SHIRE OF YORK
EMERGENCY MANAGEMENT ARRANGEMENTS

DECLARATION

These arrangements have been produced and issued under the authority of the Shire of York Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

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Chairperson   Date
York Local Emergency Management Committee

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Deputy Chairperson   Date
York Local Emergency Management Committee

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Endorsed by Council
Shire President   Date

....

Endorsed by Council   Date
Deputy Shire President

....

Endorsed by
Chief Executive Officer   Date

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Glossary of Terms

AIIMS – Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels.

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY - an organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

COMMUNITY EMERGENCY RISK MANAGEMENT – See RISK MANAGEMENT

CONTROL – The overall direction of emergency management activities during an *Incident* or *Operation*.

COORDINATION – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

DISTRICT – means the municipality of the Shire

DISTRICT EMERGENCY COORDINATOR (DEMC) - that person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC) – Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Regional Director of FESA as Deputy Chair. Executive Officer support is provided by FESA Managers nominated by FESA CEO

EMERGENCY – means the occurrence or imminent occurrence of a hazard which is of such nature or magnitude that it requires a significant and coordinated response

EMERGENCY MANAGEMENT – is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.

EMERGENCY MANAGEMENT AGENCY – means hazard management agency, a combat agency or a support organisation involved in the prevention, preparedness, response or recovery from an emergency.

EMERGENCY RISK MANAGEMENT (ERM) – a systematic process that produces a range of measures that, on being implemented, contributes to the safety and wellbeing of communities and the environment.

SES –State Emergency Service

VFRS –Volunteer Fire & Rescue Service

FESA – Fire & Emergency Services Authority of WA

BFB – Bush Fire Brigade **– established by a local government under the Bush Fires Act 1954.**

"FUNCTION" SUPPORT COORDINATOR - that person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan.

HAZARD - a situation or condition with potential for loss or harm to the community or the environment.

HAZARD MANAGEMENT AGENCY (HMA) - that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery (specialist issue management) from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

INCIDENT – an *Emergency*, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.

INCIDENT AREA – the area, defined by the *Incident Manager,* incorporating the localised community or geographical area impacted by an *Incident.*

INCIDENT CONTROLLER/INCIDENT MANAGER (IC/IM) – the person designated by the relevant *Hazard Management Agency,* responsible for the overall management and *control* of an *incident* and the tasking of agencies in accordance with the needs of the situation.

INCIDENT SUPPORT GROUP (ISG) – the group that may be convened by an *Incident Manager* in consultation with the relevant *Local Emergency Coordinator* to assist in the overall management of an *Incident.* The ISG includes representation from key agencies involved in the response.

INCIDENT MANAGEMENT TEAM (IMT) – The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic.

LG – Local Government meaning the Shire of York & Shire of York Council

LIFELINES – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

LOCAL EMERGENCY COORDINATOR (LEC) - that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations.* At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

MUNICIPALITY – means the district of the Shire

OPERATION – an *Incident* or multiple *Incidents* which impact, or are likely to impact, beyond a localised community or geographical area.

OPERATIONS AREA - that area, defined by the *Operations Area Manager,* incorporating the entire community or geographical area impacted or likely to be impacted, by an *Operation* and incorporating a single or multiple *Incident Areas.*

OPERATIONS AREA MANAGEMENT GROUP (OAMG) – the group that may be convened by an *Operations Area Manager,* in consultation with the relevant *District Emergency Coordinator(s),* to assist in the overall management of an *Operation.* The OAMG includes representation from key agencies involved in the response.

OPERATIONS AREA MANAGER (OAM) - that person designated by the *Hazard Management Agency,* responsible for the overall management of an *Operation* and provision of strategic direction to agencies and *Incident Manager(s)* in accordance with the needs of the situation.

PREVENTION – Measures to eliminate or reduce the incidence or severity of emergencies

PREPAREDNESS – Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support.

RECOVERY – The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing.

RISK - a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

RISK MANAGEMENT – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:2004 (Risk Management).

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

STATE EMERGENCY COORDINATION GROUP (SECG) - a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. It is the operational arm of the State Emergency Management Committee and includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) – Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services Authority as deputy Chair. The Executive Director, FESA Emergency Management Services, is the SEMC Executive Officer. The SEMC is comprised of an executive and four functional groups whose membership includes those organisations essential to the State's emergency management arrangements. The chair of each of the functional groups is also a member of the SEMC Executive group. The functional groups are:
  – Emergency Services Group
  – Public Information Group
  – Lifelines Services Group
  – Recovery Services Group

SUPPORT ORGANISATION - an organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

TELECOMMUNICATIONS – the transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards.

1. INTRODUCTION

1.1. Authority
These arrangements have been prepared and endorsed by the Shire of York Local Emergency Management Committee, pursuant to section 41(1) of the Emergency Management Act (2005). They have been tabled for information and comment with the Wheatbelt District Emergency Management Committee and noted by the Shire of York.

1.2. Community Availability
These arrangements are available for viewing at Shire of York office in Joaquina Street, Monday to Friday from 8.30am to 4.30pm free of charge; they can also be viewed electronic on the Shire of York website.

1.3. Community Consultation
The Shire of York and the community through agency and emergency service representatives were involved in the Local Emergency Management Arrangement preparations. The final plan prepared and adopted by the York LEMC and Council will be distributed to a variety of agencies. Service and Community Groups consulted in the process include Police, Ambulance, Health Services, FESA, Fire & Rescue, VES, Fire Control Officers, Councillors, Ranger, Works Staff, Environmental Health Officer and Brigades.

1.4. Context – Area Covered
The Shire of York is located 97kms from Perth in the Central Wheatbelt and encompasses the towns of York and localities of Burges, Quellington, Green Hills and Talbot Brook. The Shire is 2,010km² in size, mainly agricultural, 1,590 dwellings and currently has a population of 3,116. (ABS 2006)

The following assets/infrastructure is included in this area –
- York Town site
- Greenhill's Town site
- Kauring Town site
- Police/Fire Communications Tower – Mt Bakewell
- Ambulance Tower – Mt Brown
- Water Corp / Telstra – Mt Brown
- Telstra Exchange – Newcastle Street
- Great Southern Highway
- York Hospital
- Avon River
- Railway Line York to Northam
- York Air strip & Sky Dive Express
- Local Government infrastructure
- CBH
- Gilmac Bulk Hay Storage
- Race Course
- Water Catchment (GSH)

1.4.1. Adjoining Local Authorities
Shire of Kalamunda – to the west
Shire of Mundaring – to the west
Shire of Armadale – to the west
Shire of Beverley – to the south
Shire of Quairading – to the east
Shire of Cunderdin – to the north east

Shire of Northam – to the north

The Shire of York is currently a member of the South East Avon Voluntary Region of Councils (SEAVROC) with the Shires of Beverley, Brookton, Cunderdin & Quairading.

As part of the State Governments Structural Reform Program ,the Shire of York has entered into a Regional Transition Group (RTG) Agreement with the Shires of Beverley, Cunderdin, Quairading & Tammin, with a view to amalgamate by 2013.

1.5. Access
The major access road to the Shire of York from Perth is the Great Southern Highway.

Other major arteries in and out of the Shire include the **York-Northam Road** linking York and Northam, **York-Quairading Road** York to Quairading, and **Spencers Brook Road** linking York to Spencers Brook/Clackline.

1.6. Topography
The Shire of York is made up of pockets of bushland and farmland with terrain ranging from gentle sloping to steep rocky inclines of varied aspects.
The Avon River passes through the centre of York in a north/south direction.
There are a significant number of bushland reserves within the shire that include Mt Bakewell, Mt Brown and Wandoo Conservation Park. In addition to this there are a number of privately owned pockets of bushland with significant fuel loading.

1.7. Climate

York Annual Temperatures & Rainfall

YORK

Legend:
- Mean daily minimum temp.
- Highest/lowest on record
- Mean daily maximum temp.
- Highest/lowest on record
- Mean monthly rainfall
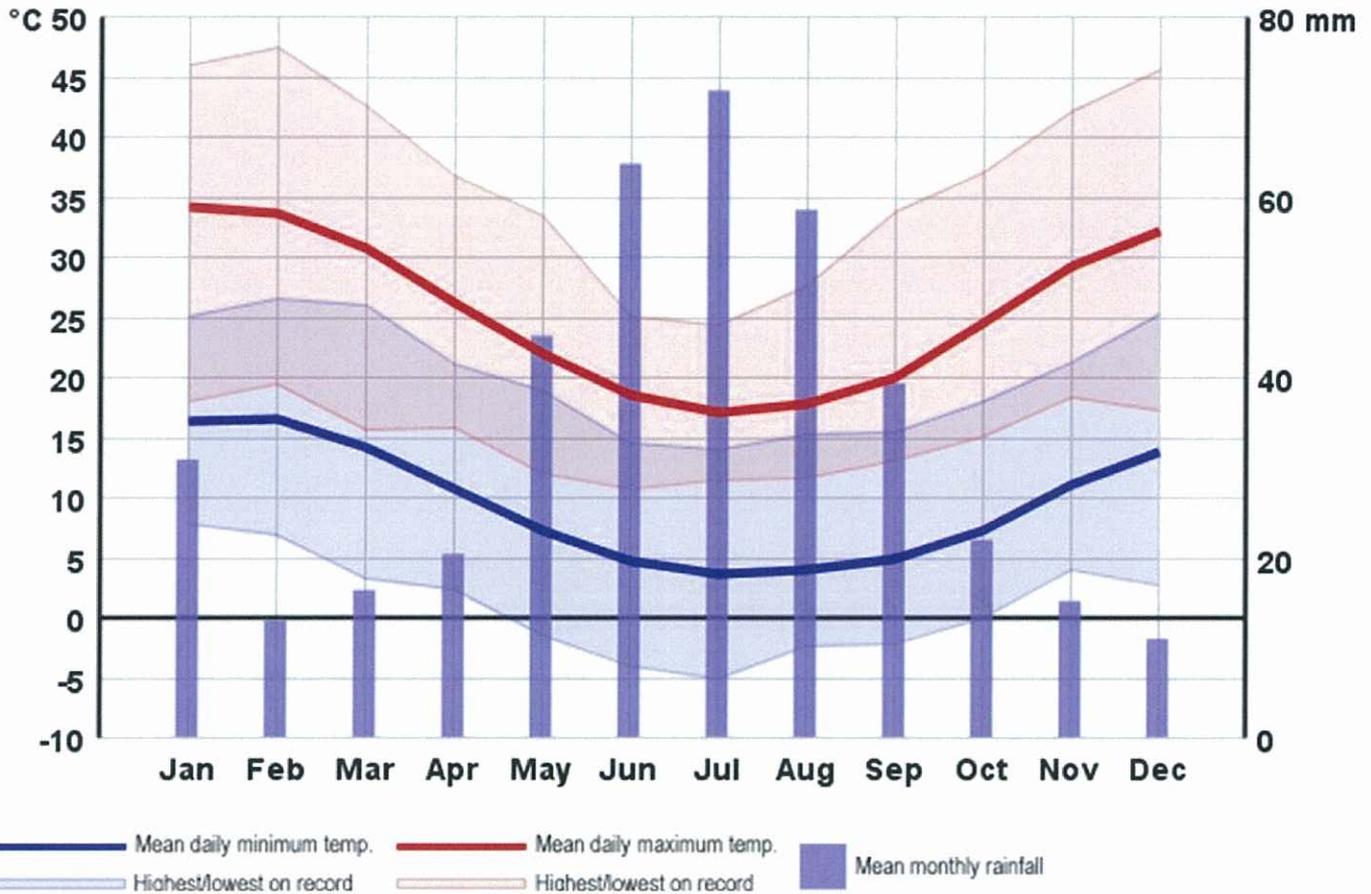
1.8. Aim

The aim of the Shire of York Local Emergency Management Arrangements is to detail emergency management plans, procedures and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.9. Purpose

"The purpose of these emergency management arrangements is to set out:

(a) the local government's policies for emergency management;

(b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

(c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);

(d) a description of emergencies that are likely to occur in the local government district;

(e) strategies and priorities for emergency management in the local government district;

(f) other matters about emergency management in the local government district prescribed by the regulations; and

(g) Other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act)."

1.9.1. Objectives
The objectives of this plan are to:

1. Describe risks and hazards, their likely effects;
2. Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies, which may become involved in emergency situations;
3. Identify primary and secondary emergency operation centres;
4. Maintain a current contact list for participating agencies and organisations;
5. Provide a framework for Recovery operations;
6. Provide arrangements for testing, evaluation and maintenance of these arrangements; and
7. Provide a Resource and Contacts Register to assist the community in prevention, preparedness, response and recovery.

1.9.2. Scope
These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:
   (a) This document applies to the local government district of the Shire of York
   (b) This document covers areas where the Shire of York provides support to HMA's in the event of an incident.
   (c) This document details the Shire of York's capacity to provide resources in support of an emergency, while still maintaining business continuity.
   (d) The Shire York's responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level.
Incidents may arise that require action or assistance from district, state or federal level.

1.10. Related Documents & Arrangements

📁 *Local Emergency Management Policies*
   There are no current Emergency Management Policies within the Shire of York.
📁 *Existing Plans & Arrangements*
   (Refer to Appendix 1B – Existing Plans & Arrangements)

1.11. Special Considerations
The below list includes areas that may require special considerations in the event of any emergency;

- York Hospital
- York District High School
- York Day Care
- Balladong Private Estate York (Aged care)
- Pioneer Lodge (aged care)
- The York Heritage Hotel and Terraces
- The Castle Hotel
- Imperial Hotel
- Settlers House

- York Motel
- Greenhill's Inn
- Hope Farm
- Large number of Heritage buildings

In addition to these identified areas of risk, there are also specific factors such as;

Population decrease – Christmas Holidays (Dec - Jan)
Over the Christmas Holiday period, a large number of permanent residents leave the area. Although it is mainly farmers that leave for holidays post-harvest, there is also a growing trend of Townsite residents also spending holidays outside of the Shire.

Harvesting season (Oct – Jan)
Harvesting can result in an increased chance of crop fire and a decreased availability of farmer private appliance response to fires.

Bushfire Season (Oct – March)
Bushfire season can bring unfavorable weather conditions (Catastrophic Fire Danger Index, Total Fire Bans), an increase to crop/bush fire incidents and potential Harvest/Vehicle Movement/Hot Works Bans being imposed.

Tourism (Weekends)
With its close proximity to Metropolitan Perth, York experiences high volumes of day visitors most weekends including motor vehicle and motor bike clubs.

Tourism (Special Events)
Events including York Racecourse, Agricultural Show, Food & Wine Show and Motor Show can attract 2,000 to 5,000 additional visitors to town.

Absentee Landowners (All Year)
Currently up to 20% of properties are owned by non-Shire residents and either rented or unoccupied.

1.12.   Financial Arrangements
The Shire of York recognizes State Emergency Management Policy 4.2 "Funding for Emergencies" which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

1.13.   Emergency Management Principles
The Shire of York follows the general emergency management principles as promoted by Emergency Management Australia (EMA) and the 4 distinct considerations for each identified hazard.

These principles are:
- **Prevention**
- **Preparedness**
- **Response**
- ***Recovery***

1.13.1. Prevention
The Shire, in conjunction with the responsible Authorities, actively promotes measures to prevent or minimise the effects of emergencies within the Shire. These measures include the enforcement of Legislation, Regulations and Local Laws, Town Planning, Controlled Burning and public education and awareness campaigns.

1.13.2. Preparedness

The Shire and Statutory Authorities actively promote preparedness for emergency situations by:
  (a) Preparing Plans
  (b) Fostering volunteer emergency service groups
  (c) Fostering liaison and exercises between emergency services
  (d) Fostering public awareness programmes

1.13.3. Response

The Shire will make its staff and resources available to assist with the response phase to emergency situations.

1.13.4. Recovery

In the event of a large scale emergency or disaster affecting the community, full resources of the Shire, in conjunction with other government departments will be directed towards rapid restoration of services and facilities.

1.14.   Roles & Responsibilities

1.14.1..Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:
  (a) to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
  (b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
  (c) To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

The local emergency coordinator is the **Officer in Charge of York Police Station.**

1.14.2..Local Government

It is a function of a local government —

  (a) Subject to the Emergency Management Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
  (b) To manage recovery following an emergency affecting the community in its district; and
  (c) To perform other functions given to the local government under this Act.

1.14.3..Hazard Management Agency

A hazard management agency is - *to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for Emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed'*

Appendix 1A identifies the hazard management agency for identified hazards.

1.14.4. ....Combat Agencies

A combat agency is - *the agency identified as being primarily responsible for responding to a particular emergency.*

Combat agencies have the following roles & responsibilities (*Emergency Management Regulations, 2006*):
   (a) Executing combat action in accordance with their statutory responsibilities;
   (b) Executing tasks as allocated in the tactical response plan;
   (c) Providing progress reports to the designated Incident manager or Operations Area manager;
   (d) Providing progress reports to the higher levels of their parent organisation;
   (e) provide an agency liaison officer to participate as part of the Incident Support Group upon request of the HMA;
   (f) Attend post incident debriefs;
   (g) Contributing to a post operations report or post incident analysis; and

Appendix 1A identifies the local combat agency for identified hazards.

1.14.5. ....Support Organisation

A support organisation - *provides essential services, personal or material support during an emergency.*

Support organisations have the following roles & responsibilities (*Emergency Management Regulations, 2006*):
   (a) Restoring essential services affected by the emergency;
   (b) Providing 'function' support as part of the tactical plan, e.g. Department for Community Development to provide welfare services;
   (c) Managing their own resources and those given to them in support of their specific function;
   (d) Providing progress reports to higher levels of their organisation;
   (e) Providing progress reports to the designated Incident Manager or Operations Area Manager;
   (f) Provide an Agency Liaison officer to participate as part of the incident management group upon request of the HMA;
   (g) Attend post incident debriefs; and
   (h) Contributing to a post operations report or post incident analysis.

Appendix 1A identifies the local support organisations in the Shire of York.

1.14.6. Public Authorities & Others

Western Power
- is responsible for managing power lines and power supply in times of emergency

Water Corporation
- is responsible for managing water supply in times of emergency

Westnet Rail
- is responsible for managing rail traffic and infrastructure supply in times of emergency

Department of Environment and Conservation (DEC)

- is responsible for managing bushfire in nature reserves and national parks in times of emergency

Department of Health (DOH)
- is responsible for managing human epidemic and health issues in times of emergency

Department of Child Protection (DCP)
- is responsible for managing welfare in times of emergency

Department of Food & Agriculture WA (DAFWA)
- is responsible for managing animal/plant epidemic and biosecurity in times of emergency

Department of Transport (DOT)
- is responsible for managing public transport in times of emergency

Department of Water (DOW)
- is responsible for managing water in times of emergency

Department of Main Roads WA (MRWA)
- is responsible for managing major arterial traffic routes in times of emergency

Civil Aviation Safety Authority (CASA)
- is responsible for investigating aircraft safety in times of emergency

Environmental Protection Authority (EPA)
- is responsible for managing pollution in times of emergency

Appendix 1A identifies which agencies are prescribed HMA's and agencies may assist at the local level.

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1 *LEMC Membership* (positions)

Chairperson/ President Shire of York	**Captain** York Volunteer Emergency Services
Deputy Chairperson/Deputy President Shire of York	**Representative** St John Ambulance
Council Representative Shire of York	**Officer in Charge** York Police Station
Chief Executive Officer Shire of York	**Representative** York Police Station
Community Emergency Services Manager Shires of Beverley & York	**Hospital Services Manager** York Hospital
Ranger Shire of York	**Principal** York District High School
Community Emergency Management Officer FESA District Office	**Representative** Country Women's Association
District Manager - Avon FESA District Office	**Chief Bush Fire Control Officer** Shire of York
Team Leader Department for Child Protection	**Captain** York Volunteer Fire & Rescue

Appendix 2A identifies the LEMC Members and Contact Details.

2.2 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government [s. 38 of the Act]
The role of the Chairperson is to direct and coordinate all meetings.

The Chairperson of the LEMC will be held by the York **Shire President**.

2.2.1   Deputy Chairperson Local Emergency Management Committee

The role of the Deputy Chairperson is to direct and coordinate all meetings where the Chairperson is unavailable to attend.

The Deputy Chairman of the LEMC will be held by the York **Deputy Shire President**.

2.2.2   **Local emergency management committees**
(1) A local government is to establish one or more local emergency
management committees for the local government's district.
(2) If more than one local emergency management committee is
established, the local government is to specify the area in

respect of which the committee is to exercise its functions.

(3) A local emergency management committee consists of —

(a) a chairman and other members appointed by the relevant
local government in accordance with subsection (4); and

(b) if the local emergency coordinator is not appointed as
chairman of the committee, the local emergency
coordinator for the local government district.

(4) Subject to this section, the constitution and procedures of a local
emergency management committee, and the terms and
conditions of appointment of members, are to be determined by
the SEMC

2.2.3   Local Emergency Management Committee Functions

The functions of LEMC are [s. 39 of the Act]:

(a) To advise and assist the local government in establishing local emergency management arrangements for the district;
(b) to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
(c) to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

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2.3   Meeting Schedule
The LEMC will meet on the third Wednesday of February, May, August and November in the Shire of York
Council Chambers. These days may be subject to change dependant on Committee Member availability.

2.4   Exercise Schedule
1 (one) exercise will be undertaken in each 12 month period.

2.5 LEMC Constitution & Procedures
The constitution and procedures for the LEMC have been determined by the SEMC and are in accordance with
SEMP 2.5.

2.6 LEMC Business Plan
The LEMC Business Plan is completed annually and submitted to DEMC.
Contact the Shire of York for a copy of the LEMC Business Plan.

2.7 LEMC Annual Report
The LEMC produces an annual report each financial year in accordance with SEMP 2.6.
Contact the Shire of York for a copy of the LEMC Annual Report.

PART 3 – RESPONSE

3.1   Risks – Emergencies Likely to Occur

A review of the Major hazards identified during the 2003 ERM Project resulted in these identified hazards –

1. Fire
2. Storm
3. Road Crash
4. Rail Crash
5. Hazardous Materials

3.2   Implementation of Local Arrangements

The Local Emergency Coordinator (LEC) is responsible for implementation of the Arrangements and for activating the required organisations in accordance with these Arrangements.

Wherever possible and necessary, prior to or soon after the implementation of these Arrangements, the LEC (or representative) should convene a meeting of support organisations and provide the following information:

(a) Brief operational representatives on the situation.
(b) Assess the state of preparedness of the community.
(c) Determine any special procedures/requirements that may be required.
(d) If not already activated, consider whether this plan should be activated.

Although some events may not require the participation of all organisations, it is important that they be briefed at the commencement of an operation. This will negate the necessity for multiple briefings should additional support functions be required during the operation.

3.3   Incident Support Group (ISG)

The Incident Support Group is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA and Shire to assist in the overall coordination of services and information during a major incident.

3.3.1 .... Role

The role of the ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.3.2 .... Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- For a level 3 incident;
- Requirement for possible or actual evacuation;
- A need to coordinate warning/information to community during a multi agency event;
- Where there is a perceived need relative to an impending hazard impact (Flood, fire);
- Multi agency response where there is a need for collaborative decision making/coordination of resources/information; and / or
- Where there is a need for regional support beyond that of a single agency.

3.3.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

3.3.4 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per or incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

PART 4 – EMERGENCY COORDINATION

4.1   Emergency Coordination Centres

The Emergency Coordination Centre is where the Incident Support Group is based during an emergency and provides a focal point for a coordinated approach.

Each ECC is required to have the following communications available:
- Phone
- Fax
- Email
- VHF Radio
- UHF Radio

Each ECC will need to have the following facilities available (as a minimum):
- Meeting Rooms
- Ablutions
- Kitchen/Food Preparation Area

Refer to Appendix 4A that identifies suitable ECC's within the District and provides the contact details for opening each site.

4.2   Media Management and Public Information

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the Public Information Officer to avoid conflicting messages being given to the public.

4.3   Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

4.3.1 .... Local Systems

The Shire of York currently runs a Harvest Ban SMS service and this service is currently utilized for the implementation of Harvest Bans as well as notification of Bush/Crop fire within the Shire. Unfortunately, not all areas within the Shire are serviceable by the SMS service due to inconsistencies with mobile phone coverage.

4.3.2 ....FESA Public Info Line

Emergency alerts are only issued for major emergencies involving cyclones, fires, floods, earthquakes, tsunamis and hazardous material spills.

During a major emergency you can also find information on:
- FESA's recorded information line - 1300 657 209.
- Emergency broadcasts on your local ABC radio station frequency.
- TV and radio news bulletins, print and online newspapers.

- A staffed community information line may be setup.
- A TV crawler displaying messages at the bottom of the screen may be used.

4.3.3 ....ABC Radio

With its network of more than 60 local radio stations throughout Australia, ABC Local Radio is uniquely placed to communicate emergency updates to communities affected by natural disasters such as bushfires.

The HMA can request that emergency announcements are broadcast on ABC Local Radio for natural disasters such as bushfire. They will use three levels of alert messages to help the public make the right choices for their own safety.

4.3.4 .... Fire Weather Hotline

The Shire of York maintain a Fire Weather Hotline that provides information on –

- Total Vehicle Movement Bans
- Fire Weather Forecast in Prohibited Burning Periods
- Fire Weather Forecast in Restricted Burning Periods

The Fire Weather Hotline is 08 9641 2819

4.3.5 Group SMS Messaging

The Shire of York offers a SMS messaging service to the community to provide information relation to Fires, Hire Bans, Harvest/Movement Bans and Severe Weather Warnings. This Messaging service may be utilised to provide a range of public information in times of emergency, and can be requested by the York Shire Ranger (refer to contacts directory) This is a FREE service – please contact the Shire of York to register.

4.3.6 ....York FM

York FM is a locally operated radio service (101.3 fm)

4.3.7 .... State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

Recorded voice - Landline and mobile, and/or
Text - Mobile telephone, email and RSS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency (as defined in this SOP) and that the proposed release of StateAlert is classed as a 'Life Threatening' incident.

4.4 Bush Fire Warnings

When there is a bushfire, FESA will provide three levels of Bushfire warning: **Advice**, **Watch and Act**, and **Emergency Warning.** The Hazard Management Agency for Bushfire can request any of these three warnings in consultation with FESA staff -

4.4.1   Advice
The first warnings of a potential bushfire threat will be **Bushfire Advice Messages**.
These will provide general information on bushfire developments.

4.4.2   Watch and Act
When a **Bushfire Watch and Act Message** is issued, it means a fire has started and conditions are changing. The fire danger rating will probably be very high to severe. Your life may be under threat and you need to act now to protect your family and your neighbors.

4.4.3   Emergency Warning
A **Bushfire Emergency Warning Message** is the highest level of alert, telling residents of impending danger/imminent threat. The fire danger rating will be severe, extreme or catastrophic.

To request an emergency broadcast, or the provision of emergency information contact –

ABC Geraldton   **Ph: 9923 4111**   **SMS: 199 22 604**   **Fax: 9923 4199**

PART 5 - EVACUATION

The management of evacuation is the responsibility of the hazard management agency in charge of the event; however, **it is the responsibility of local governments to ensure the provision of facilities for use as welfare centres in an emergency**. Hence it is important that local governments identify and document the resources and facilities that can assist and cope with evacuees.

5.1   THE FIVE STAGES OF EVACUATION

```
DECISION TO EVACUTATE
    WARNING
        WITHDRAWAL
            SHELTER
                RETURN
```
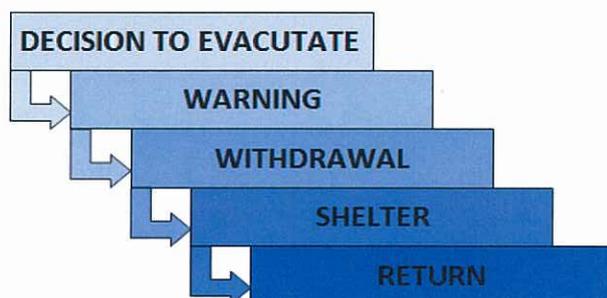
5.1.1   Decision to evacuate

The HMA Incident Controller would advise residents to self-evacuate as a result of information received or as a result of consultation with informed specialists from relevant advisory authorities. The Incident Support Group should consider the appropriate evacuation centre that may be utilised during the emergency.

5.1.2   Warning

When the public are warned that they must evacuate, they should be advised:
- i.   Why there is a need to evacuate;
- ii.   How much time they have;
- iii.   How long they can be expected to be away;
- iv.   Which way they must travel;
- v.   Check points for registration
- vi.   Transport pick-up locations;
- vii.   How to obtain transport if required;
- viii.   Whether there are any restrictions on what belongings they can take.
- ix.   That they should advise family/friends of their intended evacuation plan.

At this time, the Incident Support Group should arrange for someone to open the evacuation centre and prepare for residents to start arriving.

5.1.3   Withdrawal
Voluntary Evacuation

By private transport or provided transport (if private not available) to safe havens (as determined by evacuees) or to suitable assembly area as determined by the HMA Incident Controller.

Police responsibility is to man strategic points on traffic routes to facilitate a safe and effective movement of traffic.

Emergency Evacuation

Persons residing within the Shire may be advised to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with an Emergency Situation Declaration. Police responsibility is to ensure that strategic points on traffic routes are manned to facilitate a safe and effective movement of traffic.

Methods of Transport

1.   Private Vehicles
2.   Buses

5.1.4   Shelter

Move to Assembly Areas:

The public should be directed to assembly areas to determine:

(i)   If they require accommodation;
(ii)   If they require transport to be relocated;
(iii)   If they need to be registered at that point;
(iv)   If they need any special needs.

At the assembly area, registration of those who are leaving the area by their own means, and do not require accommodation, is carried out.

To save time, registration of those people being given assistance with accommodation and/or transport can be conducted at their destination.

5.1.5   Return

The HMA will determine when to approve return to premises, in consultation with the Recovery Committee, taking into account safety and habitability. Return will take place following the threat passing without impact, or once services/infrastructure is returned to a safe state.

5.2 Special Needs Groups

Please Refer to Appendix 5A Special Needs Groups within the Shire of York, and important contact information in the event of evacuation.

Refer to Appendix 5A – Special Needs Groups

5.3 Evacuation / Welfare Centres

Please refer to Appendix 5B for the Evacuation/Welfare Centre Matrix.
A detail list of evacuation / welfare centres see tab 'Evacuation Centres'.

Refer to Appendix 5B – Evacuation/Welfare Centres

5.4 Animals

Within the Shire of York, animals are an integral part of community and rural life.
Animal owners are responsible for the care of their pets and livestock at all times, including planning and welfare during emergencies.

Refer to Appendix 5C – Animal Assistance Agencies

SECTION 6 - WELFARE

The Department for Child Protection (DCP) has the role of managing welfare. DCP may have developed a local Welfare emergency management Plan for your Local Government area. If a plan is in place consider including it as an attachment to your Arrangements.

6.1 Local Welfare Liaison Officer

The Local Welfare Liaison Officer will liaise between Local Government and DCP.
This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.
It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCP to arrive.

6.2 State & National Registration & Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCP) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DCP have reciprocal arrangements with the Red Cross to assist with the registration process.

SECTION 7 – RECOVERY

"The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical well being."

