



**SHIRE OF ROEBOURNE**

**EMERGENCY MANAGEMENT**

**ARRANGEMENTS**

**LOCAL**

**RECOVERY ARRANGEMENTS**

**SUB-PLAN**

## Introduction

Recovery should be managed and planned for in a structured manner. The broad needs created by the impact of an emergency or disaster on the Shire of Roebourne community will only be met through a range of services and provided by a range of both Government and non-Government organisations.

At the local level, the focus of recovery planning and management is on community input. Within emergency planning responsibilities, the Shire of Roebourne local arrangements will incorporate recovery planning and, from an operational point of view, a range of services, including both infrastructure and human services. These arrangements will assist in providing coordination for the activities of local agencies.

The primary focus of the Shire of Roebourne Emergency Management Arrangements is to mitigate the effects of disasters. Within this context, recovery is defined as the coordinated process of supporting disaster affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical well-being.

Recovery is best achieved when the affected community is able to exercise a high level of self-determination.

## Purpose

The purpose of this review is to evaluate the Shire of Roebourne Local Recovery Arrangements Sub Plan against the following criteria:

- The requirements of the *Emergency Management Act 2005*.
- The requirements of *State Emergency Management Policy 2.5 – Emergency Management in Local Government Districts*.
- Good practice as outlined in the *Guide to Developing Your Community's Recovery Management Plan (RMPG)*.

## Methodology

This review has been undertaken by systematically reviewing each element in the Shire of Roebourne Local Recovery Arrangements Sub Plan against the planning criteria detailed in the *Guide to developing your community's recovery management plan* and relevant sections of the *Emergency Management Act 2005* and *State Emergency Management Policy 2.5 – Emergency Management in Local Government Districts*.

## Comments and Recommendations

The following comments and recommendations have been compiled under the headings provided in the model plan structure detailed in the RMPG. Comments have been cross referenced to the relevant sections of the Shire of Roebourne Local Recovery Arrangements Sub Plan where applicable.

## Endorsement

These arrangements have been prepared and endorsed by the Shire of Roebourne Local Emergency Management Committee (LEMC).

They have been tabled for information and comment with the Pilbara District Emergency Management Committee (DEMC).

Endorsed by;



Date: 26 / 06 / 2009

Allan Moles  
Chairperson  
Roebourne LEMC

Endorsed by Council:

Resolution Number:

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## Contents

Introduction.....	2
Purpose.....	2
Methodology .....	2
Comments and Recommendations .....	2
Endorsement .....	3
Distribution List .....	6
Amendment List .....	7
Feedback.....	7
Definitions .....	8
Recovery Management Principles.....	9
Recovery Management Concepts.....	9
Part 1 Management.....	11
1. Authority.....	11
2. Date .....	11
3. Area Covered .....	11
4. Aim.....	11
5. Objectives .....	12
6. Scope .....	12
7. Title .....	12
8. Related Documents .....	12
9. Agreements, Understandings and Commitments .....	13
10. Additional Support.....	13
11. Special Considerations.....	13
12. Resources.....	14
13. Financial Management .....	14
14. Local Recovery Coordinating Committee (LRCC).....	15
15. LRC Sub-committees (where required) .....	16
16. Local Recovery Coordinator .....	16
Part 2 Local Recovery Arrangements .....	17
17. Introduction.....	17
18. Organisation .....	17
19. Organisational Responsibilities .....	18
20. Contacts Register .....	21
21. Transition from Response.....	21
22. Local Response/Recovery Coordination Interface .....	21

23. Activation.....	22
24. Impact Assessment and Operational Recovery Planning.....	22
25. Welfare and Health Services .....	23
26. Public Information .....	23
27. Recovery Coordination Centre .....	24
28. Information Centre (One Stop Shop).....	24
29. Infrastructure.....	24
30. State Level Assistance.....	24
31. Stand Down .....	25
32. Debriefing/Post Operations Report.....	25
33. Reporting .....	25
34. Sub-Committee Terms of Reference .....	26
ATTACHMENTS LIST .....	28

## Distribution List

Name	Company	Copies
Records	Shire of Roebourne	1
Chairperson	Shire of Roebourne LEMC	1
District Emergency Coordinator	WAPOL Pilbara Regional Office	1
Executive Officer	Pilbara DEMC	1
Secretary	SEMC	1
Public Copy	Shire of Roebourne	1
Public Copy	Karratha Library	1
Public Copy	Roebourne Library	1
Public Copy	Wickham Library	1
Public Copy	Dampier Library	1
OIC	Karratha Police Station	1
OIC	Dampier Police Station	1
OIC	Roebourne Police Station	1
OIC	Wickham Police Station	1
Captain	Karratha Fire and Rescue Service	1
Captain	Dampier Fire and Rescue Service	1
Captain	Roebourne Fire and Rescue Service	1
Captain	Wickham Fire and Rescue Service	1
Captain	Point Samson Bush Fire Brigade	1
Local Manager	Karratha SES	1
Local Manager	Roebourne / Wickham SES	1
Chairperson	Karratha St John Ambulance	1
Chairperson	Roebourne St John Ambulance	1
Chairperson	Wickham St John Ambulance	1
Emergency Management Officer	Burrup Fertilisers	1
Emergency Management Officer	CITIC Pacific Mining	1
Security Manager	Corrective Services	1
OIC	Customs	1
Manager	Dampier Port Authority	1
Team Leader / Emergency Management Officer	Dept. for Child Protection	2
Manager	Dept. of Environment & Conservation	1
District Director of Nursing	Dept. of Health	1
Manager	Dept. of Transport	1
Principal	Dept. of Education and Training	1
Supervising Fisheries & Marine Officer	Fisheries Dept.	1
Manager	Gorgon Project	1
Manager	Main Roads WA	1
Property & Facilities Manager	Pilbara TAFE	1
OIC	Pilbara Regiment	1
Team Leader	Red Cross	1
Superintendent Emergency Management & Security	Rio Tinto (Coastal Operations)	1
Operations Manager	Water Corporation	1
District Manager	Horizon Power	1
Team Leader	Telstra	1
Manager	West Kimberley Power Project – LNG	1
Security & Emergency Management Coordinator	Woodside	1

