



# **Shire of Brookton Local Recovery Plan 2012**

LEMC Endorsement Date: 14/2/12  
Full Review Date: (Within 5 years of endorsement)  
Maintained by: Executive Officer to LEMC

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## **Disclaimer**

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The Shire of Brookton Emergency Management Arrangements have been prepared and endorsed by the Local Emergency Management Committee pursuant to Section 41(1) of the *Emergency Management Act 2005*. A copy has been submitted to the State Emergency Management Committee pursuant to Section 41(5) of the *Emergency Management Act 2005* and a copy has been submitted to the Great Southern District Emergency Management Committee in accordance with Item 31 of State Emergency Management Policy Statement 2.5.

## CERTIFICATE

Local governments are required under the provisions of Section 36 of the *Emergency Management Act 2005* to ensure that local emergency management arrangements are prepared for the local government area. The documents to which this certificate refers shall be referred to as the *Shire of Brookton Local Emergency Management Arrangements (Insert year)* and herein after referred to as *The Arrangements*.

The arrangements have been prepared by the Local Emergency Management Committee in consultation with Hazard Management Agencies, the Local Government, government and non-government organisations and community groups.

As a requirement of the State Emergency Management Committee Policy Statement 2.5, the arrangements have been submitted to those bodies appearing below for endorsement.

Shire of Brookton

Local Emergency Management Committee

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Date

Shire of Brookton Council

\_\_\_\_\_

(Shire President)

\_\_\_\_\_

Date

Great Southern DEMC

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Date

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## Glossary of Terms and Acronyms

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The following terms apply throughout these arrangements

**COMMUNITY EMERGENCY RISK MANAGEMENT-** a systematic process that produces a range of measures which contribute to the well being of communities and the environment. (See also – RISK MANAGEMENT)

**DISASTER-** See EMERGENCY.

**DISTRICT EMERGENCY MANAGEMENT COMMITTEE-** is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

**EMERGENCY-** an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

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

**EMERGENCY MANAGEMENT CONCEPTS** - the emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the *Emergency Management Regulations 2006*:

1. **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.
2. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.
3. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.
4. **Recovery** activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical well being. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen the effects on the community.

**EMERGENCY RISK MANAGEMENT** – A systematic process that produces a range of measures that on being implemented contributes to the safety and well being of communities and the environment.

**HAZARD** – a situation or condition with potential of for loss or harm the community or the environment.

**INCIDENT** – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS** – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE** – is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

**RECOVERY** - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economical and physical wellbeing.

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

**RISK MANAGEMENT** – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:1999 (Risk Management).

#### **ACCRONYMS USED IN THESE ARRANGEMENTS**

<b>BoM</b>	Bureau of Meteorology
<b>CEO:</b>	Chief Executive Officer
<b>DCP:</b>	Department for Child Protection
<b>DEC:</b>	Department of Environment and Conservation
<b>DEMC:</b>	District Emergency Management Committee
<b>DET:</b>	Department of Education and Training
<b>EMWA:</b>	Emergency Management Western Australia
<b>LEC:</b>	Local Emergency Coordinator
<b>FESA:</b>	The Fire and Emergency Services Authority
<b>ISG:</b>	Incident Support Group
<b>LEMC:</b>	Local Emergency Management Committee
<b>LGA:</b>	Local Government Authority
<b>LGLO:</b>	Local Government Liaison Officer
<b>LGWLO:</b>	Local Government Welfare Liaison Officer
<b>LRC:</b>	Local Recovery Coordinator
<b>LRCC:</b>	Local Recovery Coordinating Committee
<b>OASG:</b>	Operations Area Support Group
<b>OIC:</b>	Officer in Charge

**SEMC:** State Emergency Management Committee  
**SEMP:** State Emergency Management Committee Policy  
**SES:** State Emergency Service  
**WAPol:** Western Australia Police Service

## Distribution List

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Copy provided to:	No. of Copies
Shire of Brookton	1
Local Emergency Coordinator	1
DEMC	1
LEMC Members	12
FESA Local Units	1
FESA District Office	1
Brookton Volunteer Bushfire Brigades	1
Brookton Shire Ranger	1
Brookton Library	1
South East Avon Voluntary Regional Organisation of Councils	1
Shire of Beverley	1
Shire of Cunderdin	1
Shire of Quairading	1
Shire of York	1
Secretary SEMC (Electronic copy)	1
CEMO	1

## Amendment Record

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Suggestions and comments from the community and stakeholders can help improved the arrangements and subsequent amendments.

Feedback can include:

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

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

Chairperson

Local Emergency Management Committee

Shire of Brookton

PO Box 42

BROOKTON WA 6306

The Chairperson will refer any correspondence to the LEMC for consideration and or approval.

Amendments promulgated are to be certified in the below table when updated.

AMMENDMENT		DETAILS AMENDMENT	OF	AMENDED BY
NUMBER	DATE			NAME
		Original document		

## **PART 1 – Management**

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### **Authority**

This Plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [S.41(4)] and State Emergency Management Policy 2.5 and forms part of the Shire of Brookton Local Emergency Management Arrangements.

### **Date**

This Plan has been endorsed by Shire of Brookton LEMC on: 14/2/2012. A copy of Plan has been forwarded through the DEMC to EMWA.

### **Purpose**

The purpose of the Shire of Brookton Recovery Plan is to:

- Establish the organisation and procedures for the management of recovery from emergencies in the Shire of Brookton;
- Identify the roles and responsibilities of participating organisations/agencies
- Establish a basis for the coordination of recovery for the community.

### **Resources**

The Local Recovery Coordinator is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. Local government resources are identified in the Asset Register of the local government. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

### **Financial Arrangements**

The Department for Child Protection is the agency that is responsible for providing initial financial support to dislocated and effected community members. They can also provide guidance on the establishment of public appeals and accessing other forms of financial support associated with the recovery of effected communities. The financial considerations in support of the response efforts are the responsibility of the Hazard Management Agency that is leading the response. Further information can also be obtained from the Emergency Management section of the FESA website at: <http://www.fesa.wa.gov.au/internet/default.aspx?MenuID=281>

Shire of Brookton is committed to the expenditure of such financial resources as are considered necessary for the full recovery of the community after any emergency event for which this plan is activated.

## **PART 2 – Local Recovery Arrangements**

### **Introduction**

This part details the actions Shire of Brookton will take where an event is assessed as being of sufficient magnitude to require the Local Recovery Coordinating Committee to be involved in the recovery process. As required by the *Emergency Management Act 2005* and consistent with community recovery concepts, local government is responsible for managing recovery within its local government district. Therefore the Shire of Brookton will be responsible for management of the recovery process within the local government district. Where the level of recovery is beyond the capacity of the local Community, State Level Support shall be requested as outlined in state recovery arrangements (Westplan Recovery).

### **Organisation**

The Local Recovery Coordinating Committee (LRCC) will be chaired by the (Enter either Shire President or Mayor) or their nominee and have a selection community leaders as its members, including appropriate State Government Agency representatives. Where a LRCC is established, a core group of key stakeholders will be represented on the committee and supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process. Where a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

Refer to page 12 of this document for the LRCC Executive positions.

Refer to [ANNEX C](#) Local Recovery Coordinating Committee Operational Checklist

### **Activation**

The decision to activate the recovery plan will be made by the Shire President after consultation with the Hazard Management Agency and the Chief Executive Officer.

The decision to activate the Recovery Plan must take into account a Post Impact Assessment (PIA) of the emergency and an assessment of the assistance required for recovery made by either:

- The ISG; or
- Through consultation between the HMA, the IC and the LEC.

Once the Plan has been authorized for activation, the LRC is responsible for implementing the recovery processes including the activation of the LRCC.

### **Local Recovery Coordinator**

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

## LRCC Executive Positions

LRCC Position	Primary	Alternate
LRCC Chair	Shire President	Shire CEO
Local Recovery Coordinator	Shire CEO	Shire Deputy CEO
Support Officer	Shire Deputy CEO	

For explanation of the roles and responsibilities of the:

- Local Recovery Coordinator – Refer to [ANNEX B:](#)
- Local Recovery Coordinating Committee Operational Checklist – Refer to [ANNEX C:](#)

## Transition from Response to Recovery

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

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA IC is to ensure that the LRC is notified of the event and is included as a member of the ISG.

During the response many of the agencies with recovery roles may be heavily committed, therefore the inclusion of the LRC on the ISG will ensure:

- The alignment of response and recovery priorities;
- Liaison with key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.
- The full LRCC including sub-committees shall be called together as soon as possible for a briefing of the emergency situation even during the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

In the transition from response to recovery, the following shall occur:

- IC shall include the LRC in critical response briefings;
- LRC will ensure the IC is aware of recovery requirements and tasks prior to the termination of the response phase;
- LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role;
- LRCC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalization of handover takes place.

## Impact Assessments & Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. Impact assessment should

not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

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

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

## **Welfare and Health Services**

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

## **Infrastructure**

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

## **State Level Assistance**

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

## **Operational Recovery Plan**

Shire of Brookton has prepared this local recovery plan to encompass all of the elements of WESTPLAN - RECOVERY as a general recovery management plan. However, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the LRCC.

The operational recovery plan should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community. Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. However, the following is a guide to those elements that should be included, although it is not intended to be prescriptive.

Refer to [ANNEX F](#): - Operational Recovery Plan Template

## Community Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under WESTPLAN – Public Information, SEMP 4.6 Emergency Public Information.

Once a formal transition from response to recovery has been executed between the HMA and Local Government, local government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the Local Government Act.

## Communication Policy

Management of communication in a crisis is critical. This section has been created to guide the Shire of Brookton in approaching crisis communication in a way that is structured, well-coordinated and effective. During the response phase, public information is strictly the domain of the HMA. Once the transition between response and recovery has taken place, the responsibility shifts to the local government and this response will be led by the Chair of the Local Recovery Coordinating Committee (LRCC).

Sections 2.8(1) (d), 2.9, 5.34 and 5.41 of the *Local Government Act 1995* deal with certain powers of the CEO, Mayor and President to act on behalf of the local government. These persons as empowered by the Act are the only persons who will comment publically on behalf of the local government.

## Communication Principles

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

- 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 the response 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.

## 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 LRCC in collaboration with the Shire President. Both internal and external communications will be directed by the strategy, which will ensure alignment with the LRCC response objectives and with the communications policy.

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

- Stakeholders are arranged in order of priority and addressed accordingly;
- 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.

## Communication Materials

During recovery, a communication strategy should be developed to ensure that all communication efforts are aligned with emergency response objectives, Shire of Brookton policies and the principles outlined above. The strategy will also guide the use of the communication tools listed below. Samples of these tools are located in appendices, as indicated.

Key messages - [ANNEX G \(1\)](#)

Media release – [ANNEX G \(2\)](#)

## Key Messages

Central to the communication response, key messages are developed specifically for the situation. They are a simple way of ensuring that communication is consistent and accurate. As research shows that people usually remember three points from any given communication, three key messages should be developed. In some instances, more than one set of key messages will be prepared to address different stakeholder interests and viewpoints. Their coordination and use will be the responsibility of the LRCC.

To avoid the messages being merely claims, they must be completely supported by facts. The document should be updated as more information or facts become known. Messages that are approved by the LRCC will form the basis of all communication with stakeholders and will be incorporated in the communications materials listed above.

### NOTE:

The key messages document is strictly for internal use only and should never be given directly to stakeholders. It should not include any confidential or potentially compromising statements. It is important that legal advice is sought on issues which may have legal and/or commercial sensitivities before information is released.

A guide to developing key messages is provided at [ANNEX G \(1\)](#).

