



Shire of Exmouth

Local Recovery Plan

October 2017

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Organisation	Number of copies
Shire of Exmouth	1
Exmouth Police	1
Exmouth State Emergency Service	1
Exmouth Volunteer Bush Fire Brigade	1
Exmouth Volunteer Fire & Rescue Brigade	1
Department of Environment & Conservation (Exmouth)	1
Department of Communities (Geraldton Office)	1
Exmouth Hospital	1
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Horizon Power	1
Telstra (Emergency Services Liaison Officer – Geraldton)	1
Department of Transport (Exmouth)	1
Department of Defence (HEH Base, Exmouth)	1
Department of Fire and Emergency Services (Karratha District Office)	1
Exmouth District School	1
Exmouth Volunteer Marine Rescue	1
Centacare	1
St John's Ambulance (Exmouth)	1
RAAF (Exmouth)	1

Red Cross (Exmouth)	1
Pilbara Regiment (Exmouth)	1
Office of Emergency Management	1

Amendment record

Number	Date	Amendment summary	Author
1	Oct 2017	Complete re-write	CW
2			
3			
4			
5			
6			
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10			
11			
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Part one: Introduction

1.0 Recovery Principles

Recovery forms the fourth element of the PPRR (Prevention, Preparedness, Response, Recovery) approach to emergency management which is applied in Western Australia. A community's ability to cope with the impact of emergencies depends mainly on whether it, along with the Hazard Management Agencies (HMAs), has prepared plans, arrangements and programs for each of the four components.

The State's recovery activities are underpinned by the [National Principles for Disaster Recovery](#):

Understanding the context: Successful recovery is based on an understanding of the community context.

Recognising complexity: Successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

Using community-led approaches: Successful recovery is responsive and flexible, engaging communities and empowering them to move forward.

Ensuring coordination of all activities: Successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.

Employing effective communication: Successful recovery is built on effective communication with affected communities and other stakeholders.

Acknowledging and building capacity: Successful recovery recognises, supports and builds on community, individual and organisational capacity.

Objectives of Recovery

The objectives of recovery activities, as outlined in State EM Policy Section 6 and State EM Plan Section 6 are:

- To assist recovery at a personal, community, economic and environmental level;
- To ensure that recovery activities are community-led;
- To ensure that available government and non-government support to affected communities is targeted;
- To assist communities to rebuild in a way that enhances social, economic and environmental values where possible;
- To improve resilience of the relevant communities; and
- To ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes.

Understanding the effects of emergencies and disasters

Emergencies and disasters have impacts on the social, built, economic and natural environments of a community. It is important that each of these effects is understood and addressed in the local recovery planning.

Social environment effects

The social environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing.

Emergencies and disasters can cause major societal and personal upheavals, and reactions within a community may be diverse. Common feelings experienced may include shock, fear, anger, helplessness, sadness, guilt and shame. These feelings will affect individual and community behaviour.

Effects may be immediate or long term. Plans should include psychological support strategies.

Built environment effects

Damage to infrastructure such as communication systems, transport systems, energy supplies, water and sewerage systems, food distribution, health facilities, education facilities and buildings may cause serious disruption to a community and significantly affect their ability to function normally. Damage to these services will also significantly impact the delivery of recovery services.

Plans should include strategies for working with service providers and re-establishing vital infrastructure.

Economic environment effects

The primary economic effects of emergencies and disasters are physical damage to infrastructure and stock and loss of income through reduced trading. The consequences of reduced trading or production can include bankruptcy, forced sale, business closure, loss of experienced workers, a depleted customer base and reduced population. These consequences may be exacerbated by a reduction of disposal income within the community.

Natural environment effects

The natural environment considers the impact that an event may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and animal damage/loss; and national parks, and cultural and heritage sites.

More information on the social, built, economic and natural environment effects of disasters and emergencies can be obtained from the [Australian Emergency Management Handbook 2 Community Recovery](#).

Community-led Recovery

In the immediate phases of relief and early recovery, recovery agencies can make proactive decisions about supporting anticipated community needs. These decisions are based on knowledge and experiences from previous disasters, coupled with a sound understanding about the consequences of the disaster upon the community and its capacity to meet its own needs.

As individuals, groups and the community recommence engaging, communicating and becoming more aware of the emerging consequences of the disaster, they are able to collectively plan for their recovery needs. Recovery agencies should facilitate and support individuals, groups and communities to identify, prioritise and implement their own recovery process. This involves working with and engaging communities on issues of local concern, and developing localised community recovery plans and projects.

Recovery planning built upon community development fundamentally aims to support self-help and strengthen the resources, capacity and resilience already present within individuals and communities.

Best practice community engagement is underpinned by a set of principles, including:

Inclusiveness: the involvement of people potentially affected by, or interested in, projects or activities, including individuals and groups from culturally diverse backgrounds: engagement should be undertaken in ways that encourage people to participate and that seek to connect with those who are hardest to reach;

Commitment: engagement should be genuine and aimed at identifying, understanding and engaging relevant communities, and should be undertaken as early as possible;

Building relationships and mutual respect: development of trust through personal contact and keeping promises is a priority: effective relationships between government and non-government sectors, industry and community should be maintained by using a variety of communication channels, by acknowledging and respecting community capacity, values and interests, and by exploring these areas to find common ground;

Integrity: genuine community engagement is a means through which the integrity of government and the democratic processes of government are maintained;

Transparency and accountability: engagement should be undertaken in a transparent and flexible manner so that communities understand what they can influence and to what degree; and

Feedback and evaluation: engagement processes should inform participants of how their input contributed to decision making.

Recovery managers need to be clear when engaging with communities about the ability of the community to have input (for example, whether community input will be considered and policy programs adjusted accordingly, or whether the community engagement process is only about informing the community of the practice to be adopted). Trust can be eroded if the community engagement methods used are inappropriate, or promise a level of involvement or decision making that is not delivered.

Early assessment should be made of any need for, and likely benefit of, additional community development resources, which may be required when:

- the emergency has a demonstrated impact upon social infrastructure and networks and economic systems;
- an affected area is experiencing or is likely to experience socioeconomic disadvantage as a result of the emergency;
- and/or the emergency has created a high degree of stress/distress within the community that will impact upon its health, wellbeing and socioeconomic recovery.

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 Exmouth.

This plan has been endorsed by the Shire of Exmouth Local Emergency Management Committee and has been tabled for information and comment with the Pilbara District Emergency Management Committee. This plan has been endorsed by the Shire of Exmouth Commissioner.

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 Exmouth.

- 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 Shire of Exmouth and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

Part two: Related documents and arrangements

2.1 *The following documents are related to this Plan*

Document	Owner	Location	Date
Local Emergency Management Arrangements	Shire of Exmouth	Shire of Exmouth	Oct 2017
Local Welfare Plan	Department of Communities	Geraldton	Aug 2017

2.2 *Agreements, Understandings and Commitments*

The following agreements (Memorandums of Understanding) are in place between The Shire of Exmouth and other local governments, organisations or industries in relation to the provision of additional resources in recovery management.

Parties to the Agreement	Summary of the Agreement	Special Considerations
Shires of Ashburton, East Pilbara, Exmouth, City of Karratha & Town of Port Hedland	Memorandum of Understanding for provision of mutual aid during emergencies and post incident recovery	Refer to MoU

Part three: Resources

The contacts and resources for recovery have been identified and are included in the Shire of Exmouth Local Emergency Management Arrangements (appendix 6 and 1 respectively in the LEMA)

Additionally, resources including staff, vehicles, plant and equipment may be available through the Memorandum of Understanding for the provision of mutual aid during emergencies and post incident recovery.

Resources and contact details will be updated at least once every year.

The following table identifies suitable Local Recovery Coordination Centres.

3.1 Local Recovery Coordination Centres

Centre Name	Address	Capacity and Available Resources	Contacts
Shire of Exmouth Hall	22 Maidstone Crescent		Shire of Exmouth 9949 3000
Exmouth Recreation Centre	Wilfersdorf Rd, between Koobooroo and Talanjee Ovals		Shire of Exmouth 9949 3000

3.2 Financial arrangements

The Shire of Exmouth has arrangements in place to insure its assets. Details of these arrangements are available from the Shire offices.

The following arrangements have been made to fund recovery activities if necessary:

- Detail planned expenditure arrangements including access to cash reserves established for another purpose or borrowing arrangements under s6.8(1)(b) and (c), s6.1(2) and s6.20(2) of the Local Government Act 1995.

Authority to Incur Expense by the Shire of Exmouth:

Where possible this should be discussed with the Chief Executive Officer or his/her nominated senior officer. The decision maker must:

- have appropriate authority; and
- be able to make a quick decision.

The State EM Policy Section 6 and State EM Plan Section 6 outline the States recovery funding arrangements. Relief programs include:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Centrelink
- Lord Mayor's Distress Relief Fund (LMDRF)
- Information on these relief arrangements can be found in State EM Plan Section 6.10.

Part four: Roles and responsibilities

The roles and responsibilities of those involved in recovery management are outlined below.

4.1 Local recovery coordinator(s)

Deputy Chief Executive Officer has been appointed as the Local Recovery Coordinator for the Shire of Exmouth in accordance with the *Emergency Management Act 2005*, S 41. (4).

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

The functions of the LRC are:

- 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) 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 Local Recovery Coordination 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 Coordination Group;
- Coordinate local level 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 Local Recovery Coordination Group 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 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; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

4.1.1 *The local recovery coordinating group*

The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community.

The functions of the Local Recovery Coordinating Group are:

- 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/s 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; and
 - Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

4.1.2 Local recovery coordinating group subcommittees

It may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator and Coordinating Group by addressing specific components of the recovery process.

Consideration will be given to establishing the following subcommittees, dependent on the nature and extent of the recovery:

1. Community (Social)
2. Infrastructure (Built)
3. Environment (Natural)
4. Finance (Economic)

4.2 Communication plan

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

4.2.1 Communications activities

Who needs information?	How – what communication methods will be used?	Where will the information be provided – community meetings and One Stop Shop venues
Exmouth residents	<ul style="list-style-type: none"> • Shire of Exmouth Facebook page • Shire Exmouth website: www.exmouth.wa.gov.au • SES Facebook page • Buy, sell, swap Facebook page • Exmouth classifieds Facebook page • Newsletters • Exmouth Notice Board • Local media 	<ul style="list-style-type: none"> • Shire of Exmouth 22 Maidstone Street, Exmouth 9949 3000 • Ningaloo Centre 2 Truscott Cres, Exmouth 9949 3000 • Exmouth Recreation Centre Wilersdorf Rd, between Koobooroo and Talanjee Ovals 9949 3000
Exmouth tourists	<ul style="list-style-type: none"> • Shire of Exmouth 	<ul style="list-style-type: none"> • Shire of Exmouth

	<p>facebook page</p> <ul style="list-style-type: none">• Shire Exmouth website: www.exmouth.wa.gov.au• Local media	<p>22 Maidstone Street, Exmouth 9949 3000</p> <ul style="list-style-type: none">• Ningaloo Centre 2 Truscott Cres, Exmouth 9949 3000• Exmouth Recreation Centre Wilersdorf Rd, between Koobooroo and Talanjee Ovals 9949 3000
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Appendix 1: Contacts

A comprehensive Emergency contact list is available from the Shire of Exmouth in the Local Emergency Management Arrangements – appendix 6

Appendix 2: Recovery Resources

A comprehensive list of Exmouth resources is available from the Shire of Exmouth in the Local Emergency Management Arrangements – appendix 1

Appendix 3: Recovery Action Checklist

Local Recovery Coordinator / Coordinating Group Action Checklist

(NB: this listing is a guide only and is not exhaustive)

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	

*Timeframes are approximate only

Appendix 4: Operational Recovery Plan Template

OPERATIONAL RECOVERY PLAN

Local Recovery Coordinating Group

Operational Recovery Plan

Emergency: (type and location)

Date of Emergency:

Section 1 Introduction

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

Section 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 costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3 Organisational Aspects

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

Details the inter-agency relationships and responsibilities

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

Section 4 Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme 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 (NDRRA), insurance, public appeals and donations
- Public information dissemination.

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6 Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group

Date:

Appendix 5: Sample Recovery Subcommittee Role Statements

(The assistance of the Shire of Mundaring is acknowledged in the provision of information contained in this appendix)

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 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 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

FINANCE (OR ECONOMIC) SUBCOMMITTEE

Role

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.

Functions

- the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
 - 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.

Sample LMDRF Eligibility Criteria and Levels of Financial Assistance

(Criteria used by the Shire of Mundaring for the Parkerville-Stoneville- Mt Helena Fire on 12 January 2014)

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed;
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable; and
- Level Three – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.

Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and
- Level Five – shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

Appendix 6: Potential Recovery Governance Structures

