



Shire of Cunderdin

**LOCAL EMERGENCY
MANAGEMENT
ARRANGEMENTS**

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the Emergency Management Act 2005 ('the Act'), endorsed by the Shire of Cunderdin Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of Cunderdin and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:



Cr Alison Harris
Chairperson, Cunderdin LEMC

7th December 2021

Date



Cr Alison Harris
President Shire of Cunderdin
Resolution 9.9 OCM December 2021

16th December 2021

Date

Document Review

Date

AMENDMENT HISTORY

No.	Date	Amendment Details	By
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2			
3			
4			
5			
6			
7			
8			

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

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

The Chairperson

Local Emergency Management Committee Shire

of Cunderdin

PO Box 100, Cunderdin WA 6407

Or email to: admin@cunderdin.wa.gov.au

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

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Cunderdin Police Station	1
St John Ambulance – Cunderdin Sub-Centre	1
Cunderdin District High School Principal	1
Meckering Primary School Principal	1
Western Australia College of Agriculture Cunderdin Principal	1
Cunderdin CRC	1
WACHS Cunderdin – HSM	1
Shire of Quairading	1
Shire of Northam	1
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Shire of Wyalkatchem	1
Shire of Goomalling	1
Shire of Dowerin	1
District Emergency Management Committee	1
State Emergency Management Committee	1

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SECTION ONE

INTRODUCTION

GLOSSARY OF TERMS

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also *Control* and *Coordination*)

Control: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also *Command* and *Coordination*)

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

Coordination: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination related primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also *Control* and *Command*)

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

(a) Prevention: the mitigation or prevention of the probability of the occurrence of, and the

potential adverse effects of, an emergency.

- (b) Preparedness: preparation for response to an emergency
- (c) Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.
- (d) Recovery: the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

Hazard: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruct of; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005*.

Operational Area: The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

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

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

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

DOCUMENT AVAILABILITY:

A copy of this document is available on the Shire of Cunderdin website www.cunderdin.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of Cunderdin administration building at Lundy Ave, Cunderdin WA 6407

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS:

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WACHS	Western Australia Country Health Services
WAPOL	WA Police Force

DISCLAIMER

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

AIM:

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

PURPOSE:

To set out;

- The Shire of Cunderdin's policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons
- Description of emergencies likely to occur within the Shire of Cunderdin
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of Cunderdin that the Shire of Cunderdin considers appropriate

SCOPE:

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

- This document applies to the local government district of the Shire of Cunderdin.
- This document covers areas where the Shire of Cunderdin provides support to HMAs in the event of an incident.
- This document details the Shire of Cunderdin's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Cunderdin's responsibilities in relation to recovery management.

The arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

AREA COVERED:

The Shire of Cunderdin is located in the Central Wheatbelt, approximately 156kms east of Perth. The Shire covers 1,864 square kilometres with a population of approximately 1457 people (2016 Census). The Shire of Cunderdin borders on the Shires of Dowerin, Quairading, Northam, York, Tammin, Wyalkatchem and Goomalling.

EXERCISING, REVIEWING AND REPORTING:

Exercising:

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. The different types of exercises include Discussion, Field, Table Top and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Cunderdin Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

Exercises are reported on annually as part of the Annual and Preparedness Capability Survey which is submitted to the Department of Fire and Emergency Services to form the Preparedness Report for the Minister of Emergency Services.

Reviewing:

An entire review of the emergency management arrangements should be undertaken every five years.

A review of the arrangements should be undertaken after training that exercises the arrangements, or an incident that utilises the arrangements.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

AGREEMENTS, UNDERSTANDING AND COMMITMENTS

Shire of Cunderdin	Local farmers	Use of earth moving equipment and other machinery in an	Informal understanding between LG and Farmers

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of Cunderdin are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>It is a function of a local government –</p> <ul style="list-style-type: none"> a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and b) to manage recovery following an emergency affecting the community in its district; and c) to perform other functions given to the local government under this Act
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>4) The Local Emergency Coordinator for a local government district has the following functions –</p> <ul style="list-style-type: none"> a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district; b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator
Local Recovery Coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p>

LOCAL ROLES AND RESPONSIBILITIES

Local Government Welfare Liaison	During an evacuation assist Dept. Communities by providing advice information and resources
Local Government Liaison Officer (to ISG/IMT)	During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	Ensure planning and preparation for emergencies is undertaken. Implementing procedures that assist the community and emergency services deal with incidents Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. Keep appropriate records of incident that have occurred to ensure continual improvement of the Shires' emergency response capability Participate in the ISG and provide local support Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Dept. Communities

LEMC ROLES AND RESPONSIBILITIES

The Shire of Cunderdin has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the Local Emergency Management Arrangements.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of Local Emergency Management Arrangements for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Cunderdin LEMC meets quarterly, generally on the first Tuesday of every March, June, August and November.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by: Provide secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report • Annual Business Plan • Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required

AGENCY ROLES AND RESPONSIBILITIES

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

Agency Roles	Description of Responsibilities:
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery the Controlling Agency will ensure effective transition to recovery

Hazard Management Agency	<p>A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed"</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan for that hazard • Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>

RELATED DOCUMENTS AND ARRANGEMENTS

Local Emergency Management Policies:

As per section 41(2) (a) of the *Emergency Management Act 2005*, the Local Emergency Management Arrangements need to specify "the local government policies for emergency management". The Shire of Cunderdin currently does not have any Emergency Management Policies in place.

The Shire of Cunderdin Emergency Management Policies are currently under development and will be inserted into the LEMA upon completion.

Existing Plans and Arrangements:

Document	Owner	Location	Date of Plan
Examples only:			
Bushfire Management Arrangements	Shire of Cunderdin	Shire of Cunderdin Administration Building	2017
Emergency Risk Management Plan	Shire of Cunderdin	Shire of Cunderdin Administration Building	Under Development
Local Land Search and Rescue Plan	WAPOL	Cunderdin Police Station	
Local Road Crash Plan	WAPOL	Cunderdin Police Station	
Local Air Crash Plan	WAPOL	Cunderdin Police Station	
Local Space Re-entry Debris Plan	WAPOL	Cunderdin Police Station	
Local Rail Crash Plan	WAPOL	Cunderdin Police Station	
Bushfire Policy and Procedures Manual	Shire of Cunderdin	Shire of Cunderdin Administration Building	Under Development
Cunderdin District High School Emergency Management Plan	Department of Education	Cunderdin District High School Front Office	
Cunderdin Museum Emergency Plan	Shire of Cunderdin	Shire of Cunderdin Administration Building	2014/2015
Cunderdin Agricultural College Emergency Management Plan	Department of Education	Cunderdin Agricultural College Front Office	2021
Meckering Primary School Emergency Management Plan	Department of Education	Meckering Primary School Front Office	2021
Local Welfare Plan	Department of Communities	Shire of Cunderdin Administration Building	

COMMUNITY CONSULTATION

The community of Cunderdin was not consulted during the development of this document. Upon being endorsed by council, a restricted format of the document will be made available on the Shire website and at the Shire administration building for public viewing and comments will be more than welcome at that stage.

COMMUNITY AWARENESS

The Cunderdin LEMC makes every effort to increase community awareness of emergency management.

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SECTION TWO

COORDINATION OF EMERGENCIES

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

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

The five key principles of AIIMS:

Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.

Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
Logistics	Acquisition and provision of human and physical resources, facilities, services and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

INCIDENT MANAGEMENT TEAM (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

INCIDENT SUPPORT GROUP (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may be involved in the incident and who provide support to the Controlling Agency.

TRIGGERS FOR AN ISG

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

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

MEMBERSHIP OF AN ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness, and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

FREQUENCY OF MEETINGS

The frequency of meetings will be determined by the Incident Controller and will depend of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

LOCATIONS OF ISG MEETINGS

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

Cunderdin Shire Office	Lundy Ave, Cunderdin
Cunderdin Works Depot	Centenary Ave, Cunderdin
Meckering Sporting Club	Great Eastern Highway , Meckering
Cunderdin Community Resource Centre	Main Street, Cunderdin

For a list of contacts in order to open these locations for ISG meetings, please refer to [INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

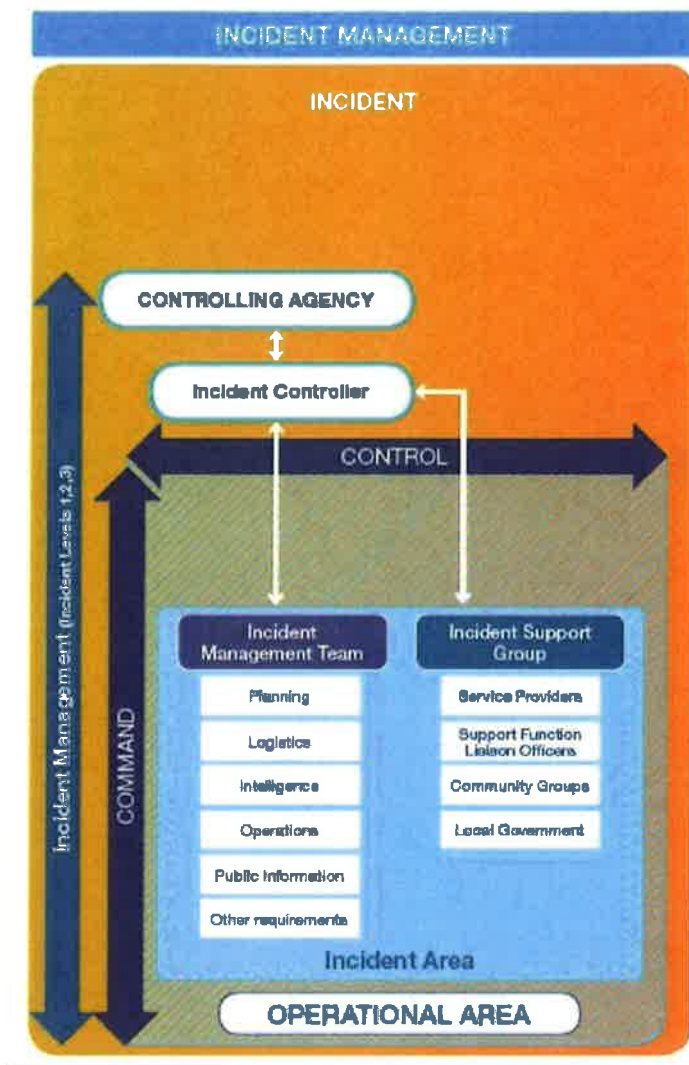


Figure 1: A diagram illustrating Incident Management

FINANCIAL ARRANGEMENTS

The Shire of Cunderdin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the Shire of Cunderdin occurs to ensure the desired level of support is achieved.

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SECTION THREE

RISK

RISK MANAGEMENT

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of Cunderdin.

The Cunderdin LEMC has taken into account that there a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

SPECIAL CONSIDERATIONS

- Christmas Holidays – Population decrease, less volunteers.
- Harvesting Season
- Bushfire Season
- Communications Issues – Areas of no mobile or radio coverage
- Agricultural College – Between 50-150 student residents on site other than school holidays
- Vulnerable Groups

INFRASTRUCTURE:

An infrastructure report for the Shire of Cunderdin was produced on the 16th of June 2021 using the Department of Fire and Emergency Services' operational platform – FESMaps.

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

Hospitals/Health Care Facilities	Two
Bridges	Seven
DCP Evacuation Centres	Five
Petrol Stations	Four
Airfields	One
Schools	Three
Indigenous Heritage Sites	Seven
Mines	One
WaterCorp Water Pumping Station	Five
WaterCorp Water Treatment Plant	One
WaterCorp Sewerage Pumping Station	Two
WaterCorp Sewerage Treatment Plant	Two
DFES WAERN Repeater	One
WAPOL Communications Site	One
ACMA Communications Site	Sixty-One (mostly privately owned)
Above Ground Watermain	Approximately 1395km
Western Power Transmission Lines	Three Lines (2x 66kv, 1x 132kv)
Western Power Substations	One
FIFWA WA Fire Atlas	142 Sites

For a full list and locations of the Infrastructure sites refer to the Infrastructure report. This can be found at the Shire of Cunderdin Administration Centre.

HAZARDS:

A Hazards report for the Shire of Cunderdin was produced on the 16th of June 2021 using the Department of Fire and Emergency Services' operational platform – FESMaps.

The Following Hazards were identified within the Shire of Cunderdin.

Unexploded Ordinances (UXO)

There is a slight risk of UXO within the area surrounding the Cunderdin Aerodrome, within the approximate radius of 2.5km.

Dangerous Goods Sites

There are 5 listed Dangerous Goods Sites listed on the Hazard report, all of which are within the Gazetted Townsite of Cunderdin.

Not listed are the sites within the Townsite of Meckering, consisting of a fuel station and an agricultural supply store that stores many types of chemicals for use on agricultural properties.

FES ERG Sites

The one identified FES ERG Site within the Shire of Cunderdin is within the Gazetted Townsite of Cunderdin, this is the Water Corporation Plant.

Contaminated Sites

There are seven listed Contaminated Sites within the Shire of Cunderdin, all of which are located within the Townsite of Cunderdin.

For further information on the Hazards within the Shire of Cunderdin, refer to the Hazards report, this can be found at the Shire of Cunderdin Administration Centre.

RISK REGISTER:

The Cunderdin LEMC has undertaken extensive risk assessment work as part of the State Risk Project – local level.

A summary of the risk register has been included as below.

The Cunderdin LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

In the course of this work, four hazards were identified as the most likely to occur in the Shire of Cunderdin. Worst-case scenarios were developed for all of them. The LEMC then workshopped the scenarios against multiple impact statements and developed a risk register which assigned each impact statement scenario a risk level, rating from Extreme to Very Low. The findings of the project are summarised below.

