**APPENDIX 4**

**FACILITATOR GUIDE**

**This guide has been designed to be flexible and tailorable to ensure the sessions suit you and the needs of your participants. The Guide provides estimated timeframes for the day and for each session that can be adjusted accordingly. This Guide is a supporting document to the Facilitator Guide Slide Deck (Appendix 5).**

**Red text = actions for facilitators to take.**

**Facilitator Guide**

**Recovery Discussion Exercise**

**Date:**

**Timing: Suggested 9:00 – 16:30**

**Venue:**

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| **Time** | **Session outline** |
| 8:30 | **Arrivals, check-in and registration** |
| 9:00  5 mins | **Welcome and Introductions**  Facilitators: [INSERT NAMES] |
| 5mins | **Welcome/Acknowledgement of Country**  Invite a local Indigenous person to attend the exercise to conduct the Welcome to Country. |
| 5 mins | **Housekeeping and administrative remarks**   * Covid protocols * Evacuation routes * Toilets * Mobile phones * Refreshment breaks |
| 5 mins | **Recovery exercise purpose and objectives**  The objectives of the recovery exercise are to:   * Outline regional/local recovery arrangements and plans * Explore the roles and responsibilities of government, non-government and local community stakeholders in recovery * Explore recovery considerations across the short, medium and longer term * Practice evidence informed approaches to recovery strategies and activities * Strengthen collaboration and recovery coordination at the regional/local level * Identify areas for further development to inform recovery planning |
| 15 mins | **Introductory activities – who is in the room?**  Introduce each table group by their allocated recovery environment/subcommittee.  **Table group introductions**  Ask people to introduce themselves to others on their table and briefly talk about the role/s they have had in recovery.  It’s helpful for everyone in the room to be aware of the wide range of participants that are attending the exercise day.  Ask people to raise their hands when they are part of the following groups and to call out which organisations they are from:   * Councils * State government agencies * Local community organisations * Community representatives * Non-government organisations * Business and industry groups * Any other groups or individuals |
| 5 mins | **Understanding who the community is – before the disaster**  All emergency management processes should begin with understanding the strengths and values of the community. This is especially true in recovery.  **Understanding who makes up your community** – social demographics, different community groups, what your community’s strengths are and what is most valued, before a disaster hits – will help inform recovery priorities and strategies; and what can be done to try and protect or restore these things with greater priority. Councils hold much of this information in community plans.  **Community profiles** are a useful way to describe and share information about the community. This exercise is particularly important if you have people on your recovery committee who are not from, or familiar with the local community.  **Understanding the history of disasters** in your area is also important for setting community context. Previous disasters are part of the history of the community. You need to be aware of the disasters that have happened in the past as that will impact on how people respond to and recover from the current disaster.  **Provide an overview of disasters in your community** – has there been frequent disasters over recent years, or has it been some time since the community has experienced a disaster? Is there one (or more) events that everyone remembers as significant?  **Consecutive and concurrent disasters** have compounding impacts for individuals and communities and will affect recovery from the next disaster event. The more frequently disasters occur, the less time there is to recover between disasters.  **Compounding disasters** slow recovery activities down. People who have experienced multiple flood events are faced with multiple clean ups. This can be very challenging; emotionally, physically and financially. There is a greater risk of mental and physical health challenges and this needs to be factored into your recovery planning.  Alternatively, where there has not been a disaster event in your area for some time, community preparedness and resilience may be lower and local recovery stakeholders less practiced in recovery. |
| 5 mins | **Recovery environments**  The range of community impacts of disasters can be described across the social, built, economic and natural environments. The Figure on Slide 8 of the Facilitator Guide Slide Deck (Appendix 5) shows how all four environments constitute community.  “The four environments are separated for the purpose of functional responsibilities within recovery, however, in terms of how communities operate the four environments are intrinsically linked. When working with communities in recovery, each environment should be considered and coordinated with all others in a systems approach that recognises their interconnection.”  *Community Recovery* (AIDR 2018) p.54.  While jurisdictions may vary in the way they name recovery environments or domains, and how they allocate functions into different task groups or sub-committees, the foundations of the four environments with community at the centre remains the same.  Describe how recovery task groups/sub-committees are identified in your state or territory. |
| 20 mins | **State/territory recovery arrangements presentation**  Presenters: [INSERT NAMES]  Switch to the ‘state/territory recovery arrangements’ slide deck  This presentation provides an overview of:   * your state recovery arrangements and governance structures * the history and experience of disasters and community recovery in your region/local area and the main recovery challenges faced. |
| 20 mins | **Disaster scenario presentation**  Presenters: [INSERT NAMES]  Presentation – setting the scene:   * situational awareness of event * event details * impacts and community consequences. |
| 30 mins | **Fundamentals of community recovery – Part A**   * Presentation |
| 10:55 | **Morning tea – 20 mins** |
| 30 mins | **Fundamentals of community recovery – Part B**   * Presentation * Group discussion |
| 30 mins | **Recovery considerations: 3 weeks – 3 months**  This is the first of three sessions run throughout the day focusing on disaster impacts and community consequences and exploring recovery strategies at different points in time over the first two years after a disaster.  The timeframes for the recovery considerations sessions are:   * 3 weeks – 3 months * 6 – 12 months * 12 months and beyond.   Recovery activities always start when the disaster event occurs and at the same time as response activities. However, for the purpose of this exercise we are going to begin our focus at 3 weeks post the scenario disaster event, to keep a forward focus on the short, medium and longer term phases of recovery.  This session focusses on the time-period 3 weeks – 3 months.  Switch to the ‘recovery considerations: 3 weeks – 3 months’ slide deck  (This presentation should take approximately 15 mins to deliver)  Facilitate breakout table group/sub-committee discussions  (Allow 15 mins for group discussion) |
| 50 mins | **Elective module** [INSERT CHOSEN MODULE TITLE]  Choose your elective module and switch to the corresponding slide deck  Note: Group discussion for this session does not have to be in sub-committee groups. There is the option for people to move and mix up table groups.   * Deliver presentation: 20 mins * Facilitate break out table group discussions: 20 mins * Facilitate whole group feedback: 10 mins |
| 30 mins | **Lunch – 30 mins** |
| 40 mins | **Recovery Considerations: 6-12 months**  This is the second session focusing on disaster impacts and community consequences, exploring recovery strategies over the time period 6 -12 months.  Switch to the ‘recovery considerations: 6-12 months’ slide deck  (This presentation should take approximately 15 mins to deliver)    Facilitate breakout table group/ sub-committee discussions  (Allow 15 mins for group discussion) |
| 10 mins | **Six takeaways on recovery after disaster**  [Insights from Mallacoota on community-led recovery](https://youtu.be/DqfcENpYwvA) - Video length 3:44 mins  Two years into Mallacoota's recovery after the Black Summer bushfires, what advice do they have for other communities who might be facing or will face these sorts of challenges in the future?  The documentary provides insight into the aftermath of the December 2019 Black Summer bushfires in Mallacoota, Victoria. The series platforms the stories of community members and the town's journey to forming and electing a community-led recovery committee: the Mallacoota and District Recovery Association (MADRA).  The ABC documentary series broadcast from April 2022 - May 2022. It is available to watch on [ABC TV + iview.](https://iview.abc.net.au/show/people-s-republic-of-mallacoota)  As participants are watching the video ask them to think about what insights resonate with them most?  Whole group reflection – 6 mins   * Ask people to volunteer their responses back to the group * As each person calls a response invite others to raise their hands if they had the same/similar reflection |
| 40 mins | **Recovery considerations: 12 months and beyond**  This is the third and last session focusing on disaster impacts and community consequences, exploring recovery strategies over the time period 12 months and beyond.  Switch to the ‘recovery considerations: 12 months and beyond’ slide deck  (This presentation should take approximately 15 mins to deliver)  Facilitate breakout table group/sub-committee discussions  (Allow 25 mins for group discussion) |
| 15:05 | **AfternoontTea – 20 mins** |
| 30 mins | **Large group plenary – report back on recovery considerations over time**  **Report back from each table group - 5 mins**   * In each time period, what was a key recovery consideration and what were your priority actions? * What issues have you identified that would benefit from further planning for inclusion in recovery plans and strategies?   As groups report back on key recovery considerations, encourage participants to look for the connections and interdependencies across the different recovery environments and facilitate these discussions. For example:   * Lack of temporary housing * Human/social: homelessness, mental health and community dislocation * Infrastructure: temporary housing solutions, land buy back schemes   Remind participants that recorded outcomes of the day will be provided to the local emergency management committee/council representatives to inform ongoing recovery planning.  Participants are encouraged to take photos of the discussion templates for their own records. |
| 10 mins | **Where to from here? Suggested next steps**   * Plan for and confirm membership of your Recovery Committee and respective subcommittees annually, so that the committee can be stood up quickly after a disaster. * Include a recovery exercise day as a standard component in emergency management exercise programs and whenever an emergency exercise is run. * Conduct annual pre-season briefings with community organisations and provide information about local emergency and recovery arrangements and predicted risks for the upcoming season. Plan with community organisations how they can be involved and contribute as valuable partners in recovery. * Conduct a community recovery exercise, including all community organisations that may have a role in local recovery arrangements.   **Exercise participant resources**  All the module overviews and slide decks from today’s exercise are available in the Recovery Exercising Toolkit which can be found on the AIDR Knowledge Hub: <https://knowledge.aidr.org.au/resources/recovery-exercising-toolkit/>  Encourage participants to visit the Toolkit, explore the resources and consider ways they could use the resources to build recovery capability in their committees and agencies, including running a recovery exercise. |
| 15 mins | **Debrief and participant feedback form**   * Q&A session – opportunity for questions/reflections on the day throughout day   Distribute the feedback form and instruct participants to complete it and leave it in the centre of the table. This is the most effective way of getting the most returns on the feedback form. |
| 16:30 | **Close** |