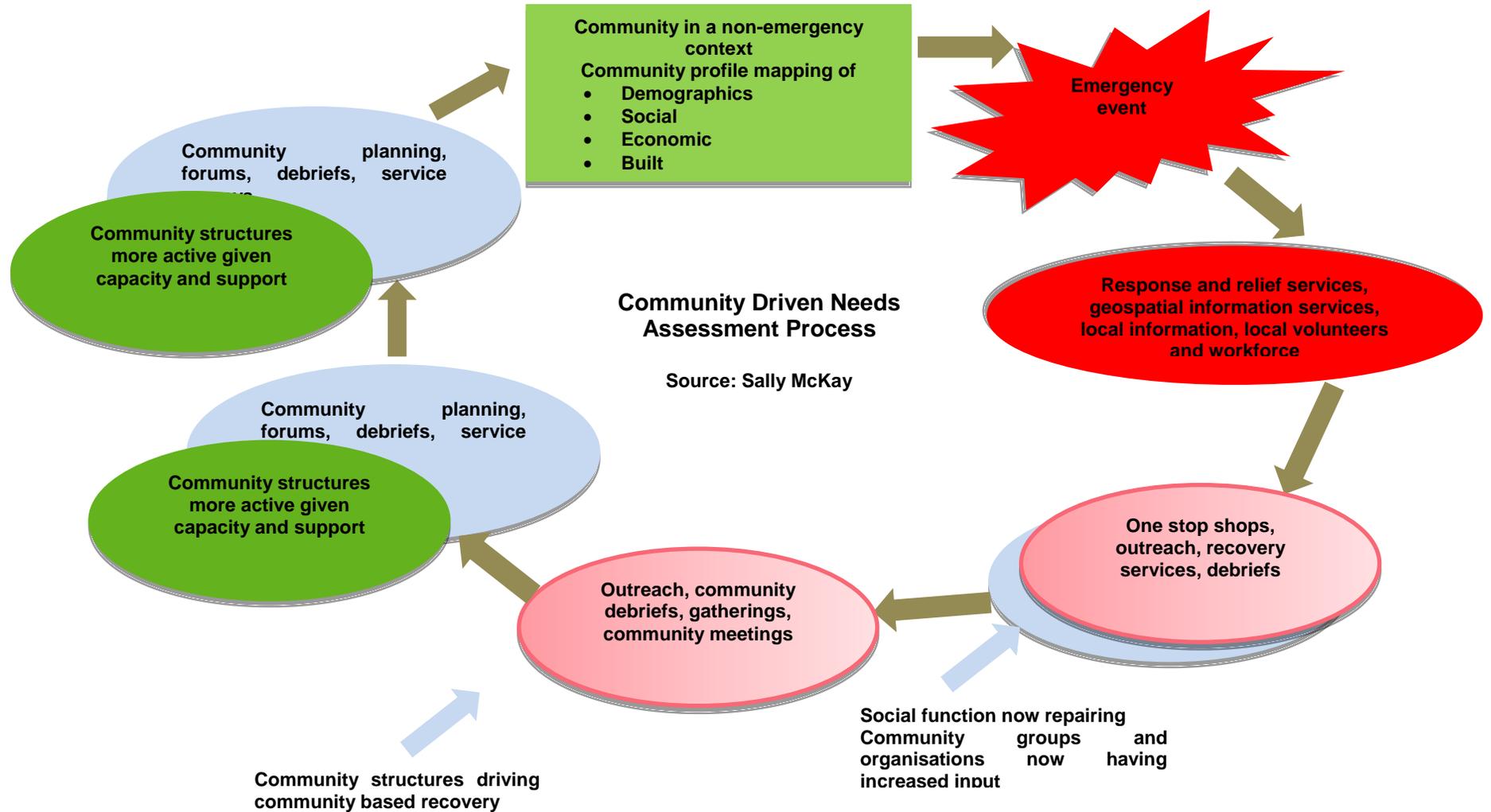
## Managing the Media

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 LRC is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the LRCC;
- Information is never to be assumed;
- The LRCC will draft documents for release to external stakeholders;
- The LRC must confirm all incident-related facts
- 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. The designated spokesperson must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of Shire of Brookton at media briefings or conferences.

# ANNEX A – Community Driven Needs Assessment Process



## **ANNEX B: - Local Recovery Coordinator**

### **Roles and Responsibilities**

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Recovery Plan;
- Assess the community recovery requirements for each event, in liaison with the HMA, EC, and other responsible agencies;
- Provide advice to the Shire President/Mayor/CEO on the requirement to activate the Plan;
- Convene the LRCC;
- Provide initial advice to the LRCC.

Where the Local Recovery Coordinating Committee is convened:

- Undertake the functions of the Executive Officer to the LRCC;
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair, State Recovery Coordinating Committee or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

Following is a 'Local Recovery Coordinator Operational Checklist' to assist the LRC in their role.

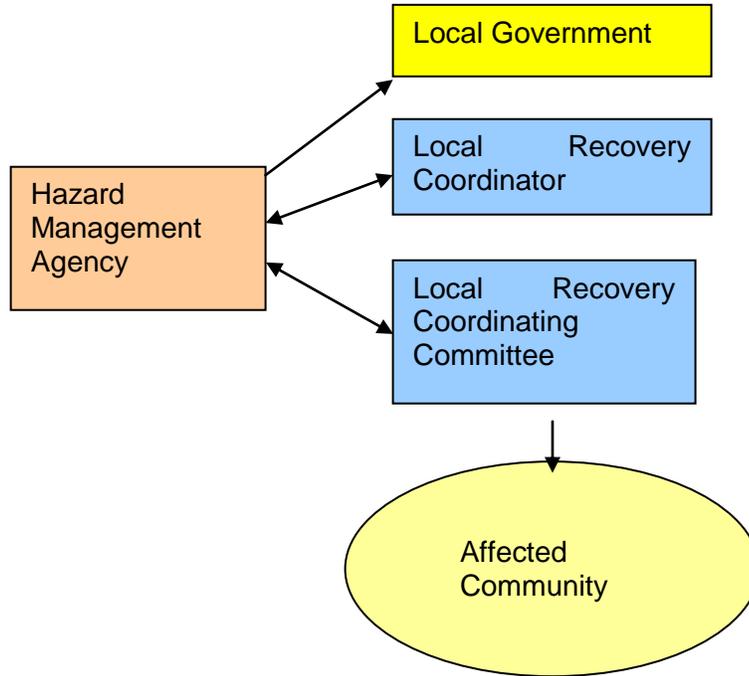
## ANNEX C: - Local Recovery Coordinating Committee Operational Checklist

Task Description	OK
Liaise with relevant response agencies regarding location, size, type and potential impact.	
Contact and alert key staff.	
Determine likely human effects.	
Establish whether event has been proclaimed an eligible natural disaster under the WANDRRA	
Contact other relevant response and recovery agencies.	
Activate and brief relevant agency staff.	
Activate appropriate inter-agency liaison mechanisms.	
Locate liaison officer and emergency operations centre (if appropriate).	
Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).	
Manage offers of assistance, including volunteers, material aid and donated money.	
Assess the impact of the event through information/data from local government, geographic data and relevant response agencies.	
Meet with specific agencies involved with recovery operations to determine strategies.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Organise briefing and debriefing processes for staff.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counseling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a 'one-stop-shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Manage a public appeal/private donations process.	
Brief media on the recovery program.	
Assess reports gathered through the outreach program to assess community needs.	
Identify special needs groups or individuals.	
Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Develop a community information process, including consideration of public meetings and newsletters.	
Monitor staffing arrangements.	
Review resources and services on an ongoing basis.	
Determine longer-term recovery measures.	

Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and reduce/withdraw services when appropriate.	
Debrief recovery agencies.	
Recognise agency/ staff input	

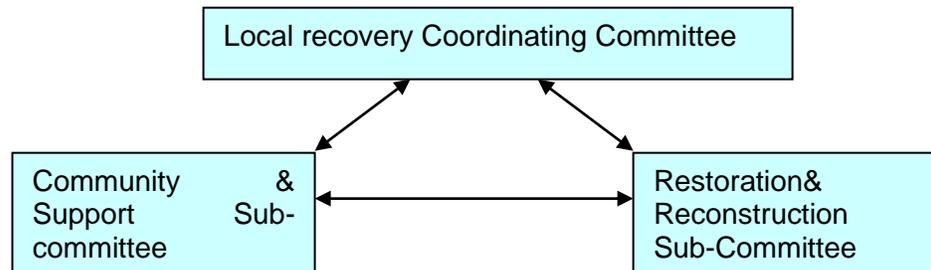
The following flow chart reflects the relationship between the Local Emergency Management Committee, the Local Recovery Coordination Committee and associated Sub-committees

## ANNEX D: - Local Recovery Coordinating Committee Flowchart

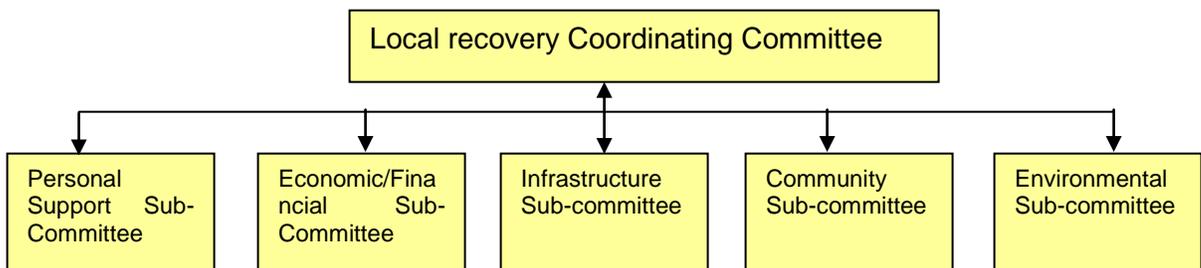


### Alternative Committee Structures

(Dependant upon community impact and complexity of event)



OR



## ANNEX E: - Organisational Responsibilities

<p><b>Local Government</b></p>	<p>Ensuring that a Local Recovery Plan for its district is prepared, maintained and tested as required by Section 41(4) of the EM Act.</p> <p>Appoint a LRC(s) as per Section 41(4) of the EM Act.</p> <p>Chair the LRCC as per Section 36(b) of the EM Act.</p> <p>Provide secretariat and administrative support the LRCC, as required.</p> <p>Provide other representatives to the LRCC or its sub-committees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, and Community Services).</p> <p>Ensure the restoration/reconstruction of services/facilities normally provided by the LGA.</p> <p>Identify community needs and resource availability.</p> <p>Liaise, consult and negotiate on behalf of the affected community.</p> <p>Manage Donated Goods.</p>
<p><b>Department for Child Protection</b></p>	<p>Provide a representative to the LRCC.</p> <p>Provide emergency welfare services as part of the recovery process as required by the WESTPLAN – Recovery and as agreed to by the ‘Local Welfare Emergency Management Support Plan’.</p> <p>Manage the provision of personal hardship and distress measures under the WANDRRA, including counseling, emergency assistance and temporary accommodation.</p>
<p><b>Pastoralists and Grazer’s Association/Department of Agriculture</b></p>	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Manage the provision of assistance to primary producers, particularly in relation to the Primary Producer package under the WANDRRA.</p>
<p><b>Main Roads WA</b></p>	<p>Provide a representative to the LRCC (co-opted as required).</p> <p>Assess and report on damage to State/Federal road infrastructure that may impact on the community.</p> <p>In conjunction with the LGA assist with assessment of damage to local roads and provide advice on road closures and alternate transport routes.</p> <p>Assist the local government with the reopening and restoration of local roads including providing access to funding where available through the MRWA Flood damage</p>

	to Local Roads Special Funding Assistance Program and/or the WANDRRA.
<b>Lifeline Agencies (including gas, power and water)</b>	Provide a representative to the LRCC (co-opted as required). Assess and report on damage to lifeline services and progress of restoration of services. Facilitate restoration
<b>Regional Development Commission</b>	Provide a representative to the LRCC (co-opted as required). Assist with the assessment of the impact of the emergency on small business. Provide advice on and facilitate access to available business support services/funding support, e.g. WANDRRA small business support measures.
<b>Local Chamber of Commerce</b>	Provide a representative to the LRCC (co-opted as required). Survey and report on impact to and specific needs of local business.
<b>Department of Education &amp; Training</b>	Provide a representative to the LRCC (co-opted as required) Provide advice on issues affecting the normal operation of schools, e.g. restrictions on student access or damage to school premises.
<b>Local Health Services Provider (Department of Health or Local Environmental Health Officer)</b>	Provide a representative to the LRCC (co-opted as required). Advise on health issues arising from the emergency. Coordinate the local health components of the recovery process.
<b>Lord Mayor's Distress Relief Fund</b>	Liaise with the LRCC to assess the requirements for public donations and if required initiate "Calls for public donations" in accordance with SEMP 4.2 As required set up a local appeals committee in conjunction with the LRCC. Provide advice to the LRCC on criteria for, and assessment of, requests for financial assistance.

# **ANNEX F: - Operational Recovery Plan Template**

## **Shire of Brookton Local Recovery Coordination Committee**

### **1. Introduction**

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

### **2. Assessment of Recovery Requirements**

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of cost of damage
- Temporary accommodation requirements (including details of emergency welfare centres)
- Additional personnel requirements (general specialist)
- Human services (personnel and psychiatric support) requirements
- Other health issues

### **3. Organisational Aspects**

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

### **4. Operational Aspects**

- Details of resources available and required
- Redevelopment plans (includes mitigation proposals)
- Reconstruction restoration program and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (WANDRRA), insurance, public appeals and donations (see also Section 5 below)
- Public information dissemination

## ANNEX G (1): - Key Messages

The following are samples only of key messages that may be considered for use:

### Key message 1:

Our primary concern continues to be the wellbeing of the people in our community. On behalf of the Shire of Brookton to all affected by the incident. Shire of Brookton, together with <insert relevant organisations> are doing everything possible to care for the families/employees/communities impacted.

Consider the following information:

- Financial support provided
- Counselling support provided
- The Shire of Brookton immediate priority will continue to be to support affected employees/families/communities
- Family visits, community debriefs and other actions taken.
- Next stages - what is known.

### Key message 2:

Shire of Brookton is cooperating in investigations of <insert relevant> to avoid reoccurrence of the incident. There will be a full investigation into the incident and we will provide whatever assistance we can to investigators.

- The review will be headed by <insert name and organisation>
- Our review will focus on operational and emergency response issues
- The results are expected to be released <insert timeframe>
- Our priority is to avoid reoccurrence of the incident and reduction of impacts on <insert relevant stakeholders>
- Timeframe for specific information to be confirmed and released
- Describe next steps - positives for the local government's future.

## **ANNEX G (2): - Writing a Media Release**

**Media Release (1 page) Attn:** <insert name of media contact>

**Time:** <insert time>

**Date:** <insert date>

**Headline:**

### **Structuring a media release:**

- What do you want to say? Try and summarise it in one short statement before you start to expand or develop your ideas;
- Ask yourself what is the most important information for the intended audience and prioritise this;
- Write only about the confirmed facts;
- Write short sentences. Ideally don't have more than two sentences to a paragraph;
- Provide as much Contact information as possible, at the end of the release;
- Ensure that you answer the Five Golden Rules: (who, what, where, when, why?);
- Use the 'pyramid' approach to writing your release:

### **Style and language:**

- Make sure the first sentence release is effective, as this is most important;
- Avoid excessive use of adjectives, keep language simple;
- Include a quote from a person, identifying the person by name and title and putting the comments in quotation marks;
- Finally, ensure that the release undergoes a proof and edit and that sign off authority is obtained.