<Name of Local Government> Local Recovery Plan

<Date of Plan>

**Template note:** In developing the Local Recovery Plan, it is important to ensure alignment with the [National Principles for Disaster Recovery](https://knowledge.aidr.org.au/resources/national-principles-for-disaster-recovery/). A Local Recovery Plan addresses the restoration of emotional, social, economic and physical wellbeing of a community, the reconstruction of infrastructure and the provision of support services following an emergency.

This Local Recovery Plan template has been developed to assist local governments and communities prepare a plan that empowers the community, is a dynamic working document, and reflects the individuality of the community.

This template should be used as a guide only. 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 (shown 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 and to retain some of the accessibility considerations built into this template.

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 easily update the 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. [Learn more about Microsoft Word accessibility.](https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d#PickTab=Windows)

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# Part one: Introduction

## 1.1. 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 <name of local government>. This plan has been endorsed by the <name of LEMC> Local Emergency Management Committee and has been tabled for information and comment with the <name of DEMC> District Emergency Management Committee. This plan has been approved by the <name of local government>.

## 1.2. Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

## 1.3. Objectives

The objectives of the plan are to:

* Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the <name of local government>.
* 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 in recovery.
* Provide a framework for recovery operations.

## 1.4. Scope

The scope of this recovery plan is limited to the boundaries of <name of local government> and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

# Part Two: Related Documents and Arrangements

The following documents are related to this plan:

* <Any relevant plans and arrangements that exist for the area should be listed for reference purposes. For example, HMA recovery plans, unique local government policies, local emergency management arrangements, support plans, airport procedures etc.>.

## 2.1. Agreements, Understandings and Commitments

The following agreements (Memorandums of Understanding) are in place between <name of local government> and other local governments, organisations or industries in relation to the provision of additional resources in recovery.

<Any local agreements should be listed for reference or may be included in an attachment: Include parties involved, obligations these agreements impose on the local government, any specific considerations and reference details for the agreements.>

# Part Three: Resources

The resources available and contact details for recovery have been identified and are included in **Attachment 1**.

<Reference additional resource lists, if applicable.>

**Template note**: Resources may include local government staff and volunteers, Elected members, emergency management agencies, subject matter experts and contacts, local government facilities, resources available through a resource sharing agreement, plant and equipment, transport vehicles and volunteers and community groups. It is important to update the contact details at least once every year.

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

| Centre name | Address | Capacity and available resources | Contacts |
| --- | --- | --- | --- |
|  |  |  |  |

Table 1: Local Recovery Coordination Centres

## 3.1. Financial Arrangements

The <name of local government> has arrangements in place to insure its assets. Details of these arrangements are found <location of financial arrangements>.

If necessary, the following arrangements have been made to fund recovery activities:

<List or description of any cash reserves or expenditure arrangements.>

**Template note:** Detail planned expenditure arrangements including access to cash reserves established for another purpose or borrowing arrangements under *Local Government Act 1995* sections 6.8(1)(b) and (c), 6.1(2) and 6.20(2).

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](https://www.dfes.wa.gov.au/recovery-funding) (DRFAWA)
* [Services Australia (Centrelink)](https://www.servicesaustralia.gov.au/natural-disaster)
* [Lord Mayor’s Distress Relief Fund](https://appealswa.org.au/) (LMDRF).

# Part Four: Roles and Responsibilities

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

## 4.1. Local Recovery Coordinator

The <local government position title>.has been appointed as the Local Recovery Coordinator in accordance with the EM Act s. 41(4). The <local government position title> will act in the role when the primary appointee is unavailable when an emergency occurs.

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

The functions of the Local Recovery Coordinator are:

<List or description of the agreed functions of the Local Recovery Coordinator.>

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

**Template note:** Suggested Local Recovery Coordinator role and functions are listed within the Local Recovery Coordinator Profile and Checklist found on the SEMC websiteunder [Local Recovery Guideline and Resources](https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources).

## 4.2. The Local Recovery Coordination Group

The <name of local government> Local Recovery Coordination Group is comprised of the following core membership:

* <Core membership position titles/agencies represented>

**Template note:** Suggested Local Recovery Coordination Group agencies to include within the core membership are listed within the Local Recovery Coordination Group Profile and Checklist found on the SEMC websiteunder [Local Recovery Guideline and Resources](https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources). The profile also lists recommendations for potential members.

The role of the Local Recovery Coordination Group is to coordinate and support local management of the recovery processes within the community. The functions of the Local Recovery Coordination Group are:

* <Agreed Local Recovery Coordination Group functions>

The Local Recovery Coordination Group Action Checklist is found within attachment 3.

**Template note:** Suggested Local Recovery Coordination Group role and functions are listed within the Aide Memoire – Local Recovery Coordination Group found on the SEMC websiteunder [Local Recovery Guideline and Resources](https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources).

## 4.3. 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 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
* **Built** Subcommittee
* **Economic** Subcommittee
* **Natural** Subcommittee.

**Template note:** Suggested roles and functions for the subcommittees can be found on the SEMC website under [Local Recovery Guidelines and Resources](https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources).

## 4.4. Communication Plan

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

| WHO needs information? | WHAT communication methods and how they will be used? | WHERE will the information be provided? |
| --- | --- | --- |
| <Example: Community recovery workers or at-risk groups> | <Social media and local government website posts> | <Potential public meeting venues or one-stop-shop locations> |

Table 2: Communication Plan

# Attachments

**Template note:** If an attachment is included, it should be clearly referenced within the body of the plan. Images or figures provided should contain alternative text or be marked as a decorative image, through the accessibility panel of Microsoft word (this is generally found under the review tab).

## Attachment 1: Recovery Resource and Contact Listing

This listing was last updated on <date>.

| Name | Resource type | Organisation/Location | Contact Details | Other relevant details |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Table 3: Recovery resource and contact listing

**Template note:** Resource types may include role, service, volunteer, equipment, community group, or others relevant to the community.

## Attachment 2: Local Recovery Coordinator Action Checklist

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

Prior to an 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 (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.

Identify at-risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.

* Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.

Within 48 hours

* Contact and alert key local contacts.

Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.

* Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.

Ensure an understanding of known or emerging impacts from the 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 Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.

During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.

* Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.

Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (con-tact DFES State Recovery for advice or for possible State Recovery Cadre support).

* Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.

Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government’s media arrangements, or seek advice or support from DFES State Recovery).

* Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government’s internal communication processes.

Within 1 week

* Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).

Consult with Controlling Agency on completing the 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 involved with recovery operations to determine priority actions.

* Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.

Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA. 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 the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.

* Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

Within 1 to 12 months (or longer-term recovery)

* Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.

Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.

* Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.

Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.

* Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.

Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

## Attachment 3: Local Recovery Coordination Group Action Checklist

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

Within 1 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 advice 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 1 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 if 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 an 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 the Department of Communities).

* Manage restoration of essential infrastructure.

Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.

* Monitor the progress of recovery and receive periodic reports from recovery agencies.

Within 12 months (or longer-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) should be planned for.

Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.

* Implement transitioning to mainstream services.