7.1 Authority
The authority for these Arrangements is stated in the Emergency Management Act 2005 Section 36 (b):

"It is a function of a local government —

(b)to manage recovery following an emergency affecting the community in its district; "

These Shire of York Local Recovery Arrangements have been endorsed by the:
- Council of the Shire of York on █████████████
- District Emergency Management Committee on █████████████

7.2 Aim
The aim of the Shire of York Recovery Plan (attached) is to record the recovery management arrangements in place; to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

Refer to Shire of York Local Recovery Plan

SECTION 8 – CONTACTS

Refer to Appendix 8A – Local Support Agencies

Refer to Appendix 8B – Hazard Management Agencies

Refer to Appendix 8C – Shire Staff

Refer to Appendix 8D – Crisis Care / Counselling

SECTION 9 – EXERCISING & REVIEWING

9.1 Exercising

SEMP 2.5 requires that Local Arrangements be exercised annually to check for currency, effectiveness and efficiency.

9.2 Aim

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

9.3 Frequency

The LEMC will hold two exercises, 1 (one) Desktop exercise and 1 (one) Field exercise, per year (this is not said earlier- only 1 exercise per annum).

9.4 Types

Testing of local arrangements will require selecting an appropriate style of exercise. The aim and outcomes of the exercise will help you determine the most appropriate style or styles needed. You should not restrict yourself to only one style of exercise, in fact, building progressive exercise programs or using several different styles is often useful.

Discussion exercises include orientation exercises, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players. Functional exercises are closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as table top exercises.

Field exercises involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

9.5 Reporting of Exercises

Exercises should be reported to the DEMC as per SEMP 2.5

9.6 Review

Table to include, extinction dates, resources and contact lists updates etc…
    Who

SECTION 10 – RISK REGISTER

The Shire of York undertook the Emergency Risk Management process in 2003 under the All West Australians Reducing Emergencies (AWARE) project funding from FESA.

The Emergency Risk Management project was completed in compliance with AS:NZS 4360 and was conducted under the following process -

```
COMMUNICATE AND CONSULT    ESTABLISH THE CONTEXT    MONITOR AND REVIEW
                               IDENTIFY RISK
                               ANALYSE RISK
                               EVALUATE RISK
                               TREAT RISK
```
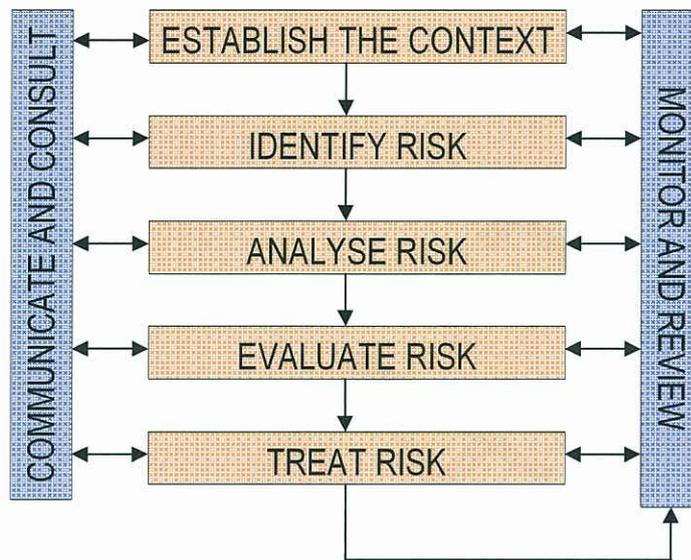
It should be noted that a review has been undertaken in 2011 and the following information is based on that review.

The Major hazards identified were –
1. Fire (Bush Fire and Structural Fire)
2. Storm
3. Road Crash
4. Rail Crash
5. Hazardous Materials (HAZMAT)

The Major risks identified were –
1. Loss of life / serious injury
2. Damage to dwellings
3. Damage to public infrastructure
4. Loss of Power
5. Loss of Crop/Livestock

SECTION 11 – RESOURCES

Refer to Appendix 11A – Shire Resources

Refer to Appendix 11B – Private Plant & Equipment

Refer to Appendix 11C – Catering, Supplies & Emergency Support

SECTION 12 - MAPS

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APPENDIX 1A - HMA/Combat/Support/westplan/local plan Matrix

Hazard	Controlling Agency	Contact	Hazard Management Agency	Contact	Local Combat Role	Contact	Local Support Role	Contact	WESTPLAN	Local Plan
Air Crash	WA Police	000	WA Police	000 9641 1400	York VFRS	000	St John Hospital	000 9641 0200	Air Crash (2005)	WAPOL Air Crash (2011)
Animal & Plant Biosecurity	Dept. Agriculture	9690 2000	Dept Agriculture	9690 2000	Biosecurity Officer	9690 2000	St John Hospital	000 9641 0200	Animal & Plant Biosecurity (2008)	TBA
Collapse	FESA	000 9690 2300	FESA	000 9690 2300	York VFRS	000	St John Hospital	000 9641 0200	Collapse (2008)	TBA
Dam Break	Water Corporation		Water Corporation		York VES Regional SES	000 132 500	St John Hospital	000 9641 0200	Dam Break (2004)	TBA
Earthquake	FESA	000 9690 2300	FESA	000 9690 2300	York VES York VFRS	000	St John Hospital	000 9641 0200	Earthquake (2003)	TBA
Bush Fire	FESA	000 9690 2300	FESA	000 9690 2300	Burges VBFB	000	St John Hospital	000 9641 0200	Bush Fire (2005)	TBA
			Local Government		Greenhills VBFB	000				
					Quellington VBFB					
			Dept Environment & Conservation	9219 8000	Talbot Brook VBFB	9219 8000				
Urban Fire	FESA	000 9690 2300	FESA	000 9690 2300	York VFRS	000	St John Hospital	000 9641 0200	Urban Fire (2000)	TBA
Flood	FESA	000 9690 2300	FESA	000 9690 2300	York VES Regional SES	000 132 500	St John Hospital	000 9641 0200	Flood (2004)	TBA
HAZMAT	FESA	000 9690 2300	FESA	000 9690 2300	York VFRS	000 9690 2300	St John Hospital	000 9641 0200	HAZMAT (2005)	TBA
Human Epidemic	Dept. Health	9328 0553	Dept. Health	9328 0553	Northam Hospital	96901300	St John Hospital	000 9641 0200	Human Epidemic (2008)	TBA
Land Search & Rescue	WA Police	000 96412400	WA Police	000 96412400	York VES Regional SES	000 132 500	St John Hospital	000 9641 0200	Land Search & Rescue (2007)	WAPOL Land Search & Rescue (2011)
Road Crash	WA Police	000 96412400	WA Police	000 96412400	York VFRS	000	St John Hospital	000 9641 0200	Road Crash (2008)	WAPOL Road Crash (2011)
Space Debris	WA Police	000 96412400	WA Police	000 96412400	York VES Regional SES	000	St John Hospital	000 9641 0200	Space Debris (2001)	TBA
Storm	FESA	000 9690 2300	FESA	000 9690 2300	York VES Regional SES	000 132 500	St John Hospital	000 9641 0200	Storm (2004)	TBA
Rail Transport	Westnet Rail	9274 9797	Westnet Rail	9274 9797	York VFRS	000	St John Hospital	000 9641 0200	Westnet Rail (2008)	TBA

APPENDIX 1B - Existing Local Plans & Arrangements

Document	Owner	Location	Review
Risk Register (2003)	Shire of York	Shire Office	5 years
Risk Treatment Schedule (2003)	Shire of York	Shire Office	5 years
Bushfire Management Plan *Currently under development*	Shire of York	Shire Office	Annual
Local Airfield Plan (2011)	York Police	Police Station	Annual
Local Road Crash Plan (2011)	York Police	Police Station	Annual
Local Land Search & Rescue Plan (2011)	York Police	Police Station	Annual

APPENDIX 1C - AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

Parties to the Agreement	Summary of the Agreement
Memorandum of Understanding (MOU) South East Avon Voluntary Organisation of Council (SEAVROC) Shire of York Shire of Quairading Shire of Beverley Shire of Brookton	This partnering agreement is for the purpose of mutual aid between the parties to the agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Local Authority to assist. · Ensure all recovery activities are conducted in accordance with the Western Australian Emergency Management Arrangements; · Provide mutual aid for recovery management activities during emergencies to parties to this agreement; and · Conduct recovery planning utilizing an "All Agencies" approach in accordance with the Metropolitan Local Recovery Arrangements Planning Guide and Policy Statement 7.

APPENDIX 1D – DEMOGRAPHICS
(from *Census 2006*)

Categories	Shire of York
Adults (over 55)	
Adults (15-54)	
Primary School age (0-14)	
Total population by area	3,638
Hospital patients	Variable to 13
Residential Hospital (capacity)	6
Residential Pioneer Memorial Lodge (capacity)	15
Residential College	
People with disabilities requiring assistance with core activities	
People needing electricity for medical reasons	3

APPENDIX 2A - Local Emergency Management Committee (LEMC)

Name	Organisation	Address	Phone (w)	Phone (a/h)	Fax	Email
Tony Boyle – Chair	Shire of York	PO Box 22 York	08 9641 2233	0429 882 497	08 9641 2736	asboyle@bigpond.com
Ray Hooper	Shire of York	PO Box 22 York	08 9641 2233		08 9641 2202	ceo@york.wa.gov.au
Justin Corrigan	Shire of York	PO Box 22 York	08 9641 2233	0417 057 719	08 9641 2202	justin.corrigan@fesa.wa.gov.au
Steve Evans	York Police		08 9641 1400	0447 890 736	-	
Fiona Coad	York Health Services	PO Box 13 York	08 9641 0200	0438921014	08 9641 0226	Fiona.coad@health.wa.gov.au
Gary McNamara	Fire & Rescue	189 Avon Tce	08 9641 1322	0419 933 376		
Yvette Grigg	FESA	PO Box 145 Northam	08 9690 2313	0488 907 187	08 9622 5178	Yvette.Grigg@fesa.wa.gov.au
Mark Bowen	FESA	PO Box 145 Northam	08 9690 2301	0427 002 696	08 9622 5178	mark.bowen@fesa.wa.gov.au
Julie Brown	DCP	-	08 9621 0428	0429 102614	08 9622 3779	Julie.brown@dcp.wa.gov.au
Warwick McGregor	York VES	74 Newcastle	08 9641 1698	0429 932 025	-	Red350@msn.com
Mark Lloyd	Community Matters	6363 York/Quairading	08 9641 1345	0427 278 272	08 9641 2417	yorkmatters@gmail.com
Alan Smith	York DHS	12 Centennial Rd	08 9641 0410	0447 890 736	08 9641 1863	alan.smith@det.wa.edu.au
Terry Davies	CBFCO	PO Box 230 York	08 9641 1449	0429 411 449		
Jean Wykes	CWA		08 9641 2682			
Victoria Haslam	St John Ambulance	2105 Top Bev Rd		0432 955 458		victoriahaslam@yahoo.com.au
Brain Lawrence – Deputy Chair	Shire of York	36 Bouverie Rd	08 9641 2233	0428 411 250	08 9641 1286	blalm@bigpond.com
Shire Representive – Gail Maziuk	Shire of York	4 Sylvester Court	08 9641 2233	0488 055 360	08 9641 2202	Finance1@york.wa.gov.au
Shire Representive – Gordon Tester	Shire of York	115 Railway Rd Clackline	08 9641 2233	0409 377 443	08 9641 2202	mhb@york.wa.gov.au
Matthew Sharpe – Ranger	Shire of York	35 Prunster Rd	08 9641 2489	0417 181 349	08 9641 2995	ranger@york.wa.gov.au

