Local Emergency Management Arrangements

Shire of Toodyay

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

Document Control			
Document ID	LEMA	Version	0.4
LEMC Endorsement date	15 November 2023	Last Review	15 November 2023
Current Review		Next Review Date	
Prepared by	Community Emergency Services Manager		
Documents maintained by	Community Emergency Services Manager		

AUTHORITY

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

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

These arrangements should be read in conjunction with the *Emergency Management Act 2005* and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Pol

icy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

_____
Chairperson, LEMC

15 / 11 / 2023
_____
Date

The Common Seal of the Shire of Toodyay
was hereto affixed as per council resolution
No. ....in the presence of:

_____
Cr Michael McKeown
Shire President

15 / 11 / 2023
_____
Date

_____
Ms Suzie Haslehurst
Chief Executive Officer

15/11/2023
_____
Date

AMENDMENT HISTORY

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1	21 June 2021	Updated with comments from LEMA workshop held 12 May 2021.	Y. Grigg
2	16 July 2021	Further information added by LG	R. Koch
3	02 August 2021	Further information added by LG following feedback from SEMC	R. Koch
4	28 June 2023	New Section 8 – Plan for Animal Welfare in Emergencies	E.Francis

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

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

The Chairperson

Local Emergency Management Committee Shire Toodyay

15 Fiennes Street TOODYAY WA 6566

Or email to: records@toodyay.wa.gov.au

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

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

DISTRIBUTION LIST

Organisation	No. Copies
Shire of Toodyay	
Chief Executive Officer	1
Shire President	1
Shire Council Elected Members	2
Toodyay Community Emergency Services Manager	1
Toodyay Chief Bush Fire Control Officer	1
Shire of Toodyay Website	1
Public Library	1
LEMC Membership (Not Included Above)	
Chairperson LEMC	1
WA Police - OIC Toodyay	1
Toodyay Volunteer Fire and Rescue	1
Toodyay State Emergency Service	1
Toodyay St John Ambulance sub-station	1
Toodyay District High School	1
Department of Communities	1
Department of Fire and Emergency Services (DEMA, DO Avon)	2
Main Roads WA Representative	1
Silver Chain Representative	1
Other Local Governments	
Shire of Northam	1
Shire of Goomalling	1

Organisation	No. Copies
Shire of Victoria Plains	1
City of Swan	1
Shire of Mundaring	1
Other Committees	
Wheatbelt District Emergency Management Committee	1
State Emergency Management Committee	1

Table of Contents

Section One

Introduction

1.0   Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

A.   prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

B.   Preparedness: preparation for response to an emergency

C.   Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.

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

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

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

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

Incident: the occurrence or imminent occurrence of a hazard.

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

Incident Support Group: A group of agency/organisation liaison officers convened

by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

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

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

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

Preparedness: Preparation for response to an emergency.

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

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

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;

- A local government or regional local government;

- The Police Force of Western Australia;

- A member or officer of a body referred to in one of the above; or

- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

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

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

Risk: A concept used to describe the likelihood of harmful consequences arising

from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;

- A measure of harm, taking into account the consequences of an event and its likelihood. For example, if may be expressed as the likelihood of death to an exposed individual over a given period; and

- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk in the product of hazard and vulnerability.

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

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

Vulnerability:

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

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

1.1 General Acronyms used in these Arrangements

AWC	Animal Welfare Coordinator
AWEG	Animal Welfare Emergency Group
BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CAWE	Committee for Animal Welfare in Emergencies
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DC	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
PAWE	Plan for Animal Welfare in Emergencies
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WALGA	Western Australia Local Government Association
WAPOL	WA Police Force

1.2 Disclaimer

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

1.3 Document Availability

A copy of this document is available on the Shire of Toodyay website www.toodyay.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of Toodyay administration building at 15 Fiennes Street TOODYAY WA 6566

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

1.4 Aim

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

1.5 Purpose

To set out:

- The Shire of Toodyay policies for emergency management

- The roles and responsibilities for public authorities and other persons involved in emergency management

- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons

- Description of emergencies likely to occur within the Shire of Toodyay

- Strategies and priorities for emergency management in the district

- Other matters about emergency management in the Shire of Toodyay that the Shire of Toodyay considers appropriate

1.6   Scope

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

- This document applies to the local government district of the Shire of Toodyay

- This document covers areas where the Shire of Toodyay provides support to HMAs in the event of an incident.

- This document details the Shire of Toodyay capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Toodyay's responsibilities in relation to recovery management.

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

1.7   Area Covered

The Shire of Toodyay is located approximately 85 kilometres Northeast of Perth. It encompasses an area of 1683 km² and includes the localities of Bejoording, Bindoon Military Training Area, Coondle, Culham, Dewars Pool, Dumbarton, Hoddy's Well, Julimar, Moondyne, Morangup, Nunile, Toodyay, Wattening and West Toodyay.

1.8   Exercising, Reviewing and Reporting

Exercising:

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

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

situation.

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

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

Exercises are reported on annually as part of the Annual and Preparedness Capability Survey which is submitted to the Department of Fire and Emergency Services to form the Preparedness Report for the Minister of Emergency Services.

Reviewing:

An entire review of the emergency management arrangements should be undertaken

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.

- Every five years and;

- Whenever the local government considers it appropriate.

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

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

1.9 Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Toodyay are defined in s.36 Functions of local government of the Emergency Management Act 2005 stated below: It is a function of a local government — (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and (b) to manage recovery following an emergency affecting the community in its district; and

Local Role	Description of Responsibilities
	(c) to perform other functions given to the local government under this Act.
Local Emergency Coordinator	The responsibilities of the LEC are defined in s37(4) Local Emergency Coordinators of the *Emergency Management Act 2005* stated below: (4) The local emergency coordinator for a local government district has the following functions — (a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district; (b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; (c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. **Refer to *Contacts & Resources Register* for details.**
Local Government Welfare Liaison Officer	During an evacuation assist Dept. Communities by providing advice information and resources (a) open and establish an Evacuation Centre at the nominated facility until the arrival of DC; (b) establish the registration process of evacuees until the arrival of DC; (c) provide advice, information and resources in support of the facility; and (d) assist with maintenance requirements for the facility. **Refer to *Contacts & Resources Register* for details.**

Local Role	Description of Responsibilities
Local Government Liaison Officer (to ISG/IMT)	During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	• Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the IMT/ISG and provide local support • Where an identified Evacuation Centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

1.10   LEMC Roles and Responsibilities

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

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of Local Emergency Management Arrangements for its district.

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

The Shire of Toodyay LEMC meets generally on the second Wednesday of every March, June and November.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. NB: The Toodyay LEMC elects a Deputy Chair on an 'as needs' basis, in the absence of the elected Chair.
LEMC Executive Officer	Coordinates the activities of the LEMC by oversight of actions of relevant Shire personnel as delegated by the CEO.

1.11   LEMC Membership

The LEMC was established by the Local Government to develop, review, plan and test the Local Emergency Management Arrangements. The committee includes representatives of agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements. Members of the Shire's LEMC include representatives from DFES, Shire of Toodyay Councillors and staff, WA Police Force, Department of Health, Department of Education and the Department of Communities as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

For current LEMC membership names and contacts please refer to Contacts & Resources Register – this is only available to LEMC members and Emergency Management professionals.

1.12   Agency Roles and Responsibilities

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

Agency Roles	Description of Responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness

Agency Roles	Description of Responsibilities
	• Control all aspects of the response to an incident During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed" A HMA's function is to: • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan/State Hazard Plan for that hazard • Ensure effective transition to recovery by Local Government
Combat Agency	A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

1.13   Related Documents and Arrangements

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the Local Emergency Management Arrangements need to specify "the local government policies for emergency management". The Shire of Toodyay has the following emergency management policies in place:

Policy Name	Policy Objective
Shire of Toodyay Bush Fire Operating Procedures	Council endorsed administration document for operation of the Shire Bush Fire Service.

Existing Plans and Arrangements

Document	Owner	Location	Date of Plan
Risk Register	Shire of Toodyay	Shire of Toodyay	2017
Bushfire Management Plan	Shire of Toodyay	Shire of Toodyay	2019
Bindoon Military Training Area Fire Management Plan	Department of Defence	Department of Defence Shire of Toodyay	Feb 2016 – June 2020
Local Emergency Management Plan for the Provision of Emergency Relief and Support, Northam District	Department of Communities	Department of Communities Shire of Toodyay	2024
Emergency and Critical Incident Management Plan	Toodyay District High School	Toodyay Districts High School	2021-2022
Avon Valley Bushfire Response Plan	Department of Fire and Emergency Services	Department of Fire and Emergency Services	2020/2021

Local Agreements, Understanding and Commitments

Parties to the agreement	Summary of the agreement
Shires of Toodyay, Shire of Goomalling and DFES	MOU for the position of Community Emergency Services Manager (CESM) shared between the two Shires. The MOU was entered into February 2018 for a period of three (3) years.

The Shire of Toodyay is continuing to work towards provision of mutual aid during emergencies and post incident recovery.

1.14   Community Consultation

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

- Community representatives are encouraged to become members of the LEMC
- The LEMC seeks community leaders to assist with consultations and attend exercises where appropriate.
- Through utilisation of the Shire Facebook, website and local newspaper
- Monthly stall at the farmers market frequently has local emergency services in attendance to assist with resident's queries.

1.15   Community Awareness

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

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

Section Two

Coordination of Emergencies

2.0 Australiasian Inter-Service Incident Management System (AIIMS)

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

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

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

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

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

The five key principles of AIIMS:

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

The eight possible functions of AIIMS:

1	**Control**	Management of all activities required to resolve the incident.
2	**Planning**	Development of objectives, strategies and plans for the resolution of the incident.
3	**Intelligence**	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
4	**Public Information**	Provisions of warnings, information and advice to the public, liaison with the media and community.
5	**Operations**	Tasking and application of resources.
6	**Investigation**	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
7	**Logistics**	Acquisition and provision of human and physical resources, facilities, services and materials.
8	**Finance**	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.
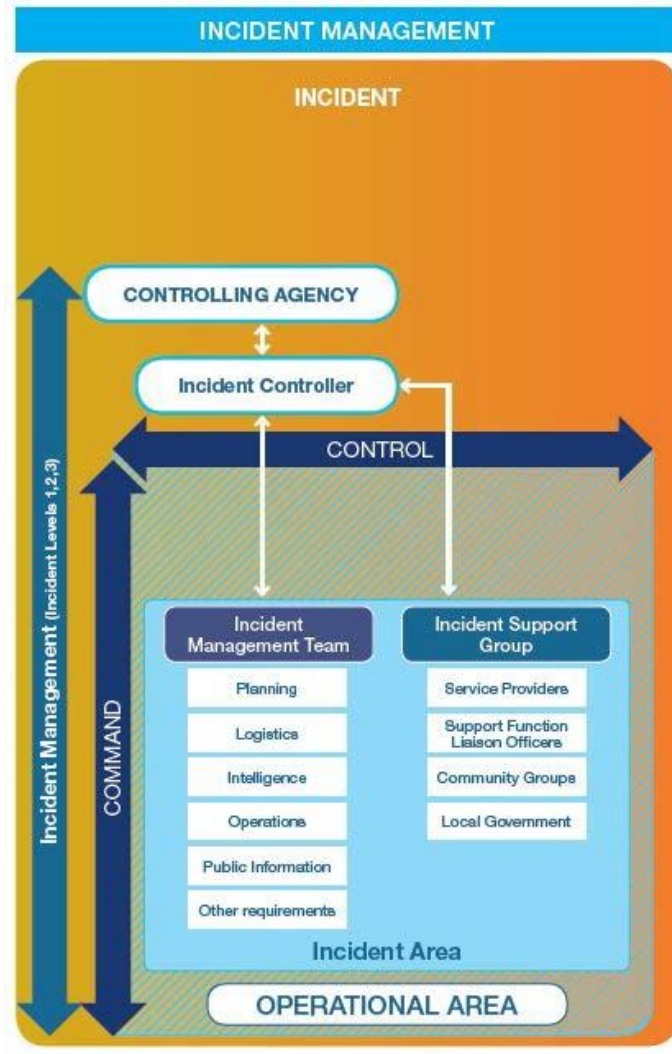
Figure 1: A diagram illustrating Incident Management

2.1   Coordination of Emergency Operations.

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

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

2.2   Incident Management Team (IMT)

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

2.3   Incident Support Group (ISG)

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

2.4   Triggers for an ISG

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

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.
Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.

2.5 Membership of an ISG

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

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

2.6 Frequency of Meetings

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

2.7 Location of Incident Control Centres

Primary Emergency Operations Centre (Response)

	Toodyay Co-location Centre - 67 Stirling Terrace, Toodyay		
	Contact	Name	Contact
OPERATIONS CENTRE	1st Contact	CESM	Refer to Contacts and Resource Register
	2nd Contact	DFES GM RDC	
	3rd Contact	Shire Ranger	

Alternative Emergency Operation Centre's (Response/Recovery)

	Shire of Toodyay Depot – 335 Railway Road, West Toodyay		
	Contact	Name	Contact
OPERATIONS & RECOVERY	1st Contact	Executive Manager Infrastructure Assets & Services	Refer to Contacts and Resource Register
	2nd Contact	CESM	
	3rd Contact	Shire Ranger	

	Morangup Fire Station and Community Hall – Wallaby Way, Morangup (NB: Community hall not WAERN equipped)		
	Contact	**Name**	**Contact**
OPERATIONS	1st Contact	CESM	Refer to Contacts and Resource Register
	2nd Contact	Captain Morangup BFB	
	3rd Contact	Shire Ranger	

	Shire of Toodyay Office - 15 Fiennes Street, Toodyay (NB: Not WAERN equipped)		
	Contact	**Name**	**Contact**
RECOVERY	1st Contact	CEO	Refer to Contacts and Resource Register
	2nd Contact	Executive Manager Corporate & Community Services	
	3rd Contact	Shire Ranger	

2.8   Locations of ISG Meetings

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

The following locations can be used for ISG meetings:

	Shire of Toodyay Office - 15 Fiennes Street, Toodyay		
	Contact	**Name**	**Contact**
ISG	1st Contact	CEO	Refer to Contacts and Resource Register
	2nd Contact	Executive Manager Corporate & Community Services	

	3rd Contact	Shire Ranger	

	Toodyay Community Centre - 67 Stirling Terrace, Toodyay		
	Contact	**Name**	**Contact**
ISG	1st Contact	CEO	Refer to Contacts and Resource Register
	2nd Contact	Executive Manager Corporate & Community Services	
	3rd Contact	Shire Ranger	

2.9   Financial Arrangements

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

Section Three

Risk

3.0   Risk Management

Risk Management is a vital part of the emergency management process.

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

3.1   Special Considerations

- Bush fire season is starting earlier and finishing later. Many volunteers away during summer.
- There is the possibility that summer storms may become more severe and that cyclones will be a new consideration as they move further south with the current warming trend.
- Tourist influx periods and major community events. Major events such as the Avon Descent are required to provide a risk management plan to the Shire.
- An emergency incident may occur during a COVID 19 outbreak or lockdown. All agencies to refer to their own guidelines or the state Government COVID 19 plan. The Dept of Communities have a plan that covers actions to run an Evacuation Centre safely during a COVID 19 outbreak.
- Vulnerable residents will require special considerations. Emergency Relief and Support services that work with these residents are included in the contacts list. Refer to the Contacts and Resources Register.
- There have been no CaLD groups identified in preparation of this document.

3.2   Critical Infrastructure

The following assets/infrastructure are located within the Shire of Toodyay and have been classified as critical infrastructure: (consider essential services that if affected will have impacts on your community)

Power

Two lines from Northam service the town

Water – pipelines

(from Northam on spur line), 2 reservoirs and pumps;

Water – pipeline to West Toodyay;

Sewage treatment;

Approx. 3.7km Northeast of Toodyay, access Woodendale Road

Communications

Telephone exchanges;

Communication towers (Mobile, Radio, NBN);

Railway

Main East-West Railway Line;

Miling Railway Line; and

Bridges

Julimar Road Bridge across the Avon River, West Toodyay.

Telegraph Road Bridge across the Avon River, Toodyay

Goomalling-Toodyay Road Bridge across the Avon River, Toodyay

Julimar Road Bridge across railway line, West Toodyay

Dumbarton Road Bridge across the Avon River, Dumbarton

Toodyay Road Bridge (Lloyds Crossing) across railway line, Dumbarton

Railway Bridge across Harper Road, Toodyay

Foot Bridge across the Avon River, Toodyay

Main Railway Bridge crossing the Avon River off Railway Road.

Waste Transfer Station

Railway Road, West Toodyay. General refuse and hazardous waste

Map of Key Assets and Infrastructure
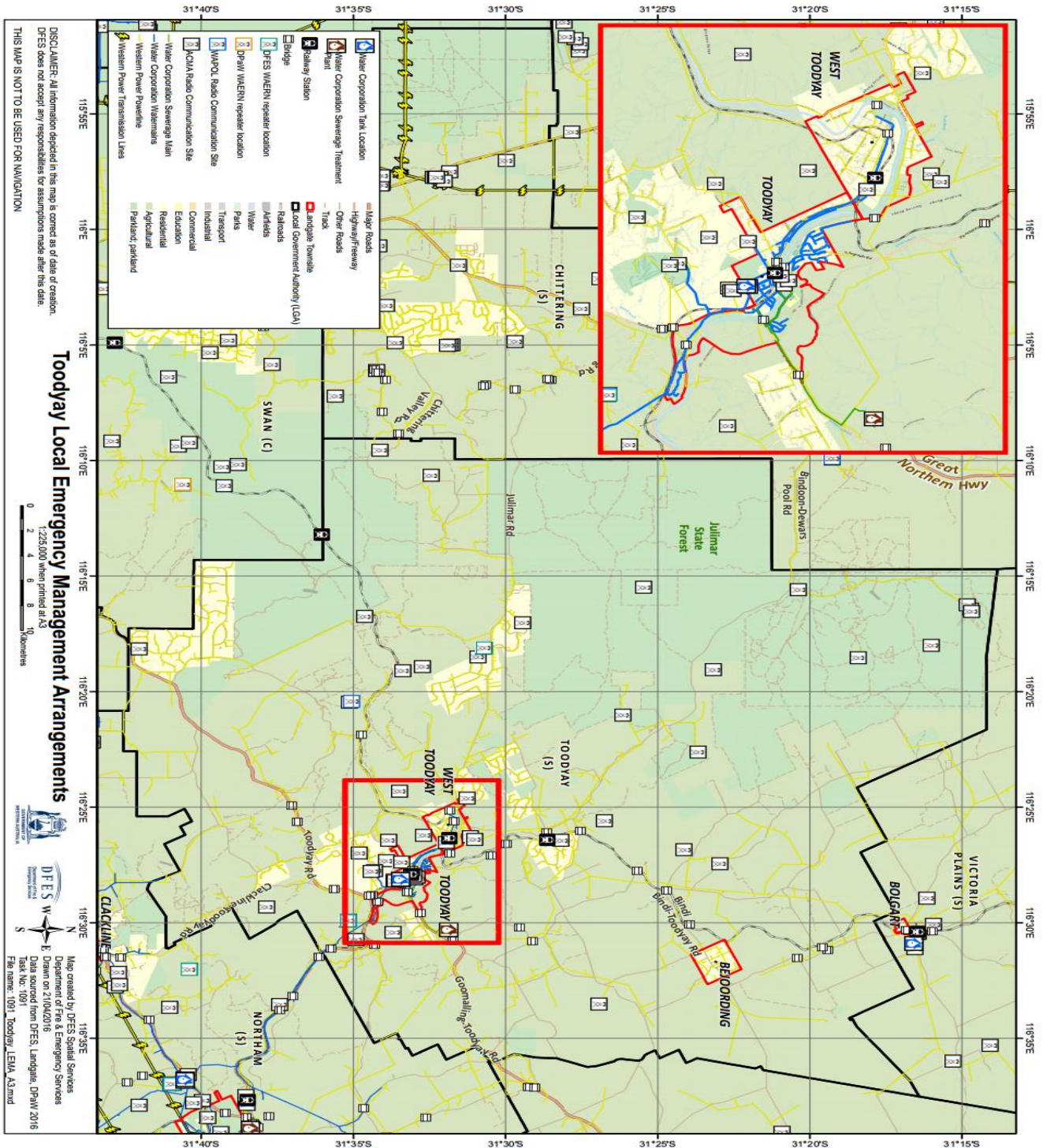
3.3 Risk Register

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

- Scenarios of the top 6 hazards were presented and 190 risk statements were assessed across the 6 hazards of Flood, storm, Earthquake, Human Epidemic, Animal Biosecurity and Bushfire.

- 103 of the risk statements have been recommended for treatment consideration.

- Likelihood of a risk occurring was rare in the majority of risks assessed. However the consequence of the risks, should they occur, predominantly fell in the Moderate – Catastrophic range. Storm was the only assessed hazard which defied this trend with the majority of its risks falling in the insignificant and minor consequence categories.

- Earthquake had the lowest likelihood, but the greatest consequence.

- Human Epidemic risk were the most likely to be realised (owing to the largest Annual Exceedance Probability.)

For further detail, the full risk register and the "Local Risk Assessment Summary Document" are available from the Shire of Toodyay.

3.4 Emergencies likely to occur / Hazards Register

The following hazards were identified as the most likely to occur in the Shire.

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plans (Supplementary to agency SOPs)
Fire	FES Commissioner	DFES/LG	VFRS/BFB (Gazetted Fire District Dependant)	LG	Fire 2020	Avon Valley Response Plan
Storm	FES Commissioner	DFES	Regional SES	LG, SJA, Police	Storm 2016	
Flood	FES Commissioner	DFES	Regional SES	LG, SJA, Police	Flood 2016	
Crash (Road, Train & Plane)	Commissioner for Police	WA Police Force	VFRS	LG, SJA,	Crash Emergency	

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plans (Supplementary to agency SOPs)
					2020	
Pandemic	State Health Coordinator	Dept of Health	Dept of Health	Police, LG, SJA,	Human Biosecurity 2020	
Land search	Commissioner for Police	WA Police Force	Police and regional SES	LG, SJA	Search and Rescue Emergency 2020	

Section Four

Evacuation

Evacuation

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

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

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

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

4.0   Types of Evacuations

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

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

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

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

4.1   The Five stages of Evacuation

Decision > Warning > Withdrawal > Shelter > Return

Stage One: Decision - Things to Consider

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

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

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

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

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

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

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

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

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

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

4.2   Evacuation Centres

Please refer to section Five "Welfare" for a full list of Evacuation Centres.

4.3   Evacuation to other Local Government Areas

Partnering agreements with surrounding Shires have yet to be developed.

4.4   Special Needs Groups

The Shire of Toodyay is continuing to work towards engagement of special need group representatives. Arrangements for have yet to be developed.

4.5   Evacuation of Animals

Assistance animals are welcomed at all Evacuation centres. Please refer to 'Section Eight – Plan for Animal Welfare in Emergencies', for further information relating to animals in emergencies.

4.6   Vulnerable Groups

The Toodyay District High School and Early Learning Centres (Day Care) have been identified as Vulnerable Groups within the community.

Refer to Contacts and Resources Register for details.

Section Five

Welfare

5.0 Local Emergency Management Plan for the Provision of Emergency Relief and Support

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

5.1 Regional Coordinator

The Regional Coordinator for the Shire of Toodyay is the Department of Communities Team Leader Northam Office.

Refer to Contacts and Resources Register for details.

5.2 Local Welfare Liaison Officer

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

Refer to Contacts and Resources Register for details.

5.3 Register find Reunite

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

5.4 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the

ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

It is important to note that due to safety reasons general companion pets will not be allowed inside an Evacuation Centre, however animals will be welcomed to the precinct around the Evacuation Centre and every effort will be made to ensure their welfare.

Please refer to 'Section Eight – Plan for Animal Welfare in Emergencies', for further information relating to animals in emergencies.

5.5   Evacuation Centre

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

EVACUATION CENTRES

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Facilities	Contact Details
Toodyay Memorial Hall	117 Stirling Terrace, Toodyay	200	60	Kitchen Backup Power Toilets **Primary Emergency Activation Kit**	Local Recovery Coordinator Deputy Local Recovery Coordinator CEO
Showground Pavilion	Cnr Telegraph Rd and Toodyay Street	100	30	Kitchen Toilets Showers Stock/Animal Yards **Secondary Emergency Activation Kit**	
Morangup Community Hall	25 Wallaby Way Morangup	100	30	Kitchen Toilets	

Functional domains of Emergency Relief and Support Coordination include.

- Emergency Accommodation

- Emergency food

- Emergency clothing and personal requisites

- Personal support services

- Registration and reunification

- Financial assistance

- Opening and Coordination of Evacuation Centres

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

In many cases this will require the opening of an evacuation centre to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

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

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

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

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

Section Six

Recovery Plan

6.0   Introduction

Recovery

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

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

Authority

The Local Recovery Plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and Part 6 of the State EM Plan.

Objectives:

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Toodyay

- Establish a basis for the coordination of recovery activities at the local level;

- To promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management;

- Provide a framework for recovery operations for the Shire of Toodyay

Scope:

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

6.1   Roles and Responsibilities

Local Recovery Coordinator

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

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

Refer to Contacts & Resources Register for appointed persons details.

Role

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

Functions

- Ensure the Local Recovery Plan is established;

- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;

- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;

- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;

- Ensure the functions of the Executive Officer are undertaken for the LRCG;

- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;

- Determine the resources required for the recovery process in

consultation with the LRCG;

- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;

- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;

- Liaise with the SRCG on issues where State level support is required or where there are problems encountered with services from government agencies locally;

- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;

- Ensure the recovery activities are consistent with the principles of community engagement;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;

- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

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

Local Recovery Coordination Group (LRCG)

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

Role

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

Functions

- Establishing subcommittees as required;

- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;

- Developing an operational plan for the coordination of the recovery process for the event that:

- takes account of the local government long term planning goals;

- includes an assessment of the recovery needs and determines which recovery functions are still required;

- develops a timetable and identifies responsibilities for completing the major activities;

- considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;

- allows full community participation and access; and

- allows for the monitoring of the progress of recovery.

- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;

- Facilitating the provision of services, public information, information exchange and resource acquisition;

- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;

- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;

- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;

- Ensuring a coordinated multi-agency approach to community recovery by:

- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;

- Making appropriate recommendations, based on lessons learned to the

LEMC to improve the community's recovery preparedness.

Management Handbook 2 "Community Recovery" contains details on the principles, and methodologies for effective recovery management which may assist the Local Recovery Coordination Group.

6.2   Controlling Agency Hazard Management Agency

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

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;

- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;

- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;

- Provide risk management advice to the affected community (in consultation with the HMA).

6.3   State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency.

For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6.4   Recovery Structure State and Local
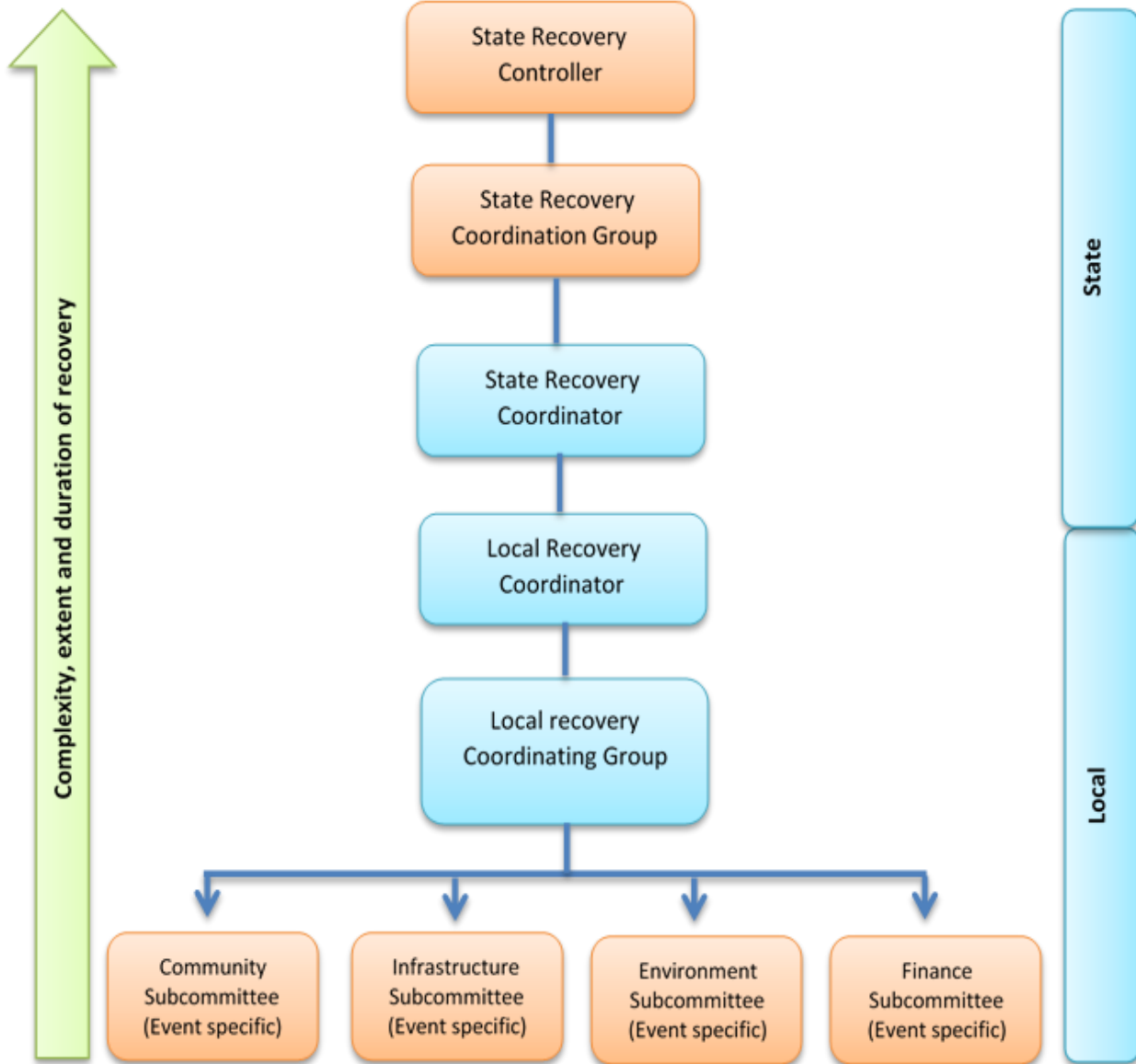
6.5   Commencement of Recovery

Local Recovery Coordinator:

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

The LRC shall:

- Align response and recovery priorities

- Connect with key agencies

- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.

- Identify recovery requirements and priorities as early as possible.

- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

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

- Liaise with the Local Recovery Coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.

- Undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator

- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.

- Provide risk management advice to the affected community.

- Complete an Impact Statement document.

<u>Local Recovery Coordination Group:</u>

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

Core Recovery Group:

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

Title
Chair LRCG
Local Recovery Coordinator
Deputy Recovery Coordinator
Chief Executive Officer
Executive Manager Corporate & Community Services
Executive Manager Infrastructure, Assets and Services
Executive Manager Development and Regulation
Communications Officer
Finance Officer
Administration Officer (Support)

Co-opted members:

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

Hazard Management Agency or Controlling Agency	Dept of Fire and Emergency Services Dept of Biodiversity Conservation and Attractions
Essential services	WA Police St John Ambulance Water Corporation Western Power Telstra National Broadband Network
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	

Subcommittees:

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

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

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

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

6.6   Priorities for Recovery

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

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

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

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

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

Principles	Detail
Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXITY	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

Principles	Detail
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at https://knoweldge.aider.org.au/resources/national-prinicples-disster-recvoery

6.7 Assessment and Operational Recovery Planning

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

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

6.8 Resources

Recovery Resources:

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

The Shire of Toodyay resources are identified in the Contacts and

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

Section 2.7 identifies suitable Local Recovery Coordination Centres in the Local Government area.

6.9   Financial Arrangements

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

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

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

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

6.10   Financial Preparation

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

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

- Ensuring assets are recorded, maintained and adequately insured where possible;

- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;

- Understanding the use of Section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;

- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides and exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.

- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;

- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.

- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

Managing Donations:

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

6.11   Community Reactions

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

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

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency.

This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage.
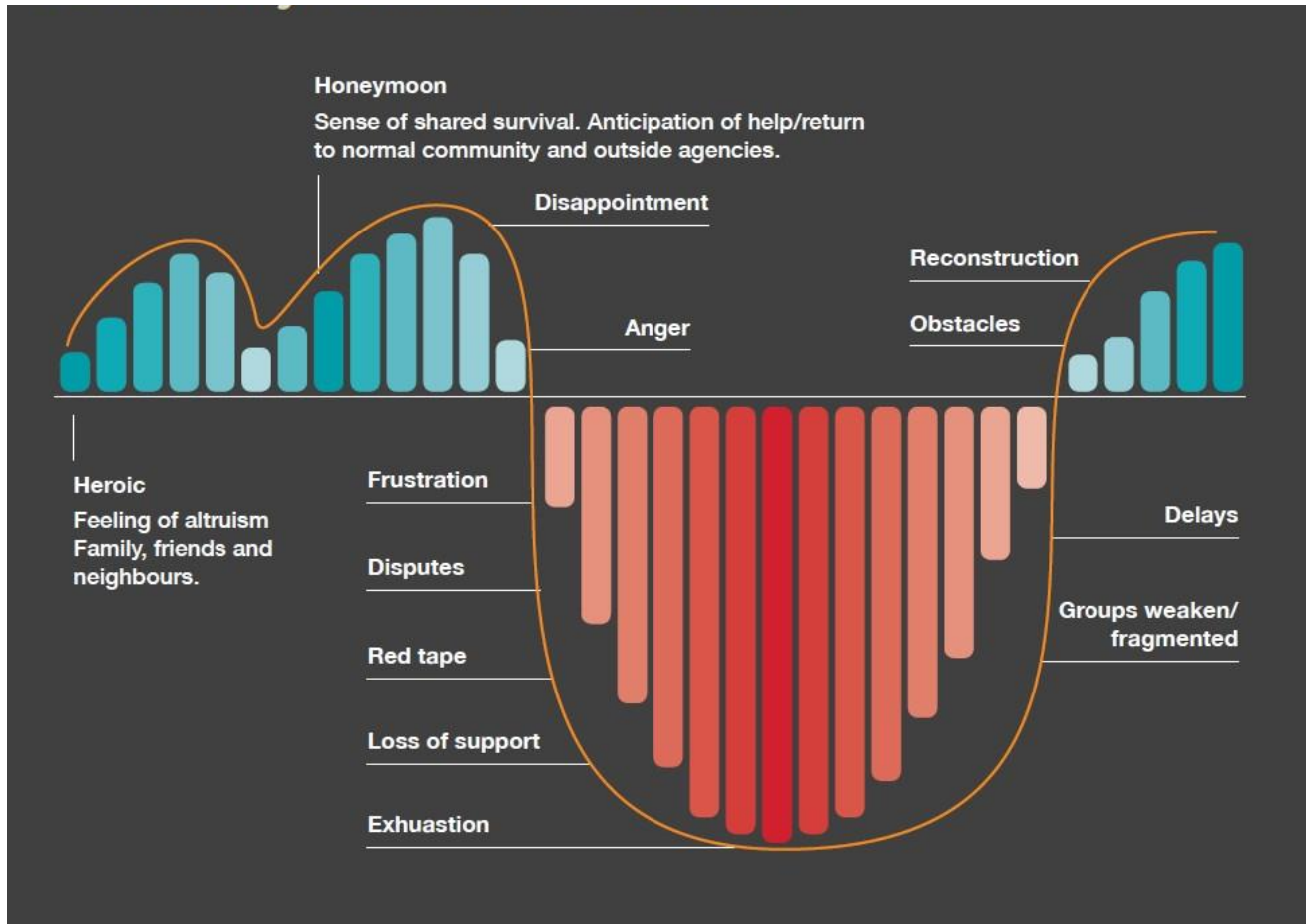
It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6.12 Actions and Strategies

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

Activities:

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

Strategies:

Community Involvement Strategies

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

Recovery Information Strategies

Provide regular updates on –

- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Outreach Programs
- Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

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

Accountability Strategies

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

Strategies for Grants, Loans and Gifts

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

Strategies to Maintain Family Cohesion

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

APPENDIX 6A: Sub Committees– Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event - To facilitate understanding on the needs of the impacted community in relation to community wellbeing - To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing - To assess and recommend medium-term and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing - To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	- To provide advice and guidance to assist in the restoration of the natural environment post the event - To facilitate understanding of the needs of the impacted community in relation to environmental restoration - To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife - To assess and recommend medium-term and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate - To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency - To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Committee	Objectives

Finance (or Economic) Subcommittee	To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.
	
	• The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
	    o ensure the principles of equity, fairness, simplicity and transparency apply
	    o ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
	    o recognise the extent of loss suffered by individuals
	• complement other forms of relief and assistance provided by government and the private sector; recognise immediate-, short-, medium- and longer-term needs of affected individuals
	• ensure the privacy of individuals is protected at all times.
	• Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

APPENDIX 6B: Aide Memoire Local Recovery Coordinator

Local Recovery Coordinator Aide Memoire

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

ROLE

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

FUNCTIONS

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government;

- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;

- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;

- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;

- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;

- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;

- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;

- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;

- Determine the required resources for effective recovery in consultation with the LRCG;

- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;

- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;

- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and

- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

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

Core Members

- Local Recovery Coordinator;

- Key local government staff and elected members;

- Community Recovery Coordinator and/or Community Liaison Officer;

- Controlling Agency;

- District Emergency Management Advisor; and

- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;

- Chamber of Commerce and Industry WA / Small Business Development Corporation;

- Department of Biodiversity, Conservation and Attractions;

- Department of Communities;

- Department of Education (or Local School Representative);

- Department of Fire and Emergency Services (DFES);

- Department of Health (or Local Health Services Provider/Officer);

- Department of Local Government, Sport and Cultural Industries;

- Department of Planning, Lands and Heritage;

- Department of Primary Industries and Regional Development;

- Essential Services Network Operators Reference Group representative;

- Essential Services such as:

  - Telstra Corporation;

  - National Broadband Network;

  - Water Corporation; and

  - Western Power/Horizon Power.

- Insurance Council Australia;

- Main Roads Western Australia;

- Public Information Reference Group representative;

- Volunteering WA;

- Western Australia Police Force; and

- Western Australian Local Government Association.

Support Services to LRCG

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

- State Recovery (DFES);

- Department of Water and Environmental Regulation; and

- Lord Mayor's Distress Relief Fund (City of Perth).

LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

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

(Timeframes are approximate only)

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

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

Task Description	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

APPENDIX 6C: Aide Memoire Local Recovery Coordination Group

Local Recovery Coordination Group Aide Memoire

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

ROLE

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

FUNCTIONS

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;

- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.

- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;

- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available;

- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated;

- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;

- Prepare a Communications Plan where appropriate;

- Depending on the extent of damage, develop an event specific Operational Recovery Plan which allows full community participation and access, as well as:

  - taking account of the local government's long-term planning and goals; and

  - assessing which recovery functions are still required, timeframes and responsibilities for completing them.

- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;

- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;

- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;

- Negotiate the most effective use of State and Commonwealth agencies' resources;

- Monitor the progress of recovery and request periodic reports from recovery agencies;

- Provide recovery public information, information exchange and resource acquisition;

- Coordinate offers of assistance, including volunteers, services and donated money;

- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;

- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;

- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

MEMBERSHIP

Core Members

- Local Recovery Coordinator;

- key local government staff and elected members;

- Community Recovery Coordinator and/or Community Liaison Officer;

- Controlling Agency;

- District Emergency Management Advisor; and

- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

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

- Australian Red Cross;

- Chamber of Commerce and Industry WA / Small Business Development Corporation;

- Department of Biodiversity, Conservation and Attractions;

- Department of Communities;

- Department of Education (or Local School Representative);

- Department of Fire and Emergency Services (DFES);

- Department of Health (or Local Health Services Provider/Officer);

- Department of Local Government, Sport and Cultural Industries;

- Department of Planning, Lands and Heritage;

- Department of Primary Industries and Regional Development;

- Essential Services Network Operators Reference Group representative;

- Essential Services such as:

   – Alinta Gas;

   – Telstra Corporation;

   – Water Corporation; and

   – Western Power/Horizon Power.

- Insurance Council Australia;

- Main Roads Western Australia;

- Public Information Reference Group representative;

- Volunteering WA;

- Western Australia Police Force; and

- Western Australian Local Government Association.

Support Services to LRCG

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

- State Recovery (DFES);

- Department of Water and Environmental Regulation; and

- Lord Mayor's Distress Relief Fund (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

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

(Timeframes are approximate only)

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

Task Description	
Develop an <u>Operational Recovery Plan</u> which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the <u>Lord Mayor's Distress Relief Fund</u>, if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

APPENDIX 6D: Operational Recovery Plan Template

Shire of Toodyay

Operational Recovery Plan

Emergency Type and location: ....

Date emergency occurred: ....

Section 1 – Introduction

Incident description ....

Purpose of this plan ....

Authority ....

Section 2 – Assessment of recovery requirements

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

Residential: ....

Commercial: ....

Industrial: ....

Transport: ....

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

Estimates of damage costs: ....

Temporary accommodation requirements: *(includes evacuation centres)* ....

....

Additional personnel requirements: ....

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

....

Other health issues: ....

Section 3 – Organisational Aspects

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

Details of inter-agency relationships and responsibilities:

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

Section 4 – Operational Aspects

Resources available: ....

Resources required: ....

Redevelopment plans: ....
(includes mitigation   ....
proposals)   ....

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

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

....

....

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

....

....

Section 5 – Administrative arrangements

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

....

....

....

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture, and equipment details for additional temporary personnel)*

....

....

Section 6 – Conclusion

(Summarises goals, priorities, and timetable of the plan).

....

....

....

....

Endorsed by

Chairperson	Date
Local Recovery Coordinating Group	

6.13   Recovery Report

**STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT
(Emergency Situation)**

Agency / Organisation:..Report No: ....

To: Chairman, SRCC/State Recovery Coordinator

Situation update should include:

- Full damage report (once only)

    …………………………………………………………………………

    …………………………………………………………………………

    …………………………………………………………………………

- Estimated amount in $

    …………………………………………………………………………

    …………………………………………………………………………

    …………………………………………………………………………

- Work in progress including estimated completion dates

    …………………………………………………………………………

    …………………………………………………………………………

    …………………………………………………………………………

- Details of difficulties or problems being experienced.

    …………………………………………………………………………

    …………………………………………………………………………

    …………………………………………………………………………

Proposed Activities should include:

- Plans and strategies for resumption of normal services (where appropriate)

  ………………………………………………………………………………

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  ………………………………………………………………………………

- Plans for mitigation works

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  ………………………………………………………………………………

  ………………………………………………………………………………

- Dates of commencement and completion of reconstruction works

  ………………………………………………………………………………

  ………………………………………………………………………………

  ………………………………………………………………………………

- Possible disruption of activities of other agencies.

  ………………………………………………………………………………

  ………………………………………………………………………………

  ………………………………………………………………………………

Special Assistance:

Requirements should include:

- Support from other agencies

  ………………………………………………………………………………

  ………………………………………………………………………………

  ………………………………………………………………………………

- SRCC intervention with priorities.

  ………………………………………………………………………………

  ………………………………………………………………………………

  ………………………………………………………………………………

Financial Issues may include:

- Support from SRCC for additional funding from Treasury.

  ……………………………………………………………………
  ……………………………………………………………………
  ……………………………………………………………………

Recommendations:

  ……………………………………………………………………
  ……………………………………………………………………
  ……………………………………………………………………
  ……………………………………………………………………
  ……………………………………………………………………
  ……………………………………………………………………

Signature   Date

Title: …………………………………………………….

Section Seven

Communications Plan

7.0   Introduction

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

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

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

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

7.1   Communication Policy

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

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

7.2 Communication Principals

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

- Timeliness - regularly updating stakeholders on the situation

- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders

- Sensitivity - prioritising stakeholders, guarding sensitive information as needed

- Transparency - remaining honest and open about the situation and progress

- Simplicity - ensuring communication is easily understood and consistent

- Accuracy - sharing only confirmed facts, never making assumptions or giving false information

- Accountability - accepting responsibility if appropriate and reasonable.

7.3 Stakeholder Communication

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

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination Committee (LRCC) response objectives and with the Shire of Toodyay Communications Policy.

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

- Communication is facilitated only by those authorised to do so

- Information released is confirmed and accurate

- Communication is regular, consistent and takes into account sensitivities.

7.4   Communicating in the Prevention Stage

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

The Shire of Toodyay employs several practices in order to aid the prevention of emergencies and these are communicated to the public.

- Information shared with community at the monthly markets.

- Information included in the community newsletter

- Information available on social media and the Shire website.

- The Shire is mindful of older residents and ensures that communications do not solely rely on social media and the internet. Messages will also be disseminated via newsletters, pamphlets and messages on local radio

7.5   Communicating in the Preparedness Stage

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

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

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);

- Raise personal awareness of risks and the need for adequate insurance;

- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;

- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7.6   Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. Such information should include the following information:

- Where to go

- The safest route to take

- What to take (Medications etc)

State Systems

During a major emergency you can also find information on;

- Emergency WA website: https://www.emergency.wa.gov.au/

- Emergency broadcast on the ABC radio. (Car radios can be used during power outage)

- TV and radio news bulletins, print and online newspapers

- A staffed communication information line may be set up

- A TV crawler displaying messages at the bottom of the screen may be used.

- Standard Emergency Warning Signal (SEWS):

- SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

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

DFES Public Info line

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

Telephone   13 3337 (13DFES) (For emergency information

only) – OR 1300 657 209 (recorded information line).

State Alert System

1300 253 787

State Alert

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

- Recorded voice – Landline and mobile, and/or

- Text – mobile telephone, email and RRS feed.

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

Local Systems

Having multiple methods can be very useful and ensure a large population of the community are reached, even when the power is out.

- Notice Boards at predetermined locations.

- Variable message boards

- Temporary notice boards may be erected in easy-to-access locations during emergencies.

- Information would also be publicly displayed at any evacuation centres that were opened as a result of the emergency.

- Community Newsletter

- Shire of Toodyay Facebook page

- Shire of Toodyay Website www.toodyay.wa.gov.au

- Shire Harvest Ban SMS List

- School SMS list

- Existing distribution email distribution lists including the LEMC.

- Doorknocking and loud hailer if necessary.

7.7   Communicating in the Response Stage

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

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

7.8 Communicating in the Recovery Stage

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

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

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

- What we know;

- What we don't know;

- What we are doing; and

- What we want you to do

Status Update

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

Talking Points

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

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

Social Media Applications

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

Media Release

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

Community Meetings

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

Notice Boards

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

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.

- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

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

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.

- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of the conference chosen to suit relevant media deadline

Community Newsletter

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

Newspaper Article

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

Recovery Communications Plan

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

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

Managing the Media

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

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed

- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders

- The Local Recovery Coordinator (LRC) must confirm all incident-related facts

- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

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

- Shire CEO

- Shire President

- Incident relevant elected representative

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

General Enquiries

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

- No employee or spokesperson is to give "off the record" or "in confidence" information

- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

APPENDIX 7A Recovery Communications Plan Template

Shire of Toodyay

Recovery Communication Plan

Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

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

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

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

Key Target Audience

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

Target Audience	
Descriptions	
Actions	
Who	
By When	

Key Messages

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

Message	
Method	
Who	

Actions

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

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

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

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

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

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

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

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

By Whom	
Date	
Major Changes	

Section Eight

Plan for Animal Welfare in Emergencies

8.0 Overview

The connection between people and their animals can be strong and diverse. Emergency events that impact on animals can affect communities on a range of levels including socially, economically, psychologically and culturally. In responding to an emergency, the primary aim is to protect the safety of people. In order to fulfil this aim, the following factors regarding animals must be taken into account:

- research proves that the bonds people have with animals will influence their decision-making and behavior during an emergency (for example, failing to relocate to a safer place if they cannot take their pets with them).

- people will often put themselves at risk for animals in emergencies even if those animals are not their own. This risk-taking can lead to dangerous or fatal consequences.

Research has indicated that the human-animal bond can be extremely influential in a person complying with emergency response directions, such as evacuating, and in participating in preparedness activities. While planning for an animal's welfare in an emergency can improve the animal's chances of survival and recovery, encouraging people to take preparedness actions for their animals can have the additional benefit of improving the preparedness for their own safety and resilience.

The owner or carer of an animal is responsible for the welfare of that animal and should include consideration of its welfare in preparedness for, response to and recovery from an emergency. The ability of an owner or carer to address animal welfare issues may be hampered or prevented due to the nature of the emergency.

In an emergency, when the capability of the owner or carer and any local arrangements are no longer sufficient or effective, then Department of Primary Industries and Regional Development (DPIRD) has the role and responsibility for coordinating animal welfare services in emergencies (as prescribed in the State Emergency Management Policy statement 5.9.7, and as detailed in the State Support Plan – Animal Welfare in Emergencies (State Support PAWE)).

8.1 Aim

The aim of the Plan for Animal Welfare in Emergencies (PAWE) is to provide guidance to Shire staff, Hazard Management Agencies and Supporting Agencies to assist the community with the care and management of animals during an emergency event within the Shire of Toodyay.

8.2   Purpose

To set out:

- Provide support and assistance to the Local Emergency Management Arrangements;

- Provide activation mechanisms;

- Provide immediate care and shelter to distressed animals and reunite owners with lost animals during and after an emergency; and

- Define roles and responsibilities for government and non-government organisations and individuals in the coordination of animal welfare before, during and after an emergency.

8.3   Roles and Responsibilities

Local Role	Description of Responsibilities
Animal Owner/Carer	Is responsible for the welfare of their animals and should consider preparedness for, response to and recovery from an emergency.
Local Government	The Shire of Toodyay will support and liaise with DPIRD in the management of animals in an emergency by ensuring the PAWE is in place and ready for activation. The Shire's CEO or Local Recovery Coordinator will appoint an Animal Welfare Coordinator to be responsible for implementing this plan. Post emergency response, DPIRD will transition the ongoing animal welfare activities back to the control of the Local Government and/or the owner or carer.
WALGA Western Australian Local Government Association	Is the representative for member Local Governments on the Committee for Animal Welfare in Emergencies (CAWE) and may be the initial Local Government representative on the Animal Welfare Emergency Group (AWEG) if formed.
DPIRD Department of Primary Industries and Regional Development	Has authority for the State Support PAWE and may activate the plan at the request of the Controlling Agency (State Support PAWE Part 3).

Local Role	Description of Responsibilities
WAPOL Western Australia Police	Western Australia Police Force are authorised to move, direct or prohibit the movement of animals if an emergency is declared and are also authorised to destroy ill, injured or aggressive animals.
AWC Animal Welfare Coordinator	Notify DPIRD to enable activation of arrangements. Responsible for implementing this plan and representing the Shire as a member of the ISG.

8.4 Plan Structure

The HMA or Controlling Agency directs all decisions on animal welfare issues in an emergency on the advice from the Local Government and DPIRD.
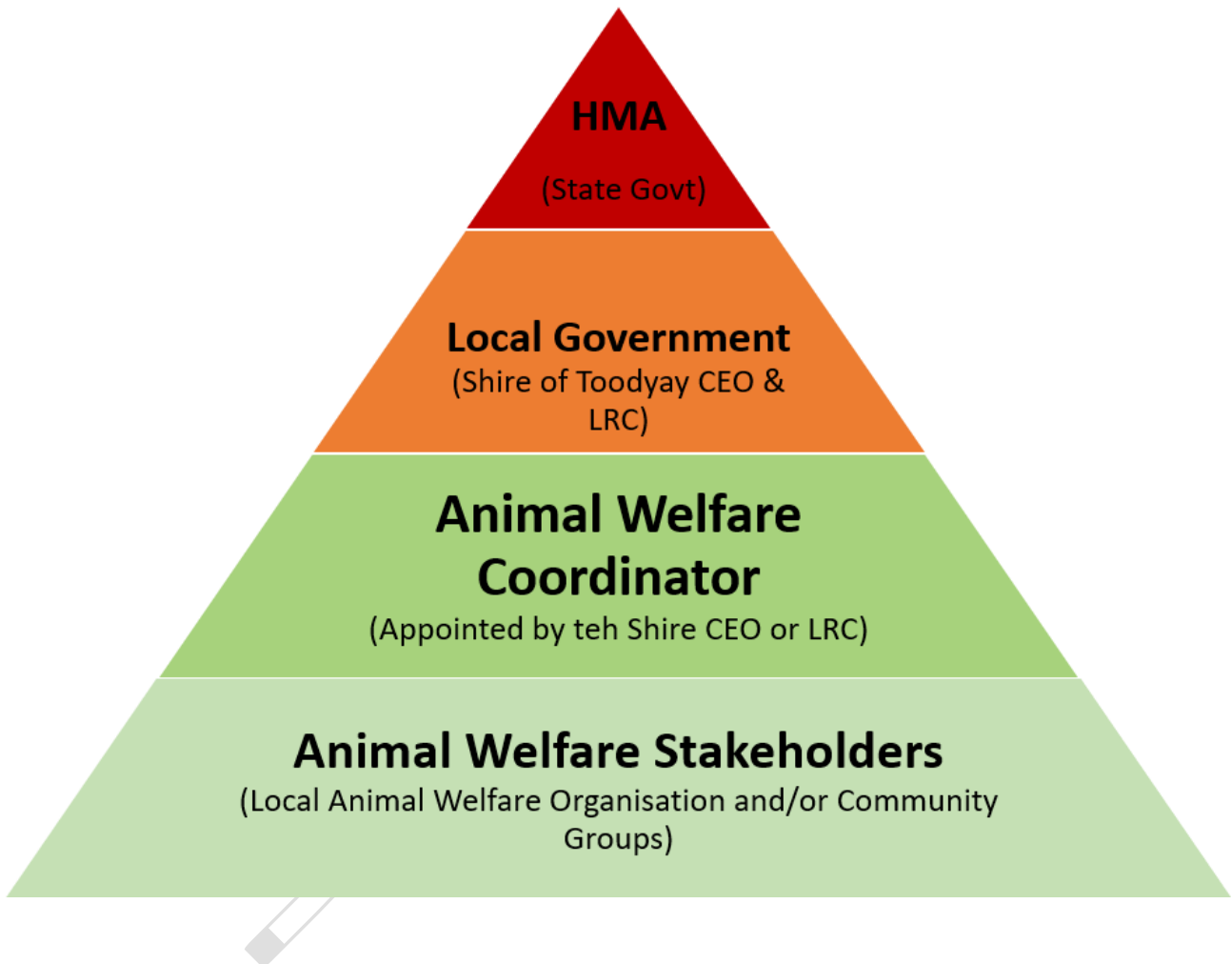
8.5 Scope and Risk Profile:

8.5.1 Limitations

This Plan is limited to the care of domestic animals living within the jurisdiction of the Shire of Toodyay during an emergency.

It does not include routine management of animal welfare during non-emergencies and does not include emergency arrangements for wildlife, which is the responsibility of DBCA.

This plan is subsidiary to the Shire of Toodyay Local Emergency Management Arrangements (LEMA) and as such should not be viewed in isolation.

8.5.2 Animal Categories

For the purpose of this plan and to align with the State Support Plan (Section 1.3.2), animals have been classified into the following five categories:

- Horses;

- Livestock as defined in the *Biosecurity and Agriculture Management Regulations 2013*), includes, buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry, sheep and donkey or any hybrid, horses or any hybrid;

- Companion/Domestic animals – Any animals other than horses kept primarily for companionship, hobbies, sport or work; and

- Wildlife – an animal indigenous to Australia's land or waters, living without regular human intervention or support and having the meaning of fauna, as defined within the *Biodiversity Conservation Act 2016.*

- Animals in Perth Zoo or establishments licenced by the DBCA.

8.5.3 Risk Profile

The following risks have been identified through the SEMC State Risk Project as 'priority Hazards' in the Shire of Toodyay:

- Fire

- Storm

- Flood

Please note the following hazards are outside the scope of this Plan:

- Animal and Plant Biosecurity (Please refer to State Hazard Plan

– Animal and Plant Biosecurity)

8.6   Cost

Where possible the Shire will endeavour to assist the community in caring for their animals during an emergency where this Plan has been activated, by the waiving of selected fees and charges for a period of time no longer than fourteen (14) days.

If an animal is still uncollected after this time, the Shire will look to rehome it in accordance with legislation and procedures unless alternative arrangements have been agreed to by the Shire and owner or carer.

Only the AWC has the delegated authority to waive, amend or impose fees and charges as deemed appropriate.

To ensure there is a consistent approach to the waiver of fees, the following points for consideration are to be clarified by the AWC as early as practicable:

- Length of impoundment fee waiving period;
- Veterinary costs related to impoundment period;
- Fees for surrendering animals for destruction or rehoming; and
- Extension period for micro chipping or registration fees.

Any arrangement regarding other costs shall be determined by the Shire CEO or nominated person.

8.7   Preparedness

8.7.1   Animal owner/carer

The owner or carer should ensure they have a reasonable level of preparedness for their animals.

The planning considerations for the owner or carer of an animal should include:

- If it is likely the animal will be evacuated or remain onsite;
- If transportation is adequate and available to relocate the animal, under potential logistical constraints (i.e. road closures, window of safe evacuation);
- If suitable areas and adequate provisions are available for animals left on a property to minimise the risk of harm (i.e. area at lowest risk of hazard impact, sufficient food and water access for prolonged absence);

- If animals, and their owner or carer, can be identified (i.e. companion animal/horse microchipping, National Livestock Identification System); and

- If they are prepared for self-sufficient recovery and for how long.

8.7.2   Local Government

Local Government preparedness includes maintaining and reviewing a Local Government emergency animal welfare plan to support animal owners or carers.

When planning to support owners or carers, the key considerations for Local Government should also include:

- Access to information and resources for persons evacuating with animals;

- Availability of transportation support and advice;

- Availability of locations to house evacuated animals;

- Management of displaced or stray animals;

- Assessment of impacted animals;

- Treatment of impacted animals;

- Euthanasia;

- Disposal of deceased animals;

- Provision of emergency food, water, shelter; and

- Recovery arrangements

As noted by SEMC (State Support Plan – Animal Welfare in Emergences – Pg 11. Section 2.1.4), maintain representation on the CAWE via the Western Australian Local Government Association (WALGA) CAWE member.

