LOCAL RECOVERY PLAN

2019

Shire of Shark Bay Local Recovery Plan

This plan has been produced and issued under the authority of section 41(4) of the *Emergency Management Act 2005* and forms part of the Shire of Shark Bay's Local Emergency Management Arrangements. It has been endorsed by the Shark Bay Local Emergency Management Committee (LEMC), and has been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

..... 2 Sept 2019

Local Recovery Coordinator — Date

Shark Bay Local Recovery Coordinating Group

..... 2 Sept 2019

Chairperson — Date

Shark Bay LEMC

..... 2 Sept 2019

Endorsed by Council — Date

Shark Bay Shire President

Table of Contents

PART 1: INTRODUCTION 12

1.1 Authority for Preparation 12
1.2 Document Availability 12
1.3 Purpose 12
1.4 Objectives 13
1.5 Scope 13
1.6 Related Documents and Arrangements 13
1.6.1 Existing Plans and Arrangements 13
Table 1: Existing plans and Arrangements 13
1.6.2 Local Government Policy 13
1.6.3 Agreements, Understandings and Commitments 13
1.6.4 Special Considerations 13

PART 2: RESOURCES 15

2.1 Local Government Staff 15
2.2 Local Volunteer Coordination 15
2.3 Local Recovery Coordination Centre 15
2.4 Recovery Information Centre (one-stop-shop) 16

PART 3: FINANCIAL ARRANGEMENTS 17

3.1 Financial Management 17
3.2 Management of Donations 17
3.3 Non-Government Organisations (NGOs) 18
3.4 Funding for Emergencies 18
3.5 Essential Public Assets 19
3.6 Counter Disaster Operations 19

PART 4: ROLES AND RESPONSIBILITIES 20

4.1 Recovery Structures 20
4.2 Response Phase Structure 20
Figure 1: Response Phase Recovery Management Structure 20
4.3 Recovery Phase Structure 21
Figure 2: Simple Recovery Phase Recovery Management Structure 21
4.4 Local Recovery Coordinator 21
4.5 Local Recovery Coordination Group 21
Table 2: Suggested members of the LRCG 22
4.6 Local Recovery Coordination Group Subcommittees 22
4.6.1 Community (Social Environment) 22
4.6.2 Infrastructure (Built Environment) 23
4.6.3 Environment (Natural Environment) 23
4.6.4 Finance (Economic Environment) 23
Figure 3: Expanded Recovery Management Structure Showing Potential Subcommittee Members 24

PART 5: COMMENCEMENT OF RECOVERY 25

5.1 Activation of This Plan 25
5.2 Operational Recovery Planning 25
5.3 Welfare and Health Services 25

PART 6: COMMUNICATIONS 26

6.1 Effective Communication in Recovery 26
6.2 Communication Roles and Responsibilities 27

6.2.1 Recovery Communications Coordinator *28*
6.2.2 Community Liaison *28*
6.2.3 Stakeholder Engagement *28*
6.2.4 Media Liaison *29*
6.2.5 Social Media *29*
6.2.6 Internal Communications *29*
6.2.7 Publications *29*
6.2.8 Ministerial Liaison *30*

PART 7: EXERCISING AND REVIEWING **31**

7.1 Reviewing 31
7.2 Exercising 31
7.3 Evaluation of Recovery 31

APPENDIX 1: LEMA CONTACT LIST **33**

Shire of Shark Bay Emergency Contact List 33

APPENDIX 2: LEMA RESOURCE REGISTER **34**

Resource Register: Shire 34
Resource Register: Local Trades and Services 35

APPENDIX 3: SPONTANEOUS VOLUNTEER REGISTRATION FORM **36**

APPENDIX 4: ROLES AND RESPONSIBILITIES FIELD GUIDES **38**

APPENDIX 5: LRC AND LRCG CHECKLISTS **41**

APPENDIX 6: OPERATIONAL RECOVERY PLAN GUIDELINE **46**

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Dept. of Water and Environmental Regulation	Carnarvon	1
Dept. of Fire and Emergency Services	Geraldton Carnarvon	2
Dept. of Education	Principal – Shark Bay School	1
Dept. of Biodiversity, Conservation and Attractions	Denham	1
Shark Bay Resources	Mine Manager	1
Main Roads WA	Carnarvon	1
Horizon Power	Carnarvon	1
Midwest Gascoyne DEMC	DEMC XO	1
ADJOINING SHIRES		
Shire of Carnarvon	LEMC	1
Shire of Upper Gascoyne	LEMC	1
Shire of Murchison	LEMC	1
Shire of Northampton	LEMC	1

The distribution list is included to enable amendments to be distributed at later dates.

Contact details can be found at Appendix 2.

RECORD OF AMENDMENTS

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

Feedback can include:

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

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

Chairperson
Local Emergency Management Committee
Shire of Shark Bay
65 Knight Terrace
Denham, WA 6537

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

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

Amendment		Details of Amendment	Amended by
No.	Date		Name
1		Initial Document	M Holland

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and for completing the amendment record.

GENERAL ACRONYMS USED IN THIS PLAN

DC	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
NGO	Non-Government Organisation
OEM	Office of Emergency Management
OIC	Officer In Charge
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
WANDRRA	Western Australian Natural Disaster Relief and Recovery Assistance

GLOSSARY OF TERMS

For additional information regarding the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) is a nationally adopted structure, to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized 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 phases. Syn. '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 **COMMAND** 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 relates 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 – means the municipality of the Shire of Shark Bay.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

Preparedness – preparation for response to an emergency

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

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

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

SES –State Emergency Service

VFRS –Volunteer Fire & Rescue Service

VMR –Volunteer Marine Rescue

VES – Volunteer Emergency Service

DFES – Department of Fire Emergency Services

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

(a) a cyclone, earthquake, flood, storm, tsunami or other natural event

(b) a fire

(c) a road, rail or air crash

(d) a plague or an epidemic

(e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth

(f) any other event, situation or condition that is capable of causing or resulting in

(i) loss of life, prejudice to the safety or harm to the health of persons or animals or

(ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized

knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident

An emergency event or series of events which requires a response from one or more of the statutory response agencies.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGEMENT TEAM (IMT) – A group 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. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government, meaning the Shire of Shark Bay.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan.

OPERATIONAL AREA (OA) – 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.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.

Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

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.

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

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Part 1: Introduction

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

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

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

- Emergency Management Act 2005
- State Emergency Management Plan 2018
- State Emergency Management Procedures 2018
- Local Recovery Guidelines 2018
- Shark Bay Local Emergency Management Arrangements 2019

1.1 Authority for Preparation

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

1.2 Document Availability

Copies of this plan shall be distributed to the following and shall be available for inspection free of charge during office hours:

- Shire's Administration Office
  65 Knight Terrace
  Denham WA 6537
- Shire's Website in PDF format
  www.sharkbay.wa.gov.au

This plan also forms part of the Shire of Shark Bay Local Emergency Management Arrangements (LEMA) and as such, shall be distributed along with the LEMA at all times.

1.3 Purpose

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

1.4 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for Shark Bay and surrounding District.
- Establish a basis for the coordination of recovery activities at the local level,
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management,
- Provide a framework for recovery operations,
- Ensure effective and coordinated management of recovery operations within the Shark Bay and surrounding District.
- Ensure the plan complies with State Emergency Management Arrangements,
- Identify the roles and responsibilities of HMAs, emergency services, support organisations and Shark Bay Shire staff whilst promoting effective liaison between all organisations, and
- Ensure community engagement throughout recovery management.

1.5 Scope

The scope of the Plan is limited to and includes:

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

1.6 Related Documents and Arrangements

1.6.1 Existing Plans and Arrangements

Plan	Owner	Date
Local Emergency Management Arrangements	Shire of Shark Bay	2019
Business Continuity Plan	Shire of Shark Bay	2018
Local Emergency Welfare Plan	Department of Communities	April 2018

Table 1: Existing plans and Arrangements

1.6.2 Local Government Policy

The Shire of Shark Bay does not currently have any policies relevant to recovery

1.6.3 Agreements, Understandings and Commitments

The Shire of Shark Bay does not currently have and agreements, understandings or commitments with regards to recovery.

1.6.4 Special Considerations

Major influxes of tourists:

- School holidays.

- 'Grey Nomads' during the winter season – March to October

Major influxes of tourists:

- School holidays.
- 'Grey Nomads' during the wild flower season – May to October

Large Public Events:

- Shark Bay Fishing Fiesta – May/June each year – attracting up to 1,000 additional visitors into town
- Winter Festival – mid-school holidays July
- Far Western Speedway June/July – up to 2,000 visitors

Isolated groups:

- Overlander and Billabong Roadhouses
- Station Homesteads
- Useless Loop

Seasonal conditions:

- Bushfires - October to April
- Cyclones and Flooding – December to May

Major Roads:

- North West Coastal Highway: Transverses the Shire north to south, Sealed
- Shark Bay Road: Links Denham to the North West Coastal Highway, Sealed
- Monkey Mia Road: Links Monkey Mia to Denham and Shark Bay Road, Sealed
- Useless Loop Road: Links Useless Loop to Shark Bay Road, Unsealed

Part 2: Resources

The Local Recovery Coordinator (LRC) is responsible for the determination of resources required for recovery activities, based on the Comprehensive Impact Assessment. This determination is made in consultation with the Local Recovery Coordinating Group (LRCG) and support organisations, during the initial stages of the recovery process.

Shark Bay Shire and community resources are noted in appendix one of the Shire's LEMA: Resource Register. A copy of the resource register is also included at **Appendix 2** of this plan. If the LRCG is convened, the LRC will continue to assess requirements for the restoration of services and facilities including determination of the resources required for the recovery process. This is to also include the wellbeing and communication/information needs of the community. The LRCG will source and coordinate external and internal resources, including the provision of the staff.

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

2.1 Local Government Staff

Once the LRCG has been activated, all staffing matters will be coordinated by the LRC including the rostering of staff, attendance monitoring (time sheets), OH&S etc., in accordance with the Shark Bay Operation Policy for Recovery Management. Staff may be involved in the operation of the Recovery Coordination Centre, Recovery Information Centre, assessments of building and environmental conditions, and clean-up activities.

2.2 Local Volunteer Coordination

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

Care must be taken however, to ensure that volunteer efforts are organised in such a fashion that the needs of those affected are the primary consideration and that activities of volunteers do not negatively impact on the community or other recovery efforts.

To support this Coordination, the LRC should make every effort to ensure that volunteers are registered and tasked appropriately. To assist with the registration process, a spontaneous volunteer registration form is included at **Appendix 3.** This form is only required for volunteers not currently registered with an agency, for example volunteer firefighters and SES volunteers, who will continue to be managed by their respective agencies.

2.3 Local Recovery Coordination Centre

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

Each Local Government will provide administrative support for their Recovery Coordination Centre. Each LRCG agency will provide a liaison officer to ensure the continuity of information. All agencies

are responsible for ensuring representatives from their agency are in place for the length of recovery operations.

