Local Recovery Plan

May 2023

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Acknowledgement of Country

"Kaya, Nala Maat Kaya Noonduk (Hello, Our Family Welcomes You) to Wadandi Boodja (Saltwater People's Country) – we all come together on Boodja (Country). Whilst on Wadandi Boodja we ask that you respect the land by walking softly and take the time to listen to Boodja as she Wongi (Talks).

We respect the presence of the Demmala Goomala (Ancestors) whose Djanga (Spirits) reside on Boodja and whose Djenna (feet) walk the land and whose Djanga Korda (heart spirit) flows through all creation. Wooditjup (Margaret River) is the heart of Wadandi Boodja (country), a meeting place between land and sea, connecting us all with Wadandi Boodja.

The Wadandi Boodja (Motherland) reaches from Bunbury, along the coast of Geographe Bay, extending to Yallingup (Place of Holes) to Talinup, Augusta (Place of Reeds) inland to Nannup (The Stopping Place), taking in the region of Undalup (Busselton) The Wadan Boodja (Sea Country) is of great spiritual significance to the coastal Wadandi people. Boodja – Land, Country, Mother Earth – is our most important resource. No matter what culture or religion – all of us rely on Nala Boodja, Our Country.

It is up to all of us to listen to the land, understand the connection to Country that we all have and realise how urgent it is to work together to make better decisions on how we can create that balance, ensuring sustainability for the generations to come, in order to protect and preserve the beauty of Boodja.

Whilst living, travelling, visiting and holidaying on Wadandi Boodja (Saltwater People's Country) we ask that you respect the area and walk softly on the country, taking the time to listen to Boodja (Country) as she Wongi (Talks) of the Season, and leave nothing but footprints".

Wadandi Traditional Cultural Custodian Wayne "Wonitji" Webb.

The Shire of Augusta Margaret River acknowledges we are on Wadandi and Pibelmen Boodja, whose ancestors and their descendants are the traditional owners of this country.

We acknowledge the Wadandi and Pibelmen have been custodians since the land was soft (creation times) and continue to perform age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique role in the life of this region.

The Shire is committed to Aboriginal Australians sharing fairly and equitably in the region's cultural, social, environmental and economic future.

Alignment to the
Strategic Community Plan
2040

Environment

We will protect and enhance the unique natural environment and biodiversity of the region through climate action and informed decision making.

We will focus on:
Outcome EN.1: Ecology and biodiversity protection
Outcome EN.2: Healthy waterways, foreshores and natural landscapes
Outcome EN.3: Collective climate action
Outcome EN.4: Sustainable resource and waste management

People

We will support and strengthen our diverse, resilient, welcoming, safe and connected community through our services and advocacy.

We will focus on:
Outcome PE.1: Diverse cultural values are respected and adopted
Outcome PE.2: Equal opportunities for all
Outcome PE.3: Active, healthy and fulfilling lifestyles
Outcome PE.4: Safe and resilient communities

Place

We will responsibly develop vibrant, sustainable places which maintain their distinctive characters, and which supports a local economy that is resilient, equitable and sustainable.

We will focus on:
Outcome PL.1: Diverse, sustainable and well-designed places
Outcome PL.2: Infrastructure which caters to need
Outcome PL.3: Sustainable agriculture and thriving rural community
Outcome PL.4: Resilient circular local economy

Performance

We will deliver quality governance, service and value with integrity and transparency.

We will focus on:
Outcome PF.1: Responsible planning and ownership of outcomes
Outcome PF.2: Community and customer focus
Outcome PF.3: High performing and engaged people
Outcome PF.4: A culture of innovation, quality and continuous improvement

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Shire of Augusta Margaret River

LOCAL RECOVERY PLAN

The Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Augusta Margaret River. This plan has been endorsed by the Shire of Augusta Margaret River Local Emergency Management Committee (LEMC) and the Council of the Shire of Augusta Margaret River. This Plan has been tabled for noting with the South West District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

9 May 2023

_____   _____

LEMC Presiding Member (Chairperson)   Date

Shire President Paula Cristoffanini

Shire of Augusta Margaret River

OM2023/94   14 June 2023

_____   _____

Endorsed by Council   Date

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Amendment Record

Number	Date	Amendment Summary	Author
1	Dec 2010	First Issue	B Jordan
2	Nov 2012	Review/Update	B Jordan
3	Feb 2017	Complete Review	N Hall
4	May 2023	Complete Review	A Jasper

1.   Introduction

1.1   Purpose

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

1.2   Objective

The objectives of recovery activities, as outlined in State Emergency Management Policy Section 6 and State Emergency Management 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.

1.3   Scope

The Local Recovery plan has been developed to ensure the community is able to recover from emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs' or Combat Agencies in dealing with an emergency. These should be detailed in the HMAs' and Combat Agencies individual plans. Furthermore:

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

This plan is to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

2.   Related Documents and Arrangements

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

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The following documents are related to this Plan:

- Shire of Augusta Margaret River Local Emergency Management Arrangements
- Shire of Augusta Margaret River Local Welfare Plan
- State Support Plan – Emergency Welfare (Interim)
- Shire of Augusta Margaret River Financial Hardship Policy
- Shire of Augusta Margaret River Strengthening Community Capacity Policy
- Shire of Augusta Margaret River Community Consultation and Stakeholder Engagement Policy
- Shire of Augusta Margaret River Local Evacuation Plan 2017
- Shire of Augusta Margaret River Animal Welfare Plan 2017

2.1 Agreements, Understandings and Arrangements

The following agreements (Memorandums of Understanding) are in place between the Shire of Augusta Margaret River and other local governments, organisations and industries in relation to the provision of additional resources in recovery.

- GIVIT
- Provision of Mutual Aid

3. Resources

The resources available and contact details for recovery have been identified and included in Appendix 3 – Emergency Contacts and Resource Directory (Confidential).

The following table identifies suitable Local Recovery Coordination Centres in the local government area dependent on the emergency situation:

Centre Name	Address	Capacity and available resources	Contacts
Margaret River Administration Building	41 Wallcliffe Road, Margaret River	Able to be connected to emergency power. Computer, IT and admin support.	(08) 9780 5255 After Hours Emergency Contact 0409 805 255
Margaret River Shire Depot	230 Railway Terrace, Margaret River	Able to be connected to emergency power. Computer, IT and admin support.	(08) 9780 5646
Augusta Administration Building	66 Allnutt Terrace, Augusta	Computer, IT and admin support.	(08) 9780 5255 After Hours Emergency Contact 0409 805 255

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3.1   Financial Arrangements

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

However, the Shire of Augusta Margaret River 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.

3.2   Financial Management

Sound financial management is essential for maintaining the momentum of the recovery effort and for promoting public and State and Federal Government confidence in the recovery effort.

Financial management in the recovery phase could include acquisition, distribution and accounting for funds. It should ensure:

- The streamlining of financial processes is being undertaken in an open and transparent manner;
- Cooperation between private and public sectors; and
- Appropriate levels of financial response are being achieved.

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

Donations including physical items and offers of services and labour (other than monetary donations) should be directed through [GIVIT](#)*.*

Financial funding during an emergency could be obtained through a variety of agencies, sources and groups. Primarily the main sources of financial assistance are outlined below;

3.4   Expenditure of Shire Funds During Recovery

Should Shire funding be required during an emergency situation for recovery purposes the Shire of Augusta Margaret River will utilise funding within its existing budgets to cover the cost of these expenses.

It should be noted that as per section [6.8 of the Local Government Act 1995](#) that "A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by the mayor or president in an emergency and it Is to be reported to the next ordinary meeting of the council".

The *State Emergency Management Policy* section 6 and *State Emergency Management Plan* section 6 outlines the States recovery funding arrangements. Relief programs include:

- [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA)
- [Services Australia](#) (Centrelink); and
- [Lord Mayors Distress Relief Fund](#) (LMDRF).
- Non-Government Organisations in some circumstances can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies.

4. Roles and Responsibilities

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

4.1 Local Recovery Coordinator

Role

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 Manager of Art, Culture and Community has been appointed as the Local Recovery Coordinator in accordance with the EM Act s. 41(4). The required deputy 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 Local Recovery Coordinator are outlined in Attachment 1 - Aide Memoire – Local Recovery Coordinator. This Aide Memoire also includes a Local Recovery Coordinator Action Checklist.

4.2 The Local Recovery Coordination Group

Role

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.

Core Membership

The following agencies comprise the core membership of the Shire of Augusta Margaret River Recovery Group. However, it is recognised that the Recovery Committee membership will be dictated by the emergency situation being experienced.

- Shire of Augusta Margaret River

  o Chairperson, Shire of Augusta Margaret River Chief Executive Officer
  o Local Recovery Coordinator, Manager of Art, Culture and Community
  o Media Liaison, Shire of Augusta Margaret River Communications Officer
  o Admin Support, supplied by the Shire of Augusta Margaret River

- Department of Communities
- Services Australia (Centrelink)
- Australian Red Cross
- Country Women's Association
- Chamber of Commerce and Industries
- Water Corporation
- Main Roads
- Telstra
- Western Power (Synergy)
- Silver Chain
- Department of Environment and Conservation
- Department of Agriculture and Food WA (DPIRD)
- Department of Health
- Department of Education
- Lions Club
- Rotary Club

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- Department of Planning
- Department of Transport
- Combined Churches Group
- Other community representatives as identified

The functions of the Local Recovery Coordination Group are outlined in Attachment 2 - Aide Memoire – Local Recovery Coordination Group. This Aide Memoire also includes a Local Recovery Coordination Group Action Checklist.

4.3 Internal Ready Response Group

Following the 2011 Margaret River Bushfires the Shire of Augusta Margaret River developed an Internal Ready Response Group to assist in the welfare and recovery of the local community. This group is primarily made up of Shire staff who volunteer to take on additional tasks to assist the community in time of need and are able to step into recovery/welfare roles with a greater level of understanding of the task they will be required to fulfill.

The group normally meets prior to the summer bushfire season to review their roles and responsibility as well as advising on their availabilities over the holiday periods so that adequate levels of staffing can be achieved.

The group comprises of:

- Recovery Coordinator (MACC)
- Admin support to Recovery Coordinator (Shire admin)
- Liaison Officer (DCCS)
- Admin support to Liaison Officer (Shire admin)
- Media Officer (CCEC/COC)
- Support Coordinator – Logistics (MRC)
- Support Coordinator – Information (CCPD)
- Communications Logistics (HEART Technician)
- Information and Logistics teams (Shire Volunteers)

4.4 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, across the four environments (social, built, economic and natural), depending on the nature and extent of the recovery:

Welfare Support (or Social) Subcommittee

The social environment is defined by relationships and connected by network of communication. In simplified terms the social environment consists of individuals, families and common interest groups that form whole communities. It is important to remember that depending on the type of disaster, the impact distribution may extend beyond geographic bounds.

Role

- To provide advice and guidance to assist in the restoration and strengthening of community wellbeing post the event (i.e. one stop shop);
- 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 ensure the affected community is informed and involved in the recovery processes so actions and programs match their eds (i.e. community meetings, newsletters etc.)
- 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 facilitate a public event of acknowledgement and community closure.

Environment (or Natural) Subcommittee

A healthy and functioning natural environment is critical because it underpins the economy and society. Indeed, environmental functions often have a value put on them and this is termed ecosystem services.

Ecosystem services are the services that nature provides which benefit human health and wellbeing, support our economy as well as supporting nature itself. They include regulation of the atmosphere and climate, protection from the effects of extreme weather, provision and storage of water, production and protection of soils and associated nutrients, treatment of wastes, provision of systems that support biodiversity, food and fibre production, provision of natural medicines, opportunities for outdoor recreation and a range of cultural values (including spiritual, religious and aesthetic values) (Tovey 2008, p 197). (Community Recovery Handbook 2).

Role

- 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 proves in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife; 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.

Restoration and Reconstruction (or Built) Subcommittee

The built environment is broadly defined as those human-made assets that underpin the functioning of a community. With the relatively high dependence of modern-day communities on the built environment, large-scale disruption to these assets causes broad-ranging hardships for the community.

Damage to essential services, whether significant or small, and whether to commercial and industrial facilities, public buildings and assets, or housing—may disrupt both the commercial (economic and financial) and social life of the community. Rapid impact assessments are increasingly being used and coordinated among the multi-agency response and recovery interests after disaster. In addition to the economic and social systems that rely on the built environment, the networked nature of the built environment means that few aspects of it are independent. *(Community Recovery Handbook 2).*

Role

- Assist in assessing requirements and priorities 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 project to assist with the recovery process in the immediate and short, medium and long term; and
- Gather evidence to support any requests for government assistance.

Finance and Support (or Economic) Subcommittee

A vibrant local economy is a vital part of a sustainable community in the normal/routine environment, so in an emergency environment economic recovery is critical to the whole-of community recovery process.

Economically, the physical damage (to lives, property, infrastructure, stores, livestock etc.) following a disaster is often the most evident impact, but, increasingly, indirect and intangible economic impacts are being recognised and measured, and strategies are being implemented to reduce these impacts where possible.

Broadly, the range of economic effects and consequences on an affected community varies greatly and depends on both the nature of the event and the resilience of the community. It is also important to recognise that communities are diverse. In some cases, affected communities recover and prosper; in others, the adverse economic impact has a domino effect that spreads throughout the community. (Community Recovery Handbook 2).

Role

- Develop and review financial strategies for the recovery process;
- Develop and maintain communications with financial and insurance agencies; and
- To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) and other charity funds as required on the elderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Communications Subcommittee

The social connectedness of the communities is based on communication processes. During emergencies these communication channels can be broken and/or disrupted. This may result in disaster-affected people feeling disconnected and isolated for extensive periods of time from their families and friends, existing community networks, and health and social services.

Employing effective communication is a key principle of disaster recovery and is critical to facilitating community involvement and ensuring a sustainable process. Underpinning the delivery of all community-based recovery services is the need for an effective communications strategy (which includes the provision of timely and easily accessible public information) and effective community engagement activities to facilitate two-way information flow. (Community Recovery Handbook 2).

Role

- Develop and maintain a communications plan in consultation with the LRCG and the subcommittees.
- Ensure a uniformed approach to community information is being undertaken between all state and local agencies, departments groups and services.
- Manage media requirements in a timely and coordinated manner; and
- Efficiently and effectively disseminate accurate and approved information to the affected community.

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5. 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?	WHAT communication methods and how will they be used?	WHERE will the information be provided?
Community Recovery Workers	Email, Face-to-face meetings, Microsoft Teams	Recovery and Sub-committee meetings held at the Shire CAC and via Microsoft Teams
Affected Community	Public Meeting, One-Stop-Shop, Email through Rates database, phone calls, Shire Website	Public Meeting at HEART One-stop-shop location at HEART/Rec Centre/Community Centre Shire Website
General Community	Public Meeting, One-Stop-Shop, Shire Website, Social Media, Local paper, Email (to subscribers)	Public Meeting at HEART (face-to-face and livestream) One-stop-shop location at HEART/Rec Centre/Community Centre, Shire Website Shire Social Media Electronic sign outside HEART
At Risk Groups	Public Meeting, Email, phone calls, Sub-committee meetings, At Risk Register	Public Meeting at HEART One-stop-shop location at HEART/Rec Centre/Community Centre Shire Website Shire Social Media
Absentee Landowners	Email and letter through Rates database, Shire website	Shire Website Shire Social Media
Tourists	Public Meeting, local paper, Social Media, Shire website	Public Meeting at HEART One-stop-shop location at HEART/Rec Centre/Community Centre Shire Website Shire Social Media

5.1 Coordination of Public Information

Successful recovery is built on effective communication with affected communities and other stakeholders. Public information that is disseminated by Shire must:

- Be coordinated through the Communications Subcommittee and be approved by the Shire CEO and/or Shire President;
- Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent;
- Recognise that communication with a community should be two-way, and that input and feedback should be sought and considered over an extended time;

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- Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels;
- Be in line with establish mechanisms for coordinated and consistent communication with organisations and individuals; and
- Repeat key recovery messages because information is more likely to reach community members when they are receptive.

5.2 Communicating Change

Where recovery priorities or actions are likely to change or be controversial, those affected have the right to learn about it firsthand and to participate in the decision-making process. Face to face communication will be facilitated at both public meetings and private meetings with impacted residents/organisations.

5.3 Managing the Media

During the emergency, information used in the communication response must be controlled. The Shire media process must be adhered to so that all facts are accurate and that their release is authorised. The LRC is responsible for enforcing this procedure, which is detailed below.

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

The identified spokesperson for the Shire of Augusta Margaret River is the President and/or the CEO of the Shire of Augusta Margaret River.

They must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of the Shire of Augusta Margaret River at media briefings or conferences.

5.4 General Enquiries

Frontline employees from the Shire of Augusta Margaret River must be prepared to receive enquiries from a range of stakeholders. The Shire will ensure tat frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no Shire staff are authorised to make comment to any stakeholder beyond the scope of the scope of the script and these documents. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorised spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken so that the call can be returned as soon as possible. In brief, the procedure for Shire personnel in handling enquiries is:

- Inform the person that you are not an authorised spokesperson and cannot provide comment or detailed information;
- Correctly take a message including the nature of the enquiry and the deadline; and
- Ensure that the appropriate person receives the message and returns the call within a timely manner.

5.5 Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the Department for Child Protection and Family Support (CPFS) or the Police. At all times you should:

- Establish the caller/visitors relationship to the person being enquired about;
- Demonstrate care and listen to their concerns;
- Provide reassurance that all necessary actions are being undertaken to manage the situation;
- Remain calm; and

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- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

5.6 Inspections and Need Assessments

Shire officers and representatives from other agencies are likely to conduct inspections of the disaster affected area to obtain recovery information on welfare, infrastructure, assets and the environment to help with the recovery effort.

Where possible agencies must work together in a coordinated approach with/or within the LCCG the ensure:

- Duplication is avoided and resources are not wasted;
- Identified priorities are given precedence;
- Data collected is not lost and disseminated to all relevant agencies; and
- The community is approached in a uniform manner and not overwhelmed by multiple surveys, inspections etc.

ATTACHMENT 1 – Aide Memoire – Local Recovery Coordinator

Local Recovery Coordinator Aide Memoire

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

ROLE

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

FUNCTIONS

Pre-Event

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

During Event

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

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

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- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

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

Core Members

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

Potential Members – Event Specific

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

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement; State Recovery Cadre; Disaster Recovery Funding Arrangements Western Australia; environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

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

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LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

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

(Timeframes are approximate only)

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

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support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

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ATTACHMENT 2 – Aide Memoire – Local Recovery Coordination Group

Local Recovery Coordination Group Aide Memoire

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district.

ROLE

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

FUNCTIONS

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific Operational Recovery Plan which allows full community participation and access, as well as:
  - taking account of the local government's long-term planning and goals; and
  - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;

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- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

MEMBERSHIP

Core Members

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

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

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

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Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement, State Recovery Cadre, Disaster Recovery Funding Arrangements Western Australia, environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

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

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

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

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	

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Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
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.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

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