

**6.1 LOCAL EMERGENCY MANAGEMENT PLAN UPDATE**

**Attachments:** 1. **Western Central Local Emergency Management Arrangements 2024**

**RECOMMENDATION:**

**That Council ADOPTS the Western Central Local Emergency Management Arrangements 2024 in accordance with Part 3, Division 2 of the *Emergency Management Act 2005*.**

**PURPOSE OF REPORT:**

To adopt the Western Central Local Emergency Management Arrangements 2024.

**DELEGATION:**

Part 3, Division 2 of the *Emergency Management Act 2005* requires a local government to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.

**BACKGROUND:**

The *Emergency Management Act 2005* establishes the roles and responsibility of local government in relation to emergency management. The three main responsibilities under this Act are:

- i. To establish and support a local emergency management committee.
- ii. To ensure that local emergency management arrangements are prepared, reviewed, and maintained for its district; and
- iii. To manage recovery following an emergency affecting the community in its district.

Eight (8) local governments from the Perth and Fremantle Metropolitan Police District have combined to form the Western Central Local Emergency Management Committee (WC-LEMC), satisfying the requirement for local government to establish a Local Emergency Management Committee.

The WC-LEMC consists of representatives from the Towns of Cambridge, Claremont, Cottesloe and Mosman Park, the Cities of Vincent, Nedlands and Subiaco and the Shire of Peppermint Grove. In addition to local government involvement, the WC-LEMC comprises representatives from emergency management agencies such as WA Police, Department of Fire and Emergency Services, Department of Communities, Department of Biodiversity, Conservation and Attractions, State Emergency Service, Red Cross, and Department of Health. The State Emergency Management Committee (SEMC) have approved this regional structure.

Responsibility for convening, resourcing, and hosting meetings of the WC-LEMC rotates between the eight (8) local government members on a two (2) year cycle and is currently being hosted by the Town of Cambridge.

The WC-LEMMC, on behalf of the eight (8) local governments, and within the framework and guidelines set out in the *Emergency Management Act 2005* and State Emergency Management policies and procedures, initially created a consolidated set of Arrangements in 2009. These were approved by Council on 29 April 2009 and subsequently reviewed in 2013, with the most recent adoption by Council being in 2018. The Arrangements have been reviewed by the WC-LEMC and are presented to Council for adoption in accordance with Part 3 Division 2 of the *Emergency Management Act 2005*.

**DETAILS:**

Whilst local governments are required to ensure the development of the arrangements, this responsibility is effectively managed through the WC-LEMC. Respective local governments therefore do not have a direct role in the development of the Arrangements, although the *Emergency Management Act 2005* and associated policies do require their approval by the local government.

In practice, this is achieved through local government representation of the WC-LEMC and given the regional nature of the Arrangements and that apply to all of the eight (8) member local governments it would be problematic if one single local government wanted a variation to what has been endorsed by the WC-LEMC.

Direct response to a local emergency is the responsibility of the relevant Hazard Management Agency (HMA), the organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources has the capacity to combat the condition the condition creating the emergency. For example, the HMA for fire is the Department of Fire and Emergency Services.

The Arrangements contemplate local government providing resources to support and assist an HMA, but only if requested, and then subject to availability. The only circumstance in which local government becomes the HMA is for fires outside Gazetted Fire Districts, predominantly in outer metropolitan areas and in rural Western Australia.

The current WC-LEMC believed that the 2018 arrangements were unnecessarily lengthy and contained superfluous text that made identification of pertinent information more difficult. Consequently, the review was guided by the following set of principles:

- Brevity is preferred;
- Use of tabulation rather than lengthy text;
- Avoid inclusion of information that is contained in other documents that should be readily accessible by HMA's; and
- Key references, being contacts and resource lists, need to be readily accessible but as they are very dynamic in nature and require constant review, they would be better managed by reference than direct inclusion in the Arrangements.

Normal practice would be to include a Recovery Plan within the Arrangements. The inclusion of eight (8) individual Local Recovery Plans would make the Arrangements very cumbersome and may require local governments to adopt the Recovery Plans of others.

Several years ago, the WC-LEMC sought and obtained approval to include a regional Recovery Plan in the Arrangements that acknowledged the roles and responsibilities of local government members. As a result, the eight (8) participating local governments would maintain Operational Recovery Plans that are not published.

The Arrangements outline the responsibilities of the individual stakeholders, as well as defining potential hazards and hazard management agencies, which cover the following elements of emergency management. As required by the State Emergency Management Committee guidelines, the Arrangements are structured in the following manner:

- Introduction;
- Planning;
- Response;
- Recovery;
- Exercising and Reviewing; and
- Appendices, including schedules of critical infrastructure, special needs, resources, contacts, special considerations, Local Recovery Plans and detail of nominated Local Recovery Coordinators and their contact numbers.

The revised Local Emergency Management Arrangements 2024 are now complete and provided at **Attachment 1**. These have been assessed in accordance with the State Emergency Management Committee's compliance checklist and are required to be formally approved by each local government authority prior to submission to the District Emergency Management Committee.

The revised Local Emergency Management Arrangements 2024 have been adopted by the other local governments as detailed below:

<b>Local Government</b>	<b>OCM</b>	<b>Item</b>	<b>Resolution</b>
Town of Cambridge	28 May 2024	13.3.5	Adopted
Town of Claremont	TBA	TBA	TBA
Town of Cottesloe	25 June 2024	10.1.3	Adopted
Town of Mosman Park	28 May 2024	13.1.2	Adopted
City of Nedlands	TBA	TBA	TBA
City of Subiaco	25 June 2024	10.1.C3	Adopted
Shire of Peppermint Grove	23 July 2024	8.2.1	TBA

In the event of an emergency within the city's boundaries, it may be necessary to commit multiple available resources to support the activity of the HMAs. It should also be noted that the member local governments have agreed to enhancing regional cooperation to assist each other in the event of an emergency that exceeds the capacity of the impacted district. This agreement is reflected in the Partnering Agreement attached as Appendix 8 to the Arrangements.

The Executive Director of Infrastructure and Environment is the city's emergency management contact and would be contacted by the State Local Emergency Coordinator to liaise with the controlling Incident Support Group and assist with the provision of support services, and then institute the transition to recovery after the emergency event has been contained or controlled by emergency response agencies.

Initially, that officer's role would be to support the HMAs wherever possible and then coordinate the transition from response or combat to recovery with support from other officers that have been assigned responsibility for the various recovery functions within the Local Emergency recovery plan.

CONSULTATION/ADVERTISING:



The Arrangements have been prepared in conjunction with the other seven (7) local governments and relevant stakeholders that constitute the membership of WC-LEMC. Upon adoption these local emergency management arrangements will be included on the City’s website and available at the Administration and Civic Centre.

**Organisation Implementation**

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

**Tension:** People feel forced leading to an unresponsive process.

**Mitigation:** Increasing the level of influence, and implementing a transparent, robust process.

Required under regulations/legislation

**LEGAL/POLICY:**

Local government’s role is focused on community leadership, management and planning, in conjunction with relevant stakeholders through the Western Central Local Emergency Management Committee, offering the community a level of assurance that agencies have an integrated degree of preparedness and response capability should a significant emergency impact the district.

The *Emergency Management Act 2005* requires local governments to complete three (3) specified functions:

- i. Establish and support local emergency management committees;
- ii. Ensure the preparation of Local Emergency Management Arrangements; and
- iii. Plan for and be responsible for Local Recovery Arrangements.

Although review of the Arrangements will be a continuous process, adoption of the revised set of Arrangements will ensure the eight (8) partnering local governments are compliant with the legislation.

### **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to adopt the Western Central Local Emergency Management Arrangements 2024. In the event of an emergency affecting the local area, it is vitally important that the City remains equipped to fulfil its emergency management obligations which may vary based on the type of emergency event as well as its scale, risk and severity. Planning and preparation is necessary to enable responsiveness based upon clear roles and responsibilities and clear emergency arrangements remain a legislative requirement for local government.

### **STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

#### Enhanced Environment

*We have minimised our impact on the environment.*

#### Thriving Places

*Efficiently managed and maintained City assets in the public realm.*

#### Innovative and Accountable

*Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.*

### **SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

### **PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

### **FINANCIAL/BUDGET IMPLICATIONS:**

Costs associated with the preparation of the Western Central Local Emergency Management Arrangements 2024 have been met within the City's operating budget. Subject to the type of emergency encountered, a range of existing City resources will be utilised, although there may be instances where expenditure from the municipal fund not included in the annual budget may be required.

Section 6.8(1)(c) of the *Local Government Act 1995* will apply in such circumstances whereby expenditure may be authorised in advance by the Mayor in an emergency. The City's insurance coverage may enable the recovery of some costs associated with the Response and Recovery phases of an emergency event.

### **COMMENTS:**

The Western Central Local Emergency Management Arrangements have been reviewed and prepared to ensure that the City of Vincent community is appropriately prepared for and protected from both natural and man-made emergencies. Council adoption of the Western Central Local Emergency Management Arrangements 2024 will ensure that an effective framework is in place in the event of an emergency.

# Western Central Local Emergency Management Arrangements

JUNE 2024





These arrangements have been produced and issued under the authority of Section 41(1) of the Emergency Management Act 2005 (EM Act 2005), endorsed by the Western Central Local Emergency Management Committee (WC-LEMC) and the Councils of the City of Subiaco, City of Vincent, Town of Cottesloe, Shire of Peppermint Grove, Town of Mosman Park, Town of Cambridge, Town of Claremont, City of Nedlands. The Arrangements have been tabled for noting with the Central Metropolitan District Emergency Management Committee and State Emergency Management Committee.

Chair	Western Central Local Emergency Management Committee	Date 2024
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Endorsed by the respective Councils.

Council	Date	ITEM No.
City of Subiaco		
City of Vincent		
Town of Cottesloe		
Shire of Peppermint Grove		
Town of Mosman Park		
Town of Cambridge		
Town of Claremont		
City of Nedlands		



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## 2 DISTRIBUTION

List

ORGANISATION	No. of Copies
Australian Army	1
Australian Red Cross – Western Australia	1
Central Metropolitan DEMC	1
Office of Emergency Management	1
City of Bayswater	1
City of Fremantle	1
City of Nedlands	1
City of Perth	1
City of Stirling	1
City of Subiaco	1
Shire of Peppermint Grove	1
Town of Cambridge	1
Town of Claremont	1
Town of Cottesloe	1
Town of East Fremantle	1
Town of Mosman Park	1
City of Vincent	1
CSIRO – Floreat	1
Department of Communities	1
Department Biodiversity, Conservation and Attractions (Botanic Gardens and Parks Authority)	1
Department of Health – State Health Emergency Coordinator	1
Department Biodiversity, Conservation and Attractions	1
Department of Fire & Emergency Services – Metropolitan Regional Operational Centre	1
Department of Fire & Emergency Services– State Emergency Services Northshore Unit	1
WA Police Force – Central Metropolitan District Office	1
WA Police Force – Fremantle Station OIC	1
WA Police Force – Wembley Station OIC	1
Public Transport Authority	1
St John Ambulance Australia – WA Operations	1
Surf Life Saving Association	1
Western Central LEMC	1

## 3 AMENDMENT

RECORD

NUMBER	DATE	AMENDMENT SUMMARY	AUTHOR
1	Dec 2008	Initial Issue	WC-LEMC
2	Mar 2013	First review based on SEMC Template and City of Wanneroo Arrangements	WC-LEMC
3	May 2018	Second review due to period since last review, excision of portion of City of Subiaco to City of Perth and to be consistent with the Office of Emergency Management template.	WC-LEMC
4	Dec 2020	Dist. List, Acronyms, Part 2.4 updated comments on Risk Management, Removal of schedule of Evac. Centres and Reference to Welfare Plan for this data, Appendices 1, 4 and 6 altered.	EO Meeting 10 Dec 2020 Item 7.3
5	2024	Comprehensive review in accordance with SEMC Policy	WC-LEMC





# 4 GLOSSARY of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *EM Act 2005* or as defined in the State Emergency Management Glossary ([www.wa.gov.au](http://www.wa.gov.au)).



# 5 GENERAL ACRONYMS and References

The following acronyms are used in these arrangements.

ACRONYM	EXPANSION
<b>AWARE</b>	All West Australians Reducing Emergencies
<b>CEO</b>	Chief Executive Officer
<b>DBCA</b>	Department of Biodiversity Conservation and Attractions (Botanic Gardens and Parks Authority)
<b>DC</b>	Department of Communities
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>ECC</b>	Emergency Coordination Centre
<b>EM Act 2005</b>	Emergency Management Act 2005
<b>HAZMAT</b>	Hazardous Material
<b>HMA</b>	Hazard Management Agency
<b>IMT</b>	Incident Management Team
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMAs</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCG</b>	Local Recovery Coordination Group
<b>LRP</b>	Local Recovery Plan
<b>MOU</b>	Memorandum of Understanding
<b>PPRR</b>	Prevention Preparedness Response Recovery
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SRC</b>	State Recovery Coordinator
<b>SRCG</b>	State Recovery Coordinating Group
<b>WC-LEMC</b>	Western Central Local Emergency Management Committee



# 6 Introduction

Each State and Territory of Australia has established its particular approach to management of emergencies and have enacted legislation to give effect to those arrangements. In Western Australia, the EM Act 2005 has been proclaimed.

In compliance with the EM Act 2005, and State Emergency Management Policy, the Western Central Local Emergency Management Committee (WC-LEMC) was formed on 18 May 2005. The area comprising the WC-LEMC is within the Central Metropolitan Emergency Management District.

The WC-LEMC is constituted and operated in accordance with State Emergency Management Policy section 2.5 and State Emergency Management Procedure 3.7 and 3.8. It is a non-operational cooperative group that carries out emergency management planning activities and maintains LEMAs within the areas bound by the following local governments:

- City of Nedlands
- City of Subiaco
- City of Vincent
- Shire of Peppermint Grove
- Town of Cambridge
- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park.

The Committee has developed Terms of Reference to determine membership and how it functions.

These Arrangements should be read in conjunction with the State Emergency Management Policy, Plan and Procedure.

## 6.1 Community Consultation

During 2009 and into 2010 the WC-LEMC commissioned, with a grant from the All West Australians Reducing Emergencies (AWARE) funding program, the Local Government Insurance Service to undertake a comprehensive community Risk Management process in accordance with AS/NZS ISO 31000:2009 Risk Management Standard.

The process included community survey and workshops to identify and rate risks and workshops and meetings with relevant agencies to manage and mitigate the risk.

The emergency risk management process has been documented in a separate Report titled Western Central District Community Emergency Risk Management 2010 prepared by the consultants working with Local Government Insurance Services to complete that project.

This original Risk Management project was updated in 2013 and superseded in 2019 by a revised process, the outcome of which can be viewed in section 7.4.

## 6.2 Document Availability

These LEMA can be accessed through websites of the participating local governments or may be viewed at the offices of either of the eight local governments comprising the WC-LEMC during their respective office hours.

## 6.3 Area Covered

The WC-LEMC comprises an area of 70 square km's in metropolitan Perth, Western Australia. The borders adjoin the Cities of Perth, Stirling and Fremantle and the Swan River in the south and the Indian Ocean in the west.

The area includes national and state sporting facilities, major hospitals, popular beaches, major train routes and has the added risk of a high volume of traffic using the freeway, major highways, trains and bus services. Refer to Appendix 4 for WC-LEMC local government boundaries.

## 6.4 Aim

These LEMAs have the following broad aims and objectives:

- Enable the WC-LEMC and member Local Governments to meet their emergency management roles and responsibilities.
- Document cooperative agreements relating to emergency planning, response and recovery within the Western Central area, Appendix 8 is the Partnering Agreement between the Local Government Members to share resources.
- Identify and analyse major risks and hazards that pose a threat to life and or property within the Western Central area.

- Maintain a current resource and contacts register for participating agencies and organisations.
- Promote effective liaison between all HMA's, emergency services and supporting agencies, which may become involved in emergency management; and
- Provide a document with sufficient detail in community emergency management, formatted in a manner that facilitates regular review, testing and evaluation to effectively accommodate change.

## 6.5 Purpose

The purpose of these LEMAs is to document the management of identified priority risks and provides specific detail on the:

- Prevention of
- Preparation for
- Response to; and
- Recovery from any emergency affecting the Western Central community. These principles apply nationwide and are collectively referred to as PPRR or the Comprehensive Approach.

## 6.6 Scope

These Arrangements:

- Apply to all areas encompassed within the established boundaries of the local governments within the WC-LEMC.
- Cover areas where the local governments in the WC-LEMC provide support to Hazard Management Agencies and other agencies in the event of an emergency event.
- In particular, the Local Recovery Plan (LRP), acknowledges the responsibilities of the local government members of the WC-LEMC in Recovery operations and the restoration and reconstruction of services and facilities within their respective local government boundaries.
- Serve as a guide to emergency management at the local level. An emergency situation may graduate and require management at a district, regional or state level.

**6.7 Local Emergency Management Policies**

The Western Central local governments have no individual local emergency management policies.

**6.8 Related Documents & Arrangements**

This document interfaces and should be read in conjunction with the:

- Applicable current State Emergency Management Policy sections and Preparedness Procedures
- The relevant State Hazard Plans.

- The Metropolitan Regional Emergency Management Arrangements.
- Department of Communities Perth & Fremantle Districts, Local Emergency Relief and Support Plan.
- Eight-member local government Recovery Plans – refer Appendix 9.

**6.8.1 Existing Plans & Arrangements**

The following is a schedule of supplementary plans that exist within the district that may mitigate risk associated with particular areas, estates or events.

Document	Owner	Location	Date
Perth & Fremantle Districts Local Emergency Management Relief and Support Plan	Department of Communities (DC)	Nil	Dec 2023
Royal Show Emergency Plan	Royal Agriculture Society	Claremont Show Grounds, 1 Graylands Road Claremont	
Bush Fire Management & Response Plan for Kings Park & Botanic Gardens and Bold Park	Department of Biodiversity Conservation and Attractions (DBCA)	Kings Park and Perry Lakes Drive.	2022
Botanical Gardens and Parks Authority Closure Plan	DBCA	Kings Park and Perry Lakes Drive.	2022

Table 4 - Existing Local Plans

**6.8.2 Agreements, understandings & commitments**

Stakeholders in emergency management in the Western Central area have agreed to form the WC-LEMC for the purpose of preparing for and managing emergencies which may occur within or which may affect this area. Participation in the WC-LEMC requires that member and attendee organisations contribute, within reason, support to emergency management prevention, planning, response and recovery activities which may include:

- Cooperating with a Local Emergency Coordinator (LEC), Hazard Management Agency, (HMA), Controlling Agency (CA) and support organisations or other emergency management stakeholders before, during or after an emergency incident to ensure the best outcome for the community within the Western Central area.
- Sharing or providing resources to an emergency management effort, when required and in line with organisational capability, to assist an emergency response and recovery and or mitigate the effects of an emergency incident within the Western Central area – Refer Partnering Agreement Appendix 8.
- Provision of a facility or site for use as an Emergency Coordination Centre (ECC) during an emergency, when required and in line with organisational capability.
- Providing for the use of established State or Local Evacuation Centres
- Contribution to WC-LEMC planning and preparation activities.
- Participation in the WC-LEMC’s emergency training and exercises as applicable.

These arrangements reflect the agreed responsibilities of organisations with hazard management control, combat, support or coordination roles related to emergencies that could impact on the Western Central emergency management district.

**6.8.3 Special Considerations**

A schedule of Special Considerations that relate to the area of the eight participating Local Governments can be found at Appendix 6.

**6.9 Resources**

Agencies participating in the WC-LEMC are doing so to generate a more effective emergency management outcome for the local community through organisational cooperation. This includes the sharing of relevant resources and equipment, within reason, which, when requested, would benefit a specific emergency effort. Resources include knowledge, data, equipment, vehicles, consumables (sandbags, etc) and personnel. A request for the provision of resources must be directed through the Incident Controller (IC) or the LEC that is managing the emergency incident at the time.

As an emergency incident within the area could easily impact across the districts of a number of participating local governments, this pre-arranged resource sharing and assistance could potentially have great benefit in reducing the impact of an incident by allowing quicker or more effective emergency response.

The HMA or CA is responsible for the determination of resources required for the hazards for which they have responsibility.

Local Government resources have been identified and are listed in Appendix 3.



# 7 Planning

## 7.1 Local Roles & Responsibilities

Detail of the specific roles and responsibilities of officers in the respective local governments are outlined below:

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
Local Government (LG)	The responsibilities of the local governments are defined in Section 36 of the EM Act 2005.
Local Recovery Coordinator (LRC)	To ensure the development and maintenance of effective recovery management arrangements for the respective local governments. In conjunction with the Local Recovery Coordination Group (LRCG), to implement a post incident recovery action plan and manage the recovery phase of the incident. See also section 9.5
Local Recovery Coordination Group (LRCG)	With guidance from the LRC, ensure the development and maintenance of effective recovery management arrangements for the respective local governments, including the appointment of appropriate sub-groups as deemed necessary. See also section 9.7
LG Evacuation Centre Liaison Officer	During an evacuation where a local government facility is utilised by DC, provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the Incident Support Group (ISG)/Incident Management Team (IMT))	During a major emergency the Local Government Liaison Officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in these LEMA and provides feedback to the LRC in readiness for Recovery. This position may be the LRC.

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
WC-LEMC Chair	The Chairperson of the WC - LEMC is appointed by the local government (Section 38 of the EM Act 2005) and does not necessarily have to be an elected member. The chairperson shall be responsible for: <ul style="list-style-type: none"> <li>• Overall management and effectiveness of the LEMC</li> <li>• Provide leadership and support to the LEMC to ensure effective meetings.</li> <li>• Reports to the DEMC.</li> </ul>
Executive Officer.	Provide executive support to the WC-LEMC and complete the functions of that position including but not limited to: <ul style="list-style-type: none"> <li>• Schedule quarterly meetings</li> <li>• Prepare agenda, minutes and associated correspondence and contact lists</li> <li>• Coordinate completion of Annual Business Plan Strategies and Annual Reports</li> <li>• Complete the role of policy officer</li> <li>• Assist with preparation of respective capability and preparedness statements</li> <li>• Coordinate review and update of the LEMA's on behalf of WC-LEMC member Local Governments.</li> <li>• In conjunction with LEMC, prepare risk treatment plans in conjunction with appropriate agencies.</li> <li>• Assist participating LGs with preparation, review and update of their respective Recovery Plans and sub-plans such as Animal Welfare Plans.</li> <li>• Organise annual exercises that test the LEMA's and Recovery Plan.</li> <li>• Manage and distribute information to and from the member Local Governments in relation to Emergency Management.</li> <li>• Identify projects that enhance community resilience.</li> <li>• Explore opportunities for and apply for relevant grant funding.</li> <li>• Ensure planning and preparation for emergencies is undertaken.</li> <li>• Implement procedures that assist the community and emergency services deal with incidents.</li> <li>• Facilitate training for all LG personnel with emergency planning and preparation, response and recovery responsibilities.</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the local government's emergency response and support capability.</li> </ul>

Table 5 - Local Roles & Responsibilities



### 7.2 WC-LEMC Roles & Responsibilities

The 8 Local Governments have established the WC-LEMC under Section 38(1) of the EM Act 2005 to develop, oversee, and test the LEMA's.

The WC-LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The WC-LEMC is not an operational committee but rather the organisation established and supported by the local governments to assist in the development of LEMA's for its district.

The WC-LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they also provide advice to HMA's to develop effective local hazard plans
- Providing a multi-agency forum to analyse local risk
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The WC-LEMC membership includes one representative from each of the 8 local governments, the LEC, relevant government agencies and other statutory authorities which nominate their representatives to be members.

Matters relating to constitution, membership and operation of the Committee are as prescribed in the adopted Terms of Reference originally approved in December 2009 and revised in January 2016, June 2018 and 2024.

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
WC-LEMC Chair	Provide leadership and support to the WC-LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. Represent the WC-LEMC on the DEMC.
WC-LEMC Executive Officer	Refer to role of Executive Officer/ above in section 7.1.

Table 6 - WC-LEMC Roles & Responsibilities



### 7.3 Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
Hazard Management Agency	<p>A HMA is a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4(3)].</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 EM Act 2005]</li> <li>• Declare/revoke emergency situations [s50 &amp; 53 EM Act 2005]</li> <li>• Coordinate the development of the State Hazard Plan for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to Recovery by local government.</li> </ul>
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness</li> <li>• control all aspects of the response to an incident.</li> </ul> <p>During incident management the Controlling Agency will ensure effective transition to Recovery.</p>
Combat Agency	<p>A Combat Agency as prescribed under subsection 6(1) of the EM Act 2005 is a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>
Local Emergency Coordinator (LEC)	<p>The LEC is the officer in Charge of the Local Police Station, in the WC-LEMC there are two such stations, being Wembley and Fremantle. The LEC will act as Chair of the WC-LEMC when the elected Chair is absent.</p>

Table 7 - Local Agency Key Roles & Responsibilities

## 7.4 Managing Risk

### 7.4.1 Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enables local governments, the WC-LEMC, land management agencies and HMA's to work together to mitigate the associated risk. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy part 3

In 2010 the WC-LEMC commissioned, with an AWARE Grant, the Local Government Insurance Service to prepare a Risk Management Plan for the Western Central District, inclusive of a series of treatment plans for consideration of the WC-LEMC. This work was updated by a series of workshops conducted in 2013.

A project was implemented, again with assistance from an AWARE grant, to conduct further Risk Research in 2018/2019.



### 7.4.2 Description of Emergencies Likely to Occur

The following schedule of emergency events is likely to occur within the local government districts. Several of these have been identified from the 2019 local emergency risk management process.

HAZARD	HMA	CONTROL AGENCY	LOCAL COMBAT ROLE	LOCAL SUPPORT ROLE	STATE HAZARD PLAN
Fire	FES Commissioner	Department Fire & Emergency Services (DFES) DBCA	DFES DBCA	LG, DC WAPOL State Emergency Services (SES). DBCA (on designated lands)	Fire
Flood	FES Commissioner	DFES	DFES SES	LG Swan River Trust	Flood
Hazardous Material (Fuel)	FES Commissioner	DFES	DFES	WAPOL SES LG	HAZMAT
Heatwave	CEO Depart of Health	Depart. of Health	St John.	LG	Heatwave
Rail Crash (PTA)	Public Transport Authority	PTA, or WAPOL or DFES upon agreement.	PTA, or WAPOL or DFES upon agreement.	St John LG	Crash Emergency
Road Crash	Police Commissioner	WAPOL	WAPOL	DFES St John LG	Crash Emergency
Storm	FES Commissioner	DFES	DFES	SES	Severe weather
Earthquake	FES Commissioner	DFES	DFES	SES	Earthquake
Land Search	Police Commissioner	WAPOL	WAPOL	SES	Search & Rescue

Table 8 - Schedule of Likely Emergencies

These arrangements are based on the premise that the HMA is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

### 7.4.3 Emergency Management Strategies and Priorities

The following are identified as priority risk areas, together with strategies developed to mitigate these risks. These 6 Hazards were assessed by the WC-LEMC during 2018/19.

PRIORITY HAZARDS	TREATMENT STRATEGY
Storm	No treatment strategies have been developed, however, Local Governments will continue to consider how these hazards can be mitigated as they prepare their annual Maintenance and Capital works programmes and when administering relevant legislation, planning schemes and building codes.
Fire – Structural & Bush	
Road Crash	
HAZMAT	
Rail Crash	
Flood	

Table 9 - EM Priorities and Strategies



# 8 Response

## 8.1 Coordination of Emergency Operations

It is acknowledged that the HMAs, Controlling Agencies and combat agencies may require local government resources and assistance in emergency management. The 8 local governments are committed to providing assistance and support if the required resources are available through the ISG when and if formed to support a particular emergency event.

## 8.2 Incident Support Group

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination will be achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the IMT. The ISG is a group of people representative of the different agencies who may have involvement in the incident, supporting the IMT.

### 8.2.1 Triggers for an ISG

The triggers for an ISG are defined in State EM Policy Statement section 5.2.2 and State EM Plan section 5.1. These are:

- where an incident is designated as Level 2 or higher
- multiple agencies need to be coordinated.

### 8.2.2 Membership of an ISG

The ISG is comprised by agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to nominate a liaison officer on the ISG.

The LRC, or suitably qualified representative, will be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and to facilitate handover to Recovery.

The representation on this group may change regularly depending upon the nature of the incident, fatigue management, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

### 8.2.3 Frequency of Meetings

The frequency of ISG meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

### 8.2.4 Location of ISG Meetings

The ISG meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it could meet within the area.

LOCAL GOVERNMENT	VENUE	VENUE ADDRESS
Town of Cambridge	Administration Centre	1 Bold Park Drive, Floreat.
City of Vincent	Administration Centre	244 Vincent Street, Leederville.
Town of Claremont	Administration Centre	308 Stirling Highway Claremont
Town of Mosman Park	Administration Centre	Cnr Bay View Tce and Memorial Drive Mosman Park

Table 10 - ISG Meeting Venues

## 8.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information during response is the responsibility of the Controlling Agency.

Agencies who are not the Controlling Agency are to only comment on their operation and should always check with the IC before making a statement.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues etc.), however the release times, issues identified, and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Detail of warning and public information systems can be viewed in Appendix 7.

## 8.4 Finance Arrangements

Whilst acknowledging the State's commitments in State Emergency Management Policy 5.12 and the State EM Plan 5.4 and 6.10, the Local Governments comprising the WC-LEMC are committed to expending such necessary funds within their respective current budgetary constraints as required to ensure the safety of its residents and visitors. The relevant Chief Executive Officer (CEO) is to be approached immediately in an emergency event requiring resourcing by the affected Local Government to ensure the desired level of support is achieved.

Where possible this should be discussed with the CEO or their nominated Senior Officer. The decision maker must have appropriate authority and be able to make a timely decision.



**8.5 Evacuation**

Comprehensive emergency management planning also involves planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government, with the assistance of the WC-LEMC has responsibilities to undertake pre-emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and is very effective in assisting

the Controlling Agency to make timely and informed decisions.

A separate Evacuation Plan is being developed in accordance with SEMC endorsed Western Australian Community Evacuation in Emergencies Guideline WA Community Evacuation in Emergencies Guideline. The following is a list of evacuation centres nominated by the respective Local Governments. Contact with the relevant Local Government, see Appendix 5, will facilitate activation of the preferred centre.

PREMISES	ADDRESS OF CENTRE	PROFILE
The 8 Local Governments comprising the WC-LEMC have each nominated a series of facilities that may be used by the Controlling Agency and subsequently the DC as evacuation centres.		
The centres have been classified as being suitable for Level 2 and 3 events or short-term use and are detailed in the DC Local Emergency Relief and Support Plan for the Perth and Fremantle Regions that support the Local Governments that comprise the WC-LEMC. Member Local Governments contribute to the update of these facilities but the detail is not repeated in these Arrangements.		

**8.5.1 Special Needs Groups**

The Controlling Agency that is planning evacuation needs to be able to identify people and locations which require special attention or resources.

A list of special needs groups. Including physical location, contacts, size and whether current evacuation plans exist can be found at Appendix 2.

Examples may be:

- schools
- nursing homes
- childcare centres
- hospitals
- persons with disabilities
- Large gatherings.

**8.5.2 Routes & Maps**

A map of the District is attached as Appendix 5.

These sectors should have their own evacuation arrangements, the Controlling Agencies may however need to assist these groups when impacted by a widespread emergency event.

**8.6 Relief and Support**

The DC has the role of managing relief and support. The detail of support provided by the DC in the event of an emergency together with a description of roles and responsibilities of that agency and others is detailed in the LOCAL EMERGENCY MANAGEMENT RELIEF AND SUPPORT PLAN PERTH & FREMANTLE DISTRICTS Updated December 2022 and is not repeated in these Arrangements.

The WC-LEMC is committed to working with these groups to ensure that their Emergency Planning requirements are integrated with these LEMA and in that regard propose periodic exercises with the various groups to test their Plans and facilitate sector networking.





# 9 Recovery

## 9.1 The Recovery Process

Under the EM Act 2005, (S.36) local governments have a requirement to manage the Recovery process following an emergency that has affected its community.

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing. Given the WC-LEMC is comprised by 8 local governments, a single Recovery Plan has been prepared and presented as Appendix 9 to these LEMA.

Each participating local government has its own Recovery Procedures in place which outlines how they will activate Recovery within their respective organisations and communities as required. These procedures are maintained by each local government and are not published.

## 9.2 Aim of Recovery

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need

to restore, as quickly as possible, quality of life to an affected area so that it can continue to function as part of the wider community.

## 9.3 Transition from Response to Recovery

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Incident Controller, the LRC and the LEC. However, where an agreement cannot be achieved, preference is to be given to the Response requirements.

The process of transitioning to recovery from level 2 and 3 emergency events will be complemented by completion of an Impact Statement to be prepared by the Controlling Agency. Preparation of this Statement should be coordinated in conjunction with the LG and will need to be signed by the relevant CEO prior to final handover.

## 9.4 Local Recovery Coordinator

Each local government comprising the WC-LEMC has appointed a LRC in accordance with the EM Act 2005, section 41(4).

A schedule of LRC's with contact numbers is contained in Appendix 9.

## 9.5 Local Recovery Coordinator Roles and Responsibilities

The responsibilities of the LRC may include any or all of the following:

- Prepare, maintain and test the LRP and Procedures
- Assess the community Recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for:
  - Advice to the Mayor/Chief Executive Officer on the requirement to activate the Plan and convene the LRCG and
  - Initial advice to the LRCG, if convened.
- Undertake the functions of the Executive Officer to the LRCG
- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the Recovery process in consultation with the HMA during the initial stages of Recovery implementation.
- Coordinate local 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.
- Liaise with the Chair of the State Recovery Coordination Group (SRCG) or the State Recovery Coordinator (SRC), where appointed, on issues where State level support is required or where there are problems with services from government agencies locally.
- Ensure that regular reports are made to the SRCG on the progress of Recovery and
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand-down.

## 9.6 Local Recovery Coordination Group

The LRCG can expand or contract as the emergency management process requires. When forming the LRCG, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members.

The LRC will also ensure that the LRCG has the technical expertise and operational knowledge required to respond to the situation.

## 9.7 Function of the Local Recovery Coordination Group

The LRCG has the role to coordinate and support the local management of the Recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCG responsibilities may include any or all of the following:

- Appointment of key positions within the Group and, when established, the sub-groups
- Establishing sub-groups, as required and appointing appropriate chairpersons for those sub-groups. Sub-groups may include personnel to manage the following environmental areas
  - Built
  - Natural
  - Economic
  - Community
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate
- Develop plans for the coordination of Recovery processes
- Activation and coordination of the Local Recovery Centre, if required
- Negotiating the most effective use of available resources
- Ensuring a coordinated multi-agency approach to community Recovery
- Making appropriate recommendations, based on lessons learned, to improve the community's Recovery preparedness.
- Ensure appropriate evaluation and reporting on the Recovery process in accordance with SEMP Policy 6.10.1
- Develop a Communication strategy in accordance with "communicating in Recovery Guidelines" prepared by the State Emergency Management Committee (SEMC) Public Information Reference Group.

**9.8 Local Recovery Coordination Group Composition**

Because these Arrangements affect 8 local governments, the Recovery Coordination Group would normally be formed in the local government

area where the emergency has occurred, so it is not practical to nominate specific persons to the roles. The LRCG that is established to manage the local Recovery process would include the following membership structure:

POSITION	SUGGESTED REPRESENTATIVE
Chairperson	Nominated Local Government Representative (eg: Mayor, Chief Executive Officer)
Executive Officer	Nominated Local Government Representative
Local Recovery Coordinator	Nominated Local Government Representative
Executive Public Liaison Officer	Nominated Local Government Representative
Group Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
Other Representatives	<p>State Government</p> <ul style="list-style-type: none"> <li>Controlling Agency</li> <li>Department Fire &amp; Emergency Services</li> <li>WA Police Force</li> <li>DC</li> <li>Main Roads WA</li> <li>Water Corporation</li> </ul> <p>Lifelines</p> <ul style="list-style-type: none"> <li>Western Power</li> <li>Telstra</li> </ul> <p>St John Ambulance Community Leaders.</p>

Table 11 - Recovery Committee Membership



**10 Exercising, Reviewing and Reporting**

**10.1 The Aim of Exercising**

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it may be incorporated into the WC-LEMC exercise.

Exercising the LEMA's will allow the WC-LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination and collaboration.

**10.2 Frequency of Exercises**

State EM Policy section 4.8, State EM Plan section 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for WC-LEMCs to exercise its LEMA's on at least an annual basis.

**10.3 Types of Exercises**

Some examples of exercises types include:

- desktop/discussion
- a phone tree recall exercise
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- operating procedures of an ECC; or
- locating and activating resources on the Emergency Resources Register.

**10.4 Reporting of Exercises**

The WC-LEMC will report its exercise schedule to the relevant DEMC by the 1st January each year for inclusion in the DEMC report.

Once the exercises have been completed, post exercise reports are forwarded to the DEMC to be included in reporting for the SEMC annual report.

**10.5 Review of Local Emergency Management Arrangements**

The LEMA's shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local governments consider it appropriate.

In accordance with State EM Policy section 2.5, the LEMA (including Recovery Plans) will be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly refer Appendix 5.
- a review is conducted after training that exercises the Arrangements
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- when circumstances require more frequent reviews.



**10.6 Review of Local Emergency Management Committee Positions**

The local government, in consultation with the parent organisation of members shall determine the term and composition of WC-LEMC positions and document detail within its Terms of Reference.

**10.7 Review of resources register**

A schedule of resources held by Local Government can be viewed at Appendix 3. The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each WC-LEMC meeting.

**10.8 Annual Reporting**

Each member Local Government shall submit an Annual and Preparedness Report to the DEMC at the end of each financial year. This information provided by the Annual and Preparedness Reports is collated into the SEMC Annual Report which is subsequently tabled in Parliament.

**11 APPENDICES**



**APPENDIX 1 CRITICAL INFRASTRUCTURE**

ITEM	LOCATION	DESCRIPTION	OWNER	CONTACT DETAILS	COMMUNITY IMPACT DESCRIPTION
King Edward Memorial Hospital	374 Bagot Road Subiaco	Public Hospital	Health Department of WA	9340 2222	Public hospital
East Perth, Leederville, West Leederville, Subiaco, Daglish, Claremont, Mosman Park, Victoria Street and Swanbourne Train Stations	Perth to Midland and Perth to Fremantle rail lines	Train & Bus Stations	State of WA Transperth	9220 9999	Major transport infrastructure.
Beatty Park Leisure Centre	220 Vincent Street North Perth	Recreation and aquatic centre	City of Vincent	92736000	Recreation facility
Leederville Oval	246 Vincent Street Leederville	WAFL & AFL Stadium	City of Vincent	9208 9999	WAFL & AFL Venue
HBF Park	310 Pier Street Perth	Sporting Stadium and occasional events	City of Vincent	9422 1500	Facility for Soccer & Rugby including concerts etc
HBF Stadium	Stephenson Ave Mt Claremont	Athletics Stadium	State of WA	Venues West 9441 8222	Mass gatherings, loss of venue, Chemical exposure from chlorine
Hollywood Private Hospital	Monash Ave, Nedlands	Hospital	Ramsay Health Care	9346 6000	Nursing care , loss of hospital
Campbell Barracks	Swanbourne	Army installation	Commonwealth	1300 333 362	Loss of Defence equipment & Resources

ITEM	LOCATION	DESCRIPTION	OWNER	CONTACT DETAILS	COMMUNITY IMPACT DESCRIPTION
Irwin Barracks	Karrakatta	Army installation	Commonwealth	1300 333 362	Loss of Defence equipment & Resources
Karrakatta Cemetery	Railway Parade Nedlands	Cemetery	Metropolitan Cemeteries Board	1300 793 109 or 9383 5255	Loss of cultural significance
Subiaco Wastewater Treatment Plant	Lemnos Street Shenton Park	Water treatment plant	Water Corporation	9380 7499	Water Corporation wastewater treatment plant
Wembley Golf Complex	200 The Boulevard Wembley Downs	Golf complex	Town of Cambridge	6280 1300	Loss of recreational facility
Bold Park Aquatic Centre	215 The Boulevard City Beach	Aquatic complex	Town of Cambridge	9385 8767	Loss of recreational facility
Quarry Ampitheatre	1 Waldron Drive City Beach	Entertainment venue	Town of Cambridge	9385 7144	Loss of entertainment facility
Matthews Netball Centre	Selby Street Wembley	Sports complex	Town of Cambridge	9387 7011	Loss of recreational facility
St John of God Hospital	12 Salvado Road Subiaco	Hospital	St John of God Health Care	9213 3636	Private Hospital
Floreat and City of Perth Surf Lifesaving Clubs	Floreat and City Beaches	Surf rescue facilities	Town of Cambridge	9385 9370 9385 9232	Surf rescue facilities
Royal Agricultural Showgrounds	1 Graylands Road Claremont	AFL Complex and venue for annual show	Town of Claremont	6263 3100	Loss of community facilities
Claremont Aquatic Centre	12 Davies Road Claremont	Aquatic Complex	Town of Claremont	9285 4343	Loss of recreational facility
Claremont Football Stadium	3 Davies Rd, Claremont	Sports Complex	Claremont Football Club	9384 9200	Loss of recreational facility
Claremont Quarter Shopping Centre	9 Bayview Tce Ave Claremont	Shopping Complex	Private Ownership	9286 5888	Shopping centre

ITEM	LOCATION	DESCRIPTION	OWNER	CONTACT DETAILS	COMMUNITY IMPACT DESCRIPTION
Town Hall Claremont Community Hub.	Stirling Highway Claremont	Community Complex	Town of Claremont	9385 4300	Loss of Cultural centre
Bethesda Hospital	25 Queenslea Drive Claremont	Hospital	Bethesda Health Care	9340 6300	Private Hospital
University of WA Claremont Campus	Cnr Princess and Goldsworthy Rd Claremont	University campus	University of WA	6488 1857	Education facility
University of WA Research Institute	1 Underwood Avenue, Mt Claremont	University Research facility	University of WA	6488 6000	Education facility
Claremont Recreation Centre	Bay View Terrace	Recreation centre	Town of Claremont	9285 4300	Recreational facility
Cottesloe and North Cottesloe Surf Club	Cottesloe Beach	Surf rescue facilities	Town of Cottesloe	9383 4400 9284 2626	Surf rescue facilities
Swanbourne Nedlands Surf Life Saving Club	Marine Parade, Swanbourne	Surf Rescue	Surf Life Saving	9384 0020	Surf rescue facilities
Sea View Golf Club	Jarrad Street Cottesloe	Golf course & Club	Town of Cottesloe	9384 0471	Recreational facility
Cottesloe Golf Club	173 Alfred Road, Swanbourne	Golf course & Club	City of Nedlands	9384 3222	Recreational facility
Nedlands Golf Course	120 Melvista Avenue, Dalkeith	Golf course & Club	City of Nedlands	9389 1244	Recreational facility
Freshwater Bay foreshore reserve	Hobbs Place Peppermint Grove	Passive recreation venue	Shire of Peppermint Grove	9286 8600	Passive recreation facility
Royal Freshwater Bay Yacht Club	1 Hobbs Place, Peppermint Grove	Sailing Club		9286 8200	Sailing club
Nedlands Yacht Club	Esplanade (between Charles Court Reserve and Paul Hasluck Reserve).	Yacht Club	City of Nedlands	9386 5496	Yacht Club

ITEM	LOCATION	DESCRIPTION	OWNER	CONTACT DETAILS	COMMUNITY IMPACT DESCRIPTION
Perth Flying Squadron Yacht Club	Esplanade (between Paul Hasluck Reserve and Beaton Park)	Yacht Club	City of Nedlands	9386 6437	Yacht Club
Keanes Point Parkland	Johnson Street Peppermint Grove	Passive recreation venue	Shire of Peppermint Grove	9286 8600	Passive recreation facility
Cottesloe Central Shopping Centre	460 Stirling Highway Cottesloe	Shopping Centre	Private ownership	9322 5111	Shopping Centre
Camelot Outdoor Theatre	16 Lochee Street Mosman Park	Entertainment venue	Town of Mosman Park	9386 3554	Performing arts venue
Town of Mosman Park Administration Centre	1 Memorial Dr, Mosman Park	Council	Town of Mosman Park	9383 6600	Loss of local government guidance and assistance
Town of Mosman Park Works Depot	100A McCabe St, Mosman Park	Depot	Town of Mosman Park	9383 6600	Loss of local government guidance and assistance.
Regal Theatre	474 Hay Street Subiaco	Entertainment venue	Theatre Trust	9388 2066	Performing arts venue
Sunset Hospital	Birdwood Parade	Arts, cultural and community use centre	Department of Local Government Sports and Cultural Industries	6552 7300	Passive community arts facility
Subiaco Arts Centre	Hammersley Road Subiaco	Entertainment venue	Perth Theatre Trust	9265 0900	Performing arts venue
Western Power substation	Selby Street, Shenton Park	Utilities – Electricity	Western Power	13 10 87	Distribution of power
Western Power substation	Brockway Road, Mt Claremont	Utilities – Electricity	Western Power	13 10 87	Distribution of power
Commonwealth Scientific & Industrial Research Organisation	147 Underwood Avenue, Floreat	Research facility	CSIRO	9333 6000	Environment and Life Sciences facility

APPENDIX 2 SPECIAL NEEDS

NAME	DESCRIPTION	ADDRESS	CONTACT 1	CONTACT 2	NO PEOPLE	HAVE THEY GOT AN EVACUATION PLAN? WHO MANAGES THE PLAN? HAS A COPY BEEN PROVIDED TO THE LEMC?
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The Plan for Local Emergency Relief and Support Perth & Fremantle Districts, prepared by the DC, contains, in its Appendix 9, a schedule of groups that may require special attention during an emergency and is not replicated here.

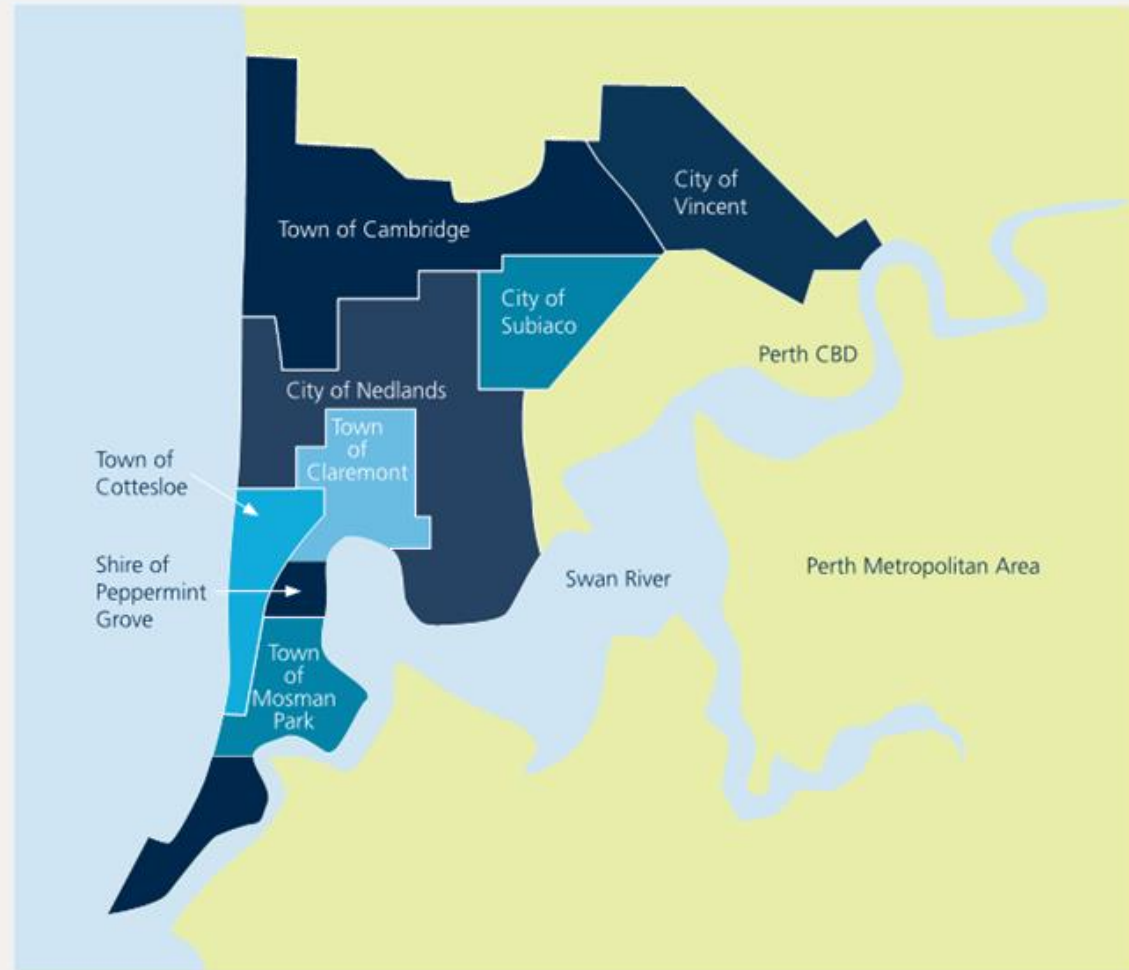


APPENDIX 3 RESOURCES

LOCAL GOVERNMENT	DESCRIPTIONS
City of Subiaco	The member Local Governments have access to plant and machinery that would be typical of an inner-metropolitan local authority. Items ranging from trucks, front end loaders, bobcats, backhoes, generators, trailers, dingo diggers, elevated platforms, buses, road sweepers, all-terrain vehicles, variable message boards, rollers and refuse trucks.
City of Nedlands	
Town of Cambridge	
Town of Cottesloe	
Town of Claremont	
Town of Mosman Park	<b>The City of Nedlands has a fully resourced response and recovery trailer that may be utilised by either of the participating local governments.</b>
Shire of Peppermint Grove	
City of Vincent	

In addition to the above, the member Local Governments, typical of most inner-city local governments, maintain a fleet of small light vehicles, small machinery and equipment, detail of which would be available upon contacting the City's nominated representative as detailed in **Appendix 5**.

**APPENDIX 4 MAP OF REGION**



**APPENDIX 5 CONTACTS**

Organisation	Name	Call Priority	Phone	Mobile	Email
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Rather than provide a schedule of contacts for each of the participating local governments, many of which are a mix of private or work mobile phone contacts, the Executive Officer will periodically request an update to a standard schedule of contacts and distribute that list to relevant Controlling Agencies for information.

This process ensures greater accuracy of data and an assurance that the nominated contact is current.

**APPENDIX 6 SPECIAL CONSIDERATIONS**

DESCRIPTION	TIME OF YEAR	IMPACT / NO. OF PEOPLE
City to Surf	August	Large gatherings between Perth CBD and City Beach.
Froth Town	August	Large events and gathering at Claremont Showgrounds
Royal Agricultural Show	September	Large events and gathering at Claremont Showgrounds
Sculptures by the Sea	February/March	Large gatherings Cottesloe Beach
Caravan & Camping Show	March	Large event and gathering at Claremont Showgrounds
Spilt Milk and Snack New Eve	December	Large event and gathering at Claremont Showgrounds
Origin Concert	December	Large event and gathering at Claremont Showgrounds
HBF Park Perth	Periodically throughout the year	Rugby, soccer matches and occasional concerts. Numbers up to 20,500 attendees
Hyde Park Fair	March Annually.	Community Fair Rotary club Gatherings over a 2 day period.
St Patrick's day parade Leederville	March- annually	Large groups gathering in Leederville and Leederville oval.
Pride Fair Hyde Park	November annually.	Large number of attendees.
The Muster	May	Large event and gathering at Claremont Showgrounds
Season Halloween	October	Large event and gathering at Claremont Showgrounds



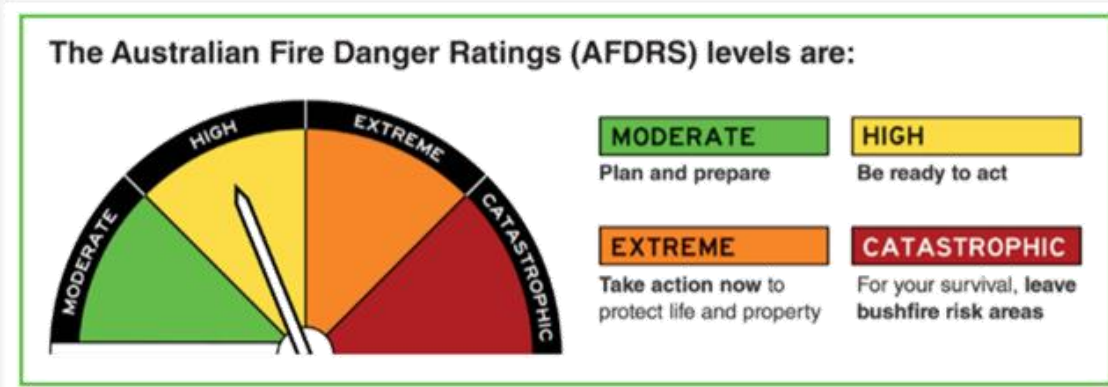
**APPENDIX 7 LOCAL PUBLIC WARNING AND INFORMATION SYSTEMS**

LOCAL INFORMATION AND WARNING SYSTEMS	DESCRIPTION
Local Radio	Used for emergency alerts in line with emergency agencies.
Websites:	The 8 Local Governments comprising the WC-LEMC have website that will display alerts and warnings as posted by the HMA and advertise prevention measures. This also includes other social media.

SYSTEMS	DESCRIPTION
DFES Public Information Line	When there is an incident that threatens lives or property, DFES activates the public information system. Emergency alerts are only issued for major emergencies involving fires, cyclones, floods, earthquakes, tsunamis and HAZMAT spills. DFES issues warnings on or to the following: <ul style="list-style-type: none"> <li>• Emergency WA Website – emergency.wa.gov.au</li> <li>• DFES Emergency Information 13 3337</li> <li>• Social Media (Facebook, Twitter @dfes_wa)</li> <li>• Other media outlets and stakeholders (other State Government)</li> <li>• SES Assistance 132 500</li> </ul>
Bureau of Meteorology (BoM): <a href="http://www.bom.gov.au">www.bom.gov.au</a>	BoM provides weather warning information to the public. The warning services provided include: <ul style="list-style-type: none"> <li>• Fire weather warnings</li> <li>• Severe thunderstorm and general severe weather warnings</li> <li>• Other warnings or alerts</li> <li>• National Weather Warnings 1300 659 210</li> <li>• Tsunami threat information 1300 878 6264</li> </ul> <p>The information provided in a weather warning includes the type of warning issued, when and where they are issued and samples of the individual warnings.</p> <p>The BoM site also provides current weather radar displays, satellite images, weather charts and weather observations. The BoM can be contacted by calling (03) 9669 4000 or for hearing or speech impairment call (02) 9296 1555.</p>

SYSTEMS	DESCRIPTION
ABC Radio	Local ABC Radio – Call sign 6WF – frequency – 720AM Perth.
Emergency Alert System:	Delivers automatic emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for the community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location where there is immediate danger.
	All home phones (landline), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.
	Messages broadcast by Emergency Alert are made with the authority of an HMA in an emergency.



**APPENDIX 8 LG PARTNERING AGREEMENT**

**PARTNERING AGREEMENT**

Western Central Emergency Management Support Group  
 For  
**The provision of Mutual Aid during response to and recovery from an emergency event**

JUNE 2024

**1. PURPOSE**

To facilitate the provision of mutual aid between Parties to the Partnering Agreement ('the Agreement') for support during the Response to an emergency event and Recovery of the impacted community.

**2. PARTIES TO THE AGREEMENT**

The Parties to the Agreement are:

1. Town of Cambridge
2. Town of Claremont
3. Town of Cottesloe
4. Town of Mosman Park
5. City of Nedlands
6. Shire of Peppermint Grove
7. City of Subiaco
8. City of Vincent.

Collectively referred to in this document as the Western Central Emergency Management Support Group.

**3. DEFINITIONS**

Definitions to terms contained within the Agreement are as per those contained within the EM Act 2005 and Emergency Management Regulations 2006 and State Emergency Management Policies.

Local Government Chairperson – the person nominated by the Local Government who for the time being is the chair of the WC-LEMC.

Requestor for Support – The Local Government(s) seeking assistance under the terms of the Agreement.

Provider of Support – The Local Government(s) providing assistance under the provisions of the Agreement.

**4. PARTNERING OBJECTIVES**

The Agreement is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Local Authority to assist.

- 4.1 Provide mutual aid to support the Incident Controller during the Response to an emergency event.
- 4.2 Ensure all Recovery activities are conducted in accordance with the EM Act 2005 and Regulations 2006 and State Emergency Management Policy.
- 4.3 Provide mutual aid for Recovery management activities; and
- 4.4 Conduct Recovery planning utilising an "All Agencies" approach in accordance with the Local Recovery Planning Guide and State Emergency Management Policy 4.4.

**5. PARTNERING EXPECTATIONS**

- 5.1 To provide where possible both physical and human resources to support the emergency Response and to assist with Recovery of the impacted community. The type of initial aid is to assist immediate Response and then Recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
- 5.2 To ensure that the Incident Controller of the designated Controlling Agency for the incident is advised of all requests for support as soon as practicable, and in consultation with the designated LRC and the Local Emergency Coordinator.
- 5.3 To ensure all personnel and equipment provided are covered by the Provider of Support own insurance.
- 5.4 Provider of Support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- 5.5 The Requestor for Support will be responsible for all incidental costs associated with the Provider of Support personnel and equipment such as catering, accommodation, Occupational Health & Safety issues, transport fuel and storage.
- 5.6 The position of Chair and administrative support of the Western Central Emergency Management Support Group will be rotated in alphabetical order between parties to the Agreement on a biennial basis in the same sequence as the WC-LEMC, refer Terms of Reference clause 6.
- 5.7 The Group will meet at least once annually at Local Government Chairperson's locality to review the Agreement and assess its relevance and suitability to the parties and other business relevant to the Agreement and its operation.
- 5.8 To ensure that all requests for mutual aid are directed from the LRC of the requesting Local Government to the Chief Executive Officer of the Local Government being requested to provide assistance.

**6. DURATION AND AMENDMENT:**

- 6.1 The Agreement will come into effect at the date of endorsement of the LEMAs by each party.
- 6.2 The Agreement will remain in place until terminated.
- 6.3 The terms of the Agreement shall not be amended in any respect except by agreement of all Parties in writing.

**7. TERMINATION:**

The Agreement may be terminated by mutual agreement of all Parties in writing at any time.

**8. WITHDRAWAL:**

Any Party may withdraw from the Agreement by giving three (3) months' notice in writing to the Local Government Chairperson at any time.

**9. NOTICES:**

Communications in relation to the Agreement must, unless otherwise notified in writing, be addressed and forwarded as follows:

Chairperson

Western Central Emergency Management Support Group

c/o (Local Government responsible for chairperson at the time)

**10. AGREEMENT**

Parties to the Agreement, agree to the preceding provisions in regard to the provision of mutual aid.





**APPENDIX 9 RECOVERY PLAN**

November 2024

WESTERN CENTRAL LOCAL EMERGENCY MANAGEMENT COMMITTEE

**LOCAL EMERGENCY RECOVERY PLAN**

For

CITY OF SUBIACO

TOWN OF CLAREMONT

CITY OF NEDLANDS

TOWN OF MOSMAN PARK

CITY OF VINCENT

TOWN OF COTTESLOE

TOWN OF CAMBRIDGE

SHIRE OF PEPPERMINT GROVE

**AMENDMENT RECORD**

Proposals for amendment or addition to this Plan should be forwarded to the *Executive Officer of the Western Central Local Emergency Management Committee.*

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NO.	DATE		
1	2024	Review in conjunction with comprehensive review of the 2018 LEMA	WC-LEMC
2			
3			
4			

## INTRODUCTION

Recovery is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological, and economic wellbeing the Emergency Management Act” (EM Act 2005).

The EM Act 2005 became effective on 23rd December 2005. The Act places a responsibility on local governments to:

- Establish a Local Emergency Management Committee.
- Prepare and maintain LEMAs and manage recovery activities within their districts.
- Appoint a LRC for that purpose.

The approach taken by the following local governments in relation to items one and two above is to participate regionally through what is referred to as the WC-LEMC and to have a common set of Emergency Management Arrangements and a single Recovery Plan that provides an overview of their obligations in this regard:

- City of Subiaco
- Town of Cambridge
- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park
- City of Neelands
- Shire of Peppermint Grove
- City of Vincent

To supplement the regional approach to emergency management and recovery, each participating Local Government acknowledges its responsibility for the recovery of its own community after an emergency event and as such has developed their approach to the completion of that process which they have each documented in operational Recovery Procedures.

## COMMUNITY RECOVERY MANAGEMENT PRINCIPLES

Recovery forms the fourth element of the PPRR (Prevention, Preparedness, Response and Recovery) approach to emergency management in WA. Local government is to manage recovery following an emergency affecting the community in its district (S 36(b) EM Act 2005)

Large scale recovery operations wider than one local government jurisdiction may be managed by the SRC, appointed by the Department of Premier and Cabinet, who will convene a State Recovery Coordination Group. State policy and arrangements for recovery, including recovery management structures and responsibilities, are detailed in the State Emergency Management Plan, in particular Part 6.

Wherever possible for local recovery arrangements, the normal local government management and administrative structures and practices will be used, ensuring that these structures and practices are modified to be responsive to the special needs and circumstances of the community affected by an emergency event.

It needs to be recognised that an emergency impacting on the community may also have an adverse impact on the relevant Local Government and its various facilities and resources and consequently on its capacity to conduct normal business activities whilst responding to the recovery needs of our community. For this reason, Business Continuity is an integral supplement to this Plan.

### AIM

The aim of this document is to acknowledge local governments roles and responsibilities to restore, as quickly as possible, the quality of life in the affected portion of the community, so that affected parties can continue to function as part of the wider community.

The various Recovery Procedures developed and maintained by the individual participating Local Governments document how those organisations will achieve that outcome.

## OBJECTIVES

The objectives of this Plan are to:

- Acknowledge local governments role in the Recovery process and to establish a framework for the management of community recovery from emergencies in the participating local governments.
- identify the essential roles and responsibilities of organisations/agencies participating in the recovery process, including the LRC.

## SCOPE

The scope of these recovery arrangements is limited to the boundaries of the participating local governments as outlined in the LEMAs Appendix 4.

The extent to which the arrangements in this Plan and the processes within the individual Recovery Procedures are activated will vary dependent on the nature and extent of the emergency event.

## RECOVERY PROCEDURES

As mentioned above, in addition to this Plan, the member Local Governments have each prepared Recovery Procedures that supplement this Plan.

The Procedures are designed to provide more detail of how the respective Local Governments will initiate, maintain and stand down its involvement in recovery from an emergency.

## ACTIVATION

According to state protocols, the Controlling Agency involved in responding to an emergency is responsible for ensuring that recovery arrangements are activated, if required. The Controlling Agency should convey the need for initiation of a recovery process to the affected local government to prepare for a transition from response to recovery and at the agreed point, transfer responsibility for the recovery activity to that local government. The “handover” arrangements should be documented in the appropriate Impact Statement completed in collaboration with the respective Local Government, in particular, the affected Local Governments’ Recovery Coordinator.

Where an emergency is assessed by the Controlling Agency as being of sufficient scale to require State

level recovery coordination, the Controlling Agency will, with agreement of the affected local government, discuss the transfer of the recovery coordination responsibilities to the State with the Chair of the States Recovery Coordination Group.

(Refer SEMC Policy 6.4 State Emergency Management Policy for more detail)

Despite the above, the affected Local Government should initiate recovery processes in advance of an approach by the Controlling Agency. The Local Government should make its own assessment of an emergency event and position itself to be ready to manage the recovery phase of an emergency event. Failure to be proactive will prejudice the capacity of the organisation to respond in a timely and effective manner.

It is important that the Local Government, for the purpose of being prepared, is pro-active and initiates early liaison and engagement with the Controlling Agency, through the ISG during the response phase to ensure the transition to recovery is not overlooked.

The LRC, or a person delegated by that position, is to liaise with the Controlling Agency and initiate recovery activities as soon as possible, preferably prior to or during an emergency event.

The LRC should initially convene a meeting of Local Governments in-house Recovery Team as soon as is practical where the emergency is or is likely to be of a magnitude that requires that level of involvement. The in-house team should consider the need for and composition of a LRCG that may involve membership from Hazard Management Agencies, DC and other outside agencies and organisations.

## AFTER HOURS, WEEKENDS AND PUBLIC HOLIDAYS

Unfortunately, nature has no programmed working day, weekends and public holidays, an emergency event can occur at any time requiring local government participation in emergency management.

The LEMAs detail the relevant afterhours numbers in Appendix 5.

## LOCAL RECOVERY COORDINATORS

Each Local Government will appoint its own LRC. There is no specific requirement as to who should complete this role but it is advisable that it be a position within the corporate structure that has capacity to direct resources, commit expenditure and has access to the Mayor/President, communication staff and media.

The current LRCs are listed below:

Local Government	Local Recovery Coordinator	Contact Number
Subiaco	James Hambly Kris Rogers	Contact numbers will be provided to relevant HMA's and Controlling agencies on a regular basis.
Nedlands	Matthew MacPherson	
Vincent	Peter Varris	
Cambridge	Jane Anderson	
Claremont	Bree Websdale	
Mosman Park	Ailsing Green Amy May	
Peppermint Grove	Donovan Norgard	
Cottesloe	Wayne Johnson	

The key function of the LRC is to:

- Liaise with the Controlling Agency during an emergency response phase.
- Be involved in transition process from response to recovery including finalisation of handover documents.
- Formally activate the recovery phase as required.
- Liaise with and advise the Mayor/President and elected members during the recovery phase, including provision of progress reports and information.
- With support from Directors and managers, coordinate recovery activities at an operational level.
- Appoint a deputy in case the LRC is not available.
- Plan the continuing recovery activity.



## LOCAL RECOVERY COORDINATION GROUP

The LRCG is a team established to assist with the Recovery process. The ultimate form of the team for any specific emergency event will vary depending on the nature of the emergency event and the internal structure and capacity of the impacted Local Government.

The LRCG will be supported by the LRC, be supported by key local government personnel and may include membership from external agencies and organisations that can provide technical and professional support to the Recovery process.

A comprehensive matrix of the likely tasks of the various positions and teams participating in the recovery process is contained in the respective Procedures.

**Note:-**

The LRCG may not always look the same and there are several phases through which the "business as usual" structure will morph to an organisational structure that is positioned for full scale recovery.

For example, a small scale localised emergency event may be attended to under the normal business structure. Alternatively, the scale of the event may require activation of the LRCG, initially all of the members through to events of such a scale requiring complete transition from a business as normal to a complete and absolute effort by the entire organisation to manage the recovery process.

**Local Recovery Coordination Group Functions**

The key function of the LRCG is to:

- Determine strategies for the conduct of recovery and assistance measures.
- Assess requirements for restoration of services and facilities.
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, and the State's recovery management structure, if required.
- Determine the need for and select a Recovery Centre (RC) as a one-stop-shop for recovery resources and information.
- Select a Local Evacuation Centre often referred to as a Relocation Centre, if required by the Controlling Agency.

- Monitor the progress of recovery.
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies and government departments.
- Liaise with DC to provide short term emergency accommodation and personal support services to the community.
- Establish internal accounting arrangements and manage financial relief schemes for the City.
- Undertake specific recovery activities as determined by the circumstances and the Team.

**Impact Assessment by Local Recovery Coordination Group.**

A primary function of the LRCG is to gain an early understanding of the impact of an emergency event.

Impact assessment involves gaining early and accurate information about the impact of the event on the organisation itself, individuals, the community, and infrastructure. Impact assessment is critical to the management of an effective recovery process and must involve all relevant agencies, working together to exchange information.

An early understanding of the impact is gained through the liaison between the LRC and the Controlling Agency during the response phase and detail should be recorded in the handover document, otherwise referred to as an Impact Statement.

Information acquired through liaison with the Controlling Agency and in the Impact Statement will provide a certain level of information at a point in time however the Local Government staff and others working with the LRC will need to monitor the unforeseen consequences of the emergency event and adjust the Recovery activities accordingly. The officers and agencies involved in this process could include:

- Hazard Management Agency.
- Community service providers, social agencies, to identify people in need of immediate assistance.
- Red Cross
- Department of Health
- Environmental Health Officers
- Building Surveyors
- Engineers
- Communications professionals
- Rangers.

It is recognised that various agencies will collect data for their own purposes; however, recovery planning must provide coordination of inspections, and the eventual synthesis of various reports into an overall summary.

The role of the LRCG in undertaking an impact assessment shall be to:

- Use intelligence and information gathered from the response phase and the Impact Statement.
- Confirm the total area of impact for determination of priorities.
- Manage the collection and collation of the required data.
- Set out the immediate information needs, infrastructure problems and status, damage impact and welfare issues.
- Link with parallel data-gathering work.
- Identify and close information gaps (establish the "big picture").
- Gather evidence to support requests for government assistance.
- Ensure all relevant information is strictly confidential.

The LRCG needs to be aware that inspections and needs assessments (surveys) may be necessary to gain an overall perspective of the emergency event.

Building inspectors, engineers and public health officers are likely to want to make inspections. The inspection process needs to be managed to ensure that priority tasks are completed first and coverage is completed safely and with efficient use of resources.

Assessments can be used to assist short-term recovery through:

- Determining numbers, locations, circumstances and ethnicity of displaced and/or injured people.
- Assessing the safe occupation of buildings and their continued use, especially emergency facilities.
- Confirming the state of lifeline utilities.
- Assessing the need for temporary works, such as shoring up and securing of property.
- Protecting property from unnecessary demolition.
- Criminal activity.

Inspections and needs assessments also contribute to longer-term recovery measures through:

- Defining personal and community needs.
- Determining aid and resource requirements for permanent recovery.
- Estimating the cost of damage.
- Acquiring engineering, scientific and insurance data to inform the disaster mitigation process.

**Regional Cooperation**

The WC-LEMC Local Government members have a Memorandum of Understanding (MOU) in place that ensures regional resource sharing to assist each other during the recovery process from an emergency event.

**COMMUNITY INVOLVEMENT**

Community involvement is the means whereby those directly affected by a disaster help rebuild their own facilities and services. Community involvement provides a framework for re-establishing the economic, social, emotional, cultural and physical well-being of the affected population.

Community involvement in recovery shall be enabled by the LRC and the LRCG who shall:

- link with existing community structures
- enlist support and advice by respected community leaders who can shape local opinion, exercise public and political influence and promote cohesion and stability
- recognise the value of local knowledge and use it to assist with the recovery process.

The LRC and the LRCG should be aware of challenges involved in working with the community including the need to determine community priorities.

**REPORTING**

The purpose of reporting is to maintain accountability and transparency, to keep the community informed, gain support and assistance and record an account of recovery efforts, including lessons learned.

Regular and thorough reporting of an emergency event, and of the recovery phase, will provide the Recovery Team with justification for actions taken and money spent to inform:

- the community affected by the emergency.
- Ratepayers.
- Taxpayers.
- the public (through the media).
- federal/state government if there are requests for physical assistance (e.g., from Defence Force) or financial assistance (requests for a donation to a Mayoral Relief Fund, or for recovery funding assistance).

A reporting system needs to cover the emergency event from beginning to the final stages of recovery. Reporting systems must be flexible, simple and succinct and have necessary administrative assistance when required. As one type of reporting will not fit all situations, reporting systems should be event specific.

The key people who will need to file regular reports are the Local Emergency Coordinator (while the state of emergency is in place) and the LRC. It is also essential that there is a plan in place to record all expenditure.

As well as keeping a precise record of when the state of emergency was declared, and when it is terminated, regular reporting on the state of the following should take place:

- Relief and Support
- public health
- business
- environment
- private property damage
- critical infrastructure
- communications
- adequacy of local resources
- external assistance
- transport

Coordinating production and maintenance of copies of reports from all teams (including other agencies) is an important management task, this role is undertaken by a nominated position. The sum of all the reports will provide a record of the recovery from the event.

**MANAGED STAND DOWN**

The recovery phase must have an end.

Organisational arrangements must be wound down and responsibility for completion of outstanding tasks and actions need to be acknowledged and assigned. The recovery phase involves restoring the community to the point where normal social and economic activity may resume.

Standing down may be at a nominated date and time or it may be a graduated process back to business as normal with some specified recovery activity continuing to be required.

The Recovery Team is expected to plan to:

- Continually review the recovery management process with a view to withdrawing as the community takes over
- Stage a public event of acknowledgement and community closure.



