LOCAL RECOVERY SUPPORT PLAN

Local Emergency Management Arrangements

Shire of Dardanup

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Contents

1. Administration

1.1 Endorsement of Local Recovery Support Plan

The Local Recovery Support Plan (LRSP) has been developed in accordance with Section 41(4) of the Emergency Management Act 2005 (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Dardanup and as such should not be read in isolation.

The development, implementation and revision of this plan is the responsibility of the Shire of Dardanup in consultation with LEMC and key stakeholders in accordance to the EM Act.

The LRSP was supported by the Shire of Dardanup Local Emergency Management Committees (LEMC) and endorsed by Council.

_____ *Date: _____*

Shire President
Shire of Dardanup
Chair Local Emergency Management Committee

_____ *Date: _____*

Officer in Charge
Australind Police
Dardanup Local Emergency Management Committee

_____ *Date: _____*

Chief Executive Officer
Shire of Dardanup

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

1.2 Distribution List

Organisation	Contact	Postal Address
Shire of Dardanup	Chief Executive Officer Director Infrastructure Director Corporate & Governance Director Sustainable Development Coordinator Emergency and Ranger Services Manager Development Services Manager Operations Manager Finance Ranger Services Chief Bush Fire Control Officer	1 Council Drive Eaton WA 6232
Local Emergency Management Committee	Shire of Dardanup	1 Council Drive Eaton WA 6232
South West District Emergency Management Committee	South West	PO Box 1288 Bunbury WA 6231
Office of Emergency Management District Advisor	South West	PO Box 1288 Bunbury WA 6231
Department of Primary Industries and Regional Development	District Manager	PO Box 1231 Bunbury WA 6231
Department of Communities	District Emergency Services Officer	PO Box 386 Bunbury WA 6231
Department of Fire and Emergency Services	District Manager	PO Box 1288 Bunbury WA 6231
Department of Health WA Country Health Service	District Manager	Level 4, 61 Victoria Street Bunbury WA 6230
Department of Biodiversity, Conservation & Attractions	District Manager (Collie)	PO Box 809 Collie 6225
Department of Transport	District Manager	Molloy Street Bunbury WA 6230
Home and Community Care	District Manager	15 Albatross Crescent Eaton WA 6232
Main Roads WA	District Manager	PO Box 5010 Bunbury WA 6231
Public Transport Authority	District Manager	Bunbury Train Terminal Picton Rd Bunbury WA 6230
Rail - Aurizon (Freight)	District Manager	South West Highway Picton WA 6229
Rail - Brookfield Rail (Track)	District Manager	Po Box 9076 Picton WA 6229

Organisation	Contact	Postal Address
St John Ambulance	District Manager	270 Bussell Highway Bunbury WA 2013
WA Police – Australind	Officer in Charge	PO Box A 616 Australind WA 6233
WA Police – Bunbury	District Superintendent	76-78 Wittenoom Street Bunbury 6230
Water Corporation	District Manager	61 Victoria Street Bunbury 6230
Western Power	District Manager	1757 Boyanup-Picton Road Picton 6229

1.3 Document Availability

A restricted copy of this plan is available free of charge and can be found at:

Hardcopy	Online
Shire of Dardanup Administration Offices	Shire of Dardanup website
1 Council Drive, Eaton 2 Little Street, Dardanup (during normal business hours)	www.dardanup.wa.gov.au

1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve the Plan and Arrangements.

Feedback can include:

- What you do and don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback copy the relevant section, mark the proposed changes and forward it to:

Chief Executive Officer
Shire of Dardanup
PO Box 7016
Eaton WA 6232

Or; alternatively email to: records@dardanup.wa.gov.au

Any suggestions and/or comments will be referred to the LEMC for consideration.

Amendments promulgated are to be certified in the following table when entered.

No	Amendment Date	Details of Amendment	Amended By
1	27/03/2017	Review and minor updates	JL (WALGA)
2	23/10/2017	Review and minor updates	JL (WALGA)
3	14/11/2019	Review - internal areas of responsibility and contacts	CERS/EMO (SoD)
4	11/08/2021	Full Review	CERS/EMO (SoD)
5			

1.5 Acronyms

See **Appendix 1**

1.6 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

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

The LRSP is to be read in conjunction and alignment to the Shire's Local Emergency Management Arrangements (LEMA).

1.7.2 Agreements and Understanding

A partnering agreement for the provision of mutual aid during emergencies and post-incident recovery is in place between the Cities of Bunbury and Busselton and the Shires of Dardanup, Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup, and Nannup. These parties are referred to as the "Partnering Local Governments" in which all agreed to assist through the provision of additional resources in recovery management during emergencies and post-incident recovery. See **Appendix 12**

1.7.3 Special Consideration

Shire of Dardanup availability;

- Business hours of SOD, are from Monday to Friday 0830 hours to 1630 hours.
- Services and resources after hours, weekends and public holidays, numbers are located in the Shire of Dardanup Emergency Contacts and Resources Directory.

2. Recovery

2.1 Overview

Recovery is defined in the *Emergency Management Act 2005* as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'.

The Shire of Dardanup (SOD) is the closest form of Government to the local community and is the best place to lead, manage and coordinate community recovery during and following an emergency event. This responsibility is undertaken in close cooperation with or directly supported by State Government departments, supporting agencies, community members, community groups, and community service organisations.

SOD recognise disaster recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.

For this reason, SOD and its Local Recovery Coordination Group (LRCG) adopts the national principles of disaster recovery while also aligning these to strong recovery values when engaged in recovery activities.

2.2 Purpose

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

2.3 Our Recovery Principles

The SOD Local Recovery Support Plan (LRSP) and its Local Recovery Coordination Group (LRCG) will consider all aspects of recovery, incorporating the national disaster recovery principles that are considered central to successful recovery, being:

Understanding the CONTEXT

The SOD recognises that successful recovery hinges on an understanding of its diverse and rich community heritage of the Shire of Dardanup area, having its own history, values and dynamics and will always take this into consideration.

Recognising COMPLEXITY

SOD will acknowledge the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using COMMUNITY-LED approaches

SOD recognises that successful recovery is based around community-centred involvement and as such will be responsive, flexible and engaging with communities supporting them to move forward.

COORDINATE all activities

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

COMMUNICATE effectively

SOD understands the imperative of effectual communication for successful recovery and thus will ensure this is activated using the Recovery Communications Plan ensuring community and partners are always informed and heard.