APPENDIX 3A – Hazards and Possible ISG Members

This table is not exhaustive, but includes some considerations when forming an ISG

	Aircrash	Animal Biosecurity	Bushfire	Collapse	Dam Break	Earthquake	Flood	HAZMAT	Human Epidemic	Rail Transport	Road Crash	Plant Biosecurity	Storm	Urban Fire
Recovery Coordinator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Department of Environment & Conservation		✓	✓			✓		✓				✓		
Department of Health	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Department of Child Protection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Department of Food & Agriculture		✓	✓		✓	✓	✓	✓				✓	✓	
Department of Transport	✓		✓			✓	✓			✓	✓			
Civil Aviation Safety Authority	✓													
EPA Pollution Response			✓		✓			✓					✓	✓
Police	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FESA	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Local Government (staff/council)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Shire Works Manager	✓		✓	✓		✓	✓			✓	✓		✓	
Shire Health Inspector		✓				✓	✓	✓	✓			✓		
Shire Building Inspector				✓		✓								
Shire Ranger		✓	✓			✓	✓							
Main Roads			✓			✓	✓				✓			
Western Power	✓		✓	✓	✓	✓	✓				✓		✓	✓
Water Corporation			✓		✓	✓	✓						✓	

APPENDIX 3B – LOCAL COMBAT AGENCIES

Organisation	Address	Phone
York Volunteer Fire & Rescue	189 Avon Tce	000
York Volunteer Emergency Services	Maxwell & Henrietta St	000
Burges Volunteer Bush Fire Brigade	TBA	000
Quellington Volunteer Bush Fire Brigade	Corner of Quellington & Sees Rd	000
Greenhills Volunteer Bush Fire Brigade	Greenhills Rd Greenhills	000
Talbot Brook Volunteer Bush Fire Brigade	Talbot West Rd	000

APPENDIX 4A – Emergency Coordination Centre Locations and Contact Details

Location One

	YORK VOLUNTEER EMERGENCY SERVICES BUILDING - Maxwell Street, YORK			
Contact	Name	Phone	Home Phone	Mobile
1st Contact	Warwick McGregor	9641 1698	Home Phone	0429 932 025
2nd Contact	Alan Milson	9641 1914	Home Phone	0447 393899
3rd Contact	CESM	9641 2233	**9641 2948**	0417 057 719

Location Two

	SHIRE OF YORK DEPOT – Maxwell Street, YORK			
Contact	Name	Phone	Home Phone	Mobile
1st Contact	Shire Ranger	9641 2489	Home Phone	0417 181 349
2nd Contact	Works Manager	96412 219	Home Phone	0429 602 583
3rd Contact	CESM	9641 2233	**9641 2948**	0417 057 719

Location Three

	SHIRE OF YORK OFFICE – Joaquina Street, YORK			
Contact	Name	Phone	Home Phone	Mobile
1st Contact	Ray Hooper	9641 2233	9641 1238	0427 412 202
2nd Contact	Pat Hooper	9641 2233	9641 2285	0417 935 998
3rd Contact	CESM	9641 2233	**9641 2948**	0417 057 719

Location Four

	SHIRE OF YORK SPORTS GROUND - South Street, YORK			
Contact	Name	Phone	Home Phone	Mobile
1st Contact	Ray Hooper	9641 2233	9641 1238	0427 412 202
2nd Contact	Deputy CEO	9641 2233	Home Phone	0407 992 795

| 3rd Contact | CESM | 9641 2233 | **9641 2948** | 0417 057 719 |

APPENDIX 5A – SPECIAL NEEDS GROUPS

Group	Contact	Phone	Mobile	Special Needs
York Hospital	Fiona Coad	0896410200	0438 9211 014	6 High care residents -13 acute patient beds 60 x Staff
Balladong Estate	Judy Hall	9641 1689	0418 331 467	21 x Aged Residents 5 x Staff
Pioneer Lodge	Fiona Coad	9641 0200	0418 331 467	15 x Low Care aged Residents 5 x Staff
York District High School	Allan Smith	9641 0410	0407 386 582	349 x under 12 students 126 x over 12 students 74 x staff
York Day Care	Debbie Smith	96411898	0438 972 300	29 x children 5 x staff
The Castle Hotel	Nikki Worthing	96411007	0438 411 707	69 x visitors (max) 30 x staff
Imperial Hotel	John Saville/Wright	9641 1255	0418 916 751	13 x visitors (max) 2 x staff
Settlers House	Mark Mullens	9641 1096	0429 853 751	88 x visitors (max) 14 x staff
York Motel	Kerry Elliott	9641 2066	0412 829 958 0415 170 751	24 x visitors (max) 2 x staff
Greenhills Inn	Pauline Steele	9641 4095	0447 816 135	22 x visitors (max) 3 x staff 200 people Function room
Hope Farm	Elaine McElroy	9641 2183	0407 381 421	6 x visitors (max) 2 x staff

APPENDIX 5B – EVACUATION/WELFARE CENTRE

Evacuation /Welfare Centre's – YORK

No 1. York Sports Ground
No 2. York Town Hall
No 3. York Race Course
No 4. York Recreation Centre
No 5. Greenhills Hall

No. of People	Duration				
	0-8 Hrs	8 Hrs - 1 Day	1-3 Days	3-7 Days	1 Week +
1-10	1,2,3,4,5	1,2,3,4,5	4	4	4
10-100	1,2,3,4,5	1,2,3,4,5	4	4	4
100-500	1,2,3,4,5	1,2,3,4,5	4	4	4
500+	1,2,3,4,	1,2,3,4	4	4	4

APPENDIX 5C – ANIMAL ASSISTANCE AGENCIES

Agency	Phone	Assistance Available
Dept of Agriculture Northam	9690 2000	• animal health/disease • quarantine • livestock movement
Dept of Agriculture Emergency Animal Disease Hotline	1800 675 888	• animal health/disease • quarantine • livestock movement
Dept Environment & Conservation	9474 9055	• native animal care/rescue • sick, injured, orphaned animal care
RSPCA	9209 9300	• treating sick/injured animals • euthanasia of animals
Heartlands Veterinary Hospital	9641 1383	• treating sick/injured animals • euthanasia of animals
The Vet – Northam	9622 1000	• treating sick/injured animals • euthanasia of animals
A Country Practice	9622 7479	• treating sick/injured animals • euthanasia of animals
Avon Valley Equine Vet	9621 2234	• horses
Kanyana Wildlife	9293 1416	• native animal care/rescue
Ranger Service (YORK)	0417 181 349	• domestic animal welfare • re-homing • watering/feeding stock
YORK RACECOURSE	0438 838 070	• STABLES FOR 100 HORSES

APPENDIX 5D – EVACUATION/WELFARE CENTRE AUDIT

Establishment/Facility:	**York Town Hall**
Physical Address	**Joaquina at**
Telephone No	**0896 412 233**
Fax No	
Email Address	

Contacts

Name	Position	Work contact	A/hrs contact
Ray Hooper	CEO	96412 233	0427 412 202

Access Details

	Details
Keys	
Alarm	
Security	
Universal Access	

Accommodation Numbers – *as per Health Regulations*

	Details
Sitting / Standing	
Sleeping	
Duration	

Other Considerations:

Possible hazards:
- *Portion of the grounds are subject to flooding*

- *Not a large 'undercover' area*
- *No long term accommodation available*

Include any other relevant information, such as:
- Development will be taking place at the sporting ground in 2011, 2012 & 2013 (including building, earthworks etc etc) During this time the Sporting Ground may not be a safe and suitable place to utilise as the Welfare/Evacuation Centre.

AMENITIES

Item	Yes/ No	Notes
Toilet/Washing Facilities:		
Toilets/Showers – Male		
Toilets/Showers – Female		
Toilets/Showers – Universal Access		
Toilets/Showers – Unisex		
Laundry Facilities		
Baby Changing Facilities		
NOTES:		

Item	Yes/ No	Notes
Kitchen Facilities:		
Stoves (types)		
Refrigeration		
Microwave		
Urn / Boiling Water Unit		
NOTES:		

Item	Yes/ No	Notes
Dining Facilities:		
Tables		
Chairs		
Cutlery and		

Crockery		
NOTES:		

Item	Yes/ No	Notes
General Facilities:		
Rooms		
RCD Protected		
Power Points		
Generator Port		
Fire Equipment		
Air Conditioning		
Heating		
Ceiling Fans		
Lighting (internal)		
Lighting (external)		
Telephone Lines		
Internet Access		
Hot Water System		
Bins		
Deep Sewer/Septic		
NOTES:		

Item	Yes/ No	Notes
Amenities Areas:		
Enclosed Covered Areas		
Outside Children's Play Area		
Recreation Rooms		
BBQs		
Conference Rooms		
Meeting Rooms		
Swimming Pool		
Oval		
NOTES:		

External Facilities:		
Power Outlets		
Water		

Parking		
Area for Tents		
Toilets		
Caravan/Articulated Vehicles		
NOTES:		

APPENDIX 6A – DCP and WELFARE LIAISON CONTACTS

Position	Contact Details
Local Welfare Coordinator (LWC)	*To be appointed by the Department for Child Protection once notified of an emergency event requiring welfare management*
District Emergency Services Officer (DESO)	Julie Brown Emergency Services Unit Department for Child Protection P: 08 9621 0428 F: 08 9622 3779 M: 0429 102 614 E: julie.brown@dcp.wa.gov.au
Local Liaison Officer	TBA

Amendment Record

No.	Date	Amendment Details	By
1	April 2010	First Draft	GM
2	August 2011	Final Draft	MS
3	November 2011	Final Draft	JC
4			
5			
6			
7			
8			
9			
10			
11			
12			

Distribution List

Organisation	No Copies	Organisation	No Copies
Shire of York – Office	1	Country Women's Association	1
Shire of York – Depot	1	Shire of Armadale	1
Shire of York – Website	1	Shire of Northam	1
Shire of York – Councillors	5	Shire of Mundaring	1
LEMC Members	18	Shire of Beverley	1
York Volunteer Fire & Rescue	1	Shire of Quairading	1
York Volunteer Emergency Services	1	Shire of Cunderdin	1
Chief Bush Fire Control Officer	1	Shire of Kalamunda	1
Burges Volunteer Bush Fire Brigade	1	Department for Child Protection	1
Greenhill's Volunteer Bush Fire Brigade	1	Main Roads WA (Wheat belt North)	1
Quellington Bush Fire Brigade	1	York Salvation Army	1
Talbot Brook Volunteer Bush Fire Brigade	1	Local Emergency Coordination Centres (4)	1
FESA Northam	1	Community Resource Centre	1
York Police	1	Secretary SEMC (secretary@fesa.wa.gov.au)	1
York Volunteer St John Ambulance	1	York Health Service	1
York Chamber of Commerce	1	York District High School	1

Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List have to each of the documents found below.

	Level 1 Access		Level 2 Access		Level 3 Access	
	Version	Maps	Version	Maps	Version	Maps
Local Emergency Management Arrangements	FV/CD	A3	FV/CU	A4	RV	A4a
Risk Statements & Risk Register	FV/CD	A3	FV/CU	A4	RV	A4a
Emergency Welfare Centres Register	FV/CD	A3	FV/CU	A4	RV	A4a
Local Recovery Management Plan	FV/CD	A3	FV/CU	A4	RV	A4a
Emergency Contacts Directory	FV/CD		FV/CU		RV	
Resource & Asset Register	FV/CD		FV/CU		NP	

A3	A3 Maps(colour)
A4	A4 Maps (colour)
A4a	A4 Maps (black & white)
FV	Full Version
RV	Restricted Version
NP	Not for Public Access
CD	Compiled Document (bound or filed)
CU	Uncompiled Document (not bound)

APPENDIX 8A – Hazard Management Agencies (HMA)

Contact Person	Location	Phone (w)	Phone (a/h)	Fax	Email
POLICE (WAPOL)					
Sgt Steve Evans	York				
District Police Station	Northam	08 9622 4222	131 444	08 9622 3501	-
DEPARTMENT OF AGRICULTURE (DoA)					
District Office	Northam	08 9690 2000	-	08 9622 1902	enquiries@agric.wa.gov.au
Biosecurity Communications & Public Awareness		08 9368 3411	0427 423 022	08 9363 4999	-
Pest & Disease Information Centre		1800 084 881			info@agric.wa.gov.au
Emergency Animal Disease Watch Hotline		1800 675 888			-
DEPARTMENT OF ENVIRONMENT & CONSERVATION (DEC)					
Mark Moore	Merredin	08 9041 2488		08 9041 2454	Mark.moore@dec.wa.gov.au
David Jolliffe	Northam	08 9622 8940		08 9622 8947	David.joliffe@dec.wa.gov.au
DEC Pollution Response		1300 784 782			
Fire Emergencies (24 hours)		08 9219 8000			
FIRE & EMERGENCY SERVICES AUTHORITY (FESA)					
District Manager Avon – Mark Bowen	Northam	08 9690 2302	0427 002 696	08 9622 5178	Mark.Bowen@fesa.wa.gov.au
Regional Duty Officer (24 hours)	Northam	08 9690 2300			
WATER CORPORATION					
District Office	Northam	08 9622 4888		08 96224866	
Faults & Emergencies	13 13 75				
DEPARTMENT OF HEALTH (DoH)					
York Hospital	York	08 96410200		08	
State Officer	Perth	08		08	
WESTNET RAIL					
Head Office – Perth	Perth	08 9212 2800		08 9212 2922	TRAIN CONTROL - 08 9274 9797
Westnet Rail Regional Office	Northam	08 9622 4632		08 9621 2475	

APPENDIX 8B–Shire Staff

Name	Position	Phone (w)	Phone (a/h)	Fax	Email
Ray Hooper	Chief Executive Officer	9641 2233	0427 412 202	9641 2202	ceo@york.wa.gov.au
Tyhscha Cochrane	Deputy Chief Executive Officer	9641 2233		9641 2202	dceo@york.wa.gov.au
Justin Corrigan	Community Emergency Services Manager	9646 1200	0417 057 719		Justin.corrigan@fesa.wa.gov.au
Matthew Sharpe	Ranger	9641 2489	0417 181 349	9641 2995	ranger@york.wa.gov.au
Gordon Tester	Environmental Health Officer	9641 2233	0409 377 443	9641 2022	mhb@york.wa.gov.au
Tim Jurman	Building Officer	9641 2233	0488 779 307	9641 2202	building@york.wa.gov.au
Jacky Jurman	Planning Officer	9641 2233	0400 412 233	9641 2202	planning@york.wa.gov.au
Gail Maziuk	Finance Officer	9641 2233	0488 055 360	9641 2202	Finance1@york.wa.gov.au
Glen Jones	Works Manger	9641 1219			work@york.wa.gov.au

APPENDIX 8C – Crisis Care / Counseling

Contact	Assistance available	Phone
Department for Child Protection	Information, support and counselling are available 24 hours a day, 7 days a week (Crisis Care).	1800 199 008
Anglicare	Counselling and support	1800 620 096
Australian Red Cross	For single incident emergency assistance, immediate response, accommodation and necessities	1800 339 888
Centrecare	Counselling and support available	9325 6644
Centrelink	For information and financial assistance	13 28 50
Family Helpline	for 24 hour counselling and information	1800 643 000
Kids Helpline	For counselling and support especially for children	1800 551 800
Lifeline WA	Counselling and support	13 11 14
Psychiatric Emergency Team	For counselling and information	1300 555 88
Relationships Australia	For relationship counselling and information	1300 364 277
Salvo Care Line	Call for 24 hour support and referral service, family centres, refuge, assistance in emergencies	9227 8655
Traumatic Stress Recovery Assoc	For support services and information	9380 8367

APPENDIX 10A – 2005 Risk Register

RISK REGISTER	CONSEQUENCE	LIKLIHOOD	LEVEL OF RISK	ACTION PRIORITY
There is a risk that FIRE will cause loss of life / serious injury				
There is a risk that FIRE will cause damage to dwellings				
There is a risk that FIRE will cause damage to public infrastructure				
There is a risk that FIRE will cause a 12+ hour power outage				
There is a risk that FIRE will cause loss of crop/livestock				
There is a risk that STORM will cause loss of life / serious injury				
There is a risk that STORM will cause damage to dwellings				
There is a risk that STORM will cause damage to public infrastructure				
There is a risk that STORM will cause a 12+ hour power outage				
There is a risk that STORM will cause loss of crop/livestock				
There is a risk that ROAD CRASH will cause loss of life / serious injury				
There is a risk that ROAD CRASH will cause damage to dwellings				
There is a risk that ROAD CRASH will cause damage to public infrastructure				
There is a risk that ROAD CRASH will cause a 12+ hour power outage				
There is a risk that ROAD CRASH will cause loss of crop/livestock				
There is a risk that RAIL TRANSPORT CRASH will cause loss of life / serious injury				
There is a risk that RAIL TRANSPORT CRASH will cause damage to dwellings				
There is a risk that RAIL TRANSPORT CRASH will cause damage to public infrastructure				
There is a risk that RAIL TRANSPORT CRASH will cause a 12+ hour power outage				
There is a risk that RAIL TRANSPORT CRASH will cause loss of crop/livestock				
There is a risk that HAZARDOUS MATERIALS will cause loss of life / serious injury				
There is a risk that HAZARDOUS MATERIALS will cause damage to dwellings				
There is a risk that HAZARDOUS MATERIALS will cause damage to public infrastructure				
There is a risk that HAZARDOUS MATERIALS will cause a 12+ hour power outage				
There is a risk that HAZARDOUS MATERIALS will cause loss of crop/livestock				

APPENDIX 11A – SHIRE PLANT, EQUIPMENT & FIRE APPLIANCES

Location:	Shire Depot, Centenary Way, York	
Contact/s	Position:	Phone:
Glenn Jones	Works Supervisor	0429 602 583
Peter Atkins	Leading Hand	
Ray Hooper	Chief Executive Officer	0427 412 202
Shire Office	9641 2233 OR 9641 2489	
UHF – CHANNEL 5	**VHF (mid band) – CH 45**	**VHF (high band) – CH 353**

Item description	Number of items
Grader	2
Trucks	8
Roller	1
Ute	4
Community Bus	1
Sweeper	1
Wood Chipper	1
Cherry Picker	1
Trailer	5
Car Trailer	1
Low Loader Trailer	1

Fire Appliances/Rescue Appliances

York VES	Bush Fire Brigade	4.4 RURAL
Greenhills	Bush Fire Brigade	3.4 RURAL
Malebelling	Bush Fire Brigade	2.4 RURAL
York	Fire & Rescue Brigade	2.4 URBAN
York	Fire & Rescue Brigade	LIGHT TANKER
York	Fire & Rescue Brigade	RESCUE TRAILER

To request any Fire Appliance – Contact "000"

APPENDIX 11B – PRIVATE Plant and Equipment

Company/Farmer	Item description	Location	Contact Phone

APPENDIX 11C – CATERING, SUPPLIES AND EMERGENCY SUPPORT

Company	Item description	Location	Contact Phone
IGA	FOOD / DRINKS	Avon Tce	96411006
	FOOD / DRINKS		
	FOOD / DRINKS		
	FOOD / DRINKS		
	FOOD / DRINKS		
	FOOD / DRINKS		
	FOOD / DRINKS		
	FOOD / DRINKS		
	FOOD / DRINKS		
	FOOD / DRINKS		
Smith Shell	FUEL	Avon Tce	0417411779
	FUEL		
	FUEL		

SHIRE OF YORK

RECOVERY PLAN

Contents

INTRODUCTION

1.   Following the impact of a hazard on a community within the Shire of York, there may be the need to assist the community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

   a. reconstruction of the physical infrastructure; and

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

   Its purpose is to assist the community attain a proper level of functioning as soon as possible.

2.   Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

AIM

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

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OBJECTIVES

4. The objectives of these arrangements are to:

- prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery functions following the impact of an emergency;
- establish the basis for coordination between agencies that may become involved in the recovery effort;
- provide a framework for recovery operations; and
- provide guidelines for the operations of these recovery management arrangements.

