LEMA

LOCAL EMERGENCY
MANAGEMENT ARRANGEMENTS

Heart of the Stirlings

SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP



LOCAL RECOVERY PLAN

2025

Contents

0

CONTENTS **1**

1. ADMINISTRATION **3**

1.2 Endorsement - Gnowangerup Local Recovery Plan 4
1.3 Acronyms 5
1.4 Document Availability 6
1.5 Feedback 6
1.6 Distribution 7
1.7 Related Documents, Agreements and Understandings, Special Considerations 8
1.7.1 Related Documents *8*
1.8 Agreements, Understanding and Commitments 8
1.8.1 Mutual Aid Agreement – (Draft Proposal) *8*

2. RECOVERY **9**

2.1 Overview 9
2.2 Authority 9
2.3 Purpose 9
2. 4 Objective 9
2.5 Shire Recovery Principles 10
2.6 Recovery Values 11
2.7 Shire of Gnowangerup Values TRUST 11
2.8 Community Development in Recovery 12
2.9 Threats 13
2.10 Scope 13
2.11 Geographic Location 14

3. ACTIVATION & ACTIONS **15**

3.1 Activation of Recovery 15
3.1.1 Emergency Management Phases *15*
3.1.2 Stages of Recovery *17*
3.2 Response to Recovery Responsibilities 18
3.3 Impact Statement & Needs Assessment 19
3.3.1 Impact Statement (IS) *19*
3.3.2 Needs Assessment *19*
NEEDS OUTREACH: *20*
3.3.3 Sources of Information - Impact & Needs Assessment *20*
..... *20*
3.4 Operational Recovery Plan 21
3.5 Long-Term Recovery Strategy 21
3.6 Managed Withdrawal 22

4. OPERATIONAL RECOVERY MANAGEMENT **23**

4.1 Management Structure 23
4.2 Local Recovery Group (LRG) 23
4.2.2 Membership *23*
4.2.3 Functions *24*
4.3 Community Involvement – Cultural & Diversity Inclusiveness 24
4.4 Local Recovery Group Sub Committees 25
4.5 State Government Involvement 25
4.5.1 State Recovery Coordinator/State Recovery Controller *25*
4.5.2 State Recovery Coordination Group *26*

5. FINANCIAL MANAGEMENT **27**

5.1 Financial Management 27
5.1.1 Insurance *27*

5.1.2 Financial Records *27*
5.1.3 Internal Finance *27*
5.2 Financial Assistance 28
5.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA) *28*
5.2.2 Premiers Natural Disaster Recovery Fund *29*
5.2.3 Premiers Relief Payments *29*
5.2.2 Centrelink *29*

6. APPEALS, DONATIONS & VOLUNTEERS 30

6.1 Appeals and Donations 30
6.1.1 Lord Mayors Distress Relief Fund *30*
6.1.2 Donations of goods *30*
6.1.3 Donations of Cash *30*
6.1.4 Non-Government Organisations (NGO) Assistance *31*
6.1.5 Donations of Service and Labour *31*

7. EMERGENCY RELIEF ORGANISATIONS & SPONTANEOUS VOLUNTEERS 32

8. FACILITIES & RESOURCES 33

8.1 Hazard Management Agency Response Resources 33
8.2 Shire Contacts & Resources & Assets Directory 33
8.3 Community Recovery Facilities 33
8.3.1 Recovery Centre and One-Stop-Shop *33*
8.4 Shire and Recovery Staff 34
8.4.1 Staff considerations *34*
8.4.2 Staffing levels *34*
8.4.3 Stress and fatigue *34*
8.4.4 Staff communication *35*

9. ROLES & RESPONSIBILITIES 36

9.1 Local Emergency Management Committee (LEMC) 36
9.2 Local Recovery Coordinator (LRC) 36
9.3 Local Recovery Coordination Group (LRCG) 36
9.4 Shire Roles & Responsibilities 36
9.5 External Agencies Recovery Roles and Responsibilities 37
9.5.1 Department of Communities *37*
9.5.2 Higher Risk Persons and Groups, ... *37*
(Vulnerable, Disadvantaged and Disabilities) *37*

10. COMMUNICATIONS 39

10.1 Recovery Communications Plan 39
10.2 Spokesperson/s 39

11. STAND DOWN 40

11.1 Debriefing 40
11.2 Evaluation 40

12. APPENDIX 41

1. LRG Management	**5. Recv. Actions checklist**	**9. LRP action items**
2. Roles & Responsibilities	**6. Operational Recovery Plan**	**10. LRG Report & PIA template**
3. Recovery Communications Plan	**7. Recovery Coord. Centre One-Stop-Shop guide**	**11. Emergency Relief - Not-For-Profit Org's.**
4. Recv. Operational sequence	**8. Recv. Health and Welfare**	**12. Conflict Resolution guide**

1. ADMINISTRATION

Amendments to the Plan should be recorded. The following table shows an example of an amendment record.

No	Details of Amendment	Review / Amendment Date	Initials
1	Document Review	March 2000	LEMC
2	Document Review	July 2001	LEMC
3	Document Review	October 2010	LEMC
4	Document Review	December 2012	LEMC
5	Document Review	May 2014	LEMC
6	Document Review	June 2017	LEMC
7	Major Review	May 2019	LEMC
8	Complete re-write and re-development	November 2024	LR Winter

1.2 Endorsement - Gnowangerup Local Recovery Plan

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Gnowangerup (Shire) and have been tabled with the District Emergency Management Committee.

Cr Kate O'Keeffe _____ Date: 11/07/2025

Chair Local Emergency Management Committee
Shire of Gnowangerup - Shire President

Todd D'Souza _____ Date: 11/07/2025

Local Emergency Coordinator
Gnowangerup Police - Officer in Charge

David Nicholson _____ Date: 11/07/2025

Chief Executive Officer
CEO - Shire of Gnowangerup

_____ Date: 23/07/2025

Endorsed by Council

Resolution # 0725.07

Disclaimer: This Plan has been produced by the Shire of Gnowangerup in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and Gnowangerup expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.3 Acronyms

(The) Act	Emergency Management Act 2005 (WA)
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
Communities	Department for Communities
DFES	Department of Fire and Emergency Services
DRFAWA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IS	Impact Statement
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LECC	Local Evacuation Centre Coordinator
LEMC	Local Emergency Management Committee
LGLO	Local Government Liaison Officer (Relief and Support)
LEMA	Local Emergency Management Arrangements
LMDRF	Lord Mayors Disaster relief Fund
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
LRP	Local Recovery Plan (this document)
NGO	Non-Government Organisations
OIC	Officer in Charge
ORP	Operational Recovery plan

OSS	**One Stop Shop**
RC	**Recovery Centre**
SEMC	**State Emergency Management Committee**
SEMP	**State Emergency Management Policy**
SES	**State Emergency Services**
SRC	**State Recovery Coordinator**
SRCG	**State Recovery Coordination Group**



1.4 Document Availability

Members of the public can view a copy of the Local Recovery Plan (LRP) on Shire of Gnowangerup's website at https://www.gnowangerup.wa.gov.au/ . Physical copies are available for inspection, during office hours, at Shire of Gnowangerup's Administration Offices.



1.5 Feedback

Feedback on this Plan is invited and can include:

- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements, and
- Post-incident improvement opportunities.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335
Ph: (08) 9827 1007
Email: gnpshire@gnowangerup.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Record.

1.6 Distribution

Full Unrestricted Version

Full Unrestricted Version
Chief Executive Officer- Shire of Gnowangerup
Deputy Chief Executive Officer- Shire of Gnowangerup
Executive Manager Infrastructure & Assets
HR & Emergency Services Officer
Chief Bush Fire Controller- Shire of Gnowangerup
Volunteer Bushfire Brigades
LEMC Chairperson- Shire President
WA Police- OIC Gnowangerup Station
State Emergency Committee
DFES Great Southern Regional Office - Albany
Department of Communities- Albany
St John Ambulance- Gnowangerup
Gnowangerup District Highschool
Borden Primary School
Ongerup Primary School
Department of Biodiversity, Conservation & Attractions – Stirling Ranges
Gnowangerup Health Services (Hospital)
DFES District Emergency Management Advisor

Restricted version

Public Access
Shire of Gnowangerup Offices – Front Counter/Reception
Shire of Gnowangerup Website: www.gnowangerup.wa.gov.au
Gnowangerup Library: library@gnowangerup.wa.gov.au
Ongerup Library: manager@ongerupcrc.net.au
DEMC- Great Southern District
SEMC- Secretary

1.7 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

The Local Recovery Plan (LRP) is consistent with State Emergency Management Policies and State Emergency Management Plans and should be read in conjunction with Gnowangerup's Local Emergency Management Arrangements (LEMA).

Details are held by Shire of Gnowangerup's Administration Offices at:

Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335
Ph: (08) 9827 1007
Email: gnpshire@gnowangerup.wa.gov.au

For related State Plans, Policy, Legislation, Procedures and Guidelines and Resources - click here.

1.8 Agreements, Understanding and Commitments

1.8.1 Mutual Aid Agreement – (Draft Proposal)

The Shire of Gnowangerup along with other local governments shall investigate an agreement for the provision of mutual aid during emergencies and post incident recovery – See Local Emergency Management Arrangements (LEMA) - General Plan - ***Appendix 12 (Draft Example)***

The purpose of this agreement is to:

- Facilitate the provision of mutual aid between neighbouring Local Governments during emergencies and post incident recovery.
- Enhance the capacity of communities to cope in time of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that are parties of this agreement include:

City of Albany	Shire of Kent
Shire of Broomehill-Tambellup	Shire of Kojonup
Shire of Cranbrook	Shire of Jerramungup
Shire of Denmark	Shire of Plantagenet
Shire of Katanning	Shire of Gnowangerup
Shire of Ravensthorpe	

For other Agreements, Understandings and Commitments in place for the Shire of Gnowangerup see Contacts and Resources (**Appendix 4 of the LEMA**)

2. RECOVERY

2.1 Overview

The Emergency Management Act 2005 (WA) (the Act) defines recovery as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'.

During, and following, an emergency, the Shire of Gnowangerup is the closest form of governance to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support the Shire of Gnowangerup.

The Shire of Gnowangerup recognises disaster recovery is more than simply replacing what has been destroyed and rehabilitating those affected.

Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.

For this reason, the Shire of Gnowangerup and its Local Recovery Group (LRG) adopt the National Principles of Disaster Recovery while also aligning these to strong recovery values when engaged in recovery activities.

2.2 Authority

This LRP has been prepared in accordance with the Act and endorsed by the Shire of Gnowangerup's LEMC and Shire of Gnowangerup Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

2.3 Purpose

To establish detailed planning, arrangements and processes to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.

2. 4 Objective

The objective of the plan is to

- Describe the roles and responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Gnowangerup.
- Establish a basis for the coordination of recovery activities of the local level.
- Promote effective liaison between the Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in the recovery.
- Provide a framework for recovery activities.



2.5 Shire Recovery Principles

The Shire Gnowangerup Local Recovery Plan (LRP) and its Local Recovery Group (LRG) will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

Understanding the CONTEXT

The Shire of Gnowangerup recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

Recognising COMPLEXITY

The Shire of Gnowangerup acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using COMMUNITY-LED approaches

The Shire of Gnowangerup recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

COORDINATING all activities

The Shire of Gnowangerup will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

COMMUNICATING effectively

The Shire of Gnowangerup recognises the imperative of effective communication for successful recovery and will ensure the Recovery Communications Plan (see Appendix 3) is activated to ensure community and partners are always informed and heard.

Building CAPACITY

The Shire of Gnowangerup appreciates that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.

2.6 Recovery Values

The Shire of Gnowangerup will apply sound disaster recovery **Values** to all activities by:

1.	Considering consequences of actions ensuring **NO HARM** to disaster affected communities
2.	Providing **LEADERSHIP** for the Shire of Gnowangerup' communities
3.	Recognising the Shire of Gnowangerup' key role is to foster **COLLABORATION** between partner agencies and community
4.	**EMPOWERING** individuals and groups to effectively carry out recovery activities
5.	**ACTING** as quickly as possible, however, planning for the **LONG-TERM** (see Value 1)
6.	**TRANSITION** to normal services will be part of the Recovery Long-Term Strategy
7.	**CAPTURING** lessons learnt for building capacity and resilience for the Shire of Gnowangerup community

2.7 Shire of Gnowangerup Values TRUST

The Shire of Gnowangerup's vision is to be a socially interactive and inclusive community that embraces our rural character and sense of community.

TEAM - One Shire, one community, one team

RESPECT - Seek respect through our actions

UNDERSTANDING - Care & patience underpin our dealings with colleagues & community

SAFETY - Safety doesn't happen by accident

TRUST - Years to build, seconds to break

2.8 Community Development in Recovery

Community development is a process that empowers individuals and groups within a community to collectively identify and address their needs, challenges, and aspirations. This method is particularly valuable in recovery, highlighting the essential role of Local Government Community Development Officers.

Community Development Officers are skilled professionals in engaging residents, coordinating community initiatives, advocating for vulnerable/higher risk populations, and fostering capacity building. Their expertise and knowledge uniquely position them to support and advise in recovery planning.

Key opportunities for Community Development Officers in recovery include:

Providing opportunities for disaster-affected people to 'have their say' and enable people to have power to influence (when they may feel powerless following the impact of an emergency)
Working 'with' people rather than 'doing things to' or 'for' them
Supporting people to come to terms with their different life circumstances and move forward into a new, changed reality, which may provide new adaptive socioeconomic and disaster preparedness opportunities

Source: Community Recovery – Handbook 2 (Australia Disaster Resilience)

2.9 Threats

As the Shire of Gnowangerup is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Consideration	Season
Bush Fire Season	October – May
Storm Season	May - October
Flooding Event	Riverine Flooding Downpour Flash Flooding Restricted access
Stirling Ranges ○ Tourist Attraction ○ Sport Enthusiasts (Bushwalking, Abseiling, Gliding) ○ Bluff Knoll (Eastern Lookout) ○ Baby Barnett Hill (Western Lookout) ○ Ridge Walk (2–3-day hiking trail) ○ DBCA Park Alerts and Information	All Year
Public Events ○ Wildflower Season – Bloom Festival ○ Wild Gravel Run	 September – October October
Farming Seasons ○ Seeding ○ Harvesting	 April – June October - December

2.10 Scope

This LRP is limited to the boundaries of the Shire of Gnowangerup. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to the Shire of Gnowangerup's Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.

2.11 Geographic Location

The Shire of Gnowangerup is situated in the Great Southern area, approximately 354 kilometres from Perth and 140 kilometres from Albany. It covers an area of approximately 4268 square kilometres and includes the Stirling Ranges.

The Gnowangerup includes the townsite and localities of:

Gnowangerup	Borden	Ongerup

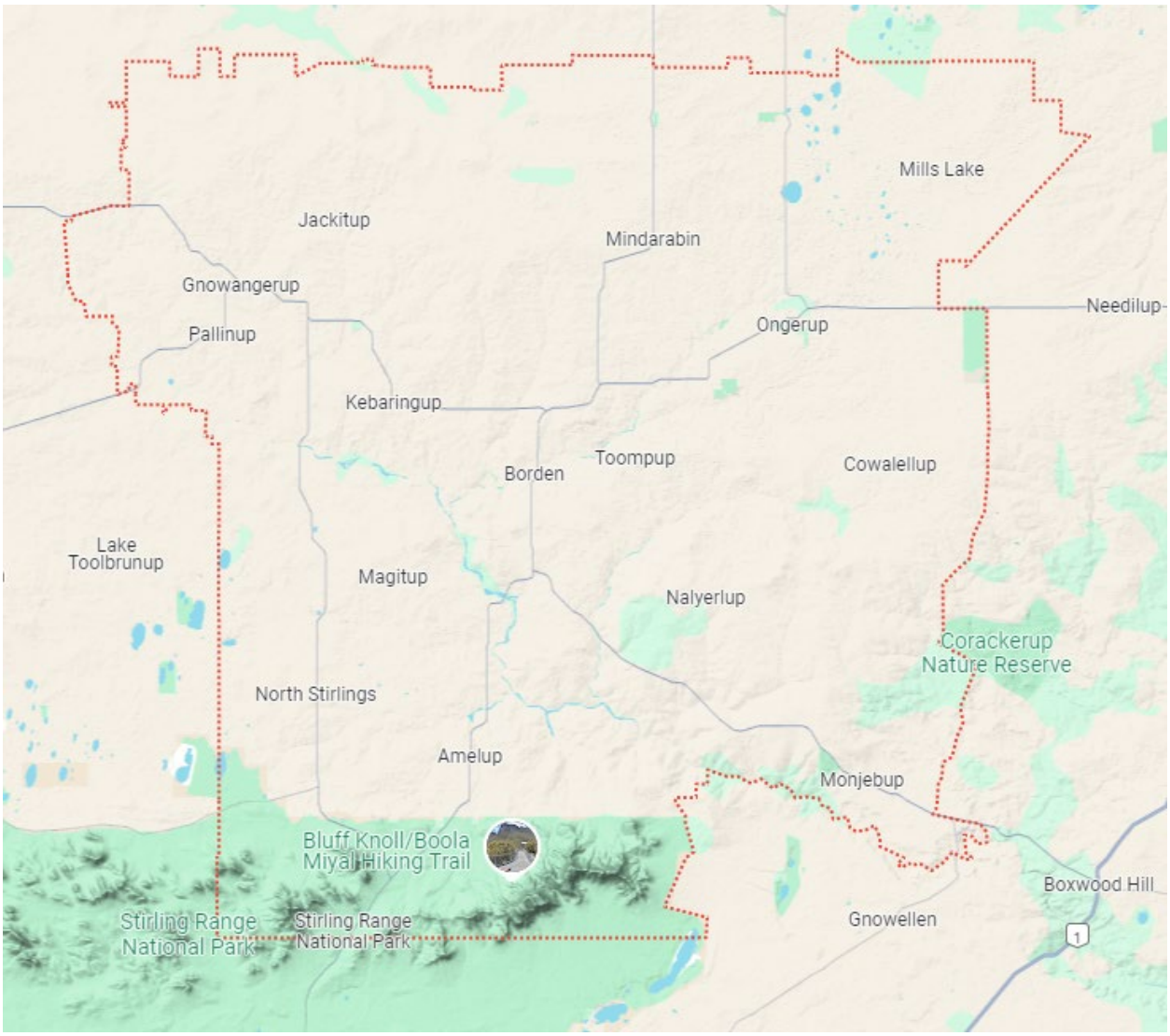
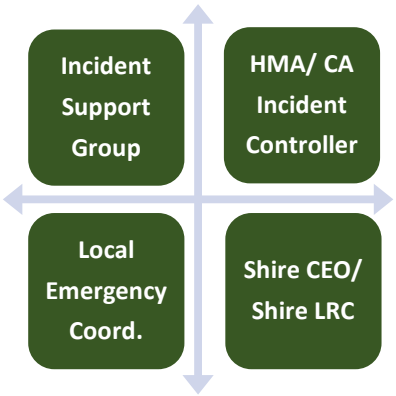


Figure 1:Location of the Shire of Gnowangerup

3. ACTIVATION & ACTIONS

3.1 Activation of Recovery

The Shire of Gnowangerup's (CEO) will activate the LRP on advice from the HMA/CA, and the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:



The LRG Chairman, together with the LRC, is responsible for implementing the recovery processes of the LRP, once it is activated.

3.1.1 Emergency Management Phases

There are four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other but can overlap and run concurrently. As illustrated in Figure 2, recovery starts at response and is the process of adjusting to the new normal after an emergency.

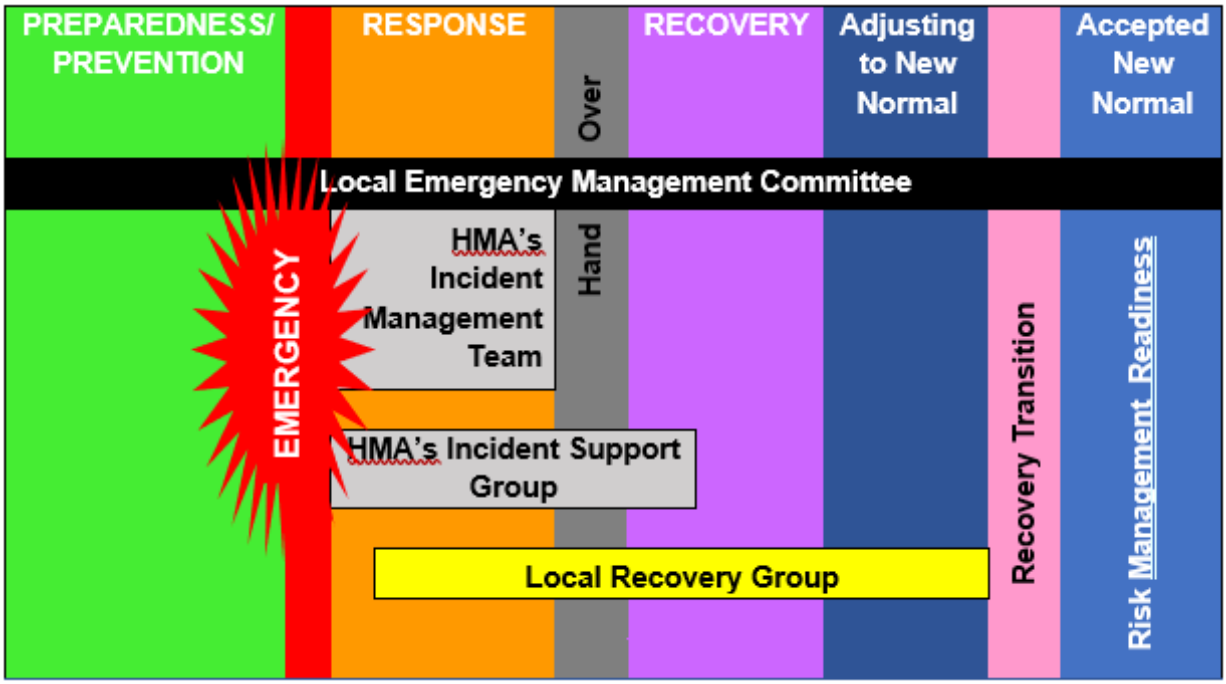


Figure 2: Phases of emergency management (PPRR)

3.1.2 Stages of Recovery

After a disaster event an affected community needs to face a new reality and embark on their journey of recovery. Successful recovery is responsive and flexible, engaging communities and empowering them to move forward. The Shire of Gnowangerup understands accompanying a community through all the phases of disaster recovery requires a long-term commitment.

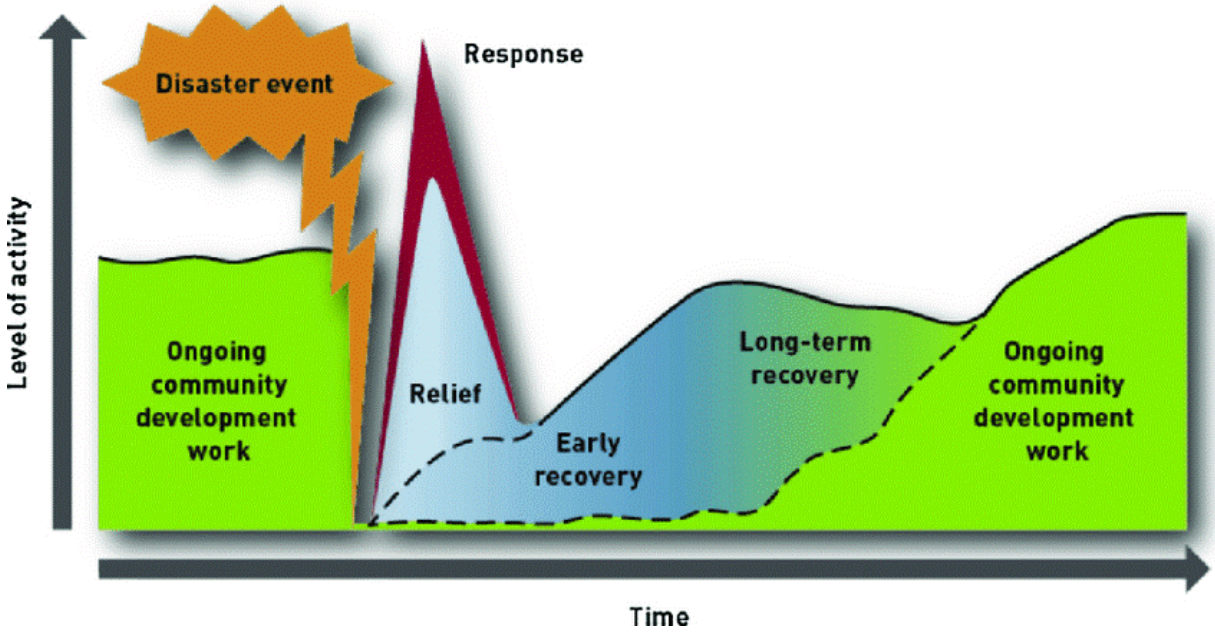


Figure 3: Effect of Disaster on Ongoing Community Development and Interface with Relief and Recovery

Source: Community Recovery – Handbook 2

ACTION

- **HMA/CA, DBCA AND LRC CONSULTS AND ADVISES THE SHIRE CEO OF RECOVERY ACTIVATION.**
- **ASSESSMENT OF ASSISTANCE IS DETERMINED.**
- **LOCAL RECOVERY PLAN IS ACTIVATED.**

3.2 Response to Recovery Responsibilities

The Shire of Gnowangerup will initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible the LRG will be assembled so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

THE LOCAL RECOVERY GROUP WILL:

- ***Understand key impacts and tasks***
- ***Connect with key agencies and community***
- ***Include the LRC in ISG meetings from onset***
- ***Identify recovery requirements and priorities as early as possible***

Handover of event management from response to recovery from the HMA/CA to the Shire of Gnowangerup shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire of Gnowangerup' CEO.

The CEO has discretion accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA. Acceptance should not occur unless the CEO and the LRC and LRG are fully aware of the extent of the effects on the community and are willing to take on the responsibilities.

ACTION

- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.**
- **LRG CONVENED AND BRIEFED ON INCIDENT ENSURING COORDINATED RECOVERY RECOMMENDATIONS.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA ON COMPLETION OF IS PROVIDING AN ACCEPTABLE AND AGREEABLE STANDARD.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA IS COMPLETED.**

3.3 Impact Statement & Needs Assessment

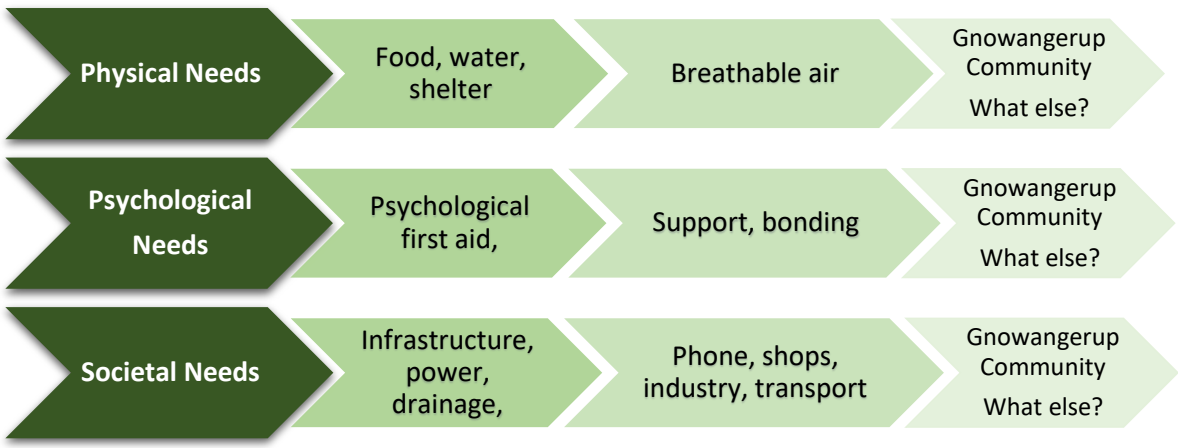
3.3.1 Impact Statement (IS)

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure. The Impact Statement will be completed as recommended in the State Emergency Management Procedure 5.4.