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

2.4 Recovery Information Centre (one-stop-shop)

A Recovery Information Centre/ One-Stop-Shop will be established when required by the LRCG. The purpose of the Centre is to provide information and advice to the community on the progress of recovery, special arrangements and services. A recovery information centre is also designed to centralise the delivery of Local, State and Commonwealth government and non-government services to people affected by a disaster.

The Recovery Information Centre may or may not be collocated with the Local Recovery Coordination Centre, depending on the size and complexity of the disaster. It may also be appropriate to establish the Recovery Information Centre at the local welfare centre to provide easy access for the affected community. The location and contact details of the Centre should be disseminated to the community when it has been established.

All LRCG agencies are required to ensure an agency representative is in place at the one stop shop throughout recovery as dictated by the needs of the community and LRCG. The Local Government will provide a help desk to assist the community members on where to direct their enquiries.

Part 3: Financial Arrangements

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

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

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

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

3.1 Financial Management

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

Financial Management Arrangements need to include the following:

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

3.2 Management of Donations

The following procedure forms part of the State Emergency Management Procedures Manual and outlines the policy for initiating and managing appeals and

Applications for assistance to the LMDRF need to include all details of any other funding assistance provided to allow the Board of the Fund to consider the fair allocation of funds to claimants.

Individual Assistance

Any requests for relief aid over and above assistance available through defined State/Commonwealth government schemes should be referred to the LMDRF.

Public Fundraising Appeals

Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the LMDRF. If the LMDRF Board agrees to the request, the Board will liaise directly with the affected local government/s to establish the required guidelines. For further information regarding the LMDRF visit: http://www.appealswa.org.au

Volunteers and Donations

Where possible, all offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations should be coordinated through the Local Recovery Coordination Group to avoid duplication of effort.

Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

3.3 Non-Government Organisations (NGOs)

In some circumstances, non-government organisations (NGOs) provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, the Local Recovery Coordination Group should deal with all offers of, or requests for, assistance from NGOs to avoid duplication of effort and confusion.

At the State Government level, coordination is undertaken by the State Recovery Coordinator or the SRCG, if established. The distribution of the donated goods shall be undertaken by the organisations concerned.

Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

3.4 Funding for Emergencies

In order to undertake an assessment of a disaster event and ensure it satisfies the required Disaster Relief Funding Arrangements – Western Australia (DRFA-WA) criteria, the Department of Fire and Emergency Services (DFES) is to be informed of any potential eligible costs as soon as practical after the impact of a disaster event.

Only damage sustained as a direct result of the disaster event is to be included in the report. Damage that occurred prior to, or over a period of time, is not to be included in the damage report and will not be eligible for reimbursement under DFRA – WA.

Once the estimated eligible costs of damage satisfy the required criteria of:

- *one of 10 declared disasters and terrorist act; and*
- *a $240,000 threshold*

A recommendation is submitted to the FES Commissioner to activate DFRA-WA. Once endorsed, a public notification of DRFA-WA activation is issued by DFES.

Assistance is available to State government agencies and local governments for:

- *The restoration and replacement of Essential Public Assets (EPA); and*

- *Counter disaster operations for the protection of the general public.*

Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

3.5 Essential Public Assets

Assistance is available for the restoration/replacement of EPA owned by an eligible undertaking, such as an eligible State government agency or local government, to its pre-disaster standard in accordance with current building and engineering standards.

For State Government agencies, WANDRRA may provide for up to 75 per cent of the cost of restoration or replacement of EPA's.

For local government, WANDRRA may provide a minimum of 75 per cent of the cost of restoration or replacement of EPA's. Local governments are subject to a contribution cap, which limits the total expenditure by individual local governments on eligible measures for each event.

An EPA is a transport or public infrastructure asset of an eligible undertaking that the State considers is a necessary part of the State's infrastructure and integral to the normal functioning of a community.

Public infrastructure is an asset that is an integral part of the State's infrastructure and is associated with Health, Education, Justice or Welfare.

If the EPA is related to another infrastructure category, OEM must be contacted prior to the work being undertaken to verify eligibility and obtain Commonwealth approval.

In addition, should the restoration or replacement of an EPA be expected to exceed $1 million, the OEM must be contacted as a matter of urgency to obtain Commonwealth approval.

Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

3.6 Counter Disaster Operations

WANDRRA may cover up to 100 percent of counter disaster operations provided these costs are additional costs incurred as a direct result of the event. Examples include, but are not limited to, expenses such as transportation of labour, equipment and materials to perform eligible CDO activities, establishment of temporary access routes to allow individuals to return home, and sandbagging to prevent damage to communities.

Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

Part 4: Roles and Responsibilities

4.1 Recovery Structures

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

4.2 Response Phase Structure

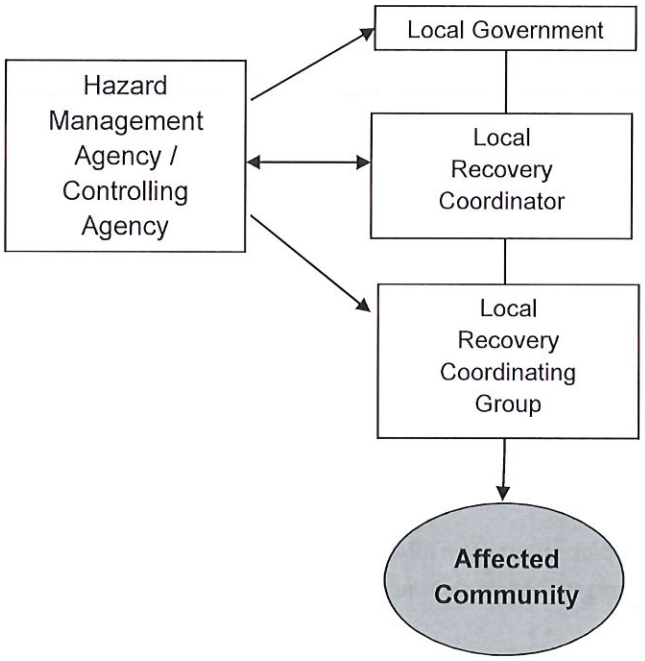

Figure 1: Response Phase Recovery Management Structure

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

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

4.3 Recovery Phase Structure

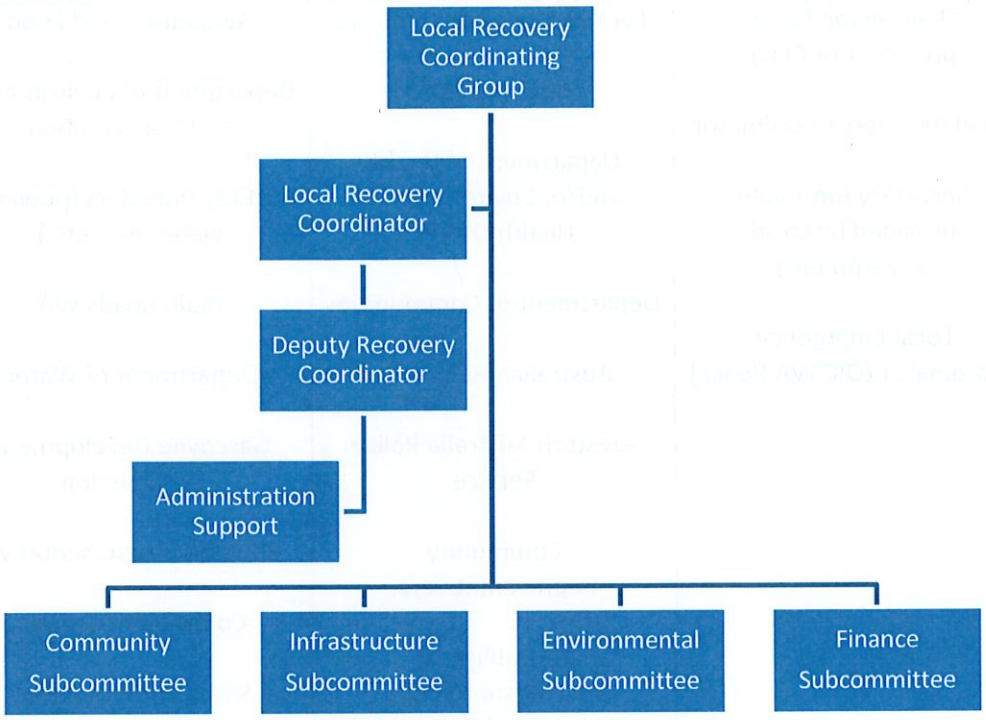

Figure 2: Simple Recovery Phase Recovery Management Structure

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

4.4 Local Recovery Coordinator

The CEO has been appointed as the Local Recovery Coordinator (LRC) by the Shire of Shark Bay in accordance with the *Emergency Management Act 2005*, S 41. (4). The Executive Manager Corporate and Community Services will act in the role when the primary appointee is unavailable.

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

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

A field guide to support the role of LRC is provided at **Appendix 4.**

4.5 Local Recovery Coordination Group

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

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

The typical composition of the group is as follows:

Executive	Core Members	Co-opted Members
Chairperson (Shire president or CEO) Local Recovery Coordinator Secretary (normally provided by Local Government) Local Emergency Coordinator (OIC WA Police)	Local Government Officers Controlling Agency Department of Health and/or Environmental Health Officer Department of Communities Australian Red Cross Western Australia Police Service Community Representative/s, If established, Chairpersons of sub-committees	Agriculture and Food Department of Environment and Conservation Utility Providers (power, water, gas, etc.) Main Roads WA Department of Water Gascoyne Development Commission Education representative Community Groups Silver Chain Services Insurance Council of Australia Others as required.

Table 2: Suggested members of the LRCG

The role of the LRCG is to coordinate and support local management of the recovery process within the community. Checklists for both the Local Recovery Coordinator and the Local Recovery Coordinating Group are available at **Appendix 5.**

4.6 Local Recovery Coordination Group Subcommittees

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

4.6.1 Community (Social Environment)

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

- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

4.6.2 Infrastructure (Built Environment)

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
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term

4.6.3 Environment (Natural Environment)

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 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.

4.6.4 Finance (Economic Environment)

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

Function:

- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.
- 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
    - ensure the privacy of individuals is protected at all times

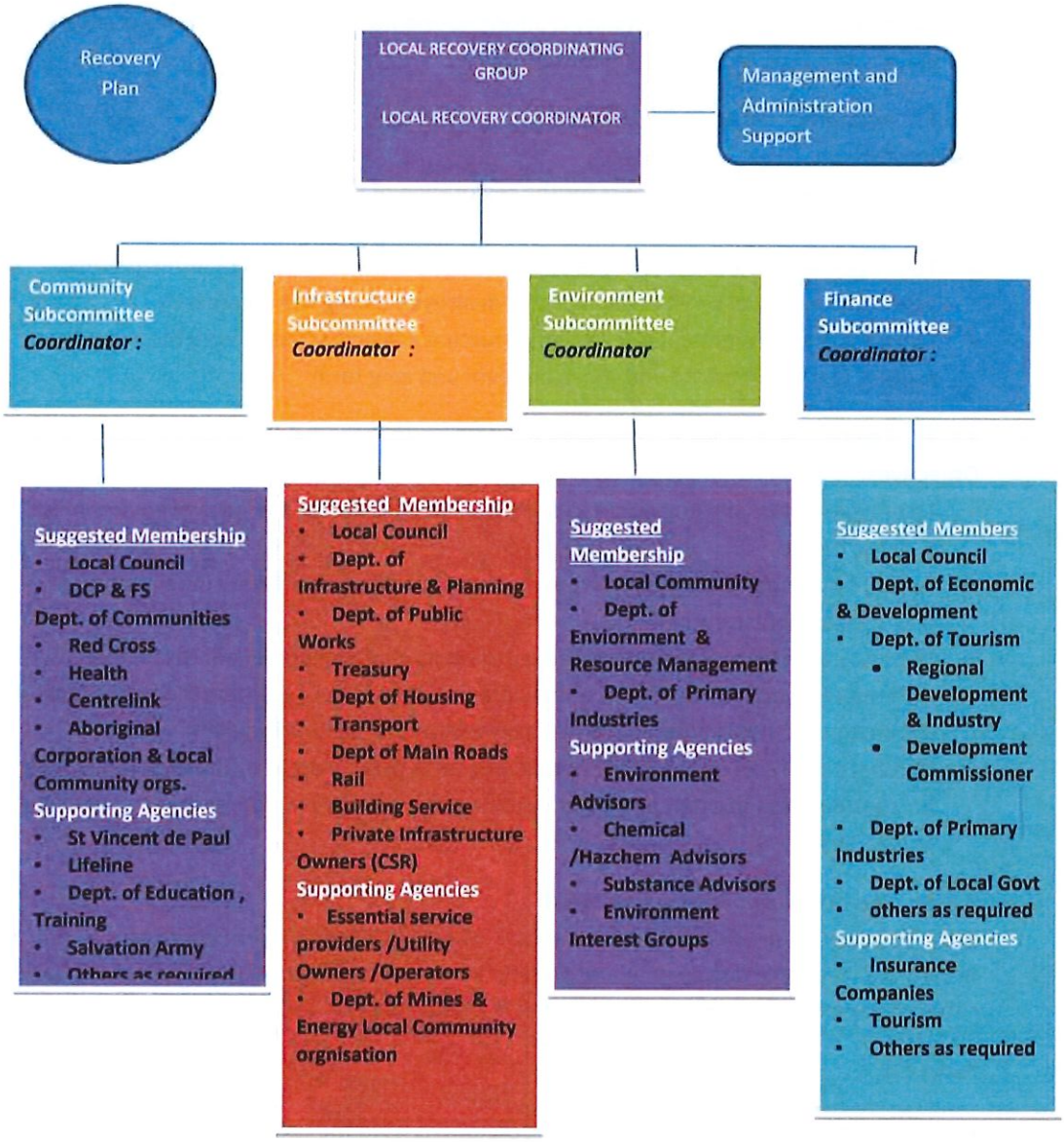

Figure 3: Expanded Recovery Management Structure Showing Potential Subcommittee Members

Part 5: Commencement of Recovery

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

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

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

5.1 Activation of This Plan

The decision to activate the Local Recovery Plan will be made by the Chair of LRCG the LRC. Once it is agreed for the plan to be activated, the LRC & LRCG are responsible for implementation of the plan.

5.2 Operational Recovery Planning

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

The first LRCG meeting should be within 12 hours of disaster impact as short term planning should start simultaneously alongside response operations.

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

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

A framework for the development of the Operational Recovery Plan is included at **Appendix 6.**

5.3 Welfare and Health Services

Welfare is the responsibility of the Department of Communities. The Shark Bay Local Emergency Welfare plan details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Plan.

The LRCG will work closely with the local office for Department of Communities in accordance with following plans:

- State Health Emergency Response Plan
- State Emergency Welfare Plan

Part 6: Communications

Regardless of the hazard and who the controlling agency is, it should be expected that the community will turn to the local government for assistance, information and advice, particularly in the recovery phase of an event. The demand for information from the community will often be well beyond what is available, and many will not have a clear idea of what information is required.

It is the responsibility of LRCG to develop an effective communication plan for recovery, specific to the event. Throughout the recovery process, local government is to maintain an on-going dialogue with the affected community and share information with all other stakeholders and partners in the recovery process.

This section provides Information on the establishment of a Recovery Communications Unit to support the LRCG. This unit is then responsible for the development and implementation of a recovery communication plan. Provided in the appendices are templates and checklists which may be used in the development of the communication plan, and also for specific topics of the plan such as media briefings, community meetings and situation updates.

6.1 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; and
- video communication;

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.

6.2 Communication Roles and Responsibilities

The scale of the recovery communication unit will depend on the demands of the event at hand. All of the following functions may be carried out by the Recovery Communications Coordinator, or each may be delegated out to individual persons. For significant events, each function may be established as a unit, with a functional leader managing the unit and reporting to the Recovery Communications Coordinator.

6.2.1 Recovery Communications Coordinator

The Recovery Communications Coordinator leads and manages the recovery communications work and team. The role should be part of, or have access to, the senior management or executive team; be included in the Local Recovery Coordination Group and relevant sub-committees; and report to the Local Recovery Coordinator. They also have the following responsibilities:

- Lead recovery communications team;
- Establish resourcing requirements for the recovery communications team including rosters and additional staffing support;
- Ensure resource requirements take into account fatigue management issues that may arise;
- Keep abreast of all communications related to the emergency (from its outset) from the HMA and other sources;
- Provide support to the Local Recovery Coordinator;
- Advise the Local Recovery Coordinator on any additional resource requirements for communications;
- Ensure timely briefing and debriefing for team members is completed;
- Develop a Recovery Communications Plan;
- Develop and coordinate time critical recovery messaging for the community; and
- Coordinate and prioritise recovery messaging for the local government.

