Local Recovery Management Arrangements

Shire of York

2017

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Amendment Record

Number	Date	Amendment Details	By
1	31 October 2017	First Draft	TRG

Document Availability

The Shire of York Local Recovery Management Arrangements are available as an attachment to the Local Emergency Management Arrangements which is located at the following areas during normal business hours:

- Shire of York Administration Building
- York Community Resource Centre

Electronic copies are also available from the Shire.

1 Part One – Introduction

Following the impact of a hazard on a community within the Shire of York, there may be the needs to assist the community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- Reconstruction of the physical infrastructure; and
- Restoration of emotional, social, economic and physical wellbeing.

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

1.1 Authority

The Local Recovery Plan has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements for the Shire of York. This plan has been endorsed by the Local Emergency Management Committee and has been tabled for information and comment with the District Emergency Management Committee.

This plan has been endorsed by the Shire of York.

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 in the Shire of York.
- Establish a basis for the coordination of Recovery Activities at a local level
- Promote effective liaison between all Hazard Management Agencies, Emergency Services and Supporting Agencies which may become involved in recovery management
- Cleary outline the relationships between Local Government, other Government and Non-Government Agencies involved in emergency management.
- Provide a framework for Recovery Operations
- Provide guidelines for the operations of these Local Recovery Management Arrangements.

1.4 Scope

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

(Please note the Shire of York will only be able to act within its financial and resource capability and to the extent of resources that may be available from State and Federal funding sources)

1.4.1 Area Covered

The Shire of York is located 97kms from Perth in the Central Wheatbelt and encompasses the towns of York and localities of Burges, Quellington, Green Hills and Talbot Brook. The Shire covers 213,519 ha, mainly agricultural, contains 1819 households and currently has a population of 3,439. (ABS 2011).

1.4.2 Topography

The Shire of York includes pockets of bushland and farmland with terrain ranging from gentle sloping to steep rocky inclines of varied aspects.
The Avon River passes through the centre of York in a north/south direction.
There are a significant number of bushland reserves within the shire that include Mt Bakewell, Mt Brown, Wambyn and the Wandoo National Park.

2 Part Two – Related Documents and Arrangements

The following documents are related or are to use in conjunction with this plan:

2.1 Legislation, Plans and Policies

2.1.1 Local

The following Local Plans apply to the Shire of York in regards to Recovery Management

Document	Owner	Location	Review
Local Emergency Management Arrangements	Shire of York	Shire of York Offices	Quinquennially
Welfare Support Plan	Department of Communities	Shire of York Offices	

2.1.2 State

The following State Plans and Policies apply to the Shire of York in regards to Recovery Management.

Document	Owner	Location	Review
State Emergency Management Plan	State Emergency Management Committee	http://www.semc.wa.gov.au/Documents/Resources/Legislation%2c%20Policy%2c%20Plans%2c%20Procedure%20and%20Guidelines/Plans/State%20EM%20Plan/StateEMPlan.pdf	Quinquennially 2021
State Health Emergency Response Plan (Interim)	Department of Health	http://www.semc.wa.gov.au/Documents/Resources/Legislation%2c%20Policy%2c%20Plans%2c%20Procedure%20and%20Guidelines/Plans/Support%20functions/StateHealthEmergencyResponsePlanFINALMay2016HEMCapproval.pdf	Quinquennially 2021
Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)	Department of Premier and Cabinet	https://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx	N/A
Lord Mayor's Distress Relief Fund	LMDRF Board	http://www.appealswa.org.au/	N/A

2.2 Agreements, Understanding and Commitments

There are no current MOU's, Agreements or Commitments.

(Please note that as per verbal agreements mutual aid amongst the Shire's of Northam, York, Mundaring and Beverley would be available)

2.3 Additional Support

Additional support from agencies and organisations outside the general recovery scene could potentially include:

- WAPOL
- DFES
- Department of Communities

- Department of Health
- Church Groups
- Wheatbelt Development Commission
- York Branch – Country Women's Association

3 Part Three – Resources

3.1 Physical Resourcing

The Local Recovery Coordinator for the Shire of York is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of York resources are identified in the Contacts and Resources Register located in Appendix One of the Local Emergency Management Arrangements.

The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of York should an emergency occur.

The Local Coordination Centre (Recovery) is also the provision of the Shire of York. These can be located in Appendix 6 – Local Coordination Centre (Recovery) and are to be used in conjunction with the Shire of York LECC. The location of the LCC (Recovery) is the responsibility of the LRC in consultation with the IC.

3.2 Financial Arrangements

It should be recognised that in the event of an emergency there may be a need for the Shire of York to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire will need to act in its capacity as the agency responsible for Recovery without funding allocated within Council's Budget. Under Section 6.8 of the Local Government Act 1995, the Shire President may approve emergency expenditure where requested by the Chief Executive Officer or Recovery Committee:

"A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

(a)   *is incurred in a financial year before the adoption of the annual budget by the local government;*
(b)   *is authorised in advance by resolution*; or*
(c)   *is authorised in advance by the mayor or president in an emergency."*

Please note:
- The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.
- Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of York will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet web page
- The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at $240,000).
- Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.
- Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

3.3 Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in SEMC Procedure OP-19 – Managing of Public Fundraising and Donations.

Please Note: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group.

4   Part Four – Roles and Responsibilities

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

4.1 Local Recovery Coordinator (LRC)

The Executive Manager Infrastructure & Development Services (EMIDS) has been appointed as the Local Recovery Coordinator in accordance with the Emergency Management Act 2005, S 41. (4). The Executive Manager for Corporate & Community Services will act in the role if the primary appointee is unavailable when an emergency occurs.

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Committee.

The functions of the LRC are as follows:
- Ensure the Local Recovery Plan is established
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Committee(LRCC) and provide advice to the LRCC if convened
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Committee
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Committee
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Committee and State Recovery Coordinating Group, if established
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
- Ensure the recovery activities are consistent with the principles of community engagement
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

4.2 Local Recovery Coordination Committee (LRCC)

The Local Recovery Coordinating Committee (LRCC) comprises a core membership comprising Local Government Managers, HMA personnel, personnel representing supporting organisations and community representatives. The LRCC is responsible for the overall coordination of community recovery following an emergency event. The LRCC may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCC. The makeup of the LRCC or any respective subcommittees will be determined by the scale of the event. The LRCC and subcommittees will change over time.

(Suggestions for sub-committees can be located in Appendix One of this document)

The functions of the LRCC are as follows:
- Establishing subcommittees as required
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate
- Developing an operational plan for the coordination of the recovery process for the event that:

- o takes account of the local government long term planning and goals
- o includes an assessment of the recovery needs and determines which recovery functions are still required
- o develops a timetable and identifies responsibilities for completing the major activities
- o considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people
- o allows full community participation and access
- o allows for the monitoring of the progress of recovery
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities
- Facilitating the provision of services, public information, information exchange and resource acquisition
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies
- Ensuring a coordinated multi agency approach to community recovery
  - o Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed
  - o outside of the direct control of the Committee
  - o Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

4.2.1 Composition of the LRCC

Organisation	Representative
Shire of York	Local Recovery Coordinator (LRC)
Shire of York	Chief Executive Officer
Shire of York	Deputy Chief Executive Officer
Shire of York	Deputy Shire President
HMA	Representative
Department of Communities	Representative
As Required	
Shire of York	Manager of Health and Building
Shire of York	Manager of Works and Services
Shire of York	Councillor (BFAC Membership)
Shire of York	Councillor (BFAC Membership)
York District Hospital	Representative
Department of Fire and Emergency Services	Representative
Western Australian Police	Representative
St John Ambulance	Representative
Main Roads Western Australia	Representative
Water Corporation	Representative
Western Power	Representative
Department of Health	Representative
Department of Biodiversity Conservation & Attractions	Representative

4.3 Organisations

The following list details the assigned and/or potential roles and responsibilities of organisations that may be participants in the recovery phase of an emergency affecting the community.

4.3.1 Local Government

- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41(4)]
- Appoint a Local Recovery Coordinator(s) [EM Act s.41(4)]

- Chair the LRCG;
- Provide secretariat and administrative support to the LRCC, as required
- Provide other representatives to the LRCC or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, Community Services)
- Ensure the restoration/reconstruction of services/facilities normally provided by the local government.

4.3.2   Department of Communities

- Provide a representative to the LRCC
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance (State EM Plan Section 5.4)
- Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (State EM Plan Section 6.10 and WANDRA).

4.3.3   Department of Agriculture and Food WA

- Provide a representative to the LRCC
- Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies
- Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRA (State EM Plan Section 6.10 and WANDRA).

4.3.4   Main Roads Western Australia

- Provide a representative to the LRCC
- Assess and report on damage to State/Federal road infrastructure that may impact on the community In conjunction with the Local Government assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route
- Assist the local government with the reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program and/or the WANDRRA.

4.3.5   Essential Services (Including Power, Telecommunications, Water and Gas – Western Power, Telstra, Water Corporation)

- Provide a representative to the LRCG (co-opted as required)
- Assess and report on damage to essential services and progress of restoration of services
- Facilitate restoration of priority services as requested by the LRCC.

4.3.6   Wheatbelt Development Commission

- Provide a representative to the LRCC (co-opted as required)
- Assist with the assessment of the impact of the emergency on small business
- Provide advice on and facilitate access to available business support services/funding support, e.g. WANDRA small business support measures.

4.3.7   Department Of Education (Or Local School Representative)

- Provide a representative to the LRCC (co-opted as required)
- Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

4.3.8   Local Health Services Provider (Department Of Health or Local Health Officer)

- Provide a representative to the LRCC
- Advise on health, environmental health and medical issues arising from the emergency
- Coordinate the local health components of the recovery process.

4.3.9 Department of Environment Regulation

- Provide advice on environmental protection, clean up and waste management.

4.3.10 Lord Mayor's Distress Relief Fund

- Liaise with the LRCG to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies"
- As required set up a local appeals committee in conjunction with the LRCC
- Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance.

4.4 Communications Plan

Communication Method	Information Location	Information Recipients
York CRC Facebook	Internet	
Shire of York Website	Internet	
Shire of York Harvest Ban Hotline	Telecommunications (SMS Global)	Please note recipients of information will be decided on time of dispersal
Notice Boards	Shire of York Administration Offices York IGA Cooperative	
Shire of York Phone Tree	Telecommunications	
Roadside Messaging Boards (RMB)	Shire Depot Trailers	

5 Appendices

Appendix	Description
One	Sub Committee Examples
Two	Recovery Management Structure
Three	Operational Plan Template
Four	Operational Checklists
Five	Operation Sequence Guide (Recovery)
Six	Location of Local Coordination Centres (Recovery)

5.1. Appendix One – Sub Committee Examples

Community (or Social) Subcommittee Objectives
- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

Environment (or Natural) Subcommittee Objectives
- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

Infrastructure (or Built) Subcommittee Objectives
- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Finance (or Economic) Subcommittee

Role
To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions
- The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
  - ensure the principles of equity, fairness, simplicity and transparency apply
  - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
  - recognise the extent of loss suffered by individuals
  - complement other forms of relief and assistance provided by government and the private sector;
  - recognise immediate, short, medium and longer term needs of affected individuals
  - ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

The following is a sample LMDRF Eligibility Criteria and Levels of Financial Assistance used by the Shire of Mundaring for the Parkerville-Stoneville- Mt Helena Fire on 12 January 2014

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed;
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable; and
- Level Three – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.

Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and

Level Five – shall apply in those instances where there has been partial damage/ loss of house contents and other personal effects.

5.2. Appendix Two – Recovery Management Structure

5.2.1. Initial Structure (During Response)

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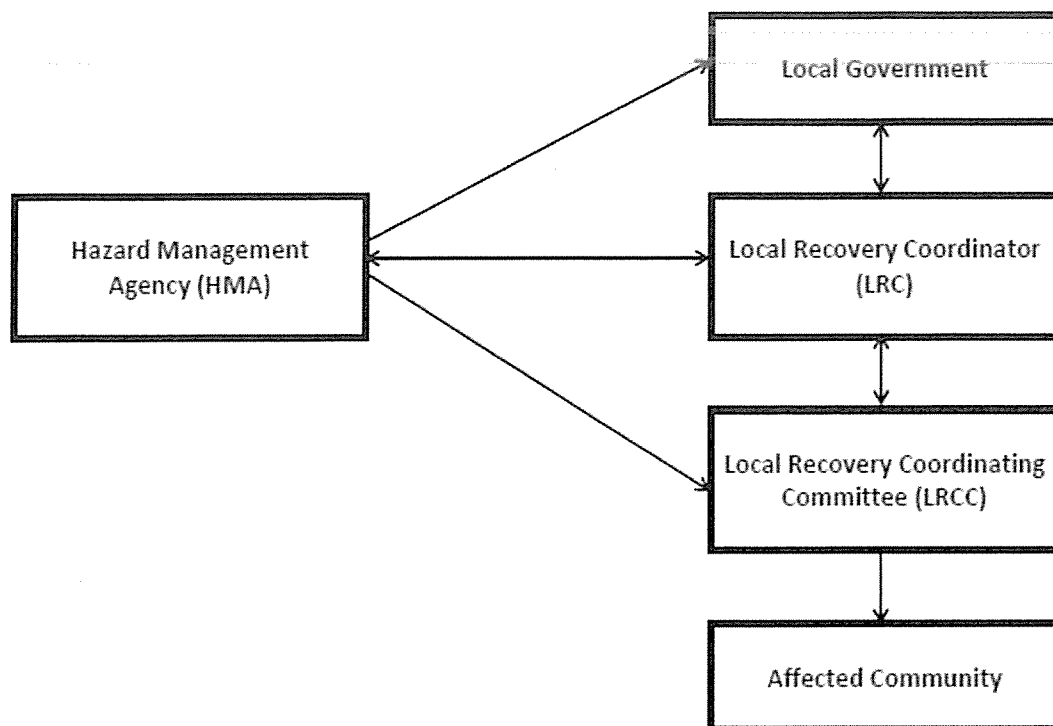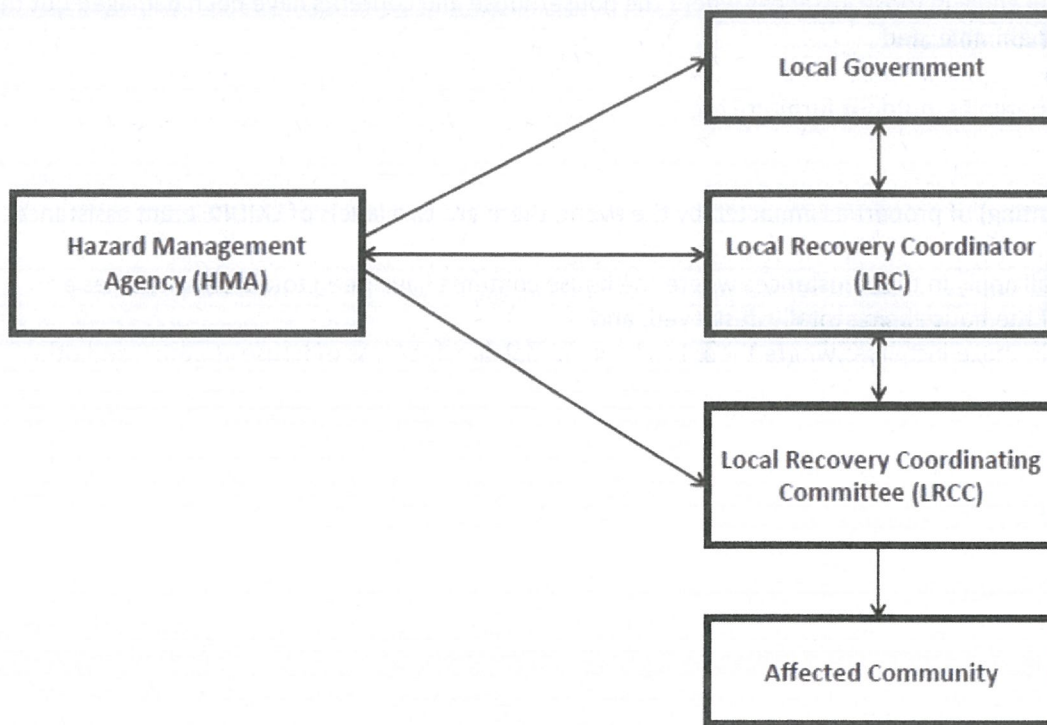
5.2.2. Potential Recovery Governance Structure
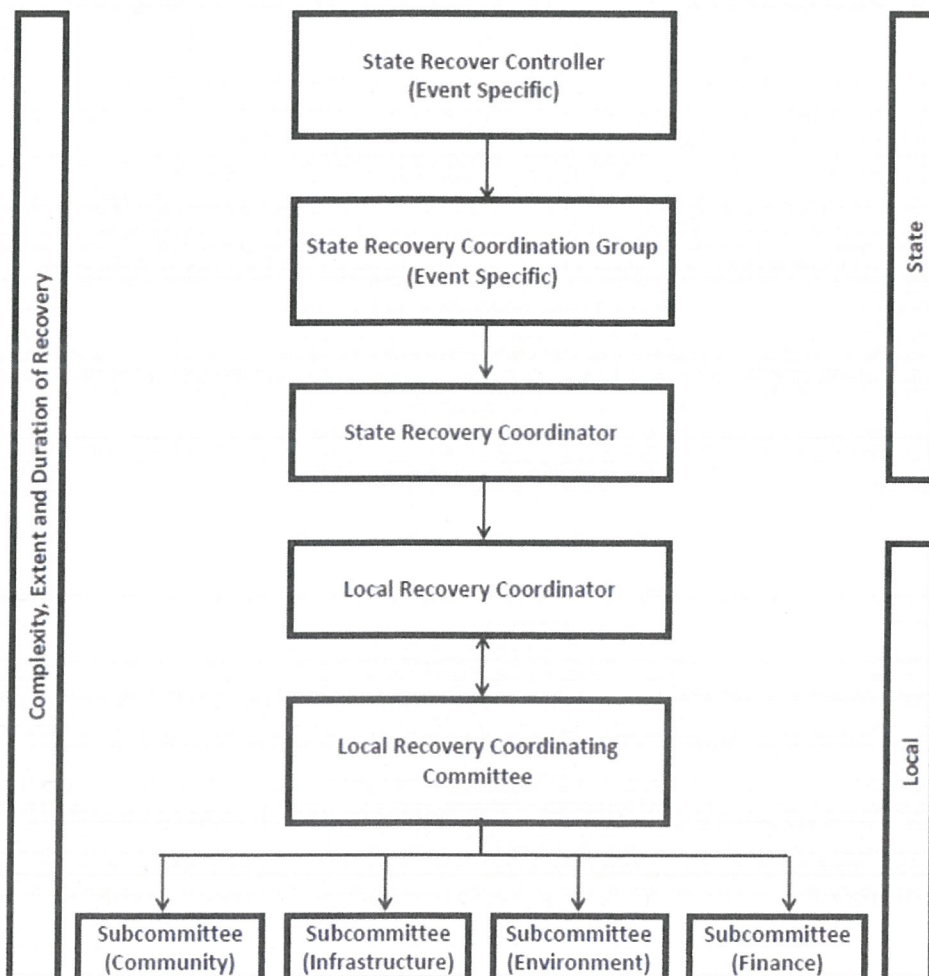
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The Shire of York has prepared Local Recovery Arrangements that encompass all valid legislated requirements. However, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan should be prepared by the Local Recovery Coordinating Committee.

The operational recovery plan should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community.

Each operational recovery plan will be different depending upon the nature of the emergency and the severity of the destruction and disruption. However, the following is a guide to those elements that should be included, although it is not intended to be prescriptive

OPERATIONAL RECOVERY PLAN *(Suggested composition/layout following a major emergency)*

Shire of York Local Recovery Coordinating Group

Operational Recovery Plan

Emergency: ....

Date of Emergency: ....

Section 1 - Introduction

Background on the nature of the emergency or incident: ....

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Purpose of the plan: ....

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Authority for plan: ....

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Section 2 - Assessment of Recovery Requirements

Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure): ....

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Estimates of costs of damage: ....
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Temporary accommodation requirements (including details of evacuation centres): ....
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Additional personnel requirements (general and specialist): ....
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Human services (personal and psychological support) requirements: ....
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Other health issues: ....
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Section 3 - Organisational Aspects (Detail the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process, the inter-agency relationships and responsibilities, the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator)

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Section 4 - Operational Aspects

Details of resources available and required: ....

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Redevelopment Plans (includes mitigation proposals): ....

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Reconstruction restoration programme and priorities, (including estimated timeframes): .....

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Programs and strategies of government agencies to restore essential services and policies

for mitigation against future emergencies: ....

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Local Government program for community services restoration: ....

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Financial arrangements (assistance programs (NDRRA), insurance, public appeals and

donations: ....

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Dissemination of Public information: ....

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Section 5 - Administrative Arrangements (Administration of recovery funding and general financial issues)

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Section 6 - Conclusion (Summarise goals, priorities and timetable of plan)

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Signed by:

Chair, Local Recovery Coordinating Group

Date: ....

5.4. Appendix Four – Operational Checklists/Templates

Operational checklists and Templates are useful source material for ensuring that all tasks are being completed and considered during the recovery phase. The following checklists encompass a broad range of information but should not be the sole consideration during this period.

5.4.1. Built Environment Checklist/Template

Immediate Considerations	
	Conduct immediate impact/needs assessment (0 to 3 days).
What components/services are working/not working? *(Consider priority needs such as community safety, accommodation, communications, welfare and recovery centres, public facilities and food/water supplies)*	
	What needs to be done to prevent further damage?
	What hazards exist?
Short to Medium Term Considerations	
	Conduct a short to medium term impact/needs assessment (3 to 9 days)
What are the evolving needs? *(Consider food and material distribution, power, water, communications and temporary accommodation)*	
	Can services be reinstated quickly?
	What temporary solutions can be implemented?
	Re-establishment of retail and commercial facilities
	Re-establish community buildings and facilities
	Manage resourcing and supply chains
What additional resources will be required? *(please consider both the affected community and recovery operation)*	

At which level are materials available *(Locally, Regionally, Nationally)*	
At which level are contractors available *(Locally, Regionally, Nationally)*	

Long term

Consider opportunity to improve infrastructure and services during reinstatement *(please consider are the damaged or destroyed services still relevant to the community, are there opportunities for upgrade, are there opportunities for the establishment of new facilities and services, are the services being restored/replaced more sustainable and resilient to future events)*

	Consider the priority of and re-establishment of transport links
	Consider if power and communications are adequate and stable
	Consider re-establishment of utilities
	Consider the re-establishment of commercial and industrial infrastructure

	Consider the re-establishment of public facilities, community buildings and Local Government administration facilities
	Consider the facilitation of the restoration of residential buildings
	Support the restoration of rural infrastructure
	Review and establish long-term recovery infrastructure

5.4.2. Economic Checklist/Template

Immediate	
Priority needs for the affected community and recovery efforts *(Consider emergency cash grants, access to finance and banking, facilitation of insurance claims and assessments, management of donations and appeals, support for businesses and employers)*	
	Consider the establishment of arrangements for the collection and management of donated monies.
Short to Medium Term	
What are the evolving short term needs? *(Consider insurance support, access to employment, renegotiation of loans, assistance with grant applications, support for small/medium business, contract support)*	
	Restore financial services as soon as possible
	Restore community services
	Establish arrangements for the management and distribution of donated monies
	Establish business assistance facilities if required
	Assess employment issues
	Support local business

	Work with insurance sector to ensure coordinated response
	Develop strategy to maximise the use of local resources during reconstruction and re-establishment
	Prioritise reconstruction to meet community business continuance requirements
	Facilitate mutual aid agreements between authorities and suppliers (if required)
	Support small to medium enterprise (advise only)
	Consider the re-establishment of retail/commercial facilities
	Manage resourcing and supply chains

Long Term

	Prioritise and secure supply chains
	Consider the re-establish business infrastructure
	Ensure the equitable, accurate and timely distribution of donated monies
	Support the restoration of rural infrastructure
	Reassess employment and livelihood issues
	Explore opportunities for an ongoing local business support network
	Communicate planned actions to affected community, recovery management team and stakeholder organisations

5.4.3. Natural Environment Checklist/Template

Immediate

Risk Assessment
Immediate Impact assessment

Priority needs for the natural environment *(Consider contaminants, wildlife, erosion, threatened species, stormwater and restoration of habitat)*

Short to Medium Term

Ongoing Risk Management and Continuous Environmental monitoring

What are the evolving short/medium term needs? (Consider clean up, rehabilitation, ongoing care and management of injured wildlife and endangered species, operational damage, ecological impact, erosion, prevention of contamination, restoration of public spaces, restoration of natural resources)

Long Term

	Identify opportunities to improve the natural environment during reinstatement
	Consider opportunities to create more sustainable and resilient natural environment areas

5.4.4. Social Environment Checklist/Template

Immediate Considerations

	Conduct immediate impact/needs assessment

What has the impact been on individuals and families *(Consider priorities such as how many affected, mortality and injury, potential for trauma (Psychological and emotional), displacement, property loss, loss of pets/companions, isolation, CALD groups, special needs or individuals)*

What are the priority needs of the affected community and recovery effort *(consider safety, water/food, psychological needs, emergency accommodation, personal needs, reunification of families, financial and material aid, health/medical difficulties, communication, information, community connectivity, CALD needs)*

Short to Medium Term Considerations

	Conduct a short to medium term impact/needs assessment (3 to 9 days)

What are the evolving needs? *(Consider psychological support, accommodation, financial and material aid, health/medical difficulties, communication, information assistance with the recovery process, community connectivity, CALD needs)*

	Consider outreach programs
	Ensure displaced persons can re-engage with community
	Consider psychosocial support mechanisms
	Consider support and resource services *(consider CALD groups, hearing/vision impairment etc.)*
	Consider tourist/visitor needs
	Coordinate management of recovery centres
	Monitor and manage public health advice in regards to safety and disease control
	Ensure the planning and implementation of services maintain awareness of CALD groups
Long term	
	Consider food and water supplies
	Consider adequate safety and security
	Consideration to displaced persons and if they have private, self-contained accommodation
	Are personal health and clinical services restored
	Are public health issues adequately managed
	Ensure people with special needs are considered
	Establish systems for ongoing psychological and emotional support for affected persons
	Redevelop social networks and connections (If possible)
	Establish an ongoing information provision

2.1 Operational Sequence Guide (Recovery)

Situation	Organisation/Action
Alert On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities	**HMA** - *To ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements.* **Local Government** - Establish liaison with Local Recovery Coordinator - Advise and liaise with LRCC members.
Activation Requirement for Local level coordination of recovery identified/requested	**Local Government** - When requested by the Incident Management Team or Incident Controller, convene the Local Recovery Coordinating Committee and establish Sub-Committees as necessary. **LRCC** - Arrange for conduct of on-site assessment, if appropriate. - Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
Stand down On completion of Local coordinated recovery activities.	**Local Government/LRC** - Ensure handover of responsibility for ongoing recovery activities to a managing agency. - Advise LEC and LRCC members of stand-down - Conduct debrief/post operations review and prepare report to the LEMC - Manage the implementation of post operations report recommendations and revision of Local Recovery Management Arrangements as required.

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Please note these LCC (Recovery) are to be used in conjunction with the LECC.