AUTHORITY AND PLANNING RESPONSIBILITY

5.   This plan is part of the Shire of York's Local Emergency Management Arrangements, the authority for which is vested in the *Emergency Management Act 2005*.

The preparation, maintenance and testing of these Recovery Arrangements is the responsibility of the Local Emergency Management Committee

The Shire of York Local Recovery Arrangements have been endorsed by the:
- Shire of York LEMC on _____
- Shire of York Council on _____
- District Emergency Management Committee on _____

RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

7.   The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual "Disaster Recovery". Both of these documents are available from the Shire's Recovery Coordinator.

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

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

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

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

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

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

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

ORGANISATION AND RESPONSIBILITIES

9.   The recovery management organisation for the Shire of York is based on the following:

   a.   Local Recovery Coordinator;

   b.   Local Recovery Committee; and

   c.   Other participating organisations and community groups.

APPOINTMENT

10. **Local Recovery Coordinator**

The appointment of the Local Recovery Coordinator will be undertaken by Council resolution.

   Deputy Local Recovery Coordinator
The appointment of the Deputy Local Recovery Coordinator will be undertaken by Council resolution.

   Recovery Committee Members
The appointment of the Recovery Committee will be undertaken by Council resolution and include representatives detailed as the "Core Group" in section "1.5 Organisational Structure" of this

document. Other members will be co- opted by the Core Group as required depending on the scale and nature of the event or emergency.

RESPONSIBILITIES

11. *SHIRE OF YORK*

   The <u>Shire of York</u> will undertake the following;
   - Be responsible for ensuring a co-ordinated recovery;
   - Prepare, maintain and test these arrangements (via the LEMC sub-committee);
   - Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
   - Appoint the Local Recovery Coordinator and Deputy Local Recovery Coordinator;
   - Provide Executive & Communications Support to the Recovery Coordinating Committee;
   - Provide Staff and Equipment for the Recovery Coordination Centre as required;
   - Provide Financial Management support to the Recovery Coordinating Committee; and
   - Prepare Business Continuity Plan to accommodate a protracted Recovery process.

Execution of the above responsibilities will result in the following tasks being undertaken;
   - Manage the activities of the Local Recovery Coordination Committee;
   - Provide secretariat and administrative support to the Local Recovery Coordination Committee;
   - Provide the Local Recovery coordination Centre; and
   - Ensures the restoration or reconstruction of Local Government services/facilities.

. **Local Recovery Coordinator / Deputy Local Recovery Coordinator**
The <u>Local Recovery Coordinator</u> has two broad areas of responsibilities and will undertake the following;

   In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development & implementation of recovery arrangements for the Shire including the following:
   - Assist in the preparation, maintenance and testing of the local recovery plan;
   - Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements; and
   - Coordinate the promotion of community awareness with respect to the recovery arrangements.

   During recovery operations:
   - In liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, determine the need to activate this Recovery Plan and convene the Local Recovery Committee;
   - Assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
   - Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery process;
   - Contribute to the resolution of community and political problems which emerge during the recovery process;
   - Ensure maximum community involvement and long-term individual and community needs are met in the recovery process;

- Coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

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

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

Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements

Deputy Local Recovery Coordinator

The <u>Deputy Local Recovery Coordinator</u> will undertake the following;

- To support the Local Recovery Coordinator with the Local Recovery Coordinator duties listed above; and
- In the absence of the Local Recovery Coordinator, to act in that position until such time as they can resume their role as LRC.

Local Recovery Coordinating Committee

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

The Local Recovery Coordinating Committee is responsible for:

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

And:

- Appointment of key positions within the committee and the sub-committees;
- Assessing requirements for the restoration of the Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community;
- Establish sub-committees as required;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making recommendations to LEMC to improve the community's recovery preparedness.

The functions of the LRCC include the following;

(a) assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
(b) following the impact of an event requiring recovery, to develop a tactical recovery plan that-
- meets the immediate needs of the community;
- takes accounts of Local Government long term planning and goals;
- includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
- develops a time table for completing the major functions;
- considers the needs of youth, aged, disabled and non-English speaking people;
- allows for the monitoring of the progress of recovery;
- allows full community participation and access;
- effectively uses the State and Commonwealth agencies;
- provides for public access to information on the proposed programs and subsequent decisions and actions; and
- allows consultation with all relevant community groups

RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

HAZARD MANAGEMENT AGENCY

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

DEPARTMENT FOR CHILD PROTECTION

a. Provide a representative to the Local Recovery Committee;
b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

LIFELINE AGENCIES

a. Provide a representative to the Local Recovery Committee;
b. Undertake repairs and restoration of services;
c. Assist the recovery effort with resources and expertise available from within the service.

MANAGEMENT ARRANGEMENTS

Local Recovery Coordination Centre

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

The following communication systems are desirable when setting up an LRCC (dependant on the scale of the incident):
:
- Phone;
- Fax; and
- Email.

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

- Meeting Rooms;
- Ablutions; and
- Kitchen/Food Preparation Area.

ADVICE

The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

ACTIVATION

a. In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.

b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.

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

METHOD OF OPERATIONS

a. Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part

of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Committee advised accordingly.

b. In major events, recovery management may be passed to the Shire of York via the Local Recovery Committee working through the designated Local Recovery Coordinator.

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

RECOVERY ACTIVITIES AND STRATEGIES

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

ACTIVITIES

- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

STRATEGIES

COMMUNITY INVOLVEMENT STRATEGIES

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

RECOVERY INFORMATION STRATEGIES

- Provide regular updates on –
  - current state & extent of the disaster,
  - actual and proposed official response
  - desired community response
  - advice to isolated families

- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations

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

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters

RECOVERY ASSISTANCE STRATEGIES

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

ACCOUNTABILITY STRATEGIES

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

STRATEGIES FOR GRANTS, LOANS AND GIFTS

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

STRATEGIES TO MAINTAIN FAMILY COHESION

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

FINANCIAL ARRANGEMENTS
Financial Arrangements during an Emergency Situation

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

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

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

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

APPEALS AND DONATIONS

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

Donations of Cash
The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. **(Ref SEMP OP 19)**

Donations of Service and Labour
Any donations of services or labour to assist with the recovery process should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION, the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

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

WESTERN AUSTRALIA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)

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

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

Declaration of Eligible Natural Disasters

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

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

• Must be an **eligible event**; and

• The anticipated cost to the State of **eligible measures** must exceed the **small disaster criterion**, being the amount of $240,000.
(Further information concerning the terms *'eligible event' and 'eligible measures'* follow.)

Eligible Events

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

Eligible Measures

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

- carried out to alleviate damage or distress arising as a direct result of a *natural disaster*, **and**

of a type described below as a Category A, B, C or D measure.

Category A measure Is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.

Category B measure Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.

Category D measure Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

Administration and Management of the WANDRRA

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

FESA is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection).

FESA is also the contact point for the Australian Government in respect of the NDRRA.

STAND DOWN

Stand Down

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities' capability to manage the services improves

Post Recovery Analysis

The Recovery Coordinator will to hold a Post Recovery Analysis (PRA) of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

Post Recovery Reports

The Recovery Coordinator with the assistance of the Shire of Goomalling will produce a Post Recovery Report (PRR) to the Hazard Management Agency to form part of the overall report for the event.

ANNEX 1 LOCAL RECOVERY ORGANISATION

Initial Recovery Management Structure *(during*

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                    ┌─────────────────────┐
                    │  Local Government   │
                    └─────────────────────┘
                      ↗          │
                     /           ↓
          ┌──────────┐    ┌──────────────┐
          │          │ →  │    Local     │
          │  Hazard  │    │  Recovery    │
          │          │ ←  │ Coordinator  │
          │Management│    └──────────────┘
          │          │         │
          └──────────┘    ┌──────────────┐
                     \ →  │    Local     │
                          │  Recovery    │
                          │ Coordinating │
                          │  Committee   │
                          └──────────────┘
                                 │
                                 ↓
                            (  Affected  )
```
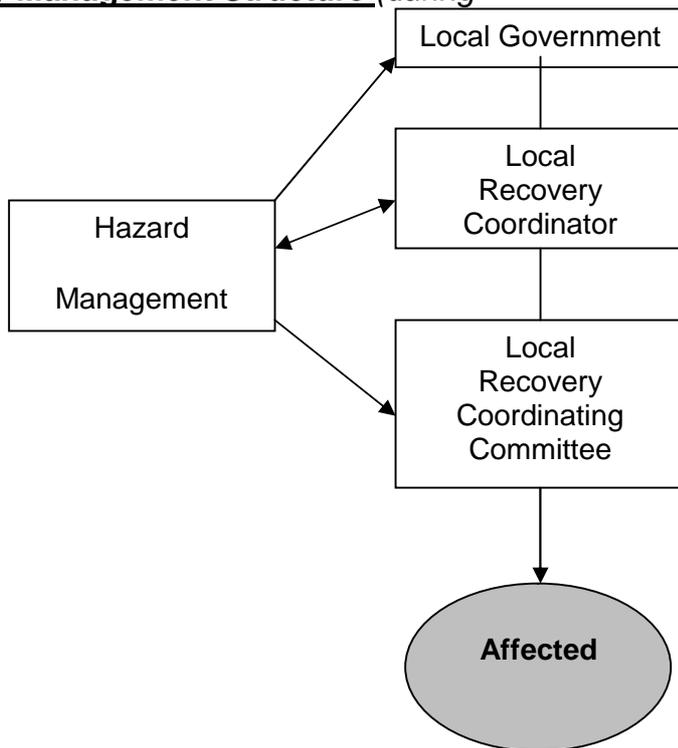
Recovery Committee Structures *(following handover from HMA to LRC)*

(depending upon community impact and complexity of event)

```
            ┌──────────────────────────────────────┐
            │ Local Recovery Coordinating Committee │
            └──────────────────────────────────────┘
               ↙                              ↘
    ┌────────────────────┐      ┌────────────────────┐
    │   Community &      │      │    Restoration &   │
    │ Personal Support   │ ←──→ │   Reconstruction   │
    │  Sub-Committee     │      │   Sub-Committee    │
    └────────────────────┘      └────────────────────┘
```

OR

