



Shire of Cranbrook Local Recovery Plan 2026 – 2031

The Shire of Cranbrook Recovery Plan 2026 – 2031 has been prepared in accordance with Section 41 (4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Arrangements. This plan has been endorsed by the Council of the Shire of Cranbrook and approved by Shire of Cranbrook Local Emergency Management Committee.

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ENDORSEMENT

This information has been produced and issued under the requirements of the State Emergency Management Plan section 5.3.2, endorsed by the Shire of Cranbrook Local Emergency Management Committee and the Council of the Shire of Cranbrook.

The Recovery Plan, which is a Support Plan, to the Local Emergency Management Arrangements has been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

Endorsed by Shire of Cranbrook Local Emergency Management Committee

Signature _____

Date _____

LEMC Chair)

Endorsed by Shire of Cranbrook Council

Motion Number _____

Date _____

Shire President _____

Date _____

AMENDMENT RECORD

NO.	DATE	AMENDMENT	AUTHOR
1	July 2021	Document Review and Re-write	Kevin Bransby
2	XXX	• 5 year review and re-write. • Transferred Plan to new SEMC template • Updated plan objectives to align with SEMC • Updated distribution list details • Replaced Local Recovery Committee with Local Recovery Coordination Group • Expanded communication planning • Included organisations able to assist Recovery process. • Updated Local Recovery Coordinator checklist • Updated Local Recovery Coordination Group checklist • Included Operational Recovery Plan Template • Included Recovery PPRR – itemised list	Derek Jones t/as The Emergency Management Consultant

DISTRIBUTION

This Local Emergency Recovery Plan 2026 – 2031 forms part of the Shire of Cranbrook Local Emergency Management Arrangements (LEMA).

Copies of these arrangements can be found free of charge during office hours at the Shire's Administration office and on the Shire's website:

- Shire's Administration Office - 19 Gathorne Street, Cranbrook;
- Frankland River Community Centre – Wingebellup Road, Frankland River; and
- Shire Website www.cranbrook.wa.gov.au

INTRODUCTION

Authority

The Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* (EM Act) and forms a part of the Local Emergency Management Arrangements for the Shire of Cranbrook.

This plan has been endorsed by the Shire of Cranbrook Local Emergency Management Committee and has been tabled for information and comment with the Great Southern District Emergency Management Committee. This plan has been approved by the Shire of Cranbrook.

Purpose

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

This Local Recovery Plan describes the arrangements to facilitate a return to normal functioning as soon as possible.

Objectives

The objectives of the Shire of Cranbrook's Emergency Recovery Plan are to;

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire
- Establish a basis for the coordination of recovery activities at the local level
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved
- Provide a framework for recovery operations.

Scope

The scope of this recovery plan is limited to the boundaries of Shire of Cranbrook and forms a part of its Local Emergency Management Arrangements.

It details the local recovery arrangements for the community.

RELATED DOCUMENTS AND ARRANGEMENTS

The following documents are related to this Recovery plan:

DOCUMENT	OWNER	LOCATION
Local Emergency Management Arrangements 2026 - 2031	Shire of Cranbrook	Shire Office Frankland CRC Shire Website
Local Emergency Animal Welfare Plan 2026-2031	Shire of Cranbrook	Shire Office Shire Depot DPIRD
Business Continuity Plan – Shire Organisation	Shire of Cranbrook	Shire Office
Local Emergency Evacuation Plan 2026 - 2031	Shire of Cranbrook	Shire Office
Local Emergency Relief and Support Plan	Dept of Communities	DoC Great Southern Shire Office

Scheduled review dates of each these plans is outlined in the Shire of Cranbrook Local Emergency Management Arrangements 2026-2031.

Agreements, Understandings And Commitments

The following agreements Memorandums of Understanding are in place between Shire of Cranbrook and other local governments, organisations or industries in relation to the provision of additional resources in recovery.

Agency/Agencies	Agreement, Understanding or Commitment
WALGA – Great Southern Zone	Any support given in an emergency event shall be voluntary and of a level that will not unduly compromise the operations of the supporting Council.
VROC – Cranbrook, Broomehill/Tambellup, Plantagenet, Katanning, Gnowangerup & Woodanilling LGs	Great Southern Voluntary Regions of Council – Memorandum of Understanding
DFES	District Emergency Management Advisor employed to provide emergency related guidance, including recovery, to local governments.
State Recovery Coordinator	
Department of Communities	Provision of services in accordance with Local Emergency Relief and Support Plan

RESOURCES

The resources to assist the Recovery process have been identified and are included in Appendix 1.

