



Shire of Broome Local Recovery Plan 2021

Endorsed by LEMC: 10 March 2021
Endorsed by the Shire of Broome: 27 May 2021
Full Review Date: 2026

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The Shire of Broome Local Recovery Plan has been prepared pursuant to Section 41(1) of the *Emergency Management Act 2005* and endorsed by the Local Emergency Management Committee. A copy of the Local Recovery Plan has been submitted to the Kimberley District Emergency Management Committee (DEMC) for noting in accordance with State Emergency Management Preparedness Procedure 8: Emergency Management for Local Government and then for noting with the State Emergency Management Committee (SEMC) pursuant to Section 41(5) of the *Emergency Management Act 2005*.

CERTIFICATE OF ENDORSEMENT

The Shire of Broome Local Emergency Management Arrangements (LEMA) have been prepared by the Shire of Broome Local Emergency Management Committee (LEMC) in accordance with sections 36 and 41 of the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

The Shire of Broome Local Recovery Plan has been prepared under the authority of the Shire of Broome LEMC in consultation with local hazard management agencies, support organisations, government and non-government organisations and the community.

The Shire of Broome Local Recovery Plan has been submitted to the Shire of Broome LEMC and Council for endorsement. A copy has been forward to the District Emergency Management Committee for endorsement and State Emergency Management Committee for noting.

Shire of Broome Local Emergency Management Committee



Chair

Date: 10/03/2021

Cr Chris Mitchell

Endorsed by Council

C/0521/009

<Insert resolution number>

Date: 27 May 2021

Endorsed by DEMC

Date: 1 July 2021

Noted SEMC:

Date: 13 August 2021

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DISTRIBUTION

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Hard copy versions of this document may not be accurate.

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Department of Health	1
St John Ambulance Broome	1
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AMENDMENT RECORD

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

Feedback can include:

- What you do or do not like about the Local Recovery Plan;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback , copy the relevant section, mark the proposed changes and forward it to:

The Chairperson
Local Emergency Management Committee
Shire of Broome
PO Box 44 BROOME WA 6725

The Chairperson will refer any correspondence to the LEMC for consideration and or approval. Amendments promulgated are to be certified in the below table when updated.

Number	Date	Amendment summary	Author
1	10 March2021	Endorsed by LEMC	J Jankowski SoB
2			
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GLOSSARY OF TERMS AND ACCRONYMS

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

District: means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

Municipality: Means the district of the local government.

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

1. INTRODUCTION

1.1 Authority

The Shire of Broome Local Recovery Plan (SBLRP) has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* and forms part of the Shire of Broome Local Emergency Arrangements.

1.2 Purpose

The purpose of this plan is to facilitate the recovery of affected individuals, communities and infrastructure as quickly as reasonably possible and to identify roles and responsibilities of participating organisations and agencies.

1.3 Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Broome.
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery; and
- Provide a framework for recovery operations.

1.4 Scope

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

1.5 Shire profile

With a population of approximately 16,900 people, the population increases during the main tourist season with 268,000 visitors annually (Tourism WA – Visitor Fact Sheet, https://www.tourism.wa.gov.au/Publications%20Library/Research%20and%20reports/2017/LGAs%20and%20sub-regions/Broome_2017%20Factsheet.pdf).

A total of 84 Aboriginal communities are located within the Shire, of which 78 are classified as remote (Local Government Advisory Board, 2008). The main Aboriginal communities extend from Bidyadanga to the south and Beagle Bay, Lombadina, Djarindjin and Ardyaloon on the Dampier Peninsula to the north of Broome, along with a number of pastoral stations.

1.6 Recovery Aboriginal Communities

Where an emergency event impacts an Aboriginal community within the Shire of Broome Local Government Area, the Shire will as far as reasonably possible ensure support is provided. Due to the Commonwealth funding and service arrangements to Aboriginal communities within the region, the Shire believes the agencies funded to provide these services are best placed to provide for recovery activities within the affected Aboriginal community and to support the community.

2. RELATED DOCUMENTS AND ARRANGEMENTS

This Recovery Plan forms part of the Shire of Broome Local Emergency Management Arrangements which has been created in accordance with the recommendations of the State

Emergency Management Local Recovery Guidelines May 2018.

2.1 Agreements, Understandings and Commitments

The following agreements (Memorandums of Understanding) are currently in place:

Table 1: Agreements, understandings and commitments

Parties to the Agreement	Summary of the Agreement
Shire of Broome / Department of Communities	Letter Agreement – Use of Broome Aquatic Facility (BRAC) as a Welfare Centre
Shire of Broome / Department of Fire and Emergency Services	Memorandum of Understanding – DFES assisting local government carry out responsibilities for the management and control of bush fire brigades and bush fire and emergency services under the <i>Bush Fires Act 1954</i>

2.2 State Plans and policies

Table 2: State plans and policies

Document	Owner
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare) Link:	Office Emergency Management (OEM)
5.12 State Emergency Policy – Funding for Emergency Response Link:	OEM
6.10 State Emergency Management Plan Financial Assistance Link:	OEM
State EM Recovery Procedure 1 – Management of Public Fundraising and Donations Link:	OEM
State EM Recovery Procedure 2 – Emergency Management Funding Link:	OEM
State EM Recovery Procedure 4 – Comprehensive Impact Assessment Link:	OEM
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) guide for Local Government	OEM
Lord Mayor’s Distress Relief Fund (LMDRF)	LMDRF Board

3 RESOURCES

The Local Recovery Coordinator for the Shire of Broome is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations.

Shire of Broome resources are identified in the Asset Register of the Shire of Broome. Resources available and contact details for recovery have been identified and are included in [Attachment 1](#).

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

Centre Name	Address	Capacity and Available Resources	Contacts
Shire of Broome Administration Office	Cnr Weld and Haas Streets, Broome	Function Room Capacity 44 (COVID guidelines)	Director Development and Community 0418 231 486

3.1 Financial Arrangements

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

The Shire of Broome has arrangements in place to insure its assets. Assets are recorded and managed through Asset Management Plans in accordance with the Department of Local Government Asset Management Framework and Guidelines.

https://www.dlgsc.wa.gov.au/docs/default-source/local-government/integrated-planning-and-reporting/integrated-planning-and-reporting-asset-management-framework-guidelines.pdf?sfvrsn=d6c24373_3

The Shire of Broome has the following arrangements to fund recovery activities if necessary:

- Understanding the use of section 6.8(1)(b) or (c) of the Local Government Act 1995, allowing for expenditure not included in the annual budget to 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;
- Understanding the use of section 6.11(2) of the Local Government Act 1995, utilise cash reserve established for another purpose, subject to one month public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides and 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 money can be accessed.
- 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;
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRAA or Main Roads WA.

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

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA);

- Centrelink; and
- Lord Mayor’s Distress Relief Fund (LMDRF).

Information on these relief arrangements can be found in State EM Plan Section 6.10.

3.1.2 Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayor’s Distress Relief Fund managed by the City of Perth, as detailed in the State Emergency Management Policy (<https://semc.wa.gov.au/emergency-management/policy/Documents/StateEMPolicy.pdf#search=donations>).

4 ROLES & RESPONSIBILITIES

4.1 Local Recovery Coordinator

The Shire of Broome has appointed the following key personnel and officers to lead and support the community recovery process and may appoint more than one person to the position of LRC in accordance with *Emergency Management Act 2005, S 41. (4)*. By appointing and training more than one person to undertake the role of LRC, coverage is ensured in the event the primary appointee is unavailable when an emergency occurs.

LRCC Position	Primary	Secondary
LRCC Chair	Elected Member	Shire President
LRC	Director Development and Community	Manager Environmental Health, Emergency and Rangers
Support Officer	Executive Support Officer	Executive Support Officer

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery arrangements for the Shire of Broome.

Attachment 2 of this Plan provides a Local Recovery Coordinator/Coordination Group Action Checklist.

The functions of the LRC can be found in Attachment 3.

4.2 Local Recovery Coordination Group

The Local Recovery Coordination Group (LRCG) comprises a core membership of Shire of Broome Executive Management Group, Hazard Management Agency representatives, support agency representatives and community representatives.

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

The role and functions for the LRC Group can be found in Attachment 4.

4.3 Local recovery Coordination Group subcommittees (where required)

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

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

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

Roles and functions for the Subcommittees can be found in Attachment 5.

4.4 Activation

The decision to activate the Recovery Plan will be made by the Shire President after consultation with the Local Recovery Coordinator and Chief Executive Officer. The decision to activate the Recovery Plan must take into account a Post Impact Assessment (PIA) of the emergency and an assessment of the assistance required for recovery made by either the Incident Management Team or through consultation with the Hazard Management Agency, the Incident Controller and the Local Emergency Coordinator.

Once the Plan has been authorized for activation, the LRC is responsible for implementing the recovery processes including the activation of the LRCC.

4.5 Impact Assessments and 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 HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- Hazard Management 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

4.6 Operational Recovery Plan

The Shire of Broome has prepared this local recovery plan to encompass all of the elements of WESTPLAN - RECOVERY as a general recovery management plan. However, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the Local Recovery Coordination Committee.

The operational recovery plan should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community. Each operational recovery plan will be different depending upon the nature of the

emergency and the severity of the destruction and disruption.

Please refer to Attachment 6 – Template Operational Recovery Plan.

4.7 Communication plan

Management of communication in a crisis is critical and should be structured, well coordinated and effective. During the response phase, public information is strictly the domain of the Hazard Management Agency. Once transition from response to recovery has taken place, the responsibility shifts to the Shire of Broome and this response will be led by the Chair of the Local Recovery Coordinating Committee.

A communication strategy will be developed that is specific to the situation and direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination Committee in collaboration with the Shire President. Both internal and external communications will be directed by the strategy, which will ensure alignment with Local Recovery Coordination Committee response objectives and with the communications policy.

The provisions of the Local Government Act 1995 essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the local government.

Communications Key Messages can be found in Attachment 6A and Media Release Template in Attachment 6B.

Key groups who need to receive recovery information, the methods available and potential locations where information can be found in Attachment 7.

APPENDICES AND ATTACHMENTS

ATTACHMENT 1 TO LOCAL RECOVERY PLAN
RECOVERY RESOURCE AND CONTACT LISTING

DETAILS NOT FOR PUBLIC DISSEMINATION

Should you wish to obtain information which may be contained in this Appendix,
please contact the Chairperson of the LEMC, through the Shire of Broome.

ATTACHMENT 2 TO LOCAL RECOVERY PLAN

LOCAL RECOVERY COORDINATOR/COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

Task Description	Complete
Within 48 hours*	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	

Task Description	Complete
Within 1 week cont.	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/.	
Brief media on the recovery program.	
Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

*Timeframes are approximate only

ATTACHMENT 3

LRC FUNCTIONS

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

ATTACHMENT 4

LRCG ROLE AND FUNCTIONS

ROLE

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

FUNCTIONS

- Establishing subcommittees as required;
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning and goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi agency approach to community recovery;
 - Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee; and
 - Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

ATTACHMENT 5

Recovery Subcommittee Role Statements

COMMUNITY (OR SOCIAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing; and
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

ENVIRONMENT (OR NATURAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on; and
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

FINANCE (OR ECONOMIC) SUBCOMMITTEE

Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

- the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply;
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
 - recognise the extent of loss suffered by individuals;
 - complement other forms of relief and assistance provided by government and the private sector;
 - recognise immediate, short, medium and longer term needs of affected individuals; and
 - ensure the privacy of individuals is protected at all times.
- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Sample LMDRF Eligibility Criteria and Levels of Financial Assistance

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

Owners/Owner Occupiers

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

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

Occupiers

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

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

ATTACHMENT 6

Operational Recovery Plan Template

Shire of Broome Local Recovery Coordination Committee

1. Introduction

1.1. Background on the Nature of the emergency or incident

Details of emergency, i.e. TC, flood as a result of.....

1.2. Aim or purpose of the plan:

- Establish the organisation and procedures for the management and recovery from xxxxxx emergency in the Shire of Broome;
- Identify the roles and responsibilities of participating organisations / agencies
- Establish the basis for the coordination of recovery for the community.
- Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies.

1.3. Authority for the plan

This Local Recovery Plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005 {s41(4)}* and forms part of the Local Emergency Management Arrangements for the Shire of Broome. This plan has been endorsed by the Broome Local Emergency Management Committee and tabled for information and comment with Kimberley District Emergency Management Committee. This plan has been approved the Shire of Broome at OMC 30 April 2015.

1.4. Scope

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

2. Assessment of Recovery Requirements

2.1. Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)

refer Attachment 3

Essential Service / asset	Details of loss / damage	Estimated cost of damage

2.2. Temporary accommodation requirements (including details of emergency welfare centres)

Welfare Centre	Dept of Communities Activated (date and time)	Number seeking refuge	Cessation
BRAC			

2.3. Documents related to this plan:

- List any relevant plans, arrangements, MoU's

2.4. Additional personnel requirements (general specialist)

2.5. Human services (personnel and psychiatric support) requirements

2.6. Other health issues

3. Organisational Aspects

3.1. Details of the composition, structure and reporting lines of the committees and sub-committees set up to manage the recovery process

Refer to Annex D – Local recovery Coordinating Committee Flowchart

3.2. Details of the inter-agency relationships and responsibilities

Refer to Annex E: Organisational Responsibilities

3.3. Details of the roles, key tasks and responsibilities (see 3.2) of the various committees and those appointed to various positions including Recovery Coordinator

Agency	Task

4. Operational Aspects

4.1. Details of resources available and required

Resource Required (equipment, volunteer, service etc.)	Availability (Organisation / agency)	Period Required	Contact Details

4.2. Redevelopment plans (includes mitigation proposals)

4.3. Reconstruction restoration program and priorities, (including estimated timeframes)

(Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies and includes the local government program for community services restoration)

Refer to 2.1

Essential Service / asset	Proposed restoration	Priority	Time Frames

4.4. Financial arrangements (assistance programs (WANDRRA), insurance, public appeals and donations)

Refer to 2.1

Essential Service / asset	Estimated Cost	Funding source

4.5. Public information dissemination

Who needs the information?	How – what communication method will be used?	Where will the information be provided?
Affected community Recovery workers Vulnerable Groups Others	Radio Social Media – FB Other	Public meeting Target groups - locations

See Attachment A & B (below)

Attachment 6A

Key Messages

For additional information please refer to SEMC *Communicating in Recovery Guidelines*.

<https://semc.wa.gov.au/emergency-management/em-tools/Documents/CommunicatingInRecoveryGuidelines.pdf>

The following are samples only of key messages that may be considered for use.

NOTE: Past experience has shown that the public are only too willing to donate goods to people affected by emergency events (white goods, used clothing, bicycles, food etc.). Donation of goods becomes a huge burden for the local government and should at all times be discouraged. Ensure that in every message the need is for donations of money only to best aid the community recovery through the Lord Mayor's Distress Relief Fund.

Key message 1:

Our primary concern continues to be the wellbeing of the people in our community. On behalf of the Shire of Broome to all affected by the incident. Shire of Broome, together with <insert relevant organisations> are doing everything possible to care for the families/employees/communities impacted.

Consider the following information:

- Financial support provided
- Counselling support provided
- The Shire of Broome immediate priority will continue to be to support affected employees/families/communities
- Family visits, community debriefs, and other actions taken.
- Next stages - what is known.

Key message 2:

The Shire of Broome is cooperating in investigations of <insert relevant> to avoid reoccurrence of the incident. There will be a full investigation into the incident, and we will provide whatever assistance we can to investigators.

- The review will be headed by <insert name and organisation>
- Our review will focus on operational and emergency response issues
- The results are expected to be released <insert timeframe>
- Our priority is to avoid reoccurrence of the incident and reduction of impacts on <insert relevant stakeholders>
- Timeframe for specific information to be confirmed and released
- Describe next steps - positives for the local government's future.

Attachment 6B

Writing a Media Release

Media Release (1 page) Attn: <insert name of media contact>

Time: <insert time>

Date: <insert date>

Headline:

Structuring a media release:

- What do you want to say? Try and summarise it in one short statement before you start to expand or develop your ideas;
- Ask yourself what is the most important information for the intended audience and prioritise this;
- Write only about the confirmed facts;
- Write short sentences. Ideally don't have more than two sentences to a paragraph;
- Provide as much Contact information as possible, at the end of the release;
- Ensure that you answer the Five Golden Rules: (who, what, where, when, why?);
- Use the 'pyramid' approach to writing your release:



Style and language:

1. Make sure the first sentence release is effective, as this is most important;
2. Avoid excessive use of adjectives, keep language simple;
3. Include a quote from a person, identifying the person by name and title and putting the comments in quotation marks;
4. Finally, ensure that the release undergoes a proof and edit and that sign off authority is obtained.

ATTACHMENT 7

Key groups who need to receive recovery information

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<Affected Community Recovery workers Vulnerable Groups>	<Types of Social media available Website>	<Potential public meeting venues Potential one-stop-shop locations>

ATTACHMENT 8 – Critical Assets

DETAILS NOT FOR PUBLIC DISSEMINATION

Should you wish to obtain information which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire of Broome.

