



City of Perth

Local Emergency Management Arrangements

LOCAL RECOVERY PLAN 2024

7/11/24 edit

Associated Suite of Plans

1. Incident Management Framework
2. Emergency Management General Plan 2024
3. Emergency Management Local Recovery Plan 2024
4. Emergency Movement of People Arrangements 2024
5. Local Welfare Plan (Department of Communities (Restricted))
6. Animal Welfare Plan 2024
7. Temporary Memorial Plan 2024

To be read in conjunction with

- City of Perth Strategic Community Plan 2022 - 2032
- SafeCity Plan 2021 - 2025

Contents

Part 1 Introduction	5
1.1 Authority	5
1.2 Community Consultation	5
1.3 Aim 5	
1.4 Objectives.....	5
1.5 Purpose	5
1.6 Scope	5
1.7 Related Documents and Plans	5
1.8 Agreements, Understandings and Commitments	5
1.9 Activation of the Local Recovery Plan.....	5
Part 2 Recovery.....	6
2.1 Overview	6
2.2 National Principles for Disaster Recovery.....	6
Part 3 Key Tasks, Roles, and Responsibilities	6
3.2 Comprehensive Impact Assessment	6
3.3 Outreach Needs Assessment	6
3.4 Animal Welfare Management.....	7
3.5 Data Management	7
3.6 Recovery Coordination Centre.....	7
3.7 One Stop Shop.....	7
3.8 Community Involvement	7
3.8.1 Participation in the Local Recovery Coordinating Group – Sub Committees	8
3.8.2 Strategic Long-Term Recovery Plan	8
3.8.3 Local Recovery Coordination Group Managed Withdrawal	8
3.9 Management of Donations	8
3.9.1 Physical Goods Donation Management.....	8
3.9.2 Spontaneous Volunteers.....	8
3.9.3 Financial Donations.....	8
3.9.4 Lord Mayors Distress Relief Fund	8
3.10 Business Management Arrangements.....	8
3.11 State Government Involvement.....	9
3.11.1 Financial Assistance for the Local Government.....	9

3.11.2	State Recovery Coordinator	9
3.11.3	State Recovery Coordination Group	9
3.11.4	State Recovery Controller	10
3.11.5	Reporting.....	10
3.12	Public Information.....	10
3.12.1	Spokespersons	10
3.12.2	Recovery Communications Plan	10
Part 4	Operational Recovery Planning	10
4.1	Recovery Governance Structure	10
4.1.1	Local Recovery Coordinator	10
4.1.2	Local Recovery Coordination Group	11
4.1.3	Recovery Sub-committee structure	11
4.1.4	Subcommittee Terms of Reference	12
4.1.5	Organisational Responsibilities	12
4.1.6	Recovery Operational Checklist	13
4.2	Operational Recovery Plan.....	13
4.3	Transitioning from recovery to BAU	13
4.3.1	Supporting the Community	13
4.3.2	Supporting Staff	13
4.4	Evaluation.....	13
Appendix 1	Sample Outreach Needs Assessment Form	15
Appendix 2	Donation Management Media Statement example.....	17
Appendix 3	Operational Recovery Plan template.....	18
Appendix 4	Local Recovery Coordinator Start-Up Checklist.....	20
Appendix 5	Recovery Operational Checklist	21
Appendix 6	Local Recovery Coordinating Group Sub-Committee Example Terms of Reference	23
Appendix 7	Local Recovery Coordination Group Responsibilities	25

Distribution and availability

Document is sent to the City of Perth LEMC members via the email distribution list and available via the City's eMerge portal. A copy is available on request.

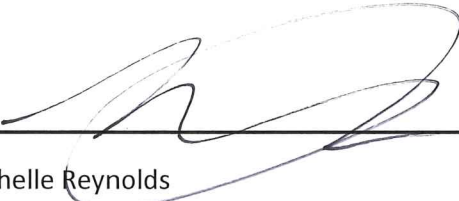
Amendment Record

Date	Amendment Summary	Amended by
August 2017	Complete reissue	Jane Hannaford
June 2019	LEMC Endorsed and plan finalised	Dean Ball
March 2022	Minor amendments	Jane Hannaford
23/5/24	LEMC Endorsed Interim Rewrite	D Ball
October 2024	Council Approved	D Ball

Council Approval

This document was approved by the City of Perth Council at the October 2024 Ordinary Council Meeting.

Resolution Number: OCM-24/10-011



Michelle Reynolds
Chief Executive Officer
City of Perth

18/11/24
Date

Part 1 Introduction

This Introduction provides a brief overview of this City of Perth Local Recovery Plan. The Local Recovery Plan forms part of the City of Perth Local Emergency Management Arrangements.

1.1 Authority

The City of Perth Local Emergency Management Arrangements align with s.41(1) of the Emergency Management Act 2005 and were endorsed by the City of Perth Local Emergency Management Committee.

1.2 Community Consultation

Key emergency management stakeholders were consulted in the preparation of this Plan.

1.3 Aim

The aim of this City of Perth Local Recovery Plan is to ensure the effectiveness of community or Local Government recovery processes.

1.4 Objectives

The objectives of the City of Perth Local Recovery Plan are to:

- Identify and implement effective process to facilitate recovery.
- Encourage community participation in recovery through recovery management structures.
- Identify activation triggers for the City of Perth Local Recovery Plan.

1.5 Purpose

The purpose of this plan is to facilitate the recovery of individuals, the community, and the City of Perth Local Government from an emergency event.

1.6 Scope

This document applies to the City of Perth area, detailing the City of Perth's capacity and responsibility to support the community's recovery.

1.7 Related Documents and Plans

The City of Perth Local Emergency Management Arrangements are set of documents that can read separately but form part of a suite of emergency management documents. These include:

- Incident Management Framework
- Emergency Management General Plan 2024
- Emergency Management Local Recovery Plan 2024
- Emergency Movement of People Arrangements 2024
- Local Welfare Plan (Department of Communities (Restricted))
- Animal Welfare Plan 2017
- Temporary Memorial Plan 2024

1.8 Agreements, Understandings and Commitments

Memorandums of Understanding have been developed with the facilitators of privately owned properties identified as suitable Evacuation Centre locations.

1.9 Activation of the Local Recovery Plan

In consultation with the Hazard Management Agency, the Local Recovery Committee will arrange for the activation of this City of Perth Local Recovery Plan.

Part 2 Recovery

2.1 Overview

Section 36(b) of the Emergency Management Act 2005 (EM Act), 'It is a function of local government...to manage recovery following an emergency.'

Local Governments are the communities' closest level of government, best placed to provide specialist knowledge and support during and following an incident. The City of Perth has well developed networks, support mechanisms as well as knowledge of the local environment and demographics of the community.

Local Government can assist the Hazard Management Agency on matters relating to their local government area by providing support to help in incident response. Once the incident response is concluded, the Hazard Management Agency hands the recovery to the Local Government to lead, manage and coordinate at the local level. These responsibilities are undertaken in close cooperation with or directly supported by State government departments and other support agencies.

The City of Perth recognises, under certain circumstances, response and recovery may occur simultaneously. In addition, some recovery requirements may be beyond the capacity of the City of Perth to manage. In these circumstances a request for State assistance may be commenced.

2.2 National Principles for Disaster Recovery

The national principles for disaster recovery states that recovery forms part of emergency management including the broader components of prevention, preparedness, and response.

To ensure that all aspects of emergency recovery are considered, recovery arrangements should acknowledge that successful recovery relies on:

- Understanding context.
- Recognising complexity.
- Using community-led approaches.
- Ensuring coordination of all activities.
- Employing effective communications.
- Acknowledging and building community capacity / resilience.
- Acknowledge limitations in capacity of the responsible Local Government.

Part 3 Key Tasks, Roles, and Responsibilities

3.2 Comprehensive Impact Assessment

In consultation with the Incident Support Group, the Hazard Management Agency will complete a Comprehensive Impact Assessment. The assessment involves gathering early and accurate information about the emergencies impact on the community. The assessment is essential in managing an effective recovery.

The assessment does not advise on the community's total recovery needs, rather it provides the Local Recovery Committee with a recovery starting point.

3.3 Outreach Needs Assessment

In the recovery phase of an emergency, it is crucial to assess the needs of affected residents. An effective approach involves using an "Assertive Outreach" model. In collaboration with the Local Government and the Department of Communities, volunteers from organisations like the Australian Red Cross would engage directly with individuals.

This process helps identify the extent of the impact, information and assistance required, preferences for future contact, and the most reliable contact details.

A sample Outreach Needs Assessment form is at Appendix 1 –Sample Outreach Needs Assessment Form

3.4 Animal Welfare Management

The Animal Welfare in Emergencies: State Support Plan outlines animal welfare recovery requirements by Local Governments. The City has prepared an Animal Welfare Plan for the management of the response and recovery phases of an emergency.

Should the City's capacity to manage these requirements exceed its capability, the Department of Primary Industries and Rural Development (DPIRD) will be called on to assist.

3.5 Data Management

In collaboration with the Red Cross, information gathered in the recovery process will be managed via the Red Cross database and the City of Perth eMERGE portal. This will capture data around:

- Individuals impacted,
- Properties affected, and
- Outreach Impact Assessment.

3.6 Recovery Coordination Centre

The location for the City of Perth Recovery Coordination Centre and Local Recovery Committee meetings will be determined by the Local Recovery Committee.

Name		Location
Primary	Level 7, Council House	27 St Georges Tce, Perth
Alternative	CityWatch	East Perth

3.7 One Stop Shop

A community One Stop Shop may be located at one or more of the following sites, staffed with relevant member agencies and key City of Perth staff to assist the community in recovery:

Name	Location
Perth Town Hall	Cnr Barrack & Hay St, Perth
City Place Community Centre	Upper Railway Concourse, Wellington St Train Station Perth
City of Perth Library	Hay St Perth
City of Perth Customer Experience	Ground Floor, Council House

3.8 Community Involvement

Communities impacted by an emergency may respond better when actively participating in their recovery. This may include involvement the four critical recovery areas of economic, social, environmental, and built environments.

3.8.1 Participation in the Local Recovery Coordinating Group – Sub Committees

For each of the relevant Local Recovery Committee sub-committees, community representatives and key stakeholders will be considered for inclusion dependant on the nature and impact of the incident.

3.8.2 Strategic Long-Term Recovery Plan

To bolster resilience for future incidents, a strategic, long-term recovery plan will be created to ensure enduring recovery for those affected. When applicable, the Local Recovery Coordination Group will collaborate with the community on the comprehensive, and inclusive process for long-term recovery.

