



Local Recovery Plan Shire of Morawa

Approved by LEMC meeting:
Date of LEMC Review Approval:

Date of LEMC Endorsement:
Date of LG Endorsement:

Review Date:

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These arrangements have been produced and issued under the authority of section 41(4) of the *Emergency Management Act 2005*, endorsed by Morawa Local Emergency Management Committee (LEMC), and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

	Name	Title	Signature	Date
Owner		Shire President		
Approved by	Chris Linnell	CEO		
Document controller and review authority	Rick Ryan	CESM		

Record of Amendment

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

Feedback can include:

- What you do and / or don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

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

Chairperson
Local Emergency Management Committee
Shire of Morawa
PO Box 14
MORAWA WA 6623

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment		Details of Amendment	Amended by
No.	Date		*Initial/Date
01	10/03/2018	Updated document	R R
02	Oct 2018	Approved by DEMC & SEMC	R R
03			
04			
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LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC	Chairperson	1
Executive Officer	CEO of Morawa	0
WA Police	Morawa Police Station	1
WA Police	Perenjori Police Station	1
Dept. of Communities	Geraldton	1
St John Ambulance	Geraldton	1
Bush Fire Services	Morawa Volunteers – Bushire Brigades Canna, Koolanooka, Morawa West & Pintharuka	4
DFES Regional Office	Geraldton	1
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Morawa VFES	Morawa	1
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The distribution list is included to enable amendments to be distributed at later dates.

General acronyms used in this document

CA	Controlling Agency
DC	Department of Community Services
DEMC	District Emergency Management Committee
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
LGA	Local Government Authority
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
NGO	Non-Government Organisation
OIC	Officer In Charge
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
WANDRRA	Western Australian Natural Disaster Relief and Recovery Assistance

PART ONE: INTRODUCTION

Disaster recovery is the coordinated process of returning an affected community to a normal level of functioning after a disaster. Recovery is part of emergency management, which also includes the components of Prevention, Preparedness and Response. Planning for recovery is integral to emergency preparation.

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing” (*Emergency Management Act 2005*)

This Local Recovery Plan is to be read in conjunction with:

- [Emergency Management Act 2005](#)
- [State Recovery Procedure 1](#) – Management of public fundraising donations
- [State Recovery Procedure 2](#) – Emergency management funding
- [State Recovery Procedure 3](#) – State Recovery Coordination Group
- [State Recovery Procedure 4](#) – Comprehensive Impact Assessment
- [Westplan Recovery Coordination](#)
- [Local Recovery Guidelines](#)
- Morawa Local Emergency Management Arrangements

1.2 Authority

This Local Recovery Plan has been prepared in accordance with the requirements of Section 41(4) of the *Emergency Management Act 2005* as a sub plan to the Shire of Morawa Local Emergency Management Arrangements and endorsed by the LEMC. The plan has been consulted with Council members and stakeholders, and has been tabled for information and comment at the Midwest Gascoyne DEMC.

1.3 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery operations at a local level and to facilitate the affected community undertaking its own recovery.

1.4 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Morawa,
- 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 management,
- Provide a framework for recovery operations,
- Ensure effective and coordinated management of recovery operations within the Shire of Morawa,
- Ensure the plan complies with State emergency management arrangements,

- Identify the roles and responsibilities of HMAs, emergency services, support organisations and Shire of Morawa staff whilst promoting effective liaison between all organisations, and
- Ensure community engagement throughout recovery management.

1.5 Scope

The scope of the Plan is limited to and includes:

- The geographical boundaries of the Shire of Morawa,
- Local Emergency Management Arrangements,
- Existing legislation, plans and Local Laws,
- Statutory or agreed responsibilities,
- Relevant Shire of Morawa supporting documents and plans, and
- Involvement of the affected community in recovery management.

PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents and arrangements are related to this Plan:

2.1 Local Government Policy

A draft policy for Local Recovery Management has been prepared by Shire of Morawa in accordance with section 36(4) of the *Emergency Management Act 2005*, and has been tabled for noting of LEMC and Council.