Build CAPACITY

SOD appreciates successful recovery recognises, supports, and builds on the individual community and organisational capacity and resilience, and so will always allow for programs and processes which will enhance resilience and capacity building at every opportunity.

2.4 Our Recovery Values

Shire of Dardanup will always apply sound disaster recovery **Values** to all activities by:

1.	Always consider consequences of actions ensuring **NO HARM** to disaster affected communities
2.	Always providing **LEADERSHIP** for our communities
3.	Recognise our key role is to foster **COLLABORATION** between partner agencies, community and council
4.	**EMPOWERING** individuals and groups to effectively carry out recovery activities
5.	**ACT** as quickly as possible, however planning for the **LONG TERM** in consideration of *Value 1*
6.	Consideration for **TRANSITION** to normal services will be part of Recovery Long Term Strategy
7.	**CAPTURING** lessons learnt for provision of capacity building and resilience

2.5 Threats

With the diversity of the SOD, there are several considerations that may have an impact on the implementation of the Plan in times of emergency:

Bushfire	November - April
Storm	May – October
Human Epidemic	Anytime
Electricity Supply Disruption	Anytime
Flood	May – October

2.6 Scope

This LRSP is limited to the boundaries of the Shire of Dardanup (SOD). It details the recovery plan for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas. The Plan is a support plan to the Shire of Dardanup Local Emergency Management Plans and Arrangements. The Plan is a guide to recovery management at a local level.

2.7 Geographic Location

3. Activation and Actions

3.1 Activation of Recovery

Activation of the Local Recovery Support Plan (LRSP) will be made by SOD CEO on the advice from Local Recovery Coordinator (LRC).

Assessment of assistance required for recovery will be made by;

- The Incident Support Group (ISG)
- Consultation between HMA/CA, Incident Controller (IC), Local Emergency Coordinator (LEC)
- The Shire of Dardanup (CEO) (LRC)

When authorised for activation, the Local Recovery Coordination Group (LRCG) Chairperson (CEO) in concert with LRC are responsible for implementing the recovery processes of the plan.

Figure1: Groups, teams and committees through preparedness, response and recovery

ACTION

✓ LRC advises SOD CEO of recovery activation
✓ Assessment of assistance determined
✓ Local Recovery Plan is implemented

3.2 Response to Recovery Transition of Event Responsibilities

Recovery is initiated while response activities are still in progress, where key decisions during the response are likely to directly influence and shape recovery.

The LRCG is assembled as soon as possible for the briefing of emergency incident, regardless of response engagement, to detail contingencies allowing for a smooth transition from response to recovery. They also represent the community (advocates) to advise on priorities and impacts.
The LRCG will;

- Align response and transitional recovery priorities
- Connect with key agencies and community
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible
- LRC must be included in ISG meetings from the onset

Transfer of management from response to recovery handover to SOD shall be formalised in line with HMA/Controlling agencies (CA) responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover and a responsibility of the HMA/CA in delivering to CEO of SOD. The acceptance of this handover of responsibility is to occur at the discretion of the SOD CEO on advisement from LRC and LRCG, in consultation with HMA/CA.

ACTION

> ✓ Recovery initiated while response still in progress
> ✓ LRC to attend ISG meetings and liaison with Incident Controller
> ✓ LRCG gathered and briefed ensuring coordinated recovery recommendations
> ✓ CEO to sign off response to recovery event management handover with HMA/CA Impact Statement completed.

3.3 Impact Statement and Needs Assessment

3.3.1 Impact Statement

The event Controlling Agency (CA) will complete an Impact Statement (IS) in consultation with the Incident Support Group (ISG). The IS will contain a detailed description of the impact on the affected community and provides the LRC and the LRCG with a starting point for recovery of individuals, community and infrastructure.

The IS will be completed as to recommended SEMC framework Procedure.

3.3.2 Outreach Needs Assessment

NEEDS can broadly be defined as;

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

When a community is affected by an emergency, it is essential to determine the NEEDS of that community, which are often extensive. One of the best ways to capture this information is using a technique called 'Outreach' whereby volunteers from the Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to impacted individuals to determine individual needs and impacts as:

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

The Australian Red Cross is equipped with tablets and software specific for Outreach and provides SOD with impact data 'live' as trained volunteers collect information as they make contact with impacted individuals and families. This establishes contact ASAP with the affected community for future information sharing and resource allocation priorities. A form for Outreach Needs Assessment can be found within the Recovery Communications Plan *see **Annexure 2.***

3.3.3 Sources of Information – Impact and Needs Assessment

The Impact Statement (IS) and Needs Assessments must be undertaken as soon as possible after the impact of an event. Sources that may assist in the collection of impact assessment data include:

- HMA/Controlling Agency
- Welfare agencies – identifying persons in need of immediate assistance
- SOD Building Surveyors, Engineers and Environmental Health Officers and Rangers
- Insurance assessors
- Business associations (BHP, Chamber of Commerce)
- Recovery Outreach Needs Assessment form (Recovery Comms. Plan *see **Annexure 2***)
- Australian Red Cross have extensive experience and specific equipment for conducting Needs Assessment

ACTION

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

3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, an Operational Recovery Plan (ORP) should be prepared by the LRC/LRCG. The ORP shall provide a complete description and extent of damage, both physical and human, and detailed plans for restoration and reconstruction of the affected community, including community activities and community development activities. Suggested composition of ORP viewed at template at *Appendix 6*.

ACTION

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

3.5 Long Term Recovery Strategy

A Long-Term Recovery Strategy is developed to achieve holistic, long-term, enduring recovery for the individuals, families, communities, the economic environment, infrastructure and the natural environment affected by an emergency and build resilience for future emergencies.

The SOD, where appropriate, will develop a collaborative, comprehensive and inclusive long-term community recovery strategy with the community and for the community. This will also incorporate how community needs have changed over time. A further outreach program may be instigated checking on wellbeing and changes in the needs of the community.

ACTION

- ✓ SOD to develop a collaborative, comprehensive and inclusive long-term community recovery strategy.
- ✓ Ascertain any changes in community needs and any further outreach activities

3.6 Managed Withdrawal

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

The SOD and its LRCG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development while working towards maintaining the sense of community health and well-being.

ACTION

✓ The SOD will communicate via the LRCG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.

✓ SOD to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long term.

✓ LRCG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue.

4. Operational Recovery Management

4.1 Management Structure

A full visual of the Management Structures and Sub-Committee functions can be viewed at *Appendix 2.*

4.2 Local Recovery Coordination Group (LRCG)

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

4.2.2 Membership

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

Key Identified Community Members	To be identified depending on event and location

4.2.3 Functions

Appointment of key positions within the LRCG

Establishes sub-committees as required

Assess requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance of partnering agencies

Developing an Operational Recovery Plan to coordinate a recovery process that considers:
- o   The SOD long-term planning and goals
- o   assessment of recovery needs determining recovery functions still required
- o   develops a timetable identifying responsibilities for completing major functions
- o   considers needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
- o   allows full community participation and access
- o   allows monitoring and reporting of the recovery process

Facilitates provision of services, public information exchange and resource acquisition

Negotiates effective use of available resources and support of State and Commonwealth

Monitors progress of recovery, receives periodic reports from recovery agencies

Ensures a coordinated multi-agency approach to community recovery

Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

4.3 Community Involvement – Cultural and Diversity Inclusiveness

At the Shire of Dardanup (SOD), diversity is an integral part of our history, culture and identity. Inclusion is the way we treat and perceive all differences.

In our recovery activities, SOD will endeavour to create an inclusive culture by striving to involve all cultures and diversity within our impacted communities into recovery priorities, strategies and decision making.

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

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

4.4 Local Recovery Coordination Group Sub Committees

Depending on the size of the emergency event, sub-committees may be established to assist LRCG by addressing specific components of the recovery process. Each sub-committee will report their activities through their nominated Chair to the LRCG. A complete list of functions of various Sub-Committees can be viewed in *Appendix 2.*

4.5 State Government Involvement

The State Government may provide support and assistance to the SOD in recovery. The State Recovery Coordination Structure are shown below.

Figure 1: State Government Coordination Structure

4.5.1 State Recovery Coordinator/State Recovery Controller

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

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

4.5.2 State Recovery Coordination Group

SRCG is responsible for State-level recovery coordination in complex or prolonged recovery operations. State-level operational recovery plan is developed by the SRCG, an evaluation of its effectiveness must be conducted after the State-level recovery coordination arrangements.

ACTION

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

5. Financial Management

5.1 SOD Financial Management

5.1.1 Insurance

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

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

5.1.2 Financial records

Records/invoices of costs associated with an emergency are assigned to specific emergency cost centres to which all costs associated with recovery are allocated.

5.1.3 Internal Finance

Local Government Act 1995 states the following;

- 56.8(1)(b), 56.11(2), and 56.20(2) allow for the management and expenditure of emergency funds subject to conditions being followed.

Responsibilities expending SOD funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the Recovery Operational Sequence Guide *(see **Appendix 4**)* must be notified as soon as possible. The nominated senior officer must have appropriate authority enabling funds expenditure to the required level.

ACTION

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

5.2 Financial Assistance

The State Emergency Management Policy (SEMP*)*

SEMP Policy Section 5.12 outlines the Hazard Management Agency/Control Agency's responsibility for meeting costs associated with an emergency.

Financial Management in Recovery

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

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

5.2.1 Disaster Recovery Funding Arrangements - Western Australia

Disaster Recovery Funding Arrangements - Western Australia (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following an eligible disaster. To be considered an eligible disaster it must be a natural disaster or terrorist act for which;

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

Upon the realisation of a large scale costly emergency, SOD shall immediately contact the WA State administrator of DRFAWA.

DRFAWA Officers can be contacted via:

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

5.2.2 Centrelink

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

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

ACTION

- ✓ On advice an emergency is eligible event and significant resources have been expended LRC will direct SOD to contact with DRFAWA Officers for advice and guidance.
- ✓ In an eligible major disaster LRC will assist impacted individuals connect with Centrelink for assistance payments.
- ✓ For significant emergency events, immediately begin to track costs in case of option of DRFAWA claims become realised.

6. Appeals, Donations and Volunteers

6.1 Appeals and Donations

6.1.1 Lord Mayor's Distress Relief Fund (LMDRF)

SOD will advise and direct monetary donations through the LMDRF, which operates under specific guidelines and policy. LMDRF will provide aid for victims of events of a disastrous nature for Western Australians. The Fund will primarily focus on the relief of distress and hardship of individuals.

LMDRF should work closely with the LRCG, ensuring local issues are considered before deciding on a disbursement plan. LRCG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information, see: http://www.appealswa.org.au .

6.1.2   Donations of goods

At all opportunities, donations of physical goods should be discouraged due to significant difficulties to manage. Cash donations are more practicable to manage and provide the opportunity to utilise local services, which in turn assists with the recovery of local business.

6.1.3   Donations of Cash

The LRCG will encourage the use of the LMDRF for cash donations. If deemed necessary a separate account will be instituted specifically for cash donations. (State EM Procedures Pg 176, Management of Public Fundraising and Donations)

6.1.4   Non-Government Organisations (NGO) Assistance

NGO's may offer assistance in the way of emergency relief funds, shelter or supplies. Where possible all offers of request should be coordinated through the LRCG, avoiding duplication of effort and confusion.

6.1.5   Donations of Service and Labour

Donations of services/labour to assist with recovery should be coordinated by SOD or LRCG.
ACTION

> ✓   On advice of eligibility following a disaster LRC will direct SOD Officers to contact LMDRF for advice and guidance.
> ✓   Spokesperson for SOD will advise that donations of goods will not be accepted by SOD
> ✓   All financial donations will be direct through the LMDRF
> ✓   Offers of assistance will be directed to LRCG

6.2 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the SOD and its LRCG will determine the process of dealing with spontaneous volunteers and if support agencies are required to manage these volunteers.

The likely sources of volunteers are:

- Clubs
- Community groups
- Non-government organisations
- Members of the public

ACTION

> ✓ LRCG will refer to local service clubs and support organisations regarding the management of volunteers.

7. Facilities and Resources

7.1 Hazard Management Agency response resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility.

7.2 Contacts and Resources

The SOD has conducted a broad analysis of resources available within the Shire and collated these in the SOD Emergency Contacts & Resources Directory *see **Annexure 10.***

The SOD Emergency Contacts and Resource Directory contains:

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

7.3 Australian Red Cross

Australian Red Cross are experts in dealing with people in crisis and have 100 years' experience. A wide range of helpful resources can be found on the [Australian Red Cross](#) website to help communities prepare for, respond to and recovery from disasters.

See section 3.3.2 of this Plan for ways Australian Red Cross can assist with Outreach activities in Recovery.

