



# STATE EMERGENCY MANAGEMENT

A Strategic Framework for  
Emergency Management in  
Western Australia.

Legislation

Policy

Plan

Procedure

**GUIDELINES**

Glossary

Responsible Agency

Department of Fire and Emergency Services

**APPROVED BY SEMC**

Resolution Number: 41/2019

Version number: v02.01

Date of Approval: 10 May 2019

Date document came into effect: 24 May 2019

Review Date: May 2021

## Local Recovery Guidelines

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## AMENDMENT TABLE

AMENDMENT		DETAILS	AMENDED BY: (INITIALS)
NO.	DATE		
1	Dec 2014	Initial issue	SEMC
2	May 2016	Statement of fact amendments	SEMC Secretariat
3	December 2016	Amendments approved by SEMC (Resolution Number 60/2016) as per <a href="#">amendments table v1.1</a>	Office of Emergency Management
4	August 2017	Amendments approved by SEMC (Resolution Number 29/2017) as per <a href="#">amendments table v1.2</a>	Office of Emergency Management
5	December 2017	Amendments approved by SEMC (Resolution Number 58/2017) as per <a href="#">amendments table v01.03</a>	Office of Emergency Management
6	May 2018	Amendments approved by SEMC (Resolution Number 22/2018) as per <a href="#">amendments table v01.04</a>	Office of Emergency Management
7	December 2018	Amendments approved by SEMC (Resolution Number 90/2018) as per <a href="#">amendments table v02.00</a>	SEMC Business Unit
8	May 2019	Amendments approved by SEMC (Resolution Number 41/2019) as per <a href="#">amendments table v02.01</a>	SEMC Business Unit

A copy of this document is available on the State Emergency Management Committee website [www.sem.wa.gov.au](http://www.sem.wa.gov.au)

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# 1 Introduction

## HOW TO USE THE GUIDELINES

Part 1 – Introduction to Recovery provides:

- the definition of recovery; and
- an overview of the principles, objectives and environment effects of recovery.

Part 2 – Preparedness and Planning provides an overview of measures to prepare for recovery including how to develop a Recovery Plan.

Part 3 – Managing Recovery provides an overview of how to manage recovery once it has commenced.

This document is to be read in conjunction with the following documents:

- *Emergency Management Act 2005* (EM Act);
- *Emergency Management Regulations 2006* (EM Regulations)
- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- State Hazard Plans (Westplans);
- State Support Plans
- State Emergency Management Procedures (State EM Procedures);
- relevant State Emergency Management Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary).

It should be noted that the State EM Procedures are divided into Prevention, Preparedness, Response and Recovery sections, with individual procedures referred to as 'State EM Prevention Procedure', 'State EM Preparedness Procedure', 'State EM Response Procedure' and 'State EM Recovery Procedure', as applicable.

To help us to continually update and improve these Guidelines your feedback and comments are welcomed and can be directed to

[semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au)

## WHAT IS RECOVERY?

Recovery is the coordinated process of supporting "emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing" (EM Act).

Local governments are to ensure the preparation and maintenance of local recovery arrangements. This includes the identification of a Local Recovery Coordinator and inclusion of a Recovery Plan within the Local Emergency Management Arrangements as detailed in State EM Policy Sections 2.5 and 6.3 and State EM Plan Sections 6.3 – 6.6. The supporting Local Recovery Plan addresses the restoration of emotional, social, economic and physical wellbeing of a community, the reconstruction of infrastructure and the provision of support services following an emergency.

This Guideline has been developed to assist local governments and communities prepare a local recovery plan that:

- empowers the community;
- is a dynamic working document; and
- reflects the individuality of the community.

Under section 36(b) of the EM Act, it is a function of local government to manage recovery following an emergency affecting the community in its district.

The extent of recovery activity will, however, depend on the nature and magnitude of the emergency. In some circumstances, it may be necessary for the State Government to assume responsibility for coordinating the recovery process at a whole-of-government level.

This higher-level coordination operates only to ensure that the affected community has equitable and appropriate access to available resources. The management of recovery must still be determined at the local government level.

## RECOVERY PRINCIPLES

Recovery forms the fourth element of the PPRR (Prevention, Preparedness, Response, Recovery) approach to emergency management which is applied in Western Australia. A community's ability to cope with the impact of emergencies depends mainly on whether it, along with the Hazard Management Agencies (HMAs), has prepared plans, arrangements and programs for each of the four components.

The State's recovery activities are underpinned by the [National Principles for Disaster Recovery](#):

**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.

**Using COMMUNITY-LED approaches:** Successful recovery is community -centered, 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 needs.

**COMMUNICATE effectively:** Successful recovery is built on effective communication between the affected community and other partners.

**Recognise CAPACITY:** Successful recovery recognises, supports and builds on individual, community and organisational capacity and resilience.

### OBJECTIVES OF RECOVERY

The objectives of recovery activities, as outlined in State EM Plan section 6 are:

- To assist recovery at a personal, community, economic and environmental level;
- To ensure that recovery activities are community-led;
- To ensure that available government and non-government support to affected communities is targeted;
- To assist communities to rebuild in a way that enhances social, economic and environmental values where possible;
- To improve resilience of the relevant communities; and
- To ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes.

### UNDERSTANDING THE EFFECTS OF DISASTERS AND EMERGENCIES

Emergencies and disasters have impacts on the social, built, economic and natural environments of a community. It is important that each of these effects is understood and addressed in the local recovery planning.

#### Social environment effects

The social environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing. Emergencies and disasters can cause major societal and personal upheavals, and reactions within a community may be diverse. Common feelings experienced may include shock, fear, anger, helplessness, sadness, guilt and shame. These feelings will affect individual and community behaviour. Effects may be immediate or long term. Plans should include psychological support strategies.

#### Built environment effects

Damage to infrastructure such as communication systems, transport systems, energy supplies, water and sewerage systems, food distribution, health facilities, education facilities and buildings may cause serious disruption to a community and significantly affect their ability to function normally. Damage to these services will also significantly impact the delivery of recovery services. Plans should include strategies for working with service providers and re-establishing vital infrastructure.

#### Economic environment effects

The primary economic effects of emergencies and disasters are physical damage to infrastructure and stock and loss of income through reduced trading. The consequences of reduced trading or production can include bankruptcy, forced sale, business closure, loss of experienced workers, a depleted customer base and reduced population. These consequences may be exacerbated by a reduction of disposal income within the community.

### Natural environment effects

The natural environment considers the impact that an event may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and animal damage/loss; and national parks, and cultural and heritage sites.

More information on the social, built, economic and natural environment effects of disasters and emergencies can be obtained from the [Australian Emergency Management Handbook 2 Community Recovery](#).

### Community-led Recovery<sup>1</sup>

In the immediate phases of relief and early recovery, recovery agencies can make proactive decisions about supporting anticipated community needs. These decisions are based on knowledge and experiences from previous disasters, coupled with a sound understanding about the consequences of the disaster upon the community and its capacity to meet its own needs.

As individuals, groups and the community recommence engaging, communicating and becoming more aware of the emerging consequences of the disaster, they are able to collectively plan for their recovery needs. Recovery agencies should facilitate and support individuals, groups and communities to identify, prioritise and implement their own recovery process. This involves working with and engaging communities on issues of local concern, and developing localised community recovery plans and projects.

Recovery planning built upon community development fundamentally aims to support self-help and strengthen the resources, capacity and resilience already present within individuals and communities.

Best practice community engagement is underpinned by a set of principles, including:

**Inclusiveness:** the involvement of people potentially affected by, or interested in, projects or activities, including individuals and groups from culturally diverse backgrounds: engagement should be undertaken in ways that encourage people to participate and that seek to connect with those who are hardest to reach;

**Commitment:** engagement should be genuine and aimed at identifying, understanding and engaging relevant communities, and should be undertaken as early as possible;

**Building relationships and mutual respect:** development of trust through personal contact and keeping promises is a priority: effective relationships between government and non-government sectors, industry and community should be maintained by using a variety of communication channels, by acknowledging and respecting community capacity, values and interests, and by exploring these areas to find common ground;

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<sup>1</sup> Information in these Guidelines on community-led recovery and effective communication in recovery is from the Australian Emergency Management Handbook 2 Community Recovery. For additional recovery resources refer to [Appendix One](#).



**Integrity:** genuine community engagement is a means through which the integrity of government and the democratic processes of government are maintained;

**Transparency and accountability:** engagement should be undertaken in a transparent and flexible manner so that communities understand what they can influence and to what degree; and

**Feedback and evaluation:** engagement processes should inform participants of how their input contributed to decision making.

Recovery managers need to be clear when engaging with communities about the ability of the community to have input (for example, whether community input will be considered and policy programs adjusted accordingly, or whether the community engagement process is only about informing the community of the practice to be adopted). Trust can be eroded if the community engagement methods used are inappropriate, or promise a level of involvement or decision making that is not delivered.

Early assessment should be made of any need for, and likely benefit of, additional community development resources, which may be required when:

- the emergency has a demonstrated impact upon social infrastructure and networks and economic systems;
- an affected area is experiencing or is likely to experience socioeconomic disadvantage as a result of the emergency; and/or
- the emergency has created a high degree of stress/distress within the community that will impact upon its health, wellbeing and socioeconomic recovery.

# 2 Preparedness

### **NOMINATE A LOCAL RECOVERY COORDINATOR**

Local governments are required to include the nomination of a Local Recovery Coordinator in their local emergency management arrangements. There should be more than one person appointed and trained to undertake the role in case the primary appointee is unavailable when the emergency occurs.

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements, in conjunction with the local government including:

- Preparation, maintenance and testing of the Local Recovery Plan; and
- Coordination of the promotion of community awareness of the recovery arrangements.

A suggested role and functions for the Local Recovery Coordinator is attached in [Appendix Two](#).

### **CONSIDER MEMBERSHIP OF A LOCAL RECOVERY COORDINATION GROUP**

It is prudent to consider the potential membership of a Local Recovery Coordination Group prior to events occurring.

A Local Recovery Coordination Group is the strategic decision-making body for recovery. Local Recovery Coordination Groups provide visible and strong leadership and have a key role in restoring confidence to the community through assessing the consequences of the emergency and coordinating activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

A Local Recovery Coordination Group might comprise of:

- The Local Recovery Coordinator;
- Key local government staff and elected members;
- Local representatives of participating agencies (government, non-government and private sector) who have the ability to provide specific services, for example local government, Western Australia Police Force (WA Police Force), Department of Communities, Essential Services (Water Corporation, Western Power/Horizon Power, Alinta Gas, Telstra), and Main Roads WA, and Department of Health (WA Health); and
- Members of the community, community groups or leaders from local community groups/associations/committees.

A suggested role and functions for the Local Recovery Coordination Group is attached in [Appendix Three](#).

Details of potential roles and responsibilities of organisations that may be participants in the recovery phase of an emergency are attached in [Appendix Four](#).

## DEVELOPING A LOCAL RECOVERY PLAN

A Local Recovery Plan should be practical and easy to use and must be easily accessible by community members and emergency managers. The Plan is a part of the Local Emergency Management Arrangements, and the Local Emergency Management Committee (LEMC) should be engaged in its development.

The format and contents of individual recovery plans will vary according to the characteristics of the community for which it is being prepared. **The following information should be used as a guide to assist local governments to prepare their own, area specific Local Recovery Plan.**

### What are Local Recovery Plans?

Western Australia is a diverse state that presents a variety of hazards and risks that differ from one local government area to another. Events that cause disruption and damage to communities may occur at any time and without warning. Individuals and communities can be affected in ways which interfere with their normal functioning and their physical environment.

Recovery is the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

A Recovery Plan is developed to clearly identify recovery arrangements and operational considerations. It identifies any agreements that have been made between local governments and/or emergency management agencies and refers to other appropriate documents where necessary.

The process of recovery planning enables a community to anticipate potential problems and identify possible solutions. While not every situation can be anticipated, appropriate arrangements for a range of scenarios can be developed. This will enable a community to react faster and more effectively, especially during the critical hours following an emergency. Knowing information such as responsibilities, coordination centre locations, tasks and available resources can significantly speed a community's recovery.

### Who prepares a Local Recovery Plan?

HMAAs have comprehensive plans for responding to an emergency and will assist in the commencement of the recovery process (for the specific hazards that are their responsibility). However, it is a function of the local government to *"manage recovery following an emergency affecting the community in its district"* (s. 36 EM Act).

The local government must prepare a Local Recovery Plan and nominate a Local Recovery Coordinator (s. 41(4) EM Act). The Local Recovery Coordinator, in conjunction with the local government, will have responsibility for developing the Local Recovery Plan for endorsement by the Council of the Local Government.

### Community engagement in recovery planning

Community involvement in the development of the Local Recovery Plan will provide greater idea generation, and ensure that the Plan addresses the needs, issues and concerns of the community. It may also improve community confidence in recovery and generate a sense of ownership for the Plan within the community. Community participation in the process is also an effective tool in increasing recovery awareness.

The type of communication required is largely dependent on the demography of the local community and the time and resources available. Consideration should be given to preparing a communications strategy. The following table outlines steps for planning and implementing a community engagement strategy.

### Planning and Implementing a Community Engagement Strategy

Step	Information
1. Establish target audience	<p>Consider the demographics of the area and investigate what groups or networks exist. Consider targeting:</p> <ul style="list-style-type: none"> <li>• Agency networks;</li> <li>• The general public;</li> <li>• Community groups e.g. environmental groups, farming groups, community action groups, church groups, sporting clubs, service clubs, Aboriginal groups, schools, chambers of commerce and industry;</li> <li>• LEMC;</li> <li>• Local government networks;</li> <li>• Brigades and volunteer groups; and</li> <li>• Neighbouring LEMCs.</li> </ul>
2. Determine matters to be communicated	<p>Determine what information you need from the community. This may include:</p> <ul style="list-style-type: none"> <li>• Historical emergency events – how has recovery been managed in the past? What could be improved; and</li> <li>• General feedback on the draft Local Recovery Plan.</li> </ul> <p>Determine what information you are going to provide the community.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Emergency management awareness;</li> <li>• Recovery awareness; and</li> <li>• Recovery coordination centre locations.</li> </ul>

Step	Information
3. Determine methods of communication	<p>Considering the target audience, determine the most appropriate methods of communication. Different communication methods using different medium may be required to address various audiences. Consider the following methods:</p> <ul style="list-style-type: none"> <li>• Circulars (distributes information within agency networks);</li> <li>• Community meetings;</li> <li>• Community Kiosks (an informal workshop with displays encouraging small group discussion);</li> <li>• Community displays (exhibiting the draft Plan in public areas);</li> <li>• Pre-planned meetings (presenting information at existing community group meetings e.g. Rotary);</li> <li>• Panels and focus group (establish a group to represent a cross section of the community);</li> <li>• Media (utilising local newspapers, radio stations, posters or pamphlets to distribute information and request feedback);</li> <li>• Internet/Intranet (utilising local websites to distribute information and request feedback); and</li> <li>• Email (establish an email address for public enquiries and comments).</li> </ul>
4. Develop an implementation plan	Record the target audience, matters to be communicated and methods of communication to be used in an implementation plan.

Following the development of the Local Recovery Plan, consider securing local media coverage of the approval phase and use that opportunity as an additional method to build public support for the process.

For more information on community participation, refer to the Department of Fire and Emergency Services (DFES) 'A simple guide for engaging the community in emergency management' on the DFES website [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

### How much consultation is required?

The amount of community participation required will be dependent on the number of essential matters to be communicated, both from and to the community (Step 2 above). The extent of consultation will also be based on the diversity and size of the local community and the time and resources available.

## REVIEW

Local emergency management arrangements (including the Local Recovery Plan) are to be reviewed in accordance with State EM Policy Statements 2.5.2 and 6.3.2 and State EM Preparedness Procedure 8, and amended and replaced whenever the local government considers it appropriate (s. 42 EM Act).

According to State EM Policy Statements 2.5.2 and 6.3.2 and State EM Preparedness Procedure 8, local emergency management arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

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

## EXERCISES

Local governments, in consultation with LEMCs, must develop appropriate exercise plans and schedules to assess local EM capabilities (including Local Recovery Plans) annually (s. 39 EM Act, State EM Policy Section 4.8 and State EM Plan Section 4.7).

Exercising the arrangements during the planning process will allow the LEMC to:

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

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

Training in exercise management prior to embarking on any type of exercise ensures a relevant and effective exercise program.

### APPROVING THE LOCAL RECOVERY PLAN

The Local Recovery Plan is to be endorsed by the LEMC and tabled with the District Emergency Management Committee (DEMC).

The DEMC may make recommendations to the LEMC to enhance the effectiveness of the Local Recovery Plan.

The DEMC should ensure that the Plan complies with the EM Act and State EM Policy and State EM Plan.

Exchange of information between local government areas might also be offered through the DEMC. This exchange may provide for best practice local recovery planning in the emergency management district.

The final version of the Local Recovery Plan should be tabled with the local government Council for approval. A copy of the approved Plan should be forwarded to the SEMC for noting.

### CONTENT OF LOCAL RECOVERY PLANS

A recommended Local Recovery Plan template is attached in [Appendix Five](#).

**The template is a guide only and some headings and suggested inclusions may be more relevant to your community and your area.**

### FINANCIAL PREPARATION

There are a number of actions which local governments should take to ensure they are financially prepared to undertake recovery activities, should the need arise.

These actions include:

- Understanding and treating the risks to their community through an appropriate risk management process;
- Ensuring assets are adequately insured;
- 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) to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. *Local Government (Financial Management) Regulations 1996* – regulation 18(a) provides an exemption from 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) 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 – Western Australia (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance. (Refer to page 21 for further information regarding DRFA-WA); and
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA-WA.

# 3 Managing Recovery

## Part 3: Managing Recovery

### COMMENCEMENT OF RECOVERY

Roles and responsibilities for recovery are detailed in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

#### 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/s where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and Operations 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 Comprehensive Impact Assessment, 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; and
- Provide risk management advice to the affected community (in consultation with the HMA).

### DETERMINATION OF LEVEL OF STATE INVOLVEMENT

#### 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. A list of criteria to be considered as triggers for escalation of recovery activity is included in 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.

#### 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 will be based on the Impact Assessment data provided by the Controlling Agency and the Local Recovery Plan contained in the Local Emergency Management Arrangements.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordination Group should develop a specific recovery plan setting out the recovery process to be implemented (See [Appendix Six](#) for a template of an event specific Operational Recovery Plan).

#### Local Recovery Coordinator

During the emergency, the Local Recovery Coordinator is responsible for liaising with the Controlling Agency and participating in the incident management arrangements; and ensuring the local arrangements are established.

The Local Recovery Coordinator coordinates local level recovery activities in conjunction with the Local Recovery Coordination Group/ and in accordance with the plans, strategies and policies determined by the Local Recovery Coordination Group.

The suggested role and functions for the Local Recovery Coordinator is attached in [Appendix Two](#).

### **Local Recovery Coordination Group**

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

A suggested role and functions for the Local Recovery Coordination Group is attached in [Appendix Three](#).

### **Local Recovery Coordination Group Subcommittees (where required)**

Following are some examples of recovery subcommittees which it may be useful to establish:

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

Sample Recovery Subcommittee Role Statements attached in [Appendix Seven](#).

A diagram of the potential recovery governance structure is attached in [Appendix Eight](#).

## **EFFECTIVE COMMUNICATION IN RECOVERY**

The effective management of communication following an emergency or disaster can be used to promote and hasten community recovery. It provides an opportunity for the community to have its issues and concerns addressed in the recovery process.

### **Communication—the how**

Communication methods include:

- community meetings;
- pamphlets/flyers/brochures;
- print newsletters;
- noticeboards;
- word of mouth;
- posters/billboards;
- face-to-face;
- email newsletters;
- websites;

- local newspapers;
- text messaging;
- social media;
- radio and television;
- video communication; and
- blogs.

### **Communication—the who**

In considering information gathering, processing and dissemination channels, it is necessary to take account of who needs information and whose role it is to provide information. It is relatively easy to identify two broad groups that need information: (1) the affected community and (2) those working towards community recovery. The individuals, groups and organisations included in those groups are innumerable; however, special mention needs to be made of the information needs of:

- Indigenous and culturally and linguistically diverse communities, people with disabilities and seniors, and isolated and vulnerable people;
- elected representatives; and
- the media.

### **Communication—the what**

The broad categories of information that needs to be communicated (perhaps in different ways at different times) in the recovery process are covered by the following questions:

- what has happened in the community?
- what areas have been affected and how have they been affected?
- what do the community see as issues and priorities?
- what is recovery likely to involve?
- what plans are in place for the wellbeing of the community?
- what services and resources are available for recovery of the community?
- what information will assist the community to achieve recovery?

### **Communication—the where**

Information can be provided at a range of settings, including:

- any place where people spontaneously or normally congregate;
- disaster sites (if it is safe to do so) such as mass-casualty events, train or aeroplane crashes, bridge or tunnel collapse etc;
- reception or assembly points (airports, evacuation holding locations in central business districts, hospitals etc);
- overseas repatriation centres (airports etc);
- relief, recovery centres/one stop shops, which can be used for the short, medium or long term—these services provide the opportunity for face-to-face information provision, as well as a central repository for up-to-date newsletters and agency specific information such as fact sheets, posters and leaflets;

- outreach programs;
- community information forums, or neighbourhood or community meetings— these can include congregations of sporting, spiritual, recreational and school groups;
- community events (street/neighbourhood barbeques, memorials, anniversary events, social occasions); and
- through a central website with links to relevant government and non-government service information — websites can establish email networks and use pre-existing community groups' databases. Note: using community groups' databases for email contact has privacy law issues.

In addition to information regarding services available to individuals, there is a need for broader information regarding community activities. The dissemination of such information is an important part of supporting the community.

### Community Information Briefings and Debriefings

In the event of a major incident, community information (including community briefings and meetings) are often led jointly by emergency services, local governments and State government departments.

The role of community briefings in the recovery context is to provide:

- clarification of the emergency event (Controlling Agency);
- advice on services available (recovery agencies);
- input into the development of management strategies (lead recovery agencies, often local government); and
- advice to affected individuals on how to manage their own recovery, including the provision of public health information (specialist advisers).

Community meetings can serve varying purposes at different stages of the recovery process and are an excellent means of communicating recovery information to and from an affected community. When well-planned and actively managed, they can be useful in providing information, gathering concerns, dispelling rumour and correcting misconceptions.

Clarity about the purpose of the meeting is paramount. Community meetings that are not well planned and are hazy about their objectives have a high potential to go awry and degenerate into a forum of scape-goating, blame-laying and complaint.

The objectives of community meetings depend on the stage of recovery that the community has reached at the time the meeting is to be held. However, the objectives should always include raising or maintaining the profile of the recovery effort and assisting the community towards recovery.

In planning public meetings, the following must be taken into account:

- the patronage under which the meeting is to be held (local authority, emergency management organisation, recovery agency);
- the objectives of the meeting, the agenda to be addressed, the process of conducting the meeting, the speakers (including local identities) and their subject matter;

- availability of personnel to address issues after the meeting;
- the process for expressions of concern or complaint by attendees;
- advertisement of the venue, date and time, purpose, patronage, speakers and complaint process;
- strategies to deal with and follow up expressions of concern or complaint and further meetings/arrangements;
- management issues; and
- the needs of vulnerable groups.

Public meetings should:

- be held at a neutral venue;
- have a strong, independent but fair and non-defensive chair;
- have representatives from emergency-related disciplines to give factual information;
- address the psychosocial issues as well as physical aspects of recovery;
- have a pre-determined finishing time;
- allow for a review of the meeting and its effect on the recovery process; and
- follow up issues raised and prepare report-back for subsequent meetings.

Regardless of the success or otherwise of the meeting, every effort should be made to conclude the meeting on a note of optimism for the early and successful recovery of the community.

### Financial Assistance

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner, who needs to understand the level of risk and have appropriate mitigation strategies in place. However, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

### Disaster Recovery Funding Arrangements - Western Australia (DRFA-WA)

The Western Australian State Government provides a range of relief measures to assist communities to recover from an eligible event including, bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado, or tsunami or declared terrorist incident.

DFES, as the State Administrator, may activate DRFA-WA<sup>2</sup> 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).

If you have any queries regarding DRFA-WA please contact the administrators at: drfawa@dfes.wa.gov.au. Further details are available at:

[www.dfes.wa.gov.au/recovery](http://www.dfes.wa.gov.au/recovery).

<sup>2</sup> The DRFA-WA came into effect on 1 November 2018. Eligible claims for disaster events proclaimed under WANDRRA (up to 30 October 2018) will continue to be administered under the Natural Disaster Relief and Recovery Arrangements until 2020.

**Department of Human Services – Centrelink**

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, Centrelink may provide financial assistance to any person whose livelihood has been affected by the emergency. The Australian Government Disaster Recovery Payment is a government declared payment which may be available to assist people who have been adversely affected by natural disasters in various local government areas. Centrelink is represented on the State Emergency Welfare Committee and where possible should be invited to join Local Recovery Coordination Groups.

**Public Appeals – Lord Mayor’s Distress Relief Fund (LMDRF)**

State EM Plan Section 6.10 and State EM Recovery Procedure 1 outline the arrangements for initiating and managing appeals and donations; including that all donations of cash resulting from a public appeal should be directed to the LMDRF.

Calls for public donations to assist with any emergency recognised by any government or statutory body within Western Australia or Australia in general should be initiated by the Board of the LMDRF. Such calls may be either on the initiative of the Board itself or by the Board in consultation with any Government or statutory body.

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

**Non-Government Organisations (NGOs)**

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

**Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group.**



### EVALUATION OF RECOVERY

The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made.

The evaluation can involve:

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

Conducting an initial evaluation no later than 12 months after the event is recommended.

### TRANSITIONING TO MAINSTREAM SERVICES

The planning process for the transition from a full-scale recovery operation back to the usual level of government involvement in a community needs to commence very early in the recovery journey. This allows roles and functions to return to normal as quickly as possible without leaving the community feeling abandoned or creating expectations of ongoing government services that cannot be maintained. Systems and processes implemented to facilitate recovery require flexibility to adapt to evolving circumstances, and should be implemented in a way that helps affected communities to build capacity to manage their own longer-term recovery, rather than creating dependencies on new and temporary arrangements.

Clear terms of reference enable committees and other governance bodies to determine whether they have fulfilled their designated function and are able to disband. Recovery activities which are implemented as programs or projects will have defined budgets, deliverables and timeframes which clarify expectations for the community.

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.

# Appendices

Further information about recovery can be found at the following websites:

[www.dfes.wa.gov.au/recovery](http://www.dfes.wa.gov.au/recovery)

[www.semc.wa.gov.au](http://www.semc.wa.gov.au)

<http://www.redcross.org.au/emergency-resources.aspx>

<https://www.disasterassist.gov.au/Pages/home.aspx>

<https://www.aidr.org.au/media/1488/handbook-2-community-recovery.pdf>

<https://www.semc.wa.gov.au/Documents/Resources/EMTools/CommunicatingInRecoveryGuidelines.pdf>

**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.

**FUNCTIONS**

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

### ROLE

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

### FUNCTIONS

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

The following list details the assigned and/or potential roles and responsibilities of organisations that may be participants in the recovery phase of an emergency affecting your community.

