

Local Recovery Coordination Group Profile and Checklist

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district

Role

The LRCG is to coordinate and support local management of the recovery process by assessing the consequences 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.
- Prepare a Communications Plan where appropriate.
- 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 goals
 - 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 that recovery programs and services meet the needs of the community.
- Negotiate most effective use of State and Commonwealth agencies' resources.
- Monitor the progress of recovery 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.

Membership

Core Members

- Local Recovery Coordinator
- Key local government staff and elected members
- Community Recovery Coordinator and/or Community Liaison Officer
- Controlling Agency
- 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 chambers of commerce and industry.

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross
- Chamber of Commerce and Industry WA / Small Business Development Corporation
- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education (or Local School Representative)
- Department of Fire and Emergency Services (DFES)
- Department of Health (or Local Health Services Provider/Officer)
- Department of Local Government, Sport and Cultural Industries

Department of Planning, Lands and Heritage

- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Essential Services Network Operators Reference Group representative
- Essential Services such as:
 - Alinta Gas
 - Telstra Corporation
 - Water Corporation
 - Western Power/Horizon Power.
- Insurance Council Australia
- Main Roads Western Australia
- Public Information Reference Group representative
- Volunteering WA
- Western Australia Police Force
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG 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).

Local Recovery Coordination Group Action Checklist

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

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 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 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.