## AMENDMENT RECORD

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Page 7

## Definitions

SoR - Shire of Roebourne

SoR LEMA - Shire of Roebourne Local Emergency Management Arrangements

SoR LERA - Shire of Roebourne Local Emergency Recovery Arrangements

SoR ERC - Shire of Roebourne Emergency Recovery Committee

SoR ERMP - Shire of Roebourne Emergency Risk Management Plan

SoR LRCC - Shire of Roebourne Local Recovery Coordination Centre

EOC - Emergency Operations Centre

ECC - Emergency Coordination Centre

HMA – Hazard Management Agency

SRCC - State Recovery Coordinating Committee

LG - Local Government

IC - Incident Controller

LRC – Local Recovery Coordinator

IMG - Incident Management Group

FESA - Fire and Emergency Services Authority

DCP - Department for Child Protection

DPI - Department of Planning and Infrastructure

DEC – Department of Environment and Conservation



## Recovery Management Principles

Recovery from emergencies is most effective when:

- Emergency management arrangements recognise that recovery from emergencies is a complex, dynamic and protracted process;
- Agreed plans and management arrangements are well understood by the community and all emergency management agencies;
- Recovery agencies are properly integrated into emergency management arrangements;
- Community service and reconstruction agencies have input to key decision making;
- Conducted with the active participation of the affected community;
- Recovery managers are involved from the early stages of the response;
- Recovery services are provided in a timely, fair, equitable and flexible manner; and
- Supported by training programmes and exercises.

## Recovery Management Concepts

The following concepts provide the basis for effective recovery management:

- Community involvement – experience has shown that the recovery process is most effective when individuals and communities actively participate in the management of their own recovery. An effective method of involving the community is through community recovery committees comprising representatives from government agencies, private and voluntary agencies, local council, cultural group leaders and any others considered appropriate by the community.
- Management at the local level – management of emergency recovery should be entrusted to the local community. Experience has shown that when recovery programmes and assistance measures are imposed upon a community they are less effective than those that are managed at the local level. Resource support may be required from Regional or State level.
- Affected area/Community approach – Emergencies rarely occur within the confines of a single local government area. Management of the recovery process is generally undertaken on the basis of an identifiable affected area. The affected area is distinguished by the losses that have resulted and by the common interests of the people involved.
- Differing effects/needs for different communities/individuals – The capacity of individuals, families and communities to restore losses and re-establish normal living patterns following emergencies will vary depending upon their own capacity, the specific circumstances of the emergency and its effect upon them. Assistance measures must be adapted to most appropriately meet the needs of those affected. This will require sensitivity and extensive consultation with the affected people and communities.
- Empowering individuals and communities – It is essential that emergency affected individuals and communities participate in the management of their own recovery. Emphasis should be given to supporting and maintaining the identity, dignity and autonomy of those affected. Support services and assistance measures should be well advertised on a repetitive basis, and easily accessible, but allow people to make their own decisions. Ensure that appropriate information is provided for cultural and linguistically diverse groups.

- Minimum intervention – External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the community. Where possible additional resources provided should be under local management through the network of existing service providers.
- Recognition of resourcefulness – It will become clear as the recovery process advances what capacity of individuals and communities is to participate in the management of their own recovery and the level of need for further support services. It is important to recognise what level individuals and the community is at so as not to over or under compensate and hinder recovery.
- Planned/timely withdrawal – A critical aspect of recovery management is that of the withdrawal of external assistance. If poorly managed any positive effect of previous efforts may be undone. A planned withdrawal should be done with community involvement, ensuring a void will not be left. This is an area in which community recovery committees have a central role to play.
- Accountability, flexibility, adaptability and responsiveness – Accountability is in reference to public administration and is very important in ensuring that the recovery process is transparent. Flexibility, adaptability and responsiveness in a potentially ever-changing environment during recovery and is necessary to properly manage the recovery. The need for these skills is highlighted by the scrutiny of the public, media and political groups.
- Integration of services – Recovery should commence immediately the response to the emergency begins such that initially the two occur as parallel activities. Effective liaison arrangements and networks are necessary to ensure that resources are utilised in the best way, especially where both recovery and response agencies require the limited resources. Strong community planning can assist in resolving these issues. Various recovery services/agencies must work together efficiently which will be achieved through the establishment of networks and management arrangements during the planning process.
- Coordination – Recovery management is most effective when coordinated by one agency represented by an identifiable coordinator with the responsibility for managing the full breadth of recovery activities.

## Part 1 Management

### 1. Authority

This Recovery Plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] as part of the Shire of Roebourne Local Emergency Management Arrangements and endorsed by the Shire of Roebourne Local Emergency Management Committee. The Plan was approved by the Shire of Roebourne and has been tabled for information and comment by the Pilbara District Emergency Management Committee (DEMC).

### 2. Date

This plan was approved by the Shire of Roebourne LEMC on 26/06/2009

### 3. Area Covered

The geographical area covered by these arrangements shall be the Shire of Roebourne municipal boundaries. The Shire of Roebourne is situated on the Pilbara coast approximately 1,535kms north of Perth and 850kms south of Broome on the North West Coastal Highway and to the east is the Indian Ocean. It is joined by the Shires of Port Hedland to the North and Ashburton to the South.

The Shire has a total area of 1,519,700 ha (15,197 km<sup>2</sup>) consisting of agricultural and pastoral land, mining leases, Crown land and reserves and the town sites of Karratha, Dampier, Wickham, Point Samson and Roebourne. There is a resident population of approximately 23,000 people with Karratha being the major centre with 5703 dwellings (Rates notices 2008).

The Shire is also a gateway to a number of natural attractions in the region and experiences high levels of tourists on a seasonal basis. The major transport routes in the Shire are the North West Coastal Highway and the private railway lines from Dampier to Tom Price and Wickham to Pannawonica. A sealed road connecting the towns of Karratha and Tom Price is partially completed.

The Shire has one major airport at Karratha. The airport services daily commercial flights to and from Perth and houses a range of fixed wing and rotary aircraft which primarily service the oil, gas and minerals industries in the region. There is one regional hospital located in Karratha.

Emergency Services in the Shire are primarily provided by volunteer personnel. The volunteer services in the Shire are generally well resourced and trained.

These arrangements apply to the Shire of Roebourne, including the town sites of Pt Samson, Roebourne, Wickham, Karratha and Dampier.

### 4. Aim

The aim of this document is to detail the community's recovery management arrangements that may be implemented following an emergency 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.

## 5. Objectives

The objectives of this plan are to:

- Establish the roles and responsibilities for local government in emergency recovery.
- Identify priorities for restoration of essential services in consultation with key stakeholders.
- Detail the services and resources that local government and other agencies will provide during the recovery process following an emergency.
- Clearly outline the relationships between local government and other government and non-government agencies involved in emergency management.

## 6. Scope

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

Scope of this plan will take into account the following functions:

- Activation mechanisms;
- Responsibilities and tasks;
- Recovery services;
- Resourcing arrangements; and
- Management structures and processes.

And take into account the priorities for recovery assistance defined as:

- Safety of individuals;
- Social recovery;
- Economic recovery;
- Physical recovery; and
- Environmental recovery.

## 7. Title

The title of these arrangements is the Shire of Roebourne Emergency Recovery Arrangements - Local Recovery Arrangements Sub-Plan.

## 8. Related Documents

The Shire of Roebourne Emergency Recovery Plan is a sub-plan of the Shire of Roebourne Emergency Management Arrangements and as such should not be read in isolation to these plans and arrangements.

They are part of the Shire of Roebourne Emergency Risk Management process and interface with other emergency management plans and recovery plans at District and State levels.

Other relevant related documents include:

- Shire of Roebourne Local Community Emergency Management Arrangements.
- Shire of Roebourne Local Welfare Arrangements.
- State Recovery Emergency Management Plan (WESTPLAN - RECOVERY).
- State Welfare Emergency Management Support Plan (WESTPLAN - WELFARE).
- State Health Emergency Management Support Plan (WESTPLAN - HEALTH).
- State Isolated Communities Freight Subsidy Emergency Management Plan (WESTPLAN – Freight Subsidy Plan).
- *SEMC Policy Statement 16 – Appeals and Donations.*

## 9. Agreements, Understandings and Commitments

<i>Parties to agreement</i>	<i>Summary of agreement</i>	<i>Special considerations</i>

## 10. Additional Support

The Shire of Roebourne has staff trained in Recovery Management through FESA.

The Council's Environmental Health Section has a team of three Environmental Health Officers that can assist with public health functions such as disease control, vermin control, food safety and surveillance. Council has several Rangers who can assist with functions such as animal welfare management, traffic control, evacuation notification and security assistance to WA Police.

Council's Technical Services can provide maps and plans for services such as drainage and sewer networks as well as equipment, machinery and manpower to assist with cleanup operations.

The State Emergency Service Unit's have volunteers that are available to assist with welfare assistance, securing storm damaged housing, clearing fallen trees, search and rescue, evacuation notification and traffic control.

Industry is committed to assist in various ways including persons with Recovery Management skills, human and physical resources, technical advice, facilities, services and materials to name a few in the event that extra resources are needed.

Additional support has also been offered from the local Church network to assist with accommodation, food and counselling as required.

Detailed Support Plans are included in the Local Community Emergency Management Arrangements appendix 7.

## 11. Special Considerations

The Shire of Roebourne is subject to significant factors that could potentially impact the effectiveness of these local arrangements:

- Annual influx of tourists during the period June to October.
- Random population surges (2000 plus people) in response to major industrial developments or expansion works.
- Significant departures of residents during peak holiday times lessening the availability of local emergency services volunteers.
- Cyclone season between 1st November and 30th April.
- Indigenous communities have a unique culture that must be considered when planning for hazards, for example: English is often the second or third language spoken. As a result of indigenous Australians relationship with Land, Lore and Kin, communities are often located in regions considered high risk in terms of emergency. Isolation may increase response times in the event of an emergency and reduce the ready availability of response resources.

These factors may result in the requirement for special localised arrangements in the area of prevention, preparedness, response and recovery activities.

## 12. Resources

The Local Recovery Coordinator (LRC) is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations.

The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

## 13. Financial Management

State emergency management arrangements in *State Emergency Management Committee (SEMC) Policy Statement No. 13* outline the responsibilities of funding during multi agency emergencies. It states:

*“Where an emergency involves a multi-agency response, all costs associated with the emergency shall be met by each individual agency, provided such costs are related to the delivery of services or resources which form part of the agency’s core functions; or where the agency has a bi-lateral agreement to provide such services and resources at its own cost. Where costs are incurred in delivering services or resources at the request of the Hazard Management Agency concerned, which are not part of the agency’s core functions and there is no prior agreements as to funding responsibilities, then such costs shall be met by that Hazard Management Agency. There is provision for agencies whose core programs are affected by the costs incurred to make application for supplementary funding to Treasury”.*

Sound financial management is essential for maintaining the momentum of the recovery effort and promoting public and Federal/State Government confidence in the local recovery effort. The goal should be to facilitate an efficient return to economic and community normality through informed rather than ad hoc or reactionary decision-making.

Financial management in the recovery phase could include acquisition, distribution and accounting for funds.

It should ensure:

- Streamlining of financial processes.
- Cooperation between public and private sectors.
- Appropriate levels of financial response.

Acquisition covers all sources of recovery funding and financial assistance (income) relating to:

- Existing (reassigned/reprioritised) budgets.
- Savings and reserves.
- Insurance payments (LG).
- Federal Government financial assistance (received through recovery claim process).
- Grants.

Financial management during the recovery phase raises a number of challenges, including providing:

- An emergency financial strategy (a back-up financial plan, retaining rating capacity and provisions to divert funds).
- Capacity to revisit planning priorities.
- Use of reserves.
- Establishment of a relief trust fund.
- The Federal Government recovery claim process.
- Financial Management.

*Refer to*

- Natural Disaster Relief Arrangements – [http://www.fesa.wa.gov.au/internet/upload/-187819934/docs/Natural Disaster Relief and Recovery Arrangements 2007 - Determination.pdf](http://www.fesa.wa.gov.au/internet/upload/-187819934/docs/Natural%20Disaster%20Relief%20and%20Recovery%20Arrangements%202007%20-%20Determination.pdf)
- Appeals and Donations (SEMC PS 16) - <http://www.fesa.wa.gov.au/internet/upload/shared/docs/PS16.PDF>

## 14. Local Recovery Coordinating Committee (LRCC)

*Role*

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

*Responsibilities*

The Local Recovery Coordinating Committee is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees (e.g. Local Recovery Coordinator, Media Liaison Officer, sub-group chairpersons, etc).
- Establish sub-committees as required.
- Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Developing a strategic plan for the coordination of the recovery process for the event that:
  - takes account of the local government long term planning and goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major functions;
  - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.



## 15. LRC Sub-committees (where required)

### **Reconstruction/Restoration Group (local)**

#### Responsibilities

- Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Assess the restoration process and the reconstruction policies and programmes and facilitate the reconstruction plans when required.
- Report regularly the progress of the restoration and reconstruction process to the LRCC Executive Group.
- Make recommendations to the LRCC Executive Group for financial and other assistance as required.

### **Community and Personal Support Sub-committee (local)**

#### Responsibilities

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

## 16. Local Recovery Coordinator

#### Role

The Local Recovery Coordinator shall lead the Local Recovery Committee, and activate the Local Recovery Plan to ensure timely and effective short and long term recovery strategies are implemented.

#### Responsibilities

- Prepare, maintain and test the Local Recovery Plan.
- Assess the community recovery requirements for each event, in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, for:
  - Advice to the Shire CEO on the requirement to activate the Plan and convene the LRCC; and
  - Initial advice to the LRCC if convened.
- Undertake the functions of the Executive Officer to the Local Recovery Coordinating Committee.
- Assess for the LRC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the Hazard Management Agency.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Committee.
- Liaise with the Chair, SRCC or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally.
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery.
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.



## Part 2 Local Recovery Arrangements

### 17. Introduction

This part of the arrangements details issues that apply where an event is assessed as being of sufficient magnitude to require the Local Recovery Coordinating Committee to be involved in the recovery process.

As required by the *Emergency Management Act 2005* and consistent with the community recovery concepts detailed at Page 9 & 10 of these arrangements, Local Government is responsible for managing recovery within its Local Government district. Therefore, the Shire of Roebourne will be responsible for management of the recovery process within the Local Government district.

Where the level of recovery is beyond the capacity of the local Community, State Level Support shall be requested as outlined in State Recovery Arrangements (WESTPLAN - Recovery).

### 18. Organisation

The Local Recovery Coordinating Committee (LRCC) will preferably be chaired by the CEO or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCC is established, a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process.

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

#### Executive:

Chairperson:	Chief Executive Officer - SoR
Local Recovery Coordinator:	Executive Manager Community Services - SoR
Secretary:	Shire of Roebourne

#### Core Membership:

Shire of Roebourne:	Executive Manager Technical Services Manager Environmental Health Executive Manager Corporate Services Emergency Management Officer
Hazard Management Agency:	
Fire and Emergency Services Authority:	
Department of Health:	Local Health Officer
Department for Child Protection:	
WA Police:	Inspector Pilbara Police

#### Co-opted Members (as required):

Main Roads WA  
St. Johns Ambulance  
Small Business Centre  
Insurance rep (if available)  
Department of Education and Training  
Lifelines (power, water, gas, etc)  
Department of Agriculture & Food  
Regional Development Commission

Community Groups (*cultural/social/church*)  
 Department of Environment and Conservation  
 Karratha & Districts Chamber of Commerce & Industry

(A diagram of the Local Recovery Organisational Structure can be seen at Annexure 1)

## 19. Organisational Responsibilities

Agreed organisational responsibilities are outlined in WESTPLAN - RECOVERY (Annexure 3). Agencies need to be consulted locally to verify how they will undertake these agreed responsibilities as this may vary due to geographic location and resource availability throughout the state. For this reason, the recovery roles and responsibilities of all agencies/groups should be detailed in the Recovery Arrangements, as this is what each of the parties to the arrangements have agreed to.

Organisation	Responsibilities
SoR Chief Executive Officer	Chair the SoR ERC. Ensure key staffing roles including LRC are fulfilled. Ensure all administrative support to LRC and SoR ERC. Ensure fulfilment of key operational elements in line with organisational responsibilities e.g. parks, roads, public amenities, building/planning, waste disposal.
SoR Local Recovery Coordinator (LRC) (Position held by a nominated person within the Shire)	Ensure all key aspects of community recovery are undertaken. Act as spokesperson on behalf of the Shire of Roebourne and the Shire of Roebourne community. To manage and co-ordinate Ranger staff, Chief Bush Fire Control Officer, Emergency Management, the Shires assets, security and crime prevention.
SoR Public Affairs Manager	To provide a resource for the organisation through writing and distributing media statements on behalf of the organisation. The Communications Officer also writes, produces and distributes promotional material and advises Executive Managers and Managers on media issues and assists with the preparation of protocols for dealing with the media.
SoR Community Development Officer	To provide social health and wellbeing of the Shire of Roebourne community from the physical to the spiritual. Involved in social program development & implementation. Securing funding. Contact with all Human Service providers located in the Shire of Roebourne area.
SoR Manager Environmental Health	Oversee the administration of SoR as per Environmental Health Emergency Support Plan.
SoR Manager Infrastructure	To maintain and construct roads, drainage and paths, coordinate street and pavement sweeping and green waste collection within the Shire of Roebourne.
SoR Manager Operations	To coordinate and carryout waste collection and disposal, beach cleaning, litter collection and hard waste collection.

SoR Parks & Gardens Coordinator	Coordinate the maintenance of parks, reserves, gardens and street trees within the Shire of Roebourne.
SoR Manager Planning	To research, plan, coordinate, design and advise on the management, conservation and sustainability of development and integration of the Shire of Roebourne's environment and active open spaces, urban landscapes and built environments. To develop and provide or improved theories, policy and methods of landscape planning, design and management at local, regional, national and multinational levels. To provide specialist landscape assessment and technical advice.
Department for Child Protection (DCP)	Coordinate all welfare arrangements. Coordinate disaster relief funding and the Chair SoR ERC Health & Well Being Sub Committee. Provide the SoR Welfare Arrangements.
Salvation Army	Attend to welfare issues, food, emergency accommodation, clothing, counselling requests under DCP direction.
Centrelink	Employment and provide support allowance funding.
Pilbara Area Health Unit	Coordinate disease control issues.
Karratha Chamber of Commerce and Industries	Provide liaison and consultation with business community needs. To assist the people of the SoR to operate a successful and efficient business. To promote and support business and economic development in the Shire region.
Telstra	As a national carrier and ISP, Telstra function is to provide infrastructure to enable state, national and international communications. To provide communication services on a local and national basis and maintain the Telstra network.
Water Corporation	Coordinate and manage reinstitution of SoR potable water supply. Advise and coordinate all aspects of drainage from estuaries, inlets and waterways.
Horizon Power	To maintain electricity supplies and ensure safety of public and infrastructure associated with the supply of that electricity across the network. Provide response for the restoration of electricity to the SoR. Advise on priority of restoration of electricity.
Department of Education & Training	Provided comprehensive school education within the Shire of Roebourne areas.
Anglicare Financial Counselling Service	To provide debt negotiation & advocacy. Access entitlements, insurance, superannuation, Centrelink payments, and crisis payments. Assist in interest loans for white goods & beds. To provide understanding of credit code & bankruptcy. Referrals to Ombudsman.

WA Police	To provide protection of life & property. Law enforcement/ apprehending and processing of offenders. Traffic management and road safety. Crime prevention and community policing. Assist with EM and co-ordination. Resources include staff, vehicles, mobile police facility, warning devices & communications District wide.
Silverchain	To assist people in need to live in the community. To deliver high quality services at home, in residential care facilities and clinics. Care services enable people to maintain links to their community by promoting good health and independence.
Main Roads	To provide safe and efficient road access that will enhance community lifestyles and ensure economic prosperity.
Pilbara Development Commission	The Pilbara Development Commission is a State Government agency, which works to help develop the Pilbara's regional economy and enhance the qualities that make the region so unique. The Commission works in close partnership with other State and Commonwealth Government bodies, Local Government, industry, business and community groups to ensure the region develops in a positive and sustainable way for the future.
Department of Environment and Conservation (DEC)	Coordinate and assume responsibility for native flora and fauna recovery and management. Advise on matters pertaining to recovery and fire control. The Department is responsible for protecting and conserving the environment and nature of WA for its intrinsic value and for the benefit of present and future generations. Function is to protect national parks, marine parks, conservation parks, state forests & timber reserves, nature reserves, marine nature reserves and marine management areas. Key responsibilities include broad roles in managing, regulating & assessing maintenance aspects of the use of the states natural resources.
Dampier Port Authority	To contribute to the economic growth and development of the Pilbara region of WA by facilitating trade in a commercial and efficient manner. The role of the Dampier Port Authority is to operate an efficient and competitive port and to ensure that goods are moved reliably, efficiently and effectively between sea and land transport.
Department for Planning	To plan the cities and towns in which we live and the transport routes that connect us. To regulate and educate to keep people safe on roads, waterways and railways. To regulate pastoral lands that create agricultural exports and coordinate and priorities the infrastructure that allows the economy to grow.
Karratha Lions	The Lions are a Community engaged service club that initiates fund raising and assist in community development.

Combines Churches Karratha	To provide spiritual guidance from a Church perspective to the community. Running services, youth programs and children's programs. Counselling and Chaplains are also available.
Pilbara Migrant Services	To provide information, referrals and programs to assist migrants to settle into the community.
Pilbara Districts Education Office	To oversee District schools in the North West area. Provide training to staff and counselling to parents, staff and students. Administer policies from the Central Office.

## 20. Contacts Register

A register detailing the contact details for all agencies/groups with responsibilities under this Plan is attached at Annexure 2 to this Plan.

Contact details for the Chairman of the LRCC and the Recovery Coordinator are also contained in the Emergency Contact Directory that forms part of the Shire of Roebourne Local Emergency Management Arrangements.

## 21. Transition from Response

Recovery activities should commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event, the HMA Incident Manager is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Management Group (IMG).

During the response many of the agencies with recovery roles are heavily committed, therefore the inclusion of the Local Recovery Coordinator on the IMG will ensure:

- The alignment of response and recovery priorities;
- Liaison with the key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.

*The full SoR ERC including sub-committees shall be called together as soon as possible for a briefing of the emergency situation even in the response stage, to detail the extent of contingencies to allow for smooth transition from response to recovery.*

**Transition from response to recovery shall be formalised by completing of the RESPONSE TO RECOVERY TRANSITION HANDOVER form (see Annexure 10)**

## 22. Local Response/Recovery Coordination Interface

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Recovery Coordinator and the Emergency Coordinator. However, where an agreement cannot be achieved, preference is to be given to the response requirements.

There will be no clear division from response to recovery. The response element can be considered to continue at least until the following conditions are met:

- All rescues have been accomplished.
- All injured have been attended to.
- The homeless have been provided with shelter.

- Essential public services such as water and power have been restored to an adequate level.
- Temporary repairs have been made to designated buildings.
- Physical and electronic communications have been largely restored.

The HMA is responsible for determining when response operations have been completed and to formally handover operations to the Local Recovery Committee.

## 23. Activation

The decision to activate this Plan will be made by the Shire President/CEO on the advice of the Local Recovery Coordinator as a result of an assessment of the assistance needed for recovery made by either:

- The Incident Management Group or
- Through consultation between the Hazard Management Agency (HMA) Incident Manager (IM) and the Local Emergency Co-ordinator; or
- The Local Government.

Activation of the Plan is the responsibility of the Chair, LRCC.

*An Operational Checklist, such as that provided at Annexure 4, may be appropriate to ensure that all required actions are undertaken when the Recovery Plan is activated.*

## 24. Impact Assessment and Operational Recovery Planning

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

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

- Hazard Management Agency;
- Welfare agencies – to identify persons in need of immediate assistance;
- Local government building inspectors and engineers;
- Insurance assessors;
- Business associations, e.g. local Chamber of Commerce.

Depending upon the extent of the community relief, recovery assistance, restoration and reconstruction required the LRCC may develop a specific recovery plan setting out the recovery process to be implemented. An outline of an operational recovery plan is provided at Annexure 7.

To facilitate best management of data collection and avoid those affected being asked the same questions by numerous survey teams; agencies must avoid acting independently and work within the SoR ERC framework and liaison. Information collected must be carefully managed so as to retain client confidentiality and to avoid any use for commercial gain.

It is recognised that various agencies will collect data for their own purposes; however, recovery planning must provide coordination of inspections, and the eventual synthesis of various reports into an overall summary.



## 25. Welfare and Health Services

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the incident or disaster. 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 documents provide detailed information:

- Local Welfare Support Plan.
- Local Health Support Plan.
- Local Evacuation Plan.

*As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. A sample "Personal Needs Assessment and Support Survey" Form is attached at Annexure 6. for use in the appropriate circumstances.*

## 26. Public Information

Efficient and effective dissemination of information to the affected community and the community at large in respect to recovery measures and contact points is essential.

The method of dissemination of information on recovery measures during the recovery phase will depend upon whether or not this has been fully activated.

Following an emergency where the Plan has been activated, the Media Liaison Officer appointed to the LRC will coordinate the dissemination of information on recovery measures/issues.

Agencies or organisations involved in the recovery phase are encouraged to disseminate information on their services to the public in the usual manner. However, it is expected that media releases will be provided to the LRC for comment prior to dissemination.

### **Public Information Continuity**

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

### **Managing Public Expectations**

Those affected – and the public at large – cannot be expected to understand the challenges faced by a Local Recovery Coordinator who, with limited resources and without statutory powers, will be attempting to coordinate the recovery effort. Prior agreements and planned press releases will serve to inform and pre-empt unrealistic expectations.

### **Coordination of Public Information Messages**

Every agency participating in the recovery process will have a responsibility to communicate with their customers. Joint information centres, joint or agreed press releases and agreement on key messages will facilitate the process and provide a better service to those affected. An agreement shall be entered into among agencies as to protocols to be followed.

### **Role of Politicians**

State/Federal politicians and the Shire of Roebourne CEO/President will play key communication roles in providing information and participating in briefings. They will also have a role as spokesperson from time to time.

### **Communicating Change**

Where recovery priorities or actions are likely to be controversial, those affected have the right to learn about it firsthand and to participate in the decision-making process. Face-to-face communication will be facilitated at both public meetings and private meetings with impacted residents/organisations.

### **Managing Media Interest**

Media management will be conducted by experienced media personnel working directly with the SoR ERC (see SoR ERC member representation) ensuring delivery of honest, suitable personnel, responsible for timelines, regular press releases, using a pre-appointed spokesperson, coordinating the communication of key messages, and using joint information centres (multi-agency coordination) will all assist with media management.

Electronic media such as websites (hosted by Local Government and participating agencies) and Internet news sites should be utilised during recovery. Providing answers to frequently asked questions on an advertised website (SoR website would be made available for this) is an excellent public information tool.

Any potential impact on tourism must be acknowledged. Liaison with the Shire of Roebourne Visitor Centre should be maintained.

## **27. Recovery Coordination Centre**

The Shire of Roebourne Local Recovery Coordination Centre (SoR LRCC) will be located at the SoR Administration Offices, Lot 1083 Welcome Road, Karratha. Where this location is unavailable or deemed unsuitable the SoR ERC will designate an alternate location as soon as possible and publicise it after it is established.

## **28. Information Centre (One Stop Shop)**

A Recovery Centre/One Stop Shop will be established, when required, by the Shire of Roebourne to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the Recovery Centre will be disseminated to the community when it is established.

The Centre would include representatives from all the recovery service providers relevant to the event, e.g. Government agencies, Health and Welfare services, small business and primary producer associations.

## **29. Infrastructure**

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewage, electricity, gas and waste disposal, will remain the responsibility of the agencies with existing responsibility for the provision of those services, each of which should have a Business Continuity Plan (BCP) in place.

The LRCC is responsible for recommending priorities and ensuring work is completed.

## **30. State Level Assistance**

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

State level assistance will be provided in accordance with existing departmental or agency policies and work within the National Disaster Relief Arrangements.



State level assistance in recovery is outlined in the *Western Australia State Recovery Emergency Management Plan* (WESTPLAN – Recovery). This details arrangements that apply where an event is assessed as being of sufficient magnitude to require State involvement in the recovery process.

State level assistance aims to restore to communities the capacity for self-help. State level assistance will involve continuous demands for information on problems encountered and progress of recovery.

State level assistance may be in the form of:

- Provision of advice (FESA, DCP).
- HMA to provide on going advice and assistance to link back into prevention and preparedness for future planning.
- Provision of assistance, where:
  - There is a statutory requirement for actions or need to invoke a statute to achieve the ends desired from the recovery process
  - State level assistance is essential to or will make a significant contribution to the coordination of the recovery process
  - There are economies of scale.

Most State level involvement and assistance during the recovery of an emergency is delivered through a variety of Government agency functions. The SoR ERC shall develop and maintain local contacts within those agencies through the provision of representation on relevant SoR ERC Sub-Committees.

### 31. Stand Down

The Local Recovery Coordinator will stand down participants (*of the LRCC*) when they are no longer required.

The recovery phase must have an end. Organisational arrangements must be wound down and responsibility for completion of outstanding tasks and actions assigned and acknowledged. The recovery phase involves restoring the community to the point where normal social and economic activity may resume.

### 32. Debriefing/Post Operations Report

The Local Recovery Coordinator will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and the preparation and tabling of a report to the LEMC for review and update of the Local Recovery Plan. A copy of the report will also be forwarded to the HMA and the Chairman of the SEMC Recovery Services Sub-committee and the relevant DEMC.

### 33. Reporting

The purposes of reporting are to maintain accountability and transparency, to keep the community informed, gain support and assistance and record an account of recovery efforts, including lessons learned.

Regular and thorough reporting of an emergency event, and of the recovery phases, will provide the SoR ERC with justification for actions taken and money spent to:

- The community affected by the emergency.
- Ratepayers.
- Taxpayers.
- The public (through the media).
- Federal/State Government if there are requests for physical assistance (e.g., from Defence Force) or financial assistance (requests for a donation to a Mayoral Relief Fund, or for recovery funding assistance).

A reporting system needs to cover the emergency event from beginning to the final stages of recovery.

Reporting systems must be flexible, simple and succinct and **have necessary administrative assistance** when required. As one type of reporting will not fit all situations, reporting systems should be event specific.

The key people who will need to file regular reports are the IC (while the state of emergency is in place), the LRC, and the SoR ERC. It is also advisable that someone (SoR finance officer/accountant or similar) keeps track of all expenditure.

As well as keeping a precise record of when the state of emergency was declared, and when it is terminated, regular reporting on the state of the following should take place:

- welfare
- public health
- business
- environment
- private property damage
- critical infrastructure
- communications
- adequacy of local resources
- external assistance
- transport

Coordinating production and maintenance of copies of reports (including other agencies) is an important management task. The sum of all the reports will provide a record of the recovery from the event.

### 34. Sub-Committee Terms of Reference

#### Authority

The Health & Well Being, Community, Environmental, Finance/Business and Critical Infrastructure sub-committees are an integral part of the SoR ERC and as such have the endorsement of the LEMC and member agencies involved with recovery.

#### Scope

The scope of each committee will take into account the following functions:

- Correlation of responsibilities and tasks provided by sub-committee organisations.
- Resources and operational abilities and constraints of subcommittee organisations.

The geographical area covered in these arrangements shall be the Shire of Roebourne municipal boundaries.

#### Aim

The aim of each sub-committee is to develop partnerships with subcommittee member organisations to provide the best possible recovery to the Shire of Roebourne community.

#### Purpose

The purpose of each sub-committee is to provide the SoR ERC with a complete arrangement of recovery services and operational responsibilities, capacities and contingencies to enable effective recovery. It also is to advise the SoR ERC in times of disaster recovery in matters relating to specific areas of expertise that each sub-committee has within its membership.

## Key Tasks and Responsibilities

Each sub-committee shall:

- Develop operational and strategic partnership with sub-committee organisations promoting inter-agency cooperation.
- Investigate avenues in which organisations share expertise and resources to achieve common goals.
- Ensure that cross over of organisation services is managed to maintain maximum efficiency of service provision.
- Promote development of recovery training of key committee/staff members.
- Promote Business Continuity Planning for all organisations.
- Provide specialist advice to SoR ERC in times of disaster and crisis recovery.

Provide the SoR ERC with:

- Complete list of organisation tasks and responsibilities (Who is doing what).
- Complete list of services available to the Shire of Roebourne community.
- Resource capacities.
- Contingencies for resource shortfalls.
- Complete list of emergency contacts of each organisation.

## Reporting

The separate sub-committees will report to the SoR ERC through their nominated representative. The representative will be a sitting member of SoR ERC. Sub-committees shall provide updates on all information provided to SoR ERC at least once annually.

SoR ERC through the designated Local Recovery Coordinator will provide LEMC with an update of Recovery Arrangements before the end of March annually for inclusion into the Shire of Roebourne Local Emergency Management Arrangements (SoR LEMA).

The updated SoR LEMA will be available for Shire of Roebourne, LEMC and DEMC endorsement.

## ATTACHMENTS LIST

### INDEX

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**ANNEXURE 1:** - Local Recovery Organisation

**ANNEXURE 2:** - Contacts Register

**ANNEXURE 3:** - Organisational Responsibilities

**ANNEXURE 4:** - Operational Checklist

**ANNEXURE 5:** - Recovery Committee Actions Check List

**ANNEXURE 6:** - Operational Recovery Plan

**ANNEXURE 7:** - Recovery Needs Assessment and Support Survey Form

**ANNEXURE 8:** - State Recovery Coordinating Committee

**ANNEXURE 9:** - State Recovery Coordinating Committee Recovery Report – (Emergency Situation)

**ANNEXURE 10:** - Incident Handover Response to Recovery

**ANNEXURE 11:** - SoR Emergency Recovery Committee Contact List

**ANNEXURE 12:** - Burrup Industries Emergency Management Committee Contact List