

2017

Shire of Kojonup Recovery Plan

# Kojonup



*One community, many choices*

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## PART ONE INTRODUCTION

Following the impact of a hazard on a community within the Shire of Kojonup, there may be the need to assist the community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- a. reconstruction of the physical infrastructure; and
- b. restoration of emotional, social, economic and physical wellbeing.

Its purpose is to assist the community attain a proper level of functioning as soon as possible.

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

### **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 Kojonup. This plan has been endorsed by the Kojonup Local Emergency Management Committee and has been tabled for information and comment with the Great Southern District Emergency Management Committee. This plan has been approved by the Shire of Kojonup.

## **ORGANISATION AND RESPONSIBILITIES**

1. The recovery management organisation for the Shire of Kojonup is based on the following:
  - a. Local Recovery Coordinator;
  - b. Local Recovery Committee; and
  - c. Other participating organisations and community groups.

The Local Recovery Co-ordinator is the CEO of the Shire of Kojonup or their delegate

### **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.

### **Objectives**

The objectives of the plan are to:

- a. prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- b. establish a basis for coordination between agencies that may become involved in the recovery effort;
- c. provide a framework for recovery operation; and
- d. provide guidelines for the operation of the recovery management arrangements.

### **Scope**

The scope of this recovery plan is limited to the boundaries of Shire of Kojonup and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

## PART TWO RESOURCES

The resources available and contact details for recovery have been identified and are included in the Local Welfare Report as prepared by the Dept. of Child and Family Protective Services.

The following table identifies suitable Local Recovery Coordination Centers in the local government area:

Centre Name	Address	Capacity and Available Resources	Contacts
Kojonup Sporting Complex	Benn Parade, Kojonup	As per <a href="#">CPFS Welfare Report</a>	Shire Office

Other possible Centres that may be available depending on emergency:

Centre Name	Address	Capacity and Available Resources	Contacts
Glenlossie Distillery	Albany Highway, Kojonup		
Muradup Hall	Blackwood Rd Muradup		Shire Office Denise Berryman 98312401
Memorial Hall	95 Albany Highway		Shire Office

### **Agreements, Understandings & Commitments**

This is covered in the Local Emergency Management Arrangements – refer to page 8 of this document.

### **Financial Management Strategies**

This is covered in the Local Emergency Management Arrangements – refer to page 16 of this document

## PART THREE ROLES AND RESPONSIBILITIES

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

### **LOCAL RECOVERY COORDINATOR**

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

- a. In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following:
  - 1) prepare, maintain and test the local recovery plan;
  - 2) ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
  - 3) coordinate the promotion of community awareness with respect to the recovery arrangements;
  
- b. During recovery operations to:
  - 1) in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee;
  - 2) assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
  - 3) facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;
  - 4) contribute to the resolution of community and political problems which emerge during the recovery process;
  - 5) ensure maximum community involvement in the recovery process;
  - 6) ensure that both the immediate and long-term individual and community needs are met in the recovery process;
  - 7) coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
  - 8) monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
  - 9) arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

### **TASKS**

Execution of the above responsibilities may result in the following tasks being undertaken:

- a. organise and manage the resources, staff and systems necessary for the immediate and long term recovery;
- b. advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;
- c. liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;
- d. provide information to the government, bureaucracy, community and media;
- e. mediate where conflicts occur during the relief and recovery process;

- f. develop a close and positive working relationship with the key individuals and groups in the affected community; and
- g. be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

## **LOCAL RECOVERY COMMITTEE**

### **COMPOSITION**

The Local Recovery Committee comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition may include as follows:

- a) Shire Chief Executive Officer/ Elected member of Local Government
- b) Local Recovery Coordinator
- c) Executive Officer – provided by the impacted Local Government
- d) Shire Engineer/ Manager of Works
- e) Local Emergency Coordinator
- f) Local Welfare Coordinator and/or Department for Child Protection representative (where appropriate)
- g) Relevant Hazard Management Agency representative
- h) Lifeline Agencies Representatives (where appropriate)
- i) plus other members drawn from government and non-government organisations, including community groups with a role to play in the recovery process.

### **FUNCTIONS**

The functions of the committee include the following:

- a. assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
- b. following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
  - 1) meets the immediate needs of the community;
  - 2) takes account of local government long term planning and goals;
  - 3) includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
  - 4) develops a time table for completing the major functions;
  - 5) considers the needs of youth, aged, the disabled, and non-English speaking people;
  - 6) allows for the monitoring of the progress of recovery;
  - 7) allows full community participation and access;
  - 8) effectively uses the State and Commonwealth agencies;
  - 9) provides for public access to information on the proposed programs and subsequent decisions and actions; and
  - 10) allows consultation with all relevant community groups.

## **RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS**

### ***SHIRE OF KOJONUP***

- a. Chair and manage the activities of the Local Recovery Committee;
- b. Appoint the Local Recovery Coordinator
- c. Provide secretariat and administrative support to the Local Recovery Committee;
- d. Provides the Local Recovery Management Centre;
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

### ***HAZARD MANAGEMENT AGENCY***

- a. Provide a representative to the Local Recovery Committee;
- b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c. Initiate the recovery process;
- d. Participate in the development of the recovery plan; and
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

### ***DEPARTMENT FOR CHILD PROTECTION***

- a. Provide a representative to the Local Recovery Committee;
- b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

## **MANAGEMENT ARRANGEMENTS**

***LOCAL RECOVERY COORDINATION CENTRE*** – Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre

***ADVICE*** – The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

### ***COMMENCEMENT OF RECOVERY***

The relevant Controlling Agency with responsibility for the response to an emergency must initiate recovery activities during the response to that emergency. The responsibilities of the Controlling Agency in relation to recovery are to:

- ensure timely notification of the emergency, liaison and appropriate inclusion of those with recovery responsibilities in the incident management arrangements;
- ensure that in combating the effects of the emergency, response activities have regard for the need to facilitate recovery;
- liaise with the Local Recovery Coordinator appointed by the local government where the emergency is occurring and include them in the incident management arrangements, including the ISG and OASG;
- advise the State Recovery Coordinator when:
  - the incident is Level 2 or above;
  - an emergency situation has been declared;
  - there is a need to establish a Local Recovery Coordination Group; or
  - eligible WA Natural Disaster Relief and Recovery Arrangements (WANDRRA) damage exceeds the Small Disaster Criterion (currently \$240,000).
- undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State Recovery Coordinator; and
- coordinate completion of the comprehensive impact assessment, prior to cessation of the response, in accordance with State EM Recovery Procedure 4, and in consultation with the ISG, all affected local governments and the State Recovery Coordinator.

The comprehensive impact assessment is to:

- identify and quantify all impacts relating to all recovery environments;
- identify any risks arising from the emergency;
- include a risk assessment, identify risk treatments undertaken and contain a treatment plan (including the allocation of responsibilities) to provide for safe community access to the affected area; and
- inform and support the objectives of the Recovery Plan.
- provide risk-management advice to the affected community (in consultation with the HMA).

## **STRATEGIES**

### ***COMMUNITY INVOLVEMENT STRATEGIES***

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery

- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

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

<b>Who</b> needs information?	<b>How</b> – what communication methods will be used?	<b>Where</b> will the information be provided?
All Community Members	Emergency SMS Facebook Radio	Public meetings to be held at: Sports Complex Memorial Hall
Outlying Communities	Emergency SMS	Facebook and Radio

## ***RECOVERY INFORMATION STRATEGIES***

- Provide regular updates on –
  - current state & extent of the disaster,
  - actual and proposed official response
  - desired community response
  - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods such as:

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters

## PART FOUR FINANCIAL ARRANGEMENTS

### **SHIRE ARRANGEMENTS**

The Shire of Kojonup has adequate insurance to cover its assets and also has the ability to access cash reserves if required.

### **WESTERN AUSTRALIA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)**

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

#### **Declaration of Eligible Natural Disasters**

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a "*natural disaster*", in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:

- Must be an **eligible event**; and
- The anticipated cost to the State of **eligible measures** must exceed the **small disaster criterion**, being the amount of \$240,000.

(Further information concerning the terms '*eligible event*' and '*eligible measures*' follow.)

#### **Eligible Events**

The WANDRRA **ONLY** apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.*

#### **Eligible Measures**

The WANDRRA comprises a range of *eligible measures* that have been approved by the State Government. An *eligible measure* means an act of relief or recovery that is:

- carried out to alleviate damage or distress arising as a direct result of a *natural disaster*; **and**
- of a type described below as a Category A, B, C or D measure.

#### **Category A measure**

Is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a natural disaster.

#### **Category B measure**

Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

***Category C measure***

Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a natural disaster.

***Category D measure***

Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

***APPEALS AND DONATIONS***

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

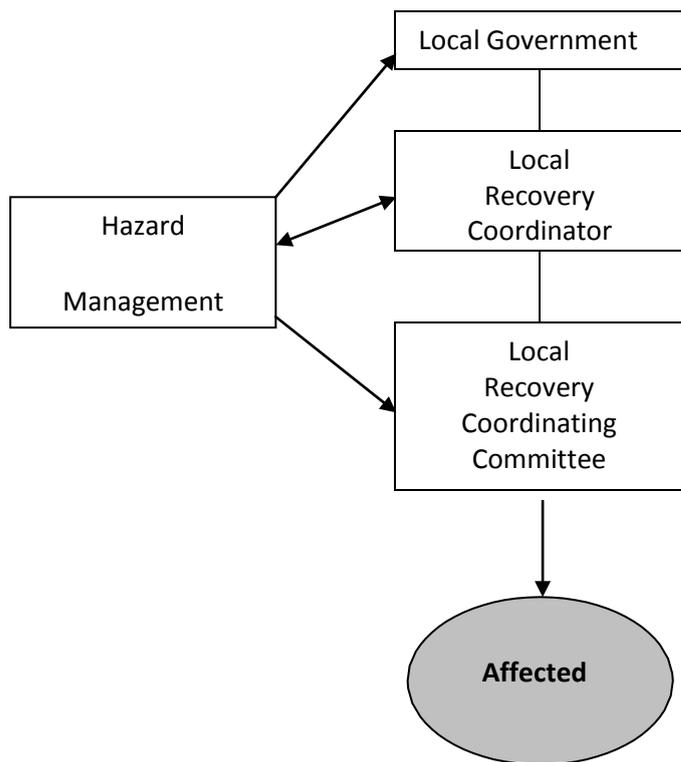
**Donations of Cash:** The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations.

**Donations of Service and Labour:** Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

Further information on these relief arrangements can be found in [State EM Plan Section 6.10](#).

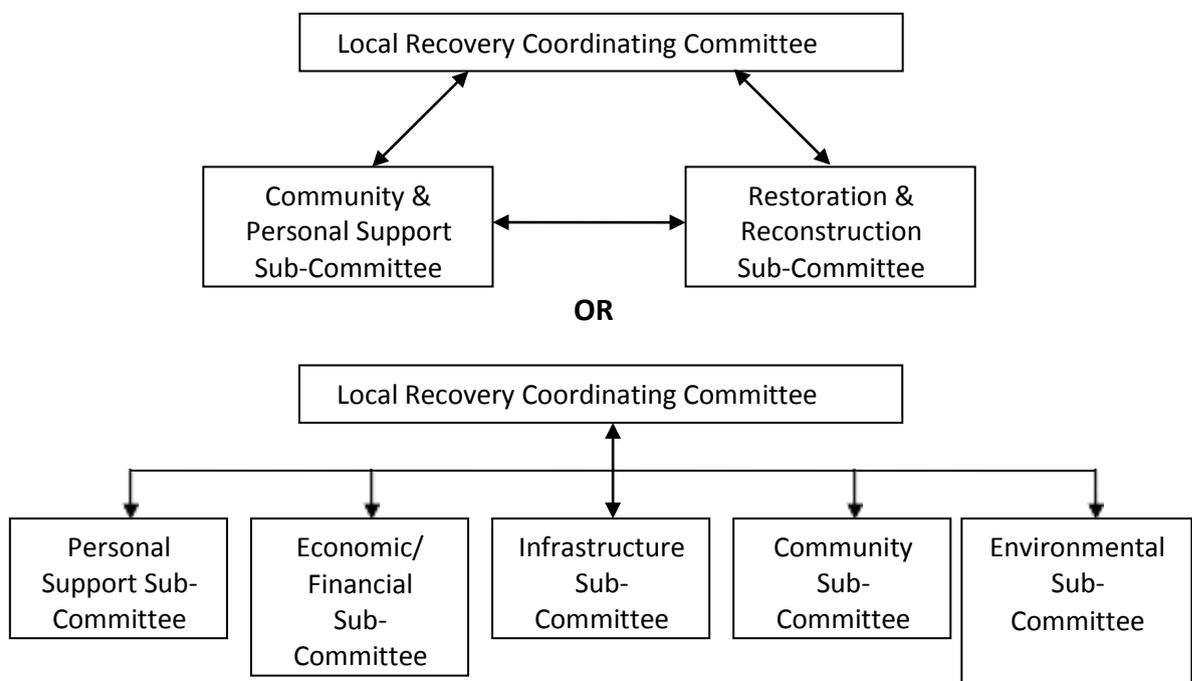
# ANNEX 1 LOCAL RECOVERY ORGANISATION

## Initial Recovery Management Structure *(during response)*



## Recovery Committee Structures *(following handover from HMA to LRC)*

(Depending upon community impact and complexity of event)



(Please note that any of these Sub-Committees may or may not be formed depending on each Emergency)

## ANNEX 2 LOCAL CONTACTS

The Shire of Kojonup distributes annually in October, an Emergency Contact Booklet which incorporates extensive lists and details of Local and District Emergency contact details.

This booklet is updated annually and the current 2016/2017 booklet can be found here: [2016-2017 Shire of Kojonup Emergency Contact Booklet](#)

## ANNEX 3 LOCAL RECOVERY COORDINATOR/LOCAL RECOVERY COORDINATING COMMITTEE

<b>Transition From Response:</b>	<b>OK</b>
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
<b>Management Structure (the LRCC Shall):</b>	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
<b>Promote Community Involvement (the LRCC shall):</b>	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
<b>Impact Assessment -managerial issues (the LRCC shall):</b>	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
<b>Inspections and Needs Assessments - technical focus (the LRCC shall):</b>	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	

Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> <li>• how and who will gather the information (single comprehensive survey)</li> <li>• how information will be shared</li> <li>• how information will be processed and analysed</li> <li>• how the data will be verified (accuracy, currency and relevance)</li> </ul>	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
<b>Data Management (the LRCC shall):</b>	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
<b>State Government Involvement (the LRCC shall):</b>	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
<b>Public Information (the LRCC shall):</b>	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> <li>• Recovery Coordination centre</li> <li>• spokesperson/s</li> <li>• identifying and adopting key message priorities</li> <li>• using a single publicised website for all press releases</li> </ul>	
Develop processes for: <ul style="list-style-type: none"> <li>• media liaison and management (all forms e.g. print, and electronic)</li> <li>• briefing politicians</li> <li>• alternative means of communication e.g. public meetings, mailbox fliers, advertising</li> <li>• communicating with community groups</li> <li>• meeting specialist needs</li> <li>• formatting press releases</li> <li>• developing and maintaining a website</li> <li>• ensuring feedback is sought, integrated and acknowledged</li> </ul>	
Monitor print and broadcast media, and counter misinformation.	
<b>Rehabilitation and Assistance LRCC Shall:</b>	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	



Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	
<b>Implementation of Reduction Measures LRC shall plan to:</b>	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> <li>• identify essential services and facilities in high-risk areas</li> <li>• consider the restoration options in the event of their becoming dysfunctional</li> </ul>	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
<b>Financial Management LRCC shall to:</b>	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
<b>Reporting LRCC Shall Plan to:</b>	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
<b>Managed Withdrawal LRCC Shall Plan to:</b>	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	



## ANNEX 4 COMPREHENSIVE IMPACT ASSESSMENT

### COMPREHENSIVE IMPACT ASSESSMENT

A comprehensive impact assessment is to be completed for all Level 2 and Level 3 incidents\* prior to the withdrawal of responding agencies.

The Controlling Agency for the emergency is responsible for coordinating the comprehensive impact assessment in consultation with members of the Incident Support Group.

The draft comprehensive impact assessment is to be provided to all members of the Incident Support Group for comment and clarification prior to it being finalised.

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the emergency to the affected local government/s, the Controlling Agency is to convene a meeting with the affected local government/s and the State Recovery Coordinator.

At this meeting, the comprehensive impact assessment and the status of the emergency situation will be discussed. A copy of the completed comprehensive impact assessment will be provided to the affected local governments and the State Recovery Coordinator for their consideration prior to this meeting.

\* Please note that completion of a comprehensive impact assessment is not required in circumstances where there are no significant impacts requiring recovery activity. This will be determined through the initial impact assessment and in consultation with the State Recovery Coordinator. The indicators within the comprehensive impact assessment can be deleted/modified/added as appropriate to individual incidents.



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## COMPREHENSIVE IMPACT ASSESSMENT

The information contained within this comprehensive impact assessment has been prepared based on the best information available at the time and date listed below. The information could become out of date without notice as further assessments are undertaken and new information becomes available. It has been prepared to facilitate local recovery management. A list of agencies contributing to this assessment, and their contact details, is located at **Appendix A**.

### 1. Assessment Details

**Table 1: Assessment details**

<b>Assessment date:</b>	
<b>Assessment time:</b>	
<b>Version/sequence number:</b>	
<b>Assessment Coordination Officer:</b>	Name: Position: Agency: Phone: Email:

### 2. Incident Details

**Table 2: Incident details**

<b>Incident name:</b>	
<b>Incident number:</b>	
<b>Incident address/location:</b>	
<b>Incident type/description:</b>	
<b>Date commenced:</b>	
<b>Controlling Agency:</b>	
<b>Local Government(s) affected:</b>	
<b>Maps attached:</b>	YES / NO
<b>Additional information attached? (describe)</b>	
<b>Has the ISG been stood down?</b>	YES / NO



### 3. Impact Summary

The following provides an overall summary of the key high-level issues arising from this emergency. More detailed information regarding the impacts and issues arising from this emergency are provided in **Appendix B**.

(Instruction: Delete examples. Complete the table below using the significant/high-level issues identified at **Appendix B – Detailed Impact Assessment**)

**Table 3: Impact summary**

<b>Issue</b>	<b>Agency</b>	<b>Current Status</b>	<b>Comment</b> (including support required, estimated time to completion)
<i>e.g. number of people evacuated</i>			
<i>e.g. road blocks in place</i>			
<i>e.g. depleted local govt staff</i>			
<i>e.g. number of customers without power</i>			



#### 4. Risk Assessment Summary

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency.

Care should be taken to continually assess residual and new risks and develop appropriate strategies for their management and communication with the affected community.

(Instruction: Delete examples. Transfer 'risk' and 'level of risk' information from **Appendix D – Risk Assessment**. Complete remainder of table in conjunction with responsible agencies.)

**Table 4: Risk assessment summary**

<b>Risk</b>	<b>Level of Risk<sup>1</sup></b>	<b>Responsible Agency</b>	<b>Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)</b>
<i>e.g. exposure to asbestos</i>	<i>e.g. extreme</i>		
<i>e.g. debris</i>	<i>e.g. high</i>		
<i>e.g. fatigue of local gov't staff</i>	<i>e.g. high</i>		

<sup>1</sup> **Appendix E** details the risk assessment process to be used to determine the level of risk.



## 5. Public Information and Communications

The following table summarises the key messages given to the public in relation to this emergency.

(Instruction: Delete examples. Must include information on how the risks from section 4. *Risk Assessment Summary* above have been communicated to the public. Attach supporting information where relevant, e.g. press releases)

**Table 5: Public information and communications**

<b>Message</b>	<b>Given by</b>	<b>How</b>	<b>Date</b>
<i>e.g. risk of falling limbs / trees</i>	<i>DFES</i>	<i>Press release</i>	<i>11/3/13</i>
<i>e.g. how to apply for financial assistance</i>	<i>CPFS Local Government</i>	<i>Community meeting LG information sheet</i>	<i>12/3/13 12/2/13</i>



## 6. Signatories

As a minimum, the following personnel must be present at the 'transfer of responsibility' meeting to discuss the content of this comprehensive impact assessment and, if in agreement to do so, transfer management of the event from the Controlling Agency to the relevant Local Government/s for full recovery efforts. If required, the provision of specific recovery support to the local governments can be negotiated and documented at this time.

### PREPARED BY:

Incident Controller	
Name:	
Agency	
Time and Date:	
Signature:	

### AGREED BY: (Instruction: Complete one table for each receiving Local Government)

Local Government	
Name:	
Position:	
Local Government:	
Time and Date:	
Signature:	

### COPY TO:

State Recovery Coordinator/State Recovery Controller	
Name:	
Agency:	
Time and Date:	
Signature:	



## Appendix A – Contributing Agencies

The below agencies contributed information to this comprehensive impact assessment.

(Instruction: add/delete agencies as applicable to the emergency)

**Table 6: Contributing agencies**

Agency	Point of Contact and details		Consulted (Yes/No/N/A)	ISG/OASG member (Yes/No/NA)
	In hours	Out of hours		
Aqwest (water supplier in Bunbury)				
Assoc. of Independent Schools of WA				
ATCO Gas				
Australian Red Cross				
Brookfield Rail				
Busselton Water				
Catholic Education WA				
Dampier Bunbury Pipeline (gas)				
Dept of Agriculture and Food WA				
Dept for Child Protection and Family Support				
Dept of Defence				
Dept of Education				
Dept of Environment Regulation				
Dept of Fire and Emergency Services				
Dept of Health				
Dept of Parks and Wildlife				
Dept of Planning				
Dept of Transport Marine Safety				
Horizon Power				
Local Government (specify)				
Main Roads WA				
NBN Co.				
Public Transport Authority				
Telstra				
Verve Energy				
WA Housing Authority				
WA Police				
Watercorp				
Western Power				



## Appendix B – Detailed Impact Summary

The following provides a detailed summary of the impacts arising from this emergency and their current status.

**Note: The organisation/s listed in the 'agency/source' column are suggested and may not be exhaustive. The Controlling Agency may need to approach alternative or additional data sources in some circumstances (for example, CPFS may be able to provide additional information on people unaccounted for using the Register.Find.Reunite. database).**

### Appendix B1 – Population Impacts

Instructions: **Information must be provided against all impacts marked with \* even if it is a NIL response as these are the NIAM<sup>1</sup> indicators.**

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

**Table 7: Population impacts**

<b>B1. POPULATION IMPACTS</b>				
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>	<b>Current Status</b>	<b>Comments</b>
*Number of deaths	WA Police			
*Number injured	Health			
Number of exacerbations of existing illness	Health/SJA			

<sup>1</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Category	Agency/ Source	Impact	Current Status	Comments
Number exposed to hazardous materials	DER/DFES			
Number of vulnerable people requiring assistance	Health (incl HACC) / Disability Services / LG / CPFS			
Number of evacuation centres open and their locations	CPFS			
*Number of people currently in each evacuation centre	CPFS			
Number of people in temporary accommodation and their location	CPFS			
Number of people requiring intermediate or long term accommodation	CPFS			
*Number of people unaccounted for	Controlling Agency <sup>2</sup>			
*Number of people isolated	DFES			
Communities closed	DFES			

<sup>2</sup> CPFS (via the Register.Find.Reunite. database) and WA Police may also be able to provide additional information on the number of people unaccounted for.



Category	Agency/ Source	Impact	Current Status	Comments
Community outreach activities underway	CPFS / Red Cross / LG			
Significant issues with pets and/or assistance animals <sup>3</sup>	RSPCA / LG / CPFS (evac centres)			
<b>Contamination / exposures:</b>				
Asbestos	DER / Health			
CCA treated timber	DER / Health			
Marine hydrocarbons (including oil)	DoT Marine Safety			
Chemicals/other hazardous materials (specify)	DER			
Potable water	Health/ LG / Water Corp			
Diseases (specify)	Health			
Number of people contaminated	Health			
Number of people in quarantine	Health			

<sup>3</sup> Livestock impacts are covered under 2. *Property Impacts*.



Appendix B2 – Property Impacts

Instructions: **Information must be provided against all impacts marked with \* even if it is a NIL response as these are the NIAM<sup>4</sup> indicators.**

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

**Table 8: Property impacts**

<b>B2. PROPERTY IMPACTS</b>				
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>	<b>Current Status</b>	<b>Comments</b>
*Residential buildings	DFES USAR (refer to Appendix C) / LG	# destroyed:		
		# damaged and uninhabitable:		
		# damaged but habitable:		
		# no damage:		
*Community buildings <sup>5</sup>	DFES / LG	# destroyed:		
		# damaged:		
*Heritage/cultural buildings and sites <sup>4</sup>	DFES / LG	# destroyed:		
		# damaged:		
*Business buildings, including commercial and industrial (excludes rural)	DFES / LG	# destroyed:		
		# damaged:		
		# closed:		

<sup>4</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

<sup>5</sup> Together these two categories constitute the NIAM category of 'other buildings'



<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>		<b>Current Status</b>	<b>Comments</b>
Parks & Wildlife visitor sites / infrastructure	P&W				
*Rural buildings	DFES / LG	# destroyed:			
		# damaged:			
Fencing	DAFWA	km destroyed:			
*Livestock	DAFWA / RSPCA	# fatalities:			
		# missing:			



Appendix B3 – Service Impacts

Instructions: **Information must be provided against all impacts marked with \* even if it is a NIL response as these are the NIAM<sup>6</sup> indicators.**

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

**Table 9: Service impacts**

<b>B3. SERVICE IMPACTS (ensure local providers/services are included in the table)</b>				
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>	<b>Current Status</b>	<b>Comments</b>
<b>Essential Services</b>				
Electricity	Western Power / Horizon Power / PUO	# customers impacted*:		
		Impact on critical infrastructure:		
Gas	ATCO / Dampier Bunbury Pipeline	# customers impacted*:		
		Impact on critical infrastructure:		
Fuel / oil companies	PUO <sup>7</sup> (as the first point of contact)	# customers impacted:		
		Impact on critical		

<sup>6</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

<sup>7</sup> PUO will act as the contact point for fuel/oil companies in WA, including BP Australia, Caltex, Motor Trades Association WA, Puma, Viva Energy and Woolworths.



		infrastructure:			
Water supply	Water Corp / LG	# customers impacted*:			
		Impact on critical infrastructure:			
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>	<b>Current Status</b>	<b>Comments</b>	
Sewerage (including waste water and re-use schemes)	Water Corp / LG	# customers impacted*:			
		Impact on critical infrastructure:			
Waste management	Local government	Impact on critical infrastructure:			
Telecommunications	Telstra / NBN Co	# customers impacted*:			
		Impact on critical infrastructure:			
<b>Emergency Services</b>					
Police <sup>8</sup>	WA Police	# police buildings destroyed*:			
		# police buildings damaged*:			

<sup>8</sup> Together these categories constitute the NIAM category of 'emergency services'.



		Significant capability losses e.g. staff, vehicles, infrastructure			
Fire <sup>7</sup>	DFES / P&W / LG	# fire buildings destroyed*:			
		# fire buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Category	Agency/ Source	Impact	Current Status	Comments	
Ambulance <sup>7</sup>	SJA	# SJA buildings destroyed*:			
		# SJA buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Aviation emergency services <sup>7</sup>	Perth Airport Emergency	# aviation buildings			



	Planning Manager	destroyed*:			
		# aviation buildings damaged*:			
		Significant capability losses e.g. staff, aircraft, vehicles, infrastructure			
Other emergency services <sup>7</sup> (e.g. SES facilities, EM HQs)	DFES / LG	# other emergency services buildings destroyed*:			
		# other emergency services buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>	<b>Current Status</b>	<b>Comments</b>	
<b>Community Services</b>					



Hospitals <sup>9</sup>	Health	% destroyed*:			
		% functional*:			
		Closed:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Primary care facilities <sup>8</sup>	Health	% destroyed*:			
		% functional*:			
		Closed:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Residential group home and aged care facilities	Health / CPFS / LGs	# destroyed*:			
		# damaged*:			
		Closed:			
Home And Community Care (HACC)	LG / Health (Aged and Community Care Directorate)	Impact on service provision and/or clients?			