### Local government

- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested (s.41(4) EM Act);
- Appoint a Local Recovery Coordinator(s) [(s.41(4) EM Act);
- Chair the LRCG;
- Provide secretariat and administrative support to the LRCG, as required;
- Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, Community Services); and
- Ensure the restoration/reconstruction of services/facilities normally provided by the local government.

### Department of Communities

- Provide a representative to the LRCG;
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance (State EM Plan Section 5.4); and
- Manage the provision of the Personal Hardship and Distress measures under WANDRRA or DRFA-WA, including counselling, emergency assistance and temporary accommodation (State EM Plan Section 6.10 and WANDRRA or DRFA-WA).

### Department of Primary Industries and Regional Development

- Provide a representative to the LRCG;
- Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies; and
- Manage the provision of assistance measures to primary producers, particularly in relation to eligible financial services or reimbursements under WANDRRA or DRFA-WA (State EM Plan Section 6.10 and WANDRRA or DRFA-WA).

### Main Roads Western Australia

- Provide a representative to the LRCG;
- Assess and report on damage to State/Federal road infrastructure that may impact on the community;
- Issue of advice of roads closure/alternate transport route; and
- Provide advice and support to local governments involved in reopening and restoring damaged local roads. Main Roads WA is responsible for processing all local government road infrastructure claims under WANDRRA. Under the DRFA-WA, DFES Disaster Recovery Funding Officers will be processing all local government road infrastructure claims directly under the DRFA-WA.

**Essential Services (Including Power, Telecommunications, Water and Gas – Western Power/Horizon Power, Telstra, Corporation, Alinta Gas)**

- Provide a representative to the LRCG (co-opted as required);
- Assess and report on damage to essential services and progress of restoration of services; and
- Facilitate restoration of priority services as requested by the LRCG.

**Commission/Business Enterprise Centre (if available)/ Small Business Development Corporation**

- Provide a representative to the LRCG (co-opted as required); and
- Assist with the assessment of the impact of the emergency on small business;

**Department Of Education (Or Local School Representative)**

- Provide a representative to the LRCG (co-opted as required); and
- Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

**Local Health Services Provider (Department Of Health or Local Health Officer)**

- Provide a representative to the LRCG;
- Advise on health, environmental health and medical issues arising from the emergency; and
- Coordinate the local health components of the recovery process.

**Department of Water and Environmental Regulation**

- Provide advice on environmental protection, clean up and waste management.

**Lord Mayor's Distress Relief Fund**

- Liaise with the LRCG to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies";
- As required set up a local appeals committee in conjunction with the LRCG; and
- Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance.

<Name of Local Government>

<Date of Plan>

Table of contents

## 1. PART ONE: INTRODUCTION

### 1.1. Authority

The Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* and forms a part of the Local Emergency Management Arrangements for the <local government>. This plan has been endorsed by the <insert name> Local Emergency Management Committee and has been tabled for information and comment with the <insert name> District Emergency Management Committee. This plan has been approved by the <name of local government>.

### 1.2. Purpose

The purpose of the Local Recovery plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

### 1.3. Objectives

The objectives of the Plan are to:

Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the <name of local government>

- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery; and
- Provide a framework for recovery operations.

### 1.4. Scope

The scope of this recovery plan is limited to the boundaries of <name of local government> and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.



## 2. PART TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents are related to this Plan:

<Any relevant plans and arrangements that exist for the area should be listed for reference purposes. For example HMA recovery plans, unique local government policies, local emergency management arrangements, support plans, airport procedures etc. >

### 2.1 Agreements, Understandings and Commitments

The following agreements (Memorandums of Understanding) are in place between <name of local government> and other local governments, organisations or industries in relation to the provision of additional resources in recovery.

<The following information should be provided as a minimum and may be included in an attachment:

- Who the agreements are with;
- What obligations do these agreements impose on the local government;
- Any special considerations; and
- Reference details for the agreements.>

## 3. PART THREE: RESOURCES

The resources available and contact details for recovery have been identified and are included in [Attachment 1](#).

<Resources may include local government staff and volunteers, Elected members, emergency management agencies, subject matter experts and contacts, local government facilities, resources available through a resource sharing agreement, plant and equipment, transport vehicles and volunteers and community groups.

It is important to update the contact details at least once every year>

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

Centre Name	Address	Capacity and Available Resources	Contacts

### 3.1 Financial arrangements

The <name of local government> has arrangements in place to insure its assets. Details of these arrangements are attached <include in attachment>

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

- <identify cash reserves>; and
- <Detail planned expenditure arrangements including access to cash reserves established for another purpose or borrowing arrangements under *LG Act 1995* s6.8(1)(b) and (c), s6.1(2) and s6.20(2).>

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

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA);
- Disaster Recovery Funding Arrangements in WA (DRFA-WA)
- Centrelink; and
- Lord Mayor's Distress Relief Fund (LMDRF).

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

## 4. PART FOUR: ROLES AND RESPONSIBILITIES

The roles and responsibilities of those involved in recovery are outlined below.

### *Local Recovery Coordinator*

The <Position Title> has been appointed as the Local Recovery Coordinator in accordance with the *Emergency Management Act 2005*, S 41. (4). The <Position Title> will act in the role when the primary appointee is unavailable when an emergency occurs.

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

The functions of the LRC are:

<A suggested role and functions can be found in [Appendix Two](#) of the **Local Recovery Guidelines**>.

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

### *The Local Recovery Coordination Group*

The Local Recovery Coordination Group comprises a core membership of <insert number and titles/agencies represented>.

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

The functions of the Local Recovery Coordination Group are:

<A suggested role and functions for the Group can be found in [Appendix Three](#) of the Local Recovery Guidelines>.

### *Local recovery Coordination Group subcommittees (where required)*

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

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

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

<Suggested roles and functions for the Subcommittees can be found in [Appendix Seven](#) of the **Local Recovery Guidelines**>.

#### *4.1. Communication plan*

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

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

**ATTACHMENT 1 TO LOCAL RECOVERY PLAN****RECOVERY RESOURCE AND CONTACT LISTING**

This listing was last updated on <date>.

Name	Resource type (role, service, volunteer, equipment, community group etc)	Organisation Location/	Contact Details	Other relevant details

SAMPLE

**ATTACHMENT 2 TO LOCAL RECOVERY PLAN****LOCAL RECOVERY COORDINATOR/COORDINATION GROUP ACTION CHECKLIST**

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

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

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

\*Timeframes are approximate only

**OPERATIONAL RECOVERY PLAN**

(Suggested composition/layout following a major emergency)

*(Name of community) Local Recovery Coordination Group*

**Operational Recovery Plan**

**Emergency:** (type and location)

**Date of Emergency:**

**Section 1 Introduction**

- Background on the nature of the emergency or incident;
- Aim or purpose of the plan; and
- Authority for plan.

**Section 2 Assessment of Recovery Requirements**

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Comprehensive Impact Assessment;
- Estimates of costs of damage;
- Temporary accommodation requirements (includes details of evacuation centres);
- Additional personnel requirements (general and specialist);
- Human services (personal and psychological support) requirements; and
- Other health issues.

**Section 3 Organisational Aspects**

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

Details the inter-agency relationships and responsibilities

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

**Section 4 Operational Aspects**

- Details resources available and required;
- Redevelopment Plans (includes mitigation proposals);
- Reconstruction restoration programme and priorities, (including estimated timeframes);
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies;
- Includes the local government program for community services restoration;
- Financial arrangements (assistance programs (WANDRRA or DRFA-WA), insurance, public appeals and donations); and
- Public information dissemination.

**Section 5 Administrative Arrangements**

- Administration of recovery funding and other general financial issues;
- Public appeals policy and administration (including 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 plan.

Signed by

Chair, Local Recovery Coordination Group

Date:



*(The assistance of the Shire of Mundaring is acknowledged in the provision of information contained in this appendix)*

### **COMMUNITY (OR SOCIAL) SUBCOMMITTEE**

#### **Objectives**

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

### **ENVIRONMENT (OR NATURAL) SUBCOMMITTEE**

#### **Objectives**

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

### **INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE**

#### **Objectives**

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

## FINANCE (OR ECONOMIC) SUBCOMMITTEE

### Objectives

- To assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area;
- Consider the need for an economic impact assessment;
- Consider participation of business and/or industry representatives in economic recovery decision making;
- Work with the insurance sector to coordinate insurance companies' response;
- Consider projects to ensure tourism viability is maintained;
- Support and promotion of the economic viability of affected community through short and long term projects;
- Coordination of supply and distribution of emergency fodder, water, fencing, agistment and other materials/services; and
- To provide advice on care and management of livestock, including feed, water, fencing, agistment and transport.

### Lord Mayor's Distress Relief Fund Role

Liaise with the LMDRF to make recommendations on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

### Functions

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

### Sample LMDRF Eligibility Criteria and Levels of Financial Assistance

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

#### Owners/Owner Occupiers

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

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

#### Occupiers

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

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





