



Local Recovery Plan

CITY OF KARRATHA LEMC

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The City of Karratha Local Recovery Plan has been prepared and endorsed by the City of Karratha Local Emergency Management Committee pursuant to Section 41(1) of the *Emergency Management Act 2005*. A copy has been submitted to the State Emergency Management Committee pursuant to Sections 41(5) of the *Emergency Management Act 2005* and a copy has been submitted to the Pilbara District Emergency Management Committee as per Item 31 of the *State Emergency Management Policy 2.5*.

Introduction

Recovery should be managed and planned for in a structured manner. The broad needs created by the impact of an emergency or disaster on the City of Karratha community will only be met through a range of services and provided by a range of both Government and non-Government organisations.

At the local level, the focus of recovery planning and management is on input from the local community. Within emergency planning responsibilities, the City of Karratha local arrangements will incorporate recovery planning and, from an operational point of view, a range of services, including both infrastructure and human services. These arrangements will assist in providing coordination for the activities of local agencies.

The primary focus of the City of Karratha Emergency Management Arrangements is to mitigate the effects of disasters. Within this context, recovery is defined as the coordinated process of supporting disaster affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical well-being.

The recovery approach to emergency management encompass those activities that are intended to support the community affected by an emergency and return the community to a functional level as soon as possible. Recovery is best achieved when the affected community is able to exercise a high level of self-determination.

Purpose

The purpose of developing and reviewing the City of Karratha Local Recovery Plan is to evaluate each section of the Plan against the following criteria:

- The requirements of the *Emergency Management Act 2005*.
- The requirements of *State Emergency Management Policy 2.5 – Emergency Management in Local Government Districts*.
- Good practice as outlined in the *Local Recovery Plan Development Guide*.

Methodology

This development and review of the City of Karratha Local Recovery Plan has been undertaken by systematically reviewing each element of the Plan against the planning criteria detailed in the *Local Recovery Plan Development Guide plan* and relevant sections of the *Emergency Management Act 2005* and *State Emergency Management Policy 2.5 – Emergency Management in Local Government Districts*.

Endorsement

CITY OF KARRATHA LOCAL RECOVERY PLAN

This Local Recovery Plan (LRP) has been produced and issued under the authority of S. 36 of the *Emergency Management Act 2005*, endorsed by the City of Karratha Local Emergency Management Committee (LEMC), the City of Karratha Council and have been tabled with the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

This Plan must be read in conjunction with the *Emergency Management Act 2005*, *State Emergency Management Plans (WESTPLAN)* and *State Emergency Management Policy Statements*.



30 / 10 / 2015

Chris Adams
Chairperson
City of Karratha LEMC

Date

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Distribution List

Company	Copies
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City of Karratha Local Emergency Management Committee Chairperson	1
City of Karratha Local Recovery Coordinator	1
Dept. of Fire and Emergency Services	1
WA Police Pilbara Regional Office	1
Pilbara District Emergency Management Committee	1
State Emergency Management Committee	1
Karratha Police Station	1
Dampier Police Station	1
Roebourne Police Station	1
Karratha Fire and Rescue Service	1
Dampier Fire and Rescue Service	1
Roebourne Fire and Rescue Service	1
Wickham Fire and Rescue Service	1
Point Samson Bush Fire Brigade	1
Karratha State Emergency Service	1
Roebourne Districts State Emergency Service	1
Karratha/Roebourne/Wickham St John Ambulance	3
Burrup Industries Emergency Management Committee	1
Australian Customs and Border Protection Service	1
Corrective Services	1
Dampier Library	1
Dept. for Child Protection and Family Support	1
Dept. of Education	1
Dept. of Fisheries	1
Dept. of Health	1
Dept. of Human Services	1
Dept. of Parks and Wildlife	1
Dept. of Transport	1
Horizon Power	1
Housing Authority	1
Karratha Library	1
Main Roads WA	1
Pilbara Institute	1
Pilbara Ports Authority	1
Pilbara Regiment (Defence Force)	1
Rio Tinto (Port & Rail)	1
Roebourne Library	1
Telstra	1
Water Corporation	1
Wickham Library	1
Woodside	1
Yara Pilbara	1

Amendment List

City of Karratha Local Recovery Plan

AMENDMENT RECORD

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY INITIALS
Version	Date		
1	2008	First Issue	MB
1	March 2009	Draft reviewed by LEMC and modifications entered	MB
1	June 2009	LEMC adopted plan	MB
1	October 2009	DEMC approved plan	MB
2	July 2015	Rewrite to new format, name change and review completed, Version 2	MB
2	October 2015	LEMC approved and adopted plan	MB
2	December 2015	Endorsed by Council	MB
2.1	February 2017	Changes to LRC and LRCC positions. Addition of donations provisions. LEMC adopted modifications. Endorsed by CEO as delegate of Council	CW

Feedback

Suggestions and comments from the community and stakeholders can help improve this document and subsequent amendments.

Photocopy the relevant section, mark your proposed changes and send it to:

Chief Executive Officer
City of Karratha
C/- CofK Local Emergency Management Committee
PO Box 219
KARRATHA WA 6714

Feedback can include:

- _ What you do and don't like about the document
- _ Unclear or incorrect expression
- _ Out of date practices
- _ Inadequacies
- _ Errors, omissions or suggested improvements

Glossary of Terms

The following terms apply throughout these arrangements.

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

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 phases. *Syn.* ‘disaster cycle’, ‘disaster phases’ and ‘PPRR’

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

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**.

DISASTER – See EMERGENCY.

DISTRICT – Means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

DISTRICT EMERGENCY MANGEMENT COMMITTEE (DEMC) - A committee established under Section 31(1) of the *Emergency Management Act 2005*. Reference for this is the *EMWA Glossary document updated in 2011, available on the SEMC website*.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- (a) **Prevention** – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency;
- (b) **Preparedness** – preparation for response to an emergency;
- (c) **Response** – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery; and
- (d) **Recovery** – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment. This process considers the likely effect of hazardous events and the measures by which they can be minimised.

Hazard - A situation or condition with potential for loss or harm to the community or the environment.

Risk - A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

HAZARD -

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable of causing or resulting in
 - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
 - (ii) destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT CONTROLLER (IC) – The person designated by the relevant Hazard Management Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation.

INCIDENT MANAGEMENT TEAM - The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of AIIMS.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents and Operations*.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) - Written by the Local Government, Local Emergency Management Arrangements are documented emergency management plans for the Local Government district. Consistent with State emergency management

policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to emergency management; Prevention, Preparedness, Response and Recovery (PPRR) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the Local Government district.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Means a committee established under section 38 of the *Emergency Management Act 2005*.

MUNICIPALITY – Means the district of the City of Karratha.

OPERATIONAL AREA SUPPORT GROUP (OASG) - A group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

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

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- 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.

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk. Refer to *AS/NZS ISO 31000:2009*

RISK REGISTER – A register of the risks within the Local Government, identified through the Community Emergency Risk Management process.

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) - A committee established under Section 13 of the *Emergency Management Act 2005*. Reference for this is the *EMWA Glossary document updated in 2011, available on the SEMC website*.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Acronyms

ADF:	Australian Defence Force
BoM:	Bureau of Meteorology
CEO:	Chief Executive Officer
CofK:	City of Karratha
DCPFS:	Department for Child Protection and Family Support
DFES:	Department of Fire and Emergency Services
DEMC:	District Emergency Management Committee
DoE:	Department of Education
DoH:	Department of Health
DPAW:	Department of Parks and Wildlife
DPI:	Department of Planning and Infrastructure
EOC:	Emergency Operations Centre
HMA:	Hazard Management Agency
IC:	Incident Controller
ISG:	Incident Support Group
LEC:	Local Emergency Coordinator
LEMC:	Local Emergency Management Committee
LEMA:	Local Emergency Management Arrangements
LG:	Local Government
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordinating Committee
LRP:	Local Recovery Plan
OASG:	Operations Area Support Group
OIC:	Officer in Charge
RCC:	Recovery Coordination Centre
SEMC:	State Emergency Management Committee
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
SJA:	St John Ambulance
SRCC:	State Recovery Coordinating Committee
VBFB:	Volunteer Bush Fire Brigade
VFRS:	Volunteer Fire and Rescue Service
WAPOL:	Western Australian Police

Recovery Management Principles

Recovery from emergencies is most effective when:

- ❖ Emergency management arrangements recognise that recovery from emergencies is a complex, dynamic and protracted process;
- ❖ Agreed plans and management arrangements are well understood by the community and all emergency management agencies;
- ❖ Recovery agencies are properly integrated into emergency management arrangements;
- ❖ Community service and reconstruction agencies have input to key decision making;
- ❖ Conducted with the active participation of the affected community;
- ❖ Recovery managers are involved from the early stages of the response;
- ❖ Recovery services are provided in a timely, fair, equitable and flexible manner; and
- ❖ Supported by training programmes and exercises.

Recovery Management Concepts

The following concepts provide the basis for effective recovery management:

- ❖ Community involvement – The recovery process is most effective when individuals and communities actively participate in the management of their own recovery. An effective method of involving the community is through community recovery committees comprising representatives from government agencies, private and voluntary agencies, local council, cultural group leaders and any others considered appropriate by the community.
- ❖ Management at the local level – Management of emergency recovery should be entrusted to the local community. The local community would be more efficient at managing recovery in their own community as they have local knowledge and expertise. Resource support may be required from Regional or State level.
- ❖ Affected area/Community approach – Emergencies rarely occur within the confines of a single Local Government area. Management of the recovery process is generally undertaken on the basis of an identifiable affected area. The affected area is distinguished by the losses that have resulted and by the common interests of the people involved.
- ❖ Differing effects/needs for different communities/individuals – The capacity of individuals, families and communities to restore losses and re-establish normal living patterns following emergencies will vary depending upon their own capacity, the specific circumstances of the emergency and its effect upon them. Assistance measures must be adapted to most appropriately meet the needs of those affected. This will require sensitivity and extensive consultation with the affected people and communities.
- ❖ Empowering individuals and communities – It is essential that emergency affected individuals and communities participate in the management of their own recovery. Emphasis should be given to supporting and maintaining the identity, dignity and autonomy of those affected. Support services and assistance measures should be well advertised on a repetitive basis, and easily accessible, but allow people to make their own decisions. Ensure that appropriate information is provided for cultural and linguistically diverse groups.

- ❖ Minimum intervention – External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the community. Where possible, additional resources provided should be under local management through the network of existing service providers.
- ❖ Recognition of resourcefulness – It will become clear as the recovery process advances what capacity of individuals and communities to participate in the management of their own recovery and the level of need for further support services. It is important to recognise what level individuals and the community is at so as not to over or under compensate and hinder recovery.
- ❖ Planned/timely withdrawal – A critical aspect of recovery management is that of the withdrawal of external assistance. A planned withdrawal should be done with community involvement, ensuring a void will not be left.
- ❖ Accountability, flexibility, adaptability and responsiveness – Accountability is in reference to public administration and is very important in ensuring that the recovery process is transparent. Flexibility, adaptability and responsiveness in a potentially ever-changing environment during recovery is necessary to properly manage the recovery. The need for these skills is highlighted by the scrutiny of the public, media and political groups.
- ❖ Integration of services – Recovery efforts should commence immediately the response to the emergency begins such that initially the two occur as parallel activities. Effective liaison arrangements and networks are necessary to ensure that resources are utilised in the best way, especially where both recovery and response agencies require the limited resources. Various recovery services/agencies must work together efficiently which will be achieved through the establishment of networks and management arrangements during the planning process.
- ❖ Coordination – Recovery management is most effective when coordinated by one agency represented by an identifiable coordinator with the responsibility for managing the full extent of recovery activities.

Part 1 Management

1.1 Authority

This Local Recovery Plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] as part of the City of Karratha Local Emergency Management Arrangements and endorsed by the City of Karratha Local Emergency Management Committee. The Local Recovery Plan was approved by the City of Karratha and has been tabled for information and comment by the Pilbara District Emergency Management Committee (DEMC).

1.2 Date

This plan was approved by the City of Karratha Local Emergency Management Committee on the 30/10/2015.

1.3 Aim

The aim of this Local Recovery Plan is to detail the community's recovery management arrangements that may be implemented following an emergency to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

1.4 Area Covered

The geographical area covered by this plan shall be the City of Karratha municipal boundaries. The City of Karratha is situated on the Pilbara coast approximately 1,535kms north of Perth and 850kms south of Broome on the North West Coastal Highway and to the west is the Indian Ocean. It is bordered by the Town of Port Hedland to the North and Shire of Ashburton to the East and South.

The City has a total area of 1,519,700 ha (15,197 km²) consisting of agricultural and pastoral land, mining leases, Crown land, reserves and the town sites of Karratha, Dampier, Wickham, Point Samson and Roebourne with Karratha being the major centre. There is a resident population of approximately 26,500 people with 8748 dwellings (*ABS 2014 and Rates notices 2015*).

The City is also a gateway to a number of natural attractions in the region and experiences high levels of tourists on a seasonal basis. The major transport routes into the City are the North West Coastal Highway and the private railway lines from Dampier to Tom Price and Wickham to Pannawonica. A sealed road connecting the towns of Karratha and Tom Price is partially completed.

The City has one major airport at Karratha. The airport services daily commercial flights to and from Perth and interstate, and houses a range of fixed wing and rotary aircraft which primarily service the oil, gas and mineral industries in the region. There are hospitals located in Karratha and Roebourne town sites.

Emergency Services in the City are primarily provided by volunteer personnel. The volunteer services in the City are generally well resourced and trained.

This Plan applies to the City of Karratha, including the town sites of Pt Samson, Roebourne, Wickham, Karratha and Dampier.

1.5 Objectives

The objectives of this plan are to:

- ❖ Establish a basis for the coordination of recovery activities to commence at a local level.
- ❖ Prescribe the concepts, responsibilities, mechanisms or procedures for statutory and non-statutory organisations involved in recovery activities.
- ❖ Identify priorities for restoration of essential services in consultation with key stakeholders.
- ❖ Detail the services and resources that Local Government and other agencies and stakeholders will provide during the recovery process following an emergency.

1.6 Scope

This Local Recovery Plan is limited to the municipal boundaries of the City of Karratha. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

The City of Karratha will only be able to act within its financial and resource capability and to the extent of resources that may be available from State or Federal funding sources.

Scope of this plan will take into account the following functions:

- ❖ Activation mechanisms;
- ❖ Responsibilities and tasks;
- ❖ Recovery services;
- ❖ Resourcing arrangements; and
- ❖ Management structures and processes.

And takes into account the priorities for recovery assistance defined as:

- ❖ Safety of individuals;
- ❖ Social recovery;
- ❖ Economic recovery;
- ❖ Physical recovery; and
- ❖ Environmental recovery.

1.7 Title

The title of these arrangements is the City of Karratha 'Local Recovery Plan'.

1.8 Related Documents

The City of Karratha Local Recovery Plan is a sub-plan of the City of Karratha Local Emergency Management Arrangements and as such should not be read in isolation to these plans and arrangements.

Other relevant related documents include:

- ❖ City of Karratha Local Emergency Management Arrangements
- ❖ City of Karratha (Shire of Roebourne) Evacuation Plan
- ❖ City of Karratha Airport Emergency Management Plan
- ❖ Department of Child Protection and Family Support Local Welfare Plan.
- ❖ State Recovery Emergency Management Plan (*WESTPLAN – Recovery Coordination*)
- ❖ State Welfare Emergency Management Support Plan (*WESTPLAN - Welfare*)
- ❖ State Health Emergency Management Support Plan (*WESTPLAN - Health*)

- ❖ State Isolated Communities Freight Subsidy Emergency Management Plan (*WESTPLAN – Freight Subsidy*)

1.9 Agreements, Understandings and Commitments

Mutual Aid Agreements such as the sharing of resources during times of emergency has been discussed and agreed between the Councils of the Town of Port Hedland and the Shire of Ashburton.

Parties to agreement		Summary of agreement	Special considerations
CofK	DPaW	Multi-agency fire operations on DPaW managed land Mutual support for responding to incidents	
CofK	Town of Port Hedland	Mutual support for responding to incidents	
CofK	Shire of Ashburton	Mutual support for responding to incidents	
DFES	Industry	Arrangements for accessing aviation and fire resources during emergencies	
DCPFS	Coles Supermarket	Opening up after hours to provide food for the welfare centre	Please contact the Manager. Purchase order required.
DCPFS	Woolworths Supermarket	Opening up after hours to provide food for the welfare centre	Please contact the Manager. Purchase order required.
DCPFS	Parry's Merchants	Opening up after hours to provide food for the welfare centre	Please contact the Manager. Purchase order required.

1.10 Additional Support

The City of Karratha has staff trained in Recovery Management Principles including two Directors trained as Local Recovery Coordinators and an Emergency Management Coordinator.

The City of Karratha Environmental Health section has a team of Environmental Health Officers that can assist with public health functions such as disease control, vermin control, food safety and surveillance. Council has several Rangers who can assist with functions such as animal welfare management, traffic control, evacuation notification and security assistance to WA Police.

City of Karratha Technical Services can provide some maps and plans for services such as drainage and sewer networks but the majority of information regarding services and other utility networks are held with the Water Corporation and Horizon Power.

City of Karratha Infrastructure Services can provide machinery, man power and other equipment to assist with clean-up operations.

The State Emergency Service units have volunteers that are available to assist with welfare assistance, securing storm damaged buildings, clearing fallen trees, search and rescue, evacuation notification and traffic control.

Industry and other key stakeholders in the community are committed to assist in various ways including providing people with Recovery Management skills, human and physical resources, technical advice, facilities, services and materials to name a few in the event that extra resources are needed. This is achieved through the members of the Local Emergency Management Committee and sub-committees such as the Burrup Industries Emergency Management Committee.

Additional support has also been offered from the local Church network to assist with accommodation, food and counselling as required.

1.11 Special Considerations

The City of Karratha is subject to significant factors that could potentially impact the effectiveness of these local arrangements:

- ❖ An annual influx of approximately 35,000 tourists during the period May to October. (*CofK Tourism and Visitor Profile 2014*).
- ❖ Random population surges (2000 - 5000 plus people) in response to major industrial developments or expansion works.
- ❖ Significant departures of residents during peak holiday times lessening the availability of local emergency services volunteers.
- ❖ A proportion of the City's population are Fly In – Fly Out (FIFO) workers who live in large worker accommodation camps made up of single accommodation units.
- ❖ Cyclone season is between 1st November and 30th April. Increase in monsoonal weather activity (increased rainfall, localised flooding).
- ❖ Indigenous communities have a unique culture that must be considered when planning for hazards, for example: English is often the second or third language spoken. As a result of indigenous Australians relationship with Land, Lore and Kin, communities are often located in regions considered high risk in terms of emergency. Isolation may increase response times in the event of an emergency and reduce the ready availability of response resources.

These factors may result in the requirement for special localised arrangements in the area of Prevention, Preparedness, Response and Recovery activities.

1.12 Resources

The Local Recovery Coordinator (LRC) is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency and Support Organisations.

The Local Recovery Coordinator is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

In some circumstances there may be an overlap between response and recovery activities. For example: where response and recovery agencies both require the same limited resources. These instances should normally be resolved between the Incident Controller, Local Emergency Coordinator and the Local Recovery Coordinator, however, where a compromise cannot be achieved, precedence is given to response requirements.

1.13 Financial Management

Funding for recovery is outlined in *SEMP 4.2 Funding for Emergencies*.

Sound financial management is essential for maintaining the momentum of the recovery effort and promoting public and Federal/State Government confidence in the local recovery effort. The goal should be to facilitate an efficient return to economic and community normality through informed rather than ad hoc or reactionary decision-making.

Financial management in the recovery phase could include acquisition, distribution and accounting for funds.

It should ensure:

- ❖ Streamlining of financial processes.
- ❖ Cooperation between public and private sectors.
- ❖ Appropriate levels of financial response.

Acquisition covers all sources of recovery funding and financial assistance (income) relating to:

- ❖ Existing (reassigned/reprioritised) budgets.
- ❖ Savings and reserves.
- ❖ Insurance payments (LG).
- ❖ Federal Government financial assistance (received through recovery claim process).
- ❖ Grants.

Financial management during the recovery phase raises a number of challenges, including providing:

- ❖ An emergency financial strategy (a back-up financial plan, retaining rating capacity and provisions to divert funds).
- ❖ Capacity to revisit planning priorities.
- ❖ Use of reserves.
- ❖ Establishment of a relief trust fund.
- ❖ The Federal Government recovery claim process.
- ❖ Financial Management.

Refer to

- ❖ *Financial Management Act 2006*
- ❖ Treasurers Instruction 302 - http://www.treasury.wa.gov.au/uploadedFiles/Treasury/Legislation/FAB_Update_No_73.pdf
- ❖ Emergency Management Procedures Manual
- ❖ Natural Disaster Relief and Recovery Arrangements Determination 2007
- ❖ Western Australian Natural Disaster Relief and Recovery Arrangements
- ❖ *Emergency Management Act 2005*
- ❖ *Emergency Management Regulation 2006*

1.14 Emergency Financial Assistance

Department of Child Protection and Family Support may provide financial assistance to people who are impacted by an emergency event who are eligible and in need.

Other financial assistance may be provided by other Government and Non-Government agencies depending on the size and impact of the emergency event and the appropriate legal and procedural requests to do so.

1.15 Local Recovery Coordinator

Role

The Local Recovery Coordinator shall lead the Local Recovery Coordinating Committee (LRCC), and activate the Local Recovery Plan to ensure timely and effective short and long term recovery strategies are implemented.

Responsibilities

- ❖ Prepare, maintain and test the Local Recovery Plan.
- ❖ Assess the community recovery requirements for each event, in liaison with the Controlling Agency, Local Emergency Coordinator (LEC) and other responsible agencies, for:
 - Advice to the City CEO on the requirement to activate the Plan and convene the LRCC; and
 - Initial advice to the LRCC if convened.
- ❖ Undertake the functions of the Executive Officer to the LRCC.
- ❖ Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determining what resources will be required for the recovery process in consultation with the HMA.
- ❖ Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- ❖ Monitor the progress of recovery and provide periodic reports to the LRCC.
- ❖ Liaise with the State Recovery Coordinating Committee (SRCC) Chair or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from Government agencies locally.
- ❖ Ensure that regular reports are made to the SRCC on the progress of recovery.
- ❖ Arrange for and conduct a debriefing of all participating agencies and organizations as soon as possible after stand down.

1.16 Local Recovery Coordinating Committee (LRCC)

Role

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Plan.

Responsibilities

The Local Recovery Coordinating Committee is responsible for:

- ❖ Appointment of key positions within the committee and, when established, the sub-committees (e.g. Local Recovery Coordinator, Media Liaison Officer, sub-group Chairperson etc.).
- ❖ Establish sub-committees as required.
- ❖ Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate.
- ❖ Developing a strategic plan for the coordination of the recovery process for the event that:
 - takes account of the Local Government long term planning and goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major functions;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
 - allows full community participation and access; and

- allows for the monitoring of the progress of recovery.
- ❖ Facilitating the provision of services, public information, information exchange and resource acquisition.
- ❖ Negotiating the most effective use of available resources including the support of State and Federal agencies.
- ❖ Monitoring the progress of recovery, and receive periodic reports from agencies involved.
- ❖ Ensuring a coordinated multi-agency approach to community recovery.
- ❖ Making appropriate recommendations, based on lessons learnt, to the CofK LEMC to improve the community's recovery preparedness.

1.17 Local Recovery Coordinating Sub-committees (where required)

Reconstruction/Restoration Group (local)

Responsibilities

- ❖ Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- ❖ Assess the restoration process and the reconstruction policies and programmes and facilitate the reconstruction plans when required.
- ❖ Report regularly the progress of the restoration and reconstruction process to the LRCC Executive Group.
- ❖ Make recommendations to the LRCC Executive Group for financial and other assistance as required.

Community and Personal Support Sub-committee (local)

Responsibilities

- ❖ Assess the requirement for personal support services in the short, medium and long term.
- ❖ Facilitate resources (both human and financial) as required to complement/assist existing local services.
- ❖ Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved.
- ❖ Make recommendations to the LRCC for additional personal services as required.

Part 2 Local Recovery Arrangements

2.1 Introduction

This part of the Plan details issues that apply where an event is assessed as being of sufficient magnitude to require the Local Recovery Coordinating Committee to be involved in the recovery process.

As required by the *Emergency Management Act 2005* and consistent with the community recovery concepts detailed at Page 14 & 15 of this Plan, Local Government is responsible for managing recovery within its Local Government district. Therefore, the City of Karratha will be responsible for management of the recovery process within the Local Government district.

Where the level of recovery is beyond the capacity of the local community, State level support shall be requested as outlined in *WESTPLAN – Recovery Coordination*.

2.2 Organisation

The Local Recovery Coordinating Committee (LRCC) will preferably be chaired by the CEO or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCC is established, a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process.

Where a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

Executive

Chairperson:	Chief Executive Officer - CofK
Local Recovery Coordinator:	Manager Regulatory Services – CofK
or	
Local Recovery Coordinator:	Manager City Projects – CofK
Secretary:	City of Karratha

Core Membership

City of Karratha:	Director Community Services Director Strategic Projects and Infrastructure Manager Infrastructure Services Manager Financial Services / CFO
Controlling Agency:	
Dept. of Health:	
Dept. for Child Protection & Family Support:	
WA Police:	
Industry Representatives:	
Chairpersons of Sub-committees (if established):	

Co-opted Members (as required):

Dept. of Fire and Emergency Services
Australian Defence Force
Main Roads WA
St. John Ambulance

Small Business Centre
 Insurance Rep (if available)
 Dept. of Education
 Horizon Power
 Housing Authority
 Water Corp
 Lifelines
 Dept. of Agriculture & Food
 Regional Development Commission
 Community Groups (*cultural/social/church*)
 Dept. of Parks and Wildlife
 Karratha & Districts Chamber of Commerce & Industry

2.3 Organisational Responsibilities

Agencies need to be consulted locally to verify how they will undertake these agreed responsibilities as this may vary due to geographic location and resource availability throughout the State. For this reason, the recovery roles and responsibilities of all agencies/groups should be detailed in the Local Recovery Plan, as this is what each of the parties to the Plan have agreed to.

Organisation	Responsibilities
CofK Local Recovery Chairperson (CEO or nominated delegate)	Chair the CofK ERC. Ensure key staffing roles including LRC are fulfilled. Ensure administrative support to LRC and CofK ERC. Ensure fulfilment of key operational elements in line with organisational responsibilities e.g. parks, roads, public amenities, building/planning, waste disposal.
CofK Local Recovery Coordinator (LRC) (Position held by a nominated person within the City)	Ensure all key aspects of community recovery are undertaken. Act as spokesperson on behalf of the City of Karratha and the effected community. To manage the City assets, security and crime prevention.
CofK Manager Marketing & Communications	To provide a resource for the organisation through writing and distributing media statements on behalf of the organisation. The write, produce and distribute material and advises Directors and Managers on media issues. Assists with the preparation of protocols for dealing with the media.
CofK Community Development Officer	To provide social health and wellbeing of the City of Karratha community from the physical to the spiritual. Involved in social program development & implementation. Securing funding. Contact with all Human Service providers located in the City of Karratha area.
CofK Manager Regulatory Services	Implement and coordinate environmental health programs. Oversee the administration of CofK as per Environmental Health Emergency Support Plan.
CofK Manager Infrastructure	To maintain and construct roads, drainage and paths, coordinate street and pavement sweeping and green waste collection within the City of Karratha.

CofK Manager Waste Services	To coordinate and carryout waste collection and disposal, beach cleaning, litter collection and hard waste collection
CofK Parks & Gardens Coordinator	Coordinate the maintenance of parks, reserves, gardens and street trees within the City of Karratha.
CofK Manager Planning	To research, plan, coordinate, design and advise on the management, conservation and sustainability of development and integration of the City of Karratha's environment and active open spaces, urban landscapes and built environments. To develop and provide or improved theories, policy and methods of landscape planning, design and management at local, regional, national and multinational levels. To provide specialist landscape assessment and technical advice.
Department for Child Protection and Family Support (DCPFS)	Coordinate all welfare arrangements. Coordinate disaster relief funding. Provide the CofK Local Welfare Arrangements.
Salvation Army	Attend to welfare issues, food, emergency accommodation, clothing, counselling requests under DCPFS direction.
Department of Human Services	Employment and provide support allowance funding.
Pilbara Population Health Unit	Coordinate issues relating to disease control, aboriginal health, environmental health, health enhancement, health planning, men's health, mental health, sexual health and pandemic response.
Karratha Chamber of Commerce and Industries	Provide liaison and consultation with business community needs. To assist the people of the CofK to operate a successful and efficient business. To promote and support business and economic development in the City region.
Telstra	As a national carrier and ISP, Telstra function is to provide infrastructure to enable state, national and international communications. To provide communication services on a local and national basis and maintain the Telstra network. Installation of emergency communications assets.
Water Corporation	Coordinate and manage reinstatement of CofK potable water supply. Advise and coordinate all aspects of drainage from estuaries, inlets and waterways.
Horizon Power	To maintain electricity supplies and ensure safety of public and infrastructure associated with the supply of that electricity across the network. Provide response for the restoration of electricity to the CofK. Advise on priority of restoration of electricity.
Department of Education	Provided comprehensive school education within the City of Karratha areas.
Pilbara Districts Education Office	To oversee District schools in the North West area. Provide training to staff and counselling to parents, staff and students. Administer policies.

Main Roads (MRWA)	To provide safe and efficient road access on the MRWA road network. To advise on road open/closed status.
Australian Defence Force (ADF)	To maintain National security, and security and stability of the region. Where civilian resources are inadequate, unavailable or cannot be mobilised in time, emergency Defence Assistance to the Civil Community arrangements enable the ADF to contribute in order to save human life, alleviate suffering and prevent loss of animal life or property.
Anglicare Financial Counselling Service	To provide debt negotiation & advocacy. Access entitlements, insurance, superannuation, Centrelink payments, and crisis payments. Assist in interest loans for white goods & beds. To provide understanding of credit code & bankruptcy. Referrals to Ombudsman.
WA Police	To provide protection of life & property. Law enforcement/ apprehending and processing of offenders. Traffic management and road safety. Crime prevention and community policing. Assist with EM and co-ordination. Resources include staff, vehicles, mobile police facility, warning devices & communications District wide.
Silver Chain	To assist people in need to live in the community. To deliver high quality services at home, in residential care facilities and clinics. Care services enable people to maintain links to their community by promoting good health and independence.
Pilbara Development Commission (PDC)	The PDC is a State Government agency, which works to help develop the Pilbara's regional economy and enhance the qualities that make the region so unique. The PDC works in close partnership with other State and Federal Government Agencies, Local Government, industry, business and community groups to ensure the region continues to develop.
Department of Parks and Wildlife (DPAW)	Coordinate and assume responsibility for native flora and fauna recovery and management. Advise on matters pertaining to recovery and fire control. The Department is responsible for protecting and conserving the environment and nature of WA for its intrinsic value and for the benefit of present and future generations. DPAW's function is to protect National Parks, Marine Parks, Conservation Parks, State Forests, Nature Reserves, Marine Nature Reserves and Marine Management areas. Key responsibilities include broad roles in managing, regulating & assessing maintenance aspects of the use of the States natural resources.
Pilbara Port Authority (PPA)	To contribute to the economic growth and development of the Pilbara region of WA by facilitating trade in a commercial and efficient manner. They have a responsibility to provide and maintain a safe and secure gateway for the import and export of goods between sea and land.

Department for Planning	To plan the cities and towns in which we live and the transport routes that connect us. To regulate and educate to keep people safe on roads, waterways and railways. To regulate pastoral lands that create agricultural exports and coordinate and priorities the infrastructure that allows the economy to grow.
Combines Churches Karratha	To provide spiritual guidance from a Church perspective to the community. Running services, youth programs and children's programs. Counselling and Chaplains are also available.
Karratha Lions	The Lions are a Community engaged service club that initiates fund raising and assist in community development.
Migration WA	To provide information, referrals and programs to assist migrants to settle into the community.

2.4 Contacts Register

A contact list for all agencies/groups with responsibilities under this Plan is attached at *Annexure 2* to this Plan.

Contact details for the Chairman of the LRCC and the Local Recovery Coordinator are also contained in the Emergency Contact Directory that forms part of the City of Karratha Local Emergency Management Arrangements.

2.5 Transition from Response

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

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event, the Incident Controller is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Support Group (ISG).

During the response activities, many of the agencies with recovery roles are heavily committed, therefore the inclusion of the Local Recovery Coordinator on the ISG will ensure:

- ❖ The alignment of response and recovery priorities;
- ❖ Liaison with the key agencies;
- ❖ An awareness of the key impacts and tasks; and
- ❖ Identification of the recovery requirements and priorities as early as possible.

The LRCC should be established as soon as possible for a briefing of the emergency even during the response phase, to detail the extent of contingencies to allow for smooth transition from response to recovery.

2.6 Local Response/Recovery Coordination Interface

In some circumstances, there may be an overlap between response and recovery activities. For example: where response and recovery agencies both require the same limited resources. These instances should normally be resolved with negotiation between the Incident Controller, Local Recovery Coordinator and the Local Emergency Coordinator. However, where an agreement cannot be achieved, precedence is to be given to the response requirements.

There will be no clear division from response to recovery. The response element can be considered to continue at least until the following conditions are met:

- ❖ All rescues have been accomplished;
- ❖ All injured have been attended to;
- ❖ The homeless have been provided with shelter;
- ❖ Essential public services have been restored to an adequate level;
- ❖ Temporary repairs have been made to designated buildings; and
- ❖ Physical and electronic communications have been largely restored.

The Controlling Agency is responsible for determining when response operations have been completed and to formally handover operations to the Local Recovery Coordinating Committee.

2.7 Activation

The decision to activate this Plan will be made by the LRCC Chairperson on the advice of the Local Recovery Coordinator as a result of an assessment of the assistance needed for recovery made by either:

- ❖ The Incident Support Group;
- ❖ Through consultation between the Controlling Agency, Incident Controller and the Local Emergency Coordinator; or
- ❖ The Local Government.

An Operational Checklist, such as that provided at Annexure 4, may be appropriate to ensure that all required actions are undertaken when the Local Recovery Plan is activated.

2.8 Impact Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the Controlling Agency until it is determined to be safe to enter.

The following sources may assist in the collection of impact assessment data:

- ❖ Controlling Agency.
- ❖ Welfare agencies – to identify persons in need of immediate assistance.
- ❖ Local Government building inspectors and engineers.
- ❖ Insurance assessors.
- ❖ Business associations, e.g. local Chamber of Commerce.

Depending upon the extent of the community relief, recovery assistance, restoration and reconstruction required, the LRCC may develop a specific recovery plan setting out the recovery process to be implemented.

To facilitate best management of data collection and avoid those affected being asked the same questions by numerous survey teams; agencies must avoid acting independently and work within the CofK LRCC framework and liaison. Information collected must be carefully managed so as to retain client confidentiality and to avoid any use for commercial gain.

It is recognised that various agencies will collect data for their own purposes; however, recovery planning must provide coordination of inspections, and the eventual synthesis of various reports into an overall summary.

2.9 Welfare and Health Services

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

The following related documents provide detailed information:

- ❖ Local Welfare Support Plan.
- ❖ Local Health Support Plan.
- ❖ Local Evacuation Plan.

As part of the overall impact assessment to assist in the operational recovery planning it may be appropriate to conduct a survey of people/families affected by the emergency. A sample "Personal Needs Assessment and Support Survey" Form is attached at Annexure 7 for use in the appropriate circumstances.

2.10 Public Information

Timely, efficient and effective dissemination of information to the affected community and the community at large in respect to recovery measures and contact points is essential. The method of dissemination of information on recovery measures during the recovery phase will depend upon whether or not the Recovery Plan has been fully activated.

The Local Recovery Coordinator will appoint a Media Liaison Officer following an emergency where the Local Recovery Plan has been fully activated to coordinate the dissemination of information on recovery activities.

Agencies or organisations involved in the recovery process are encouraged to disseminate information on their services to the public in the usual manner, however, it is expected that Media Releases will be provided to the LRC for comment prior to dissemination.

Public Information Continuity

The public information function should continue after the emergency response is over, lives are no longer at risk, and the state of emergency is over. The focus might change but the purpose of maintaining the flow of information remains.

Managing Public Expectations

Those affected and the public at large, cannot be expected to understand the challenges faced by a Local Recovery Coordinator who, with limited resources and without statutory powers, will be attempting to coordinate the recovery effort. Prior agreements and planned press releases will serve to inform and pre-empt unrealistic expectations.

Coordination of Public Information Messages

Every agency participating in the recovery process will have a responsibility to communicate with their customers. Joint Information Centres, joint or agreed press releases and agreement on key messages will facilitate the process and provide a better service to those affected. An agreement shall be entered into among agencies as to protocols to be followed.

Role of Politicians

State/Federal politicians and the City of Karratha CEO/Mayor will play key communication roles in providing information and participating in briefings. They will also have a role as spokesperson from time to time.

Communicating Change

Where recovery priorities or actions are likely to be controversial, those affected have the right to learn about it firsthand and to participate in the decision-making process. Face-to-face communication will be facilitated at both public meetings and private meetings with impacted residents/organisations.

Managing Media Interest

Media management will be coordinated by experienced media personnel working directly with the LRCC to ensure the delivery of honest, timely and regular press releases. Using a pre-appointed spokesperson and coordinating the communication of key messages and using joint Information Centres (multi-agency coordination) will assist with media management.

Electronic media such as websites (hosted by Local Government and participating agencies) and internet news sites should be utilised during recovery. Providing answers to frequently asked on an advertised website (CofK website and CofK Facebook page would be made available for this) is an excellent public information tool.

Any potential impact on tourism must be acknowledged. Liaison with the City of Karratha Visitor Centre should be maintained.

Donation Management

Any request to initiate a public fundraising appeal for victims of an emergency, should be directed to the Lord Mayors Disaster Relief Fund (LMDRF).

This perpetual fund is incorporated under the Charitable Collections Act and has Australian Taxation Office, tax deductibility status. Funds are distributed in accordance with the LMDRF policy and may be provided over and above relief payments, available through defined State/Commonwealth government assistance schemes or insurance.

Individual assistance

Any requests for relief aid over and above assistance available through defined State and/or Commonwealth Government schemes should be referred to the LMDRF

Public Fundraising Appeals

Applications for assistance to the LMDRF, need to include all of the details of any other funding assistance provided, to allow the Board of the Fund to consider the fair allocation of funds to claimants.

If the LMDRF board agrees to any request, the board will liaise with the LRCC to establish the required guidelines.

Donations of Services and Labour

Any donations of service or labour to assist with the recovery from an emergency will be coordinated and administered by the LRCC. The LRCC will request these via Public Information Channels.

Donations of Goods

The City of Karratha Local Recovery Coordinating Committee will from the outset dissuade the spontaneous donation of goods. Past disaster history has proven this to be detrimental to the recovery process.

An announcement will be made through the LRCC, drafted by the Media Liaison Officer, to announce this position from the outset of the recovery process.

When and if there is a legitimate need for specific articles or materials, this will be announced through the same public information channels.”

2.11 Recovery Coordination Centre

The City of Karratha Recovery Coordination Centre (RCC) will be located at the CofK Administration Offices, Lot 1083 Welcome Road, Karratha. Where this location is unavailable or deemed unsuitable the CofK LRC will designate an alternate location as soon as possible and publicise it after it is established.

2.12 Information Centre (One Stop Shop)

An Information Centre/One Stop Shop will be established, when required, by the City of Karratha to provide information and advice to the effected community on the progress of recovery operations, special arrangements and services. The location and contact details of the Information Centre will be disseminated to the community when it is established.

The Information Centre would also include representatives from all the agencies and service providers relevant to the event, e.g. Government agencies, Health and Welfare services and small business.

2.13 Infrastructure

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewage, electricity, and waste disposal, will remain the responsibility of the agencies with existing responsibility for the provision of those services.

The LRCC is responsible for recommending priorities and ensuring work is completed.

2.14 State Level Assistance

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

State level assistance will be provided in accordance with existing departmental or agency policies and work within the National Disaster Relief Arrangements.

State level assistance in recovery is outlined in the *WESTPLAN Recovery Coordination*. This details arrangements that apply where an event is assessed as being of sufficient magnitude to require State involvement in the recovery process.

State level assistance aims to restore to community the capacity for self-help. Assistance at the State level will involve continuous demands for information on problems encountered and progress of recovery.

State level assistance may be in the form of:

- ❖ Provision of advice (DFES, DCPFS).
- ❖ HMA to provide on going advice and assistance to link back into future planning of prevention and preparedness.
- ❖ Provision of assistance, where:
 - There is a statutory requirement for actions or need to invoke a statute to achieve the desired outcomes from the recovery process.
 - State level assistance is essential to or will make a significant contribution to the coordination of the recovery process.
 - There are economies of scale.

Most State level involvement and assistance during recovery of an emergency is delivered through a variety of Government agency functions.

2.15 Stand Down

The Local Recovery Coordinator will stand down participants of the LRCC when they are no longer required.

The recovery phase must have an end. Organisational arrangements must be wound down and responsibility for completion of outstanding tasks and actions assigned and acknowledged. The recovery phase involves restoring the community to the point where normal social and economic activity may resume.

2.16 Debriefing/Post Operations Report

The Local Recovery Coordinator will arrange for the debriefing of all participants and organisations as soon as possible after the stand-down. A report will be tabled with the LEMC for review and update of the Local Recovery Plan. A copy of the report will be forwarded to the HMA, the Pilbara DEMC and the SEMC.

2.17 Reporting

The purposes of reporting are to maintain accountability and transparency, to keep the community informed, gain support and assistance, and record an account of recovery efforts, including lessons learnt.

Regular and thorough reporting of an emergency event, and of the recovery phases, will provide the CofK LRCC with justification for actions taken and money spent to:

- ❖ The Community affected by the emergency.
- ❖ Ratepayers.
- ❖ Taxpayers.
- ❖ The public (through the media).
- ❖ Federal/State Government if there are requests for physical assistance (e.g., from Australian Defence Force) or financial assistance (requests for a donation to a Mayoral Relief Fund or for recovery funding assistance).

The reporting systems must be flexible, simple and concise, and have necessary administrative assistance when required. As one type of reporting will not fit all situations, reporting systems should be event specific.

A reporting system needs to cover the emergency event from the beginning to the final stages of recovery. It is advisable that someone (CofK Finance Officer/Accountant or similar) keeps track of all expenditure.

As well as keeping a precise record of when the emergency was declared, and when it is terminated, regular reporting on the state of the following should take place:

- Welfare
- Public health
- Business
- Environment
- Private property damage
- Critical infrastructure
- Communications
- Adequacy of local resources
- External assistance
- Transport

2.18 Sub-Committee Terms of Reference

Authority

The Health & Well Being, Community, Environmental, Finance/Business and Critical Infrastructure sub-committees are an integral part of the CofK LRCC and as such have the endorsement of the LEMC and member agencies involved with recovery.

Scope

The scope of each committee will take into account the following functions:

- ❖ Correlation of responsibilities and tasks provided by sub-committee organisations.
- ❖ Resources and operational abilities and constraints of subcommittee organisations.

The geographical area covered in these arrangements shall be the City of Karratha municipal boundaries.

Aim

The aim of each sub-committee is to develop partnerships with sub-committee member organisations to provide the best possible recovery to the City of Karratha community.

Purpose

The purpose of each sub-committee is to provide the LRCC with a complete arrangement of recovery services and operational responsibilities, capacities and contingencies to enable effective recovery. It also advises the LRCC in times of disaster recovery on matters relating to specific areas of expertise that each sub-committee has within its membership.

Key Tasks and Responsibilities

Each sub-committee shall:

- ❖ Develop operational and strategic partnership with sub-committee organisations promoting inter-agency cooperation.
- ❖ Investigate avenues in which organisations share expertise and resources to achieve common goals.
- ❖ Ensure that cross over of organisation services is managed to maintain maximum efficiency of service provision.
- ❖ Promote development of recovery training of key committee/staff members.
- ❖ Promote Business Continuity Planning for all organisations.
- ❖ Provide specialist advice to CofK LRCC in times of disaster and crisis recovery.

Provide the CofK LRC with:

- ❖ Complete list of organisation tasks and responsibilities (Who is doing what).
- ❖ Complete list of services available to the City of Karratha community.

- ❖ Resource capacities.
- ❖ Contingencies for resource shortfalls.
- ❖ Complete list of emergency contacts of each organisation.

Reporting

The separate sub-committees will report to the CofK LRC through their nominated representative. The representative will be a sitting member of LRCC. The LRCC through the designated Local Recovery Coordinator will provide the CofK LEMC with any updates for the Local Recovery Plan.

ATTACHMENT LIST

Attachment 1: Local Recovery Organisation

Attachment 2: Contacts Register

Attachment 3: Organisational Responsibilities

Attachment 4: LRC Operational Checklist

Attachment 5: LRCC Actions Check List

Attachment 6: LRCC Operational Recovery Plan

Attachment 7: Recovery Needs Assessment and Support Survey Form

Attachment 8: SRC Operational Checklist

Attachment 9: SRCC Recovery Report – (Emergency Situation)













Attachment 10: Incident Handover Response to Recovery

Attachment 11: LRCC Sub Committee Contact List

Attachment 12: Interim – WESTPLAN Recovery Coordination

Some of these Attachments have deliberately not been displayed/printed due to the requirements of regular updates.

A copy of an Attachment can be made available upon request to the City of Karratha; however, they may exclude certain personal information.

ANNEXURE 1: Local Recovery Organisation	 Local Recovery Organisation.pdf
ANNEXURE 2: Contacts Register	 Contacts Register.pdf
ANNEXURE 3: Organisational Responsibilities	 Organisational Responsibilities.pdf
ANNEXURE 4: LRC Operational Checklist	 LRC Operational Checklist.pdf
ANNEXURE 5: LRCC Actions Check List	 LRCC Actions Check List.pdf
ANNEXURE 6: LRCC Operational Recovery Plan	 LRCC Operational Recovery Plan.pdf
ANNEXURE 7: Recovery Needs Assessment and Support Survey Form	 Recovery Needs Assessment and Sup
ANNEXURE 8: SRC Operational Checklist	 Operational Seq Guide.pdf
ANNEXURE 9: SRCC Recovery Report - (Emergency Situation)	 SRCC Recovery Report (emergency s
ANNEXURE 10: Incident Handover Response to Recovery	 Incident Handover Response to Recove
ANNEXURE 11: LRCC Sub Committee Contact List	 LRCC Sub-committee Conti
ANNEXURE 12: Interim - WESTPLAN Recovery Coordination	 Interim WESTPLAN - Recovery Coordinati