

APPENDIX 5

Local Recovery Arrangements

The City of Fremantle and Town of East Fremantle

LEMC endorsement date: 22 February 2017
Council endorsement date: 22 March 2017



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Certificate of approval

The City of Fremantle (COF) and Town of East Fremantle (TOEF) Recovery Arrangements have been prepared by the COF and TOEF Local Emergency Management Committee to address the legislative responsibility under section 36 and section 41(4) of the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*. The Recovery Arrangements form one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the COF and TOEF Local Emergency Management Arrangements:

SUPPORT PLANS	APPENDIX
Emergency Management Arrangements	
Resource and Equipment Register (not for public viewing)	1
Evacuation Centre Register (not for public viewing)	2
Local Emergency Management Plan for the Provision of Welfare Support - Fremantle Region (provided by Communities) (not for public viewing)	3
Animal Welfare Plan (not for public viewing)	4
Contact Register (not for public viewing)	6
Special Needs Groups Register (not for public viewing)	7
Critical Infrastructure Register (not for public viewing)	8
Response Protocols for Engineering Service at the City of Fremantle (not for public viewing)	9

In accordance with State Emergency Management Policy 2.5, these recovery arrangements have been endorsed and noted by the following entities:

City of Fremantle and Town of East Fremantle Local Emergency Committee - Endorsement

City of Fremantle and Town of East Fremantle Council - Endorsement

South District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.

**City of Fremantle and Town of East
Fremantle Local Emergency
Management Committee**

Chairperson: Christopher Scanlan

Date:

City of Fremantle Council

Mayor: Brad Pettitt

Date:

Town of East Fremantle Council

Mayor: Jim O'Neill

Date:

Introduction

Recovery should be well rehearsed, managed, and planned for at the City of Fremantle and Town of East Fremantle.

The City of Fremantle (COF) and Town of East Fremantle (TOEF) arrangements will incorporate recovery planning, and form an operational point of view, a range of services, including both infrastructure and human services. These arrangements will assist in providing coordination for the activities of local agencies.

Recovery is a partnership between the affected community, the broader community, COF, TOEF, non government agencies and the private sector.

Recovery is a coordinated process of supporting the affected community in:

- the reconstruction of damaged physical infrastructure; and
- Restoration of the community's emotional, social, economic, psychosocial and physical wellbeing.

Recovery is best achieved when the affected community is able to exercise a high level of resilience and self-determination.

Recovery activities will commence in conjunction with response. Recovery is a function that will continue for an extended period of time after response activities have concluded. Recovery could be short term or long term, dependant on the severity of the event.

Amendment record

Proposals for amendment or additions to the text of these arrangements should be forwarded to the Chairperson of the City of Fremantle and Town of East Fremantle Local Emergency Management Committee (LEMC) and endorsed by the LEMC.

To provide feedback, copy the relevant section, mark-up the proposed changes and forward the copy to:

Chairperson – Local Emergency Management Committee
 City of Fremantle
 PO Box 807
 FREMANTLE WA 6959

Or email to:

info@fremantle.wa.gov.au please include in the subject line '*Amendment Request for the Local emergency management arrangements*'

AMENDMENT		DETAILS OF AMENDMENT	AMENDMENT BY
NUMBER	DATE		NAME
1	24/4/2017	Change of structure at the City of Fremantle	Alex Peach
2	17/10/2017	Change of logo for the Town of East Fremantle	Lisa Hilliard
3	17/10/2017	Change of structure at the City of Fremantle	Lisa Hilliard
4	15/01/2018	Review of arrangements and correction of spelling/grammar	Christopher Scanlan
5	05/12/2018	Replaced CPFS with Department of Communities	Lisa Hilliard
6	19/03/2020	Update roles and responsibilities	Christopher Scanlan

Support attachments

The following attachments are to be used and read in conjunction with this plan. The attachments consist of:

	ATTACHMENT
Acronyms used in these arrangements	1
Media release template	2
Suggested role and function of the Fremantle Recovery Coordinator	3
Suggested role and functions of the Fremantle Recovery Coordination Group	4
Recovery subcommittee role statements	5
Offers of assistance form for volunteers	6
Operational recovery plan template	7

Distribution list

Distribution list conditions

The following table has been developed to identify the level of access persons in the distribution list have to each of the documents found below.

FV: Full Version;

RV: Restricted Version (removal of private contact information);

Level 2 Access Copy – Has all contact names, telephone numbers, welfare locations and other sensitive information removed, these are the only copies for general release to Public.