3.8.3 Local Recovery Coordination Group Managed Withdrawal

The City of Perth will manage, via the Local Recovery Committee sub-committees, when relevant service providers and agencies are no longer required and will be withdrawing services from the affected area.

3.9 Management of Donations

A major impact for Local Government following an incident is managing spontaneous donations from the wider community. These can be physical, financial and personnel support. This outpouring of community support adds an unexpected workload for the Local Government and can divert labour, resources, and funds away from the essential recovery effort.

3.9.1 Physical Goods Donation Management

Messaging must reflect that the City of Perth does not accept the donation of physical goods. The preference is to encourage the public to sell goods privately, donating the money to recovery support organisations.

In all media statements, the City of Perth will reinforce the donation of goods, although appreciated, cannot be accepted. A sample media statement about donated goods is located at Appendix 4 – Donation Management Media Statement example.

3.9.2 Spontaneous Volunteers

Spontaneous volunteers may present to help the recovery effort. The Local Recovery Coordination Group will determine the process to manage the volunteers and which agencies can assist further. This will involve the use of volunteer organisations such as Volunteering WA of which the City is a member.

3.9.3 Financial Donations

Agencies, community groups, individuals and organisations wishing to make financial donations will be directed to the City of Perth Local Recovery Committee to make appropriate arrangements. Should the Lord Mayors Distress Relief Fund be set up, people will be directed to donate through this channel.

3.9.4 Lord Mayors Distress Relief Fund

Depending on the nature of the incident, to manage financial support to individuals and families affected by an emergency, the State may activate the Lord Mayors Distress Relief Fund. The Lord Mayors Distress Relief Fund manages public donations for distribution to the impacted community and is administered by the City of Perth.

3.10 Business Management Arrangements

Ensuring that the City of Perth's returns to its core functions during and after an incident, including during the recovery phase, is essential to the recovery of the community. Financial management and business continuity arrangements should be enacted to ensure the City of Perth can manage both its core functions and the recovery process.

3.11 State Government Involvement

The State Government provides support mechanisms to assist the Local Government manage its recovery efforts. These are outlined in the structure shown in Figure 1.

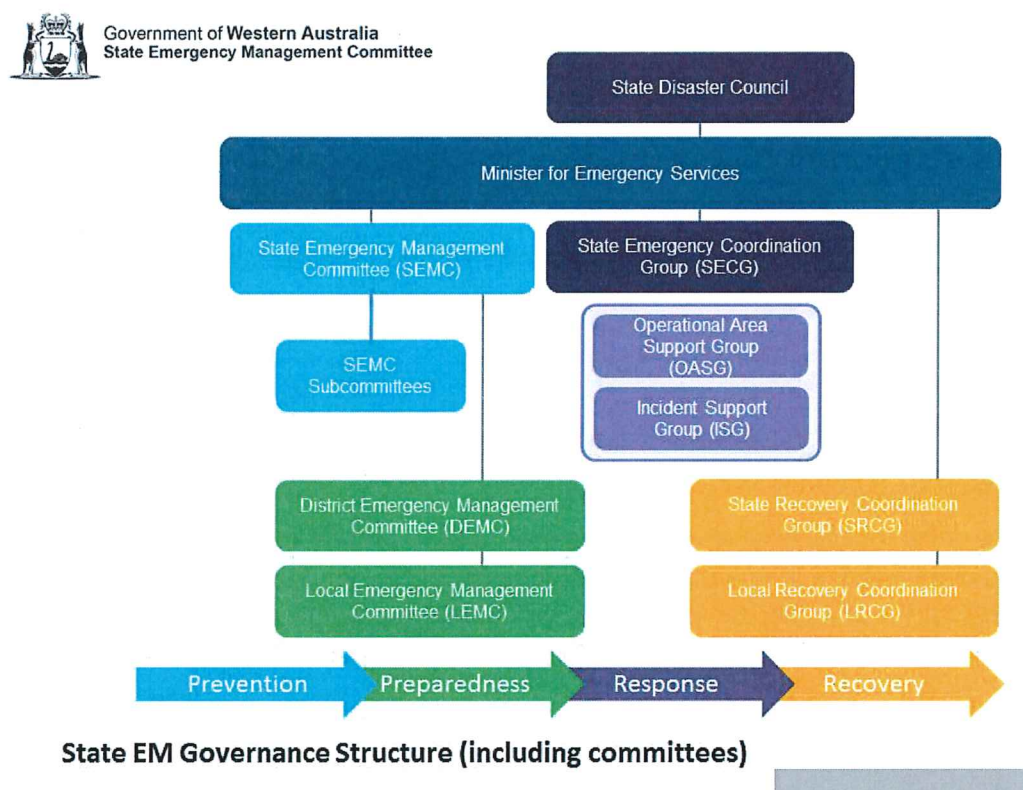


Figure 1: State Government involvement in recovery

3.11.1 Financial Assistance for the Local Government

The City can apply for financial relief through the Disaster Recovery Funding Arrangements Western Australian (DRFAWA) to manage the community recovery process. This is administered by the Department of Fire and Emergency Services on behalf of the Commonwealth.

The City of Perth will implement a designated internal cost code to track the financial expenditures associated with the incident recovery phase.

3.11.2 State Recovery Coordinator

In conjunction with the City of Perth, the State Emergency Coordinator will consider the level of State involvement required and whether a State Recovery Coordinator and a State Recovery Coordination Group should be established. If established, the State Recovery Coordinator supports the operation of State-level recovery coordination and recovery activities.

The State Recovery Coordinator, in partnership with the State Emergency Management Committee Secretariat, coordinates a whole of government approach to recovery and the maintenance of the State recovery arrangements and plans through the State Emergency Management Committee recovery subcommittee.

3.11.3 State Recovery Coordination Group

When established, the State Recovery Coordination Group is responsible for State level recovery coordination in complex or prolonged recovery operations.

The State Recovery Coordination Group reports to the Minister and Premier.

Unless a State Recovery Controller is appointed, the State Recovery Coordinator will chair the State Recovery Coordination Group.

When the State Recovery Coordinator develops a State-level operational recovery plan and after the State-level recovery coordination arrangements have been in place, a periodic evaluation of its effectiveness must be conducted.

3.11.4 State Recovery Controller

The State Recovery Controller is appointed by the Premier, on the recommendation of the State Recovery Coordinator and in consultation with the State Emergency Coordinator.

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

3.11.5 Reporting

Should the level of recovery warrant assistance from the State, the State Recovery Coordinator or the State Recovery Controller will liaise with the City of Perth Local Recovery Committee.

The City of Perth Local Recovery Committee will need to provide regular verbal and written reporting to the above-mentioned positions. The Operational Recovery Plan can provide the essential reporting elements for the State Recovery Coordinator or Controller. A copy of an Operational Recovery Plan template can be found at Appendix 5– Operational Recovery Plan template.

3.12 Public Information

Recovery communications is the practice of gathering, compiling, sending, managing, and evaluating information. In recovery, a well planned and executed Recovery Communication Plan is vital to build community confidence and reduce uncertainty.

3.12.1 Spokespersons

The Lord Mayor, Chief Executive Officer, or delegate will be the City's spokespersons during recovery.

3.12.2 Recovery Communications Plan

A Recovery Communications Plan will be developed at the City by the Alliance Manager Corporate Communications. It will be provided to the Local Recovery Coordination Group and detail a vision and mission for communication to the affected community.

Part 4 Operational Recovery Planning

4.1 Recovery Governance Structure

A recovery governance structure is required to undertake recovery responsibilities effectively. This structure will ensure that all recovery milestones are achieved, tasks planned, roles filled, and responsibilities undertaken in a timely and effective manner.

4.1.1 Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the City of Perth.

The nominated City of Perth Local Recovery Coordinator is the General Manager Community Development. The Local Recovery Coordinator is supported by the Alliance Manager, Community Safety and Amenity.

A start-up checklist for the Local Recovery Coordinator can be found at Appendix 4 – Local Recovery Coordinator Start-Up Checklist.

4.1.2 Local Recovery Coordination Group

When considered appropriate for community recovery, the Local Recovery Coordinator may decide to setup a Local Recovery Coordination Group and will chair of this group. This group becomes the strategic decision-making body for recovery. The Local Recovery Coordination Group provide visible and strong leadership with a key role in restoring confidence back into the community by coordinating local-level recovery activities.

As identified by the Local Recovery Coordinator, the Local Recovery Coordination Group may consist of appropriate City of Perth managers and staff and may include elected members, community representatives, people from supporting agencies, and people from local organisations. A recovery operational checklist for the Local Recovery Coordination Group can be found at Appendix 5 - Recovery Operational Checklist.

The structure for a large-scale emergency for the City of Perth is listed below including key positions:

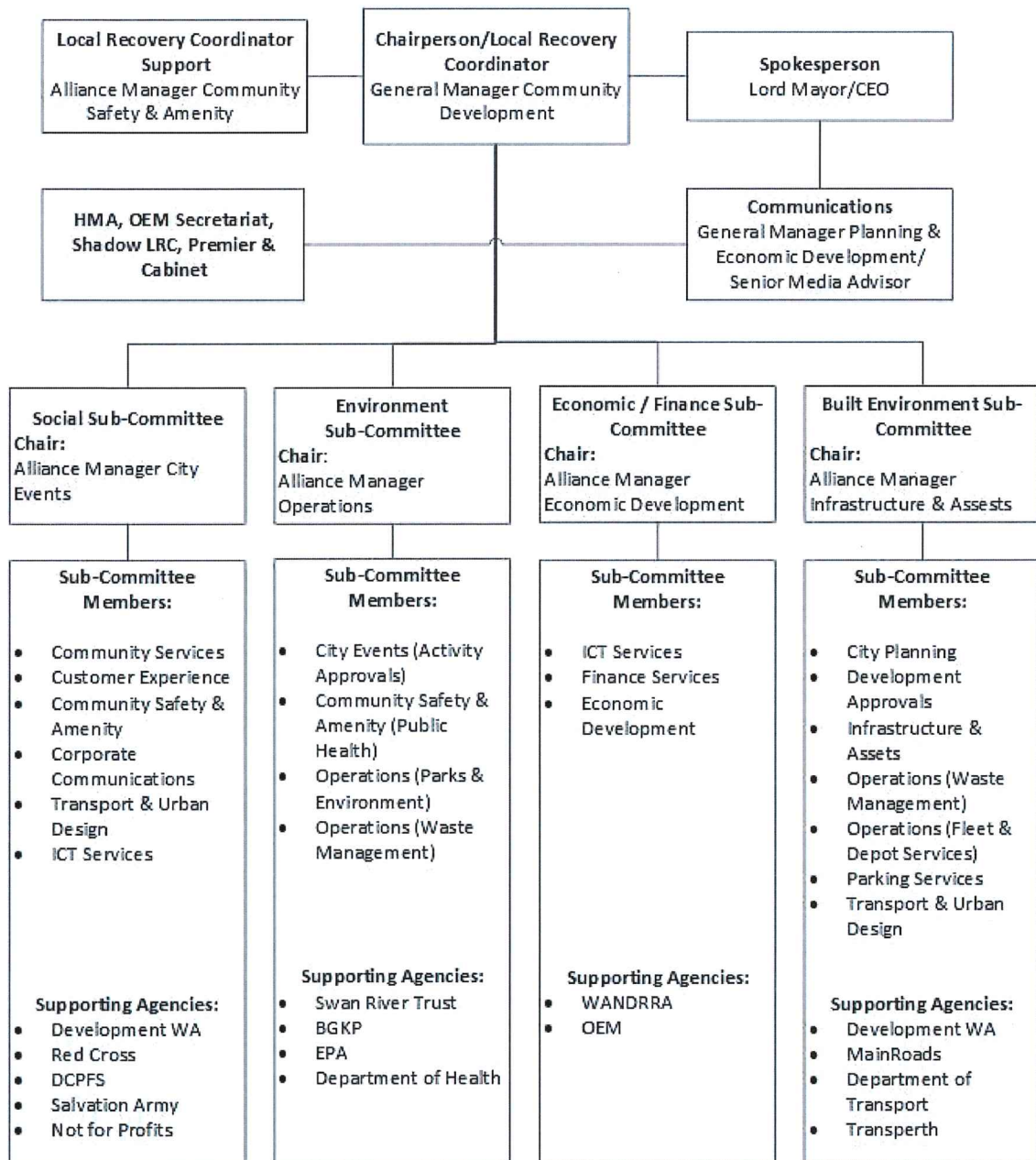
Key Position	Name
Chairperson / Local Recovery Coordinator	General Manager Community Development
Alternate Local Recovery Coordinator	General Manager, Planning and Economic Development
Local Recovery Coordination Group	Alliance Manager Community Safety and Amenity
Local Recovery Support	Community Safety Manager
Communications Officer	Alliance Manager Corporate Communications
Spokesperson	Lord Mayor
Social Sub-Committee Chair	Alliance Manager Community Services
Environment Sub-Committee Chair	Alliance Manager Operations
Economic Sub-Committee Chair	Alliance Manager Economic Development
Built Environment Sub-Committee Chair	Alliance Manager Infrastructure & Assets

4.1.3 Recovery Sub-committee structure

Australian best practice in recovery suggests using a sub-committee structure to support the community recovery activities. Depending on the scale of the emergency, sub-committees could be formed with specified responsibilities each reporting to the Local Recovery Coordination Group.

Details of the suggested sub-committee structure for the City of Perth and key member agencies that may assist in recovery are listed below.

Local Recovery Coordinating Group Structure



4.1.4 Subcommittee Terms of Reference

The Local Recovery Coordination Group and sub-committee structure may change during the recovery process. Local Recovery Coordination Group sub-committees may require assistance and guidance to operate in highly stressful and time poor environments. Terms of reference for Local Recovery Coordination Group sub-committees' will assist with changing recovery needs.

A template for a Subcommittee Terms of Reference is located at Appendix 6 - Local Recovery Coordinating Group Sub-Committee Terms of Reference Example.

4.1.5 Organisational Responsibilities

The members of supporting agencies listed within the Local Recovery Coordination Group, and sub-committee structure will have specified responsibilities to assist the City of Perth in recovery.

An appendix of the suggested organisational responsibilities is at Appendix 7 - Local Recovery Coordination Group Organisational Responsibilities Example.

4.1.6 Recovery Operational Checklist

A checklist to assist the Local Recovery Coordinator is at Appendix 5 – Recovery Operational Checklist.

4.2 Operational Recovery Plan

An Operational Recovery Plan will be prepared by the Local Recovery Coordinator with assistance from the Local Recovery Coordination Group. This Plan will provide a full impact assessment and detail plans for the restoration and reconstruction of the affected community. A template for an Operational Recovery Plan with key headings is at Appendix 3 – Operational Recovery Plan template.

4.3 Transitioning from recovery to BAU

Initially it will be difficult to define a recovery end date, however consideration must be given to transitioning from recovery to business-as-usual service delivery.

4.3.1 Supporting the Community

The date, timing, and process for transitioning back to BAU will be made by the Local Recovery Coordinator. This decision will take into consideration the type, severity and nature of the emergency, recovery progression and any residual impact on the City of Perth and community.

4.3.2 Supporting Staff

Support will be ongoing throughout the recovery. As City of Perth staff transition from recovery roles back to their normal duties, formal debriefing will be arranged by the Alliance Manager Human Resources through the Employee Assistance Program provider.

4.4 Evaluation

At the one-year anniversary of the emergency the Local Government is required, under The State Emergency Management Guidelines to provide an evaluation report on recovery activities.

On behalf of the City of Perth, the Local Recovery Coordinator will provide the State Recovery Coordinator a formal report about the recovery process.

