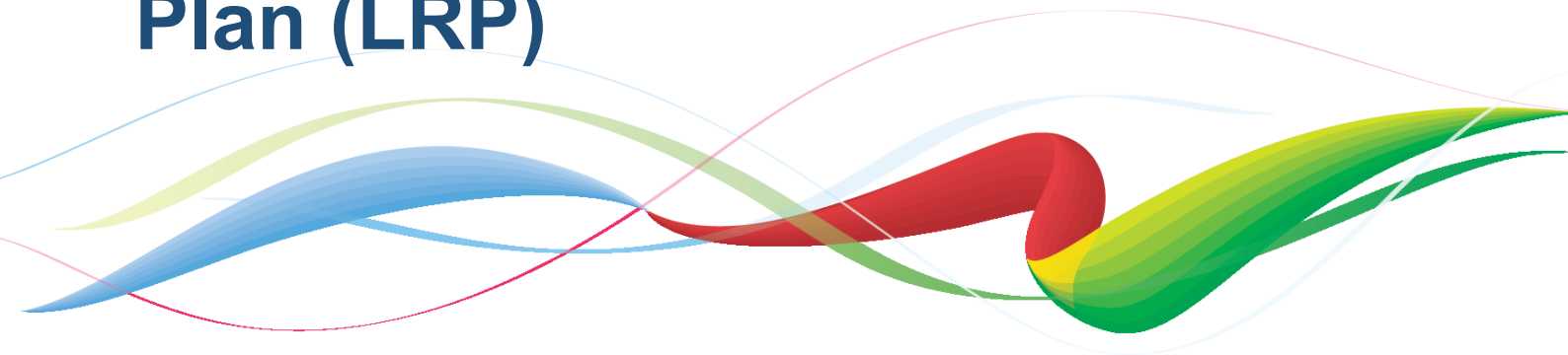


LEMA Local Recovery Plan (LRP)



2021 - 2026

DISCLAIMER

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

LOCAL RECOVERY PLAN

The City of Armadale Local Recovery Plan (LRP) addresses the restoration of emotional, social, economic and physical wellbeing to a community, the reconstruction of infrastructure and the provision of support services following an emergency. This LRP is produced under authority of State Emergency Management (EM) Policy sections 2.5 and 6.3 and State EM Plan sections 6.3 – 6.6 and modelled on the State Emergency Management Committee Local Recovery Guidelines.

This LRP forms part of the City of Armadale's Local Emergency Management Arrangements (LEMA).

The City of Armadale's LEMA have been produced and issued under the authority of section 41(1) of the *Emergency Management Act 2005*. The LEMA and Local Recovery Plan have been endorsed by the Local Emergency Management Committee (LEMC), City of Armadale Council and noted by the relevant District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

Endorsed by:



.....
Chairperson
City of Armadale LEMC

12 November 2021

.....
Date



.....
Endorsed by Council

12 November 2021

.....
Date

LEMA AND ASSOCIATED DOCUMENTS

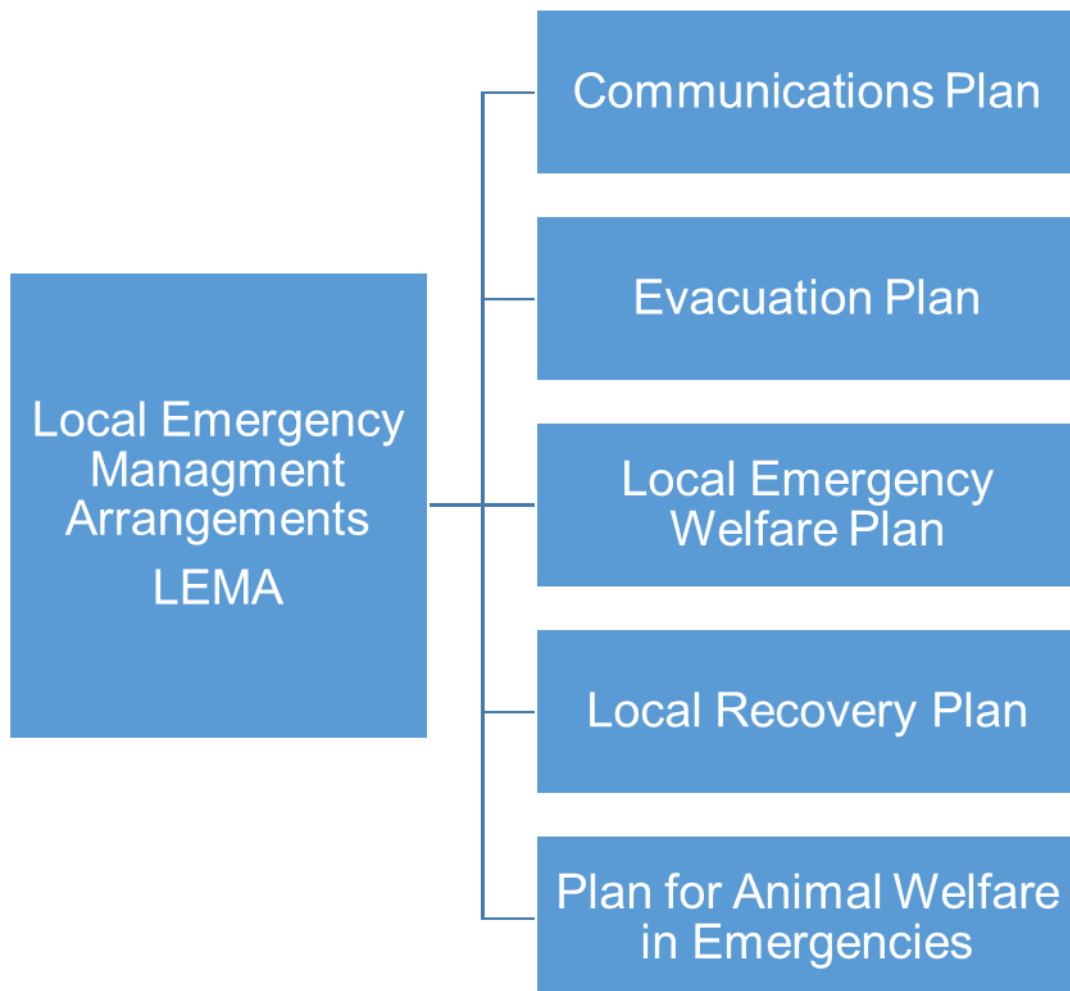


TABLE OF CONTENTS

DISCLAIMER	1
LOCAL RECOVERY PLAN	1
LEMA AND ASSOCIATED DOCUMENTS.....	2
DISTRIBUTION LIST	4
AMENDMENT RECORD.....	5
REVIEW	5
DOCUMENT AVAILABILITY	5
EXERCISING	6
GLOSSARY OF TERMS	6
ACRONYMS	6
PART 1: INTRODUCTION	7
PART 2: PREPAREDNESS.....	9
PART 3: MANAGING RECOVERY	17
LIST OF APPENDIX.....	22
APPENDIX A: GLOSSARY OF TERMS.....	23
APPENDIX B: ACRONYMS	26
APPENDIX C: LOCAL RECOVERY COORDINATION GROUP AGENDA.....	27
APPENDIX D: LOCAL RECOVERY COORDINATOR and LOCAL COORDINATION GROUP ACTION CHECKLIST	28
APPENDIX E: RESOURCES	30
APPENDIX F: EMERGENCY RECOVERY COMMUNICATIONS STRATEGY	31
APPENDIX G: OPERATIONAL RECOVERY PLAN.....	32
APPENDIX H: CITY OF ARMADALE POLICY ON APPEALS AND DONATIONS ..	34

DISTRIBUTION LIST

City of Armadale	# copies
Chief Executive Officer	1
Mayor	1
Local Emergency Management Committee Chairperson	1
Executive Director of Community Services	1
Local Recovery Coordinator	1
Ranger & Emergency Service Department	7
Chief Bushfire Control Officer	1
Public Libraries <ul style="list-style-type: none"> • Armadale Library • Kelmscott Library • Seville Grove Library 	6
Main Administration Reception	2
Local Emergency Management Committee	
WA Police, Officer in Charge Armadale Police Station	1
Local Emergency Coordinator	1
WA Police, Emergency Management Branch	1
Department of Fire and Emergency Services, South East Office	1
Department of Fire and Emergency Services, District Advisors	2
State Emergency Services Armadale, Unit Manager	1
Armadale Health Services	1
Coordinator of Emergency Management	1
Department of Biodiversity, Conservation and Attractions	1
Regional Fire Coordinator	1
Department of Communities Metro East	1
Senior District Emergency Services Officer	1
Department of Primary Industries and Regional Development	1
Western Power	1
Water Corporation	1
ATCO Gas	1
Other	
District Emergency Management Committee – East Metropolitan	3
City of Cockburn – Chief Executive Officer	1
City of Gosnells – Chief Executive Officer	1
City of Kalamunda – Chief Executive Officer	1
City of Kwinana – Chief Executive Officer	1
Shire of Beverley – Chief Executive Officer	1
Shire of Serpentine-Jarrahdale – Chief Executive Officer	1
Shire of Wandering – Chief Executive Officer	1
Shire of York – Chief Executive Officer	1
St John Ambulance Western Australia	1
Salvation Army (Emergency Services) WA	1
Red Cross WA	1
Country Women's Association (CWA) Armadale	1
Bedforddale Volunteer Bushfire Brigade and Captain	2
Roleystone Volunteer Fire & Rescue Services and Captain	2
Roleystone-Karragullen Volunteer Bushfire Brigade Captain	2

AMENDMENT RECORD

#	Amendment Date	Amendment Details	Author or Amended by
1	April 2018	Original Document	Manager Ranger and Emergency Services Clinton Venables
2	March 2021	Revised Document	Emergency Management Coordinator Christine Comer

Comments and feedback on the City of Armadale's LRP can be provided to:

Manager, Ranger and Emergency Services
City of Armadale
Locked Box 2
ARMADALE WA 6992

Or alternatively email to: info@armadale.wa.gov.au

Any suggestions and / or comments will be referred to the Local Emergency Management Committee for consideration.

REVIEW

This LRP will be reviewed:

1. After an emergency event or incident that requires the activation of this LRP
2. After training or exercises that exercise this LRP
3. Every five (5) years
4. Any other time the City of Armadale considers appropriate
5. Contact lists are updated quarterly

DOCUMENT AVAILABILITY

Hard copies of the City of Armadale's LRP are available from:

1. City of Armadale Administration Building, 7 Orchard Avenue, Armadale
2. Armadale Library, 64/10 Orchard Avenue, Armadale
3. Kelmscott Library, 2784 Albany Highway, Kelmscott
4. Seville Grove Library, 78 Champion Drive, Seville Grove

Electronic copies at: www.armadale.wa.gov.au

EXERCISING

The City of Armadale has developed an annual exercise schedule to:

1. Test the capabilities and capacity of this LRP and the City
2. Bring together members of emergency management agencies
3. Help educate the community about local arrangements and plans
4. Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
5. Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in section 3 of the [Emergency Management Act 2005 \(EM Act\)](#) or as defined in the [State Emergency Management Glossary](#).

A glossary of terms is provided in **appendix A**.

ACRONYMS

A list of general acronyms used in this LRP is provided in **appendix B**.

PART 1: INTRODUCTION

1.1 Overview

Recovery forms the fourth element of the PPRR (Prevention, Preparedness, Response, Recovery) approach to emergency management and is defined in the [State EM Glossary](#) as *the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing.*

The objectives of recovery activities, as outlined in [State EM Plan](#) section 6, are:

1. To assist recovery at a personal, community, economic and environmental level
2. To ensure that recovery activities are community-led
3. To ensure that available government and non-government support to affected communities is targeted
4. To assist communities to rebuild in a way that enhances social, economic and environmental values where possible
5. To improve resilience of the relevant communities
6. To ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes

This LRP is based on the [National Principles for Disaster Recovery](#) and includes:

Understanding the context	Based on an understanding of the community context
Recognising complexity	Acknowledges the complex and dynamic nature of emergencies and communities
Using community-led approaches	Responsive and flexible, engaging communities and empowering them to move forward
Ensuring coordination of all activities	Requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs
Employing effective communication	Built on effective communication with affected communities and other stakeholders
Acknowledging and building capacity	Recognises, supports and builds on community, individual and organisational capacity

Recovery activities will be delivered across the four environments of social, built, economic and natural.

Social – the health and wellbeing of individuals, families and communities.
Built - communication and transport systems, energy and water supply, sewerage systems, food distribution, health facilities, education facilities and buildings
Economic - physical damage to infrastructure and stock and loss of income through reduced trading.
Natural - air and water quality, land degradation and contamination, plant and animal damage / loss and national parks, cultural and heritage sites impacts.

1.2 Purpose

The purpose of this LRP is to describe the arrangements for effectively managing recovery after an emergency within the City of Armadale.

1.3 Objectives

The objectives of this LRP are to describe the roles, responsibilities, available resources and procedures for the management of recovery after an emergency within the City of Armadale.

This LRP:

1. Establishes a basis for the coordination of recovery activities
2. Promotes effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, who may become involved in recovery
3. Provides a framework for recovery operations

1.4 Scope

The scope of this LRP is limited to the district boundaries of the City of Armadale. This LRP is a guideline to be used at the local level. Emergencies may arise that require action or assistance from district, state or federal level.

PART 2: PREPAREDNESS

2.1 Local Plans

The development of this LRP is aligned with the Local Emergency Management Arrangements and the supporting plans.

Document	Owner	Responsibility	Date
Local Emergency Management Arrangements (LEMA)	City of Armadale	City of Armadale Emergency Management Coordinator	July 2021
Communications Plan	City of Armadale	City of Armadale Emergency Management Coordinator	July 2021
Evacuation Plan	City of Armadale	City of Armadale Emergency Management Coordinator	July 2021
Local Emergency Welfare Plan (LEWP)	Department of Communities and City of Armadale, City of Gosnells and Shire of Serpentine-Jarrahdale	Department of Communities Senior District Emergency Service Officer Emergency Services Unit East Metro - Armadale, Cannington, Midland	November 2020
Plan for Animal Welfare in Emergencies (PAWE)	City of Armadale	City of Armadale Emergency Management Coordinator	July 2021

2.2 Local Recovery Plan

In consultation with the Hazard Management Agency (HMA) and the City of Armadale Chief Executive Officer (CEO), the Local Recovery Coordinator (LRC) for the will activate the Plan by convening the Local Recovery Coordination Group (LRCG). This will usually occur during the response phase of an emergency. The LRC will advise core LRCG members who will discuss and finalise membership of the LRCG. All members will be notified with the arrangements of an initial meeting including a briefing of the emergency.

Where the decision is taken not to activate the Plan and convene the committee, the Incident Manager and LRC will monitor the situation and keep the CEO and core members of the LRCG advised accordingly.

2.3 Local Recovery Coordinator

The City of Armadale has appointed the Executive Director Community Services as the Local Recovery Coordinator.

Role	Responsibility
The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the City of Armadale, in conjunction with the Local Recovery Coordination Group.	<ol style="list-style-type: none">1. Ensure the Local Recovery Plan is established2. Liaise with the Controlling Agency (CA), including attending the Incident Support Group and Operations Area Support Group (OASG) meetings where appropriate3. Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies4. Provide advice to the Mayor and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened5. Appoint an Executive Officer and ensure the functions of the Executive Officer are undertaken for the LRCG6. Assess for the LRCG, requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate7. Determine the resources required for the recovery process in consultation with the LRCG8. Coordinate local level recovery activities, in accordance with plans, strategies and policies determined by the LRCG and the City of Armadale9. Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group (SRCG), if established10. Liaise with the State Recovery Coordinator (SRC) on issues where State level support is required, or where there are problems with services from government agencies locally11. Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery12. Ensure the recovery activities are consistent with the principles of community engagement13. Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements

	14. Arrange for an evaluation of the effectiveness of the recovery activities in relation to the LRP, within 12 months of the emergency
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2.4 Local Recovery Coordination Group

A Local Recovery Coordination Group (LRCG) is the strategic decision-making body for recovery. LRCG provide visible and strong leadership and have a key role in restoring confidence to the community through assessing the consequences of the emergency and coordinating activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

Role	Responsibility
The role of the Local Recovery Coordination Group is to coordinate and support local management of the recovery processes within the community.	<ol style="list-style-type: none"> 1. Establishing subcommittees as required 2. 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 3. Developing an operational plan for the coordination of the recovery process for the emergency that: <ul style="list-style-type: none"> – takes account of the City of Armadale's 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 – allows for the monitoring of the progress of recovery 4. Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted to best support the recovery of impacted communities 5. Facilitating the provision of services, public information, information exchange and resource acquisition

	<ol style="list-style-type: none"> 6. Providing advice to the State and City of Armadale to ensure that recovery programs and services meet the needs of the community 7. Negotiating the most effective use of available resources including the support of State and Federal agencies 8. Monitoring the progress of recovery, and receiving periodic reports from recovery agencies 9. Ensuring a coordinated multi-agency approach to community recovery; <ul style="list-style-type: none"> – 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 LRCG – Making appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee (LEMC) to improve the community's recovery preparedness
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The City of Armadale LRCG consists of the following members:

1. The Local Recovery Coordinator
2. City of Armadale staff and elected members
3. Local representatives of participating agencies, government, non-government and the private sector, who have the ability to provide specific services. For example: Department of Communities, Red Cross, Main Roads WA and the Better Business Bureau.
4. Members of the community, community groups or leaders from local community groups, associations and / or committees

An agenda for LRCG meeting is found in **appendix C**.

2.5 Member Roles

Member	Responsibilities
The City of Armadale	<ol style="list-style-type: none"> 1. Ensure that a LRP for the City of Armadale is prepared, maintained and exercised (s.41(4) EM Act) 2. Appoint a Local Recovery Coordinator(s) (LRC) [(s.41(4) EM Act) 3. Chair the LRCG 4. Provide secretariat and administrative support to the LRCG, as required 5. Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency

	<p>(e.g. Building Surveyor, Environmental Health Officer, Community Services)</p> <p>6. Ensure the restoration and reconstruction of services and facilities normally provided by the City of Armadale</p> <p>The City of Armadale Director of Community Services is the Chair of the LRCG.</p>
Department of Communities (DoC)	<ol style="list-style-type: none"> 1. Provide a representative to the LRCG 2. Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing, personal effects, personal services, registration and reunification and financial assistance (State EM Plan section 5.4) 3. Manage the provision of the Personal Hardship and Distress measures under Disaster Recovery Funding Arrangements for Western Australia (DRFAWA), including counselling, emergency assistance and temporary accommodation (State EM Plan section 6.10 and DRFAWA)
Department of Primary Industries and Regional Development (DPIRD)	<ol style="list-style-type: none"> 1. Provide a representative to the LRCG 2. Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies 3. Manage the provision of assistance measures to primary producers, particularly in relation to eligible financial services or reimbursements under DRFAWA (State EM Plan section 6.10 and DRFAWA)
Main Roads Western Australia (MRWA)	<ol style="list-style-type: none"> 1. Provide a representative to the LRCG 2. Assess and report on damage to State and / or Federal road infrastructure that may impact on the community 3. Issue of advice of roads closure / alternate transport routes 4. Provide advice and support to local governments involved in reopening and restoring damaged local roads. Main Roads WA is responsible for processing all local government road infrastructure claims under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).
Essential Services, including power, telecommunications, water and gas	<ol style="list-style-type: none"> 1. Provide a representative to the LRCG 2. Assess and report on damage to essential services and progress of restoration of services

	3. Facilitate restoration of priority services as requested by the LRCG
Department of Education	<ol style="list-style-type: none"> 1. Provide a representative to the LRCG 2. Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises
Department of Health or Local Health Officer:	<ol style="list-style-type: none"> 1. Provide a representative to the LRCG 2. Advise on health, environmental health and medical issues arising from the emergency 3. Coordinate the local health components of the recovery process
Department of Water and Environmental Regulation (DWER)	<ol style="list-style-type: none"> 1. Provide advice on environmental protection, clean up and waste management
Lord Mayor's Distress Relief Fund (LMDRF)	<ol style="list-style-type: none"> 1. Liaise with the LRCG to assess the requirement for public donations and if required, initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies" 2. As required, set up a local appeals committee in conjunction with the LRCG 3. Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance

A checklist has been developed for the Local Recovery Coordinator and Local Recovery Coordination Group to detail their actions required in the first 48 hours of activation, first week and within 12 months. This checklist is found in **appendix D**.

2.6 LRCG Subcommittees

The LRCG may form subcommittees to respond to specific recovery needs. These may include:

Subcommittee	Objectives
Social	<ol style="list-style-type: none"> 1. To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event 2. To facilitate understanding on the needs of the impacted community in relation to community wellbeing 3. 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

	<ol style="list-style-type: none"> 4. To assess and recommend medium and long term priority areas to the City of Armadale for consideration to assist in the restoration and strengthening of community wellbeing 5. To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Natural	<ol style="list-style-type: none"> 1. To provide advice and guidance to assist in the restoration of the natural environment post the emergency 2. To facilitate understanding of the needs of the impacted community in relation to environmental restoration 3. 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 of 4. To assess and recommend medium and long term priority areas to the City of Armadale for consideration to assist in the restoration of the natural environment in the medium to long term.
Built	<ol style="list-style-type: none"> 1. Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate 2. To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency 3. To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.
Economic	<ol style="list-style-type: none"> 1. To assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area 2. Consider the need for an economic impact assessment 3. Consider participation of business and / or industry representatives in economic recovery decision making 4. Work with the insurance sector to coordinate insurance companies' response 5. Consider projects to ensure tourism viability is maintained

	6. Support and promote the economic viability of the affected community through short and long term projects 7. Coordination of supply and distribution of emergency fodder, water, fencing, agistment and other materials and services 8. To provide advice on care and management of livestock, including feed, water, fencing, agistment and transport.
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2.7 Local Recovery Coordination Centres

The following City of Armadale facilities have been identified as suitable Local Recovery Coordination Centres:

Recovery Coordination Centre	Address	Available Resources
Armadale Town Hall	Cnr Jull and Church Street, Armadale	Internet Meeting rooms Telephone service Back-up power Data points Office Equipment Bathrooms Catering
John Dun Pavilion	1363 Third Ave, Kelmscott	Internet Meeting rooms Telephone service Back-up power Data points Office Equipment Bathrooms Two-way radios Catering

2.8 Resources

Resources available and contact details for recovery have been identified by the City of Armadale and are provided in **appendix E**.

2.9 Communication

The City of Armadale has developed an Emergency Recovery Communications Strategy that details relaying recovery information to the affected community. This strategy is provided in **appendix F**.

PART 3: MANAGING RECOVERY

The City of Armadale will deliver recovery activities across the four environments of social, built, economic and natural. The LRC for the City of Armadale will activate the Plan by convening the Local Recovery Coordination Group (LRCG). This will usually occur during the response phase of an emergency.

3.1 Social Environment

The social environment considers the impact an emergency may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security, shelter, health and psychosocial wellbeing.

Social environment recovery activities may include:

Establishment of a local central recovery information centre to provide multi-agency services to the affected community, such as financial assistance and dissemination of information on practical advice and social recovery services within the City of Armadale.
Provision of longer term health and medical services, including: <ul style="list-style-type: none">• Liaising with hospital and NGO organisation services for the provision of mental health care• Vector and vermin control, including monitoring and surveillance, inspection of high-risk areas, undertaking treatment and follow up to determine efficacy• Re-establishment of licensed premises relevant to environmental health requirements, such as food premises, aged-care facilities and child-care centres.
Coordination of community development programs.
Counselling programs.
Provision of temporary housing.

3.2 Built Environment

The built environment considers the impact that an emergency may have on essential, physical infrastructure—those man-made assets that underpin the functioning of the City of Armadale.

Built environment recovery activities may include:

Restoration of infrastructure assets and essential services damaged or destroyed during an emergency, such as utilities (e.g. electricity, gas, water, and telecommunications), public buildings (e.g. schools, hospitals, banks) and ICT infrastructure.
Restoration of transport infrastructure and assets of the community that are damaged or destroyed during an emergency, such as: <ul style="list-style-type: none">• Roads, air, marine and rail transport infrastructure, facilities and assets• The movement of people and goods

- Transport and traffic management on transport networks, such as road and rail closures, detours, vehicle permits and regulatory services, passenger transport and road traffic management systems.

3.3 Economic Environment

The economic environment considers the impact that an emergency may have on the economic position of the area, and sometimes the broader region, affected by an emergency.

Economic environment recovery activities may include:

Economic impact studies.
Management and distribution of donated monies and / or government grants.
Participation of business and / or industry representatives in economic recovery decision making.
Work with the insurance sector to coordinate the response by insurance companies.
Work to ensure that tourism viability is maintained.
Support and promotion of the economic viability of the affected community through short and long term projects.
Coordination of supply and distribution of emergency fodder, water, fencing, agistment and other materials or services.
Provision of advice on care and management of livestock, including feed, water, fencing, agistment and transport.

3.4 Natural Environment

The natural environment considers the impact that an emergency may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and wildlife damage / loss; and national parks, cultural and heritage sites.

Natural environment recovery activities may include:

Assessment of land degradation extent and importance.
Advice on areas of surface / groundwater interactions (groundwater recharge and discharge zones).
Advice on revegetation strategies.
Clean up and decontamination of impacted areas.
Management and disposal of waste.

Management of environmental health issues.
--

Weed management.

3.5 Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the emergency. This will be based on the impact assessment data provided by the Controlling Agency and this Local Recovery Plan contained within the City of Armadale's Local Emergency Management Arrangements.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordination Group will develop a specific Operational Recovery Plan (ORP) setting out the recovery process to be implemented. A template for this plan is found in **appendix G**.

3.6 Commencement of Recovery

The relevant Controlling Agency with responsibility for the response to an emergency must initiate recovery activities during the response phase. The Hazard Management Agency (HMA) will complete the 'Impact Statement' form in consultation with the Incident Support Group (ISG). This contains a detailed description of the impact on the affected community and provides the LRC with a starting point for recovery needs of individuals, the community and infrastructure.

A key part of the handover of responsibility from the HMA to the local government is the handover of the Impact Statement. The acceptance of this handover of responsibility is to occur at the discretion of CEO and LRC.

If the City of Armadale is the Controlling Agency, it will perform the following responsibilities:

Ensure timely notification of the emergency, liaison and appropriate inclusion of those with recovery responsibilities in the incident management arrangements.

Ensure that in combating the effects of the emergency, response activities have regard for the need to facilitate recovery.

Advise the State Recovery Coordinator when:

- | |
|--|
| <ul style="list-style-type: none">• The incident is Level 2 or above• An emergency situation has been declared• There is a need to establish a Local Recovery Coordination Group• Eligible Disaster Recovery Funding Arrangements Western Australia (DRFAWA) costs exceed the Small Disaster Criterion (currently \$240,000). Eligible costs may include damage to essential public assets and / or recovery assistance to individuals and communities. |
|--|

Gain an understanding of known or emerging impacts for the emergency utilising existing incident reporting processes (ISG / OASG / rapid damage assessment reports, weather reports, HAZMAT reporting etc.).
--

Provide known or emerging impacts to the State Recovery Coordinator, as soon as possible and if required.
Provide risk-management advice to the affected community, in consultation with the HMA.

3.7 Financial Assistance

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner of that asset. The City of Armadale, through public education and information programs, encourages all asset owners to understand their level of risk and have appropriate mitigation strategies in place for their asset(s).

However, the City of Armadale, State and Federal governments recognise that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

3.8 Disaster Recovery Funding Arrangements - Western Australia (DRFAWA)

The Western Australian State Government provides a range of relief measures to assist communities to recover from an eligible emergency including, bushfire, cyclone, earthquake, flood, landslide, storm, storm surge, or any declared emergency incident.

3.9 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 should be initiated by the Board of the LMDRF.

3.10 Non-Government Organisations (NGOs)

In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. This type of assistance will be coordinated through the Local Recovery Coordination Group to avoid duplication of effort and confusion.

The City of Armadale policy on emergency appeals and donations can be found in **appendix H**.

3.11 Evaluation of Recovery

The evaluation of recovery activities is essential to maximise lessons identified and learnt, and where the City of Armadale can make improvements.

This evaluation will involve actions such as:

1. Community and stakeholder surveys

2. Interviews
3. Workshops
4. Assessment of key project outcomes

An emergency that involves the activation of this LRP will be evaluated no later than 12 months after the event.

3.12 Transitioning to Mainstream Services

The process of transitioning from a full-scale recovery operation back to the usual level of government involvement in the City of Armadale will be assessed by the LRCG and recommendations made. It will be the City of Armadale's intention to plan for this process very early in the recovery journey.

This planning and implementation will allow for:

- | |
|---|
| 1. Roles and functions to return to post-emergency levels as quickly as possible without leaving the community feeling abandoned or creating expectations of ongoing government services that cannot be maintained. |
| 2. Implementation of systems and processes to facilitate recovery in a way that helps affected communities to build capacity to manage their own longer-term recovery, rather than creating dependencies on new and temporary arrangements. |
| 3. Clear terms of reference enabling committees and other governance bodies to determine whether they have fulfilled their designated function and are able to disband. |
| 4. Recovery activities which are implemented as programs or projects to have defined budgets, deliverables and timeframes which clarify expectations for the community. |
| 5. Social and personal support services required in the longer term and the need for a considerable period of psychosocial support (often several years) to be adequately planned for. |

3.13 Transfer of Recovery

In some cases, the responsibility of recovery may be transferred from the State or Federal government to the City of Armadale. This process and procedure is detailed in [State EM Procedure Part 5](#)

LIST OF APPENDIX

Appendix A	Glossary
Appendix B	Acronyms
Appendix C	LRCG Agenda
Appendix D	LRC and LRCG Checklist
Appendix E	Resources
Appendix F	Emergency Recovery Communications Strategy
Appendix G	Operational Recovery Plan
Appendix H	Appeals and Donations

APPENDIX A: GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in section 3 of the [Emergency Management Act 2005 \(EM Act\)](#) or as defined in the [State Emergency Management Glossary](#).

Controlling Agency - an agency nominated to control the response activities to a specified type of emergency.

Coordination – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.

District – means an area of the State that is declared to be a district under section 2.1 of the Local Government Act 1995.

District Emergency Management Committee (DEMC) – a district emergency management committee established under section 31(1) of the *Emergency Management Act 2005*.

Emergency – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Management – the management of the adverse effects of an emergency. See PPRR.

Essential Services Network Operators – the public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

Evacuation Centre - a centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided.

Hazard Management Agency (HMA) – a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Hazardous Material (HAZMAT) - a substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.

Incident – the occurrence or imminent occurrence of a hazard.

Incident Area (IA) – the area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

Incident Controller (IC) – the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

Incident Management Team (IMT) – a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

Incident Support Group (ISG) – a group of agency / organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator (LEC) - the person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee (LEMC) – a local emergency management committee established under section 38 of the *Emergency Management Act 2005*. The Chair of the City of Armadale LEMC is the City of Armadale mayor.

Operational Area (OA) – the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Operational Area Support Group (OASG) - a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.

PPRR - an acronym for Prevention, Preparedness, Response and Recovery.

Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Preparedness –preparation for response to an emergency.

Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing.

State Emergency Coordination Group (SECG) – a group that is established, under section 26 of the *Emergency Management Act 2005* during a state of emergency, or may be established where an emergency occurs or is imminent, to ensure the provision of a strategic, coordinated multi-agency response to and recovery from the emergency and report to the Minister.

State Emergency Management Committee (SEMC) – committee established under section 13 of the *Emergency Management Act 2005*.

Telecommunications – the transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

Vulnerability – the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

APPENDIX B: ACRONYMS

The following acronyms are used throughout this document.

CA	Controlling Agency
CALD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
DFES	Department of Fire and Emergency Services
DEMC	District Emergency Management Committee
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
EM	Emergency Management
EM Act	Emergency Management Act 2005
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
ICT	Information Communications Technology
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEWP	Local Emergency Welfare Plan
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
LMDRF	Lord Mayor's Disaster Relief Fund
SEMC	State Emergency Management Committee
NGO	Non-Government Organisation
OASG	Operational Area Support Group
ORP	Operational Recovery Plan
PAWE	Plan for Animal Welfare in Emergencies
PPRR	Prevention Preparedness Response Recovery
SEMC	State Emergency Management Committee
SRC	State Recovery Coordinator
SRCG	State Recovery Coordination Group
WANDRRA	Western Australia Natural Disaster Relief and Recovery Arrangements

APPENDIX C: LOCAL RECOVERY COORDINATION GROUP AGENDA

<Insert day, date and time >

<Insert location>

Item #	Item	Responsibility
1	Introductions and memberships (initial meeting only)	Chair
2	Clarification of roles and functions of the LRCG (initial meeting only)	Chair
3	Welcome and apologies	Chair
4	Disclosures	Chair
5	Business arising from previous minutes 5.1 Confirmation of previous minutes 5.2 Actions	Executive Officer
6	Business arising from State Recovery Coordination Group (SRCG)	Executive Officer SRCG Delegate
7.	Welfare support	
8.	Known or emerging impacts a) Social environment b) Built environment c) Economic environment d) Natural environment	Subcommittee Chair
9.	Political and legal matters	All
10.	State Recovery Plan	SRCG Delegate
11.	Financial arrangement 11.1 DRFAWA 11.2 LMDRF 11.3 Insurance	Subcommittee Chair
12.	Non-government organisations update	Chair NGO Delegates
13.	Volunteers and donations	Chair Delegates
14.	Public information and communications	PIO Communications Manager
15.	Other business	Chair
16.	Next meeting	Executive Officer

Next meeting:

Date:

Time

Location:

APPENDIX D: LOCAL RECOVERY COORDINATOR and LOCAL COORDINATION GROUP ACTION CHECKLIST

	Task Description	Completed
	The first 48 hours	
1	Local Recovery Coordinator to contact and alert key local contacts	
2	Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
3	Local Recovery Coordinator to receive an understanding of known or emerging impacts from the Controlling Agency	
4	Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the local government	
5	Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
6	Meet with specific agencies involved with recovery operations to determine actions	
7	Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and local government internal communication process	
8	Consider support required, for example resources to maintain a record of events and actions	

	Task Description	Completed
	The first week	
1	Participate in consultation on the coordination of completion of a Impact Statement by the Controlling Agency	
2	Activate a recovery coordination centre if required	
3	Identify special needs groups or individuals	
4	Determine the need to establish subcommittees, and determine functions and membership if necessary	
5	Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
6	Confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements in WA (DRFAWA) and if so what assistance measures are available.	
7	Manage offers of assistance, including volunteers, material aid and donated money.	
8	Report to organisational hierarchy on likely costs / impact of involvement in recovery activities.	
9	Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include	

	the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities	
10	Establish a system for recording all expenditure during recovery	
11	Consider establishing a call centre with prepared responses for FAQs	
12	Establish a recovery centre to provide the affected community with access to all recovery services	
13	Manage restoration of essential infrastructure	
14	Brief media on the recovery program	

	Task Description	Completed
	The first 12 months	
1	Determine longer-term recovery strategies	
2	Debrief recovery agencies and staff	
3	Implement transitioning to mainstream services	
4	Evaluate effectiveness of recovery within 12 months of the emergency. Recovery evaluations must be provided to the State Recovery Coordinator and SEMC for review.	

Appendix E: RESOURCES

Organisation	Contact person	Position	Contact details	Resource type
Red Cross		State Manager, Emergency Services	https://www.redcross.org.au/	Disaster response providing relief and recovery support
Lord Mayor's Distress Relief Fund (LMDRF)		Funding Officer	lmddf@cityofperth.wa.gov.au .	Public appeals Financial assistance
DPIRD Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)		Emergency Preparedness Coordinator	https://www.agric.wa.gov.au/	Primary producers disaster funding
Department of Communities - Emergency Services		Senior District Emergency Service Officer	https://www.wa.gov.au/organisation/departments-of-communities	Information, accessing services, accommodation
DFES Disaster Recovery Funding Arrangements (DRFAWA)		Funding Officer	drfawa@dfes.wa.gov.au	Disaster funding

APPENDIX F: EMERGENCY RECOVERY COMMUNICATIONS STRATEGY

Not for publication

OPERATIONAL RECOVERY PLAN

City of Armadale Local Recovery Coordination Group

Emergency type

Emergency location:

Date of Emergency:

Section 1 Introduction

1. Background on the nature of the emergency or incident
2. Aim or purpose of the plan
3. Authority for this plan

Section 2 Assessment of Recovery Requirements

1. Details of loss and damage to residential, commercial and industrial buildings, transport and essential services
2. Estimates of costs of damage
3. Temporary accommodation requirements
4. Specific personal requirements
5. Human services
6. Health issues

Section 3 Organisational Aspects

1. Detail the composition, structure and reporting lines of the groups / committees and subcommittees set up to manage the recovery process
2. Detail the inter-agency relationships and responsibilities
3. 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

1. Resources available and required
2. Programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
3. The City of Armadale program for community services restoration
4. Financial arrangements, assistance programs (DRFAWA), insurance, public appeals and donations
5. Public information dissemination.
6. Reconstruction restoration programme and priorities, with estimated timeframes

Section 5 Administrative Arrangements

1. Administration of recovery funding and other general financial issues

2. Public appeals policy and administration including policies and strategies for donations

Section 6 Conclusion

Summarises goals, priorities and timetable of this plan.

Signed by:

Chair, Local Recovery Coordination Group

Date:

APPENDIX H: CITY OF ARMADALE POLICY ON APPEALS AND DONATIONS

Not for publication