



AIDE MEMOIRE

STATE RECOVERY COORDINATOR

FOR LEVEL 3 STATE-WIDE EMERGENCIES

Additional information on the State Recovery Coordinator's role can be found in the [State EM Policy](#) section 6; [State EM Plan](#) section 6; and [State EM Recovery Procedures](#)

Notification Process

The Incident Controller (IC) is to 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 coordination group (LRCG)
- eligible DRFAWA damage exceeds the Small Disaster Criterion of \$240,000

State Recovery Objectives¹

- assist recovery at a social, economic, built and natural environment level;
- ensure that recovery activities are community-led;
- ensure that available government and non-government support to affected communities is targeted;
- assist communities to rebuild in a way that enhances social, economic and environmental values where possible, improve resilience of the relevant communities; and
- ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes.

State Recovery Coordinator Responsibilities during Response

- liaising with and supporting the Local Recovery Coordinator(s) for any emergency to ensure that local recovery arrangements are established and there is appropriate local government participation in an ISG;
- liaising with the SEC and Controlling Agency during the response phase of an emergency;
- participating in a SECG if established for an emergency and considering recovery requirements such as State-level support;
- participating in the collection, collation and distribution of impact/damage assessments for recovery purposes; and
- contributing to the HMA's post-operation report for consideration by the SEMC.

¹ State EM Plan section 6.1

| Response checklist | |
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| | Contact the SEMC District Emergency Management Advisor (DEMA) as early as practicable to gain awareness of the situation. |
| | Attend the Incident Control Centre or another location determined by the Controlling Agency/HMA to receive an operational briefing |
| | Contribute to the HMA's post-operation report for consideration by the SEMC and participate in lessons management activities. |

| Local government interface and liaison checklist | |
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| | Ensure the involvement of the Local Recovery Coordinator (LRC) and other relevant recovery agencies in the Incident Support Group (ISG), with an appropriate focus on response and recovery. |
| | Understand the capabilities of the local governments through briefings from LG CEO |
| | Ensure the management of recovery remains a local government responsibility unless circumstances require an increased level of State involvement. If State involvement occurs, ensure the community(ies) has equitable and appropriate access to resources. |
| | In conjunction with the local government(s) and the SEC, consider the level of State involvement required based on factors and the following criteria specified in State EM Plan: <ul style="list-style-type: none"> • the capacity of the local governments involved to manage the recovery; • the number of local governments affected; and • the complexity and duration of the recovery. |
| | Liaise with local government and WA Police Force to coordinate visits by dignitaries effectively. |

| Impact Statement checklist | |
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| | Determine activation of DRFAWA based on information from response and recovery agencies and in consultation with the DRFAWA administration team. |
| | Ensure the Impact Statement is progressed and completed in collaboration with the ISG. |
| | Obtain and ensure all Impact Statement records are maintained. |
| | Ensure a meeting with the local government CEO and IC is arranged by the Controlling Agency prior to transferring responsibility for management of recovery to the affected local government(s). |
| | Acknowledge the approved Impact Statement. |

| Activating State-level recovery checklist | |
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| | Consider if the escalation factors for recovery have been met in discussion with the local government and the Controlling Agency/HMA or State Emergency Coordinator. These escalation factors are summarised in Attachment A . |
| | <p>If determined a SRCG is required:</p> <ul style="list-style-type: none"> • consider membership of the SRCG, based on the 4 environments: social, built, economic and natural; and • convene and chair the SRCG, unless a State Recovery Controller is appointed. <p>State EM Recovery Procedure 3 provides details on the SRCG.</p> |
| | <p>If extraordinary arrangements are required:</p> <ul style="list-style-type: none"> ○ consult with the SEC on the appointment of a State Recovery Controller; ○ identify any legislative support and resources required; and ○ if agreed, recommend that the Premier appoint a State Recovery Controller. <p>State EM Recovery Procedure 5 provides details on the appointment of a State Recovery Controller.</p> |
| | <p>If recommending appointment of State Recovery Controller:</p> <ul style="list-style-type: none"> • Prepare a Briefing Note to the Premier, requesting the appointment of a State Recovery Controller, which includes: <ul style="list-style-type: none"> ○ a suggested list of persons suitable to be appointed to the role of State Recovery Controller for consideration. The final decision is at the Premier's discretion. ○ the State Recovery Coordinator's proposed establishment and membership of the State Recovery Coordination Group (SRCG) to respond to the community's recovery needs • Coordinate the administrative and HR arrangements for the State Recovery Controller, such as remuneration, office, off-road vehicle, laptop and mobile phone. |

State Recovery Coordinator Responsibilities during Recovery

- coordinating recovery activities of Government and non-government agencies;
- supporting the operation of State-level recovery coordination through the SRCG, when established;
- chairing the SRCG if established, unless a State Recovery Controller is appointed;
- assisting the State Recovery Controller to undertake their duties;
- disseminating information relating to State-level recovery coordination in consultation with the SEPIC and Local Recovery Coordinator(s); and
- determining when the State-level recovery coordination arrangements cease, unless State Recovery Controller is appointed.

The State Emergency Coordination Group (SECG) is responsible for State-level recovery coordination, until recovery is referred to the SRCG, if established².

| State-level recovery coordination checklist | |
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| | If powers continue to be needed, maintaining of ensure Emergency Situation Declaration/State of Emergency declaration through the HMA/SEC. |
| | If established, Chair and determine the appropriate membership of the State Recovery Coordination Group (SRCG). |
| | Support the operation of the SRCG to carry out the SRCG functions found in Attachment B . |
| | Begin the development of a State Level Recovery Plan. |
| | Consult with the SEPIC regarding the State-level recovery emergency public information during the response and recovery phases of an event to ensure consistent and accurate messaging. |
| | Liaise with panel providers, as required. |

| Recovery cessation checklist | |
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| | Determine when State-level recovery coordination arrangements should cease following consultation with the affected local government/Local Recovery Coordination Group to ensure there are no gaps in service delivery or non-completion of tasks. |
| | Following consultation with the affected local government/Local Recovery Coordination Group, the SRCG is to conduct an evaluation of the State Level Recovery Plan's effectiveness at the conclusion of the recovery arrangements, as directed by the SEMC. |
| | Arrange for all public authorities involved in recovery to be operationally debriefed after cessation of the arrangements and prepare report to the SEMC or State Government. |

² State EM Policy statement 6.4.6

Escalation Factors for State-Level Recovery for State Recovery Coordinator and State Recovery Controller

State involvement in recovery is to be determined through consideration of the capacity of the local governments involved to manage the recovery; the number of local governments affected; and the complexity and duration of the recovery (State EM Plan section 6.6).

Escalation from State Recovery Coordinator to State Recovery Controller involvement should consider the following factors:

| State Recovery Coordinator | | State Recovery Controller | |
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| Support provided by State Recovery Coordinator may be appropriate where: | | Support provided by State Recovery Controller may be appropriate where: | |
| People | <ul style="list-style-type: none"> Some serious or critical injuries or deaths | People | <ul style="list-style-type: none"> Significant number of serious or critical injuries or some deaths |
| Economy | <ul style="list-style-type: none"> Some impact on State’s economy & tourism | Economy | <ul style="list-style-type: none"> Significant impact on the State’s economy & tourism Serious risk to the State’s reputation, economy or industry |
| Environment | <ul style="list-style-type: none"> Long-term environmental hazard (e.g. asbestos) Destruction of critical environmental assets | Environment | <ul style="list-style-type: none"> Major public health issues Significant long-term environmental hazard (e.g. asbestos) Significant destruction of critical environmental assets |
| Public Administration & Government | <ul style="list-style-type: none"> LG does not have capacity to manage recovery without State support; surrounding LGs do not have capacity to support affected LG; more than one LG is affected State/Commonwealth government financial support required Significant financial support required through DRFAWA Considerable State/Commonwealth Govt. Ministerial involvement | Public Administration & Government | <ul style="list-style-type: none"> Complex long-term recovery management is required More than one LG is affected & a regional approach to supporting LGs is required Significant financial support required through State/Commonwealth governments |
| Infrastructure | <ul style="list-style-type: none"> Community, essential services or transport infrastructure affected in the short term (e.g. hospitals, schools, power, gas, water, phones, road, rail, airport) | Infrastructure | <ul style="list-style-type: none"> Significant community, essential services or transport infrastructure affected in the mid to long term (e.g. hospitals, schools, banks, shops, power, gas, water, phones, road, rail and airport) There is damage or loss to the State’s critical infrastructure |
| Social Setting | <ul style="list-style-type: none"> Short-term loss of community access to basic requirements such as shelter, food, clothes, money & fuel Short-term disruption of essential LG or State government services to the community Community evacuation has occurred & repatriation is prolonged Large numbers of affected community who are psychologically impacted, beyond the capacity of the local response agencies | Social Setting | <ul style="list-style-type: none"> Mid to long term loss of community access to basic requirements such as shelter, food, clothes, money & fuel Mid to long term disruption of essential LG or State government services to the community Mass community evacuation has occurred & repatriation is prolonged Significant numbers of affected community who are psychologically impacted |
| Cessation of State Recovery Arrangements: The State Recovery Coordinator is responsible for determining when State-level recovery coordination arrangements cease, in consultation with the affected LG & Local Recovery Coordination Group | | Cessation of State Recovery Arrangements: When a State Recovery Controller is appointed, cessation will be informed by the completion of the recovery objectives and determined by the Premier or the Minister | |

Functions of the SRCG

The SRCG will:

- assess, in conjunction with the local government/Local Recovery Coordination Group, other public authorities, and appropriate community representatives, the assistance required by the affected community. This may require on-site assessment;
- assist the local government(s), local recovery coordinator(s), and Local Recovery Coordination Group(s) to implement the local recovery plan.
- identify a public authority with lead responsibility for each of the social, built environment, economic and natural environment aspects of recovery;
- develop a State Level Recovery Plan specifically for the emergency and coordinate the most effective use of government and non-government resources to implement that plan;
- monitor the progress of recovery and receive periodic reports from the local government/Local Recovery Coordination Group and other public authorities involved in the recovery process;
- advise the Premier, Minister, Controlling Agency/HMA and the State Emergency Coordinator (SEC) on the conduct and progress of recovery; and
- identify and recommend, if necessary, specific assistance measures for consideration by the State government.
- advise the local government(s) of the State recovery progress to resolving State-level recovery issues;
- coordinate the State-level financial arrangements of DRFAWA, the Lord Mayor's Distress Relief Fund and insurance, in consultation with the LRCG(s); and
- coordinate the State-level non-government organisations, in consultation with the LRCG(s).

[State EM Recovery Procedure 3](#) outlines the functioning of the State Recovery Coordination Group.