



Local Emergency Management Arrangements

The aim of the Shire of York Local Emergency Management Arrangements (LEMA) is to ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise.

Document Control

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) ('the Act'), endorsed by the Shire of York Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of York and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans, State Hazard Plans (SHP), State Support Plans, State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

23/07/2024

Chairperson, LEMC

Date

President Shire of York
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Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to;

The Executive Officer

Local Emergency Management Committee

Shire of York

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York WA 6302

Or email to: troy.granville@york.wa.gov.au

The Executive Officer will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

For further detail on the WA State Emergency Management Arrangements, please refer to the following documents that can be found on the SEMC website: <https://www.wa.gov.au/organisation/state-emergency-management-committee>

- State Emergency Management Policy
- State Emergency Management Plan
- State Emergency Management Procedure
- State Emergency Management Guidelines
- State Emergency Management Glossary

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SECTION ONE

INTRODUCTION

1.0 Glossary of Terms

Australasian Inter-Service Incident Management System (AIIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also *Control* and *Coordination*)

Control: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also *Command* and *Coordination*)

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

Coordination: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination related primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also *Control* and *Command*)

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

- A. prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- B. Preparedness: preparation for response to an emergency
- C. Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.

D. Recovery: the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

Hazard: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruct of; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005*.

Operational Area: The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Risk: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

Welfare: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

1.1 General Acronyms used in these Arrangements:

AIIMS	Australasian Inter Agency Incident Management System
BFS	Bush Fire Service
BFB	Bush Fire Brigade
BRMP	Bushfire Risk Management Plan
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WAPol	WA Police Force

1.2 Disclaimer

The Shire of York makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of York hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of York be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available

in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

1.3 Document Availability:

A copy of this document is available on the Shire of York website. Address: www.york.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of York administration building at *1 Joaquina Street York*

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

1.4 Aim:

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose:

To set out;

- The Shire of York policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management.
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons.
- Description of emergencies likely to occur within the Shire of York
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of York that the Shire of York considers appropriate.

1.6 Scope:

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of York
- This document covers areas where the Shire of York provides support to HMAs in the event of an incident.
- This document details the Shire of York capacity to provide resources in support of an emergency, while still maintaining business continuity, and the Shire of York responsibilities in relation to recovery management.

The 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.

1.7 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, Malebelling, Green Hills and Talbot Brook. The Shire covers 213,519 ha, mainly agricultural, contains 1869 private dwellings and has a population of 3,459. (ABS 2021)

The following assets/infrastructure is included in this area –

- York Town site
- Greenhill's Town site
- Karing 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 towards Northam & York towards Beverley
- Local Government infrastructure
- CBH Receivals Site
- Gilmac Bulk Hay Processing Plant
- Race Course
- Water Catchment (Great Southern Highway)

1.7.1 Adjoining Local Governments

City of Kalamunda – to the west
Shire of Mundaring – to the west
City 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

1.7.2 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 between York and Quairading, Spencers Brook Road linking York to Spencers Brook/Clackline and Great Southern Highway to Beverley.

1.7.3 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 townsite in a north/south direction.

There are a significant number of bushland reserves within the Shire that include Mt Bakewell, Mt Brown, Wambyn and Wandoo National Park. In addition to this there are a number of privately owned pockets of bushland with significant fuel loading.

1.11 Exercising, Reviewing and Reporting:

Exercising:

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to enable people to practice working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of York Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

In alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting.

Reviewing:

An entire review of the emergency management arrangements should be undertaken

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

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) as directed each year by the SEMC.

1.9 Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of York are defined in s.36 of the Emergency Management Act 2005</p> <p>It is a function of a local government –</p> <p>subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and</p> <p>to manage recovery following an emergency affecting the community in its district; and to perform other functions given to the local government under this Act</p>
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>a) The Local Emergency Coordinator for a local government district has the following functions –</p> <p>b) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</p> <p>c) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;</p> <p>d) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator</p> <p><i>The Local Emergency Coordinator is the Officer in Charge of York Police Station</i></p>
Local Recovery Coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p> <p><i>The Local Recovery Coordinator is the Executive Manager Infrastructure & Development Services of the Shire of York</i></p>

Local Government Welfare Liaison Officer	<p>During an evacuation assist Dept. Communities by providing advice information and resources</p> <p>(a) open and establish a welfare centre at the nominated facility until the arrival of DC;</p> <p>(b) establish the registration process of evacuees until the arrival of DC;</p> <p>(c) provide advice, information and resources in support of the facility; and</p> <p>(d) assist with maintenance requirements for the facility.</p> <p><i>The Local Welfare Liaison is the Executive Manager Infrastructure & Development Services of the Shire of York (or Shire staff as delegated)</i></p>
Local Government Liaison Officer (to ISG/IMT)	<p>During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.</p> <p><i>The Local Liaison Officer is the Chief Executive Officer of the Shire of York</i></p>
Local Government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the IMT/ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

1.10 LEMC Roles and Responsibilities

The Shire of York has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

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

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of York LEMC meets tri-annually, generally on the third Tuesday of every April, July and October.

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

1.11 LEMC Membership

Members of the Shire's LEMC include representatives from DFES, Shire of York councillors and staff, the Local Recovery Coordinator, WA Police, Essential services, Dept of Health, Dept of Communities, the Dept of Education, as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

For current LEMC membership names and contacts please see [LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS](#) Section – this is only available to LEMC members and Emergency Management professionals.

1.12 Agency Roles and Responsibilities

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

Agency Roles	Description of Responsibilities:
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none">• Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness• Control all aspects of the response to an incident• During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	<p>A HMA 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"</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none">• Undertake responsibilities where prescribed for these aspects• Appointment of Hazard Management Officers• Declare/Revoke Emergency Situation• Coordinate the development of the Westplan for that hazard• Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p> <p>These can include but are not limited to;.....</p>

• Water Corporation	Responsible for managing water supply in times of emergency
• Western Power	Responsible for managing power lines and power supply in times of emergency
• Department of Health (DOH)	Responsible for managing human epidemic and health issues in times of emergency
• Department of Communities (DC)	Responsible for managing welfare in times of emergency
• Department Primary Industries and Regional Development (DPIRD)	Responsible for managing animal/plant epidemic and biosecurity in times of emergency
• Department of Transport (DOT)	Responsible for managing public transport in times of emergency
• Department of Water and Environmental Regulation (DWER)	Responsible for managing natural waterways and sources in times of emergency
• Main Roads WA	Responsible for managing major arterial traffic routes in times of emergency
• Civil Aviation Safety Authority (CASA)	Responsible for investigating aircraft safety in times of emergency
• Environmental Protection Authority (EPA)	Responsible for managing pollution in times of emergency
• Telstra	Responsible for managing communication in times of emergency

1.13 Related Documents and Arrangements

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify “the local government policies for emergency management”. At this point in time, the Shire of York has no local emergency management policies in place.

