

# Local Recovery Coordinator Profile and Checklist

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

## Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group (LRCG).

## Functions

### Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government.
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience.
- Identify at-risk groups within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people.
- Consider potential membership of the LRCG prior to an event occurring.

### During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group (ISG) and Operational Area Support Group meetings.
- Ensure local government actively participates in ISG meetings and provides advice to the HMA and Supporting Organisations relating to the LEMA.
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required.
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency.
- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s).

### Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established.
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping.
- Determine the required resources for effective recovery in consultation with the LRCG.
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established.
- 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.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers.
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

## Membership

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

### 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

- 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 Coordinator Action Checklist

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

### 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 (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 (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'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, 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 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.