified as the secondary targets for communication.

Secondary Target Audience	Description	Actions When/Where
Media commentators	Provide information to: • Authorised State and regional newspapers • State and local radio • State and local television.	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events. Develop and manage an agreed reporting rhythm.
Business community	Keep the business community informed.	Form working groups of affected businesses so they are hubs to distribute information.
WA Community	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

7. Key Messages

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

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

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

8. Actions

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

	radio stations.	
Shire of Shark Bay	Develop and use a protocol to ensure that all information is vetted, factual, suitably endorsed for release.	LRC, CEO, Communications Officer

9. Risk Management

Risk	Action/Mitigation
Information overload	✓ Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery. ✓ Ensure all information presented addresses a community need, thus minimising superfluous information.
Material poorly designed and ineffective in communicating key messages	✓ Design material so it is clear, easy to use and written in appropriate language for the chosen audience.
Material and information too late or too infrequent	✓ Have weekly or fortnightly deadlines.
Other agencies sending mixed messages	✓ Make sure all agencies are aligned and messages are consistent.

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

10. Communication Plan Review

The Communication Plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Group Chairman and/or CEO Shire of Shark Bay.

11. Communications Budget

To be determined when actions have been confirmed.

12. Attachments

Attachment 1	Recovery Communication Planning Template
Attachment 2	1. Ask a Question 2. Make a Statement
Attachment 3	Outreach Needs Assessment and Initial Contact Form
Attachment 4	Recovery Community Meetings Guidelines

Recovery Communications Planning Template

Recovery Communications Planning Checklist

Action	Y/N	Responsible Person
Communications Governance		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with Controlling Agency made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Community Message Talking Points

Spokesperson _____ ***Position*** _____

Message timing
To be delivered at: _____ AM ☐ PM ☐
Media channel/s: _____

Target audience: Internal staff ☐

Community group/s _____

Agency/s _____

Message Body

Intro: discuss current situation (include 'No physical donations accepted', etc)

1 What we Know

2 What we do not yet know

3 What we are doing

4 What we want you to do

Reiterate main and salient points
Next message will be available at: _____

Attachment 2(a) – Listening - Ask a Question

Printed on GREEN paper

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

Printed on GREEN paper ✂----------

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

Attachment 2(b) -Listening - Make a Statement

Printed on YELLOW paper

Emergency/Disaster Event RECOVERY MAKE A STATEMENT

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

Your name:	Your contact details if response required:

Printed on YELLOW paper ✂----------

Emergency/Disaster Event RECOVERY MAKE A STATEMENT

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

Your name:	Your contact details if response required:

Outreach Impact & Needs Assessment

Date: _____ TEAM No: _____

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

PROPERTY DETAILS			
Property Location (Lot No, Street name, Area):			
		Nearest Cross Road:	
Property Owner/Occupant Name:			
How would you like to be contacted?		Your preferred time?	
☐	Phone:	☐	Morning (7am – 12noon)
☐	Email:	☐	Afternoon (12noon – 5pm)
☐	Post:	☐	Evening (After 5pm)

PROPERTY NEEDS		Please provide information on detail for any needs identified
☐	House destroyed/uninhabitable	
☐	House damaged	
☐	Outbuildings destroyed Total: _____	
☐	Rebuilding assistance	
☐	Asbestos/Possible asbestos	
☐	Water supply affected	
☐	Vehicle destroyed/damaged	
☐	Animals lost/Injured	
☐	Utility services affected	
☐	Fencing destroyed/damaged	
☐	Environmental clean-up required	
☐	Other (Please provide details) _____	

INFORMATION NEEDS		OTHER ASSISTANCE REQUIRED	
☐	Rubbish collection/Disposal information	☐	Council Services TYPE:
☐	Recovery Information/Newsletter	☐	Referral to Agency WHO:
☐	Financial/Grant assistance	☐	Other (provide details):
☐	Counselling/Wellbeing check		

Would you like someone to contact you?

☐ Immediately ☐ Within the week ☐ In the future

(Tick Box)

Community Recovery Meeting

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

Unity at Community Meetings – Together we stand

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

Appendix 4

Recovery Operational Sequence Guide/Checklist

Situation	Organisation/Action
ALERT (Transition) Advice of an emergency with potential to require local coordination of recovery activities	**HMA/CONTROLLING AGENCY** ➢ Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements. ➢ State EM Plan - *6.2.1 – The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Where required, an Impact Statement must be completed, prior to the transfer of responsibility for management of recovery to the local government(s) affected area.* *6.2.2 – The relevant Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency, as detailed in the State EM Plan (section 6.4).* ➢ Include Local Recovery Coordinators/ Local Governments in briefings/Incident Support Group (ISG). **LOCAL GOVERNMENT** ➢ Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support. ➢ Advise and liaise with LRG members.
ACTIVATION Requirement for local level coordination of recovery identified/requested	**LOCAL GOVERNMENT** ➢ When requested by, or on the advice of, the HMA or ISG, convene LRG and where required, establish a management structure. **LRC** ➢ Arrange for conduct of on-site assessment, if appropriate. Maintain links with affected organisations to identify and coordinate the provision of recovery support.
STAND DOWN On completion of local recovery activities.	**LOCAL GOVERNMENT/LRC** ➢ Ensure handover of responsibility for ongoing recovery activities to a managing agency. ➢ Advise LEC (informal) and LRG members of stand-down. ➢ Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery & Community Engagement Sub-Committee (SEMC). ➢ Manage the implementation of post operations report recommendations and revision of Local Recovery Plan as required.

LRG Appendix 5

CHECKLIST – Recovery actions for Local Recovery Group and Local Recovery Coordinator

Please use the right hand column to record your progress.

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

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

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

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

Appendix 6

Operational Recovery Plan Template

Operational Recovery Plan

Emergency Event: *(Type and location)*

_____

_____

_____

Date of Emergency: _____

HMA/CA INCIDENT LEVEL ___ DECLARED AS_____

Section 1

Introduction:

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

Section 2

Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary Impact Statement (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.
Estimates of costs of damage	You may get indications from IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.

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

Section 3

Organisational Aspects:

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

Section 4

Operational Aspects:

Details resources available and required	Give list of resources deployed and confer with the LRG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.
Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding.
Includes the local government program for community services restoration	Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.

Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations.
Public information dissemination	From the Communication Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	General financial issues.
Public appeals policy and administration	Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel.
Information management processes	How is the management and recording process being undertaken.
Reporting rhythm	Who, when and how is the reporting being undertaken.

Section 5

Conclusion:

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

Signed by: _____

Chairperson Local Recovery Group or Local Recovery Coordinator

Date: _____

Appendix 7

Local Recovery Coordination Centre (RC) and One Stop Shop Guidelines

Aim:

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

Objectives:

The objectives of a Recovery Centre are to;

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

Location:

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

Building Features:

Specific features to consider in a potential building include;

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

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

Set-up Considerations:

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

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

Steps to establish Recovery Centre:

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

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

Record Keeping:

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

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

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

Management of Recovery Centre (RC):

The following should be considered in the running of RC;

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

Recovery Events:

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

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

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

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

Closing of the Recovery Centre (RC):

The following should be considered in the running of RC;

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

ATTACHMENT 1

The recovery timeline: short, medium and long term

Short-term recovery (where we've been)

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

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

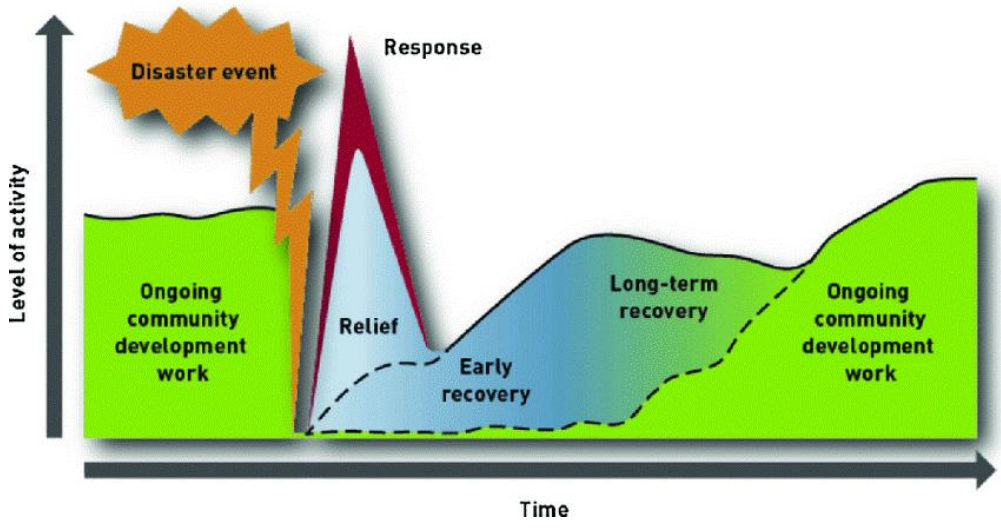
Medium-term recovery (where we are now)