Acronyms

Short Name	Full Name
BGPA	Botanic Gardens and Parks Authority
BOM	Bureau of Meteorology
CA	Controlling Agency
CEO	Chief Executive Officer
CoP	City of Perth
DC	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DOT	Department of Transport
ECC	Emergency Coordination Centre
EM	Emergency Management
EMA	Emergency Management Agency
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IMF	Incident Management Framework
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMDRF	Lord Mayors Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
LRP	Local Recovery Plan
OAM	Operations Area Manager
OASG	Operations Area Support Group
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
WAPOL	Western Australian Police Force

Appendix 1

Sample Outreach Needs Assessment Form

Date: _____ TEAM No: _____

Hello my name is _____, I am from _____.

We are here to check in with you to see how best we can assist following the emergency.

We're collecting information from affected people to ensure we deliver up-to-date information and appropriate assistance in connecting to organisations/agencies/people.

PROPERTY DETAILS			
Location (Lot No/Apartment, Street name, Area):			
		Nearest Cross Road:	
Property Owner/ Occupant Name:			
Person Spoken to:		Relationship to property	
How would you like to be contacted?		Your preferred time?	
<input type="checkbox"/> Phone:		<input type="checkbox"/>	Morning (7am – 12noon)
<input type="checkbox"/> Email:		<input type="checkbox"/>	Afternoon (12noon – 5pm)
<input type="checkbox"/> Post:		<input type="checkbox"/>	Evening (After 5pm)
PROPERTY NEEDS any needs identified		Please provide information on detail for	
<input type="checkbox"/>	House/Apartment Destroyed/ Uninhabitable		
<input type="checkbox"/>	House/Apartment Damaged		
<input type="checkbox"/>	Outbuildings destroyed Total: _____		
<input type="checkbox"/>	Rebuilding Assistance		
<input type="checkbox"/>	Asbestos/ Possible asbestos		
<input type="checkbox"/>	Water supply affected		
<input type="checkbox"/>	Utility services affected		
<input type="checkbox"/>	Fencing destroyed/ Damaged		
<input type="checkbox"/>	Garden destroyed/ Damaged		
<input type="checkbox"/>	Environmental clean-up required		
<input type="checkbox"/>	Domestic animals lost/ Injured		
<input type="checkbox"/>	Other (Please provide details) _____		
INFORMATION NEEDS		OTHER ASSISTANCE REQUIRED	
<input type="checkbox"/>	Rubbish collection/ Disposal Information	<input type="checkbox"/>	Council Services TYPE: _____

<input type="checkbox"/>	Recovery Information/ Newsletter	<input type="checkbox"/>	Referral to Agency WHO: _____
<input type="checkbox"/>	Financial/ Grant assistance	<input type="checkbox"/>	Other (provide details):
<input type="checkbox"/>	Counselling/ Wellbeing Check		
Would you like someone to contact you?			
<input type="checkbox"/>	Immediately	<input type="checkbox"/>	Within the week
		<input type="checkbox"/>	In the future (Box)

Source: Adapted from the Shire of Harvey Rural Outreach and Impact Assessment Form 2016.

Appendix 2 Donation Management Media Statement example

The City of Perth is focused on getting the community back on its feet following this emergency.

Western Australians are always extremely generous with their donations after a fire, flood, or cyclone. The best way to contribute support for people in emergencies is through money donations. Donating money gives the affected community the ability to make choices for what they need, and it additionally supports local businesses who benefit when we shop local.

If you want to make a money donation, you can do so via the Lord Mayor's Distress Relief Fund of WA [*Insert link to LMDRF*]. Listen out for when the call for donations opens.

The donation of any physical goods for our community is not needed following this emergency. Physical goods donated during these times can cause stress on our recovery systems and local charities.

Should we need specific items, we will share the need via broadcast media. If you do wish to donate specific items that are requested, you can register your interest with local welfare agencies or agencies that put out the call for the items.

Thank you for your generous support.

Appendix 3 Operational Recovery Plan template

Section 1 Introduction

- Background on the nature of the emergency.
- Aim of the plan.
- Governance of the plan.

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial, and industrial buildings, transport, essential services (including state and local government infrastructure).
- Estimated cost of damage.
- Temporary accommodation requirements (includes details of evacuation centres).
- Evacuated / displaced animal requirements.
- Additional personnel requirements (general and specialist).
- Human service (personal and psychosocial support) requirements.
- Other health issues.

Section 3 Organisational Aspects

- Details the composition, structure and reporting lines of the Local Recovery Coordinating Group and subcommittees set up to manage recovery.
- Details of the inter-agency relationships and responsibilities.
- Details of the roles, tasks, and responsibilities of the Local Recovery Coordination Group, subcommittees and those appointed to positions including Local Recovery Coordinator.
- Communications plan.

Section 4 Operational Aspects

- Details resources available and required.
- Redevelopment plans (includes mitigation proposals).
- Reconstruction restoration programme and priorities, (including estimated times).
- Includes programs and strategies for government agencies to restore essential services and policies for mitigation against future emergencies.
- Includes the local government program for community services restoration.
- Financial arrangements (assistance programs such as DRFAWA, insurance, public appeals, and donations (see also Section 5 below).
- Public information dissemination.
- Management of spontaneous memorials, donations, and volunteers

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues.

- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture, and equipment details for additional temporary personnel).

Section 6 Long Term Recovery Arrangements

- Plan.
- Positions.
- Wind down and conclusion

Section 7 Conclusion

Summarises goals, milestones, priorities, and timetable of the plan.

Signed by

Chair Local Recovery Coordination Group

Date:

Source: Adapted from the Shire of Harvey Operational Recovery Plan 2016.

Appendix 4 Local Recovery Coordinator Start-Up Checklist

Action Description	Complete
Alert and contact key City of Perth Local Recovery Coordinating Group members (see Local Recovery Plan)	
Contact key City of Perth recovery contacts including the Chief Executive Officer (CEO) and Lord Mayor (see Local Recovery Plan)	
Ensure liaison with Incident Controller and attendance at Incident Support Group meeting. If Local Recovery Coordinator cannot attend, ensure a City of Perth representative does attend.	
Local Recovery Committee to determine if Local Recovery Coordination Group to meet once briefing received from Incident Controller or attendance at Incident Support Group	
Local Recovery Coordinator in conjunction with the City of Perth to receive Comprehensive Impact Assessment Form from the Hazard Management Agency and the handover formalisation of recovery occurs	
Once decision on Local Recovery Coordination Group to meet, decide on initial membership, convene meeting, and ensure administration support in place	
In accordance with the Local Recovery Plan ensure all processes have commenced for the recovery process with the City of Perth	
Local Recovery Coordinator to contact City of Perth media spokesperson and provide briefing	
Local Recovery Coordinator advise State Recovery Coordinator that Local Recovery Plan has been enacted	
Local Recovery Coordinator to determine if Recovery Coordination Centre is required for the City of Perth and activate where appropriate	
Local Recovery Coordinator to determine if One Stop Shop is required and activate where appropriate	
Local Recovery Coordinator to convene meeting of Local Recovery Coordination Group using an appropriate Chair to convene Local Recovery Coordination Group	
Local Recovery Coordinator in conjunction with Local Recovery Coordination Group to determine the sub-committees required for this recovery (refer to Local Recovery Plan)	
Commence development of an Operational Recovery Plan for the event	
Confirm with City of Perth Finance Manager that costs are currently being tracked for the event to determine whether the Western Australian Disaster Relief and Recovery Arrangements (DRFAWA) will be enacted	
Ensure City of Perth staff are briefed on their roles in recovery and information to advise calls from the public	
Consider the establishment of a call centre to assist with the enquiries from the City of Perth community and the public	
Ensure the management of spontaneous volunteers	

Appendix 5 Recovery Operational Checklist

Recovery Strategy	Commenced
Immediate/Short Term	
Establish a DRFAWA compliant system for recording recovery expenditure	
Develop a comprehensive media/community strategy	
Establish communications for planned recovery strategies to the community	
Ensure energy and communication supplies are adequate and stable	
Ensure and facilitate the completion of the immediate impact assessment	
Facilitate the provision of access to evacuation funding	
Establish strong relationships with key regional government agency representatives and appoint them to relevant sub-committees	
Gather evidence to support requests for government assistance	
Establish a network for information provision to community	
Assist with the support of animal welfare needs	
Appoint a spokesperson from the City of Perth to deal with the media	
Work within existing community organisations in the community	
Assume public information responsibilities from the Hazard Management Agency and provide information to the community and the media	
Create templates for impact assessment and for tracking assistance provided	
Provide a one stop shop for advice, information, and assistance to community	
Identification and support to businesses and employers	
Dissuade spontaneous donations of goods through Local Governments spokesperson	
Provide psychosocial support	
Facilitate and advise on State and Australian government funding	
Conduct outreach program to community	
Assist and liaise with businesses to re-establish and open	
Re-establishment of transport needs	
Provide assistance with insurance claims	

Recovery Strategy	Commenced
Medium/Long Term	
Assist with the redevelopment of social networks and connections	
Support the community activities for the rescue and rehabilitation of wildlife	
Support the restoration of key natural habitat	
Restore banking and other financial solutions	
Recruit members of the community for recovery strategy planning	
Management of appeal funding to the affected community	
Facilitate the distribution of appeal funds	
Consider a strategy for the recovery process after the containment of contaminants	
Monitor and assist the rehabilitation of critical infrastructure	
Monitor and assist the restoration of residential buildings	
Support the restoration of the rural infrastructure network	
Renegotiation of loans for businesses	
Improvements to infrastructure and services during reinstatement	
Prepare oral and written financial and non-financial reports and briefs	
Adjust capital works and maintenance programs	
Stage a public event of acknowledgement and community closure	

Appendix 6 Local Recovery Coordinating Group Sub-Committee Example Terms of Reference

Authority

The Social, Natural, Economic and Built Environment sub-committees of the Local Recovery Coordination Group will be established in recovery by the Local Recovery Coordinator and endorsed in conjunction with the City of Perth CEO and Lord Mayor.

Aim

The aim of each sub-committee will be to develop partnerships between the City of Perth and organisations and agencies to become sub-committee members and provide recovery services and activities for the community.

Purpose

The purpose of each sub-committee is to provide, the following:

Recovery operational responsibilities
Local and state arrangements for recovery services
Advice on matters pertaining to subject matter expertise
Interagency cooperation on recovery service and activities
Efficient service provision between agencies and organisations
Resource capacities
Key agency and organisational contacts

Reporting

Each sub-committee will report their services and activities through their nominated Chair to the Local Recovery Coordination Group.

