



LOCAL EMERGENCY MANAGEMENT PLAN

LOCAL RECOVERY PLAN

2016



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Distribution List

Organisation	Officer/ Department	Copies	
		Hardcopy	Electronic
Shire of Yalgoo	President	1	
	CEO	1	
	Works Supervisor	1	
	Records	1	
	Administration Centre	1 Public version	
	Yalgoo Library	1 Public version	
	All Staff		Intranet Public version
	Website		Public version
Yalgoo LEMC	All members (Refer to Appendix 1)	1	1
DFES District Office Geraldton			1
SEMC District Advisor Geraldton District Office			1

Contact & Document Availability

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This plan is available on the Shire of Yalgoo website www.yalgoo.wa.gov.au and is available for viewing at the Shire administration facilities outlined above.

Amendment Record

Amendment		Details	Amended by
No.	Date		
1	January 2016	Development and Drafting for comment	L. Winter
2	February 2016	Comments and amendments	S. Brenzi
3	March 2016	Endorsement and adoption	S. Brenzi
4	July 2016	DEMC Review	J.Tyson

Acronyms & Definitions

Refer to the General Plan and current Australian Emergency Management Glossary for full list of terms and definitions

CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
CPFS	Department of Child Protection and Family Support
DCBFCO	Deputy Chief Bush Fire Control Officer
DFES	Department of Fire & Emergency Services
DoT	Department of Transport
DPaW	Department of Parks and Wildlife
FCO	Fire Control Officer
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEMC	Local Emergency Management Committee
LEMP	Local Emergency Management Plans
LMDRF	Lord Presidents Distress Relief Fund
YLRP	Yalgoo Local Recovery Plan
YLRCG	Yalgoo Local Recovery Coordinating Group
LRC	Local Recovery Coordinator
SES	State Emergency Service
VMR	Volunteer Marine Rescue
WANDRRA	Western Australia Natural Disasters Relief and Recovery Arrangements
WAPOL	Western Australian Police
SOY	Shire of Yalgoo

1. Introduction

1.1 Authority

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

1.2 Purpose

The purpose of this plan is to facilitate the recovery of affected individuals, communities and infrastructure as quickly and practicably as possible.

1.3 Objectives

- The activation of mechanisms which ensure community participation in the recovery process;
- The identification of roles, responsibilities and tasks of key agencies;
- The identification of appropriate recovery measures;
- The setting out of appropriate resourcing arrangements; and
- The outlining of recovery management structures and management processes.

1.4 Scope

The scope of this recovery plan is limited to the municipal boundaries of the Shire of Yalgoo. It details the local recovery arrangements for this community.

1.5 Related Documents

This recovery plan forms a part of the Yalgoo Local Emergency Management Arrangements (LEMA's) and should be read in conjunction with these plans and its related documents. They also interface with other hazard specific, emergency management and recovery plans at District and State levels.

The Shire of Yalgoo Local Recovery Plan should be read in conjunction with:

- Emergency Management Act 2005
 - Emergency Management Regulations 2006
 - State Emergency Management Plan and Policy released May 2016
 - State Emergency Welfare Plan
 - Local Recovery Guidelines – December 2014
- All documents found at www.semc.wa.gov.au

The following documents are related to this Plan:

- Shire of Yalgoo Local Emergency Management Arrangements;
- Department of Child Protection and Family Support Welfare Plan for Yalgoo;
- Department of Fire and Emergency Services – Hazard Management Plans for Yalgoo;
- WA Police – Hazard Management Plans for Yalgoo; and
- WA Police – Evacuation Plan for Yalgoo.

1.6 Agreements, Understandings and Commitments

Currently the Shire of Yalgoo has no MOU's in place regarding emergency management recovery. However, discussions with neighbouring local councils, Payne's Find and a range of other stakeholders is required in the future.

When an MOU or agreement is considered the following information will be included:

- Who the agreements are with?
- What obligations do these agreements impose on the local government?
- Any special considerations?
- Reference details for the agreements.

2. Overview of Recovery Management

Emergency recovery is the co-ordinated process of supporting emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

2.1 Recovery Management Principles

The national principles for disaster recovery are:

- Understanding the context;
- Recognising the complexity;
- Using community-led approaches;
- Ensuring coordination of all activities;
- Employing effective communications; and
- Acknowledging and building capacity.

2.2 Recovery Management Concepts

Underpinning the recovery management principles are a number of concepts that provide the basis for effective recovery management. They are:

- Community involvement in all aspects of the recovery process;
- Management at the local level;
- Affected area/community approach to allow active participation in their own recovery;
- Differing effects/needs for different communities/individuals to ensure services are provided in a timely, fair and equitable manner;
- Empowering individuals and communities;
- Minimum intervention;
- Recognition of resourcefulness and maximising the use of local resources, groups and individuals;
- Planned/timely withdrawal;
- Accountability, flexibility, adaptability and responsiveness to meet the changing needs of the community over time;
- Integration of services to maximise the use of existing administrative and management structures e.g. the local formal and informal networks of care and support arrangements; and
- Co-ordination to ensure state and regional strategies complement local recovery initiatives rather than replacing them.

2.3 Recovery Management Functional Areas

There are four key functional areas that require co-ordination of plans to be implemented as part of the recovery process on the various needs of the community.

These are the Social, Economic, Natural and Built environments, as expanded on below.

2.3.1 Social, Health & Community Environment

This refers to the impact that an emergency may have on the health and well-being of individuals and the community, which includes the provision of:

- Health and medical ;
- Community development ;
- Family and personal support ; and
- Temporary accommodation.