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

Long-term recovery (where we're heading)

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

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



ATTACHMENT 2

Local Government Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS	Y/N

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

HEALTH & WELLBEING RISK: ☐ High ☐ Medium ☐ Low	**SUPPORT REQUIRED:** ☐ Shire Staff ☐ Wellbeing ☐ Other: _____	
ENVIRONMENTAL RISK: ☐ High ☐ Medium ☐ Low	**SUPPORT REQUIRED:** ☐ Shire Staff ☐ Other:_____	

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

Appendix 8

Welfare and Health Services

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

The following link provides related support plans and detailed information:
https://www.semc.wa.gov.au/emergency-management/plans/state-support-plans

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

Principles:

The recovery principles of health and wellbeing after emergencies are:

Response and recovery actions actively support individuals, families and businesses
Health and Wellbeing sub-committee (HaW) encourages community to participate in community recovery decision-making
The overall needs assessment of individuals and families is evaluated as early as possible
Personal support strategies are integral to overall recovery management process
Measures are taken to mitigate the affects of future emergencies on community
Recovery programs be coordinated to support and enhance community

Strategies:

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

Conceptual:

Encourage emergency service agencies to implement procedures relating to personal support services (e.g. identify potential welfare needs)
Support and promote individuals, families and businesses of the affected community
Support and promote community improvements
Purchase replacement goods and services locally via local businesses and trades people wherever practical
Maintain the integrity of local community groups and experts and their capabilities
Build on existing organisations and networks through activating available systems within the community
Encourage support of local community groups and experts
Encourage agencies to employ local residents
Source government grants, distribution of appeal funds and charitable payments to assist with supporting needs of individuals and families during the recovery process
Avoid duplication of services and identify gaps

Management:

Identify all aspects of Health and Welfare that may be required
Establish liaison between Health and Welfare groups, community and government agencies in the community
Establish Health and Welfare Sub-Committee representatives from Health and Wellbeing groups, the community and government agencies
Provide community with information about recovery process and resources available through the Health and Welfare Sub-Committee via Communication Plan processes
Ensure community participation in the Health and Welfare Sub-Committee
Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process
Identify gaps in Health and Welfare services for consideration in risk management processes
Develop risk management assessments aimed at minimising future Health and Wellbeing requirements

Service Delivery:

Ensure service delivery personnel is aware of the range of services available and appropriate referral processes
Ensure service delivery personnel is aware of the local welfare circumstances pre and post-emergency
Ensure service delivery personnel has good interpersonal skills and understanding of the local community
Provide HaW services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means
Ensure availability and accessibility to Health and Welfare and recovery information and services

Appendix 9

Local Recovery Plan – Action Items

Activation of Recovery

- Approached by HMA/CA IC to initiate
- LRC advises the Shire's CEO of recovery activation
- Assessment of assistance determined
- LRP is implemented

Response to Recovery transition of event Responsibilities

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

Impact Statement and Needs Assessment

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

Operational Recovery Plan

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

Strategic Long-Term Recovery Plan

- The Shire to develop a collaborative, comprehensive and inclusive long-term recovery strategy for the community, including objectives and timelines

Managed Withdrawal

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

Establishing LRG Management Structure

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

Financial Management

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

Appeals and Donations

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

Spontaneous Volunteers

- The Shire's LRG will refer spontaneous volunteers to local service clubs and support agencies to manage

Recovery Coordination Centre and One-Stop-Shop

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

STAFF – Shire of Shark Bay

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

Shire of Shark Bay Staff – Recovery Roles and Responsibilities

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

Disaster Event Recovery Communication Plan

- The Recovery Communication Plan will provide guidance when distributing public information and communications

Debriefing and Evaluation

- The LRG will hold a formal Post Incident Analysis to evaluate the process and apply lessons learnt
- A formal debrief will be held for Shire staff to evaluate the process and apply lessons learnt
- Assistance will be made available through EAP for any staff working in the recovery process
- LRC will compile a formal report for Council and State Recovery Coordinator
- LRP amended (as required) to incorporate lessons learned for continuous improvement

Appendix 10

Contacts and Resources Directory

Resource Register: Shire of Shark Bay

Contact	Position	Phone/Mobile
Dale Chapman	CEO	0498 554 313
Brian Galvin	Works Manager	0428 178 501

Item Type	Item Description	Size	No of Items
Firefighting equipment	Slip- on fire unit	600L	2
Trailers	Tandem axle trailer	7x5	1
	Single axle trailer	7x5	1
	Semi water tanker	25,000L	2
	Machine Float		1
Generators	Single phase generator	18Kva	1
	Single phase generator	30Kva	1
	Three phase generator	25Kva	1
Grader	John Deere 672G		1
Loaders	IT Loader with attachments	8T	2
Trucks	Prime Mover		2
	Tipper	3T	1
	Tipper	5T	1
	Side tipper	20 M^3	1
Dewatering Pumps	Transfer pump	3”	1
	Transfer pump	4”	1

Resource Register: LEMC Member Resources

Item Type		Item Description / Notes	Size	No.
Department of Primary Industries and Regional Development	Vessel	Rigid inflatable NIAID	7.5m	1
	Vessel	Dinghy	4m	1
	Quad bikes	On off-road trailer, Located in Carnarvon but can be obtained if required.		2
Volunteer Marine Rescue Shark Bay	Truck	4 x4 Isuzu flat bed with hi-ab crane	5t	1
	Dewatering pump	Transfer pump suitable for saltwater	2”	1
	Vessels	1 situated at wharf and 1 on a trailer suitable for water transfer/taxi service.	9.7m and 7.5m	2
	Shed	Shed with kitchen facilities, BBQ and toilet	20m x 12m	1
Department of Transport	Patrol Vessel	6.5m Niad PV 17	6.5m	1
	Oil Pollution Equipment	15 metre lengths containment boom, Polyline Boom towing brackets Marine oils spill kit including booms and absorbent pads Absorbent matt on roll 900mm x 20m x 2 2 Responder PPE pack.		
Main Roads WA	Generator	Three phase, limited leads available. Static unit requires crane to move. Nom. 100 L fuel tank	10Kva	1
	Loader	Telehandler – Has bucket, forks and personnel cage		1
	Loader	Skid steer unit – property of MRWA maintenance Contractor		1
	Trucks	Flat top maintenance truck – non-tipping crew cab - property of MRWA maintenance Contractor		2
	4WD	Crew cab utes – utilised for road inspections Equipped with Satellite phones		5
		Crew cab utes - property of MRWA maintenance Contractor		3

Resource Register: Local Trades and Services (check phone directory)

Services	Company	Phone/Email
Air Charter	Shark Bay Aviation 99 Knight Terrace, Denham	9948 1773
	Rex Airlines	13 17 13 www.rex.com.au
	Coral Coast Helicopters Airport Cres, Carnarvon	0474 132 918 Fly@coralcoasthelicopters.com.au
	Shine Aviation, Geraldton Airport	9923 3600
Auto Parts and repairs	Paul's Tyre Service 112 Dampier Road, Denham	9948 1141 0428 481 141
	Outback Coast Automotive and Towing 52 Vlamingh Crescent, Denham	0427 333 590 0467 670 136
	Shark Bay Fuel Fishing & Camping Centre, 85 Knight Terrace, Denham	9948 1239
Bus Hire	Shark Bay Coaches	0429 110 104 info@sharkbaycoaches.com
Crane Hire	Coastal Marine Rigging, Brad Lyons	0422 927 827
Earthmoving	Denham Bobcats	0418 940 239
	Oakley Earthworks	0407 979 374
Electricians	CDH Electrical	0429 998 944 cdhelectrics@gmail.com
	Far West Electrical	0456 489 050
	Shark Bay Electrical Co	9948 1267 0417 977 697
	Denham Electrical North West	0457 096 710
Interpretation	Translating & Interpretation Service Telephone Interpreting Service	24 hrs contact: 13 14 50 Onsite bookings: 1300 655 082
Local Radio	Hot Hits 105.3FM	9941 2223

Plumbing	Coral Coast Plumbing	0417 301 397
	Naturalise Plumbing	0418 946 104
	Brian Child Plumbing and Cas	0414 468 807
	Davison Electrical and Gas	0409 113 149
Service Stations	Shark Bay Fuel and Service Centre 85 Knight Terrace, Denham	9948 1239
	Overlander Roadhouse Lot 174 NW Coastal Highway, Hamelin Pool	9942 5916
	Billabong Roadhouse Lot 2 NW Coastal Highway, Meadow	9942 5919
Supermarkets	IGA X-PRESS 97 Knight Terrace, Denham	9948 1147
	Shark Bay Supermarket 1 Knight Terrace, Denham	9948 1351
Traffic Control	Midwest Traffic Controllers 304 Place Road, Webberton, 6530	9965 5888
Tyres	Paul's Tyre Service 112 Dampier Road, Denham	9948 1141 0428 481 141
Controlled Waste Removal	Paul's Tyre Service 112 Dampier Road, Denham	9948 1141 0428 481 141
	Dept. of Biodiversity, Conservation and Attractions – Shark Bay 61 Knight Terrace, Denham 6537	9948 2226
Quad Bike Hire (for remote access areas)	Laurie McKell	0418 900 377

Shire of Shark Bay Emergency Contact List

Organisation	Name	Position	Phone	Mobile	Email
Shire of Shark Bay	Dale Chapman	Chief Executive Officer LG Liaison Officer	9948 1218	0498 554 313	dale@sharkbay.wa.gov.au
Shire of Shark Bay	Deborah Wilkes	Executive Manager Community Development LG Recovery Coordinator	9948 1218	0414 545 013	emcd@sharkbay.wa.gov.au
Shire of Shark Bay	Brian Galvin	Works Manager	9948 1013	0428 178 501	works@sharkbay.wa.gov.au
Shire of Shark Bay	Michael Antony	Community Emergency Services Manager LEMC Executive Officer	9928 9302	0448 081 637	Michael.Antony@dfes.wa.gov.au
Dept. of Biodiversity, Conservation and Attractions	Abby Leyendekkers	A/District Manager Shark Bay	9948 2226		Abby.leyendekkers@dbca.wa.gov.au
Dept. of Communities	Neville Blackburn	District Emergency Services Officer Local Welfare Coordinator	9965 9533	0429 102 148	Neville.Blackburn@communities.wa.gov.au
Dept. of Communities	Carine De Vares	Area Manager - Housing	9941 6500		Carina.devares@communities.wa.gov.au

Dept. of Education	Celia Elissegaray	Principal – Shark Bay School	9948 0000	0427 481 207	Celia.Elissegaray@education.wa.edu.au
Dept. of Fire and Emergency Services	Matthew Holland	Area Officer – Carnarvon	9928 9301	0427 012 949 0424 210 366 (sat)	Matthew.holland@dfes.wa.gov.au
Dept. of Fire and Emergency Services	Tim Dalwood	District Officer Natural Hazards – Gascoyne	9956 6000	0427 002 712 0420 913 489 (sat)	Tim.dalwood@dfes.wa.gov.au
Dept. of Fire and Emergency Services	Midwest Gascoyne Regional Office	Regional Duty Coordinator	9956 6000	1800 317 555	rocmwg@dfes.wa.gov.au
Dept. of Fire and Emergency Services	Carnarvon District Office		9928 9305	-	roccarnarvon@dfes.wa.gov.au
Dept. of Health	Carnarvon Hospital	After hours (Nurse Manager or Senior ED Clinical Nurse)	9941 0421	-	
Dept. of Transport	Gwenda Kempton	Regional Manager		0407 993 931	Gwenda.kempton@transportn.wa.gov.au
Dept. of Water and Environmental Regulation	Fleur Coaker	Regional Manager	9965 7401	0430 500 939	fleur.coaker@dwer.wa.gov.au
Fire and Rescue	David Harrower	Captain	9948 3289	0429 998 944	denhamvfrs@bigpond.com
Horizon Power	Heath Grebert	Manager Operations Midwest	9941 6226	0448 791 916	Heath.grebert@horizonpower.com.au

Main Roads	Ernie Reynolds	Operations Manager	9941 0718	0418 919 321	Ernie.reynolds@mainroads.wa.gov.au
Main Roads	Andrea Pitcher	Customer Services Manager	9941 0726	0417 983 782	Andrea.pitcher@mainroads.wa.gov.au
Silver Chain		Duty Nurse	9948 1400		Sharkbayhealthcentre@silverchain.org.au
St John Ambulance	Kyle Thompson	Community Paramedic	9938 0900	0437 840 353	
St John Ambulance	Alana Eru	Chairperson		0404 799 874	
WA Police	Dave Gannaway	OIC	9915 9100	0436 838 866	dave.gannaway@police.wa.gov.au

Critical Infrastructure

The infrastructure scheduled below considered to be critical within the Shire of Shark Bay and therefore should be treated as such in an emergency.

Item	Notes	Location	Agency	Community impacts
Medical Facilities				
Silver Chain	Nursing Post	53 Hughes Street, Denham	Silver Chain	
Major Transport Routes and Bridges				
North West Coastal Highway	Main Arterial Route from Geraldton to Port Hedland Sealed	Transverses Shire north to south	Main Roads	
Shark Bay Road	Links Denham, Monkey Mia and Useless loop to the NW Coastal highway Sealed	Meets North West Coastal Highway at the Overlander Roadhouse and runs up the peninsula to Denham	Main Roads (Contracted to the Shire of Shark Bay)	
Useless Loop Road	Only access route from Useless loop, Steep Point and Dirk Hartog Island back to mainland. Unsealed	Runs from Shark Bay Road to Useless loop	Shire of Shark Bay / Shark Bay Resources	
Monkey Mia Road	Links Monkey Mia and Francois Peron National Park back to Denham Sealed	Runs from Denham to Monkey Mia	Shire of Shark Bay	

Evacuation Centres				
Shark Bay Recreation Centre		Francis Road, Denham	Shire of Shark Bay	
Service Stations				
Shark Bay Fuel and Service Centre		85 Knight Terrace, Denham		
IGA		97 Knight Terrace (cnr Knight Terrace and Denham Road) Denham		
Caltex 24 hour unstaffed		Monkey Mia Road (near cnr Monkey Mia Road and Denham road) Denham		
Overlander Roadhouse		Lot 174 NW Coastal Highway, Hamelin Pool		
Billabong Roadhouse		NW Coastal Highway, Meadow		
Billabong Hotel Motel		NW Coastal Highway Meadow		

Water Infrastructure				
Water Infrastructure	Denham Desal and water treatment Desalination plant for Denham potable water			
	Water Corp Pumping Stations, Desal and Saline			
Sewerage pumping station		Knight Terrace, Denham		
Communications Infrastructure				
DBCA WAERN repeater	Ch. 504	Dirk Hartog Island		
DBCA WAERN Repeater	Ch. 508	Nanga		
DBCA WAERN Repeater	Ch. 513	Peron		
WAPOL sites				
ACMA Communications Infrastructure Sites	Vast number of sites, consideration should be given in response planning	Multiple		
Education Facilities				

Shark Bay School		55 Francis Road, Denham		
Useless Loop Primary School		Wilson Rise, Useless Loop		

Other Critical Infrastructure or Hazards				
Dampier to Bunbury Natural Gas Pipeline				
Power Substation			Horizon Power	
Monkey Mia Airport		Shark Bay Airport Road (off Monkey Mia Road)	RAC	Impacts on public transport as well as Royal Flying Doctor Service (RFDS) capacity
Shire Administration Centre		65 Knight Terrace, Denham	Shire	Significant reduction of shires capacity to deliver day to day services
Police Station		Durlacher Street, Denham	WA Police	

At-Risk Persons and Groups – Special Needs

Name	Address	Contact 1	Contact 2
Shark Bay School	55 Francis Road DENHAM	Principal 08 9948 0000	
Denham Family Day Care Centre	Francis Street (behind Rec Centre) DENHAM	Marie Gamble **0457 040 867**	
Silver Chain Medical Centre	53 Hughes Street DENHAM	Duty Nurse 08 9948 1400	
Yadgalah Aboriginal Corporation	Francis Road DENHAM	Debbie Bellottie 9948 1318	Benny Bellottie
Denham Pensioner Units	Shire Administration 65 Knight Terrace DENHAM	Michelle Fanali 9948 1218	Deborah Wilkes 9948 1218
RAC Monkey Mia	Monkey Mia Dolphin Resort	Martin Grenside 0458 284 357	9948 1320
Overlander Roadhouse	North West Coastal Highway	9942 5916	
Billabong Roadhouse	North West Coastal Highway	9942 5919	
Billabong Hotel Motel	North West Coastal Highway	9942 5980	

Hamelin Pool Caravan Park	351 Hamelin Pool Road SHARK BAY	9942 5905	
Nanga Bay Resort	Hamelin/Denham Road	9948 3992	
Blue Dolphin Caravan Park	11 Denham Road	9948 1385	
Denham Seaside Caravan Park	Stella Rowley Road	9948 1242	
Denham Seaside Caravan Park	Stella Rowley Road	9948 1242	
Shark Bay Caravan Park	10 Spaven Way	9948 1387	
Shark Bay Community Resource Centre	10 Denham Road	Jamie Burton 9948 1787	
Shark Bay Resources (Salt mine)	Useless Loop	9948 0220	
Shark Bay Airport	Monkey Mia Road	9948 1773 0417 919 059	REX Airlines Kylie Good: 0418 613 497
Steep Point Ranger	Steep Point	9948 3993	
Useless Loop Medical Centre	Useless Loop	9948 0217	
Useless Loop Primary School	Useless Loop	Principal (TBA) 9948 1292	
Tamala Station	Useless Loop Road	9948 3994	
Talisker Station		9942 5902	
Nerren Nerren Station		9948 1208	

Nanga Station	Hamelin Road	Tony Loechte 9942 5914	Larissa Launder 9942 5841
Carrarang Station		9948 0220	9948 3997
Carbla Station		Sam Fenny 9942 5915 0413 147 405	
Woodleigh Station		Sam Fenny 9942 5915 0413 147 405	
Gilroyd Station			
Yalardy Station		Sam Fenny 9942 5904 0413 147 405	
Coburn Station		9942 5913	
Meadow Station		0429 629 295	

Appendix 11(a)

Local Emergency Management Committee
Extraordinary Meeting Agenda
<Insert Event Name>

Date:
Time:
Venue:
Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	Chair
1	Insert event name- Current Situation	From Sitrep or lead agency
2	Other Agency Reports	Agency leads
3	Communications employed	HMA lead, others as required
4	Priorities, further action	Chair
5	Other items as required	
6	Other items as required	
9	Other business.	As required
10	Next meeting: time and date	Chair

Appendix 11(b)

Post Incident Analysis – Emergency and Recovery Management

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

Appendix 10

Local Recovery Group Standard Reporting

LOCAL RECOVERY GROUP – RECOVERY REPORT

<Insert Emergency Situation Here>

Shire of Shark Bay Recovery Group

Report No: ……

To: Chairman, SRG/State Recovery Coordinator

Situation Update:

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

Proposed Activities:

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

Special Assistance:

Requirements:

Includes support from other agencies, LRG intervention with priorities.

Financial Issues:

May include support from LRG for additional funding from Treasury.

Recommendations:

Name & Signature: _____

Position: _____

Date: _____

Appendix 11(d)

Situation Report

Shire of Shark Bay
INCIDENT SUPPORT GROUP MEETING

Event		
Sitrep No:	**Date:**	**Time period:**
Distribution:		
• *President, Deputy President, Councilors* • *CEO & Executive team* • *Managers* • *Local Emergency Management Committee & Local Recovery Group* • *Other organisations as necessary* *Council can determine who receives the SITREPs based on relationships and need.*		

Situation summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Approval

Prepared by:		**Signature**	**Date:**	**Time:**
Approved by:		**Signature**	**Date:**	**Time:**