The following table identifies suitable Local Recovery Coordination Centres in the local government area:

Centre name	Address	Capacity and available resources	Contacts
Council Chambers	19 Gathorne St Cranbrook	Fully equipped administration. Toilets AV facilities Reprographics facilities	Shire Office

TABLE 1: Shire of Cranbrook Recovery Coordination Centre

Financial Arrangements

The Shire of Cranbrook has arrangements in place to insure its assets. Details of these arrangements are found Synergy File Reference No AD100.

There may be a need for the Shire of Cranbrook to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire of Cranbrook will need to act in its capacity as the agency responsible for Recovery without funding allocated within Council's Budget.

Under Section 6.8 of the Local Government Act 1995, the Shire President may approve emergency expenditure where requested by the Chief Executive Officer:

The Shire of Cranbrook is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

1. Is incurred in a financial year before the adoption of the annual budget by the Shire of Cranbrook;
2. Is authorised in advance by resolution; or
3. Is authorised in advance by the shire president in an emergency.

The *State Emergency Management Policy* section 6 and *State Emergency Management Plan* section 6 outlines the States recovery funding arrangements. Relief programs may include:

- [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA)
- [Services Australia \(Centrelink\)](#)
- [Lord Mayor's Distress Relief Fund](#) (LMDRF).

ROLES AND RESPONSIBILITIES

The role and responsibilities of those involved in recovery are outlined below.

Local Recovery Coordinator

The Shire of Cranbrook Chief Executive Officer has been appointed as the Local Recovery Coordinator in accordance with the EM Act s. 41(4).

The Shire of Cranbrook Manager Corporate and Community will act in the role when the primary appointee is unavailable when an emergency occurs.

Role

The Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the local government.

The Local Recovery Coordinator is responsible for:

- Developing and implementing recovery arrangements in conjunction with local government including;
 - Preparing, maintaining and testing/exercising the Local Recovery Plan; and
 - Raising community awareness of the recovery arrangements.
- Coordinating local level recovery activities in conjunction with the Local Recovery Coordination Group (when formed) and in accordance with plans, strategies and policies that it determines; and
- Facilitating a coordinated approach with other Local Recovery Coordinators when more than one local government is affected by an emergency.

During an emergency, consider membership of the Local Recovery Coordination Group that is event specific.

A comprehensive list of agencies that may be invited to form part of the Local Recovery Coordination Group is included on page 9.

The Local Recovery Coordinator Action Checklist is found within Appendix 2.

The Local Recovery Coordination Group

The formation of a Local Recovery Coordination Group will be determined after considering the extent of the impact of an event.

Role

The Local Recovery Coordination Group is to coordinate and support local management of the recovery process by assessing the consequence of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

Functions

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate
- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT Reports etc
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure
- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available
- Understand the State and Commonwealth relief programs such as DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required
- Where appropriate, prepare a Communications Plan
- Depending on the extent of damage, develop an event specific Local Operational Recovery Plan which allows full community participation and access, as well as:
 - Taking account of the local government's long term planning and goal,
 - Assessing which recovery functions are still required, timeframes and responsibilities for completing them
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted
- Provide advice to the State and local government to ensure recovery programs and services meet the needs of the community
- Negotiate most effective use of State and Commonwealth agencies' resources.
- Monitor the progress and request periodic reports from recovery agencies
- Provide recovery public information, information exchange and resource acquisition

- Coordinate offers of assistance, including volunteers, services and donated money
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects
- Make appropriate recommendations, based on lessons learnt, to the local Emergency Management Committee to improve the community's recovery preparedness
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

The Shire of Cranbrook Local Recovery Coordination Group is comprised of the following core membership;

Core Members

- Shire President (or representative)
- Local Recovery Coordinator – Chief Executive Officer
- Key local government staff and elected members
- Community Liaison Officer
- Controlling Agency
- Great Southern District Emergency Management Advisor
- Local government networks, community members and community groups/associations/committees, such as environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools and chamber of commerce and industry.

Potential Members – Event Specific – Involvement To Be Determined

- Australian Red Cross
- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education (or Local School Representative)
- Department of Fire and Emergency Services
- Department of Health (or Local Health Services Provider/Officer)
- Department of Lands, Lands and Heritage
- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Essential Services such as;
 - Telstra
 - Water Corporation
 - Western Power
- Main Roads Western Australia
- Volunteering WA
- Western Australian Police Force
- Western Australian Local Government Association

Support Services To Local Recovery Coordination Group

The following agencies and organisations may provide support and advice to the Local Recovery Coordination Group on a range of topics such as: Impact Statement; State Recovery Cadre; Disaster Recovery Funding Arrangements; Western Australia and Public Donations criteria for financial assistance.

- State Recovery (DFES)
- Lord Mayor's Distress Relief Fund (City of Perth)

The Local Recovery Coordination Group Action Checklist is found at Appendix 3.

Local Recovery Coordination Group Subcommittees

Where required, it may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator and Local Recovery Coordination Group by addressing specific components of the recovery process.

Consideration will be given to establishing subcommittees across the four recovery environments (social, built, economic and natural), depending on the nature and extent of the recovery:

- **Social** Subcommittee to consider the impact an event may have on the health and wellbeing of individuals, families and communities.
- **Built** Subcommittee to consider the impact an event may have on physical infrastructure – those constructed assets that underpin the functioning of community e.g communication systems, transport systems, energy supplies, water and sewerage, food distribution, health facilities etc.
- **Economic** Subcommittee to consider the impact that an event may have an effect on the economic position of the area and sometimes the broader region affected by an event.
- **Natural** Subcommittee to consider the impact that an event may have on a healthy and functioning environment e.g air and water quality, land degradation, plant and animal damage/loss, national parks and cultural and heritage sites.

Communication Plan

Poor communication in emergencies during response and recovery is regularly highlighted as a constant challenge.

Good two-way connections with affected people will provide great assistance and reassurance to them. It is important the recovery team embraces every opportunity to connect with community members and support services.

With this in mind the following principles should be applied.

- Messages need to be clear, relevant accurate and timely;
- Communication needs to be two-way;

- Information needs to be accessible to a wide-ranging audience, including those with special needs;
- Have well-structured communication networks, both with individuals and organisations; and
- Adopt strategies to reiterate key messages.

Depending upon the size and nature of the incident it may be necessary to establish a 'communications team' that could offer specialised functions across the communication role.

Eight possible functions identified are;

- Recovery Communication Manager or Coordinator;
- Community Liaison;
- Stakeholder Engagement;
- Media Liaison;
- Social Media;
- Internal Communication;
- Publications; and
- Ministerial Liaison.

It is possible for some/all of these functions to be combined as required, or, as the extent of the recovery process demands.

WHO needs information?	WHAT communication methods and how they will be used?	WHERE will the information be provided?
Shire Staff	Regular updates to staff to ensure currency and accuracy of information. This will ensure consistency of message to enquiries received.	Staff email distribution list Briefings Staff meetings Talking points
Local Community – include residents, business and local agencies.	Regular updates to community ensuring currency and accuracy of information ensuring consistency of message to interested parties.	Shire SMS service Shire website and/or Facebook Establish 'drop in centre' at suitable location Circulars & newsletters Community events
Support Agencies	Regular Coordination Group meetings. Agency reports shared along with meeting minutes.	Distribution of Coordination Group meeting minutes

WHO needs information?	WHAT communication methods and how they will be used?	WHERE will the information be provided?
Incident Volunteers	Invited to join community communication channels. Regular face to face briefings as required.	Refer 'Local Community' strategies
People external to Shire of Cranbrook	Use of various media to communicate progress of recovery and possible impact on those visiting and/or passing through Shire.	Mass media Shire website Shire Facebook page Variable message boards
VIPs	Briefing notes and briefings to provide snapshot of degree of impact and progress towards full recovery.	Written notes prior Face to face at site

Table 2: Communication Plan Avenues for Consideration

APPENDIX 1.-LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

Timelines are suggestions only. Some may not be relevant in every event.

PRIOR TO EMERGENCY	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (Memorandum of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify at risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group prior to an event occurring based on the social, built, economic and natural environments, or as required.	

WITHIN 48 HOURS	
Contact and alert key local contacts	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff of CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	

Provide advice to the Shire President and CEO on the requirement to convene the Local Recovery Coordination Group and provide advice to the group if convened.	
During an event, consider membership of the Local Recovery Coordination Group that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a recording of events, actions and decisions.	
Ensure the local government provides Local Recovery Coordination Group with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	

WITHIN ONE WEEK	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangement Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and,	

if so, ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure; keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principle for Disaster Recovery.	

WITHIN ONE TO TWELVE MONTHS (or longer if required)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the Local Recovery Coordination Group and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	

Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
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APPENDIX 2.-LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

Please note this list is a guide only and is not exhaustive. Timeframes are approximate only.

WITHIN ONE WEEK	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor (s) to be included on Local Recovery Coordination group to provide recovery advise and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for at risk groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	

WITHIN ONE MONTH	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and, if so, ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop a Local Operational recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop' shop recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	

WITHIN TWELVE MONTHS (or long-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years).	
Ensure recovery projects that support the social, built, economic and natural environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

APPENDIX 3.-SHIRE OF CRANBROOK OPERATIONAL RECOVERY PLAN

Emergency: <include the type and location>

Date of Emergency:

Template note: The following template should be used as a guide only to assist local governments to prepare their own specific Local Operational Recovery Plan. Headings and suggested inclusions may or may not be relevant to your community or area.

Please add or amend content to reflect your local arrangements. Content requiring amendment (labelled in angle brackets <>) will highlight as a form field when selected allowing you to enter in new content. Please delete text styled as a Template Note. This information is provided to help draft your plan.

A simple way to retain the accessibility of this document is to use the Microsoft Word document styles provided. Using document styles will allow you to include a table of contents and ensure the text can be read by assistive technology. If required, you can modify the fonts through the Microsoft Word style panel to reflect your own style guidelines. Once this document is amended, it may require further remediation to meet all accessibility and inclusion standards.

Section 1 Introduction

<insert introduction content>

Template note/Suggested content:

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

Section 2 Assessment of Recovery Requirements

<insert section content>

Template note/Suggested content:

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Impact Statement.
- 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 (such as fatigue management).

Section 3 Organisational Aspects

<insert section content>

Template note/Suggested content:

- 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

<insert section content>

Template note/Suggested content:

- Details resources available and required.
- Redevelopment Plans (includes mitigation proposals).
- Reconstruction restoration programme and priorities, (including estimated timeframes).
- Include 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 such as the Disaster Recovery Funding Arrangements Western Australia, insurance, Lord Mayor's Distress Relief Fund, public appeals and donations).
- Public information dissemination.

Section 5 Administrative Arrangements

<insert section content>

Template note/Suggested content:

- 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

<insert section content>

Template note/Suggested content:

- Summarises goals, priorities and timetable of plan.
- It is recommended to show endorsement or approval from the Local Recovery Coordination Group. This could be shown with a signature from the Chair of the Local Recovery Coordination Group.

Signature _____

Chair, Local Recovery Coordination Group

Date:

APPENDIX 4.-LOCAL EMERGENCY RECOVERY PLAN – ACTION CYCLE

Using the State Hazard Plan PPRR structure the following actions will complement the operation of this part of the Local Recovery Plan.

Prevention

No action to be taken.

Preparation

Consider potential membership of the Local Recovery Coordination Group prior to an event occurring.

Reach out to, and invite, identified personnel to fulfil role if required.

Identify and train councillors who may be seconded to recovery roles.

Review & record condition and function of shire and community assets on regular basis.

Identify and train staff who may be seconded to recovery roles

Promote Recovery Plan to wider community to develop community resilience.

Audit local resources that may be required during recovery phase of an incident.

Response

Initiate contact and liaison with Controlling Agency during incident.

If there is likely to be impact to community initiate informal recovery actions as soon as possible.

Receive Critical Impact Statement from Incident Controller during handover.

Develop and implement Recovery Plan, scaled, to suit event.

Recovery Coordinator review checklist (Appendix 2 – this document) as a guide.

Chair Local Recovery Coordination Group review checklist (Appendix 3 – this document) as a guide.

Recovery

Implement Plan in accordance with tempo needs of incident.

Review effectiveness of implementation of plan.

Where required revise plan to reflect new findings.

Review Business Continuity Plan to ensure it remains robust and 'fit for purpose'.