

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

 @ShireofQuairading

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Endorsed 29th September 2022

Resolution 67 – 22/23

AUTHORITY

The Local Emergency Management Arrangements (LEMA) have been:

- Produced and issued in compliance with s(41)(1) and (2) of the Emergency Management Act 2005 ('the Act');
- Adopted by the Shire of Quairading Council;
- Endorsed by the Shire of Quairading Local Emergency Management Committee (LEMC), the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

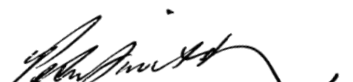
The LEMC developed the LEMA with support from personnel within the Shire of Quairading. Consultation from the wider community was as follows:

- Tabled at the LEMC in June 2022 for discussion, review, amendment and endorsement;
- Submitted to the Bushfire Advisory Committee for discussion, review and suggested amendment;
- Submitted to the Bushfire Brigades located in the Shire of Quairading for discussion, review and suggested amendment; and
- Considered and adopted by Council.

The document is available on the Shire's website and continuous feedback on the document from individuals, committees and organisations is welcome.

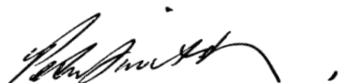
The LEMA should be read in conjunction with the *Emergency Management Act 2005*, the State Emergency Management Plans (WESTPLANS), State Hazard Plans (SHPs), State Emergency Management Policy Statements (SEMPs) and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support (LEMPWS).

Adopted by:



Cr Peter Smith
Chairperson, Quairading LEMC

29th September 2022
Date



Cr Peter Smith
President Shire of Quairading
Resolution Number: 67 – 22/23

29th September 2022
Date

Document Review:

September 2027
Date

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DISCLAIMER

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

DOCUMENT AVAILABILITY

An electronic copy of this document is available on the Shire of Quairading website @ www.quairading.wa.gov.au.

A printed copy of this document is available at the Shire's administration building (10 Jennaberring Road, Quairading WA 6383).

AMENDMENT HISTORY

No.	Date	Amendment Details	By
1	September 2022	Endorsed by Council	Council
2	April 2023	LEMA contact update	EO/CESM

GENERAL FEEDBACK

Suggestions and comments from the community and stakeholders can help improve this LEMA and subsequent amendments. Please forward comments, suggestions for improvement and general feedback to:

Chairperson

Local Emergency Management Committee

Shire of Quairading

PO Box 38, Quairading WA 6383

OR

shire@quairading.wa.gov.au

The Chairperson will refer all feedback to the LEMC for consideration, potential amendment and endorsement. Amendments to this document are to be certified.

DISTRIBUTION LIST

Organisation	Copy
State Emergency Management Committee	Electronic
District Emergency Management Committee	Electronic
Local Emergency Management Committee: Members	Electronic
Shire of Quairading: President	Electronic
Shire of Quairading: Chief Executive Officer	Electronic
Shire of Quairading: Deputy Chief Executive Officer	Electronic
Shire of Quairading: Councillors	Electronic
Shire of Quairading: Administration Office	Electronic
Western Australian Police: Quairading Office In Charge	Electronic
St John Ambulance: Quairading Sub-Centre	Electronic
Quairading District High School: Principal	Electronic
Quairading Community Resource Centre	Electronic
Western Australian Country Health Service: Quairading HSM	Electronic
Shire of Cunderdin	Electronic
Shire of Tammin	Electronic
Shire of Kellerberrin	Electronic
Shire of Brookton	Electronic
Shire of York	Electronic
Shire of Beverley	Electronic
Shire of Corrigin	Electronic
Shire of Bruce Rock	Electronic

SECTION ONE: INTRODUCTION

1 Glossary of Terms

- 1.1 **Australasian Inter-Service Incident Management System (AIIMS):** A nationally adopted structure to formalise a coordinated approach to emergency incident management.
- 1.2 **Combat Agency:** As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
- 1.3 **Comprehensive Approach:** The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. Synonyms: disaster cycle, disaster phases and PPRR.
- 1.4 **Command:** The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also *Control* and *Coordination*.
- 1.5 **Control:** The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also *Command* and *Coordination*.
- 1.6 **CA:** An agency nominated to control the response activities to a specified type of emergency.
- 1.7 **Coordination:** The bringing together of organisations and elements to ensure an effective response primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates vertically within an organisation as a function of the authority to command, and horizontally across organisations as a function of the authority to control. See also *Control* and *Command*.
- 1.8 **District Emergency Management Committee:** A committee established under Section 31(1) of the *Emergency Management Act 2005*.
- 1.9 **Emergency:** The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.
- 1.10 **Emergency Coordination Centre:** A facility established to coordinate and organise emergency provision of services.

- 1.11 **Emergency Management:** The management of the adverse effects of an emergency including:
- 1.11.1 Prevention: The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
 - 1.11.2 Preparedness: Preparation for response to an emergency.
 - 1.11.3 Response: The combating of the effects of an emergency, the provision of emergency assistance for casualties, the reduction of further damage and assistance to speed up the recovery process.
 - 1.11.4 Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and the community. Assisting in the recovery of psychosocial and economic wellbeing.
- 1.12 **Emergency Management Agency:** A HMA (HMA), a combat agency or a support organisation.
- 1.13 **Hazard:** An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals; or destruct of; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.
- 1.14 **HMA (HMA):** A public authority or other person prescribed by the Emergency Management Regulations 2006 to be a HMA for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of WA.
- 1.15 **Incident:** The occurrence or imminent occurrence of a hazard.
- 1.16 **Incident Controller:** The person designated by the CA to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. Note: Agencies may use different terminology, however, the function remains the same.
- 1.17 **ISG:** A group of agency/organisation liaison officers convened by the IC to provide agency specific expert advice and support in relation to operational response to the emergency.
- 1.18 **LEC:** The person appointed by the State Emergency Coordinator to provide advice and support to the Local Emergency Management Committee in the development and maintenance of emergency management arrangements. The arrangements assist HMAs in the provision of a coordinated response during an emergency in the district and to carry out other emergency management functions under the direction of the State Emergency Coordinator.
- 1.19 **Local Emergency Management Committee:** A committee established under Section 38 of the *Emergency Management Act 2005*.

- 1.20 **Operational Area:** The area defined by the Operational Area Manager for which he or she has overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.
- 1.21 **Preparedness:** Preparation for response to an emergency.
- 1.22 **Prevention:** The mitigation or prevention of the probability of the occurrence and potential adverse effects of an emergency.
- 1.23 **Public Authority:** An agency as defined in the *Public Sector Management Act 1994*;
 - 1.23.1 A body, corporate or unincorporated organisation that is established or continued for a public purpose by the State, regardless of the way it was established;
 - 1.23.2 A LG or regional LG;
 - 1.23.3 The Police Force of Western Australia;
 - 1.23.4 A member or officer of a body referred to in one of the above; or
 - 1.23.5 A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.
- 1.24 **Recovery:** The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and the community. Assisting in the recovery of psychological and economic wellbeing.
- 1.25 **Response:** The combatting of the effects of an emergency, the provision of emergency assistance for casualties, the reduction of further damage and the assistance to speed recovery.
- 1.26 **Risk:** A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment:
 - 1.26.1 The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
 - 1.26.2 A measure of harm, taking into account the consequences of an event and its likelihood (e.g. the likelihood of death to an exposed individual over a given period; and
 - 1.26.3 Expected losses (of lives, persons injured, property damaged and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.
- 1.27 **Standard Operating Procedure:** A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.
- 1.28 **State Emergency Management Committee:** A committee established under Section 13 of the *Emergency Management Act 2005*.
- 1.29 **Vulnerability:** The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability arising

from various physical, social, economic and environmental factors that vary within a community and over time.

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

2 Acronyms

Acronym/ Abbreviation	Description
BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPAW	Department of Parks and Wildlife
ECC	Emergency Coordination Centre
(V)FRS	(Volunteer) Fire and Rescue Service
GWLO	Government Welfare Liaison Officer
HMA	Hazard Management Agency
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LGLO	Local Government Liaison Officer
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
LRCG	Local Recovery Coordinating Group
LWC	Local Welfare Coordinator
LWLO	Local Welfare Liaison Officer
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PIRG	Public Information Reference Group
PPRR	Prevention, Preparedness, Response & Recovery
SDC	State Disaster Council

Acronym/ Abbreviation	Description
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SHEC	State Human Epidemic Committee
SHIRE	Shire of Quairading
SJAA	St John Ambulance Australia
SOP	Standard Operating Procedures
WACHS	Western Australia Country Health Services
WA HEALTH	Department of Health
WAPOL	WA Police Force

3 Aim

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire with particular reference to:

- 3.1 The support of HMAs during their response to an emergency; and
- 3.2 The primary responsibility of the LG authority for recovery management following an emergency.

4 Purpose

To establish and disseminate:

- 4.1 The Shire's policies for emergency management;
- 4.2 The roles and responsibilities for public authorities and other persons involved in emergency management;
- 4.3 Provisions about the coordination of the emergency operations performed by the public authorities and other persons;
- 4.4 Descriptions of emergencies likely to occur within the Shire;
- 4.5 Strategies and priorities for emergency management in the district; and
- 4.6 Other matters about emergency management in the Shire that the LEMC considers appropriate.

5 Scope

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

- 5.1 Applies to the LG district of the Shire;
- 5.2 Covers areas where the LG provides support to HMAs in the event of an incident;
- 5.3 Details the LG's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- 5.4 Details the LG's responsibilities in relation to recovery management.

Use these arrangements at local level, as opposed to district, state or federal level.

6 Area Covered

6.1 LG Location

The LG is located in the Central Wheatbelt, approximately 170kms east of Perth, covers 2,018 square kilometres and has a population of approximately 1,019 people (2016 Census). The LG borders on the Shires of Brookton, York, Tammin, Corrigin, Tammin, Bruce Rock, Beverley and Kellerberrin. Refer to Appendix 1 for a geographic area map of the Shire. All river, rail and major crossings are marked on the map.

6.2 Residential Areas

Towns and other residential locations within the LG include:

- 6.2.1 Quairading;
- 6.2.2 Badjaling (Aboriginal community);
- 6.2.3 Balkuling;
- 6.2.4 Dangin;
- 6.2.5 Doodenanning;
- 6.2.6 Pantapin;
- 6.2.7 Yoting;
- 6.2.8 Wamenusking; and
- 6.2.9 South Caroling.

6.3 Vulnerable Group Locations

- 6.3.1 Parker House Aged Care (Lot 2 Jennaberring Rd, Quairading WA 6383);
- 6.3.2 Quairading Hospital (Harris St, Quairading WA 6383); and
- 6.3.3 Badjaling Aboriginal community (Badjaling-Yoting Road – Decommissioned).

7 Community Consultation

Community consultation on the LEMC has included:

- 7.1 Promoted on the Shire website and Facebook for six weeks seeking community comment, recommendation and general feedback;
- 7.2 Tabled at the LEMC in August 2022 for discussion, review, amendment and endorsement;

- 7.3 Submitted to the Bushfire Advisory Committee in July 2022 for discussion, review and suggested amendment; and
- 7.4 Submitted to the Shire's Bushfire Brigades in July 2022 for discussion, review and suggested amendment.

8 Exercising, Reviewing & Reporting

8.1 Exercising

Exercising is the simulation of emergency management events (through discussion or actual deployment of personnel) used to:

- Train personnel;
- Review and test the planning process and/or other procedures;
- Identify needs and/or weaknesses;
- Demonstrate capabilities; and
- Practice people in working together.

The different types of exercises include:

- Discussion;
- Field;
- Table top; and
- Tactical exercise without troops.

Testing and exercising is important for a number of reasons, including:

- Ensuring that the LEMA is workable, current and effective; and
- Ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The LEMC exercises its arrangements once a year as per SEMP 4.8 and SEMP 4.7. HMAs are responsible for exercising the response to an incident (e.g. through a LEMC exercise).

The LEMC reports exercises on an annual basis as part of the Annual and Preparedness Capability Survey that DFES uses to inform the Preparedness Report for the Minister of Emergency Services.

8.2 Reviewing

A major review of the emergency management arrangements is undertaken every five years. In addition, after training or an incident tests the arrangements a minor review is conducted.

A quarterly review of the Contacts and Resources list is reviewed quarterly or earlier if required.

8.3 Reporting

The annual LEMC Report is submitted to the DEMC in conjunction with the Preparedness Capability Survey as directed each year by the SEMC.

9 Agreements, Understanding & Commitments

Who?	What?	Where?	Availability
LG & DFES (informal)	<ul style="list-style-type: none"> • Earth moving equipment • Release of employees for volunteer work 	<ul style="list-style-type: none"> • Shire Depot (x2) 	<ul style="list-style-type: none"> • 24/7 (key available from CESM or CEO)

10 Local Roles & Responsibilities

Local Role	Description of Responsibilities
LG	<p>The responsibilities of the LG are defined in s.36 of the <i>Emergency Management Act 2005</i>.</p> <p><i>It is a function of a local government –</i></p> <ol style="list-style-type: none"> <i>Subject to this Act, to ensure that effective LEMA are prepared and maintained for its district; and</i> <i>To manage recovery following an emergency affecting the community in its district; and</i> <i>To perform other functions given to the local government under this Act.</i>
LEC	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i>.</p> <p><i>The LEC for a local government district has the following functions –</i></p> <ol style="list-style-type: none"> <i>To provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</i> <i>To assist HMAs in the provision of a coordinated response during an emergency in the district;</i> <i>To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.</i>
LRC	To ensure the development and maintenance of effective recovery management arrangements for the LG. In conjunction with the LRC to implement a post incident recovery action plan and manage the recovery phase of the incident.
GWLO	During an evacuation to assist the DC by providing advice information and resources.
LGLO (to ISG/IMT)	To represent the LG at ISG meetings during a major emergency. To provide LG knowledge, comment and advice. To provide detail contained in the LEMA.

11 Local Emergency Management Committee Roles & Responsibilities

The Shire has established a LEMC as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the LEMA. The LEMC is not an operational committee but rather the organisation established by the LG to assist in the development of LEMA for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one LG representative and the LEC. The LG, in consultation with the parent organisation of the members, will determine the term of appointment of LEMC members.

The Quairading LEMC meets quarterly, generally on the second Thursday of every March, June, September and December.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the LG district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC in the form of:</p> <ul style="list-style-type: none"> • Meeting agendas; • Minutes and action lists; • Correspondence; and • Maintaining the Committee Membership Contact Register. <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including (but not limited to):</p> <ul style="list-style-type: none"> • Annual Report; • Annual Business Plan; • LEMA; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required.</p> <p>Participate as a member of sub-committees and working groups as required.</p>

12 Agency Roles & Responsibilities

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

Agency Role	Description of Responsibilities
CA	<p>An agency nominated to control the response activities to a specified type of emergency.</p> <p>The functions include:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in agency-specific legislation for Prevention and Preparedness; • Control all aspects of the response to an incident; and • Ensure effective transition to recovery during the recovery phase.
LEMC Executive Officer	<p>Provide executive support to the LEMC in the form of:</p> <ul style="list-style-type: none"> • Meeting agendas; • Minutes and action lists; • Correspondence; and • Maintaining the Committee Membership Contact Register. <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including (but not limited to):</p> <ul style="list-style-type: none"> • Annual Report; • Annual Business Plan; and • LEMA. <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required.</p> <p>Participate as a member of sub-committees and working groups as required.</p>
HMA	<p>A public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management in a prescribed area.</p> <p>The functions include:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects; • Appoint Hazard Management Officers; • Declare/revoke emergency situation; • Coordinate the development of the Westplan for that hazard; and • Ensure effective transition to recovery by LG.
CA	<p>Prescribed under Subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
SO	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>

13 Related Documents & Arrangements

13.1 Local Emergency Management Policies

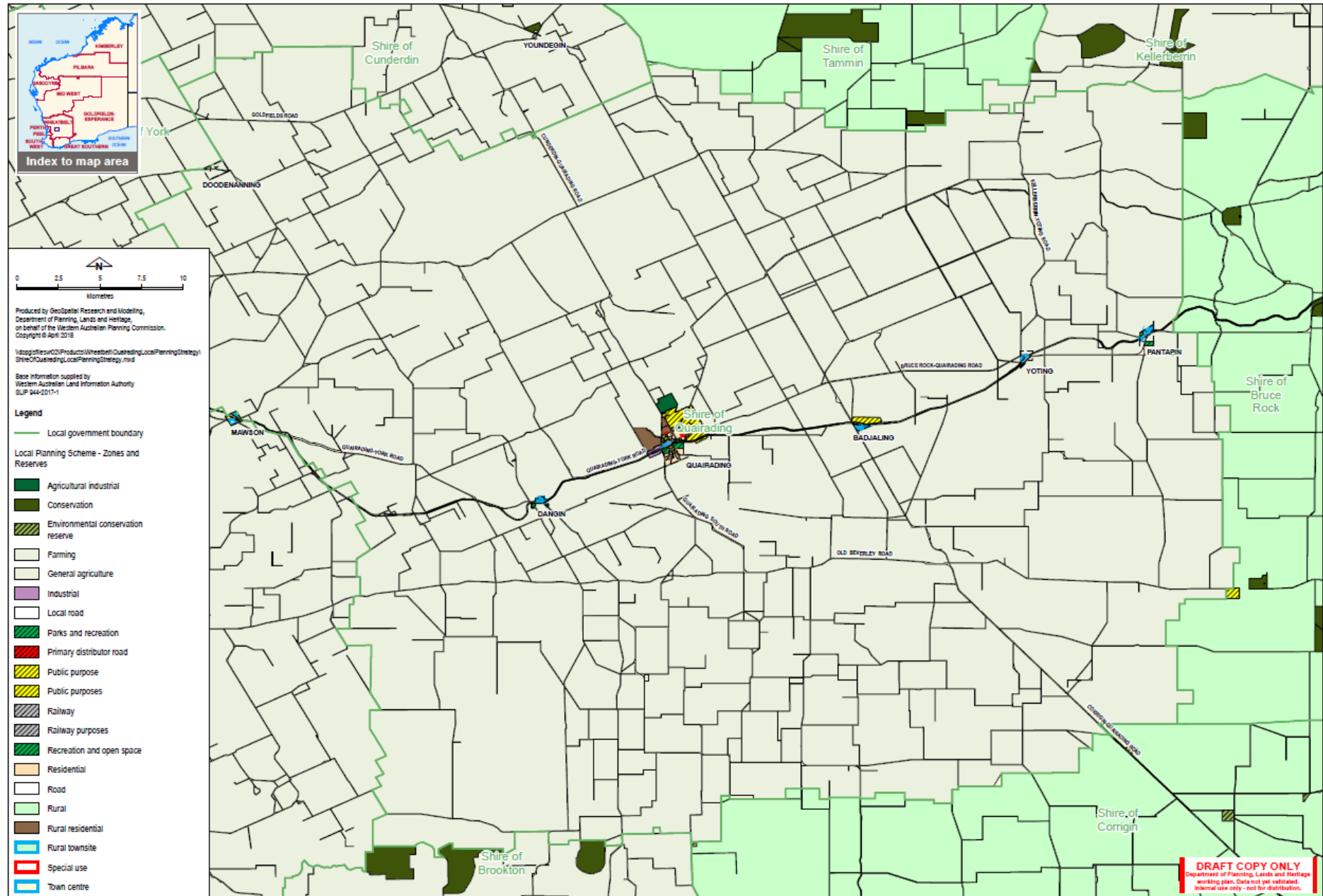
As per section 41(2) (a) of the *Emergency Management Act 2005*, the LEMA needs to specify “the local government policies for emergency management.” The Shire of Quairading Emergency Management Policies are currently under development.

13.2 Existing Plans & Arrangements

Document	Owner	Location	Date of Plan
Bushfire Management Arrangements	LG	Shire Internet site/Shire of Quairading Administration Building	2017 (under review, expected completion October 2022)
Risk Register	LG	Shire Internet site/Shire Administration Building	2017
Local Land Search and Rescue Plan	WAPOL	Quairading Police Station	01/06/2022
Local Road Crash Plan	WAPOL	Quairading Police Station	25/05/2022

APPENDIX 1: MAP OF SHIRE

Shire of Quairading Local Planning Strategy



SECTION TWO: COORDINATION OF EMERGENCIES

1 Australasian Inter-Service Incident Management System (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination. Control maintains the overall direction of emergency response. Incident management by a single IC to ensure effective control of an emergency. Command is the direction of resources within the agencies whose resources are committed to the emergency. Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

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

1.1 Five Key Principles of AIIMS

Unity of Command	Each individual reports to only one supervisor. There is only one IC, one set of objectives and one plan for the management of the incident.
Span of Control	The number of groups or individuals supervised by one person. Up to five reporting groups/individuals is preferable but this number may increase.
Functional Management	Functions performed and managed by the IC or his/her delegates. Eight key areas of functional management.
Management by Objectives	IC and heads of the functional sections are collectively IMT. The IC, in consultation with the IMT, determines the desired outcomes of the incident.
Flexibility	AIIMS applies to any incident or emergency event so a flexible approach is essential.

1.2 Eight Possible Functions of AIIMS

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data distributed as intelligence to support decision-making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.
Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
Logistics	Acquisition and provision of human and physical resources, facilities, services and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles.

	Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.
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1.3 Incident Management Team

An IMT comprises the IC and the personnel appointed by the IC to be responsible for the functions of operations, planning and logistics. A CA controls an incident. The CA nominates an IC who has delegated authority to manage the control of the incident. The IC leads the team and is responsible for the overall control of the response to the incident, as an incident and the size of the IMT scales up and down in size.

1.4 Incident Support Group

The role of an ISG is to provide support to the IMT. The ISG is a group of people represented by the different agencies who may be involved in the incident and who provide support to the CA.

1.5 Triggers for Incident Support Group

An ISG is enacted when the incident is a “Level 2” or higher and multiple agencies need to be coordinated.

1.6 Classification of Incidents

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

1.7 Membership of Incident Support Group

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the incident. Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

1.8 Frequency of Meetings

The IC will determine the frequency of meetings with due consideration of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

1.9 Location of Incident Support Group Meetings

The IC will determine the location of ISG meetings. These will not occur in the midst of the incident, nor at the same location as meetings of the IMT.

The following locations are for ISG meetings:

- Shire Office: Jennaberring Road, Quairading
- Works Depot: Jennaberring Road, Quairading
- Community Resource Centre: Parker Street, Quairading

Refer to ISGs Meeting Locations and Contacts in the Contacts and Resources Section.

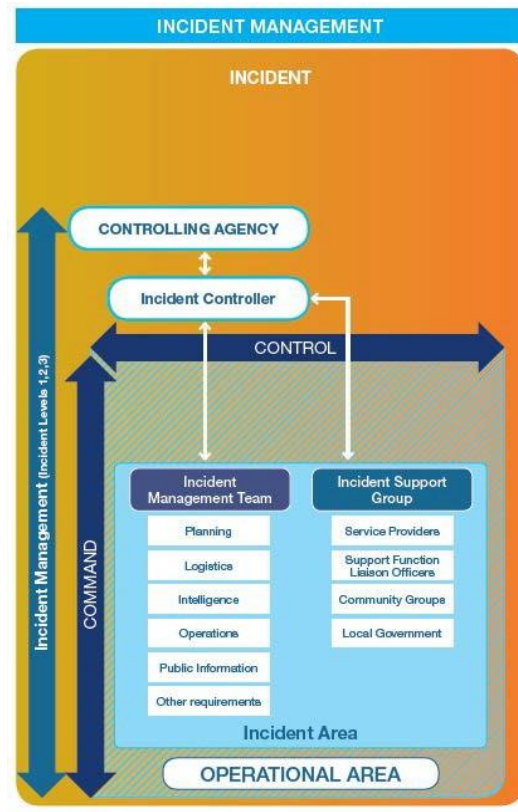


Figure 1: A diagram illustrating Incident Management

1.10 Financial Arrangements

The LG is committed to spending funds within its current budget as required to ensure the safety of residents and visitors. Approach the CEO immediately if an emergency event requires additional funding.

SECTION THREE: RISK

1 Risk Management

Risk Management is a vital part of the emergency management process. We need to understand the hazards and risks likely to affect the Shire.

1.1 Special Considerations

The LEMC considers the following to be special risks affecting our community that require special consideration:

- 1.1.1 Holiday periods (population decrease, less volunteers);
- 1.1.2 Harvesting Season;
- 1.1.3 Bushfire Season;
- 1.1.4 Communications Issues (lack of mobile or radio coverage); and
- 1.1.5 Vulnerable groups.

2 Infrastructure

On the 29th of March 2022, DFES' operational platform – FESMaps informed a Shire of Quairading Infrastructure Report.

Below are the types and amount of infrastructure assets that are in the Shire:

- 2.1 Hospitals/Health Care Facilities (2);
- 2.2 Bridges (19);
- 2.3 DCP Evacuation Centres (4);
- 2.4 Petrol Stations (2);
- 2.5 Airfields minor (1);
- 2.6 Schools (1);
- 2.7 Indigenous Heritage Sites (6);
- 2.8 Mines (2);
- 2.9 WaterCorp Water Pumping Station (3);
- 2.10 WaterCorp Water Treatment Plant (1);
- 2.11 DFES WAERN Repeater (1);
- 2.12 DBCA WAREN Repeater (1);
- 2.13 WAPOL Communications Site (1);
- 2.14 ACMA Communications Site (46 mostly privately owned);
- 2.15 Above Ground Water Main (approximately 1395km);
- 2.16 FIFWA WA Fire Atlas - Forrest Products Commission (69 sites);

The full list of the Infrastructure sites is in the Infrastructure Report on the Quairading Shire Internet site.

3 Hazards

The Shire of Quairading Hazards Report (dated 24th November 2021) was developed using the DFES operational platform – FESMaps.

Hazards located within the LG are:

3.1 Dangerous Goods Sites

Three Dangerous Goods Sites listed within the gazetted town-site of Quairading and additional unlisted dangerous goods sites.

3.2 Contaminates Sites

One listed contaminated site located within the town-site of Quairading with restricted use.

The Hazard Report is on the Shire of Quairading Internet site.

3.3 Risk Register

As part of the State Risk Project, the LEMC performed a risk assessment to understand the local capability and capacity.

- The LEMC developed worst-case scenarios for the four hazards most likely to occur in the Shire.
- The LEMC workshopped the scenarios against multiple Impact Statements.
- A risk register assigned each Impact Statement scenario a risk level, rating from Extreme to Very Low.

There were 78 risk statements assessed against four hazards. The breakdown of the risk levels are:

Risk Level	Number of statements assigned	% of statements assigned
EXTREME	1	1.29%
HIGH	20	25.98%
MEDIUM	26	33.77%
LOW	15	19.48%
VERY LOW	15	19.48%

3.3.1 Hazard One: Bushfire

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		3			
PEOPLE	1	1	1	1	
PUB. ADMIN		2			
SOC. SETTING		2	3		
ENVIRONMENT			4		

3.3.2 Hazard Two: Earthquake

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY			2	2	2
PEOPLE			4		1
PUB. ADMIN			1	2	
SOC. SETTING			1	2	
ENVIRONMENT					1

3.3.3 Hazard Three: Severe Storm

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		1	2	1	
PEOPLE		1	2	2	
PUB. ADMIN			5		
SOC. SETTING					3
ENVIRONMENT				2	

3.3.4 Hazard Four: Flood

	EXTREME	HIGH	MEDIUM	LOW	VERY LOW
ECONOMY		5	1		
PEOPLE		4		1	
PUB. ADMIN		1			2
SOC. SETTING				1	2
ENVIRONMENT				1	4

The Shire's Risk Register is available at www.quairading.wa.gov.au or the Shire Administration Building.

3.4 Emergencies Likely to Occur/Hazards Register

Hazard	CA	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Formerly Westplan)	Local Plan
Bushfire	LG, DPAW, DFES	DFES	DPAW, BFB, LG	VFRS, WAPOL, LG, SJA, DC	SHP – FIRE 2020	Bushfire Management Arrangements 2016 Bushfire Risk Management Plan 2021
Storm	DFES	DFES	DFES, SES, LG	VFRS, WAPOL, LG, SJA, DC	SHP – SEVERE WEATHER 2021	Currently no local plan in place
Earthquake	DFES	DFES	DFES, SES, LG	VFRS, WAPOL, LG, SJA, DC	SHP – EARTHQUAKE 2021	Currently no local plan in place
Transport Accident	WAPOL	WAPOL	VFRS, SJA, LG	SES, LG, DC	SHP – CRASH EMERGENCY 2020	Currently no local plan in place
Flood	DFES	DFES	DFES, SES, LG	SES, LG, SJA, DC	SHP – SEVERE WEATHER 2021	Currently no local plan in place

In August 2022 the LEMC identified power outages as a significant and dangerous hazard impacting the Shire.

The frequency and duration of the power outages continues to increase and the Shire of Quairading is actively advocating for a microgrid in an attempt to mitigate against this risk.

SECTION FOUR: EVACUATION

1 Evacuation

During an emergency, there may be the need to evacuate the population of an area due to risk. The LEMC is committed to pre-emergency evacuation planning to mitigate against the risks associated with evacuation.

Overall responsibility for a community evacuation rests with the CA. The decision to evacuate rests with the IC, appointed by the HMA or CA.

The HMA or CA will consult with the Shire and the DC when considering an evacuation.

2 Types of Evacuation

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

A controlled evacuation is the managed movement of people from a threatened area to a place of safety. The CA or an Authorised Officer makes the decision:

- To undertake a controlled evacuation; and
- Whether a recommended (voluntary) or directed (compulsory) evacuation will occur.

A recommended evacuation is a type of controlled evacuation where the HMA or CA advises community members to evacuate, when the IC believes that is the best option. A recommended evacuation means there is a possible threat to lives/property but it is not imminent or significant.

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

3 The Five Stages of Evacuation



Considerations include legislative powers, risk management and resource requirements. Reasons to or not to evacuate must be recorded.

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

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

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation.

CA should, as far as is practicable, ensure the security of the evacuated area and of the remaining persons and property – assistance with this from WAPOL, LG and security and/or traffic management contractors.

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

Where a CA establishes one or more evacuation centres, CA must take reasonable steps to ensure welfare agencies and/or the LG receive and support evacuees. DC will coordinate the provision of welfare support for evacuated persons.

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

The return of the affected community is usually the responsibility of the CA that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident can be transferred to a Recovery Coordinator and/or Recovery Committee at the state or local level.

A relevant person will need to ensure that an appropriate assessment confirms that the area is safe and a return is possible. The return will be in stages, as the operational plan considers issues such as community safety, restoration of essential services and provision of welfare support services.

4 Shire of Quairading Emergency Evacuation Guide

Shire Office: (08) 9645 2400

Area Covered:

- 4.1.1 Quairading;
- 4.1.2 Badjaling (Aboriginal community);
- 4.1.3 Balkuling;
- 4.1.4 Dangin;
- 4.1.5 Doodenanning;
- 4.1.6 Pantapin;
- 4.1.7 Yoting;
- 4.1.8 Wamenusking; and
- 4.1.9 South Caroling.

5 Key Roads

- 5.1.1 Bruce Rock – Quairading Road (linking Quairading and Bruce Rock);
- 5.1.2 Cunderdin – Quairading Road (linking Cunderdin and Quairading);
- 5.1.3 Quairading – York Road (Linking Quairading and York); and
- 5.1.4 Corrigin – Quairading Road (Linking Corrigin and Quairading via Quairading South Road and Old Beverley Road).

6 Key Contacts

Name	Contact	Name	Contact
LG	9645 2400	DC Crisis Care A/H	0418 943 835
WALPOL	000	Western Power	13 13 51
SES	132 500	Water Corp	13 13 75
Fire and Rescue	000	Quairading Hospital	9645 2222
Ambulance	000	Community Resource Centre	9645 0096
Bushfire:	000		

7 Hazard Management Agency/Controlling Agency Checklist

- 7.1 Alert local police;
- 7.2 Alert DFES or WAPOL to activate State Alert Phone System;
- 7.3 Alert SJA and Quairading District Hospital and Parker House Aged Care as to nature and extent of the incident;
- 7.4 Advise the media officer to employ information management tools – ABC radio, TV, etc.;
- 7.5 Alert DC;
- 7.6 Advise special needs groups/vulnerable people;
- 7.7 Prepare community bus for Badjaling Aboriginal Community; and
- 7.8 Employ support agencies and volunteers for evacuation planning.

Please refer to Contacts and Resources section for a list of Vulnerable People Contact Groups.

8 Evacuation (Welfare) Centres

Refer to Section Five: Welfare for a full list of evacuation centres.

9 Evacuation to other Local Government Areas

Due to the size of the Quairading town site, all evacuation centres are in reasonably close proximity to one another. For this reason, the LEMC has planned for the instance in which evacuation to any of the centres is impossible. Agreements are in place with surrounding LGs for the provision of evacuation centres if required.

9.1 Shire of Cunderdin

45kms travelling North along Cunderdin-Quairading Road

Facility	Capacity	Address	Contact
Cunderdin Recreation Centre	292	Intersection of Baxter Road and Lundy Ave, Cunderdin	B/H - 9635 2700 A/H DCEO – 0448 049 584
Cunderdin Town Hall	356	63 Main Street, Cunderdin	B/H - 9635 2700 A/H DCEO – 0448 049 584

9.2 Shire of Bruce Rock

77kms travelling East along Bruce Rock – Quairading Road

Facility	Capacity	Address	Contact
Bruce Rock Recreation Centre	800 (500 sleeping)	1 Dunstall Street, Bruce Rock	A/H CEO – 0428 611 377
Bruce Rock District High School	200 (150 sleeping)	37 Dunstall Street, Bruce Rock	A/H Deputy Principal 0428 611 290

9.3 Shire of Corrigin

66km travelling the Corrigin – Quairading Road via Quairading South Road and Old Beverley Road (This is a continuous road with name changes).

Facility	Capacity	Address	Contact
Corrigin Recreation and Events Centre	200/600	Larke Crescent, Corrigin	B/H – 9063 2203 A/H – CEO 0427 425 727
Corrigin Town Hall	400	Goyder Street, Corrigin	B/H – 9063 2203 A/H – CEO 0427 425 727

10 Special Needs Groups

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available at Vulnerable People Contact Groups in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people.

11 Evacuation of Animals

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to Animal Welfare within the Contacts and Resources section.

12 Maps

Detailed maps showing key routes, location of evacuation centres and other required information are located on the Shire website and at the Shire Administration Office.

SECTION FIVE: WELFARE

1 Local Emergency Management Plan for the Provision of Welfare Support

The DC has the role of managing welfare. The Shire of Quairading falls under the Northam District of the DC. DC has developed a LEMP for the Provision of Welfare Support, which describes the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire and/or the DC. The plan contains private contact details of key personnel and is not for public distribution.

2 Local Welfare Coordinator

The LWC for the Shire of Quairading is the Team Leader from the Northam DC Office. The contact details are in the Contacts and Resources section.

3 Local Welfare Liaison Officer

The LWLO:

- 3.1 Is appointed by the LG to coordinate welfare response during emergencies;
- 3.2 Liaises with the LWC;
- 3.3 Provides assistance to the LWC; and
- 3.4 Manages emergency evacuation centres such as building opening, closing, security and maintenance.

The LG appointed LWLO is the CEO or a member of the LG Executive Team.

4 Register.Find.Reunite.

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

5 Welfare Centres

The LG can manage a Welfare Centre or ask the DC to do this. It is the responsibility of the HMA, in consultation with the LEC, to request assistance from the DC. In the event DC assume control of one or more evacuation centres, the LG will have representation at each of the centres to provide support to the DC, including at centres opened in neighbouring communities.

5.1 Evacuation/Welfare Centres

Evacuation/Welfare Centres	Location
Quairading Town Hall	Intersection of McLennan Street and Jennaberring Road, Quairading.
Quairading Community Building	East off McLennan Street, opposite the Parker Street intersection, Quairading
Quairading Community Resource Centre	Parker Street, Quairading
Quairading Bowling Club	East off McLennan Street, opposite the Parker Street intersection, Quairading

For a list of contacts in order to open these locations for Evacuation Centres, please refer to Evacuation/Welfare Centre Locations and Contacts in the Contacts and Resources Section or the Local Emergency Welfare Plan – Northam District for a more comprehensive summary.

Functional areas of Welfare Coordination include:

- Emergency accommodation;
- Emergency catering;
- Emergency clothing and personal requisites;
- Personal support services;
- Registration and reunification; and
- Financial assistance.

6 Opening and Coordination of Welfare Evacuation Centres

The DC has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster. This may require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the LG in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the evacuation centre, until DC is able to arrive at the centre and assume responsibility for coordination and service provision.

The CA, together with the LG and DC will determine when and where the opening of an evacuation centre may be required. If not present, contact the DC immediately and advise of the decision to stand-up the evacuation centre.

LG or LEMC members may open a welfare centre and manage it until the DC staff arrive. The Guide and Checklist by the DC is in the emergency activation kit located in the Shire Administration Office.

The LG or LEMC members will provide a handover to the DC staff on arrival at the evacuation centre. DC may require assistance with coordinating tasks, such as provision of food etc.

The LG has reached agreements with food provision services in town for the after-hours supply of food and drinks in the event of an emergency. Refer to Catering and Meals within the Contacts and Resources section for contact details.

7 Shire Emergency Activation Kits

Currently one emergency activation kit is located at the Shire Administration Office.

A copy of this LEMA and other required documentation such as registration forms and variety of checklists are in hard copy in the activation kit and available in soft copy online and in the cloud.

8 Shire Emergency Activation Kits

The LG will advise all absentee landowners with property affected by the emergency of the nature of the emergency and the outcome to the property.

SECTION SIX: LOCAL EMERGENCY RECOVERY PLAN

1 Introduction

1.1 Recovery

The LEMC developed the LRMA to understand the capacity of the LG and to address the LG's legislative responsibility under Section 36(b) and Section 41(4) of the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*.

1.2 Authority

The LRP has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

1.3 Objectives

The objectives of this plan are to:

- 1.3.1 Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the LG;
- 1.3.2 Establish a basis for the coordination of recovery activities at the local level;
- 1.3.3 Promote effective liaison between all HMAs, emergency services and supporting agencies, which may become involved in recovery management; and
- 1.3.4 Provide a framework for recovery operations for the LG.

1.4 Scope

The scope of this recovery plan is limited to the boundaries of the LG. The plan details general recovery arrangements for the community and excludes how individual organisations will conduct recovery activities within their own core business areas.

2 Roles and Responsibilities

2.1 Local Recovery Coordinator

The LRC is responsible for the development and implementation of the recovery management arrangements for the LG.

The LG has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The LG has appointed more than one LRC to ensure better coverage.

2.1.1 Role

The LRC is responsible for the development and implementation of recovery management arrangements for the LG, in conjunction with the LRCG.

2.1.2 Functions

- 2.1.2.1 Ensure the LRP is established;
- 2.1.2.2 Liaise with the CA, including attending the ISG and OASG meetings;
- 2.1.2.3 Assess the community recovery requirements for each event, in conjunction with the HMA, LEC and other responsible agencies;
- 2.1.2.4 Provide advice to the Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened;
- 2.1.2.5 Ensure the functions of the Executive Officer are undertaken for the LRCG;
- 2.1.2.6 Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- 2.1.2.7 Determine the resources required for the recovery process in consultation with the LRCG;
- 2.1.2.8 Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- 2.1.2.9 Monitor the progress of recovery and provide periodic reports to the LRCG and the LRCG if established;
- 2.1.2.10 Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- 2.1.2.11 Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- 2.1.2.12 Ensure the recovery activities are consistent with the principles of community engagement;
- 2.1.2.13 Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- 2.1.2.14 Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Read the above in conjunction with the Aide Memoire – LRC local level recovery arrangements provided by the State Emergency Management Committee. - Appendix LRC

2.2 Local Recovery Coordination Group

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

2.2.1 Role

The role of the LRCG is to coordinate and support local management of the recovery process within the community.

2.2.2 Functions

- 2.2.2.1 Establishing subcommittees as required;
- 2.2.2.2 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;
- 2.2.2.3 Developing an operational plan for the coordination of the recovery process for the event that:
 - 2.2.2.3.1 Takes account of the LG long term planning goals;
 - 2.2.2.3.2 Includes an assessment of the recovery needs and determines which recovery functions are still required;
 - 2.2.2.3.3 Develops a timetable and identifies responsibilities for completing the major activities;
 - 2.2.2.3.4 Considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - 2.2.2.3.5 Allows full community participation and access; and
 - 2.2.2.3.6 Allows for the monitoring of the progress of recovery.
- 2.2.2.4 Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- 2.2.2.5 Facilitating the provision of services, public information, information exchange and resource acquisition;

- 2.2.2.6 Providing advice to the state and LG/s to ensure recovery programs and services meet the needs of the community;
- 2.2.2.7 Negotiating the most effective use of available resources including the support of state and Commonwealth agencies;
- 2.2.2.8 Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- 2.2.2.9 Ensuring a coordinated multi-agency approach to community recovery by:
 - 2.2.2.9.1 Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
 - 2.2.2.9.2 Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

Management Handbook 2 "Community Recovery" for details on the principles, and methodologies for effective recovery management to assist the LRCG.

2.3 Controlling Agency/Hazard Management Agency

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

- 2.3.1 Liaise with the LRC where the emergency is occurring and include them in the incident management arrangements including the ISG and the OASG;
- 2.3.2 Undertake and initial impact assessment for the emergency and provide that assessment to the LRC and the SRC;
- 2.3.3 Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the ISG, all affected LGs and the SRC;
- 2.3.4 Provide risk management advice to the affected community (in consultation with the HMA).

2.4 State Recovery Coordinator

In conjunction with the LG, the SRC is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of potential triggers for escalation, refer to Appendix G of the SEMP. The capacity of the LG to manage the recovery, the number of LGs affected, and the complexity and length of the recovery are critical factors.

3 Commencement of Recovery

3.1 Local Recovery Coordinator

The immediate involvement of the LRC in any ISG will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase will consider recovery. The LRC may also attend the IMT as an observer for further situational awareness.

The LRC will:

- 3.1.1 Align response and recovery priorities;
- 3.1.2 Connect with key agencies;
- 3.1.3 Understand key impacts and tasks;
- 3.1.4 Have input into the development of the Impact Statement (used when the incident is transferred from response to recovery);
- 3.1.5 Identify recovery requirements and priorities as early as possible; and
- 3.1.6 Establish a Local Recovery Committee, and any sub committees as required.

3.2 The Controlling Agency

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

- 3.2.1 Liaise with the LRC and include the LRC in the incident management arrangements including the ISG or OASG;
- 3.2.2 Undertake an initial impact assessment for the emergency and provide that assessment to the LRC and the SRC;
- 3.2.3 Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected LG/s and the SRC;
- 3.2.4 Provide risk management advice to the affected community; and
- 3.2.5 Complete an Impact Statement document.

3.3 Local Recovery Coordination Group

Where required, the LRC will form a LRCG comprising:

3.3.1 Core Recovery Group

(Function – recovery planning, activation of plan, support LRC to manage the recovery process. The core group comprises LG elected members and administration staff)

Position	Primary	Alternate
Chair	Shire President	Deputy Shire President
LRC	Chief Executive Officer	Executive Manager, Corporate Services
Deputy Recovery	Executive Manager, Works & Services	Executive Manager, Corporate Services
Administrative support	Executive Officer	Accounts/Senior Finance Officer
Communications Officer	Information Management Officer	Grants & Projects Officer
LG Officers	Technical Services Officer	Works Team Leader

3.3.2 Co-opted Members

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

Service / Agency Type	Specific Agency / organisation
HMA or CA	DFES, WAPOL
Essential services	Telstra, Water Corp, Main Roads, Western Power
Welfare agencies	DC, Red Cross, Salvation Army, Local Welfare Services
Financial services	Centre link, Development Commissions, Insurance providers, Chamber of Commerce
WA Health	WACHS Quairading
Department of Education	Quairading DHS
Department of Transport	Main Roads
Department of Food and Agriculture	
DPAW	Wheatbelt DBCA Office
WAPOL	Quairading Police
SJA	Local Chair, Community Paramedic
Community Groups or representatives.	Rotary Club, Lions Club, CWA

Service / Agency Type	Specific Agency / organisation
Aboriginal and CALD group representatives	Badjaling Community Representative

3.3.3 Subcommittees

(Function – subcommittees may assist the recovery process by considering specific priority areas)

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

- Finance Subcommittee;
- Infrastructure Subcommittee;
- Community Subcommittee; and
- Environmental Subcommittee.

Refer to Appendix 6a: Sub Committees – Objectives for objectives and Terms of Reference for these four subcommittees to activate quickly.

3.4 Priorities for Recovery

Disasters can affect lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making. Planning for recovery is integral to emergency preparation and mitigation actions may be a part of recovery. Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The LG aligns its priorities for recovery to the National Principles for Disaster Recovery. While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

Understand the CONTEXT	Successful recovery understands the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXITY	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY- LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery includes effective communication between the affected community and other partners.

Recognise and Build CAPACITY

Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

3.5 Assessment and Operational Recovery Planning

Assess the recovery and restoration requirements as soon as possible after the impact of the event. Base the assessment on the Impact Statement data provided by the CA.

Depending upon the extent of the restoration and reconstruction required, the LRC and LRCG will develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template, refer to Appendix 6C: Operational Recovery Plan Template.

4 Resources

4.1 Recovery Processes

The LRC for the LG is responsible for determining the resources required for recovery activities in consultation with the CA/HMA and SOs.

The LG resources are in the Contacts and Resources Register. The LRC is responsible for coordinating the effective provision of activities, resources and services for the LG should an emergency occur.

The following table identifies suitable Local Recovery Coordination Centres in the LG area.

Centre Name	Address
Shire Administration Centre	10 Jennaberring Road, Quairading
Shire Works Depot	Walker Street, Quairading
Quairading Community Resource Centre	Parker Street, Quairading

Refer also to the Recovery Coordination Centre Locations & Contacts.

4.2 Financial Arrangements

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

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

More information regarding DRFA is available from the SEMC web page - link - <https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>

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

4.3 Financial Preparation

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

- 4.3.1 Understanding and treating risks to the community through an appropriate risk management process;
- 4.3.2 Ensuring assets are recorded, maintained, and adequately insured where possible;
- 4.3.3 Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- 4.3.4 Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- 4.3.5 Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before accessing money.
- 4.3.6 Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- 4.3.7 Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of LG in order to gain access to this potential assistance.
- 4.3.8 Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

4.4 Managing Donations

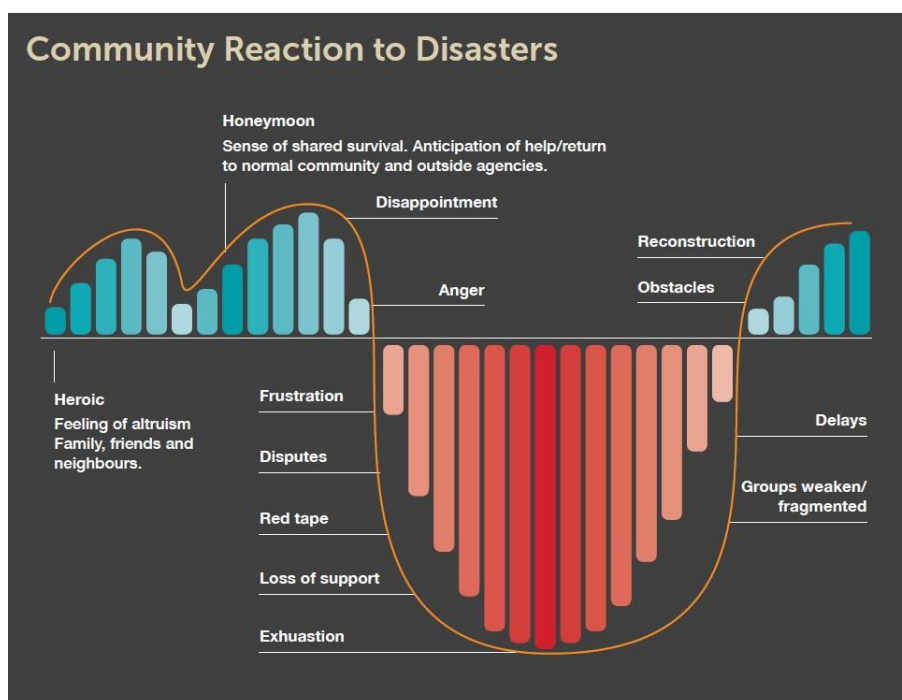
Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1– Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food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

5 Community Reactions

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

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

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. Read it as a guide to help anticipate predictable challenges in the recovery stage.



It is important that all recovery communications are mindful of the cycle detailed above. Recovery communications are specific to each community.

6 The National Principles for Disaster Recovery

The National Principles for Disaster Recovery (AIDR Community Recovery Handbook 2, 2018), are guidelines of good practice and should underpin planning and operations within local emergency management frameworks.

Successful recovery relies on:

- Understanding the context;
- Recognising complexity;
- Using community-led approaches;
- Ensuring coordination of all activities;
- Employing effective communication;
- Acknowledging and building capacity; and
- Understanding the context.

Understanding the community context is key to recovery. Recovery should:

- Appreciate the risks faced by communities;
- Acknowledge existing strengths and capacity, including past experiences;
- Be culturally sensitive and free from discrimination;
- Recognise and respect differences; and
- Support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected.

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 co-ordination 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 includes effective communication with affected communities and other stakeholders.

Acknowledging and building capacity - Successful recovery recognises, supports and builds on community, individual and organizational capacity.

The complete National Principles for Disaster recovery are at

<https://knowledge.aidr.org.au/resources/national-principles-for-disaster-recovery/>

7 Actions and Strategies

Below is a list of recovery activities with suggested strategies. The list is not exhaustive, but meant as a prompt to initiate discussion and planning.

7.1 Activities

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

7.2 Strategies

7.2.1 Community Involvement Strategies

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

7.2.2 Recovery Information Strategies

- 7.2.2.1 Provide regular updates on –
 - 7.2.2.1.1 Current state and extent of the disaster
 - 7.2.2.1.2 Actual and proposed official response

- 7.2.2.1.3 Desired community response
 - 7.2.2.1.4 Advice to isolated families
 - 7.2.2.2 Ensure everybody has an understanding of the situation and the opportunity for personal counselling;
 - 7.2.2.3 Provide for advocacy by agencies and organisations;
 - 7.2.2.4 Information may be made available to the public using a combination of the methods such as;
 - 7.2.2.4.1 One Stop Shop
 - 7.2.2.4.2 Door Knocks
 - 7.2.2.4.3 Out Reach Programs
 - 7.2.2.4.4 Information Sheets and or/ Community Newsletters
- 7.2.3 Recovery Assistance Strategies**
 - 7.2.3.1 Provide for special needs of aged, ethnic, children etc.
 - 7.2.3.2 Make food, shelter, clothing, health and emergency finance available immediately;
 - 7.2.3.3 Deliver services in a simple and caring manner with minimal disruption to existing processes;
 - 7.2.3.4 Ensure welfare centre cater for privacy and individual care;
 - 7.2.3.5 Ensure emergency workers receive ongoing support, debriefing, relief and rest; and
 - 7.2.3.6 Maximise financial aid and minimise material aid.
- 7.2.4 Accountability Strategies**
 - 7.2.4.1 Ensure the affected community is involved in the allocation and distribution of material and financial resources; and
 - 7.2.4.2 Assist the community in ensuring there is accountability in the use of resources.
- 7.2.5 Strategies for Grants, Loans and Gifts**
 - 7.2.5.1 Ensure there is community involvement in determining criteria
 - 7.2.5.2 Communicate entitlement criteria for financial support & grants immediately
 - 7.2.5.3 Alterations to criteria must be communicated clearly to the community
 - 7.2.5.4 Consider non-English speaking groups in designing information for grants
 - 7.2.5.5 Maintain confidentiality

7.2.6 Strategies to Maintain Family Cohesion

7.2.6.1 Keep families together during evacuation and resettlement; and

7.2.6.2 Ensure all policies and processes support the family's ability to recover.

8 Animal Welfare Plan

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, the inability to provide care for animals can lead to significant distress in already challenging situations. The Shire has developed an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency. A copy of the Animal Welfare Plan will be inserted into the LEMA as an appendix when it is adopted on 01 December 2022 by the LEMC.

APPENDIX 6A: SUB COMMITTEES – OBJECTIVES

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> • 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 LG for consideration to assist in the restoration and strengthening of community wellbeing. • To inform and involve the affected community in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> • 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 LG for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> • To 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	<p>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.</p> <p>The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:</p> <ul style="list-style-type: none"> • 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

Committee	Objectives
	<p>government and the private sector;</p> <ul style="list-style-type: none"><li data-bbox="544 286 1401 353">• Recognise immediate, short, medium and longer term needs of affected individuals; and<li data-bbox="544 360 991 394">• Protect the privacy of individuals. <p>Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.</p>

The LG nominate multiple LRCs in the LEMA to ensure coverage when the primary LRC is unavailable during an event.

1 Role

The LRC, in conjunction with the LRCG, is responsible for the development and implementation of recovery arrangements for the LG.

2 Functions

2.1 Pre-Event

- 2.1.1 Prepare, maintain and test the LRP in conjunction with the LG for endorsement by the Council of the LG;
- 2.1.2 Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- 2.1.3 Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and
- 2.1.4 Consider potential membership of the LRCG prior to an event occurring.

2.2 During Event

- 2.2.1 Consult with the CA regarding attending appropriate response meetings such as: IMT, ISG and OASG meetings;
- 2.2.2 Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- 2.2.3 Ensure the CA with responsibility for the response to an emergency, starts recovery activities during that emergency; and
- 2.2.4 Consult with the CA on completing the Impact Statement prior to transfer of responsibility for recovery to the affected LG(s);

2.3 Post-Event

- 2.3.1 Provide advice to the Shire President and CEO on the need to convene the LRCG and provide advice to the LRCG, if established;
- 2.3.2 Ensure the LG provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- 2.3.3 Determine the required resources for effective recovery in consultation with the LRCG;
- 2.3.4 Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;

- 2.3.5 Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- 2.3.6 Liaise with the SRC on issues where State-level support is required or where there are concerns with services from government agencies locally;
- 2.3.7 Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- 2.3.8 Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- 2.3.9 Provide recovery evaluations to the SRC and the SEMC.

3 Membership

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

3.1 Core Members

- 3.1.1 LRC;
- 3.1.2 Key LG staff and elected members;
- 3.1.3 CRC and/or CLO;
- 3.1.4 CA;
- 3.1.5 DEMA; and
- 3.1.6 LG networks, community members and community groups/associations /committees (e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.).

3.2 Potential Members – Event Specific

- 3.2.1 Australian Red Cross;
- 3.2.2 Chamber of Commerce and Industry WA/Small Business Development Corporation;
- 3.2.3 DBCA;
- 3.2.4 DC;
- 3.2.5 DE (or Local School Representative);
- 3.2.6 DFES;
- 3.2.7 DH (or Local Health Services Provider/Officer);
- 3.2.8 DLGSC;
- 3.2.9 DPLH;
- 3.2.10 DPIRD;

3.2.11 Essential Services Network Operators Reference Group representative;

3.2.12 Essential Services such as:

3.2.12.1 Alinta Gas;

3.2.12.2 Telstra Corporation;

3.2.12.3 Water Corporation; and

3.2.12.4 Western Power/Horizon Power.

3.2.13 Insurance Council Australia;

3.2.14 MRWA;

3.2.15 Public Information Reference Group representative;

3.2.16 Volunteering WA;

3.2.17 WAPF; and

3.2.18 WALGA.

3.3 Support Services to LRCG

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

3.3.1 State Recovery (DFES);

3.3.2 Department of Water and Environmental Regulation; and

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

Local Recovery Coordinator Checklist

This is a guide only and timeframes are estimated

Task Description
Prior to Emergency
Promote community awareness and engagement in recovery planning including involvement in development of LRP.
Prepare, maintain and test LRP (in conjunction with LG) for endorsement by the Council.
Ensure the completed LRP clarifies any recovery and operational agreements made between LGs (i.e. Memoranda of Understanding, loan staff, equipment sharing), roles and responsibilities and records of all recovery expenditure.
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people and isolated and transient people.
Consider potential membership of the LRCG prior to an event occurring based on the social, built, economic and natural environments, or as required.
Within 48 hours
Contact and alert key local contacts.
Liaise with CA and participate or nominate a suitable LG representative (i.e. LRC, executive staff or CEO) in the incident management arrangements, including the ISG and OASG where appropriate.
Where more than one LG is affected, LRCs and the SRC will use a coordinated approach.
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the CA.
Consult the DPIRD on special arrangements to manage the welfare of wildlife, livestock and companion animals.
Ensure CA starts recovery activities during the response to that emergency.
Provide advice to the Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.
During an event, consider membership of the LRCG that is event-specific, based on the social, built, economic and natural environments, or as required.
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.
Ensure the LG provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, CA, State government agencies and other recovery agencies.
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the LG's media arrangements, or seek advice or support from DFES State Recovery).
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the LG's internal communication processes.
Within 1 week

Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
Consult with CA on completing the Impact Statement before the transfer of responsibility for management of recovery to the LG.
In conjunction with the CA and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.
Contact the DRFAWA Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the LG to affected individuals.
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).
Determine the acquisition and appropriate use of resources necessary for effective recovery.
Consider establishing a call-centre with prepared responses for frequently asked questions.
Determine level of State involvement in conjunction with the LG and the SRC.
Liaise with the SRC on issues where State level support is required or where there are concerns with services from government agencies locally.
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.
Within 1 to 12 months (or longer-term recovery)
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
As soon as possible after the arrangements have ended, arrange an operational debriefing for all participating agencies and organisations.
Arrange an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.
Provide recovery evaluations to the SRC to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.
Social and personal support services term and the need for a considerable period of psychosocial support are likely to be required in the longer-term.

Shire of Quairading

OPERATIONAL RECOVERY PLAN

Emergency type and location:	
Date emergency occurred:	
Section 1 – Introduction	
Incident description:	
Purpose of plan:	
Authority:	
Section 2 – Assessment of recovery requirements	
Details of loss and damage: (refer comprehensive impact assessment)	
Residential:	
Commercial:	

Industrial:	
Transport:	
Essential services: (include state and LG infrastructure)	
Estimates of damage costs:	
Temporary accommodation requirements: (includes evacuation centres):	
Additional personnel requirements:	
Human services: (Personal and psychological support)	
Other health issues:	
Section 3 – Organisational Aspects	
Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:	

Details of inter-agency relationships and responsibilities:	
Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:	
Section 4 – Operational Aspects	
Resources available:	
Resources required:	
Redevelopment plans: (includes mitigation proposals)	
Reconstruction restoration program and priorities: (includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts; LG program for community services restoration)	
Financial arrangements: (assistance programs (DFRA-WA), insurance, public appeals and donations)	
Public information dissemination: (key messages, methods of distribution)	

Section 5 – Administrative Arrangements	
Administration of recovery funding: (include other financial issues)	
Public appeals policy and administration: (includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)	
Section 6 – Conclusion	
Summary of goals	
Summary of priorities	
Timetable of the plan	

Endorsed by

Chair, LRCG

Dated:

SECTION SEVEN: COMMUNICATIONS PLAN

1 Introduction

Communicating with an affected community is a vital part of all stages of emergency management. Community members need information and direction when an emergency threatens or affects them. Providing this information is the responsibility of the HMA.

When communicating with an affected community, special consideration should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. Refer to the Vulnerable People Contact Groups within the Contacts and Resources section.

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

Direct media contact related to the LG to the Shire President or CEO.

2 Communication Policy

Management of communication in a crisis is critical.

During a crisis, the response the LRC will lead the response with assistance from key members of the LRCG. The LRCG must seek direction from the HMA and the Shire CEO or Shire President with regard to communications.

3 Communication Principles

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

- 3.1 Timeliness: Regularly updating stakeholders on the situation.
- 3.2 Cooperation: Being responsive and considerate to enquiries, deadlines and the other needs of stakeholders.
- 3.3 Sensitivity: Prioritising stakeholders, guarding sensitive information as needed.
- 3.4 Transparency: Remaining honest and open about the situation and progress.
- 3.5 Simplicity: Ensuring communication is easily understood and consistent.
- 3.6 Accuracy: Sharing only confirmed facts, never making assumptions or giving false information.
- 3.7 Accountability: Accepting responsibility if appropriate and reasonable.

4 Stakeholder Communication

A strategy specific to the emergency will direct the communication response. The LRCG will prepare the communication strategy in collaboration with the Shire President and Shire CEO.

The strategy will direct both internal and external communications, which will ensure alignment with the LRCG response objectives and with the Shire of Quairading's communications policy.

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

- Communication is facilitated only by those authorised to do so;
- Information released is confirmed and accurate; and
- Communication is regular, consistent and takes into account sensitivities.

5 Communicating in the Prevention Stage

Prevention is “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency.”

The Shire of Quairading aids the prevention of emergencies using multiple strategies. One example is the *Bush Fires Act 1954* Section 33 notice (Firebreak Order) distributed to the public every year (requiring firebreaks to be installed and properties to be clear of fire-hazardous materials).

6 Communication in the Preparedness Stage

Preparedness is “the preparation for response to an emergency.”

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

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

6.1 Public Warning Systems

During an emergency, one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

6.1.1 Local Systems

6.1.1.1 Shire of Quairading – SMS notification system – List of predominately farmers

6.1.1.2 Public notices around town:

6.1.1.2.1 Shire Notice Board;

6.1.1.2.2 CRC Notice Board;

6.1.1.2.3 Quairading Post Office;

6.1.1.2.4 Quairading Co-Op Notice Board;

6.1.1.2.5 Temporary notice boards in easy-to-access locations during emergencies;

6.1.1.2.6 Information publicly displayed at any evacuation centres that are opened as a result of the emergency; and

6.1.1.2.7 Utilising public amenities, shops and other conveniences that may be frequented by the local community and passers-through.

6.1.1.3 Shire of Quairading Facebook page (including sharing to other local groups)

6.1.1.4 Shire of Quairading Website

6.1.2 State Systems

During a major emergency information on is available:

6.1.2.1 DFES's recorded information line

6.1.2.2 Emergency broadcast on the local Radio Station frequency

6.1.2.3 TV and radio news bulletins, print and online newspapers

6.1.2.4 A staffed communication information line may be set up

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

6.1.2.6 Standard Emergency Warning Signal (SEWS)

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

In Western Australia, the broadcast of SEWS is authorised by DFES, or the Regional Director of BoM for flood and weather events.

6.1.3 DFES Public Information Line

Website www.dfes.wa.gov.au

www.emergency.wa.gov.au

Telephone 13 3337 (13DFES) (For emergency information only) –
1300 657 209 (recorded information line).

6.1.4 Local Radio

ABC Radio – 558 MHz

Contact: harvestbans@abc.net.au

Telephone: 08 9220 2700

Triple M Northam – 864 MHz

Contact: wa@triplem.com.au

Telephone: 08 9622 2777

6.1.5 State Alert

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

6.1.5.1 Recorded voice – Landline and mobile, and/or

6.1.5.2 Text – mobile telephone, email and RRS feed.

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

7 Communicating in the Response Stage

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

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

8 Communication in the Recovery Stage

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

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

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

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

8.1 Status Update

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

8.2 Talking Points

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

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

8.3 Social Media Applications

Social media is effective as an engagement tool with the community in the event of an emergency and recovery. The LG is committed to regular use, monitoring and reliable updating.

8.4 Media Release

Media releases can provide a vital way of providing instant information that for the local newspaper or radio station. The designated LG spokesperson is in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

8.5 Community Meetings

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

8.6 Notice Boards

A central notice board at a key location in the community provides information in recovery. This may be an existing location or one that is better for the emergency and recovery effort.

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

8.6.2 The notice board obtains feedback directly from the community, if required.

8.7 Media Conference

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

8.7.1 The media liaison person located within the Recovery Communications team will manage communications.

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

8.8 Community Newsletter

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

8.9 Newspaper Article

Newspaper articles may result from media releases. The LG may give a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

8.10 Recovery Communications Plan

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

A copy of a basic communications plan template is at Appendix 7A.

8.11 Managing the Media

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

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

8.11.2 The LRCC will draft documents for release to external stakeholders

8.11.3 The LRC must confirm all incident-related facts

8.11.4 LRCC Chair will coordinate final sign-off from the CEO prior to document release.

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

- Shire of Quairading – CEO
- Shire President
- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations.

It is crucial that all employees are aware of the procedure for handling enquiries and know how to direct calls and visitors.

8.12 General Enquiries

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

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

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

Shire of Quairading
RECOVERY COMMUNICATION PLAN

Vision:

Recovery vision for the affected Community.

Mission:

Mission of the recovery communications plan.

Why?

Who?

What?

When?

Where?

How?

Background:

Brief description of events

Communication Objectives:

Clear, measurable and achievable objectives (no more than five)

Key Target Audience

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

Target Audience	
Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages? How are they distributed? To whom?

Message	
Method	
Who	

Actions

What communications are being undertaken? To which stakeholder group? How is this being done?

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

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

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

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

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

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

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

By Whom	
Date	
Major Changes	

SECTION EIGHT: CONTACTS & RESOURCES REGISTER

Please note that this section of the LEMA is private and confidential. The information is available to emergency management personnel only and is not available for viewing by the public.

1 Administration Office and Depot

Shire of Quairading	
Administration Building	Works Depot
10 Jennaberring Road, Quairading WA 6383	Walker Street, Quairading WA 6383
PO Box 38, Quairading WA 6383	PO Box 38, Quairading WA 6383
Ph: 08 9645 2400	Ph: 089645 2412
Email: shire@quairading.wa.gov.au	Email: ohs@quairading.wa.gov.au
Website: www.quairading.wa.gov.au	Website: www.quairading.wa.gov.au

2 Local Government Councillors

Role	Name	Phone
Shire President	Peter Smith	0427 817 707
Deputy Shire President	Trevor Stacey	0429 969 420
Councillor	Ej Cheang	0433 621 388
Councillor	Becky Cowcill	0429 454 217
Councillor	Jo Hayes	0428 466 219
Councillor	Jo Haythornthwaite	0448 237 088
Councillor	Jonathan Hippisley	0459 765 714

3 Local Government Staff

Role	Name	B/A Phone	A/H Phone
Chief Executive Officer	Nicole Gibbs	9645 2407	0429 451 001
Executive Manager of Works and Services	Sarah Caporn	9645 2420	0427 451 001
Executive Manager of Corporate Services (Acting)	Tricia Brown	9645 2406	0428 451 001
Executive Manager, Economic Development	Natalie Ness	9645 2405	0499 718 368
Community Emergency Services Manager	Ben Davies	9645 2400	0448 008 653
Executive Officer	Britt Hadlow	9645 2411	0428 925 650
Work Health & Safety Officer	Nikayla Ovens	9645 2412	
Property Officer & Depot Administration	Melissa Ogden	9645 2412	0499 699 086
Accountant/Senior Finance Officer	Vacant	9645 2400	
Finance and Customer Service Officer	Cynthia Lowe	9645 2400	
Senior Administration Officer	Vacant	9645 2400	
Customer Service Officer	Krystal Williams	9645 2400	
Grants and Projects Officer	Jen Green	9645 1607	0447 898 995

Role	Name	B/A Phone	A/H Phone
Special Projects Officer	Chloe Nella	9645 2400	0499 899 186

4 Local Government Contractors

Role	Name	B/H Phone	A/H Phone
Ranger Services	Matthew Sharpe		0459 678 154
Town Planning Services	Joe Douglas	9303 2532	0429 303 100
Environmental Health Officer	Philip Swaine	9645 2400	

5 Local Emergency Management Committee Contacts

Agency	Position	Name	Phone
LG	Shire President (LEMC Chair)	Cr Peter Smith	0427 817 707
LG	Deputy Shire President (Deputy Chair)	Cr Trevor Stacey	0429 969 420
LG	Chief Executive Officer	Ms Nicole Gibbs	0429 451 001
LG	Executive Manager of Works and Services	Ms Sarah Caporn	0428 451 001
LG	Executive Manager, Economic Development	Ms Natalie Ness	0499 718 368
LG	Community Emergency Services Manager	Mr Ben Davies	0448 008 653
WAPOL	Sergeant – Quairading	Sgt Annette Herod	0436 861 575
Community Home Service Provider	Health Services Manager	Mrs Diana Ellison	0407 193 179
DC	District Emergency Services Officer	Ms Joanne Spadaccini	0429 102 614
Western Power	Area Manager	Mr Ben Vasiliauskas	0439 976 746
SJA	Community Paramedic	Vacant	
SJA	Local sub-centre Representative	Mr Trevor Sandercock	0427 466 225
SJA	Local sub-centre Representative	Ms Yvonne Emanuel	0458 200 398
DFES	Area Officer Lower Wheatbelt	Mr Justin Corrigan	0428 100 462
DFES	District EM Advisor	Ms Yvette Grigg	0488 907 187
BFBs	Chief Bushfire Control Officer	Mr Nigel Gelmi	0409 118 238
VFRS	Captain	Mr Adam Duncan	0427 331 700
Water Corporation	Manager – Service Delivery	Mr Derek Host	0418 906 698
Quairading District Hospital	Health Services Manager	Mrs Diana Ellison	0407 193 179
Quairading District High School	Principal	Mrs Pauline Wray	0438 915 579
Quairading Farmers Co-Op	Store Manager	Ms Sharon Cutts	0421 419 408

Agency	Position	Name	Phone
Main Roads	Main Roads Incident Manager for Wheatbelt Region & Network Operations Manager	Mr Gren Putland	0409 113 011
DPAW	District Fire Coordinator (Wheatbelt)	Mr Graeme Keals	0429 088 271

6 Shire Plant and Equipment

6.1 Light Vehicles / Equipment

Rego	Description	Contact	Alt Contact
Q0	Small SUV EMED Vehicle	Natalie Ness 0499 718 368	Nicole Gibbs 0429 451 001
0Q	Small SUV EMCS Vehicle	Tricia Brown 0428 451 001	Nicole Gibbs 0429 451 001
Q190	Isuzu DMAX Dual Cab Ute Works Manager Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q551	Isuzu DMAX Dual Cab Ute General Hand Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q633	Isuzu DMAX Space Cab Ute General Hand Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q688	Mazda Space Cab Ute General Hand Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q465	Holden Colorado Dual Cab Ute Supervisor of Construction Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q651	Isuzu DMAX Single Cab Ute Spray Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q661	Mitsubishi Triton Extra Cab Ute Supervisor of Gardens Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q3446	Mazda BT-50 Single Cab Ute Gardener Vehicle	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q3870	Hino Single Cab Tipper Truck MR License	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q5480	Small SUV CEO Vehicle	Nicole Gibbs 0429 451 001	Shire Office 9645 2400
Q582	Isuzu Tipper Crew Cab Truck MR License	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q458	Mitsubishi Rosa Bus 24 Seats	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q4110	1000L Firefighter Trailer	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q15034	1000L Fuel Trailer	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024

6.2 Heavy Vehicles / Equipment

Rego	Description	Contact	Alt Contact
Q240	CAT 12M Grader	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q368	CAT Front End Loader 938K	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q430	Bobcat	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q439	Ammann Vibrating Roller Smooth Steel Drum	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q450	CAT Prime Mover	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q272	Nissan UD 6 Wheel Truck with Bowl	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q5122	Nissan UD 6 Wheel Truck with Bowl	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q754	Small John Deere Tractor	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q960	Multipac Roller Rubber Tyres	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q3854	Case Backhoe	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q4450	Tri-Axle Side Tipper Trailer	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q4455	Sewell Road Broom	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q4460	Tri-Axle Low Loader Trailer	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q4818	Hitachi Excavator	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q5191	Tennant Rider Sweeper Small Street Sweeper	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q5426	Crendon Squirrel Cherry Picker	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q5512	CAT 140M Grader	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q15086	Tandem-Axle Pig Trailer For 6 Wheel Trucks	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024
Q15087	Tandem-Axle Pig Trailer For 6 Wheel Trucks	Sarah Caporn 0427 451 001	Dean Mastin 0438 688 024

The Shire of Quairading also has other small equipment such as chainsaws, pole saws, small hand tools, lithium Ion tools etc.

7 Local Resources – Plant and Equipment

Name	Address	Phone	Resources
Rod Simpson Shaun Simpson	South Quairading	0417 863 032 0488 682 770	1 x 6 Wheel Bulk Water Carrier 1 x 8 Wheel Bulk Water Carrier
Quairading Tyre and Battery Supplies	5 Jennaberring Road, Quairading	9645 1206	Forklift
Quairading Nutrien Ag Solutions	15 Heal Street, Quairading	9645 1329 0427 313 360	Forklift
Quairading Farmers Co-Op	29-37 Heal Street, Quairading	9645 1205	Forklift
Quairading AFGRI	1 Quairading-York Road, Quairading	9645 0077	Various heavy farm machines
Quairading Earthmoving – Peter Dawson	42/44 Avon Street, Quairading	0429 903 904	Bulldozers, Loaders, Graders, Rollers

8 Local Resources – Services and Supplies

8.1 Trades and Services

Service – Name	Contact	Location	Hours
Agricultural Supplies & Agricultural Technicians – Quairading AFGRI	9645 0077	Quairading	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday
Agricultural Supplies – Hutton and Northey (parts branch only)	9690 3320	Quairading	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday
Small Agricultural Supplies – Farmarama	9645 0612 Trevor Sandercock – 0427 466 225 Ross Coghill – 0488 999 446	Quairading	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday
Small Agricultural Supplies – Quairading Agri Services	9645 1329	Quairading	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday
Tyre Service, Batteries, Fuel, Gas Bottles – Quairading Tyre and Battery Service	96451206	Quairading	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday

Service – Name	Contact	Location	Hours
Registered Builder – Bent Nail	Adam May - 9646 6212 0427 466 212	Quairading / Perth	As Required
Handy Man - AW Duncan Carpentry and Building Maintenance	Adam Duncan - 0428 331 700	Quairading	As Required
Handy Man – Peter York	Peter York – 0428 735 937	Quairading	As Required
Plumber – GJ Jones Plumbing and Gas	Glen Jones - 0437 937 855	Quairading	As Required
Plumber – Keith Johnston	Keith Johnston – 0427 451 357	Quairading	As Required
Sign Writer – Trevor Thompson	9635 1070 0407 386 456	Cunderdin	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday
School Busses – Colin Hayes	9645 1078 0428 451 078	Quairading	As Required
Pharmaceutical Supplies – Quairading Clinicare Pharmacy	9645 1061 0433 621 388	Quairading	9 am – 5pm Mon – Fri 9 am – 12pm Saturday Closed – Sunday
Electrical – CWB Electrical and A/C	0448 371 760	Quairading	As Required
Electrical – KPL Electrical	0418 756 680	York	As Required
Electrical – Beverley Electrical Services	9641 6150 0429 887 535	Beverley	As Required
Fuel – Great Southern Fuels	0419 601 884	Quairading	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday
Auto Electrical – York Auto Electrics and Air- Conditioning	0400 251 267	York	8am – 5pm Mon- Fri 8am – 12pm Saturday Closed – Sunday

Additional trades and services are on the Shire of Quairading website.

8.2 Accommodation

Service – Name	Contact	Location	Hours
Quairading Caravan Park	0438 213 042	62 McLennan Street, Quairading	Caretakers reside on site – Bookings Required
Quairading Hotel	0421 958 494	43 Heal Street, Quairading	11am – Late Monday 2pm – Late Tuesday 11am – Late Wednesday and Thursday 10am – Late Friday 11am – Late Saturday and Sunday Bookings required
Quairading Motel	9645 1054 0491 641 592	55 Jennaberring Road, Quairading	No Set Hours – Bookings Only
Greenhills Inn Bar and Cafe	9641 4095 0457 888 827	444 Greenhills Road, Greenhills WA	Closed Monday 5pm – 8pm Tuesday 12pm – Late Wed – Saturday 11am – 10pm Sunday
Settlers Hotel York	6615 7000	Howick Street, York	No Set Hours – Bookings Only
Faversham House	9641 1366 0426 181 948	24/26 Grey Street, York	No Set Hours – Bookings Only
York Castle Hotel	9641 1007	95-97 Avon Terrace, York	10am – 12pm Sunday – Thursday 10am – Late Friday and Saturday
The Nosh and Nod	9641 1629 0438 842 930	75A Avon Terrace & Howick St, York	No Set Hours – Bookings Only
York Motel	9641 2066	10 William Street, York	No Set Hours – Bookings Only
The York Palace Hotel	0424 489 842	145 Avon Terrace, York	No Set Hours – Bookings Only

8.3 Catering and Meals

Service – Name	Contact	Location	Hours
Quairading Farmers Co-Op Café	9645 1205	Heal Street Quairading	9am – 5pm Mon-Wed and Fri 9am – 6pm Thurs 8am – 12pm Sat and Sun
Flavour Town Catering	0400 085 235	Quairading	As Required

Service – Name	Contact	Location	Hours
Golden Grain Café and Bakery	0491 641 592	Intersection of Jennaberring Road and McLennan Street, Quairading	7am – 4pm Tues-Sunday Closed Monday
Greenhills Inn	9641 4095 0457 888 827	444 Greenhills Road, Greenhills WA	Closed Monday 5pm – 8pm Tuesday 12pm – Late Wed – Saturday 11am – 10pm Sunday
BP Quairading	96451230	Lot 6 York Road, Quairading	6am – 8:30pm Mon-Fri 7am – 8pm Sat and Sun
Mrs YT & Crew’z Kitchen	9645 1070 0458 217 850	Avon Street, Quairading	Monday – Sunday 11am – 2pm & 5pm – 7.30pm or Takeaway
The Quairading Hotel	0491 641 592	43 Heal Street, Quairading	11am – Late Monday 2pm – Late Tuesday 11am – Late Wednesday and Thursday 10am – Late Friday 11am – Late Saturday and Sunday Bookings required

9 ISG Meeting Locations and Contacts

Location	Address	Contact
Shire of Quairading Administration Office	10 Jennaberring Road, Quairading	B/H – 9645 2400 CEO A/H – 0429 451 001 EMCS A/H – 0428 451 001
Shire of Quairading Works Depot	Walker Street, Quairading	B/H – 9645 2412 EMWS A/H – 0427 451 001 CESM A/H – 0448 008 653
Quairading Community Resource Centre	Parker Street, Quairading	B/H – 9645 0096 CRC Manager A/H – 0459 220 053

10 Evacuation / Welfare Centre Locations and Contacts

Location	Capacity	Address	Contact
Quairading Town Hall	420	Intersection of McLennan Street and Jennaberring Road, Quairading	B/H – 9645 2400 CEO A/H – 0429 451 001 EMCS A/H – 0428 451 001
Quairading Community Building	200	East off McLennan Street, opposite the Parker Street intersection, Quairading	B/H – 9645 2400 CEO A/H – 0429 451 001 EMCS A/H – 0428 451 001
Quairading Community Resource Centre	200	Parker Street, Quairading	B/H – 9645 0096 CRC Manager A/H – 0459 220 053
Quairading Bowling Club	TBA	East off McLennan Street, opposite the Parker Street intersection, Quairading	President A/H – 0428 451 096

11 Recovery Coordination Centre Locations and Contacts

Location	Capacity	Address	Contact
Shire of Quairading Administration Centre		10 Jennaberring Road, Quairading	B/H – 9645 2400 CEO A/H – 0429 451 001 EMCS A/H – 0428 451 001
Shire of Quairading Works Depot		Walker Street, Quairading	B/H – 9645 2412 EMWS A/H – 0427 451 001 CESM A/H – 0448 008 653
Quairading Community Resource Centre		Parker Street, Quairading	B/H – 9645 0096 CRC Manager A/H – 0459 220 053

12 Special Arrangements / MOUs

The Shire of Quairading currently has the following special arrangements Place.

Name/Business	Arrangement	Contact	Phone
Food Works	Special Arrangement for Catering	Sharon Cutts	0421 419 408
AFGRI	Special Arrangement for agricultural equipment or mechanical services upon request	No set contact (diverts after hours)	9645 0077
Quairading Earthmoving	Special Arrangement for earthmoving equipment upon request.	Peter Dawson	0429 903 904

13 Emergency Services

IN AN EMERGENCY, PLEASE ALWAYS CALL 000.

13.1 Western Australian Police Force

27 Avon Street, Quairading WA 6383

Sgt Annette Herod, OIC of the Quairading Police Station, is the LEC.

Position	Name	Contact
Sergeant	Annette Herod	0436 861 575

13.2 Quairading Volunteer Fire and Rescue Service

16 Jennaberring Road, Quairading WA 6383

PO Box 92, Quairading WA 6383

Position	Name	Contact	Resource	Registration	Location	Selcall
Captain	Adam Duncan	0428 331 700	3.4 Urban (Temporary)	1QAS439	16 Jennaberring Road, Quairading	816049

Position	Name	Contact
Lieutenant	Simon Bell	0408 616 342
Apparatus Officer	Vacant	
Secretary/Treasurer	Vacant	

Resource	Registration	Location	Selcall
Light Tanker	1QBT648	16 Jennaberring Road, Quairading	834094
Rescue Trailer	7TG205		N/A

13.3 St John Ambulance Quairading and Districts

21 Jennaberring Road, Quairading WA 6383

PO Box 24, Quairading WA 6383

Phone: 9621 1613

Position	Name	Contact
Local Chair	Janet Hall	0429 454 214
Secretary	Pam Canova	0429 452 031
Community Paramedic	Vacant	0437 524 088

Resource	Location
Ambulance	21 Jennaberring Road, Quairading
Ambulance	21 Jennaberring Road, Quairading
Mass Casualty Kit	21 Jennaberring Road, Quairading

13.4 Fire Control Officers and Bush Fire Brigades

13.4.1 Fire Control Officers

Position	Name	Contact	Location / Brigade
CBFCO	Nigel Gelmi	0409 118 238	Yoting / Wamenusking BFB and Quairading Central BFB
DCBFCO	John Smart	0427 417 063	Doodenanning / Balkuling-Doodenanning BFB
DCBFCO	Vacant		
BFCO	Mathew Whyte	0429 466 295	Dulbelling / Balkuling-Doodenanning BFB
BFCO	Neil Fraser	0427 451 029	Quairading / Quairading Central BFB
BFCO	Mitchell Davies	0428 592 986	Balkuling / Balkuling-Doodenanning BFB
BFCO	Craig Anderson	0428 754 218	South Quairading / South Caroling BFB
BFCO	Linden Johnston	0428 263 883	South Quairading / South Caroling BFB
BFCO	Ben Wilson	0437 452 001	North Quairading / Quairading North BFB
BFCO	Greg Hughes	0428 457 002	Wamenusking / Wamenusking BFB

Position	Name	Contact	Location / Brigade
BFCO	Tom Hadlow	0457 648 856	Quairading / Quairading Central BFB
BFCO / CESM	Ben Davies	0448 008 653	Quairading
BFCO/CEO	Nicole Gibbs	0429 450 001	Quairading

13.4.2 Balkuling / Doodenanning Bush Fire Brigade

UHF: 5		
Position	Name	Contact
Captain	Roger Davies	0429 416 020
Secretary	Janet Dicker	0407 442 359
Nearest FCO	Mitchell Davies	0428 592 986
CESM	Simon Bell	0448 008 653

Resource	Registration	Location	Selcall
4.4 Broadacre	Q211	Intersection of Doodenanning-Mawson Road and Cubbine Road, Doodenanning	385053

13.4.3 Quairading Central Bush Fire Brigade

UHF: 5		
Position	Name	Contact
Captain	Adam Duncan	0428 331 700
Secretary	Kath Wilton	0429 455 552
Nearest FCO	Neil Fraser	0427 451 029
CESM	Simon Bell	0448 008 653

Resource	Registration	Location	Selcall
4.4 Broadacre	Q02	16 Jennaberring Road, Quairading	385032
2.4 Broadacre	Q1299	16 Jennaberring Road, Quairading	305013

13.4.4 South Caroling Bush Fire Brigade

UHF: 5		
Position	Name	Contact
Captain	Chad Mills	0427 426 053
Secretary	Matt Richards	0427 527 226
Nearest FCO	Craig Anderson	0428 754 218
CESM	Simon Bell	0448 008 653

Resource	Registration	Location	Selcall
4.4 Broadacre	Q425	Intersection of Caroling South Road and Tregenza Road, South Quairading	030300

13.4.5 Wamenusking Bush Fire Brigade

UHF: 5		
Position	Name	Contact
Captain	Grant Mills	0427 454 235
Secretary	Alex Stacey	0439 914 990
Nearest FCO	Greg Hughes	0428 457 002
CESM	Simon Bell	0448 008 653

Resource	Registration	Location	Selcall
4.4 Broadacre	Q5130	Corrigin-Quairading Road, opposite the intersection of Simpson Road, Wamenusking	385038

14 Support Organisations

14.1 State Government Departments

Service – Name	Relationship	Name and Position	Contact
DPAW	Reserve Management	Greg Durrell Regional Manager	0427 478 953 08 9881 9200 (diverts after hours)
DPAW	Reserve Management	Graeme Keals District Fire Coordinator	08 9881 9200 (diverts after hours)
DC	Welfare support	Jo Spadaccini District Emergency Services Advisor	08 9041 6900 0429 102 614
DC	Welfare support	After hours emergency line	1800 199 008
DFES	Emergency Services Support	Justin Corrigan Area Officer	08 9690 2300 0428 100 462
DFES	Emergency Management Support	Yvette Grigg District Emergency Management Advisor	08 9690 2313 0488 907 187
Main Roads WA (Northam)	Main Roads Management	Mohammad Siddiqui Director	08 9622 4777
Main Roads WA	Main Roads Management	24 Hour line	13 81 38
State Emergency Service	Emergency Service Provision	N/A	132 500

14.2 Utilities and Services

Service – Name	Relationship	Name and Position	Contact
Arc Infrastructure	Railway Management	Andrew Thompson - Regional Lead (Central)	0477 314 008
Telstra	Telecommunications	Fault Line	13 22 03
Water Corporation	Water supply	Larry Bayley - Operations Manager	08 9690 1853 0428 955 923
Water Corporation	Water supply	Fault line	13 13 75
Western Power	Power supply	Charles Baxter - Team Leader Northam	08 9622 6204 0497 556 930
Western Power	Power supply	General Enquiries	13 10 87
Western Power	Power supply	Emergencies/Outages	13 13 51
Wheatbelt Ag Care	Counselling service	Di Morgan - Counsellor	08 9046 5091 0488 964 255

14.3 Resource Sharing Agreements

The Shire of Quairading has the following resource sharing agreements, documented (CESM and BRMC MOU's) and undocumented.

Local Government	Relationship	Name	Position	Office	Mobile	Alt
Cunderdin and Tammin – Formal MOU in Place	Community Emergency Services Manager	Simon Bell	CESM	Quairading Cunderdin Tammin	0448 008 653	9645 2400 9635 2700 9637 0300
York, Tammin, Cunderdin	Manager of Health and Building	Tim Jurmann	MH&B	Quairading Cunderdin Tammin York	0448 014 022	9645 2400 9635 2700 9637 0300 9641 0500
Northam and Kellerberrin – Formal MOU in Place	Bushfire Risk Management Coordinator	Vacant	BRMC	Northam Quairading Kellerberrin		9622 6100 9645 2400 9045 4006
Shire of Quairading	Machinery – Unspoken agreement between	Various	Local Farmers	Machinery is requested as required from local	N/A	N/A

Local Government	Relationship	Name	Position	Office	Mobile	Alt
	farmers and Local Government for use of machinery as required for operations.			farmers should there be a requirement upon the outbreak of a fire.		

15 Vulnerable People Contact Groups

Business / Group	Location	Capacity	Contact	Contact Number
Quairading District High School	13 McLennan Street, Quairading	Students (140 approx) Teachers (35 approx)	Pauline Wray – Principal Mandeep Dhillon – Deputy Principal	9645 3500 0438 915 579 9645 3500
Arthur Kelly Village	48 Jennaberring Road, Quairading	8 x Units can accommodate 2 persons per unit.	Unit 1 – Janet Sparks Unit 2 – Peta Hill Unit 3 – Philip Crocker Unit 4 – Terry Kean Unit 5 – Dorothy Hayes Unit 6 – Eileen (Pip) Hall Unit 7 – Don Bland Unit 8 – John Hennessy Shire Contact for Spare Keys – Melissa Ogden	U1 – 0459 959 552 U2 – 0436 446 535 U3 – 0473 450 923 U4 – 0456 161 403 U5 – 0427 944 698 U6 – 0488 045 618 U7 – 0448 369 320 U8 – 0459 116 990 0499 699 086
Parker House	52 Jennaberring Road, Quairading	6 Permanent Residents 2 x Staff 24/7	On site Carers - All hours	9645 1455
Quairading District Hospital	Harris Street, Quairading	Permanent Residents Staff Varying number of daily visitors	Diana Ellison - HSM	9645 2222 0407 193 179
Badjaling Community	Badjaling-Yoting Road	4 Properties 12-15 Residents	No set contact	9645 0310

16 Animal Welfare

16.1 Animal Welfare Facilities

Facility	Capacity	Address	Contact
Quairading Sale Yards	Approximately 500 Sheep	Quairading Town Oval	N/A

16.2 Snake Handlers

Name	Phone	Location
John Knight	0459 650 553	Cunderdin
Shane McCloy	0481 097 146	Cunderdin
Rob Bell	0438 931 313	Cunderdin

16.3 Veterinarian

Name	Phone	Location
Heartlands Vet Hospital, York	9641 1383	14 Macartney St, York
Northam Veterinary Centre	9622 1000	2 Goomalling Rd, Northam
A Country Practice Northam	9622 7479	37 Wellington St, Northam