Existing Plans and Arrangements:

Document	Owner	Location
Bushfire Risk Management Plan	Shire of York	Shire Office
Local Airfield Plan (2011)	York Police	Police Station
Local Road Crash Plan (2011)	York Police	Police Station
Local Land Search & Rescue Plan (2011)	York Police	Police Station
Local Emergency Welfare Plan	Dept of Communities	Shire Office

Local Agreements, Understanding and Commitments

The Shire of York is continuing to work towards provision of Mutual Aid during Emergencies and Post Incident Recovery. *(examples only in table below)*

Type of Agreement	Between Parties	Between Parties	Date
MOU for Emergency Support	Shire of York		

1.14 Community Consultation

These arrangements have been developed by the Shire of York in consultation with the Shire of York Local Emergency Management Committee.

- Community representatives are encouraged to become members of the LEMC.
- The LEMC seeks community leaders to assist with consultations.
- Through utilisation of the Shire Facebook and website pages

1.15 Community Awareness

The Shire of York LEMC makes every effort to increase community awareness of emergency management.

- EM news including raising awareness of risks and preparedness measure provided in local newspapers/newsletters and social media platforms. (ie storm season preparedness, bush fire awareness)
- invites to major exercises.
- emergency management days
- workshops and information days
- Encourage LEMC members to share learnings with family, friends, and colleagues and to disseminate information through their agencies.

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SECTION TWO

COORDINATION OF EMERGENCIES

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control, and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities, and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.

Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
Logistics	Acquisition and provision of human and physical resources, facilities, services, and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property, and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

2.0 Coordination of Emergency Operations.

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of York is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

The Local government liaison officer will attend the IMT and ISG as required to provide the link between operations and the local government.

2.1 Incident Management Team (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

2.2 Incident Support Group (ISG)

The role of an 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 and who provide support to the Controlling Agency.

2.3 Triggers for AN ISG

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.

Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.
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2.4 Membership of An ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness, and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

Agencies supplying staff/liaison officers for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

2.5 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will depend of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

2.6 Location of Incident Control Centres

<i>Location</i>	<i>Address</i>
York VFES Building	Maxwell Street York
York Town Lesser Hall	Joaquina Street York

2.7 Locations of ISG Meetings

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

<i>Location</i>	<i>Address</i>
Shire of York Administration Centre	Joaquina Street York
York Town Lesser Hall	Joaquina Street York

For a list of contacts in order to open these locations for ISG meetings, please refer to [INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

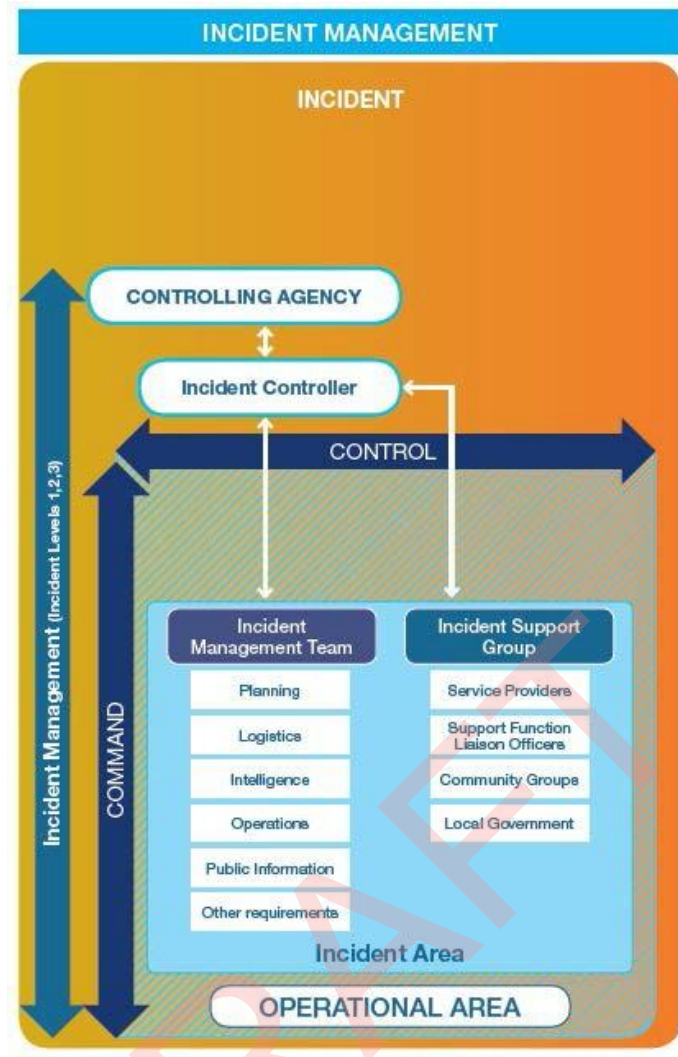


Figure 1: A diagram illustrating Incident Management

2.8 Financial Arrangements

The Shire of York is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the Shire of York occurs to ensure the desired level of support is achieved.

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SECTION THREE

RISK

3.0 Risk Management

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of York.

The Shire of York LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

3.1 Special Considerations

Consider the following:

- York Motorcycle Show in April
- York Motor Show in September
- York Festival in September
- York Agricultural Show in September
- Wildflower and Canola Crop Tourists in August/September
- Annual Harvest in October - January

3.2 Critical Infrastructure:

The following assets/infrastructure are located within the Shire of York have been classified as critical infrastructure:

Bridge	Gwambygine East Rd	Avon River (Gwambygine Bridge) 4161A	43m, 4.86m, Timber Hybrid	Shire of York
Bridge	Gt Southern Highway	Gilgering Creek (Oakover Bridge) 0301	8.65m, 8.47m, Timber	Main Roads
Bridge	Gt Southern Highway	Unknown 0289	7.23m, 8.37m, Timber Hybrid	Main Roads
Bridge	York Merredin	Unknown 0580	6m, 8.4m, Timber Hybrid	Main Roads
Bridge	Spencers Brook - York Rd	Heal Brook (Hamersley) 4154	18m, 7.6m, Timber	Shire of York
Bridge	Northam York	Wilberforce Bridge 0279	6.71m, 8.44m, Timber Hybrid	Main Roads
Bridge	Talbot Hall Rd	Talbot Brook	4.66m, 7.13m,	Shire of York

		4920	Timber	
Bridge	York Merredin	Wonobbing Bridge (Mackie River) 0898	36.6m, 8.55m, Reinforced Concrete	Main Roads
Bridge	Northam York	Warawong Creek 0287	14.25m, 8.38m, Timber	Main Roads
Bridge	Talbot West Rd	Helena River 4708	6.54m, 7.2m, Timber	Shire of York
Bridge	Northam York	Burges Brook 0283	3.6m, 8.4m, Timber Hybrid	Main Roads
Bridge	Chidlow York	6 Mile Brook 0577	14.08m, 8.4m, Hybrid (rebuilt 2019)	Main Roads
Bridge	Greenhills South Rd	Boomull Brook 4165	14.3m, 6.27m, Timber	Shire of York
Bridge	Gt Southern Highway	Cave Hill Bridge 0299	7.12m, 8.4m, Timber	Main Roads
Bridge	Northam York	Unknown 0284	20.1m, 8.35m, Timber Hybrid	Main Roads
Bridge	York Merredin	Boonmull Gully Bridge 0589	18.3m, 8.55m, Reinforced Concrete	Main Roads
Bridge	Greenhills Rd	Balley Balley Brook 0587	30.75m, 7.8m, Timber	Shire of York
Bridge	Mannavale Rd	Mortlock River 4152	26.7m, 7.8m, Timber	Shire of York
Bridge	Northam Cranbrook	Wooregong Brook 0282	8.93m, 8.39m, Timber	Main Roads
Bridge	Warding Rd	Mortlock River	13m, 5.87m, Timber	Shire of York

		4170		
Bridge	Northam Cranbrook	Ironbark Creek 0285	5.7m, 8.35m, Timber	Main Roads
Bridge	Revett Pl	Bland Brook 5030	7.7m, 4.24m, Timber	Main Roads
Bridge	York - Tammin Rd	Unknown 4556A	8.02m, 8.75m, Reinforced Concrete	Shire of York
Bridge	Northam York	Karabine Bridge 0280	7.52m 8.42m Timber Hybrid	Main Roads
Bridge	York Merredin	Lodges Crossing Bridge 0584	13.8m, 8.42m, Timber Hybrid	Main Roads
Bridge	Mackie Siding Rd	Avon River 4166A	13.2m, 5m, Prestressed Concrete	Shire of York
Bridge	Burges Siding Rd	Avon River 4156	117.2m 7.8m, Timber	Shire of York
Bridge	Quellington Rd	Mortlock River 4157	19.8m, 5.92m, Timber Hybrid	Shire of York
Bridge	York Merredin	Unknown 0582	14.2m, 8.8m, Timber	Main Roads
Bridge	Top Beverley - York Rd	Mackie River 4164	37.4m, 7.8m, Timber	Shire of York
Bridge	Gt Southern Highway	Fleay's Bridge 0302	7.7m, 8.88m, Timber	Main Roads
Bridge	Chidlow York	Unknown 0578	7.1m, 8.35m, Timber Hybrid	Main Roads

Bridge	Balladong Street	Avon River 0290	180.2m, 10.99m, Timber Hybrid	Main Roads
Bridge	York Merredin	Tomney Bridge 0579	6.6m, 8.4m, Timber Hybrid	Main Roads
Bridge	Crees Rd	Mortlock River (No Survey) 4918	5.8m, 6.1m, Timber	Shire of York
Bridge	Qualen West Rd	Talbot Brook 4153	20.77m, 7.8m, Timber	Shire of York
Bridge	Glebe St	Avon River – Middle Bridge 4184	59.5m, 11.42m, Timber	Shire of York
Bridge	Northam Cranbrook	Hawkhurst Creek 0286	7.4m, 8.6m, Timber	Main Roads
Bridge	Chidlow York	Mulyininjin Spring Bridge 0576	7.87m, 8.43m, Timber	Main Roads
Bridge	Northam Cranbrook	Bland's Brook 0291	19.95m, 9.92m, Timber Hybrid	Main Roads
Bridge	Northam Cranbrook	Revelstoke Creek 0281	7.24m, 8.35m, Timber Hybrid	Main Roads
Bridge	Hamersley Siding Rd	Heal Brook 4674A	7.9m, 7.8m, Reinforced Concrete	Shire of York
Bridge	Quellington Rd	Mortlock River 4158	7.4m, 5.64m, Timber Hybrid	Shire of York
Bridge	Avon Terrace	Gwambygine Creek (Wittenoom Bdg) 0300	14.1m, 8.8m, Timber	Main Roads

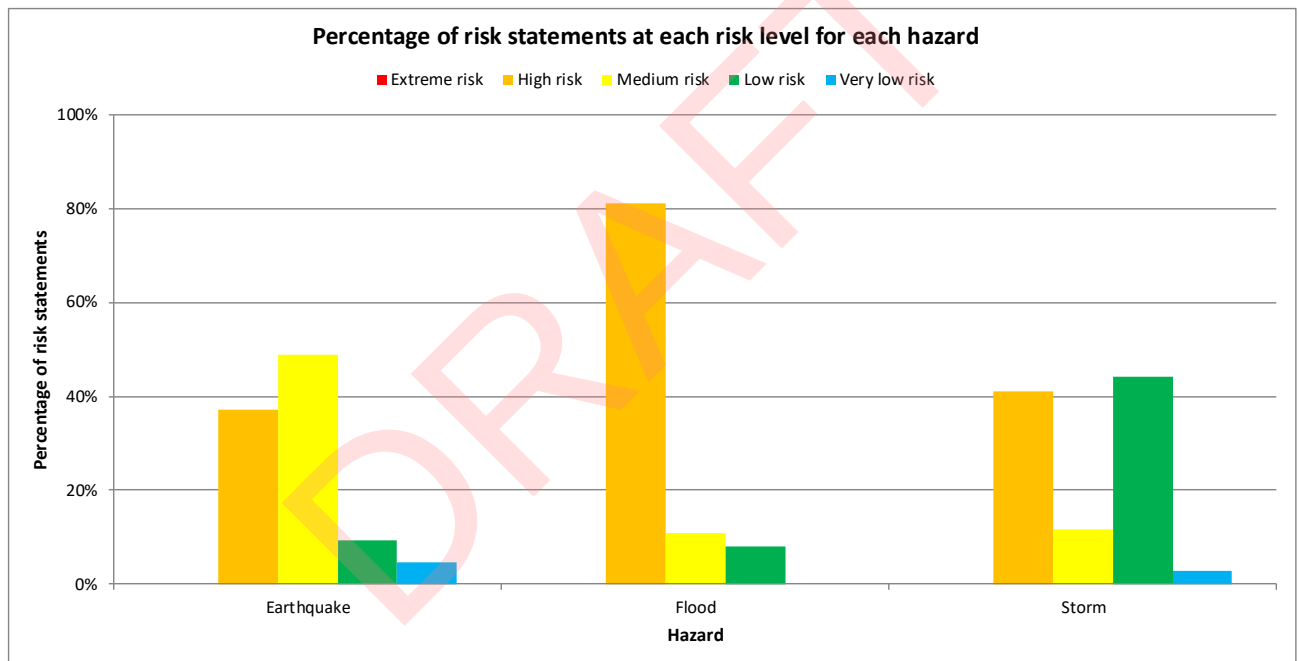
Bridge	York Merredin	Sims Bridge 0583	7.5m, 8.8m, Timber	Main Roads
Bridge	Unknown Rd (F)	Old Dale Road 7259	6m, 4.5m, Timber	Shire of York
Bridge	Northam Cranbrook	Graves Brook 0288	7.25m, 8.45m, Timber Hybrid	Main Roads
Bridge	York Merredin	Marlee Pool Bridge (Mackie River) 0897	48.8m, 8.55m, Reinforced Concrete	Main Roads
Bridge	York - Tammin Rd	Mortlock River 4151	13.55m, 7.61m, Timber	Shire of York
Water Pumping Station		GREENHILLS		Water Corporation
Water Pumping Station		ATTFIELD STREET		Water Corporation
Water Pumping Station		BEVERLEY		Water Corporation
Water Pumping Station		BURGES SIDING		Water Corporation
Sewerage Pumping Station		SOUTH ST		Water Corporation
Sewerage Pumping Station		JANET MILLETT LANE		Water Corporation
Water Corporation Tank YORK	Mt Brown			Water Corporation
York Racecourse YORK	Spencers Brook Rd			York Racing INC.
Greenhills Pump Station 25 km E of YORK	Greenhills			Water Corporation

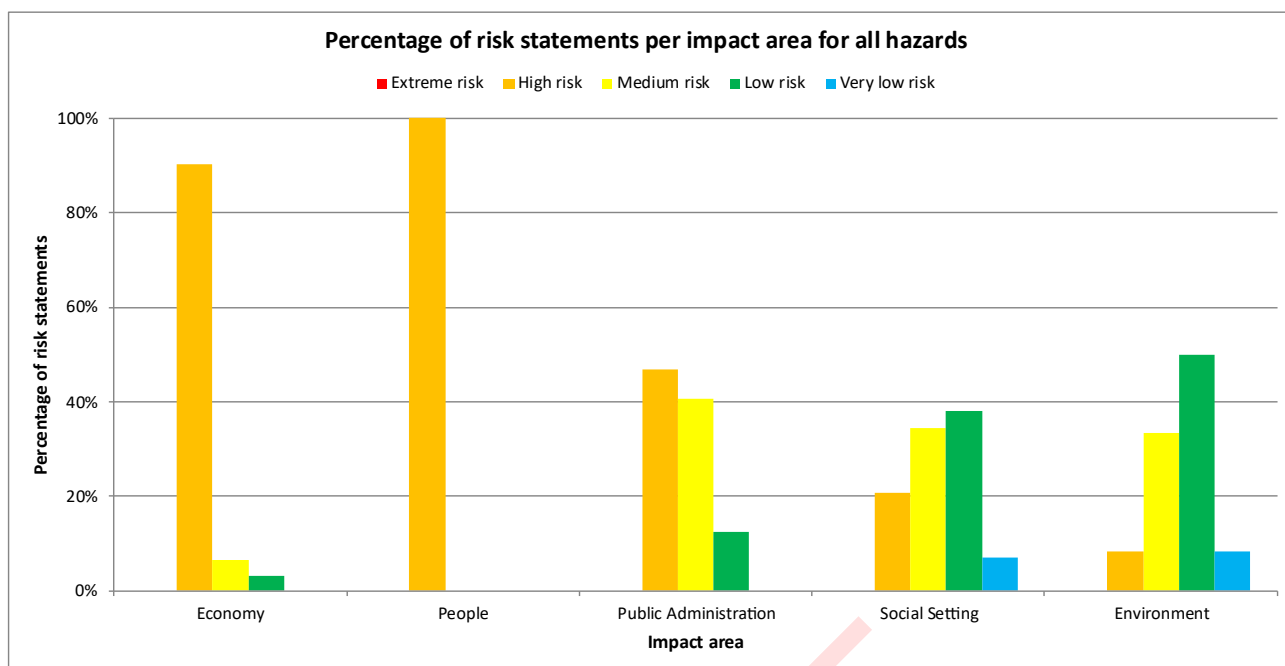
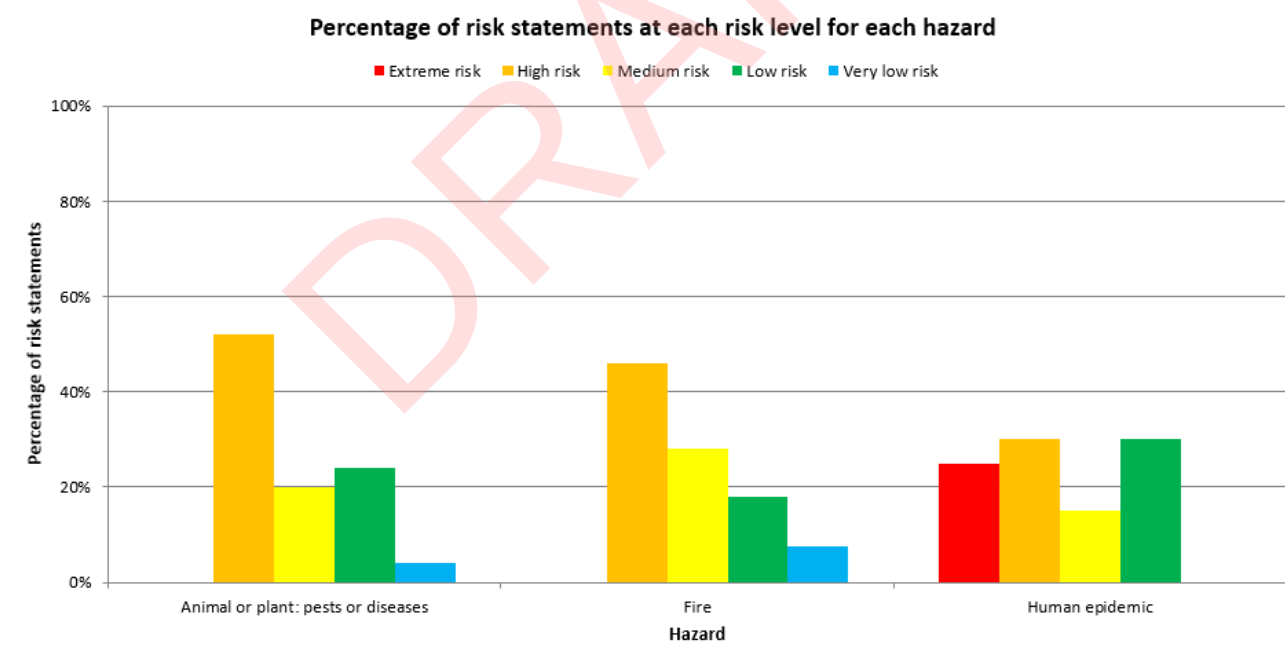
3.3 Risk Register:

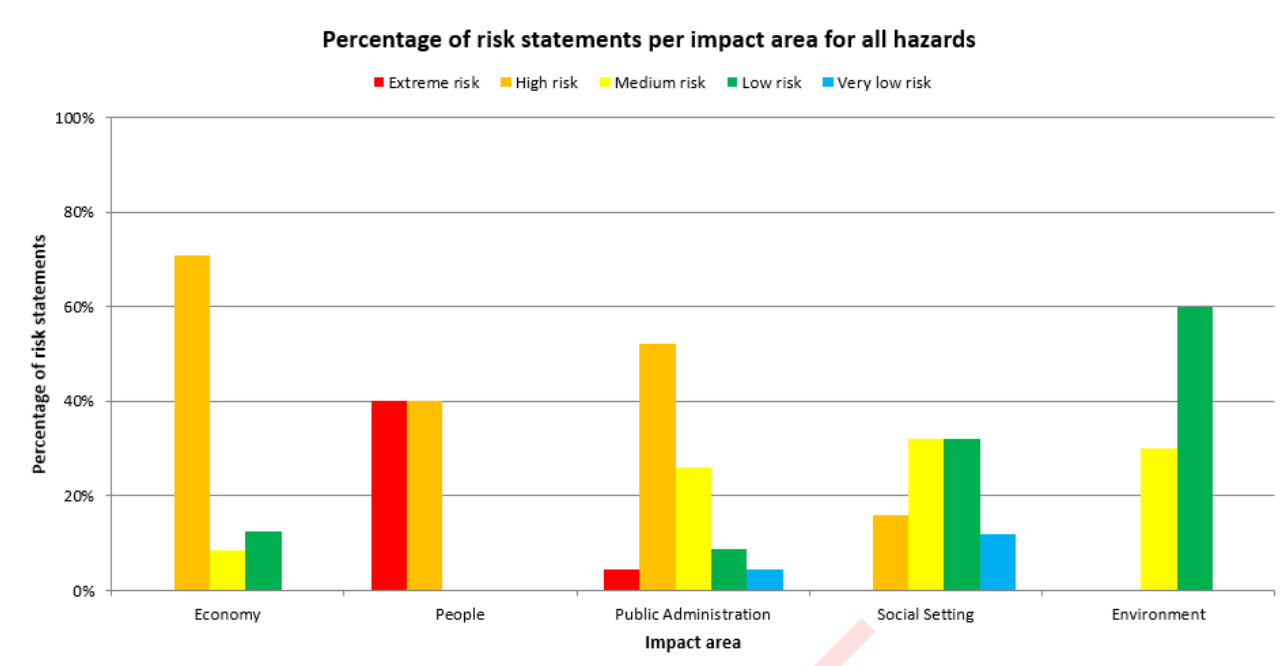
The Shire of York LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

In the course of this work in 2018 and 2019, six hazards were identified as the most likely to occur in Beverley and credible, worst-case scenarios were developed for all of them. The LEMC then workshopped the scenarios against multiple impact statements and developed a risk register which assigned each impact statement scenario a risk level, rating from Extreme to Very Low. The findings of the project are summarised as following...

Over the six hazards, nearly 100 risk statements were assessed in total. The breakdown of their risk levels are shown in the tables below:







The full risk register is available at the Shire of York for further detailed information.

3.4 Emergencies likely to occur / Hazards Register

The following hazards were identified as the most likely to occur in the Shire. Below is a register of the identified hazards.

Hazard	HMA	Controlling agency	Local Combat Role	Local Support Role	State Hazard Plan	Local plan
Bushfire	DFES	DFES, Local Government DBCA	BFB's, VFRS, VFES	WAPOL, LG Staff, SJA	Fire (2025)	Local Bushfire Management Arrangements
Storm	DFES	DFES	SES, VFES	BFB, LG Staff, WAPOL, SJA	Severe Weather (2023)	SOP's
Earthquake	DFES	DFES	SES, VFRS, VFES	SJA, LG Staff, WAPOL	Earthquake (2023)	TBA
Transport Accident	WA Police Force	DFES	VFRS	LG Staff, SJA	Crash Emergency (2023)	Local Road Crash Plan (2011)
Flood	DFES	DFES	SES, VFES	BFB, LG Staff, WAPOL, SJA	Severe Weather (2023)	SOP's



SECTION FOUR

EVACUATION

Evacuation

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of York and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of York and the Department of Communities.

4.0 Types of Evacuations

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A **controlled evacuation** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A **recommended evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property, but it is not believed to be imminent or significant.

A **directed evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

4.1 The Five stages of Evacuation



Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out.

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support.

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return.

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

4.2 Evacuation (WELFARE) Centres

Please refer to section Five Welfare for a full list of evacuation centres.

4.3 Evacuation to other Local Government Areas

The Shire of York and its LEMC have planned for the instance in which evacuation to all local welfare centres is impossible. Partnering agreements with surrounding Shires have yet to be developed.

WEST

FACILITY	CAPACITY	ADDRESS	CONTACT
Armadale (WEST)			
Mundaring (WEST)			

NORTH

FACILITY	CAPACITY	ADDRESS	CONTACT
Northam (NORTH)			
Toodyay (NORTH)			

FACILITY	CAPACITY	ADDRESS	CONTACT
Quairading (EAST)			
Beverley (SOUTH)			

4.4 Special Needs Groups

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available [VULNERABLE PEOPLE CONTACT GROUPS](#) in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

4.5 Evacuation of Animals

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to the ANIMAL WELFARE within the Contacts and Resources section. Companion animals are not permitted inside evacuation centres but provisions will usually be made to organise temporary outside housing near to the evacuation centre for dogs, cats and small companion animals.

4.6 Maps

Detailed maps showing key routes, location of evacuation centres and other required information are located at the Shire Administration Office.



SECTION FIVE

WELFARE

5.0 Local Emergency Management Plan for the Provision of Welfare Support

The Department of Communities has the role of managing welfare. The Shire of York falls under the Northam District of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of York and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

5.1 Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of York is the Team Leader from the Northam Department of Communities Office. Their contact details can be found in the Contacts and Resources section.

5.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of York **Local Welfare Liaison officer is the Shire of York CEO (or shire staff as delegated.)**

5.3 Register find Reunite.

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

5.4 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

5.5 Welfare Centre

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency in consultation with the Local Government to request assistance with the Department of Communities. In the event the Department of Communities assume control of one or more evacuation centres, the Shire of York will have representation at the centre to provide support to the Department.

EVACUATION/WELFARE CENTRES

EVACUATION/WELFARE CENTRES	CONTACT	MOBILE CONTACT	ALTERNATIVE MOBILE
	Alina Behan	0447 884 150	
	Rebecca Palumbo	0438 424 102	
	Anneke Birleson	0400 516 694	
	Thomas Bruins	0439 488 243	

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance
- Opening and Coordination of Welfare Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Department of Communities is able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open a Welfare Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with process.

The LG staff or LEMC members will provide a handover to Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

5.6 Shire Emergency Activation Kits

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venue

- Shire of York Administration Office

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

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SECTION SIX

RECOVERY PLAN

Recovery Coordinator: Thomas Bruins

Mobile Number: 0447 488 243

Deputy Recovery Coordinator: Anneke Birleson

Mobile Number: 0400 516 694

Endorsed at LEMC:

23-07-2025

Endorsed at Council:

(Date and resolution number)

6.0 Introduction

Recovery

The Shire of York Local Recovery Plan has been prepared by the Shire of York Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

This recovery plan forms part of the Shire of York's Local Emergency Management Arrangements (LEMA).

Authority

The local recovery plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

Objectives:

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources, and procedures for the management of recovery from emergencies for the Shire of York;
- Establish a basis for the coordination of recovery activities at the local level;
- To promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management;
- Provide a framework for recovery operations for the Shire of York

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of York. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

6.1 Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of York has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of York may appoint more than one person to the position of LRC by appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

The Shire of York Local Recovery Coordinator is EMIDS Thomas Bruins, and the Deputy Local Recovery Coordinator is Anneke Birleson

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. - [APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR](#)

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

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

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

6.2 Controlling Agency Hazard Management Agency

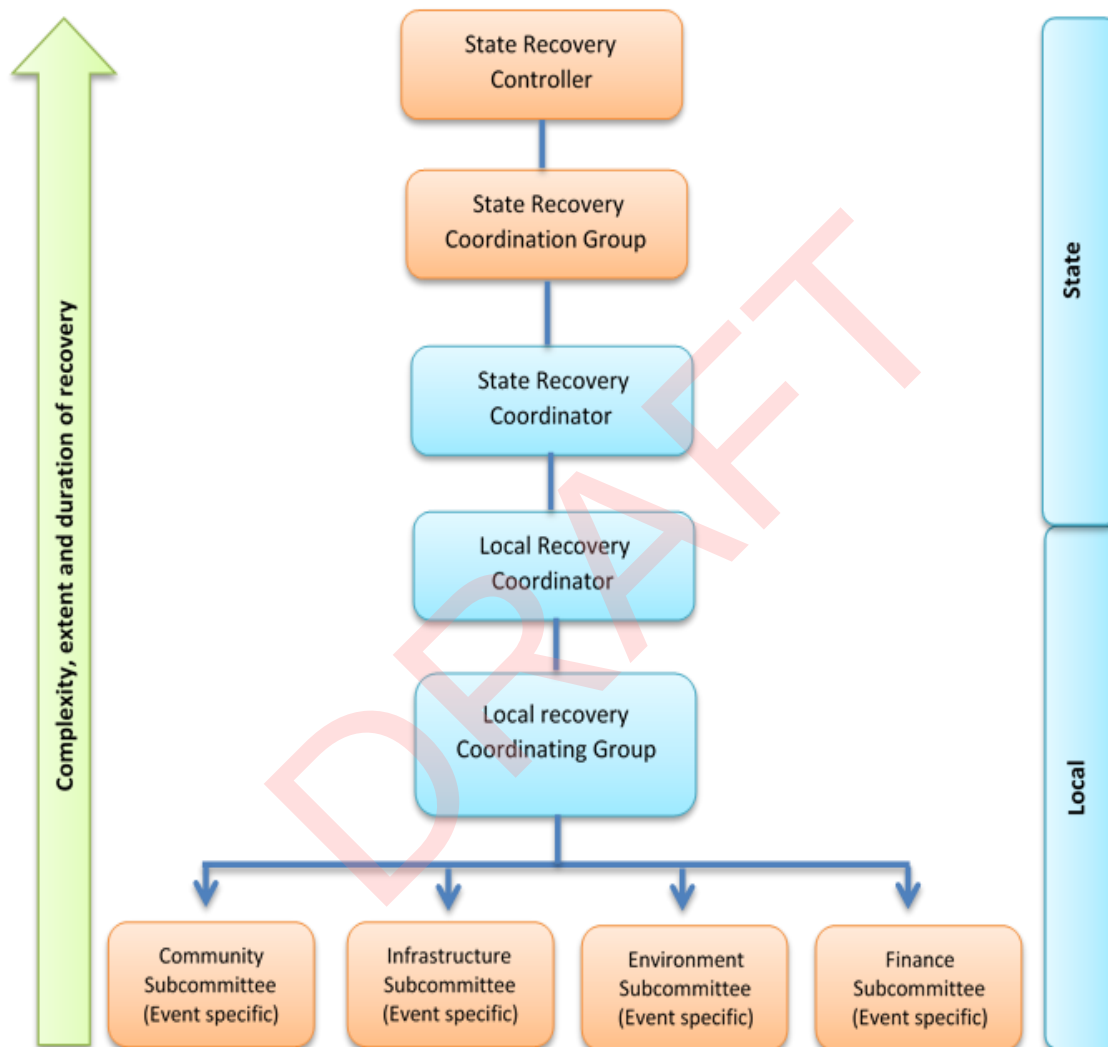
The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

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

6.3 State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6.4 Recovery Structure State and Local



6.5 Commencement of Recovery

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

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

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

Local Recovery Coordination Group:

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

(Function – recovery planning, activation of plan, support Local recovery coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff)

Position	Primary	Alternate
Chair	SoY President	SoY Deputy President
Local Recovery coordinator	SoY Executive Manager IDS	SoY CEO
Deputy Recovery coordinator	SoY Executive Manager CCS	TBA as required
Administrative support	SoY Administration Staff	TBA as required

Communications officer	SoY Media & Engagement Officer	TBA as required
Any other LG officers as required ie financial /officer/Manager of Works	TBA as required	TBA as required

Co-opted members:

(Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.)

Hazard Management Agency or controlling Agency	Dept of Mines Industry Regulation and Safety
Essential services	Dept of Water and Environmental regulation
Welfare agencies and/or services	Local businesses, IGA, CBH, mines (resources)
Financial services	Community Groups or representatives.
Dept of Health	Others as required.
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Biodiversity Conservation and Attractions	
WA Police	
St John Ambulance	
Local Health services, physical and/or mental	
CALD group representatives	

Subcommittees:

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Economic / Finance Subcommittee
- Infrastructure Subcommittee
- Personal / Community Subcommittee
- Environmental Subcommittee

Please refer to [APPENDIX 6A: SUB COMMITTEES – OBJECTIVES](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

6.6 National Principles for Disaster Recovery:

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of York aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXITY	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at

<https://knowledge.aidr.org.au/resources/national-principles-for-disaster-recovery/>

6.7 Assessment and Operational Recovery Planning:

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Appendix 6 B: Operational Recovery Plan template](#)

6.8 Resources

Recovery Resources:

The Local Recovery Coordinator for the Shire of York is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

The Shire of York resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of York should an emergency occur.

The following table identifies suitable Local Recovery Coordination Centres in the Local Government area....

Centre Name	Address	Capacity and available resources	Contacts.
Shire of York Administration Building	1 Joaquina Street York	Full office and admin facilities. Limited office space. No backup power	SoY Executive as per Contacts Appendix X
York Recreation Oval & Amenities Centre	Forrest Street York	~ 12-15 limited office and administration resources	SoY Executive as per Contacts Appendix X
York Town Hall	Joaquina Street York	~ 20-30 limited office and administration resources	SoY Executive as per Contacts Appendix X

6.9 Financial Arrangements:

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

Through the Disaster Recovery Funding Arrangements – WA (DRFA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of York will make claims for recovery activities where they are deemed eligible under DRFA.

More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

6.10 Financial Preparation:

The Shire of York will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;

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

Managing Donations:

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1– Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

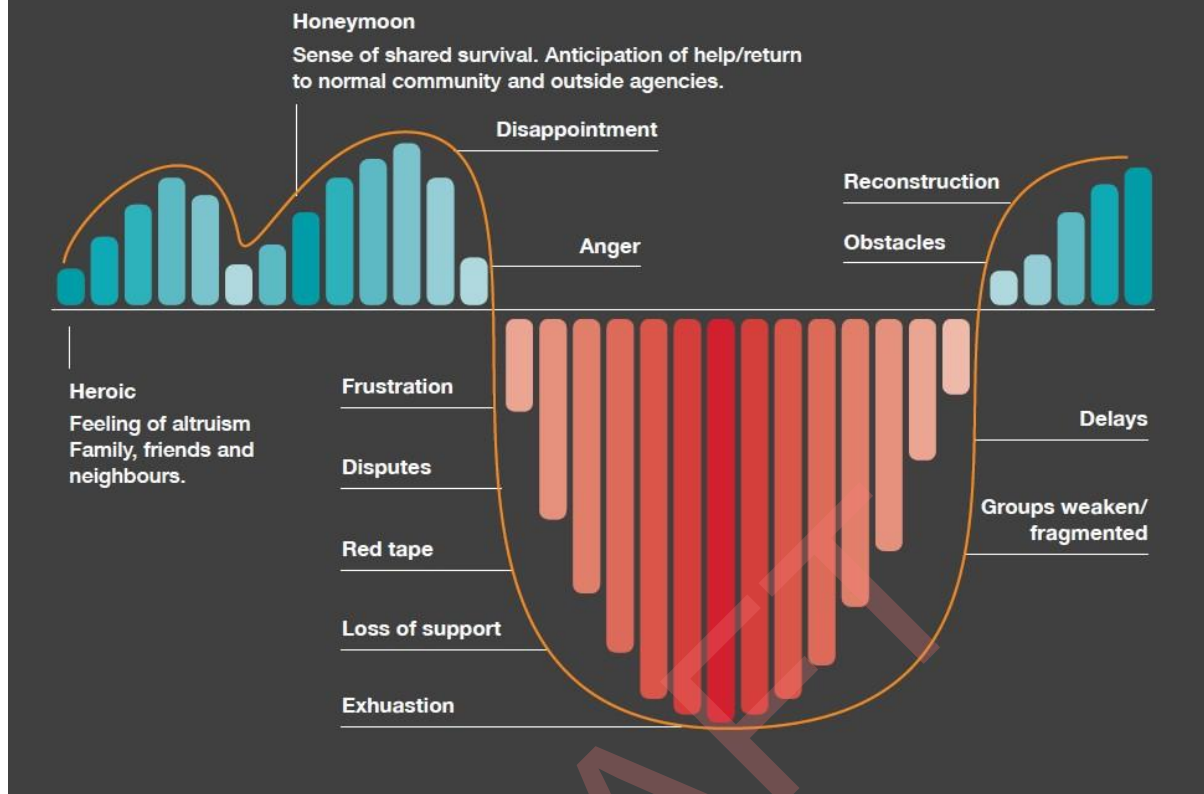
6.11 Community Reactions

It is important to understand the common reactions that individuals and the affected community as a whole, move through, when they are touched by an emergency.

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage.

Community Reaction to Disasters



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6.11 Actions and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a list of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- 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/ 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 and or/ 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

6.12 Further detailed recovery information

For further detailed information on Disaster Recovery, refer to the Australian Disaster Resilience Community Recovery Handbook at this link: <https://knowledge.aidr.org.au/resources/handbook-community-recovery/>

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APPENDIX 6A: Sub Committees– Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event To facilitate understanding on the needs of the impacted community in relation to community wellbeing To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration of the natural environment post the event To facilitate understanding of the needs of the impacted community in relation to environmental restoration To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.
Finance (or Economic) Subcommittee	<p>To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</p> <ul style="list-style-type: none"> The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> ensure the principles of equity, fairness, simplicity and transparency apply ensure the procedures developed are straightforward and not onerous to individuals seeking assistance recognise the extent of loss suffered by individuals complement other forms of relief and assistance provided by government and the private sector; recognise immediate, short, medium and longer term needs of affected individuals ensure the privacy of individuals is protected at all times. Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;

- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement; State Recovery Cadre; Disaster Recovery Funding Arrangements Western Australia; environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- Lord Mayor's Distress Relief Fund (City of Perth).

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LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	

Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 to 12 months (or longer-term recovery)	

Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

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Local Recovery Coordination Group Aide Memoire

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district.

ROLE

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

FUNCTIONS

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific Operational Recovery Plan which allows full community participation and access, as well as:
 - taking account of the local government's long term planning and goals; and
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure

that they are community-led and targeted;

- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

MEMBERSHIP

Core Members

- Local Recovery Coordinator;
- Key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;

- Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement, State Recovery Cadre, Disaster Recovery Funding Arrangements Western Australia, environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- Lord Mayor's Distress Relief Fund (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals	

and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes 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 the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

6.13 Recovery Report

STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT – (Emergency Situation)

Agency / Organisation:.....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, SRCC intervention with priorities.

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

Recommendations:

Signature

Title

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SECTION SEVEN

COMMUNICATIONS

PLAN

7.0 Introduction

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the [VULNERABLE PEOPLE CONTACT GROUPS](#) within the Contacts and Resources section.

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

All Council (Local Government) media contact must be directed to the Shire President or Chief Executive Officer.

7.1 Communication Policy

Management of communication in a crisis is critical. This section has been created to guide the Shire of York in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of York CEO and/or Shire President.

7.2 Communication Principals

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

7.3 Stakeholder Communication

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of York.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of York's communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

7.4 Communicating in the Prevention Stage:

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The Shire of York employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order distributed to the public every year, requiring firebreaks to be installed and properties to be clear of fire-hazardous materials by 1 November.

7.5 Communicating in the Preparedness Stage:

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7.6 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. Such information should include the following information:

- Where to go
- The safest route to take
- What to take (Medications etc)

This section highlights local communication strategies.

Local Systems (examples below)

- Notice Boards & Public Information Sources
 - Shire of York Notice Board
 - The York & Districts Community Matters
 - The York Co-Op IGA – Avon Terrace.
 - Temporary notice boards may be erected in easy-to-access locations during emergencies.
 - Information would also be public displayed at any evacuation centres that were opened as a result of the emergency.
- Shire of York Facebook www.facebook.com/shireofyork/
- Shire Website www.york.wa.gov.au
- Vodafone SMSer Service

State Systems

During a major emergency you can also find information on;

- DFES's recorded information line
- Emergency broadcast on your local Radio Station frequency
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):
SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au and www.emergency.wa.gov.au

Telephone 13 3337 (13DFES) (For emergency information only) – OR
1300 657 209 (recorded information line).

ABC Radio

State Alert System

1300 253 787

Emergency WA Website

<https://www.emergency.wa.gov.au/#>

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 RRS 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 and that the proposed release of StateAlert is classed as a 'Life threatening' incident.

7.6 Communicating in the Response Stage:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

7.7 Communicating in the Recovery Stage:

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of York.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. *The Shire is committed to regular use; monitoring and reliable updating.*

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of

the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at *Appendix 7A*

Managing the Media

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts
- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire of York – CEO
- Shire President
- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations. It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

General Enquiries

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of York's Communication advisor will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or LRCCC Chair.

Shire of York
RECOVERY COMMUNICATION PLAN
Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and bywhen?

Target Audience

Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

How much money has been allocated to be spend on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made?

By Whom	
Date	
Major Changes	

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SECTION EIGHT

CONTACTS AND RESOURCES REGISTER

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Please note that this section of the LEMA is private and confidential. Some information contained within this section will only be made available to emergency management personnel.

Administration Office and Depot

Shire of York	
Administration Building	Depot
1 Joaquina Street York	Wyborn Street York
PO Box 22 York WA 6302	PO Box 22 York WA 6302
Ph: 08 9641 0500	Ph: 08 9641 0500
Fax:08 9641 2202	Fax:08 9641 2202
Radio Channel Callsign: York Shire Office (WAERN	Radio Channels UHF 40, UHF 5 WAERN 353
Email: records@york.wa.gov.au	
Website: www.york.wa.gov.au	

Shire Councillors

Role	Name	Phone
Shire President	Cr Chris Gibbs	0439 519 374
Deputy Shire President	Cr Denese Smythe	0419 924 676
Councillor	Cr Elaine Ashford	0400 239 249
Councillor	Cr Kevin Trent	0417 175 004
Councillor	Cr Monique Hutchinson	0437 331 212
Councillor	Cr Melissa Welsh	0427 455 775
Councillor	Cr Kevin Pyke	0438 932 424

Shire Staff

Chief Executive Officer	Alina Behan	
Works Supervisor	Rob Mackenzie	
Environmental Health Officer	Meghana Dalwadi	
Manager of Finance	Denise Gobbart	
Planner		

Emergency Management Role

Recovery Coordinator	Thomas Bruins	
Assistant Recovery Coordinator	Anneke Birleson	
Welfare Liaison officer	Thomas Bruins	
LG Incident Liaison officer	Alina Behan	

Local Business Contacts

Role	Name	Location	Phone
LOCAL SERVICES	REFER TO CURRENT YORK BUSINESS DIRECTORY -	YORK CRC YORK SHIRE OFFICE	

8.0 Local Emergency Management Committee Contacts

Agency	LEMC Position	Name	Phone
York Police OIC	Chair / Emergency Coordinator	Sgt Jaime (Gus) Forbes	
Shire of York President	Deputy Chair	Cr Chris Gibbs	
Shire of York CEO	LG Welfare Liaison Officer	Alina Behan	
Shire of York CESM	Executive Officer	Troy Granville	
Shire of York EMIDS	Local Recovery Coordinator	Thomas Bruins	
York VFRS Captain	Member	Phillip Moorfield	
DFES Wheatbelt DEMA	Member	Natalie Bell	
DFES AO Lower Wheatbelt	Member	Justin Corrigan	
Department of Communities	Member	Jo Spadaccini	
York VFES Captain	Member	Mark Lloyd	
York DHS	Member	Trent Lockyer	
York Chief BFCO	Member	Tim Springbett	
St John Ambulance Community Paramedic	Member	Ian Dawson	
York St John Ambulance	Member	Tricia Byfield	

York WA Country Health Services	Member	Sinqobizitha Mdebele	
Shire of York Ranger	Member	Angela Plichota	
Balladong Lodge	Member	Bonnie Dryden	
Salvation Army	Member	Carol O’Leary	
CWA York	Member		

8.3 Emergency Services

WESTERN AUSTRALIAN POLICE FORCE

Emergency Phone: 000

<i>Name</i>	<i>Position</i>	<i>Phone</i>
Jaime (Gus) Forbes	York Officer in Charge	

*In an emergency situation, please always call 000.

YORK VOLUNTEER FIRE AND RESCUE SERVICE

Emergency Phone: 000

<i>Position</i>	<i>Name</i>	<i>Contact</i>
Captain	Phillip Moorfield	

YORK VOLUNTEER FIRE AND EMERGENCY SERVICE

Emergency Phone: 000

Position	Name	Contact
Captain	Mark Lloyd	

ST JOHN AMBULANCE

Emergency Phone: 000

Position	Name	Contact
Community Paramedic	Ian Dawson	

8.4 Support Organisations

State Government Departments, Utilities and Services

Service – Name	Name and Position	Contact
Western Power	Faults	13 13 51
Telstra	Line Faults and Priority Assistance	13 22 03
Water Corporation	Faults	13 13 75
Main Roads WA	1 st – Reception (Business Hours) 2 nd - Incident Manager Gren Putland - 0409 113 011 3 rd - Deputy Incident Manager Blake Newton - 0409 756 483 Simon Cook – 0439 294 133 1 st - Duty Officer (After Hours) 2 nd - Afterhours Incident Manager 0428 664 120	
Department of Biodiversity, Conservation & Attractions	Parks & Wildlife Service Perth Hills District Mundairing	
Department of Primary Industries & Regional Development	Northam Office	

8.5 Vulnerable People Contacts Groups

Business/Group	Location	Capacity	Contact Name	Contact Number
Balladong Lodge	Redmile Road	25 beds	Bonnie Dryden	
Pioneer Lodge	MacArtney Street		Anne Coyne	
York District High School	Trews Road		Trent Lockyer	
York Hospital	Trews Road	18 beds	Sinqobizitha Mndebele	
York Child Care Centre	Avon Terrace		Brenda Treloar	