	Level 1 Access	Level 2 Access
COF and TOEF Recovery Arrangements	FV	RV

Distribution list

Type of Copy (USB or Hard Copy)	No. of Copies		Access Level
	USB	H/C	
City of Fremantle			
Manager Field Services			Level 1
Chief Executive Officer			Level 1
Director City Business			Level 1
Community Safety Team Leader			Level 1
Director Community Development			Level 1
Director Infrastructure and Project Delivery			Level 1
Local Recovery Coordinator (Team Leader of Community Safety)			Level 1
Emergency Management Kit			Level 1
Website			Level 2
Town of East Fremantle			
LEMC Representative - Principal Environmental Health Officer			Level 1
Chief Executive Officer			Level 1
Ranger			Level 1
COF and TOEF LEMC			
WAPOL District Officer			Level 1
DFES District Officer			Level 1
Fremantle Ports representative			Level 1
Fremantle Hospital representative			Level 1
Cockburn SES			Level 1
Italian Village aged care representative			Level 1
COF Senior Environmental Health Officer			Level 1
COF Manager Field Services			Level 1
COF Manager Infrastructure Engineering			Level 1
Department of Communities District Director			Level 1
Chairperson - Team Leader of Community Safety			Level 1

Local Recovery Coordinator			Level 1
Other			
DEMC – Executive Officer			Level 1
SEMC			Level 1

Document Availability

Restricted copies of these arrangements can be found at:

- Online access at www.fremantle.wa.gov.au
- Online access at [http www.eastfremantle.wa.gov.au](http://www.eastfremantle.wa.gov.au)
- Hard copies are available for inspection free by members of the public during office hours at the City of Fremantle or Town of East Fremantle.

PART 1

Authority

These recovery arrangements have been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* and forms part of the Local Emergency Management Arrangements for the City of Fremantle (COF) and the Town of East Fremantle (TOEF). This plan has been endorsed by the COF and TOEF LEMC and has been tabled for information and comment with the Office of Emergency Management (OEM).

Objectives

The objectives are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from the emergencies that impact COF and TOEF;
- Establish a basis for coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- Provide a structure for recovery operations.

Scope

The scope of these arrangements is limited to the boundaries of the COF and TOEF. It details the general recovery for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

PART 2 - RELATED DOCUMENTS AND ARRANGEMENTS

The following documents are related to these arrangements:

SUPPORT PLANS	APPENDIX
Resource and Equipment Register (not for public viewing)	1
Evacuation Centre Register (not for public viewing)	2
Local Emergency Management Plan for the Provision of Welfare Support - Fremantle Region (provided by Communities)	3
Animal Welfare Plan (not for public viewing)	4
Contact Register (not for public viewing)	6
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Critical Infrastructure Register (not for public viewing)	8
Response Protocols for Engineering Service at the City of Fremantle (not for public viewing)	9

Local

The COF and TOEF are required by State legislation; *Section 41 (4) Emergency Management Act 2005* to ensure that recovery arrangements are prepared and available for the geographical locations of local authorities for its district within the local emergency management arrangements. This includes the identification of a Fremantle Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Recovery Coordinator.

Agreements

A partnering agreement is being made between the COF and TOEF in which commits both parties to assist each other through the provision of additional resources in recovery management activities following emergencies.

State plans and policy

The following documents relate to these arrangements:

Document Title	Owner
Office of Emergency Management Plan for Recovery Coordinator	OEM
Office of Emergency Management Westplan	OEM
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)	OEM
Lord Mayor's Distress Relief Fund	LMDRF Board
Office of Emergency Management Support Functions Welfare	OEM
Office of Emergency Management Plan for Volunteers and Donations	OEM

PART 3 - RESOURCES

The Fremantle Recovery Coordinator (FRC) for the COF and TOEF is responsible for determining the resources required for recovery activities in consultation with the hazard management agency and support organisations. The COF and TOEF resources are identified in the resources and asset register. The FRC is responsible for coordinating the effective provision of activities, resources and services for the COF and TOEF should an emergency occur.

The resources available and contact details for recovery have been identified in the:

- Resources and Asset Register in appendix 1 of the COF and TOEF Emergency Management Arrangements , and

- Contact Register in appendix 6 of the COF and TOEF Emergency Management Arrangements

The following table identifies suitable Recovery Coordination Centres in the area:

Centre Name	Address	Available Resources	Contacts
City of Fremantle offices	Fremantle Oval admin building 70 Parry Street FREMANTLE WA 6160	Fully functional administration space with private meeting rooms	Please refer to the Contact Register in appendix 6 of the COF and TOEF arrangements
City of Fremantle depot	81 Knutsford Street FREMANTLE WA 6160	Fully functional administration space	Please refer to the Contact Register in appendix 6 of the COF and TOEF arrangements

Financial arrangements

Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)

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 COF and TOEF will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the [OEM - WANDRRA](#).

The Office of Emergency Management (OEM) is the state administrator for WANDARRA and 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, the Government of Western Australia will provide resources and services 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 scope and policies the application for assistance must be submitted to the Executive Director of OEM for consideration.

Implement emergency response and recovery cost tracking

In the event of an incident the COF and TOEF has established an all expenses master account code to track costs of all expenditure on response and recovery related items.

This budget line will be activated and distributed to the COF and TOEF employees by the Director City Business upon request from the FRCG.

Master account code: 100695

Insurance

The Local Government Insurance Scheme will be contacted in relation to insurance claims on impacted/affected council owned and operated local assets.

Financial preparation

The COF and TOEF have taken into consideration the listed activities below to ensure they are prepared financially to undertake recovery activities should the need arise:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured;
- Apply section 6.8(1) (b) or (c) of the *Local Government Act 1995*. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor in an emergency and then reported to the next ordinary meeting of the Council;
- Apply section 6.11(2) of the *Local Government Act 1995* to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. *Local Government Financial Management Regulations 1996* – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Apply section 6.20(2) of the *Local Government Act 1995* to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Have expert knowledge of the types of assistance that may be available under WANDRRA, and what may be required of local government in order to gain access to this potential assistance.
- Demonstrate knowledge of the process in accessing and managing cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA.

Managing Donations Cash and Physical items

Cash - Lord Mayor's Distress Relief Fund (LMDRF)

Organisations wishing to establish public appeals for cash donations should use the LMDRF managed by the City of Perth.

LMDRF is the recognised state emergency fund to provide relief to those affected by natural disasters in WA. The money raised goes directly to those affected (with no administrative charges). Declared emergency assistance should be initiated by the board of the LMDRF. Contact City of Perth to initiate this fund:

Phone: 9461 3228

Email: LMDRF@cityofperth.wa.gov.au

Website: <http://www.appealswa.org.au/>

Physical Items

The Fremantle Recovery Coordinating Group (FRCG) will from the outset advise against the spontaneous donations of goods. Past disaster history has proven this to be detrimental to the recovery process. An announcement will be made by the FRCG spokesperson and drafted by the communications officer from the COF, to announce this position from the outset of the recovery process. When, and, if there is a legitimate need for specific articles or materials, this will be announced through the same public information channels.

In all instances cash donations should be encouraged with prospective donors directed to the LMDRF.

Attachment 2 outlines media release relating to donation of goods.

Staff

As a consequence of an emergency additional staff may be required to ensure that the COF and TOEF continue to fulfil their obligations to the community.

Consideration needs to be taken for the demands of recovery operations as well as the continuity of regular business processes.

Staffing needs should be assessed as soon as possible to ensure adequate resources are available.

The FRCG are to consider workforce resilience, effective stress management, including self care, the impact of fatigue, and staff stress.

All COF and TOEF staff has ready access to employee assistance programs.

Volunteers

The COF and TOEF support the community and other organisations being involved in the recovery process and acknowledge that many community members may hold valuable skills that can be utilised. The most likely types of volunteers will be:

- Those already affiliated with a specific volunteer organisation.
- Members of the community who offer their services after the event has occurred.

Existing volunteers will be utilised under the structure of their specific organisation. The FRCG may assist with the coordination and tasking of volunteer agencies, however the management of these volunteers will remain solely with their respective organisation.

All spontaneous volunteers will be directed to Volunteering WA. If Volunteering WA are not able to assist in the recovery event, spontaneous volunteers are to be managed by the FRCG.

Offers of assistance

All offers of assistance, such as donations of services, accommodation, and physical items are to be recorded on the Department of Communities – Emergency Services (Communities). Offers of Assistance form (see Attachment 6) and are made available for public viewing. Whilst Communities, COF, and TOEF may facilitate this process they will not endorse any service providers or be held accountable for the quality of assistance provided.

One stop shop

Depending on the extent of the incident, a one stop shop may be established to provide a central location for the community to receive assistance from all the relevant agencies.

The one stop shop is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the one stop shop. Where this option is not viable other facilities for consideration should include (but are not limited to):

- Fremantle Town Hall, 8 William Street Fremantle
- Samson Recreation Centre , 44 McCombe Avenue, Samson
- Tricolore Community Centre, Corner of Wauhop Road and Preston Point Road, East Fremantle

PART 4 - ROLES AND RESPONSIBILITIES

Chairperson – Local Emergency Management Committee

The Community Safety Team Leader (22104) has been appointed as the Chairperson for the LEMC in accordance with the *Emergency Management Act 2005*, section 41(2)(b). The following positions will act in the role when the primary appointee is unavailable during an emergency:

- Manager Field Services (23101)

Executive Officer – Local Emergency Management Committee

The Community Safety Team Leader (22104) has been appointed as the Executive Officer for the LEMC in accordance with the *Emergency Management Act 2005*, section 41(2)(b). The following positions will act in the role when the primary appointee is unavailable during an emergency:

- Manager Field Services (23101)
- Community Safety Officer (22136)

Fremantle Recovery Coordinator

The Community Safety Team Leader (22104) has been appointed as the Fremantle Recovery Coordinator (FRC) in accordance with the *Emergency Management Act 2005*, section 41(4). The following positions will act in the role when the primary appointee is unavailable during an emergency:

- Manager Field Services (23101)
- Community Safety Officer (22136)

PLEASE NOTE: If the recovery event is in the TOEF they will appoint an appropriate person to fulfil the needs of recovery coordinator for their area.

The FRC is responsible for the development and implementation of the recovery arrangements for the COF and TOEF. It is important to note that the FRC holds no specific powers, and assumes only a coordinating role. All tasks are to be directed to the appropriate agencies or personnel with the authority to complete them.

The functions of the FRC can be found in attachment 3

The Fremantle Recovery Coordinating Group

The Fremantle Recovery Coordinating Group (FRCG) comprises of a core membership. The FRCG is responsible for the overall coordination of community recovery following an emergency event. The FRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the FRCG. The makeup of the FRCG or any respective subcommittees will be

determined by the scale of the event. The FRCG and subcommittees will change over time.

The FRCG must be driven by the operational recovery plan. (Refer to Attachment 7)

The core functions of the FRCG are listed in (Attachment 4). The FRCG comprises of a core membership listed below, plus other personnel depending on the type and magnitude of the event.

- Mayor, City of Fremantle (Spokesperson)
- Chief Executive Officer, COF (Chairperson)
- Recovery Coordinator, COF
- Communications Officers, COF
- TOF East Fremantle representative
- Department of Communities – Emergency Services
- Red Cross Australia
- Representatives from the HMA
- Representatives from affected public utilities
- City officers as co-opted under the authority of the Chairperson or CEO
- Community representatives as required and approved by the Chairperson or CEO

FRCG Chairperson

The CEO of the COF has been appointed as the Chairperson of the FRCG. Depending on the nature of the event and the availability of the CEO, the FRCG may deem another officer more suitable for the role.

Subcommittees

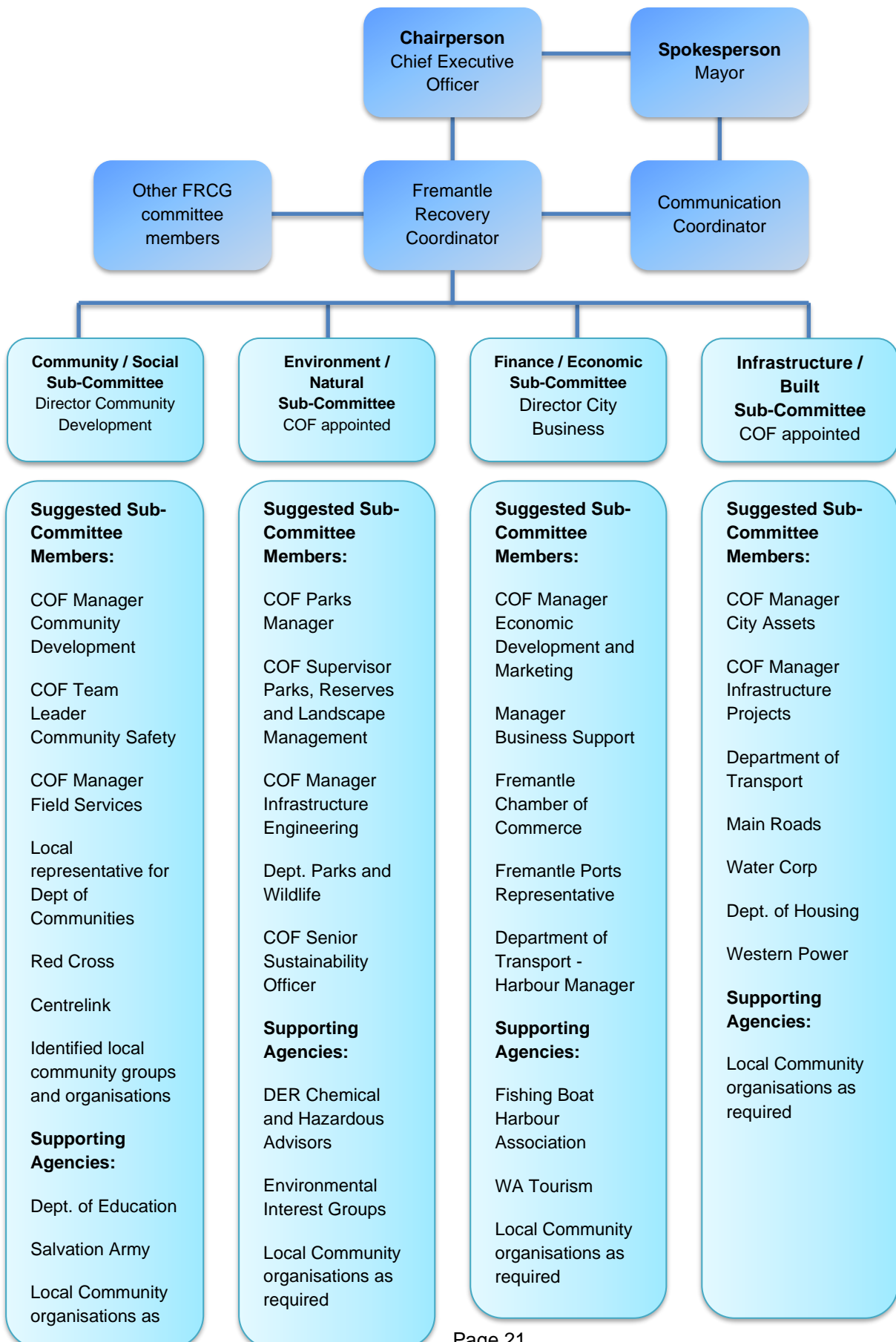
It may be necessary to consider establishing one or more subcommittees to assist the FRCG in addressing specific components of the recovery process.

Consideration will be given to establishing the following subcommittees, dependent on the nature and extent of the recovery:

- Community (social)
- Infrastructure (built)
- Environment (natural)
- Finance (economic)

Suggested roles and functions for the subcommittees can be found in (Attachment 5.)

The Fremantle Recovery Coordinating Group and sub-committees



Controlling Agency / Hazard Management Agency

The Controlling Agency (CA) / Hazard Management Agency (HMA) with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the CA / HMA will:

- Liaise with the FRC when the emergency is occurring and include them in the incident management arrangements including the incident support group and the operations area support group;
- Undertake an initial impact assessment for the emergency and provide that assessment to the FRC and the State Recovery Coordinator;
- Coordinate completion of the comprehensive impact assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the incident support group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the CA / HMA).process to be implemented. For an Operational Recovery Plan template refer to (Attachment 7).

Determination of level of state involvement

State Recovery Coordinator

In conjunction with the local governments, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to [section 6 in the State EM Plan](#). The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

Assessment and operational recovery planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the impact assessment data provided by the CA. Depending upon the extent of the restoration and reconstruction required, the FRCG should develop a specific operational recovery management plan setting out the recovery.

The Comprehensive Impact Assessment form can be found at www.oem.wa.gov.au

PART 5 - MEDIA MANAGEMENT

The media serves a vital link between recovery agencies and the public, and is an effective means to disseminate information.

Regular media briefings are to be scheduled to ensure current information on the event, the recovery process and the location/availability/type of recovery services is well distributed.

It is to be clearly communicated to all agencies working in the recovery process that the FRCG spokesperson is the only person to speak on behalf of the FRCG unless permission is granted otherwise. All media statements are to be approved by the FRCG and communications team prior to their release, to ensure the accurate and appropriate release of information.

Any requests from the media to access restricted sites or for correspondence with personnel outside of these arrangements must be authorised by the FRCG.

The Australian Red Cross *Communicating in Recovery* guide shall be used to assist the Communications Team and the FRCG in the preparation of all significant recovery communications.

FRCG Spokesperson

The Mayor of the COF has been appointed as the Spokesperson of the FRCG. Depending of the nature of the event and availability of the Mayor, the FRCG may deem another officer more suitable for the role.

A variety of communication methods may be used to prevent delays.

Community Meetings

The community has become accustomed to and expects easy access to relevant information. In addition to media releases, regular community meetings may be necessary depending on the size and nature of the event.

Attachment 1 - Acronyms used in these arrangements

COF	City of Fremantle
CA	Controlling Agency
CEO	Chief Executive Officer
DFES	Department of Fire and Emergency Services
EM	Emergency Management
ECC	Emergency Coordination Centre
HMA	Hazard Management Agency
ISG	Incident Support Group
LEMC	Local Emergency Management Committee
LEC	Local Emergency Coordinator
LG	Local Government
LO	Liaison Officer
FRC	Fremantle Recovery Coordinator
FRCG	Fremantle Recovery Coordinating Group
OEM	Office of Emergency Management
OIC	Officer in Charge
SECG	State Emergency Coordination Group
TOEF	Town of East Fremantle
WAPOL	Western Australian Police

Attachment 2 - Media release template

Donations

Recovery of the community following an emergency event is the responsibility of local government and as such we are determined to ensure that we provide the best possible outcome for our community affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised.

Thank you for your generous support.

Attachment 3 - Suggested role and function of the Fremantle Recovery Coordinator

Role

The FRC is responsible for the development and implementation of recovery management arrangements for the COF and TOEF, in conjunction with the Fremantle Recovery Coordinating Group (FRCG).

The Functions of the FRC

- Ensure the recovery arrangements are 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 and Chief Executive Officer (CEO) on the requirement to convene the Fremantle Recovery Coordinating Group (FRCG) and provide advice to the FRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the FRCG;
- Assess for the FRCG 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 FRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the FRCG;
- Monitor the progress of recovery and provide periodic reports to the FRCG 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; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery arrangements, within 12 months of the emergency.

Attachment 4 - Suggested role and functions of the Fremantle Recovery Coordinating Group

Role

The role of the FRCG is to coordinate and support local management of the recovery processes within the community.

The Functions of the FRCG

- 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:
 - takes account of the long term planning and goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Oversees 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;
- Facilitates the provision of services, public information, information exchange and resource acquisition;
- Provides advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community;
- Negotiates the most effective use of available resources including the support of State and Commonwealth agencies;

- Monitors the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensures a coordinated multi agency approach to community recovery;
 - Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee; and
 - Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Attachment 5 - Recovery subcommittee role statements

Community 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; and
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match the community's needs.

Environment Subcommittee

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To facilitate an 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; and
- 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.

Infrastructure 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; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Finance 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 long term needs of affected individuals; and
 - 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.
- Make the community aware of all methods of financial assistance.

An example of the LMDRF eligibility criteria and levels of financial assistance can be found at the [State emergency management framework Local Recovery Guidelines](#).

Attachment 7 - Operational recovery plan template

Date:

Operational Recovery Plan

Emergency type and location:	
Date emergency occurred:	
Section 1 – Introduction	
Incident description:	
Purpose of this plan:	
Authority	
Section 2 – Assessment of recovery requirements	
Details of loss and damage:	
Residential:	
Commercial:	
Industrial:	
Transport:	
Essential Services: (include State and local government infrastructure)	
Estimates of damage costs:	
Temporary accommodation requirements: (includes evacuation centres)	
Additional personnel requirements:	
Human services: (personal and psychological support requirements)	
Other health issues:	
Section 3 – Organisational Aspects	
Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:	
Details of inter-agency relationships and responsibilities:	
Details of roles, key tasks and responsibilities of various groups/committees and those	

appointed to various positions including Recovery Coordinator:	
Section 4 – Operational Aspects	
Resources available:	
Resources required:	
Redevelopment plans: (includes mitigation proposals)	
Reconstruction restoration program and priorities: (Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)	
Financial arrangements: (Assistance programs (NDRRA), insurance, public appeals and donations)	
Public information dissemination (Key messages, methods of distribution)	
action 5 – Administrative arrangements	
Administration of recovery funding: (Include other financial issues)	
Public appeals policy and administration (includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)	
Section 6 – Conclusion	
(Summarises goals, priorities and timetable of the plan).	

Endorsed by:

The Chair, Fremantle Recovery Coordinating Group

Dated: