



Local Recovery Management Plan

City of Swan

Local Recovery Management Plan

Declaration

This plan has been produced and issued in accordance with s. 41 (4) of the Emergency Management Act 2005. It has been endorsed by the City of Swan Local Emergency Management Committee (LEMC) and the City of Swan Council; and has been tabled with the District Emergency Management Committee (DEMC).

Chairperson
City of Swan LEMC

Date: 11 December 2014

Mayor
City of Swan Council

Date: 17 December 2014

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1. AMENDMENT RECORD

Suggested amendments or additions to these arrangements should be forwarded to the City of Swan by email: swan@swan.wa.gov.au.

Major amendments or additions will be referred to the City of Swan Local Emergency Management Committee for consideration and/or approval.¹

Amendments promulgated are to be certified in the following table when entered.

No.	Date	Amendment Details	By
1	June 2014	Review and reissue of draft Local Emergency Management Arrangements to be utilised for LEMC EM exercise	Helen Kent
2	November 2014	Complete review and reissue	Helen Kent
3			
4			
5			
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7			
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10			
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12			

¹ ADP -5 Emergency Management for Local Government

2. INTRODUCTION

Following the impact of a hazard on the community in the City of Swan, 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 the reconstruction and restoration of:

- physical infrastructure;
- psychosocial wellbeing;
- the economy; and
- the environment.

Section 36b of the *Emergency Management Act 2005* states:

“It is a function of a local government – to manage recovery following an emergency affecting the community in its district;”

Section 41 (4) of the *Emergency Management Act 2005* states:

“Local emergency management arrangements are to include a recovery plan and the nomination of a recovery coordinator”.

2.1 Authority

This Local Recovery Plan has been prepared in accordance with the *Emergency Management Act 2005*, section 41(4). It is to be endorsed by the City of Swan Local Emergency Management Committee and the City of Swan Council. It is to be tabled for information and comment with the District Emergency Management Committee.

2.2 Aim

The aim of the City of Swan Local Recovery Management Plan is to detail the recovery management arrangements to be implemented following an emergency within the City's local government area and which will assist in the effective coordination of reconstruction activities and the restoration of the community's quality of life so that it can continue to function effectively.

2.3 Objectives

The objectives of the plan are to:

- prescribe the organisations, 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 operations and the implementation of recovery activities;
- ensure effective and coordinated management of recovery within the local government area;
- ensure the plan complies with State Emergency Management Arrangements;
- detail the roles and responsibilities of Controlling agencies, emergency services, support organisations and local government.

2.4 Scope

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

This plan is a sub-plan to the City of Swan Local Emergency Management Arrangements.

3. RECOVERY PLANNING

3.1 Recovery Framework

Recovery involves the interaction, communication, collaboration and coordination between the HMA/Controlling Agency for an emergency, local government and the community, community organisations, emergency management agencies and public authorities.

The City of Swan local recovery arrangements will be guided by the *National Principles for Disaster Recovery as the basis for successful recovery*.

The National Principles for Disaster Recovery are:

- Understanding the context – successful recovery is based on an understanding of the community context
- Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities
- Using community led approach – successful recovery is responsive and flexible engaging communities and empowering them to move forward
- Ensuring coordination of all activities – successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.
- Employing effective communication – successful recovery is built on effective communication with affected communities and other stakeholders
- Acknowledging and building capacity – successful recovery recognises, supports and builds on community and individual and organisational capacity.

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

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

3.2 Related Documents

Document	Owner	Location	Date
City of Swan Local Emergency Management Arrangements	City of Swan	Admin Centre Operations Centre City of Swan Libraries	November 2014
Local Emergency Management Plan for the Provision of Welfare Support Services – Midland District	Department for Child Protection and Family Support	CPFS Midland Office, CPFS DESO City of Swan Dataworks system document #2726837	July 2014

3.3 Agreements & Understandings

Parties to the Agreement	Summary of the Agreement	Special Considerations
City of Swan City of Bayswater City of Joondalup City of Stirling City of Wanneroo Shire of Mundaring Shire of Kalamunda Town of Bassendean	The Provision of Mutual Aid for Recovery During Emergencies The partnering agreement was developed by the Metropolitan North and East Recovery Group to assist participating local governments in provision of recovery activities and services following an emergency. This agreement expires June 2018. City of Swan Dataworks system document # 3331393	

3.4 Communities and Other Groups for Special Consideration

Communities and other groups for special consideration are contained in appendix (3)

3.5 Appointment of Roles

3.5.1 Local Recovery Coordinator

The appointment of the Local Recovery Coordinator will be determined by the CEO and the Executive Manager Place at the time of the event.

3.5.2 Local Recovery Coordination Group Members

The Local Recovery Coordinator will consult with the Mayor/CEO in relation to the establishment of the Local Recovery Coordination Group. Suggested representatives are detailed in appendix (10) of this document and members will be co-opted as required depending on the scale and nature of the event or emergency.

3.5.3 City of Swan

The City of Swan will undertake the following;

- Be responsible for ensuring a coordinated recovery
- Prepare, maintain and test these arrangements;
- Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
- Appoint the Local Recovery Coordinator;
- Provide executive & communications support to the Local Recovery Coordination Group;
- Provide staff and equipment for the Local Recovery Coordination Centre as required;
- Provide financial management support to the Local Recovery Coordination Group; and
- Prepare Business Continuity Plan to accommodate a protracted Recovery process.

Execution of the above responsibilities will result in the following tasks being undertaken;

- (a) Manage the activities of the Local Recovery Coordination Group;
- (b) Provide secretariat and administrative support to the Local Recovery Coordination Group;
- (c) Provide the Local Recovery Coordination Centre; and
- (d) Ensures the restoration or reconstruction of Local Government services/facilities.