8.7.3   Department of Primary Industries and Regional Development

DPIRD preparedness includes:

- Be a centralised point of contact to provide advice and assistance to ensure animal welfare is better considered before, during and immediately after emergencies;

- Coordinate and support the development and implementation of plans, policies and procedures for the coordination of animal welfare in emergencies;

- Chair the Committee for Animal Welfare in Emergencies (CAWE) to address animal welfare considerations in emergencies, and maintain a contemporary database of stakeholders to assist with animal welfare in emergencies;

- Promote and support Local Emergency Management Committees (LEMC) and Controlling Agencies for the inclusion of animal welfare considerations in emergency plans;

- Promote public awareness and community engagement to improve preparedness for animal welfare in emergencies;

- Develop, maintain, and promote effective working relationships with the Emergency Management sector, to include support to the SEMC, District Emergency Management Committees (DEMCs) and LEMCs, where identified risks and emergency management arrangements are relevant to animal welfare. This representation will ensure local emergency management arrangements and preparedness planning captures animal welfare considerations and outcomes; and

- Develop and maintain lists of potential DPIRD support personnel available to assist with DPIRD responsibilities under this Plan, as applicable.

8.7.4   Department of Biodiversity, Conservation and Attractions

DBCA preparedness includes:

- Identify considerations relating to wildlife welfare in emergencies;

- Maintain membership on the CAWE to address animal welfare considerations in emergencies;

- Develop and maintain an internal emergency animal welfare operational plan, including the Oiled Wildlife Response Plan; and

- Develop and maintain lists of potential support personnel available to assist with their responsibilities under this Plan, as applicable.

8.7.5 Department of Communities

DC preparedness includes:

- Reference animal welfare information in publications and websites to assist broader community awareness, education and understanding;

- Maintain membership on the CAWE to promote collaboration between human and animal welfare consideration

8.8 Response

Initial response is the responsibility of the owner/carer. As incidents or capacity escalates beyond capability of the owner/carer, Local Government will activate the plan to assist and coordinate Animal Welfare issues. Refer Section 3.8 on further information relating to Plan Activation and further escalation.

8.8.1 Animal owner/carer Preparedness

The owner or carer are responsible for their animals during an emergency and are encouraged to stay up to date through official emergency advice to make informed decisions.

8.8.2 Local Government

LG response includes:

- Activate the Local Government emergency animal welfare plan or contingency arrangements where identified within LEMA; and

- Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant

- Local Government and other organisations to coordinate response activities including:

  - providing support and advice on transportation for evacuating animals;

  - identifying the availability of locations to house evacuated animals;

  - managing displaced or stray animals; assisting owners and carers to obtain;

  - assessing and triaging impacted animals;

  - identifying/administering treatment;

  - performing/assisting with transportation for euthanasia perform on-site;

– advising on/arranging for disposal of deceased animals;

– identifying/providing emergency food/water/shelter; and

Refer to Section 8.2.3 for further response information.

8.8.3   Department of Primary Industries and Regional Development

DPIRD response includes:

- Liaise with the relevant Controlling Agency or HMA as a liaison officer and/ or member of the ISG or OASG;

- Coordinates the activation of the DPIRD internal operational plan in line with this Plan;

- Contribute to public information released during the emergency;

- Provide situational reports to the CAWE on animal welfare in the emergency;

- Establish the Animal Welfare Emergency Group (AWEG) to consult on actions undertaken by DPIRD in coordinating animal welfare services for an emergency;

- Liaise with the Local Government and other organisations to coordinate response activities including:

  – providing support and advice on transportation for evacuating animals;

  – identifying the availability of locations to house evacuated animals;

  – managing displaced or stray animals; assisting owners and carers to obtain

  – Restricted Access Permits, where applicable;

  – assessing and triaging impacted animals;

  – identifying/administering treatment;

  – performing/assisting with transportation for euthanasia or perform on-site;

  – advising on/arranging for disposal of deceased animals;

  – identifying/providing emergency food/water/shelter; and

- identifying and reuniting animals with their owners or carers.

- Coordinate arrangements to best utilise volunteers and donations relevant to DPIRD animal categories;

- Coordinate the reporting and future investigation of animal welfare complaints arising as a consequence of the emergency;

- Liaise with and advise Local Government and other organisations about suitable temporary containment and other welfare needs of animals.

8.8.4 Department of Biodiversity, Conservation and Attractions

DBCA response includes:

- Provide support to DPIRD, as requested;

- Coordinate animal welfare services for animals in Perth Zoo; and

- Liaise with and advise Local Governments and other organisations and the owner or carer of wildlife and wildlife parks about suitable temporary containment and other welfare needs of wildlife.

8.8.5 Department of Communities

DC response includes:

- Where appropriate, provide input to information for the public and media relating to alternative animal housing arrangements;

- If known, advise evacuees presenting at centres of alternative animal housing arrangements;

- Convey information provided by DPIRD relating to animal welfare to people in evacuation centres; and

- Liaise with DPIRD in relation to reuniting owners with their animals

8.8.6 Hazard Management Agencies/Controlling Agencies

HMA response includes:

- Request access to the arrangements under this Plan by contacting the DPIRD representative on the ISG/OASG or through the DPIRD State Support Plan-Animal Welfare in Emergencies, as required;

- Liaise with DPIRD to integrate animal welfare considerations into the overall response; and

- Liaise with DPIRD to include coordinated animal welfare considerations into the public information plan.

8.8.7 General Operations

In the lead up to an incident (i.e., high risk days) and prior to any formal activation, the Shire will consider the following actions if appropriate:

- Community messaging via the Shire's website and Facebook page;

- Internal Staff communiques in preparation for standby arrangements;

- Utilise the Harvest, Hot Works and Vehicle Movement Ban SMS list if appropriate.

8.8.8 Plan Activation

The Shire of Toodyay Chief Executive Officer (CEO) will approve activation of this Plan upon request of the Incident Controller of the Hazard Management Agency responsible for managing the incident.

Triggers for plan activation may include:

- Animal Welfare is beyond the capacity and capability of owners or carers;

- Any local or district arrangements are no longer sufficient or effective;

- Toodyay Evacuation centre is activated; or

- Large scale carcass disposal requirement.

Escalation to the State Support PAWE is in accordance with the State Support Plan – Animal Welfare in Emergencies section 3.2 Plan Activation Procedures:

If the Shire of Toodyay believe the criteria for activation of the State Support PAWE are met, the Local Government representative within the emergency Incident Support Group (ISG) should notify the Controlling Agency and HMA of the situation and recommendation to activate the State Support PAWE.

8.8.9   Plan Stand Down

When the emergency response phase has ended, the Controlling Agency will notify the LRC/AWC that they are withdrawing from the incident and the recovery phase commences.

At this point both operational and organisational arrangements may be scaled down.

The AWCs may still be involved in actions during the recovery phase in conjunction with the LRC to assist in restoring the community to the point where they can resume normal social and economic activities.

8.8.10   Situation and Intelligence

The Shire of Toodyay PAWE (Plan for Animal Welfare in Emergencies) is located:

- Physically - In the Emergency Packs (accompanying the LEMA and Contacts Register) located at the Administration Office, Visitors Centre and Depot; and

- Electronically – the Shire of Toodyay website.

Incident details to assist in undertaking animal welfare response (such as hazard size, severity, location, predictions, road closures) are to be ascertained through the Incident Controller.

8.8.11   Public Information

8.8.11.1   During an Incident

The dissemination of Hazard specific information to the Public regarding Animal Welfare will adhere to the Communication Plan of the LEMA (Section Seven). The Controlling Agency for the incident has the primary responsibility for public information and will coordinate with other relevant agencies.

The Shire of Toodyay may be requested by the Incident Controller to provide localised information such as emergency animal shelters, volunteers and donations during the response phase, so it may be included in the general messaging for the emergency.

During an incident the Shire of Toodyay will identify how the public should make requests for assistance or enquiries relating to animal welfare and how this

information will be distributed to the public and the Incident Management Team.

The Shire can redistribute information published by the HMA or DPIRD.

During an incident, the Shire of Toodyay's website will have the ability to allow the public to lodge Animal Welfare requests and Paper forms will be located at key Shire locations.

8.8.11.2 Recovery

The Shire of Toodyay is responsible for providing public information during the recovery stage post incident and will coordinate the provision of public information and media releases and consider the most appropriate method for delivering key messages. This may include:

- Social Media;

- Mainstream Media – Radio, Newspaper;

- Notices boards at key Local Government locations (libraries, recreation centres, community centres); and

- Shire of Toodyay website.

Public enquiries about animal welfare during emergencies should be made via:

- Shire Administration   9574 9300

- Shire Rangers   9574 9370

- Shire website

8.8.3 Response Activities

8.8.3.1 Transportation and Evacuation Route Options

The owner or carer has the responsibility to determine, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

In an emergency the Shire (or DPIRD) will liaise with the Controlling Agency or HMA to provide information on potential resources and advice on evacuating with animals. This may include:

- Road closures, safe alternatives and suitability for traffic;
- Early evacuation consideration for those travelling with large animal carriers; and
- Transport services or volunteer options.

8.8.3.2 Temporary Evacuation Centres/Shelters

Owners and carers should first seek to evacuate their animals to the properties of friends, family and private shelter facilities outside of the area in which the emergency is taking place.

The Shire has identified the following locations suitable for evacuating (provided the locations are not under threat or at risk of being) domestic pets and limited livestock:

- Shire of Toodyay Animal Management Facility - 266 Railway Road, Toodyay.
- Toodyay Showgrounds Pavilion - 5 Toodyay West Road, Toodyay.

If livestock owners cannot be readily located or contacted and/or animals cannot be relocated to a temporary animal evacuation centre, animals are to be impounded on a nearby appropriate property and details of animal type/number/markings or registration numbers recorded.

Due to health and safety considerations, animals are not permitted inside the community evacuation centers with the exception of recognized assistance animals.

It is important to establish a registration point at the Animal Evacuation Centre for people presenting with their animals, to coordinate the following services:

- Inform users of centre arrangements;
- Record each animal evacuated to centres;
- Log the details of all incoming and outgoing animals;
- Encourage people to register online at https//register.redcross.org.au;

- Maintain a central point for all enquiries and dissemination of information, including a rescue display list; and

- Maintain a running sheet of expenditure.

Any facility temporarily housing evacuated animals is not to be used as a collection point for donated goods. The only donations that may be accepted, by prior arrangement with the AWC, are relevant goods such as:

- Animal Feed;

- Animal medical supplies and services; and

- Animal bedding.

8.8.3.3   Stray Animals

Escaped or released (stray) animals evading a hazard can pose a risk to people, other animals, property or themselves. Stray animals may require containment or impoundment; powers are available under legislation to achieve this.

The powers to manage the movement of animals during emergencies, including containment or impoundment are appointed under legislation (Refer to State Support Plan – Animal Welfare Section 3.4.4).

The AWC/Shire Rangers or nominated person/s will be responsible for managing stray animals. Additionally, under the SSP, Police are also authorised to manage the movement of stray animals.

Stray animals should be conveyed to the Animal Welfare Centre for registration by the AWC and for management by the appropriate organisation. Injured or distressed animals should be conveyed directly to a veterinarian for treatment and the AWC advised.

8.8.3.4   Access to Non-evacuated Animals

Animal owners or carers should not attempt to access the area unless permission has been given by the agency controlling the emergency.

Where animals are not evacuated, timely assessment and the application of treatment, routine care, euthanasia and

deceased animal disposal, where applicable, is critical. Access to impacted and restricted areas to undertake assessment and management of animals is at the discretion of the Incident Controller.

In some situations, residents/property owners may be able to enter an affected area earlier than the general public in order to protect their property and attend to non-evacuated animals (proof of identity or property ownership is required).

Where access to impacted areas may not be permitted to residents/property owners or the general public for a protracted time, DPIRD will liaise with the Controlling Agency or HMA in relation to the issue of Restricted Access Permits to address animal welfare considerations. Restricted Access Permits may be issued in accordance with the State Emergency Management Plan section 5.3.3.

8.8.3.5   Assessment of Non-evacuated Animals

Where access is permitted to owners or carers, all effort should be made by those persons to undertake the assessment of impacted animals in their charge and initiate ongoing management.

Where access permits have been coordinated by DPIRD, it will also coordinate the following:

- Assessment of impacted animals;
- Prioritisation of (triage) the welfare needs of animals; and
- Provision of a welfare assessment to assist the Controlling Agency or HMA to include animal welfare considerations in ongoing response and recovery operations.

8.8.3.6   Treatment

DPIRD will liaise with Local Government and other organisations to:

- Determine the local veterinary capacity to meet animal treatment needs;
- Identify capacity gaps in animal treatment; and

- Coordinate actions to address capacity gaps, including:

  ➢ providing additional support for local veterinary practices;

  ➢ directing owners and carers to local veterinary practices;

  ▪ liaising with veterinary practices adjoining impacted areas to assist with animal treatment needs;

  ▪ facilitating contact with volunteer veterinary surgeons and veterinary nurses; and

  ▪ establishing triage sites for assessment and treatment (including euthanasia) of animals.

The Shire, if required, will request local Vets to establish a triage facility at a location determined by the Incident Controller. See LEMA Contacts Register for Local Veterinarian contact details.

8.8.3.7 Euthanasia

Methods of euthanising animals must be humane.

Where the owner or carer is unable to arrange euthanasia either on-site or by transporting to a suitable premises, and the animal has little or no chance of survival or continues to suffer harm if it remains alive, DPIRD will liaise with the Controlling Agency or HMA, to facilitate arrangements for euthanasia. Where this relates to wildlife, DPIRD will consult with DBCA. Actions may include:

- Providing advice on the euthanasia of an animal or animals;

- Providing advice on the fitness of an animal for transport;

- Identifying suitably trained and equipped personnel to assist;

- Identifying suitable resources to assist; and

- Coordinating access permits for the purpose of transportation or on-site euthanasia.

Wherever possible, euthanasia activities will take place in consultation with the owner or carer. Where it is not possible to identify or contact the owner or carer of an animal and euthanasia is required, the owner or carer should be contacted as soon as is practical afterwards.

8.8.3.8 Disposal

The disposal of deceased animals is the responsibility of the owner or carer, however, DPIRD will coordinate with the Controlling Agency or HMA and Local Governments to provide advice on the timely and appropriate disposal of deceased animals during an emergency.

Guidance on approved procedures for deceased animal disposal is available on the DPIRD website: https://www.agric.wa.gov.au/emergency-response/livestock-carcase-disposal-after-fire-flood-or-drought

On-site disposal is the preferred option.

Where circumstances preclude that option the Shire of Toodyay's current disposal site is:

Waste Transfer Station - 266 Railway Road, Toodyay, WA, 6566.

The Shire of Toodyay acknowledges identification of alternate Animal disposal sites is required.

8.8.3.9 Emergency Supplies

Emergencies may affect the supply and quality of water, pastures and other sources of food usually available to animals. This is particularly significant for non-evacuated animals located within the impacted area.

During the response phase, DPIRD will coordinate, in liaison with the Controlling Agency or HMA, the provision of emergency food and water by:

- Identifying animals requiring access to food and water as part of the welfare assessment within the impacted area;

- Liaising with local organisations to identify evacuated animals requiring access to emergency food and water;

- Identifying potential sources of food and water including depots, distribution centres and water; and

- Coordinating donations of food and other resources.

The allocation of food and water will aim to meet animals' basic nutritional requirements. In situations where the minimum requirements of an animal are unlikely to be met, consideration should be given to the agistment, temporary rehousing, rehoming, sale, adoption or euthanasia of an impacted animal, where relevant.

8.8.3.10 Reunite

Owners or carers should ensure their animals can be identified through appropriate up to date identification systems such as microchipping and the National Livestock Identification System.

The agency with responsibility for the coordination of a particular category of animals will coordinate with Local Government for the identification and reunification of displaced or stray animals during or as soon as practicable after an emergency.

The Shire Rangers are responsible for domestic pet registrations and can assist with the reuniting process of displaced animals with their owner or carer.

If owners or carers are located within Evacuation centres, DPIRD will liaise with Department of Communities to reunite owners with their animals during or as soon as practicable after an emergency.

Unclaimed and surrendered dogs and cats will be dealt with as per provisions of the Dog Act 1976 and the Cat Act 2011. Abandoned, unclaimed or surrendered livestock and wildlife will be referred to the RSPCA and/or DPIRD.

8.8.4 Volunteers and Donations

During emergencies, additional resources and services may become available through charity/community groups and may include volunteering and donations of goods. DPIRD will coordinate

arrangements to best utilise such resources and services, as required.

Where volunteers and donations relate to the welfare of wildlife, DPIRD will consult with DBCA, as required.

Unmanaged donations and volunteers can pose a hindrance to response activities and communication with the public as to when, where and what to donate needs to be timely and consistent. Every effort will be made to redirect volunteers and donations to suitable and established animal welfare service providers, and relevant animal related organisations. DPIRD will coordinate the updating of public messaging to provide consistent information for volunteering and donating and to promote the safety of individuals and responders.

All recovery activities in relation to volunteers and donations should be coordinated through the Local Recovery Coordination Group to avoid duplication of efforts.

8.8.5 Biosecurity

Activities typically undertaken in support of animal welfare in an emergency; such as establishing temporary or emergency shelters and agistment centres, supplying emergency food, accepting donations, may pose biosecurity risks as normal control processes may be interrupted.

Should a biosecurity hazard present, DPIRD is the Hazard Management Agency and implements the State Hazard Plan - Animal and Plant Biosecurity.

8.9 Recovery

8.9.1 Local Government

Local Government is responsible for managing recovery following an emergency affecting the community in its district as per Section 36(b) of the *Emergency Management Act 2005*.

Many of the response activities relating to animal welfare will transition into the Recovery phase of emergency management. During this time, DPIRD will coordinate to return the responsibility for ongoing animal welfare activities back to the Local Government and the owners and carers of animals.

The role of the Shire of Toodyay is:

- Include animal welfare considerations in recovery plans;

- Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of the Local Government and the animal owner or carer's.

- Review the effectiveness of any animal welfare plans; and

- Conduct debriefs with relevant internal and external parties at the conclusion of the operation.

8.9.2   Department of Primary Industries and Regional Development

DPIRD recovery includes:

- Liaise with the State Recovery Coordinator or Controller and the WALGA to transition recovery back to Local Government.

- Liaise with relevant agencies to transfer responsibility for ongoing animal welfare activities back to Local Government and the owner or carer;

- Provide advice to the Controlling Agency or HMA and Local Government on animal welfare considerations, as part of the recovery plan;

- Participate in post-emergency debriefs and reviews, as requested; and

- undertake a review of this Plan's effectiveness in consultation with the CAWE.

8.9.3   Department of Biodiversity, Conservation and Attractions

DBCA recovery includes:

- Assist DPIRD in providing animal welfare advice for the recovery plan;

- Participate in post-emergency debriefs and reviews, as requested;

- Participate as a member of the CAWE in reviewing this Plan; and

- Review the effectiveness of the DBCA operational plan.

8.9.4   Department of Communities

DC recovery includes:

- Consider animal welfare to the extent possible during the coordination of welfare services.

8.9.5 Hazard Management Agencies/Controlling Agencies

HMA/Controlling Agency recovery includes:

- Liaise with DPIRD to include animal welfare consideration into the recovery plan; and

- Include animal welfare in post-emergency debriefs and reviews.