Over the four hazards, 78 risk statements were assessed in total. The breakdown of their risk levels are illustrated in the figure below:

Risk Level	Number of statements assigned	% of statements assigned
EXTREME	0	0%
HIGH	20	25.64%
MEDIUM	33	42.31%
LOW	17	21.79%
VERY LOW	8	10.26%

Individual breakdowns of the results of each scenario are detailed below.

HAZARD ONE: BUSHFIRE

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

HAZARD TWO: EARTHQUAKE

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

HAZARD THREE: SEVERE STORM

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

HAZARD FOUR: FLOOD

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

For Further information about the Risk Assessments undertaken by the Cunderdin Local Emergency Management Committee, refer to the Risk Register as endorsed by Cunderdin Shire Council in 2017, located at the Cunderdin Shire Administration Centre.

EMERGENCIES LIKELY TO OCCUR / HAZARDS REGISTER

The following hazards were identified as the most likely to occur in Cunderdin. Below is a register of the identified hazards.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plan
Bushfire	LG, PaW and DFES	DFES	Paw, BFB's and LG	VFRS, WAPol, LG Staff, SJA and DC	SHP – FIRE 2020	Bushfire Management Arrangements 2016
Storm	DFES	DFES	DFES, SES and LG	VFRS, WAPol, LG Staff, SJA and DC	WESTPLAN - STORM 2016	No local plan in place
Earthquake	DFES	DFES	DFES, SES and LG	VFRS, WAPol, LG Staff, SJA and DC	WESTPLAN – EARTHQUAKE 2016	No local plan in place
Transport Accident	WA Police	WA Police	VFRS, SJA and LG	SES, LG Staff and DC	SHP – CRASH EMERGENCY 2020	Road Crash
Rail Accident	WA Police	Brookfield's	DFES, VFRS and SJA	LG Staff and DC	SHP – CRASH EMERGENCY 2020	
Flood	DFES	DFES	DFES, SES and LG	SES, LG Staff, SJA and DC	WESTPLAN – FLOOD 2016	No local plan in place

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SECTION FOUR

EVACUATION

EVACUATION

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Cunderdin and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Cunderdin and the Department of Communities.

TYPES OF EVACUATION

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

A **controlled evacuation** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A **recommended evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property but it is not believed to be imminent or significant.

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

THE FIVE STAGES OF EVACUATION



Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.

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

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

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

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

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

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

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

Shire of Cunderdin EMERGENCY EVACUATION GUIDE

Shire Office: (08) 9635 2700

Area Covered: Cunderdin Town Site and Meckering Townsite

KEY ROADS

Great Eastern Highway

Cunderdin – Wyalkatchem Road (linking Cunderdin and Wyalkatchem)

Cunderdin – Quairading Road (linking Cunderdin and Quairading)

Quellington Road (linking Meckering and York)

Dowerin – Meckering Road (linking Meckering and Dowerin)

Goomalling – Meckering Road (linking Meckering and Goomalling)

KEY CONTACTS

NAME	CONTACT	NAME	CONTACT
Shire Office	9635 2700	DC Crisis Care A/H	0418 943 835
Police Station	000	Western Power	13 13 51
SES	132 500	Water Corp	13 13 75
Fire and Rescue	000	WACHS Cunderdin	9635 2222
Ambulance	000	CRC	9635 1784
Bushfire:	000		

HMA/CONTROLLING AGENCY CHECKLIST

- Alert Local Police
- Alert DFES or WAPOL to activate State Alert Phone System
- Alert SJA and Cunderdin WACHS as to nature and extent of the incident
- Advise the media officer to employ information management tools – ABC radio, TV, etc.
- Alert Department of Communities
- Advise Special Needs Groups/Vulnerable People*
- Employ support agencies and volunteers for evacuation planning

*Please refer to Contacts and Resources section for a list of VULNERABLE PEOPLE CONTACT GROUPS

EVACUATION (WELFARE) CENTRES

Please refer to section Five Welfare for a full list of evacuation centres.

EVACUATION TO OTHER LOCAL GOVERNMENT AREAS

Due to the size of the Cunderdin town site, all evacuation centres are in reasonably close proximity to one another. For this reason, the Shire of Cunderdin and its LEMC have planned for the instance in which evacuation to all centres is impossible. Agreements have been reached with surrounding Shires for the provision of facilities to serve as evacuation centres if required.

Shire of Dowerin: 67kms travelling along Cunderdin-Minnivale Road, turning onto Dowerin-Meckering Road.

Alternative Route: Cunderdin-Minnivale Road, turning to Goomalling-Wyalkatchem Road (67km)

FACILITY	CAPACITY	ADDRESS	CONTACT
Dowerin Pavilion	300	Lot 35 Memorial Avenue	Shire 9631 1202 CEO 0417 449 451
Dowerin Town Hall	250	Corner of Anderson and Cottrell Street	Shire 9681 1202 CEO 0417 449 451

Shire of Wyalkatchem: 36kms travelling along Cunderdin-Wyalkatchem Road

Alternative Route: Cunderdin-Minnivale Road, turning onto Cunderdin-Wyalkatchem Road (41km)

FACILITY	CAPACITY	ADDRESS	CONTACT
Recreation Centre	350	27 Flint Street	Shire 9681 1166 CEO 0427 811 166

Shire of Bruce Rock: 108kms travelling the Great Eastern Highway, turning onto Bruce Rock-Doodlakine Road.

Alternative Route: Cunderdin-Quairading Road turning onto Bruce Rock-Quairading Road (125km)

FACILITY	CAPACITY	ADDRESS	CONTACT
Recreation Centre		59 Dunstall Street	Shire 9061 1377 CEO 0428 611 377

SPECIAL NEEDS GROUPS

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available [VULNERABLE PEOPLE CONTACT GROUPS](#) in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

EVACUATION OF ANIMALS

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

MAPS

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

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SECTION FIVE

WELFARE

LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

The Department of Communities has the role of managing welfare. The Shire of Cunderdin falls under the Northam district of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of Cunderdin and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator for the Shire of Cunderdin is the Team Leader from the Northam Department of Communities Office. Their contact details can be found in the Contacts and Resources section.

LOCAL WELFARE LIAISON OFFICER

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Cunderdin appointed Local Welfare Liaison officer is the Chief Executive Officer or Deputy Chief Executive Officer.

REGISTER.FIND.REUNITE

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

WELFARE CENTRES

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Emergency Coordinator, to request assistance with the Department of Communities. In the event Department of Communities assume control of one or more evacuation centres, the Shire of Cunderdin will have representation at each of the centres to provide support to the Department, including centres opened in neighbouring communities.

EVACUATION/WELFARE CENTRES

EVACUATION/WELFARE CENTRES	LOCATION
Cunderdin Recreation Centre	Intersection of Baxter Road and Lundy Ave, Cunderdin
Cunderdin Town Hall	63 Main Street, Cunderdin
Meckering Sporting Club	2 Points of Access - 25 Dempster Street, Meckering or, - Great Eastern Highway, Meckering

For a list of contacts in order to open these locations for Evacuation Centres, please refer to [EVACUATION / WELFARE CENTRE LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

Opening and Coordination of Welfare Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open a Welfare Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the

Department of Communities to assist with process, these can be found in the Emergency activation kits which are located at the Shire administration Centre and the Recreation Centre.

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

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

SHIRE EMERGENCY ACTIVATION KITS

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venues

- Shire of Cunderdin Administration Office
- Recreation Centre

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

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SECTION SIX

The Shire of Cunderdin RECOVERY PLAN

The Shire of Cunderdin

Recovery Plan

Recovery Coordinator: Mr Stuart Hobley
Cunderdin Shire Chief Executive Officer
0458 351 008

Deputy Recovery Coordinator: Ms Hayley Byrnes
Cunderdin Shire Deputy Chief Executive
Officer
0448 049 584

Endorsed at LEMC: 7th December 2021

Endorsed at Council: 16th December 2021
Resolution 9.9 OCM December 2021

1. INTRODUCTION

Recovery

The Shire of Cunderdin Local Recovery Plan has been prepared by the Shire of Cunderdin Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

This recovery plan forms part of the Shire of Cunderdin's Local Emergency Management Arrangements (LEMA).

Authority

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

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 Cunderdin;
- Establish a basis for the coordination of recovery activities at the local level;
- To 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 for the Shire of Cunderdin

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of Cunderdin. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

2. ROLES AND RESPONSIBILITIES

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

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

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

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;
- 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 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 LRCG;
- 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 LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- 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 recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. - [APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR](#)

Local Recovery Coordination Group (LRCG)

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

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process 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 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 social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure 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 by:
- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

Management Handbook 2 "Community Recovery" for details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

Controlling Agency Hazard Management Agency

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

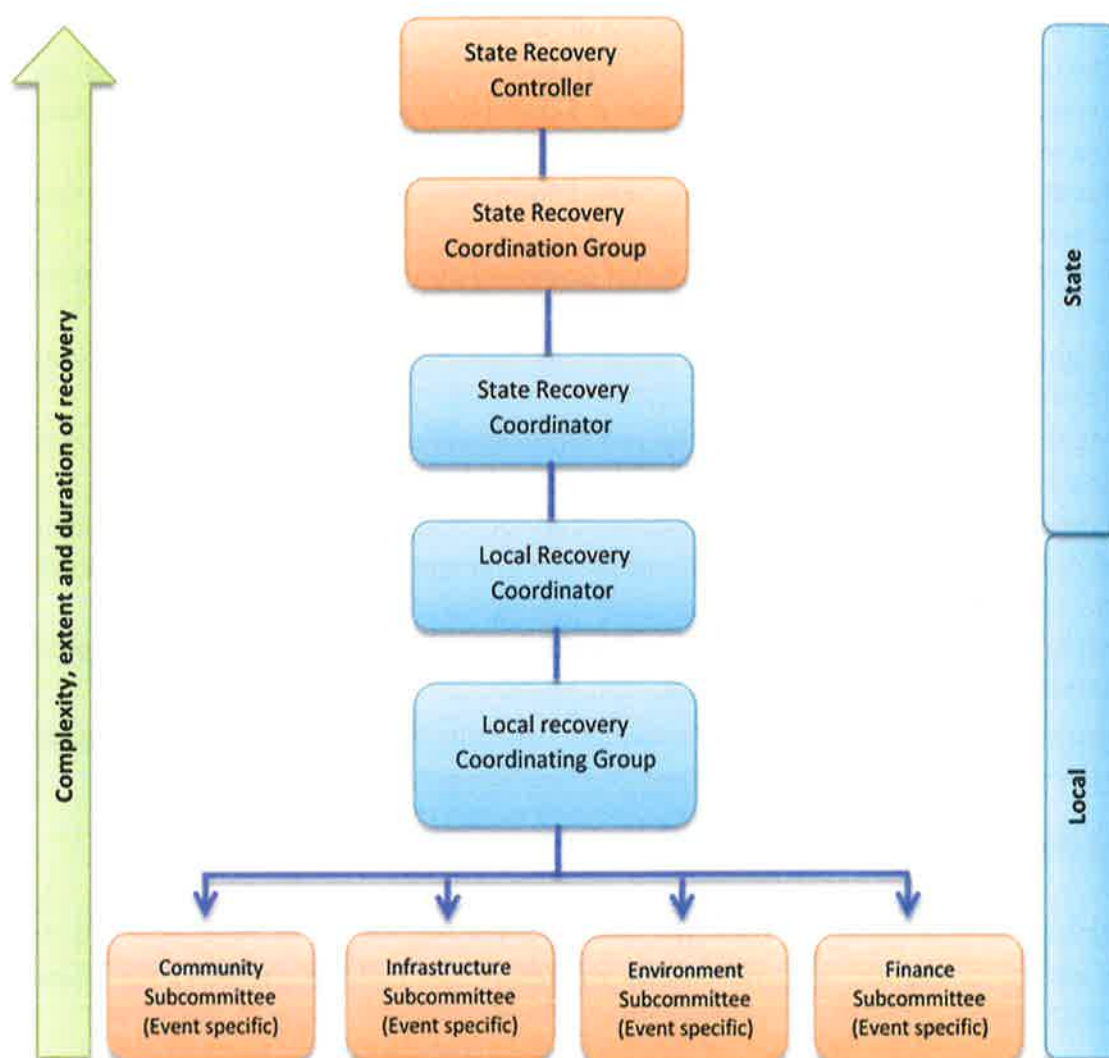
- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;

- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

Recovery Structure State and Local



3. COMMENCEMENT OF RECOVERY

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, it will;

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

Local Recovery Coordination Group:

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

(Function – recovery planning, activation of plan, support Local recovery coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff)

Position	Primary	Alternate
Chair	Cr Alison Harris	Cr Tony Smith
Local Recovery coordinator	Mr Stuart Hobley	
Deputy Recovery coordinator	Ms Hayley Byrnes	
Administrative support	Lauren Cole	Emma McMiles
Communications officer	Liezl De Beer	Ashlei Otway
Any other LG officers as required ie financial /officer/Manager of Works	Deputy CEO - Hayley Byrnes Works Manager – Craig Robertson	Technical Services Officer – Georgie Crane

Co-opted members:

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

Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corp, Main Roads, Western Power
Welfare agencies	DC, Red Cross, Salvation Army, Local Welfare Services
Financial services	Centre link, Development commissions, Insurance providers, Chamber of Commerce
Dept of Health	WACHS Cunderdin
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Parks and Wildlife	
WA Police	
St John Ambulance	Local Chair, Community Paramedic
Community Groups or representatives.	Rotary Club, Lions Club, CWA
CALD group representatives	
Non-Government Organisations	

Subcommittees:

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

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

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Please refer to [APPENDIX 6A: SUB COMMITTEES – OBJECTIVES](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

Priorities for Recovery:

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Cunderdin aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader context and recognising complexity is foundational.

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

Assessment and Operational Recovery Planning:

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Appendix 6 B: Operational Recovery Plan template](#)

4. RESOURCES

Recovery Resources:

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

The Shire of Cunderdin resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Cunderdin should an emergency occur.

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

Centre Name	Address	Capacity and available	Contacts.
Cunderdin Recreation Centre	Intersection of Baxter Road and Lundy Ave, Cunderdin	292	(08) 9635 2700
Cunderdin Town Hall	63 Main street, Cunderdin	356	(08) 9635 2700
Meckering Sporting Club	2 points of Access - 25 Dempster St - Great Eastern Highway	206	(08)

Financial Arrangements:

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

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

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

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

Financial Preparation:

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

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

Managing Donations:

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure 1– Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as

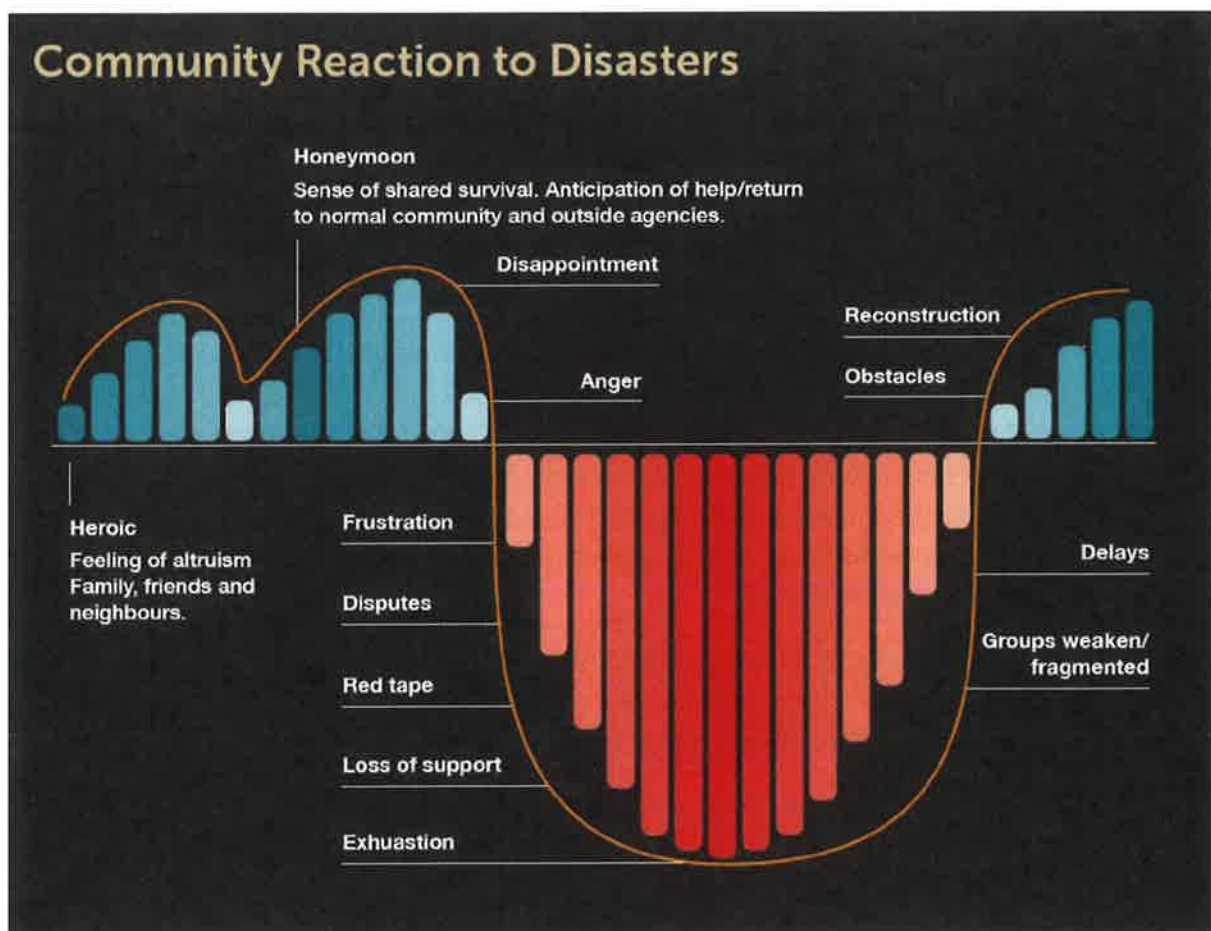
food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

5. COMMUNITY REACTIONS

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

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

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6. The National Principles for Disaster Recovery

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

Successful recovery relies on:

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

Understanding the context

Successful recovery is based on an understanding of the community context. Recovery should:

- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;
- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected

Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

Using community-led approaches - successful recovery is responsive and flexible, engaging communities and empowering them to move forward.

Ensuring co-ordination of all activities - successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs. Recovery should:

Employing effective communication - successful recovery is built on effective communication with affected communities and other stakeholders.

Acknowledging and building capacity - successful recovery recognizes, supports and builds on community, individual and organizational capacity.

The complete National Principles for Disaster recovery can be found at <https://knowledge.aider.org.au/resources/national-principles-disaster-recovery>

7. ACTIONS AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive, but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes

- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

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

Recovery Information Strategies

- Provide regular updates on –
- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest

- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

APPENDIX 6A: SUB COMMITTEES – OBJECTIVES

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing • 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	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> • Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Finance (or Economic) Subcommittee	<p>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.</p> <ul style="list-style-type: none"> • The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> ○ ensure the principles of equity, fairness, simplicity and transparency apply ○ ensure the procedures developed are straightforward and not onerous to individuals seeking assistance ○ recognise the extent of loss suffered by individuals ○ complement other forms of relief and assistance provided by government and the private sector;
	<ul style="list-style-type: none"> ○ recognise immediate, short, medium and longer term needs of affected individuals ○ 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. <p>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.</p>

Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the [Local Recovery Coordination Group](#) (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the [Local Recovery Plan](#) in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the [Impact Statement](#) prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG 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 concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and

- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

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

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#); State Recovery Cadre; [Disaster](#)

[Recovery Funding Arrangements Western Australia](#); environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
 - Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

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

(Timeframes are approximate only)

Task Description
Prior to Emergency
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan .
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.
Within 48 hours
Contact and alert key local contacts.
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.
Ensure Controlling Agency starts recovery activities during the response to that emergency.
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).

Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.

Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).

Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.

Within 1 week

Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).

Consult with Controlling Agency on completing the [Impact Statement](#) before the transfer of responsibility for management of recovery to the local government.

In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.

Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.

Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.

Contact the [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.

Understand eligible criteria and payment procedures of the [Lord Mayor's Distress Relief Fund](#), if activated. Payments are coordinated through the local government to affected individuals.

Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).

Determine the acquisition and appropriate use of resources necessary for effective recovery.

Consider establishing a call centre with prepared responses for frequently asked questions.

Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.

Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.

Ensure recovery activities are consistent with the [National Principles for Disaster Recovery](#).

Within 1 to 12 months (or longer-term recovery)

Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.

Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.

Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.

Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.

Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.

Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

Shire of Cunderdin

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: *(Refer Comprehensive Impact Assessment)*

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordination Group

Dated:

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SECTION SEVEN

COMMUNICATIONS

PLAN

INTRODUCTION

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the VULNERABLE PEOPLE CONTACT GROUPS within the Contacts and Resources section.

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

All Council (Local Government) medial contact must be directed to the Shire President or Chief Executive Officer.

COMMUNICATION POLICY

Management of communication in a crisis is critical. This section has been created to guide the Shire of Cunderdin in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of Cunderdin CEO and/or Shire President.

COMMUNICATION PRINCIPLES

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

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

STAKEHOLDER COMMUNICATION

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of XXXXX.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of Cunderdin's communications policy.

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

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

COMMUNICATING IN THE PREVENTION STAGE:

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

The Shire of Cunderdin employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order distributed to the public every year, requiring firebreaks to be installed and properties to be clear of fire-hazardous materials by 1st October and maintained until 31st March.

COMMUNICATING IN THE PREPAREDNESS STAGE:

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

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

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

PUBLIC WARNING SYSTEMS

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

Local Systems

- Shire of Cunderdin – SMS notification system – List of predominately farmers
- Notice Boards
 - Shire Notice Board
 - CRC Notice Board
 - Cunderdin Post Office
 - Temporary notice boards may be erected in easy-to-access locations during emergencies.
 - Information would also be public displayed at any evacuation centres that were opened as a result of the emergency.
- Shire of Cunderdin Facebook
- Shire Website

State Systems

During a major emergency you can also find information on;

- DFES's recorded information line
- Emergency broadcast on your local Radio Station frequency
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):
SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au
www.emergency.wa.gov.au

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

Local Radio

ABC Radio – 730

Contact: harvestbans@abc.net.au Telephone: 08 9220 2700

Triple M Northam – 864

Contact: wa@triplem.com.au Telephone: 08 9622 2777

State Alert

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

- Recorded voice – Landline and mobile, and/or
- Text – mobile telephone, email and RRS feed.

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

COMMUNICATING IN THE RESPONSE STAGE:

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

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

COMMUNICATING IN THE RECOVERY STAGE:

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

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

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

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

Status Update

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

Talking Points

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

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

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. The Shire is committed to regular use; monitoring and reliable updating.

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

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

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

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

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed and the time of the conference chosen to suit relevant media deadline

Community Newsletter

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

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

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

A copy of a basic communications plan template can be found at *Appendix 7A*

Managing the Media

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

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts
- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

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

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

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

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

General Enquiries

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

- No employee or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

APPENDIX 7A RECOVERY COMMUNICATIONS PLAN TEMPLATE

SHIRE OF Cunderdin

RECOVERY COMMUNICATION PLAN

Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

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

Target Audience	
Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

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

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness?

How often will they be monitored and evaluated?

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

How much money has been allocated to be spend on each communication method?

Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

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

By Whom	
Date	
Major Changes	

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SECTION EIGHT

CONTACTS AND RESOURCES REGISTER

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

Administration Office and Depot

Shire of Cunderdin	
Administration Building	Depot
Lundy Ave, Cunderdin WA 6407	Centenary Place, Cunderdin WA 6407
PO Box 100 Cunderdin WA 6407	PO Box 100 Cunderdin WA 6407
Ph: 08 9635 2700	Ph: 08 9635 1381
Email: admin@cunderdin.wa.gov.au	Radio Channels Two Way:
Website: www.cunderdin.wa.gov.au	

Shire Councillors

Role	Name	Phone
Shire President	Alison Harris	0427 362 030
Deputy Shire President	Tony Smith	0487 316 448
Councillor	Norm Jenzen	0429 183 839
Councillor	Todd Harris	0417 985 793
Councillor	Sam Stewart	0428 933 016
Councillor	Bernie Daly	0488 079 334
Councillor	Natalie Snooke	0427 260 170
Councillor	Vacant Position	

LEMC MEMBERSHIP

Organisation	Officer
Shire of Cunderdin - President	Cr Alison Harris
Shire of Cunderdin - Councillor	Cr Sam Stewart
Shire of Cunderdin - Chief Executive Officer	Mr Stuart Hobley
Shire of Cunderdin - Deputy Chief Executive Officer	Ms Hayley Byrnes
Western Australian Police - OIC	Sgt Ray Hillier
Shire of Cunderdin - Chief Bush Fire Control Officer	Mr Ash Burges
Shire of Cunderdin - Community Emergency Services Manager	Mr Simon Bell
St John Ambulance - Community Paramedic	Mr Drew Richardson
St John Ambulance Cunderdin Sub-Centre – Representative	Mr Phil Robinson

Cunderdin District High School - Principal	Mr Johnathon Arnott
Meckering Primary School - Principal	Ms Caroline Whitelock
Western Australia College of Agriculture Cunderdin - Principal	Mr Matthew Dowell
WACHS Cunderdin - Health Services Manager	Mr Christopher Johnston
Department of Communities - District Emergency Services Officer	Ms Joanne Spadaccini
Volunteer Fire and Rescue Service Cunderdin - Captain	Mr Brandon Skinner
Department of Fire and Emergency Services - District Officer Northam	Mr Darrel Krammer
Department of Fire and Emergency Services - District Emergency Management Advisor	Ms Yvette Grigg

Shire Staff

Role	Name	B/H Phone	A/H Phone	2Wa
Chief Executive Officer	Stuart Hobley	9635 2700	0458 351 008	
Manager of Works and Services	Craig Robertson	9635 1381	0409 686 938	
Deputy Chief Executive Officer	Hayley Byrnes	9635 2700	0448 049 584	
Finance Officer	Ashlei Otway	9635 2700		
Governance and Administration Officer	Lauren Cole	9635 2700		
Technical Services Officer	Georgie Crane	9635 1381		
Administration and records Officer	Emma McMiles	9635 2700		
Community Development Officer	Liezl De Beer	9635 2700		
Town Planning Officer		9635 2700		
Environmental Health Officer	Tim Jurmann	9635 2700		
Building Officer	Tim Jurmann	9635 2700		
Ranger	Mathew Sharpe	0459 678 154	0459 678 154	

Community Emergency Services Manager	Simon Bell	0448 008 653	0448 008 653	
Museum Manager	Michelle Samson	9635 1291		
Works Leading Hand	Rob Bell	9635 1381		

Shire Contractors

Role	Name	B/H Phone	A/H Phone

LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS

Agency	Position	Name	Phone
Shire of Cunderdin	Chief Executive Officer	Mr Stuart Hobley	0458 351 008
Shire of Cunderdin	Deputy Chief Executive Officer	Ms Hayley Byrnes	0448 049 584
Shire of Cunderdin	Executive Officer/CESM	Mr Simon Bell	0448 008 653
Shire of Cunderdin	Shire President (LEMC Chair)	Cr Alison Harris	0427 362 030
Shire of Cunderdin	Manager of Works and Services	Mr Craig Robertson	0409 686 938
WAPOL	Sergeant – Cunderdin	Sgt Ray Hillier	0436 851 057
Community Home Service Provider			
Dept. of Communities	District Emergency Services Officer	Ms Joanne Spadaccini	0429 102 614
Western Power	Representative		13 10 87
St John Ambulance	Community Paramedic	Mr Drew Richardson	0437 524 088
St John Ambulance	Local sub-centre Chair	Mr Phil Robinson	0418 910 727
DFES	District Officer	Mr Darrel Krammer	
DFES	District EM Advisor	Ms Yvette Grigg	

Bushfire Brigades	Chief Bushfire Control Officer	Mr Ashley Burges	0428 251 236
Volunteer Fire and Rescue	Captain	Mr Brandon Skinner	0400 630 270
Water Corporation	Civil Team Leader		
Cunderdin Health Service	Health Services Manager	Mr Christopher Johnston	9635 2222
Western Australia College of Agriculture	Principal	Mr Matthew Dowell	9635 2100
Cunderdin District High School	Principal	Mr Johnathon Arnott	9635 3300
Meckering Primary School	Principal	Ms Caroline Whitelock	9623 3400
WALGA Road wise	Road Safety Advisor		
DBCA (Parks and wildlife)	District Fire Coordinator (Wheatbelt)	Mr Graeme Keals	

SHIRE PLANT AND EQUIPMENT

No	Description	Contact	Alt Contact
1	2014 Fast Fill Standpipe Trailer		
1	Iseki Outfront Mower SF 330		
1	Trailer Boxtop		
1	8x5 Blue Tipping Trailer		
1	Tandem Axle Tag Float Trailer		
1	Ford Ranger Ute – Tip Tray		
1	2008 John Deere 670D Motor Grader		
1	Volvo BL71 Backhoe Loader		

1	2009 Nissan Navara Ute		
1	2010 UD Nissan Truck Side/End Tipper Water Cart		
1	2010 HAMM Vibratory Road Roller		
1	2013 Apolo Lighting Tower		
1	2013 Bomag BW25RH Rubber Tyre Roller		
1	2020 ASV RT-75HD Posi – Tack Loader		
1	2014 John Deere Tractor 5101E		
1	2016 Mitsubishi FV51 Tiptruck		
1	2016 Mitsubishi 3.5T Patching truck		
1	Iseki Ride on Mower SF-370		
1	Kubota Baroness LM2700 Mower		
1	2018 Caterpillar Grader		
1	2019 2- AXLE Trailer/Semi Trailer and Dolly		
1	2019 Isuzu TTop service Truck		
1	Mack truck		
1	2020 Caterpillar 950 Loader		
1	2011 Toyota Coaster School Bus		

LOCAL RESOURCES – PLANT AND EQUIPMENT

[illegible]

LOCAL RESOURCES – SERVICES AND SUPPLIES

Trades and Services

Service – Name	Contact	Location	Hours
Agricultural supplies & Agricultural Technicians – Baxter's Rural Centre	9635 1003	Cunderdin	8am – 5pm Mon-Fri Closed – Saturday and Sunday
Agricultural supplies & Agricultural Technicians – Hutton & Northy Sales	9635 1144	Cunderdin	8am – 5pm Mon-Sat Closed – Sunday
Agricultural Supplies – Elders Cunderdin	9635 2400	Cunderdin	
Gas bottle supply – Cunderdin Rural Traders	9635 1304	Cunderdin	8am – 5pm Mon-Fri 8am – 12pm Saturday and Sunday
Handyman – Greg Priestman	0438 351 371	Cunderdin	
Earthworks – Earthstyle	0429 188 818	Cunderdin	8am – 5pm Mon-Fri 8am – 4pm Saturday Closed – Sunday
Hardware – Cunderdin Rural Traders	9635 1304	Cunderdin	8am – 5pm Mon-Fri 8am – 12pm Saturday and Sunday
Plumber – Wheatbelt Plumbing and Gas	0429 611 650	Kellerberrin	
Plumber – Damian Plumbing and Gas	0418 959 039		
Sign Writer – Trevor Thompson	9635 1070 0407 386 456		
Transport/Bus Hire – Darmody Bus Service	0409 550 733	Cunderdin	
Pharmaceutical Supplies – Cunderdin Pharmacy	9635 1497	Main Street, Cunderdin	9 am – 5.30pm Mon – Fri 9 am – 12.30 pm Saturday Closed – Sunday

Electrical – AMJ Electrical Works	9635 1322 0487 614 23 0438 589 802			
Electrical – George Argent				
Animal Feed – WA Consolidated Grain Products	9635 1522	Cunderdin	8:30am – 5pm Mon- Fri Closed – Saturday and Sunday	
Tyre Service – Combined Tyres	9635 1066	Cunderdin	7am – 5pm Mon- Fri Closed – Saturday and Sunday	

Accommodation

Service – Name	Contact	Location	Hours
Ettamogah Pub	9635 1777	75 Main Street, Cunderdin	11:00am – 11:00pm Monday to Friday 11:00am – 12:00am (midnight) Saturday 11:00am – 10:00pm Sunday
Cunderdin Caravan Park	9635 1258	Lot 74 Olympic Ave, Cunderdin	Business Hours

Catering and Meals

Service – Name	Contact	Location	Hours
Ettamogah Pub	9635 1777	75 Main Street, Cunderdin	11:00am – 11:00pm Monday to Friday 11:00am – 12:00am (midnight) Saturday 11:00am – 10:00pm Sunday
BP Roadhouse	9635 1151	Lot 6 Great Eastern Highway, Cunderdin	6:00am – 9:00pm Monday to Friday 7:00am – 9:00pm Weekends
Cunderdin IGA	9635 1304	69/72 Main Street Cunderdin	8:00am – 5:30pm Monday to Thursday 8:00am – 7:00pm Friday 8:00am – 12:00pm (midday) Weekends

INCIDENT SUPPORT GROUP MEETING LOCATIONS AND CONTACTS:

Location	Address	Contact
Cunderdin Shire Office	Lundy Ave, Cunderdin	(08) 9635 2700
Cunderdin Community Resource Centre	Main St Cunderdin	(08) 9635 1787

EVACUATION / WELFARE CENTRE LOCATIONS AND CONTACTS:

Location	Address	Contact
Cunderdin Recreation Centre	Intersection of Baxter Road and Lundy Ave, Cunderdin	
Cunderdin Town Hall	63 Main Street, Cunderdin	(08) 9635 2700
Meckering Sporting Club	2 points of Access - 25 Dempster St, Meckering - Great Eastern Highway,	

SPECIAL ARRANGEMENTS/MOVS

[illegible]

EMERGENCY SERVICES

IN AN EMERGENCY SITUATION, PLEASE ALWAYS CALL 000.

WESTERN AUSTRALIAN POLICE FORCE

Lundy Street, Cunderdin WA 6407

Sgt Ray Hillier, OIC of the Cunderdin Police Station, is the Local Emergency Coordinator

Name	Position	Phone
Ray Hillier	Sergeant	0436 851 057
	Constable	

CUNDERDIN VOLUNTEER FIRE AND RESCUE SERVICE

Corner of Lundy Ave and Memorial Drive, Cunderdin WA 6407

Position	Name	Contact
Captain	Brandon Skinner	0400 630 270
Lieutenant	Steve Skinner	0429 409 162
Secretary	Julie Skinner	0407 991 381

Resource	Registration	Location	Selfcall
3.4 Urban		Corner of Lundy Ave and Memorial Drive	
Light Tanker & Rescue Trailer		Corner of Lundy Ave and Memorial Drive	

ST JOHN AMBULANCE CUNDERDIN AND DISTRICTS

Corner of Lundy Ave and Memorial Drive, Cunderdin WA 6407

PO Box 100, Cunderdin WA 6407

Fax: 08 9681 1581

Position	Name	Contact
Local Chair	Phil Robinson	0418 910 727
Community Paramedic	Drew Richardson	0437 524 088
Resource	Location	
Ambulance	Corner of Lundy Ave and Memorial Drive	
Ambulance	Corner of Lundy Ave and Memorial Drive	
Mass Casualty Kit	Corner of Lundy Ave and Memorial Drive	

FIRE CONTROL OFFICERS AND BUSH FIRE BRIGADES

FIRE CONTROL OFFICERS

Position	Name	Contact	Location
CBFCO	Ash Burges	0428 251 236	Meckering
FCO	Todd Harris	0417 985 793	
FCO	Norm Jenzen	0429 183 839	
FCO	Jeff Snooke	0407 251 379	
FCO	Mervyn Burges	0427 881 778	North Meckering
FCO	Digby Wilmott	0429 362 060	Ygnattering
FCO	Stuart Mussared	0439 351 500	
FCO	Doug Kelly	0427 251 305	
DCBFCO	David Beard	0428 362 065	Cunderdin
FCO	David Fisher	0439 844 680	Meckering

FCO / CESM	Simon Bell	0448 008 653	Quairading
FCO / CEO	Stuart Hobley	0458 351 008	Cunderdin
FCO / DCEO	Hayley Byrnes	0448 049 584	Cunderdin

CUNDERDIN BUSH FIRE BRIGADE

UHF: 5

Position	Name	Contact	Resource	Registration	Location	Selcall
Captain	Adam Whisson	0418 950 956	3.4 Urban		Centenary Place, Cunderdin 6407	
Secretary						
Nearest FCO	Ash Teakle	0428 362 021				
CESM	Simon Bell	0448 008 653				

MECKERING BUSH FIRE BRIGADE

UHF: 5

Position	Name	Contact
Captain	Ash Burges	0428 251 236
Secretary	Darren Morrell	
Nearest FCO	Ash Burges	As Above
CESM	Simon Bell	0448 008 653

Resource	Registration	Location	Selcall
4.4 Broadacre		3 Solomon St, Meckering 6405	

YGNATTERING BUSH FIRE BRIGADE

UHF: 5

Position	Name	Contact
Captain	Digby Wilmott	0429 362 060
Secretary		
Nearest FCO	Digby Wilmott	As Above
CESM	Simon Bell	0448 008 653

Resource	Registration	Location	Selcall
2.4 Rural		Intersection of Cunderdin-Wyalkatchem Rd and Ygnattering Rd 6407	

SUPPORT ORGANISATIONS

State Government Departments

Service – Name	Relationship	Name and Position	Contact
Department of Biodiversity, Conservation and Attractions (Parks and Wildlife)	Reserve Management	Greg Durrell Regional Manager	08 9881 9200 (diverts after hours)
Department of Biodiversity, Conservation and Attractions (Parks and Wildlife)	Reserve Management	Graeme Keals District Fire Coordinator	08 9881 9200 (diverts after hours)
Department of Communities	Welfare support	Jo Spadaccini District Emergency Services Advisor	08 9041 6900 0429 102 614
Department of Communities	Welfare support	After hours emergency line	1800 199 008
Department of Fire and Emergency Services	Emergency services support	Darrel Krammer District Officer	08 9690 2300 0437 482 575
Department of Fire and Emergency Services	Emergency services support	Yvette Grigg District Emergency Management Advisor	08 9690 2313 0488 907 187
Main Roads WA (Northam)	Main Roads Management	Craig Manton Regional Manager	08 9622 4756 0428 942 627
Main Roads WA	Main Roads	24 Hour line	13 81 38
State Emergency Service	Emergency Service Provision	N/A	132 500

Utilities and Services

Service – Name	Relationship	Name and Position	Contact
Arc Infrastructure	Railway Management	Clinton Lobb Regional Lead (Central)	0428 947 209
Telstra	Telecommunications	Fault Line	13 22 03
Water Corporation	Water supply	Glen Metcalfe Team Leader Wyalkatchem	08 9692 1180 0427 088 952
Water Corporation	Water supply	Larry Bayley Operations	08 9690 1853 0428 955 923
Water Corporation	Water supply	Fault line	13 13 75
Western Power	Power supply	Paul Casey Team Leader Northam	08 9622 6204 0417 937 468
Western Power	Power supply	General Enquiries Emergencies/Outages	13 10 87 13 13 51
Wheatbelt Ag Care	Counselling service	Di Morgan Counsello	08 9046 5091 0488 964 255

Other Local Governments

The Shire of Cunderdin does not currently have any resource sharing agreements in place with neighbouring Local Governments.

Local Government	Relationship	Name	Position	Office	Mobile contact

VULNERABLE PEOPLE CONTACT GROUPS

Business/Group	Location	Capacity	Contact Name	Contact Number
Cunderdin Mens Shed	Howard Blyth Workshop Cunderdin Museum		Bernie Daly	0448 079 334
Meckering Mens Shed	13 Gabbedy Place, Meckering		Dave Foord	9625 1119
Cunderdin Day Care	56 Lundy Ave, Cunderdin			9635 1337
Cottage Homes				
Sandalwood Village	Lundy Ave, Cunderdin			
Cunderdin District High school	Cubbine Street, Cunderdin		Jan Harrington	9635 1051
Cunderdin Agricultural College	267 Baxter Rd, Cunderdin		Matt Dowell	9635 2100
Meckering Primary School	14 Knight Street, Meckering		Caroline Whitelock	9625 1292
Woodthorpe	33 Bedford Street, Cunderdin			9635 1800

ANIMAL WELFARE

ANIMAL WELFARE FACILITIES

Facility	Capacity	Address	Contact

SNAKE HANDLERS:

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

VETERINARIAN:

Name	Phone	Location
Moore's mobile veterinary services	0417 652 655	Cunderdin – Mobile Service