```
        ┌──────────────────────────────────────┐
        │ Local Recovery Coordinating Committee │
        └──────────────────────────────────────┘
```

Personal Support Sub-Committee	Economic/ Financial Sub-Committee	Infrastructure Sub-Committee	Community Sub-Committee	Environmental Sub-Committee
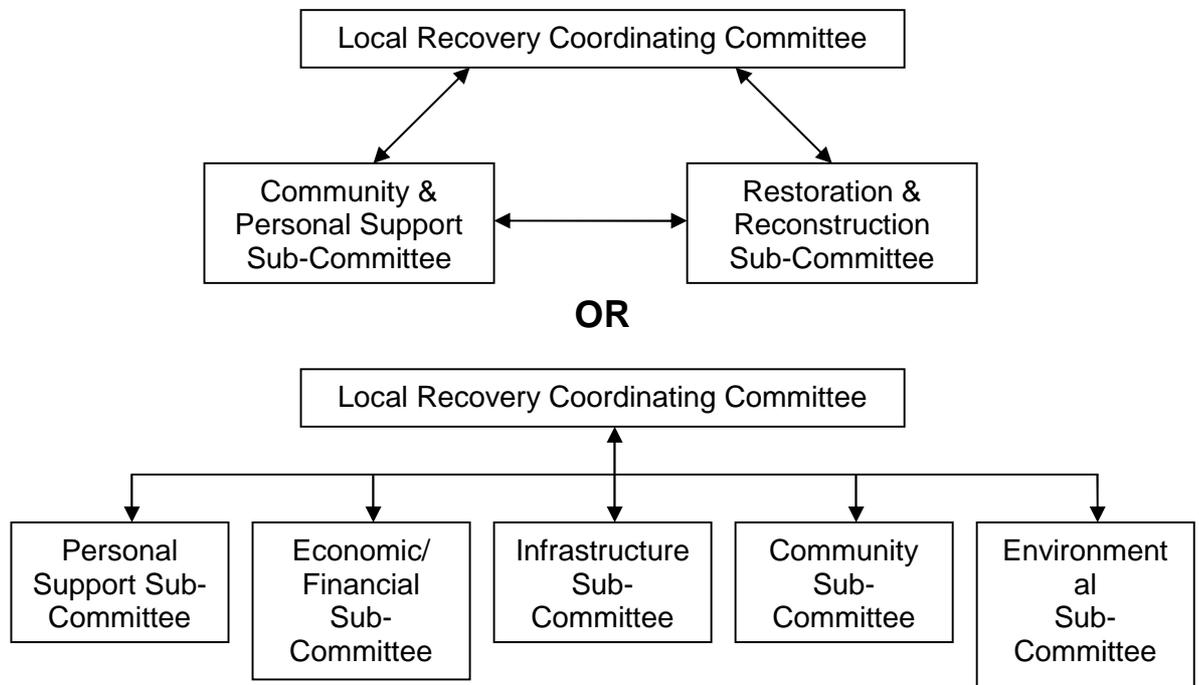
response)

ANNEX 2 CONTACTS (RECOVERY SPECIFIC)

Transition From Response:	OK
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, 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 focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery operation, defining: • how and who will gather the information (single comprehensive survey) • how information will be shared	

• how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance)	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases	
Develop processes for: • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
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 Child protection	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures LRC shall plan to:	

Take the opportunity, while doing the hazard analysis, to: • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall to:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCC Shall Plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for 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.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

This document will assist the Local Recovery Coordination Committee (LRCC) in the commencement of the recovery process.

The document is also regarded as the official handover from Incident Management Team and the LRCC by the Incident Controller and the Local Recovery Coordinator.

RESPONSE TO RECOVERY HAND OVER FORM

1:   Incident details

Incident Name:	
Incident Number:	
Hazard Management Agency:	
Local Government Affected:	
Final Situation Report Provided:	**YES / NO**
Maps Attached:	**YES / NO**
Has the ISG been stood down	**YES / NO**

- Essential public services are restored to an adequate level   **YES / NO**
    - If **NO** which ones have not?

- Is the area safe for the community to return?   **YES / NO**

- Have all rescues been completed?   **YES / NO**

- Are there any road blocks in place?   **YES / NO**

- Displaced people provided with shelter?   **YES / NO**

2:   Impact Assessment

1.   Number of **residential** properties **destroyed**?   ……………………

2.   Number of **residential** properties **damaged**?   ……………………

3.   Number of **commercial or industrial** properties **destroyed**?   ……………………

4.   Number of **commercial or industrial** properties **damaged**?   ……………………

5.   Number of **rural, pastoral or primary producer** properties **affected**?   ………………

Impact assessment information can be provided via the final HMA situation report

3: **Relocation/Evacuation**

6. Estimated number of people **Relocated / Evacuated**? _____

7. Has the public been informed it is safe to return **YES / NO**

4: **Confirmation**

This is a FULL / PARTIAL handover. If PARTIAL what will the HMA remain responsible for:_____

_____

_____

_____

_____

HANDED OVER BY:
Incident Controller

Name: _____

Agency: _____

Date: _____

Time: _____

Signature: _____

HAND OVER ACEPTED BY:
Local Government CEO

Name: _____

Local Government: _____

Date: _____
Time: _____
Signature: _____

SITUATION	ORGANISATION/ACTION
ALERT (Transition) On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities	**HMA** • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. **LOCAL GOVERNMENT** • Establish liaison with Local Recovery Coordinator/ Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCC members.
ACTIVATION Requirement for Local level coordination of recovery identified/requested	**LOCAL GOVERNMENT** • When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. **LRC** • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
STAND DOWN On completion of Local coordinated recovery activities.	**LOCAL GOVERNMENT/LRC** • Ensure handover of responsibility for ongoing recovery activities to a managing agency. • Advise LEC and LRC 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 Services Group • Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

Action Recovery Plan

The SHIRE OF GOOMALLING has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

SHIRE OF YORK
Local Recovery Coordinating Committee
Action Recovery Plan

Emergency: _____

(type and location)

Date of Emergency: _____

Section 1	Introduction

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

Section 2	Assessment of Recovery Requirements

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

Section 3	Organisational Aspects

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

Section 4	Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

Section 5	Administrative Arrangements

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

Section 6	Conclusion

Summarises goals, priorities and timetable of plan.

Notes:

_____
_____
_____
_____
_____
_____
_____
_____

Signed by: _____

Chairperson, Shire of York Local Recovery Coordinating Committee

Name: _____

Date: _____

LOCAL RECOVERY COMMITTEE STANDARD REPORTING

SHIRE OF YORK
Local Recovery Coordinating Committee

RECOVERY REPORT

(Emergency Situation)

Report No: …………

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in $, 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, LRCC intervention with priorities.

_____

_____

_____

_____

_____

_____

Financial Issues: May include support from LRCC for additional funding from Treasury.

_____

_____

_____

_____

_____

_____

Recommendations:

_____

_____

_____

_____

_____

_____

Signature: _____

Name: _____

Title: _____

Date: _____
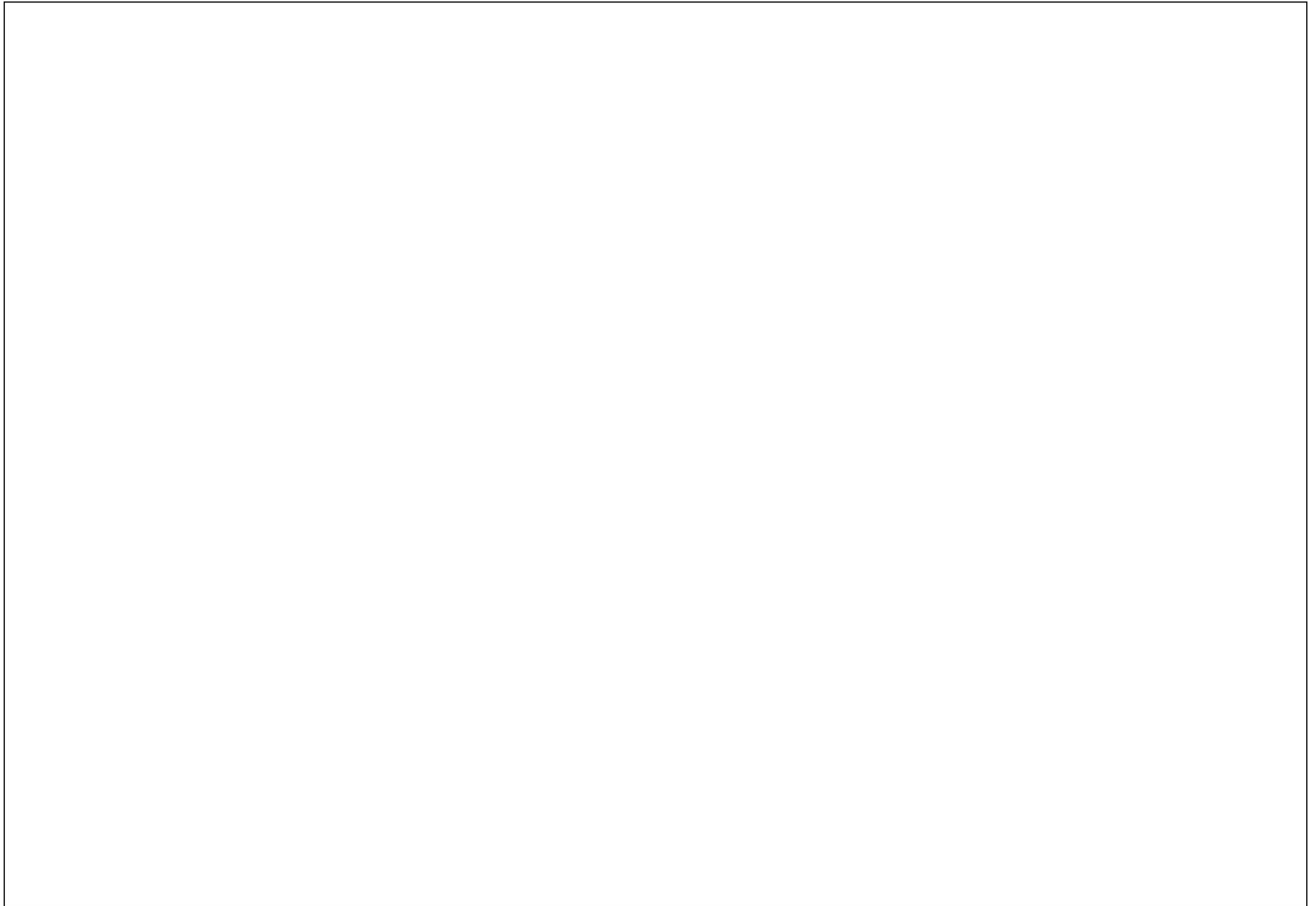
LOCAL RECOVERY COMMITTEE POST INCIDENT ANALYSIS PROFORMA

ISSUE	COMMENT	RECOMENDATIONS
MANAGEMENT		
Was notification/mobilisation satisfactory/appropriate?		
Was the Management / Adminstration 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 Were there any issues working / liaising with other organisations?		
Emergency Management – Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		