3.5.4 Local Recovery Coordinator

The Local Recovery Coordinator has two broad areas of responsibilities and will undertake the following;

In conjunction with the Local Recovery Coordination Group, the Local Recovery Coordinator is responsible for the development & implementation of recovery arrangements for the City including the following:

- (a) Assist in the preparation, maintenance and testing of the local recovery plan;
- (b) Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements; and
- (c) Coordinate the promotion of community awareness with respect to the recovery arrangements.

During recovery operations:

- In liaison with the Controlling Agency, Local Emergency Coordinator and other responsible agencies, determine the need to activate this Local Recovery Plan and convene the Local Recovery Coordination Group;
- Assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery process;
- Contribute to the resolution of community and political problems which emerge during the recovery process;
- Ensure maximum community involvement and long-term individual and community needs are met in the recovery process;
- Coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Coordination Group;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

Execution of the above responsibilities may result in the following tasks being undertaken;

- Organise and manage the resources, staff and systems necessary for the immediate and long term recovery;
- Advocate on behalf of the affected community with government departments, voluntary organisations, local government, the wider community, businesses and other organisations involved in the recovery process;
- Liaise, consult and, where necessary, coordinate or direct voluntary agencies and community groups and the wider community in order to achieve the most effective and appropriate recovery;
- Liaise, consult and coordinate local government departments in order to achieve the most effective and appropriate recovery;
- Provide information to the government, bureaucracy, community and media;
- Mediate where conflicts occur during the relief and recovery process;
- Develop a close and positive working relationship with the key individuals and groups in the affected community; and
- Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

3.5.5 Local Recovery Coordination Group

The Local Recovery Coordination Group (LRCG) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

The Local Recovery Coordination Group is responsible for:

- maintaining the recovery process in accordance with SEMP 4.4 which includes the National Disaster Recovery Principles; and
- appointment of key positions within the committee and the sub-committees;
- assessing requirements for the restoration of the social, infrastructure, physical health, environmental, and economic wellbeing of the community;
- establishing subcommittees as required;
- ensuring a coordinated multi-agency approach to community recovery; and
- making recommendations to LEMC to improve the community's recovery preparedness.

The functions of the LRCG include the following;

- assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan
- following the impact of an event requiring recovery, to develop a tactical recovery plan that-
 - meets the immediate needs of the community;
 - considers local government long term planning and goals;
 - includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
 - develops a timetable for completing the major functions;
 - considers the needs of youth, aged, disabled and non-English speaking people;
 - allows for the monitoring of the progress of recovery;
 - allows full community participation and access;
 - effectively uses the State and Commonwealth agencies;
 - provides for public access to information on the proposed programs and subsequent decisions and actions; and
 - allows consultation with all relevant community groups.

3.6 Roles of Participating Organisations

3.6.1 Controlling Agency

- Provide a representative to the Local Recovery Coordination 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 local recovery plan; and
- Advise the Local Recovery Coordinator when withdrawing from the recovery process.

3.6.2 Department for Child Protection and Family Support

- Provide a representative to the Local Recovery Coordination Group; and
- Provide the welfare components of the recovery process including –
 - Emergency accommodation
 - Emergency catering
 - Emergency clothing and personal requisites
 - Personal services (including counselling)
 - Registration and Reunification – register, find, reunite
 - Financial assistance

3.6.3 Lifeline and State Agencies

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

3.7 Key Local Government Roles and Responsibilities

Local Recovery Coordinator

The responsibilities of the Local Recovery Coordinator include:

- Prepare, maintain and exercise the Local Recovery Plan
- Assess the community recovery requirements for each emergency, in liaison with the CA, to:
 - Provide advice to the City's Mayor/CEO on the requirement to activate the Plan and convene the Local Recovery Coordination Group
 - Provide advice to the Local Recovery Coordination Group
 - Facilitate the acquisition and the appropriate application of materials, staff and financial resources.
 - Coordinate local recovery activities in accordance with plans, strategies and policies determined by the LRCG
 - Monitor the progress of recovery and provide periodic reports to the LRCG
 - Liaise with the State Recovery Coordinator on issues where State-level support is required or where there are problems with local services
 - Ensure that regular reports are made to the State Recovery Coordination Group on the progress of recovery
 - Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down.
 - Facilitate maximum community involvement.
 - Ensure that immediate and long- term individual and community needs are met.
 - During non-disaster periods, work in partnership with emergency management agencies to increase recovery awareness and promote recovery planning with key stakeholders.

In accordance with the *Emergency Management Act 2005 S 41. (4)*, the City of Swan has appointed a Local Recovery Coordinator/s for its local government district.

The City of Swan officers **nominated as local recovery coordinators:**

- Executive Manager Place
- Executive Manager Operations
- Altone Place Manager
- Ballajura Place Manager
- Ellenbrook Place Manager
- Midland Place Manager
- Rural Place Manager
- Manager Community Safety

The Local Recovery Coordination Group

Role:

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Policies and the Local Recovery Plan.