The State Recovery Team has developed an Impact Statement Template and Impact Statement Guide to assist Controlling Agencies in Level 2 or 3 incidents where there are impacts requiring recovery activities.

3.3.2 Needs Assessment

A ***Needs Assessment*** of the affected area should be completed as early as possible. Requirements of affected community will change over time and **NEEDS** reassessed periodically.



NEEDS:

Broadly be defined as:

What has been affected?	Require contact for further information?
What information is needed?	Best contact details?
What assistance is required?	Information on assistance for neighbours?

NEEDS OUTREACH:

Involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Consider trained volunteers from organisations as Australian Red Cross (ARC) partnering with the Shire and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

Establishes contact ASAP with the affected community

Captures data to assist the LRG prioritise allocation of resources

Provides opportunity to share critical information with affected community

A template form for Outreach Needs Assessment can be found at:
Attachment 3 in the ***Recovery Communications Plan,*** within ***Appendix 3- Local Recovery Plan***

3.3.3 Sources of Information - Impact & Needs Assessment

The IS and Needs Assessment (NA) process must be done as soon as possible after the emergency. Sources that may assist in the collection of this data may include:

- ✓ HMA/CA
- ✓ Insurance assessors
- ✓ Business associations (Chamber of Commerce)
- ✓ Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers
- ✓ Emergency Relief and Support agencies – identifying persons in need of immediate assistance
- ✓ Australian Red Cross (ARC) has systems to register individuals presenting at Evacuation Centres and resources to assist in outreach activities and will be activated by HMA/CA

Outreach Needs Assessment form can be found at:
(**Local Recovery Plan, Appendix 3** - **Recovery Communications Plan, Attachment 3**)

ACTION

- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.**
- **LRG GATHERED AND BRIEFED ENSURING RECOVERY BEGINS.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA IC PROVIDED.**
- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRG OUTREACH NEEDS ASSESSMENT WILL ACTIONED ASAP, WHEN SAFE, AFTER EVENT.**
- **RED CROSS CONTACTED ASAP TO ESTABLISH PARTNERSHIP IN RECOVERY ACTIVITIES.**

3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP).

The ORP shall provide a full description and extent of community damage, both physical and human, and detail plans for restoration and reconstruction including community and development activities. See **Appendix 6** for an ORP template.

ACTION

- **LRG/LRC TO PREPARE ORP WHERE SIGNIFICANT RECONSTRUCTION AND RESTORATION IS REQUIRED.**

3.5 Long-Term Recovery Strategy

The Recovery Process is most successful when it is designed to evolve, change and ultimately assist the community in returning to normal. This transition requires a comprehensive strategy that gradually integrates the recovery services into existing mainstream services. The Long-Term Recovery Strategy should be developed to achieve a holistic and enduring recovery for the community.

To build resilience in future emergencies, the economic environment, infrastructure and natural environment need to be considered. Where appropriate, the Shire of Gnowangerup will develop a collaborative, comprehensive recovery strategy with and for the community with information provided by the ORP and community members. . This will also incorporate how the community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing.

ACTION

- **SHIRE OF GNOWANGERUP TO DEVELOP A COLLABORATIVE, COMPREHENSIVE AND INCLUSIVE LONG-TERM COMMUNITY RECOVERY STRATEGY, WHICH MAY INCLUDE ANY CHANGES IN COMMUNITY NEEDS AND FURTHER OUTREACH ACTIVITIES. (UTILISE INFORMATION FORM ORP.**
- **SHIRE OF GNOWANGERUP TO IDENTIFY POTENTIAL PARTNERSHIPS WITH EXISTING COMMUNITY ORGANISATIONS AND SERVICES AND ASCERTAIN THEIR CAPACITY TO SUPPORT RECOVERY PROCESS IN THE MEDIUM AND LONG TERM.**

3.6 Managed Withdrawal

The Shire of Gnowangerup and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service providers and ongoing community development, while working towards maintaining the community's health and wellbeing.

ACTION

- **SHIRE OF GNOWANGERUP WILL COMMUNICATE VIA THE LRG SUB-COMMITTEES WHEN RELEVANT SERVICE PROVIDERS AND AGENCIES WILL BE WITHDRAWING SERVICES FROM THE AFFECTED AREA.**
- **LRG TO IDENTIFY RECOVERY PROGRAMS THAT WILL 'PHASE DOWN', 'PHASE OUT' OR BE 'HANDED OVER' TO THE COMMUNITY TO CONTINUE.**

4. OPERATIONAL RECOVERY MANAGEMENT

4.1 Management Structure

Full details of the Management Structure and Sub-Committee functions can be viewed in **Appendix 1.**

4.2 Local Recovery Group (LRG)

The LRG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with State Emergency Management Policy and Local Recovery Plan (LRP). Local Recovery Group (LRG) membership will expand or contract depending on recovery and community needs and requirements.

4.2.2 Membership

Chairperson	Shire CEO
Local Recovery Coordinator	LRG Representative, as appointed by the CEO
Executive Officer	Shire CEO to nominate a Senior Officer
Shire LEMC members	LEMC – members are required
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended: ➢ HMA/CA (initially) ➢ Dept. of Fire and Emergency Services (initially) ➢ WA Police (initially) ➢ Dept. Biodiversity Conservation & Attractions ➢ Department of Communities ➢ Lifelines ➢ Main Roads WA ➢ St John Ambulance Service (initially) ➢ Dept. of Health ➢ Dept. of Primary Industries & Regional Development ➢ Insurance Council of Australia
Non-Government Organisations	ARC, local service clubs, aged care, schools, others as required
Identified Community Members	To be identified depending on event and location

4.2.3 Functions

- ✓ **Appoints key positions within the LRG**
- ✓ **Establishes sub-committees as required**
- ✓ **Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies**
- ✓ **Develops an ORP to coordinate a recovery process that considers:**
  - ***Long-term planning and goals for the Shire of Gnowangerup**
  - ***Assessing recovery needs and determining recovery functions still required**
  - ***Developing a timetable, identifying responsibilities for completing major functions**
- ✓ **Needs of youth, aged, disabled, culturally linguistically diverse (CaLD) are considered**
- ✓ **Allowing full community participation and access**
- ✓ **Allowing monitoring and reporting of the recovery process**
- ✓ **Facilitates provision of services, exchange of public information and acquisition of resources**
- ✓ **Negotiates effective use of available resources and support from State and Commonwealth**
- ✓ **Monitors progress of recovery, receives periodic reports from recovery agencies**
- ✓ **Ensures a coordinated multi-agency approach to community recovery**
- ✓ **Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning**



4.3 Community Involvement – Cultural & Diversity Inclusiveness

The Shire of Gnowangerup is a diverse and inclusive region with strong history, culture and identity. During Gnowangerup's recovery, including priorities, strategies and decision-making, the Shire will strive to involve the affected community's values and differences.

Key stakeholders and delegates will be chosen from the community to ensure broad representation. These delegates may be included on relevant LRG sub-committees, depending on the emergency's nature and effect.

When threatened or affected by an emergency, all community members are encouraged to be actively involved in their own and shared recovery. To assist community efforts, formal recovery agencies will provide structured support, communications and coordination.

4.4 Local Recovery Group Sub Committees

Depending on the size of an emergency, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to LRG. For a full list of functions of various sub-committees see **Appendix 1.**

4.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to the Shire of Gnowangerup. The structure of the State Recovery Coordination is shown below.

4.5.1 State Recovery Coordinator/State Recovery Controller

The **State Recovery Coordinator (SRC)** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee.

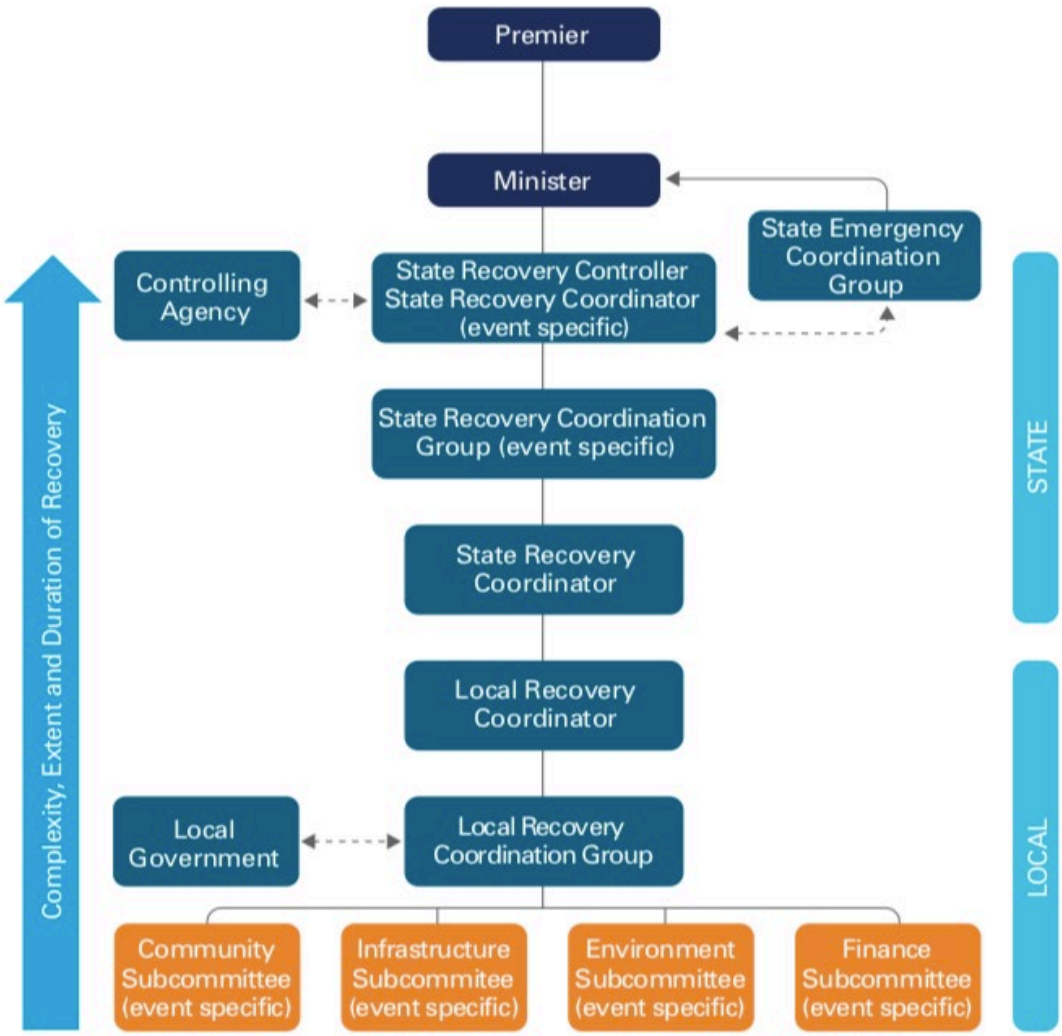


Figure 4: State Government Coordination Structure

The SRC supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the **SRC,** this is done when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

4.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a state level operational recovery plan. Its effectiveness must be evaluated after the State level recovery coordination process has occurred.

ACTION

- THE SHIRE OF GNOWANGERUPGNOWANGERUP WILL ESTABLISH AN LRG MANAGEMENT STRUCTURE RELEVANT TO EVENT SIZE AND COMPLEXITY.
- LRG WILL ESTABLISH MEMBERSHIP FROM SHIRE OF GNOWANGERUP STAFF, SUPPORTING AGENCIES AND COMMUNITY MEMBERS.
- LRG WILL OPERATE WITHIN RECOGNISED FUNCTIONS AND RELEVANT SUB-COMMITTEE STRUCTURE.
- LRG WILL ACTIVELY ENCOURAGE AND INVITE COMMUNITY PARTICIPATION WITHIN THE LRG.
- LRG WILL ACTIVELY ENGAGE WITH STATE GOVERNMENT TO MAXIMISE RECOVERY RESOURCES AND SYNERGIES BETWEEN LOCAL AND STATE RECOVERY ACTIVITIES.

5. FINANCIAL MANAGEMENT

5.1 Financial Management



5.1.1 Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. The Shire of Gnowangerup' assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

5.1.2 Financial Records

The Shire of Gnowangerup will assign records/invoices of costs associated with an emergency to specific cost centres. This ensures accurate records associated with the recovery process, are easily identifiable and accessible at any time.

5.1.3 Internal Finance

Responsibilities for expending Shire of Gnowangerup funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the activation flowchart **(Appendix 4 (a) and (b))** must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds to be spent.

ACTION

- **ALL INVOICING AND COSTS RELATED WITH THE EMERGENCY IS ALLOCATED AGAINST EMERGENCY COST CENTRES.**
- **CEO AND/OR NOMINATED SENIOR OFFICER HAVE AUTHORITY TO EXPEND FUNDS ON EMERGENCY EVENT.**



5.2 Financial Assistance

The State Emergency Management Policy

State Emergency Management Policy (SEMP) Section 5.12 outlines the responsibility of the HMA/CA to meet costs associated with an emergency.

Financial Assistance in Recovery

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances. Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (SEMC EM Plan **Section 6.10**).

5.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)

Disaster Recovery Funding Arrangements-Western Australia (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'.

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required
- State expenditure exceeds the small disaster criterion ($240,000 not including insurance related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters.

Once the emergency has been determined as a large-scale costly event, the Shire of Gnowangerup shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email:	drfawa@dfes.wa.gov.au
Phone:	9395 9341 or 9395 9973 or 9395 9374
Website:	Disaster Recovery Funding Arrangements-Western Australia

5.2.2 Premiers Natural Disaster Recovery Fund

Premier's Natural Disaster Recovery Fund will help bridge the gap of existing support mechanisms funded through Local, State and Commonwealth Government allocations, by tailoring support to the needs of the specific community and assessing applications and allocating funds in a timely manner.

The new recovery fund, (will vary up to $20,000 depending on the cohort and assessed need), will provide financial support to individuals, households, local businesses and community groups facing ongoing disruption and losses as they recover from natural disasters. The new recovery fund can be activated in addition to the Premier's Relief Payments, which are made available following significant natural disaster events and offer immediate financial assistance to residents to go towards paying for items such as food and clothing.

Funds will be distributed by partners, The Australian Red Cross and the Western Australian Council of Social Services (WACOSS) following an assessment process.

5.2.3 Premiers Relief Payments

The Premier's Relief Payment aims to help Western Australians affected by emergencies by providing financial assistance to cover expenses like food, clothing, personal effects, transport, and emergency accommodation

Full Payment: A one-off payment of $4,000 per household for eligible applicants whose home was destroyed or suffered severe damage and is uninhabitable.
Partial Payment: A one-off payment of $2,000 per household for eligible applicants whose home suffered partial damage

Applications for the Premier's Relief Payment on the Department of Fire and Emergency Services website https://recovery.dfes.wa.gov.au/#premiers-relief-payment

5.2.2 Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested payment to eligible adults ($1,000) and eligible children ($400).
For more information, visit https://www.humanservices.gov.au/individuals/help-emergency

ACTION

- **On advice an emergency is an eligible event and significant resources have been expended LRC will direct Shire of Ashburton to contact DRFAWA Officers for advice and guidance.**
- **In an eligible major disaster, LRC will assist affected individuals connect with Centrelink for assistance payments.**
- **For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.**

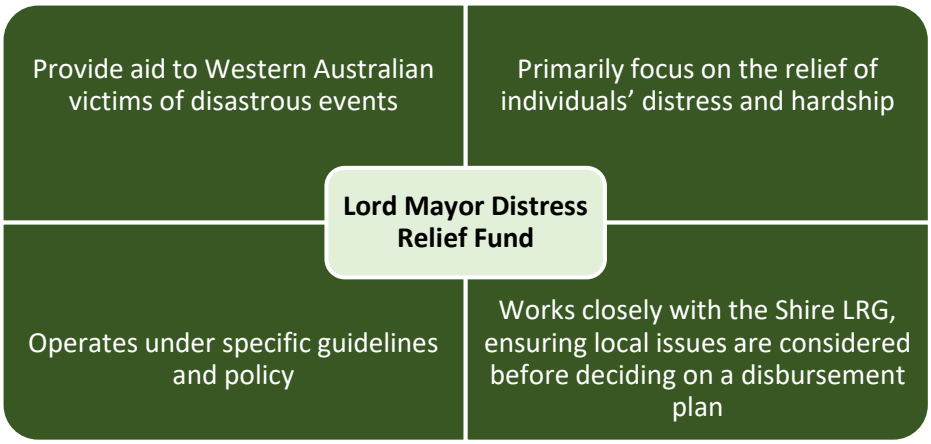
6. APPEALS, DONATIONS & VOLUNTEERS

6.1 Appeals and Donations

6.1.1 Lord Mayors Distress Relief Fund

The Shire of Gnowangerup will advise and direct the distribution of monetary donations through the Lord Mayor's Distress Relief Fund (LMDRF).

The LMDRF primary focus is to:



LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: http://www.appealswa.org.au

6.1.2 Donations of goods

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the National Guidelines for Managing Donated Goods for best practice management.

6.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened.

State EM Procedures Pg. 176, Management of Public Fundraising and Donations

6.1.4 Non-Government Organisations (NGO) Assistance

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. All offers or requests should be coordinated through the LRG. **See *Section 7* for further details**

6.1.5 Donations of Service and Labour

The Shire or its LRG should coordinate any donations of services/labour to assist with recovery.

ACTION

- **On advice of eligibility following a disaster, LRC will direct Shire Officers to contact LMDRF for advice and guidance.**
- **Spokesperson to advise that Gnowangerup will not accept donations of goods.**
- **All financial donations will be direct through the LMDRF.**
- **Offers of assistance will be directed to LRG.**

7

7. EMERGENCY RELIEF ORGANISATIONS & SPONTANEOUS VOLUNTEERS

Emergency relief organisations and volunteers play a crucial role in the immediate and long-term recovery efforts following a disaster. These groups, including government agencies, non-profits, community-based organizations, and spontaneous volunteers, provide essential services such as food, shelter, medical aid, and emotional support. While their contributions are invaluable, effective coordination, clear communication, and resource management are critical to ensuring their efforts align with broader recovery goals and do not create duplication or gaps in service delivery.

Emergency relief organisations and volunteers provide the human capacity and resources needed to bridge gaps between government recovery programs and community needs. They ensure recovery efforts are community-focused, compassionate, and responsive to the evolving challenges of disaster recovery.

Spontaneous volunteers will be referred to Emergency Volunteer WA (managed by Volunteering WA) for directions on most effective way to register individual/group support.

Recognised volunteer organisations specialising in Recovery can be view in:

Appendix 11 - Emergency Relief Organisations and Spontaneous Volunteer Links

ACTION

- **LRG WILL REFER SPONTANEOUS VOLUNTEERS TO EMERGENCY VOLUNTEERING AT HTTPS://EMERGENCY.VOLUNTEER.ORG.AU AND LOCAL SERVICE CLUBS AND SUPPORT ORGANISATIONS.**
- **LRC AND LRG WILL GIVE CONSIDERATION TO REQUESTING VOLUNTEER NOT-FOR-PROFIT ORGANISATIONAL ASSISTANCE : SEE APPENDIX 7**

8. FACILITIES & RESOURCES

8.1 Hazard Management Agency Response Resources

The HMA is responsible for certain resources and will determine which are required to combat the hazards.

8.2 Shire Contacts & Resources & Assets Directory

The 'Shire of Gnowangerup Emergency Contacts and Resources Directory' can be found in ***Shire of Gnowangerup Local Emergency Management Arrangements GENERAL PLAN Appendix 4.***

This document is reviewed and updated quarterly at each LEMC meeting and contains:

- Shire Emergency Contact Details
- Contact details of Service Providers
- Contacts details for Resources

8.3 Community Recovery Facilities

8.3.1 Recovery Centre and One-Stop-Shop

The purpose of a **Recovery Centre** (RC) and a **One-Stop-Shop** (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be ongoing for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as a suitable RC:

Location	Address	Available Resources
Shire Administration Building	28 Yougenup Rd Gnowangerup	Meeting room, offices, wi-fi, computers, teleconferencing, kitchen

Gnowangerup Community Resource Centre	47 Yougenup Rd Gnowangerup	Conference room, large open area, A/V area, hot offices, kitchen

Depending on the incident's severity, the OSS may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS should be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

Guidelines for establishing the RC and OSS can be viewed at **Appendix 7.**

ACTION

- **LRC/LRG TO DETERMINE LOCATION FOR RC AND ESTABLISH AS SOON AS POSSIBLE.**
- **OSS TO BE ESTABLISHED IMMEDIATELY FOLLOWING EVENT AND LOCATED APPROPRIATELY.**

8.4 Shire and Recovery Staff

8.4.1 Staff considerations

The Shire of Gnowangerup must continue to fulfil its critical service obligations to the community while considering the demands of recovery operations on staff to ensure continuity of regular business processes.

8.4.2 Staffing levels

Recovery operations can be complex and lengthy and depending on the nature of the event, some recovery services may be required for months or years, which may require additional staff being employed.

Shire must ensure availability of adequate staff and, if necessary, employ additional staff. If appropriate, forward a request for assistance to the LRG for consideration.
(***See Local Emergency Management Arrangements - General Plan - Appendix 12 Draft Example MOU Agreements*).**

8.4.3 Stress and fatigue

Throughout the recovery process, senior staff must consider and monitor fatigue, stress and pressure on staff; make allowances for any staff members who live in the affected community and have been personally touched by the situation. Shire management should consider additional support for staff, depending on the disaster's nature and impact.

Senior staff should access the Shire current Employee Assistance Programs for their team members as necessary.

8.4.4 Staff communication

Regularly brief staff to keep up to date with all activities and recovery progress. Disseminate situation reports throughout the workplace.
As staff interact with community members every day, they can relate the Shires and LRG's current extensive activities and actions.

The Shire will arrange a formal debriefing for all staff as they transition from recovery back to normal duties.

ACTION

- **SHIRE STAFF TO BE REGULARLY BRIEFED ON CURRENT SITUATION AND ACTIVITIES WITHIN RECOVERY.**
- **STRESS AND FATIGUE OF SHIRE STAFF TO BE MONITORED AND ASSISTANCE PROVIDED WHERE APPROPRIATE.**
- **AS SOON AS POSSIBLE, DETERMINE INCREASE IN STAFFING LEVEL TO MEET DEMANDS (REFER 1.8.1)**

9. ROLES & RESPONSIBILITIES

9.1 Local Emergency Management Committee (LEMC)

The Shire of Gnowangerup's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

To assist the Shire of Gnowangerup manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.

9.2 Local Recovery Coordinator (LRC)

The Shire of Gnowangerup's LRC has been appointed in accordance with the Emergency Management Act 2005, Section 41(4).

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs. *(See* **Appendix 2 - Roles and Responsibilities)**

9.3 Local Recovery Coordination Group (LRCG)

The Shire of Gnowangerup's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

The LRCG is formed from LEMC members responsible for specific recovery and restoration tasks, support organisations, non-government organisations and significant community representatives.

9.4 Shire Roles & Responsibilities

A comprehensive list of the LRC's duties, roles and responsibilities for disaster recovery and identified Shire staff can be viewed at **Appendix 2 Roles and Responsibilities.**

9.5 External Agencies Recovery Roles and Responsibilities

The WA State Government along with non-government organisations should provide a range of services and resources to the recovery effort and should be used wherever possible.

9.5.1 Department of Communities

The State Emergency Management Plan, section 5.5.4, states Communities has the primary responsibility for coordinating the provision of Emergency Relief & Support services across six functional domains:



Communities has a major role and primary responsibilities ensuring the State Support Plan for ERS services are enacted.

9.5.2 Higher Risk Persons and Groups, (Vulnerable, Disadvantaged and Disabilities)

The Shire of Gnowangerup has a diverse range of community members at Higher Risk. These could be the vulnerable, disadvantaged and persons with disabilities. The Shire of Gnowangerup will strive to ensure inclusion of this group of community members being well considered in recovery efforts.

All community members at Higher Risk, are encouraged to have a Person-Centred Emergency Prepared Plan in place. More information around P-CEP can be found at: https://collaborating4inclusion.org/pcep/pcep-tools/

Further information can be found within the Shire of Gnowangerup 'Higher Risk Persons & Groups Plan' including community contacts and supporting agencies, found In: **Local Emergency Management Arrangements- General Plan at Appendix 5.**

A complete list of agencies and their roles and responsibilities can be viewed in the State Emergency Management Plan at Appendix E.

ACTION

- ALL SHIRE STAFF COULD BE ENGAGED IN VARIOUS STAGES OF DISASTER RECOVERY.
- SPECIFIC SHIRE STAFF IDENTIFIED IN THIS PLAN SHOULD BE FAMILIAR WITH THE ROLES AND RESPONSIBILITIES INVOLVED WITH DISASTER RECOVERY.
- DEPT OF COMMUNITIES IS THE LEAD AGENCY IN EMERGENCY RELIEF AND WELFARE.
- EXTERNAL AGENCIES SHOULD BE ENGAGED AND USED WHEREVER POSSIBLE.

10

10. COMMUNICATIONS

Recovery communication is the practice of sending, gathering, managing, evaluating, and disseminating information.

In an emergency and during the response phase, the HMA/CA manages communications.

The CA officially hands responsibility for communication to the local government leading the recovery complete with the IS, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for direction and information. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

10.1 Recovery Communications Plan

A template for the Recovery Communications Plan has been developed to guide recovery communications. It details a vision, mission, and direction for communicating with the affected community and is provided to the LRG.

The Recovery Communications Plan can be found at **Appendix 3.**

10.2 Spokesperson/s

During recovery, the Shire of Gnowangerup's spokesperson will be the Shire President and or CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.

ACTION

- **THE RECOVERY COMMUNICATIONS PLAN WILL BE USED TO PROVIDE GUIDANCE IN PUBLIC INFORMATION AND COMMUNICATIONS.**
- **FOR FURTHER GUIDANCE REFER COMMUNICATION IN RECOVERY GUIDELINES HTTPS://WWW.WA.GOV.AU/GOVERNMENT/DOCUMENT-COLLECTIONS/EMERGENCY-MANAGEMENT-GUIDELINES**

11. STAND DOWN

Recovery doesn't have a definite end date; however, the Shire of Gnowangerup will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the effect on the Shire's community.

11.1 Debriefing

The Shire Officer responsible for Human Resources will instigate a formal debriefing session(s) for all staff and through the Employee Assistance Program (EAP) as required, while the Shire transitions from recovery back to it normal duties.

11.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. (State EM Policy 6.10 - Review of Recovery Activities)

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by the Shire of Gnowangerup and its LRG.

See Appendix 10 (a) Local Recovery Group Standard Reporting Update and, Appendix 10(b) Post-Incident Analysis.

ACTION

- A FORMAL POST RECOVERY ANALYSIS WILL BE HELD BY THE LRG FOR EVALUATION AND APPLICATION OF LESSONS LEARNT - SEE APPENDIX 10 (A) & (B).
- A FORMAL DEBRIEF WILL BE HELD FOR SHIRE STAFF FOR EVALUATION AND APPLICATION OF LESSONS LEARNT.
- ASSISTANCE WILL BE MADE AVAILABLE THROUGH EAP FOR ANY STAFF WORKING IN THE RECOVERY PROCESS.
- FORMAL REPORT COMPILED BY LRC FOR COUNCIL AND STATE RECOVERY COORDINATOR.

12. APPENDIX

Appendix 1	Local Recovery Group Management Structure and Functions
Appendix 2	Recovery Roles and Responsibilities – Shire of Gnowangerup and Recovery staff
Appendix 3	(Emergency Event) Recovery Communications Plan
Appendix 4	(a)Recovery Operational Sequence Guide + (b)Recovery Action Matrix RACI
Appendix 5	Recovery Actions Checklist
Appendix 6	Operational Recovery Plan
Appendix 7	Recovery Coordination Centre/s & Event Guidelines
Appendix 8	Emergency Relief and Support & Health Guidelines
Appendix 9	Local Recovery Plan Action Items
Appendix 10	(a)LRG Standard Reporting (Template), (b) PIA (Template) – Recovery Debrief
Appendix 11	Emergency Relief Not-For-Profit Organisations & Spontaneous Volunteers
Appendix 12	Principles Conflict Resolution Guide