2.2 Existing Plans and Arrangements

Document	Owner	Date	Location
Morawa Local Emergency Management Arrangements	Shire of Morawa	2018	Website and Office
State Emergency Welfare Plan	Department of Communities	2015	www.dcp.wa.gov.au
Bush Fire Response Plan	Shire of Morawa		Shire of Morawa

2.3 Agreements, Understandings and Commitments

The Morawa Shire Council does not currently have any agreements in place.

Parties to these agreements	Name of Agreement	Summary of Agreement
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PART THREE: RESOURCES

Key consideration – The Shire of Morawa has limited resources.

The Local Recovery Coordinator (LRC) is responsible for the determination of resources required for recovery activities, based on the Comprehensive Impact Assessment. This determination is made in consultation with the Local Recovery Coordinating Group (LRCG) and support organisations, during the initial stages of the recovery process. Shire of Morawa resources and community resources are noted in the 'Resource and Contact Register' which is a support document to the Local Emergency Management Arrangements. If the LRCG is convened, the LRC will continue to assess requirements for the restoration of services and facilities including determination of the resources required for the recovery process. This is to also include the wellbeing and communication/information needs of the community. The LRCG will source and coordinate external and internal resources, including the provision of the Shire staff.

It is also noteworthy that the communities' needs will change throughout the recovery cycle, and as such, the distribution of resources to address community impacts will need to be flexible as information continues to be received.

The Resource and Contact Register contains the further information is available at Appendix 7 of the Morawa LEMA.

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

Centre Name	Address	Capacity and Available Resources	Contacts
Recovery Coordination Centre	SHIRE OFFICE/TOWN HALL	Shire Chambers Limited 20/30 Shire Town hall Upto 200	Shire Administration office & CEO

3.1 Local Government Staff

The Shire of Morawa is a local council with limited staff to fulfil the Recovery function for a L3 incident and for any long duration.

3.2 Local Volunteer Coordination

Due to the small size of the Shire of Morawa it is envisaged the number of spontaneous volunteers would be less than 50 people.

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the LRCG. Spontaneous volunteers are a valuable, flexible resource that could be used to support existing volunteers and personnel to take up more active responsibilities in aiding with recovery operations. Local volunteers usually have more familiarity with the local community, local area, and understanding of available resources.

Visit the Volunteering WA website <https://volunteeringwa.org.au/> for more information. The Australia-New Zealand Emergency Management Committee has released a Spontaneous Volunteer Strategy available at <http://fire-com-live-wp.s3.amazonaws.com/wp-content/uploads/20160107085733/Spontaneous-Volunteer-Strategy-ANZEMC-Endorsed.pdf> which should be read in conjunction with this component.

3.3 Local Recovery Coordination Centre

It may be necessary to establish a Recovery Coordination Centre if extensive recovery activities are likely to be carried out. The purpose of the Centre is to coordinate the recovery process undertaken by various agencies in terms of resources, information and tasks. Identification of a designated location for a Recovery Coordination Centre is a pre-requisite of recovery management. Each Local Government will provide administrative support for their Recovery Coordination Centre.

The Local Recovery Coordination Centre will be located at the Shire Office, if this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and publicise the location and contact numbers after it has been relocated.

Centre Name	Address	Capacity and Available Resources	Contacts
Recovery Coordination Centre	SHIRE OFFICE/TOWN HALL	Shire Chambers Limited 20/30 Shire Town hall Upto 200	Shire Administration office & CEO

3.4 Recovery Information Centre / One-Stop- Shop

A Recovery Information Centre/ One-Stop-Shop will be established when required by the LRCG. The purpose of the Centre is to provide information and advice to the community on the progress of recovery, special arrangements and services. The location and contact details of the Centre will be disseminated to the community when it has been established.

A recovery centre is also designed to centralise the delivery of Local, State and Commonwealth government and non-government services to people affected by a disaster. The Recovery Information Centre may or may not be collocated with the Local Recovery Coordination Centre, depending on the size and complexity of the disaster.

3.5 Financial Arrangements

The Shire of Morawa will utilise the following with regard to financial arrangements for recovery where required:

- Establishing a cash reserve for Community Recovery, where it is considered appropriate for the level of risk to the community,
- Use of s6.8(1) and s6.11(2) of the *Local Government Act 1995* with respect to expenditure of funds not included in the annual budget,
- *Local Government (Financial Management) Regulations 1996* – regulation 18(a) provides exemption for council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves, and
- Use of s6.20(2) of *Local Government Act 1995* enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of council.

The following arrangements have been made to fund recovery activities if necessary:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA),
- Lord Mayor's Distress Relief Fund (LMDRF),
- Centrelink, and
- Department of Child Protection and Family Support.

(Refer to State Emergency Management Preparedness Procedure 7 for more information)

3.6 Financial Management:

Financial management is a key aspect in providing support to a recovery plan and there should be a strategy to ensure successful implementation of recovery programs ensuring adequate and timely expenditure of funds.

Financial Management Arrangements needs to include the following:

- Identification of funding streams (local, state and federal level),
- Prioritisation of requirements for funding,

- Management of funds over time in a transparent manner (receipts of grants, funds, donations, payouts),
- Liaison and cooperation with other agencies in both the private and public sector, and
- All funds regardless of their source remain subject to the Local Government Act 1995, Part 6 – Financial Management. Subsequently, consideration should be given to utilising appropriately trained/experienced finance staff during recovery, to ensure adherence to the aforementioned Act, and appropriate record keeping throughout.

3.7 Donations of Cash

State Emergency Management Recovery Procedure 1 outlines the policy for initiating and managing appeals and donation. The LRCG may encourage the use of Lord Mayor’s Distress Relief Fund for people wanting to make cash donations, although if deemed necessary, may open a separate account specifically for cash donations.

Visit www.appealswa.org.au for further information and application forms

The commencement of an appeal fund does not override the statutory obligations, on the part of government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

3.8 Donations of Service and Labour

Any donations of service or labour to assist with the recovery from a disaster, should be administered by the affected Local Government or if established, the LRCG. Where the State Government level recovery coordination arrangements are activated under State Emergency Management Plan 6. Recovery - the Recovery Services Subcommittee may arrange the administration of donations of services and labour.

3.9 Donations of Goods

The donations of goods to assist victims to recover from a disaster may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned. Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCG.

3.10 Non-Government Organisations (NGOs)

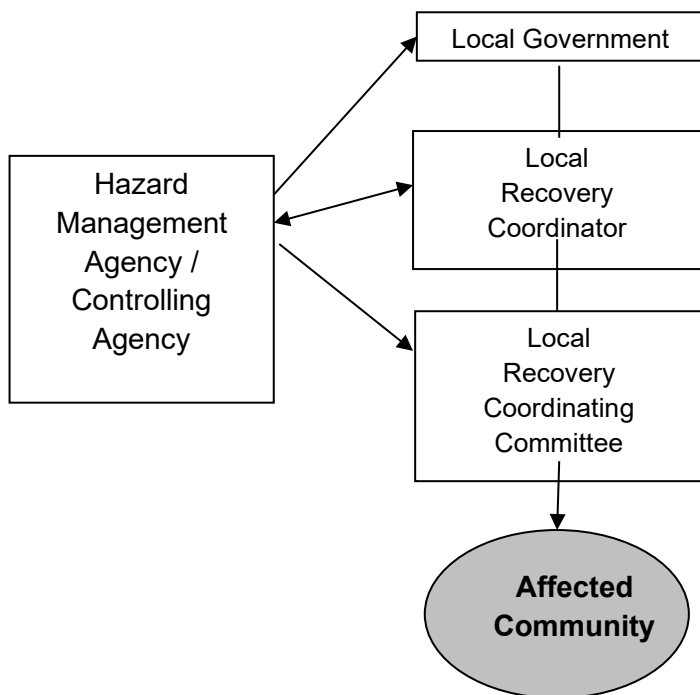
In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the LRCG to avoid duplication of effort and confusion.

PART FOUR: ROLES AND RESPONSIBILITIES

4.1 Recovery Structure

The structure of Local Recovery Coordinating Group should be considered dynamic, as the composition and roles within the group will change depending upon the disaster being recovered from. During the response phase of the incident, the following structure is typically adopted, until the incident transitions from Response to Recovery.

Initial Recovery Management Structure (during response phase)

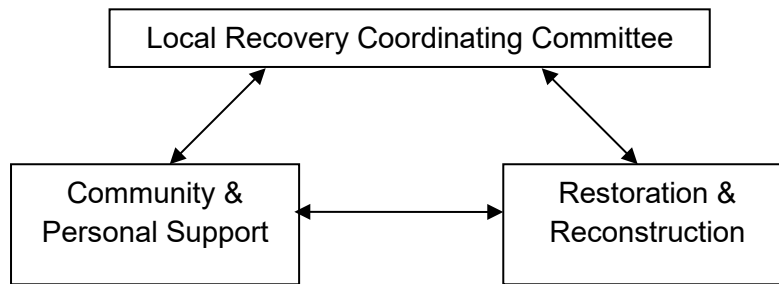


This structure sees the coordination and communication between the Hazard Management Agency (HMA) / Controlling Agency (CA), and the local government authority, including the Local Recovery Coordinator being included in the HMA / CA Incident Support Group briefings and meetings.

During the Recovery phase, this structure will change dependent upon the disaster, which will largely dictate required recovery actions i.e. a significant infrastructure sub-committee and associated functions may not be required for a bushfire that only affects pastoral land owners or nature reserve land.

Recovery Committee Structures

(Following handover from CA/HMA to Local Government)



The above diagram illustrates a basic Recovery Committee structure, which can be utilised dependent upon complexity and impact of the disaster. Within this toolkit, the below structure is applied, for which position descriptions for roles, and guidance for individual subcommittee functions is also available within the toolkit. These structures can be scaled up or back as the situation dictates.

The Shire of Morawa LEMC has identified the following local recovery structure as suitable to address the needs of the Shire and the community should an emergency incident occur.

- Shire of Morawa CEO - Local Recovery Coordinator
- Shire President – Chair of the LRCG

Shire staff members responsible for the following roles in recovery

Shire Administration Officer	<ul style="list-style-type: none"> • Administrative support to the LRCG • Public information
Shire Finance Officer	<ul style="list-style-type: none"> • Member LRCG • Financial advice • Administration of public assistance funding • WANDRRA
Shire Works Manager	<ul style="list-style-type: none"> • Infrastructure
Contract Environmental Health Officer	<ul style="list-style-type: none"> • Environmental health

The Local Recovery Coordination Group will be formed during the response phase to any emergency incident at the direction of the Local Recovery Coordinator in consultation with the Controlling Agency.

The LEMC has discussed the options of forming subcommittees of the LRCG during the recovery process and it is agreed that the formation of the LRCG alone would be sufficient to ensure the recovery process is managed efficiently.

4.2 Local Recovery Coordinator

The Chief Executive Officer has been appointed as the Local Recovery Coordinator (LRC) in accordance with the *Emergency Management Act 2005*, S 41. (4). The Shire Works Manager will act in the role when the primary appointee is unavailable when an emergency occurs.

The LRC is responsible for coordinating the recovery in conjunction with the LRCG and adhering to the plans, strategies and policies determined by the LRCG.

The LRC is also responsible for preparation, maintenance, testing and implementation of recovery management arrangements in accordance with *Emergency Management Act 2005* and in consultation with local government.

4.3 The Local Recovery Coordinating Group (LRCG)

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery processes within the community.

The LRCG comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected.

The role of the LRCG is to coordinate and support local management of the recovery process within the community. Checklists for both the Local Recovery Coordinator and the Local Recovery Coordinating Group are available at SEMC web site. These checklists detail tasking for each entity.

4.4 Local Recovery Coordinating Group Subcommittees (where required)

Dependent upon the extent of the recovery process required, the following sub-committees may be established to assist the LRCG in the management of the recovery process.

- **Community (Social)**
- **Infrastructure (Built)**
- **Environment (Natural)**
- **Finance (Economic)**

PART FIVE: COMMENCEMENT OF RECOVERY

5.1 Transition from Response to Recovery

The responsibility for coordinating recovery arrangements rests with the affected local government. State level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

To ensure that appropriate recovery activities are initiated as soon as possible after impact of the event, the Controlling Agency / Hazard Management Agency (HMA) is to ensure the LRC is notified of the event. The LRC is to liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate. (Refer to State Emergency Management Policy 6.1 for more information)

The Incident Controller is to complete and sign the Comprehensive Impact Assessment to confirm the accuracy of the information and handover the responsibility to local government. The LRC will take over the responsibility for recovery and advise the LRCG to activate the recovery plan and related arrangements.

5.2 Activation

The decision to activate the Local Recovery Plan will be made by the Chair of LRCG on the advice of the LRC. Once the plan has been agreed to be activated, the LRC & LRCG become responsible for implementation of the plan.

5.3 Operational Recovery Planning

The operational recovery plan provides the strategic direction and details actions required to facilitate a successful recovery. When the LRCG is activated, the group will develop an operational recovery plan to guide its functions during the first meeting. The operational recovery plan should include assessment and recovery requirements, organisational management, operational aspects and administrative arrangements.

The following sources and agencies are involved in undertaking impact assessment encompassing the functional areas of recovery (i.e. social, infrastructural, economic and environmental disruption /or damage)

- Hazard Management Agencies
- Welfare agencies – to identify persons in need of immediate assistance;
- Local government surveyors, engineers, environmental health officers, waste/sanitation, and finance staff.
- Insurance assessors.

5.4 Welfare & Health Services

Welfare is the responsibility of the Department of Community Services (DC). The Shire of Morawa local welfare, health and wellbeing plan details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Plan.

The LRCG will work closely with the local office for DC in accordance with following plans:

- State Health Emergency Response Plan
- State Emergency Welfare Plan

5.5 Communication

It is the responsibility of LRCG to develop an effective communication plan for recovery. Throughout the recovery process, local government is to maintain an on-going dialogue and share information with all other stakeholders and partners in the recovery process. The Shire of Morawa has a well-defined communication strategy which recognises the different means of communication with the stakeholders. Refer to *Australian Red Cross – Communicating in Recovery*, and *Design Tips for Communicating in Recovery*, <http://www.redcross.org.au/communicating-in-recovery.aspx> Australian Red Cross also deliver training for communicating in recovery which can be considered.

5.6 Communication Plan

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

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<ul style="list-style-type: none"> • Affected Community – depending on incident • Recovery workers • Vulnerable Groups – eg Farmer,s and the Farm workers 	<ul style="list-style-type: none"> • Two-way Radio • Mobile SMS • Website – though internet access may be interrupted 	<ul style="list-style-type: none"> • Potential public meeting venues – Morawa Community Centre • Potential one-stop-shop locations – Morawa Shire Council Offices/Town Hall

Community Engagement

Planning and Implementing a Community Engagement Strategy

Step	Information

<p>1. Establish target audience</p>	<p>Consider the demographics of the area and investigate what groups or networks exist. Consider targeting:</p> <ul style="list-style-type: none"> • Agency networks • The general public • Community groups e.g. environmental groups, farming groups, community action groups, church groups, sporting clubs, service clubs, Aboriginal groups, schools, chambers of commerce and industry. • LEMC • Local government networks • Brigades and volunteer groups • Neighbouring LEMCs
<p>2. Determine matters to be communicated</p>	<p>Determine what information you need from the community. This may include:</p> <ul style="list-style-type: none"> • Historical emergency events - how has recovery been managed in the past? What could be improved? • General feedback on the draft Local Recovery Plan <p>Determine what information you are going to provide the community.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Emergency management awareness • Recovery management awareness • Recovery coordination centre locations
<p>3. Determine methods of communication</p>	<p>Considering the target audience, determine the most appropriate methods of communication. Different communication methods using different medium may be required to address various audiences. Consider the following methods:</p> <ul style="list-style-type: none"> • Circulars (distributes information within agency networks) • Community meetings • Community Kiosks (an informal workshop with displays encouraging small group discussion) • Community displays (exhibiting the draft Plan in public areas) • Pre-planned meetings (presenting information at existing community group meetings e.g. Rotary)

	<ul style="list-style-type: none"> • Panels and focus group (establish a group to represent a cross section of the community) • Media (utilising local newspapers, radio stations, posters or pamphlets to distribute information and request feedback) • Internet/Intranet (utilising local websites to distribute information and request feedback) • Email (establish an email address for public enquiries and comments)
4. Develop an implementation plan	Record the target audience, matters to be communicated and methods of communication to be used in an implementation plan.

Refer to Australian Red Cross Booklet – Communicating in Recovery.

5.7 Review of the Plan

Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan is to be reviewed in accordance with State Emergency Management Policy 2.5, and amended and replaced whenever the local government considers it appropriate (*Emergency Management Act, 2005 section 42*).

According to State Emergency Management Policy No. 2.5, local emergency management arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after an event or incident in which the local recovery plan was implemented;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

5.8 Exercise

Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to *Emergency Management Act, 2005* section 39 and State Emergency Management Policy No. 3.1 – State Emergency Management Exercises for further information on conduct of exercise.

Exercising the arrangements during the planning process will allow the LRC & LRCG to:

- test the functionality and effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
- help educate the community about local arrangements and programs thus providing them with confidence in their local government and emergency management agencies;
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating and validating.

5.9 Evaluation of Recovery

It is the responsibility of the LRC to Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group, if established. The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made. An evaluation of the effectiveness of the recovery activities in relation to the recovery plan should be conducted within 12 months of the disaster.

The evaluation can involve:

- Community and stakeholder surveys
- Interviews
- Workshops
- Assessment of key project outcomes

GLOSSARY OF TERMS

CONTROL AGENCY (also referred to as COMBAT AGENCY) - an organisation which, because of its expertise and resources, is responsible for performing an activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

DISASTER- See EMERGENCY.

DISTRICT EMERGENCY COORDINATOR- is appointed by the State Emergency Coordinator for each emergency management district. The District Emergency Coordinator has responsibility to provide advice and support to the District Emergency Management Committee for the district for the development and maintenance of emergency management arrangements for its district and to carry out other emergency management functions in accordance with the directions of the State Emergency Coordinator.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EMERGENCY MANAGEMENT- The emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the Emergency Management Regulations 2006: **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organization and management of resources, training and public education. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations. **Recovery** activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimize the recurrence of the hazard and/or lessen the effects on the community.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that on being implemented contributes to the safety and wellbeing of communities and the environment.

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

HAZARD MANAGEMENT AGENCY – that organisation which, because of its legislative responsibility or specialized knowledge, expertise and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to, and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

INCIDENT AREA – the area, defined by the Incident Controller, incorporating the localized community or geographical area impacted by the incident.

INCIDENT CONTROLLER – the person responsible for the overall management of the response phase, to a major emergency or disaster. In all instances the senior officer of the Hazard Management Agency will perform this function.

INCIDENT MANAGEMENT GROUP – the group that may be convened by an Incident Manager in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an incident. The IMG includes representation from key agencies involved in the response.

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 Planning, Operations and Logistics.

LIFELINES – systems or networks that provide for the circulation of people, goods, services and information upon which, health safety, comfort and economic activity depend.

EMERGENCY COORDINATOR – is appointed for the local government district by the State Emergency Coordinator. The Emergency Coordinator is responsible for providing advice and support to the Local Emergency Management Committee for the district in the development and maintenance of emergency management arrangements and are also responsible for assisting Hazard Management Agencies in the provision of a coordinated response during an emergency in the district and carrying out other emergency management activities in accordance with the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or other person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee are to advise and assist the local government in ensuring that local emergency management arrangements are established for its area, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

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

RISK MANAGEMENT – the systematic application of management policies, procedures and practices to the task of identifying, analyzing, evaluating, treating and monitoring risk.

STATE EMERGENCY COORDINATION GROUP – a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. The SECG includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

SUPPORT ORGANISATION – an organisation whose response in an emergency is either restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads W.A. etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.