



Local Recovery Plan

Contents

1. ADMINISTRATION	6
1.1 ENDORSEMENT OF LOCAL RECOVERY PLAN	6
1.2 AMENDMENT RECORD	7
1.3 DISTRIBUTION LIST	7
1.4 ACRONYMS USED WITHIN THESE ARRANGEMENTS	7
2. RELATED DOCUMENTS	8
2.1 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS	8
3. RECOVERY	9
3.1 OVERVIEW	9
3.2 PURPOSE	9
3.3 AUTHORITY	9
3.4 AIM	9
3.5 OBJECTIVES	9
3.6 RECOVERY PRINCIPLES	10
3.7 RECOVERY MANAGEMENT CONCEPTS	10
3.8 OUR RECOVERY VALUES	12
3.9 THREATS	13
3.10 SCOPE	13
3.11 GEOGRAPHIC LOCATION	13
3.12 MANAGEMENT ARRANGEMENTS	14
4. ACTIVATING RECOVERY	14
4.1 RESPONSE TO RECOVERY EVENT RESPONSIBILITIES	15
4.2 IMPACT STATEMENT AND NEEDS ASSESSMENT	15
4.3 OUTREACH NEEDS ASSESSMENT	16
4.4 SOURCES OF INFORMATION – IMPACT (IS) AND NEEDS ASSESSMENT (NA)	16
4.5 OPERATIONAL RECOVERY PLAN	17
4.6 LONG-TERM RECOVERY STRATEGY	17
4.7 MANAGED WITHDRAWAL	17
5. OPERATIONAL RECOVERY MANAGEMENT	18
5.1 LOCAL RECOVERY COORDINATION GROUP (LRCG)	18
5.2 COMMUNITY INVOLVEMENT – CULTURAL AND DIVERSITY INCLUSIVENESS	19
5.3 LOCAL RECOVERY GROUP SUB COMMITTEES	20
5.4 STATE GOVERNMENT INVOLVEMENT	20
6. FINANCIAL MANAGEMENT	21
6.1 FINANCIAL RECORDS	21

6.2	FINANCIAL ASSISTANCE.....	21
7.	APPEALS, DONATIONS AND VOLUNTEERS.....	23
7.1	LORD MAYOR’S DISTRESS RELIEF FUND (LMDRF).....	23
7.2	DONATIONS OF GOODS.....	23
7.3	SPONTANEOUS VOLUNTEERS	24
8.	RECOVERY FACILITIES AND RESOURCES	24
8.1	HAZARD MANAGEMENT AGENCY RESPONSE RESOURCES.....	24
8.2	SHIRE OF BROOKTON CONTACTS, RESOURCES AND ASSETS REGISTERS	24
8.3	AUSTRALIAN RED CROSS	24
8.4	RECOVERY FACILITIES AND STAFF	24
8.5	SHIRE OF BROOKTON STAFF.....	25
9.	ROLES AND RESPONSIBILITIES.....	26
9.1	LOCAL RECOVERY COORDINATOR.....	26
9.2	SHIRE OF BROOKTON RECOVERY ROLES & RESPONSIBILITIES.....	26
9.3	EXTERNAL AGENCIES RECOVERY ROLES AND RESPONSIBILITIES.....	26
10.	COMMUNICATIONS	26
10.1	RECOVERY COMMUNICATION PLAN.....	27
10.2	SPOKESPERSON(S).....	27
11.	STAND DOWN.....	27
11.1	DEBRIEFING	27
11.2	EVALUATION.....	27
12.	REVIEW.....	28
12.1	SUPPORT PLAN REVIEW	28
13.	TO CONSIDER.....	28
13.1	DONATIONS OF FODDER.....	28
13.2	AGISTMENT OF LIVESTOCK.....	28
13.3	ACCOMMODATION OF AGENCY MEMBERS.....	28
APPENDIX 1:	LOCAL RECOVERY COORDINATION GROUP MANAGEMENT STRUCTURE AND FUNCTIONS	29
	Initial Recovery Management Structure during Response Phase.....	29
	Partial Recovery Management Structure – Initial	29
	Full Management Structure (Comprehensive/Complex Event)	30
	Local Recovery Group Sub-Committee Functions	31
APPENDIX 2:	RECOVERY ROLES AND RESPONSIBILITIES – SHIRE OF BROOKTON	32
	Local Recovery Coordinator – Executive Governance Officer.....	32
	Chair Local Recovery Coordination Group – Shire President	32

Chair Local Emergency Management Committee – Shire President	32
Recovery Support Officer	32
Recovery Liaison Officer – CEO or delegate	32
Recovery Coordination Centre (Rcc) Coordinator - Community Development Officer	33
Recovery Communications Coordinator – LRC (in consultation with CEO)	33
Municipal Safety Officer – Works Coordinator	33
Information Technology Support Officer	33
Community Services Coordinator – Community Development Officers.....	33
Children And Family Services Coordinator – Community Development Officer.....	34
Engineer Operation And Logistics – Manager of Infrastructure & Works	34
Field Coordinator Supervisors – Works Coordinator.....	34
Financial Recovery Coordinator – Manager of Corporate Services	34
Municipal Emergency Resource Officers.....	34
Economic Recovery Coordinator – Senior Finance Officer.....	34
Waste Services Officer – Manager of Infrastructure and Works	35
Health Risk Advisor - EHO	35
Supervisor Building Maintenance - EHO.....	35
Building Structural Officer - EHO	35
Business Risk Management Officer – Manager of Corporate & Community.....	35
Supervisor Parks Maintenance – Works Team.....	35
APPENDIX 3: RECOVERY OPERATIONAL SEQUENCE GUIDE / CHECKLIST	36
APPENDIX 4: RECOVERY ACTION CHECKLIST	37
APPENDIX 5: RECOVERY COORDINATOR ACTION CHECKLIST.....	40
RECOVERY COMMUNICATION PLAN	43
1. Vision.....	44
2. Mission	44
3. Background	44
4. Communication Objectives	44
5. Key Target Audience.....	44
6. Key Messages.....	47
7. Actions.....	47
8. Risk Management.....	48
9. Communication Plan Review	48
Attachment 1 Outreach Impact & Needs Assessment	49
Attachment 2 Make a Statement.....	50
Attachment 3 Ask a Question	51
Attachment 4 Operational Recovery Plan	52

Attachment 5 Local Recovery Centre Guidelines 55
Attachment 6 The recovery timeline: short, medium and long term..... 58
Attachment 7 Local Government Recovery Event Planning Template..... 59
Attachment 8 LRCG Agenda..... 60
APPENDIX 6: POST INCIDENT ANALYSIS – EMERGENCY & RECOVERY MANAGEMENT..... 63
APPENDIX 7: LOCAL RECOVERY GROUP STANDARD REPORTING TEMPLATE..... 64

1. ADMINISTRATION

1.1 ENDORSEMENT OF LOCAL RECOVERY PLAN

The Local Recovery Plan (LRP) has been developed in accordance with Section 41(4) of the Emergency Management Act 2005 (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Brookton and as such should not be read in isolation.

The development, implementation and revision of this plan is the responsibility of the Shire of Brookton in consultation with LEMC and key stakeholders in accordance with the EM Act.

The LRP was supported by the Shire of Brookton Local Emergency Management Committee (LEMC) and endorsed by Council.



Shire President
Shire of Brookton
Chairperson Local Emergency Management Committee

14th December 2023
Date



Chief Executive Officer
Shire of Brookton

14th December 2023
Date

Disclaimer: This Plan has been produced by the Shire of Brookton in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Brookton expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

1.2 AMENDMENT RECORD

NO.	DATE	AMENDMENT DETAILS	DOCUMENT PREPARED BY
1	Nov 2019	Complete Review	LEMC
2	July 2023	Complete Review	Local Recovery Coordinator
3			
4			
5			

1.3 DISTRIBUTION LIST

Organisation	No Copies
Shire of Brookton	6
Brookton Police Station	1
Brookton Volunteer Bushfire Brigades	1
Brookton Volunteer Fire & Rescue	1
Brookton St John Ambulance	1
Chief Bush Fire Control Officer	1
District Emergency Management Committee	1
State Emergency Management Committee	1
Local Emergency Management Committee	1
Brookton Shire Ranger	1

1.4 ACRONYMS USED WITHIN THESE ARRANGEMENTS

BOM	Bureau of Meteorology
CA	Controlling Agency
CEO	Chief Executive Officer
DBCA (DPaW)	Department of Biodiversity, Conservation and Attractions (Dept. Parks of Wildlife)
DEMCC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DOC	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DWER	Department of Water and Environmental Regulation
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
HMA	Hazard Management Agency

IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
OIC	Officer in Charge
SEMC	State Emergency Management Committee

2. RELATED DOCUMENTS

To enable integrated and coordinated delivery of emergency management within the Shire of Brookton, these arrangements are consistent with West Australian Emergency Management Framework.

The LRP is to be read in conjunction and alignment of the Shire's Local Emergency Management Arrangements (LEMA).

Reference should also be made to the;

- Shire of Brookton Emergency Evacuation Plan
- Department of Communities Local Support Plan

2.1 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

Parties to the Agreement	Aim of the Agreement
Local Government MOU – Shires of Brookton, Beverley, Corrigin, Cuballing, Dumbleyung, Kulin, Lake Grace, Narrogin, Pingelly, Quairading, Wagin, Wandering, West Arthur, Wickepin, Williams	Basic framework for cooperation between LG's named and to promote cooperation in a disaster event which affects one or more of the partnering LGs.
Addendum to MOU above with Shires of Brookton, Pingelly, Wandering and Beverley.	Assistance in an emergency sharing resources and staff.

3. RECOVERY

3.1 OVERVIEW

Following the impact of a hazard on a community within the Shire of Brookton, there may be a need to assist the community to recover from the effects of the emergency. Recovery is a coordinated process of supporting the affected community.

- a) Reconstruction of the physical infrastructure; and
- b) Restoration of emotional, social, economic and physical wellbeing.
- c) Social Environment – defined by relationships and connected by networks of communications, ie. Individuals, families and common interest groups that form whole communities
- d) Built Environment – human made assets that underpin the functioning of the community
- e) Economic Environment – economic recovery is critical to the whole-of-community recovery process
- f) Natural Environment – is considered in terms of impact on the air, water, land and soil, plants and animals.