Social Setting Sub-committee

To provide advice and guidance to assist in the restoration and strengthening of the community well-being.
To facilitate understanding of the wellbeing needs of the impacted community and any exacerbation of vulnerabilities of at-risk communities.
To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing.
To assess and recommend medium and long-term priority areas to the Local Government for consideration to assist in the restoration and strengthening of community wellbeing.
To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

Environment Sub-committee

To provide advice and guidance to assist in the restoration of the natural environment.
To facilitate understanding of the needs of the impacted community in relation to environmental restoration.
To assess and recommend priority areas, projects, and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
To assess and recommend medium and long-term priority areas to the City of Perth for consideration to assist in the restoration of the natural environment in the medium to long term.

Built Sub-committee.

Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies.
To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed.
To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium, and long term for the City of Perth.

Economic Sub-committee

To make recommendations to the LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship.
Coordinate the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals.
Coordinate and facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.
Coordinate all recording activities for DRFAWA
Facilitate suitable economic relief packages as available.

Source: Adapted from the City of Bunbury Emergency Management Arrangements and the State Emergency Management Local Recovery Guidelines 2016.

Appendix 7 Local Recovery Coordination Group Responsibilities

Local Recovery Coordination Group	Responsibilities
Local Recovery Coordinator	<ul style="list-style-type: none"> • Liaise with the Hazard Management Agency and attend Incident Support Group or Operational Area Support Group meetings. • Provide advice to the Lord Mayor and the CEO on the requirement to convene a Local Recovery Coordination Group • Assess the community recovery requirements in conjunction with the Local Recovery Coordination Group • Liaise with the State Recovery Coordinator.
Local Recovery Coordination Group Chair	<ul style="list-style-type: none"> • Chair the City of Perth Local Recovery Coordination Group • Establish sub-committees as required. • Ensure key staffing roles within the City of Perth are fulfilled including administration support to the Local Recovery Coordinator and the Local Recovery Coordination Group • Ensure the development of an Operational Recovery Plan.
Local Recovery Coordination Group Executive Officer	<ul style="list-style-type: none"> • Provide executive support to the Local Recovery Coordinator
Local Recovery Coordination Group Communications / Media Officer	<ul style="list-style-type: none"> • Provide media and communications support to the City of Perth spokesperson. • Provide media and communications support and advice to the Local Recovery Coordination group. • Ensure an internal and external communications plan has been established.
Where no Sub-Committees are established	
Community Representative (Impacted Community)	<ul style="list-style-type: none"> • Provide liaison and consultation from the affected community. • Assist with the communications conduit to affected community
City of Perth Infrastructure Maintenance	<ul style="list-style-type: none"> • Maintain and coordinate the cleaning up of roads, drainage, and footpaths. • Provide advice and support to the Local Recovery Coordination Group
City of Perth Waste Management	<ul style="list-style-type: none"> • Coordinate and carry out waste collection and disposal including hard and green waste including normal waste collection. • Provide advice and key contacts to the City of Perth for extra ordinary waste removal such as asbestos. • Provide advice and support to the Local Recovery Coordination Group
City of Perth Community Services	<ul style="list-style-type: none"> • Provide health and wellbeing support and programs to the communities of the City of Perth. • Provide advice and support to the Local Recovery Coordination Group.

City of Perth Infrastructure Design	<ul style="list-style-type: none"> • Maintain and coordinate the construction of roads, drainage, and footpaths.
City of Perth Fleet & Depot Services	<ul style="list-style-type: none"> • Maintain and coordinate plant and equipment for operations dedicated to recovery efforts. • Provide advice and support to the Local Recovery Coordination Group
City of Perth Community Health	<ul style="list-style-type: none"> • Develop, implement, and coordinate environmental and public health programs to support recovery. • Provide advice and support to the Local Recovery Coordination Group
City of Perth Ranger Services	<ul style="list-style-type: none"> • Provide leadership in the welfare and “return to owner” management of evacuated or displaced animals.
Department of Communities	<ul style="list-style-type: none"> • Coordinate all emergency relief arrangements for the City of Perth as per the Local Emergency Relief & Support Plan. • Provide advice and support to the Local Recovery Coordination Group Provide funding options to the community through DRFAWA.
Centrelink	<ul style="list-style-type: none"> • Provide funding arrangements to support the community in recovery. • Provide advice and support to the Local Recovery Coordination Group
DFES	<ul style="list-style-type: none"> • Provide liaison, consultation advice and support to the Local Recovery Coordination Group
Department of Health	<ul style="list-style-type: none"> • Coordinate human disease control and other health issues. • Provide support to the Local Recovery Coordination Group
Chamber of Commerce	<ul style="list-style-type: none"> • Provide liaison and consultation with the business community. • Promote and support business and economic development strategies in recovery. • Provide advice and support to the Local Recovery Coordination Group
Red Cross	<ul style="list-style-type: none"> • Provide recovery advice to the Local Recovery Coordination Group • Assess community needs assessment requirements. • Assess and provide outreach program in conjunction with the City of Perth. • Provide advice and support to the Local Recovery Coordination Group
Department of Education	<ul style="list-style-type: none"> • Provide liaison and consultation with schools in the City of Perth. • Provide advice and support to the Local Recovery Coordination Group
Main Roads	<ul style="list-style-type: none"> • Provide liaison and consultation arrangements about the road network and infrastructure within the City of Perth. • Provide advice and support to the Local Recovery Coordination Group