

LOCAL RECOVERY PLAN

SHIRE OF KONDININ

1ST JUNE 2016

PART ONE: INTRODUCTION

1.1 Authority

The Local Recovery Plan has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements for the Shire of Kondinin. This plan has been endorsed by the Shire of Kondinin Local Emergency Management Committee and has been table for information and comment with the Great Southern Region District Emergency Management Committee. This plan has been approved by the Shire of Kondinin.

The preparation, maintenance and exercising of the Local Recovery Plan is the responsibility of the Local Recovery Coordinator.

1.2 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

1.3 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Kondinin.
- Establish a basis for the coordination of recovery activities at the local level.
- 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.

1.4 Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Kondinin and forms a part of its Local Emergency Management Arrangements. It details recovery arrangements for the communities of Kondinin, Karlgarin and Hyden.

PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents are related to this Plan:

Local Emergency Management Arrangements, and

Table 1: Local plans

Document	Owner	Location	Date
Records disaster Management Plan	Shire of Kondinin	Shire office – Kondinin, Hyden, Kondinin Works Depot	November 2014
Risk Management Plan	Shire of Kondinin	Shire office	December 2014
Asbestos Management Plan	Shire of Kondinin	Shire office	February 2016
Fire Management Plan	Shire of Kondinin	Shire office	2015/2016
Hyden Depot Safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015
Hyden Office Safety & Evacuation plan	Shire of Kondinin	Shire office	December 2015
Hyden Rec. Centre Safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015
Hyden Town hall Safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015
Karlgarin hall safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015
Karlgarin Pavilion safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015
Kondinin Depot Safety & Evacuation Plan	Shire of Kondinin	Shire Office	December 2015
Kondinin Pavilion safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015

Kondinin Shire Office Safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015
Kondinin Town Hall Safety & Evacuation Plan	Shire of Kondinin	Shire office	December 2015
Hyden Primary School Emergency and Critical Incident Management Plan	Dept. of Education	Hyden Primary School Naughton St Hyden	January 2016
Hyden Occasional Childcare Assoc.	HOCCA	HOCCA McPherson St Hyden	January 2016
Kondinin Primary School Emergency and Critical Incident Management Plan	Dept of Education	Kondinin Primary School Graham St Kondinin	May 2016
Kondinin & Districts Hospital	WACHS	Graham St Kondinin	October 2015
West Court Retirement Village	West court committee	West Ct. Kondinin	

2.1 Agreements, understandings & commitments

Table 2: Agreements, understandings and commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
Shire of Kondinin	Shire of Kulin	Provision of fire fighting equipment including graders, water trucks etc.	This is not formalised.

PART THREE: RESOURCES

The resources available and contact details for recovery have been identified and are included in *Appendix 4*

The following table identifies suitable Recovery Coordination Centres/"One Stop Shops" in the Kondinin Shire in addition to those detailed in the Local Welfare Plan for the Narrogin District (*Appendix 5*)

Centre Name	Address	Available Resources	Contacts
Kondinin Community Resource Centre	7 Gordon St Kondinin	Internet, wifi	9889 1117 Toni Smeed

Hyden Community Resource Centre	Naughton St Hyden	Internet, wifi	9880 5088 Carol Mouritz
---------------------------------	----------------------	----------------	----------------------------

3.1 Financial arrangements

The Shire of Kondinin has arrangements in place to insure its assets. These are arranged through the Local Government Insurance Service (LGIS).

The Shire of Kondinin does not have cash reserves identified solely for the purpose of emergency management/ disasters.

The State Emergency Management Plan for State level Recovery coordination (Westplan Recovery Coordination) outlines the State recovery funding arrangements. Relief programmes include:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Centrelink
- Lord Mayor’s Disaster Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State Emergency Management Plan for State level Recovery Coordination (Westplan- Recovery Coordination, 2014).

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practical to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Encouragement will be given to use the Lord Mayor’s Distress Relief Fund for people wanting to make cash donations. If necessary, however, a separate account specifically for cash donations will be opened.

Any donations of services and labour to assist with the recovery will be administered by the Shire of Kondinin.

The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

PART FOUR: ROLES AND RESPONSIBILITIES

Local Recovery Coordinator (LRC)

The Chief Executive Officer of the Shire of Kondinin has been appointed as the Local Recovery Coordinator (LRC) in accordance with the Emergency Management Act 2005, S 41.

(4)

The Deputy Chief Executive Officer will act in the role when the primary appointee is unavailable when an emergency occurs.

LRC- Role

The LRC is responsible for the development and implementation of recovery management arrangements for the Shire of Kondinin, 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 where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC)
- Provide advice to the Shire President on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group
- 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 Local Recovery Coordinating Group
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- 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 arrangements
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

Local Recovery Coordinating Group (LRCG) - Role

The role of the LRCG is to coordinate and support local management of the recovery processes 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 and goals;
 - Includes an assessment of the recovery needs and determines which recovery functions are still required;
 - Develops a timetable and identifies responsibilities for completing the major 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 the social, built, economic and natural environments of recovery to ensure that they are community owned and targeted to best support the recovery of impacted communities
- Facilitating the provision of services, public information, information exchange and resource acquisition
- Providing advice to the State and Local government to ensure that 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.
 - Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee
 - Making appropriate recommendation, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Communication Plan

During a crisis the communication response will most likely be led by the HMA for the particular situation and/or Police media. The local government communication response will be led by the Local recovery coordinator (LRC) with assistance from key members of the Local Recovery Coordination Committee (LRCC). It is imperative that the communication from all agencies including the LRCC is effectively coordinated and that messages are not mixed and confusing.

The Shire of Kondinin has identified that the authorised spokesman should be the Shire President and/or the Shires CEO should the alternative be required. As such no other member of the LRCC is authorised to provide information to stakeholders and in particular the media.

Principles

In an emergency, communications 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; and
- Accountability – accepting responsibility if appropriate and reasonable.

Public Information Systems

Public information systems for emergency alerts in Western Australia are coordinated by DFES and the SEMC. These systems make use of ABC local radio stations to provide community updates and directions from emergency services. The Shire of Kondinin may make use of this system in coordination with emergency services as well as the Shires SMS system.

Local information centres may also be set up by the Shire for the community to visit and find out more information regarding the emergency. Locations for the information centres may include the Shire administration offices in Kondinin and Hyden, the Hyden Recreation Centre, Kondinin Country Club or the Community Resource Centres in Kondinin and Hyden.

Volunteers

Within the first few days of an emergency occurring there will be numerous offers of volunteer assistance.

There are likely to be 2 sources of volunteers:

- Clubs, community groups and other non-government organisations.
- Members of the general public.

Volunteers affiliated with an organisation will generally be managed by the organisation of membership e.g. Lions, CWA.

Volunteers from the general public will require careful management and coordination.

The LRC will initially be responsible for overseeing volunteer activities.

The LRCC should establish a list of activities that could be undertaken by volunteers to assist in the recovery effort.

For insurance purposes any volunteer under the direction of the Shire of Kondinin must be registered and sign on prior to undertaking any task with clear instructions delivered and acknowledged. All volunteers must sign off on the completion of the shift.

PART FIVE: COMMENCEMENT OF RECOVERY

The Local Recovery Coordination Committee (LRCC) shall be called together as soon as possible for a briefing of the emergency situation, even in the response stage, to detail the extent of contingencies to allow the smooth transition from response to recovery.

The overall responsibilities of the LRCC will be to:

- Align response and recovery responsibilities;
- Connect with key agencies;
- Understand key impacts and tasks;
- Identify recovery requirements and priorities as soon as possible;
- The Local Recovery Coordinator (LRC) must be included in Incident Support Group (ISG) meetings from the onset.

The decision to announce that emergency response is over is just as important as determining whether an incident constitutes an emergency in the first place.

The LRC after consultation with the Controlling Agency (CA) or the Hazard Management Agency (HMA) shall determine when the emergency response is over. Consideration should be given to the effect that a premature decision may have on the community as the Shire may be considered as being insensitive or unaware of the broader issues.

The Shire of Kondinin should not be forced to take over the transition from the CA or HMA until it is satisfied that the response activities are complete and the community will be able to enter the recovery phase.

Organisational Responsibilities

The following list details the assigned and/or potential roles and responsibilities of organisations that may be participants in the recovery phase of an emergency affecting the local community.

Local Government

- Ensure that a Local Recovery Plan for the district is prepared, maintained and tested (EM Act S.41.4)
- Appoint the Local Recovery Coordinator (EM Act S.41.4)
- Chair the LRCG
- Provide secretariat and administrative support to the LRCG as required
- Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, Community Services)
- Ensure the restoration/reconstruction of services/facilities normally provided by the local government

Department for Child Protection and Family Support

- Provide a representative to the LRCG
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance (Westplan-Welfare)
- Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (Westplan-Recovery and WANDRA)

Department of Agriculture

- Provide a representative to the LRCG
- Provide technical support to primary producers and industry groups for recovery from animal and plant pest or disease emergencies
- Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRA (Westplan- Recovery and WANDRA)

Main Roads Western Australia

- Provide a representative to the LRCG
- Assess and report on damage to State/Federal road infrastructure that may impact on the community
- In conjunction with the Local Government assist with the assessment of damage to local roads and issue of advice of road closures/alternate transport routes.

