




CITY of GOSNELLS

Local Recovery Plan 2025 – 2029



Contents

1	Introduction.....	2
	1.1 Authority	2
	1.2 Purpose	2
	1.3 Objectives	2
	1.4 Scope	2
2	Related documents and arrangements	3
	2.1 Agreements, Understanding and Commitments.....	3
3	Resources	4
	3.1 Financial Arrangements	4
4	Roles and Responsibilities	5
	4.1 Local Recovery Coordinator	5
	4.2 The Local Recovery Coordination Group (LRCG)	7
	4.3 Communication (Provision of Information) Plan.....	8
5	APPENDICES	10
	5.1 Appendix 1 - Local Recovery Coordinator Action Checklist.....	10

Signed by:  _____
Local Recovery Coordinator

Date: 14 April 2025

1 Introduction

Following the impact of a significant hazard on a community within the City of Gosnells, there may be the need to assist the community to recover from the effects of the event. Recovery is defined in the *Emergency Management Act 2005* as “the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing”.

This Recovery Plan will assist the City of Gosnells and the community to achieve that goal.

1.1 Authority

The Local Recovery Plan has been prepared in accordance with Section 41(4) of the *Emergency Management Act 2005* and forms a part of the Local Emergency Management Arrangements for the City of Gosnells. This plan has been endorsed by the City of Gosnells Local Emergency Management Committee and approved by the City of Gosnells.

1.2 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

1.3 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, and procedures for the management of recovery from emergencies for the City of Gosnells.
- Establish a basis for the 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.
- Provide a framework for recovery operations.

1.4 Scope

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

2 Related documents and arrangements

The following documents are related to this Plan.

- City of Gosnells Local Emergency Management Arrangements (LEMA) 2025 - 2029
- Local Emergency Relief and support Plan – City of Armadale, City of Gosnells, Shire of Serpentine Jarrahdale

2.1 Agreements, Understanding and Commitments

The City of Gosnells has:

- a Memorandum of Understanding with the City of Canning - Animal Welfare in Emergency Events.
- informal agreements relating to animal welfare with Dogs West and Hillside Farm. Relocation of animals to these facilities will be negotiated on an as needs basis.

3 Resources

The Hazard Management Authority (HMA) is responsible for the determination of resources required to combat hazards for which they have responsibility. The City of Gosnells has a range of resources which may be available to assist in the event of an emergency.

3.1 Financial Arrangements

The primary responsibility for safeguarding and restoration of public and private assets affected by an emergency rests with the owner. However, a range of financial disaster relief measures are available to assist communities recover from eligible natural events.

The State Emergency Management Plan outlines the State's Recovery Funding Arrangements. Relief programs include the following:

3.1.1 Disaster Recovery Funding Arrangements Western Australian (DRFAWA)

The DRFAWA provides assistance to agencies and local governments, with essential public assets that have been damaged in an eligible disaster.

To access funding under these arrangements, a disaster event must be deemed eligible. To be considered an eligible disaster it must be a natural disaster or terrorist act for which:

A coordinated multi-agency response was required; and

- State expenditure exceeds the small disaster criterion (which is \$240,000 and does not include insurance related expenditure).
- The natural disaster is one of the ten defined disasters – bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike or tornado.
- DFES coordinates all communication with the Commonwealth and will confirm whether an event is deemed eligible.

Once an event is declared eligible, the Commonwealth issues a unique Australian Government Reference Number (AGRN) to be noted on all claims and supporting documentation.

The different funding options available under these arrangements are referred to as assistance measures. Assistance measures must be carried out to alleviate damage or distress that has occurred as a direct result of an eligible disaster. These are broken into four main categories including:

- Category A – Emergency assistance for individuals.
- Category B – Emergency assistance for the repair of essential public assets and to support primary producers and small businesses recover from a disaster event.
- Category C – A community recovery package that is intended to support a holistic approach to the recovery of regions, communities or sectors severely affected by an eligible disaster.
- Category D – Covers 'exceptional circumstances', in the opinion of the Commonwealth, to alleviate distress or damage.

3.1.2 Department of Human Services Centrelink (Centrelink)

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, it can often provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink is represented on the State Emergency Welfare Committee and, where possible, should be invited to join the Local Recovery Coordination Group.

3.1.3 Public Appeals – Lord Mayor’s Distress Relief Fund

The Lord Mayor’s Distress Relief Fund will provide aid for victims of events of a disastrous nature for Western Australians. A public appeal may be called.

The Lord Mayor’s Distress Relief Fund will primarily focus on the relief of distress and hardship of individuals.

The Lord Mayor’s Distress Relief Fund may also choose to assist individuals who have experienced hardship following a minor localised disaster.

Applications for assistance will include details of any other funding assistance provided to an individual to allow the Board to give a fair allocation to an individual.

The Lord Mayor’s Distress Relief Fund will work closely with the Local Recovery Committee to ensure local issues are considered before deciding on a disbursement plan. The Local Recovery Committee authenticates applications and provides recommendations to the Board for financial assistance.

All disbursements will ultimately be for the benefit of individuals.

3.1.4 Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Cash donations are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

3.1.4.1 Donations of Cash

As per Part 6 – Recovery, of the State Emergency Management Plan all donations of cash should be directed to the Lord Mayors Distress Relief Fund.

3.1.4.2 Donations of Service and Labour

Any donations of services or labour to assist with the recovery from an emergency should be administered by the City of Gosnells or, if established, the Local Recovery Coordination Group.

3.1.4.3 Donations of Goods

Donations of goods is discouraged, however, may be arranged by non-government organisations who shall be responsible for the distribution of the donated goods.

4 Roles and Responsibilities

4.1 Local Recovery Coordinator

The Director of Business Services has been appointed as the Local Recovery Coordinator in accordance with the *Emergency Management Act 2005*, S41(4). The Manager Governance and Compliance will act in the role when the primary appointee is unavailable.

The Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the City of Gosnells.

The functions of the Local Recovery Coordinator include:

- 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 Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened.

- Ensure the functions of the Executive Officer are undertaken for the LRCG.
- Assess 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 LRCG.
- 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 LRCG and State Recovery Coordination Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

4.2 The Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination Group comprises of a core membership of:

- City of Gosnells Mayor (Chair)
- City of Gosnells Director Business Services
- City of Gosnells Director Planning and Development
- City of Gosnells Director Infrastructure
- City of Gosnells Director Community Engagement
- Local Emergency Coordinator (WA Police Force)
- Department of Communities representative

Additional Members (where appropriate)

- City of Gosnells
 - Chief Executive Officer
 - Manager Governance and Compliance
 - Chief Financial Officer
 - Manager Marketing and Community Events
 - Manager Waste and Operations Centre
 - Manager Development Services
 - Manager Engineering Services
 - Emergency Operations Officer
- LEMC representatives (where appropriate)
- Relevant Hazard Management Agency (where appropriate)
- Lifeline Agency representatives (where appropriate)
- Any other members drawn from government or non-government organisations including community groups with a major role to play in the recovery process.

4.2.1 Role of the Local Recovery Coordination Group (LRCG)

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

The functions of the LRCG include:

- 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 City of Gosnells' 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.
 - 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 they are 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 Government and the City of Gosnells 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 LRCG.
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

4.2.2 Local Recovery Coordination Group subcommittees (where required)

Dependent on the nature and extent of the recovery, consideration will be given to establish subcommittees for the below.

- Community subcommittee
- Environment subcommittee
- Infrastructure subcommittee
- Finance subcommittee

4.3 Communication (Provision of Information) Plan

Effective communication following an emergency or disaster achieves multiple objectives, including ensuring accurate and relevant information is distributed to the wider community in an appropriate and timely manner, providing an avenue through which concerns and issues from the community can be raised and addressed, and minimising risk or injury to members of the community.

The City's Communications and Marketing office will use a variety of communications means to ensure key messages are shared with the community throughout the recovery period, including but not limited to:

- printed materials (posters, flyers, brochures)
- media releases (print, broadcast and online news agencies)
- media briefings
- digital media (website content, emails etc.)
- social media
- community meetings and briefs

Communications and Marketing will liaise with the CEO, Executive, Emergency Services personnel and government agencies to produce and distribute information relating to:

- the impact of the emergency on the community
- priorities for action
- details of the recovery process
- plans in place to protect the wellbeing of local people
- available services and resources to assist the community

Communications and Marketing will also manage core messaging to mitigate any potential detrimental impact to the City's reputation during recovery period. To eliminate potential risks associated with inaccurate or unsuitable information being distributed, Communications and Marketing will coordinate regular information updates to the community and other stakeholders.

Given the multicultural nature of the City of Gosnells community, the Communications and Marketing team will also ensure information relating to the emergency or disaster and the recovery period is made available for people who speak and read languages other than English, and provision will be made for communications with people with disability, seniors, and isolated and vulnerable people.

5 APPENDICES

5.1 Appendix 1 - Local Recovery Coordinator Action Checklist

Task Description	Complete
Within 48 Hours	
Contact and alert key local contacts	
Liaise with the Controlling Agency and participate (or nominate a suitable City of Gosnells representative i.e. Executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to the emergency.	
Provide advice to the Mayor and CEO on the requirement/membership of the LRCG and provide advice to the LRCG if convened.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	
Provide Executive Officer and administrative support to the LRCG administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping.	
Facilitate community meetings/briefings to provide relevant recovery information, include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the City of Gosnells internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery.	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the City of Gosnells.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic,	

natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA. If so, ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a contact centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the City of Gosnells and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 12 months	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	

*Timeframes are approximate