



Shire of  
**Narrogin**  
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# 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	Executive Manager, Development and Regulatory Services	08 9890 0900	0417 961 240

## RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

### 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, and 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 (LRCG)**

### ***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 of Communities;
- 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.

### **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.
- Advise the Recovery Coordinator when withdrawing from the recovery process.

### **Department of Communities**

- 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.
- Manage the provision of the Personal Hardship and Distress measures under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA), including counselling, emergency assistance and temporary accommodation.

### **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 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 Impact Assessment is available from the SEMC 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 details 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 as follows:

### **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; and
  - 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; and
  - 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**

### **Disaster Recovery Funding Arrangements Western Australia (DRFAWA)**

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 DRFAWA, 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 DRFAWA.

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

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

### **Eligible Events**

To be an eligible event, these criteria must be met:

- A coordinated, multi-agency response is required
- The cost of emergency assistance to individuals and communities, and/or damage to essential public assets, is estimated to exceed \$240,000 (costs for the event as a whole - not costs for each local government impacted)
- It must be a terrorist event or one of 10 natural disasters, including: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado.

DFES coordinates all communication with the Commonwealth and will confirm whether an event is deemed eligible.

Once an event is declared eligible, the Commonwealth issues a unique Australian Government Reference Number (AGRN) to be noted on all claims and supporting documentation.

### **Assistance measures available**

The different funding options available under the DRFAWA are referred to as assistance measures. These are broken down into four main categories:

Category A – Emergency assistance for individuals. Category A measures are generally administered by the Department of Communities and local governments.

Category B – Emergency assistance for the repair of essential public assets and to support primary producers and small businesses to recover from a disaster event. Not all of the assistance measures offered by the Commonwealth are provided by Western Australian Government. There is, however, an additional assistance measure relating to fencing for primary producers that the WA Government does provide.



Category C – A community recovery package that is intended to support a holistic approach to the recovery of regions, communities or sectors severely affected by an eligible disaster.

Category D – Covers ‘exceptional circumstances’, in the opinion of the Commonwealth, to alleviate distress or damage.

## **APPEALS AND DONATIONS**

### **Public Appeals – Lord Mayor’s Distress Relief Fund (LMDRF)**

State EM Plan section 6.10 and State EM Recovery Procedure 1 outline the arrangements for initiating and managing appeals and donations; including that all donations of cash resulting from a public appeal should be directed to the LMDRF.

Calls for public donations to assist with any emergency recognised by any government or statutory body within Western Australia or Australia in general should be initiated by the Board of the LMDRF. Such calls may be either on the initiative of the Board itself or by the Board in consultation with any Government or statutory body.

The commencement of an appeal fund does not override the statutory obligations, on the part of various government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

### **Non-Government Organisations (NGOs)**

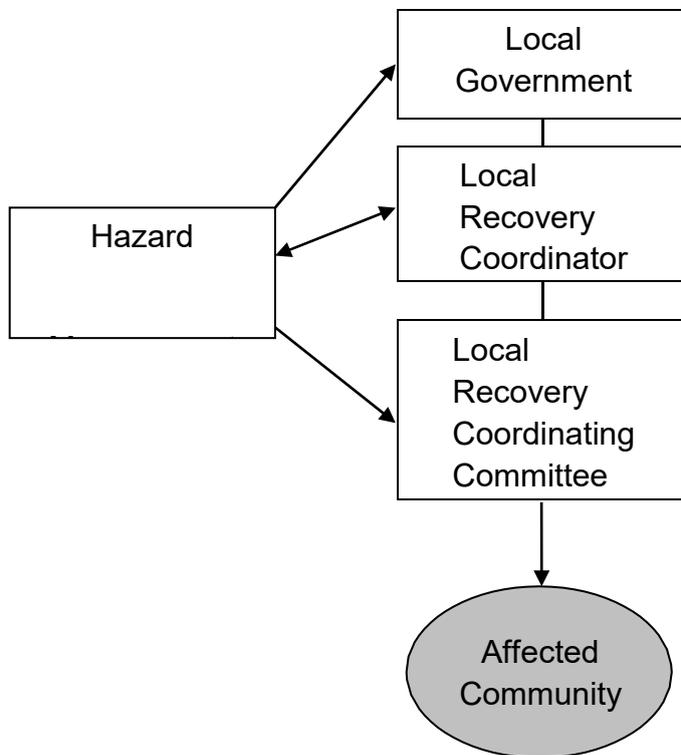
In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the Local Recovery Coordination Groups to avoid duplication of effort and confusion.

Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group.



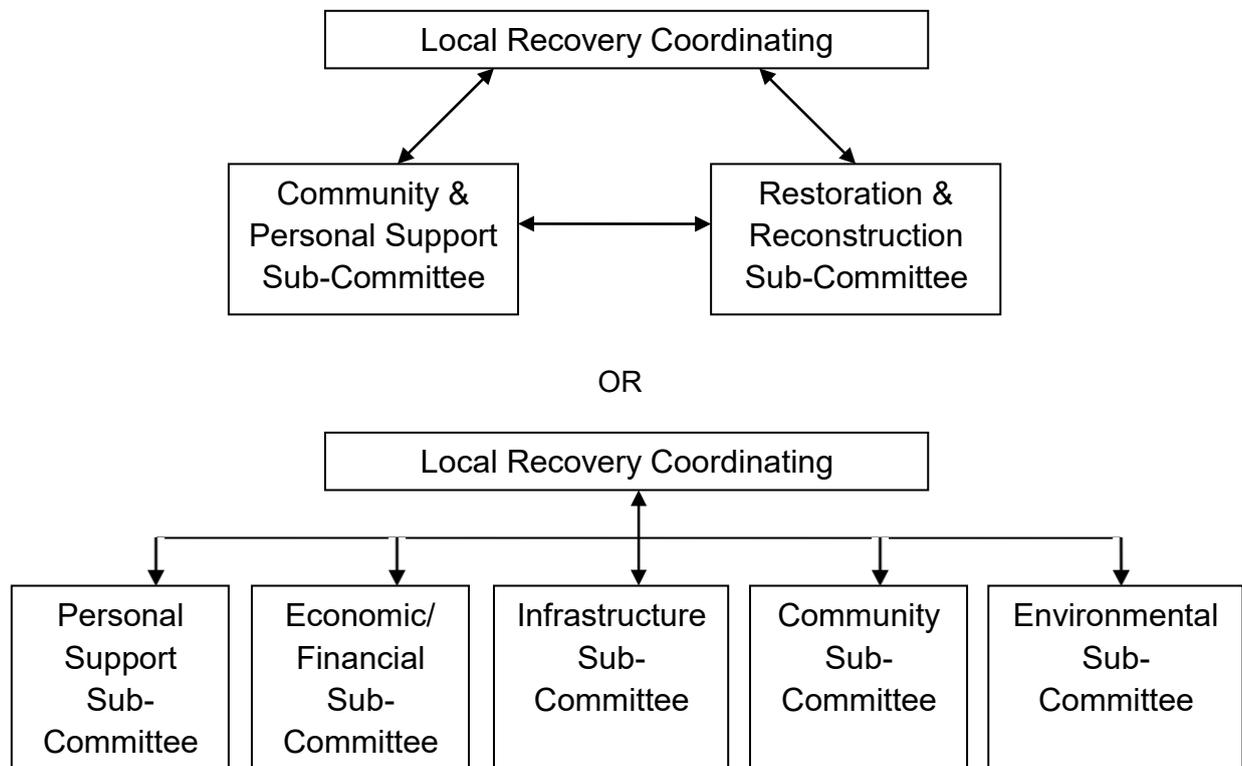
# ANNEX 1: Local Recovery Organisation

## 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 Action Checklist

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of <a href="#">Local Recovery Plan</a> .	
Prepare, maintain and test <a href="#">Local Recovery Plan</a> in conjunction with local government for endorsement by the Council.	
Ensure the completed <a href="#">Local Recovery Plan</a> clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify at risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the <a href="#">Local Recovery Coordination Group</a> (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 and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	

Ensure an understanding of known or emerging impacts from the <a href="#">Impact Statement</a> provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/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 a spokesperson and the local government's internal communication processes.	

Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the <a href="#">Impact Statement</a> before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency 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 <a href="#">Disaster Recovery Funding Arrangements Western Australia</a> (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 <a href="#">Lord Mayor's Distress Relief Fund</a> , 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 and 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 <a href="#">National Principles for Disaster Recovery</a> .	
Within 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 operational 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.	

## **ANNEX 4 Impact Assessment**

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



# ANNEX 5 Operational Recovery Plan Template

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; and
  - 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: