



AIDE MEMOIRE INCIDENT CONTROLLER RECOVERY FOR BUSHFIRE AND CYCLONE EMERGENCIES

Additional information on the Incident Controller's recovery role can be found in the [State EM Plan](#), section 6.

Incident Controller Recovery Responsibilities

- Ensure those with recovery responsibilities are promptly notified of the emergency and included within the incident management arrangements
- Ensure response activities are commensurate with, and have regard for facilitating recovery
- Ensure recovery activities are initiated as early as practicable during the response phase
- Facilitate collaboration between response and recovery agencies

Incident Controller Recovery Checklist:

- For Level 3 incidents, request the Local Government Authority Advisor position is implemented in the IMT
- Involve the Local Recovery Coordinator and other relevant recovery agencies in the IMT and/or ISG, with a commensurate focus on response and recovery
- Ensure the SEMC District Emergency Management Advisor (DA) is engaged in support of the Local Recovery Coordinator
- Consider if circumstances require the appointment of a Deputy Incident Controller Recovery
- Ensure traffic management and restricted access permit systems are in place
- Ensure community meeting rhythm is established
- Advise the State Recovery Coordinator when:
 - the incident is Level 2 or above
 - an emergency situation has been declared
 - there is a need to establish a local recovery coordinating group, and/or
 - eligible WANDRRA damage exceeds the Small Disaster Criterion (currently \$240,000)
- Liaise with the State Recovery Coordinator/Controller regarding activities impacting recovery
- Consider the appointment of a Recovery Impact Assessment Officer or Recovery Impact Assessment Team
- Ensure an initial impact assessment for the emergency is conducted in consultation with the local government/s and provided to the Local Recovery Coordinator and State Recovery Coordinator/Controller

- ❑ Direct offers of assistance from NGOs, spontaneous volunteers and public donations relevant to recovery activities to the Local Recovery Coordinator
- ❑ Participate in the meetings/activities of the local recovery coordinating group and/or subcommittees as required, or provide a delegate
- ❑ Upon completion of the response phase prepare to transfer management of the incident to the local government:
 - Coordinate, in conjunction with the ISG, the completion of a comprehensive impact assessment prior to cessation of response activities
 - Convene a meeting with the Local Government CEO(s) and State Recovery Coordinator/Controller to arrange transferring the management of the emergency to the local government

Additional Recovery Activities to Consider in the Short, Medium and Long Term

Built environment:

- ❑ Rapid damage assessment
- ❑ Notification of property losses
- ❑ Prioritise restoration of lifeline services/infrastructure
- ❑ Critical infrastructure damaged or lost – temporary restoration and permanent replacement
- ❑ Hazardous materials (e.g. asbestos)

Social environment:

- ❑ Community wellbeing during and post event, including counselling and psychological support, and establishing community outreach
- ❑ Arrangements for return of evacuated communities
- ❑ Arrangements for temporarily or permanently displaced persons
- ❑ Social support networks/services established
- ❑ Management of companion animals and horses

Economic environment:

- ❑ Impacts on industry, rural and commercial business continuity
- ❑ Management of livestock
- ❑ Impacts on State infrastructure
- ❑ Impacts of major arterial road/rail/air and port facilities being closed
- ❑ Activation of WANDRRA

Natural environment:

- ❑ Management of environmental erosion or contamination
- ❑ Manage impacts to flora and fauna

Supporting Legislation/Policy:

- ❑ Powers to aid recovery under Emergency Situation Declaration Section 50 Part 6 EM Act 2005