Responsibilities:

- Appointment of key positions within the committee
- Establishing subcommittees as required
- Assessing requirements for recovery activities relating to the physical, psychological and economic and environmental wellbeing of the community with the assistance of the Controlling Agency.
- Facilitating the provision of services, public information, information exchange and resource acquisition
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies
- Monitoring the progress of recovery; receive periodic reports from recovery agencies
- Ensuring a coordinated multi-agency approach to community recovery
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness

Suggested Composition of the Local Recovery Coordination Group

Organisation	Suggested Representative
Chairperson - City of Swan	Chair of LEMC & Recovery Planning Committee, Mayor or CEO
City of Swan	Local Recovery Coordinator
Executive Officer - City of Swan	EM Officer or another appropriate officer
City of Swan	Construction and Maintenance
City of Swan	Manager Fleet and Waste Services
City of Swan	Manager Health and Building Services
City of Swan	Manager Community Safety
City of Swan	Manager Lifespan Services
City of Swan	Manager Financial Services
Controlling Agency / HMA	
WA Police	
Department for Child Protection and Family Support	
Department of Health	
Department of Education	
Lifelines (power, gas, water etc)	
Main Roads WA	
Department of Agriculture	
St John Ambulance	
Swan Chamber of Commerce	
Community representatives	
Chair persons of sub-committees	

- Other persons/organisations determined as appropriate.

Local Recovery Coordination Group Subcommittees

Depending on the magnitude and/or complexity of the recovery efforts, it may be appropriate to consider establishing one or more sub-committees to assist the Local Recovery Coordinator in addressing specific components of the recovery process.

Consideration will be given to the establishment of the following subcommittees based on the requirements of, and impacts to, the affected community.

- Restoration and reconstruction subcommittee
- Community and personal support subcommittee
- Economic / financial subcommittee
- Environmental subcommittee

3.8 Recovery Contacts Register

A register with the recovery contact details for all agencies, groups and organisations with responsibilities under this Plan is contained in appendix (2).

3.9 Resources

Recovery may require additional or different resources than those required during the response for an emergency event.

The City of Swan's Local Emergency Management Arrangements contains a register of all relevant local government resources along with details of resources that may be available to the local government from external sources in the event of an emergency incident and its subsequent recovery.

A copy of this resource register is attached at appendix (5).

3.10 Financial Arrangements during Recovery

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Additional support for communities and individuals may be available through defined State/Commonwealth government assistance schemes including -

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA);
- Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA).

Government assistance schemes are NOT provided as an alternative to commercial insurance or other mitigation strategies.

Requests from individuals for relief aid over and above assistance available through defined State/Commonwealth government schemes may be referred to the Lord Mayor's Distress Relief Fund for consideration (see SEMP 4.4 and OP-19)

3.11 Appeals and Donations

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

3.12 Donations of Cash

The Local Recovery Coordination 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.

3.13 Donations of Service and Labour

Any donations of services or labour to assist with the recovery process will be administered by the affected local government or, if established, the Local Recovery Coordination Group.

3.14 Donations of Goods

If donations of specific goods is required to assist affected-persons to recover from an emergency these will be arranged by non- government organisations. The distribution of the donated goods will be undertaken by the organisation/s concerned.

3.15 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.

3.16 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.)

3.17 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.'

3.18 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'.

3.19 Administration and Management of the WANDRRA

The Department of the Premier and Cabinet is responsible for the overall administration of the WANDRRA.

3.20 Local Recovery Coordination Centre

A Recovery Coordination Centre will be established if extensive recovery activities are to be undertaken.

The Local Recovery Coordination Centre is where the Local Recovery Coordination Group is based during an emergency and the recovery phase and assists in a coordinated approach to recovery services.

The purpose of the Local Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The following communication systems are required when establishing an LRCC (dependant on the scale of the incident):

- a) Phone;
- b) Fax; and
- c) Email access

Each LRCC will have the following facilities available (dependant on the scale of the incident):

- (a) Meeting rooms;
- (b) Ablutions; and
- (c) Kitchen/food preparation Area.

City of Swan designated local recovery coordination centres and the contact details for opening each site:

Location One:

**City of Swan Operations Centre, "Old Council Chambers"
Cnr Bishop Road and Great Northern Highway, Middle Swan**

	Contact & Phone Number/s (Business Hours) 9267 9267	Contact & Phone Number/s (After Hours)
1 st Contact	9267 9267	Insight:9267 9267
2 nd Contact		

Location Two:

**City of Swan Administration Centre
Address – 2 Midland Square, Morrison Road, Midland**

	Contact & Phone Number/s (Business Hours) 9267 9267	Contact & Phone Number/s (After Hours)
1 st Contact	9267 9267	Insight:9267 9267
2 nd Contact		

3.21 One Stop shop

The one-stop-shop is an effective method of providing the affected community with access to information and assistance from relevant recovery service providers at a central point.

The City of Swan's potential one-stop-shop locations and available resources are detailed in appendix (4).

3.22 State-Level Support for Recovery

Responsibility for coordinating recovery arrangements rests with the affected local government.

State-level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

In such instances, the Local Recovery Coordinator will liaise with the State Recovery Controller to determine the most appropriate way for the State to provide support to the Local Recovery Coordination Group.

4. RECOVERY OPERATIONS

4.1 Advice

The warning of an impending emergency or that an emergency has already occurred will come from the Controlling Agency or the Emergency Coordinator to the Local Recovery Coordinator who will in turn alert the Local Recovery Coordination Group.

4.2 Transition from Response to Recovery

The City of Swan recognises that recovery commences while response activities are still in progress and that key decisions made during the response phase may directly influence and shape recovery.

To this end, the local recovery coordinator is to be included in the Incident Support Group and/or Operational Area Support Group meetings from these groups' inception.

The LRCG will be called together as soon as practical, which may be during the response phase, for a briefing of the emergency incident and to detail the relevant procedures to assist in the smooth transition from response to recovery.

This Group will;

- identify and align response and recovery priorities
- consult and communicate with relevant agencies
- gain an understanding of the impacts and the tasks required to remedy, resolve or mitigate the impacts
- identify recovery priorities as soon as reasonably practical

Transition from response to recovery shall be formalised by completing the 'Response to Recovery Transition Handover' form – appendix (8).

4.3 Activation of this Plan

1. 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 practical after the impact of an event.
This will be undertaken by the Local Recovery Coordinator, in liaison with the Controlling Agency, the Local Emergency Coordinator and appropriate recovery organisations;
2. Based upon the assessment of the recovery and restoration requirements and the advice of the Controlling Agency, the Local Emergency Coordinator; the Local Recovery Coordinator will advise the Chairman of the Local Recovery Coordination Group as to whether the recovery plan should be activated and the Local Recovery Coordination Group convened; and
3. Where the decision is taken not to activate the plan or convene the Local Recovery Coordination Group because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Coordination Group advised accordingly.

Once the plan has been authorised for activation, the local recovery coordinator is responsible for implementing the recovery processes of the plan.

4.4 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 emergency management responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Coordination Group advised accordingly;
- In major events, recovery management may be passed to the City of Swan via the Local Recovery Coordination Group working through the designated Local Recovery Coordinator; and
- The recovery effort will be managed through regular meetings of the Local Recovery Coordination Group, minimum twice a day initially, to ensure development, implementation and monitoring of the operational recovery plan.

4.5 Recovery Strategies and Activities

4.5.1 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 with emergency teams, volunteer groups, community organisations and create opportunities for local decision making;
- Ensure self-determination in restoration planning;
- Maintain cooperative relationships between volunteers and imported specialists;
- Use local suppliers; and
- Empower the community as quickly as possible.

4.5.2 Recovery Activities

To assist the Local Recovery Coordinator and the Local Recovery Coordination Group a list of recovery activities that may need to be undertaken together with suggested strategies is shown below:

4.5.3 Activities to be Identified and Coordinated by the Local Recovery Coordination Group (where required)

- Temporary Accommodation;
- Coordinating counselling services;
- 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; and
- Revision of Land Use/Town Planning schemes.

4.5.4 Recovery Assistance Strategies

- Consideration given to the needs of aged, ethnic group, 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; and
- Maximise financial aid and minimise material aid.

4.5.5 Accountability Strategies

1. Ensure the affected community is involved in the allocation and distribution of material and financial resources; and
2. assist the community in ensuring there is accountability in the use of resources.

4.5.6 Strategies for Grants, Loans and Gifts

1. Ensure there is community involvement in determining criteria;
2. Communicate entitlement criteria for financial support and grants immediately;
3. Alterations to criteria must be communicated clearly to the community;
4. Consider non-English speaking groups in designing information for grants; and
5. Maintain confidentiality.

4.5.7 Strategies to Maintain Family Cohesion

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

4.5.8 Recovery Information Strategies

- Provide regular updates on –
 - current state and extent of the disaster,
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Endeavour to ensure that all affected-persons have an understanding of the situation and the opportunity for personal counselling; and
- Provide for advocacy by agencies and organisations.

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

1. Public meetings
2. One Stop Shop;
3. Door knocks;
4. Outreach programs;
5. Information sheets; and
6. Community newsletters.

4.6 Stand Down

The recovery management structure will gradually be stood-down as the City's capability to manage the services improves and when recovery personnel and programs are no longer required.

4.7 Post Recovery Analysis

The Local Recovery Coordinator will hold a Post Recovery Analysis (PRA) 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.

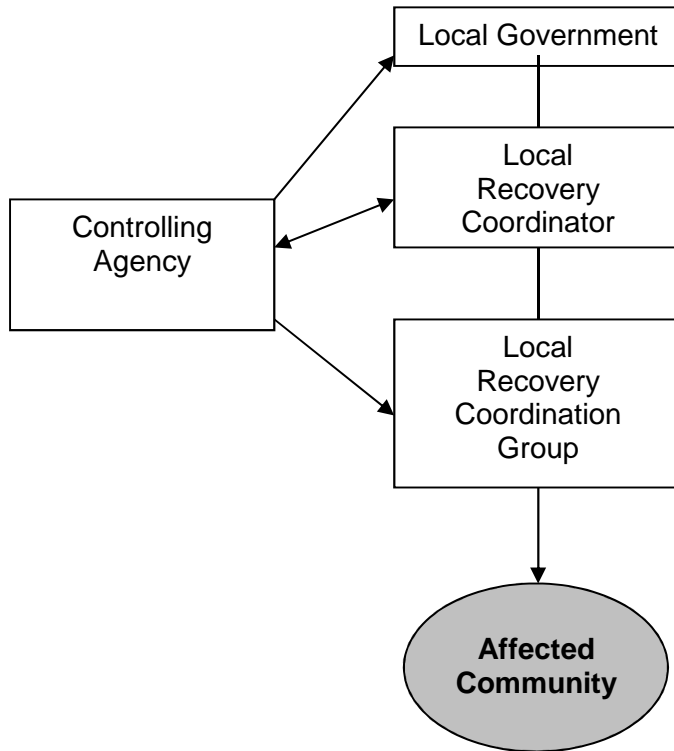
4.8 Post Recovery Reports

The Local Recovery Coordinator, with the assistance of the City of Swan and other relevant agencies, will produce a post recovery report which will be provided to the Hazard Management Agency.

Refer to **appendix 12** for Post Incident Analysis Pro forma.

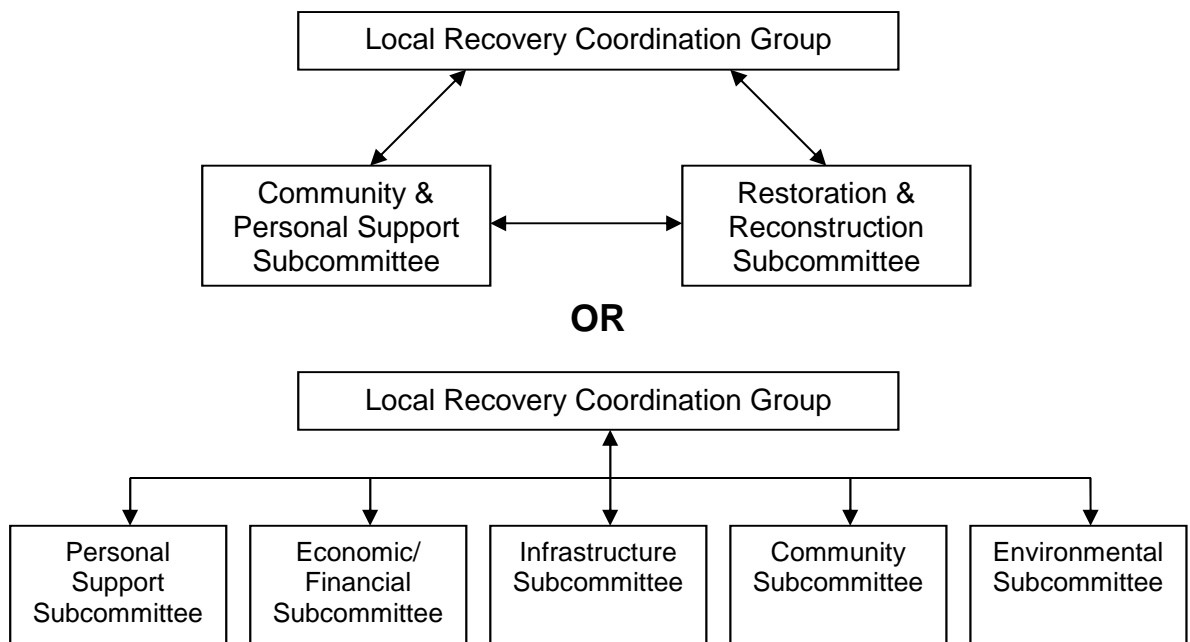
5. APPENDIX 1: LOCAL RECOVERY ORGANISATION

Initial Recovery Management Structure *(during response phase)*



Recovery Committee Structures *(following handover from Controlling to LRC)*

(depending upon community impact and complexity of event)



6. APPENDIX 2: RECOVERY CONTACTS

City of Swan and Emergency Management / Services Agencies Emergency Contacts

This information contained in restricted document

This information contained in restricted document

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8. APPENDIX 4: FACILITIES FOR USE AS ONE STOP SHOPS

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0601	City of Swan	500 persons	Swan Park Recreation Centre Gray Drive, Midvale Ph: 9250 2120		4 x sports halls, 1 x meeting / function hall, 1 x aerobics room, 1 x pool - may be secured, 1 x crèche + secure playground. Internal & external video surveillance. Adjacent 2 grassed sports fields could be used as a tent area or van sites accessing rear of the sports hall for ablutions & recreation activities. Evaporative air conditioners or large air extraction fans. Ample parking. Toilets - internal & external access. 2 x dedicated first aid rooms. Electric hot water system. 60 plastic chairs, 65 padded stackable chairs, 12 folding tables. 2 x exterior BBQs. Public telephones. Large reception area in main foyer, several small offices which, with notice could also be used.NB: Dedicated generator required in case of mains power failure to ensure pump in aquatic plant room continues to pump sewerage.	Main kitchen - commercial, 4 x bain marie, 1 x 4 plate domestic stove, 1 x cappuccino, 2 x ice cream freezer, 2 x glass door display type fridges, 1 x ice making machine, 2 x large chest freezers, 2 x microwaves, 2 x deep fryers, 1 x cool room, 1 x sandwich maker. Function/meeting Room - 1 cool room, 1 x 3 glass door display type fridge, good sized bar with sink. Negligible crockery, cutlery, cooking utensils.	TOTAL : FEMALE toilets x 18, Showers x 13 TOTAL: MALE toilets 11 pans + 7 urinals + Showers x 12. 2 x Sports Halls & Oval Change rooms MALE - 1 x pan, 1 x urinal, 3 x showers, FEMALE - 1 x pan, 3 x showers. 1 x Umpires room - has 1 x pan +1 x showers. FOYER - Male - 2 x urinals, 3 x pans, Female 4 x pans. Crèche 1 x pan. POOL DECK Area: Male 1 x urinal, 1 x pan; Female - 2 x pans Aquatic Area Change Rooms - MALE 5 x pans, 2 x urinals, 6 x showers, FEMALE 7 x pans, 5 x showers, DISABLED - 1 x pan, 1 x shower.
				Short Notice Contact City of Swan - After Hours Ph: 9267 9267 Ask for Building Maintenance & request access to the particular centre.			
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0602	City of Swan	2600 persons	Altone Park Leisure Centre 332 Benara Rd, Beechboro		Next to Altone Park Golf Course, Altone Park & lake; Library; front reception foyer; office; Offices leased (Beechboro Baptist Church); main hall with vehicle access; minor hall with vehicle access; Aerobics room with portable stage; swimming pool with reception may be isolated if required, small play area within aquatic area. First aid room with bed, stretcher & sink; 38 trestles; 250 grey padded chairs;; Internal video surveillance, Heating from gas consoles or strip heaters, car park; disabled access; covered entrance walkway; Crèche with quiet room, cot, toilets & kitchenette; secure outdoor covered play area; Function room; multi-purpose room partitioned, leads to paved courtyard; Also enclosed areas off the 2 meeting rooms. Stretcher, oxygen & first aid kit; storeroom with access to roof; kiosk; dining area; bar; kitchen; toilets; showers; 5 phone lines; public phone; portable white boards; PA system; 2 gas bbqs on timer; Evaporative aircon or large extraction fans.	Large kitchen - 1 x 4 burner stove, 1x 440lt upright freezer and 2 large chest freezers, 1 microwave, 1 boiling water unit, 2 deep fryers,1 cool room, 1 griddle plate, 1 sandwich maker. Kiosk: 2 microwaves, refrigerator / freezer, wall urn, 2 portable urns, 2 sinks. Function room: bar with refrigerator and sink, servery. Crèche: refrigerator, sink Hallways: 2 water fountains, drink machine, snack machine.	Total Male: 6 urinals, 7 cubicle toilets, 7 showers. Total Female: 16 toilets, 8 showers. Total Child: 2 cubicles. Disabled 3 x toilets and 1 shower. Main Hall: Female: 4 cubicles, 3 showers, change room, 3 sinks; Male: 2 cubicles, urinal, 3 showers, change room, 3 sinks; Minor Hall: Female: 4 cubicles, 3 showers, change room, 3 sinks; Male: 2 cubicles, urinal, 3 showers, change room, 3 sinks; Foyer: Female: 3 cubicles, 2 sinks; Male: 2 cubicles, urinal, 2 sinks; Unisex disable: cubicle, change table, sink; 2x family/ disabled rooms (locked); Crèche: 2 child cubicles, 2 child sinks; baby wash basin; change table.

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0603	City of Swan	230 persons	Kingfisher Community Centre Corner Illawarra Crescent and Kingfisher Avenue, Ballajura		Large modern building; Home of City of Swan West Place Management Main Hall 304.5sqm Lobby area Evaporative air conditioning No public telephones Ample parking. Trestle tables and chairs available for 120 people 2 lighted grassed sports fields in close proximity. Child Health Centre / Clinic x 2 rooms. Kitchen.	2 x 4 burner gas stoves, 2 x 440 refrigerators, 1 electric urns No crockery, cutlery, cooking utensils.	Interior access only - MALE - 1 x urinal & 1 x pan FEMALE - 3 x pans DISABLED - 1 x pan, = 1 x shower.
				Short Notice Contact City of Swan - After Hours - 9267 9267 Leave urgent message for Building Facilities Management requesting access to the building, a reason for the urgency and leave return contact name and telephone number.			
S0604	City of Swan	300 persons	South Ballajura Community Centre Corner of Bellefin Drive (off Marshall Rd Malaga) and Hamelin Drive, Ballajura		Modern facility with large entrance/reception foyer to a main hall 2 activity rooms, separate craft room with benches kitchen sink& hand basin. 1 large meeting room Has a serviced dedicated nappy change room. No telephone NB: This centre could support the Kingfisher Community Centre in an emergency.	Main Kitchen - gas 5 burner stove with 2 ovens, 1 x 450 ltr refriderator,1 x microwave 1 x boiling water unit. In the playgroup area small kitchen to prepare very light meals & heat babies bottles. 1 x 200 ltr fridge, 1 x microwave. Foyer could be used as the dining area. Main Hall has 21 folding tables, 5 solid tables & 90 chairs. Remainder of facility has 38 folding tables, 120 plastic stackable chairs No crockery, cutlery.	Deep sewerred; Gas consul heaters throughout; Evaporative air conditioners throughout. 6 ceiling fans in main hall 3 x male urinals 1 pan toilet, 5 x pans, Disabled 1 x pan, 1 x shower. electric hot water system.
				Short Notice Contact City of Swan - After Hours - 9267 9267 Leave urgent message for Building Facilities Management requesting access to the building, a reason for the urgency and leave return contact name and telephone number.			
S0605	City of Swan	320	Gidgegannup Hall Toodyay Rd, near the intersection with Old Coach Rd Gidgegannup, (on the LHS as you travel towards Toodyay)		Large traditional hall (261.0 sqm) in rural setting; Lesser Hall could be used as a dining area. Oval not grassed or suitable for use due to Pony Club activities. Septic would require pumping if facility is used longer than 24 hours by large numbers. Some outdoor enclosed seating. Ample parking. Tank water.	Kitchen - 1 x 5 burner gas stove, 2 x electric ovens, 1 x 350 ltr refrigerator, 1 x microwave, 1 x boiling water unit. 16 tables, 120 chairs.	Interior & exterior access to toilets. No showers.
				Short Notice Contact City of Swan - After Hours - 9267 9267 Leave urgent message for Building Facilities Management requesting access to the building, a reason for the urgency and leave return contact name and telephone number.			

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0606	City of Swan	200 persons	Pickett Park Hall Maroubra Avenue which is off Chittering Road near the Fire Station		Located in Pickett Park; large traditional hall; located alongside an oval. Small kitchen. Small unenclosed playground. Strip heating in both main hall and lesser hall.	Electric stove, 1 x 360 ltr + 1 x 400 ltr refrigerators 1 x microwave, 1 x boiling water unit, 13 folding tables + 140 stackable chairs.	Interior Access MALE - 1 x urinal, + 1 x pan FEMALE - 2 x pans. Sports change rooms - exterior access at rear of building - 2 x WCS + 2 x showers Septic sewerage system will require pumping in 24 hours of usage by a large number of people.
				Short Notice Contact			
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0607	City of Swan	250 persons	Woodlake Village Community Centre Highpoint Boulevard, Ellenbrook		Modern facility with large foyer; main hall + 1 large meeting room 2 x interview Rooms. Evaporative air conditioning. Recreation/child activity room self-contained with its own kitchen, children's toilets, nappy change room, toy store and external enclosed area. Next to Woodlake Park; hall - looks out to Woodlake Park; Wall mounted radiant gas heaters.	Main kitchen - gas stove x 5 burner, 2 electric ovens, 1 x 350 ltr refrigerators, 1 x microwave, 1 x boiling water unit. ACTIVITY room - 1 x 4 burner gas stove, 1 x 390 ltr refrigerator, 1 microwave, 1 x boiling water unit. 16 tables, 120 chairs.	2 x children's toilets with interior & exterior access. MALE - 1 x pan, 2 x urinals FEMALE - 3 x pans DISABLED - 1x pan + 1 shower. Unisex - 1 x pan.
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0607	City of Swan WA Sports Centre Trust	1500 persons (3000 with portable toilets and showers)	Venues West Speed Dome Eddie Barron Drive Midvale WA 6056 PO Box 1816 Midland WA 6936		Land area 6 hectares.1000 sq m floor space in the centre of the dome. 3 m wide strip around track approx 250 m long. 700m track, 7 m wide. Large grassed outdoor area under trees for tents +/- parking. Plus 410 bay car park. Truck access into building. 1 current telephone connection, multiple available. Could be used as hardstand for portable toilets etc. Access to Roe Hwy could be created at rear of building. Four meeting rooms, each room 30m square. Some tables and chairs in each.	Commercial kitchen open canteen area with plastic tables and chairs, cool room, 3m x 3m, grill plates, fryers and bain maries. A larger cool room 10m x 3m. Contracted garbage disposal.	Toilets Male 2 x 2 cubicles + 1 long urinal, plus 1 block of 4 cubicles + 1 long urinal Toilets female 2 blocks of 7 cubicles + 1 block of 4 cubicles Showers 6 male, 6 female.
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	300	International Shooting Complex WA Shooting Association Beechboro Rd (2km South of Gnangara Rd), Beechboro PO Box 768 Morley WA 6943		Carpark-400; Large assembly hall capacity 200, 5 medium size rooms capacity 60 per room, 200 dining capacity.	2 domestic stoves, 2 microwaves, 2 large 2 door refrigerators, large freezer;200 theatre seating.	Ladies shower and toilet, men's showers and toilets. Two outside buildings with toilets.

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	100	Keith Maine Centre (KMC) Whiteman Park, Beechboro Rd Whiteman PO Box 2277 Malaga WA 6944		Belongs to CPFS; on the west side of Whiteman Park - 08 9249 2446, 0419 911 952; Car park capacity 50 ; disable access; CPFS office building with 24 computers linked to CPFS; dining hall with office & phone; 12 seater bus; 3 dormitories (10 beds each with shelves; crèche with kitchenette, toilets & 2 bed bedroom; kitchen; laundry; toilets, showers; TV; Video/DVD; overhead/multimedia projector; 2 whiteboards (3 electronic); Lawn area; mini golf; shaded swimming pool (shallow & deep end up to 6 ft); shaded sand play area incl shed with toys; cricket pitch; outdoor volleyball sand area; 10 outdoor benches; BBQs under shaded area; sport hall-gymnasium; equipment shed; extra140 chairs16 trestle tables in storage; 4 small tables & 12 small chairs in crèche; 4 highchairs;30 mattresses, pillows, blankets (3 per bed) including 400 in the CPFS Emergency Services Unit storage facility; tents; first aid kit.	Commercial kitchen.	PPT Ablution block: Female: 3 cubicles, 3 showers, Disable cubicle & shower, sinks; Male: 2 cubicles, urinal, 3 showers; Laundry: washing machine, dryer, baby bath, bench; crèche: adult cubicle, 2 child cubicles, change bench, change table, sink.
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	30 – 300 people	Midland Sports Complex Lot 21 Patterson Drive, Middle Swan		Function Room Two meeting/seminar rooms 12 Grass tennis courts 4 hard courts with lights 2 Grass Bowling Green's under lights 1 synthetic bowling green under lights Fully Licensed Bar and catering facilities Commercial kitchen Internal & external video surveillance. Evaporative air conditioners or large air extraction fans. Split system, air conditioners in small meeting room. Heaters in every room.	Two commercial gas ovens Commercial dishwasher Store room & shelving Ample kitchen bench space 4 deep sinks, 1 hand wash basin.	Function Area Toilets – Male – two pans, 1 long urinal tray two basins. Female – 4 pans, two basins. Staff toilets – Male and female – 1 pan and shower each Sports/Outside toilets – Male - 2 pans, 2 urinals, 4 showers. Female – 4 pans, 4 showers.
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	300 Persons, 425 with portable bathroom facilities	Midland PCYC 11 Byers Rd Midland		Land area (inc building) 4051m2 Building size 1200m2 (aprox) 30 Parking bays 400m2 basketball court 100 chairs 20 large tables 1 telephone connection.	Open canteen area. 1 Stove. 2 Microwaves. 1 Sink. Fridge freezer. Chest freezer.	Toilets 2 Male + Urinal 3 Female Toilets Showers 2 Male 2 Female

City of Swan

This information contained in restricted document

10. APPENDIX 6: LOCAL RECOVERY COORDINATION GROUP

Membership to be considered includes (template to be completed when officers appointed to positions):

Organisation / Title	Suggested Representative	Name & Contact Details
Chairperson City of Swan	Chair of LEMC & Recovery Planning Committee, Mayor or CEO	
City of Swan	Local Recovery Coordinator	
Executive Officer City of Swan	Emergency Management Officer or another appropriate officer	
City of Swan	Construction and Maintenance	
City of Swan	Manager Fleet and Waste Services	
City of Swan	Manager Health and Building Services	
City of Swan	Manager Community Safety	
City of Swan	Manager Lifespan Services	
City of Swan	Manager Financial Services	
Controlling Agency / HMA		
WA Police		
Department for Child Protection and Family Support		
Department of Health		
Department of Education		
Lifelines (power, gas, water etc)		
Main Roads WA		
Department of Agriculture		
St John Ambulance		
Swan Chamber of Commerce		
Community representatives		
Chair persons of sub-committees		

- Other persons/organisations determined as appropriate.

11. APPENDIX 7: RECOVERY ACTIVITIES

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

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

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

12. APPENDIX 8: TRANSITION FROM RESPONSE TO RECOVERY FORM

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

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

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

Incident details:

Incident Name:	
Incident Number:	
Controlling Agency:	
Local Government Affected:	
Final Situation Report Provided:	YES / NO
Maps Attached:	YES / NO
Has the ISG been stood down	YES / NO

1. Essential public services are restored to an adequate level **YES / NO**
 - If **NO** which ones have not?
2. Is the area safe for the community to return? **YES / NO**
3. Have all rescues been completed? **YES / NO**
4. Are there any road blocks in place? **YES / NO**
5. Displaced people provided with shelter? **YES / NO**

2: Impact Assessment

- a) Number of **residential** properties **destroyed**? _____
- b) Number of **residential** properties **damaged**? _____
- c) Number of **commercial or industrial** properties **destroyed**? _____
- d) Number of **commercial or industrial** properties **damaged**? _____
- e) Number of **rural, pastoral or primary producer** properties **affected**?

Impact assessment information can be provided via the final Controlling Agency situation report

3: Relocation/Evacuation

- a) Estimated number of people **Relocated / Evacuated**? _____

b) Has the public been informed it is safe to return

YES / NO

4: Confirmation

This is a FULL / PARTIAL handover. If PARTIAL what will the HMA remain responsible for: _____

HANDED OVER BY:
Incident Controller

Name: _____

Agency: _____

Date: _____

Time: _____

Signature: _____

HAND OVER ACCEPTED BY:
Local Government LRC

Name: _____

Local Government: _____

Date: _____

Time: _____

Signature: _____

HAND OVER ACCEPTED BY:
Local Government CEO

Name: _____

Local Government: _____

Date: _____

Time: _____

Signature: _____

13. APPENDIX 9: OPERATIONAL SEQUENCE GUIDE/CHECKLIST

Situation	Organisation/Action
<p>ALERT (Transition)</p> <p>On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities</p>	<p>CONTROLLING AGENCY</p> <ul style="list-style-type: none"> • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinator/local government in briefings/Incident Support Group. <p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • Establish liaison with Local Recovery Coordinator and Local Recovery Coordination Group chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCG members.
<p>ACTIVATION</p> <p>Requirement for Local level coordination of recovery identified/requested</p>	<p>LOCAL GOVERNMENT</p> <ul style="list-style-type: none"> • When requested by or on the advice of the CA or the Incident Support Group, convene the LRCG and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other subcommittees. <p>LRC</p> <ul style="list-style-type: none"> • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
<p>STAND DOWN</p> <p>On completion of local coordinated recovery activities.</p>	<p>LOCAL GOVERNMENT/LRC</p> <ul style="list-style-type: none"> • Ensure handover of responsibility for ongoing recovery activities to a managing agency. • Advise LEC and LRC members of stand-down • Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Sub-Committee • Manage the implementation of post operations report recommendations and revision of Local Recovery Management Plan as required.

14. APPENDIX 10: OPERATIONAL RECOVERY PLAN TEMPLATE

Operational Recovery Plan

(Suggested composition/layout following a major emergency)

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

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

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

**City of Swan
Local Recovery Coordination Group
Recovery Action Plan**

Emergency: _____
(type and location)

Date of Emergency: _____

Section 1	Introduction
Background on the nature of the emergency or incident	
<ul style="list-style-type: none"> • Aim or purpose of the plan • Authority for plan 	
Section 2	Assessment of Recovery Requirements
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 Local Recovery Coordinator. 	
Section 4	Operational Aspects
<ul style="list-style-type: none"> • Details resources available and required • Redevelopment Plans (includes mitigation proposals) 	

<ul style="list-style-type: none"> • 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 / WANDRRA), insurance, public appeals and donations (see also Section 4 below) • Public information dissemination. 	
Section 5	Administrative Arrangements
<ul style="list-style-type: none"> • 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.	

Notes:

Signed by:

Chairperson, City of Swan Local Recovery Coordination Group

Name:

Date:

15. APPENDIX 11: LOCAL RECOVERY COORDINATION GROUP STANDARD REPORTING – RECOVERY REPORT

City of Swan Local Recovery Coordination Group

RECOVERY REPORT

Emergency Situation

Report No:

To: Chairman, SRCG/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, LRCG intervention with priorities.

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

Recommendations:

Signature: _____

Name: _____

Title: _____

Date: _____

16. APPENDIX: 12: POST INCIDENT ANALYSIS PROFORMA

ISSUE	COMMENT	RECOMENDATIONS
Management		
Was notification/mobilisation satisfactory/appropriate?		
Was the management/administration structure effective?		
Reporting relationships clear ? <i>(Did you know who to report to?)</i>		
Was the transition from response phase to recovery phase clearly established?		
Were recovery objectives/actions clearly defined?		
Were recovery arrangements useful or require review/upgrade		
Inter-agency liaison Were there any issues working/liasing with other organisations?		
Emergency Management - Recovery Support Arrangements Are relevant agency/organisation arrangements established/current?		