



Shire of Kent Local Recovery Plan 2025

This Local Recovery Plan has been produced and is relevant as an annexure to the
Shires of Dumbleyung, Kent, and Lake Grace
Combined Lakes
Local Emergency Management Arrangements.

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Part one: Introduction

1.1. Authority

This Local Recovery Plan (LRP) has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* (EM Act) and forms a part of the Local Emergency Management Arrangements for the Shires of Dumbleyung, Kent, and Lake Grace. This plan has been endorsed by the Combined Lakes Local Emergency Management Committee and has been tabled for information and comment with the Great Southern District Emergency Management Committee. This plan has been approved by the Shires of Dumbleyung, Kent, and Lake Grace.

1.2. Purpose

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

1.3. Objectives

Specifically, the objectives of this LRP are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Kent.
- 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 LRP is limited to the boundary of the Shire of Kent and forms a part of the Combined Lakes Local Emergency Management Arrangements. It details the local recovery arrangements for the Shire of Kent local community.

Part Two: Related Documents and Arrangements

The following documents are related to this plan:

- Local Emergency Relief Support Plan [Department of Communities]
- Combined Lakes Local Emergency Management Arrangements [Shires of Dumbleyung, Kent, and Lake Grace]

Go to <https://recovery.dfes.wa.gov.au/#hazard-recovery-information> for further detail on how the WA State Recovery Arrangements are managed through the Department of Fire and Emergency Services.

2.1. Agreements, Understandings and Commitments

There are currently no agreements (Memorandums of Understanding) in place between the Shire of Kent and other local governments, organisations or industries in relation to the provision of additional resources in recovery.

Part Three: Resources

The resources available and contact details for recovery have been identified and are included in **Attachment 1**.

The following table identifies suitable Local Recovery Coordination Centres in the Shire of Kent:

Centre name	Address	Capacity and available resources	Contacts
Nyabing Town Hall	14 Richmond Street Kent WA 6341	TBA	E: admin@kent.wa.gov.au
Pingrup Town Hall	10 Sanderson Street Pingrup WA 6343	TBA	E: admin@kent.wa.gov.au

Table 1: Local Recovery Coordination Centres

3.1. Financial Arrangements

The Shires have arrangements in place with the Local Government Insurance Scheme (LGIS) to insure its assets. Details of these arrangements are available by contacting:

Finance Coordinator

Shire of Kent

W: 9851 9780

E: admin@kent.wa.gov.au

The *State Emergency Management Policy* section 6 and *State Emergency Management Plan* section 6 outlines the States recovery funding arrangements. Relief programs may include:

- [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA)
- [Services Australia \(Centrelink\)](#)
- [Lord Mayor's Distress Relief Fund](#) (LMDRF).

Part Four: Roles and Responsibilities

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

4.1. Local Recovery Coordinator

The Shire of Kent has appointed the Local Recovery Coordinator in accordance with the EM Act s. 41(4).

- Shire of Kent - the Deputy Chief Executive Officer has been appointed as the Local Recovery Coordinator for the local government area.
 - The Chief Executive Officer will act in the role when the primary appointee is unavailable when an emergency occurs.

Across the Shire, the Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the local government area.

The functions of the Local Recovery Coordinator are provided within ***Attachment 2. Local Recovery Coordinator Action Checklist.***

4.2. The Local Recovery Coordination Group

The Shire of Kent Local Recovery Coordination Group is comprised of the following:

Core Members

- Local Recovery Coordinator
- Key local government staff and elected members
- Community Recovery Coordinator and/or Community Liaison Officer
- Controlling Agency representative/s
- District Emergency Management Advisor
- Local government networks, community members and community groups / associations / committees, such as environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools and chambers of commerce and industry.

Potential Members – event specific

- Australian Red Cross
- Chamber of Commerce and Industry WA / Small Business Development Corporation
- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education (or Local School Representative)
- Department of Fire and Emergency Services (DFES)
- Department of Health (or Local Health Services Provider/Officer)

- Department of Local Government, Sport and Cultural Industries
- Department of Planning, Lands and Heritage
- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Essential Services Network Operators Reference Group representative
- Essential Services such as:
 - Alinta Gas
 - Telstra Corporation
 - Water Corporation
 - Western Power/Horizon Power.
- Insurance Council Australia
- Main Roads Western Australia
- Public Information Reference Group representative
- Volunteering WA
- Western Australia Police Force
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as Impact Statement, State Recovery Cadre, Disaster Recovery Funding Arrangements Western Australia and Public Donations criteria for financial assistance:

- State Recovery (DFES)
- Lord Mayor’s Distress Relief Fund (City of Perth).

The **role of the Local Recovery Coordination Group** is to coordinate and support local management of the recovery processes within the community. The functions of the Local Recovery Coordination Group are:

Functions

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate.
- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.

- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure.
- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available.
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated.
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required.
- Prepare a Communications Plan where appropriate.
- Depending on the extent of damage, develop an event specific Local Operational Recovery Plan which allows full community participation and access, as well as:
 - taking account of the local government's long-term planning and goals
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people.
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted.
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community.
- Negotiate most effective use of State and Commonwealth agencies' resources.
- Monitor the progress of recovery and request periodic reports from recovery agencies.
- Provide recovery public information, information exchange and resource acquisition.
- Coordinate offers of assistance, including volunteers, services and donated money.
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects.
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

See **Attachment 3. Local Recovery Coordination Group Action Checklist.**

4.3. Local Recovery Coordination Group Subcommittees

Where required, it may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator/Coordination Group by addressing specific components of the recovery process.

Consideration should be given to establishing subcommittees across the four recovery environments (social, built, economic and natural), depending on the nature and extent of the recovery:

- **Social Subcommittee** – this subcommittee is to consider the impact an event may have on the health and wellbeing of individuals, families and communities. As emergencies and disasters can cause major societal and personal upheavals, reactions within a community may be diverse, this subcommittee will be primarily concerned with safety, security and shelter, health and psychosocial wellbeing.
- **Built Subcommittee** – this subcommittee is to consider the damage to infrastructure such as communication systems, transport systems, energy supplies, water and sewerage systems, food distribution, health facilities, education facilities and buildings, as these may cause serious disruptions to a community and significantly affect their ability to function normally.
- **Economic Subcommittee** – this subcommittee is to consider the primary economic effects of emergencies and disasters including the physical damage to infrastructure alongside stock and loss of income through reduced trading, as these consequences may be exacerbated by a reduction of disposal income within the community.
- **Natural Subcommittee** – this subcommittee is to consider the impact that an event may have on a healthy and functioning environment that underpins the economy and society, including air and water quality, land degradation and contamination, plant and animal damage/loss, and national parks, and cultural and heritage sites.

4.4. Communication Plan

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?	WHAT communication methods and how they will be used?	WHERE will the information be provided?
Shire President/Councillors	Situation reports, formal briefings, pre-formed scripts for public statements and media releases.	Council meetings, briefing meetings and via briefing notes.
Local government employees and volunteers.	Pre-formed scripts, policies/procedures.	Briefing and team meetings, via WhatsApp and Email.
Local Recovery Coordination Group Subcommittees	Situation reports, formal briefings and meetings.	Subcommittee briefing meetings, bulletins and briefing notes.

WHO needs information?	WHAT communication methods and how they will be used?	WHERE will the information be provided?
Community members	Website updates, social media posts, community forums, printed flyers; and SMS and WhatsApp alerts.	Local government website, social media, local government bulletin boards (offices, halls, CRCs, shops and schools).
Business recovery bulletins, industry liaison meetings, newsletters,	Business recovery bulletins, industry liaison meetings, and newsletters.	Local forums, online and public bulletins via social media and email.
Vulnerable groups (schools, education facilities, health care facilities, CALD)	Accessible communication via trusted local networks, including via community representatives, social media and targeted updates for facility managers and parents.	Schools, early childhood centres, Department of Education channels. Aged care facilities, community health centres, disability service hubs.
Media	Media releases, press conferences, interviews, prepared messages and scripts.	Newspaper, social media and radio.
State Government; External Organisations; and Infrastructure providers.	Situation reports, formal briefings, including impacted services, critical infrastructure failures, damage assessments, and recovery plan implementation.	Meetings and correspondence with Department of Communities, Department of Health, DFES, WALGA, Water Corporation, Telstra, Western Power.

Table 2: Communication Plan

Attachments

Attachment 1: Recovery Resource and Contact Listing

A Local Recovery Coordination Group is being established for the Shire of Kent, with intent to have completed within the 25/26 FY. In the interim reference is to be made to the Combined Lakes LEMC Contact List.

This listing was last updated on [05/06/2025](#).

Attachment 2: Local Recovery Coordinator Action Checklist

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

Prior to an Emergency

- Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.
- Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.
- Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.
- Identify at-risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.
- Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.

Within 48 hours

- Contact and alert key local contacts.
- Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, 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 that emergency.
- Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.
- During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.

- Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.
- Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- 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 government's 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 local government's internal communication processes.

Within 1 week

- Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.
- 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 call centre with prepared responses for frequently asked questions.
- Determine level of State involvement in conjunction with the local government 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 1 to 12 months (or longer-term recovery)

- 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.
- Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.
- Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

Attachment 3: Local Recovery Coordination Group Action Checklist

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

Within 1 week

- Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
- Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.
- District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.
- Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.
- Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.
- Report 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 recovery information and arrangements for at-risk groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.
- Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).
- Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.
- Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

Within 1 month

- Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so, ensure an understanding of what assistance measures are available and the process requirements for assistance.

- Consider establishing a call centre with prepared responses for frequently asked questions.
- Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.
- Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.
- Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.
- 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.
- Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).
- Manage restoration of essential infrastructure.
- 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.
- Monitor the progress of recovery and receive periodic reports from recovery agencies.

Within 12 months (or longer-term recovery)

- Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.
- Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
- Implement transitioning to mainstream services.