



# Local Recovery Management Plan

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SHIRE OF  
NARROGIN

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## **Introduction**

Following the impact of a hazard on a community within the Shire of Narrogin, there may be a need to assist the community to recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- a) reconstruction of the physical infrastructure; and
- b) restoration of emotional, social, economic and physical wellbeing.

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

## **Aim**

The aim of this plan is to detail the Recovery Management Arrangements for the Shire of Narrogin.

## **Objectives**

The objectives of the plan are to:

- prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- establish a basis for coordination between agencies that may become involved in the recovery effort;
- provide a framework for recovery operation; and
- provide guidelines for the operation of the recovery management arrangements.

## **Authority and Planning Responsibility**

This plan is part of the Shire of Narrogin's Local Emergency Management Arrangements, the authority for which is vested in the Emergency Management Act 2005. The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local Recovery Coordinator.

## **Recovery Management Principles and Concepts**

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Plan and in the Australian Institute for

Disaster Resilience Handbook 2 '[Community Recovery](#)'. Both of these documents are available from the Recovery Coordinator.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:

- The community has a right to be involved in the decision making and management of all aspects of the recovery process;
- The community has a 'right to know', as information is an essential part of the recovery process;
- Every person has a right to effective assistance until long-term recovery is achieved;
- Both the affected person and the community have a responsibility to account for financial and material resources used;
- The community has a right to know the criteria for the determination of financial support and grants; and
- The community has a right to expect the maintenance of family cohesion.

## Organisation and Responsibilities

The recovery management organisation for the Shire of Narrogin is based on the following:

- Local Recovery Coordinator;
- Local Recovery Coordinating Group ; and
- Other participating organisations and community groups.

## Appointment

The Local Recovery Coordinator is:

Local Government	Recovery Coordinator	Contact	A/hrs
Shire of Narrogin	Chief Executive Officer	08 9890 0900	0407 522 297

## Responsibilities

### Shire of Narrogin

The Shire of Narrogin, will undertake the following

- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41(4)].

- Appoint a Local Recovery Coordinator(s) [EM Act s.41(4)].
- Chair the LRCG
- Provide secretariat and administrative support to the LRCG, as required.
- Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, Community Services).
- Ensure the restoration/reconstruction of services/facilities normally provided by the Shire of Narrogin.
- Be responsible for ensuring a co-ordinated recovery

## **Local Recovery Coordinator**

### ***Role***

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire of Narrogin, in conjunction with the Local Recovery Coordinating Group.

### ***Functions***

- Ensure the Local Recovery Plan is established
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group
- Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinator.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.

- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

## **Local Recovery Coordinating Group**

### **Composition**

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

- Chair - Elected member of Local Government
- Council Chief Executive Officer
- Local Recovery Coordinator
- Shire Engineer/ Manager of Works
- Local Emergency Coordinator
- Local Welfare Coordinator
- Department for Child Protection and Family Support
- Relevant Hazard Management Agency representative
- Lifeline Agencies Representatives (where appropriate)
- plus other members drawn from government and non-government organisations, including community groups with a role to play in the recovery process.

### **Role**

The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community.

### **Functions**

- Establishing subcommittees as required.
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Developing an operational plan for the coordination of the recovery process for the event that:
  - takes account of the local government long term planning and goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major activities;
  - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities

- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

## **Responsibilities con't**

### **Hazard Management Agency / Controlling Agency**

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

### **Department for Child Protection and Family Support**

- Provide a representative to the LRCG.
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance (State EM Plan Section 5.4).
- Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (State EM Plan Section 6.10 and WANDRA)

### **Lifeline Agencies**

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

## **Management Arrangements**

### **Local Recovery Coordination Centre**

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre. The location of the Recovery Coordination Centre will be the administration office of the Shire of Narrogin.

### **Commencement of Recovery**

The Controlling Agency with responsibility for response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery it will:

- liaise with the Local Recovery Coordinator and include them in the incident management arrangements including the Incident Support Group and Operations Area Support Group.
- undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator
- coordinate completion of the Comprehensive Impact Assessment, prior to the cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, the Shire of Narrogin and the State Recovery Coordinator
- Provide risk management advice to the affected community (in consultation with the HMA).

A copy of the Comprehensive Impact Assessment is available from the Office of Emergency Management website [here](#).

### **Activation**

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

### **Method of Operations**

Recovery arrangements will normally be instigated by the Controlling Agency, in the first instance, with statutory organisations providing recovery services that are part of

their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Coordinating Group advised accordingly. In major events, recovery management may be passed to the Shire of Narrogin, via the Local Recovery Coordinator. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Coordinating Group, **twice a day initially**, to ensure development, implementation and monitoring of the tactical recovery plan.

Annex 6 detail sub-committee role statements.

## **Recovery Activities and Strategies**

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may be undertaken together with suggested strategies is:

### **Activities**

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

### **Strategies**

#### ***Community Involvement Strategies***

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

### ***Recovery Information Strategies***

- Provide regular updates on –
- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets and or/ Community Newsletters

### ***Recovery Assistance Strategies***

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

### ***Accountability Strategies***

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

### ***Strategies for Grants, Loans and Gifts***

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

### ***Strategies to Maintain Family Cohesion***

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

## **Stand Down/Debriefs/Post Operation Reports**

The Recovery Management structure will gradually be stood-down as the recovery process progresses.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event. Minutes and information about the debrief/ reports are to be provided to the community as information sheets for comments and ease of communication.

## Financial Arrangements

### Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)

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

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

### Declaration of Eligible Natural Disasters

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

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

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

### Eligible Events

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

### Eligible Measures

The WANDRRA comprises a range of *eligible measures* that have been approved by the State Government. An *eligible measure* means an act of relief or recovery that is carried out to alleviate damage or distress arising as a direct result of a *natural disaster*, **and** of a type described below as a Category A, B, C or D measure.

#### **Category A measure**

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

#### **Category B measure**

Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster; Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

#### **Category C measure**

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

**Category D measure**

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

**Administration and Management of the WANDRRA**

The Office of Emergency Management (OEM) is responsible for the overall administration of the WANDRRA. OEM is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection and Family Support). OEM is also the contact point for the Australian Government in respect of the NDRRA.

**Appeals and Donations**

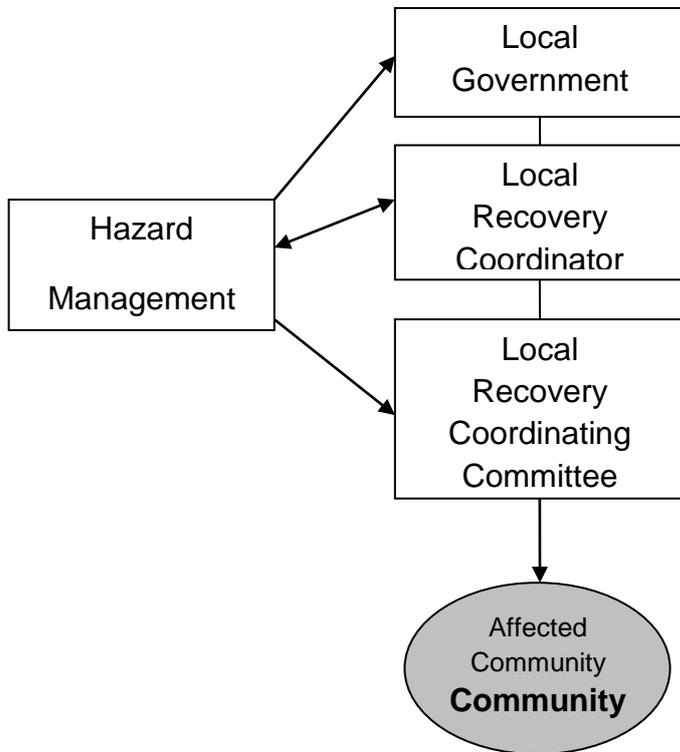
Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilize local services which in turn assists with the recovery of local business.

**Donations of Cash:** The Local Recovery Coordinating Group will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. (Ref State EM Procedure [Management of Public Fundraising and Donations](#)).

**Donations of Service and Labour:** Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Coordinating Group.

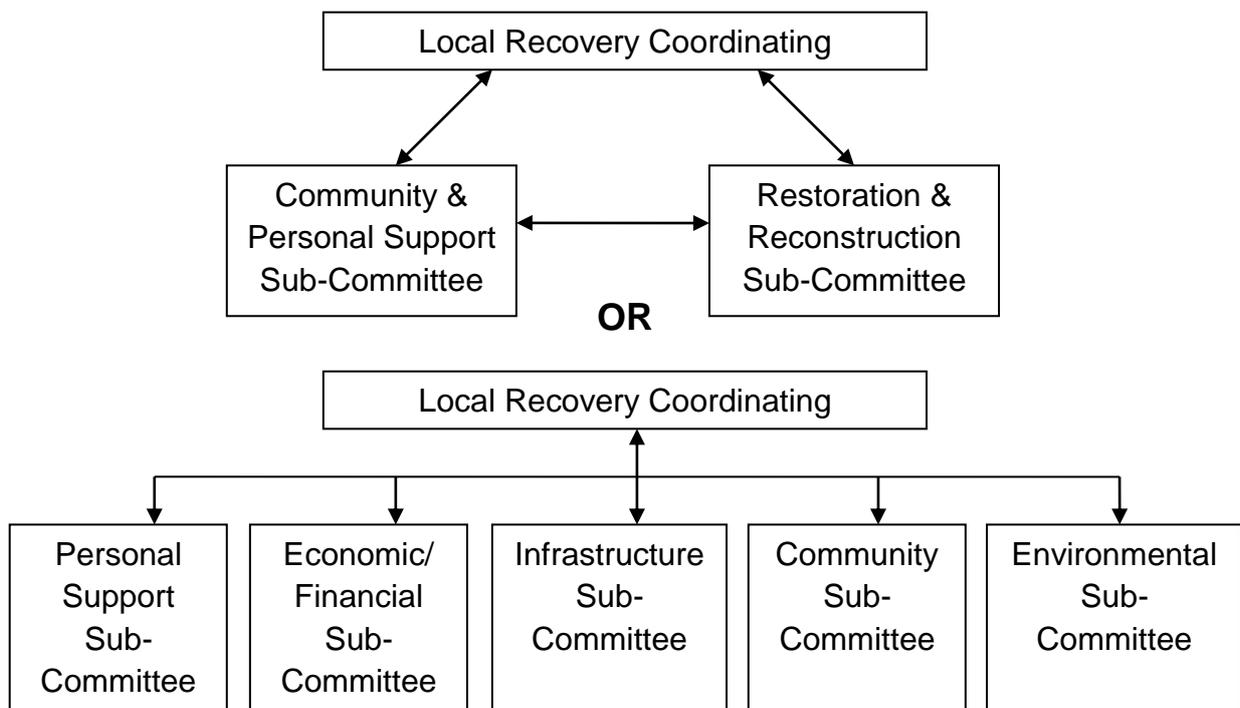
**Donations of Goods:** The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned. Non-government organisations such as [GIVIT](#) are able to assist in these areas.

**Annex 1: Local Recovery Organisation**  
**Initial Recovery Management Structure**



**Recovery Committee Structures**

(depending upon community impact and complexity of event)



## **Annex 2 Contacts**

(Recovery Specific) – SEE CONTACT LIST

### Annex 3: Local recovery coordinator / coordinating group action checklist

Task Description	Complete
<b>Within 48 hours*</b>	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordinating Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
<b>Within 1 week</b>	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary	

Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	
<b>Within 12 months</b>	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

## **Annex 4 Comprehensive Impact Assessment**

A copy of the Comprehensive Impact Assessment template should be downloaded from the Office of Emergency Management website [here](#)

## **Annex 5 Operational Recovery Plan Template**

*(Name of community) Local Recovery Coordinating Group*

### **Operational Recovery Plan**

**Emergency:** (type and location)

**Date of Emergency:**

#### **Section 1 Introduction**

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

#### **Section 2 Assessment of Recovery Requirements**

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

#### **Section 3 Organisational Aspects**

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

#### **Section 4 Operational Aspects**

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration

- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations
- Public information dissemination.

### **Section 5 Administrative Arrangements**

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

### **Section 6 Conclusion**

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group

Date:

## **Annex 6 Recovery Sub-committee Role Statements**

### **COMMUNITY (OR SOCIAL) SUBCOMMITTEE**

#### Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To 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 (OR NATURAL) SUBCOMMITTEE**

#### Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery 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 local government for consideration to assist in the restoration of the natural environment in the medium to long term.

### **INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE**

#### Objectives

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

## **FINANCE (OR ECONOMIC) SUBCOMMITTEE**

### **Role**

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

### **Functions**

- the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
  - ensure the principles of equity, fairness, simplicity and transparency apply
  - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
  - recognise the extent of loss suffered by individuals
  - complement other forms of relief and assistance provided by government and the private sector
  - recognise immediate, short, medium and longer term needs of affected individuals
  - ensure the privacy of individuals is protected at all times
- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

### **Sample LMDRF Eligibility Criteria and Levels of Financial Assistance**

*(Criteria used by the Shire of Mundaring for the Parkerville-Stoneville-Mt Helena Fire on 12 January 2014)*

#### **Owners/Owner Occupiers**

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable
- Level Three – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.

#### **Occupiers**

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed
- Level Five – shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

## **Annex 7 Local Recovery Coordinating Group Reporting**

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

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

To: State Recovery Coordinator

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

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

**Special Assistance:**

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

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

**Recommendations:**

**Name & Signature:**

**Title:**

**Date:**