- Assist the Local Government with the reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special funding Assistance Program and/or the WANDRRA

Essential Services (including Western Power, Telstra and the Water Corporation)

- Provide a representative to the LRCG (as required)
- Assess and report on damage to essential services and progress of restoration of services

Regional Development Commission/Small Business Development Corporation

- Provide a representative to the LRCG (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. WANDRA small business support measures)

Department of Education/Local School Representative

- Provide a representative to the LRCG (as required)
- Advise on issues affecting normal operation of schools (e.g. restrictions on student access or damage to school premises)

Western Australian Country Health Services (WACHS- Kondinin District Hospital)

- Provide a representative to the LRCG
- Advise on health, environmental health and medical issues arising from the emergency
- Coordinate the local health components of the recovery process.

Department of Environment Regulation

- Provide advice on environmental protection, clean up and waste management

Lord Mayor's Disaster Relief Fund

- Liaise with the LRCD to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies"
- As required set up a local appeals committee in conjunction with the LRCG
- Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance

Recovery Priorities

The priorities for the LRCC during the period of recovery management are to:

- Assessing requirements for restoration of services and facilities:
- Monitoring the progress of recovery and ensure community involvement:
- Determine policies and strategies for the conduct of recovery and assistance measures;

- Provide short term emergency accommodation:
- Setup of a “One Stop Shop”;
- Provide personal support services; and
- Establish and manage financial relief schemes.

PART SIX: POST EMERGENCY REVIEW

Once an emergency is over it is important to capture all relevant information to ensure that the lessons learnt are understood and shared across the organisation. At each level and for each phase of the incident these lessons must be captured in a post-crisis review (PCR). The PCR should be conducted as soon as possible, within a reasonable timeframe, once the emergency is declared over.

Post Emergency Review Guide

A	B	C	D	E
Time	Event/Action	Decision/Effect	Could it be done better? How?	Action

The four steps for completing the review guide are:

- Compile a timeline of key events and actions in columns A and B with information recorded in situation reports, status boards, personal logs and the LRCC log.
- Provide details of the decision made following each event occurrence or detail the effect of any decisions made by the LCRC and record it in column C. Once again use the information from situation reports and the various logs to ensure the information is accurate
- Systematically analyse each event or decision and identify those that could be done better and briefly investigate the issue to propose possible solutions and record this in column D
- The final step is to allocate an appropriate representative to investigate the issue and determine the best possible solution. It is important to allocate a timeframe for this to be completed to ensure the Local Emergency Management Arrangements are improved as quickly as possible.

Once the preferred solutions are identified and relevant documents are updated it is important to disseminate the information as a collated list of “lessons learnt” to all relevant agencies. After the review the following follow-up action must be completed:

- Secure the LRCC logs and all documentation produced during the emergency
- List and promulgate the lessons learnt through the DEMC
- Communicate to all relevant stakeholders how it is intended to prevent a recurrence and recommend procedural changes regarding how the Combine LEMC interacts with them in the future
- Update the document accordingly
- Implement authorised changes and plans.

Post Emergency Debrief

It is important that all LRCC members be appropriately debriefed after the emergency response has concluded in regards to their personal wellbeing. The Post Emergency Debrief form (as below) should be used to ensure that relevant support and counselling can be arranged where needed.

A suggested Local Recovery Coordinator/Coordinating Group Action List is detailed below. It is listed as a guide only and is not exhaustive.

Local Recovery Coordinator/Coordinating Group Checklist

Task Description	Complete
Within 48 hours	
Local Recovery Coordinator to contact and alert key local contacts.	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency.	
Local Recovery Coordinator to determine the need for the Local Recovery Coordinating Group to be convened and its members briefed, in conjunction with the local government.	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator.	
Meet with specific agencies involved with recovery operations to determine actions.	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example, resources to maintain a record of events and actions.	
Within 1 week	
Participate in consultation on the coordination of completion of a comprehensive Impact Assessment by the Controlling Agency.	
Activate a recovery coordination centre if required.	

Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary.	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities.	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	

Within 12 months	
Determine longer-term recovery strategies.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services.	
Evaluate effectiveness of recovery within 12 months of the emergency.	

Post Emergency Debrief Form

Date	Time start:	Time finish:
Employee:		
De-briefing Officer:		
Role or involvement in emergency:		
Medical check-up conducted:		Yes/No
Date:	Time:	Contact:
Further treatment required:		Yes/No
Date:	Time:	Contact:
Counselling:		Offered/Arranged/Conducted
Date:	Time:	Contact:
Name of support person to be contacted (next-of-kin, family/friend)		
Phone:		
Issues/concerns:		
Question:		
Answer:		
Signed (Employee):		Date:
Signed (Debriefing Officer)		Date:
For review by:	Reviewed: Yes/No	Date:
Comment/action:		

Individual Action Log

Name	Role	Date
TIME	Activity/Event	

Potential Recovery Governance Structures