6.2.2 Community Liaison

The community liaison function undertakes direct liaison with key community groups. This includes obtaining and providing information and messages received to and from the affected community via the recovery centre, telephone line, outreach and any other methods. This function can have a direct link to the Community Liaison Unit within the Hazard Management Agency (if utilised by the HMA) and the Community Development/ Engagement team or officer with the local government. The community Liaison unit has the following responsibilities:

- Gather, coordinate and maintain community contact lists;
- Maintain liaison through various channels such as the recovery centre, telephone line and outreach;
- Coordinate key information analysis from the Community Liaison Unit (where available) and the local government community development/engagement team or officer;
- Coordinate public information messaging and gathering at community events such as public meetings;
- Contribute to key recovery messaging using intelligence gathered from community liaison activities and provide to the Local Recovery Coordination Group;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.3 Stakeholder Engagement

The stakeholder engagement function coordinates with key agency, organisation and local government stakeholders and keeps them informed, engaged and involved. The stakeholders may be assisting directly as a member agency of the Local Recovery Coordination Group or relevant sub-committee, or outside of this arrangement supporting recovery activities within the affected community. The stakeholder engagement unit has the following responsibilities:

- Coordinate and maintain key stakeholder contacts;
- Ensure information flow is coordinated from all agencies and organisations in and out of the local government;

- Ensure relevant organisations who are integral to the recovery effort are represented at appropriate times on the Local Recovery Coordination Group;
- Contribute to key recovery messaging using intelligence gathered from liaison with stakeholders;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.4 Media Liaison

The media liaison function has direct contact with media stakeholders and supports key messaging in recovery. The media liaison function has the following responsibilities:

- Coordinate and maintain media contact list;
- Coordinate media opportunities for the local government with the media;
- Brief local government spokesperson before and after media interviews and conferences;
- Contribute to key recovery messaging using intelligence gained from liaison with the key media contacts;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.5 Social Media

The social media function provides expertise in social media applications that may be utilised by the local government in communicating with the affected community during recovery. This function requires the use of social media to gather intelligence and to provide up to date information and engage with the community. The social media function has the following responsibilities:

- Coordinate and maintain social media platforms utilised by the local government to engage with the community;
- Monitor community led social media sites to gather intelligence to contribute to recovery decisions by the Local Recovery Coordination Group;
- Contribute to key recovery messaging using intelligence gathered from social media platforms;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members. .

6.2.6 Internal Communications

The internal communications function coordinates information and messaging about what is happening in recovery to keep staff within the local government informed. Internal reporting mechanisms are used as appropriate, to support staff dealing with the affected community in a face-to-face, customer service and on the ground environment on a daily basis. The internal communications function has the following responsibilities:

- Coordinate and maintain information to staff on relevant platforms utilised by the local government for internal communications;
- Contribute to key recovery messaging using intelligence gathered from staff members who have direct liaison with the community;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.7 Publications

The publications function is to develop, produce and maintain key documentation used in recovery to support communications within the affected community. The publications function has the following responsibilities:

- Develop, produce and maintain documents to support the local government's recovery activities;
- Ensure key recovery messages are included in the recovery documents produced;
- Provide input to and document the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.8 Ministerial Liaison

The ministerial liaison function supports the role of the State Recovery Coordinator to ensure coordination and consistent messaging between the relevant ministers, local government and the affected community. It supports dealings with the local government and contact with the Department of Local Government, Sport and Cultural Industries, Department of the Premier and Cabinet, Premier, Ministers, Ministerial Advisers, Members of Parliament and local members. The Ministerial Liaison has the following responsibilities:

- Coordinate and maintain ministerial contact lists;
- Maintain liaison with relevant departments, Ministers and Ministerial Advisers;
- In conjunction with the State and Local Recovery Coordinators, coordinate ministerial visits to the affected community and community venues;
- Contribute to key recovery messaging by gathering intelligence from Ministers and local members who have direct contact with the community; and
- Provide input to the Recovery Communications Plan.

Part 7: Exercising and Reviewing

7.1 Reviewing

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

According to State Emergency Management Policy, 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.

7.2 Exercising

Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including Local Recovery Plan. At least one local level exercise should be conducted, on an annual basis. Refer to *Emergency Management Act, 2005* section 39 and State Emergency Management Policy – State Emergency Management Exercises for further information on conduct of exercise.

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

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

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

7.3 Evaluation of Recovery

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

The evaluation can involve:

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

Appendix 1: LEMA Contact List

Shire of Shark Bay Emergency Contact List

DETAILS NOT FOR PUBLIC DISSEMINATION

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

Appendix 2: LEMA Resource Register

Resource Register: Shire

Contact	Position	Phone/Mobile

Item Type	Item Description	Size	No of Items
Firefighting equipment	Slip- on fire unit	600L	2
Trailers	Tandem axle trailer	7x5	1
	Single axle trailer	7x5	1
	Semi water tanker	25,000L	2
	Machine Float		1
Generators	Single phase generator	18Kva	1
	Single phase generator	30Kva	1
	Three phase generator	25Kva	1
Grader	John Deere 672G		1
Loaders	IT Loader with attachments	8T	2
Trucks	Prime Mover		2
	Tipper	3T	1
	Tipper	5T	1
	Side tipper	20 M^3	1
Dewatering Pumps	Transfer pump	3"	1
	Transfer pump	4"	1

Resource Register: Local Trades and Services

DETAILS NOT FOR PUBLIC DISSEMINATION

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

Appendix 3: Spontaneous Volunteer Registration Form

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Volunteer Application Form

Contact Information

Name	
Address	
Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

___ Weekday mornings
___ Weekday afternoons
___ Weekday evenings
___ Weekend mornings
___ Weekend afternoons
___ Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

___ Administration
___ Events
___ Field work
___ Deliveries
___ Phone bank
___ Volunteer coordination

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities.

Emergency Contact Information

Name	
Relationship	
Address	
Phone	
Mobile	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Appendix 4: Roles and Responsibilities Field Guides

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Field Guide 1 – LOCAL RECOVERY COORDIANTOR

The LRC manages the Local Recovery Coordination Group (LRCG) , related planning for the Shire of Shark Bay and oversees the recovery process (social , economic , health , infrastructure and environment)

RESPONSIBILITIES

Pre-Recovery Phase

- Attend all training activities organised for the LRCG
- Remain familiar with responsibilities within LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies
- Maintain the Local Recovery Plan
- Maintain regular contact with relevant agencies involved in recovery planning and response
- Ensure the Local recovery Plan is tested with the other Emergency Management Arrangement Exercises

Stand-By Phase

- Receive brief from HMA and document details of the disaster
- Brief LRCC members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRCC in consultation with the Chair and HMA
- Mobilise any additional resources are in place for activation of the LRCC
- Coordinate the assessment of the community recovery requirements
- Keep updated on the status of the event/situation
- Advise the LRCG Chair when to activate LRCG

LRCG Activation Phase

- Facilitate the first meeting of LRCG
- Allocate responsibilities and manage the activities of the LRCG during activation phase
- Ensure all LRCG members are briefed and understood their individual and team responsibilities
- Keep updated on the status of the event/situation (covering economic , environment , social and infrastructure implications)
- Ensure the LRCG and chair is aware of other HMA's potentially other government support plans that may be activated during recovery

Recovery Phase

- Involve members of the community in implementation of the recovery plan
- Provide copy of the recovery plan to RCC Administrator for feedback and review
- Ensure effective communication with all relevant stakeholders (i.e. Community members, businesses , media government agencies , not-for-profit agencies , mayors , elected representatives) with support of the communication officer
- Ensure regular Situational Reports (SITREP) are provided to the HMA and other agencies
- Ensure all committee actions , decisions and events are accurately recorded and documented , and also record in the LRCG Activity Log Sheet
- Conduct regular LRCG briefings and feedback sessions on the progress of the recovery program
- Conduct regular LRCG briefing and feedback sessions on the progress of the recovery program
- Ensure management of volunteers is provided
- Ensure management of donated goods
- Coordinate visits by Ministers and VIPs
- When appropriate, develop a medium/long-term recovery plan and oversee its implementation (plan to cover the economic , environmental , health and infrastructure elements)

Post Recovery Phase

- Identify any group follow-on actions required and allocate responsibilities and deadlines
- Facilitate LRCG Post-Crisis Review and record outcomes – oversee the update of procedures/plans if required
- Provide copy of Post Crisis Review to other relevant agencies

Field Guide 2 - LRCG CHAIR

The Chair leads the LRCG, performs the role of primary spokesperson for the committee and liaises with the Hazard Management Agency (HMA) and other state level agencies

RESPONSIBILITIES

Pre-Recovery Phase

- Attend all training activities organised for the LRCG
- Remain familiar with responsibilities within the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies
- Maintain regular contact with relevant agencies involved in recovery planning and response

Stand-By Phase

- Receive brief from HMA and document details of the disaster
- Brief LRCC members of situation and the 'alert/stand-by' status
- Confirm the level of activation of the LRCC in consultation with HMA
- Provide briefing to the LRCC following HMA briefing
- Keep updated on the status of the event/situation

LCRG Activation Phase

- Hold first meeting of the LRCG
- Allocate responsibilities and manage the activities of the LRCG during activation phase
- Keep updated on the status of the event /situation (covering economic , environment , social and infrastructure implications)
- Ensure the LRCG is aware of HMA's arrangements and potentially other government support plans that may be activated during a recovery

Recovery Phase

- Lead the development of the recovery plan and manage its implementation
- Approve and effective disaster recovery plan (for short-medium term) that is in line with the policy framework and minimise the effect of disaster
- Ensure effective communication with all relevant stakeholders (i.e. Community members, businesses , media government agencies , not-for-profit agencies , mayors , elected representatives) with support of the communication officer
- Ensure regular Situational Reports (SITREP) are provided to the HMA and other agencies
- Conduct regular LRCC briefings and feedback sessions on the progress of the recovery program
- Coordinate visits by Ministers and VIPs
- When appropriate , develop a medium /long-term recovery plan and oversee its implementation (plan to cover the economic , environmental , health and infrastructure elements)
- Act as spokesperson for LRCG with the media and in public forums
- Manages the decision –making process and , where appropriate , have the final decision

Post Recovery Phase

- Stand down the LRCG
- Identify any group follow-on actions required and allocate responsibilities and deadlines
- Facilitate LRCG Post-Crisis Review and record outcomes – oversee the update of procedure /plan if required
- Attend any Post-Crisis Reviews organised by the HMA and brief LRCG members
- Provide copy of Post-Crisis Review to other relevant agencies

Appendix 5: LRC and LRCG Checklists

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Local Recovery Coordinator Task Checklist	Yes	No	Comments
Liaise with controlling agency regarding location, size, type and potential impact.			
Contact and alert key staff			
Determine likely human effects.			
Establish whether event has been proclaimed an eligible natural disaster under the WANDRA			
Contact other relevant response and recovery agencies.			
Activate and brief relevant agency staff.			
Activate appropriate inter-agency liaison mechanisms.			
Locate liaison officer and emergency operations centre (if appropriate).			
Determine immediate short-term needs (e.g. Accommodation, financial assistance and personal support).			
Manage offers of assistance, including volunteers, material aid and donated money			
Assess the impact of the event through information/data from local government, geographic data and relevant response agencies.			
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.			
Organize briefing and debriefing processes for staff.			
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 'one-stop-shop' recovery information centre			
Provide the affected community with access to all recovery services.			
Manage restoration of essential infrastructure/utilities.			
Manage a public appeal/private donations process.			
Brief media on the recovery program.			
Assess reports gathered through the outreach program to assess community needs.			
Identify special needs groups or individuals.			
Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.			
Activate community recovery committees, ensuring active participation of members of the affected community.			
Develop a community information process, including consideration of public meetings and newsletters.			
Monitor staffing arrangements.			
Review resources and services on an ongoing basis.			

Local Recovery Coordinating Group Action Checklist	Yes	No	Comments
Management Structure – the LRCG shall:			
Ensure the appointment of a LRC has occurred.			
Set up an office with administrative support.			
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions as required.			
Ensure and facilitate the completion of the impact assessment.			
Assume public information responsibilities from response agency and provide information to the impacted area, to the general public and the media.			
Facilitate and advise on State/Federal emergency relief funding and private aid funding.			
Activate and coordinate the Recovery Coordination Centre if required.			
Prepare oral and written financial and non-financial reports and briefs.			
Promote Community Involvement – the LRCG shall:			
Work with existing community organizations.			
Recruit representatives of the affected community into the recovery planning.			
Establish strategies for uniting the community behind agreed objectives.			
Provide a "one-stop-shop(s)" for advice, information and assistance during the recovery period			
Establish mechanisms for the sharing of information and reporting local initiatives (e.g. regular community meetings and local newsletters).			
Impact Assessment – The LRCG Shall:			
Use intelligence/planning information from the response operation and set up a recovery liaison person in the EOC/ECC.			
Confirm the total area of impact for determination of survey focus.			
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues.			
Link with parallel data-gathering work.			
Identify and close information gaps (establish the "big picture").			
Assess the financial and insurance requirements of affected parties.			
Gather evidence to support requests for government assistance.			
Ensure all relevant information is strictly confidential to avoid use for commercial gain.			
Inspections and Needs Assessments (technical focus) – the LRCG shall:			
Establish and define the purpose of inspection/assessment and expected outcomes.			
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process).			
Collect and analyse data.			
Establish a process to determine the type of information needed, defining: • How and who will gather the information (single comprehensive survey); • How information will be shared; • How information will be processed and analysed; • How the data will be verified (accuracy, currency and relevance).			

Select and brief staff.			
Maintain confidentiality and privacy of assessment data.			
Data Management – The LRCG Shall:			
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer.			
Create templates for impact assessment and for tracking assistance provided.			
State Government Involvement – The LRCG Shall:			
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRCG Sub-committees, as appropriate.			
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals.			
Establish a system for recording all expenditure during recovery, in-line with the requirements of the recovery plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour).			
Answer requests for information from government agencies.			
Public Information – The LRCG Shall:			
Appoint a Spokesperson to deal with the media.			
Manage public information during the transition from response to recovery when hand-over completed from Controlling Agency.			
Identify priority information needs.			
Develop a comprehensive media/communications strategy.			
Coordinate public information through: • Joint information centres; • Spokesperson/s; • Identifying and adopting key message priorities; • Using a single publicised web site for all press releases.			
Develop processes for: • Media liaison and management (all forms e.g. print and electronic); • Briefing politicians. • Alternative means of communication e.g. public meetings, mailbox flyers, advertising. • Communicating with community groups. • Meeting specialist needs. • Formatting press releases. • Developing and maintaining a website. • Ensuring feedback is sought, integrated and acknowledged.			
Monitor print and broadcast media, and counter misinformation			
Rehabilitation and Assistance – The LRCG Shall:			
Establish a mechanism for receiving expert technical advice from lifeline groups.			
Monitor and assist rehabilitation of critical infrastructure.			
Prioritise recovery assistance. Prioritise public health to restore health services and infrastructure.			
Assist and liaise with business to re-establish and reopen.			
Restore community and cultural infrastructure (including education facilities).			

Restore basic community amenities for meetings and entertainment.			
Facilitate emergency financial assistance in liaison with Dept. of Communities.			
Adjust capital works and maintenance programs			
Implementation of Reduction Measures – The LRCG Shall:			
Take the opportunity, while doing the risk analysis, to: Identify essential services and facilities in high risk areas; Consider the restoration options in the event of them becoming dysfunctional.			
Identify options based on research and consultation.			
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements).			
Financial Management – The LRCG shall plan to:			
Review financial strategies.			
Communicate with financial agencies, including insurance providers.			
Keep financial processes transparent.			
Reporting – The LRCG shall plan to:			
Provide a simple, flexible and succinct reporting system.			
Provide adequate administrative support.			
Managed Withdrawal – the LRCG shall plan to:			
Continually review the recovery management process with a view to withdrawing as the community takes over.			
Identify long term recovery activities and agencies responsible for management.			
Establish arrangements for ongoing public information and communications including avenues for reporting and management of unresolved community recovery issues.			
Stage a public event of acknowledgement and community closure.			
Conduct a debrief of participants with community input to identify lessons learned and strategies for enhancing community recovery arrangements and processes for future events.			

Appendix 6: Operational Recovery Plan Guideline

OPERATIONAL RECOVERY PLAN

Local Recovery Coordinating Group

Emergency:

Date of Emergency:

Section 1

Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- 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)
- 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
- 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 (NDRRA), insurance, public appeals and donations
- 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:

Chairperson

Local Recovery Coordinating Group

Local Recovery Coordinator