



SHIRE OF DONNYBROOK-BALINGUP

EMERGENCY PLANS

PART 4

RECOVERY ARRANGEMENTS

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 Shire of Donnybrook-Balingup community will only be met through a range of services, provided by both government and non-government organisations.

At the local level, the focus of recovery planning and management is on community input. Within emergency planning responsibilities, the Shire's local arrangements will incorporate recovery planning, including both infrastructure and human services. These arrangements will assist in providing coordination for the activities of local agencies.

The primary focus of the Shire of Donnybrook-Balingup 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.

Recovery is best achieved when the affected community is able to exercise a high level of self-determination.

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AMENDMENT LIST

**Shire of Donnybrook-Balingup
Emergency Recovery Arrangements**

AMENDMENT RECORD

*Proposals for the amendment or addition to these arrangements should be forwarded to the Chair of the **Recovery Committee**.*

AMENDMENT DATE	DETAILS OF AMENDMENT
March 2008	First Draft
June 2008	Second Draft
July 2008	Final

ABBREVIATIONS

SDBRC	Shire of Donnybrook-Balingup Recovery Committee (Recovery Committee)
RC	Recovery Coordinator
SDBRASP	Shire of Donnybrook-Balingup Recovery Arrangements Sub- Plan
EOC	Emergency Operations Centre
ECC	Emergency Coordination Centre
HMA	Hazard Management Authority
SRCC	State Recovery Coordinating Committee
LG	Local Government
IC	Incident Controller
SDBERMP	Shire of Donnybrook-Balingup Emergency Recovery Management Plan
SDBRCC	Shire of Donnybrook-Balingup Recovery Coordination Centre
SDB	Shire of Donnybrook-Balingup
FESA	Fire and Emergency Services Authority
DCP	Department for Child Protection
DPI	Dept. Planning and Infrastructure

1. AUTHORITY

These Arrangements have been prepared and endorsed by the Shire of Donnybrook-Balingup Local Emergency Management Committee (LEMC) and Shire of Donnybrook-Balingup. They have been tabled for information and comment by the South West District Emergency Management Committee (DEMC).

2. SCOPE

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 take into account the priorities for recovery assistance defined as:

- Safety of individuals
- Social recovery
- Economic recovery
- Physical recovery
- Environmental recovery

The geographical area covered by these arrangements shall be the Shire of Donnybrook-Balingup municipal boundaries.

3. TITLE

The title of these arrangements is the Shire of Donnybrook-Balingup Recovery Arrangements Sub- Plan (SDBRASP)

4. AIM

The aim of this Plan is to formalise arrangements for the effective management of the recovery.

5. PURPOSE

The purpose of providing recovery arrangements and services is to assist the affected community towards management of its own recovery. This can be achieved by providing support to personal, business, environmental, family and community structures disrupted by the event, and facilitating the restoration of services to meet community expectations.

6. OBJECTIVES

- Identify, mobilise and coordinate an effective process to facilitate the recovery of affected individuals, communities, business, infrastructure and environment as expediently as possible.
- Establish and articulate community recovery management structures and management processes which ensure community participation in the recovery process
- Identify trigger(s) for the activation of these arrangements

7. INTERFACE WITH OTHER PLANS

The Shire of Donnybrook-Balingup Recovery Arrangements Sub-Plan is a sub-plan of the Shire of Donnybrook-Balingup Emergency Risk Management Plan and as such should not be read in isolation to these plans and arrangements. They are part of the process and interface with other emergency management plans and recovery plans at District and State levels.

8. ACTIVATION TRIGGER FOR RECOVERY COMMITTEE

The HMA Incident Controller and/or Area Coordinator will advise and brief the Recovery Coordinator who in turn will arrange for the activation of the Recovery Committee.

9. MEMBER AGENCIES

The following agencies are recognised as integral members in the Shire of Donnybrook-Balingup Recovery Committee.

Executive

Chairperson/Local Recovery Coordinator
Chief Executive Officer of the Shire of Donnybrook / Balingup

Membership

Shire of Donnybrook / Balingup
Hazard Management Agencies
Department of Health
Department for Child Protection
WA Police Service
Media Liaison Officer

Co-opted Members

Section 14 shows details of sub-committee members

10. KEY TASKS AND RESPONSIBILITIES

10.1 Transition from response

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery. The Recovery Coordinator (**RC**) should be available to take up the role while the emergency is still being attended to and the Incident Controller (**IC**) is managing response efforts.

During the response phase, many of the agencies with significant recovery roles are already heavily committed. Consequently the RC needs to be involved in key response conferences and briefings as the most efficient way to:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible.

The full Recovery Committee may be called together in the response stage to allow for smooth transition from response to recovery.

Transition from response to recovery shall be formalised by completing of the INCIDENT HANDOVER RESPONSE TO RECOVERY form (see Appendix 1)

In The Transition From Response:

- IC shall include the RC in critical response briefings
- RC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency
- RC shall ensure that agencies with response and recovery obligations are aware of their continuing role
- Recovery Committee shall initiate key recovery arrangements including full Recovery Committee sub-committees briefing during the response phase
- Formalisation of handover will take place by completion of the Incident Handover Response to Recovery form (Appendix 1).

10.2 Management structure

Recovery planning is undertaken by the Recovery Committee to address the needs of the community. The Recovery Committee is supported by:

- Community Sub-Committee (10.3)
- Impact Assessment Sub-Committee (10.4)
- Public Information Officer (10.5)

See Appendix 2 for joint responsibilities/roles.

10.2.1 Recovery Committee- *Operational Sphere*:

- Management of the recovery process at the local level, ensuring that community needs are met, either through local resources or by the acquisition of appropriate resources from the state/district level; and
- Provision by member agencies of a range of specific recovery services, ranging from reconstruction and physical infrastructure issues to personal support services.

In addition, the committee also reports on the progress and ongoing needs of the community to the next highest level of management (LEMC, Shire of Donnybrook-Balingup Council) who, in turn, would pass the information up to the next level of management. The Recovery Committee is managed by the Recovery Co-ordinator.

10.2.2 The Recovery Coordinator (RC)- *Operational Sphere*

The **RC** can be effective only with a support structure designed to facilitate and coordinate relief and recovery efforts. As the **RC** has no specific powers, it is important to work with agencies and representatives with the authority to accomplish dedicated tasks.

The role of the Recovery Co-ordinator is to:

- Ensure that appropriate strategies are put in place.
- Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery.
- Contribute to the resolution of community and political problems that emerge during the recovery process.
- Encourage the maximum community involvement in the recovery process.
- Ensure immediate and long-term individual/community needs are met.

10.2.3 Recovery Committee - *Role*:

- Prepare and maintain recovery arrangements;
- Meets as directed by Chairperson of LEMC to maintain liaison between agencies, enhance understanding of roles, update contact arrangements and ensure the currency of local arrangements;
- Review recovery arrangements;
- Conduct, facilitate and encourage exercises and training programs;
- Establish process for the conduct of post-disaster impact assessment, and for the collation, evaluation and use of the information gathered;
- Manage the provision of recovery services at the local level;
- Facilitate the supplementation of Shire of Donnybrook-Balingup resources which may be exhausted by an emergency, e.g. building inspectors, environmental health officers, human services staff etc. to ensure an adequate recovery program is provided;
- Formalise links with state/district plans and recovery agencies;
- Consider all aspects of community's recovery;

- Activate and coordinate service delivery; and
- Identify responsibility for the establishment and maintenance of contact and resource listings.

10.2.4 Regular Reporting

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

- | | |
|---------------------------|-------------------------------|
| • welfare | • critical infrastructure |
| • public health | • communications |
| • business | • adequacy of local resources |
| • environment | • external assistance |
| • private property damage | • transport |

The key people who will need to file regular reports are the IC (while the state of emergency is in place), the RC, and the Shire. It is also imperative that the Shire of Donnybrook-Balingup keeps track of all expenditure.

10.2.5 The Recovery Committee shall:

- Ensure the appointment of a RC
- Set up an office with administrative support
- Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions :
 - Community Sub-Committee (see para 10.3), and
 - Impact Assessment Sub-Committee (para 10.4).
- Facilitate the completion of the impact assessment.
- Assume public information responsibilities from response agency and provide information to the impacted area and to public and media.
- Facilitate and advise on State/Federal disaster relief funding, and private aid.
- Prepare oral and written financial and non-financial reports and briefs.
- Conduct a post incident analysis and recommend changes to LEMC.
- Establish strong relationships with key regional government agency representatives, and appoint them to appropriate Recovery Committee Sub-committees
- Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals
- Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing time sheets for paid labour)
- Answer requests for information from government agencies.
- Monitor and assist rehabilitation and assistance of community (see section 11).

10.3 Community Involvement

Community involvement is the means whereby those directly affected by a disaster help rebuild their own facilities and services. Community involvement provides a framework for re-establishing the economic, social, emotional and physical well-being of the affected population.

Community involvement in recovery shall be enabled by a Community Sub-Committee who shall:

- Link with existing community structures.
- Enlist support and advice from respected community leaders who can shape local opinion, exercise public and political influence and promote cohesion and stability.
- Structure the planning process so it is open, encourages participation and is inclusive.
- Recognising the value of local knowledge and using it to identify and shape improvements to the physical and social environment.

Recovery Committee and RC should be aware of challenges involved in working with the community including:

- Weighing up individual versus community good
- Setting priorities for restoration of the local and regional economy
- Unrealistic community expectations of the restoration of the community which cannot be matched financially

Community Sub-Committee shall promote community involvement by:

- Working within existing community organisations
- Recruiting representatives of the community into recovery planning
- Establishing strategies for uniting the community behind agreed objectives
- Providing “one-stop shops” for advice, information and assistance during the recovery period
- Establishing mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings, local newsletters and media releases).
- Provide a simple, flexible and succinct reporting system.
- Continually review the recovery management process with a view to withdrawing as the community takes over
- Prepare the community for the planned withdrawal by providing information to the community via newsletters, the media, word of mouth
- Stage a public event of acknowledgement and community closure.

10.4 Impact Assessment

Impact assessment involves gaining early and accurate information about the impact of the event on individuals, the community, and infrastructure. Impact assessment is critical to the management of an effective recovery programme and must involve all relevant agencies, working together to exchange information.

Data-gathering techniques include inspections and surveys but information will also come from self-reporting (to council, insurers, social agencies) and the media.

Data collection will begin during the immediate response phase of an emergency and have a short term focus.

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. Information collected must be carefully managed 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.

Impact Assessment Sub Committee shall:

- Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer.
- Manage the collection and collation of the required data (see 10.4.1)
- Link with parallel data-gathering work
- Identify and close information gaps (establish the “big picture”)
- Undertake inspections and needs assessments (see 10.4.2)
- Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC
- Confirm the total area of impact (to determine area for survey to focus on).
- Set out the immediate information needs: infrastructure problems and status, damage impact and pattern, and welfare issues
- Assess the financial and insurance requirements of affected parties (see 10.4.3)
- Review financial strategies.
- Communicate with financial agencies, including insurance companies
- Keep financial processes transparent.

- Gather evidence to support requests for government assistance.
- Ensure all relevant information is strictly confidential to avoid use for commercial gain
- Create templates for impact assessment and for tracking assistance provided.
- Provide a simple, flexible and succinct reporting system
- Continually review the recovery management process with a view to withdrawing as the community takes over

10.4.1 Data Collection and Analysis

Data shall be collected and analysed using the following guidelines:

- Establish and define the purpose of inspection/assessment and expected outcomes
- Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)
- Establish a method/process to determine the type of information needed for this recovery operation, defining:
 - how and who will gather the information (single comprehensive survey)
 - how information will be shared
 - how information will be processed and analysed
 - how the data will be verified (accuracy, currency and relevance)
- Managing the process to minimise “calling back”
- Select and brief staff
- Maintain confidentiality and privacy of assessment data

10.4.2 Inspections and needs assessments (surveys):

Building inspectors, insurance assessors and Environmental Health Officers are likely to carry out inspections. The inspection process needs to be managed to ensure that priority tasks are completed first and coverage is completed with efficient use of resources.

Surveys can be used to assist short-term recovery through:

- Determining numbers, locations and circumstances of displaced and/or injured people
- Assessing the safe occupation of buildings and their continued use, especially emergency facilities
- Confirming the state of lifeline utilities
- Assessing the need for temporary works, such as shoring and securing of property
- Protecting property from unnecessary demolition.

Inspections and needs assessments also contribute to longer-term recovery measures through:

- Defining personal and community needs

- Determining aid and resource requirements for permanent recovery
- Estimating the cost of damage
- Acquiring engineering, scientific and insurance data to inform the disaster mitigation process.

10.4.3 Financial Management

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.

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/re-prioritised) budgets
- Savings and reserves
- Insurance payments (LG)
- Federal government financial assistance (received through recovery claim process)
- Grants
- Donations including City of Perth's Lord Mayor Fund

The State Recovery Emergency Management Plan covers some aspects of relief funding and insurance recovery process.

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

- An emergency financial strategy (a back-up financial plan and provision to divert funds)
- Capacity to revisit planning priorities
- Use of reserves
- Establishment of a relief trust fund
- The federal government recovery claim process.

10.5 Public Information

Provision of public information must be deliberate, planned and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery. In the response phase public information primarily informs and reassures. It is the mechanism by which the affected community and the wider

public are encouraged to participate in the process of restoration and rehabilitation.

10.5.1 Public information continuity

The public information function should continue after the emergency response is over, when 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.

10.5.2 Managing public expectations

Those affected, and the public at large, cannot be expected to understand the challenges faced by a 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.

10.5.3 Coordination of public information messages

Every agency participating in the recovery process will have a responsibility to communicate with the community. All status reports are to be submitted to the Public Information Officer and approved by the Recovery Co-ordinator prior to release.

10.5.4 Role of politicians

State/Federal politicians and the Shire of Donnybrook-Balingup President will play key communication roles in providing information and participating in briefings. They will also have a role as spokesperson from time to time.

10.5.5 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.

10.5.6 Managing media interest

Media management will be conducted by authorised personnel working directly with the Recovery Committee; ensuring delivery of honest, appropriate and relevant information,

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 questions on an advertised website (Shire website would be made available for this) is an excellent public information tool.

Any potential impact on tourism must be acknowledged. Liaison with the Shire's Visitor Centres should be maintained.

10.5.7 Public Information Officer shall:

- Advise the media of the contact details for authorized spokespersons.
- Manage public information during the transition from response to recovery when handover completed from HMA
- Identify priority information needs.
- Develop a comprehensive media/communication strategy.
- Coordinate public information through:
 - joint information centres
 - spokesperson/s
 - identifying and adopting key message priorities
 - using a single publicised website for all press releases
- Develop processes for:
 - media liaison and management (all forms e.g. print and electronic).
 - briefing politicians
 - alternative means of communication e.g. public meetings, mailbox fliers, advertising
 - communicating with community groups
 - formatting press releases
 - developing and maintaining a website
 - ensuring feedback is sought, integrated and acknowledged
- Monitor print and broadcast media, and counter misinformation.

11. Rehabilitation and Assistance

Recovery efforts after an emergency event may not ensure speedy return to normal. Formal recovery arrangements may be scaled down or terminated as the community regains the means to manage its own affairs, despite some issues remaining to be resolved. The Recovery Committee will manage this final phase of the emergency, drawing on the knowledge of the Impact Assessment and Community Sub-Committees.

Rehabilitation is about empowering individuals, families and communities to rebuild the social fabric of the local economy.

Rehabilitation and restoration priorities should be based on a comprehensive knowledge of the community's expectations and available resources.

11.1 Priority considerations for rehabilitation:

- Restoration of essential services
- Allocation of limited resources

- Aid management
- Ongoing welfare requirements
- Health issues
- Law and order, including security
- Communications
- Transport, including the status of all roads, rail, seaport and airfield
- Utilities
- Business/commercial and rural sector requirements
- Residential property damage
- Social concerns, including psychological impacts and stress symptoms
- Recovery of educational establishments and review of their use during response phase.

11.2 Issues associated with rehabilitation:

- Acceleration of pre-event economic trends – will the community continue to prosper or regress?
- Prioritisation (domestic vs commercial) – population density is likely to capture and determine prioritisation
- Prolonged welfare assistance
- Political will to acknowledge liability or to accord special funding
- The need for clarity with regard to insurance issues
- Difference of expectations between federal, state and local government
- Restoration to what level?
 - Is it affordable?
 - Is it a priority?
 - Is it legal?
- Determining who pays.

11.3 During Rehabilitation and Assistance – Recovery Committee shall:

- Obtain expert technical advice from lifeline groups (e.g. power, water, telecommunications)
- Monitor and assist rehabilitation of critical infrastructure
- Prioritise recovery assistance
- Prioritise public health to restore health services and infrastructure
- Assist and liaise with businesses to re-establish and reopen
- Restore community and cultural infrastructure (including education facilities)
- Restore basic community amenities for meetings and entertainment
- Facilitate emergency financial assistance (DCP).
- Adjust capital works and maintenance programmes.

12. ACTIVATION OF RECOVERY PLAN

The decision to activate these Arrangements will usually be made by the Incident Management Group as a result of an assessment made by either:

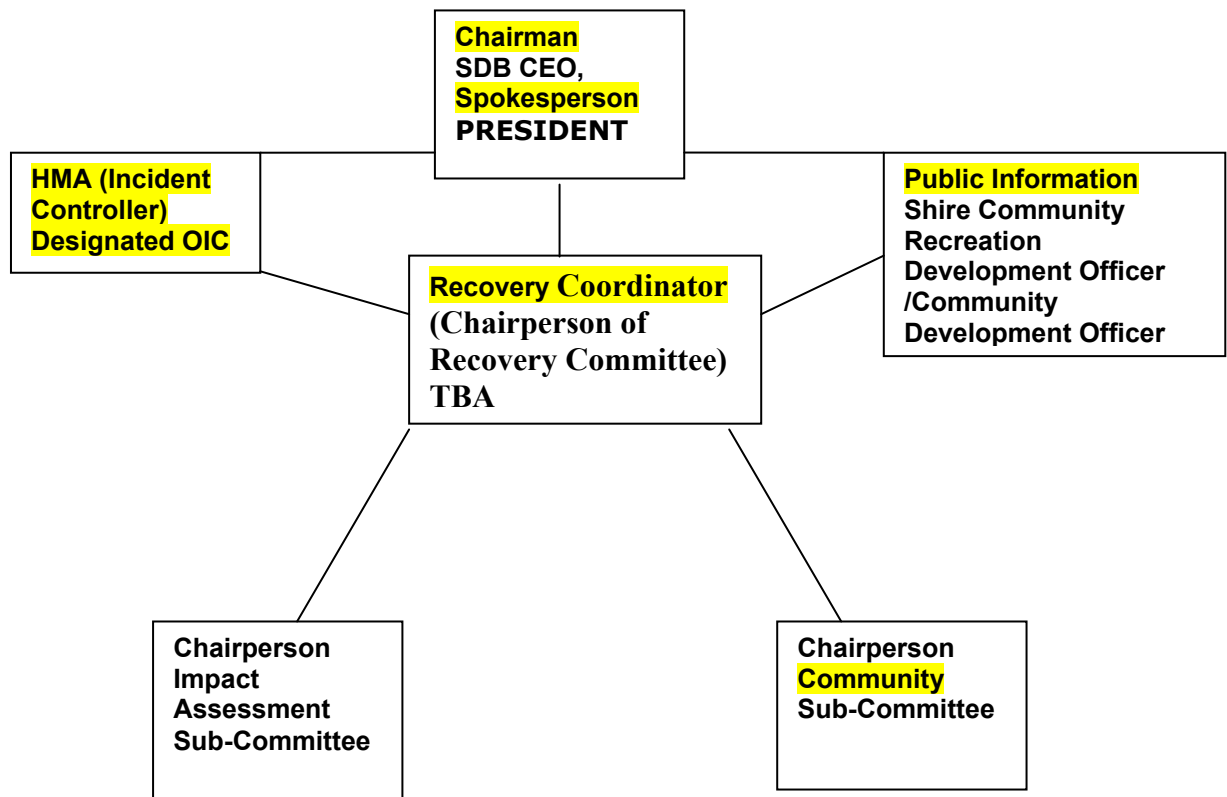
- The Incident Management Group itself or
- Through consultation between the Hazard Management Agency (HMA) Incident Manager (IM) and the Local Emergency Co-ordinator
- Local Government(s)

Activation of the plan is the responsibility of the Chair of Recovery Committee.

13. RECOVERY COORDINATION CENTRE

The Shire of Donnybrook-Balingup Recovery Coordination Centre (SDBRCC) will be located at the Shire Administration Offices, Bentley Street Donnybrook. Where this location is unavailable or deemed unsuitable the SDBRC will designate an alternate location as soon as possible and publicise it after it is established.

14. SHIRE OF DONNYBROOK-BALINGUP EMERGENCY RECOVERY COMMITTEE



Recovery Committee Sub-Committee Members

Sub-committees comprise “primary” members who form the core group responsible for overall management of the committee; and “support” members who are co-opted onto the committee as required.

Community Sub-Committee

Primary Members

Department for Child Protection
Donnybrook District Hospital and Health Department
Tuia Lodge Representative
Balingup-Donnybrook Home & Community Care Manager
SDB Community Recreation Development Officer

Support Members

Australian Red Cross
Anglican Church
Uniting Church

Centrelink
Catholic Church
Country Women's Association (Donnybrook & Balingup)
Lions (Donnybrook & Balingup)
Donnybrook Returned Services League
Donnybrook & Districts Education Officer
Donnybrook Police OIC
Local media representatives
Donnybrook Telecentre
Balingup Progress Association
Kirup Progress Association
Donnybrook Masonic Lodge.

Impact Assessment Sub-Committee

Primary Members

SDB Manager Development and Environmental Services
SDB Manager Works & Services
SDB Manager Finance & Administration
SDB Principal Environmental Health Officer
SDB Building Inspector
SDB Works & Services Supervisor
SDB Ranger

Support Members

SDB Principal Planner
Donnybrook-Balingup Chamber of Commerce
South West Development Commission
Centrelink
Bendigo Bank
Balingup & District Tourist Association
DEC Environmental Officer
SDB Town Planner
Agriculture and rural advisors e.g. Dept of Agriculture and Food
Social agencies, to identify people in need of immediate assistance
Insurance inspectors
WaterCorp
Main Roads WA
Western Power
Telstra
Department of Planning and Infrastructure
Westrail
St John Ambulance
Homeswest
State Emergency Service
FESA

15. ORGANISATIONAL RESPONSIBILITIES DURING RECOVERY PHASE

Organisation	Responsibilities
<p>Shire of Donnybrook-Balingup CEO</p> <p>President</p> <p>Recovery Coordinator (RC)</p> <p>Community Recreation Development Officer</p> <p>Manager Development and Environmental Services Principal Environmental Health Officer</p> <p>Rangers</p> <p>Manager Works and Services</p> <p>Parks & Recreation Supervisor</p> <p>Manager Development and Environmental Services Principal Planner</p>	<p>Ensure key staffing roles including RC are fulfilled. Ensure all administrative support to RC and SDB. Ensure fulfilment of key operational elements in line with organisational responsibilities e.g. parks, roads, public amenities, building/planning, waste disposal.</p> <p>Ensure all key aspects of community recovery are undertaken. Act as spokesperson on behalf of the Shire of Donnybrook-Balingup and the community.</p> <p>Facilitate and coordinate all recovery actions as directed by the Recovery Committee.</p> <p>Public Information Officer. Co-ordinates receipt, collation and distribution of information as directed by the Recovery Co-ordinator.</p> <p>Coordinating, policing and advising on safe food, safe accommodation, safe effluent containment and disposal, disease control and investigation, vermin and vector control and miscellaneous environmental health and hygiene issues. To coordinate waste collection and disposal, street and litter collection, hard waste collection and green waste collection. Preparation of media statements .</p> <p>To provide on ground support to combat agencies</p> <p>To restore roads, drainage and paths in the Shire.</p> <p>To restore parks, reserves, gardens and street trees.</p> <p>To research, plan, coordinate, design and advise on the management, conservation and sustainability of development and integration of the Shire of Donnybrook-Balingup'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.</p>
<p>Department for Child Protection</p>	<p>Coordinate all welfare arrangements. Coordinate disaster relief funding. Chair Community Sub Committee.</p>

Salvation Army	Attend to welfare issues - food, emergency accommodation, clothing, counseling requests under DCP direction.
Centrelink	Employment and provide support allowance funding.
Australian Red Cross	Effect registration of displaced persons, assist with welfare issues under DCP direction.
SW Population Health Unit	Coordinate disease control issues.
Donnybrook Chamber of Commerce and Industries	Provide liaison and consultation with business community needs.
Western Power (Synergy)	Provide response for the reinstatement of electricity.
Department for Environment and Conservation	Coordinate and assume responsibility for native flora and fauna recovery and management. Advise on matters pertaining to recovery and fire control.
Water Corporation	Coordinate and manage reinstatement of the Shire's potable water supply. Advise and coordinate all aspects of drainage from inlets and waterways.
Western Power	To maintain electricity supplies and ensure safety of public and infrastructure associated with the supply of that electricity across the network.
Donnybrook 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.
Main Roads	To restore safe and efficient road access.
Telstra	To restore/maintain communication services on a local and national basis of the Telstra network.
Department of Planning & Infrastructure	To plan the cities and towns in which we live and the transport routes that connect us.
Country Womens Association	A support agency to combat agencies. Initiate fundraising
Donnybrook Lions	A support agency to combat agencies. Initiate fundraising
Combined Churches Donnybrook	Provide wellness and spiritual guidance
Donnybrook Hospital	To accommodate persons medical needs
Donnybrook Medical Services	To provide medical services in an emergency

INCIDENT HANDOVER RESPONSE TO RECOVERY

During the post impact phase of any emergency, recovery activities will commence and many of these activities will continue for an extended period. There is no clear division from one element to another. The decision to move from the response to the recovery and the procedures for handover between the two elements rests with the appropriate Hazard Management Agency. To assist in the transition and mitigate against any confusion that may be generated with respect to jurisdictional or other activities the Shire of Donnybrook-Balingup requests that the following be considered prior to official handover.

The response phase can be considered to continue at least until the following conditions are met. On receipt of this notification the Shire of Donnybrook-Balingup will consider the emergency response complete and responsibility for full recovery passed over, it is also understood that some minor response activities may continue under authority of the HMA.

Incident Name:		Date:	
HMA:			
Incident controller:			

Serial	Condition	Yes/No	Comment
A	All rescues have been accomplished		
B	All known injuries have been attended to		
C	Displaced provided with shelter		
D	Essential public services restored		
E	Temporary repairs made to designated buildings		
F	Physical and electronic communications largely restored		
G	Final situation report provided		

ADDITIONAL COMMENTS / CONDITIONS

Position	Name	Signature
HMA Incident Controller		
CEO Shire of Donnybrook-Balingup		

ROLE OF RECOVERY SUB COMMITTEES

Aim

The aim of the Impact Assessment and Community sub-committees is to develop partnerships with organisations to provide the best possible recovery to the community.

Purpose

The purpose of each sub-committee is to provide the LEMC with a complete arrangement of recovery services and operational responsibilities, capacities and contingencies to enable effective recovery. Also to advise the LEMC in times of disaster recovery in 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 advise to LEMC in times of disaster and crisis recovery

Provide the SDBRC with:

- Complete list of organisation tasks and responsibilities (ie who is doing what)
- Complete list of services available to the community
- Resource capacities
- Contingencies for resource shortfalls
- Complete list of emergency contacts of each organisation

Reporting

The separate sub-committees will report to the Recovery Committee through their nominated representative. The representative will report to, and be a sitting member of, LEMC.