The purpose of managing recovery is to assist the community to attain a proper level of functioning as soon as possible. Recovery activities will normally commence in conjunction with response activities but will continue for an extended period after response activities have concluded.

3.2 PURPOSE

To detail planning, arrangements and processes established to restore, as quickly as possible, the quality of life in an affected community so that they can continue to function as part of the wider community.

3.3 AUTHORITY

This Local Recovery Plan (LRP) is prepared in accordance with the *Emergency Management Act 2005 (WA)*. Endorsed by the Shire's Local Emergency Management Committee (LEMC) and Shire Council. Tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

3.4 AIM

The aim of the Brookton Local Recovery Plan is to formalise the arrangements for the effective management of any recovery from an emergency and/or disaster and to ensure compliance with the Emergency Management Act (2005), specifically section 41(4).

3.5 OBJECTIVES

The objectives of the plan are to:

- Assist recovery at a personal, community, economic and environmental level;
- Establish and articulate community recovery management structures and processes, which should ensure active and effective community participation in the recovery process;
- Ensure that government and non-government support is made available to affected communities, to the maximum levels possible, or appropriate;
- Assist communities to rebuild, recognising all opportunities to enhance social, economic and environmental values, wherever possible;
- Improve the resilience of the Brookton community;
- Ensure that lessons learnt through the recovery process are captured, recorded and available to managers of future recovery processes; and

- Identify trigger(s) for the activation of these arrangements, incorporating these into emergency response protocols, thereby ensuring timely, effective and early integration of recovery activities, into any emergency response.

3.6 **RECOVERY PRINCIPLES**

The Shire’s Local Recovery Plan (LRP) and its Local Recovery Group (LRG) will consider all aspects of recovery, incorporating the Australian national disaster recovery principles that are considered central to successful recovery, being:

Understanding the CONTEXT

The Shire recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within the Shire of Brookton area, having its own history, values and dynamics and will always take this into consideration

Recognising COMPLEXITY

The Shire will acknowledge the complex and dynamic nature of both emergencies and the diverse nature of its community.

Using COMMUNITY-LED approaches

The Shire recognises that successful recovery is based around community-centred involvement and as such will be responsive, flexible and engaging with the community supporting them to move forward.

COORDINATE all activities

The Shire will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies, and industry based on continuing assessment impacts and needs.

COMMUNICATE effectively

The Shire understands the imperative of effectual communication for successful recovery and thus will ensure this is activated using the Recovery Communications Plan ensuring community and partners are always informed and heard.

Build CAPACITY

The Shire appreciates successful recovery, recognises, supports, and builds on individual community and organisational capacity and resilience and so will always allow for programs and processes which will enhance resilience and capacity building at every opportunity.

3.7 **RECOVERY MANAGEMENT CONCEPTS**

The following concepts provide the foundation for effective recovery management:

- **Community involvement** – The recovery process is most effective when individuals and communities take an active part in the management of their own recovery.

The inclusion within the Local Recovery Coordinator Groups, of representatives from a mixture of government, private and voluntary agencies, local council, cultural group leaders and any others considered appropriate, remains the most effective way of involving the whole of community into recovery planning and management.

- **Management at the local level** – Management of emergency recovery should be entrusted to the local community.

The local community would be more effective at managing recovery in their own community, as they have the required local knowledge and community networks. Resource support may be required from the State level.

- **Affected area/Community approach** – Emergencies rarely occur within the confines of a single government area.

Management of the recovery process is generally undertaken on the basis of an identifiable area of impact. The affected area should be considered with respect to the losses that have resulted and by the impacts upon the people involved.

- **Differing effects/needs for different communities/individuals** – The capacity of individuals, families and communities to recover from the impact and re-establish normal living patterns following emergencies, will vary depending upon their own capacity, the specific circumstances of the emergency and its effect upon them.

Assistance measures must be adapted to most appropriately meet the needs of those affected. This will require sensitivity and extensive consultation with the affected people and communities.

- **Empowering individuals and communities** – It is essential that emergency affected individuals and communities, are encouraged to actively participate in the management of their own recovery. Emphasis should be given to supporting and maintaining the identity, dignity and autonomy of those affected.

Support services and assistance measures should be well advertised through local networks on a repetitive basis, and easily accessible. These should still allow people to make their own decisions. It should be ensured that appropriate information is provided for cultural and linguistically diverse groups and sufficient to enable people to make their own decisions.

- **Minimum intervention** – External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the effected community.

Where possible, additional resources provided should be under local management, through the network of existing service providers.

- **Planned/timely withdrawal** – A critical aspect of recovery management is that the withdrawal of external assistance, is carefully planned, monitored and communicated. A planned withdrawal should be done with community involvement, through the Local Recovery Coordination Group, ensuring that a void/s will not be left behind.

- **Recognition of local resourcefulness** – It will become clear as the recovery process proceeds, what the capacity of individuals and communities is, to participate in the management of their own recovery and whether there is a requirement for further support services. It is important to recognise what capacity exists for individuals and the community and provide appropriate assistance as/where required.

- **Accountability, flexibility, adaptability and responsiveness** – Accountability is in reference to public administration, and it remains very important in ensuring that the recovery process is transparent, fair and appropriate.

Flexibility and responsiveness in a potentially ever-changing recovery environment, are necessary to properly manage the community recovery. The requirement for these attributes

is highlighted by the likely scrutiny from public, media and political groups, during and post recovery.

- **Integration of services** – Recovery effort should commence immediately, concurrently to any emergency response activity. This requires active collaboration with the Incident Management Team from the HMA/CA. An Incident Support Group should seek to frame the communication frameworks and begin planning for the eventual transition to recovery process. The LEMA Risk Evaluation criteria should be communicated to the HAM/CA, to provide insight to them on what the community sees as the acceptable threshold of impact. Damage beyond that threshold should be seen as an early warning for the need to commence recovery and the standing up of an Incident Support Group.

Effective liaison arrangement and networks are necessary to ensure that resources are utilised in the most effective manner, especially where both recovery and response agencies may require the same limited resources.

Various recovery services/agencies must work together effectively, which will be assisted through the establishment of coordination networks and collaborative arrangements, during the planning process.

- **Coordination** – Recovery management is most effective when coordinated by a single agency, actively engaging with the effected community. The Local Recovery Coordination Group, with its chairperson and through the Recovery Coordinator, will be responsible for facilitating the full extent of recovery activities.

3.8 **OUR RECOVERY VALUES**

Shire of Brookton will always apply sound disaster recovery **Values** to all activities by:

1.	Always consider consequences of actions ensuring NO HARM to disaster affected communities
2.	Always providing LEADERSHIP for our communities
3.	Recognise our key role is to foster COLLABORATION between partner agencies, community, and council
4.	EMPOWERING individuals and groups to effectively carry out recovery activities
5.	Avoid DUPLICATION of services and programs within the community.
6.	ACT as quickly as possible, however planning for the LONG TERM in consideration of <i>Value 1</i> and for TRANSITION to normal services will be part of Recovery Long Term Strategy
7.	CAPTURING lessons learnt for provision of capacity building and resilience

3.9 THREATS

Disasters have the potential to pose a significant threat to human health and safety, property, heritage and critical infrastructure throughout the year.

The Shire of Brookton Local Emergency Management Arrangements have identified threats including:

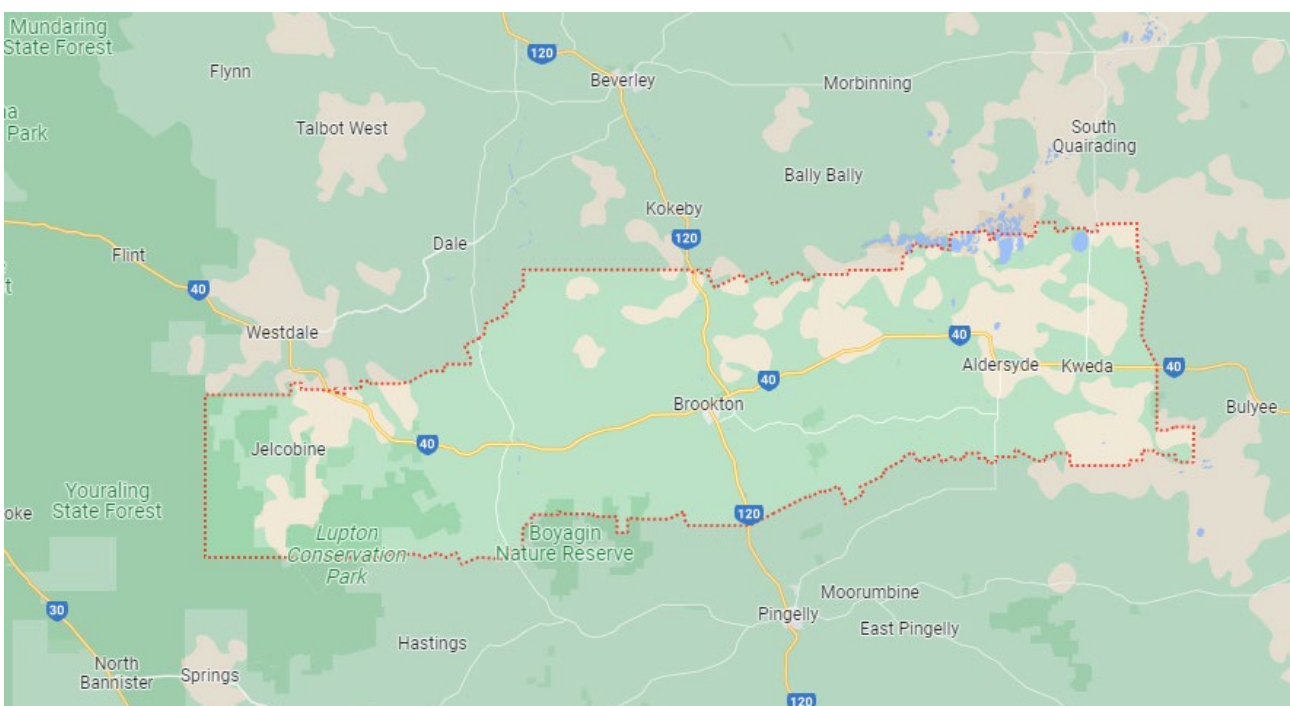
Bushfire	October – April
Storm	Anytime
Flood	May – October
Public Health Emergency / Human Epidemic	Anytime
Critical infrastructure environment/heritage	Anytime

3.10 SCOPE

The scope of this recovery plan is limited to the boundaries of the Shire of Brookton local government. It details the recovery arrangements for the community and does not detail how individual organisations will conduct recovery activities within their core business areas. This plan recognises the leadership, expertise, knowledge and relationships that exist within any community and advocates the utilisation of these in the recovery phase of an emergency.

The Plan is a support plan to the Shire’s Local Emergency Management Plans and Arrangements. The Plan is a guide to recovery management at a local level.

3.11 GEOGRAPHIC LOCATION



3.12 **MANAGEMENT ARRANGEMENTS**

The Local Recovery Coordination Centre (LRCC) will be managed by the Local Recovery Coordinator (LRC) from the Local Recovery Centre.

The location of the LRCC is where the Local Recovery Committee is based during an emergency and recovery phase and provides a focal point for a coordinated approach to recovery services.

The following communication systems and facilities are desirable when setting up an LRC (dependant on the scale of the incident): Phone, email, video conferencing, meeting rooms, ablutions, kitchen/food preparation area.

4. **ACTIVATING RECOVERY**

Activation of the Local Recovery Plan (LRP) will be made by the Shire’s CEO on the advice from Local Recovery Coordinator (LRC).

Assessment of assistance required for recovery will be made by;

- Incident Support Group (ISG)
- Consultation between HMA/CA, Incident Controller (IC) and Local Emergency Coordinator
- The Shire of Brookton Shire President / CEO

When authorised for activation, Local Recovery Group, Chairperson (CEO/Shire President) in conjunction with LRC are responsible for implementing the recovery processes of the plan.

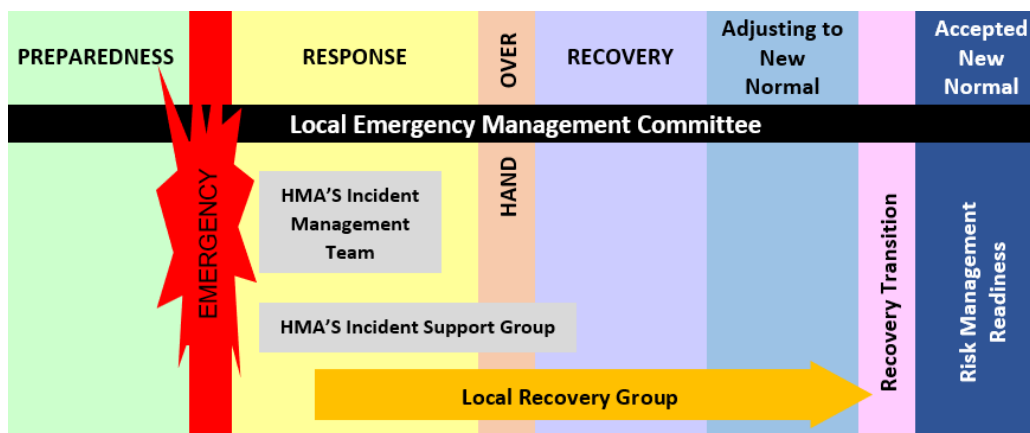


Figure 1: Groups, teams and committees through preparedness, response and recovery

ACTION

- LRC consults and advises Shire’s CEO of recovery activation.
- Assessment of assistance determined.
- Local Recovery Plan is activated.

4.1 RESPONSE TO RECOVERY EVENT RESPONSIBILITIES

Initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery.

Regardless of response engagement, as soon as possible assemble the LRG to be briefed on the emergency incident and detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

The LRG will:

- Align response and transitional recovery priorities,
- Connect with key agencies and community,
- Understand key impacts and tasks,
- Identify recovery requirements and priorities as early as possible,
- Include the LRC in ISG meetings from onset.

Transfer of management from response to recovery handover to Shire shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire's CEO. The CEO has discretion regarding accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA.

Acceptance of this Impact Statement and its responsibilities should not occur unless the CEO and the Local Recovery Coordinator and Group are fully aware to the extent of the affect that the incident has had on the community as a whole and the Local Government Authority itself is willing to take on that responsibility.

ACTION

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaison with Incident Controller
- LRG gathered and briefed ensuring coordinated recovery recommendations
- CEO to sign off response to recovery event management handover with HMA/CA Impact Statement completed.

4.2 IMPACT STATEMENT AND NEEDS ASSESSMENT

The event Controlling Agency (CA) will complete an Impact Statement (IS) in consultation with the Incident Support Group (ISG). The IS will contain a detailed description of the impact of the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure.

The IS will be completed as outlined in the State Emergency Management Procedure. <https://www.wa.gov.au/media/32476>

4.3 OUTREACH NEEDS ASSESSMENT

NEEDS can broadly be defined as;

Physical Needs:	Food, water, shelter, clean breathable air
Psychological Needs:	Psychological first aid/supporting, bonding
Societal Needs:	Community infrastructure, power, drainage, shops, telephone, schools, industry transport

When a community is affected by an emergency, it is essential to determine the NEEDS of that community, which are often extensive. One of the best ways to capture this information is using a technique called 'Outreach' whereby volunteers from the Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to impacted individuals to determine individual needs and impacts as:

What has been affected?	Wish to be contacted for further information?
What information is needed?	Their best contact details?
What assistance is required?	Information on assistance for neighbours

This establishes contact as soon as possible with affected community for future information sharing and resource allocation priorities. A form for Outreach Impact and Needs Assessment can be found in Attachment 1.

(Large scale recovery) The Australian Red Cross is equipped with tablets and software specific for Outreach.

4.4 SOURCES OF INFORMATION – IMPACT (IS) AND NEEDS ASSESSMENT (NA)

The IS process must be undertaken as soon as possible after the emergency event. Sources that may assist in the collection of this data may include:

- HMA/CA
- Partner agencies – identifying persons in need of immediate assistance
- Shire Building Surveyors, Engineers, Environmental Health Officers and Rangers
- Insurance Assessors
- Business associations (Brookton businesses)
- Recovery Outreach Needs Assessment form (Attachment 1)
- Department of Communities (DOC) or Australian Red Cross (ARC) have systems to register individuals present at Evacuation Centre and resources to assist in outreach activities and will be activated by HMA/CA.

ACTION

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaise with Incident Controller.
- LRG gathered and briefed ensuring recovery commencement.
- CEO sign off response to recovery handover with HMA/CA Impact Statement.
- Recovery initiated while response still in progress.
- LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event.
- Department of Communities/Aust. Red Cross contacted ASAP to establish partnership in recovery activities.

4.5 OPERATIONAL RECOVERY PLAN

Where significant reconstruction and restoration is required, an Operation Recovery Plan (ORP) should be prepared by the LRC. The ORP shall provide a complete description and extent of damage, both physical and human, and detailed plans for restoration and reconstruction of the affected community, including community activities and community development activities. Suggested composition of ORP viewed at Attachment 4.

ACTION

- LRG/LRC to prepare Operation Recovery Plan where significant reconstruction and restoration is required.

4.6 LONG-TERM RECOVERY STRATEGY

A Long Term Recovery Strategy is developed to achieve holistic, long-term, enduring recovery for the individuals, families and communities affected by an emergency and build resilience for future emergencies.

The Shire, where appropriate, will develop a collaborative, comprehensive and inclusive long-term community recovery strategy with the community and for the community. This will also incorporate how community needs have changed over time. A further outreach program may be instigated checking on wellbeing and changes in the needs of the community.

ACTION

- Shire to develop a collaborative and inclusive long term community recovery strategy which may include any changes in community needs and further outreach activities.
- Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity for Shire to support recovery process in the immediate and long term.

4.7 MANAGED WITHDRAWAL

Recovery must evolve, change and assist the affected community towards management of its own recovery. This transition from recovery to ongoing community activities and services requires a comprehensive strategy (Long Term Recovery Strategy) that gradually integrates the recovery services into mainstream services that existed prior to the disaster or have emerged since and require minimal support to continue.

The Shire and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development, while maintaining the sense of community health and well-being.

ACTION

- The Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.
- The Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long term.
- LRG to identify recovery programs that will *phase down, phase out* or be *handed over* to community to continue.

5. OPERATIONAL RECOVERY MANAGEMENT

5.1 LOCAL RECOVERY COORDINATION GROUP (LRCG)

The LRCG will be chaired by the Shire of Brookton Shire President, the Shire of Brookton CEO or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where a LRCG is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required. The membership of the LRCG is dynamic and will change with the needs of the community at various stages during the recovery process.

Brookton Local Recovery Coordination Group (LRCG) Appendix 1.

5.1.1 Membership

Chairperson	Shire President
Local Recovery Coordinator	LG representative, as appointed by the CEO.
Secretary	Provided by LG
Local Government	Shire of Brookton Local Emergency Management Committee – members as required – key stakeholders
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members dependant on incident type. Recommended. <ul style="list-style-type: none"> · HMA/Controlling Agency (initially) · Department of Fire and Emergency Services (initially) · WA Police (initially) · Department of Primary Industries and Regional Development · Department of Biodiversity, Conservation and Attractions · Main Roads WA · Department of Water and Environmental Regulation · Regional Development Commission · Department of Communities

	<ul style="list-style-type: none"> · Lifelines – power, water, gas · Department of Health
Organisations	<ul style="list-style-type: none"> · St John’s Ambulance · Education/school representative · Community Groups · Australian Red Cross · Silver Chain / Aged Care · Insurance representatives · Brookfield Rail
Key Identified Community Members	<p>To be identified depending on event and location.</p> <ul style="list-style-type: none"> · Cultural representation · Vulnerable

5.1.2 Functions

Appoints key position within the LRG
Establishes sub-committees as required
Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies.
<p>Develops an Operation Recovery plan to coordinate a recovery process that considers:</p> <ul style="list-style-type: none"> ○ Long-term planning and goals for the Shire. ○ Assessing recovery needs and determining recovery functions still required. ○ Developing a timetable, identifying responsibilities for completing major functions. ○ Considering needs of youth, aged, disabled, culturally linguistically diverse (CaLD). ○ Allowing full community participating and access. ○ Allowing monitoring and reporting of the recovery process.
Facilitates provision of services, exchange of public information and acquisition of resources.
Negotiates effective use of available resources and support from State and Commonwealth.
Monitors progress of recovery, receives periodic reports from recovery agencies.
Ensures a coordinated multi-agency approach to community recovery.
Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community’s recovery readiness and planning.

5.2 COMMUNITY INVOLVEMENT – CULTURAL AND DIVERSITY INCLUSIVENESS

Diversity is an integral part of the Shire’s history, culture and identity. Inclusion is the way the Shire treats and perceives all differences.

During the Shire’s recovery activities, it will endeavour to create an inclusive culture, within the affected communities, by striving to involve all cultures and diversity within the recovery priorities, strategies and decision-making.

Key stakeholders and representatives will be sought from the community while acknowledging the significance of culture and diversity makeup. These representatives will be considered for inclusion on relevant LRG sub-committees, depending on the nature and impact of the emergency.

When threatened or affected by an emergency, everyone with that community is encouraged to be actively involved in their own and collaborative recovery. It is the role of formal recovery agencies to provide structured support, communications, and coordination to assist the community's efforts.

5.3 LOCAL RECOVERY GROUP SUB COMMITTEES

Depending on the size of the emergency event, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to the LRG. A full list of functions of various sub-committees can be viewed in Appendix 1.

5.4 STATE GOVERNMENT INVOLVEMENT

The State Government may provide support and assistance to the Shire of Brookton in recovery. The State Recovery Coordination Structure is shown below.

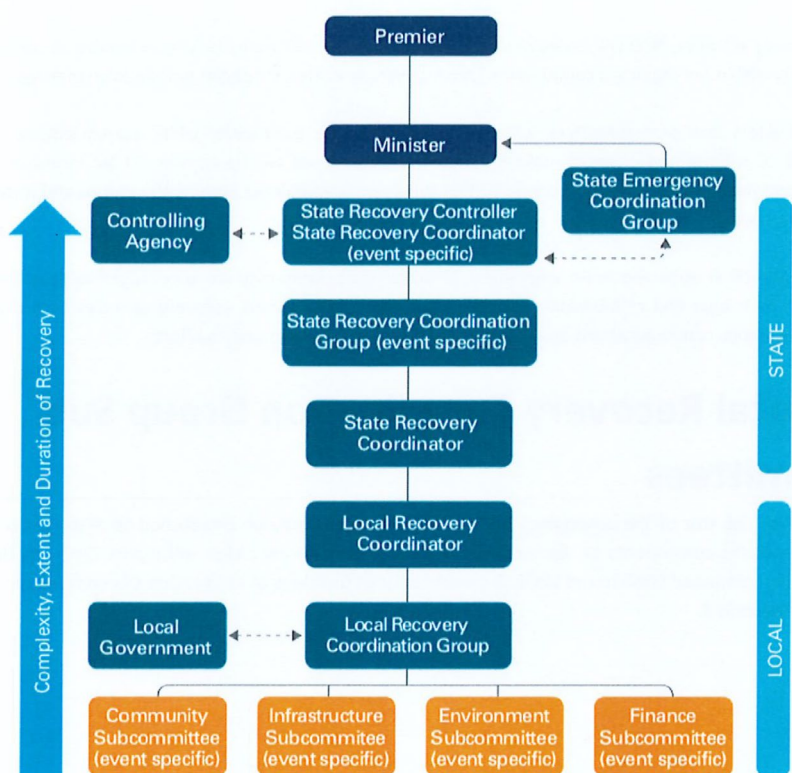


Figure 2: State Government Coordination Structure

5.4.1 State Recovery Coordinator/State Recovery Controller

The State Recovery Coordinator supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans through the SEMC recovery subcommittee. The State Recovery Coordinator supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The State Recovery Controller is appointed by the Premier. The State Recovery Controller will usually occur when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

ACTION

- The Shire will establish an LRCG management structure relevant to event size and complexity.
- LRCG will establish membership from Shire staff, supporting agencies and community members.
- LRCG will operate within recognised functions and relevant sub-committee structure.
- LRCG will actively encourage and invite community participation within the LRCG
- LRCG will actively engage with State Government to maximise recovery recourses and synergies between Local and State recovery activities.

6. FINANCIAL MANAGEMENT

In an emergency, the Local Government Act 1995, Section 6.8(c) allows expenditure from municipal funds, not included in the annual budget, to be authorised by the President at the time of an emergency.

Within this section 6.8(1) of the same act, tenders do not have to be publicly invited if goods and services are obtained from this expenditure.

Responsibilities expending Shire of Brookton funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the Recovery Operational Sequence Guide (Appendix 3) must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds expenditure.

6.1 FINANCIAL RECORDS

Records and invoices of costs associated with an emergency event are to be assigned to specific emergency cost centres which all costs associated with recovery are allocated.

To ensure accurate records associated with recovery process, are easily identifiable and accessible at any time.

ACTION

- CEO and/or nominated senior officer have authority to expend funds on emergency events.
- All invoicing and costs associated with the emergency event to be allocated against emergency cost centre.

6.2 FINANCIAL ASSISTANCE

The State Emergency Management Policy (SEMP)

The SEMP Policy Section 5.12 outlines the responsibility of the Hazard Management Agency/Control Agency to meet costs associated with an emergency.

Financial Management in Recovery

Primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognised that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances.

Information on these relief arrangement can be found in the State Emergency Management Plan for State Level Recovery Coordination. <https://www.wa.gov.au/government/publications/state-emergency-management-plan>

6.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)

DRFAWA is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed ‘eligible’.

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters.

Once it has been determined that the emergency is a large-scale costly event, the Shire shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: drfawa@dfes.wa.gov.au

Phone: 9392 1642 or 9392 1639

Website: <https://www.dfes.wa.gov.au/recovery/funding>

6.2.2 Services Australia

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested recovery payment to eligible adults (\$1,000) and eligible children (\$400).

For more information, visit: <https://www.servicesaustralia.gov.au/natural-disaster>

ACTION

- On advice an emergency is an eligible event and significant recourses have been expended LRC will direct the Shire to contact with DRFAWA Officers for advice and guidance.
- In an eligible major disaster LRC will assist affected individuals connect with Services Australia for assistance payments.
- For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.

7. APPEALS, DONATIONS AND VOLUNTEERS

7.1 LORD MAYOR'S DISTRESS RELIEF FUND (LMDRF)

The Shire will advise and direct monetary donations through the LMDRF, which operates under specific guidelines and policy. LMDRF will provide aid for victims of events of a disastrous nature for Western Australians. The fund will primarily focus on the relief of distress and hardship of individuals.

LMDRF works closely with the LRG ensuring local issues are considered before deciding on a disbursement plan. LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed.

For more information see: <https://appealswa.org.au/>

Shire of Brookton Emergency Account

7.2 DONATIONS OF GOODS

At all opportunities, donations of physical goods should be discouraged due to significant difficulties to manage. Cash donations are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

7.2.1 Non-Government Organisations (NGO) Assistance

NGO's may offer assistance in way of emergency relief funds, shelter or supplies. Where possible all offers of request should be coordinated through the LRG avoiding duplication of effort and confusion.

7.2.2 Donations of Service and Labour

Donations of services/labour to assist with recovery should be coordinated by the Shire or LRG.

ACTION

- On advice of eligibility following a disaster LRC will direct Shire of Brookton Officers to contact LMDRF for advice and guidance.
- Spokesperson for Shire of Brookton will advise that donations of goods will be not be accepted by the Shire of Brookton.
- All financial donations will be direct through the LMDRF.
- Offers of assistance will be directed to LRCG.

7.3 SPONTANEOUS VOLUNTEERS

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the Shire and its LRG will determine the process of dealing with spontaneous volunteers and if support agencies are required to assist in the management of these volunteers.

The likely sources of volunteers are:

- Clubs
- Community Groups
- Non-government organisations
- Members of the public

ACTION

- LRCG will refer to local service clubs and support organisations regarding the management of volunteers.

8. RECOVERY FACILITIES AND RESOURCES

8.1 HAZARD MANAGEMENT AGENCY RESPONSE RESOURCES

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility.

8.2 SHIRE OF BROOKTON CONTACTS, RESOURCES AND ASSETS REGISTERS

As per LEMA.

8.3 AUSTRALIAN RED CROSS

Australian Red Cross are experts in dealing with people in crisis and have 100 years' experience. A wide range of helpful resources can be found on the Australian Red Cross website <https://www.redcross.org.au/> to help communities prepare for, respond to and recover from disasters.

8.4 RECOVERY FACILITIES AND STAFF

The purpose of a *Recovery Centre* (RC) and a *One-Stop-Shop* (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and task.

The decision of where to establish the RC (which could be on-going for a significant length of time) and the OSS (usually immediate and short term length of time) will be made by the LRC and will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as suitable RC's;

- Memorial Hall, WB EVA Committee Room, Country Club, Council Chamber, CWA & RSL Building.

Depending on the severity of the incident, a **One-Stop-Shop (OSS)** may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition in the OSS. Where this option is not viable other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

ACTION

- LRC/LRCG to determine location for RC and establish as soon as possible.
- OSS to be established immediately following event and located appropriately.

8.5 SHIRE OF BROOKTON STAFF

Staff considerations

Consideration needs to be given to the demands of recovery operations on staff as well as the continuity of regular business processes. As a consequence, additional staff may be required to ensure that the Shire continues to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years to follow.

Staffing levels

In the event of a large-scale emergency, staffing needs should be assessed by management as soon as possible to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded for consideration to the LRCG. MOU as per LEMA.

Stress and fatigue

Senior staff have a responsibility to consider and monitor the impact of fatigue, stress and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally impacted by the disaster. Dependent on the nature and impact of the disaster, additional support for staff should be considered by the council and Human Resources Officer.

Staff communication

It is **imperative** that all staff be regularly briefed and kept up to date with all activities and progress of recovery. Shire of Brookton staff communicate with a broad range of community members on a daily basis so can confidently understand and relate the extensive activities and actions the Shire and its LRCG is currently engaged in. Situation reports should be posted prominently with the workplace.

A formal debriefing arrangement will be instigated by the Shire for all staff as they transition from recovery back to their normal duties.

ACTION

- Shire of Brookton staff to be regularly briefed on current situation and activities within recovery.
- Stress and fatigue of Shire staff to be monitored and assisted where appropriate.
- As soon as possible determine staffing level increase to meet demands.

9. ROLES AND RESPONSIBILITIES

The Shire LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

During the response phase some members may appear in the ISG while forming part of the Local Recovery Coordination Group (LRCG) to assist the Shire manage its recovery activities.

9.1 LOCAL RECOVERY COORDINATOR

The Shire of Brookton Local Recovery Coordinator (LRC) has been appointed in accordance with Section 41(4) of the *Emergency Management Act 2005*.

9.2 SHIRE OF BROOKTON RECOVERY ROLES & RESPONSIBILITIES

A comprehensive list of all roles and responsibilities of the Local Recovery Coordinator and identified Shire staff for disaster recovery duties can be viewed at Appendix 2.

9.3 EXTERNAL AGENCIES RECOVERY ROLES AND RESPONSIBILITIES

The WA State Government along with Non-Government Organisations will provide a range of services and resources to the recovery effort and should be utilised wherever possible.

A complete list of agencies and their roles and responsibilities can be viewed in the State Emergency Management Plan at Appendix E.

<https://www.wa.gov.au/government/publications/state-emergency-management-plan>.

ACTION

- All Shire of Brookton staff could be engaged in various stages of disaster recovery.
- Specific Shire of Brookton staff identified in this plan should be familiar with the roles and responsibilities involved with disaster recovery.
- External agencies should be engaged and utilised wherever possible.

10. COMMUNICATIONS

Recovery communications is the practice of sending, gathering, managing and evaluating the disseminating information. During the response phase, the HMA/CA has the task of managing communications in an emergency. The CA officially hands communications responsibility to the local government leading the recovery, complete with the Impact Statement, as the transfer of event management to the recovery is conducted. Coordinating the affected community in recovery, including communications, rests with the local government.

Communities threatened by or experiencing an impact from an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

10.1 RECOVERY COMMUNICATION PLAN

A recovery Communications Plan template has been developed as guidance to recovery communications, detailing a vision, mission and direction for communication to the affected community and provided to the Local Recovery Coordination Group (LRCG). Recovery Communications Plan.

10.2 SPOKESPERSON(S)

The spokesperson for the Shire of Brookton in recovery will be the Shire President or the delegated authority for specific person/s to act as a spokesperson.

ACTION

- The Recovery Communications Plan will be used to provide a template of guidance in public information and communications.
- For further guidance refer *Communication in Recovery Guidelines*.

11. STAND DOWN

There is no definite end period to recovery; however deliberation is required to decide when the Shire of Brookton will consider normal service delivery. This decision will be made depending on the severity and nature of the emergency and the impact on the Shire of Brookton and the community.

11.1 DEBRIEFING

A formal debriefing arrangement will be instigated by CEO for all staff through the Employee Assistance Program as required as Shire of Brookton transits from recovery back to their normal duties.

11.2 EVALUATION

The one-year anniversary period for the emergency marks the time when the local government is required under state emergency management guidelines to provide an evaluation report of their activities in recovery. (State EM Policy 6.10 – Review of Recovery Activities).

The Local Recovery Coordinator will provide the State Recovery Coordinator with a formal report of reflection about the recovery process on behalf of the Shire of Brookton and its LRCG.

See Appendix 6 Post Incident Analysis and Appendix 7 LRCG Standing Reporting Template.

ACTION

- A formal Post Incidence Analysis will be held for the LRCG for evaluation and lessons learnt application. (Appendix 6).
- A formal debrief will be held for the Shire of Brookton staff for evaluation and lessons learnt application.
- Assistance will be made available through EAP for any staff working in the recovery process.
- Formal report compiled by LRC for council and State Recovery Coordinator.

12. REVIEW

12.1 SUPPORT PLAN REVIEW

The Local Recovery Support Plan will be reviewed and amended as follows:

- A review conducted after an event or incident in which the Local Recovery Support Plan was implemented;
- After an exercise that tests the Local Recovery Support Plan;
- An entire review is undertaken every five years, as risks might vary due to climatic, environmental, and population changes; and
- Any other circumstances that may require more frequent reviews.

The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.

13. TO CONSIDER

13.1 DONATIONS OF FODDER

- Contamination of noxious weeds.
- Point of access an area large enough for semi-trailers to access/turn around.
- Machinery to unload from semi-trailers and to load to recipients.

13.2 AGISTMENT OF LIVESTOCK

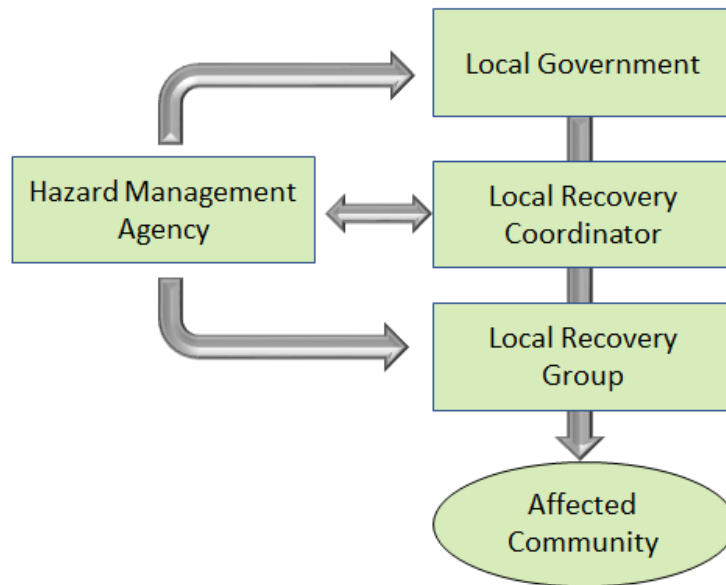
- Time period livestock to be agisted and if this impacts the movement before lambing/calving etc.

13.3 ACCOMMODATION OF AGENCY MEMBERS

- Large scale incidents will require various agencies to be in town and the ability to provide accommodation.

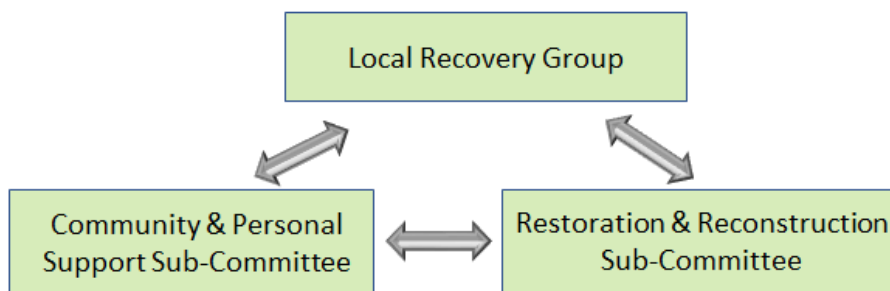
APPENDIX 1: LOCAL RECOVERY COORDINATION GROUP MANAGEMENT STRUCTURE AND FUNCTIONS

Initial Recovery Management Structure during Response Phase.

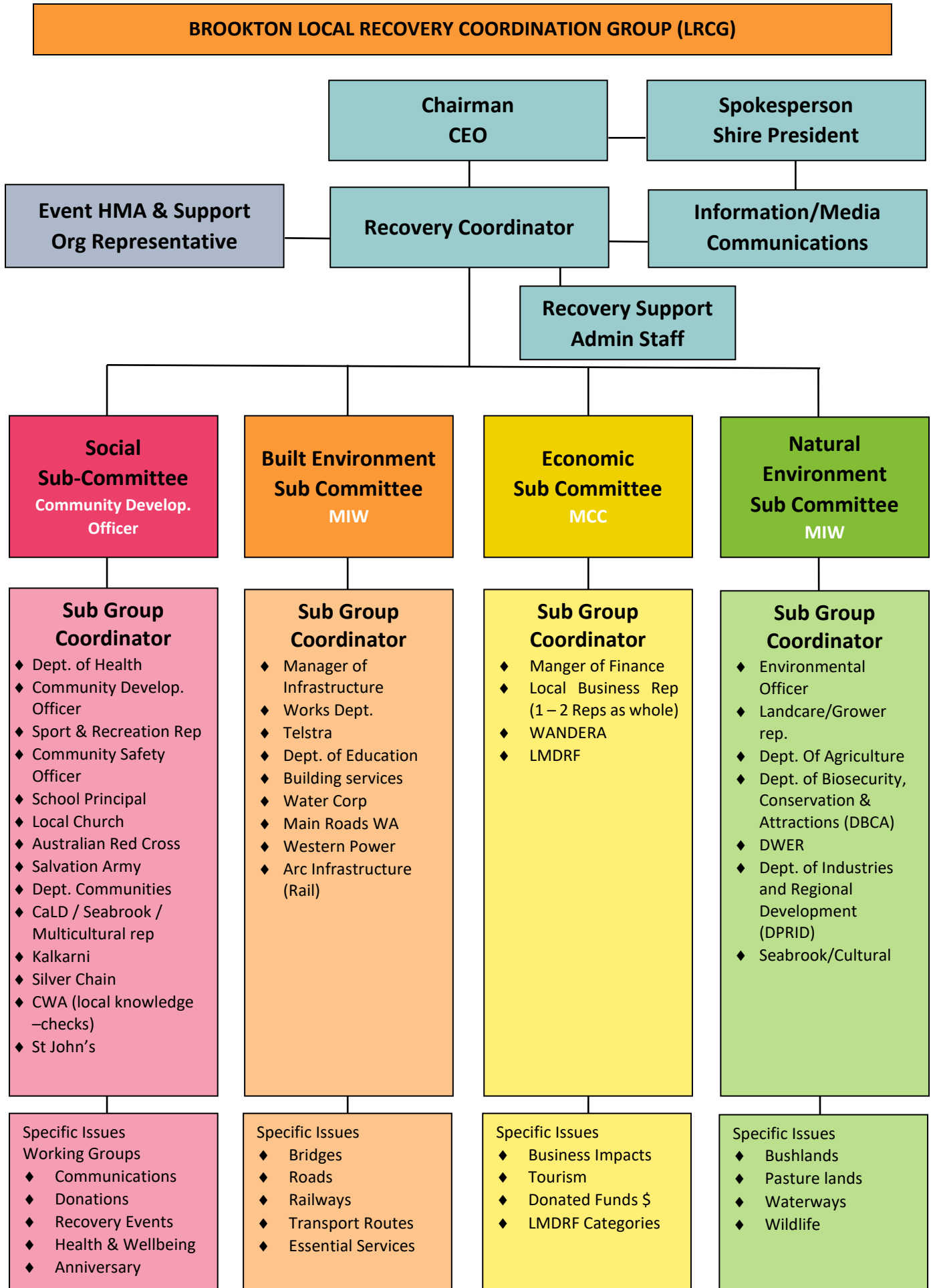


Partial Recovery Management Structure – Initial

(Dependent on community impact and complexity of event)



Full Management Structure (Comprehensive/Complex Event)



Local Recovery Group Sub-Committee Functions

Social Community Wellbeing Sub Committee - Functions

- Provide advice and guidance assisting in restoration and strengthening of community well-being post event.
- Facilitate understanding of needs of impacted community in relation to community wellbeing.
- Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs.
- Assess and recommend medium and long-term priority areas to the Shire for consideration to assist in restoration and strengthening of community wellbeing.
- Assesses the requirement for personal support services in the short, medium and long term.
- Facilitates resources (financial and human) as required to complement/assist existing local services.
- Monitors progress of local personal service providers and receives regular progress reports from agencies involved.

Built Environment Sub Committee

- Assesses requirements for restoration of service and facilities with assistance of responsible agencies.
- Assesses restoration process and reconstruction policies, programmes and facilitate reconstruction plans where required.
- Reports progress of restoration and reconstruction process to LRCG.
- Assess and recommend priority infrastructure projects assisting with recovery process in immediate, short, medium and long term.

Finance/Economic Sub Committee

- Provide advice and guidance to assist in restoration and strengthening of the Shire's economy post the event.
- Make recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship as a result of the event.
- Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 1. Ensure the principles of equity, fairness, simplicity and transparency apply.
 2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance.
 3. Recognise the extent of loss suffered by individuals.
 4. Complement other forms of relief and assistance provided by government and the private sector.
 5. Recognise immediate, short, medium and longer term needs of affected individuals.
 6. Ensure the privacy of individuals is protected at all times.
- Facilitate disbursement of financial donations from corporate sector to affected individuals, where practical.

Natural / Environment Sub Committee

- Provide advice and guidance to assist in restoration of natural environment post event.
- Facilitate understanding of needs of impacted community in relation to environmental restoration.
- Assess and recommend priority areas, projects and community education to assist with recovery process in immediate and short term regarding restoration of environment including weed management and impacts on wildlife.
- Assess and recommend medium and long-term priority areas to the Shire of Brookton for consideration to assist in the restoration of the natural environment in the medium to long term.

APPENDIX 2: RECOVERY ROLES AND RESPONSIBILITIES – SHIRE OF BROOKTON

Local Recovery Coordinator – Executive Governance Officer

- ✓ Forms part of the Incident Support Group (ISG) in provision of a coordinated response during an emergency.
- ✓ Facilitate and coordinate all recovery actions as directed by LRCG.
- ✓ To advise and inform the community in regards to all aspects of recovery as per communication strategy.
- ✓ Assess community recovery requirements for each emergency in liaison with HMA to:
 1. Provide advice to the CEO on requirements to activate LRP and convene the LRCG.
 2. Provide advice to the LRCG.
- ✓ Undertake the functions of the Executive Officer to the LRCG.
- ✓ Facilitate the acquisition and the appropriate application of materials staff and financial resources.
- ✓ Manage resources required for an emergency disaster with assistance from Recovery Coordination Centre Coordinator.
- ✓ Coordinate local recovery activities, in accordance with plans, strategies and policies determined by the LRCG.
- ✓ Monitor the progress of recovery and provide periodic reports to the LRCG.
- ✓ Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with local services.
- ✓ Ensure that regular reports are made to the State Recovery Coordinating Committee on progress of recovery.
- ✓ Arrange for conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down.
- ✓ Ensure that all emergency events and related meetings are minuted and all Emergency Coordination Centre records are kept for 7 years for coronial inquest and legal defence purposes.

Chair Local Recovery Coordination Group – Shire President

- ✓ Provide information to the LEMC Chair of issues that need to be addressed from LG perspective.

Chair Local Emergency Management Committee – Shire President

- ✓ Identify any issues that arise from the LRCG and communicate to the relevant LEMC member for consideration and action.

Recovery Support Officer

- ✓ Provide administrative support as required to members of the LRCG and LRC.

Recovery Liaison Officer – CEO or delegate

- ✓ To liaise with the HMA and the Communication Coordinator.
- ✓ To ensure a consistent message is released to the community and internal staff.

Recovery Coordination Centre (Rcc) Coordinator - Community Development Officer

- ✓ Management Arrangements, including the Recovery Plan.
- ✓ Appoint a deputy.
- ✓ Prepare, maintain and exercise RCC.
- ✓ Monitoring and reviewing information relating to centres (eg. Location, facilities).
- ✓ Building and activating a team to open and manage centre.
- ✓ Dissemination of information on location, functions, hours of operation to public in conjunction with the Communication Coordinator.
- ✓ Access to and authority to commit Shire resources to the centre.
- ✓ Coordinate the presence of relevant external agencies.
- ✓ Ensure that all emergency events and related meetings are minuted and all RCC records are kept for 7 years for coronial inquest and legal defence purposes.
- ✓ During non-disaster periods, work in partnership with HMA's and State Emergency Management Committee Secretariat to increase recovery awareness and promote recovery planning with key stakeholders.

Recovery Communications Coordinator – LRC (in consultation with CEO)

- ✓ Liaise with other relevant Hazard Management Agencies.
- ✓ Ensure communication strategy in place to share information internally and externally.
- ✓ Writing and distribution media statements inline with LG policy.
- ✓ Writes, produces and distributes promotional material.
- ✓ Advises Executive Management Tema (EMT) on media issues.
- ✓ Assist with preparation of protocols for dealing with the Media.

Municipal Safety Officer – Works Coordinator

- ✓ Provide advice on OS&H Risk Management during emergencies to all sections of the Shire of Brookton LEMC.
- ✓ Liaise with relevant external services or agencies in relations to OHS practices.

Information Technology Support Officer

- ✓ Ensure continuation of normal services as demand potentially increases from emergency.
- ✓ Ensure IT equipment and resources available for Service Units requesting support and equipment.

Community Services Coordinator – Community Development Officers

- ✓ Liaise with Dept of Communities Evacuation Centre Coordinator.
- ✓ Assess requirement for support services in short, medium, long term.
- ✓ Facilitate resources (financial and human) as required to complement/assist existing local services.
- ✓ Monitor local service providers and receive regular progress reports from agencies involved.

- ✓ Ensure maximum community involvement.
- ✓ Ensure that immediate and long-term individual and community needs are met.
- ✓ Make recommendations to the LRCG.

Children And Family Services Coordinator – Community Development Officer

- ✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency.
- ✓ Provide advice/progress to the LRCG on issues affecting Children/Family services.

Engineer Operation And Logistics – Manager of Infrastructure & Works

- ✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency.
- ✓ Assess requirements for the restoration of services and facilities with the assistance of responsible agencies.
- ✓ Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required.
- ✓ Report the progress of the restoration and reconstruction process to the LRCG.

Field Coordinator Supervisors – Works Coordinator

- ✓ Assist as requested by Engineering Operations Logistics with operational response.

Financial Recovery Coordinator – Manager of Corporate Services

- ✓ Acquisition, distribution and accounting of funds.
- ✓ Liaise with the LRCG to identify financial implications of emergency event.
- ✓ Committee established to manage donations, appeals etc.
- ✓ Keep records of all costs as a result of the emergency.
- ✓ Liaise with DOC to gain access of potential emergency funding.
- ✓ After declaration made that activates the DRFAWA fund, liaise with State officers.
- ✓ Representative to ensure appropriate recuperation of funds spent.

Municipal Emergency Resource Officers

- ✓ Assist Local Recovery Coordinator (LRC) as required.

Economic Recovery Coordinator – Senior Finance Officer

- ✓ Liaise with the FRC (Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure impacting on business operations).
- ✓ Assist business in recovery following an incident.
- ✓ Liaise with the business community to ensure that immediate/urgent needs are addressed.
- ✓ Assist with DRFAWA funding arrangements if required.

- ✓ Liaise with insurance companies and provide assistance where required to fast track claims from businesses (for example provide temporary local office space for insurance assessors)

Waste Services Officer – Manager of Infrastructure and Works

- ✓ Ensure the continuation of waste services as the demand potentially increases as result of an emergency.

Health Risk Advisor - EHO

- ✓ Ensure the continuation of normal services as the demand potentially increases as a result of an emergency.
- ✓ Provide advice/information to the LRCG on issues impacting on environmental health as a result of the emergency.
- ✓ Post emergency evaluation/assessment of properties affected by the emergency.

Supervisor Building Maintenance - EHO

- ✓ Post-emergency evaluation of building structures following an emergency.
- ✓ Assistance with emergency permits.
- ✓ Liaise with Planning Implementation, Engineers and Building Practitioners.

Building Structural Officer - EHO

- ✓ Post-emergency evaluation/assessment of building structures following an emergency.
- ✓ Provide assistance to residents impacted by a disaster with advice and processing of building plans.

Business Risk Management Officer – Manager of Corporate & Community

- ✓ Development of a business continuity plan to ensure LG Business continues during and after the emergency/recovery process.

Supervisor Parks Maintenance – Works Team

- ✓ Assist as requested by EOL with an operational response.

Situation	Organisation / Action
<p style="text-align: center;">ALERT</p> <p style="text-align: center;">(Transition)</p> <p>Advice of an emergency with potential to require local coordination of recovery activities</p>	<p>HMA/CONTROLLING AGENCY</p>
	<p>Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements.</p> <p>Include Local Recovery Coordinators/local governments in briefings/Incident Support Group</p>
	<p>LOCAL GOVERNMENT</p>
<p>Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support.</p> <p>Advise and liaise with LRG members</p>	
<p style="text-align: center;">ACTIVATION</p> <p>Requirement for local level coordination of recovery identified/requested</p>	<p>LOCAL GOVERNMENT</p>
	<p>When requested by or on the advice of the HMA or IMG, convene LRG and where required, establish management structure</p>
	<p>LRC</p>
<p>Arrange for conduct of onsite assessment, if appropriate.</p> <p>Maintain links with affected organisations for the identification and coordination of the provision of recovery support</p>	
<p style="text-align: center;">STAND DOWN</p> <p>On completion of local recovery activities</p>	<p>LOCAL GOVERNMENT/LRC</p>
	<p>Ensure handover of responsibility for ongoing recovery activities to a managing agency.</p> <p>Advise LEC and LRG members of stand-down</p>
	<p>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</p> <p>Manage the implementation of post operation report recommendations and revision of the Local Recovery Plan as required.</p>

APPENDIX 4: RECOVERY ACTION CHECKLIST

Recovery actions for Local Recovery Coordination Group and Local Recovery Coordinator

Transition from Response:	OK
IC shall include the LRC in critical response briefings	
LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCG shall initiate key recovery arrangements including full LRCG sub-committee briefing during the response phase and ensure formalization of handover takes place	
Management Structure the LRCG shall:	
Ensure of the appointment of an LRC prior to any event	
Set up an office with administrative support	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions	
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 verbal and written financial and non-financial reports and briefs	
LRCG Human/Social Sub-Committee to promote community involvement by:	
Working within existing community organisations	
Recruiting representatives of the community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Providing “one-stop-shops” for advice, information and assistance during the recovery period	
Establishing mechanisms for sharing information and reporting local initiatives (e.g., Regular community meetings and local newsletters)	
Impact Assessment (managerial issues) LRCG shall:	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the “big picture”)	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspection and Needs Assessments (technical focus) LRCG shall:	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	

Collect and analyse data	
Establish a 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 minimise “calling back”	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management 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 provide	
State Government Involvement LRCG shall:	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRCG Sub-committees	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies	
Public Information LRCG shall:	
Appoint potential spokespeople to deal with the media	
Manage public information during the transition from response to recovery when handover completed from HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> - joint information centres - spokesperson/s - identifying and adopting key message priorities - using a single publicised website for all press releases 	
Develop processes for: <ul style="list-style-type: none"> - media liaison and management (all forms e.g., print, and electronic) - briefing politicians - alternative means of communication e.g., Public meetings, mailbox fliers, 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 LRCG shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with 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. (DOC)	
Adjust capital works and maintenance programs	
Implementation of Reduction Measures LRCG shall plan to	
Take the opportunity, while doing the hazard 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 their becoming dysfunctional 	
Record information within the Recovery Plan on pre-event preparation, Business Continuity Plans, and alternative providers	
Identify options based on research and consultation	
Financial Management LRCG shall to:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent	
Reporting LRCG shall plan to:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed withdrawal LRCG shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Stage a public event of acknowledgement and community closure	
Management of Donations:	
Direct all public donations through the LMDRF	
Dissuade spontaneous goods being donated through LRCG spokesman	

APPENDIX 5: RECOVERY COORDINATOR ACTION CHECKLIST

(Listing is a guide only and is not exhaustive)

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

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

Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	



Recovery Communication Plan

(Insert disaster/emergency event name)

(Date)

1. Vision

The Shire of Brookton's (the Shire) vision during an emergency and subsequent recovery is to empower and support the community so it feels an active partner in its recovery.

To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent emergency.

2. Mission

The Shire's mission is to provide widespread regular high-quality information to disaster affected community members and the greater community.

To acknowledge the psychological challenges and complexities of communicating with a community that has been affected by the disaster.

To encourage and promote two-way communication to better understand the community's needs and concerns.

3. Background

Brief outline of details of emergency event.

4. Communication Objectives

The objectives of communication during recovery are to:

- Provide direction for communication activities.
- Ensure communications are appropriate for the audience (to and from).
- Be flexible to incorporate changes as the situation develops.
- Ensure feedback to the Shire, stakeholders and community is comprehensive, meaningful and timely.
- Identify the appropriate delegations, information release authority arrangements and protocols.

5. Key Target Audience

The following have been identified as the primary target audience for communications.

Primary Target Audience	Description	Actions When/Where
Disaster affected community members	Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this data base.	Provide recovery contacts and key information to aid decision via outreach. Shire's website to be kept updated with recovery information.
Displaced persons	Displaced persons need to remain contactable. Use a variety of networks to reach people.	Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.
Community of the Shire of Brookton	Reach those who like to be kept up to date on local news and happenings.	Shire's Website Recovery Newsletter Local Paper

Primary Target Audience	Description	Actions When/Where
	Use existing community networks so all requests for support and assistance can be provided.	Community Radio TV interviews Community Events Group gatekeeper networks
Recovery agency partners	Ensure a coordinated effort and that all messages provided to the community are consistent.	All messages coordinated through Local Recovery Coordinators office.
Rural/Special Sub-division community	Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available.	Outreach conducted at interval: Immediately after impact. 6 monthly follow up. 12 monthly follow up. Ensure special issue of Recovery News attached to rates notice. Consider phone outreach.
Identified vulnerable community members (families, children, socially isolated, elderly, youth, bereaved)	Communicate with a range of other vulnerable community members through service providers (e.g. Schools, HACC).	Coordination and support of key stakeholder agencies involved in supporting the wellbeing of vulnerable community. Ensure information is exchanged between different agencies.
Affected businesses and their employees	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.	Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged.
Brookton Community	Reach those who like to be kept up-to-date on local news and happenings. Reach those who may want to donate cash, supplies/materials or labour.	Official Shire media releases. Website kept updated with latest recovery information. Engage radio/TV keeping recovery of community positive and transparent.
State and Federal Government	Keep governments informed of Shire's challenges to enlist appropriate assistance.	Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to ensure common objectives and goals are met and a united front is projected for recovery.
Shire's staff and elected Councillors	Provide information about the challenges to enlist appropriate solutions and provide actions.	Staff newsletter/Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries.

Primary Target Audience	Description	Actions When/Where
		Recovery information is a regular Council agenda item.
Local Recovery Group and Sub-Committees	Provide information to committees of: Finance Social Wellbeing Infrastructure Natural Environment	Maintain spreadsheet database of all sub-committee meetings highlighting actions, time schedules, responsibilities and outcomes which are available across four sub-committees

The following audiences have been identified as the secondary targets for communication.

Secondary Target Audience	Description	Actions When/Where
Media commentators	Provide information to: Authorised State and regional newspapers State and local radio State and local television.	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events. Develop and manage an agreed reporting rhythm.
Business community	Keep the business community informed.	Form working groups of affected businesses, so they are hubs to distribute information.
WA Community	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

6. Key Messages

Messages must be consistent with the overall purpose of the communication and meet the requirements of the Shire, stakeholders and the community.

Key messages to be delivered to both primary and secondary target audiences are:

Message: What do you want your audience to think, feel or do?	Purpose: Does this message meet your communication objective?
All concerns/issues, whether great or small, matter to the Shire and are being addressed.	Objective 4, 3
Current situations and information received will be acted upon.	Objective 2, 4
The whole community is being informed and kept up-to-date.	Objective 4
The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.	Objective 1

7. Actions

Key Stakeholders	Proposed Consultation/Communication	Medium
Community	Community consultation via a range of mediums to reach appropriate members Using existing community networks and information conduits to engage and inform Recovery Community Meetings Recovery Newsletter Shire website & using submittable forms (Attachment Part 1)	Face-to-face via Recovery Centre Community Development team As needs basis Weekly first month Switching to fortnightly/monthly Further Outreach as needed to maintain contact and get to persons that don't have other forms of communication.
Shire Councillors	Implementation updates via Council meetings, email newsletters.	Weekly, via 'FYI' newsletter
Shire staff internal and operational	Updates regarding actions and ongoing issues.	Messages disseminated through senior staff via weekly meetings. Agency updates via CEO.
Media	Council segment updates in local papers. Regular interviews with local radio stations.	Locally read newspaper in and possible West Australian.
Shire of Brookton	Develop and use a protocol to ensure that all information is vetted, factual and suitably endorsed for release.	LRC, CEO, Communications Officer

8. Risk Management

Risk	Action/Mitigation
Information overload	Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery. Ensure all information presented addresses a community need, thus minimising superfluous information.
Material poorly designed and ineffective in communicating key messages	Design material so it is clear, easy to use and written in appropriate language for the chosen audience.
Material and information too late or too infrequent	Have weekly or fortnightly deadlines.
Other agencies sending mixed messages	Make sure all agencies are aligned and messages are consistent.

Communication Channels	Monitor and Evaluate
Brookton (Emergency/Disaster) Event Recovery Newsletter	After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication.
Local Newspaper, Community Bulletins, West Australian Newspaper	After publication, register any enquiries or comments regarding the content and assess weekly.
Shire's website and FAQs	Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications.
Radio interviews (spokesperson)	Record interviews for critical analysis.

9. Communication Plan Review

The Communication Plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Group Chairman and/or CEO Shire of Brookton.



Outreach Impact & Needs Assessment

Date: _____

TEAM No: _____

Hello, my name is _____ and I am from LG/Volunteer/Aust Red Cross on behalf of the Shire of Brookton. We are here to (engage/speak/check in) with those affected from the recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up-to-date information and assistance in connecting people with appropriate organisations/agencies/people depending on assistance you may require.

PROPERTY DETAILS

Property Location (Lot No, Street name, Area):

Nearest Cross Road:

Property Owner/Occupant Name:

How would you like to be contacted?

Phone:

Email:

Post:

Your preferred time?

Morning (7am – 12noon)

Afternoon (12noon – 5pm)

Evening (after 5pm)

PROPERTY NEEDS

Please provide information on detail for any needs identified

House Destroyed / uninhabitable

House damaged

Outbuildings destroyed - Total:

Rebuilding assistance

Asbestos/possible asbestos

Water supply affected

Animals lost/Injured

Utility services affected

Fencing destroyed/damaged

Environmental clean-up required

Other (please provide details)

INFORMATION NEEDS

Rubbish collection/disposal information

Recovery Information/Newsletter

Financial/Grant assistance

Counselling/Wellbeing check

OTHER ASSISTANCE REQUIRED

Council Services TYPE:

Referral to Agency WHO:


Other (provide details):

Would you like someone to contact you?


Immediately


Within the week

In the future


	Emergency/Disaster Event RECOVERY MAKE A STATEMENT Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.	
	Your name:	Your contact details if response required:

COPY ON YELLOW PAPER

	Emergency/Disaster Event RECOVERY MAKE A STATEMENT Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.	
	Your name:	Your contact details if response required:

	<p>Emergency/Disaster Event RECOVERY ASK A QUESTION</p> <p>If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided and one of our Officers will contact you within the week.</p>
Your name:	Your contact details:

COPY ON GREEN PAPER

	<p>Emergency/Disaster Event RECOVERY ASK A QUESTION</p> <p>If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided and one of our Officers will contact you within the week.</p>
Your name:	Your contact details:



Operational Recovery Plan

Emergency Event: (Type and location)

.....