<sup>9</sup> Together these categories constitute the NIAM category of 'hospitals & primary care facilities'.



*Correction centres / prisons	Corrective Services	# destroyed:			
		# damaged:			
Category	Agency/ Source	Impact	Current Status	Comments	
<b>Educational Services</b>					
*Childcare centres <sup>10</sup>	Dept Local Govt and Communities/ Local Govt / Education	# destroyed:			
		# damaged:			
		# closed:			
Schools <sup>9</sup>	Education / Catholic Education / Assoc. of Independent Schools of WA	# destroyed*:			
		# damaged*:			
		# closed*:			
		# students impacted:			
*Training centres / universities	Dept Training	# destroyed:			
		# damaged:			
		# closed:			

<sup>10</sup> Together these categories constitute the NIAM category of 'educational/child care facilities'.



Appendix B4 – Infrastructure Impacts

Instructions: **Information must be provided against all impacts marked with \* even if it is a NIL response as these are the NIAM<sup>11</sup> indicators.**

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

**Table 10: Infrastructure impacts**

<b>B4. INFRASTRUCTURE IMPACTS</b>					
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>		<b>Current Status</b>	<b>Comments</b>
Main roads <sup>12</sup>	MRWA	# closed*:			
		Other impacts?			
Local roads <sup>11</sup>	LG / P&W	# closed*:			
		Other impacts?			
Bridges <sup>11</sup>	MRWA / P&W	# closed*:			
Rail – passenger	PTA	# lines closed*:			
		Speed restrictions?			
Rail – freight	Brookfield	# lines closed*:			
		Speed restrictions?			

<sup>11</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

<sup>12</sup> Together these categories constitute the NIAM category of ‘roads/bridges’.



Ports	Port Auth / DoT Marine Safety	# destroyed*:			
		# damaged*:			
		# ships impacted*:			
Category	Agency/ Source	Impact	Current Status	Comments	
Airfields (including heliports)	DFES / LG / private operators	# destroyed*:			
		# damaged*:			
		% functional*:			
Major drainage	Main Roads / LGs / DoW / Water Corp	Significant impacts:			



Appendix B5 – Local Critical Industry Impacts

Instructions: **Information must be provided against all impacts marked with \* even if it is a NIL response as these are the NIAM<sup>13</sup> indicators.**

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

**Table 11: Local critical infrastructure impacts**

<b>B5. LOCAL CRITICAL INDUSTRY IMPACTS</b> (include affected local industries e.g. agriculture, mining, fisheries, forest products industry, tourism, wineries, retail, other large employers)					
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>		<b>Current Status</b>	<b>Comments</b>
*Agricultural land	DAFWA	# hectares destroyed:			
		# hectares damaged:			
*Agricultural production	DAFWA	% total agric production lost:			
Major irrigation	LG	Significant impacts:			

<sup>13</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Appendix B6 – Environmental Impacts

Instructions: **Information must be provided against all impacts marked with \* even if it is a NIL response as these are the NIAM<sup>14</sup> indicators.**

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included. Wherever possible, maps indicating the location of impacts are to be attached.

**Table 12: Environmental impacts**

<b>B6. ENVIRONMENTAL IMPACTS</b>					
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>		<b>Current Status</b>	<b>Comments</b>
*Water catchments	Water Corp / DER	# km <sup>2</sup> contaminated:			
Wetlands	P&W	# hectares affected:			
*Coastline	DoT Marine Safety / LG	# km affected:			
Marine area	P&W / DoT Marine Safety	# km <sup>2</sup> affected:			
		Impact & recovery monitoring			
*National parks	P&W	# hectares affected:			

<sup>14</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Declared fauna	P&W	# fatalities* (estimated <sup>15</sup> ):			
		# injured* (estimated <sup>14</sup> ):			
		Species endangerment?			
Category	Agency/ Source	Impact		Current Status	Comments
Declared flora	P&W	Species endangerment?			
Reserves and parks	LG	# hectares affected:			
Is mosquito control required?	Health				
Issues with environment contamination?	DER				

<sup>15</sup> Note: in the majority of cases, P&W will be unable to provide this information.



Appendix B7 – Affected Local Government Impacts

Instructions: **Information must be provided against all impacts marked with \* even if it is a NIL response as these are the NIAM<sup>16</sup> indicators.**

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

**Table 13: Affected local government impacts**

<b>B7. AFFECTED LOCAL GOVERNMENT IMPACTS (complete one table per local government)</b>					
<b>Local Government:</b>					
<b>Category</b>	<b>Agency/ Source</b>	<b>Impact</b>		<b>Current Status</b>	<b>Comments</b>
Local gov't staff affected	LG	% of staff available:			
		key personnel impacts:			
Critical LG buildings impacted	LG	# destroyed:			
		# damaged:			
		# closed:			
Core services affected	LG				

<sup>16</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



MoUs activated	LG				
Insurances	LG				
Category	Agency/ Source	Impact		Current Status	Comments
Sufficient recovery infrastructure available? (e.g. offices, ablution facilities)	LG				





## Appendix D – Risk Assessment

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment.

(Instructions: Delete examples provided. Complete the below table for identified risks using the risk assessment matrix at **Appendix E**. Transfer relevant information from the table below to the *Risk Assessment Summary* table in section 4 above)

**Table 15: Risk assessment**

Risk	Context / description	Likelihood	Consequence	Level of Risk
<i>e.g. exposure to asbestos</i>	<i>Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of the community may handle the disposal of asbestos incorrectly.</i>	<i>Likely</i>	<i>Major</i>	<i>Extreme</i>
<i>e.g. debris</i>	<i>There is still loose debris that has not been removed during the response phase. There is a risk of further injury or damage from this debris in high winds.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>
<i>e.g. fatigue of local gov't staff</i>	<i>The majority of local government staff have either been directly impacted by the emergency or involved in responding to the emergency. There is a risk of staff fatigue, which in turn will impact the local government's ability to function and recover.</i>	<i>Almost certain</i>	<i>Major</i>	<i>Extreme</i>
<i>e.g. power supply restoration</i>	<i>Horizon Power is restoring power supplies however impacted residents will need to be certified by an electrician prior to grid reconnection. There is a risk of properties not being suitable for reconnection to the power supply network.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>
<i>e.g. poor hygiene</i>	<i>Due to the loss of water and power there are potential health risks associated with poor hygiene.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>



## Appendix E – Risk Assessment Matrix and Definitions

The following definitions and risk assessment matrix should be used to inform completion of **Appendix D – Risk Assessment**.

### Likelihood Rating

Likelihood Level	Description
Almost certain	<b>Expected to occur</b> in most circumstances
Likely	Will <b>probably occur</b> in most circumstances
Possible	<b>Might occur</b> at some time
Unlikely	Not expected but <b>could occur</b> at some time
Rare	<b>May occur in exceptional circumstances</b>

### Consequence Rating

Likelihood Level	Description
Insignificant	No injuries, no damage
Minor	Small number of injuries, some damage
Moderate	Medical treatment required, localised damage
Major	Death or extensive injuries, significant damage
Catastrophic	Multiple persons affected by death/severe injury, extensive damage

### Risk Assessment Matrix

Risk assessment matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Low	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	Extreme	Extreme
	Possible	Very low	Low	Medium	High	High
	Unlikely	Very low	Low	Low	Medium	Medium
	Rare	Very low	Very low	Very low	Low	Low



### Appendix F – Individual Contributing Agency Report

Individual agencies who are contributing information to this comprehensive impact assessment can use this form to provide their information to the Controlling Agency, if desired.

**Table 16: Individual contributing agency report**

<b>Agency:</b>		
<b>Issue/Current Status and Interdependencies</b>	<b>Actions Required</b>	<b>Estimated time of completion</b>

Signature:  
Date:

Name:

Position:



## Appendix G – WANDRRA Expenses

The following information is required to enable the Executive Director of the Office of Emergency Management to resolve whether to activate the assistance measures available under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).

**Table 17: WANDRRA expenses**

Information to be attached by the Controlling Agency	
List of affected Local Governments:	<input type="checkbox"/>
Map of affected area:	<input type="checkbox"/>

Category of Expenditure <sup>17</sup>	Estimated eligible WANDRRA cost \$	Responsible Agency	Contact Details	Comments
Personal Hardship and Distress assistance to individuals and families		Dept for Child Protection and Family Support		
Road Infrastructure (State and Local)		Main Roads WA		
Road Infrastructure within National Parks		Dept of Parks and Wildlife		
Damaged State housing stock		WA Housing Authority		
Interstate assistance costs (fire and emergency services)		Dept of Fire and Emergency Services		
Repair of uninsurable local government assets other than roads		Affected local governments		
Hazards created as a direct result of the event which local government is responsible for addressing (e.g. asbestos, mosquito control)		Affected local governments		
<b>Total</b>	<b>\$</b>			

<sup>17</sup> Additional WANDRRA eligible costs (e.g. agricultural assistance) can be added to the table if deemed appropriate for a specific incident.