2.3.2 Economic Environment

This refers to the economic impact that an emergency may have on individuals and communities in an affected area. The economic impact of an emergency is often hidden, and may need a detailed assessment to determine immediate and long-term effects and which may include:

- Agriculture
- Retail/manufacturing industry
- Employment
- Small business
- Tourism

2.3.3 Natural Environment

This refers to the natural environmental impacts that an emergency may have on a geographic area and which may include:

- Air and water
- Public land
- Flora and fauna
- Ecosystems
- Waste pollution management

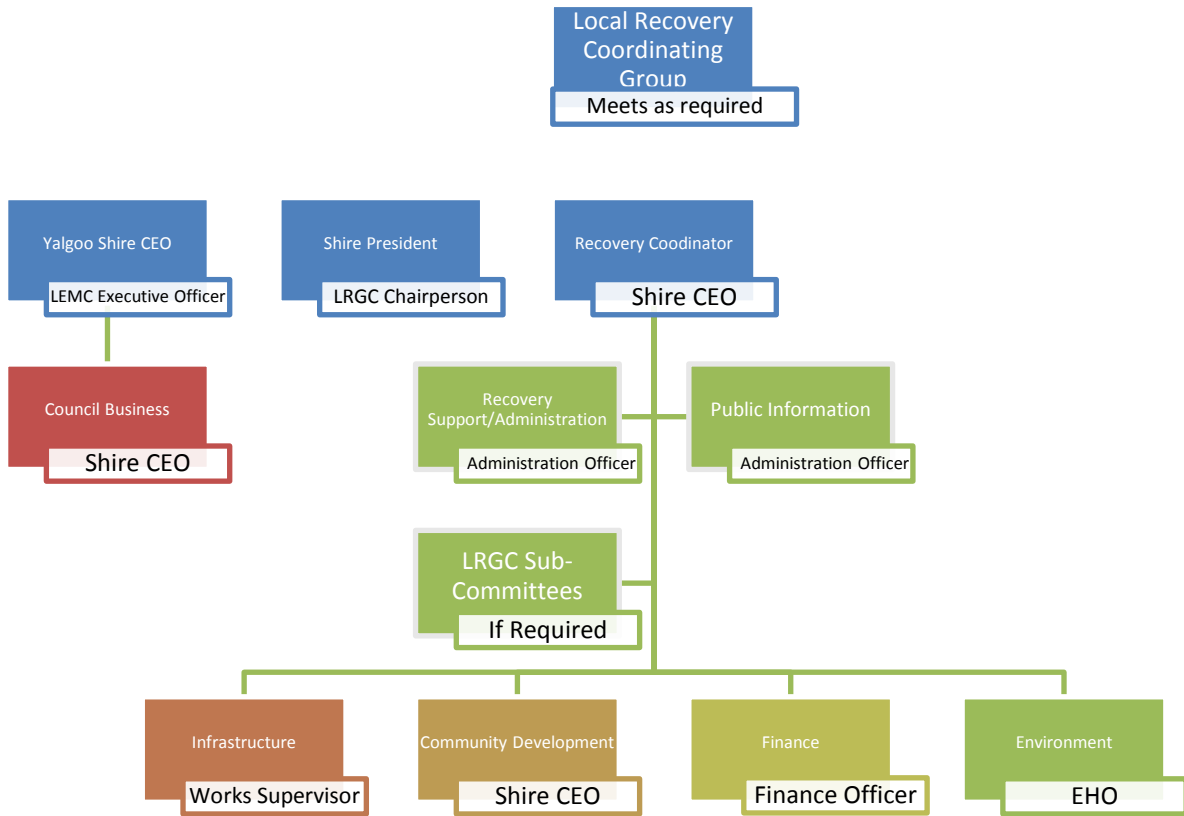
2.3.4 Built Environment

This refers to the impact that an emergency may have on physical infrastructure. Infrastructure assists individuals and the community with their daily lives and forms an important part of community identity and can also impact on the local economy and which may include:

- Infrastructure
- Transport and roads
- Communication
- Essential services
- Residential/ Commercial/ Community /Public structures

3. Roles & Responsibilities

Overview of Support Roles



3.1 Local Recovery Coordinator (LRC)

The Chief Executive Officer is the appointed Local Recovery Coordinator (LRC) for Yalgoo.

The Works Foreman is the appointed the Deputy Recovery Coordinator, in the absence of the Local Recovery Coordinator.

The LRC is responsible for the development and implementation of the recovery management plans for Yalgoo. The LRC also undertakes the role of Executive Officer for the Local Recovery Coordinating Committee. It is important to note that the LRC holds no specific powers under the Emergency Management Act (2005) 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 Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

FUNCTIONS

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

3.2 Yalgoo Local Recovery Coordinating Group

The role of the Yalgoo Local Recovery Coordinating Group (YLRCG) is to coordinate and support local management of the recovery processes within the community.

The YLRCG comprises of the core membership listed below, plus other additional personnel depending on the type and magnitude of the event.

- President, Shire of Yalgoo (Chairperson) (Spokesperson)
- Chief Executive Office/Recovery Coordinator Shire of Yalgoo
- Nominated Councillors, Shire of Yalgoo (Council endorsement required)
- Department of Child Protection and Family Support
- Australian Red Cross
- Representatives from HMA
- Representatives from affected public utilities
- Additional council staff as co-opted under the authority of the CEO
- Community representatives as required and approved by Chairperson or CEO

See Appendix 2 for a Recovery Coordinator/Committee checklist.

ROLE

The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community.

FUNCTIONS

- 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 local government 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.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community

- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.
 - 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
 - Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

3.3 Yalgoo Local Recovery Coordinating Committee Spokesperson

The President of the Shire of Yalgoo has been appointed as the Spokesperson of the Local Recovery Coordination Committee.

Depending on the nature of the event and availability of the President, the YLRCC may deem another officer more suitable for the role.

All public statements are to be approved by the committee prior to their release to ensure the accurate and appropriate release of information. A variety of communication methods may be used to prevent delays.

3.4 Yalgoo Local Recovery Coordinating Group Chairperson

The President of the Shire of Yalgoo has been appointed as the Chairperson of the YLRCC.

Depending on the nature of the event and the availability of the President and CEO, the YRC may deem another officer more suitable for the role.

3.5 Subcommittees

It may be appropriate to consider establishing one or more subcommittees to assist the LRC and YLRCC by 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)

See also section 2.3 *Recovery Environment Functional Areas* for further information.

3.6 Agency Roles

LOCAL GOVERNMENT

- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41(4)].
- Appoint a Local Recovery Coordinator(s) [EM Act s.41(4)].
- Chair the LRCG
- Provide secretariat and administrative support to the LRCG, as required.
- Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, and Community Services).
- Ensure the restoration/reconstruction of services/facilities normally provided by the local government.

DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT

- Provide a representative to the LRCG.
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance (Westplan – Welfare).
- Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (Westplan – Recovery and WANDRRA)

DEPARTMENT OF AGRICULTURE AND FOOD WA

- Provide a representative to the LRCG.
- Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies
- Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRRA (Westplan-Recovery and WANDRRA)

MAIN ROADS WESTERN AUSTRALIA

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

ESSENTIAL SERVICES (INCLUDING POWER, TELECOMMUNICATIONS, WATER AND GAS – WESTERN POWER/HORIZON POWER, TELSTRA, WATER CORPORATION, ALINTA GAS)

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

REGIONAL DEVELOPMENT COMMISSION/BUSINESS ENTERPRISE CENTRE (IF AVAILABLE)/ SMALL BUSINESS DEVELOPMENT CORPORATION

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

DEPARTMENT OF EDUCATION (OR LOCAL SCHOOL REPRESENTATIVE)

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

LOCAL HEALTH SERVICES PROVIDER (DEPARTMENT OF HEALTH OR LOCAL HEALTH OFFICER)

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

DEPARTMENT OF ENVIRONMENT REGULATION

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

4. Plan Activation, Transition & Withdrawal

4.1 Activation

The decision to activate the Yalgoo Local Recovery Plan will be made by the LRC as advised by the assessments, recommendations and consultation with the:

- ISG
- HMA IC
- Shire of Yalgoo

Where the decision has been made to activate the plan, the LRC will advise the Chairperson of the YRCC. The membership of the committee will be finalised and all members will be notified with the arrangements of an initial briefing.

Where the decision is taken not to activate the plan or convene the committee, the LRC will monitor the situation and keep the YRCC advised accordingly.

4.2 Response to Recovery Transition

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery. The LRC should be available to take up the role while the emergency is still being attended to and the IC is managing response efforts. At times there will be conflicting priorities between response and recovery. This shall be managed through liaison officers and the ISG (i.e. road closures). Providing a safe working environment for both response and recovery personnel is essential.

The transition from response to recovery is ultimately the transfer of responsibility of the incident from the HMA to the Shire of Yalgoo. The HMA will complete a comprehensive impact assessment and handover directly to the CEO.

A sample of the handover document is attached in appendix 3.

4.3 Withdrawal

The recovery management structure will be gradually stood down as the capability of local authorities improves and as the community returns to a functional state.

The decision to conclude recovery efforts will be made by the YRC and recorded in the appropriate meeting minutes. Public notification must be made to inform the community of this decision.

5. Financial Arrangements

5.1 LOCAL

The Shire of Yalgoo has financial arrangements in place to insure its assets including plant, equipment and buildings are covered. Details of these arrangements are held with the Local Government Services (LGIS) and can be obtained from the Shire CEO as required.

The following arrangements have been made to fund recovery activities if necessary:

- Community Development Reserve which is for the purpose of projects to benefit the community as determined from time to time;
- Specific release of funds in accordance with the *Local Government Act 1995* regarding the Shire President's powers for spending in an emergency or through the emergency provisions regarding matters that can be raised at an ordinary council meeting or a special council meeting.

5.2 STATE

The State Emergency Management Plan for State Level Recovery Coordination outlines the States recovery funding arrangements. Relief programs include:

- Western Australia Natural Disasters Relief & Recovery Arrangements (WANDRRA)
- Centrelink
- Lord Mayors Distress Relief Fund (LMDRF)

Refer to the State Emergency Management Policy and Plan at www.semc.wa.gov.au.

5.3 WANDRRA

The primary responsibility for safeguarding and restoring public and private assets affected by natural disasters rests with the owner. However the State Government recognises that disaster affected communities does not always have the resources to provide for their own recovery.

For the disaster to be considered eligible for WANDRRA funding the event must be a naturally occurring, rapid onset event caused by any one, or a combination of, the following natural hazards: bushfire; cyclone; earthquake; flood; landslide; meteorite strike; storm; storm surge; tornado or tsunami.

Further information regarding WANDRRA funding and eligibility can be found at the Department of Premier and Cabinet website.

To assist with the calculation of disaster cost, and therefore whether the incident will be eligible for WANDRRA funding, the Shire of Yalgoo is to have a designated account to direct all incident related expenses to.

5.4 Public Fundraising Appeal

Any request to initiate a public fundraising appeal shall be directed to the Lord Mayor's Distress Relief Fund.

6. Resources & Facilities

6.1 Recovery Coordination Centre

The Yalgoo Recovery Coordination Centre will initially be located at the Shire of Yalgoo Administration Offices, 37 Gibbons Street Yalgoo. Where this location is unsuitable, the RC will be responsible for nominating an alternate location.

6.2 One Stop Shop

Depending on the extent of the incident, a one-stop-shop may be established to provide a central location for the public 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):

- Shire of Yalgoo Administration Building
- Old Railway Station, Mt Magnet Geraldton Road Yalgoo
- Paynes Find Recreation Centre

6.3 Staff

As a consequence of an emergency additional staff may be required to ensure that the Shire of Yalgoo continues to fulfil its 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 extent of the recovery operations should not be underestimated, as recovery can be a lengthy process. Depending on the nature of the event, some services may be required for months or even years to follow.

Senior staff are to consider the impact of fatigue, stress and pressure on personnel. As staff members often live and work in the same community, it is possible that they have also been personally impacted by the disaster. All Shire of Yalgoo staff have ready access to employee assistance programs.

6.4 Equipment

A resource list of the Shire of Yalgoo construction and maintenance assets can be seen in Appendix 5.

When additional resources are required, the City will attempt to use local contractors and resources first rather than seek support from external agencies. This includes requesting support from neighbouring councils. Contact details for local equipment suppliers and contractors can be seen in Appendix 5.

6.5 Volunteers

The Shire of Yalgoo supports and encourages the community being involved in the recovery process and acknowledges that many community members may hold valuable skills that can be utilised. There are likely to be two types of volunteers:

- Those already affiliated with a specific organisation (e.g. SES, Red Cross, VBFB)
- 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 YRC may assist with the coordination and tasking of volunteer agencies, however the management of these volunteers will remain solely with their respective organisation.

Depending on the size and impact of the disaster, Volunteering WA may be approached to assist in the registration and organisation of spontaneous volunteers.

6.6 Donation of Physical Goods

The Shire of Yalgoo shall immediately deter the donation of physical goods, unless the LRC requests specific items. A public announcement will be made by the YRC spokesperson as soon as possible to inform all of this stance.

6.7 Offers of Assistance

All public offers of assistance, such as donations of services and accommodation are to be recorded on the CPFS Offers of Assistance form (see Appendix 4) and be made available for public viewing (i.e. public notice board). Whilst CPFS and the Shire of Yalgoo may facilitate this process they will not endorse any service providers or be held accountable for the quality of assistance provided.

7. Public Information

7.1 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 YRC Spokesperson is the only person to speak on behalf of the YRC unless permission is granted otherwise. All media statements are to be approved by the YRC prior to their release, to ensure the accurate and appropriate release of information (refer to section 3.3).

Any requests from the media to access restricted sites or for correspondence with additional personnel must be authorised by the YRC.

7.2 Community Meetings

The public has become accustomed to and expects easy access to current information.

In addition to media releases, regular community meetings may be necessary depending on the size and nature of the event.

The Australian Red Cross Communicating in Recovery guide shall be utilised to assist in the preparation of all significant recovery communications.

7.3 Communication Plan - Overview

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<ul style="list-style-type: none"> • Affected Community Members • Recovery Workers • The Media • Elected Representatives • Key Stakeholders: <ul style="list-style-type: none"> ○ Government agencies (State & Commonwealth); ○ St John Ambulance; ○ Yalgoo BFB; ○ LMDRF 	<ul style="list-style-type: none"> • Community briefings/de-briefings • Website: www.yalgoo.wa.gov.au • SMS – text messaging • Group Email • Media Statements • Bush Telegraph • Shire specific bulletin • Public noticeboards • Word of mouth • Radio and television 	<ul style="list-style-type: none"> • Dedicated information webpage • Potential public meeting venues: <ul style="list-style-type: none"> ○ Shire Chambers ○ Old Town Hall ○ Community Centre • Shire and Community Noticeboards • Community events e.g. BBQ • Disaster site itself (if safe and feasible)

8. Community Engagement

The following is the Community Engagement Strategy that the LRCG will use each time there is a need for recovery after an incident:

Step	Information
1. Establish target audience	<p>Consider the demographics of the area and investigate what groups or networks exist. Consider targeting:</p> <ul style="list-style-type: none"> • Agency networks • The general public • Community groups e.g. environmental groups, farming groups, community action groups, church groups, sporting clubs, service clubs, Aboriginal groups, schools, chambers of commerce and industry. • LEMC • Local government networks • Brigades and volunteer groups • Neighbouring LEMC's
2. Determine matters to be communicated	<p>Determine what information you need from the community. This may include:</p> <ul style="list-style-type: none"> • Historical emergency events - how has recovery been managed in the past? What could be improved? • General feedback on the draft Local Recovery Plan <p>Determine what information you are going to provide the community.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Emergency management awareness • Recovery management awareness • Recovery coordination centre locations
3. Determine methods of communication	<p>Considering the target audience, determine the most appropriate methods of communication. Different communication methods using different medium may be required to address various audiences. Consider the following methods:</p> <ul style="list-style-type: none"> • Circulars (distributes information within agency networks) • Community meetings • Community Kiosks (an informal workshop with displays encouraging small group discussion) • Community displays (exhibiting the draft Plan in public areas)

	<ul style="list-style-type: none"> • Pre-planned meetings (presenting information at existing community group meetings e.g. Rotary) • Panels and focus group (establish a group to represent a cross section of the community) • Media (utilising local newspapers, radio stations, posters or pamphlets to distribute information and request feedback) • Internet/Intranet (utilising local websites to distribute information and request feedback) • Email (establish an email address for public enquiries and comments)
4. Develop an implementation plan	Record the target audience, matters to be communicated and methods of communication to be used in an implementation plan.

APPENDICES

Appendix 1 Local Government MOU Sample

MISSING

Appendix 2 Recovery Coordinator/Committee

Checklist

This checklist is a template only. Times frames and the full list of tasks will be determined by the nature and extent of the event.

Task description	Complete
Within 48 hours	
LRC to contact and alert key local contacts	
LRC to liaise with the IC and participate in the incident management arrangements, including the ISG where appropriate	
LRC to determine the need for the activation of the Local Recovery Plan and whether to convene Yalgoo Recovery Committee If yes- Finalise committee membership and arrange initial briefing If no- Continue to monitor the situation	
LRC and local government to determine the need for of state involvement in conjunction with the State Recovery Coordinator	
YLRC to appoint a spokesperson and further define communication processes	
YLRC to consider support and resources required (i.e. staff, equipment)	
Within 1 week	
Activate a recovery coordination centre if required	
Activate a one stop shop if required	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available	
Manage offers of assistance (i.e. volunteers, donated goods and services)	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities	
Ensure all recovery expenditure is logged in the designated accounts and accurate records are kept	
Consider establishing a call centre with prepared responses for frequently asked questions	
Facilitate the acquisition and effective use of resources	

Manage restoration of essential infrastructure/utilities	
Brief media on the recovery program	
Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

Appendix 3 SAMPLE - Response to Recovery Form

1. Incident Details

Incident Name:	
Incident Number:	
Controlling Agency:	
Local Government Affected:	
Final Situation Report Provided:	YES / NO
Maps Attached:	YES / NO
Has the ISG been stood down?	YES / NO

- **Essential public services (lifelines) that are currently being restored.**

Essential Service	Current Status

- **Risk Management**

a). The following risks have been identified as a result of this incident. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return, however residual risks remain.

Risk	Likelihood

NOTE: *This list is not exhaustive. Care should be taken to continually assess residual and new risks and develop appropriate communication strategies for the affected community. Some of these risks existed before the incident.*

b). How have these risks been communicated? (please detail)

1. Have all rescues been completed?	YES / NO
2. Have all injured been attended to?	YES / NO
3. Are there any road blocks in place?	YES / NO
4. Have displaced people been provided with shelter?	YES / NO

2. Impact Assessment

5. Details of damage to critical infrastructure?

6. Estimated number of residential properties destroyed?

7. Estimated number of residential properties damaged?

8. Estimated number of commercial or industrial properties destroyed?

9. Estimated number of commercial or industrial properties damaged?

10. Estimated number of rural, pastoral or primary producer properties significantly affected?

11. Estimated damage to the environment?

12. Known damage to Local Government assets:

Impact assessment information can be provided via the final HMA Situation Report.

3. Relocation/Evacuation

1. Estimated number of people relocated / evacuated? YES / NO

2. Have all the displaced people been provided with shelter? YES / NO

3. Has the public been informed it is safe to return? YES / NO

4. Needs Analysis

What resources, equipment or support are required in the transition to recovery?

ISG Member:

Support Required:

What resources, equipment or support are required in the transition to recovery?

ISG Member:

Support Required:

What resources, equipment or support are required in the transition to recovery?

ISG Member:

Support Required:

What resources, equipment or support are required in the transition to recovery?

ISG Member:

Support Required:

What resources, equipment or support are required in the transition to recovery?

ISG Member:

Support Required:

5. Confirmation

This is a FULL / PARTIAL handover.

If PARTIAL what will the HMA remain responsible for:

HANDED OVER BY:

Incident Controller

Name:

Agency

Date:

Time:

Signature:

HAND OVER ACCEPTED BY:

Local Government

Name:

Position:

Local Government:

Date:

Time:

Signature:

State Recovery Controller notified at:

Appendix 4 Offers of Assistance Form



Government of Western Australia
Department for Child Protection
and Family Support



Offers of Assistance

THIS FORM IS FOR THE COLLECTION OF INFORMATION ONLY

The Department for Child Protection and Family Support has not screened this information, and is not responsible for the delivery of services, donated goods or accommodation offered on this form.

All agreements on the delivery of services, donated goods and accommodation offered will be agreed upon between the private parties without the assistance of the Department, ADRA Australia or Volunteering WA.

By filling out this form I (You) agree to the information being forwarded on to impacted persons and/or relevant services/organisations.

Type of Assistance

Accommodation

Service

Donation

Other

*Please fill out a separate form for each type of assistance offered.

Name: _____

Address: _____

Phone Number (Best number to reach you on): _____

Email: _____

Accommodation

House

Granny Flat

Caravan

Other

Accommodation Address: _____

Availability:

Immediate

Short term

Long term

Information on Accommodation, Service, Donation and Other

Eg:

Accommodation – Availability dates, Size, Exclusions, Children, Pets, etc.

Service – Availability dates, Skills, Health and medical issues. Are you currently with a volunteering agency, etc.

Donations of goods and services – What you wish to donate, etc.

Other – please describe.

Signature _____

Date: _____

Time: _____

Thank you

Appendix 5 Recovery Resource Register

Shire of Yalgoo Asset Register 2016

(Council Equipment Inventory assets)

Construction & Maintenance Assets

Type	Number
Water Tankers 20,000 litres each	2
Backhoe Loader	1
Front End Loader / 950 CAT	1
Loader / Backhoe - CAT	1
Fork Lift / CAT 2.5 TONNE	1
Sprinter Bus 11 seats	1
Tractor / CASE 4 X 4	1
RTV Utilities	3
Generator / 3 PHASE / SINGLE	1 each
Tank with Water Pump	2
Side Tippers	3
Low Loader	1
Tandem Axle Trailer	1
Single Axle Trailer	2
Tandem Axle 3 tonne Car Trailer	1
Grader	2
Grinder	1
Drills	3
Brush Cutters	2
Blowers	2
Welders	2
Chainsaws	1
Mowers	3
Compressors	3

Local Equipment Suppliers See Yalgoo Community Business Directory

Appendix 6 Yalgoo Local Recovery Coordinating Group

SHIRE OF YALGOO LEMC CONTACTS 2016					
NAME	POSITION	AGENCY	E-MAIL	UHF	PHONE
Yalgoo					
Silvio Brenzi	CEO Shire of Yalgoo / Chief BFCO	Shire of Yalgoo	ceo@yalgoo.wa.gov.au	38	08 9962 8042 0417 484 840
Neil Grinham	President Shire of Yalgoo / Meka Station	Shire of Yalgoo	neilgrin@westnet.com.au	21/19	08 9963 7303 0427 903 223
Steven Cosgrove	Coordinator Governance & Technical Services	Shire of Yalgoo	emc@yalgoo.wa.gov.au		08 9962 8042 0429 103 281
Raul Valenzuela	Yalgoo Rep St John Ambulance	Shire of Yalgoo	threerv@hotmail.com		08 9962 8033 0487 779 241
Robert Grinham	Deputy YBFCO (Nth)	Shire of Yalgoo	Meka2@westnet.com.au	21/19	08 9963 7963 0448 500 008
Douglas Taylor	Deputy Bush Fire Control Officer (Sth)	Paynes Find	dougtaylor100@hotmail.com murchisonearthmoving@activ8.net.au		08 9963 6111 08 9963 6513 0419 663 286
Steven Cosgrove	Coordinator Governance/Technical Services	Shire of Yalgoo	emc@yalgoo.wa.gov.au		08 9962 8042
Karen Malloch	EA/LEMC Exec Officer	Shire of Yalgoo	pa@yalgoo.wa.gov.au		08 9962 8042 0439 090 713
Elisha Hodder	Secretary Yalgoo BFB / Captain YBFB	Shire of Yalgoo	reception@yalgoo.wa.gov.au		08 9962 8210 0429 132 644
Craig Hodder	Plant Operator /Captain YBFB	Shire of Yalgoo	pa@yalgoo.wa.gov.au	38	08 9962 8210 08 9962 8412
Linaire Hodge	CYDC	Shire of Yalgoo	community@yalgoo.wa.gov.au		08 9962 8174 0447 328 292

Tamihana Cummings	Indigenous Parenting Services Centacare	Shire of Yalgoo	tamihana.cummings@centacareyalgoo.org.au		08 9962 8207
Fiona & Phil Newey	Caravan Park Operators	Shire of Yalgoo	cpark@yalgoo.wa.gov.au		08 9962 8742 0472 830 088
Stanley Willock	Yalgoo Hotel Proprietor	Shire of Yalgoo	Stan.willock@hotmail.com		08 9962 8031 0428 518 774
Works Crew					
Ray Pratt	Works Foreman	Shire Works Depot	works@yalgoo.wa.gov.au	38	08 9962 8210
Edward (Ted) Bukelis	Works Supervisor	Shire Works Depot	works@yalgoo.wa.gov.au		08 9962 8210
Ray Winfield	Plant Operator	Shire Works Depot	works@yalgoo.wa.gov.au	38	08 9962 8210 0488 118 552
A (Jelly) McSporrان	Plant Operator	Shire Works Depot		38	08 9962 8051 0409 915 078
Matthew McSporrان	Plant Operator	Shire Works Depot		38	0400 676 538
Ryan Egan	Plant Operator	Shire Works Depot		38	0499 156 235
Jordan Comeagain	Plant Operator	Shire Works Depot		38	08 9962 8210
Percy Lawson Jnr	Plant Operator	Shire Works Depot		38	08 9962 8210
Shires					
Shire of Mt Magnet	Shire of Mount Magnet	Shire of Mount Magnet	ceo@mtmagnet.wa.gov.au		08 9963 4001
Shire of Mullewa	Shire of Mullewa	Shire of Mullewa	admin@mullewa.wa.gov.au		08 9961 1007
MEEDAC					
Dave / Deb	MEEDAC	Shire of Yalgoo	yalgoo@meedac.com		08 9962 8323
Adam Fawkes	MEEDAC	Shire of Yalgoo	Adamfawkes77@gmail.com		08 9962 8323
Mary-Kate Walsh	Yalgoo Health Centre Community Clinical Nurse	WA Country Health S – MW Murch	Mary-Kate.Walsh@health.wa.gov.au		08 9962 8600 0438 332 692
Police					
Brigham Dennison	Snr Constable	WA Police Yalgoo	Brigham.dennison@police.wa.gov.au yalgoo.police.station@police.wa.gov.au		08 9962 8032 0409 206 641
Ivan Davies	Officer in Charge	WA Police Yalgoo	ivan.davies@police.wa.gov.au		08 9962 8032 0400 427 775
Adrian Comeagain	Constable	WA Police Yalgoo	yalgoo.police.station@police.wa.gov.au		08 9962 8032

Trevor Douglas		Mt Magnet Police	trevor.douglas@police.wa.gov.au		
Ron Pace	Sergeant	Mullewa Police	mullewa.police.station@police.wa.gov.au		08 9961 6600
School					
Philip Joseph	Principal	Yalgoo Primary	Philip.joseph@education.wa.edu.au		08 9962 8024
Gail Trenfield	Admin	Yalgoo Primary	gailjelly@hotmail.com		08 9962 8024
Paynes Find					
Gail Pilmoor	RFDS First Aid Post / PFBFB Main Rds First Responder	Paynes Find	pilroc@bigpond.com		08 9963 6068 0418 919 773
Dave Roche	Captain PFVBFC	Paynes Find	pilroc@bigpond.com		08 9963 6068 0418 919 773
Elaine Taylor	Paynes Find Gold Battery	Paynes Find	paynesfindgoldbattery@bigpond.com		08 9963 6513
Sandra Taylor	Paynes Find Roadhouse	Paynes Find	paynesfindroadhouse@outlook.com		08 9963 6111
Ashley Bell	1st Lieutenant PFVBFC	Paynes Find	Ashley.Bell@mtgibsoniron.com.au		08 9963 6517 63140233 w
Douglas Taylor	Deputy Bush Fire Control Officer (Sth)	Paynes Find	dougtaylor100@hotmail.com murchisonearthmoving@activ8.net.au		08 9963 6111 08 9963 6513 0419 663 286
Aneika Parker	2nd Lieutenant PFVBFB	Paynes Find	parkdig@bigpond.com		08 9963 6251 0418 914 478
Dave Roche	Captain PFBFB	Paynes Find	pilroc@bigpond.com		08 9963 6068 0418 919 773
DFES					
Adrian deKleer	District Officer SES (Floods) DFES Operations	DFES MW Gascoyne	Adrian.DeKleer@dfes.wa.gov.au		9956 6000 04 2700 2715
Jonelle Tyson	Community Emergency Management Officer	SEMC Secretariat	jonelle.tyson@semc.wa.gov.au		08 9956 6014 0408 843 907
Helen Kent	Acting Community Emergency Management Officer	SEMC Secretariat	helen.kent@semc.wa.gov.au		08 9482 1724
Ian Thompson	District Manager	DFES MW Gascoyne	an.thompson@dfes.wa.gov.au		08 9956 6000 0427 024 126
Stations					
Cindy & Greg Payne	Badja Station	Badja Station	badja@wn.com.au	13	08 9963 7990

Mark & Caroline Halleen		Boolarady Station	mwhalleen@bigpond.com	12	08 9963 7987
Len & Zena Duffy	Bunnawarra Station			20	08 9971 7070 08 9962 8252
Ruth & Justin Rowe	Carlaminda Station	Carlaminda Station	Jr.rowe@hotmail.com	3	9962 8062 0417 778 062 0427 778 061
Amanda Rowland	Edah Station	Edah Station	edahstation@gmail.com		08 9474 1806 0400 204 638
Geoff Sherlock	Edah Station	Edah Station	edahstation@gmail.com		08 9474 1806 0400 204 638
Angus Nichols	Edah Station	Edah Station	edahstation@gmail.com		08 9474 1806 0400 204 638
Helen & Mike Cripps	Gabyon Station	Gabyon Station	gabyonstationstays@gmail.com		08 9963 7993
Terry & Manuel Iturbide	Jingemarra Station	Jingemarra Station	terrykayi@westnet.com.au	25	08 9963 7997 0407 428 190
Byron & Aneika Parker	Maranalgo Station	Maranalgo Station	parkdig@bigpond.com	3	08 9963 6251 0418 914 478
Trish & Bob Grinham Deputy YBFCO (Nth)	Meka Station	Meka Station	Meka2@westnet.com.au	21/19	08 9963 7984 0448 500 008
Jo Clews	Melangata Station	Melangata Station	joclews889@gmail.com joclewscooking.com		08 9963 7777 0458 538 964
Ray & Karen Tynan	Mellenbye			32	08 9972 3032
Ian & Clint Nicholls	Mt Gibson Mine	Mt Gibson Mine			08 9967 1044
Melissa Farrelly	Mt Gibson Sanctuary		melissa.farrelly@australianwildlife.org		08 9963 6518
Tim & Gloria Simpson	Mt Wittencoom Station	Mt Wittencoom Station		13	08 9963 7967
Keith O'Connor	Muralgarra Station				08 9963 7994
Henry Jones	Murrum Station		henry@boogardie.com		08 9963 5829 0428 634 005
John & Karren	NALBARRA Station		nalbarra7@bigpond.com	30	08 9963 5829
Julie Ann Leaver	NARNDIE Station		-		08 9963 5818
Don & Leah Bell	Ninghan Station	Ninghan Station	ninghanstation2@bigpond.com	40	08 9963 6517
David (Shorty) Bell	NOONDIE Station		-		08 9981 5884

Ellen Rowe	Noongal Station Homestead	Noongal Station	southerncross2007@hotmail.com	3	08 9962 8279
Greg Cowley	OUDABUNNA Station		-	10/2	08 9963 6571 08 9409 6078
Elaine & Doug Taylor	PAYNES FIND GOLD BATTERY		paynesfindgoldbattery@bigpond.com.au		08 9963 6513
Sandy, Lisa Doug Taylor & Chris Pascoe	Pullagaroo/Goodinow Stations	Pullagaroo Station Goodinow Station	sandytaylor127@hotmail.com murchisonearthmoving@activ8.net.au		08 9963 6513 0419 663 286
Norman Bandon	Tallering Station			25	08 9962 3045
	Tardie Station		tardiemob@westnet.com.au	34	08 9964 0901
Andre & Alta Putter	Thundelarra Station (DPAW)	Thundelarra Station	dalgaranga.dpaw@gmail.com alta.putter@hotmail.com	7	08 9963 6074 0147 140 862
Joanne & Brett Kanny	Wagga Wagga Station	Wagga Wagga Station	brettandjo@harbourisp.net.au	16	08 9963 7963 0428 637 963 08 9924 3226
Bill & Kate Moses	WYDGEE Station		billandkate@activ8.net.au		08 9963 5819 0407 773 600
Main Roads					
Peter Herbert		Main Roads MW	Peter.herbert@mainroads.wa.gov.au		08 9956 1208 0427 478 177
Mark Salt	Network Manager MW-G	Main Roads MW	-		08 9956 1245 0429 087 838
Bernie Miller	Regional Manager MWG	Main Roads MW	Bernie.miller@mainroads.wa.gov.au		08 9956 1200
Outside Contractors					
Keith Shaw	District Emergency Services Officer	DCP & Family Support Murchison	Keith.Shaw@cpfs.wa.gov.au		08 9965 9533 0429 102 148
Blair Bayens	Community Paramedic	St John Ambulance WA	Blair.Bayens@stjohnambulance.com.au		0437 681 562
Gloria Masekane	Nurse Manager	Mount Magnet Health Centre	Gloria.Masekane@health.wa.gov.au		08 9963 3100
Samantha Adams		WALGA	sadams@walga.asn.au	-	0419 953 583
Nigel Sercombe	Regional Manager	DPAW MW	nigel.sercombe@dpaw.wa.gov.au	-	08 9964 0901
Kathy Radford	PA - Regional Manager	DPAW MW	Kathy.Radford@DPaW.wa.gov.au	-	08 9964 0901

Peter Smith	Ranger	Shire of Yalgoo	admin@caninecontrol.com.au	-	08 9926 1387 0427 261 397
Shane Kinnear	Telstra Emergency Services Liaison Officer	Telstra WA	-	-	08 9726 7312
Boyd Brown	Area Manager WA	Telstra WA	boyd.m.brown@team.telstra.com	-	08 9727 7312 0478 748 197
Lewis Winter	Winteractive Fire & Emergency Management		winteractive@bigpond.com	-	
Andrew Klein	District Operations Manager	WACHS	Andrew.Klein@health.wa.gov.au		08 9956 2268 0417 980 835
Jamie Conway-Physick	Snr Operations Officer Geraldton Districts	Rangelands DPAW	Jamie.conway-physick@dpaw.wa.gov.au	-	08 9964 0901 0477 337 259
Mines					
Greg Payne	General Manager Business Dev	Karara Iron Ore/Gindalbie	gbg@gindalbie.com.au		
Steve Churchill	HSEC Safety & Training Advisor	Mt Gibson Mining	Steven.churchill@mtgibsoniron.com.au	2	08 9323 2000
Paul Badham		Mt Gibson Mining	Paul.Badham@mtgibsoniron.com.au	2	08 6314 0203
Michelle Holmes		MMG GG	Michelle.holmes@mmg.com		0428 481 329
Ben Ryan	SHEC Superintendent	MMG GG	Ben.ryan@mmg.com		08 9956 4259 0467 814 090
Lee Clark	Emergency Response Coordinator	MMG GG	Lee.Clark@mmg.com goldengroveshec@mmg.com		0437 061 185
Robert Cooney(Lord)	ERC Co-ordinator	Doray Minerals / Deflector Gold	Robert.cooney@dorayminerals.com.au		08 6555 9856 0429 205 564
Christopher Gerrard	General Counsel / Company Secretary	Gindalbie Metals	christopher.gerrard@gindalbie.com.au		08 9480 8705
Peter Sperring	Manager	Mutiny Gold / Doray Minerals	Peter.sperring@dorayminerals.com.au		6160 4501 0409 551 366

Appendix 7 **SAMPLE - Yalgoo Local Recovery Coordinating Group Agenda**

Meeting Opened:

1. Controlling Agency (CA)/Hazard Management Agency (HMA):
 - a. Overview of Incident
 - b. Overview of outstanding matters/Request for Assistance (RFA's)
 - c. Overview of contentious issues
 - d. Handover of Response to Recovery Document (discuss detail and timing)
 - e. Status of WANDDRRA
 - f. Forecast weather patterns
2. Local Government:
 - a. Identification of Local Recovery Coordinator
 - b. Local Recovery Coordinating Group composition:
 - i. Chairperson
 - ii. Admin Support and Record Keeping
 - iii. Required agencies
3. Review of members / agencies present
4. Round table discussion from agencies – who is doing what?
5. Identification of key issues requiring action and allocation of responsibilities and priorities, with timeframes:
 - a. Establish action sheets/boards for relevant activity e.g. economic, social, environmental, community;
 - b. Commence development of priority list.
6. Development of key contact list for agencies
7. Public Information / Media Management:
 - a. who is doing what?
 - b. handover process
 - c. can the CA/HMA provide some intermediate support?
 - d. can a CA/HMA Public Info Officer (PIO) / Media Liaison Officer (MLO) stay and provide assistance?
 - e. is a public meeting required – if so, when and who will run it?
8. Community Welfare – CPFS

Next Meeting – date, time, location?

Appendix 8 SAMPLE - Yalgoo Local Recovery Report

RECOVERY REPORT – <Emergency Situation>

Yalgoo Local Recovery Coordinating Group

Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

Special Assistance:

Requirements: *Includes support from other agencies, LRCC intervention with priorities.*

Financial Issues: *May include support from LRCC for additional funding from Treasury.*

Recommendations:

Name & Signature:

Title:

Date: