



# LOCAL RECOVERY MANAGEMENT PLAN

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SHIRE OF KATANNING  
SHIRE OF WOODANILLING  
SHIRE OF KENT

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## **INTRODUCTION**

1. Following the impact of a hazard on a community within the Shires' of Katanning, Woodanilling or Kent, there may be the needs to assist the community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:
  - a. reconstruction of the physical infrastructure; and
  - b. restoration of emotional, social, economic and physical wellbeing.

Its purpose is to assist the community attain a proper level of functioning as soon as possible.

2. Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

## **AIM**

3. The aim of this plan is to detail the recovery management arrangements for the Shires' of Katanning, Woodanilling and Kent.

## **OBJECTIVES**

4. The objectives of the plan are to:
  - a. prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
  - b. establish a basis for coordination between agencies that may become involved in the recovery effort;
  - c. provide a framework for recovery operation; and
  - d. provide guidelines for the operation of the recovery management arrangements.

## **AUTHORITY AND PLANNING RESPONSIBILITY**

5. This plan is part of the Shires' of Katanning, Woodanilling or Kent's Local Emergency Management Arrangements, the authority for which is vested in the Emergency Management Act 2005.
6. The preparation, maintenance and testing of the Recovery Plan is the responsibility of each individual Local Government, however this may be facilitated via the LEMC.

## RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

7. The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual “Disaster Recovery’. Both of these documents are available from the Shire’s Recovery Coordinator.
8. As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:
  - a. The community has a right to be involved in the decision making and management of all aspects of the recovery process;
  - b. The community has a ‘right to know’, as information is an essential part of the recovery process;
  - c. Every person has a right to effective assistance until long-term recovery is achieved;
  - d. Both the affected person and the community have a responsibility to account for financial and material resources used;
  - e. The community has a right to know the criteria for the determination of financial support and grants; and
  - f. The community has a right to expect the maintenance of family cohesion.

## ORGANISATION AND RESPONSIBILITIES

9. The recovery management organisation for the Shires’ of Katanning, Woodanilling or Kent is based on the following:
  - a. Local Recovery Coordinator;
  - b. Local Recovery Committee; and
  - c. Other participating organisations and community groups.

## APPOINTMENT

**Shire of Katanning:** The Local Recovery Co-ordinator is the CEO or their delegate

**Shire of Woodanilling:** The Local Recovery Co-ordinator is the CEO or their delegate

**Shire of Kent:** The Local Recovery Co-ordinator is the CEO or their delegate

## RESPONSIBILITIES

### 11. **SHIRES’ OF KATANNING, WOODANILLING OR KENT**

The Shires’ of Katanning, Woodanilling or Kent will undertake the following

- 1) Nominate a Recovery Coordinator
- 2) Be responsible for ensuring a co-ordinated recovery

- 3) Provide Executive support to the Recovery Committee
- 4) Provide staff and equipment for the Recovery Coordination Centre as required

### **LOCAL RECOVERY COORDINATOR**

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

**a. In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following:**

- 1) prepare, maintain and test the local recovery plan;
- 2) ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
- 3) coordinate the promotion of community awareness with respect to the recovery arrangements;

**b. During recovery operations to:**

- 1) in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee ();
- 2) assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- 3) facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;
- 4) contribute to the resolution of community and political problems which emerge during the recovery process;
- 5) ensure maximum community involvement in the recovery process;
- 6) ensure that both the immediate and long-term individual and community needs are met in the recovery process;
- 7) coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- 8) monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- 9) arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

### **TASKS**

12. Execution of the above responsibilities may result in the following tasks being undertaken:
  - a. organise and manage the resources, staff and systems necessary for the immediate and long term recovery;

- b. advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, businesses and other organisations involved in the recovery process;
- c. liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government departments in order to achieve the most effective and appropriate recovery;
- d. provide information to the government, bureaucracy, community and media;
- e. mediate where conflicts occur during the relief and recovery process;
- f. develop a close and positive working relationship with the key individuals and groups in the affected community; and
- g. be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

## **LOCAL RECOVERY COMMITTEE**

### ***COMPOSITION***

The Local Recovery Committee comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:

- a) Shire Chief Executive Officer/ Elected member of Local Government
- b) Local Recovery Coordinator
- c) Executive Officer – provided by the impacted Local Government
- d) Shire Engineer/ Manager of Works
- e) Local Emergency Coordinator
- f) Local Welfare Coordinator and/or Department for Child Protection representative
- g) Relevant Hazard Management Agency representative
- h) Lifeline Agencies Representatives (where appropriate)
- i) plus other members drawn from government and non government organisations, including community groups with a role to play in the recovery process.

### ***FUNCTIONS***

The functions of the committee include the following:

- a. assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
- b. following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:
  - 1) meets the immediate needs of the community;
  - 2) takes account of local government long term planning and goals;
  - 3) includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;

- 4) develops a time table for completing the major functions;
- 5) considers the needs of youth, aged, the disabled, and non English speaking people;
- 6) allows for the monitoring of the progress of recovery;
- 7) allows full community participation and access;
- 8) effectively uses the State and Commonwealth agencies;
- 9) provides for public access to information on the proposed programs and subsequent decisions and actions; and
- 10) allows consultation with all relevant community groups.

## **RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS**

### ***SHIRES' OF KATANNING, WOODANILLING OR KENT***

- a. Chair and manage the activities of the Local Recovery Committee;
- b. Appoint the Local Recovery Coordinator
- c. Provide secretariat and administrative support to the Local Recovery Committee;
- d. Provides the Local Recovery Management Centre;
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

### ***HAZARD MANAGEMENT AGENCY***

- a. Provide a representative to the Local Recovery Committee;
- b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c. Initiate the recovery process;
- d. Participate in the development of the recovery plan; and
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

### ***DEPARTMENT FOR CHILD PROTECTION***

- a. Provide a representative to the Local Recovery Committee;
- b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

### ***LIFELINE AGENCIES***

- a. Provide a representative to the Local Recovery Committee;
- b. Undertake repairs and restoration of services;
- c. Assist the recovery effort with resources and expertise available from within the service.

## MANAGEMENT ARRANGEMENTS

**LOCAL RECOVERY COORDINATION CENTRE** – Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre. Locations will vary dependant on the impacted Shire. Locations may be;

Local Government	Building	Address
Shire of Katanning		
Shire of Woodanilling		
Shire of Kent		

**ADVICE** – The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Coordinator who will in turn alert the Local Recovery Committee.

### ACTIVATION

**Note:** Each Local Government will be responsible for recovery within their local government district. The HMA will contact the nominated Recovery Coordinator for that area.

- a. In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
- b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.
- c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

### METHOD OF OPERATIONS

- a. Recovery arrangements will normally be instigated by the Hazard Management Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Committee advised accordingly.
- b. In major events, recovery management may be passed to the Shires' of Katanning, Woodanilling or Kent via the Local Recovery Committee working through the designated Local Recovery Coordinator.

- c. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Committee, twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

## **RECOVERY ACTIVITIES AND STRATEGIES**

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

### ***ACTIVITIES***

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

### **STRATEGIES**

#### ***COMMUNITY INVOLVEMENT STRATEGIES***

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

#### ***RECOVERY INFORMATION STRATEGIES***

- Provide regular updates on –
  - current state & extent of the disaster,
  - actual and proposed official response
  - desired community response
  - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations

Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters

### ***RECOVERY ASSISTANCE STRATEGIES***

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

### ***ACCOUNTABILITY STRATEGIES***

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

### ***STRATEGIES FOR GRANTS, LOANS AND GIFTS***

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

### ***STRATEGIES TO MAINTAIN FAMILY COHESION***

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

### ***STAND DOWN/DEBRIEFS/POST OPERATION REPORTS***

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities capability to manage the services improve.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

## FINANCIAL ARRANGEMENTS

### **WESTERN AUSTRALIA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)**

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

#### **Declaration of Eligible Natural Disasters**

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a "*natural disaster*", in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:

- Must be an ***eligible event***; and
- The anticipated cost to the State of ***eligible measures*** must exceed the ***small disaster criterion***, being the amount of \$240,000.  
(Further information concerning the terms '*eligible event*' and '*eligible measures*' follow.)

#### **Eligible Events**

The WANDRRA **ONLY** apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.*'

#### **Eligible Measures**

The WANDRRA comprises a range of *eligible measures* that have been approved by the State Government. An *eligible measure* means an act of relief or recovery that is:

- carried out to alleviate damage or distress arising as a direct result of a *natural disaster*; **and**  
of a type described below as a Category A, B, C or D measure.

**Category A measure** Is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.

**Category B measure** Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of

a natural disaster, or counter disaster operations for the protection of the general public.

**Category C measure** Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.

**Category D measure** Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

### **Administration and Management of the WANDRRA**

The Fire and Emergency Services Authority is responsible for the overall administration of the WANDRRA.

FESA is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection).

FESA is also the contact point for the Australian Government in respect of the NDRRA.

### **APPEALS AND DONATIONS**

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

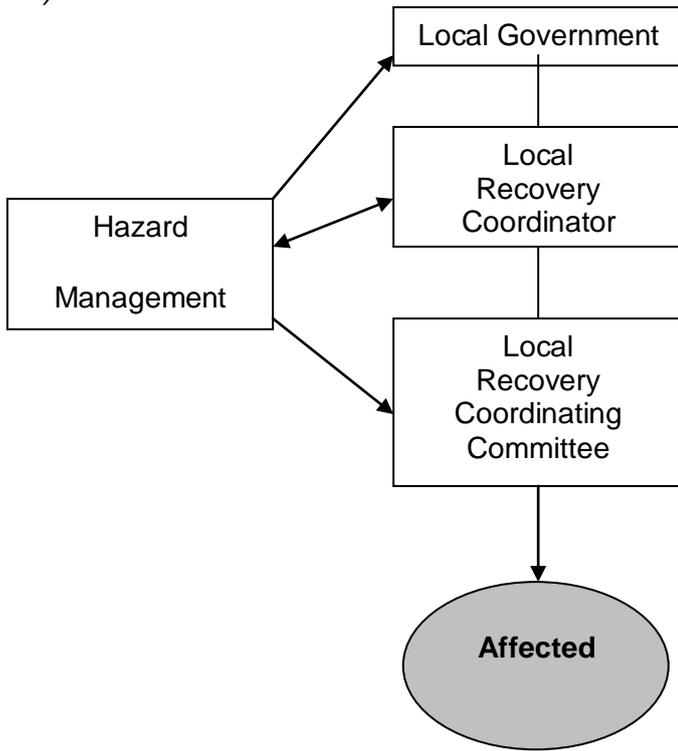
**Donations of Cash:** The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. (Ref SEMP OP 19).

**Donations of Service and Labour:** Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

**Donations of Goods:** The donations of goods to assist victims to recover from an emergency may be arranged by non government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

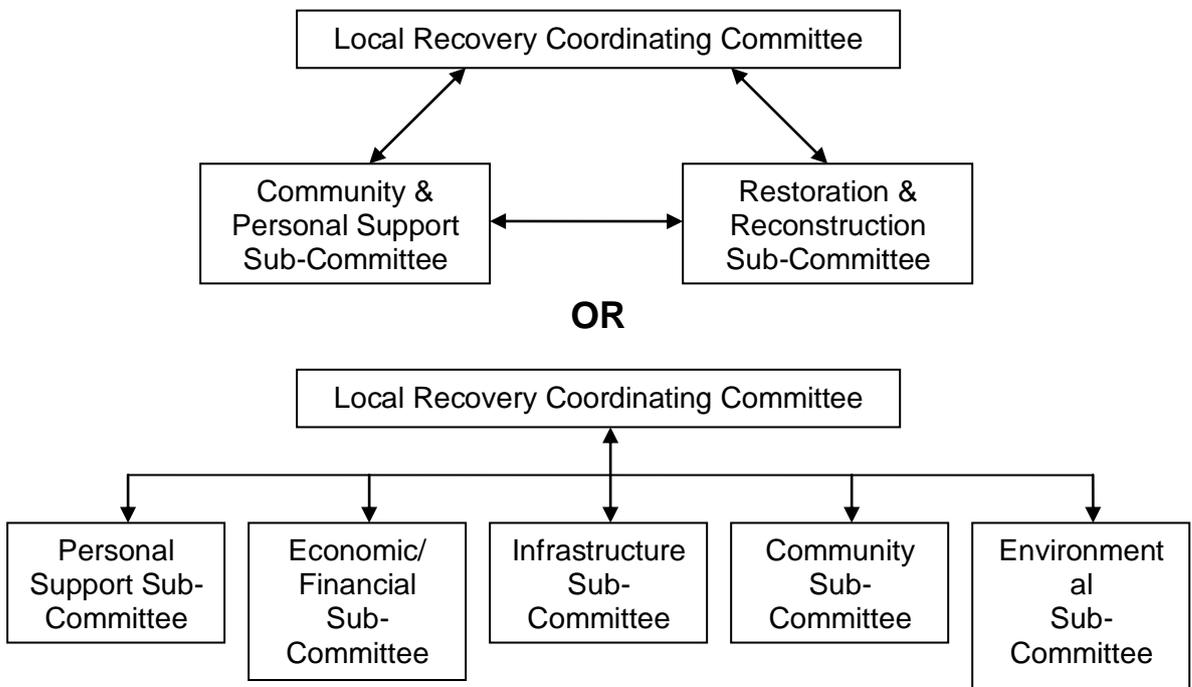
# ANNEX 1 LOCAL RECOVERY ORGANISATION

## Initial Recovery Management Structure (during response)



## Recovery Committee Structures (following handover from HMA to LRC)

(depending upon community impact and complexity of event)



**ANNEX 2 CONTACTS (RECOVERY SPECIFIC)**

**ANNEX 3 LOCAL RECOVERY COORDINATOR/LOCAL RECOVERY COORDINATING COMMITTEE**

<b>Transition From Response:</b>	<b>OK</b>
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
<b>Management Structure (the LRCC Shall):</b>	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
<b>Promote Community Involvement (the LRCC shall):</b>	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
<b>Impact Assessment -managerial issues (the LRCC shall):</b>	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
<b>Inspections and Needs Assessments - technical focus (the LRCC shall):</b>	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery	

operation, defining: <ul style="list-style-type: none"> <li>• how and who will gather the information (single comprehensive survey)</li> <li>• how information will be shared</li> <li>• how information will be processed and analysed</li> <li>• how the data will be verified (accuracy, currency and relevance)</li> </ul>	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
<b>Data Management (the LRCC shall):</b>	
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.	
<b>State Government Involvement (the LRCC shall):</b>	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
<b>Public Information (the LRCC shall):</b>	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> <li>• Recovery Coordination centre</li> <li>• spokesperson/s</li> <li>• identifying and adopting key message priorities</li> <li>• using a single publicised website for all press releases</li> </ul>	
Develop processes for: <ul style="list-style-type: none"> <li>• media liaison and management (all forms e.g. print, and electronic)</li> <li>• briefing politicians</li> <li>• alternative means of communication e.g. public meetings, mailbox fliers, advertising</li> <li>• communicating with community groups</li> <li>• meeting specialist needs</li> <li>• formatting press releases</li> <li>• developing and maintaining a website</li> <li>• ensuring feedback is sought, integrated and acknowledged</li> </ul>	
Monitor print and broadcast media, and counter misinformation.	
<b>Rehabilitation and Assistance LRCC Shall:</b>	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	

Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	
<b>Implementation of Reduction Measures LRC shall plan to:</b>	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> <li>• identify essential services and facilities in high-risk areas</li> <li>• consider the restoration options in the event of their becoming dysfunctional</li> </ul>	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
<b>Financial Management LRCC shall to:</b>	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
<b>Reporting LRCC Shall Plan to:</b>	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
<b>Managed Withdrawal LRCC Shall Plan to:</b>	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue 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 learnt and strategies for enhancing community recovery arrangements and processes for future events	

## ANNEX 4 TRANSITION FROM RESPONSE TO RECOVERY FORM

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

This document will assist the Local Recovery Coordination Committee (LRCC) in the commencement of the recovery process.

The document is also regarded as the official handover from Incident Management Team and the LRCC by the Incident Controller and the Local Recovery Coordinator.

### **Section 1: Incident details**

<b>Incident/Emergency Name:</b>	
<b>Incident/Emergency Number:</b>	
<b>Incident Controller Name &amp; Contact</b>	
<b>Hazard Management Agency:</b>	
<b>Local Recovery Coordinator Name &amp; Contact:</b>	
<b>Date and Time of Handover Meeting:</b>	
<b>Description of Affected Area:</b>	
<b>Map Attached:</b>	Y/N
<b>Other Local Government Areas Affected:</b>	

## **Section 2: Impact Assessment**

1. Has any **residential** property been damaged or destroyed?

**Yes** Go to question 1a

**No** Go to question 2

1a. Record any available information about damage or losses to residential properties.

<b>Number of Residential Properties <u>Damaged</u>:</b>	
<b>Notes:</b>	
<b>Number of Residential Properties <u>Destroyed</u>:</b>	
<b>Notes:</b>	

Include an attachment of any additional damage.

2. Has any **commercial or industrial** property been damaged or destroyed?

**Yes** Go to question 2a

**No** Go to question 3

2a. Record any available information about damage or losses to commercial or industrial properties.

<b>Number of Commercial or Industrial Properties <u>Damaged</u>:</b>	
<b>Notes:</b>	
<b>Number of Commercial or Industrial Properties <u>Destroyed</u>:</b>	
<b>Notes:</b>	

Include an attachment of any additional damage

3. Has any **rural, pastoral or primary producer** properties been damaged or destroyed?

**Yes** Go to question 3a

**No** Go to question 4

3a. Record any available information about damage or losses to **rural, pastoral or primary producer** properties.

<b>Number of Rural, Pastoral or Primary Producer Properties Damaged:</b>	
<b>Notes:</b>	
<b>Number of Rural, Pastoral or Primary Producer Properties Destroyed:</b>	
<b>Notes:</b>	

Include an attachment of any additional damage

4. Have any **essential services** been disrupted?

**Yes** Go to question 4a

**No** Go to question 5

4a. Record any available information about damage or losses to essential services.

<b>Service Type</b>	<b>Location</b>	<b>Contact person</b>	<b>Estimated restoration time</b>
<b>Gas</b>			
<b>Phone</b>			
<b>Power</b>			

<b>Roads</b>			
<b>Water</b>			
<b>Other</b>			

5. Are there any road blocks in place?

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6. Is there any other relevant information regarding the disruption of essential services or damage/losses in general?

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### **Section 3: Evacuation/Welfare**

7. Was an **evacuation** or **relocation** undertaken?

**Yes** Go to question 7a

**No** Go to question 11

7a. Has a welfare centre(s) been established?

**Yes** Go to question 7b

**No** Go to question 8

7b. Details of welfare centre(s):

Address:

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Estimated number of evacuees:

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Notes:

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8. How many properties were evacuated?

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9. When will evacuees be allowed back into the affected area?

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10. Is there any other relevant information regarding the evacuation of people within the area?

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## **Section 4: Confirmation**

11. Transition report details:

### **REPORT PREPARED BY:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

### **HANDED OVER BY:**

#### **Incident Controller**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

### **HANDED OVER TO:**

#### **Local Recovery Coordinator**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

**ANNEX 5 OPERATIONAL SEQUENCE GUIDE/CHECKLIST**

<b>Situation</b>	<b>Organisation/Action</b>
<p><b>ALERT</b></p> <p><b>(Transition)</b></p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p><b>HMA</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements.</li> <li>• Include Local Recovery Coordinators/local governments in briefings/Incident Management Group.</li> </ul> <p><b>LOCAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• Establish liaison with Local Recovery Coordinator/Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support.</li> <li>• Advise and liaise with LRCC members.</li> </ul>
<p><b>ACTIVATION</b></p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p><b>LOCAL GOVERNMENT</b></p> <ul style="list-style-type: none"> <li>• When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees.</li> </ul> <p><b>LRC</b></p> <ul style="list-style-type: none"> <li>• Arrange for conduct of on-site assessment, if appropriate.</li> <li>• Maintain links with affected organisations for the identification and coordination of the provision of recovery support.</li> </ul>
<p><b>STAND DOWN</b></p>	<p><b>LOCAL GOVERNMENT/LRC</b></p> <ul style="list-style-type: none"> <li>• Ensure handover of responsibility for ongoing recovery</li> </ul>

Situation	Organisation/Action
On completion of Local coordinated recovery activities.	<p>activities to a managing agency.</p> <ul style="list-style-type: none"> <li>• Advise LEC and LRC members of stand-down</li> <li>• Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group</li> <li>• Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.</li> </ul>

## ANNEX 6 ACTION RECOVERY PLAN TEMPLATE

### **Action Recovery Plan**

(Suggested composition/layout following a major emergency)

The <insert City/Town/Shire> has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY COORDINATION as a general recovery management plan however, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure and where significant reconstruction and restoration is required, an Operational Recovery Plan should be prepared by the LRCC.

The Operational Recovery Plan should provide a full description of the extent of the damage, both physical and human and detail plans for restoration and reconstruction of the affected community.

Each Operational Recovery Plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption however, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

**(Name of community) Local Recovery Coordinating Committee**

**Action Recovery Plan**

**Emergency:** (type ..... and ..... location)

**Date** ..... **of** ..... **Emergency:** .....

**Section 1**

**Introduction**

Background on the nature of the emergency or incident

- Aim or purpose of the plan
- Authority for plan

**Section 2**

**Assessment of Recovery Requirements**

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

**Section 3**

**Organisational Aspects**

- Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

**Section 4**

**Operational Aspects**

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

**Section 5**

**Administrative Arrangements**

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

**Section 6**

**Conclusion**

Summarises goals, priorities and timetable of plan.

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Signed by: \_\_\_\_\_  
Chairperson, Local Recovery Coordinating Committee

Date: \_\_\_\_\_

**ANNEX 7 LOCAL RECOVERY COMMITTEE STANDARD REPORTING**

**LOCAL RECOVERY COORDINATING COMMITTEE  
RECOVERY REPORT – <Emergency Situation>**

<insert Name> Local Recovery Coordinating Committee  
Report No: .....

To: Chairman, SRCC/State Recovery Coordinator

**Situation Update:** *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

**Proposed Activities:** *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

**Special Assistance:**

**Requirements:** *Includes support from other agencies, LRCC intervention with priorities.*

**Financial Issues:** *May include support from LRCC for additional funding from Treasury.*

**Recommendations:**

**Name & Signature:**

**Title:**

**Date:**

**ANNEX 8 POST INCIDENT ANALYSIS PRO FORMA**

ISSUE	COMMENT	RECOMENDATIONS
<b>Management</b>		
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Adminstration structure effective.		
Reporting relationships clear ? <i>(Did you know who to report to?)</i>		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade		
<b>Inter-agency liaison</b>		
Were there any issues working/liaising with other organisations?		

<b>Emergency Management - Recovery Support Arrangements</b>		
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Are relevant Agency/Organisation arrangements established/current?		
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