Date of Emergency:

HMA/CA Incident Level **Declared as**

Section 1

Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the <i>Emergency Management Act 2005</i>

Section 2

Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure. Your primary Comprehensive Impact Assessment (CIA) from HMA will give you an initial overview. This can be added to in subsequent reports made.
Estimates of costs of damage	You may get indications from CIA. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Includes details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.
Human Services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term understanding the impact on community
Health issues	Medical/Health personal and council EHO's will assess any significant issues (water, food spoilage, medical supplies or medivac).

Section 3

Organisation Aspects:

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

Section 4

Operational Aspects:

Details resources available and required	Give list of resources deployed and confer with the LRCG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages however should be part of the Long Term Recovery Strategy in future reporting.
Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste and restoration.
Includes programs and strategies of government agencies to restore essential services	Consider Betterment when engaged in rebuilding
Includes the local government program for community services restoration	Local events, meetings, coffee get together, recreation, breakfast BBQ's etc.
Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations
Public information dissemination	From the Communication Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	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 5

Conclusion:

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

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Signed by: _____
Chairperson, Local Recovery Coordinating Committee

Date: _____

LOCAL RECOVERY CENTRE (RC) GUIDELINES & EVENT GUIDELINE

Aim

To assist the impacted community in their medium to long term recovery by providing coordinated collocation of agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

Objectives

The objectives of a Recovery Centre are to;

- ✓ To connect people with each other and with agencies and organisations which can assist people in their recovery.
- ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be.
- ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief.
- ✓ To provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information.
- ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience.
- ✓ To acknowledge the psychological challenges and complexities faced by the impacted community.

Location

Ideally the Recovery Centre (RC) will be in a central location to the impacted community and public transport.

Building Features

Specific features to consider in a potential building include;

- ✓ The building needs to be accessible for disabled persons.
- ✓ A reception area and a comfortable place for people to wait.
- ✓ Large rooms that will be suitable for office space.
- ✓ An interview room for appointments with individuals and families.
- ✓ Public toilets.
- ✓ A multipurpose function room that has the capacity for meetings and events.
- ✓ Storage such as a shed for storing 'new' donated items.
- ✓ Kitchen suitable for catering for small events and acting as a staff room.
- ✓ Ensure adequate parking is available.

Set-up Considerations

Suggestions to consider for physically setting up a Recovery Centre include;

- ✓ Office furniture including desks, chairs, book shelves, whiteboards, waiting room couch, meeting room fold out tables (light easy to move)
- ✓ Office equipment including computers, printer, photocopier, phones.
- ✓ Secure disposal of confidential papers.
- ✓ Essential Services such as power, phone and internet will need to be connected.
- ✓ Signage for the public and visiting stakeholders to locate with ease.
- ✓ Children's corner with colouring in books and pencils and small toys.
- ✓ Artwork to lighten and brighten the mood.

Steps to establish Recovery Centre (RC)

Not all local governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered;

- ✓ Rental of lease agreement for building
- ✓ Building modifications
- ✓ Mobile office building (donga)
- ✓ Arrange hire, lease or purchase of office equipment
- ✓ Second-hand furnishing
- ✓ Cleaning and rubbish collection

Record Keeping

The Emergency Management Act 2005 allow information to be shared between State Agencies and Local Government.

It is recommended that LRC keeps a master database that records;

- ✓ The property address
- ✓ Is it destroyed or damaged
- ✓ Owner contacts (including email, mobile number)
- ✓ Renters contacts (if rental or Dept of Housing)
- ✓ Insured or uninsured
- ✓ Received Centrelink Immediate Payment
- ✓ Received assistance from Department of Communities
- ✓ Applied for LMDRF
- ✓ Email collection for Newsletter and other important information
- ✓ Received Outreach from Australian Red Cross

Management of Recovery Centre (RC):

The following should be considered in the running of RC;

- ✓ All staff at the RC should be wearing identification such as name badges that show the organisation they are working for.
- ✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building
- ✓ Establish a process for regular operational staff briefing and debriefing

Recovery Events

RC Staff will likely attend a wide range of recovery events that are located at the RC or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See Recovery short, medium and long term.

To assist in the management of recovery events see the attached 'Local Government Recovery Event Planning Template'.

Closing of the Recovery Centre (RC)

The following should be considered in the running of RC;

- ✓ The RC will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years.
- ✓ Liaise with key stakeholders to establish the appropriate time for the RC to be closed and report to LRG.
- ✓ Communicate well in advance with the community that the centre will be closed and on what date.
- ✓ Ensure all people who have used the centre are contacted and notified of how they can access services in the future.
- ✓ Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community.
- ✓ Sync closure of recovery centre with formal cessation of recovery with community celebration.

Attachment 6 The recovery timeline: short, medium and long term

Short-term recovery (where we have been)

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (ie. How big), the human impacts (ie. Who is affected and are there casualties), the property and infrastructure impacts (ie. What is damaged or destroyed), and the environmental impacts (ie. Are there threats to health and sanitation).

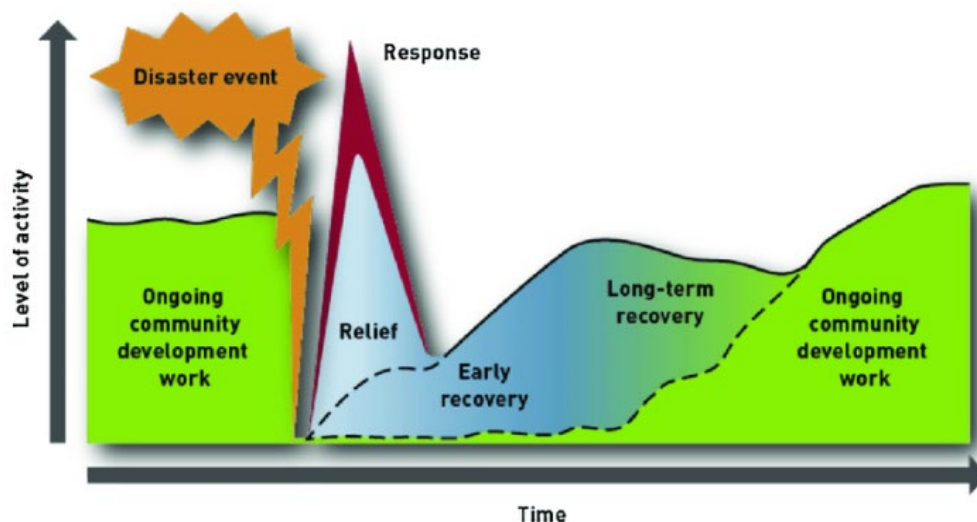
Medium-term recovery (Where we are are now)

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

Long-term recovery (where we are heading)

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long term recovery strategy with you.

One of the key aims of long term recovery should be to help the community become more resilient and more independent of agency support. This is why community-driven recovery is so important: it enables us to begin as we mean to continue: with community leading the way and with agencies in the supporting role.



Attachment 7 Local Government Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS
COMMUNITY SUPPORT:		
WHERE HAS CONCEPT/idea come from:		
STAKEHOLDERS: Who owns the action?		
OTHER INVOLVEMENT: Who is needed?		
RESOURCES:		
COSTS:		
SPONSORS/FUNDING BODIES:		
HEALTH & WELLBEING RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED: <input type="checkbox"/> Shire Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other _____
ENVIRONMENTAL RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED: <input type="checkbox"/> Shire Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other _____
CATEGORY:	<input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing	
RECOVERY VALUE:	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest	
PRIORITY/TIMELINE:	<input type="checkbox"/> High/Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium/Medium Term <input type="checkbox"/> Lower/Long Term	
DIFFICULTY:	<input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long Term / Complex	
OBJECTIVES	<input type="checkbox"/> Promote health & wellbeing <input type="checkbox"/> Increase/Enhance understanding of community needs <input type="checkbox"/> Provide information/enhance communication <input type="checkbox"/> Support Community Recovery through long term programs and projects	
EVALUATION:		



Shire of Brookton Local Recovery Coordination Group Meeting (LRCG) AGENDA

DATE OF MEETING:	
TIME OF MEETING:	
VENUE:	
TELECONFERENCE DETAILS:	As per “Teams” meeting details emailed

Incident Type	
Incident Number/Name	
Incident Level	
Meeting opened & Welcome	
Record of attendance	
Apologies	
Confirmation of Previous Meeting Minutes	Nil
Confirmation of contact details	

ITEM	SPEAKER	DISCUSSION/DECISION BROOKTON	ACTION
1. Business arising from previous Minutes			
2. Standing Items •			
3. HMA Report <ul style="list-style-type: none"> • Overview of incident • Confirmation (or otherwise) of signed Impact Statement handover. • Noting of any high-risk areas or emerging risks • Forecast weather patterns for immediate future (if relevant) 	DFES		
4. Impacts (Local Government)	Local Government		
<ul style="list-style-type: none"> • Overview of impacts from Impact Statement 			
<ul style="list-style-type: none"> • Identification of priorities. List urgent actions. 			
5. Recovery strategies			
<ul style="list-style-type: none"> • Identify vulnerable people 			
<ul style="list-style-type: none"> • Community welfare - status 			
<ul style="list-style-type: none"> • Identify critical services and their functionality. 			
<ul style="list-style-type: none"> • Communications/public information. Discuss methodologies and messages. 			
<ul style="list-style-type: none"> • Potential for significant, prolonged business disruptions. Discuss 			

ITEM	SPEAKER	DISCUSSION/DECISION BROOKTON	ACTION
• Other			
6. Agency Updates			
DPIRD			
Dept of Communities			
Western Power			
Water Corporation			
7. Other items			
8. Details of Next Meeting		Day/Time/Venue: 3pm via teams	
9. Meeting closed		Time	

APPENDIX 6: POST INCIDENT ANALYSIS – EMERGENCY & RECOVERY MANAGEMENT



ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management /Administration structure effective?		
Reporting relationship clear? (Did you know who to report to?)		
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?		
Inter-agency liaison Any issues working/liasing with other organisations?		
Emergency Management – Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

Brookton Recovery Group – Recovery Report

Report No.....

<Insert Emergency Situation Here>

To Chairman, SRG / State Recovery Coordinator

Situation Update:

Should include: full damage report (once only) and estimated amount in dollars, 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 competition of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements:

Includes support from other agencies, LRG intervention with priorities.

Financial Issues:

May include support from LRG for additional funding form Treasury.

Recommendations:

Name & Signature: _____

Title: _____

Date: _____