7.4 Recovery Facilities and Staff

7.4.1 Recovery Centre and One Stop Shop

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

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

The following locations have been identified as suitable RC's;

Location	Address
Dardanup Administration Office	2 Little Street Dardanup

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

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

ACTIONS

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

7.3.2 Shire of Dardanup Staff

Staff considerations

Consideration needs to be given to the demands of recovery operations on staff as well as the continuity of regular business processes. As a consequence, additional staff may be required to ensure that the Shire continues to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years to follow.

Staffing levels

In the event of a large-scale emergency, staffing needs should be assessed by management as soon as possible to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded for consideration to the LRCG **see Appendix 12.**

Stress and fatigue

Senior staff have a responsibility to consider and monitor the impact of fatigue, stress and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally impacted by the disaster. Dependent on the nature and impact of the disaster, additional support for staff should be considered by the council and Human Resources Officer.

Current Employee Assistance Programs (EAP) engaged by SOD be utilised as necessary.

Staff communication

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

A formal debriefing arrangement will be instigated by SOD for all staff as they transition from recovery back to their normal duties.

ACTION

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

8. Roles and Responsibilities

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

During the response phase some members may appear in the ISG while forming part of the Local Recovery Coordination Group (LRCG) to assist the Shire manage its recovery activities.

8.1 Local Recovery Coordinator

The SOD Local Recovery Coordinator (LRC) has been appointed in accordance with Section 41(4) of the *Emergency Management Act 2005*.

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs *see Appendix 3.*

8.2 SOD Recovery Roles & Responsibilities

A comprehensive list of all roles and responsibilities of the Local Recovery Coordinator and identified SOD staff for disaster recovery duties can be viewed at *Appendix 3.*

8.3 External Agencies Recovery Roles and Responsibilities

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

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

ACTION

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

9. Communications

Recovery communications is the practice of sending, gathering, managing and evaluating and disseminating information. During the response phase, the HMA/CA has the task of managing communications in an emergency. The CA officially hands communication responsibility to the local government leading the recovery, complete with the Impact Statement, as the transfer of event management to the recovery is conducted. Coordinating the affected community in recovery, including communications, rests with the local government.

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

9.1 Recovery Communication Plan

A Recovery Communications Plan template has been developed as guidance to recovery communications, detailing a vision, mission and direction for communication to the affected community and provided to the Local Recovery Coordination Group (LRCG).

The Recovery Communications Plan can be found at ***Annexure 2.***

9.2 Spokesperson(s)

The spokespersons for the SOD in recovery will be the Shire President and/or the CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.

ACTION

> ✓ The Recovery Communications Plan will be used to provide the template of guidance in public information and communications.
> ✓ For further guidance refer *Communication in Recovery Guidelines*

10.   Stand Down

There is no definite end period to recovery; however, deliberation is required to decide when the SOD will consider normal service delivery. This decision will be made depending on the severity and nature of the emergency and the impact on the SOD and the community.

10.1   Debriefing

A formal debriefing arrangement will be instigated by the **Manager Human Resources** for all staff through the Employee Assistance Program (EAP) as required as SOD transits from recovery back to their normal duties.

10.2   Evaluation

The one-year anniversary period for the emergency marks the time when the local government is required under state emergency management guidelines to provide an evaluation report of their activities in recovery. (State EM Policy 6.10 - Review of Recovery Activities)

The Local Recovery Coordinator will provide the State Recovery Coordinator with a formal report of reflection about the recovery process on behalf of the SOD and its LRCG.

*See **Appendix 11** Post Incident Analysis and **Appendix 10** LRCG Standard Reporting Template*

ACTION

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

11. *Review*

11.1 Support Plan Review

The Local Recovery Support Plan will be reviewed and amended as follows:

- A review conducted after an event or incident in which the Local Recovery Support Plan was implemented;
- After an exercise that tests the Local Recovery Support Plan;
- An entire review is undertaken every five years, as risks might vary due to climatic, environmental, and population changes; and
- Any other circumstances that may require more frequent reviews.

The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.

12.   Appendices

Appendix 1: Acronyms

The Act	*Emergency Management Act 2005*
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
SOD	The Shire of Dardanup
DC	Department for Communities
DFES	Department of Fire and Emergency Services
DRFA-WA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LEMA	Local Emergency Management Plan
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRSP	Local Recovery Support Plan (this document)
OIC	Officer In Charge
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Services

Appendix 2: Local Recovery Coordination Group Management Structure and Functions

2.1   Initial Recovery Management Structure during Response Phase

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                          ┌────────▶│    Local Government       │
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                          │                     │
   ┌──────────────────┐   │         ┌──────────────────────────┐
   │ Hazard Management │◀─────────▶ │ Local Recovery Coordinator│
   │      Agency       │   │         └──────────────────────────┘
   └──────────────────┘   │                     │
                          │         ┌──────────────────────────┐
                          └────────▶│    Local Recovery Group   │
                                    └──────────────────────────┘
                                                 │
                                          ┌─────────────┐
                                          │  Affected   │
                                          │  Community  │
                                          └─────────────┘
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2.2   Partial Recovery Management Structure - Initial
(Dependent on community impact and complexity of event)

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                    │     Local Recovery Group      │
                    └──────────────────────────────┘
          ↕                                              ↕
┌──────────────────────────┐          ┌──────────────────────────┐
│   Community & Personal    │   ↔      │     Restoration &         │
│  Support Sub-Committee    │          │     Reconstruction        │
│                           │          │     Sub-Committee          │
└──────────────────────────┘          └──────────────────────────┘
```

2.3   Full Management Structure (Comprehensive/Complex Event)

Chair
President/CEO

Spokesperson
CEO/President or delegated

HMA advisor or/and
DEMO

Local Recovery Coordinator
Manager Community

Communications
Exec Manager Community Service

Recovery Support Admin Staff   X number required

Community & Wellbeing Sub-Committee
Chair- Exec Manager Community Services

Built & Infrastructure Sub-Committee
Chair - Exec Manager Infrastructure

Economic & Financial Sub-Committee
Chair - Exec Manager Corporate Services

Natural Environment Sub-Committee
Chair - Manager Parks Operations

Examples:
- Manager Health Service
- Manager Recreation and Events
- Manager Community Safety
- Australian Red Cross
- Salvation Army
- Dept Communities
- BHP – Community
- Aboriginal Communities Representative

Examples:
- Manager Building Service
- Manager Building Assets
- Manager
- Horizon Power
- Telstra
- BHP - Water
- Mainroads

Examples:
- Manger Corporate Service
- Business Manager
- Exec Manager Commercial Service
- Newman Chamber Commerce & industry
- SW Development Commission

Examples:
Manager Tech Serv.
- DAFWA
- DBCA
- DPAW
- Rangelands NRM
- Dept of Regional Development and Lands
- Environmental Groups

Specific Issues
Working Groups. e.g.
- Communications
- Donations
- Recovery Events
- Health & Wellbeing
-Anniversary

Specific Issues
-Bridges
-Roads
-Railways
-Transport Routes
-Essential Services

Specific Issues
-Business Impacts
-Tourism
-Donated Funds $
-LMDRF Catergories

Specific Issues
-Bushlands
-Pasture lands
-Waterways
-Wildlife

2.4 Local Recovery Group Sub-Committee Functions

Social Community Wellbeing Sub-Committee

Functions:

Provide advice and guidance assisting in restoration and strengthening of community well-being post event

Facilitate understanding of needs of impacted community in relation to community wellbeing

Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs

Assess and recommend medium and long-term priority areas to SOD for consideration to assist in restoration and strengthening of community wellbeing

Assesses the requirement for personal support services in the short, medium and long term

Facilitates resources (financial and human) as required to complement/assist existing local services

Monitors progress of local personal service providers and receives regular progress reports from agencies involved

Built Infrastructure Sub-Committee

Functions:

Assesses requirements for restoration of service and facilities with assistance of responsible agencies

Assesses restoration process and reconstruction policies, programmes, and facilitate reconstruction plans where required

Reports progress of restoration and reconstruction process to LRCG

Assess and recommend priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term

Finance Economics Sub-Committee

Functions:

Provide advice and guidance to assist in restoration and strengthening of the Shire's economy post the event

Make recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship as a result of the event

Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

1. Ensure the principles of equity, fairness, simplicity and transparency apply

2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance

3. Recognise the extent of loss suffered by individuals

4. Complement other forms of relief and assistance provided by government and the private sector

5. Recognise immediate, short, medium and longer term needs of affected individuals

6. Ensure the privacy of individuals is protected at all times

Facilitate disbursement of financial donations from corporate sector to affected individuals, where practical

Natural Environment Sub-Committee

Functions:

Provide advice and guidance to assist in restoration of natural environment post event

Facilitate understanding of needs of impacted community in relation to environmental restoration

Assess and recommend priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife

Assess and recommend medium and long-term priority areas to SOD for consideration to assist in the restoration of the natural environment in the medium to long term

Appendix 3: Recovery Roles and Responsibilities – Shire of Dardanup

3.1 Local Recovery Coordinator

- ✓ Forms part of Incident Support Group (ISG) in provision of a coordinated response during an emergency

- ✓ Facilitate and coordinate all recovery actions as directed by LRCG

- ✓ To advise and inform the community in regards to all aspects of recovery as per communication strategy

- ✓ Assess community recovery requirements for each emergency in liaison with HMA to:
- ✓ 1. Provide advice to the CEO on requirement to activate LRP and convene the LRCG.
  2. Provide advice to the LRCG

- ✓ Undertake the functions of the Executive Officer to the LRCG

- ✓ Facilitate the acquisition and the appropriate application of materials staff and financial resources

- ✓ Manage resources required for an emergency disaster with assistance from Recovery Coordination Centre Coordinator

- ✓ Coordinate local recovery activities, in accordance with plans, strategies and policies determined by the LRCG

- ✓ Monitor the progress of recovery and provide periodic reports to the LRCG

- ✓ Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with local services

- ✓ Ensure that regular reports are made to the State Recovery Coordinating Committee on progress of recovery

- ✓ Arrange for conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down

- ✓ Ensure that all emergency events and related meetings are minuted and all Emergency Coordination Centre records are kept for 7 years for the coronial inquest and legal defence purposes

3.2 Chair Local Recovery Coordination Group

- ✓ Provide information to the LEMC Chair of issues that need to be addressed from LG perspective

3.3   Chair Local Emergency Management Committee

✓ Identify any issues that arise from the LRCG and communicate to the relevant LEMC member for consideration and action

3.4   Recovery Support Officer

✓ Provide administrative support as required to members of the LRCG and LRC.

3.5   Recovery Liaison Officer

✓ To liaise with the HMA and the Communication Coordinator

✓ To ensure a consistent message is released to the community and internal staff

3.6   Recovery Coordination Centre (RCC) Coordinator

✓ Management Arrangements, including the Recovery Plan

✓ Appoint a deputy

✓ Prepare, maintain and exercise RCC

✓ Monitoring and reviewing information relating to centres (e.g. location, facilities,)

✓ Building and activating a team to open and manage centre

✓ Dissemination of information on location, functions, hours of operation to public in conjunction with the Communication Coordinator

✓ Access to and authority to commit Shire resources to the centre

✓ Coordinate the presence of relevant external agencies

✓ Ensure that all emergency events and related meetings are minuted and all RCC records are kept for 7 years for the coronial inquest and legal defence purposes

✓ During non-disaster periods, work in partnership with HMA's and State Emergency Management Committee Secretariat to increase recovery awareness and promote recovery planning with key stakeholders

3.7   Recovery Communications Coordinator

✓ Liaise with other relevant Hazard Management Agencies

✓ Ensure communication strategy in place to share information internally and externally

✓ Writing and distribution media statements in line with LG policy

✓ Writes, produces, and distributes promotional material

✓ Advises Executive Management Team (EMT) on media issues

✓ Assist with preparation of protocols for dealing with the Media

3.8 Municipal Safety Officer

✓ Provide advice on OS&H Risk Management during emergencies to all sections of the SODLEMC.

✓ Liaise with relevant external services or agencies in relation to OHS&H practices

3.9 Information Technology Support Officer

✓ Ensure continuation of normal services as demand potentially increases from emergency

✓ Ensure IT equipment and resources available for Service Units requesting support and equipment

3.10 Community Services Coordinator

✓ Liaise with Dept for Communities Local Welfare Coordinator

✓ Assess requirement for support services in short, medium, long term

✓ Facilitate resources (financial and human) as required to complement/assist existing local services

✓ Monitor local service providers and receive regular progress reports from agencies involved

✓ Ensure maximum community involvement

✓ Ensure that immediate and long-term individual and community needs are met

✓ Make recommendations to the LRCG

3.11 Children and Family Services Coordinator

✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency

✓ Provide advice/progress to the LRCG on issues affecting Children/Family services

3.12 Engineer Operations and Logistics

✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency

- ✓ Assess requirements for the restoration of services and facilities with the assistance of responsible agencies
- ✓ Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Report the progress of the restoration and reconstruction process to the LRCG

3.13 Field Coordinator Supervisors

- ✓ Assist as requested by Engineering Operations Logistics with operational response.

3.14 Financial Recovery Coordinator

- ✓ Acquisition, distribution and accounting of funds
- ✓ Liaise with the LRCG to identify financial implications of emergency event
- ✓ Committee established to manage donations, appeals etc
- ✓ Keep records of all costs as a result of the emergency
- ✓ Liaise with DOC to gain access of potential emergency funding
- ✓ After declaration made that activates the DRFAWA fund, liaise with State officers
- ✓ Representative to ensure appropriate recuperation of funds spent

3.15 Municipal Emergency Resource Officers

- ✓ Assist Local Recovery Coordinator (LRC) as required.

3.16 Economic Recovery Coordinator

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

3.17   Waste Services Officer

✓ Ensure the continuation of waste services as the demand potentially increases as a result of an emergency

3.18   Health Risk Advisor

✓ Ensure the continuation of normal services as the demand potentially increases as a result of an emergency

✓ Provide advice/information to the LRCG on issues impacting on environmental health as a result of the emergency

✓ Post emergency evaluation/assessment of properties affected by the emergency

3.19   Supervisor Building Maintenance

✓ Post-emergency evaluation of building structures following an emergency

✓ Assistance with emergency permits

✓ Liaise with Planning Implementation, Engineers and Building Practitioners

3.20   Building Structural Officer

✓ Post-emergency evaluation/assessment of building structures following an emergency

✓ Provide assistance to residents impacted by a disaster with advice and processing of building plans

3.21   Business Risk Management Officer

✓ Development of a business continuity plan to ensure LG Business continues during and after the emergency/recovery process

3.22   Supervisor Parks Maintenance

✓ Assist as requested by EOL with an operational response.

Appendix 4: Recovery Operational Sequence Guide

Situation	Organisation / Action
ALERT **(Transition)** Advice of an emergency with potential to require local coordination of recovery activities	**HMA/CONTROLLING AGENCY**
	Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements.
	Include Local Recovery Coordinators/local governments in briefings/Incident Management Group (IMG).
	LOCAL GOVERNMENT
	Establish liaison with Local Recovery Coordinator (LRC)/ Local Recovery Coordination Group (LRCG) chairperson and appropriate core members considering requirement for local level coordination of recovery support.
	Advise and liaise with LRCG members.
ACTIVATION Requirement for Local level coordination of recovery identified/requested	**LOCAL GOVERNMENT**
	When requested by or on the advice of the HMA or IMG, convene LRCG and where required, establish a management structure.
	LRC
	Arrange for conduct of on-site assessment, if appropriate.
	Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
STAND DOWN On completion of Local coordinated recovery activities.	**LOCAL GOVERNMENT/LRC**
	Ensure handover of responsibility for ongoing recovery activities to a managing agency.
	Advise LEC and LRCG members of stand-down
	Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group.
	Manage the implementation of post operations report recommendations and revision of Local Recovery Support Plan as required.

Appendix 5: Recovery Actions Checklist

Recovery actions for Local Recovery Coordination Group and Local Recovery Coordinator

Transition From Response	✓ IC shall include the LRC in critical response briefings	
	✓ LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency	
	✓ LRCG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	✓ LRCG to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available	
	✓ LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	✓ Ensure Impact Statement is completed by HMA and available for handover	
Management Structure	✓ Ensure of the appointment of a Deputy LRC has occurred	
	✓ If required advise Local Recovery Centre Coordinator to activate the Local Recovery Coordination Centre	
	✓ Facilitate representative sub-committee to coordinate and action recovery tasks and disseminate decision as required	
	✓ Ensure and facilitate the completion of the Needs and Impact assessment	
	✓ Assume public information responsibilities from response agency and provide information to the Shire Emergency Communications Coordinator to disseminate to the community	
	✓ Facilitate/advise on State/Federal Disaster Relief Funding, (DRFAWA, Centrelink) and facilitate/advise on private aid and funding	
	✓ Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	✓ Provide adequate administration support to all recovery functions	

	✓ Provide a succinct reporting system to SOD, State RC, LRCG, community	
	✓ Work with and include and recruit representatives of the affected community into recovery planning	
	✓ Establish strategies for uniting the community behind agreed objectives (events, meetings)	
	✓ Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	✓ Enact Disaster Event Recovery Communications Plan for sharing information and enabling listening	
Impact and Needs Assessment	✓ Use intelligence/planning information from the response operation, ensuring LRC is liaising with HMA through response	
	✓ Confirm the total area of impact for determination of survey focus	
	✓ Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, and welfare issues	
	✓ Link with parallel data-gathering work	
	✓ Identify and close information gaps (establish the ''big picture'').	
	✓ Assess the financial and insurance requirements of affected parties	
	✓ Gather evidence to support requests for government assistance	
	✓ Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments – Technical	✓ Establish and define the purpose of inspection/assessment and expected outcomes	
	✓ Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
	✓ Collect, interpret and analyse data	
	✓ Establish a method/process to determine the type of information needed for this recovery operation: ✓ How and who will gather the information (single comprehensive survey) ✓ How information will be shared	

	✓ How information will be processed and analysed	
	✓ How the data will be verified (accuracy, currency and relevance)	
	✓ Manage the process to minimise calling back	
	✓ Coordinate select and brief staff	
	✓ Maintain confidentiality and privacy of assessment data	
Data Management	✓ Allocate responsibility for data management task ensuring proper process of relevant data transfer	
	✓ Use templates/spreadsheets for impact assessment and for tracking assistance provided	
State Government Involvement	✓ Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRCG Sub-Committees and RCC, as appropriate	
	✓ Instigate Liaison with DRFAWA Officers for the recovery claim process	
	✓ Attend ASAP to requests for information from government agencies	
Public Information	✓ Ensure spokesperson available (CEO, President, delegated) to speak with the media	
	✓ Manage public information in accordance with Recovery Communications Plan	
	✓ Identify priority information needs	
	✓ Monitor social media, and media and counter misinformation	
Rehabilitation and Assistance	✓ Establish a mechanism for receiving expert technical advice from lifeline groups	
	✓ Monitor and assist rehabilitation of critical infrastructure	
	✓ Prioritise recovery assistance in line with community needs	
	✓ Prioritise public health to restore health services and infrastructure	
	✓ Assist and liaise with businesses to re-establish and reopen	
	✓ Restore community and cultural infrastructure (including education facilities)	
	✓ Restore basic community amenities for meetings and entertainment	

	✓ Facilitate emergency financial assistance through the Department for Communities	
	✓ Be aware of need to adjust capital works and maintenance programs	
Implementation of Risk Management measures	✓ While doing the hazard analysis: ✓ Identify essential services and facilities in high-risk areas ✓ Consider the restoration betterment options for essential services	
	✓ Identify betterment options based on research and consultation	
	✓ Undertake urgent hazard reassessment based on new (event) information and relate to SOD Emergency Risk Management Plan	
Financial Management	✓ Review financial strategies including use of Budget line item for tracking all recovery expenses	
	✓ Communicate with financial agencies, including insurance companies	
	✓ Keep financial processes transparent, appeal monies etc,	
	✓ Liaise with LMDRF of process and protocols for appeals system management	
	✓ Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets contractors) for DRFAWA claims	
Reporting	✓ Provide a succinct reporting system to SOD, State RC, LRCG, community	
	✓ Provide adequate administration support to all recovery functions	
Recovery Long Term Strategy (including Managed Withdrawal)	✓ Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	✓ Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	✓ Ensure ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
	✓ Stage a public event of acknowledgement and community closure	

Recovery Post Analysis Report (Lessons Learnt)	✓ Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards a Recovery Lessons Learnt Report	
	✓ Conduct a debrief and Post Recovery Analysis with SOD staff and elected members towards a Recovery Lessons Learnt Report	

Appendix 6: Operational Recovery Plan

Operational Recovery Plan

Emergency Event: *(Type and location)*

_____

_____

_____

_____

Date of Emergency: _____

Section 1

Introduction:

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

Section 2

Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure. Your primary Comprehensive Impact Assessment (CIA) from HMA will give you an initial overview. This can be added to in subsequent reports made.
Estimates of costs of damage	You may get indications from CIA. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Includes details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads
Human services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required

	in the immediate, short and medium term understanding the impact on community
Health issues	Medical/Health personal and council EHO's will assess any significant issues (water, food spoilage, medical supplies or medivac).

Section 3

Organisational Aspects:

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

Section 4

Operational Aspects:

Details resources available and required	Give list of resources deployed and confer with the LRCG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages however should be part of the Long Term Recovery Strategy in future reporting. .
Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding
Includes the local government program for community services restoration	Local events, meetings, coffee get together, recreation, breakfast BBQ's etc.
Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations
Public information dissemination	From the Communications Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	General financial issues

| Public appeals policy and administration | Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel) |

Section 5

Conclusion:

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

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Signed by: _____

Chairperson, Local Recovery Coordinating Committee

Date: _____

Appendix 7: Recovery Centre and/or One Stop Shop Guidelines

Aim

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

Objectives

The objectives of a Recovery Centre (RC) and/or One Stop Shop (OSS) are to;

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

Location:

Ideally the Recovery Centre and/or One Stop Shop will be in a central location to the impacted community and to public transport.

Building Features:

Specific features to consider in a potential building include;

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

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

Set-up Considerations

Suggestions to consider for physically setting up a Recovery Centre and/or One Stop Shop include;

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

Steps to establish Recovery Centre and/or One Stop Shop:

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

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

Record Keeping:

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

It is recommended that the RC and/or OSS keeps a master database that records;

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

Management of Recovery Centre and/or One Stop Shop:

The following should be considered in the running of RC and/or OSS;

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

Recovery Events:

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

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

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

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

Closing of the Recovery Centre and/or One Stop Shop:

The following should be considered in the running of RC and/or OSS;

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

ATTACHMENT 1 Recovery Timeline: Short, Medium and Long Term

Short-term recovery (where we've been)

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

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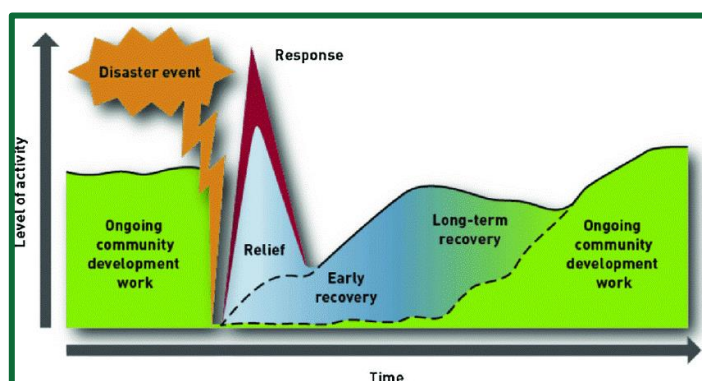
Medium-term recovery (where we are now)

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

Long-term recovery (where we're heading)

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

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

ATTACHMENT 2 Local Government Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

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

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

ENVIRONMENTAL RISK: ☐ **SUPPORT REQUIRED:** ☐ Shire Staff ☐
High ☐ Medium ☐ Low Other:_____

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

EVALUATION:

Appendix 8: Recovery Health and Welfare Guidelines

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

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

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

Principles:

The recovery of health and wellbeing after emergencies principles are:

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

Strategies:

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

Conceptual:

Encourage emergency service agencies to implement procedures supporting personal support services (e.g, identify potential welfare needs)

Support and promote individuals, families and businesses of the affected community

Support and promote community improvements

Purchase replacement goods and services locally via local businesses and trades people wherever practical

Maintain the integrity of local community groups and experts and their capabilities

Build on existing organisations and networks through activation of available systems within the community

Encourage support of local community groups and experts

Encourage agencies to employ local residents

Source government grants, appeal distribution and charitable payments to assist in supporting needs of individuals and families during the recovery process

Avoid duplication of services and identify gaps

Management:

Identify all aspects of Health and Wellbeing (HaW) that may be required

Establish liaison between HaW groups, community and government agencies in the community

Establish HaW Sub-Committee representative of Health and Wellbeing groups, the community and government agencies

Provide community with information about recovery process and resources available through the HaW Sub-Committee via Communications Plan processes

Ensure community participation in the HaW Sub-Committee

Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process

Identify gaps in HaW services for consideration in risk management processes

Develop risk management assessments aimed at minimising future Health and Wellbeing requirements

Service Delivery:

Ensure service delivery personnel have an awareness of the range of services available and appropriate referral processes

Ensure service delivery personnel are aware of the local welfare circumstances pre and post-emergency

Ensure service delivery personnel have good interpersonal skills and understanding of the local community

Provide HaW services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means

Ensure availability and accessibility to HaW and recovery information and services

Appendix 9: Local Recovery Support Plan Action Items

Activation of recovery

LRC advises SOD CEO of recovery activation

Assessment of assistance determined

LRP is implemented

Response to recovery transition of event responsibilities

Recovery initiated while response still in progress

LRC to attend ISG meetings and liaison with Incident Controller

LRCG gathered and briefed ensuring coordinated transition

CEO to sign off response to recovery handover with HMA/CA with Impact Statement tended.

Impact Statement and Needs Assessment

Recovery initiated while response still in progress

LRC to attend ISG meetings and liaison with Incident Controller

LRCG gathered and briefed ensuring coordinated transition

CEO to sign off response to recovery handover with HMA/CA Impact Statement is tended

Recovery initiated while response still in progress

LRCG Outreach Needs Assessment will be carried out ASAP when safe after event

Aust. Red Cross contacted ASAP to establish partnership in recovery activities

Operational Recovery Plan

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

Strategic Long Term Recovery Plan

SOD to develop a collaborative, comprehensive and inclusive long-term community recovery strategy for the community

Managed Withdrawal

The SOD will communicate via the LRCG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.

SOD to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long term.

LRCG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue

Establishing LRCG Management Structure

SOD will establish a LRCG management structure relevant to event size and complexity

LRCG will establish membership from SOD staff, supporting agencies and community members

LRCG will operate within recognised functions and relevant sub-committee structure

LRCG will actively encourage and invite community participation within the LRCG

LRCG will actively engage with State Government to maximise recovery resources

Financial Management

All invoicing and costs associated with the emergency event to be allocated against SOD emergency event cost centre

On advice emergency is an eligible event and significant resources have been expended LRC will direct SOD to contact with DRFAWA Officers for advice and guidance.

CEO and/or nominated senior officer have authority to expend funds on emergency event

In an eligible major disaster LRC will assist impacted individuals connect with Centrelink for assistance payments.

Appeals and Donations

On advice of eligibility following a disaster LRC will direct SOD Officers to LMDRF for advice and guidance

Spokesperson for SOD will advise that donations of goods will not be accepted by SOD

All financial donations will be direct through the LMDRF

Offers of assistance will be directed to LRCG

Spontaneous volunteers

LRCG will refer to local service clubs and support organisations regarding the management of volunteers.

Recovery Coordination Centre and/or One Stop Shop

LRC/LRCG to determine location for Recovery Centre and establish as soon as possible

One Stop Shop to be established immediately following event and located appropriately

STAFF - Shire of Dardanup (SOD)

SOD staff to be regularly briefed on current situation and activities within recovery

Stress and fatigue of SOD staff to be monitored and assistance where appropriate

As soon as possible determine staffing level increase to meet demands (refer 1.7.3.)

Shire of Dardanup Staff - Roles and Responsibilities Recovery

All SOD staff could be engaged in various stages of disaster recovery

Specific SOD staff identified in this plan should be very familiar with the roles and responsibilities involved with disaster recovery

External agencies are to be engaged and utilised wherever possible

Disaster Event Recovery Communication Plan

The Recovery Communications Plan will provide the template of guidance in public information and communications

Debriefing and Evaluation

A formal Post Incident Analysis will be held for LRCG for evaluation and lessons learnt application.

A formal debrief will be held for SOD staff for evaluation and lessons learnt application

Assistance will be made available through EAP for any staff working in the recovery process

Formal report compiled by LRC for council and State Recovery Coordinator

Appendix 10: Local Recovery Coordination Group Standard Reporting Update

LOCAL RECOVERY COORDINATION GROUP REPORT

Emergency Event: **(Type and location)**

_____
_____

Date of Emergency: _____

Shire of Dardanup Local Recovery Group Report No: _____

To: Chairman, SRG/State Recovery Coordinator

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

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

_____
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Recommendations:

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Name & Signature: _____

Title: _____

Date: _____

Appendix 11: Post Incident Analysis – Emergency and Recovery Management

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective?		

ISSUE	COMMENT	RECOMMENDATIONS
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		

ISSUE	COMMENT	RECOMMENDATIONS
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison Any issues working/liaising with other organisations?		
Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

Appendix 12: MOU for the Provision of Mutual Aid during Emergencies and Post Incident Recovery

Memorandum of Understanding

Member Councils of the South West Zone Western Australian Local Government Association

For

The Provision of Mutual Aid during Emergencies and Post Incident Recovery

1. Purpose

The purpose of this Memorandum is to:
- Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australian Local Government Association during emergencies and post-incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

2. Parties to the Agreement

- Shire of Augusta-Margaret River
- Shire of Boyup Brook
- Shire of Shire of Bridgetown-Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Balingup
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

3. Definitions

Definitions for terms contained within this Memorandum are as contained in the *Emergency Management Act 2005* and *Emergency Management Act Regulations 2006*.

4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a local government in a particular emergency event shall be at the discretion of the Council giving the support, and of a level that will not unduly compromise the operability of the Council giving the support.

5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:
- provide whatever resources may be available within the means of that Council to respond to the emergency incident if requested; and

- provide whatever resources may be available within the means of that Council to assist with post incident recovery in the community.

6. Allocation of Resources

This Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid.

This Memorandum seeks to demonstrate that the CEO's commitment to supporting other Councils in need is backed by the elected members of a participating Council.

7. Partnering Expectations

- To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.

- To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).

- To ensure all personnel and equipment provided are covered by the providers own insurance.

- Providers of support will be responsible for all costs associated with its legislative responsibilities for it's employees and equipment incurred during the provision of support unless otherwise agreed in writing.

- The Requester for support will be responsible for all incidental costs associated with the Provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.

- In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies.

8. Duration and Amendment

- This Memorandum will come into effect at the date of signing by all parties.

- This Memorandum will remain in force for an unstipulated period, with each member having the opportunity to withdraw from the Memorandum at a time of their own choosing.

- This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.

9. Termination

This Memorandum may be terminated by mutual agreement of all parties in writing at any time.

10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of South West Zone Western Australian Local Government Association and to the other member Council's respective Chief Executive Officer's, at any time.

11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer
South West Zone
Western Australian Local Government Association
9 Lisa Road
AUSTRALIND WA 6233; and

The official address of each member Council.

12. Agreement and Signing

Agreement to the MOU will be provided on the certificates attached separately signed by each CEO and forwarded to the Executive Officer (entitled Attachment A to MOU Emergency Support).

Attachment A - MOU Emergency Support - Certificate of Agreement

The Council of the

_____

Agrees to abide by the terms of this Memorandum of Understanding (MOU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MOU is terminated as defined in parts 9, 10 and 11 of this MOU.

Chief Executive Officer: _____

Date: _____