

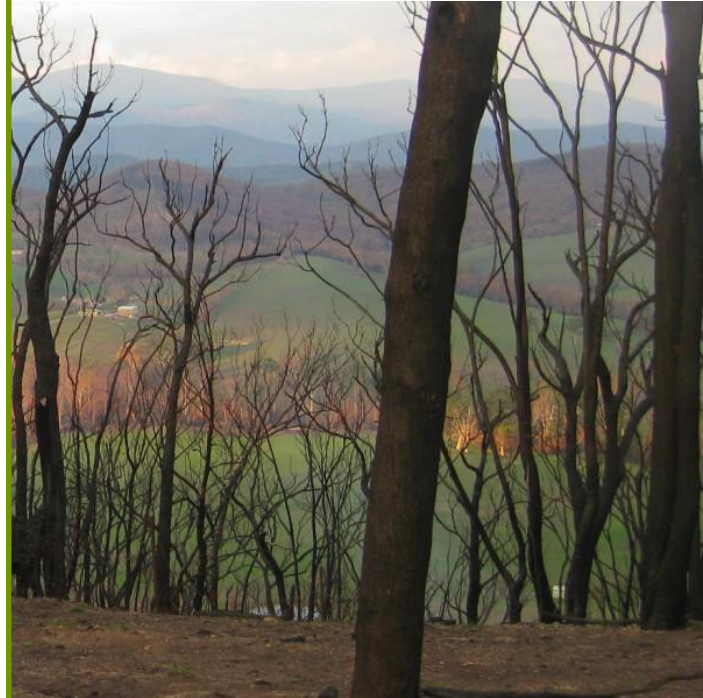
RECOVERY PLAN

PUBLIC VERSION

**"We remember, we rebuild,
we come back stronger!"
– Barack Obama**

2018-2023

SHIRE OF CAPEL



Disclaimer

Every effort has been made to ensure that the information and guidance provided in this framework is appropriate for consideration and implementation by the Shire of Capel. The information and guidance contained herein is provided in good faith and based on sources believed to be reliable and accurate at the time of the preparation and publication of this document.

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The Local Recovery Plan and any recommendations, advice or information contained herein does not constitute legal advice, please seek advice prior to acting on the information and guidance detailed in this document. Furthermore, prior to taking any action the Shire of Capel's Local Emergency Management Committee is required to consider at the time whether the plan, actions, advice and information is appropriate, based on their current circumstance(s) and within the legal framework.

Background

The Shire of Capel's Local Recovery Plan has been developed as part of the Local Emergency Management Arrangements and should be used in conjunction with these documents.

The Local Recovery Plan was developed through the Business Recovery Project, funded by the Shire of Capel and the Office of Emergency Management (OEM) through the All West Australians Reducing Emergencies (AWARE) Program.



SHIRE OF CAPEL

LOCAL RECOVERY PLAN


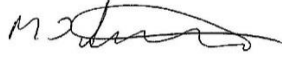
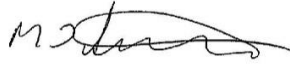
TABLE OF CONTENTS

Ownership, Approval and Control	4
Record of Amendment	4
Distribution List.....	5
General acronyms used in this document	7
SECTION ONE: INTRODUCTION	8
1.2 Authority	8
1.3 Purpose	8
1.4 Objectives.....	8
1.5 Scope	8
SECTION TWO: RELATED DOCUMENTS AND ARRANGEMENTS.....	9
SECTION THREE: RESOURCES	10
3.1 Local Government Staff	10
3.2 Local Volunteer Coordination	11
3.3 Hours of Duty for Volunteers	11
3.4 Volunteer Identification	12
3.5 Volunteer Briefing/Debriefing and Counselling	12
3.6 Local Recovery Coordination Centre	12
3.7 Local Recovery Information Centre.....	12
3.8 Financial Arrangements	13
3.9 Financial Management	13
3.10 Donations of Cash	14
3.11 Donations of Service and Labour	14
3.12 Donations of Goods	14
SECTION FOUR: ROLES AND RESPONSIBILITIES.....	15
4.1 Recovery Structure	15
4.2 Local Recovery Coordinator	17
4.3 The Local Recovery Coordinating Group	17
4.4 Local Recovery Coordinating Group Sub-Committees (where required)	18
SECTION FIVE: OTHER INFORMATION	19
5.1 Visiting VIPs to the Emergency Area and Local Recovery Centre	19

5.2 Insurance	20
5.3 Evaluation of the Recovery Process	20
5.4 Reviewing & Exercising the Local Recovery Plan.....	21
SECTION 6 – THE END OF THE RECOVERY PROCESS.	22
Transitioning Back to Mainstream Services	22
SECTION SEVEN: ANNEXURES	23
Annexe A – Volunteer Information Form (VIF).....	24
Annexe B – Volunteer Task Allocation Form (VTAF).....	27
Annexe C – Volunteer Log Form	29
Annexe D – Volunteer ID	31
Annexe E – Local Recovery Coordinator Position Description	33
Annexe F – Deputy Local Recovery Coordinator Position Description	36
Annexe G – Local Recovery Coordinator Operational Check List (FIRST 24 HOURS)	39
Annexe H – Local Recovery Coordinator Operational Check List (FIRST 48 HOURS).....	41
Annexe I – Local Recovery Coordinator Operational Check List (FIRST 72 HOURS)	43
Annexe J – Local Recovery Coordination Group Action Check List	45
Annexe K – Guidance for Local Recovery Coordination Group Sub-Committees.....	49

Ownership, Approval and Control

These arrangements have been produced and issued under the authority of section 41(4) of the *Emergency Management Act 2005*, endorsed by the Shire of Capel Local Emergency Management Committee (LEMC), adopted by the Shire of Capel Council and tabled with the South West District Emergency Management Committee (DEMC).

	Name	Title	Signature	Date
Document Controller	M Blandford	Deputy Local Recovery Coordinator / Executive Assistant Community Services		13/06/2018
Endorsed By	Shire of Capel Local Emergency Management Committee	Local Emergency Management Committee Chairperson		13/06/2018
Adopted By	Shire of Capel Council	Shire President		27/06/2018

Record of Amendment

Any proposals for amendments or additions to this document should be forwarded in writing to the Shire of Capel Local Recovery Coordinator, Shire of Capel, PO Box 369, CAPEL WA 6271 or alternatively they may be emailed to info@capel.wa.gov.au .

Amendment		Details of Amendment	Amended By	Date
No	Date		(Officer's Name)	Initial / Date
1				
2				
3				
4				
5				

Distribution List

The following Individuals, Officers, Community Organisations, Agencies and Authorities have been given an electronic copy of this plan, and will be provided with any amended copies here after.

Shire of Capel Staff	
Position	No. of Copies
Local Recovery Coordinator/Manager Community Development & Libraries	1
Deputy Local Recovery Coordinator/Executive Assistant Community Services	1
Chief Executive Officer	1
Executive Manager Community Services/Relief Local Recovery Coordinator	1
Executive Manager Corporate Services	1
Executive Manager Engineering & Technical Operations	1
Manager Emergency & Ranger Services	1
Manager Health, Building & Planning	1
Manager Works	1
Shire President & LEMC Chairperson	1
Agencies/Groups/Organisations	
Agency/Group/Org. Name	No. of Copies
ATCO Gas	1
Australian Red Cross	1
Bunbury Regional Hospital	1
Bunbury Sea Rescue	1
Busselton Sea Rescue	1
Department of Biodiversity, Conservation & Attractions	1
Department of Communities	1
Department of Communities	1
Department of Fire & Emergency Services	3
Department of Primary Industries & Regional Development	1
Iluka Resources Limited	1
Main Roads WA	1
Office of Emergency Management	1

State Emergency Services	1
St Johns Ambulance	1
Telstra	1
WA Police	1
Water Corporation	1
Western Power	1

General acronyms used in this document

Acronym	In Full
CA	Controlling Agency
DEMC	District Emergency Management Committee
DFES	Department of Fire & Emergency Services
DLRC	Deputy Local Recovery Coordinator
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangement
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LMDRF	Lord Mayor's Disaster Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
LRCC	Local Recovery Coordination Centre
LRIC	Local Recovery Information Centre
LRP	Local Recovery Plan
NGO	Non-Government Organisation
OIC	Officer in Charge
OEM	Office of Emergency Management
VIF	Volunteer Information Form
VLF	Volunteer Log Form
VTAF	Volunteer Task Allocation Form
WANDRRA	Western Australian Natural Disaster Relief and Recovery Assistance

SECTION ONE: INTRODUCTION

Recovery is an integral part of the Emergency Management process, a process which also includes such steps as Prevention, Preparedness and Response. Restoring the affected community to its normal day-to-day level of functioning following an emergency event is key to ensuring a community remains able to function long term after a disaster.

It should be remembered however, that effective recovery is community led, and we are in place simply to help support that effort and provide assistance and resources where we can. Of utmost importance is listening to what the Community want restored versus what they would rather not have replaced. Restoration and replacement/creation/establishment of facilities/services/social networks that will be utilized strongly and assist in the community being able to function effectively as a whole are what's important.

1.2 Authority

The Shire of Capel Local Recovery Plan has been prepared in accordance with the requirements of Section 41(4) of the Emergency Management Act 2005 as a subsidiary plan to the Local Emergency Management Arrangements. The plan is subject to endorsement by the Shire of Capel LEMC, and formal adoption by the Shire of Capel Council. It will also be tabled for notation with the South Western DEMC and the OEM.

1.3 Purpose

The purpose of these arrangements is to provide a process for effectively managing recovery operations following an emergency, along with suggested methods to engage the affected Community in facilitating its own recovery.

1.4 Objectives

The objectives set out within this plan as part of the LEMA are to:

- Clearly set out the roles, responsibilities, available resources and procedures for the effective management of recovery from emergencies within the Shire of Capel district;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all involved Hazard Management Agencies (HMA's), Emergency Services, Supporting Agencies and Shire of Capel staff who may become involved in the recovery management process.

1.5 Scope

The overall scope of this Recovery Plan includes:

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



SECTION TWO: RELATED DOCUMENTS AND ARRANGEMENTS

The following documents and arrangements are related to this plan and should be read in conjunction with this document:

- Shire of Capel Local Emergency Management Arrangements
- Shire of Capel Contacts & Resources Register
- Shire of Capel Animal Welfare Plan
- Shire of Capel Business Continuity Plan
- Emergency Management Act 2005
- Shire of Capel Local Emergency Management Plan for the Provision of Welfare Support



SECTION THREE: RESOURCES

The Local Recovery Coordinator (LRC) is responsible for determining the resources required for recovery activities. This decision making is based on the Comprehensive Impact Assessment (CIA) information. These determinations will be made with the Local Recovery Coordinating Group (LRCG) and supporting organisations and agencies, during the initial stages of the recovery process.

The Shire of Capel's resources and community resources are noted in the Contact and Resources Register which is a supporting document to the Shire of Capel's Local Emergency Management Arrangements.

If an LRCG is convened, the LRC will continue to assess the requirements for the restoration of services and facilities, including determining the resources required for the recovery process. This must also include communication, information and wellbeing needs of the community. The LRCG will be the responsible body for sourcing and coordinating both external and internal resources, including the provision of Shire of Capel staff to the recovery process.

It should also be remembered that the needs of the community will change during the recovery process. The distribution of resources to deal with the impacts on the community must also be changeable to realign with the communities needs as information continues to become available to the LRC and LRCG.

3.1 Local Government Staff

Once the LRCG has been activated following an incident, all staffing matters will be coordinated by the LRC in relation to the rostering of staff to recovery duties. Shire of Capel staff may be reassigned from their normal duties to any recovery activity as deemed necessary by the LRC. These activities may include such tasks as;

- The operation of the Recovery Coordination Centre
- The operation of the Recovery Information Centre
- Assessments of buildings and environmental conditions
- Clean up related tasks
- Any other recovery related tasks as required.

3.2 Local Volunteer Coordination

All offers of, or request for, volunteer assistance with recovery activities are to be coordinated through the LRCG. Should the volume of volunteer assistance/offers of assistance be great, then the LRCG may choose to appoint a Local Volunteer Coordinator (LVC). This person would then be responsible for assessing all incoming volunteer applications, and coordinating all accepted offers of voluntary assistance and liaising with the LRCG as to where they can be best utilised. Volunteer time is valuable, and as such tasks assigned to any volunteer must be meaningful, with clearly defined roles. The LRC (or LVC if activated) is responsible for matching appropriate skills and resources on offer with tasks to be completed. The LRC (or LRCG if one has been convened) will be responsible for the overall list of what tasks need to be completed.

The first few days following an emergency/disaster event are when most offers of voluntary assistance are likely to be received. It is important to capture these as they come in, so that these valuable resources are not lost.

Spontaneous volunteers are an incredibly flexible and valuable resource in a recovery environment. They can be used to provide support to existing volunteer crews and personnel that are taking active roles in aiding the recovery process. Local volunteers can also assist with familiarity with their local community, the local area and a general understanding of available resources within that space/network of people.

When an offer of voluntary assistance is made a Volunteer Information Form (VIF) must be completed. This form can be found at Annexe A. After the application has been assessed, if the volunteer is accepted by the Shire of Capel, the volunteer can be assigned to any current VTAF tasks. The Volunteer Task Allocation Form (VTAF) is to be completed to record tasks that the LRC (or LRCG if established) have listed as able to be completed by volunteers and to record the details of the individual Task Coordinators, and the Volunteer Log Form (VLF) is also to be completed to record which volunteers have been working on which tasks and the time they have been on site for. These forms can also be found at Annexe B & C.

For insurance purposes it is required that a register of all our recovery volunteers is kept by the Shire of Capel for each incident. This requirement will be met using the completed VIF forms, which will be electronically registered into the Records Database in the Shire of Capel's system. Clear instructions must be given to all volunteers to explain what is required of them and their understanding of this is to be recorded by their signed declaration on the VTAF form. The VLF will act as a time card to track hours spent on allotted tasks by volunteers – all volunteers are required to sign off on their VLF at the end of each allocated shift. These are to be handed in to the LRC (or LVC if activated) at the end of each week and entered into the Records Database.

3.3 Hours of Duty for Volunteers

Where applicable, volunteers should be rostered on for periods not exceeding 8.5 hours per shift. There is to be a minimum rest period of 10 hours between each shift to avoid fatigue. All shift changes should have a 30 minute crossover to allow for handover between shifts, and briefings to be given. Meal breaks must also be included. The LRC (or LVC if activated) is responsible for all volunteer rostering.

3.4 Volunteer Identification

All volunteers taken on by the Shire of Capel must be provided appropriate identification, the minimum for which will be a Shire issued Volunteer ID tag. The Volunteer ID tag must have the volunteer's full name and VIF reference number. A template to be used for these name tags can be found at **Annexe D**.

3.5 Volunteer Briefing/Debriefing and Counselling

The LRC (or LVC if activated) is required to conduct regular briefings and debriefings with volunteers on duty. This is to ensure a clear understanding of tasks undertaken and keep check on volunteer wellbeing. Access to appropriate counselling must also be made available to all volunteers working with the Shire of Capel during a Recovery. This provides an acknowledgement that high levels of stress (both acute and ongoing), and direct exposure to trauma may be experienced.

3.6 Local Recovery Coordination Centre

Should there be a need for extensive recovery activities to be undertaken, then it may be necessary to establish a Local Recovery Coordination Centre (LRCC). The role of such a centre is to coordinate the recovery process being undertaken by the various agencies and organisations in the way of resources, information and tasks – an administrative hub where all agencies and organisations can meet to hold LRCG Meetings, as well as engage to progress recovery projects underway. The Shire of Capel will be responsible for providing the administrative support for this centre.

The LRCC will be located at the most central and suitable Shire of Capel facility in location to the disaster/emergency event. Should the preferred location be unavailable or unsuitable due to damages received/location following an emergency, then an alternative location will be chosen and the location address and contact telephone numbers will be publicised as soon as it has been relocated. The Shire of Capel has Community Centres/Halls in the following locations:

- Jack & Mary Community Centre, Turner Street, BOYANUP
- Hugh Kilpatrick Hall, South Western Highway, BOYANUP
- Capel Community Centre, Roe Road, CAPEL
- Dalvellup Community Centre, Gosse Way, DALYELLUP
- Elgin Hall, Railway Road, ELGIN
- Gelorup Community Centre, Hasties Road, GELORUP

3.7 Local Recovery Information Centre

A Local Recovery Information Centre (LRIC) will be established by the LRCG when needed. It should take on a One-Stop-Shop approach to provide a central point for the community to access information and advice relating to the progress of the recovery effort, along with information about any special arrangements in place and any changes to services. As soon as the LRIC has been established the location and contact details are to be published to the community.

Local, State and Commonwealth Government, as well as non-government services available to those affected by the emergency/disaster should also be centralised at the LRIC for ease of access by the community.

The LRIC may or may not be co-located with the LRCC, this will be dependent on the overall size, complexity and location of the emergency/disaster and the buildings/facilities available at that time to house the LRIC and LRCC.

3.8 Financial Arrangements

With regard to financial arrangements for recovery, where required, the Shire of Capel will utilise the following:

- Establish, ahead of a disaster, a cash reserve specifically for Community Recovery;
- 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 the *Local Government Act 1995* enabling the 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 are also available to assist in funding recovery activities if necessary:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Lord Mayor's Distress Relief Fund (LMDRF)
- Department of Communities
- Department of Human Services (Centrelink)

3.9 Financial Management

A key aspect in providing support to the recovery plan is financial management. There should always be a strategy in place to ensure the successful implementation of recovery programs to ensure adequate and timely expenditure of funds.

Financial Management Arrangements should include the following:

- Clear identification on funding sources (local, state and federal);
- Prioritised requirements for funding;
- Transparent management of funds over time (i.e. receipts of all grants, funds, donations and payouts made and received);

- Both liaison and cooperation with other agencies within both the public and private sector as required;
- All funding, regardless of its source, remains subject to the conditions pertaining to the *Local Government Act 1995*, Part 6 – Financial Management. As such, it is imperative that suitably trained/experienced finance staff are utilised during the recovery period to ensure compliance with the Act and ensure appropriate record keeping throughout the process.

3.10 Donations of Cash

Following an emergency/disaster the Shire of Capel LRCG may decide to either direct the public to make cash donations to the LMDRF, or alternatively they may elect to open a separate account with which to receive cash donations if deemed necessary/more suitable depending on the situation.

More information on how this account is to be established, along with relevant application forms can be found online at www.appealswa.org.au

The creation of an appeals fund by local government does not override the statutory obligations, on the part of government agencies, to provide welfare, relief and reconstruction assistance to those affected by the emergency/disaster.

3.11 Donations of Service and Labour

The LRCG (if established), or the LRC will administer the management of donations of service and labour to assist with recovery from an emergency/disaster. The exception to this is where the State Government level recovery coordination arrangements have been activated, in which case the State's Recovery Services Sub-Committee may arrange the administration of donations of service and labour.

It should be made clear to all donating and to those receiving the donation that the Shire of Capel in no way guarantees or warranties the work carried out through these donations. Acceptance of donated service or labour is the responsibility of the recipient. The Shire of Capel are acting solely as a central point of administration to coordinate donations received.

3.12 Donations of Goods

Following an emergency/disaster, donations of goods to assist victims in their recovery may be received/offered by non-government organisations (NGO's). Where possible it is preferred that these be coordinated through the Shire of Capel LRCG so as to avoid duplication of effort across the various groups. Should this not be possible, then it is recommended that NGO's providing/receiving such donations make it known to the Shire so that it is aware of what is available and who residents can contact should they need to access any of the donated goods.

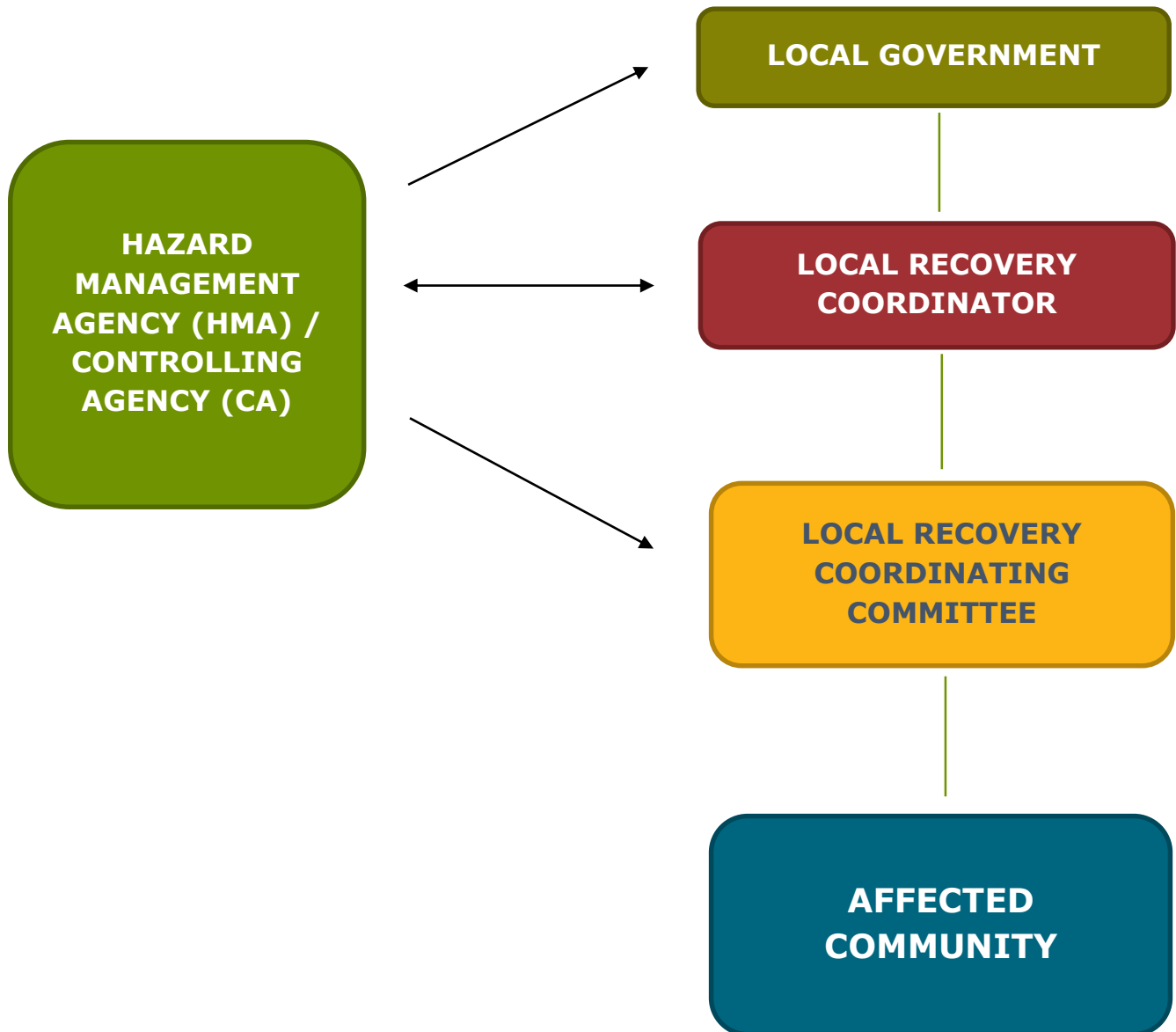
Donations of goods direct to emergency welfare/evacuation centres are strongly discouraged and will not be accepted by the Shire of Capel. The Shire of Capel will provide community education as an ongoing function during peace time to remind the community of the ways they can assist in an emergency/disaster, and to remind them that donations will not be accepted at the Shire of Capel Offices or Evacuation/Welfare Centres.

SECTION FOUR: ROLES AND RESPONSIBILITIES

4.1 Recovery Structure

Local Recovery Coordinating Groups should be considered dynamic structures, as they are made up of an ever changing composition of roles. These changes are dictated by the nature of the disaster being recovered from and the progress of the overall recovery.

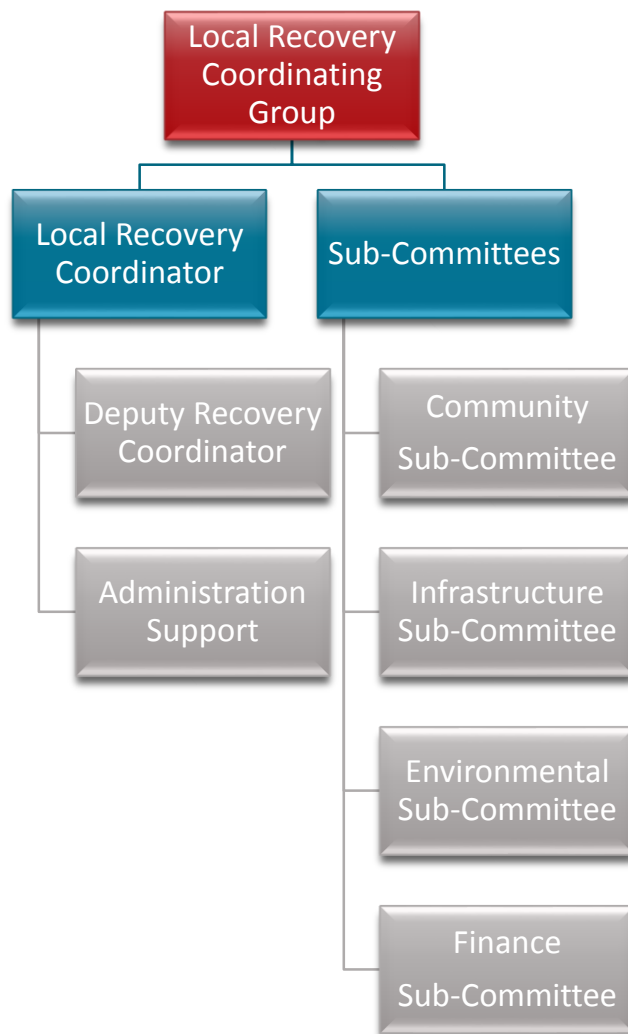
A typical recovery structure for the response phase of an incident would look like this and would remain as such until such time as the transition to recovery is initiated once the response phase has ended;



The initial structure sees the coordination and communication between both the HMA/CA and the local government authority. The Local Recovery Coordinator should also be included in all the HMA/CA Incident Support Group briefings and meetings so that they are across the full scale of the incident at hand.

This structure is built to change based on the needs of the recovery process and the nature of the emergency/disaster to begin with – for example, you would require a significant infrastructure sub-committee in the instance where high level storm damage had destroyed homes and other buildings, but you would be unlikely to need that same committee in the instance of a bushfire where only bushland or pasture had been affected.

The below diagram illustrates a suggested Recovery Committee structure – this structure as mentioned above is subject to change, and should be tailored to suit the scale and type of recovery required following an emergency/disaster:



4.2 Local Recovery Coordinator

The Manager Community Development & Library Services, has been appointed as the Local Recovery Coordinator (LRC) for the Shire of Capel, in accordance with the *Emergency Management Act 2005*, s.41(4). The Executive Assistant Community Services has been appointed Deputy Local Recovery Coordinator (DLRC) and will act in the role of LRC when the LRC is unavailable when an emergency/disaster event occurs. Subsequent to that, the Executive Manager Community Services has been appointed as the Relief Local Recovery Coordinator. Should neither the LRC nor the Deputy LRC be available, the Relief LRC is able to assume either role as required.

The responsibilities of the LRC are as follows:

- Coordinating the recovery in conjunction with the LRCG
- Adhering to the plans, strategies and policies determined by the LRCG
- Preparation, maintenance, testing and implementation of all recovery management arrangements for the Shire of Capel in accordance with the *Emergency Management Act 2005* in consultation with the local government authority.

Please see **Annexes E & F** for a copy of the position descriptions for both the Local Recovery Coordinator and Deputy Local Recovery Coordinator positions. Staff fulfilling either role must be fully aware of their position requirements, and a signed position description is to be completed in peace time and is to be held with Human Resources to acknowledge this.

4.3 The Local Recovery Coordinating Group

The LRCG's role is to support and coordinate the local management of the recovery process within the affected community. The LRCG is made up of Executive and Core Members, plus additional members based on the type and scale of the emergency/disaster event. An example of this membership is as follows:

Executive LRCG Members	Core LRCG Members	Additional Members as Required
<ul style="list-style-type: none"> •Chairperson (President, SOC) •Local Recovery Coordinator •Secretary (Administration Support to be provided by SOC) •Local Emergency Coordinator (OIC, Bunbury Police) 	<ul style="list-style-type: none"> •Executive Manager Community Services •Executive Manager Corporate Services •Executive Manager Engineering & Technical Services •Shire of Capel Council Representative (Councillor) •Hazard Management Agency •Department of Health; and/or •Environmental Health Officer •Department of Communities •Community Representative/s; and if established •Chairpersons of Sub-Committees 	<ul style="list-style-type: none"> •Department of Primary Industries & Regional Development •Department of Biodiversity, Conservation & Attractions •Western Power •Water Corporation •ATCO Gas •Telstra •Main Roads WA •Department of Water •SW Development Commission •Education Representatives •Community Groups •Capel Chamber of Commerce •St John Ambulance •Insurance Council Representative •Australian Red Cross •Any others as required

For a suggested checklist for both the LRC and the LRCG to follow in the initial phases of recovery, please refer to **Annexes G-J** .

4.4 Local Recovery Coordinating Group Sub-Committees (where required)

As previously mentioned, the need to create sub-committees to assist with the management of the recovery process is dependent on the type and scale of the emergency/disaster event. They will not necessarily be required for small scale events. However, should they be required, the sub-committees are:

- Community (Social Environment);
- Infrastructure (Built Environment);
- Environmental (Natural Environment);
- Financial (Economic Environment).

More information about each of the sub-committees' functions can be found at **Annexe K**.

SECTION FIVE: OTHER INFORMATION

5.1 Visiting VIPs to the Emergency Area and Local Recovery Centre

Along with media interest, depending on the scale of the emergency/disaster event there may also be a number of visits to the area by various member of government and a range of other agencies that have a high level of interest in the recovery process. Things to be considered by the LRC hosting such visits include:

- Ensuring the Shire of Capel Chief Executive Officer and Shire President are aware of any proposed VIP/Media visits to the affected area, and are up to date with all current information regarding the recovery effort prior to their arrival;
- Providing effective and informative briefings to all visitors. These should include up to date and accurate information about estimated losses, assistance programs in place, and any financial assistance packages being made available. This in turn will assist in ensuring any information relayed to the community or media by the visitors is accurate, reducing the risk of giving/creating false expectations in relation to the recovery process;
- Briefings should also include information on the current state of the community itself – their emotional state, any particular areas of sensitivity identified;
- All visitors are to have a clear understanding of emergency management arrangements and protocols in place for the area they are visiting;
- All visitors should also be briefed very clearly on the potential impact their visit may have and their subsequent role in the recovery process. It is imperative that it is emphasised to all visitors that any information they provide to the community or the media must be accurate. The effects of inaccurate or ill-informed information being provided can be catastrophic and can cause the impact of the event to be reinforced in the community, which will do more harm than good;
- Where an emergency/disaster has affected more than one geographical location, care is to be taken by all visitors to ensure that each area is treated impartially and visits arranged accordingly; and
- All visits being made by members of Federal or State Parliamentarians (including Ministers) are to be coordinated through the LRC, and are to be discussed with the LRCG (if activated) to ensure that the visits are as effective as possible for both the visitor and the affected community.

5.2 Insurance

Any emergency event, whether natural or man-made, has the ability to cause impact on businesses, homes and community infrastructure and often without any warning. It is commonly accepted that it is the responsibility of the individual to ensure all their property and belongings for all insurable risks in order to receive financial compensation in the event of a loss. All levels of government have adopted the viewpoint that generally speaking they cannot assist with the replacement of otherwise insurable assets as this would render them the unpaid insurer at the expense of the tax/ratepayer. It should be noted that the *State Natural Disaster Relief and Recovery Arrangements* state:

Assistance is NOT provided as compensation for damage/loss sustained as a disincentive for self-help by way of commercial insurance and/or other appropriate strategies of disaster mitigation.

And

While the schemes provide a measure of financial support, the primary responsibility for the safeguarding and restoration of private and public assets remains with the owner, who should always plan for the vagaries of nature.

In the event of a major emergency/disaster event, the Insurance Council of Australia would activate its Insurance Disaster Response Organisation (IDRO). Should this occur, space should be made for IDRO's representatives to set up at the Local Recovery Information Centre (LRIC) (one-stop shop).

Department of Communities is also able to provide assistance to approved applicants up to \$10,000 to assist with repairs to make their home habitable in the event of underinsurance. Applications are subject to income and asset testing.

It should also be noted that the Shire of Capel has arrangements in place to insure all of its assets. All of the Shire of Capel's buildings are covered for damage and public liability, and all Shire of Capel vehicles have appropriate vehicle insurance policies in place.

5.3 Evaluation of the Recovery Process

Throughout the recovery process the LRC (or LRCG if established) should conduct regular audits and reviews of all recovery activities being undertaken. This needs to be a critical analysis of overall progress against established objectives and timeframes. It is also recommended that reviews from outside sources be sought to maximise the integrity and validity of the process and the associated findings.

The evaluation should include the following aspects:

- Analysis of the outcomes against the LRC (or LRCG if established) set priorities and objectives;
- Community and Stakeholder surveys;
- Interviews with all stakeholders (internal and external);

- Workshops; and
- Assessment of key project outcomes.

The initial evaluation should be conducted no later than 12 months after the emergency/disaster event has occurred.

5.4 Reviewing & Exercising the Local Recovery Plan

The Local Recovery Plan should be tested as part of the annual requirement placed upon the Local Emergency Management Committee (LEMC) to test all their local arrangements, as per the *Emergency Management Act 2005*, section 39, the *State Emergency Management Policy*, Section 4.8, and the *State Emergency Management Plan*, Section 4.

SECTION 6 – THE END OF THE RECOVERY PROCESS.

Transitioning Back to Mainstream Services

In order to avoid the community feeling abandoned, or creating expectations of ongoing council service levels that are not possible to maintain long term, it is imperative that transition back to mainstream services is made as soon as possible. Whilst the time frame for this to occur will depend greatly on the type and scale of the event and the damage caused, as soon as any services can return to their normal day-to-day level of offering and operation by the local government, this should occur.

For this reason, it is important that all systems and processes put in place during a recovery are adaptable and flexible so that they can evolve to the ever changing circumstances as the recovery takes place. They should be implemented in a way that assists the affected community to build capacity to manage their own longer-term recovery, rather than building a dependence on the local government's new and temporary arrangements.

When implementing recovery activities, if they are implemented as projects or programs they will have a clearly defined set of objectives, a budget and timeframe for completion. This all assists to clarify expectations within the community of what will be delivered, when and how long for. It also creates a reasonable expectation of when the project/program will cease.

It should be expected that social and personal support services/programs will be required for a much longer period (in some cases several years).

SECTION SEVEN: ANNEXURES

The following pages contain the Annexure documents to the Shire of Capel Local Recovery Plan.

Annexe A – Volunteer Information Form (VIF)

Volunteer Information Form (VIF)



Personal Details		
Title:	First Name:	Surname:
Residential Address:		
Postal Address:		
Phone: BH:	AH:	MOB:
Next of Kin (in case of emergency):		
Phone: BH:	AH:	MOB:

Availability and Type of Assistance Offered:	
Availability (please tick): <input type="checkbox"/> Day (0800-1630 hrs) / <input type="checkbox"/> Evening (1600-0030 hrs) / <input type="checkbox"/> Night (2400-0830 hrs)	
Type of Assistance Offered:	
ACCOMMODATION: e.g. supply of accommodation facilities. (Please note any conditions of tenancy; pets; behaviour; tolerance of alcohol; smoking and illicit substances; length of tenancy etc).	
CHILD CARE: (Licenced Child Care Providers ONLY - proof of current WWC check and National Police Clearance required)	
CLERICAL: e.g. word processing, document collation, data entry	
DOMESTIC: e.g. cleaning, washing, ironing	
FOOD: e.g. meals, catering, meals on wheel delivery	
HEALTH: e.g. massage, relaxation	
MANUAL LABOUR: e.g. gardening, lifting	
PHOTOGRAPHY:	
PROFESSIONAL ADVICE: e.g. architect, builder, lawyer	
TOOLS/EQUIPMENT: e.g. loader, truck, water cart	
TRANSPORT: e.g. bus, car	
OTHER: (please specify any other assistance you can offer not already listed above)	

Shire of Capel

PO Box 369, Capel WA 6271
info@capel.wa.gov.au

(P) 9727 0222
 (F) 9727 0223

Volunteer Information Form (VIF)**Declaration**

As a Recovery Volunteer for the Shire of Capel, I acknowledge that the above information is true and correct. I undertake to maintain the confidentiality of any information acquired by me in the performance of any task undertaken in the performance of my assigned duties while in the role of Recovery Volunteer. Failure to do so will result in my volunteering agreement with the Shire of Capel being revoked and further action taken if necessary.

Name:	Signature:	Date:
--------------	-------------------	--------------

Office Use Only

Drivers Licence Number/Passport Number:	Copy attached: <input type="checkbox"/>
Working With Children's Check - MANDATORY for any role involving children	Copy attached: <input type="checkbox"/>
National Police Clearance	Copy attached: <input type="checkbox"/>
Volunteer Information Form (VIF) Reference Number (assigned by Shire of Capel) <i>This number is to be placed on the Volunteer ID Card when issued.</i>	#
Officer Name:	Signature:
Date:	

Shire of Capel

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Last updated 19/06/2018 in Verdana 10

Annexe B – Volunteer Task Allocation Form (VTAF)

Volunteer Task Allocation Form (VTAF)

Volunteer Task Reference Details	
VTAF Reference Number	VTAF#
Date	
Task Name	
Task Coordinator Name	
Task Coordinator Contact No.	
Alternative Contact No.	

Task Description

Other Comments

Office Use Only	
Task Allocation Authorised By (Name)	
Signature	
Date	

Annexe C – Volunteer Log Form

Volunteer Log Form (VLF)



Week Ending: dd / mm / yyyy

Volunteer Name	VIF #	Time In	Time Out	VTAF #	Volunteer Signature	Authorised Officer Signature
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
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	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		
	VIF #	AM/PM	AM/PM	VTAF #		

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 info@capel.wa.gov.au (F) 9727 0223

Last updated 07/06/2018 in Verdana 10

Annexe D – Volunteer ID

RECOVERY VOLUNTEER

VIF#: _____

Name: _____



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Email: info@capel.wa.gov.au

RECOVERY VOLUNTEER

VIF#: _____

Name: _____



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Annexe E – Local Recovery Coordinator Position Description



TITLE: Local Recovery Coordinator

PURPOSE: The Local Recovery Coordinator (together with the Local Recovery Coordinating Group where activated) will manage the recovery process on behalf of the local government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

Key Responsibilities	Requirements
<ul style="list-style-type: none"> • Ensure the Local Recovery Plan is established, approved and tested; • Liaise with the Hazard Management Agency(HMA)/Controlling Agency(CA), including attending the Incident Support Group (ISG) and Operations Area Support Group (OASG) meetings where appropriate; • Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator and other responsible agencies; • Provide advice to the Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened; • Ensure the functions of the Executive Officer are undertaken for the LRCG where convened; • Assess, on behalf of the LRCG where convened, the requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate; • Determine the resources required for the recovery process in consultation with the LRCG where convened; • Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies, determined by the LRCG where convened; • Monitor the progress of recovery and provide periodic reports to the LRCG (where convened) and State Recovery Coordinating Group (SRCG), if established); • Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally; • Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery; • Ensure the recovery activities are consistent with the principles of community engagement; • Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; • Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency. 	<p>Experience and Qualifications Required:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Current C Class Drivers Licence • Current National Police Clearance Certificate • Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management. • Experience working with diverse groups within the community. • Sound understanding of the <i>Emergency Management Act 2005</i> and <i>Emergency Management Regulations 2006</i>. • Sound understanding of <i>Local Government Emergency Management Responsibilities</i> in Western Australia. • Knowledge of the principles of emergency risk management and emergency management. • The ability to communicate effectively with internal and external stakeholders. <p>Desirable:</p> <ul style="list-style-type: none"> • Formal qualifications/experience in Emergency Management

<p><u>Corporate Responsibilities</u></p> <p><u>Human Resource Management & Leadership</u></p> <ul style="list-style-type: none"> • Participate in required performance management processes; • Participate in learning and development activities including induction, recruitment, and succession planning. 	
<p><u>OH&S</u></p> <ul style="list-style-type: none"> • Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses. 	<p>Level of Authority</p> <ul style="list-style-type: none"> • Purchase Order approval within budget and as per Council Policy
<p><u>Ethical Behaviour</u></p> <ul style="list-style-type: none"> • Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimization and bullying; • Compliance with the Shire of Capel's Code of Conduct and all policies. 	<p>Reporting Relationships</p> <p><u>Reports to:</u> Executive Manager Community Services</p> <p><u>Direct Reports:</u> Deputy Local Recovery Coordinator</p>
<p><u>Records Management</u></p> <ul style="list-style-type: none"> • Ensure all documents are recorded in accordance with the Shire of Capel's Record Keeping Plan and associated policies and procedures; • Ensure confidentiality is maintained at all times. 	<p>INCUMBENT:</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
<p><u>Budgets</u></p> <ul style="list-style-type: none"> • Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately. 	<p>DIRECT MANAGER:</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
<p><u>Values</u></p> <ul style="list-style-type: none"> • Create a positive working environment while upholding the Shire of Capel's organisational values. 	<p>Name:</p> <p>Signature:</p> <p>Date:</p>
<p>Position Specifications:</p>	
<p><u>CLASSIFICATION:</u></p>	<p>Level 10 Local Government Industry Award 2010</p>
<p><u>LOCATION:</u></p>	<p>The position will be based at the Shire of Capel Administration Offices, Forrest Road, Capel. During an active incident/recovery this position may be based elsewhere within the Shire.</p>

Annexe F – Deputy Local Recovery Coordinator Position Description



POSITION DESCRIPTION
Updated: June 2018

TITLE: Deputy Local Recovery Coordinator

PURPOSE: The Deputy Local Recovery Coordinator (together with the Local Recovery Coordinator) will manage the recovery process on behalf of the local government. It is essential that the occupant of this position is aware of the full extent of the role, their impact on the community, and crucial nature of their role in effecting recovery.

Key Responsibilities	Requirements
<ul style="list-style-type: none"> • Assist the Local Recovery Coordinator (LRC) to ensure the Local Recovery Plan is established, approved and tested; • Liaise with the Hazard Management Agency (HMA)/Controlling Agency (CA), including attending the Incident Support Group (ISG) and Operations Area Support Group (OASG) meetings where appropriate. Often the Deputy position will be utilized in a liaison officer role, implementing the crucial link between the ISG and the Local Government Authority (LGA); • In conjunction with the HMA, Local Emergency Coordinator and other responsible agencies, assess the community recovery requirements for each event as required; • Assist the LRC to provide advice to the Shire President and Chief Executive Officer on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened; • Perform the functions of the Executive Officer for the LRCG as required; • Assist the LRC with the assessment of requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate; • Assist the LRC to determine the resources required for the recovery process in consultation with the LRCG where convened; • Assist the LRC to coordinate local level recovery activities for a particular event, in accordance with the plans, strategies and policies, determined by the LRCG where convened; • Assist the LRC to monitor the progress of recovery and provide periodic reports to the LRCG (where convened) and the State Recovery Coordinating Group, if established; • Assist the LRC to facilitate the acquisition and appropriate of the resources necessary to ensure an effective recovery; • Assist the LRC to arrange for the conduct of an operational debrief of all participating agencies and organisations as soon as possible after cessation of the arrangements. 	<p>Experience and Qualifications Required:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Current C Class Drivers Licence • Current National Police Clearance Certificate • Experience and knowledge in the application of planning, prevention, response and recovery strategies in relation to Emergency Management. • Experience working with diverse groups within the community. • Sound understanding of the <i>Emergency Management Act 2005</i> and <i>Emergency Management Regulations 2006</i>. • Sound understanding of <i>Local Government Emergency Management Responsibilities</i> in Western Australia. • Knowledge of the principles of emergency risk management and emergency management. • The ability to communicate effectively with internal and external stakeholders. <p>Desirable:</p> <ul style="list-style-type: none"> • Formal qualifications/experience in Emergency Management

<p><u>Corporate Responsibilities</u></p> <p><u>Human Resource Management & Leadership</u></p> <ul style="list-style-type: none"> • Participate in required performance management processes; • Participate in learning and development activities including induction, recruitment, and succession planning. <p><u>OH&S</u></p> <ul style="list-style-type: none"> • Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses. <p><u>Ethical Behaviour</u></p> <ul style="list-style-type: none"> • Demonstrate a positive commitment and compliance with EEO legislation covering all forms of workplace discrimination, harassment, victimization and bullying; • Compliance with the Shire of Capel's Code of Conduct and all policies. <p><u>Records Management</u></p> <ul style="list-style-type: none"> • Ensure all documents are recorded in accordance with the Shire of Capel's Record Keeping Plan and associated policies and procedures; • Ensure confidentiality is maintained at all times. <p><u>Budgets</u></p> <ul style="list-style-type: none"> • Manage the activities with a financial implication, to ensure that expenses are controlled and monitored accurately. <p><u>Values</u></p> <ul style="list-style-type: none"> • Create a positive working environment while upholding the Shire of Capel's organisational values. 	
<p>Position Specifications:</p>	<p>Level of Authority</p> <ul style="list-style-type: none"> • Purchase Order approval within budget and as per Council Policy
<p><u>CLASSIFICATION:</u> Level 7 Local Government Industry Award 2010</p> <p><u>LOCATION:</u> The position will be based at the Shire of Capel Administration Offices, Forrest Road, Capel. During an active incident/recovery this position may be based elsewhere within the Shire.</p>	<p>Reporting Relationships</p> <p><u>Reports to:</u> Local Recovery Coordinator</p> <p><u>Direct Reports:</u> Administrative Staff (during emergencies only).</p> <p>INCUMBENT:</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p> <p>DIRECT MANAGER:</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>

Annexe G – Local Recovery Coordinator Operational Check List (FIRST 24 HOURS)



Local Recovery Coordinator – Operational Check List (FIRST 24 HOURS)

Task Description	Status
Liaise with response agencies regarding location, size, type and potential impact of the disaster.	
Attend response agencies' ISG and OASG meetings for situational awareness and likely timings for transition to recovery phase.	
Contact and alert key staff (incl. LRCG Executive and Subcommittee members), determine initial requirements (e.g. admin support to maintain a record of events and communications with key staff).	
Receive initial impact assessment from HMA/CA, determine likely human effects and alert relevant recovery agencies (such as WAPOL, Department of Communities, WA Health, Red Cross, Water Corporation, Western Power, Telstra, ATCO Gas, and any other service providers as applicable).	
In conjunction with LRCG Executive, determine level of state government involvement, in consultation with the State Recovery Coordinator.	
Support Department of Communities to determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).	
Determine likely effects on community until relevant recovery agencies are operational (i.e. Department of Communities).	
Determine need to activate LRCG, subcommittees and membership. If activated, establish a recovery coordination centre OR if not activated, ensure resources are retained to record recovery expenditure (incl. logging expenses, receipts, timesheets, staff tasking, machinery usage etc.).	
Establish a liaison officer located at HMA/CA operations centre.	
Establish a recovery information centre to provide affected community with a one-stop-shop access to services.	
Identify and manage special needs groups or individuals that may require specific support mechanisms, services or equipment (e.g. mobility impaired).	
Activate outreach programs to meet immediate needs, and determine ongoing needs. Issues should include the need for specialist counselling, material aid, accommodation, financial assistance, social, recreational and domestic facilities. Consider logistical issues such as road blocks, safety concerns, insurance assessments – outreach programs may require additional support to be effective such as police escort or Environmental Health Officer accompaniment.	
Meet with specific agencies involved with recovery operations to determine strategies, and activate inter-agency liaison mechanisms (e.g. WAPOL, Department of Communities, WA Health, Red Cross, Water Corp, Western Power, ATCO Gas, Telstra, leaders from local community groups/committees etc.).	
Manage offers of assistance, including volunteers, material aid and money.	
Maintain ongoing assessment of impact of the event through local government data, geographic data and relevant support agencies situation reports.	
Meet with recovery agencies for full assessment of event impact. Determine best means of involving affected community and actions from specific agencies.	
Arrange a media briefing, to be presented by the Shire President or Chief Executive Officer on the recovery program.	
Organise briefing and debriefing processes for staff, and establish staffing arrangements to ensure recovery is maintained without fatigue.	

Annexe H – Local Recovery Coordinator Operational Check List (FIRST 48 HOURS)



Local Recovery Coordinator – Operational Check List (FIRST 48 HOURS)

Task Description	Status
Assess any available initial data/intel/comments gathered through outreach programs to assess community needs (formal reports may take considerably longer depending on the extent of the incident).	
Monitor staffing arrangements – relief/fatigue.	
In collaboration with LRCG (if established), develop Operational Recovery Plan – recovery objectives, requirements, governance arrangements, resources and priorities.	
Manage offers of assistance, including volunteers, material aid and monetary donations (delegate to the finance subcommittee if established).	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Manage restoration of essential infrastructure/utilities.	
Develop a community information process, including consideration of public meetings and newsletters.	
Implement event specific communications plan, arrange media briefing (by Shire President/Chief Executive Officer) on recovery program, consider establishing a call centre with prepared responses to FAQ's for larger incidents.	
Maintain ongoing assessment of impact of the event through information/data, geographic data and relevant response agencies situation reports.	
Review resources and services on an ongoing basis.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Provide newsletters to the affected community and information to the media as required. Ensure all information is accurate and up to date at the time of release.	
Continue to monitor agency activities and withdrawal of services when appropriate.	
Debrief recovery agencies	
Maintain recovery coordination centre operations (if established)	
Maintain recovery information centre operations	

Annexe I – Local Recovery Coordinator Operational Check List (FIRST 72 HOURS)



Local Recovery Coordination Group – Action Check List

Task Description	Status
Monitor staffing arrangements – relief/fatigue.	
Participate in development of the Comprehensive Impact Assessment (led by the HMA/CA).	
Review resources and services on an ongoing basis.	
Establish whether the event has been proclaimed an eligible natural disaster under WANDRRA, if so establish what assistance may be available.	
Determine longer term recovery measures and strategies.	
Maintain recovery coordination centre operations (if established)	
Maintain recovery information centre operations.	
Provide newsletters to the affected community and information to the media as required. Ensure all information is accurate and up to date at the time of release.	
Continue to monitor agency activities and withdrawal of services when appropriate.	
Debrief recovery agencies and staff, evaluate the effectiveness of recovery program.	
Recognise agency/staff input.	

Annexe J – Local Recovery Coordination Group Action Check List



Local Recovery Coordination Group – Action Check List

Description	Status
In the Transition from Response	
Ensure the appointment of a LRC has occurred.	
Ensure the Incident Controller includes the LRC in all official responses and briefings.	
Ensure the Incident Controller is aware of recovery requirements and tasks prior to the termination of the response phase.	
Ensure that agencies with response and recovery obligations are aware of their continuing roles.	
Initiate key recovery arrangements including full LRCG subcommittee briefing during the response phase and ensure formal handover takes place.	
Management Structure - the LRCG shall:	
Set up an office with administrative support.	
Facilitate representative subcommittees to coordinate and action recovery tasks and disseminate discussions as required.	
Assume public information obligation from response agency, provide information to impacted area, general public and media. Ensure all information is accurate and up to date at time of release.	
Facilitate and advise on State / Federal emergency relief funding and facilitate and advise on private aid and 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 organisations.	
Recruit representatives of the affected community into the recovery planning.	
Establish strategies for uniting the community behind agreed objectives.	
Provide a 'one-stop-shop' for advice, information and assistance during the recovery period, in the form of a Local Recovery Information Centre.	
Establish mechanisms for the sharing of information and reporting local initiative (e.g. regular community meetings and local newsletters).	
Impact Assessment (Managerial Issues) – the LRCG shall:	
Use intelligence/planning information from the response operation and set up a recovery liaison person in the HMA/CA's ISG.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems and status, damage impact and pattern, welfare issues.	
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, both State and Federal.	
Ensure all relevant information is kept 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 & analyse data - community development and outreach programs are valuable data sources.	
Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> - 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). 	
Managing the process to minimize “calling back”.	
Select and brief staff who will conduct survey/outreach.	
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 subcommittees.	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals.	
Establish 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 potential spokes people to deal with the media – usually the Shire President or Chief Executive Officer.	
Manage public information during the transition from response to recovery when hand-over completed by the HMA.	
Identify priority information needs.	
Develop a media/communications strategy.	
Coordinate public information through: <ul style="list-style-type: none"> - Spokesperson/s; - Identifying and adopting key message priorities; - Using a single publicized website for all press releases. 	
Develop processes for: <ul style="list-style-type: none"> - Media liaison and management (all forms, print and electronic); - Briefing politicians; - Alternative means of communication, e.g. public meetings, mail box 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 welfare groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	

Prioritise public health to restore health services and infrastructure.	
Assist and liaise with businesses to re-establish and re-open.	
Restore community and cultural infrastructure (including education facilities).	
Restore basic community amenities for meetings and entertainment.	
Facilitate emergency financial assistance liaison with Department of Communities.	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures – the LRCG shall plan to:	
Take the opportunity while doing the risk analysis, to: <ul style="list-style-type: none"> - 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 LRCH shall plan to:	
Review financial strategies.	
Communicate with financial agencies, including insurance providers.	
Keep financial process transparent.	
Reporting – the LRCG shall plan to:	
Provide simple, flexible and succinct reporting systems.	
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 their 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.	

Annexe K – Guidance for Local Recovery Coordination Group Sub-Committees

Guidance for Local Recovery Coordination Group Sub-Committees

The Local Recovery Coordinating Committee manages the recovery process on behalf of the local government. Depending upon the size and complexity of the disaster, subcommittees will be established by the committee in order to manage specific responsibilities.

These responsibilities can be broadly grouped into the following functions:

Community – Provision of recovery services to affected communities such as counselling. This affects individuals, families, local groups, clubs and associations.

Infrastructure – Recovery/restoration of public infrastructure and community amenities, where possible supporting reconstruction of private infrastructure.

Environment – Provision of environmental health services (core local government role), in response to a disaster, such as environmental monitoring of mosquito breeding following a flood, asbestos fibre release following an earthquake etc.

Finance – Relates to economic and financial recovery of commercial, industrial and government sectors, as well as specific industries such as tourism or agriculture.

Community Sub-Committee:

Role: This Sub-Committee is to coordinate planning and implementation of recovery in the areas of safety and well-being, physical and psychosocial health, and social aspects.

Responsibilities:

- Assess the impact of the disaster event on human and social aspects.
- Coordinate information provision, financial, welfare and personal support.
- Coordinate psychosocial and counselling services.
- Coordinate ongoing medical and health services.
- Coordinate public health advice warnings and direction to combatants and the community.
- Coordinate temporary accommodation.
- Coordinate short term accommodation and repairs to dwellings.
- Provide and coordinate specialist and outreach services.
- Coordinate case management, community development, support and referral to assist affected people, families and groups.
- Work with local government and community leadership groups to enable learning from their emergency experience in order to better prepare for the future adverse events.

Suggested Members:

- Community Development Officers
- Department of Communities
- WA Department of Health
- Red Cross
- Local Community organisations

Supporting Organisations:

- Centrelink
- St Vincent de Paul
- Department of Education, Training and Arts
- Salvation Army
- Others as required

Infrastructure Sub-Committee

Role: Coordinate planning and implementation of housing, commercial and industrial buildings and structures, physical infrastructure (including power, water, telecommunication, transport) recovery in the district /region.

Responsibilities:

- Work with the insurance sector to ensure adequate and speedy processing of insurance claims.
- Assess damage to housing stock, commercial and industrial buildings and structures, rural structures, and infrastructure facilities.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate demolition of unsafe buildings and structures, if required.
- Coordinate repair and rebuilding matters for housing stock, where necessary.
- Develop option for temporary accommodation.
- Ensure coordinated approach to the housing related strategies in partnership with relevant organisations.
- Coordinate disposal of hazardous material, debris etc.
- Coordinate recovery of infrastructure, which is normally undertaken by infrastructure owners and operators (e.g. Telstra, Western Power).
- Coordinate restoration of sporting facilities and public playground, where necessary.
- Prioritise repair and reconstruction activities, where appropriate.
- Ensure relevant owners/operators are involved in the decision making process.
- Ensure community consultation and involvement in the decision making process.
- Ensure disaster risk reduction is considered in planning for rebuilding and reconstruction.

Suggested members:

- Works Supervisor
- Department of Infrastructure and Planning
- Department of Public Works
- Building Service Authority
- Treasury
- Department of Housing
- Transport
- Department of Main Roads

Supporting Organisations:

- Utility owners /operators (Telstra, Western Power/Water Corp/ATCO Gas)
- Department of Mines and Energy
- Insurance Council Australia
- Others as required

Environmental Sub-Committee

Role: This sub-committee is to coordinate recovery of the natural environment

Responsibilities:

- Coordinate assessment of disaster impact on natural environment e.g. water quality, ecological impact, pollution).
- Provide advice on potential environment issues (e.g. water quality).
- Coordinate rehabilitation of natural environment including parks, waterways and wild life.
- Coordinate preservation of community assets (e.g. reserves and parks).
- Consider mitigation strategies to reduce future impacts on natural environment where appropriate.
- Monitor issues of pollution.
- Coordinate waste management and disposal.
- Ensure there is effective consultation and communication with the community and relevant organisation.
- Ensure environmental bodies and interest groups are involved in the decision making process
- Monitor and assess the environmental consequences of clean-up operations
- Monitor and assess animal welfare issues

Suggested Members:

- Environmental Health Officer
- Department of Environ and Resource Management
- Environmental Protection Agency
- Department of Primary Industries

Supporting Organisations:

- Environmental Advisors
- Chemical and Hazard Substance Advisors
- Environmental Interest Groups
- Catchment Coordination groups

Finance Sub-Committee

Role: Coordinate planning and implementation of economic and financial recovery in the <local government authority> area.

Responsibilities:

- Work with insurance sector to ensure adequate and prompt processing of insurance claims.
- Assess impact on key economic assets (large employers e.g. mining, tourism etc.).
- Assess employment issues and capacity of local business to operate.
- Facilitate business, industry and regional economic recovery and renewal.
- Develop industry and business recovery plans and strategies in conjunction with local government, State government agencies, regional economic development and industry bodies.
- Facilitate financial assistance, access to funds, loans and employer subsidies.
- Monitor the impacts of disaster on the Council's economic viability and develop strategies to minimise the effects on individuals and businesses.
- Facilitate linkages with job providers and employment agencies to source labour.
- Develop a strategy to maximise use of local resources during reconstruction activities.
- Support small to medium enterprises (e.g. referral, business assistance).
- Coordinates support to farmers and rural landlords, where necessary.
- Ensure involvement of local business and industry representatives in decision making.
- Ensure that the recovery plan informs broader planning and decision making activities across government and non-government agencies.

Suggested Members:

- Finance / Rates officers
- Department of Employment, Economic Development
- Department of Tourism, Regional Development and Industry
- Insurance Council of Australia
- Department of Primary Employment and Industrial Relations
- Department of Local Government, Local Government Association

Supporting organisation:

- Australian Bureau of Statistics
- Insurance Companies

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